City of Sutherlin
City Council Meeting
Monday, June 9, 2025
Civic Auditorium – 7 p.m.

AGENDA

Mayor Michelle Sumner
Council President Whitaker
Councilors Dagel, Hamilton, Sarnoski, Smalley, and Woods

1) **CALL TO ORDER / FLAG SALUTE**
2) **ROLL CALL**
3) **INTRODUCTION OF MEDIA**
4) **PUBLIC COMMENT (On Topic)**
[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. To provide a comment in person, you must sign in and return the comment form to the City Recorder before this item appears on the agenda. If participating through Zoom, individuals and community groups desiring to provide public comment virtually, must register with the City Recorder by 3 p.m. the day of the meeting and provide their name, email, phone and a general topic. All participants, please wait to be recognized for your turn to participate. Comments should be limited to 3 minutes. Please supply copies of the material brought to the meeting for distribution. Public comments and information provided during the public meeting will be collected and retained by the City as a public record per Oregon Revised Statutes (ORS) Public Records Policy 192.005 to 192.170 and 357.805 to 357.895, with some exceptions]

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.

5) **CONSENT AGENDA**
   a) May 12, 2025 – Meeting Minutes

6) **COUNCIL BUSINESS**
   a) Public Hearing – Resolution 2025.06 Supplemental Budget FY 2024-2025
   b) Resolution 2025.06 – Supplemental Budget FY 2024-2025
   c) Public Hearing – State Revenue Sharing
   d) Resolution No. 2025.07 – Election to Receive State Revenue Sharing
   e) Resolution No. 2025.08 – Certifying City Services
   f) Public Hearing – Adoption of 2025-2026 Budget
   g) Resolution No. 2025.09 – Adoption of 2025 - 2026 City Budget
   h) Ordinance 1101 – Updating Public Contracting Rules (Second Reading, Adoption)
   i) Ordinance 1102 – Amending Sewer Service System Requirements (Second Reading, Adoption)
   j) Nonpareil Treatment Plant Roof Contract Approval

7) **REPORTS**

8) **CITY MANAGER REPORT (verbal)**

9) **CITY COUNCIL COMMENTS**

10) **PUBLIC COMMENT (Off Topic)**
[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. To provide a comment in person, you must sign in and return the comment form to the City Recorder]

11) **ADJOURN**

Join Zoom Meeting
https://us06web.zoom.us/j/81318507694?pwd=bZRNh5laemqTGzVs2b04LE2k4RZT2p.1

Meeting ID: 813 1850 7694
Passcode: 560130

Call to Order
&
Flag Salute



ROLL CALL



Introduction Of Media



PUBLIC COMMENT

Agenda Items only



Consent Agenda



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, May 12, 2025 – 7:00pm

COUNCIL MEMBERS:
Gary Dagel, Debbie Hamilton, Adam Sarnoski, Shawn Smalley, Larry Whitaker and Lisa Woods

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham
Finance Director, Tami Trowbridge
City Recorder, Beau Hart
Finance & Administrative Asst, Lindsay Priest
Public Works Director, Aaron Swan
Community Development Director, Kristi Gilbert
Community Development Assistant, Brandi Medeiros
City Planner, Jamie Fugate
Police Chief, Troy Mills
Fire Chief, Mike Lane
Livability Service Director/Library Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Meeting called to order by Council President Whitaker at 7:00 p.m.
Flag Salute: 7 pm
Roll Call: Mayor Sumner – Excused, Councilor Smalley - Virtually
Introduction of Media: None

****Mayor made an announcement for Zoom attendees.****

PUBLIC COMMENT (agenda items only)
- K. Meier shared her thoughts opposing the Public Safety Support Fee.

CONSENT AGENDA
- **April 14th, 2025 Meeting Minutes**
- **April 18th, 2025 Meeting Minutes**

MOTION made by Councilor Hamilton to approve Consent Agenda as presented; second by Councilor Woods.
Discussion: None
In favor: Councilors Hamilton, Whitaker, Woods, Dagel, Sarnoski and Smalley.
Opposed: None
Motion carried.

COUNCIL BUSINESS

Ordinance – Public Safety Support Fee

Prior to the reading, Councilor Dagel made a motion to postpone/table the vote, second by Councilor Sarnoski.
Discussion:
- *Dagel*: stated that he understood the need for it, but felt it happened fast and should be postponed to get more information out. He asked Trowbridge how much the fee would bring in. *Trowbridg*e: "about $334,000 a year."
- *Sarnoski*: stated that he seconded so they could discuss. He specified that he is not opposed to support fee, understood the need, and would vote yes. He also stated he felt it should go up for a vote because it was a new fee.
- City Manager, Gillham, stated his recollection is that the Mayor supported and asked the Police Chief to speak and clarify.

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- Police Chief, Mills, shared that he had met with only two interested parties regarding the matter. He said there had been a lot of misinformation spread, and he had been able to dispel a lot of that with the people he had met with. He shared that the Mayor had communicated to him that she wanted to move forward with the Public Safety Fee Ordinance based on the discussions that had been happening for the last year.
- *Dagel:* summarized again that he felt the Council should give more information to the public.
- *Sarnoski:* asked if there was a way to spread more knowledge to the community other than all the meetings that had already taken place. *Gillham:* stated the situation will only get worse, but we can continue to educate the citizens. He mentioned that if a large number of the citizens do not want it, they could start a petition to have it voted out. *Sarnoski*: asked about a time frame if it went to a vote. *Gillham:* said it could take about a year.
- *Woods:* Questioned of the impact of waiting for a year to vote and going through the process of a vote. *Mills:* the longer the ordinance is put off, the bigger impact it could have on the services provided down the road. *Woods:* highlighted the fee came out to about twenty-five cents a day. *Mills:* reminded everyone that the ordinance would be left in Council's hands. If they felt like it needed reduced or increased in the future, Council could make those changes. *Gillham:* reminded everyone of multiple public meetings that were had over the last year to help educate everyone and come up with a solution which ultimately led to the ordinance.
- *Sarnoski:* he shared that he met recently with Sheriff Hanlin on an unrelated event and found that the Sheriff's department was dealing with a lot of the same issues.
- *Woods:* shared information she had learned from multiple meetings that have had an impact on Public Safety.
- *Dagel:* said he felt the amount that is paid on consultants is too much and feels the City should try to handle themselves. *Woods:* explained like most businesses, it is generally a requirement for a lot of those occurrences that some kind of specialist would need to be utilized.
- *Gillham:* asked the Council to understand that Public Safety uses up over a 115% of the city property tax revenue collected. He said he did not want to see the Police services dissipate a few years after he retired because of a lack of funding.
- *Hamilton:* explained that she had learned that many cities are facing the same issue and brought up Jacksonville as having a $45 a month fee.
- *Dagel*: said he wasn't saying it needed to be brought to a public vote, but he wanted the public to be more informed. *Gillham:* Stated that the City could do that. Mills: mentioned that there had been multiple avenues of education: the website, meetings, recordings of meetings, in person, etc. He questioned what more could be done.
- Smalley: asked if it would be possible to move ahead with the ordinance, if it was something that could be reviewed and make sure it is being used as intended, if not, could adjustments be made? Gillham: stated that is why the Mayor was wanting to move forward with the ordinance, and that adjustments can be made as seen fit by Council. Smalley: stated that he would prefer not to go the way of Yoncalla that does not have its own police department.

Council President called for a vote to postpone the Ordinance – Public Safety Support Fee.
In Favor: Councilor Dagel
Opposed: Councilor Hamilton, Whitaker, Woods, Sarnoski, and Smalley
Motion failed.

City Recorder, Hart, completed the second reading (title Only) of Ordinance – Public Safety Support Fee.

MOTION made by Councilor Sarnoski to approve Ordinance – Public Safety Support Fee as presented; second by Councilor Woods.
Discussion:

- **Sarnoski –** asked if there could be a committee put together to make sure the fee is being utilized correctly. He asked if he could be put on the committee if there was one. *Gillham:* Said that it should be run by the Mayor to decide those details.

In favor: Councilors Hamilton, Whitaker, Woods, Sarnoski and Smalley.
Opposed: Councilor Dagel
Motion carried.

DRAFT

Public Hearing - Ordinance – Updating Public Contracting Rules (First Reading, Title Only)

Staff Report – Finance Director, Trowbridge, stated that she had worked with the City Attorney's office to update the contracting rules, which have not been updated since 2005. The Oregon Legislature has had many updates since that time, and the suggested changes will bring the City closer to the legislature when it comes to contracting.

Council President Whitaker opened the Public Hearing. With no public comment, he closed the Public Hearing.

Updating Public Contracting Rules (First Reading, Title Only)

City Recorder, Hart, read the title of the Ordinance.

MOTION made by Councilor Sarnoski to approve Ordinance – Updating Public Contracting Rules as presented; second by Councilor Woods.

Discussion: *Whitaker:* Does this have an Ordinance number? *Trowbridge:* 1101

In favor: Councilors Hamilton, Whitaker, Dagel, Woods, Sarnoski and Smalley.

Opposed: None

Motion carried.

- **Public Hearing - Resolution 2025.05 - Supplemental Budget Adj FY 2024-25**

Staff Report – Finance Director, Trowbridge shared that there were several items that were unforeseeable at the time of the budget was prepared. Some of the items included travel for Council, City Manager and staff due to different roles and training needed. The Fire Department also helped to help fight fires in California, which came with added expenses. The engineer working on infrastructure also has a bill that will need to be paid prior to the new budget, that will be reimbursed by grant funds. The Visitor Center required unexpected improvements, such as a new hvac unit.

- *Woods:* Asked if the Finance Director could clarify why the Fire Department going to California would have an impact on the budget. *Trowbridge:* explained that the costs of overtime and travel, were not planned expenses. While there is supposed to be a reimbursement, it could take beyond 2 years to receive funds, which is well beyond this year's budget.
- *Whitaker:* asked if the grant funds for Oak Street Commons Infrastructure were not reimbursed, how that would affect us. Trowbridge: explained that the grant is state funds and not tied up like some federal funds. *Gillham:* Shared that it is already distributable.

Council President, Whitaker, opened the Public Hearing. After no public comment, he closed the Public Hearing.

Resolution 2025.05 - Supplemental Budget Adjustment FY 2024-25

MOTION made by Councilor Woods to approve Supplemental Budget Adjustment FY 2024-25 as presented; second by Councilor Hamilton.

Discussion: None

In Favor: Councilors Hamilton, Whitaker, Dagel, Woods, Sarnoski and Smalley.

Opposed: None

Motion carried.

Ordinance - Amending Sewer Service System Requirements (First Reading. Title Only)

City Recorder, Hart, read the title of the ordinance.

Staff Report - Public Works Director, Swan, shared that businesses in the city have been relaxed on following policies when it comes to Fats, Oils and Greases (FOG). He explained if too much FOG is introduced to the system, it can present problems. The City requested to move forward with the adjustments to help tighten up the parameters, which could help eliminate potential sewer problems.

- *Hamilton:* asked if there was an agency to monitor that businesses were following the rules. *Swan:* said it's up to the purveyor of the sewer system. *Hamilton:* asked if new businesses are made aware of these procedures. *Swan:* explained they have an education system in place, but most restaurant owners should be aware prior to opening.

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MOTION made by Councilor Hamilton to approve the Ordinance - Amending Sewer Service System Requirements as presented; second by Councilor Sarnoski.
Discussion: Hamilton noted that she had asked previously.

In Favor: Councilors Hamilton, Whitaker, Dagel, Woods, Sarnoski and Smalley.
Opposed: None
Motion carried.

Library Board Appointment

Staff Report- City Recorder, Beau Hart, asked for Council to consider filling the vacancy on the Library Board. He informed Council there was 1 application from Sandy (Sandra) Henry with multiple ending terms, Sandy had requested a term ending 12/31/2027.

MOTION made by Councilor Dagel to appoint Sandy Henry with a term ending 12/31/2027 to the Library Board; second by Councilor Woods.
Discussion: None
In Favor: Councilors Hamilton, Whitaker, Dagel, Woods, Sarnoski and Smalley.
Opposed: None
Motion carried.

Liquor License Application

Staff Report – City Recorder, Hart, explained that a Liquor License Application was submitted for 333 E Central Ave due to a potential change in ownership.

MOTION made by Councilor Hamilton to approve the liquor license application for Fast Stop (formerly Smart) as presented; second by Councilor Sarnoski.
Discussion:

- *Dagel:* Asked if it was the same ownership of Center Markets? Hart: answered, that No, that it was the same ownership that owns Fast Stop off Diamond Lake Blvd in Roseburg.

In Favor: Councilors Hamilton, Whitaker, Dagel, Sarnoski and Smalley.
Opposed: Councilor Woods.
Motion Carried.

REPORTS

City Manager Executive Recruiting Update – City Recorder, Beau Hart, asked the Council on behalf of the Mayor whether they should proceed with hiring an executive recruitment firm, given the high fees and current budget constraints. After discussing the matter, the council unanimously decided not to move forward with the executive recruitment.

CITY MANAGER REPORT

- City Manager, Gillham, introduced Rodney from St Vincent de Paul. Jerry explained that he invited him to explain about a project that the City had found a way to connect a grant they have received for in the amount of $650k. Rodney shared that the project he was working on was a transitional housing project for families experiencing houselessness (with minors) that were looking to better their situation. The grant would go a long way to helping with the overall costs, but would still require additional funding, something he has been working on for some time. Rodney shared that he knew the model was successful as it was something that an entity in Newport, Oregon had been running for over 15 years. Discussion ensued.

CITY COUNCIL COMMENT

Councilor Hamilton

- Thanked Public Works for hanging the flower baskets along Central.

Councilor Whitaker

- None

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Councilor Woods

- Wanted to clarify that contrary to what some people may think the Councilors review the material prior to the meetings and generally ask questions prior to the meeting.
- Commented that the flower baskets look great.
- Gave a shoutout to Fire and Police Departments for responding quickly to the fire that took place the Friday prior to the meeting.

Councilor Dagel

- Asked if the sign on City Hall would be taken down, because he felt it did not look great. Swan said there was a plan in place to have that replaced.
- He shared he did not think that consulting fees should be charging so much money, and that the city should find ways around it or avoid it.

Councilor Sarnoski

- Shared that he has been trying to get Jet Ski racing back to the state. He had thought all appropriate paperwork and approvals were in place, but the Marine Board told him after they were not going to allow it. He requested a letter of support from the Council to give to the Marine Board. He stated he already had multiple entities do the same, but he also would like one from the City. The council voted unanimously to have a letter written in support.

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, the meeting adjourned at 8:07 p.m.

Approved:

_____

Jerry Gillham, City Manager

Respectfully submitted by,

_____

Beau Hart, City Recorder

_____

Michelle Sumner, Mayor

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COUNCIL BUSINESS



311 E. Central Avenue
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541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Public Hearing for Supplemental Budget Adjustment				Meeting Date:	06/09/2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments:	Supplemental Budget – Resolution 2025.06				

WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2025.06 for interested parties to speak regarding the proposed changes to the fiscal year 2024-25 budget. After the hearing, Council is being asked to consider approving Resolution 2025.06 to adopt the Supplemental Budget Adjustment for fiscal year 2024-25 as described herein.

EXPLANATION

These 2 Fund Adjustments were unforeseen at the time the 2024-25 budget was prepared, and at the time that the prior Supplemental Budget was done. The initial payment on the Ladder Truck purchase, which was approved by Council in April, is due June 15 and needs to be accommodated in the Budget; also, the timing of the expenditures on the Police Department Seismic Grant is all within the scope of the grant, but different than originally projected. This Supplemental Budget is necessary to facilitate these adjustments.

OPTIONS

After the Public Hearing, to either adopt Resolution 2025.06 Supplemental Budget Adjustment or to not adopt Resolution 2025.06 Supplemental Budget Adjustment

SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2025.06-Supplemental Budget Adjustment be adopted as presented.

NOTICE OF SUPPLEMENTAL BUDGET HEARING

A public hearing on a proposed supplemental budget for the City of Sutherlin for the current fiscal year will be held at Civic Auditorium (175 E Everett Ave).

The hearing will take place on June 9, 2025 at 7:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after June 3, 2025 at City Hall between the hours of 9:00 am and 5:00 pm, or on the City website, www.ci.sutherlin.or.us.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General Fund-Fire Reserve Fund

	Resource	Amount		Requirement	Amount
1			1	Fire Equipment-Ladder Trk Payment	88,000.00
2			2	Contingency	(88,000.00)
	Revised Total Fund Resources			**Revised Total Fund Requirements**	11,335,690.00

Comments:

This Adjustment is necessary because the Council approved the purchase of the 2019 HME Ladder Truck and the financing of the same. The terms of the Loan/Lease cite annual payments, but the first one is due on June 15, 2025. This was not foreseeable at the time that the 2024-25 Budget was prepared.

FUND: Parks-Facilities Reserve Fund

	Resource	Amount		Requirement	Amount
1	Grants (Police Seismic) Add'l	750,000.00	1	Building Improvements	750,000.00
	Revised Total Fund Resources	4,158,000.00		**Revised Total Fund Requirements**	4,158,000.00

Comments:

This Adjustment is necessary to allow for the additional amount of work that will be completed on the P.D. Seismic Renovation in this Fiscal Year. This work is all within the scope of the original grant, but the timing of the expenditures is different than originally projected. This was unforeseen at the time of the original budget preparation.

RESOLUTION NO. 2025.06

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE 2024-2025 BUDGET AND AMENDING RESOLUTION 2024.15.

The City Council of Sutherlin finds that:

A. That ORS 294.473 provides the procedures for public governing bodies to adopt supplemental budget adjustments when estimated expenditures differ by more than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget adjustment or when adding a new fund.

B. The procedure includes the municipal corporation providing notice of a supplemental budget adjustment hearing and holding a public hearing on the supplemental budget adjustment prior to adopting a resolution to change the budget by more than ten percent or add a new fund.

C. Public notice has been provided as required by ORS 294.473 and a public hearing related to the supplemental budget adjustment was held on June 9, 2025, and

D. Due to unforeseen events at the time of adoption, fiscal year 2024-25 budget requires adjustment including but not limited to the following:

a. General Fund - Fire Reserve Fund: At the time the budget was prepared, we did not foresee purchasing a 2019 HME Ladder Truck, nor that the first payment would be due before June 30, 2025. Contingency funds are sufficient to cover this adjustment.

b. Park-Facilities Reserve Fund: At the time the budget was prepared, the timing of the progress on the Public Safety Seismic Grants was still in planning stages. The timing of the expenditures is different than originally projected and this budget adjustment is necessary to allow expenditures and associated work to proceed.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a municipal Corporation of the State of Oregon, as follows:

Section 1. That the budget for the City of Sutherlin for the fiscal year 2024 - 2025, which was adopted by the City Council on June 10, 2024 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

General Fund-Fire Reserve:	Adjustment	As Amended
Contingency	$ (88,000)	$ 250,000
Fire Equipment	$ 88,000	$ 811,000
Total Requirements-No Change:	**$ 0**	**$11,335,690**

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Parks-Facilities Reserve Fund	Adjustment	As Amended
Resources:		
Grants – Seismic	$ 750,000	$ 3,750,000
Total Fund Resources:	**$ 750,000**	**$ 4,158,000**
Requirements:		
Building Improvements	$ 750,000	$ 3,985,000
Total Fund Requirements:	**$ 750,000**	**$ 4,158,000**

PASSED BY THE CITY COUNCIL ON THIS 9th DAY OF JUNE, 2025

APPROVED BY THE MAYOR ON THIS 9TH DAY OF JUNE, 2025

Michelle Sumner, Mayor

ATTEST:

Beau Hart, City Recorder

DRAFT

311 E. Central Avenue
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www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Public Hearing for the City's Election to Receive State Revenues				Meeting Date:	06/09/2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Public Hearing					

WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2025.07 for interested parties to speak regarding the City's Election to Receive State Shared Revenues for fiscal year 2025-26. After the hearing, Council is being asked to consider approving Resolution 2025.07.

EXPLANATION

This is the second of 2 required public hearings on the City's Election to Receive State Shared Revenues. Cities and Counties that levy property taxes are eligible for periodic distributions from monies raised from state taxes on Motor Vehicle Fuels, Tobacco Products and Alcoholic Beverages. These distributions from the state of Oregon are based on formula established by the state. The rules governing these distributions are part of Oregon Revised Statues. For fiscal year 2025-2026 these revenues are projected to be $95,000.

OPTIONS

After the Public Hearing, to either adopt Resolution 2025.07 City Election to Receive State Revenues or to not adopt Resolution 2025.07 City Election to Receive State Revenues.

SUGGESTED MOTION(S)

After considering any public comment, move to approve Resolution 2025.07-City Election to Receive State Revenues for fiscal year 2025-2026.

NOTICE OF PUBLIC HEARING BEFORE THE SUTHERLIN CITY COUNCIL ON PROPOSED USES OF STATE REVENUE SHARING FUNDS

NOTICE IS HEREBY GIVEN that the Sutherlin City Council will hold a public hearing on proposed uses of State Revenue Sharing Funds for the fiscal year July 1, 2025 through June 30, 2026. The hearing will take place on the 9th of June, 2025 at 7:00 pm at Council Chambers, 175 E Everett Ave, Sutherlin. The purpose of the hearing is to discuss with interested persons the proposed uses of State Revenue Sharing Funds by the City of Sutherlin. A copy of the approved budget, which contains the proposed uses of State Revenue Sharing Funds, will be posted on the City website, www.ci.sutherlin.or.us, beginning May 22, 2025.

RESOLUTION NO. 2025.07

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, the Budget Committee of the City of Sutherlin has elected to receive State Revenues and approved a proposed budget which includes those revenues for the fiscal year commencing July 1, 2025; and

WHEREAS, at a meeting of the City Council of the City of Sutherlin held on June 09, 2025, a public hearing on State Shared Revenues was held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City:

Now, therefore, it is hereby resolved by The City of Sutherlin as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2025-2026.

PASSED BY THE CITY COUNCIL, ON THIS 9th DAY OF JUNE, 2025

APPROVED BY THE MAYOR ON THIS 9th DAY OF JUNE, 2025

_____
Michelle Sumner, Mayor

ATTEST:

_____
Beau Hart, City Recorder

I certify that a public hearing before the Budget Committee was held on May 19, 2025 and a public hearing before the City Council was held on June 9, 2025, giving citizens an opportunity to comment on use of State Revenue Sharing.

_____
Beau Hart, City Recorder

DRAFT

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www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Resolution 2025.08 - Certifying City Services for Receipt of State Revenue Sharing Funds				Meeting Date:	June 09,2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Resolution 2025.08					

WHAT IS BEING ASKED OF COUNCIL?

To Approve Resolution 2025.08 - Certifying City Services for the purpose of receiving State Revenue Sharing Funds.

EXPLANATION

This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Funds. After holding a public hearing on the use of State Revenue Sharing, the City needs to adopt this resolution certifying that the City of Sutherlin provides at least four of the seven qualifying municipal services as listed in the Resolution.

OPTIONS

N/A

SUGGESTED MOTION(S)

Move that Resolution 2025.08 be adopted as presented to continue to receive State Revenue Sharing Funds

RESOLUTION NO. 2025.08

A RESOLUTION CERTIFYING CITY SERVICES FOR RECEIPT OF STATE REVENUE SHARING FUNDS

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

BE IT RESOLVED, that the City of Sutherlin hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760

Police protection
Fire protection
Street construction, maintenance, and lighting
Sanitary sewer
Water utility
Storm sewers
Planning, zoning, and subdivision control

DRAFT

PASSED BY THE CITY COUNCIL, ON THIS 9th DAY OF JUNE, 2025

APPROVED BY THE MAYOR ON THIS 9th DAY OF JUNE, 2025

_____

Michelle Sumner, Mayor

ATTEST:

_____

Beau Hart, City Recorder

DRAFT

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City of Sutherlin

STAFF REPORT					
Re: Public Hearing for 2025-26 Budget Adoption				Meeting Date:	06/9/2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Public Hearing Notice					

WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2025.09 for interested parties to speak regarding the approved Budget for fiscal year 2025-26. After the hearing, Council is being asked to consider approving Resolution 2025.09 to adopt the Approved Budget for fiscal year 2025-26 as approved by the Budget Committee.

EXPLANATION

The Budget Committee approved the budget in the amount of $42,045,288 on May 19, 2025. This is the second of two required Public Hearings that must be conducted prior to Council considering the Approved Budget for Adoption

OPTIONS

After the Public Hearing, to either adopt Resolution 2025.09 Budget Adoption, levying Property taxes for fiscal year 2025-26 or to not adopt Resolution 2025.09 Budget Adoption, levying Property taxes for fiscal year 2025-26, or to amend Resolution 2025.09 Budget Adoption.

SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2025.09 Budget Adoption, levying property taxes for Fiscal Year 2025-26 be adopted as presented or as amended.

FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the Sutherlin City Council will be held on June 9, 2025 at 7:00 pm at Council Chambers, 175 E Everett Ave, Sutherlin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the City of Sutherlin Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 311 E Central, Sutherlin OR between the hours of 9:00 am and 5:00 pm or online at www.ci.sutherlin.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Tami Trowbridge Telephone: 541-459-2856 Email: t.trowbridge@ci.sutherlin.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2023-2024	Amended Budget This Year 2024-2025	Approved Budget Next Year 2025-2026
Beginning Fund Balance/Net Working Capital	12,575,225	14,096,670	14,352,670
Fees, Licenses, Permits, Fines, Assessments & Other Service	6,828,566	7,415,850	8,005,700
Federal, State and all Other Grants, Gifts, Allocations and Donations	3,449,599	7,826,402	8,003,138
Revenue from Bonds and Other Debt	268,390	125,000	0
Interfund Transfers / Internal Service Reimbursements	5,766,400	6,454,020	7,162,720
All Other Resources Except Current Year Property Taxes	2,417,444	733,710	694,060
Current Year Property Taxes Estimated to be Received	3,517,377	3,535,600	3,827,000
Total Resources	**34,823,001**	**40,187,252**	**42,045,288**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	6,243,105	6,879,690	7,387,980
Materials and Services	3,400,874	4,764,674	5,347,195
Capital Outlay	3,712,023	8,937,343	8,204,771
Debt Service	1,851,293	1,898,988	1,708,233
Interfund Transfers	5,766,400	6,454,020	7,162,720
Contingencies	9,138,291	9,293,255	6,442,615
Special Payments	89,180	375,000	525,000
Unappropriated Ending Balance and Reserved for Future Exp	4,621,835	1,584,282	5,266,774
Total Requirements	**34,823,001**	**40,187,252**	**42,045,288**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program **FTE** for that unit or program			
Administration	1,050,212	1,064,840	1,139,180
FTE	7.0	7.0	7.0
Municipal Court	232,494	242,000	254,150
FTE	1.0	1.0	1.0
Police	3,301,021	3,501,300	3,636,300
FTE	17.0	17.0	17.0
Fire	2,351,659	2,717,000	2,120,500
FTE	5.0	5.0	5.0
Community Development/Parks & Facilities	3,735,901	5,662,300	3,337,200
FTE	3.0	3.0	3.0
Federal Homeless Grant	0	650,000	650,000
FTE	0.0	0.0	0.0
Oak Street Commons	0.0	0.0	2,533,500.0
FTE	0.0	0.0	
USDA Food Waste Grant	0.0	118,912	118,938
FTE	0.0	0.0	0.0
Public Works - Operations	2,324,930	2,490,250	2,338,850
FTE	14.0	15.0	15.0
Streets	2,929,988	4,307,700	3,714,650
FTE	0.0	0.0	0.0
Water	6,631,880	7,562,300	8,585,800
FTE	0.0	0.0	0.0
Wastewater	8,916,543	9,131,700	10,849,800
FTE	0.0	0.0	0.0
Tourism	654,257	685,000	567,500
FTE	0.0	0.0	0.0
Non-Departmental/Non-Program	2,694,116	2,053,950	2,198,920
FTE	0.0	0.0	0.0
Total Requirements	**34,823,001**	**40,187,252**	**42,045,288**
Total FTE	**47.0**	**48.0**	**48.0**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

State funding for Public Safety Building Seismic Renovations, State funding for Workforce Housing Infrastructure, Federal funding for Transitional Homeless Initiative and Food Waste Recycling.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2023-2024	Rate or Amount Imposed This Year 2024-2025	Rate or Amount Approved Next Year 2025-2026
Permanent Rate Levy (rate limit 5.6335 per $1,000)	5.6335	5.6335	5.6335
Local Option Levy	0	0	0
Levy For General Obligation Bonds	60,000	62,000	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	$0	$0
Other Bonds	$5,750,095	$0
Other Borrowings	$20,968,265	$0
Total	$26,718,360	$0

City of Sutherlin, Oregon

Approved Budget

2025 – 2026

Originally called Camas Swale, Sutherlin was renamed for early settler Fendel Sutherlin and incorporated on June 24, 1911. What started as an agricultural community of orchard homesites transitioned into a timber boomtown during World War II. Although the Sutherlin valley had its share of visionaries, most of its citizenry were basic, hardworking folks who persevered despite the many roadblocks in their way. The city has survived floods, fires, the downturn of the timber industry because of federal policy, wholesale unemployment and the 1989 shutdown of the city for lack of funds. It has persevered to become the second most populous city in Douglas County. Perched advantageously on I-5 about halfway between Sacramento and Seattle, and only an hour from both the coast and the mountains, the city is poised for growth. There have been several recent public works projects including a new Wastewater Treatment Plant, upgrades to one of the Water Treatment Plants, a complete rebuild on the main thoroughfare through the city as well as a multi-use Event stage, Splash Pad Park, and turning Fords Pond into a creative community outdoor space. With the recent formation of a Tax Increment Financing District, there are several projects planned to increase livability and sustainability for the downtown and other areas. Nearby features include Cooper Creek Reservoir, the Umpqua River, a golf course and numerous vineyards and award-winning wineries. The citizenry spans every age group from young families to a growing senior population. Sutherlin boasts a positive education environment, a public library, several 55+ adult living parks and a significant amount of new single family resident building projects. The City is committed to service and leading the way in our ‘Land of Opportunity’.



Annual Budget and Financial Plan

Fiscal Year 2025-2026
City of Sutherlin, Oregon

CITY COUNCIL

Michelle Sumner, Mayor
Larry Whitaker, Council President
Gary Dagel
Debbie Hamilton
Adam Sarnoski
Shawn Smalley
Lisa Woods

BUDGET COMMITTEE MEMBERS

Richard Bennewate
Gayle Daniel
Richard Hancock
Renee Lillie
Abigail Willis

Prepared by

City of Sutherlin Finance Department

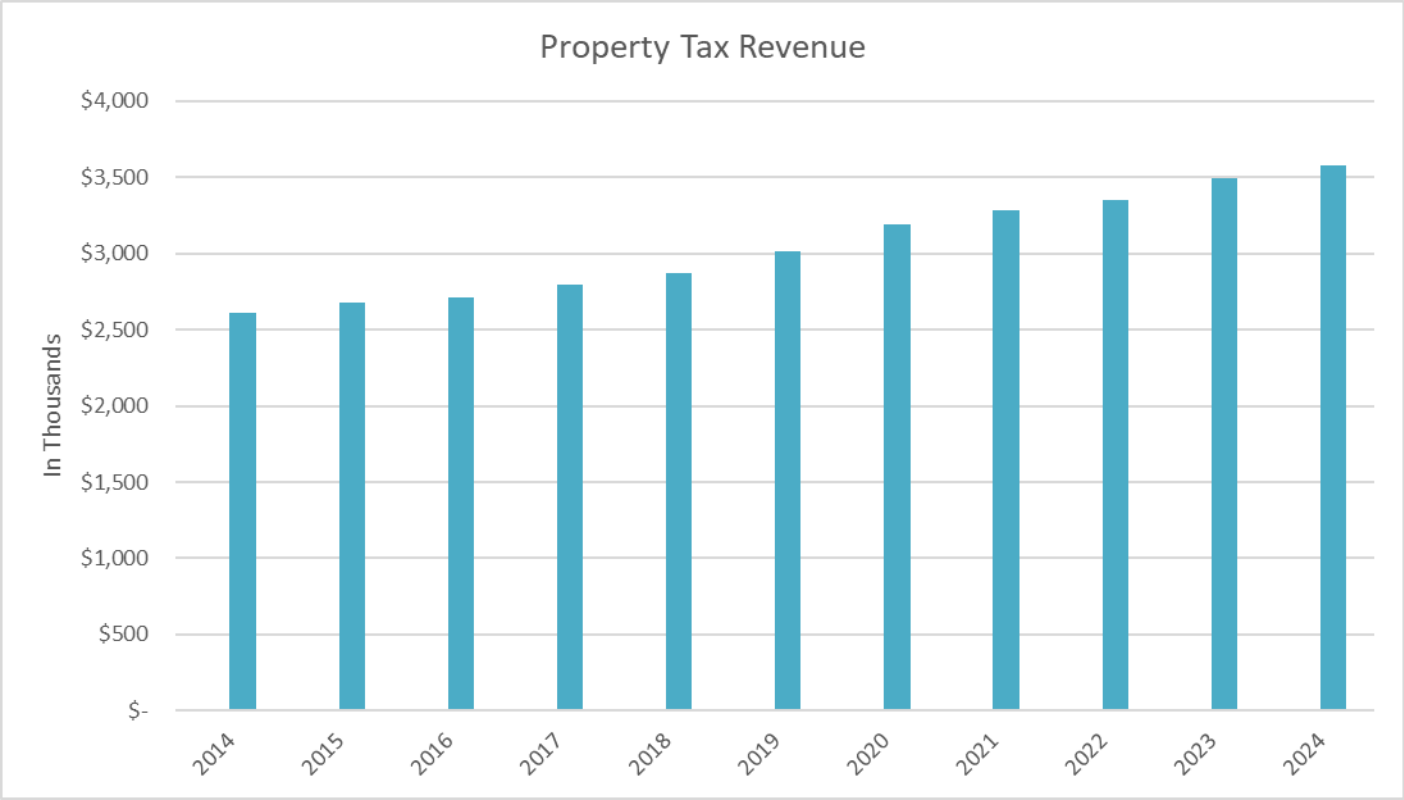
Quick Facts

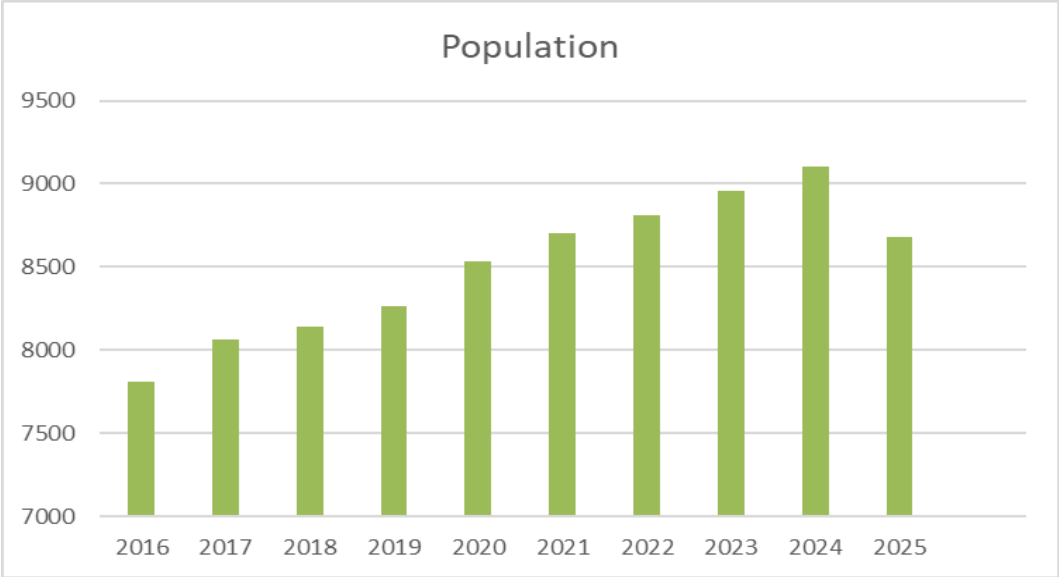
Where the Money Comes From:	Amount	% of Total
Property Taxes	3,827,000	9.1%
Intergovernmental	8,003,138	19.0%
Franchise Fees	618,700	1.5%
Charges for Services	7,069,500	16.8%
Transient Room Tax	317,500	0.8%
Miscellaneous	694,060	1.7%
Interfund Transfers	7,162,720	17.0%
Debt Proceeds	-	0.0%
Beginning Fund Balances	14,352,670	34.1%
Total Revenues:	**42,045,288**	**100.0%**

Where the Money Goes:		
Personnel Services	7,387,980	17.6%
Materials and Services	5,357,195	12.7%
Capital Outlay	8,194,771	19.5%
Interfund Transfers	7,162,720	17.0%
Loan to URA	525,000	1.2%
Debt Service	1,708,233	4.1%
Operating Contingencies	6,442,615	15.3%
Reserves	5,266,774	12.5%
Total Expenditures:	**42,045,288**	**100.0%**

Other Facts:

Staffing (Full Time Equivalents)	47.25
Real Market Value (FYE 2024)	$1,231,069,606
Debt Outstanding (FYE 2024)	$32,871,296
Tax Rate (Per $1,000)	5.6335





**P.S.U. Estimates used for past several years were retracted.

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April 29, 2025

To: Mayor Sumner,
Members of City Council, and
Citizen Members of the Budget Committee

Re: **2025-2026 Budget Message**

If you were to review the highlights of the previous three budget messages, you would certainly notice a tone of needed fiscal caution. Costs of operating local government have not kept up with restrained property tax revenues even though our city is growing, improving, and showing signs of renewed prosperity.

The passage of Measure 5 in 1990 instituted limits on the amount of tax that can be levied per $1,000 of a property's real market value (RMV). Those limits (caps) are $5 per $1,000 for revenues used for educational services and $10 per $1,000 for revenues used for cities.

Subsequently, the passage of Measure 50 in 1997 added another layer of limits to the existing property tax restrictions imposed by Measure 5. Measure 50 instituted a permanent operating rate limit for all cities, counties, school districts, and special districts in existence at the time. The permanent rates were largely set by combining all of the tax levies that existed for that district at that time. These highly variable and inequitable permanent rates remain frozen at 1997 rates. Additionally, while costs rise - for example, 10% - in any given year and home valuations rise on a year-to-year basis, this valuation is again, constrained to 1997 levels and can only rise 3% per year.

Public safety now consumes over 100% of all our property taxes received. We are not alone in this circumstance; approximately 85% of all cities in Oregon are facing this same reality. Internally and in numerous meetings, we've assessed our city expenditures and remain confident that there are no excesses in the organization.

Subsequently, we arrive at a very critical crossroads as a full-service city. Throughout this budget year, we will need to explore all possible new paths in establishing a long-term solution.

Our city has come far in the last decade and we have much to be proud of. Our main streets and avenues have been improved, our Urban Renewal Agency projects, especially downtown storefronts, are showing up in a big way, Ford's Pond is complete and a shining jewel region-wide, our police and fire buildings are almost completely renewed, we have a new city hall that will serve for decades, Oak Street Commons is underway to provide housing for our workforce. Perhaps most importantly, our city staff is a remarkable group of dedicated, smart professionals who, day by day, seek innovative ways to continue improving our city and city services. It has been my privilege to have been a part of this team.

Very respectfully,

Budgeting in the City of Sutherlin

Budget: A budget is defined by Oregon State Law (Oregon Revised Statutes (ORS), Chapter 294), as a plan of financial operation embodying an estimate of expenditures for a given period or purpose and the adopted means of financing the estimated expenditures. A budget is a comprehensive financial plan for the fiscal year ahead. This budget document shows estimated revenues and expenditures at various levels of detail. It includes information about programs and policies, and is a working guide for City staff to use in monitoring expenditures, and productivity. The City of Sutherlin budgets on an annual basis, July 1 – June 30.

The budget authorizes the City to spend money, and at the same time, limits how much money can be spent. A legally adopted budget is necessary to establish and justify the levy of property taxes. The budget, as required by statute, is a balanced budget with equal resources and requirements.

The City of Sutherlin prepares and adopts its annual budget in accordance with the City Charter and Oregon Local Budget Law (ORS 294.305 – 294.565). The budget is presented by fund and department categories. The City Manager has responsibility for management of the overall city budget and maintaining budgetary control at the Adopted appropriation level. Finance and the respective operating department directors perform ongoing review and monitoring of revenues and expenditures. Planning for the new budget cycle is something that is done on a continuing basis as the year progresses; monitoring expenses and discussing any adjustments that may be necessary either for the current year, or the upcoming year during regular department head meetings. The budget process formally ensues in early March with the Finance Director meeting with Department Heads and projecting year end amounts. All departments are responsible for their own budget projections. The Finance Director is responsible for projecting Personnel and Insurance Costs, as well as pulling all the information together to present a requested budget to the City Manager. This information is refined and readied to be presented as a Proposed budget to the Budget Committee per the Budget Calendar.

Basis of Budgeting: The City budgets its governmental funds (General, Special Revenue, Debt Service and Capital Project Funds) on the modified accrual basis of accounting. Under this basis, revenues are recognized when susceptible to accrual (i.e., when the transaction is both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

The accrual basis of accounting is used for budgeting the proprietary fund types (Enterprise and Internal Service Funds). Under this method, revenues are estimated when earned and expenses are budgeted at the time liabilities are incurred. Exceptions from the accrual basis are principal collections on notes receivable as revenue in the year received; capitalized assets are budgeted when incurred; and depreciation is not budgeted.

Budget Committee and Committee Functions: The Budget Committee, per ORS 294.414, consists of the governing body plus an equal number of legal voting age residents appointed by the City Council, 14 members total. The vote of each member is equal. The first public review of the budget occurs when the budget is presented to the Budget Committee.

Oregon Local Budget Law allows public input and participation throughout the budget process. All Budget Committee meetings are open to the public. A majority of the Budget Committee (at least 8 favorable votes for the Committee of fourteen) is required to approve any motion.

At its first meeting, the Budget Committee elects a presiding officer from among the members. The Committee receives the budget document and hears the budget message. At the second meeting, the Budget Committee holds a public hearing on the use of state shared revenues and hears and considers testimony from the public on the budget. If the Budget Committee does not approve the budget at its second meeting, additional meetings are scheduled. The time and place of additional meetings must be publicly noticed according to public meeting law requirements.

The Budget Committee reviews, and if necessary, revises the proposed budget submitted by the Budget Officer. The budget is produced with two previous years' actual data, the current budgeted data and the figures proposed by the Budget Officer for comparison. Pursuant to ORS 294.428, the Budget Committee may obtain from staff any additional information required to make decisions about the budget.

The Budget Committee does not approve new personnel, employee contracts or salary schedules, nor does it negotiate salary contracts. However, the adopted salary schedules, negotiated contracts and other materials having a fiscal impact on the budget document may be requested for review by the Budget Committee.

The Budget Committee has the power to:

1. Limit the amount of tax which may be levied by the City. The total property tax levy or property tax rate may not exceed the amount shown in the approved budget document or the maximum rate allowed by law.

2. Establish a maximum for total permissible expenditures for each fund for the year. The Council, however, may adjust the committee approved spending level upwards of ten percent for each fund.

3. Approve the budget as submitted or as revised. The function of the Budget Committee ends when the budget is approved. However, the Committee may meet from time to time at its discretion.

After Budget Committee approval, public notices and publications are filed according to local budget law, and the budget is forwarded to the Council for formal adoption prior to June 30. Under ORS 294.456, the Council may not amend any Adopted budgeted fund by more than ten percent (10%) when they consider and adopt the budget. During the fiscal year, the Council may approve amendments to the adopted budget. However, if the adjustment(s) is/are more than ten percent (10%) of a given fund, a supplemental budget, which requires a public hearing with the City Council but excludes the appointed citizen members of the budget committee, is necessary prior to approval of the amendment.

Budget Compliance: The City manages its finances according to generally accepted accounting principles. During the year, expenditures and resources are closely monitored to ensure compliance with the adopted budget and state law. Budget reports are reviewed frequently. An annual audit is performed and filed with the State of Oregon each year by an independent Certified Public

Accountant. The Annual Comprehensive Financial Report that documents the City's budgetary performance and compliance can be found on the City's website.

Fund Descriptions

The financial structure of the City is organized and operated on the basis of fund accounting. There are both federal and state requirements for local governments to budget by fund as a means of maintaining records for resources that are designated to carry out specific activities or meet particular objectives. Oregon Administrative Rules define a fund as, "a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives."

The City prepares an itemized balanced budget for each fund. (Please see Fund Flowchart on page 21) The City of Sutherlin budgets at the "department" level for the General Fund; Mayor and Council, City Attorney, City Manager's Office, City Recorder/Human Resources, Finance, Municipal Court, Parks/Facilities, Community Development, Police, Fire, and Non-Departmental. For all other funds, the authorized appropriations are established at the "category" level; personnel services, materials and services, capital outlay, debt service, interfund transfers, contingencies, and reserves.

Fund Detail

The City of Sutherlin presents budgeted financial information in budget detail by fund. Each department/fund section will include the following, when relevant:

- Fund Description: information about the purpose or services provided by the fund, source of revenue and Adopted expenditures.
- Accomplishments: Fiscal Year 2024-25
- Goals & Objectives: Fiscal Year 2025-26
- Fiscal and Organizational Changes: Fiscal Year 2025-26
- Budget Summary: Revenue and Expenditures by Category
    - Two years of prior year actual data
    - Current Budget for Fiscal Year 2024-25
    - City Manager Proposed Budget for Fiscal Year 2025-26 - then
    - Budget Committee Approved Budget for Fiscal Year 2025-26 - then
    - City Council Adopted Budget for Fiscal Year 2025-26 (When Complete)

Finance Director's Addendum:

2024-2025 Key Achievements

1. Significant Upgrades in the Urban Renewal Agency District
2. Ford's Pond Ribbon Cutting Ceremony
3. Historic Bank Renovation projected completion.
4. Move to New City Hall.
5. Initiated Street Light Switchover to LED.
6. Initiated AMI Water Meter Pilot Project
7. Initiated Process for Dakota Street Stoplight
8. Used Ladder Truck Purchased to replace vehicle removed from service.

Adopted 2025-2026 Priorities

1. Continue various Water Department Capital Improvements
2. Continued Street & Sidewalk Maintenance & Improvements
3. Continue work on Urban Renewal Agency Projects, which include Downtown, MainStreet Grant management, Industrial Park on Taylor and Exit 136 Improvements
4. Continue to research alternative methods to increase Street Maintenance Funding
5. Continue to research alternative methods to fund and maintain Public Safety service levels

The 2025-2026 approved annual budget is in the total amount of $42,045,288. This is slight decrease from last year's total budget. Net of transfers, the amount is $34,882,568. The General Fund budget totals $12,652,850, net of transfers $10,852,850, which is a 27% decrease from the Amended Budget for the prior fiscal year.

General Fund Budget

The 2025-26 General Fund approved budget totals $12,652,850. The General Fund includes the primary non-revenue generating services and activities of the City which are funded primarily by resources such as property taxes, franchise fees, and other revenue that may be used at the discretion of the City Council. Our goal is to provide a strong beginning fund balance on an ongoing and sustainable basis. The ending General Fund balance is maintained above the Council goal of $1.2M. Dollars are rarely sufficient to address every need fully, therefore the challenge in a budget is to allocate resources while attempting to maximize the effectiveness and efficiency of the services and activities provided by the City. The American Rescue Plan monies have been helpful in giving us an opportunity to work on infrastructure, parks, public safety, homelessness and economic development at the direction of the City Council from a funding stream that is completely obligated and will be spent by December 31, 2026.

Significant changes in the fiscal year 2025-26 Budget

Increase in Personnel Service expenses:

- Wages will increase due to union negotiated COLAs as well as step increases.
- Health Insurance rates are increasing as well as Worker's Comp Insurance rates.

- Given the above changes, Personnel Services for the entire City will increase approximately 7.39% over last year's budgeted amount.

Increase in Utility Rates

- Water and Wastewater rates will increase July 1 based on the applicable Consumer Price Index rate of 2.5%

Transfers to Equipment and Maintenance Reserve Funds

- Similar to last year, you will notice throughout the budget that many funds have strategically transferred resources out to reserve funds in order to address current and future capital and infrastructure needs. We try to take a proactive role, rather than reactionary, in addressing these needs. As equipment, buildings, roads, water and sewer lines age, maintenance and eventual replacement will be necessary. We are continually evaluating the current and future needs in these areas and have continued transferring funds accordingly, but this year, because of constraints in the General Fund, the Public Safety Reserve Transfers have decreased.

Revenue Assumptions

Beginning fund balances

The beginning fund balances, for the City as a whole, are estimated to total $14,352,670 with $2,694,000 in the General Fund.

Property Taxes

Property taxes are budgeted to increase three percent (3.0%) over the projected year end amount for 2024-2025. The approved budget includes levying the City's full permanent tax rate of $5.6335. Oregon's property taxes are based on a property's maximum assessed value (MAV). MAV cannot increase by more than 3% per year unless there are significant changes to the property.

Franchise Fees

Franchise fee Receipts are projected to remain about the same for FY2025-26.

Intergovernmental Revenues

This year we renegotiated contracts with Calapooia Fire District and both Sutherlin and Oakland School Districts to help offset rising costs. Also included in this category is the State Shared Revenues, which are projected to continue to trend downward for the coming year**.**

Water Utility Rates

Water utility rates will increase by 2.5%, the applicable CPI rate as of December.

Wastewater Utility rates

Wastewater utility rates will increase by 2.5%, the applicable CPI rate as of December.

Expenditure assumptions:

Personnel services

A comprehensive schedule of pay and benefits information is found later in the budget. Changes include the following:

- Assumed wage increases of 5.0% for SPOA members.
- Assumed incremented wage increases for AFSCME represented employees of 2.0 % in July, as well as January.
- Assumed wage increase of 3.0% for non-represented employees, except Police
- Assumed Health Insurance rate increase of 10%.
- PERS rates have been set for the 7/1/25-6/30/27 biennium. The increase is significant because the funds did not reach their target rate of annual return. Tier I/II will increase from 21.55% to 24.53%, OPSRP – General from 17.34% to 21.63%, and OPSRP – Police & Fire from 22.13% to 26.9%.

Materials and services

All material and service costs were reviewed from a zero-based budgeting approach. The approved budget amounts are based on the needs to perform the services of the various departments. Costs, such as electricity, natural gas, and phone, were reviewed to ensure they are charged to the appropriate department and inflationary increases are included. Utilities and vehicle expenses are seeing increases, as are other supplies and services.

Capital Investment

The fiscal year 2025-26 budget includes $8,738,871 in capital improvements that will maintain or expand service delivery capabilities. This includes completion of the Seismic Grant Renovation projects. This is a list of the scheduled Capital Outlays:

$ 2,595,371	General Fund & Reserve Funds-Parks, Police, Fire, Facilities
2,533,500	Oak Street Commons
2,385,000	State Gas Tax & Street Const. - Sidewalks, Overlays, Slurry Seals, Waite St
860,000	Water Funds – Cathodic Protection, Reservoir Upgr & Maintenance, Meter System Upgrade.
190,000	Wastewater Funds – Lift Station Upgrade and the Collection System Master Plan
175,000	Public Works – Dump Truck
$ 8,738,871	Total Projected Capital Outlay

Five-year/ten-year capital improvement schedules are included for Water, Wastewater, Streets, Public Works, Parks/Facilities, Fire, and Police.

Debt service

The approved budget includes all scheduled debt service amounts as outlined in each debt service fund; Water Debt Service Fund, and Wastewater Debt Service Fund. The GO Bond will be paid off at the end of the 2024-25 Fiscal year, so the ending fund balance is budgeted to be transferred into the General Fund.

Transfers

Transfers to the General Fund have changed to accommodate the Federal Homelessness Grant administration as well as the increased staff effort given to the Transient Lodging Tax Committee. Transfers out to Reserve Accounts have decreased because of General Fund constraints. There will continue to be several capital projects being carried out in the City this year which will require continued resources from City Hall staff. The overall cost allocation methodology is the same as last year.

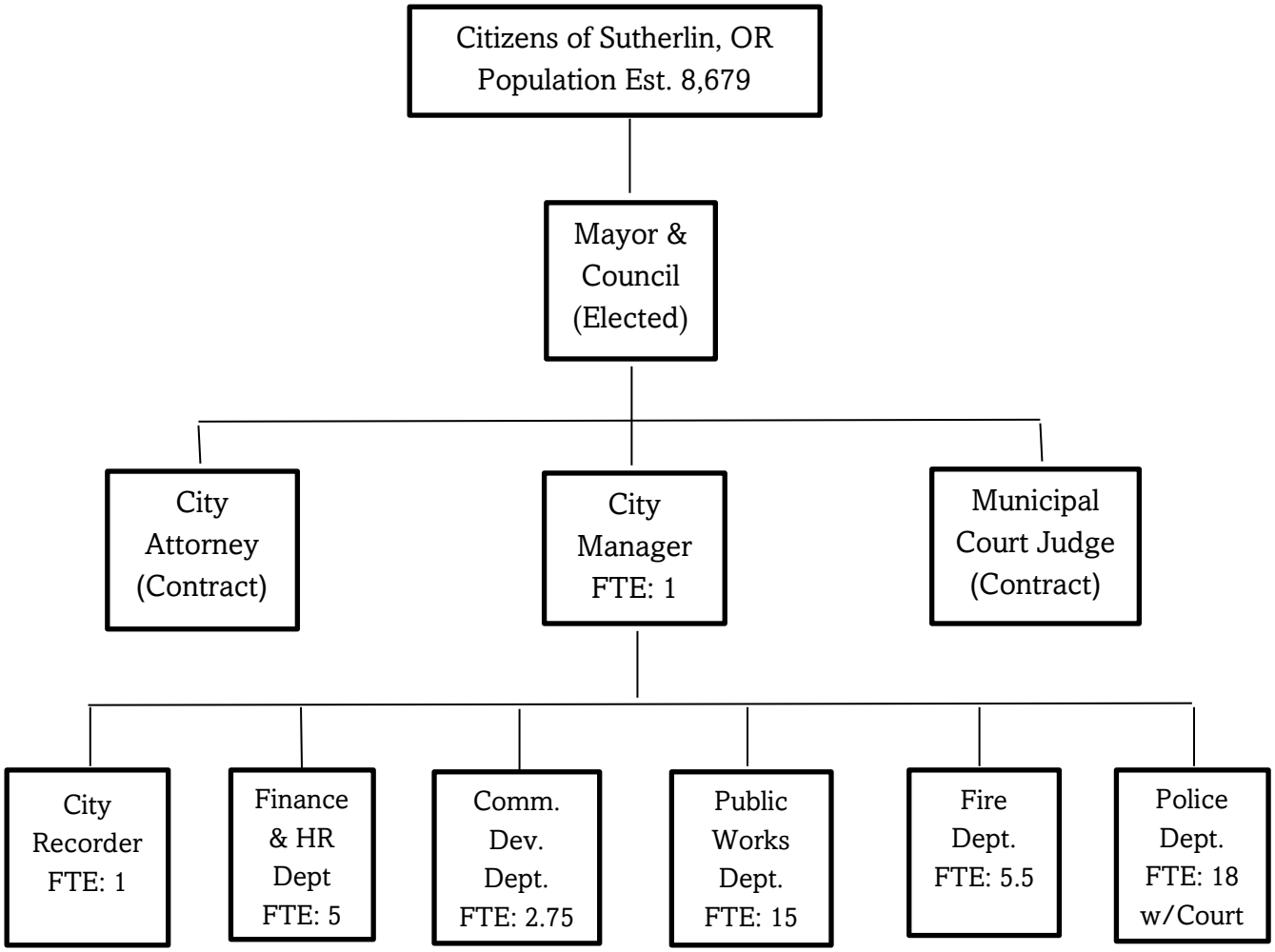
Contingency/Other requirements

The budgeted amounts to Contingency total $6,442,615, reserved for debt service is budgeted at $1,667,414, and the unappropriated balance is budgeted at $3,599,360 for an estimated ending fund balance of $11,709,389.

Meeting Schedule

The Budget Committee will hold its first meeting on May 12th, at 6:45 p.m., with additional meetings scheduled to resume May 19th , and 21st , all starting at 6:30 p.m.

City of Sutherlin



CITY OF SUTHERLIN VISION

With a "can do" attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the City of Sutherlin is a beautiful, safe, and welcoming place to live, work, and play.

CITY OF SUTHERLIN OPERATIONAL PHILOSOPHY

– OUR FUTURE IS –

Unlimited

Within our control

– OUR CHOICE IS –

To live in Sutherlin and work side-by-side with our neighbors, civic leadership, and City Council to ensure that the City of Sutherlin emerges as a regionally recognized "Sense of Place" community and "Center of Commerce."

– OUR PURPOSE IS –

To facilitate, problem-solve, administer, and manage the process of government service on behalf of the City Council and citizens of Sutherlin.

– OUR CORE VALUES AND BELIEFS STATEMENT –

As a team, we value the personal integrity, honesty, pride in accomplishment, and commitment to excellence we each bring to the City of Sutherlin. We expect allegiance to our mission and purpose from one another while respecting each other's opinions, unique qualities, and contributions to the team. We believe in having fun while sustaining the highest measures of competence and professionalism. Above all, we are absolutely devoted in service to our community.



CITY OF SUTHERLIN GOALS

1 - Plan, construct, and maintain complete transportation system, including walking and biking opportunities.

2 - Ensure public decision making and problem solving includes broad public input, especially affected stakeholders and community partners.

3 - Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new business and rejuvenating a comprehensive tourism program.

4 - Establish Sutherlin as a regionally recognized community for its attractive and positive image.

5 - Continually plan and maintain fiscally sustainable public services and infrastructure.

6 - Encourage and support successful community events that add to our quality of life.

7 - Sustain a high level of public safety.

The City Council sets its priorities in a meeting early in the year following an election cycle. This is done in a workshop format where each department head gets an opportunity to talk to the Council regarding immediate issues facing the department, one to five year goals and priorities, and any long-term challenges that they can ascertain. Council members give input, ask questions, and get detailed information that might not happen otherwise. Below is a summary of these priorities.

Strategic Plan to Address Goals

Goal	Dept.	Description
1	Public Works & Comm Dev	Engineering to Upg. Waite St : Central Ave to SouthSide Rd
1	Public Works	Misc Small Street Paving to improve connectivity: Maple to Dog Park; Duke to Hawthorne, Red Rock Rd Extn
1	Public Works	Continue Sidewalk Completion Proj.
1	CDD/Public Works	Dakota St/Hwy 138 Intersection Improvement
1	CDD/Public Works	All Routes Transportation Grant (ARTS)
1	CDD/Public Works	Clover Leaf Loop Connectivity
1	CDD/Public Works	Complete Downtown Parking Lot w/Lighting and Sidewalks COMPLETED
2	Comm Dev	Housing Capacity Analysis/Development Code Updates
3	Urban Renewal Dist	In partnership with the URD Taskforce, address blight and improve aesthetics through Façade Grants, and targeted development
4	CDD/Parks	Ford's P[illegible] Park Dev Proj-Phase 2 COMPLETED
4	Parks	Tennis/Pickleball Court Resurfacing
5	Finance	Create a street management master plan with funding options
5	Public Safety/Public Works	Renovate Both Fire & Police Facilities through Seismic Renovation Grant Funding
5	Public Works	Inventory/ Inspect all Other City Structures/Facilities - Develop Maint. Plan
5	Public Works	Initiate a new in-flow & infiltration Prevention Prgm
5	Public Works	NonPare[illegible] & Improvement COMPLETED
5	CDD/Public Works	Water Tie-in to Umpqua Basin Water

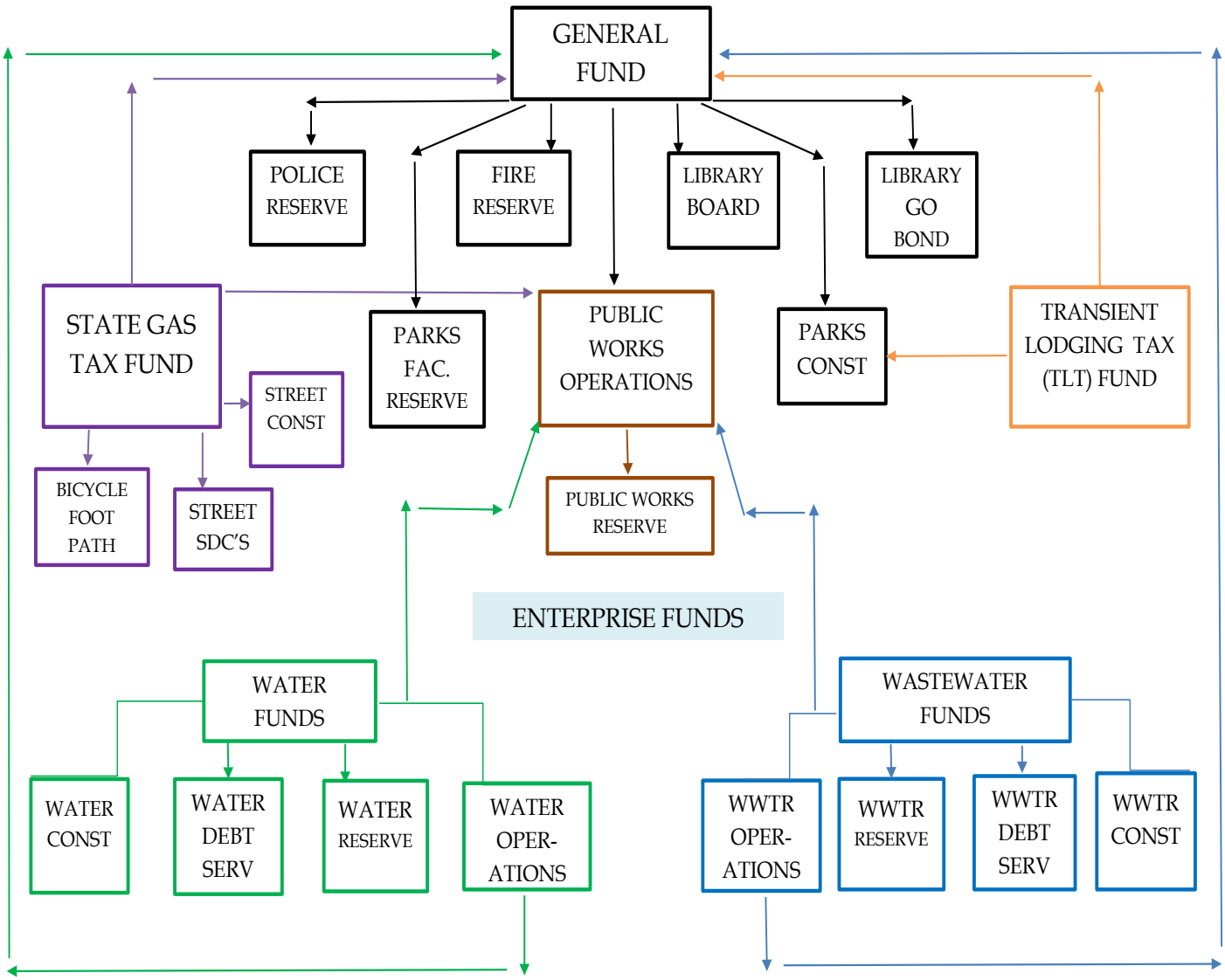
Strategic Plan Continued

Goal	Dept.	Description
5	Finance	Long-Term Budget Forecast - Ongoing
6	Partnership w/Comm Org.	Create Long Term Partnerships-Chamber of Commerce, Downtown Assoc.,Summer Music Prgm, etc.
7	Police	Implement Positive Police Contacts Program
7	Police	Impact Crime with the effective use of resources and technology
7	Fire	Continue to seek alternative funding for Add'l Career Firefighters
7	Fire	Continue to promote Emergency Preparedness to the Community
7	Fire	Train City staff for Emergency Operations Center Functions-Ongoing

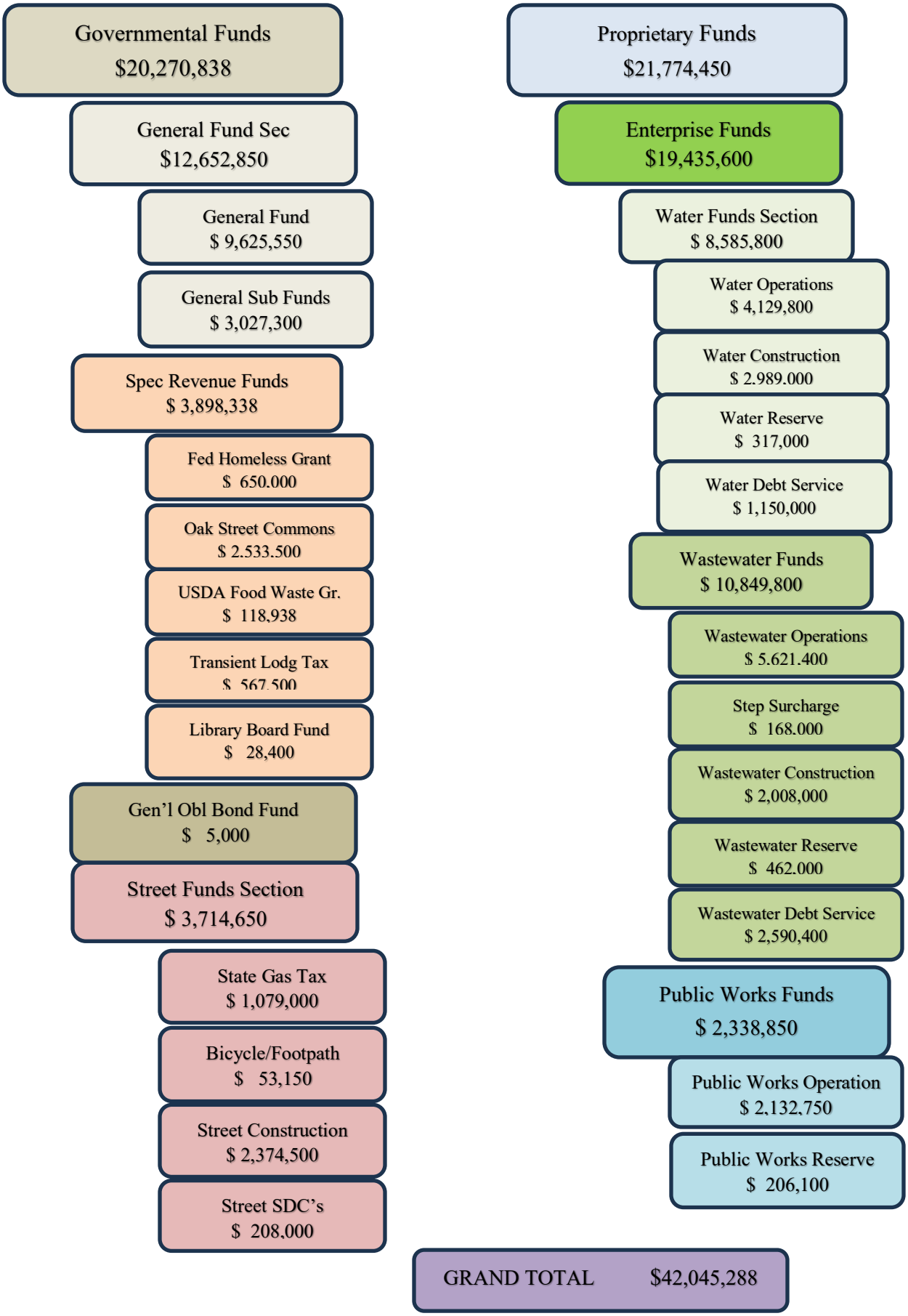
City of Sutherlin
Approved Budget Calendar (Fiscal Year 2025-26)

Event	Attendees	Planned Date(s)	Latest Date
Estimate current year-end revenue and expenditures	Dept Heads	Apr 4	Apr 11
Requested budget prepared and provided to finance	Dept heads	Apr 18	Apr 25
Update CIP	City Mgr, Dept heads	Apr 23	Apr 25
Dept meetings with City Manager and Finance	Dept heads, staff, City Mgr	Week of Apr 21	Apr 30
Budget narratives completed	Dept heads	Apr 21	April 25
Update year-end revenue and expenditure estimates	Dept heads	Monthly	Monthly
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
Provide proposed budget (ORS 294.408) and budget message to budget committee	Mayor, City Council, City Mgr, Budget Committee	May 12	May 12
First budget committee meeting (ORS 294.408 and 294.426)	Budget Committee, City Mgr, Dept heads	May 19	May 19
Additional budget committee meetings (if necessary) (ORS 294.428)	Budget Committee, City Mgr, Dept heads	May 20, May 21	May 20, May 21
Budget committee approves budget (ORS 294.428)	Budget Committee	No Later than May 21	May 21
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448) (LB1)	Finance	5-30 days before meeting, 10+ days on website	5-30 days before meeting, 10+ days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	Jun 9	Jun 9
Adopted budget goes into effect	City	Jul 1	Jul 1
Adopted budget submitted to County Assessor (LB50) (ORS 294.458) (w/Resolutions) County sends to State	Finance	Jul 15	Jul 15

FUND FLOWCHART



Fund Organizational Structure



Prior Year Comparison

Entire City

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	14,096,670	14,352,670	256,000	1.82%
Revenue	20,611,562	20,529,898	(81,664)	-0.40%
Transfers In	7,014,020	7,162,720	148,700	2.12%
Debt Proceeds	525,000	-	(525,000)	-100.00%
Total Current Resources	28,150,582	27,692,618	(457,964)	-1.63%
TOTAL RESOURCES	42,247,252	42,045,288		
Personnel Services	6,879,690	7,387,980	508,290	7.39%
Materials & Services				
Supplies	692,643	696,799	4,156	0.60%
Services	2,589,631	3,014,286	424,655	16.40%
Maintenance	948,000	1,021,500	73,500	7.75%
Utilities	469,600	503,060	33,460	7.13%
Other	114,800	111,550	(3,250)	-2.83%
Total Materials & Services	4,814,674	5,347,195	532,521	11.06%
Other Expenses				
Capital Outlay	*9,497,343*	8,204,771	(1,292,572)	-13.61%
Transfers Out	*7,014,020*	7,162,720	148,700	2.12%
Debt Service	1,898,989	1,708,233	(190,756)	-10.05%
Loan to URA	1,875,000	525,000	(1,350,000)	-72.00%
Contingency	7,675,091	6,116,812	(1,558,279)	-20.30%
Restricted Funds	2,592,445	5,592,577	3,000,132	115.73%
Total Other Expenses	30,552,888	29,310,113	(1,242,775)	-4.07%
TOTAL EXP & OTHER	42,247,252	42,045,288		
Ending Fund Balance	-	-	-	

Budget Summary

The following schedules provide summary budget information for fiscal year 2025-26 for all budgeted funds of the City. The estimated beginning fund balance for all funds total $14.3 million; $27.7 million is budgeted to be received consisting of $20.5 million in revenue, and $7.1 million in inter-fund transfers.

Total approved expenditures are $29.3 million including $7.39 million in Personnel Services, $5.35 million in Materials and Services, $8.2 million of Capital Investment, $2.2 Million in debt service and $7.1 million in inter-fund transfers.

	Beginning	Total			Current Year Expenditures & Other				Total
	Fund	Current Year	Total	Total			Unappro-		Expenditures
Fund	Balance	Resources	Resources	Expenditures	Contingency	Reserved	priated	EFB Total	and Other
General Fund Section									
General Fund	1,887,000	7,738,550	9,625,550	8,523,190	250,000	-	852,360	1,102,360	9,625,550
Police Reserve	262,000	108,000	370,000	266,160	103,840	-	-	103,840	370,000
Fire Reserve	340,000	115,000	455,000	178,000	277,000	-	-	277,000	455,000
Parks/Facilities Reserve	244,000	1,816,500	2,060,500	2,038,111	22,389	-	-	22,389	2,060,500
Parks Construction	(39,000)	180,800	141,800	67,500	74,300	-	-	74,300	141,800
Special Revenue Funds Section									
$650k Fed Homeless Grant	-	650,000	650,000	602,500	47,500	-	-	47,500	650,000
Oak Street Commons	**-**	**2,533,500**	**2,533,500**	**2,533,500**	**-**		**-**	**-**	**2,533,500**
USDA Food Waste Grant	-	118,938	118,938	88,785	30,153	-	-	30,153	118,938
Tourism-Motel Tax	250,000	317,500	567,500	365,000	202,500	-	-	202,500	567,500
Library Board	670	27,730	28,400	27,720	680	-	-	680	28,400
G.O. Bond Section									
G.O. Bond	5,000	-	5,000	5,000	-	-	-	-	5,000
Street Funds Section									
State Gas Tax	336,000	743,000	1,079,000	1,062,900	16,100	-	-	16,100	1,079,000
Bicycle/Footpath	45,000	8,150	53,150	-	-	-	53,150	53,150	53,150
Street Construction	1,407,000	967,500	2,374,500	2,020,000	354,500	-	-	354,500	2,374,500
Street SDCs	139,000	69,000	208,000	100,000	-	-	108,000	108,000	208,000
Water Funds Section									
Water Operations	978,000	3,151,800	4,129,800	3,141,650	488,150	-	500,000	988,150	4,129,800
Water Construction	2,359,000	630,000	2,989,000	860,000	629,000	-	1,500,000	2,129,000	2,989,000
Water Reserve	230,000	87,000	317,000	-	75,000	-	242,000	317,000	317,000
Water Debt Service	535,000	615,000	1,150,000	557,877	-	592,123	-	592,123	1,150,000
Wastewater Funds Section									
Wastewater Operations	2,044,000	3,577,400	5,621,400	4,405,300	1,216,100	-	-	1,216,100	5,621,400
Step Surcharge	140,000	28,000	168,000	25,000	143,000	-	-	143,000	168,000
Wastewater Construction	1,038,000	970,000	2,008,000	65,000	1,943,000	-	-	1,943,000	2,008,000
Wastewater Reserve	350,000	112,000	462,000	-	212,000	-	250,000	462,000	462,000
Wastewater Debt Service	1,432,000	1,158,400	2,590,400	1,095,456	-	1,494,944	-	1,494,944	2,590,400
Public Works Funds Section									
Public Works Operations	212,000	1,920,750	2,132,750	2,132,250	500	-	-	500	2,132,750
Public Works Reserve	158,000	48,100	206,100	175,000	31,100	-	-	31,100	206,100
Totals	14,352,670	27,692,618	42,045,288	30,335,899	6,116,812	2,087,067	3,505,510	11,709,389	42,045,288

Resources Expanded from Prior page –

Fund	Beginning Fund Balance	Current Year Resources			Total Current Year Resources	Total Resources
		Revenue	Transfers	Debt Proceeds		
General Fund Section						
General Fund	1,887,000	6,358,550	1,380,000	-	7,738,550	9,625,550
Police Reserve	262,000	8,000	100,000	-	108,000	370,000
Fire Reserve	340,000	15,000	100,000	-	115,000	455,000
Parks/Facilities Reserve	244,000	1,756,500	60,000	-	1,816,500	2,060,500
Parks Construction	(39,000)	20,800	160,000	-	180,800	141,800
Special Revenue Funds Section						
$650k Fed Homeless Grant	-	650,000	-	-	650,000	650,000
Oak Street Commons	**-**	**2,533,500**	**-**	**-**	**2,533,500**	**2,533,500**
USDA Food Waste Grant	-	118,938	-	-	118,938	118,938
Tourism-Motel Tax	250,000	317,500	-	-	317,500	567,500
Library Board	670	10	27,720	-	27,730	28,400
G.O. Bond Section						
G.O. Bond	5,000	-	-	-	-	5,000
Street Funds Section						
State Gas Tax	336,000	743,000	-	-	743,000	1,079,000
Bicycle/Footpath	45,000	8,150	-	-	8,150	53,150
Street Construction	1,407,000	867,500	100,000	-	967,500	2,374,500
Street SDCs	139,000	69,000	-	-	69,000	208,000
Water Funds Section						
Water Operations	978,000	3,151,800	-	-	3,151,800	4,129,800
Water Construction	2,359,000	130,000	500,000	-	630,000	2,989,000
Water Reserve	230,000	12,000	75,000	-	87,000	317,000
Water Debt Service	535,000	15,000	600,000	-	615,000	1,150,000
Wastewater Funds Section						
Wastewater Operations	2,044,000	3,577,400	-	-	3,577,400	5,621,400
Step Surcharge	140,000	28,000	-	-	28,000	168,000
Wastewater Construction	1,038,000	70,000	900,000	-	970,000	2,008,000
Wastewater Reserve	350,000	12,000	100,000	-	112,000	462,000
Wastewater Debt Service	1,432,000	58,400	1,100,000	-	1,158,400	2,590,400
Public Works Funds Section						
Public Works Operations	212,000	750	1,920,000	-	1,920,750	2,132,750
Public Works Reserve	158,000	8,100	40,000	-	48,100	206,100
Totals	14,352,670	20,529,898	7,162,720	-	27,692,618	42,045,288

Expenditures & Other Obligations Expanded from Page 24 –

Fund	Current Year Expenditures & Other							Total Expenditures and Other
	Personnel Services	Materials and Services	Capital Outlay	Transfers	Debt Service	Total Expenditures	EFB Total	
General Fund Section					*See Note ** *			
General Fund	5,381,480	2,018,990	120,000	477,720	525,000	8,523,190	1,102,360	9,625,550
Police Reserve	-	-	266,160	-	-	266,160	103,840	370,000
Fire Reserve	-	-	178,000	-	-	178,000	277,000	455,000
Parks/Facilities Reserve	-	-	2,038,111	-	-	2,038,111	22,389	2,060,500
Parks Construction	-	-	67,500	.	-	67,500	74,300	141,800
Special Revenue Funds Section								
$650k Fed Homeless Grant	-	537,500	-	65,000	-	602,500	47,500	650,000
Oak Street Commons	**-**	**483,500**	**2,050,000**	**-**	**-**	**2,533,500**	**-**	**2,533,500**
USDA Food Waste Grant	-	88,785	-	-	-	88,785	30,153	118,938
Tourism-Motel Tax	-	280,000	-	85,000	-	365,000	202,500	567,500
Library Board	-	27,720	-	-	-	27,720	680	28,400
G.O. Bond Section								
G.O. Bond	-	-	-	5,000	-	5,000	-	5,000
Street Funds Section								
State Gas Tax	-	173,000	365,000	470,000	54,900	1,062,900	16,100	1,079,000
Bicycle/Footpath	-	-	-	-	-	-	53,150	53,150
Street Construction	-	-	2,020,000	-	-	2,020,000	354,500	2,374,500
Street SDCs	-	-	-	100,000	-	100,000	108,000	208,000
Water Funds Section								
Water Operations	-	641,650	-	2,500,000	-	3,141,650	988,150	4,129,800
Water Construction	-	-	860,000	-	-	860,000	2,129,000	2,989,000
Water Reserve	-	-	-	-	-	-	317,000	317,000
Water Debt Service	-	-	-	-	557,877	557,877	592,123	1,150,000
Wastewater Funds Section								
Wastewater Operations	-	985,300	-	3,420,000	-	4,405,300	1,216,100	5,621,400
Step Surcharge	-	25,000	-	-	-	25,000	143,000	168,000
Wastewater Construction	-	-	65,000	-	-	65,000	1,943,000	2,008,000
Wastewater Reserve	-	-	-	-	-	-	462,000	462,000
Wastewater Debt Service	-	-	-	-	1,095,456	1,095,456	1,494,944	2,590,400
Public Works Funds Section								
Public Works Operations	2,006,500	85,750	-	40,000	-	2,132,250	500	2,132,750
Public Works Reserve	-	-	175,000	-	-	175,000	31,100	206,100
Totals	7,387,980	5,347,195	8,204,771	7,162,720	2,233,233	30,335,899	11,709,389	42,045,288

General Fund Section

The following fund types are governmental funds. These funds use the modified accrual basis of accounting.

- General Fund
- General Fund Sub-Funds (Reserve Funds)
- Parks Construction Fund

Prior Year Comparison
General Fund Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	3,585,000	2,694,000	(891,000)	-24.85%
Revenue	11,138,490	8,158,850	(2,979,640)	-26.75%
Transfers In	2,477,000	1,800,000	(677,000)	-27.33%
Debt Proceeds	-	-	-	0.00%
Total Current Resources	13,615,490	9,958,850	(3,656,640)	-26.86%
TOTAL RESOURCES	17,200,490	12,652,850		
Personnel Services (GF Only)	4,968,890	5,381,480	412,590	8.30%
Materials & Services				
Supplies	309,143	294,550	(14,593)	-4.72%
Services	1,273,602	1,213,040	(60,562)	-4.76%
Maintenance	260,900	255,400	(5,500)	-2.11%
Utilities	133,800	150,950	17,150	12.82%
Other	108,050	105,050	(3,000)	-2.78%
Total Materials & Services	2,085,495	2,018,990	(66,505)	-3.19%
Other Expenses				
Capital Outlay	5,823,840	2,669,771	(3,154,069)	-54.16%
Transfers Out	632,720	477,720	(155,000)	-24.50%
Loan to URA	1,875,000	525,000	(1,350,000)	
Contingency	975,960	727,529	(248,431)	-25.46%
Restricted Funds	838,585	852,360	13,775	1.64%
Total Other Expenses	10,146,105	5,252,380	(4,893,725)	-48.23%
TOTAL EXP'S & OTHER	17,200,490	12,652,850		
Ending Fund Balance	-	-	-	

General Fund

Summary
The General Fund accounts for the City's administrative and governing activities, police, fire, parks, community development, municipal court services, and non-departmental activities such as property and liability insurance, information technology and funding for outside agency programs that benefit Sutherlin residents.

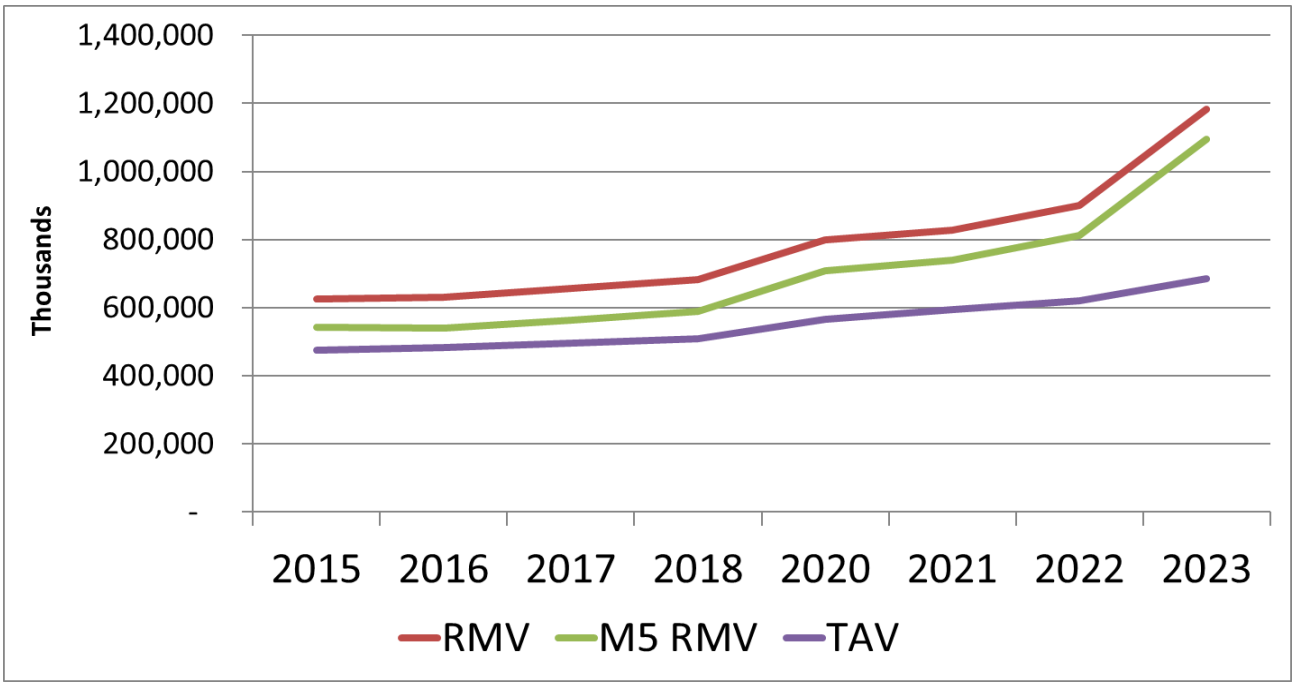
The City receives a variety of revenues that may be used to fund services as desired by the City Council. The primary revenue sources include property taxes, intergovernmental, franchise fees and interfund transfers for services provided to the other operations of the City such as Streets, Water, Wastewater, and Tourism.

Beginning & Ending Funds / Contingency Comparison
The estimated beginning fund balance July 1, 2025 of $2,694,000 is an increase from last year's projected EFB amount, which is attributable to Urban Renewal not requiring as much of a loan as projected this year as well as controlling expenses as much as possible. There is increasing pressure on the General Fund but we are continuing to, as directed by City Council, put monies into reserve accounts for future Public Safety and Infrastructure needs.

The minimum desired fund balance for the General Fund is estimated at $1,200,000 which is sufficient to pay obligations into November 2025, when the majority of property taxes are received.

Revenue

Property taxes – are budgeted conservatively to increase three percent (3.0%) over the projected year end amount for 2024-25. The budget includes levying the City' s full tax rate of $5.6335. Delinquent tax collections are estimated to increase at 1.5% .



**RMV=Real Market Value; M5 RMV=Measure 5 Real Market Value; TAV= Total Assessed Value

Intergovernmental Revenue –estimated to be higher due to factoring in the Conflagration from the California Fires. The URA loan repayment is also reflected in this category.

Franchise fees – showed an increase between the budget and projected amount in the current year. We are not projecting that they will remain at this level. This year was an anomaly.

Charges for services – are projected to be slightly lower than last year's budgeted amount because there is not as much revenue being generated in this category. These fees make up a small portion of the overall revenue for the General Fund.

Miscellaneous – These funds are projected to be much lower than the amount reflected in the current fiscal year. The current year reflects the $1.5 million bank loan for the purchase of 311 E Central Ave

Transfers – are budgeted similar to the current year before the budget adjustment.

Following the General Fund budget summary, financial summary, and detailed revenue schedules are departmental presentation of budget requirements.

General Fund Overview	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Property Taxes	3,491,426	3,575,221	3,606,200	3,782,337	3,957,600
Intergovernmental	782,070	1,075,077	1,069,990	1,057,542	1,267,950
Franchise Fees	560,233	580,018	623,700	649,989	618,700
Charges for Services	29,260	185,505	39,300	36,440	35,800
Miscellaneous	393,815	563,659	2,036,500	2,057,659	478,500
Transfers In	1,195,900	1,299,900	1,932,000	1,867,000	1,380,000
Total Revenue	6,452,704	7,279,380	9,307,690	9,450,966	7,738,550
Expenditures					
Mayor and City Council	3,024	3,468	5,550	6,896	7,050
City Attorney	39,802	38,418	43,400	40,493	40,800
City Manager	171,917	202,495	179,650	176,489	195,120
City Recorder/Human Resources	278,484	187,559	169,240	161,780	167,060
Finance	469,783	618,272	667,000	663,364	729,150
Municipal Court	200,639	232,494	242,000	238,823	254,150
Parks	679,571	547,930	605,950	569,885	559,250
Community Development	513,543	473,130	536,650	501,899	575,650
Police	2,679,811	2,797,827	3,116,300	2,865,058	3,266,300
Fire	1,569,990	1,482,221	1,656,000	1,605,895	1,665,500
Not Allocated to Org. Unit or Program	1,013,254	562,054	3,025,365	2,771,774	1,063,160
Total Expenditures	7,619,819	7,145,868	10,247,105	9,602,356	8,523,190

Revenue

General Fund (Revenue Detail)	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	3,072,049	1,904,934	2,028,000	*2,038,446*	1,887,000
Revenue					
Property Taxes					
CURRENT TAXES	3,373,874	3,457,377	3,475,600	3,654,337	3,827,000
DELINQUENT TAXES	117,553	117,844	130,600	128,000	130,600
Total Property Taxes	3,491,426	3,575,221	3,606,200	3,782,337	3,957,600
Intergovernmental					
CIGARETTE TAX	6,569	5,890	6,500	6,066	6,500
COPS FAST PROGRAM	-	-	-	-	-
LIQUOR TAX	175,527	168,855	140,000	132,560	140,000
OAKLAND POLICE CONTRACT	240,685	255,608	259,800	259,819	266,300
CALAPOOIA FIRE CONTRACT	35,000	35,000	36,190	36,750	37,650
ODOT INTERCHANGE MAINTENANCE	28,250	28,250	28,500	28,500	28,500
INTERGOVERNMENTAL REVENUE	160,406	448,942	450,000	447,500	635,000
SCHOOL RESOURCE OFFICER	30,000	30,000	50,000	55,000	55,000
STATE COURT REVENUES	3,396	4,506	4,000	9,224	4,000
STATE REVENUE SHARING	102,237	98,026	95,000	82,123	95,000
Total Intergovernmental	782,070	1,075,077	1,069,990	1,057,542	1,267,950
Franchise Fees					
ELECTRIC FRANCHISE FEE	271,495	308,627	320,000	384,610	325,000
GARBAGE FRANCHISE FEE	66,571	68,145	67,500	69,968	67,500
NATURAL GAS FRANCHISE FEE	108,490	87,751	110,000	91,234	100,000
PHONE FRANCHISE FEE	41,013	46,618	50,000	32,952	50,000
TV FRANCHISE FEE	72,663	67,623	75,000	70,000	75,000
U.S. SPRINT FRANCHISE FEE	-	1,254	1,200	1,225	1,200
Total Franchise Fees	560,233	580,018	623,700	649,989	618,700

Continued on Next Page

General Fund (Revenue Detail) Cont…	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Charges for Services					
AMBULANCE REVENUES	-	-	-	-	-
CITY FEES	18,260	164,590	20,000	19,018	20,000
COMMUNITY BUILDING RENT	10,485	18,555	18,500	16,155	15,000
FINGERPRINTING FEES	375	1,210	800	908	800
LICENSES AND PERMITS	140	1,150	-	360	-
Total Charges for Services	29,260	185,505	39,300	36,440	35,800
Miscellaneous					
DONATIONS	11,576	5,884	500	500	500
FINES AND PENALTIES	133,256	379,069	300,000	260,652	250,000
GRANTS	73,733	5,673	80,000	35,000	80,000
INTEREST EARNED	146,504	145,262	115,000	244,629	125,000
LAND SALES	-	-	-	-	-
MISC. / EXCISE TAX REBATE	22,938	22,366	38,000	13,792	20,000
PD REPORTS & IMPOUND FEES	808	525	-	-	-
UMP BANK FF&C LOAN	-	-	1,500,000	1,500,000	
SURPLUS PROPERTY SALES	-	2,880	-	-	-
TOWING	4,500	2,000	3,000	3,086	3,000
WELLNESS GRANT	500	-	-	-	-
Total Miscellaneous	393,815	563,659	2,036,500	2,057,659	478,500
Transfers					
FROM FED HOMELESS FUND	-	-	65,000	-	65,000
TRSFR FROM PWORKS OPER.RES	-	-	210,000	210,000	
TRSFR FROM GO BOND END BALANCE	-	-	-	-	5,000
FROM STATE GAS TAX FUND	188,300	210,000	210,000	210,000	210,000
FROM TRANSIENT LODGING TAX FND	14,900	14,900	22,000	22,000	25,000
FROM WASTEWATER FUND	463,300	525,000	525,000	525,000	525,000
LOAN FROM WWTR RESERVE FUND	-	-	175,000	175,000	
FROM WATER FUND	529,400	550,000	550,000	550,000	550,000
LOAN FROM WATER RESERVE FUND	-	-	175,000	175,000	-
Total Transfers	1,195,900	1,299,900	1,932,000	1,867,000	1,380,000
Total Revenue	6,452,704	7,279,380	9,307,690	9,450,966	7,738,550
Total Resources	9,524,753	9,184,314	11,335,690	11,489,412	9,625,550

Summary

The City of Sutherlin's elected governing board consists of six councilors and a mayor. The mayor serves a term of two years, with elections in even numbered years. The six councilors serve terms of four years. Every even numbered year, three positions are elected.

The Council provides legislative direction to the City by ordinance and resolution, approves significant contracts for services, adopts the annual budget, and is responsible for the appointment of the City Manager, City Attorney and Municipal Judge positions.

Fiscal Year 2025-26 Changes

We are maintaining the same amounts as budgeted in the current year except in the area of Travel & Training. There has been more Council participation in LOC trainings and conferences and we want to continue to support this as much as possible.

Mayor & Council	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Cur YTD Actual	2024-25 Projected Year-End	2025-26 Approved Budget
Materials & Services						
MEETING EXPENSES	1,124	892	650	6	300	650
COMPUTERS & EQUIPMENT	-	-	400	876	876	400
SPECIAL PROJECTS	977	75	1,500	70	720	1,500
TRAVEL AND TRAINING	922	2,500	3,000	4,193	5,000	4,500
Total Mayor & Council	3,024	3,468	5,550	5,145	6,896	7,050

City Attorney

Summary

City attorney services are provided via contract with Chad Jacobs of Beery, Elsner & Hammond, LLP.

Mr. Jacobs is present at City Council meetings and provides advice as requested or necessary throughout the year to the Mayor, Councilors, City Manager, department heads and staff. Additionally, Beery, Elsner & Hammond, LLP provide labor negotiation and personnel services for the City as well. Ashley Driscoll is the lead attorney for labor related services.

All legal fees, excluding bond counsel for debt issues and water rights issues, are accounted for in this department. Costs attributable to other non-general fund activities are recovered from other funds through inter-fund transfers.

Fiscal Year 2025-26 Changes

The City's legal fee budget is being decreased slightly.

City Attorney	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Materials & Services					
CITY COUNCIL COUNSEL	5,672	10,146	8,000	4,943	7,000
CITY MANAGER COUNSEL	200	114	2,500	2,500	2,500
CITY RECORDER COUNSEL	1,551	1,895	1,600	1,600	1,600
FINANCE COUNSEL	1,416	2,660	1,000	4,000	2,000
PLANNING COUNSEL	18,130	11,873	14,000	10,000	12,000
POLICE COUNSEL	5,984	5,270	5,000	5,000	4,000
FIRE COUNSEL	-	513	2,000	2,000	2,000
STREETS COUNSEL	171	228	1,600	1,000	1,600
WATER COUNSEL	200	5,327	2,600	6,500	3,000
PARKS COUNSEL	599	393	1,500	700	1,500
WASTEWATER COUNSEL	57	-	1,000	750	1,000
LABOR NEGOTIATIONS	5,824	-	2,600	1,500	2,600
Total City Attorney	39,802	38,418	43,400	40,493	40,800

City Manager's Office

Summary

The City Manager is responsible for administration of the City's operations including implementation of City Council policies and goals, enforcement of ordinances and resolutions, supervision of department managers and employees, preparation of and compliance with the budget, economic development coordination, and other functions as necessary to ensure effective City performance.

A portion of the City Manager's Office cost is recovered through inter-fund transfers

Accomplishments, Goals & Objectives:
Please see the City Manager's Budget Message on page 8.

Fiscal Year 2025-26 Changes
The changes in this budget reflect the upcoming recruitment effort, as well as possible salary changes based on candidate negotiation.

Staffing

Position	FY 25 FTE	FY 26 FTE
City Manager	1.0	1.0

City Manager	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	17,681	17,838	21,300	18,579	20,800
MEDICARE	1,563	1,864	1,700	1,640	1,733
OREGON PERS	28,492	32,994	24,800	24,744	29,300
FRINGE BENEFITS	244	542	600	480	600
SALARIES AND WAGES	109,372	130,178	115,000	114,820	119,500
SOCIAL SECURITY (FICA)	6,684	7,971	7,100	7,013	7,409
STATE UNEMPLOYMENT (SUTA)	916	145	900	414	478
WORKERS COMPENSATION	140	1,386	300	17	300
Total Personnel Services	165,091	192,918	171,700	167,708	180,120
Materials & Services					
MEETING EXPENSES	1,166	771	1,000	560	1,000
MEMBERSHIPS	1,397	983	1,400	1,400	1,400
MISCELLANEOUS	87	-	-	-	-
OFFICE SUPPLIES	642	183	800	330	800
PRINTING AND ADVERTISING	49	-	-	-	
PUBLICATIONS	99	13	150	53	150
RECRUITMENT COSTS	-	-	-	-	7,500
TRAINING	1,468	3,964	2,000	2,214	2,000
TRAVEL EXPENSES	1,846	3,663	2,600	4,223	2,000
WELLNESS PROGRAM	72	-	-	-	150
Total Materials & Services	6,825	9,577	7,950	8,781	15,000
Total City Manager	171,917	202,495	179,650	176,489	195,120

City Recorder/Executive Assistant

Summary
The City Recorder/Executive Assistant serves as the Clerk of the Council and is the City's official Elections Officer. This position is also responsible for maintaining City documents, public records

requests, and document management. The City Recorder/Executive Assistant provides administrative support to the City Manager, Mayor, and Councilors. The role also is responsible for maintaining the City's website, City Newsletter and under the direction of the City Manager, implements community and public relations strategies that advance the City's goals with key community and regional constituents and agencies. This position also develops and implements plans to support the City's communications as part of the City's overall advancement goals.

Accomplishments for fiscal year 2024-2025 for City Recorder/Executive Assistant:

- Became the City Recorder, after Melanie Masterfield's departure, in November of 2024.
- Assisted with swearing-in of the Mayor and Councilors following the 2024 Elections.
- Received and processed numerous Public Records Requests.
- Provided monthly newsletter bulletins for the community with collaboration from the Media & Communications Coordinator. Delivered 400 to area businesses and a growing email list of 800 recipients monthly.
- Develop and monitor the preparation of the master schedule of Agenda topics for Council meetings.
- Provided staff meeting notes for all employees.
- Participated in periodic Homeless Response Team Meetings.
- Participated in coordinating an Open House for the Oak Street Commons Project.
- Worked with members of staff to find a new website provider to help with ease of use and better notifications for citizens. Implementation expected May or June of 2025.
- Attended LOC training to better understand role and laws.
- Joined OAMR to have a network of City Officials to connect with, which has helped create understanding of the role and the many elements that come with the role.
- Attended many online training sessions and set future training sessions to continue education of Municipalities and the City Recorder role.
- Reestablish the Staff Response Reports to update Citizens and Council of activities that the City Departments have worked on in between Council Meetings.

Goals and Objectives for fiscal year 2025-2026

- Continue review of the Municipal Code for updates.
- Continue processing electronic storage of records.
- Continue to organize records room, following State of Oregon's retention schedule.
- Continue facilitating staff pictures as previous City Recorders have done.
- Attend training and conferences to obtain necessary knowledge associated with City Recorder responsibilities.
- Continue monthly bulletins highlighting city news and future events.
- Continue to become more involved within the City and events happening within our town.
- Continue to find ways to help City staff and Council.
- Get the new website up and operational, with a focus on presenting material in a way that promotes ease of use.

Fiscal Year 2025-26 Changes

No change.

Position	FY25 FTE	FY26 FTE
City Recorder/ Executive Assistant	1.0	1.0

Staffing

City Recorder/Executive Asst	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	40,430	27,170	25,400	22,753	28,490
MEDICARE	2,250	1,391	1,210	1,104	1,140
OREGON PERS	38,265	24,626	23,050	9,955	23,910
OTHER INSURANCE BENEFITS	344	412	440	329	420
SALARIES AND WAGES	162,204	101,846	83,650	79,733	78,310
SOCIAL SECURITY (FICA)	9,619	5,949	5,190	4,720	4,860
STATE UNEMPLOYMENT (SUTA)	1,817	837	920	935	920
WORKERS COMPENSATION	177	919	230	17	210
Total Personnel Services	255,105	163,149	140,090	119,547	138,260
Materials & Services					
CITY WEBSITE	1,984	1,992	3,000	16,009	3,750
CONTRACTED SERVICES	13,200	13,200	14,000	13,860	14,000
DRIVING RECORDS	93	0	-	-	-
MEETING EXPENSES	904	179	500	250	500
MEMBERSHIPS	1,676	1,261	1,500	1,500	1,400
DRUG TESTING	325	-	-	-	-
OFFICE EQUIPMENT	50	-	1,000	1,000	500
OFFICE SUPPLIES	887	313	1,000	1,095	1,000
OREGON ETHICS COMMISSION	768	567	800	768	800
PRINTING AND ADVERTISING	408	(41)	-	-	-
PUBLIC NOTICES	157	-	300	300	300
PUBLICATIONS/COMM ENGAGEMENT	12	2,182	2,500	1,200	2,000
CODIFICATION UPDATE	719	2,106	1,750	1,500	1,500
RECORDING FEES	-	-	300	-	300
TRAINING	1,024	1,898	1,500	4,000	1,750
TRAVEL EXPENSES	1,106	753	1,000	750	1,000
WELLNESS PROGRAM	65	-	-	-	-
Total Materials & Services	23,379	24,409	29,150	42,232	28,800
Total City Recorder/Executive Asst.	278,484	187,559	169,240	161,780	167,060

Finance

Summary

The finance department provides the City's financial accounting and reporting, audit coordination and response, budget preparation, long-range financial planning, cash and

investment management, payroll and human resources, utility billing and collection, disbursement processing, accounts receivable and some grant reimbursements.

Fiscal year 2024-25 Department Accomplishments

- Received a clean audit opinion from the City's independent auditor
- Provided timely and accurate monthly financial reports
- Delivered consistent and accurate Utility billing
- Helped organize defunct Meter replacements for more accurate reading
- Continued regular Finance Subcommittee Meetings
- Continued the Quarterly Executive Risk Management Meetings
- Conducted 5 job recruitments and hirings
- Facilitated 2 Management and Leadership Classes for City Supervisors (In Person)
- Updated all Leave policies to comply with State Law
- Revamp of Safety Committee and Site Inspection process
- Provided Interim City Recorder Coverage during hiring process
- CIS and BOLI Annual Conference attendance (Virtual)
- Staff attendance of Caselle Annual Conference to expand knowledge and use of our accounting program
- Close out of Ford's Pond Phase 2 Financial Reporting
- Helped research & initiate AMI Metering System

Fiscal year 2025-26 Goals

- Receive a clean audit opinion from the City's independent auditor
- Continue to provide timely and accurate financial reports
- Maintain quality service at front counter and on phones
- Continue to refine and improve the Utility Billing Process
- Deliver excellent Admin support for all internal departments
- Ongoing Staff Development
- Support the possible Upgrade of Utility Meters & Reading System to an AMI system
- Continue improvements to City's budget document

Fiscal Year 2025-26 Changes

This department now reflects costs associated with hiring and Human Resources.

Staffing

Position	FY25 FTE	FY26 FTE
Finance Director	1.00	1.00
Finance & Admin Technician	1.00	1.00
Accounting Clerk	2.00	2.00

Human Resource & Payroll Specialist	1.00	1.00
Finance Department Total	5.00	5.00

Finance & Human Resources	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	73,034	105,984	109,300	110,695	123,400
MEDICARE	3,490	4,607	5,000	5,056	5,500
OREGON PERS	47,997	70,576	80,400	86,766	104,400
OTHER INSURANCE BENEFITS	605	1,410	1,400	(838)	2,100
SALARIES AND WAGES	248,386	326,381	344,300	361,487	377,700
SOCIAL SECURITY (FICA)	14,922	19,698	21,300	21,620	23,400
STATE UNEMPLOYMENT (SUTA)	3,544	3,475	4,500	3,914	4,500
WORKERS COMPENSATION	296	98	900	91	1,000
Total Personnel Services	392,274	532,228	567,100	588,791	642,000
Materials & Services					
AUDIT	36,120	41,033	40,000	38,170	40,000
DRIVING RECORDS	-	-	100	100	100
DRUG TEST & SCREENS	-	-	250	200	250
FINANCING FEES	11,481	7,189	8,500	6,892	7,500
HIRING EXPENSES	234	1,009	100	300	100
EMPLOYEE ASSISTANCE PROGRAM	-	-	1,050	-	500
MEETING EXPENSES	220	12	150	150	150
MEMBERSHIPS	864	230	550	500	550
OFFICE SUPPLIES	4,673	3,625	5,100	4,361	5,100
PRINTING AND ADVERTISING	2,746	332	1,500	900	1,500
RED FLAGS PROGRAM	-	-	600	-	900
SOFTWARE MAINTENANCE / SUPPORT	20,754	31,330	36,000	19,000	25,000
TRAINING	345	(198)	4,000	500	1,500
TRAVEL EXPENSES	55	1,482	1,500	3,500	3,500
WELLNESS PROGRAM	-	-	500	-	500
Total Materials & Services	77,510	86,044	99,900	74,573	87,150
Total Finance & Human Resources	469,783	618,272	667,000	663,364	729,150

Parks/Facilities

Summary

The Parks/Facilities Department accounts for the parks and facilities maintenance activities.

Fiscal Year 2025-26 Changes

There are no full-time employees in this department. We are currently using 2 part-time temporary employees for parks maintenance and bathroom cleaning. We have budgeted for an increase for temporary labor because of the increased workload of maintaining our extensive Parks and Facilities. We are continuing to contract for cleaning services for City buildings as well. This is included in the Materials and Services which is budgeted to be very similar to the current year. We will continue to charge ODOT for maintaining Exit 136 Off-Ramp and will continue to utilize a temporary employee for mowing and other general grounds upkeep during the summer months. We have a Full-Time Public Works maintenance person designated for grounds upkeep. Capital Outlay will include Fire Station Bay Lighting, Lights for the Event Stage, possible PickleBall Court and Veteran's Flag Monument update. Other park or facility related improvements may be necessary as well.

Parks/Facilities	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	-	-	-	-	-
MEDICARE	128	-	-	-	-
OREGON PERS	1,775	-	-	-	-
FRINGE BENEFITS	14	-	-	-	-
SALARIES AND WAGES	8,852	-	-	-	-
SOCIAL SECURITY (FICA)	549	-	-	-	-
STATE UNEMPLOYMENT (SUTA)	175	-	-	-	-
WORKERS COMPENSATION	4	-	-	-	-
Total Personnel Services	11,498	-	-	-	-
Materials & Services					
PARK SURVEILLANCE	-	232	500	500	500
CIVIC AUDITORIUM MAINT	2,897	2,096	2,500	1,476	1,500
CITY HALL JANITORIAL SUPPLIES	877	890	1,500	2,357	2,250
CITY HALL MAINTENANCE	8,778	7,498	10,500	12,581	12,500
COMM. CENT. JANITORIAL SUPPLIE	822	979	1,200	548	750
COMMUNITY BLDG MAINTENANCE	5,341	15,243	12,000	17,000	12,000
COMMUNITY CENTER UTILITIES	15,034	13,184	12,500	14,293	14,500
DRUG TEST & SCREENING	110	-	-	-	-
CONTRACTED SERVICES	26,440	23,585	25,000	25,264	25,000
EQUIPMENT MAINTENANCE	-	189	500	-	500
GARBAGE COLLECTION	7,935	8,840	9,000	8,381	9,000
I-5 INTERCHANGE MAINTENANCE	12,500	-	15,000	-	-

Parks & Facilities Materials & Service Cont.

	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
LIBRARY & GROUNDS MAINTENANCE	9,430	14,532	8,500	21,706	12,000
LIBRARY JANITORIAL SUPPLIES	296	-	800	257	800
LIBRARY TELEPHONE	4,825	356	1,000	-	-
LIBRARY UTILITIES	11,689	12,027	10,750	12,378	12,500
LIBRARY FIRE MONITORING	443	921	1,000	466	750
MEETING EXPENSES	-	487	200	133	200
PARK LANDSCAPE CONTRACT	-	-	-	-	-
PARK EQUIPMENT MAINTENANCE	7,176	3,932	6,000	8,740	6,000
PARK LIGHTING	2,981	1,709	2,000	1,832	2,000
PARK FLAGS	2,680	4,281	5,000	2,713	4,000
PARK MAINTENANCE	97,464	79,755	90,000	90,000	100,000
SECURITY MONITORING	10,004	4,178	5,500	1,660	2,500
Total Materials & Services	227,720	194,913	220,950	222,285	219,250
Capital Outlay					
BUILDING IMPROVEMENTS	-	-	40,000	20,000	40,000
HOLIDAY LIGHTS	7,588	1,200	20,000	7,600	20,000
PARK PROJECTS	12,765	61,817	35,000	30,000	30,000
Total Capital Outlay	20,353	63,017	95,000	57,600	90,000
Transfers					
TO PARKS/ FACILITIES RESERVE	80,000	50,000	50,000	50,000	60,000
TO PARKS CONSTRUCTION FUND	200,000	100,000	100,000	100,000	50,000
TO PUBLIC WORKS FUND	140,000	140,000	140,000	140,000	140,000
Total Transfers	420,000	290,000	290,000	290,000	250,000
Total Parks/Facilities	679,571	547,930	605,950	569,885	559,250

Community Development Department

Summary

The Community Development Department accounts for the City's community development activities. The principal source of revenue is from the General Fund (property tax dollars). Since staff provides services and support for water, wastewater, streets, and parks, there is financial support for specific projects funded by each department accordingly. Expenditures are for administration of all land use planning activities, mapping, grant management, and economic development.

Construction is underway on two of Sutherlin's larger projects for the fiscal year 2024-2025; the Seismic Rehabilitation of both the Sutherlin Fire Station #1 and the Sutherlin Police Station. These two projects are funded through Oregon's Seismic Rehabilitation Grant program. The Fire Station is ahead of schedule and anticipated to be complete by the end of Summer 2025. The Police Station is under construction with an anticipated completion date in the Fall 2025. In addition to those two projects, the fiscal year 2025-2026 will continue to be an exciting and busy year. Other projects identified as Council Priorities that are currently in process or set to begin in the fiscal year 2025-2026 are:

- Street Light Upgrade Project
- Oregon State Marine Board (OSMB) Grant Application for the construction of the Ford's Pond boat launch ramp, docks, paved parking area and vaulted toilets. Wetland permitting is scheduled to be submitted by June 30, 2025.
- All Road Transportation Safety (ARTS) Grant for Central Avenue Pedestrian Improvements (2-Flashing Beacons to be located at Mardonna & Central and mid-block near Abby's Pizza) – construction scheduled for Spring, 2025.
- Tennis / Pickleball Court Resurfacing
- Buildable Lands Inventory
- Housing Capacity Analysis (formerly Housing Needs Analysis) / Comprehensive Plan updates / Development Code Updates
- Clover Leaf Loop Improvements, Engineering is complete, pending funding and construction
- Oak Street Commons Workforce Housing Development
- Phasing of Waite Street Improvements
- Umpqua Basin Water Association Water Intertie Connection
- Dakota Street Traffic Signal
- USDA Grant – Composting & Food Waste Reduction
- Parks Masterplan
- Wastewater Collection System and Wastewater Facility Master Plans
- Transportation Growth Management (TGM) – Westside Local Street Network Plan

Urban Renewal is also administrated through Community Development. Urban Renewal has been very successful with new Façade improvements, new business relocations, and one demolition that helped reduce blight, creating additional parking in the Downtown District. Additionally, the Downtown Plaza Parking lot construction was completed in Summer 2024 as planned. The Urban Renewal District purchased the property located at 311 E. Central Avenue, relocating City Hall within a portion of the existing building. The permitting process is underway to rehabilitate and occupy the remainder of the building.

- Urban Renewal (UR) continues to promote new businesses and work with current businesses identified within the Urban Renewal District.
- Oregon Mainstreet grant application was successful in 2022, continuing to work with the owners on improvements to the historical bank building. Anticipated completion date: June 15, 2025.

- Everett Property Improvements
- Police Department and City Hall improvements in conjunction with seismic rehabilitation grant improvements.
- 2025 Oregon Mainstreet grant application was submitted for the rehabilitation of two buildings in the core of our Downtown District.

Planning

- Development Projects
    - Building Permit Worksheets – 122
    - Land Use Compatibility Statements - 10
    - Land Use Applications – 13
        - Comprehensive Plan Map and Zoning Map Amendments - 2
        - Property Line Adjustments – 3
        - Subdivision -1
        - Temporary Use Permit – 2
        - Variance – Class A – 1
        - Variance – Class B – 1
        - Conditional Use Permit – 1
        - Temporary Family Hardship – 1
        - Legislative Amendment - 1
    - Planning Commission Meetings – 6
    - Business License Registration & Building Safety Inspections-ongoing
    - Comprehensive Plan update pending funding.
    - Multiple Code Enforcement, zoning verification and various property research letters
    - Right-of-Way Permits - 29

Fiscal Year 2025-26 Changes

Personnel services costs are increasing because of the increasing costs. Materials and Services will only increase slightly.

Staffing

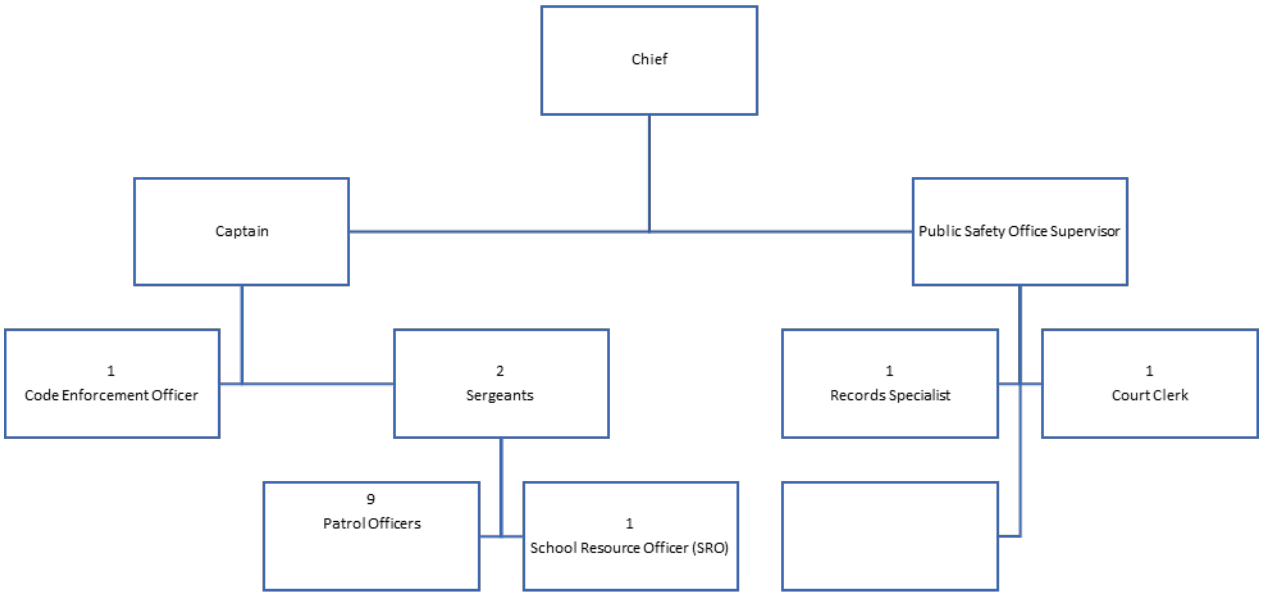
Position	FY25 FTE	FY26 FTE
Community Development Director	1.00	1.00
Community Development Assistant	1.00	1.00
Planning Specialist	0.80	0.80
Community Development Department Total	2.80	2.80

-- Budget on following page --

Community Development	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	58,485	76,030	74,600	76,500	85,500
MEDICARE	3,756	3,345	3,500	3,420	3,700
OREGON PERS	63,202	56,432	65,500	65,655	76,900
OTHER INSURANCE BENEFITS	613	1,012	1,300	1,026	1,300
OVERTIME	27	-	5,000	-	5,400
SALARIES AND WAGES	269,104	241,345	235,700	249,808	249,400
SOCIAL SECURITY (FICA)	16,060	14,303	14,900	14,623	15,800
STATE UNEMPLOYMENT (SUTA)	2,935	2,245	2,700	2,162	2,700
WORKERS COMPENSATION	1,741	2,132	600	49	700
Total Personnel Services	415,922	396,844	403,800	413,242	441,400
Materials & Services					
CONTRACTED SERVICES	8,620	8,885	30,000	10,227	20,000
ECONOMIC DEV / BUSINESS RET	58,481	21,358	50,000	40,000	70,000
PROFESSIONAL SERVICES	13,248	21,697	20,000	10,000	10,000
GIS CONSULTING SERVICES	-	1,985	2,500	1,280	2,000
GRANT WRITING	-	9,000	9,000	1,494	5,000
LAND USE PLANNING	346	-	3,000	-	3,000
MEETING EXPENSES	1,011	436	1,200	321	1,200
OFFICE SUPPLIES	3,544	1,596	4,000	2,369	3,000
PLANNING COMMISSION	-	17	500	52	500
POSTAGE	8	-	-	-	-
PRINTING AND ADVERTISING	190	181	1,000	2,500	2,000
PUBLICATIONS / MEMBERSHIPS	1,788	2,877	2,000	4,101	2,000
SOFTWARE MAINT & SUPPORT	(8,801)	6,500	6,500	12,811	13,000
TRAINING / CONFERENCES	429	707	2,400	1,800	1,800
TRAVEL EXPENSES	56	1,045	750	1,702	750
Materials & Services	78,921	76,286	132,850	88,657	134,250
Capital Outlay					
COMPUTER UPGRADES & SOFTWARE	18,701	-	-	-	
Total Community Development	513,543	473,130	536,650	501,899	575,650

Sutherlin Police Department

"Serving our Community with Pride" - Service, Professionalism, & Dedication



Summary

The Police Services budget supports the administrative and operational component of the law enforcement mission. Further, the Sutherlin Police embrace the concept of the nobility of professional public safety and policing in the 21st century. Our Department provides essential government services to the citizens of Sutherlin and Oakland, and we focus on service, justice and fundamental fairness in all that we do daily. Using available budget funds, police services provide for public safety through the protection of life, property, and the preservation of peace. Police Services has the responsibility to control conduct, both criminal and non-criminal, to maintain public safety. This is accomplished through the enforcement of a wide variety of State and local laws, city ordinances, and other regulations. The emphasis of this service is on prevention and problem-solving policing through community involvement, high visibility police patrols, the regulation of non-criminal conduct, crime prevention education, and other service-oriented activities, which account for expenditures of time and personnel resources.

There are three primary groups of community members that the Sutherlin Police serve. First, we serve the residents of Sutherlin by ensuring that we meet our operational objectives for the year. To do this, the police must maintain and strive to improve the quality of life in the City. Second, we serve everyone who makes up the daily service population. This group includes those that come to Sutherlin to shop, work, and otherwise enjoy the City. With fair and professional services, such as traffic enforcement, we keep the area safe and a pleasant place to visit. Finally, we serve our partners in the criminal justice system by being available and ready to participate in regional demands, multi-disciplinary teams, and mutual aid requests for

assistance. Needs of the justice system are met with our officers practicing timely response to duties of all types, fulfilling mutual aid requests, being efficient through quality investigations, as well as the proper handling of critical incidents by always respecting the rights of victims and suspects.

The Sutherlin Police Department currently has 18 employees (including Municipal Court Clerk) with 14 being sworn officers. In 2024, the Sutherlin Police Department handled 9,026 calls for service which equates to 752 calls per month or 25 calls per day. The Sutherlin Police Department also provides contracted police services for the City of Oakland. The population of the two cities represent a combined population of approximately 9630. The Sutherlin Police Department's patrol area consists of approximately 10 square miles.

As in recent years, the City and its service needs continue to grow as new dwellings, land partitions and new subdivisions are adopted. This, coupled with continual growth and boundary expansions will undoubtedly continue to create new patrol areas which will increase calls for police service.

In 2022, the Sutherlin Police Department applied for a 2.4-million-dollar seismic retro fit grant due to the aging and unsafe conditions of the police department which was originally built in 1954. In April of 2023, the grant was awarded and the retro-fit planning and engineering process began. In March of 2025, construction started and the building currently remains under construction with a final completion date in September of 2025.

The completion of the newly retro fitted building will allow for much needed room for employees including both a male and a female locker room, showers, storage room, training facilities, health and wellness area, and a proper evidence processing room.

Each year, the Sutherlin Police Department offers a scholarship for individuals wanting to attend the Umpqua Community College Police Reserve Academy. The scholarship helps individuals with funding and in turn helps our police department recruit new officers and reserves.

Having a good reserve program, being part of the UCC Reserve Police Academy, as well as offering scholarships all enhance our recruitment and the possible retention of officers. It also reduces open position vacancies, application, testing and other hiring expenses. Reserve training time is the same as a full-time officer, but if a reserve officer completes the field training program prior to filling a full-time vacancy, that officer will only have to attend the police academy (16 weeks) to become certified and solo.

Keeping a mentally and physically healthy Police Department lessens injuries, increases morale, increases productivity and helps retain officers. The health and wellness of Sutherlin Police Department Officers is crucial to sustaining a high-performing and resilient department.

At the Sutherlin Police Department, we recognize the demanding nature of law enforcement and the unique stressors and environmental exposures officers face daily. In response, we have implemented several initiatives to support the long-term health and well-being of our staff.

Thanks to our current seismic retrofit project, we've been able to expand our facility to include a small but impactful health and wellness space, equipped with donated elliptical machines. This area will serve as a dedicated space for officers to decompress and stay physically active, further strengthening our commitment to overall wellness.

In addition to our physical wellness efforts, we have implemented programs such as longevity pay and a retirement bonus – key incentives that complement our wellness initiative by helping to reduce absenteeism, mitigate health-related risks, and improve long-term job satisfaction.

Together, these proactive measures are aimed at creating a healthier and more sustainable work environment. They also serve as valuable recruitment and retention tools, setting Sutherlin Police Department apart as the only agency in the region to offer such a comprehensive incentive model. By investing in officer wellness, we're not only taking care of those who serve but also ensuring a safer and more effective police force for our community.

The Sutherlin Police Department continues to use and implement new technology to enhance police services. The Sutherlin Police Department has been slowly adding technology in the form of computer programs, radar speed signs, and security cameras to the infrastructure of the city. The security camera system has added more protection to cities assets and has been a deterrence to criminal acts. Although these cameras are not monitored, the cameras have been a great resource and have had a significant impact in criminal prosecutions. The camera system has kept the city's assets safe, decreased criminal investigation time(s), increased accountability, and helped keep case clearance rates at or above 80%. A vast amount of otherwise unsolvable crimes has been solved by the use of this technology making this city safer. The security camera system is a proven benefit to the community and the city as a whole.

The radar speed signs have shown to reduce speed on city streets; especially in school zones. The portability of the signs allows for rapid deployment to any area(s) in the city where traffic speed has become a concern. The signs have integrated software which displays vehicle speeds, warns drivers of speed zone changes and possible violations. The signs collect vehicle speed and traffic volume data. This information can be downloaded and analyzed to locate problems areas within the city. This allows law enforcement to focus its resources on problem areas which in turn saves time and money while increasing traffic safety and awareness. These signs have proven to be a speed-reducing asset and to help make our city streets safer.

It is the intention of the Sutherlin Police Department to continually research, assess, and implement new technology and programs to enhance safety, communication, effectiveness, education, and services.

Every summer, the Sutherlin Police Department holds an ice cream social as a means to have positive interactions with the youth in our community in a stress free and fun environment. Officers hand out ice cream bars to the kids, have conversations, and take turns getting dunked in a dunk tank allowing the kids an opportunity to "dunk a cop". Donations for the

event are gathered throughout the year and given to school councilors to better serve their students. Unfortunately, this last year due to staff shortages, the ice cream social was cancelled, however, the Sutherlin Police Department still raised over $7,600. These donations help students secure otherwise unattainable items include shoes, clothing, and food.

For over a decade, Douglas County's emergency communication radio infrastructure has been in disrepair and no longer functions as originally intended. The system's manufacturers are no longer in operation, and replacement parts have become obsolete or unavailable. This failing system has increasingly become a serious safety concern for first responders and the public they serve.

Recognizing the urgency and high cost of resolving the issue, Douglas County applied for and received a federal grant in 2023 to support the replacement of the entire county-wide communication system. One of the primary conditions of the grant was that all radios must be P25 (Project 25) Dual Band compliant, in accordance with the Federal P25 Interoperability Project (More Information on Project 25). This mandate ensures that all emergency radios—regardless of brand or agency—can communicate seamlessly in critical incidents.

However, the grant did not cover the cost of individual city agency upgrades, meaning each city is responsible for the full expense of replacing their own non-compliant equipment.

Currently, Sutherlin Police Department radios are not P25 compliant and will not be compatible with the new system. The new Douglas County radio infrastructure is scheduled to be operational by late 2026 or early 2027.

Due to the complexity of these radios and manufacturer production delays, lead times for new radios are expected to exceed 3 months. Because each radio is built to order, the recommended purchase deadline to avoid operational disruptions is no later than early 2026.

To ensure readiness and maintain uninterrupted communication and public safety, advance planning and budget allocation for these required radio upgrades will be critical.

Strategic/Business Planning Updates

- Short Term – Key Objectives
    - Maintain low officer injury rates
    - Meet the service needs and expectations of our community
    - Continue to proactively deploy resources furthering increased safety in our community
    - Community Outreach – Continue "Positive Police Contacts" education program
    - Enhance interaction with citizens through department hosted events, SDP website, and social media
    - Impact crime by effectively using resources and adding needed technology
    - Complete the seismic retro-fit and remodel of the police facility.
- Long Term - Police Services continued focus over the coming years.

- First, we will continue to focus on a constructive Public Safety culture. This will be demonstrated in four specific areas.
    - Being achievement driven;
    - Performing and behaving in a humanistic and encouraging manner;
    - Embracing departmental and professional development training as an on-going and required part of life in the Public Safety profession to maintain and sharpen skills (self-actualization);
    - Being committed to the concept of teamwork and alignment of goals, objectives and outcomes.
- Second, we will address Crime Trends, Public Disorder, and the perception of crime and disorder. This will include, but is not limited to, Child Welfare Issues, Homelessness, Drug and Alcohol Issues, and Mistreatment of Aging Adults and the Disabled, including those who are mentally ill. Traffic enforcement and traffic management will remain high on our list as well.
- Finally, we have developed a plan to keep our patrol fleet contemporary and in good working order, look for enhanced technology solutions to increase our ability to participate in intelligence based policing initiatives, participate as regional partners and in regional efforts and continue to develop resources through cost controls in order to achieve staffing goals consistent with City Council service objectives.

Accomplishments for fiscal year 2024-25

- $1,425 BVP Grant award
- Under 5 minute response times to Priority 1 calls
- $4,112 Grant Award for Accreditation
- $3,054 CIS Camera Grant reimbursement
- $2,775 Grant Award for speed enforcement equipment replacement
- Raised over $1,300 for child education materials through our Child Safety, Bullying and Drug Education Program through the National Child Safety Council
- Achieved Gold level recognition for 2023 Policy Management
- Ice Cream Social - Raised $7,600 and distributed it to the Sutherlin School District
- Acquired a $10,000+ Speed Enforcement Overtime Grant
- Seismic Grant Phase II application submitted
- Fourth IGA with Douglas County for RV Impoundment Storage
- Security Camera Procurement and Installation
- Continued a regional partnership with the Myrtle Creek and the Winston Police Department to minimize training expenses while sharing new training venues and instructors.
- Held several regional training classes
- Worked closely with our school district(s) (Sutherlin and Oakland) to be responsive and attentive to issues and concerns for the children and young adults that attend our educational institutions. This includes frequent and high visibility patrols in and around our schools as well as the mentoring and teaching of our youth.
- Interagency agreements updated (Pursuits, Major Crimes, Inmate Housing)

- Maintained a Case Investigation Closure rate of over 70% (the goal was 70%, achieved was **80%**).

Goals and Objectives for fiscal year 2025-2026

Sutherlin Police Services will continue to look for efficiencies in the area of staffing, organizational structure, equipment procurement, patrol vehicle and fleet upgrades, infrastructure improvements, technology solutions, and training to meet the current and future demands of the City. Police Services will also work to enhance its capabilities in emergency management (large scale natural and/or man-made disasters) through the EOC. We will continue to strategize a stable funding mechanism as well.

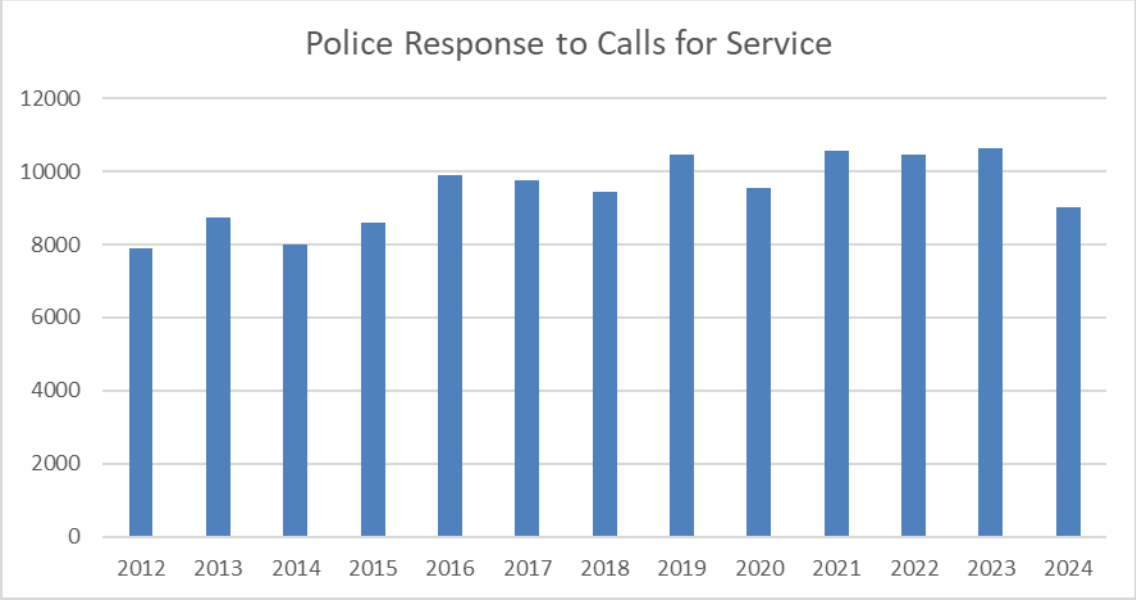
Fiscal Year 2025-2026 Changes

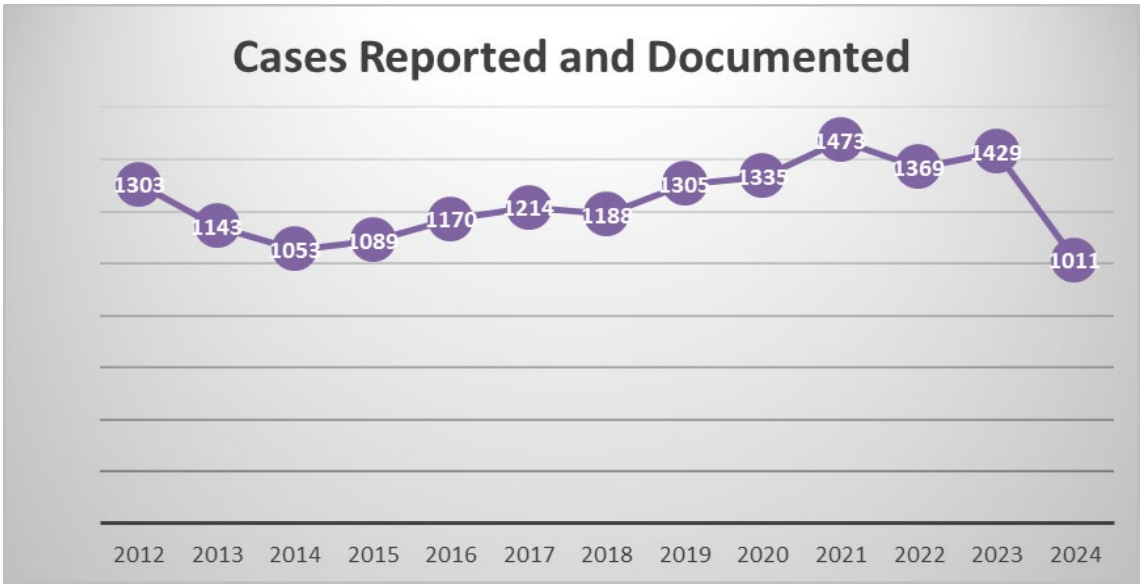
Adopted personnel services costs reflect an increase of 7.4% due to the recent SPOA contract negotiation, Health Insurance rate increases as well as COLA's and PERS rate increases.

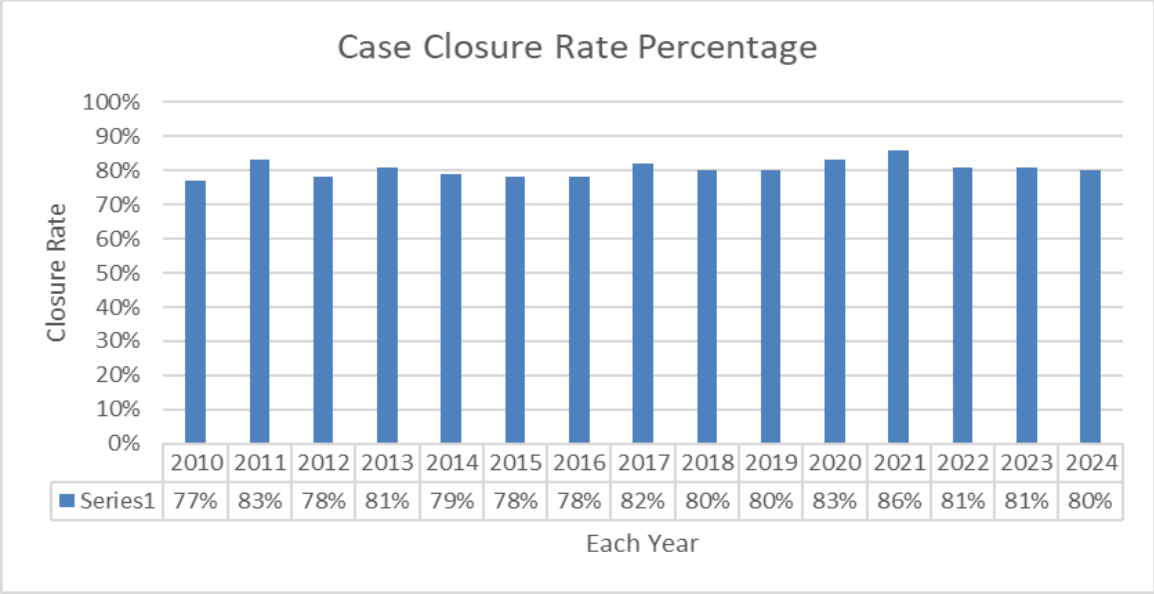
Materials and Services will see a slight increase of 2.67%. Included in this is our recent CJIS audit requirement that P.D. to move to the government tenant (domain), and the licensing costs are significantly more. We are however, continuing to work to complete the WiFi backhaul project that will decrease our monthly costs for WiFi connections for Cameras.

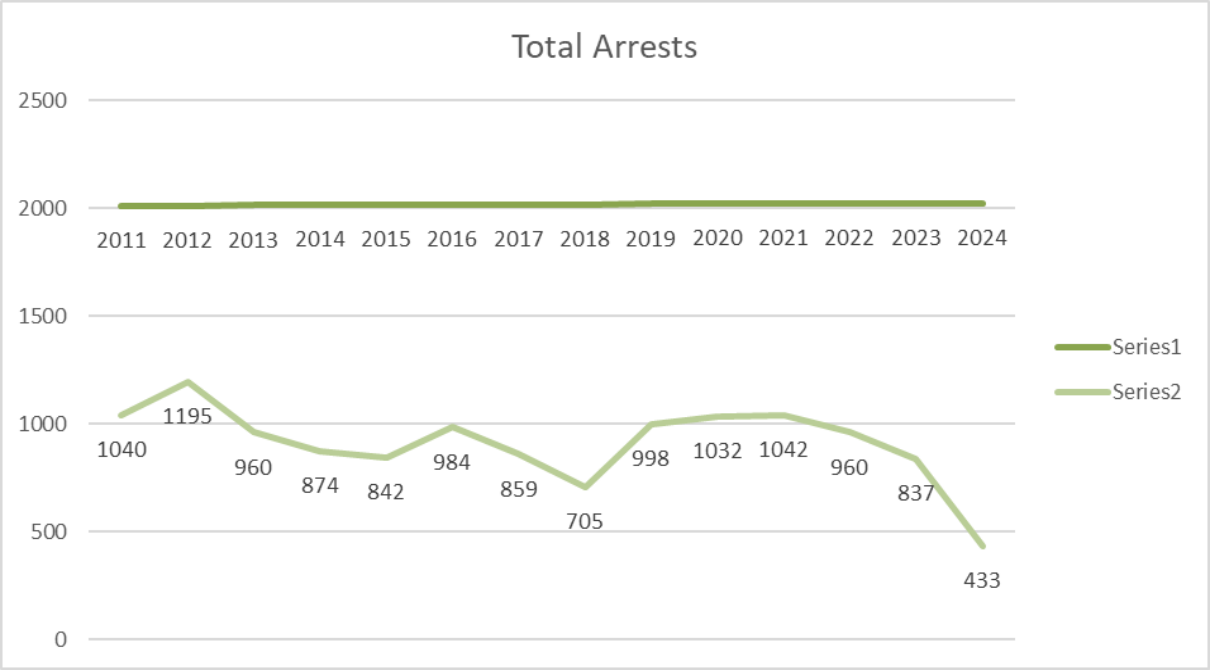
Staffing

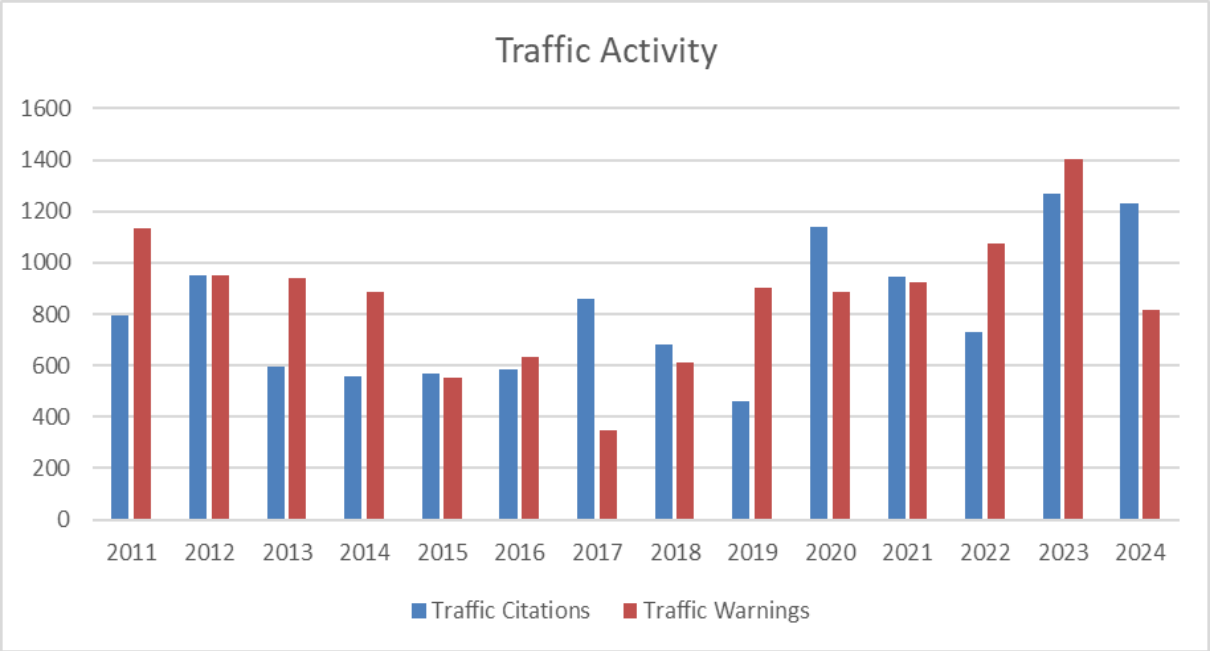
Position	FY25 FTE	FY26 FTE
Chief of Police	1.0	1.0
Police Captain	1.0	1.0
Police Sergeant	2.0	2.0
Officers	10.0	10.0
Supervisor & Records Specialist	2.0	2.0
Code Enforcement	1.0	1.0
Reserve Officer		
Police Department Total	17.0	17.0

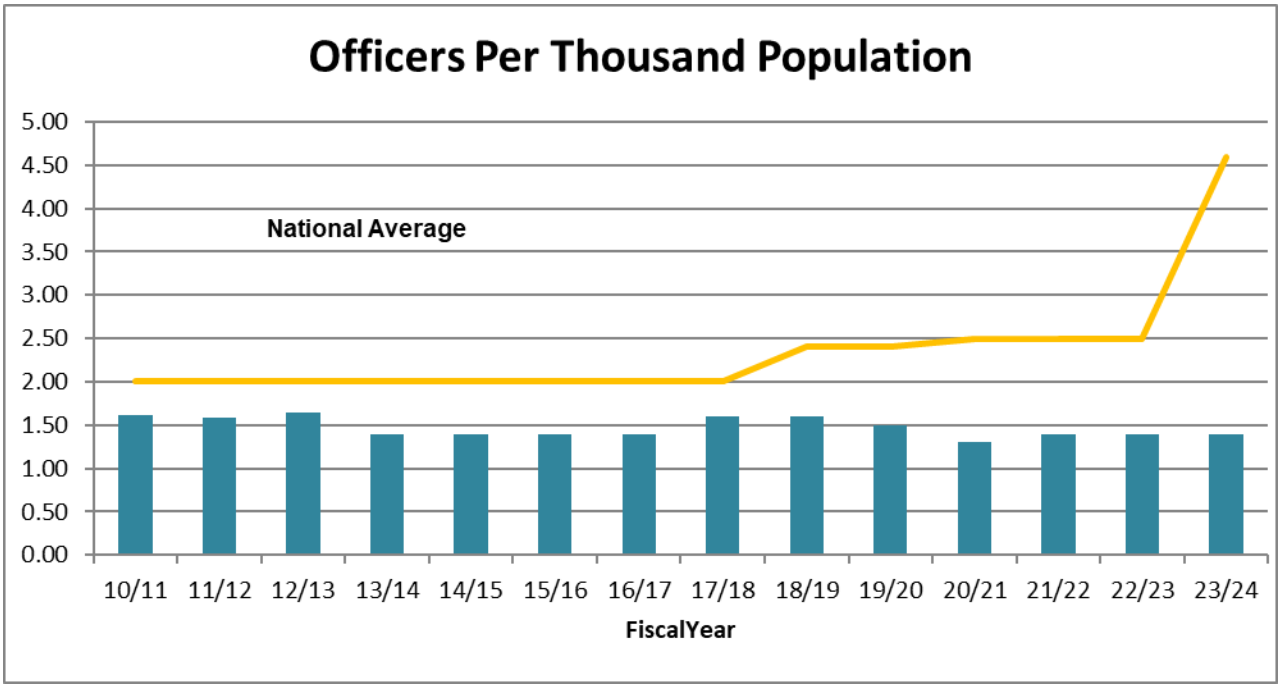

Police Response to Calls for Service
12000
10000
8000
6000
4000
2000
0
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024


Cases Reported and Documented
1303
1143
1053
1089
1170
1214
1188
1305
1335
1473
1369
1429
1011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024


Case Closure Rate Percentage
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Closure Rate
2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024
Series1 77% 83% 78% 81% 79% 78% 78% 82% 80% 80% 83% 86% 81% 81% 80%
Each Year


Total Arrests
2500
2000
1500
1000
500
0
2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024
1040
1195
960
874
842
984
859
705
998
1032
1042
960
837
433
Series1
Series2


Traffic Activity
1600
1400
1200
1000
800
600
400
200
0
2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024
Traffic Citations
Traffic Warnings



FBI Recommendation for Officers per Thousand Population: **4.6/1000**

National Average for Officers per Thousand Population: **4.6/1000**

In 2024, our Officers per Thousand Population: **1.4/1000**

Police	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	370,303	387,029	449,000	407,098	464,700
JAG TRAINING OVERTIME	10,149	17,980	-	11,003	-
MEDICARE	18,875	14,816	21,900	19,681	23,000
OREGON PERS	335,243	374,472	415,100	356,901	506,800
FRINGE BENEFITS	3,191	6,365	8,000	5,990	8,300
OVERTIME	16,263	20,493	44,000	26,500	45,900
SALARIES AND WAGES	1,318,764	1,370,231	1,468,500	1,388,869	1,540,500
SOCIAL SECURITY (FICA)	80,708	85,365	93,800	84,153	98,400
STATE UNEMPLOYMENT (SUTA)	17,468	14,472	15,600	11,890	15,600
WORKERS COMPENSATION	22,057	31,797	39,100	26,780	40,800
Total Personnel Services	2,193,021	2,323,023	2,555,000	2,338,864	2,744,000
Materials & Services					
BUILDING MAINTENANCE	3,589	4,143	5,000	8,000	5,000
COMMUNITY OUTREACH	(32)	4,337	-	-	-
COMPUTER EQUIPMENT	11,041	2,753	2,500	4,500	10,000
EMS & TRAUMA AEDs	2,123	3,701	2,000	1,500	2,000
CONTRACTED SERVICES	-	-	-	-	-
CRIME PREVENTION	2,430	2,973	2,500	2,500	2,500
DOUGLAS COUNTY DISPATCHING	99,824	78,907	110,500	110,500	114,000
DOUGLAS COUNTY IT CHARGES	-	-	-	-	-
EQUIPMENT MAINTENANCE	32,065	26,554	35,000	35,000	35,000
EQUIPMENT RENTAL	4,393	628	2,000	-	2,000
EVIDENCE PROCESSING	858	1,221	4,000	2,000	2,000
FIELD INVESTIGATION	8,793	3,819	13,400	5,000	10,000
GAS AND LUBRICANTS	42,091	43,783	38,000	30,313	38,000
HIRING EXPENSES	190	1,246	4,000	2,150	3,000
INFECTION CONTROL	958	339	800	227	800
LODGING	1,444	-	-	-	-
MEETING EXPENSES	1,327	1,169	2,000	2,554	2,000
AGREEMENTS & MEMBERSHIPS	21,064	19,256	21,200	18,000	21,200
OFFICE EQUIPMENT	1,308	9,002	7,800	8,200	7,800
OFFICE FURNITURE	-	310	6,000	1,500	6,000
OFFICE MACHINE MAINTENANCE	-	2,719	4,100	-	-
OFFICE SUPPLIES	4,662	7,377	5,000	4,500	5,000
POSTAGE	131	358	500	350	500
PRINTING & ADVERTISING	355	-	-	-	-
PROTECTIVE GEAR	741	1,356	4,000	3,000	3,000
PROTECTIVE GEAR - EQUIPMENT	2,759	4,280	5,000	6,113	5,000
PROTECTIVE GEAR - VESTS	-	-	6,000	1,298	6,000
PROTECTIVE GEAR - WEAPONS	1,667	1,638	4,000	4,370	4,000
RADIO MAINTENANCE	6,221	930	6,000	2,500	4,000
RANGE / AMMUNITION	2,621	5,361	6,000	3,750	4,000
RANGE EQUIPMENT	1,099	688	1,500	500	1,000

Police Department Budget Continued:

	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
RESERVE EXPENSES	-	-	4,000	3,000	4,000
SAFETY EQUIPMENT	8,455	8,638	21,000	9,910	15,000
SECURITY MONITORING	1,378	15,850	15,000	18,014	20,000
TELEPHONE	4,847	12,800	10,000	19,219	20,000
TELEPHONE CELLULAR	6,149	6,936	5,000	4,989	5,000
TEMPORARY EMPLOYEE / FINGERPRI	-	-	1,000	1,000	1,000
WIRELESS DEVICE CONNECTION	609	2,194	11,000	13,500	11,000
EIS LICENSING (RMS)	-	-	-	-	-
TRAINING	13,570	11,713	17,000	17,015	17,000
UNIFORMS	4,297	3,811	6,000	7,035	6,000
UNIFORM CLEANING / REPAIR	1,792	1,713	2,500	2,500	2,500
UTILITIES	-	-	-	11,688	12,000
VACANT PROPERTY CLEANING	11,971	2,304	20,000	10,000	15,000
Total Materials & Services	306,790	294,804	411,300	376,194	422,300
Transfers					
TO POLICE RESERVE FUND	180,000	180,000	150,000	150,000	100,000
Total Transfers	180,000	180,000	150,000	150,000	100,000
Total Police	2,679,811	2,797,827	3,116,300	2,865,058	3,266,300

Municipal Court

Summary

The City's Municipal Court is a full-service court that adjudicates traffic, code enforcement, and misdemeanor cases originating in the Cities of Sutherlin and Oakland. The Municipal Court is held two times per month. The City contracts with both a Municipal Court judge to conduct the proceedings and a prosecuting attorney to prosecute cases. The Chief of Police and Police Dept. Office Supervisor oversee the court administration and operation. The Chief and the Office Supervisor and Court staff have frequent communication and coordination with the Finance Director and City Manager.

Fiscal year 2024-25 Accomplishments

- Timely processing of court activity
- Increased Court Collections
- Continued review of old cases to determine status
- Provided timely and accurate monthly reports to the State
- Maintained quality service at front counter and on the phones
- Reviewed and adjusted the use of jail time as a deterrent
- Supported amnesty program to encourage payment for past fees & fines
- Continue community service program to reduce unpaid fines/fees.
- Have achieved the goal of balancing the Cost of the Court with Revenues

Fiscal year 2025-26 Goals

- Increase efficiency
    - Continue the review of old cases
    - Digitize court records
- Continue cross-training of Records/CEO staff
- Timely completion of reports due to the state
- Continue to implement court activity reporting
- Maintain quality service at front counter and on the phones
- Maintain Judge Pro-Tem position
- Continue to implement performance measures
    - Effectiveness of alternative sentencing programs
    - Collection efforts
    - Average days to adjudicate cases

Fiscal Year 2025-26 Changes

- Personnel services costs are projected to increase approximately 7.33% with COLA's, Step increases and increased Insurance and benefit expenses.
- Materials and services will increase by approximately 5% due to new contract amounts with the Pro-Tem Judge, and Attorney's contracts.
- Sutherlin Municipal Court will now be handling Yoncalla court cases and while this may increase the workload, the City will retain all fees associated with these cases.

Staffing:

Position	FY25 FTE	FY26 FTE
Court Clerk	1.0	1.0
Municipal Court Total	1.0	1.0

Municipal Court	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	14,642	14,776	18,500	15,658	21,200
MEDICARE	850	899	1,000	947	1,000
OREGON PERS	12,080	13,713	11,300	14,442	14,400
FRINGE BENEFITS	140	272	400	286	400
OVERTIME	-	-	3,300	-	3,400
SALARIES AND WAGES	60,246	63,634	65,100	67,016	66,800
SOCIAL SECURITY (FICA)	3,636	3,843	4,200	4,047	4,300
STATE UNEMPLOYMENT (SUTA)	862	678	900	835	900
WORKERS COMPENSATION	92	578	200	16	200
Total Personnel Services	92,547	98,393	104,900	103,247	112,600
Materials & Services					
ATTORNEY TRIAL EXPENSES	56,400	71,789	72,000	74,597	75,900
CONTRACTED SERVICES	-	-	-	-	-
DOUGLAS COUNTY IT CHARGES	-	-	300	-	300
INDIGENT ATTORNEY EXPENSES	28,750	35,500	34,300	34,667	36,000
OFFICE MACHINE MAINT/LEASE	85	-	200	-	200
OFFICE SUPPLIES	1,927	1,013	1,200	1,582	1,200
INTERPRETER	400	200	750	-	750
MEMBERSHIPS / MEETINGS	-	154	200	-	200
POSTAGE	-	-	500	-	500
PRISONER EXPENSES	16,407	19,987	21,000	18,518	20,000
PUBLICATIONS	-	-	100	-	100
SOFTWARE MAINTENANCE/SUPPORT	1,380	2,400	2,400	2,104	2,400
TELEPHONE	1,526	2,333	1,750	1,575	1,600
TRAINING	-	(250)	500	-	500
TRAVEL EXPENSES	-	-	500	-	500
TRIAL EXPENSES	317	-	500	1,633	500
VISA FEES	900	975	900	900	900
Total Materials & Services	108,091	134,101	137,100	135,576	141,550
Total Municipal Court	200,639	232,494	242,000	238,823	254,150

SUTHERLIN FIRE DEPARTMENT

"SERVING OUR COMMUNITY WITH PRIDE"

Department Description

Sutherlin Fire Department has proudly served and protected the community since being reestablished 10 years ago this July (2015). The core functions of the Fire Department are carried out by 31 dedicated community servants, which include 6 career positions (5.0 FTE), and 25 Volunteer & Student personnel. We believe the quality of life in Sutherlin depends on a partnership between the citizens, business community, elected officials, Volunteers, and City employees.

MISSION STATEMENT:

Sutherlin Fire Department strives to preserve life and enhance the health and wellbeing of our customers through rapid response to fire, medical, rescue emergencies and community risk reduction programs. We achieve this by virtue of Professionalism, Leadership, Vigilance, Integrity, and Honor.

VISION STATEMENT:

The Vision of Sutherlin Fire Department is to be a progressive, innovative, and dynamic organization, committed to excellence in the delivery of all its services as an all-hazards emergency response organization that supports a safe, healthy, and growing community.

CORE VALUES:

Professionalism · Leadership ·Vigilance · Integrity · Honor

Professionalism: We approach every day and every challenge with a positive attitude. We provide professional service by treating others with compassion, dignity, and respect.

Leadership: We believe that leadership is the force that drives a team to accomplish the mission. We believe that it fosters compassion to listen to others while being strong enough to make difficult decisions. We believe that it requires us to lead by example and in doing so we set a higher standard.

Vigilance: To maintain physical and mental readiness at all times. To be ever training, ever preparing.

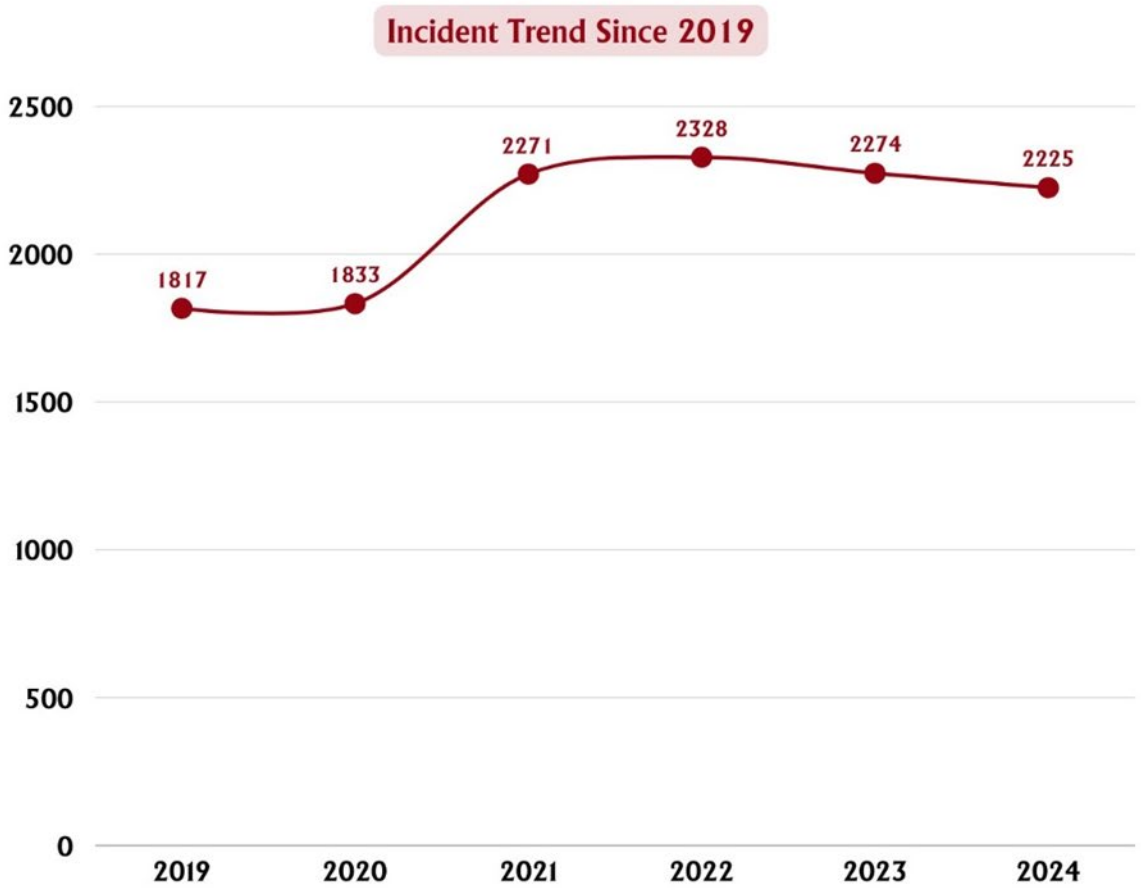
Integrity: We value the public's trust and are committed to honesty and ethical behavior. We believe in a personal commitment to the organization and community.

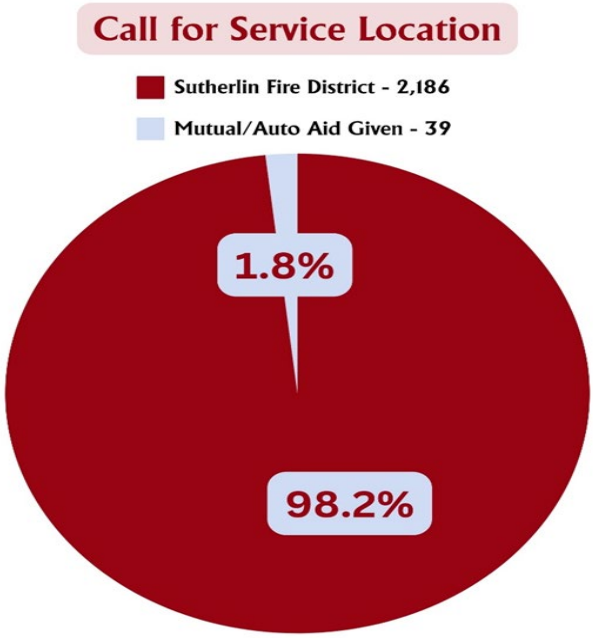
Honor: We believe honor is living up to our values. Honor is the act of carrying out, acting and living the virtues of Integrity, Professionalism, Leadership and Vigilance in everything we do.

About the Department:

Sutherlin Fire Department is an all-hazards organization that responds to all non-law enforcement emergency call types (Fires, Emergency Medical, Hazmat, Special Rescue, etc.). Sutherlin Fire Department maintains an Insurance Service Office (ISO) class of 3. The ISO classifications are 1 through 10, with class 1 being the best rating.

Sutherlin Fire Department staffs a single engine company every day with 1 Career Battalion Chief and 2 to 3 Volunteer Students. Volunteer Firefighters are also highly encouraged to pull shifts to maintain their training hours and gain additional experience. In addition to the Sutherlin City Limits, the Fire Department maintains an intergovernmental agreement with Calapooia Rural Fire District to provide fire and live safety services. This partnership has a long history that stems back to the 1980’s and was reestablished in 2019. Sutherlin Fire Department serves more than 10,000 people over approximately 15 square miles. While the majority of our department’s responses are within Sutherlin City Limits and the Rural Fire District, we also provide mutual aid to our neighboring agencies. In 2024, Sutherlin Fire Department responded to 2,225 calls for service. The call volume for emergency responses has risen from 1,817 in 2019 to 2,186 in 2024.


Incident Trend Since 2019
2500
2000
1500
1000
500
0
1817
1833
2271
2328
2274
2225
2019
2020
2021
2022
2023
2024

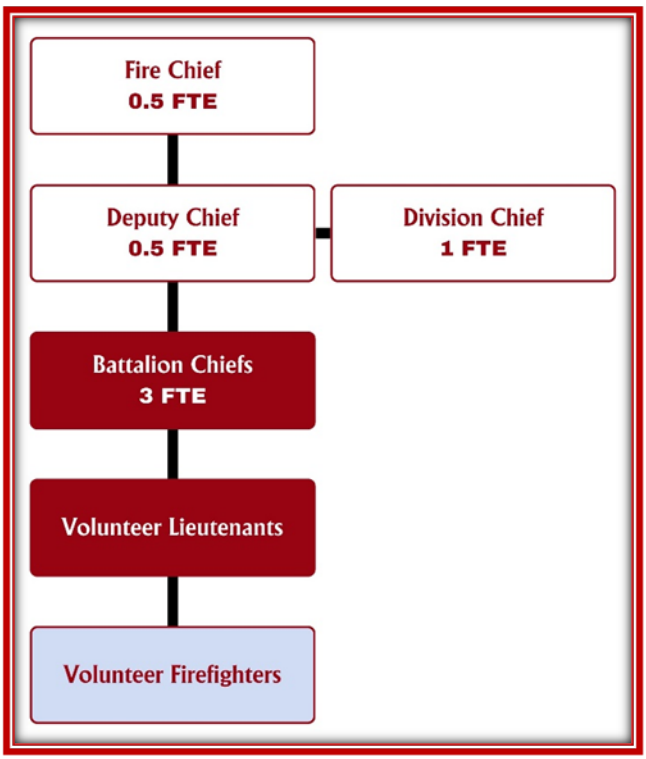

Call for Service Location
Sutherlin Fire District - 2,186
Mutual/Auto Aid Given - 39
1.8%
98.2%

6,930 TRAINING HOURS

In 2024, Sutherlin Firefighters collectively completed 6,930 training hours across various disciplines, including Structure Firefighting, Wildland Firefighting, Officer Development, Emergency Medical Services, and Vehicle Rescue, marking a 2% increase in total hours compared to 2023.

206 OVERLAPPING INCIDENTS

Sutherlin Fire Department had 206 overlapping calls last year, which at times significantly slowed the Fire Departments response to the second or third emergencies.



Fire Department Administrative Staff

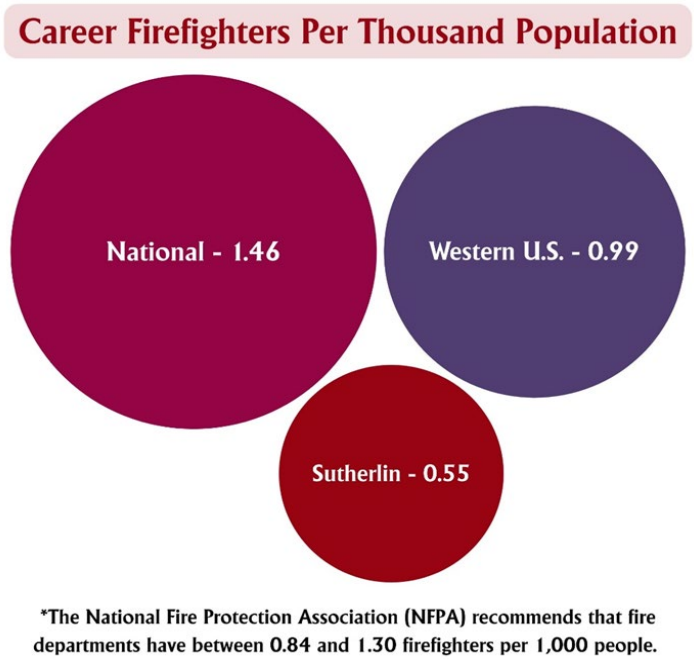
- The Fire Chief (0.5 FTE) provides leadership and direction to the department. The Chief is a department head within the City Structure and carries the responsibility of setting policy, planning, and overall management of the department.

- The Deputy Chief of Operations (0.5 FTE) is responsible for leading and organizing the Operations Division. The Position reports directly to the Fire Chief and manages the (3) Battalion Chiefs. In addition to his normal duties, the Deputy Chief acts as a Duty Officer from home responding to large incidents (Structure Fires, Wildland Fires, Motor Vehicle Accidents, significant Gas Leaks, hazardous material incidents, etc.) as a Command Officer.

- The Division Chief of Logistics and Training (1 FTE) is responsible for leading and organizing our training programs, capital logistics, City emergency operations, fire/life safety program, support services, and serves as the Sutherlin Fire Department Volunteer Coordinator. The Division Chief reports directly to the Fire Chief and Deputy Chief. In addition to his normal duties, the Division Chief acts as a Duty Officer from home responding to large incidents (Structure Fires, Wildland Fires, Motor Vehicle Accidents, significant Gas Leaks, hazardous material incidents, etc.) as a Command Officer.

Fire Department Operations Staff

- The Battalion Chiefs (3 FTE) are responsible for supervising their assigned shifts, responding as the Engine Company Officer, training their assigned students, and managing their assigned administrative tasks (PPE Management, EMS Coordinator, FD Safety Committee, Equipment Maintenance, Station Maintenance, etc.). The Battalion Chiefs administratively report directly to the Deputy Chief of Operations and operationally to any Command Staff members on scene. The Battalion Chiefs work a modified 24/48 schedule meaning that they are on duty for 24 hours with a normal 48 hours off to follow.



SFD Accomplishments for Fiscal 2024 – 2025

- The Seismic Rehabilitation Grant on the Sutherlin Fire Station is underway with completion set for Summer 2025. Major improvements include the following:
    - Increase in seismic stability
    - Improved lighting inside and out for safety
    - Decrease sound pollution in common areas affecting potential firefighters hearing loss from air compressors
    - Decrease in exhaust pollution to firefighters and protective garments through an exhaust collection system
    - Added one bay extension for a modern sized ladder truck to fit inside the station
    - Increased electrical safety through replacement of the three-phase electrical panel (original, circa 1960's)
    - New turnout extractor to better clean firefighter garments, reducing cancer exposures
    - Replacement of kitchen cabinets and counters
    - Increase functionality of Fire Station Alerting system
- New Type-1 Structural Fire Engine arrived and was placed in service November 2024
- New Type-3 Wildland Heavy Brush Engine from Oregon State Fire Marshal arrived in February 2025 and is scheduled to be placed in service April or May 2025.
- Secured funding for and completed a Fire Season upstaffing program for July, August, and September of 2024.
- Provided training in Structural Firefighting, Wildland Firefighting, Emergency Medical Services, and Vehicle Rescue.
- The Division Chief continued to coordinate and participate with Sutherlin High School and UCC to gain youth interest in the fire service through collaborating with students and SHS/UCC staff.
- Through our SHS/SFD partnership, our Division Chief taught CPR to all Sophomores at Sutherlin High School's health classes, almost 53 CPR cards issued.
- Over 6,930 hours of training of Volunteer Firefighters, Student Firefighters, and career staff members.
- Continued to work with our mutual aid partners, regional associations, and state agencies (Oregon State Fire Marshal, Oregon Emergency Management, Oregon Department of Transportation, Department of Public Safety Standards and Training, etc.) for increase capabilities and response.

SFD Goals for Fiscal 2025 – 2026

- **Continue to Recruit Volunteer Firefighters**
  - Sutherlin Community Volunteer Firefighters
  - Out of District Volunteer Firefighter
  - UCC Fire Science and EMS Students
  - Co-sponsor Camp Ignition Point (June 30 – July 2) to attract young women that are 15 to 21 years old into the fire service

- **Replace Aging Fire Apparatus & Equipment**
  - Maintain annual contribution to Fire Reserve Fund to replace aging fire apparatus and equipment (This has been reduced in the current budget until other funding sources are secured)
  - Seeking funding through Oregon Legislature to purchase a new Ladder Truck
  - Replace our 2008 Ford Expedition Command Vehicle with a 2025 F150 Command Vehicle

- **Training**
  - Seeking funding through Oregon Legislature to install a 3-story training tower behind the main Fire Station
  - Continue to offer training in Structure Firefighting, Wildland Firefighting, Emergency Medical Services, vehicle extrication, etc.
  - Continue to send Volunteer, Student, and Career Firefighters to regional, state, and national Training Academies, Courses, Conferences, & Seminars.

- **Increase Career Staff Levels**
  - Continue to seek through general fund or grants to reestablish the Fire Captain position (1 FTE)
  - Seek grant funding to establish one additional Career Firefighter/EMT to each shift (3 FTE)
  - Seek grant funding to establish a Volunteer Recruitment/Retention Coordinator position
  - Seek funding through Oregon State Fire Marshal grants to upstaff fire apparatus 40 hours per week during Fire Season (received)

- **Fire Station Seismic Upgrades**
  - Complete the last of the Fire Station Rehabilitation Grant requirements and close out the project.

Fiscal Year 2025-26 Changes

Personnel services costs will increase overall by 9.4% over last years' budget amount. This includes COLA raises and Step Increases, Health Insurance increases and PERS rate increases as well as additional staffing for Wildfire Grants and overtime for Fire Response.

Materials and Services are budgeted to decrease by 4.85%. Last year there was included in the budget the set-up for 2 different apparatus' and that is not happening this year.

Transfers to the Fire Reserve Fund are budgeted at a lower level to facilitate a balanced budget. The CIP shown in the Fire Reserve Fund details the future capital needs of the Fire Department.

Staffing

Position	FY25 FTE	FY26 FTE
Fire Chief	0.5	0.5
Deputy Chief	0.5	0.5
Division Chief	1.0	1.0
Battalion Chief	3.0	3.0
Fire Department Total	5.0	5.0

Fire	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Personnel Services					
HEALTH BENEFITS	87,695	92,809	95,100	95,558	106,700
MEDICARE	9,515	9,377	9,700	10,432	10,500
OREGON PERS	136,400	130,082	164,600	137,822	183,500
OTHER INSURANCE BENEFITS	1,981	3,666	3,300	3,971	3,600
OVERTIME	70,581	28,991	40,000	85,000	40,000
SALARIES AND WAGES	576,499	613,892	578,000	609,163	635,100
SOCIAL SECURITY (FICA)	40,685	40,095	41,400	44,606	45,000
STATE UNEMPLOYMENT (SUTA)	8,356	8,532	7,600	7,233	7,600
VOLUNTEER-FIRE	26,955	23,502	65,100	30,189	66,800
WORKERS COMPENSATION	18,298	25,204	21,500	17,731	24,300
Total Personnel Services	976,965	976,151	1,026,300	1,041,707	1,123,100

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Fire-Continued	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Materials & Services					
BUILDING MAINTENANCE	19,316	8,808	15,800	14,919	16,000
COMMUNICATIONS	11,802	7,957	14,200	11,847	14,100
CONTRACTED SERVICES	16,209	7,207	10,200	10,800	10,200
DOUGLAS COUNTY DISPATCH	28,139	23,109	31,000	31,000	32,200
EMERGENCY MANAGEMENT	11,682	13,246	15,500	8,445	15,500
EQUIPMENT MAINTENANCE	64,123	57,744	50,000	54,984	46,800
EQUIPMENT RENTAL	380	-	500	51	500
FIRE & RESCUE REHAB	788	1,015	1,700	679	1,700
FIRE PREVENTION	2,541	2,684	3,000	3,196	3,000
FIRE EQUIPMENT	43,728	20,899	50,600	56,376	50,300
FURNISHINGS	8,167	1,213	2,500	2,248	6,000
GAS & LUBRICANTS	17,905	15,514	15,000	14,054	15,000
HAZARDOUS MATERIALS & SUPPLIES	2,396	1,720	3,400	1,680	3,400
HIRING EXPENSES	896	1,425	2,500	538	2,500
JANITORIAL SUPPLIES	5,881	4,653	4,500	3,589	4,500
KITCHEN TOOLS & SUPPLIES	568	873	2,500	1,007	2,500
MAINTENANCE CONTRACTS	-	940	12,600	11,941	12,600
MEDICAL AID SUPPLIES	8,997	6,013	13,000	6,209	9,600
MEDICAL PHYSICALS	1,101	3,660	9,600	2,004	12,000
MEETINGS	585	268	2,000	227	2,000
MEMBERSHIPS & SUBSCRIPTIONS	1,384	1,375	1,300	2,060	1,600
OFFICE EQUIPMENT	1,932	969	1,000	665	1,000
OFFICE MACHINE MAINTENANCE	1,588	3,069	3,600	1,030	3,600
OFFICE SUPPLIES	2,702	704	2,000	1,087	1,800
PHYSICAL FITNESS	1,586	924	1,500	-	1,500
POSTAGE	126	101	500	170	500
PRINTING AND ADVERTISING	295	363	1,000	327	1,000
RESIDENT SCHOLARSHIP	47,000	91,800	122,400	97,200	97,200
TELEPHONE & DATA CHARGES	7,594	12,570	12,000	15,199	15,500
TRAINING	12,769	5,878	13,500	4,197	13,500
TRAVEL EXPENSES	4,013	838	3,500	5,179	3,500
UNIFORM ALLOWANCE	9,600	17,343	10,500	12,000	10,500
UTILITIES	25,313	23,649	28,000	23,651	26,000
VOLUNTEER RECOGNITION	3,118	2,540	2,700	629	3,500
WEB & EMAIL HOSTING	-	-	1,100	-	1,300
Total Materials & Services	364,225	341,071	464,700	399,189	442,400
Capital Outlay					
FIRE EQUIPMENT	40,180	-	-	-	-
Total Capital Outlay	40,180	-	-	-	-
Transfers					
TO FIRE RESERVE FUND	188,620	165,000	165,000	165,000	100,000
Total Transfers	188,620	165,000	165,000	165,000	100,000
Total Fire	1,569,990	1,482,221	1,656,000	1,605,895	1,665,500

Not Allocated to an Organizational Unit or Program

Summary

This category includes the accounting of City activities that are not the direct responsibility of any given department/division/operation, as well as programs and services provided by other agencies that benefit the community.

Fiscal Year 2025-26 Changes

Liability, Cyber Crime and Property Insurance is scheduled to increase by 4**%** over this years' budget. Overall, the Material and Services budget has decreased by 7.92% because several infrastructure changes have been made to contain costs. We are continuing to budget to replace computer Workstations to accommodate the operating systems which will no longer be supported as of October.

Not Allocated to Org. Unit or Prgm	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Materials & Supplies					
CONTRACTED SERVICES	14,977	-	55,000	50,000	5,000
DO CO TAXES	183	234	750	700	750
EQUIPMENT MAINTENANCE	-	82	-	350	
INSURANCE	246,190	287,087	310,000	310,000	326,400
JANITORIAL SUPPLIES	-	172	-	8	-
LEAGUE OF OREGON CITIES	7,297	7,807	8,002	8,001	7,990
LEASED VEHICLES EXPENSES	6,274	6,186	3,093	3,093	-
MEETINGS	598	2,284	1,100	1,100	1,100
MEMBERSHIPS AND SUBSCRIPTIONS	4,060	3,446	4,200	4,200	4,200
MISCELLANEOUS	-	145	-	80	-
OFFICE EQUIPMENT	1,066	1,120	-	1,400	-
OFFICE MACHINE MAINTENANCE	94,653	91,808	95,000	79,314	85,000
OFFICE SUPPLIES	2,987	5,684	4,500	2,879	4,000
PAPER STOCK	857	1,185	2,000	1,500	1,500
POSTAGE	5,986	7,000	7,000	8,475	7,000
PRINTING AND ADVERTISING	1,840	1,767	5,000	2,500	5,000
SPECIAL PROJ	6,817	5,237	5,500	5,500	5,500
TELEPHONE	9,448	7,422	8,000	5,974	7,000
TRAINING	305	625	-	75	-
TRAVEL EXPENSES	77	1,015	-	600	-
UTILITIES	16,824	16,166	23,500	16,305	20,000
Total Materials & Supplies	420,438	446,474	532,645	502,054	480,440

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Not Allocated to Org. Unit or Prgm Continued	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Capital Outlay					
OFFICE EQUIPMENT	1,526	-	30,000	32,000	30,000
Total Capital Outlay	1,526	-	30,000	32,000	30,000
Transfers					
TO STREET CONSTRUCTION	107,500	-	-	-	-
To Water Construction from A.R.P	77,500	-	-	-	-
TO LIBRARY FUND	26,400	26,400	27,720	27,720	27,720
Total Transfers	211,400	26,400	27,720	27,720	27,720
Other Requirements					
PROPERTY ACQUISITION	-	-	560,000	560,000	
INTEREST ON RESERVE FUND LOANS	-	-	-	-	14,000
LOAN TO URA	379,890	89,180	1,875,000	1,650,000	525,000
Total Other Rqrments	379,890	89,180	2,435,000	2,210,000	539,000
Total Not Allocated to Org. Unit or Pr	1,013,254	562,054	3,025,365	2,771,774	1,063,160

Other Requirements

The City's fiscal policies direct that the general fund maintain sufficient funds so that short-term borrowing is unnecessary prior to the receipt of property taxes in November. The estimated ending fund balance for fiscal year 2025-26 is approximately $1,102,000. An estimated beginning fund balance of $1,887,000 leaves us with an amount in reserve to start this year.

Given the Revenue and Expenditure assumptions in this approved budget, including the partial repayment of the loan to the URA, it is estimated that there will be contingency of $250,000 with the balance of available funds as $852,360 unappropriated.

	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Other Requirements					
CONTINGENCY	-	-	250,000	-	250,000
UNAPPROPRIATED FUNDS	-	-	838,585	-	852,360
Total Other Requirements	-	-	1,088,585	-	1,102,360

Police Reserve Fund

Summary

This fund is used to accumulate resources to provide for the periodic replacement of Police Department vehicles and capital equipment purchases and to set aside funds for the Recruitment and Retention/Longevity Incentive Plan as adopted by the City Council. The annual transfer to this account has been reduced to accommodate a balanced budget.

Fiscal Year 2025-26 Changes

Capital Outlay for the current year:

- $94,000 for the replacement of 17 Taser X2's. (2025/26)
- Continue Axon Body Camera Assurance plan $10,920/year
- $220,000 – Purchase Portable and Base Station P25 capable radio replacements. 2025/26
- Continue the Axon In-Car Camera plan $21,240/year

See below for a 10 year Reserve Projection. Current cost and budget constraints will cause this replacement schedule to not be sustainable as presented.

Police Reserve Fund-10 Yr Proj

Ten-Year Capital Improvement Plan

		Fiscal Year Ending June 30,					
Description	Total	2026	2027	2028	2029	2030
Patrol Cars	$ 449,500	$ -	$ -	$ 176,000	$ 182,000	$ 91,500
SPD Longevity Item	250,000	$ 5,000	$ 12,500	$ 7,500	$ 12,500	$ 212,500
TASER X2's	94,000	94,000	-	-	-	-
Axon Body Cameras	54,600	10,920	10,920	10,920	10,920	10,920
Police Ptbl Radios - 19	220,000	220,000	-	-	-	-
In-Car Cameras-Axon	106,200	21,240	21,240	21,240	21,240	21,240
	$ 1,174,300	$ 351,160	$ 44,660	$ 215,660	$ 226,660	$ 336,160

Description	Total	2031	2032	2033	2034	2035
Patrol Cars	$ 374,500	183,000	94,500	-	97,000	-
SPD Longevity Item	$ 147,500	7,500	7,500	112,500	20,000	-
TASER X2's	-					
Axon Body Cameras	56,720	10,920	11,450	11,450	11,450	11,450
Police Ptbl Radios - 19	-	-				
In-Car Cameras-Axon	111,500	22,300	22,300	22,300	22,300	22,300
	$ 690,220	$ 223,720	$ 135,750	$ 146,250	$ 150,750	$ 33,750

Notes:

1 Amounts are rounded.

2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.

3 Patrol Cars are scheduled for replacement after 100,000 miles and include all equip set-up

4 An annual increase is assumed for inflation.

Police Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	376,325	302,108	223,000	224,549	262,000
Revenue					
Miscellaneous					
INTEREST EARNED	9,173	10,737	12,000	8,472	8,000
SURPLUS PROPERTY SALES	-	10,350	-	-	-
Total Miscellaneous	9,173	21,087	12,000	8,472	8,000
Transfers					
FROM GENERAL FUND-POLICE	180,000	180,000	150,000	150,000	100,000
Total Revenue	189,173	201,087	162,000	158,472	108,000
Total Resources	565,498	503,194	385,000	383,021	370,000
Expenditures					
Capital Outlay					
LONGEVITY FUND	12,500	107,650	5,000	5,000	5,000
EQUIPMENT	250,891	170,995	115,840	115,840	261,160
Total Capital Outlay	263,391	278,645	120,840	120,840	266,160
Other Requirements					
CONTINGENCY	-	-	264,160	-	103,840
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	264,160	-	103,840
Total Expenditures & Other Requirements	263,391	278,645	385,000	120,840	370,000

Fire Reserve Fund

Summary

This fund is used to accumulate resources to provide for the periodic replacement of Fire Department vehicles and capital equipment purchases.

Fiscal Year 2025-26 Changes

This budget includes the lease payment on the 2019 Ladder Truck and a replacement Command vehicle. The transfer from the General Fund is lower this year. Even though this does not include Radio changes that will be necessary once the County decides on the direction for their new system, it will not be sustainable with ongoing budget constraints.

Fire Reserve Fund

Ten-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30, 2026	2027	2028	2029	2030
Fire Engine - Pumper	$ -	$ -	$ -	$ -	$ -	
Pumper Misc Equipment	-	$ -	$ -	$ -	$ -	
Fire Truck - Aerial	440,000	88,000	88,000	88,000	88,000	88,000
Fire Engine - Tender	-	-	-	-	-	-
Fire Engine - Brush Rig	-	-	-	-	-	-
Vehicle - Command	90,000	90,000	-		-	-
Self Contained Breathing Apparatus	-	-	-	-	-	-
Cascade Air Compr System	100,000	-	100,000	-		-
Mobile Radios (10)	-	-	-	-		-
Dual Band Portable Radios (20)	-	-	-	-		-
Heart Monitors	-	-	-	-	-	-
Extrication Tools	65,000	-	-	-		65,000
	$ 695,000	$ 178,000	$ 188,000	$ 88,000	$ 88,000	$ 153,000

Description	Total	2031	2032	2033	2034	2035
Fire Engine - Pumper	$ -	-	-	-	-	-
Fire Truck - Aerial	440,000	88,000	88,000	88,000	88,000	88,000
Fire Engine - Tender	-	-	-	-	-	-
Fire Engine - Brush Rig	142,000	142,000	-	-	-	-
Vehicle - Command	100,000	-	100,000	-	-	-
Self Contained Breathing Apparatus	400,000	-	-	200,000	200,000	-
Mobile Radios (10)	-	-	-	-	-	-
Dual Band Portable Radios (20)	-	-	-	-	-	-
Autopulse	57,000	-	57,000	-		
Heart Monitors	177,000	177,000	-	-	-	-
Extrication Tools	-	-	-	-	-	-
	$ 1,316,000	$ 407,000	$ 245,000	$ 288,000	$ 288,000	$ 88,000

Notes:

1 Amounts are rounded to the nearest thousand.
2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.
3 Pumpers, Aerials, and Tenders have an expected useful life of 30 years.
4 Brush Rigs have an expected useful life of 15 years.
5 Command vehicle will have an expected useful life of 10 years.
6 SCBAs have an expected useful life 15 years.
7 Mobile radios have an expected useful life of 5 to 7 years.
8 Portable radios have an expected useful life of 7 to 10 years.
9 Extrication tools have an expected useful life of 15 years.
10 Thermal imaging cameras have an expected useful life of 10 years.
11 An annual increase is assumed for inflation.

Fire Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	441,165	644,634	871,000	869,438	340,000
Revenue					
Miscellaneous					
GRANTS	-	-	-	-	-
INTEREST EARNED	14,850	31,803	25,000	20,061	15,000
SURPLUS PROPERTY SALES	-	28,000	-	-	-
Total Miscellaneous	14,850	59,803	25,000	20,061	15,000
Transfers					
FROM GENERAL FUND-FIRE	188,620	165,000	165,000	165,000	100,000
Total Revenue	203,470	224,803	190,000	185,061	115,000
Total Resources	644,634	869,438	1,061,000	1,054,499	455,000
Expenditures					
Capital Outlay					
FIRE EQUIPMENT	-	-	723,000	714,000	90,000
VEHICLES	-	-	-	-	88,000
Total Capital Outlay	-	-	723,000	714,000	178,000
Other Requirements					
CONTINGENCY	-	-	338,000	-	277,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	338,000	-	277,000
Total Expenditures & Other Requirements	-	-	1,061,000	714,000	455,000

Park/Facilities Reserve Fund

Summary

This fund was created to accumulate resources to provide for the periodic replacement of capital equipment, some parks improvements (when funding is available) and major repairs of City building facilities such as the Community Center, City Hall, Library and the Civic Center.

Fiscal Year 2025-26 Changes

The Capital Improvement Plan details are shown below. Both the Fire and Police Departments are working on the Seismic Renovations for their buildings and the renovations will be completed in this fiscal year. We are also budgeting for the completion of the Parks Master Plan.

Parks/Facilities Reserve Fund

Five-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30, 2026	2027	2028	2029	2030
Fire Stn Bay Lighting	$ -	$ -	$ -	$ -	$ -	$ -
Police Stn Other Impr	-	-	-	-	-	-
Stage Cover/ Lights	100,000	20,000	20,000	20,000	20,000	20,000
New Ride-On Mower-Sm		25,000				
New Mower	154,845	38,711	38,711	38,711	38,711	
HVAC Replacements	162,500	50,000	50,000	50,000	12,500	-
City Hall Other	50,000	50,000		-	-	-
Other Fire Stn Reno Exp	50,000	50,000	-			
PD Seismic Renovation Gr.	1,750,000	1,750,000	-	-	-	-
Pavement/Roof-City Hall	100,000	100,000	-	-	-	-
Festival Grounds WL Delin	17,500	17,500	-	-	-	-
Parks Master Plan	50,000	50,000	-	-	-	-
	$ 2,434,845	$ 2,151,211	$ 50,000	$ 50,000	$ 12,500	$ -

In Parks-Fac's Ops Budget
Parks-Fac Reserve
In Parks Const

Notes:

1 Amounts are rounded to the nearest thousand.
2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.
3 The HVAC systems shown for replacement are at the end of their useful life.
4 An annual increase is assumed for inflation.
5 2 Public Safety Renovation Grants Received

Parks/Facilities Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	228,170	303,638	348,000	325,718	244,000
Revenue					
Intergovernmental					
GRANTS	-	196,032	3,000,000	1,950,000	1,750,000
Miscellaneous					
INTEREST EARNED	7,227	12,137	10,000	5,670	6,500
MISCELLANEOUS	-	-	-	2,452	-
	7,227	12,137	10,000	8,122	6,500
Transfers					
FROM GEN FUND-PARKS/FACIL	80,000	50,000	50,000	50,000	60,000
Total Revenue	87,227	258,169	3,060,000	2,008,122	1,816,500
Total Resources	315,397	561,807	3,408,000	2,333,840	2,060,500
Expenditures					
Capital Outlay					
BUILDING IMPROVEMENTS	-	228,570	3,235,000	2,000,000	1,950,000
EQUIPMENT	11,759	7,520	90,000	90,000	88,111
Total Capital Outlay	11,759	236,089	3,325,000	2,090,000	2,038,111
Other Requirements					
CONTINGENCY	-	-	83,000	-	22,389
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	83,000	-	22,389
Total Expenditures & Other Requirements	11,759	236,089	3,408,000	2,090,000	2,060,500

Parks Construction Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	(20,147)	(205,987)	115,000	(202,257)	(39,000)
Revenue					
Intergovernmental					
GRANTS	454,756	2,178,489	700,000	157,000	-
Charges for Services					
SYSTEM DEVELOPMENT CHARGES	88,711	40,531	15,000	30,000	20,000
Miscellaneous					
INTEREST EARNED	-	-	800	800	800
Transfers					
FROM BICYCLE/FOOTPATH FUND	-	-	-	-	-
FROM GEN FUND-PARKS/FACIL	200,000	100,000	100,000	100,000	50,000
FROM TOURISM-MOTEL TAX FUND	40,000	40,000	80,000	80,000	60,000
FROM STATE GAS TAX FUND	-	-	-	-	50,000
Total Transfers	240,000	140,000	180,000	180,000	160,000
Total Revenue	783,467	2,359,020	895,800	367,800	180,800
Total Resources	763,320	2,153,034	1,010,800	165,543	141,800
Expenditures					
Capital Outlay					
PARK PROJECT-Fords Pond	1,300	-	-	-	-
PROJ #2-FORDS POND IMPR	196,857	1,801,873	850,000	150,000	-
FP Phase 2, Proj 1 2020 RTP/LW	232,505	78,399	-	5,000	-
FP Phase 2, Proj 2A 2020 LG	260,420	377,605	-	-	-
FP Phase 2, Proj 2B 21 LW,22LG	74,353	99,608	-	-	-
Parks - Other	203,872	(2,195)	120,000	50,000	67,500
RED ROCK TRAIL	-	-	-	-	-
Total Capital Outlay	969,307	2,355,291	970,000	205,000	67,500
Other Requirements					
CONTINGENCY	-	-	40,800	-	74,300
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	40,800	-	74,300
Total Expenditures & Other Requirements	969,307	2,355,291	1,010,800	205,000	141,800

Special Revenue Funds Section

The following are the special revenue type funds the City utilizes. These funds use the modified accrual basis of accounting.

- **$650K Fed Homeless Grant**
- **Oak Street Commons, SB 1530**
- **USDA Food Waste Grant**
- **Transient Lodging Tax**
- **Library Board Fund**

Prior Year Comparison

Special Revenue Funds Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	365,670	250,670	(115,000)	-31.45%
			-	
Revenue	1,088,922	3,619,948	2,531,026	232.43%
Transfers In	27,720	27,720	-	0.00%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	1,116,642	3,647,668	2,531,026	226.66%
TOTAL RESOURCES	1,482,312	3,898,338		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	5,000	13,899	8,899	177.98%
Services	873,679	1,358,496	484,817	55.49%
Maintenance	14,500	14,500	-	0.00%
Utilities	15,800	30,610	14,810	93.73%
Other	-	-	-	0.00%
Total Materials & Services	908,979	1,417,505	508,526	55.94%
Other Expenses				
Capital Outlay	30,153	2,050,000	2,019,847	6698.66%
Transfers Out	167,000	150,000	(17,000)	-10.18%
Debt Service	-	-	-	0.00%
Contingency	376,180	280,833	(95,347)	-25.35%
Restricted Funds	-	-	-	0.00%
Total Other Expenses	573,333	2,480,833	1,907,500	332.70%
TOTAL EXP'S & OTHER	1,482,312	3,898,338		
Ending Fund Balance	-	(0)	(0)	

$650,000 Federal Homelessness Grant

Summary

This fund was projected to be available to use in the current Fiscal year, but we are still unable to access the Federal system. It is now projected to be available in the new fiscal year.

Fiscal Year 2025-26 Changes

Again, this is a new fund that we have been awarded to help manage the Homeless Housing crisis. We are hoping to partner with St.Vincent de Paul on a project for Homeless individuals with school age children for the use of these funds in the next few months.

650K Fed-Homeless Grant	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	-	-	-	-	-
Revenue					
Intergovernmental					
	-	-	-	-	-
GRANTS	-	-	650,000	-	650,000
	-	-	-	-	-
Total Intergovernmental	-	-	650,000	-	650,000
Miscellaneous					
CHARITABLE CONTRIBUTIONS	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-
Total Revenue	-	-	650,000	-	650,000
Total Resources	-	-	650,000	-	650,000
Expenditures					
Materials & Services					
CONTRACTED SERVICES	-	-	500,000	-	500,000
GARBAGE COLLECTION	-	-	9,600	-	9,600
INSURANCE	-	-	6,000	-	6,000
SUPPLIES	-	-	1,200	-	1,200
PARK LIGHTING	-	-	5,000	-	5,000
MAINTENANCE	-	-	12,000	-	12,000
SECURITY MONITORING	-	-	1,200	-	1,200
VOLUNTEER RECOGNITION	-	-	2,500	-	2,500
Total Materials & Services	-	-	537,500	-	537,500
Transfers (Admin)					
TO GENERAL FUND	-	-	65,000	-	65,000
Other Requirements					
CONTINGENCY	-	-	47,500	-	47,500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	47,500	-	47,500
Total Expenditures & Other Requirements	-	-	650,000	-	650,000

Oak Street Commons – SB 1530

Summary

This fund has been initiated to facilitate the infrastructure on the Workforce Housing Project. The initial funding is through SB 1530. The Engineering and design work has commenced on this.

SB 1530-Oak Street Commons	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	-	-	-	-	-
Revenue					
Intergovernmental					
SB 1530 STATE GRANT	-	-	-	-	2,533,500
OTHER GRANT FUNDS	-	-	-	-	-
Total Intergovernmental	-	-	-	-	2,533,500
Miscellaneous					
CHARITABLE CONTRIBUTIONS	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-
Total Revenue	-	-	-	-	2,533,500
Total Resources	-	-	-	-	2,533,500
Expenditures					
Materials & Services					
CONTRACTED SERVICES	-	-	-	-	483,500
Total Materials & Services	-	-	-	-	483,500
Capital Outlay					
INFRASTRUCTURE BUILD	-	-	-	-	2,050,000
Other Requirements					
CONTINGENCY	-	-	-	-	-
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	-	-	-
Total Expenditures & Other Requirements	-	-	-	-	2,533,500

USDA Composting & Food Waste Grant

Summary

This will be the second year of administering this grant, subcontracting with Source 1 Serenity who are using these funds to develop a Food Waste Recycling Program.

Fiscal Year 2025-26 Changes

This is a two-year grant, most of which will pass through to the subrecipient. There is some reimbursement for City staff support and administration of the grant, but the project has currently been paused because of the Federal funding situation.

USDA Food Waste Recycle Grant	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	-	-	-	-	-
Revenue					
Intergovernmental					
USDA Food Waste Recycle Grant	-	-	118,912	88,733	118,938
	-	-	-	-	-
Total Intergovernmental	-	-	118,912	88,733	118,938
Miscellaneous					
CHARITABLE CONTRIBUTIONS	-	-	-	-	-
INTEREST EARNED	-	-	-	-	-
MISCELLANEOUS INCOME	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-
Total Revenue	-	-	118,912	88,733	118,938
Total Resources	-	-	118,912	88,733	118,938
Expenditures					
Materials & Services					
CONTRACTED SERVICES	-	-	61,250	59,868	61,276
GARBAGE COLLECTION	-	-	14,810	4,110	14,810
SUPPLIES	-	-	3,800	113	3,800
CITY SUPPORT-INDIRECT	-	-	8,899	6,043	8,899
Total Materials & Services	-	-	88,759	70,133	88,785
Capital Outlay					
EQUIPMENT-PER GRANT	-	-	30,153	18,600	-
Other Requirements					
CONTINGENCY	-	-	-	-	30,153
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	-	-	30,153
Total Expenditures & Other Requirements	-	-	118,912	88,733	118,938

Transient Lodging Tax Fund

Summary

This fund accounts for the City's tourism promotion activities. The primary funding source is a transient lodging tax of eight percent (8%) assessed at all motels and RV parks within the City limits. The

Sutherlin Area Chamber of Commerce provides the promotional services for the City under contract. It receives 70% of the tax paid on a quarterly basis.

Fiscal Year 2025-26 Changes

As stated above, the Chamber of Commerce receives a significant portion of these funds as the Destination Marketing Organization for the area. This equates to $192,500 for this year for promotional-related tourism activities. In addition, there are transfers budgeted to the General and Parks Construction Funds.

Transient Lodging (Motel) Tax Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	343,651	389,248	365,000	345,522	250,000
Revenue					
Taxes					
TRANSIENT MOTEL ROOM TAX	252,399	247,042	275,000	220,107	275,000
Miscellaneous					
INTEREST EARNED	10,527	17,966	15,000	11,343	12,500
MISCELLANEOUS	-	-	30,000	30,000	30,000
Total Miscellaneous	10,527	17,966	45,000	41,343	42,500
Total Revenue	262,926	265,009	320,000	261,450	317,500
Total Resources	606,577	654,257	685,000	606,972	567,500
Expenditures					
Materials & Services					
BUILDING MAINTENANCE	648	420	2,500	8,000	2,500
TOURISM DEVELOPMENT	-	24,736	50,000	58,580	75,000
TOURISM PROMOTION	161,780	228,679	202,500	188,000	202,500
Total Materials & Services	162,429	253,835	255,000	254,580	280,000
Transfers					
TO GENERAL FUND	14,900	14,900	22,000	22,000	25,000
TO PARKS CONSTRUCTION FUND	40,000	40,000	80,000	80,000	60,000
Total Transfers	54,900	54,900	102,000	102,000	85,000
Other Requirements					
CONTINGENCY	-	-	143,297	-	30,178
CONTINGENCY-TOURISM DEV (3%)	-	-	184,703	-	172,322
UNAPPROPRIATED	-	-	-	-	-
Total Other Requirements	-	-	328,000	-	202,500
Total Expenditures & Other Requirements	217,329	308,735	685,000	356,580	567,500

Library Board Fund

Summary

The Library Board Fund is a special revenue fund used to set aside revenues for the support of the Library Board's activities. Revenues supporting this fund come from grants, donations, and from the General Fund.

Fiscal Year 2025-26 Changes

The Library Director continues to further the outreach and programs offered by the Sutherlin Library. With an outstanding group of committed volunteers, our Library is a dynamic part of the Sutherlin community.

Library Board Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	664	664	670	664	670
Revenue					
Miscellaneous					
DONATIONS	-	-	-	-	-
GRANTS	-	-	-	-	-
INTEREST EARNED	-	-	10	10	10
Total Miscellaneous	-	-	10	10	10
Transfers					
FROM GENERAL FUND	26,400	26,400	27,720	27,720	27,720
Total Revenue	26,400	26,400	27,730	27,730	27,730
Total Resources	27,064	27,064	28,400	28,394	28,400
Expenditures					
Materials & Services					
CONTRACTED SERVICES	26,400	26,400	27,720	27,720	27,720
OFFICE SUPPLIES	-	-	-	-	-
Total Materials & Services	26,400	26,400	27,720	27,720	27,720
Other Requirements					
CONTINGENCY	-	-	680	-	680
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	680	-	680
Total Expenditures & Other Requirements	26,400	26,400	28,400	27,720	28,400

Prior Year Comparison

General Obligation Bond Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	11,000	5,000	(6,000)	-54.55%
Revenue	61,500	-	(61,500)	-100.00%
Transfers In	-	-	-	0.00%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	61,500	-	(61,500)	-100.00%
TOTAL RESOURCES	72,500	5,000		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	-	-	-	0.00%
Services	-	-	-	0.00%
Maintenance	-	-	-	0.00%
Utilities	-	-	-	0.00%
Other	-	-	-	0.00%
Total Materials & Services	-	-	-	0.00%
Other Expenses				
Capital Outlay	-	-	-	0.00%
Transfers Out	-	5,000	5,000	0.00%
Debt Service	63,000	-	(63,000)	-100.00%
Contingency	-	-	-	0.00%
Restricted Funds	9,500	-	(9,500)	-100.00%
Total Other Expenses	72,500	5,000	(67,500)	-93.10%
TOTAL EXP'S & OTHER	72,500	5,000		
Ending Fund Balance	-	-	-	

GO Bond Debt Service Fund

Summary

This fund accounts for the repayment of general obligation bonded debt adopted by voters to construct the Library building. Property tax is the sole source of repayment, which results from a separate property tax levy on all property in Sutherlin. The tax levy is exempt from Measure 5 limitations. This obligation will be paid in full in June of this year. It will not be necessary to adopt the tax levy for this fiscal year.

Fiscal Year 2025-26 Changes

Since the obligation will be paid in full, the ending Fund balance will be transferred into the General Fund in this Fiscal Year.

G.O. Bond Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	1,688	4,944	11,000	5,802	5,000
Revenue					
Property Taxes					
CURRENT TAXES	60,000	60,000	60,000	60,000	-
DELINQUENT TAXES	1,500	1,500	1,500	1,500	-
Total Property Taxes	61,500	61,500	61,500	61,500	-
Miscellaneous					
INTEREST EARNED	6	108	-	218	-
Total Revenue	61,506	61,608	61,500	61,718	-
Total Resources	63,194	66,552	72,500	67,519	5,000
Expenditures					
Debt Service					
PRINCIPAL	50,000	55,000	60,000	60,000	-
INTEREST	8,250	5,750	3,000	3,000	-
Total Debt Service	58,250	60,750	63,000	63,000	-
Trsfr to Gen'l Fund	-	-	-	-	5,000
Other Requirements					
UNAPPROPRIATED FUNDS	-	-	9,500	-	-
Total Expenditures & Other Requirements	58,250	60,750	72,500	63,000	-

Street Funds Section

The City has several funds to account for activities associated with the City's transportation system:

- **State Gas Tax Fund**
- **Bicycle/Footpath Fund**
- **Street Construction Fund**
- **Street SDC Fund**

The State Gas Tax Fund and Bicycle/Footpath Fund are special revenue type funds; the Street Construction, and Street SDC are capital project type funds. These funds use the modified accrual basis of accounting.

Prior Year Comparison

Street Funds Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	1,691,000	1,927,000	236,000	13.96%
Revenue	1,516,700	1,687,650	170,950	11.27%
Transfers In	700,000	100,000	(600,000)	-85.71%
Debt Proceeds	400,000	-	(400,000)	-100.00%
Total Curr Resources	2,616,700	1,787,650	(829,050)	-31.68%
TOTAL RESOURCES	4,307,700	3,714,650		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	-	-	-	0.00%
Services	49,500	25,500	(24,000)	-48.48%
Maintenance	75,500	67,500	(8,000)	-10.60%
Utilities	77,000	80,000	3,000	3.90%
Other	-	-	-	0.00%
Total Materials & Services	*202,000*	173,000	(29,000)	-14.36%
Other Expenses				
Capital Outlay	*2,655,000*	2,385,000	(270,000)	-10.17%
Transfers Out	*1,090,000*	570,000	(520,000)	-47.71%
Debt Service	*54,900*	54,900	-	0.00%
Contingency	*305,800*	370,600	64,800	21.19%
Restricted Funds	-	161,150	161,150	0.00%
Total Other Expenses	4,105,700	3,541,650	(564,050)	-13.74%
TOTAL EXP'S & OTHER	4,307,700	3,714,650		
Ending Fund Balance	-	-	-	

Capital improvement projects for the next five years are detailed below.

Streets

Five-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30, 2026	2027	2028	2029	2030
1st Street/Maple/2nd	$ 1,659,000	$ 300,000	$ 315,000	$ 331,000	$ 348,000	$ 365,000
Myrtle Street Connector	-	-	-	-		-
Dakota Street Light	2,400,000	700,000	1,000,000	700,000	-	-
Waite Street Impr**	2,000,000	1,000,000	500,000	500,000	-	-
Downtown Pkg Lot		-				
ARTS Flashing Beacons	65,000	65,000		-	-	-
Waite Street/Central Signal	1,500,000	-	-	-	1,500,000	
Red Rock Road Improvement	-	-	-	-	-	-
Pavement Management	1,701,000	320,000	330,000	340,000	350,000	361,000
	$ 9,325,000	$ 2,385,000	$ 2,145,000	$ 1,871,000	$ 2,198,000	$ 726,000
			Carried out in State Gas Tax Fund			
			Carried out in Street Construction			

**The Major improvement plan is based on funding availability

Notes:

1 Amounts are rounded to the nearest thousand.

2 Inflationary Increases projected

State Gas Tax Fund

The State Gas Tax Fund accounts for the City's street maintenance activity. The primary source of revenue is State Gas Tax.

This year, the focus will be portions of 1st, Maple and 2nd Street, the LED Street light switchover and the ARTS Flashing Beacons.

Fiscal Year 2025-26 Changes

Materials & Services is projected to decrease by 14.36%. Transfers are similar.

Continued on Next Page

State Gas Tax Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected YearEnd	2025-26 Approved Budget
BEGINNING FUND BALANCE	650,679	715,644	376,000	466,555	336,000
Revenue					
Intergovernmental					
STATE GAS TAX	690,620	698,146	700,000	732,023	725,000
STATE/County CSLFRF Post Fire	-	-	-	-	
Charges for Services					
COMMUNITY SERVICE FEE	135,920	-	-	-	-
Miscellaneous					
INTEREST EARNED	20,522	25,846	22,000	16,135	18,000
MISCELLANEOUS	-	-	-		-
Total Miscellaneous	20,522	25,846	22,000	16,135	18,000
Total Revenue	847,062	723,993	722,000	748,158	743,000
Total Resources	1,497,741	1,439,637	1,098,000	1,214,713	1,079,000
Expenditures					
Materials & Services					
DRAINAGE MAINTENANCE	7,274	13,315	10,000	5,000	-
PROFESSIONAL SERVICES	353	9,349	42,000	25,000	20,000
EQUIPMENT MAINTENANCE	7,098	4,381	8,000	15,709	16,000
GARBAGE COLLECTION	3,350	5,460	5,500	5,700	5,500
STREET LIGHTS	69,502	69,537	70,000	75,214	75,000
STREET MAINTENANCE	13,257	34,442	40,000	38,000	40,000
STREET SIGNS	7,017	3,259	5,500	2,711	5,500
STREET STRIPING	-	713	12,000	12,000	6,000
TRAINING	-	-	2,000	-	-
VEG CONTROL/TREE TRIM	355	3,382	7,000	5,000	5,000
Total Materials & Services	108,205	143,837	202,000	184,335	173,000
Capital Outlay					
STREET/SIDEWALK/DRAINAGE/IMPRO	250,715	223,567	405,000	250,000	365,000
Total Capital Outlay	250,715	223,567	405,000	250,000	365,000
Debt Service					
OTIB LOAN	54,877	54,877	54,900	54,877	54,900
Total Capital Outlay	54,877	54,877	54,900	54,877	54,900
Transfers					
TO GENERAL FUND	188,300	210,000	210,000	210,000	210,000
TO STREET CONSTRUCTION FUND	-	150,000	-		-
TO PUBLIC WORKS FUND	180,000	190,800	180,000	180,000	210,000
TO PARKS CONSTRUCTION FUND	-	-	-	-	50,000
Total Transfers	368,300	550,800	390,000	390,000	470,000
Other Requirements					
CONTINGENCY	-	-	46,100	-	16,100
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	46,100	-	16,100
Total Expenditures & Other Requirements	782,097	973,081	1,098,000	879,212	1,079,000

Bicycle/Footpath Fund

Summary

This fund accounts for the 1% allocation of the State Gas Tax that must be spent on bicycle and footpath related activities.

Fiscal Year 2025-26 Changes

There are no anticipated expenditures in this fund.

Bicycle/Footpath Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	20,410	27,964	35,000	36,252	45,000
Revenue					
Intergovernmental					
FROM STATE GAS TAX	6,976	7,052	7,000	7,000	7,250
Miscellaneous					
INTEREST EARNED	578	1,236	450	1,295	900
Total Revenue	7,554	8,288	7,450	8,295	8,150
Total Resources	27,964	36,252	42,450	44,546	53,150
Expenditures					
Transfers					
TO PARKS CONST FUND	-	-	-	-	-
Other Requirements					
CONTINGENCY	-	-	42,450	-	53,150
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	42,450	-	53,150
Total Expenditures & Other Requirements	-	-	42,450	-	53,150

Street Construction Fund

Summary

This fund accounts for the City's Street expansion and betterment projects. Funding sources include intergovernmental resources such as Federal Highway exchange funds, and State ODOT funding on a project-by-project basis. Other resources may include transfers from the City's general fund, state gas tax fund, and grants.

Current Projects

This fund is budgeting for phases of the improvements to Waite Street as presented to the City Council. We are also budgeting for work on the Dakota Street Traffic Signal/Intersection.

Revenue

ODOT Fund Exchange – Federal Highway funding of approximately $113,000 per year is now being sent directly from the State instead of having to request it. The exchange is on a ratio of approximately $.94 for each $1.00 of federal funds.

Street Construction Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	54,934	319,395	563,000	506,126	1,407,000
Revenue					
Intergovernmental					
Exchange FUNDS	420,183	227,937	300,000	500,000	450,000
SRTS GRANT-Waite St					-
COUNTY AGREEMENT	-	-	-	-	-
LOAN PROCEEDS	-	-	400,000	-	400,000
Total Intergovernmental	420,183	227,937	700,000	500,000	850,000
Miscellaneous					
INTEREST EARNED	5,853	18,271	17,500	30,437	17,500
Transfers					
FROM STREET SDC FUND	-	-	700,000	700,000	100,000
FROM STATE GAS TAX FUND	-	150,000	-	-	-
FROM Amer.Rescue Plan	107,500	-	-	-	
Total Transfers	107,500	150,000	700,000	700,000	100,000
Total Revenue	533,536	396,208	1,817,500	1,230,437	967,500
Total Resources	588,470	715,603	2,380,500	1,736,563	2,374,500
Expenditures					
Capital Outlay					
DAKOTA STR INTERSECTION	-	-	900,000	-	700,000
OVERLAYS	-	-	-	-	-
STREET/SIDEWALK/DRAINAGE/IMPRO	720	203,924	1,200,000	150,000	1,000,000
STREET REPAIR / MAINTENANCE	268,355	5,552	150,000	180,000	320,000
Total Capital Outlay	269,075	209,477	2,250,000	330,000	2,020,000
Other Requirements					
CONTINGENCY	-	-	130,500	-	354,500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	130,500	-	354,500
Total Expenditures & Other Requirements	269,075	209,477	2,380,500	330,000	2,374,500

Street SDC Fund

Summary

This fund accounts for the receipt and disbursement of Transportation System Development Charges (SDCs) improvement fees. SDCs are charged to builders for their proportional impact on future transportation system improvement costs. Consequently, SDCs provide the City a source of revenue to pay for the expansion of the City's transportation system that may otherwise be the direct responsibility of new development.

Funds are accumulated and transferred to the Street Construction Fund to pay qualified project costs.

Fiscal Year 2025-26 Changes

We are targeting these funds to build the traffic signal at Dakota/Hwy 138 intersection as approved by ODOT this year. Therefore, most of the fund balance will continue to be transferred to Street Construction.

Street SDC Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	504,213	639,741	717,000	738,497	139,000
Revenue					
Charges for Services					
SYSTEM DEVELOPMENT STREETS	115,188	57,140	35,000	67,091	35,000
SYSTEM DEVELOPMENT STORM	5,235	11,777	6,750	9,000	9,000
Miscellaneous					
INTEREST EARNED	15,105	29,840	28,000	24,192	25,000
Total Revenue	135,528	98,756	69,750	100,282	69,000
Total Resources	639,741	738,497	786,750	838,779	208,000
Expenditures					
Transfers					
TO STREET CONSTRUCTION FUND	-	-	700,000	700,000	100,000
Other Requirements					
CONTINGENCY	-	-	86,750	-	108,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	86,750	-	108,000
Total Expenditures & Other Requirements	-	-	786,750	700,000	208,000

Enterprise Funds

The following funds are the City's Enterprise Funds, consisting of proprietary and internal service funds. These funds utilize the full accrual method of accounting. Note that the Water, Wastewater and Public Works related funds are consolidated for financial reporting purposes as a single fund. To be consistent with prior years though, the funds are budgeted separately.

Proprietary Funds

Water

The following funds account for the various activities of the City's water utility. Funding is provided by User charges, System Development charges, Grants and Debt Proceeds.

- Water Operations Fund
- Water Construction Fund
- Water Vehicle and Equipment Reserve Fund
- Water Debt Service Fund

Wastewater

The following funds account for the various activities of the City's wastewater utility. Funding is provided by User charges, System Development charges, Grants and Debt Proceeds.

- Wastewater Operations Fund
- Step Surcharge Fund
- Wastewater Construction Fund
- Wastewater Vehicle and Equipment Reserve Fund
- Wastewater Debt Service Fund

Internal Service Funds

The following funds account for the activities of Public Works staffing. The staff performs work associated with Water, Wastewater, Street/Storm drainage, and Parks. Funding is provided through inter-fund transfers from the City operations for the estimated work effort.

Public Works

- Operations Fund
- Public Works Reserve Fund

Water Funds Section

The Water Funds account for the activities of the City's water utility. The principal sources of revenue are User fees and System Development charges. Additional resources include Grants and long-term Debt proceeds. Expenditures are for system operation, administration, maintenance, system betterments and expansion of the system, and principal and interest payments.

Prior Year Comparison

Water Funds Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	3,287,000	4,102,000	815,000	24.79%
Revenue	3,225,300	3,308,800	83,500	2.59%
Transfers In	925,000	1,175,000	250,000	27.03%
Debt Proceeds	125,000	-	(125,000)	-100.00%
Total Curr Resources	4,275,300	4,483,800	208,500	4.88%
TOTAL RESOURCES	7,562,300	8,585,800		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	144,100	147,300	3,200	2.22%
Services	114,750	119,750	5,000	4.36%
Maintenance	259,100	280,600	21,500	8.30%
Utilities	90,000	90,000	-	0.00%
Other	4,000	4,000	-	0.00%
Total Materials & Services	611,950	641,650	29,700	4.85%
Other Expenses				
Capital Outlay	818,350	860,000	41,650	5.09%
Transfers Out	2,375,900	2,500,000	124,100	5.22%
Debt Service	634,579	557,877	(76,702)	-12.09%
Contingency	2,769,051	1,192,150	(1,576,901)	-56.95%
Restricted Funds	352,470	2,834,123	2,481,653	704.07%
Total Other Expenses	6,950,350	7,944,150	993,800	14.30%
TOTAL EXP'S & OTHER	7,562,300	8,585,800		
Ending Fund Balance	-	-	-	

Water Operations Fund

Beginning Fund Balance & Ending Fund Balance

The beginning fund balance (July 1, 2025) is estimated to increase to $978,000. The ending fund balance at June 30, 2026 is projected to remain strong while accommodating several projects.

Fiscal Year 2025-26 Changes

Projected Collection Charges are estimated to increase by the CPI rate (2.5%) over the projected year end amount for 2024-25. Materials and Services will increase by 4.85% over last year's budgeted amounts, given the price increases in Utility Bill preparation, Meter Reader fees, Equipment and planned Maintenance items. This Budget includes computer upgrades to maintain the highest security for our Scada System and Networks. Transfers to internal Service funds and the Construction Fund have increased 13.6% to accommodate planned Water System Upgrades.

Water Operations Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	423,943	443,049	598,000	592,007	978,000
Revenue					
Charges for Services					
COLLECTIONS CHARGES	2,340,599	2,499,160	2,580,300	2,962,717	3,036,800
CONNECTIONS CHARGES	27,810	34,343	30,000	33,209	30,000
CREDIT - SUMMER	-	-	-	-	-
PENALTIES	48,315	55,385	50,000	59,818	50,000
SDC'S- WATER	19,760	8,064	5,000	4,817	5,000
Total Charges for Services	2,436,484	2,596,953	2,665,300	3,060,560	3,121,800
Miscellaneous					
INTEREST EARNED	19,801	33,024	30,000	33,090	30,000
MISCELLANEOUS	(875)	1,067	-	-	-
Total Miscellaneous	18,926	34,091	30,000	33,090	30,000
Total Revenue	2,455,410	2,631,044	2,695,300	3,093,650	3,151,800
Total Resources	2,879,352	3,074,093	3,293,300	3,685,658	4,129,800

Continued on Next Page

Water Operations Fund-Cont.	2022-23 Prior year 2	2023-24 Prior year	2024-25 Curr Year	2024-25 Projected	2025-26 Approved
Expenditures	Actual	Actual	Budget	Year-End	Budget
Materials & Services					
ADMINISTRATIVE FEE'S	2,097	2,150	1,500	1,238	1,500
BOND ADMINISTRATIVE COSTS	-	150	750	-	750
BUILDING & GROUNDS MAINTENANCE	2,983	933	3,000	537	3,000
CHEMICALS	118,267	100,780	125,000	80,192	125,000
CITY LOGO CLOTHING	246	-	2,000	-	2,000
COMMUNICATIONS AND ALARM	6,531	6,251	12,000	4,107	12,000
COMPUTER MAINTENANCE	-	2,100	-	-	-
CONSUMER CONFIDENCE REPORT	2,810	2,761	4,000	-	4,000
COOPER CREEK PLANT MAINTENANCE	44,835	26,769	65,000	42,282	65,000
DISTRIBUTION SYSTEM MAINTENANCE	88,755	115,633	85,000	134,073	100,000
DRUG TEST & SCREENS	-	75	500	-	500
ENGINEERING SERVICES (GSI)	17,385	36,284	50,000	40,482	50,000
EQUIPMENT MAINTENANCE	12,588	11,836	13,000	22,747	25,000
EQUIPMENT RENTAL	-	21	35,000	-	35,000
GAS AND LUBRICANTS	6,650	7,233	8,000	6,273	8,000
HARDSHIP PROGRAM	114	550	3,500	855	3,500
JANITORIAL SUPPLIES	272	52	350	603	350
LABORATORY SUPPLIES	9,405	3,611	4,500	6,612	7,000
MEMBERSHIPS AND SUBSCRIPTIONS	4,571	4,479	1,500	862	1,500
NONPARIEL PLANT MAINTENANCE	34,576	34,853	35,000	18,079	20,000
OFFICE SUPPLIES	2,352	330	1,500	481	1,500
PERMITS	1,842	1,874	2,500	2,952	3,000
PLANT MAINTENANCE	4	1,435	-	343	500
PROTECTIVE GEAR	-	163	500	1,135	1,200
RADIO MAINTENANCE	2,216	40	1,000	198	1,000
STORAGE RESERVOIR MAINT	1,199	-	10,000	499	10,000
SAFETY EQUIPMENT	500	384	1,500	897	1,500
TELEPHONE	11,270	9,965	10,000	9,997	10,000
TEMPORARY EMPLOYEES	-	-	500	-	500
TESTING	7,214	7,107	8,500	8,452	18,000
TOOLS	599	69	750	-	750
TRAINING	1,632	5,569	5,500	210	5,500
TRAVEL EXPENSES	529	580	3,000	742	3,000
UTILITIES	88,277	76,926	80,000	78,640	80,000
UTILITY BILLING PREPARATION	10,731	11,849	12,000	14,004	12,500
VEHICLE MAINTENANCE	1,280	1,168	3,600	3,263	3,600
VISA FEES	17,174	22,206	21,500	26,385	25,000
Total Materials & Services	498,903	496,186	611,950	507,142	641,650
Transfers					
TO WATER DEBT SERVICE FUND	460,000	460,000	600,000	600,000	600,000
TO GENERAL FUND	529,400	550,000	550,000	550,000	550,000
TO PUBLIC WORKS FUND	698,000	725,900	725,900	725,900	775,000
TO WATER CONST FUND	250,000	250,000	250,000	250,000	500,000
TO WATER RESERVE FUND	-	-	75,000	75,000	75,000
Total Transfers	1,937,400	1,985,900	2,200,900	2,200,900	2,500,000
Other Requirements					
CONTINGENCY	-	-	480,450	-	488,150
UNAPPROPRIATED FUNDS	-	-	-	-	500,000
Total Other Requirements	-	-	480,450	-	988,150
Total Expenditures & Other Requirements	2,436,303	2,482,086	3,293,300	2,708,042	4,129,800

Water Construction Fund

This fund accounts for the City's capital expansion projects, including the receipt and expenditure of Water System Development Charges (SDCs) improvement fees. SDCs are charged to builders to provide a source of revenue to pay for the expansion of the City's water system. Other resources may include transfers from the City's operating fund, i.e., ratepayers, debt proceeds and grants.

Fiscal Year 2025-26

Changes

Current and future capital improvement projects are detailed below. Projects for this year include Cathodic Protection, Power to the Upper Umpqua Storage Tank, Specific Main Line Improvements and phase I of an AMI Water Metering System.

Water

Five-Year Capital Improvement Plan

		Fiscal Year Ending June 30,					
Description	Total	2026	2027	2028	2029	2030
Vehicles & Equipment						
Pick-Ups	60,000	$ -	$ -	$ -	$ 60,000	$ -
Equipment	-	-	-	-	-	-
Total Vehicles & Equipment	60,000	-	-	-	60,000	-
Maintenance Capital						
Cathodic Protection	319,800	60,000	61,800	64,000	66,000	68,000
Water Rights	-	-	-	-	-	-
Upper Umpqua Storage Tank	409,000	-	-	-	409,000	
Upper Umpqua Power - Solar?	25,000	25,000	-	-	-	-
Nonpareil Dam Repair	250,000	-	250,000	-	-	-
Total Maintenance Capital	1,003,800	85,000	311,800	64,000	475,000	68,000
Improvement Capital						
Alley S. of 1st, Umpqua/Will. (8")	-	-	-	-	-	-
2nd St. Umpqua/Will. (8")	275,000	275,000	-		-	-
Mardonna (12")	1,320,000	-	220,000	550,000	550,000	-
AMI Water System	1,800,000	500,000	500,000	500,000	300,000	
Foster Water Line-Phase II (8")	-	-	-		-	-
Fairway Estates/Oak Hills Tank (12")	300,000	-	-	-	300,000	
Total Improvement Capital	3,695,000	775,000	720,000	1,050,000	1,150,000	-
Grand Total	$ 4,758,800	$ 860,000	$ 1,031,800	$ 1,114,000	$ 1,685,000	$ 68,000

In Water Construction

Notes:

1 Amounts are rounded to the nearest thousand.

2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.

3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.

Water Construction Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	1,341,138	1,653,977	1,812,000	1,947,723	2,359,000
Revenue					
Debt Proceeds					
CDBG FUNDS	-	-	-	-	
LONG-TERM DEBT PROCEEDS	1,497,838	206,890	125,000	283,267	-
Total Debt Proceeds	1,497,838	206,890	125,000	283,267	-
Intergovernmental					
IFA Grant (Loan Forgiveness)	-	-	380,000	380,000	-
Charges for Services					
SDC'S - WATER	75,323	63,182	50,000	68,400	55,000
Miscellaneous					
INTEREST EARNED	45,307	87,490	75,000	69,418	75,000
Transfers					
FROM WATER FUND	250,000	250,000	250,000	250,000	500,000
FROM Amer Rescue Plan	77,500	-	-	-	-
Total Transfers	327,500	250,000	250,000	250,000	500,000
Total Revenue	1,945,968	607,563	880,000	1,051,085	630,000
Total Resources	3,287,106	2,261,540	2,692,000	2,998,809	2,989,000
Expenditures					
Capital Outlay					
CATHODIC PROTECTION	-	-	58,350	-	60,000
RESERVOIR IMPROVEMENTS	-	130,159	75,000	50,000	25,000
MAIN LINE IMPROVEMENTS	4,685	-	160,000	90,000	275,000
METER CITY FACILITIES	-	-	400,000	50,000	500,000
PLANT IMPROVEMENTS	1,628,444	183,658	125,000	450,000	-
PUMP STATION IMPROVEMENTS	-	-	-	-	-
Total Capital Outlay	1,633,129	313,817	818,350	640,000	860,000
Other Requirements					
CONTINGENCY	-	-	1,873,650	-	629,000
UNAPPROPRIATED FUNDS	-	-	-	-	1,500,000
Total Other Requirements	-	-	1,873,650	-	2,129,000
Total Expenditures & Other Requirements	1,633,129	313,817	2,692,000	640,000	2,989,000

Water Reserve Fund

This fund is used to accumulate resources to provide for the periodic replacement of vehicles and capital equipment purchases to be used for Water Fund purposes. The fund's only revenue source is transfers from the Water Operations Fund, as well as interest on the fund balance.

Fiscal Year 2025-26 Changes

There are no anticipated expenditures for this fund for this year.

Water Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	343,430	306,569	320,000	320,117	230,000
Revenue					
Miscellaneous					
INTEREST EARNED	8,908	13,548	10,000	10,161	12,000
MISCELLANEOUS	-	-	-	-	-
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	8,908	13,548	10,000	10,161	12,000
Transfers					
FROM WATER FUND	-	-	75,000	75,000	75,000
Total Revenue	8,908	13,548	85,000	85,161	87,000
Total Resources	352,338	320,117	405,000	405,278	317,000
Expenditures					
Capital Outlay					
EQUIPMENT	-	-	-	-	-
VEHICLES	45,769	-	-	-	-
Total Capital Outlay	45,769	-	-	-	-
Transfers Out					
LOAN TO GEN'L FUND-PROP ACQ	-	-	175,000	175,000	-
Other Requirements					
CONTINGENCY	-	-	230,000	-	75,000
UNAPPROPRIATED FUNDS	-	-	-	-	242,000
Total Other Requirements	-	-	230,000	-	317,000
Total Expenditures & Other Requirements	45,769	-	405,000	175,000	317,000

Water Debt Service Fund

This fund accounts for the repayment of loans and revenue bonds of which the proceeds were used to construct Water Fund related facilities and infrastructure. The fund's only revenue source is transfers from the Water Operations Fund and interest earned on the fund balance.

Fiscal Year 2025-26 Changes

All debt payments are as scheduled.

Water Debt Service Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	450,854	499,010	557,000	553,430	535,000
Revenue					
Miscellaneous					
INTEREST EARNED	9,707	17,119	15,000	16,205	15,000
Transfers					
FROM WATER FUND	460,000	460,000	600,000	600,000	600,000
Total Revenue	469,707	477,119	615,000	616,205	615,000
Total Resources	920,561	976,129	1,172,000	1,169,636	1,150,000
Expenditures					
Debt Service					
OECDD OR BOND BANK INTEREST	21,327	19,841	18,393	18,393	16,635
OEDCC OR BOND BANK PRINCIPAL	29,722	29,957	35,156	35,156	35,413
New IFA Loan Prin (Schn Mt./6th & Oak)	10,071	10,172	10,274	10,274	10,377
New IFA Loan Int (Schn Mt./6th & Oak)	3,369	3,268	3,170	3,170	3,060
S19026 NonP WTP PRIN-BIZ OR	-	-	90,000	90,000	35,600
S19026 NonP WTP INT-BIZ OR	-	-	125,000	125,000	102,300
WA REV BOND '08 INTEREST	37,575	34,975	23,100	23,100	20,006
WA REV BOND '08 PRINCIPAL	140,000	145,000	150,000	150,000	155,000
USDA 2013 PRINCIPAL	84,716	86,728	88,788	88,788	88,590
USDA 2013 INTEREST	94,770	92,758	90,698	90,698	90,896
Total Debt Service	421,550	422,699	634,579	634,579	557,877
Other Requirements					
DEBT SERVICE RESERVE	-	-	184,951	-	239,653
WA REV BOND '08 RESERVE ACCT	-	-	172,975	-	172,975
USDA 2013 DEBT SERVICE RESERVE	-	-	179,495	-	179,495
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	537,421	-	592,123
Total Expenditures & Other Requirements	421,550	422,699	1,172,000	634,579	1,150,000

Wastewater Funds Section

The Wastewater funds account for the activities of the City's sewer utility. The principal sources of revenue are User fees and System Development charges. Additional resources include Grants and long-term Debt Proceeds. Expenditures are for system operation, administration, maintenance, system betterments and expansion of the system, and principal and interest payments.

Prior Year Comparison

Wastewater Funds Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	4,521,000	5,004,000	483,000	10.68%
			-	
Revenue	3,570,700	3,745,800	175,100	4.90%
Transfers In	1,040,000	2,100,000	1,060,000	101.92%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	4,610,700	5,845,800	1,235,100	26.79%
TOTAL RESOURCES	9,131,700	10,849,800		
Personnel Services	-	-	-	0.00%
Materials & Services				
Supplies	189,500	199,500	10,000	5.28%
Services	270,250	290,550	20,300	7.51%
Maintenance	309,500	379,500	70,000	22.62%
Utilities	140,000	140,000	-	0.00%
Other	750	750	-	0.00%
Total Materials & Services	910,000	1,010,300	100,300	11.02%
Other Expenses				
Capital Outlay	110,000	65,000	(45,000)	-40.91%
Transfers Out	2,478,400	3,420,000	941,600	37.99%
Debt Service	1,146,510	1,095,456	(51,054)	-4.45%
Contingency	3,094,900	3,514,100	419,200	13.54%
Restricted Funds	1,391,890	1,744,944	353,054	25.37%
Total Other Expenses	8,221,700	9,839,500	1,617,800	19.68%
TOTAL EXP'S & OTHER	9,131,700	10,849,800		
Ending Fund Balance	-	-	-	

Wastewater Operations Fund
Beginning Fund Balance & Ending Fund Balance

The projected beginning fund balance at July 1, 2025 is $2,044,000. The projected ending fund balance as of June 30, 2026 is $1,216,100. Our goal this year is to maintain a strong balance while accomplishing significant system maintenance.

Fiscal Year 2025-26 Changes

Projected Collection Charges are estimated to increase 2.5% (December CPI rate) over the projected year end amount for 2024-25. Materials and Services will increase by 11.3% over last year's budgeted amounts given significant cost increases for Utilities, budgeting for the Collection System Master Plan, and Inflow & Infiltration Maintenance. Transfers will increase.

Wastewater Operations Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	1,292,526	1,463,438	1,618,000	1,620,381	2,044,000
Revenue					
Charges for Services					
COLLECTIONS CHARGES	3,098,230	3,252,686	3,352,800	3,419,887	3,505,400
CONNECTIONS CHARGES	9,800	10,780	10,000	16,333	12,000
Total Charges for Services	3,108,030	3,263,466	3,362,800	3,436,220	3,517,400
Miscellaneous					
INTEREST EARNED	42,528	69,837	65,000	56,945	60,000
MISCELLANEOUS	7,800	8,334	-	5,000	-
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	50,328	78,171	65,000	61,945	60,000
Total Revenue	3,158,358	3,341,636	3,427,800	3,498,164	3,577,400
Total Resources	4,450,883	4,805,075	5,045,800	5,118,545	5,621,400

Continued on Next Page

Wastewater Operations Cont.	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Expenditures					
Materials & Services					
ADMINISTRATIVE FEE'S	12,600	-	-	3,786	3,800
BUILDING & GROUNDS MAINTENANCE	16,222	32,983	30,000	20,521	30,000
CHEMICALS	101,328	107,821	120,000	109,307	130,000
CITY LOGO CLOTHING	1,343	1,173	2,000	728	2,000
COLLECTION SYSTEM MAINTENANCE	8,047	1,133	15,000	15,000	15,000
COMMUNICATIONS AND ALARM	18,296	35,656	12,000	10,147	12,500
COMPUTER MAINTENANCE	-	17,299	20,000	30,000	30,000
DRUG TEST & SCREENS	380	185	750	300	750
ENGINEERING SERVICES	27,620	21,297	140,000	100,000	140,000
EQUIPMENT MAINTENANCE	17,904	9,936	17,000	14,976	17,000
EQUIPMENT RENTAL	450	250	500	450	500
GAS AND LUBRICANTS	10,825	9,357	12,000	7,854	12,000
HIRING EXPENSES	55	373	-	-	-
INFLOW & INFILTRATION	59,237	87,314	100,000	95,000	150,000
JANITORIAL SUPPLIES	554	777	1,000	750	1,000
LABORATORY SUPPLIES	15,494	23,330	20,000	16,636	20,000
LIFT STATION MAINTENANCE	2,345	33,403	20,000	23,262	30,000
MEMBERSHIPS AND SUBSCRIPTIONS	100	30	750	200	750
OFFICE SUPPLIES	4,275	3,712	4,000	3,872	4,000
PERMITS	6,818	18,856	12,000	9,476	12,000
PLANT MAINTENANCE	71,797	75,148	75,000	59,922	75,000
POSTAGE	36	854	500	500	500
PROTECTIVE GEAR	729	754	1,000	1,000	1,000
PUMP STATION UPGRADES	1,143	281	10,000	-	10,000
SAFETY EQUIPMENT	919	1,780	2,000	1,900	2,000
SLUDGE DISPOSAL	58,426	44,872	65,000	65,293	75,000
TELEPHONE	13,565	11,813	15,000	7,219	15,000
TEMPORARY EMPLOYEES	-	-	1,000	1,000	1,000
TESTING	18,531	15,659	15,000	4,851	15,000
TOOLS	230	964	2,000	1,200	2,000
TRAINING	2,601	2,072	4,500	3,500	5,000
UTILITIES	112,432	124,845	125,000	122,038	125,000
UTILITY BILLING PREPARATION	10,731	11,849	12,000	12,448	12,500
VEHICLE MAINTENANCE	1,887	3,251	10,000	5,004	10,000
VISA FEES	17,174	22,206	20,000	23,454	25,000
Total Materials & Services	614,145	721,293	885,000	771,596	985,300

Wastewater Operations Cont.	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
Transfers					
TO WW DEBT SERVICE FUND	1,100,000	1,100,000	990,000	990,000	1,100,000
TO GENERAL FUND	463,300	525,000	525,000	525,000	525,000
TO PUBLIC WORKS FUND	710,000	738,400	738,400	738,400	795,000
TO WW RESERVE FUND	100,000	100,000	50,000	50,000	100,000
TO WW CONSTRUCTION FUND	-	-	-	-	900,000
Total Transfers	2,373,300	2,463,400	2,303,400	2,303,400	3,420,000
Other Requirements					
CONTINGENCY	-	-	1,857,400	-	1,216,100
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	1,857,400	-	1,216,100
Total Expenditures & Other Requirements	2,987,445	3,184,693	5,045,800	3,074,996	5,621,400

Step Surcharge Fund

Summary

The Step Surcharge Fund includes user surcharges (collection charges) from the Knolls Estate and step system customers on the Calapooia system. At some point in the future, maintenance expenses may be necessary to keep the systems in proper working order, but to alleviate that, we are contracting the routine maintenance out to a local firm which is well within the budget, guarantees that it will be done on a regular schedule and it helps free staff up to address other issues.

Fiscal Year 2025-26 Changes

No changes

Step Surcharge Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	80,168	101,290	103,000	112,339	140,000
Revenue					
Charges for Services					
COLLECTION CHARGES	24,894	27,888	20,000	32,844	25,000
Miscellaneous					
INTEREST EARNED	2,619	4,623	2,500	4,254	3,000
Total Revenue	27,513	32,511	22,500	37,098	28,000
Total Resources	107,681	133,801	125,500	149,436	168,000
Expenditures					
Materials & Services					
COLLECTION SYSTEM MAINTENANCE	6,391	21,462	25,000	9,673	25,000
Other Requirements					
CONTINGENCY	-	-	100,500	-	143,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	100,500	-	143,000
Total Expenditures & Other Requirements	6,391	21,462	125,500	9,673	168,000

Wastewater Construction Fund

Summary

This fund accounts for the costs associated with major system expansions and betterments. Resources include System Development Charges (SDCs), inter-fund transfers, grants and debt proceeds.

Fiscal Year 2025-26 Changes

Church Lift Station Upgrade is in the C.I.P for this year, as well as the Collection System Master Plan and addressing issues with the Recycled Water Control.

Wastewater Construction Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	827,194	915,781	983,000	1,001,021	1,038,000
Revenue					
Debt Proceeds					
LONG-TERM DEBT PROCEEDS	-	-	-		-
INTERIM FINANCING	-	-	-	-	-
Total Debt Proceeds	-	-	-	-	-
Charges for Services					
SDC'S - SEWER	64,845	44,289	20,000	66,164	40,000
Total Charges for Services	64,845	44,289	20,000	66,164	40,000
Miscellaneous					
INTEREST EARNED	23,742	40,951	30,000	36,106	30,000
Total Miscellaneous	23,742	40,951	30,000	36,106	30,000
Transfers					
FROM WASTEWATER FUND	-	-	-	-	900,000
Total Revenue	88,587	85,240	50,000	102,270	970,000
Total Resources	915,781	1,001,021	1,033,000	1,103,291	2,008,000
Capital Outlay					
LIFT STATION UPGRADES	-	-	65,000	65,000	65,000
SEWER LINE EXT-DUKE-SAME	-	-	-	-	-
Total Capital Outlay	-	-	65,000	65,000	65,000
Other Requirements					
CONTINGENCY	-	-	968,000	-	1,943,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	968,000	-	1,943,000
Total Expenditures & Other Requirements	-	-	1,033,000	65,000	2,008,000

Wastewater Reserve Fund

This fund accounts for the accumulation and expenditure of funds to replace vehicles and equipment of the Wastewater operation.

Fiscal Year 2025-26 Changes

There are no expenditures planned for the Reserve fund this year.

Wastewater

Five-Year Capital Improvement Plan

Description	Total	Fiscal Year Ending June 30, 2026	2027	2028	2029	2030
Vehicles & Equipment						
Pick-Ups	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Forklift	$ -	$ -		$ -	$ -	$ -
TV Truck	-	-	-	-	-	-
Total Vehicle & Equipment	60,000	-	-	-	-	60,000
Improvement Capital						
Collection System Master Plan	105,000	$ 105,000	-	-	-	-
Recycled Water Control	20,000	$ 20,000				
Church Lift Station Upg	65,000	65,000	-	-	-	-
Total Improvement Capital	190,000	190,000	-	-	-	-
Grand Total	$ 250,000	$ 190,000	$ -	$ -	$ -	$ 60,000

	In WW Operation Budget
	In WW Construction Budget
	In WW Reserve

Notes:

1 Amounts are rounded to the nearest thousand.

2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.

3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.

Wastewater Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	142,731	248,067	327,000	327,293	350,000
Revenue					
Miscellaneous					
INTEREST EARNED	5,336	11,345	12,000	11,898	12,000
SURPLUS PROPERTY SALES	-	-	-	-	-
Total Miscellaneous	5,336	11,345	12,000	11,898	12,000
Transfers					
FROM WASTEWATER FUND	100,000	100,000	50,000	50,000	100,000
Total Revenue	105,336	111,345	62,000	61,898	112,000
Total Resources	248,067	359,413	389,000	389,191	462,000
Expenditures					
Capital Outlay					
EQUIPMENT	-	32,120	45,000	-	-
VEHICLE	-	-	-	39,037	-
Total Capital Outlay	-	32,120	45,000	39,037	-
Transfers Out					
LOAN TO GEN'L FUND-PROP ACQ	-	-	175,000	-	-
Total Transfers Out					
Other Requirements					
CONTINGENCY	-	-	169,000	-	212,000
UNAPPROPRIATED FUNDS	-	-	-	-	250,000
Total Other Requirements	-	-	169,000	-	462,000
Total Expenditures & Other Requirements	-	32,120	389,000	39,037	462,000

Wastewater Debt Service Fund

This fund accounts for the repayment of Wastewater debt. Funding is provided by transfers from the Wastewater Operations Fund and payments from Douglas County for sixty percent (60%) of the debt service for the refunding bonds – 2012. This bond will be paid off this year.

Fiscal Year 2025-26 Changes

The debt service expenditures are as scheduled.

Wastewater Debt Service Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	1,426,892	1,446,657	1,490,000	1,513,744	1,432,000
Revenue					
Charges for Services					
ASSESSMENTS PRINCIPAL	-	21,000	20,000	-	20,000
Miscellaneous					
INTEREST EARNED	32,204	49,577	35,000	40,139	35,000
ASSESSMENTS INTEREST	-	-	3,400	-	3,400
Total Miscellaneous	32,204	49,577	38,400	40,139	38,400
Transfers					
FROM WASTEWATER FUND	1,100,000	1,100,000	990,000	990,000	1,100,000
Total Revenue	1,132,204	1,170,577	1,048,400	1,030,139	1,158,400
Total Resources	2,559,095	2,617,235	2,538,400	2,543,884	2,590,400
Expenditures					
Debt Service					
2012 Refdg BOND PRINCIPAL	40,000	35,000	70,000	35,000	35,000
2012 COUPON INTEREST	4,400	3,150	630	630	630
IFA 2014 INTEREST	50,885	48,365	45,800	45,778	43,100
IFA 2014 PRINCIPAL	94,375	96,894	99,500	99,481	102,150
DEQ LOAN INTEREST	383,047	372,482	375,000	375,000	350,900
DEQ LOAN PRINCIPAL	539,732	547,599	555,580	555,580	563,676
Total Debt Service	1,112,438	1,103,490	1,146,510	1,111,469	1,095,456
Other Requirements					
DEBT SERVICE RESERVE	-	-	1,008,163	-	931,217
DEQ LOAN RESERVE ACCT	-	-	383,727	-	383,727
IFA LOAN RESERVE ACCT					180,000
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	1,391,890	-	1,494,944
Total Expenditures & Other Requirements	1,112,438	1,103,490	2,538,400	1,111,469	2,590,400

Prior Year Comparison
Public Works Funds Section

	2024-25 Amended Budget	2025-26 Approved Budget	Difference	% Difference
Beginning Fund Balance	636,000	370,000	(266,000)	-41.82%
Revenue	9,950	8,850	(1,100)	-11.06%
Transfers In	1,844,300	1,960,000	115,700	6.27%
Debt Proceeds	-	-	-	0.00%
Total Curr Resources	1,854,250	1,968,850	114,600	6.18%
TOTAL RESOURCES	2,490,250	2,338,850		
Personnel Services	1,910,800	2,006,500	95,700	5.01%
Materials & Services				
Supplies	44,900	41,550	(3,350)	-7.46%
Services	7,850	6,950	(900)	-11.46%
Maintenance	28,500	24,000	(4,500)	-15.79%
Utilities	13,000	11,500	(1,500)	-11.54%
Other	2,000	1,750	(250)	-12.50%
Total Materials & Services	96,250	85,750	(10,500)	-10.91%
Other Expenses				
Capital Outlay	60,000	175,000	115,000	191.67%
Transfers Out	270,000	40,000	(230,000)	-85.19%
Debt Service		-	-	0.00%
Contingency	153,200	31,600	(121,600)	-79.37%
Restricted Funds	-	-	-	0.00%
Total Other Expenses	483,200	246,600	(236,600)	-48.97%
TOTAL EXP'S & OTHER	2,490,250	2,338,850		

Public Works Operations Fund

Summary

The Public Works Operations Fund accounts for the activities of Public Works employees and Public Works operating costs that are not directly attributable to a given operation such as water, wastewater, street/storm water or parks. Costs are recovered via interfund transfers from funds receiving services.

The Public Works Vehicle and Equipment Reserve accounts for the capital requirements of the Public Works operations. General use pick-ups and other capital items are purchased in this fund with funding provided by transfers from the Public Works Operations Fund.

Fiscal Year 2025-26 Changes

Personnel services costs are budgeted to increase by 5.01%. This is attributed to COLA's, Step Increases, Health Insurance and PERS increases. Materials & Services costs are projected to decrease by 10.9% this year. Transfers to the Public Works Reserve Fund will decrease slightly due to budget constraints.

Staffing

Position	FY25 FTE	FY26 FTE
Public Works Director	1.0	1.0
Division Supervisors	3.0	3.0
Maintenance/Treatment	11.0	11.0
Public Works Operations Total	15.0	15.0

Public Works Operations Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	172,806	242,251	368,000	340,028	212,000
Revenue					
Miscellaneous					
INTEREST EARNED	-	1,372	750	349	750
Total Miscellaneous	(526)	1,372	750	349	750
Transfers					
FROM GEN FUND-PARKS/FACIL	140,000	140,000	140,000	140,000	140,000
FROM STATE GAS TAX FUND	180,000	190,800	180,000	180,000	210,000
FROM WASTEWATER FUND	710,000	738,400	738,400	738,400	795,000
FROM WATER FUND	698,000	725,900	725,900	725,900	775,000
Total Transfers	1,728,000	1,795,100	1,784,300	1,784,300	1,920,000
Total Revenue	1,727,474	1,796,472	1,785,050	1,784,649	1,920,750
Total Resources	1,900,279	2,038,723	2,153,050	2,124,677	2,132,750

Continued on next page

Public Works Operations Fund-Cont	2022-23	2023-24	2024-25	2024-25	2025-26
Expenditures	Prior year 2	Prior year	Curr Year	Projected	Approved
Personnel Services	Actual	Actual	Budget	Year-End	Budget
HEALTH BENEFITS	240,441	229,092	277,600	282,240	323,300
MEDICARE	13,989	13,988	16,800	15,719	17,200
ON-CALL	-	-	40,000	-	30,000
OREGON PERS	201,299	222,467	280,000	245,655	334,300
OTHER INSURANCE BENEFITS	2,127	4,254	6,300	4,747	6,400
OVERTIME	6,439	9,658	35,700	14,083	22,100
SALARIES AND WAGES	992,386	983,791	1,083,900	1,102,788	1,137,500
SOCIAL SECURITY (FICA)	59,814	59,813	71,900	67,211	73,800
STATE UNEMPLOYMENT (SUTA)	12,709	12,005	13,700	11,376	13,700
WORKERS COMPENSATION	7,505	25,330	84,900	23,000	48,200
Total Personnel Services	1,536,709	1,560,399	1,910,800	1,766,820	2,006,500
Materials & Services					
CDL RENEWALS	-	579	1,200	500	600
CITY LOGO CLOTHING	2,044	188	2,500	2,203	2,000
COMPUTER MAINTENANCE	-	8,580	1,500	8,500	1,500
DRUG TEST & SCREENS	305	385	800	450	800
EQUIPMENT MAINTENANCE	7,308	12,976	15,000	15,000	15,000
EQUIPMENT RENTAL	30	1,110	2,500	1,200	2,000
GAS AND LUBRICANTS	17,647	21,340	20,000	16,748	20,000
HIRING EXPENSES	70	86	-	138	-
JANITORIAL SUPPLIES	1,679	1,602	1,500	1,501	1,500
BACKHOE LEASE	10,171	12,206	13,200	12,206	13,200
MEETING EXPENSES	400	-	200	200	200
MEMBERSHIPS AND SUBSCRIPTIONS	-	853	1,200	284	1,200
SMALL HAND TOOLS	2,593	2,733	3,500	1,700	2,000
OFFICE SUPPLIES	1,268	1,734	1,500	1,483	1,500
PROTECTIVE GEAR	373	149	1,200	136	600
SAFETY EQUIPMENT	-	-	1,500	750	750
SHOP MAINTENANCE	10,745	9,418	12,000	5,886	7,500
TELEPHONE	4,206	4,139	4,500	3,358	4,000
TRAINING	1,215	518	1,200	3,531	2,400
TRAVEL EXPENSES	251	-	1,000	750	750
UTILITIES	9,851	8,482	8,500	8,340	7,500
ALARM SERVICE	1,155	1,217	1,750	537	750
Total Materials & Services	71,319	88,296	96,250	85,473	85,750
Transfers					
TO PW RESERVE FUND	50,000	50,000	60,000	60,000	40,000
Total Transfers	50,000	50,000	60,000	60,000	40,000
Other Requirements					
CONTINGENCY	-	-	86,000	-	500
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	86,000	-	500
Total Expenditures & Other Requirements	1,658,028	1,698,695	2,153,050	1,912,293	2,132,750

Public Works Operations Reserve Fund

Summary

The Public Works Operations Reserve Fund accounts for the capital requirements of the public works operations. General use pick-ups and other capital items are purchased in this fund with funding provided by transfers from the Public Works Operations Fund.

Fiscal Year 2025-26 Changes

There is a Dump Truck scheduled for purchase this year.

Public Works Reserve

Five-Year Capital Improvement Plan

		Fiscal Year Ending June 30,					
Description	Total	2026	2027	2028	2029	2030
Utility 1 Ton C&C	$ -	$ -	$ -	$ -	$ -	$ -
Dump Truck (10 Yard)	175,000	175,000	-	-	-	-
Road Grader	-		-	-	-	-
Back Hoe	-	-	-	-	-	-
	$ 175,000	$ 175,000	$ -	$ -	$ -	$ -

Notes:

1 Amounts are rounded to the nearest thousand.

2 Vehicles and equipment with an initial cost of $5,000 or more are scheduled.

3 Pick-Ups are scheduled for replacement after approximately 150,000 miles.

4 Inflationary Cost increases of 5% are built in

Public Works Operations Reserve Fund	2022-23 Prior year 2 Actual	2023-24 Prior year Actual	2024-25 Curr Year Budget	2024-25 Projected Year-End	2025-26 Approved Budget
BEGINNING FUND BALANCE	195,273	208,207	268,000	286,207	158,000
Revenue					
Miscellaneous					
INTEREST EARNED	5,657	10,180	9,200	9,434	8,100
SURPLUS PROPERTY SALES	-	17,820	-	12,510	-
Total Miscellaneous	5,657	28,000	9,200	21,944	8,100
LOAN PROCEEDS	-	-	-	-	-
Transfers					
FROM PUBLIC WORKS FUND	50,000	50,000	60,000	60,000	40,000
Total Revenue	55,657	78,000	69,200	81,944	48,100
Total Resources	250,930	286,207	337,200	368,151	206,100
Expenditures					
Capital Outlay					
EQUIPMENT	-	-	-	-	-
VEHICLE	42,723	-	60,000	-	175,000
Total Capital Outlay	42,723	-	60,000	-	175,000
Transfer Out					
Trsfr to Gen'l Fund	-	-	210,000	210,000	-
Transfers to Other Funds	-	-	210,000	210,000	-
Other Requirements					
CONTINGENCY	-	-	67,200	-	31,100
UNAPPROPRIATED FUNDS	-	-	-	-	-
Total Other Requirements	-	-	67,200	-	31,100
Total Expenditures & Other Requirements	42,723	-	337,200	210,000	206,100

Personnel

Compensation

City employees include non-represented management and supervisory personnel, public works and administrative support staff that are represented by the AFSCME and police officers that are represented by the Sutherlin Police Officers Association (SPOA).

A labor agreement with SPOA for July 1, 2024 to June 30, 2027 was adopted in May of 2024 with a 5% COLA adjustment to all represented positions each year with a 5% base rate adjustment to bring the City more in line with other local LE agencies.

A labor agreement with AFSCME for the timeframe July 1, 2023 to June 30, 2026 was adopted by Council last year. This agreement included COLA's in July and January of each year, adding a Step 7 as of July 1, 2024 and a Longevity bonus structure based on years of service.

Unrepresented employee compensation is established by pay schedules as Adopted by the City Manager. The City Manager's compensation is established by contract as Adopted by the City Council.

Benefits

The City provides the following employment benefits:

- Comprehensive high deductible health care plan with H.S.A. accounts
- Dental coverage
- Unemployment insurance
- Workers' compensation
- FICA/Medicare
- Retirement
  - PERS – City paid
  - 457 plans

Medical and Dental Plans

The City provides a high deductible ($1,700 individual, $3,400 multiple participants) health care plan through CIS. The City contributes the deductible amount to the individuals Health Savings Account (HSA) on a quarterly basis.

CIS has advised its municipality clients that health insurance rates could increase by 10% this year.

Oregon Public Employees Retirement System (PERS)

The City of Sutherlin is a participant in the Oregon PERS. The City pays the employer and employee portion of required contribution. In 2001, the City made a one-time election to move from a single payer employer plan to the State and Local Government Rate Pool (SLGRP). A benefit of the SLGRP is that PERS rates for the City should be less volatile due to the significantly increased size of the pool. However, as a minor sized member of a large pool, the City has relatively no control over its PERS costs.

The amount of the rate credit and its duration is dependent on the investment performance of PERS and changes to the amortization methods.

The City has a net unfunded actuarial liability (UAL) of $4,638,726 as of December 31, 2022. The City's UAL is amortized over a period of approximately twenty years, with the rate limited due to rate collars imposed by the State legislature to smooth out costs associated with significant changes in valuation of PERS assets.

The City's recent historical and current PERS contribution rates, excluding the six percent (6%) employee contribution paid by the City, are as follows:

	Fiscal Year Ending June 30,							
	2019	2020	2021	2022	2023	2024	2025	2026
Tier I/II	13.42%	18.23%	18.23%	20.05%	20.05%	21.55%	21.55%	24.53%
OPSRP - General	4.92%	10.88%	10.88%	14.86%	14.86%	17.34%	17.34%	21.63%
OPSRP - Police & Fire	9.69%	15.51%	15.51%	19.22%	19.22%	22.13%	22.13%	26.90%

As the chart above shows, PERS rates have increased substantially for last 3 biennium. This is due to a system-wide unfunded liability. This will continue to have a fiscal impact. Rates are projected to increase again during the next biennium. Once the fund reaches 86% funded, the rates will level off.

Compensation Plan, FY 2025-26

Supervisory/Exempt Positions	Steps	Low	High
City Manager	1	114,336	122,512
Police Chief	4	102,756	118,944
Fire Chief	4	99,816	115,548
Fire Division Chief	4	96,324	107,496
Police Captain	4	98,196	109,584
Community Development Director	4	93,120	107,748
Battalion Chief-Fire	4	92,808	99,456
Police Sergeant	4	94,620	101,388
Finance Director	4	89,304	103,368
Public Works Director	4	87,888	101,772
Divisional Supervisor - Public Works	4	80,196	92,832
City Recorder/Exec Assistant	4	75,888	87,852
HR & Payroll Specialist	4	75,888	87,852
Fire Captain	4	72,672	84,132
Police Office Supervisor	4	69,720	80,652

Represented/Non-Exempt Positions	Steps	Low	High
Community Center Custodian (Part Time)		24.92/HR	
Planning Specialist	7	60,336	90,912
Community Development Assistant	7	60,336	82,464
Treatment Lead Operator	5	59,580	79,536
Maint. Workers - Public Works	7	52,368	71,556
Treatment Operators - Public	7	52,368	71,556
Parks Maintenance Worker	7	46,308	63,276
Accounting Clerk	7	52,620	71,316
Finance & Administrative Asst	7	52,620	71,316
Code Enforcement Officer	7	51,348	70,152
Municipal Court Clerk	7	49,812	67,944
Records Specialist - Police	7	46,404	63,348
Finance & Admin Technician	7	43,128	58,920

Sutherlin Police Officers Assn	Steps	Low	High
Police Officer	7	61,800	82,932
Certificate Pay (5%)	7	3,090	4,147
Holiday Pay	7	2,852	3,828
Field Training Officer (5%)	7	3,090	4,147
School Resource Officer Pay (5%)	7	3,090	4,147

Updated 5/21/25

Glossary

Accrual Basis of Accounting

A method of accounting that recognizes the financial effect of transactions, events, and interfund activity when they occur, regardless of the timing of related cash flows.

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget Adopted by the City Council. Adopted budget becomes effective July 1st. After adoption, Council may make changes throughout the year.

Annual Comprehensive Financial Report (ACFR)

The annual audited results of the City's financial position and activity. It is a financial report that contains, at a minimum, three sections: 1) introductory, 2) financial, and 3) statistical, and whose financial section provides information on each individual fund and component unit.

Approved Budget

Approved, as used in the fund summaries, revenue summaries, represents the approved budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a three percent (3%) maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

Audit

A report prepared by an external auditor. As a rule, the audit shall contain a statement of the scope of the audit, explanatory comments concerning exceptions of the auditor as to the applicant on generally

accepted auditing standards, explanatory comments concerning verification procedures, financial statements and schedules, and may include statistical tables, supplemental comments and recommendations.

Balanced Budget
A budget in which planned expenditures do not exceed projected funds available.

Base Budget
Cost of continuing the existing levels of service in the current budget year. Base budget is also referred to as a Status Quo budget.

Beginning Fund Balance
The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

Bond or Bond Issue
Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

Budget
A budget is a plan of financial operation embodying an estimate of expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally adopted. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has adopted it. (ORS 294.311)

Budget Calendar
A schedule of key dates followed by a government in the preparation and adoption of the budget.

Budget Committee
A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the Adopted budget and recommending changes leading to an Adopted budget. (ORS 294.414)

Budget Document
A written report that shows a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

Budget Message
Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager. (ORS 294.403)

Budget Officer
Person appointed by the governing body to assemble budget material and information and shall prepare or supervise the preparation of the budget document. (ORS 294.331)

Budgetary Basis
Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

Capital Budget
The City's budget for projects, major repairs, improvements and additions to the City's fixed assets (streets, sidewalks, roads, sewers, storm water, parks, and buildings).

Capital Expenditures
The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than $5,000), (2) long asset life (equal to or greater than five years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

Capital Improvement
A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Project
Any project involving assets of significant value and having a useful life of five (5) years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

Capital Outlay
Includes the purchase of land, the purchase and/or construction of buildings, structures and facilities of all types, in addition to machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of $5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Capital Projects
Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, storm water, parks, and buildings).

Cash Management
Management of cash necessary to pay for government services while investing temporary cash excesses to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds to achieve the highest return available for temporary cash balances.

Charges for Service
Includes a wide variety of fees charged for services provided to the public and other agencies.

Comprehensive Plan
An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index (CPI)
A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency
A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Designated Contingency and Unappropriated Ending Fund Balance)

Cost Center
An organizational budget/operating unit within each City division or department.

Contractual Services
Services rendered to City activities by private firms, individuals, or other government agencies. Examples of these services include engineering, auditors, and city attorney services.

Debt Service
Interest and principal on outstanding bonds due and payable during the fiscal year.

Department
A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation
(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

Employee Benefits
Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security taxes, pension contributions, as well as medical, dental and other insurances.

Encumbrances
Amount of money committed and set aside, but not yet expended, for the purchase of specific goods or services.

Ending Fund Balance
The residual balance at the end of the year in a government fund.

Enterprise Funds
A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominately self-supporting by user charges and fees.

Expenditures
The outflow of funds paid or to be paid for an asset obtained or goods or services obtained regardless of when expense is actually paid. The term applies to all funds.

Fees
Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and non-business licenses, fines, and user charges.

Fiscal Management
A government's directive with respect to revenue's, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budget and its funding.

Fiscal Year

A 12 month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City of Sutherlin, the fiscal year is July 1 through June 30. (ORS 294.311)

Fixed Assets
Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include buildings, equipment, infrastructure, and land.

Franchise Fee
A franchise fee is charged for the privilege of using public right-of-way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television, electricity, natural gas, garbage collection, and telephone.

FTE
Refers to full time employee or full time equivalent employee.

Fund
A fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances and changes, all segregated for specific, regulated activities and objectives.

Fund Balance
The excess of a fund's total assets over its total liabilities. A negative fund balance is often referred to as a deficit.

Funding
Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.

General Fund
One of five governmental fund types. The general fund typically serves as the chief operating fund of a government. The general fund is used to account for all financial resources not accounted for in some other fund.

General Obligation Bonds
Bonds secured by the full faith and credit of the issuer. General Obligation bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Governmental Funds

Funds generally used to account for tax-supported activities. There are five different types of governmental funds; the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Grant
Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity, or facility.

Infrastructure
That portion of a city's assets located at or below ground level, including the water system, wastewater system, and streets.

Interfund Transfers
Amounts distributed from one fund to finance activities in another fund. Shown as expenditure in the originating fund and revenue in the receiving fund.

Investment Revenue
Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Levy
Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the projected amount of property taxes receivable.

Local Budget Law
Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS chapter 294 contains Local Budget Law provisions.

Materials and Services
Expendable items such as supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not considered as a capital item.

Modified Accrual Basis of Accounting
Modified accrual is a combination of cash basis and full accrual basis. Revenues are recognized when they are both measurable and available. Expenditures, however, are recorded on a full accrual basis because they are always measurable when they are incurred.

Operating Budget

Plans of current expenditures and the Adopted means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenues
Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance
A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it is the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt
The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

PERS
Refers to the Oregon Public Employees Retirement System.

Performance Measure
Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate
Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Sutherlin is $5.6335 per $1,000 of assessed value.

Personnel Services
The cost of salaries and benefits associated with compensating employees for the labor.

Projection
A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Proposed Budget
Financial and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

Real Market Value
The estimated value of property if sold.

Reserve
An account used to indicate that a portion of fund resources is restricted for a specific purpose, and is not available for appropriation and subsequent spending.

Resolution
A special or temporary order of a legislative body requiring City Council action.

Resources (Revenues)
All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.

Revenue Bonds
Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

Special Revenue Funds
Special revenue funds are established only for special tax levies and other dedicated revenues whenever required by statutes, charter provisions, or the terms under which revenue is dedicated.

Supplemental Budget
Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

Taxes
Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.

Tax Levy
The total amount of property taxes needed to pay for various fund operations, specifically our General Fund and General Obligation Bond Fund

Tax Rate
A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.

Tax Revenue
Includes property taxes, hotel and motel room tax, and state shared revenues.

Tax Roll
The official list showing the amount of taxes levied against each property.

Unappropriated Ending Fund Balance
An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

City of Sutherlin
Financial Policies
April 2016

Purpose

The City of Sutherlin is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of the Financial Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by the City Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

1. Provide an adequate financial base to sustain the desired level of municipal services to maintain the social wellbeing and physical condition of the City.
2. Deliver cost effective services to citizens in the most efficient manner possible.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating, to obtain the lowest cost of borrowing and assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents and businesses.
6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board, and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations.

To achieve these goals, financial policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, pension funding, accounting and financial reporting, reserves, and internal controls. These policies are reviewed annually by management, the Finance Subcommittee, and City Council and amended as necessary.

Policies are addressed in ten areas:

- **Revenue,** which deals with taxes, user fees, and other revenues by which the city generates income to fund programs and services.

- **Operating Expenditures,** which relates to budgeting guidelines.

- **Expenditure Control,** which addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.

- **Capital Equipment and Improvements,** which relates to establishing a 5-year capital equipment and improvement plans for all major equipment and infrastructure systems provided and maintained by the City.

- **Accounting and Financial Reporting,** which relates to accounting and reporting financial transactions and preparing financial reports.

- **Financial Planning,** addresses long-term financial forecasting to help inform decisions.

- **Debt,** which addresses long-term financing of the City's capital needs and maintaining its credit rating.

- **Reserves,** establishes minimum working capital balances, required reserves and operating contingency as needed for routine cash flow and responding to unexpected expenditures or increases in service delivery costs.

- **Investments**, which addresses the investment of the City's cash reserves.

- **Management of Fiscal Policy,** sets forth the administration of fiscal policies on a continuing basis.

1. Revenue Policies

1.1. The City will strive for and maintain diversified and stable revenue sources to prevent undue or unbalanced reliance on any one source of funds. Revenue diversity will also reduce risk to the City from short-term fluctuations in any one revenue source.

1.2. Significant one-time and or temporary revenues will not be used to fund continuing programs and services, but rather to fund one-time expenditures or increase fund reserves.

1.3. The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).

1.3.1. The Council will determine what amount of SDCs to impose.

1.4. The City will maximize the use of users' charges in lieu of ad valorem taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.

1.4.1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's enterprise funds, including operating contingency, reserve requirements, and capital replacement. Consideration will be given to return on investment and existing and or anticipated debt to ensure a debt coverage ratio of no less than 1.25 for debt issued in public markets and 1.1 for debt issued to federal and state agencies.

1.4.2. User charges shall be sufficient to finance all City costs to perform development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permits and building inspection fees.

1.4.3. Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at total actual or estimated total actual cost.

1.4.4. Charges for services shall accurately reflect the total actual or estimated total cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, indicating when the fees were last reviewed and/or recalculated.

1.5. The City shall pursue an aggressive policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

1.6. The City Manager, as recognized in the City Charter, shall approve all grant applications before their submission. In some circumstances the grant application will require the consent of City Council. Additionally, all potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submittal of the application. The City Council will be provided the evaluation with the request for their acceptance of the grant.

1.7. Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.

2. Operating Budget Policies

2.1 The City will prepare an annual budget with the participation of all departments that incorporates GFOA recommendations relative to budgeting for results and outcomes.

2.1.1 Determine how much money is available: The budget should be built on expected revenues. This includes base revenues, any new revenue sources, and the potential use of fund balance.

2.1.2 Conduct analysis to determine what strategies, programs, and activities will best achieve desired results.

2.1.3 Budget available dollars to the most significant programs and activities. The objective is to maximize the benefit of the available resources.

2.1.4 The City shall maintain a budget system to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment (if required) at least at mid-year.

2.2 All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.

2.3 The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget. It is the intent of this policy to ensure that the framework of the fiscal year budget reflect Council goals and annual priorities.

2.4 The cost allocation plan, previously developed, will be reviewed annually and serve as the basis for distributing general government and internal service costs to other funds and capital projects.

2.5 The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.

2.6 Long-term debt or bond financing shall only be used for the acquisition of capital improvements or specialized equipment with a cost greater than $100,000. Long-term debt or bond financing shall not be used to finance current operating expenditures.

2.7 Every City fund, department, program or activity shall start each year's budget cycle with no predetermined appropriation amount. Budget appropriation decisions and the allocation of resources shall be based on direction provided by the City Council and implementation of that direction by the City Manager.

2.8 The City will submit the Adopted Budget Document to the Government Finance Officer's Association (GFOA) to obtain the Award for Distinguished Budget Presentation.

2.9 A budget calendar will be prepared detailing the key elements in the development of the budget.

3 Expenditure Control Policies

3.1 Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/division budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.

3.2 The City Manager will administer expenditure control at the category level and program or divisional level. Additionally, the City Manager may give authorization to mandate this level of control down to any line-item level. Expenditures anticipated to be in excess of these levels require approval of the City Manager, or Finance Director.

3.3 All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.

3.4 All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. The City will only propose operating personnel costs that can be supported by continuing operating revenues.

3.5 City staff are to make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.

4 Capital Improvement Policies

4.1 Annually, the City will approve a 5-year Capital Improvement Plan (CIP), congruent with the adoption of its annual budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is Adopted and implemented.

5 Accounting and Financial Reporting Policies

5.1 The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).

5.2 An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.

5.3 Full disclosure shall be provided in the financial statements and bond representations.

5.3.1 Upon request, all departments will provide notice of all significant events and financial and related matters to the Finance Director for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax-exempt status of bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance Director will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

5.3.2 The City's asset capitalization policy is to capitalize and depreciate assets greater than $5,000 with a useful life beyond one year. Capital assets costing less than $5,000 or having a useful life of one year or less will be treated as operating expenditures.

5.4 Up-to-date accounting and budgeting information is available online to all management and authorized support staff. Monthly actual-to-budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

6 Financial Planning Policies

6.1 The Finance Department, collaborating with other departments, will prepare a long-term financial plan for each fund, phased in so that all funds are planned to promote responsible planning for the use of resources. The long-term financial plans will include projected revenues, expenditures and reserve balances for the next five years for all funds, except the water and wastewater funds, which shall include twenty-year financial plans.

6.2 The City's financial plan should be strategic, reflecting the City Council and community priorities for service while providing resources that fund desired service levels.

6.3 Long-term projections of revenues and expenditures will be based upon disclosed assumptions, and prepared consistent with best practices established by the Government Finance Officers Association.

6.4 The long-term financial plans will be integral to the development of the annual budget. These plans will be updated on a regular basis, at least annually.

7 Debt Policy

7.1 The City may use debt proceeds to finance costs associated with capital infrastructure, equipment, vehicles and other purposes that provide long-term benefits to the community, i.e., benefits that extend more than one year.

7.2 Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project and (b) is less than 30% of the expected useful life of the improvements.

7.3 The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual arrangements that obligate the City to make future principal and interest payments.

7.4 Repayment of debt obligations shall be structured using a normal amortization method; i.e. paying off the debt with a fixed repayment schedule in regular installments over a period of time. There shall be no debt structures which include increasing debt service levels in subsequent years, with the first and second year being the exception. There shall be no "balloon" repayment schedules which consist of low annual payment sand one large payment of the balance due at the end of the term.

7.5 No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. Such revenue sources can include internal sources, such as charges to personnel costs, that are transferred to a debt service fund for debt repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

7.6 The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the use of debt is otherwise determined to be in the best interest of the City.

7.7 The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows, such as may result from delay in receipting grant proceeds or other revenues and delay in issuance of long-term debt.

7.8 When issuing long-term debt, the City will ensure that the debt is soundly financed by:

7.8.1 Incurring debt only when necessary for capital improvements too large to be financed from current available resources,

7.8.2 Ensuring that capital projects financed through long-term debt shall be financed for a period not to exceed the useful life of the project,

7.8.3 Determining that the benefits of the project financed exceed the cost of financing including interest costs,

7.8.4 Analyzing the source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long-term debt.

7.9 All bond issuances, promissory notes, and capital leases will be authorized by resolution of the City Council.

7.10 The City shall maintain its credit rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

8 Reserve Policies

8.1 The City shall maintain adequate working capital reserves in all funds.

8.1.1 The general fund shall maintain sufficient working capital to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing.

8.1.2 The City's utility funds shall maintain at a minimum working capital balance sufficient for sixty days operating expenses, together with an adequate emergency repair reserve and required debt service reserves.

8.1.3 The City's internal service funds shall maintain at a minimum working capital balance sufficient for thirty days operating expenses and any required debt service reserves.

8.1.4 The City's debt service funds shall maintain adequate working capital to pay required debt service without borrowing and fund required debt service reserves.

8.1.5 The City's other operating funds shall maintain a minimum working capital balance sufficient for forty-five days operating expenses and any required debt service reserves.

8.1.6 The City shall establish a contingency budget to provide for unanticipated expenditures of a nonrecurring nature. The contingency shall be a minimum of five percent (5%) of a fund's operating and capital expenditure estimates for the fiscal year. This policy does not apply to debt service, internal service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.

8.2 The City may use reserves on a one-time or temporary basis for purposes described above. In the event that reserve funds decrease to levels below the levels desired by this policy, the City will develop a plan to restore reserves to the desired levels.

9 Investment Policy

9.1 Investments and cash management is the responsibility of the Finance Director. The standard of prudence to be used by the Finance Director shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

9.2 The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. Safety
2. Liquidity
3. Yield

9.3 The Finance Director shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

9.4 The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

9.5 The City will invest only in those instruments authorized by ORS 294.035.

9.6 In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

9.7 Ownership of the City's investment securities will be protected through third-party custodial safekeeping.

9.8 The Finance Director will develop and maintain a comprehensive, well-documented investment reporting system which will be presented to Council on a regular basis.

10 Management of Fiscal Policy

10.1 Fiscal policies and changes in policies shall be presented to the City Council for approval at a regular meeting, Adopted by majority vote, and adopted by resolution after a public hearing is held (the approval may be inclusive of the annual budget adoption process and the associated resolutions to that process).

10.1.1 The City Manager or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.

10.1.2 The Finance/Audit Committee shall review the City's fiscal policies annually.

10.2 The City Manager shall implement fiscal policies and monitor compliance.

10.2.1 If the City Manager discovers a material deviation from policy, he/she shall report it in writing to the City Council in a timely manner.

As a part of the City's annual budget document, the City Manager's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any material variations from policy in the ensuing year's budget

RESOLUTION NO. 2025.09

A RESOLUTION ADOPTING THE 2025-2026 BUDGET AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the City of Sutherlin has approved a proposed budget for the fiscal year commencing July 1, 2025; and

WHEREAS, at a meeting of the City Council of the City of Sutherlin held on June 9, 2025, a public hearing on said approved budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City:

NOW, THEREFORE, IT IS HEREBY RESOLVED BY The City of Sutherlin as follows:

Section 1. After public hearing conducted on June 9, 2025, the City Council of the City of Sutherlin hereby adopts the budget for fiscal year 2025-2026 in the sum of $42,045,288 now on file at City Hall, 311 E. Central Ave., Sutherlin, Oregon.

Section 2. That for the fiscal year beginning July 1, 2025, the amounts for the purposes shown below are hereby appropriated and/or set aside as follows:

GENERAL FUND		
Mayor & City Council		$ 7,050
City Attorney		$ 40,800
City Manager's Office		$ 195,120
City Recorder/Human Resources		$ 167,060
Finance		$ 729,150
Municipal Court		$ 254,150
Parks/Facilities		$ 559,250
Community Development		$ 575,650
Police		$ 3,266,300
Fire		$ 1,665,500
Not Allocated to Org Unit		
Material & Services	$480,440	
Capital Outlay	$ 30,000	
Transfers Out	$ 27,720	
Other Reqrmts	$ 525,000	
Total Not Allocated to Organizational Unit		$ 1,063,160
Contingency		250,000
Unappropriated		852,360
Total		**$ 9,625,550**
POLICE RESERVE FUND		
Capital Outlay		$ 266,160
Contingency		103,840
Total		**$ 370,000**

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FIRE RESERVE		
Capital Outlay	$	178,000
Contingency		277,000
Total	**$**	**455,000**
PARKS/FACILITIES RESERVE		
Capital Outlay	$	2,038,111
Contingency		22,389
Total	**$**	**2,060,500**
PARKS CONSTRUCTION FUND		
Capital Outlay	$	67,500
Contingency		74,300
Total	**$**	**141,800**
$650K FED HOMELESS GRANT		
Materials and Services	$	537,500
Transfers		65,000
Contingency		47,500
Total	**$**	**650,000**
OAK STR COMMONS		
Materials and Services	$	483,500
Capital Outlay	$	2,050,000
Contingency	$	-
Total	**$**	**2,533,500**
USDA FOOD WASTE GRANT		
Materials and Services	$	88,785
Capital Outlay	$	-
Contingency		30,153
Total	**$**	**118,938**
TOURISM-MOTEL TAX FUND		
Materials and Services	$	280,000
Transfers		85,000
Contingency		202,500
Total	**$**	**567,500**
LIBRARY BOARD FUND		
Materials and Services	$	27,720
Contingency		680
Total	**$**	**28,400**
LIBRARY G.O. BOND FUND		
Debt Service	$	-
Transfer		5,000
Total	**$**	**5,000**

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STATE GAS TAX FUND		
Materials and Services	$	173,000
Capital Outlay		365,000
Debt Service		54,900
Transfers		470,000
Contingency		16,100
Total	**$**	**1,079,000**
BICYCLE/FOOTPATH FUND		
Unappropriated	$	53,150
Total	**$**	**53,150**
STREET CONSTRUCTION FUND		
Capital Outlay	$	2,020,000
Contingency	$	354,500
Total	**$**	**2,374,500**
STREET SDC FUND		
Transfers	$	100,000
Unappropriated	$	108,000
Total	**$**	**208,000**
WATER OPERATIONS FUND		
Water Services	$	641,650
Transfers		2,500,000
Contingency		488,150
Unappropriated		500,000
Total	**$**	**4,129,800**
WATER CONSTRUCTION FUND		
Captial Outlay	$	860,000
Contingency		629,000
Unappropriated		1,500,000
Total	**$**	**2,989,000**
WATER EQUIPMENT RESERVE FUND		
Contingency	$	75,000
Unappropriated	$	242,000
Total	**$**	**317,000**
WATER DEBT SERVICE FUND		
Debt Service	$	557,877
Reserved for Debt Service		592,123
Total	**$**	**1,150,000**
WASTEWATER OPERATIONS FUND		
WasteWater Services	$	985,300
Transfers		3,420,000
Contingency		1,216,100
Total	**$**	**5,621,400**

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STEP SURCHARGE FUND			
Materials and Services	$	25,000	
Contingency		143,000	
Total	**$**	**168,000**	
WASTEWATER CONSTRUCTION FUND			
Captial Outlay	$	65,000	
Contingency		1,943,000	
Total	**$**	**2,008,000**	
WASTEWATER EQUIP RESERVE FUND			
Capital Outlay	$	-	
Contingency		212,000	
Unappropriated		250,000	
Total	**$**	**462,000**	
WASTEWATER DEBT SERVICE FUND			
Debt Service	$	1,095,456	
Reserved for Debt Service	$	1,494,944	
Total	**$**	**2,590,400**	
PUBLIC WORKS OPERATIONS FUND			
Personnel Services	$	2,006,500	
Materials and Services		85,750	
Transfers		40,000	
Contingency		500	
Total	**$**	**2,132,750**	
PUBLIC WORKS OPERATIONS RESERVE FUND			
Capital Outlay	$	175,000	
Contingency		31,100	
Total	**$**	**206,100**	
SUMMARY			
Personnel Services	$	7,387,980	
Materials and Services		5,347,195	
Capital Outlay		8,204,771	
Transfers		7,162,720	
Loan to URA		525,000	
Debt Service		1,708,233	
Contingency		6,116,812	
Total Appropriations, All Funds			$ 36,452,711
Reserved for Debt Service		2,087,067	
Unappropriated Funds		3,505,510	
Total Unappropriated and Reserve Amounts, All Funds			5,592,577
Total ADOPTED Budget			***$ 42,045,288***

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Section 3. That the Finance Director shall certify to the County Clerk and County Assessor the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted herewith.

Section 4. That the City Council for the City of Sutherlin hereby imposes the taxes provided for in the adopted budget:

At the rate of $5.6335 per $1,000 of assessed value for permanent tax rate; and

That these taxes are hereby imposed and categorized for tax year 2025-26 upon the assessed value of all taxable property within the district as follows:

Subject to Measure 5 Limitation as General Government, Permanent tax rate $5.6335/$1,000 of assessed value.

PASSED BY THE CITY COUNCIL, ON THIS 9th DAY OF JUNE, 2025

APPROVED BY THE MAYOR ON THIS 9th DAY OF JUNE, 2025

_____
Michelle Sumner, Mayor

ATTEST:

_____
Beau Hart, City Recorder

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126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Ordinance 1101 – An Ordinance of the City of Sutherlin Updating its Public Contracting Rules				Meeting Date:	June 9, 2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Ordinance 1101 & Contrasting Flowcharts					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to review and approve this update the City's Public Contracting Rules.

EXPLANATION

The City of Sutherlin's Public Contracting Rules have not been updated since 2005. The Oregon Legislature has adopted a number of amendments to the Public Contracting Code since our rules were last updated. Sections have been added, requirements have changed and dollar thresholds have increased. The City Council had previously directed the Finance Director to reach out to the City Attorney for assistance to bring the City's rules into compliance, as well as update the dollar thresholds which had not been adjusted since 2013. This ordinance is the result of working with the attorney for the predominance of the changes, as well as the Council Finance Committee to make the dollar thresholds more appropriate for a small city.

The new rules include portions addressing debarring or disqualifying a contractor, and adds a section for construction-related personal services as well as the disposition of surplus property. There are also changes to the City's noticing practices in terms of electronic advertising, and it expands the criteria to follow for sole source procurements, among other changes. +

There are 3 Procurement Guides attached followed by the rewritten ordinance. The 3 different guides are an opportunity for Council to compare and contrast 3 different dollar thresholds: Current Code Dollar Limits, State Law Dollar Limits, and the Dollar Limits that were recommended by the Finance Committee.

OPTIONS

(1) Approve Ordinance 1101 updating the City's Public Contracting Rules as recommended.

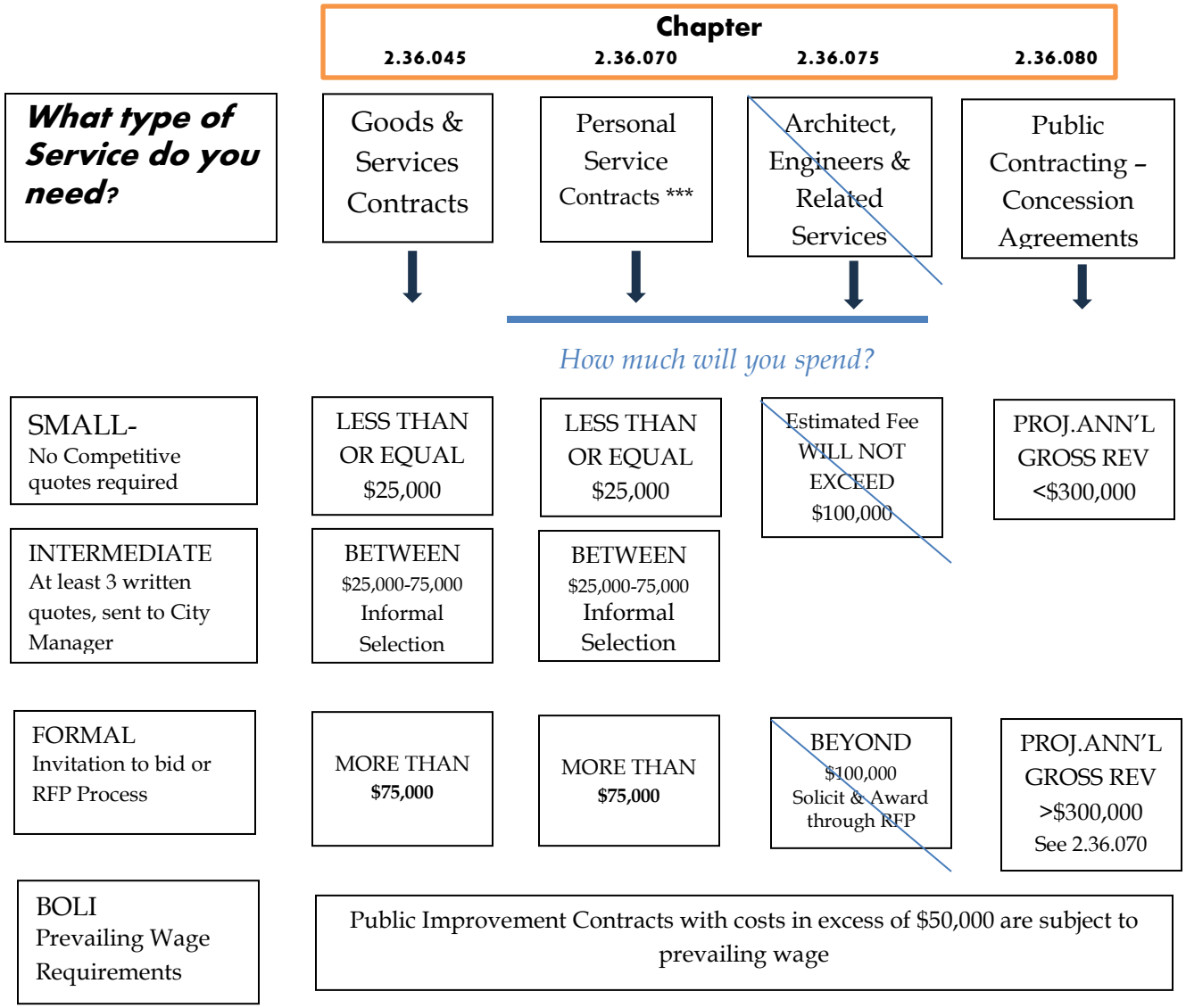
(2) Not to approve Ordinance 1101 updating the City's Public Contracting Rules.

(3) Approve Ordinance 1101 with changes.

SUGGESTED MOTION(S)

Approve Ordinance 1101 Updating the City's Public Contracting Rules as recommended by the Finance Committee.

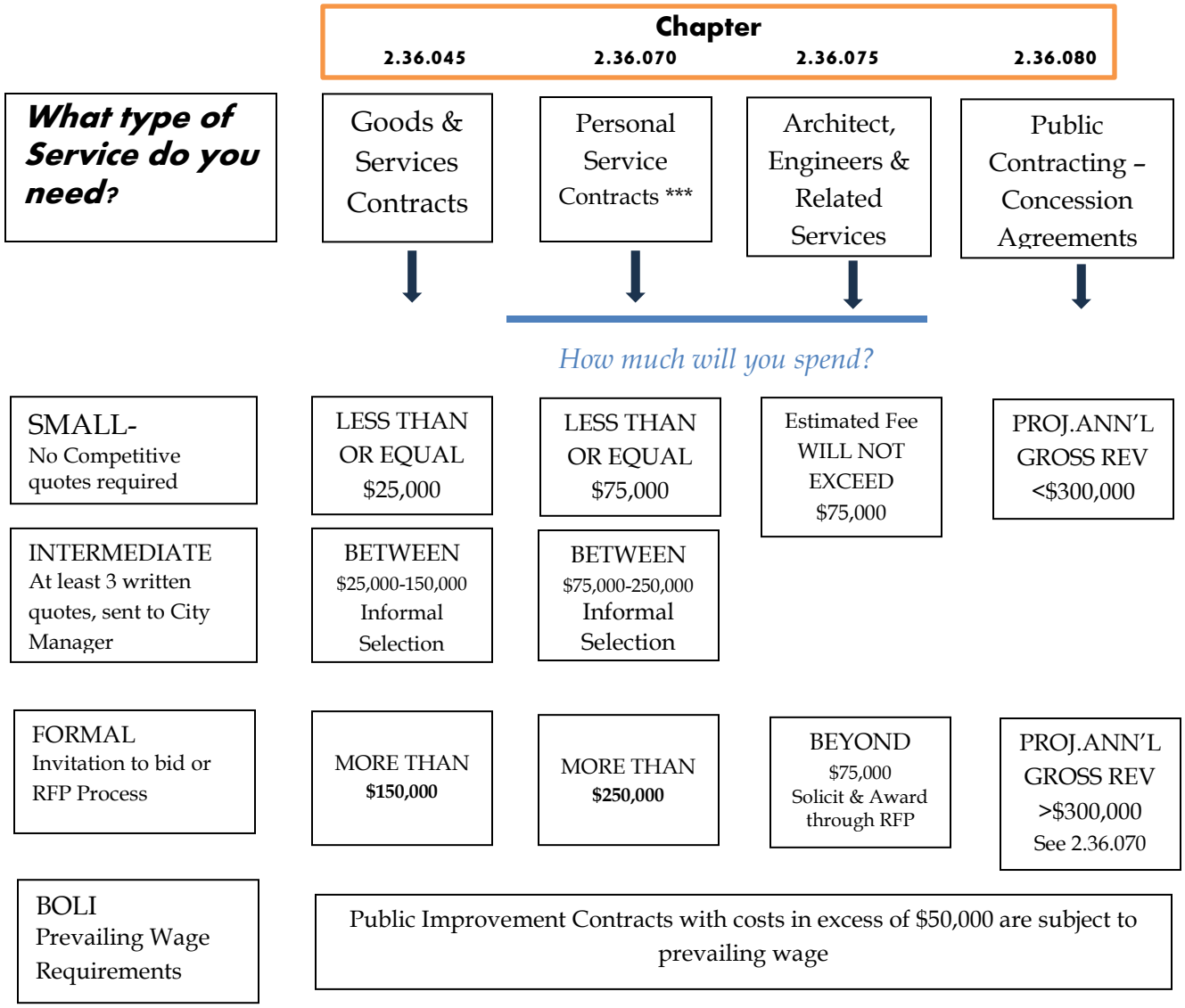
Procurement Guide for City of Sutherlin (Ordinance _____, updated 04/2025) **Current Code Dollar Limits**



The City Manager is the Contracting and Purchasing Agent for the City. Council approval is required for all contracts above $25,000.

*** **Small & Intermediate Procurements can be from a qualified pool**

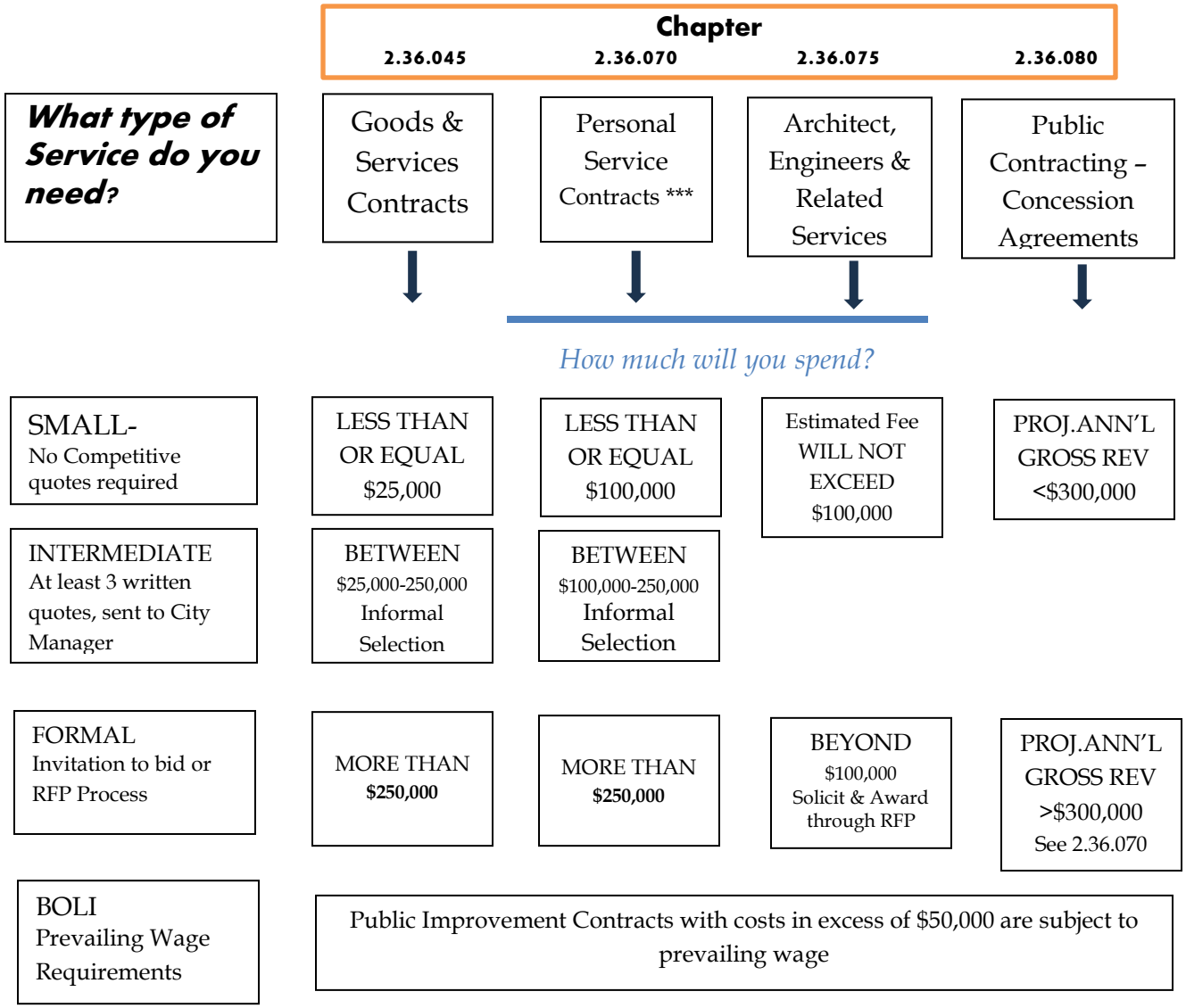
Procurement Guide for City of Sutherlin (Ordinance _____, updated 04/2025) **Fin. Committee Recommends**



The City Manager is the Contracting and Purchasing Agent for the City. Council approval is required for all contracts above $75,000.

*** **Small & Intermediate Procurements can be from a qualified pool**

Procurement Guide for City of Sutherlin (Ordinance _____, updated 04/2025) **State Law Dollar Limits**



The City Manager is the Contracting and Purchasing Agent for the City. Council approval is required for all contracts above $100,000.

***** Small & Intermediate Procurements can be from a qualified pool**

ORDINANCE NO. 1101

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SUTHERLIN MUNICIPAL CODE SECTION 2.36 AND UPDATING ITS PUBLIC CONTRACTING RULES

WHEREAS, the Public Contracting Code, ORS 279A, 279B, and 279C, prescribes rules that apply to most public contracting and procurements in the state of Oregon; and

WHEREAS, the Oregon Attorney General maintains model rules for applying the Public Contracting Code that apply to all contracting agencies, unless a contracting agency's local contract review board adopts other rules; and

WHEREAS, the City of Sutherlin City Council, sitting as the City's local contract review board, has adopted and codified its own public contracting rules in Title 2, Chapter 2.36 of the Sutherlin Municipal Code; and

WHEREAS, that last update to the City of Sutherlin's Public Contracting Rules was in 2005; and

WHEREAS, the Oregon legislature has adopted a number of amendments to the Public Contracting Code, ORS 279A, 279B, and 279C, since 2005; and

WHEREAS, the Oregon Attorney General has made a number of updates to the model rules to bring them into compliance with the updates to the Public Contracting Code since 2005; and

WHEREAS, the City of Sutherlin City Council, sitting as the City's local contract review board, wishes to update its public contracting rules to coincide with the changes made to the Public Contracting Code and the model rules.

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

Section 1. Chapter 2.36, Local Contract Review Board, of the Sutherlin Municipal Code is hereby amended[1] to read as follows:

2.36.005 Public contracts—Definitions.
As used in this chapter:

"Concession agreement" means a contract between the city and a privately owned business for the operation of a specific retail business in a public facility, and under which the business owner agrees to make periodic payments structured as rental or concession fees. The term "concession agreement" does not include a franchise, license or permit for the use of a public way or any business franchise, license or permit issued under a provision of this code other than this chapter.

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"Construction-Related Personal Services" means a contract primarily for the provision of architectural, engineering, photogrammetric mapping, transportation planning or land surveying services and related services.

"Emergency" means circumstances that create a substantial risk of loss, damage, interruption of services or threat to property**,** public health**,** welfare or safety that require prompt execution of a contract to remedy the condition. In cases of emergency, the city manager may excuse a contractor from the city's requirement of furnishing a good and sufficient performance bond and a good and sufficient payment bond for the faithful performance of any public improvement contract.

"Goods" means any item or combination of supplies, equipment, materials or other personal property, including any tangible, intangible and intellectual property and rights and licenses in relation thereto.

"Model rules" means the public contracting rules of procedure promulgated by the Oregon Attorney General, and codified within the Oregon Administrative Rules (OAR***),*** as the same may be, from time to time, amended or revised pursuant to Oregon public contracting laws.

"Personal service contract" means a contract primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of architects, engineers, attorneys, auditors and other licensed professionals, artists, designers, computer programmers, performers, consultants, and property managers, but do not include contracts for construction-related personal services when only such professionals may legally provide the service. For any single contract or class of contracts, the purchasing agent shall have discretion to determine whether additional types of services not specifically mentioned in this paragraph are personal services.

"Public Contracting Code" means the provisions of ORS chapters 279A, 279B, and 279C.

"Purchasing agent" means the city manager or the city manager's designee.

"Services" means all labor and services other than personal services.

"Solicitation" means any invitation to one or more potential contractors to submit a bid, proposal, price quote, statement of qualifications or letter of interest to the city with respect to a proposed project, procurement or contracting opportunity. The word "solicitation" also refers to any competitive process by which the city screens and selects contractors for public contracts that are subject to this chapter.

2.36.010 Local contract review board.

The council of the city is designated as the local contract review board pursuant to ORS 279A.060.

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2.36.020 Powers.

When the ordinance codified in this chapter is fully adopted and filed with the board of county commissioners, the local contract review board shall exercise all powers and perform all duties of a local contract review board under the Public Contracting Code.

2.36.025 Public contracts—Council regulations.

A. Public Contracting Rules. This chapter declares the regulations, policies and rules of the council in its capacity as contracting agency and contract review board regarding the solicitation and award of public contracts for the procurement of goods and services, including personal services, construction-related personal services**,** and public improvements, the disposition of surplus property**,** and for the solicitation and award of concession agreements. The regulations, policies and rules of the council are intended to comply with and fully implement all provisions and authority granted to local contracting agencies under the Public Contracting Code and shall be interpreted broadly, in favor of the city's contracting powers.

B. Manner of Adoption. All regulations and policies of the council described in subsection A of this section or any modification thereto shall be by ordinance or resolution adopted at a regular council meeting in which public testimony is invited. A notice describing the purpose of the proposed ordinance or regulation, the date scheduled for the meeting at which the council will take public testimony, and the place at which the ordinance or resolution may be viewed prior to the meeting shall be published pursuant to the City's standard noticing practices. At the meeting, the council shall adopt, modify or reject the ordinance.

C. Annual Review. As part of the city's annual audit, the city manager's application and performance of the council's regulations and policies regarding city contracts and the purchasing agent's rules, regulations and procedures shall be reviewed.

D. Validity of Rules. All rules adopted by the city council prior to the effective date of the ordinance codified in this section shall continue to be valid until repealed or amended by the city council and shall not be subject to challenge. All rules adopted after the first effective date of the ordinance codified in this section shall be adopted in substantial compliance with the provisions of this section in effect on the date the rule is adopted.

2.36.030 Public contracts—City manager and city contracts.

A. General Authority. The city manager or the manager's designee shall be the contracting and purchasing agent for the city and is hereby authorized to solicit and award all city contracts for which there is an appropriation and to execute and deliver all such contracts on behalf of the city. The awarding of city public contracts shall conform to this code and to the mandates of state law relating to the awarding of public contracts.

B. Notwithstanding the authority granted to the City Manager as purchasing agent under subsection A of this section, and except as provided below, City Council approval is required for all contracts with a total amount in excess of Seventy-Five Thousand Dollars ($75,000). The City

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Council approval required by this subsection does not apply to payments in excess of Seventy-Five Thousand Dollars ($75,000) under a contract previously approved by the City Council. The City Council's approval of contracts or purchases under this subsection requires an affirmative vote of the majority of Council members present at a public meeting.

C. Purchasing Agent Regulations. The purchasing agent may develop forms and promulgate rules, regulations, procedures and modifications thereto reasonably necessary to accomplish the purposes of this chapter and regulations adopted thereunder. In promulgating such rules, regulations and procedures, the purchasing agent shall establish practices and procedures that:

1. Do not encourage favoritism or substantially diminish competition;

2. Allow the city to take advantage of the cost-saving benefits of alternative contracting methods and practices;

3. Give preference to goods and services that have been manufactured or produced in the United States and the State of Oregon if price, fitness, availability and quality are otherwise equal; and

4. Give preference to goods that are certified to be made from recycled products when such goods are available, can be substituted for non-recycled products without a loss in quality, and the cost of goods made from recycled products is not significantly more than the cost of goods made from non-recycled products.

D. Whenever the Oregon State Legislative Assembly enacts laws that cause the Attorney General to modify its model public contract rules, the purchasing agent shall review the city's public contract rules to determine whether any modifications to the rules need to be adopted by the city to ensure compliance with statutory changes.

E. The purchasing agent will adopt rules in accordance with the procedures set forth in Chapter 2.09 of the SMC.

F. The purchasing agent may debar or disqualify a contractor consistent with the procedures set forth in the Public Contracting Code and the Model Rules.

2.36.035 Public contracts—Model Rules.

The Model Rules shall be superseded by any procedure or practice that is described in this chapter, rules or orders of the city's contract review board, or rules promulgated under Section 2.36.030. In all other cases, the Model Rules shall be the city's contracting rules.

2.36.040 Public contracts—Exempt contracts.

The following classes of contracts are exempt from application of the Public Contracting Code and are also exempt from all provisions of this chapter except for

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Sections 2.36.025 and 2.36.030 concerning the authority of the city council and the purchasing agent to award and execute city contracts:

A. Contracts between the city and other public bodies or between the city and the federal government;

B. Grants, other than contracts for construction services for which the city has received a grant;

C. Contracts for professional or expert witnesses or consultants to provide services or testimony relating to existing or potential litigation or legal matters in which the city is or may become interested;

D. Acquisitions or dispositions of real property or interests in real property;

E. Contracts for the procurement or distribution of textbooks;

F. Procurements from an Oregon corrections enterprise program;

G. Contracts, agreements or other documents entered into, issued or established in connection with:

1. The incurring of debt by the city, including but not limited to the issuance of bonds, certificates of participation and other debt repayment obligations, and any associated contracts, agreements or other documents, regardless of whether the obligations that the contracts, agreements or other documents established are general, special or limited;

2. The making of program loans and similar extensions or advances of funds, aid or assistance by the city to a public or private body for the purpose of carrying out, promoting or sustaining activities or programs authorized by law;

3. The investment of funds by the city, as authorized by law, and other financial transactions of the city that in the determination of the purchasing agent cannot practically be established under the competitive contractor selection procedures of ORS 279B.050 through 279B.085;

H. Contracts for employee benefit plans as provided in ORS 243.105(1), 243.125(4), 243.221, 243.275, 243.291, 243.303 and 243.565; or

I. Any other public contracting of the city specifically exempted from the Public Contracting Code by another provision of law.

2.36.045 Public contracts—Goods and services.

A. ***Small Procurements:*** Contracts for Less Than Twenty-Five Thousand Dollars ($25,000.00).

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i. The purchasing agent may award contracts for goods and services with a contract value of less than twenty-five thousand dollars ($25,000.00) without competitive bidding in any manner deemed practical or convenient, including by direct selection or award.

ii. A small procurement may be amended in accordance with OAR 137-047-0800, but the cumulative amendments may not increase the total contract price to greater than $31,250.

iii. A procurement may not be artificially divided or fragmented to qualify for this section.

B. ***Intermediate Procurements:*** Contracts Between Twenty-Five Thousand Dollars ($25,000.00) and One Hundred and Fifty Thousand Dollars $150,000.

i. Contracts with a contract value-of between twenty-five thousand dollars ($25,000.00) and One Hundred and Fifty Thousand Dollars ($150,000) may be awarded using informal selection procedures under these rules or further rules adopted by the purchasing agent. The purchasing agent will contact a minimum of three prospective contractors qualified to offer the services sought. The purchasing agent will request an estimated fee and make a selection consistent with the City's best interests, as determined in the purchasing agent's sole and exclusive discretion. If three quotes are not received, the purchasing agent will make a written record of efforts to obtain the quotes.

ii. An intermediate procurement may be amended in accordance with OAR 137-047-0800, but the cumulative amendments may not increase the total contract price to greater than $187,500.

iii. A procurement may not be artificially divided or fragmented to qualify for this section.

C. ***Large/Formal Procurements:*** Contracts for More Than One Hundred and Fifty Thousand Dollars ($150,000).

i. Contracts with a contract value of more than One Hundred and Fifty Thousand Dollars ($150,000) and contracts where the purchasing agent anticipates executing an on-call, master agreement, or other form of contract with an indefinite value shall be awarded using an invitation to bid in accordance with ORS 279B.055 and OAR 137-047-0255 or a request for proposals in accordance with ORS 279B.060 and OAR 137-047-0260. The purchasing agent may adopt further guidelines to support this process within the procurement documents approved by the City.

ii. A procurement may not be artificially divided or fragmented to avoid application of this Section.

D. Special Procurements. The following classes of contracts may be awarded by direct appointment or any other method which the purchasing agent deems in the best interest of the city. The purchasing agent shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the city.

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1. Insurance contracts.

2. Contracts for copyrighted materials or advertising products.

3. Equipment repair, conversion and overhaul.

4. Contracts for the purchase of steam, power, heat, water, telecommunications services and other utilities.

5. Contracts for the purchase of price-regulated items.

6. Contracts, for a single period of one year or less, for the temporary extension of an expiring and nonrenewable price agreement or service contract.

7. Contracts under a local government purchasing program administered by the United States General Services Administration.

8. Contracts under joint and permissive cooperative procurements as provided under ORS chapter 279A.200 through 279A.225.

9. Contracts under which the purchasing agent has determined that an emergency exists and immediate execution of a contract is necessary to prevent substantial damage or injury to persons or property. However, where time permits, the purchasing agent shall attempt to use competitive price and quality evaluation before selecting an emergency contractor. The purchasing agent shall document the nature of the emergency and notify the city council of the declaration of emergency, if made, and the facts and circumstances surrounding the emergency execution of the contract, as soon as possible, in light of the emergency circumstances.

10. Other Contracts. The purchasing agent may award contracts where a contract-specific special procurement has been authorized by the City pursuant to ORS 279B.085.

E. Brand Name. Bid documents must not expressly or implicitly require the contractor to provide any product by one brand name or mark, nor the product of one particular manufacturer or seller, except for the following reasons:

1. It is unlikely that such exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;

2. The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the city;

3. There is only one manufacturer or seller of the product of the quality required; or

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4. Efficient utilization or maintenance of existing equipment, supplies or products requires the purchase of one particular manufacturer.

A brand name or equal specification may be used when the use of a brand name or equal specification is advantageous to the city because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the city. The purchasing agent is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final.

F. Price Agreements. The purchasing agent may enter into contracts for the procurement of goods or services at a set price with no guarantee of a minimum or maximum purchase, or an initial order or minimum purchase combined with a continuing contractor obligation to provide goods or services in which the contracting agency does not guarantee a minimum or maximum additional purchase. When establishing Price Agreements, the selection procedures shall follow subsection 2.36.045 (A), (B), or (C), depending on the total value of all orders allowed to be placed under the respective Price Agreement.

G. Sole Source. Contracts with a goods or services provider who is the sole source of the contract goods or services. The purchasing agent shall make a written record of the facts upon which the provider has been found to be a sole source. To the extent reasonably practical, the purchasing agent shall negotiate with the sole source to obtain contract terms that are advantageous to the City. In making its decision, the purchasing agent may consider:

1. Whether the efficient utilization of existing goods requires acquiring compatible goods or services;

2. Whether the goods or services required to exchange software or data with other public or private agencies are available from only one source;

3. Whether the goods or services are for use in a pilot or an experimental project; or

4.Other findings that support the conclusion that the goods or services are available from only one source.

H. Protest of Award. The purchasing agent shall adopt rules for the protest of awards to the city manager.

2.36.050 Public contracts—Negotiation.

A. When Bids Exceed Estimates. Whenever all bids received under a price-based solicitation method exceed the city's written cost estimate, the purchasing agent may negotiate the contract price with the bidder that has submitted the lowest responsible bid. The purchasing agent may negotiate changes to the goods, project or services that reduce the price as well as changes to contract provisions that are not required by law, so long as the scope of the contract is not

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changed. For purposes of this section, the scope of a contract is changed if the pool of potential bidders who would qualify to submit bids under a new solicitation would be different from or larger than the pool of potential bidders who were qualified to submit bids under the initial solicitation. Notwithstanding the foregoing, the purchasing agent shall not negotiate with the lowest responsible bidder if the bid submitted by such bidder exceeds the cost estimate by more than twenty-five (25) percent.

2.36.055 Electronic Advertising

A. Authority to electronically advertise solicitations for goods and services. The purchasing agent is authorized to develop an "electronic procurement system" in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(17), this is an information system accessible through the internet that allows the City to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the Model Rules allow procurement solicitations to be advertised exclusively on the internet. This saves the City time and money over newspaper advertisements.

B. Authority to electronically advertise solicitations for public improvements.

1. For all public improvement contracts with an estimated cost not exceeding One Hundred and Twenty-Five Thousand Dollars ($125,000), the purchasing agent may electronically advertise solicitations in a manner deemed appropriate. This method of advertising will save the City time and money, may be used exclusively, and is allowed under ORS 279C.360(1).

2. An advertisement for a public improvement contract with an estimated cost exceeding One Hundred and Twenty-Five Thousand Dollars ($125,000) must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

3. No advertisement is necessary if the public improvement contract is awarded through a competitive quote process (improvement has an estimated value less than or equal to $100,000) or the contract is otherwise exempt from public solicitation.

C. Internet Solicitations. Prior to any development of an electronic procurement system, the purchasing agent may advertise solicitations for goods and services on the internet in addition to the newspaper advertisements.

2.36.060 Notice of Intent to Award Certain Contracts

A. At least seven days before the award of a public contract solicited under a formal invitation to bid or request for proposals, the purchasing agent will post or provide to each bidder or proposer notice of the City's intent to award a contract.

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B. If stated in the solicitation document, the purchasing agent may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of the City's intent.

C. As an alternative, the purchasing agent may provide written notice to each bidder or proposer of the City's intent to award a contract. This written notice may be provided electronically or through non-electronic means.

D. The purchasing agent may give less than seven days' notice of its intent to award a contract if the City determines in writing that seven days is impracticable as allowed by ORS 279B.

E. This section does not apply to goods and services contracts awarded as small procurements under ORS 279B.065, or other goods, services, personal services, and construction-related personal services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 279B.085**,** ORS 279C.110(10), 279C.335(1) or (2), or 279C.412.

F. This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.

G. A protest of the City's intent to award a contract may only be filed in accordance with OAR 137-047-0740, OAR 137-048-0240, or OAR 137-049-0450, as applicable**.**

2.36.070 Public contracts—Personal services contracts.

A. General Provisions. The award of contracts for personal services shall be based on an evaluation of all criteria deemed relevant by the purchasing agent, including applicant capability, experience, project approach, and compensation requirements**,** in which price shall not be the only significant criterion.

B. Exemption from Required Competition. The following personal service contracts may be awarded by any method deemed appropriate by the purchasing agent, including, without limitation, by direct appointment, by private negotiation, by lottery from a qualified pool, or by a competitive process:

1. Contracts Under Seventy-Five Thousand Dollars ($75,000). Contracts for which the purchasing agent estimates that payments will not exceed Seventy-Five Thousand Dollars ($75,000).

2. Contracts Using Qualified Pools. Contracts of not more than Seventy-Five Thousand Dollars ($75,000) when selection is made from a qualified pool maintained by the purchasing agent.

3. Temporary Extensions. Contracts, for a single period of one year or less, for the temporary extension of an expiring and nonrenewable contract.

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4. Renewals. Contracts that are being renewed on an annual basis.

5. Contracts for Continuation of Work. Contracts of not more than Two Hundred Fifty Thousand Dollars ($250,000) for the continuation of work by a contractor who performed preliminary studies, analysis or planning for the work under a prior contract, if the prior contract was awarded under a competitive process and the purchasing agent determines that use of the original contractor will significantly reduce the costs of, or risks associated with the work.

6. Arts. Contracts in any amounts for any theatrical or musical performance or for the production of a work of art, music or literature.

7. Sole Source. Contracts with a service provider who is the sole source of the contract services. The purchasing agent shall make a written record of the facts upon which the provider has been found to be a sole source.

8. Special Procurements. Contracts with a service provider for which the City has authorized the services under a special procurement authority, pursuant to the requirements of that authority.

9. Emergency. The purchasing agent may select a contractor without following any procedures when the conditions require immediate action to protect life or property. In such instances, the purchasing agent must make written findings that describe the circumstances leading to the emergency appointment.

C. Informal Selection. Contracts for Not More Than Two Hundred Fifty Thousand Dollars ($250,000) Contracts with an estimated value of more than Seventy-Five Thousand ($75,000) and not exceeding Two Hundred Fifty Thousand Dollars ($250,000) shall be awarded using the following procedure~~:~~

1. The purchasing agent will contract a minimum of three prospective contractors qualified to offer the services sought**.**

2. Any award will be based upon applicant capability, experience, project approach, compensation requirements, references, and any other criteria identified by the purchasing agent as necessary for the City to select a contractor.

3. The purchasing agent will request an estimated fee and make a selection consistent with the City's best interests, as determined in the purchasing agent's sole and exclusive discretion. If three quotes are not received, the purchasing agent will make a written record of efforts to obtain the quotes**.**

D**.** Formal Solicitation. Contracts with an estimated value of more than Two Hundred Fifty Thousand Dollars ($250,000) shall be awarded using a written solicitation which is advertised in the same manner as provided for under Large/Formal Procurements of Goods and Services under Section 2.36.045(C) of these rules.

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E. Protest of Award. The purchasing agent shall adopt rules for the protest of awards to the city manager.

2.36.075 Public contracts—Construction-Related Personal Services Contracts.

A. Purpose. Oregon law imposes separate solicitation requirements on the City when it seeks to contract with architects, engineers, photogrammetrists, land surveyors or, in very narrow instances, transportation planners. The purchasing agent will rely on these rules, not the Model Rules, when it seeks to contract with one of these professionals. This section of the rules implements ORS 279C.100 to .125.

B. Definitions. The following definitions apply to this section:

1. "Construction-Related Consultant" or "CRC" means an architect, engineer, photogrammetrist, land surveyor, a transportation planner in narrow instances defined below or a provider of Related Services.

2. "Estimated Fee" means the City's reasonably projected fee to be paid for a Construction- Related Consultant's services under the anticipated contract, excluding all anticipated reimbursable or other nonprofessional fee expenses. The Estimated Fee is used solely to determine the applicable contract solicitation method and is distinct from the total amount payable under the contract, which may ultimately be higher or lower.

3. A "Price Agreement" (also known as an "on call" agreement) means a contract, with or without a not-to-exceed price, related to the procurement of architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, or Related Services with:

a. No guarantee of a minimum or maximum expenditure; or

b. An initial order or minimum expenditure, as well as a continuing obligation for the CRC to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services or Related Services based on the City' s needs, but without a guarantee of the City making any additional expenditures under the contract.

4. "Project" means all components of a City-planned undertaking that gives rise to the need for a Construction-Related Consultant's architectural, engineering, photogrammetric mapping, transportation planning or land surveying services, or Related Services, under a contract.

5. "Related Services" means personal services, other than architectural, engineering, photogrammetric, mapping, transportation planning or land surveying services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvements, including, but not limited to, landscape architectural services, facilities planning services, energy planning services, space

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planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services, and owner' s representation services or land-use planning services. In other words, Related Services are personal services that are not required by law to be performed by an architect, engineer, photogrammetrist, transportation planner or land surveyor, but often are performed by a CRC.

6. "Transportation Planning Services" only includes Project-specific transportation planning required for compliance with the National Environmental Policy Act, 42 USC 4321 et seq. It does not include any other types of transportation planning services. By way of example only, Transportation Planning Services do not include transportation planning for corridor plans, transportation system plans, interchange area management plans, refinement plans and other transportation plans not associated with an individual Project required to comply with the National Environmental Policy Act, 42 USC 4321 et. seq.

C. Applicability. When seeking to contract with a Construction-Related Consultant, the purchasing agent must comply with the requirements of this section if a contract with a CRC meets both of the criteria in (1) and (2) below, as follows:

1. The contract has an Estimated Fee that exceeds $75,000; and

2. The contract is for a service that Oregon law requires a CRC to perform. For example: The purchasing agent needs to contract with an architect to design a building or with an engineer to design a wastewater system. Because the law requires licensed professionals to design buildings and public infrastructure, the purchasing agent would need to solicit a contract pursuant to the requirements of this section (2.36.075). However, if the City were hiring an architect or engineer to perform only project management services or another Related Service, the purchasing agent may solicit and award such services under section 2.36.070. See definition of "Related Services" above.

3. If a contract does not meet both (1) and (2) above, then the purchasing agent may choose instead to solicit and award the contract pursuant to section 2.36.070 of these rules.

4. Some contracts will contain a mixture of services that Oregon law requires a CRC to perform and Related Services. Whether the purchasing agent uses section 2.36.070 or this section 2.36.075 to solicit and award a mixed contract will depend upon the predominate purpose of the contract. The purchasing agent will determine the predominate purpose based upon either the amount of money it estimates it will spend for covered services versus Related Services or the amount of time it estimates the CRC will spend working on covered services versus Related Services. If covered services predominate, the purchasing agent must solicit the contract under this section. If Related Services predominate, the purchasing agent may solicit the contract under section 2.36.070.

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D. Contracts Eligible for Direct Award.

1. Small Estimated Fee. If the Estimated Fee will not exceed Seventy-Five Thousand Dollars ($75,000) the purchasing agent may directly award a contract to a CRC or solicit the contract in accordance with section 2.36.070 of these rules.

2. Previous Work. The purchasing agent may directly award a contract to a CRC in any dollar amount if the Project described in the contract:

a. Involves work that was described, planned, studied or rendered in an earlier contract with the Construction- Related Consultant;

b. The earlier contract was awarded in accordance with the City's or another contracting agency' s contracting rules in effect at the time of the earlier contract; and

c. The new contract is a continuation of the Project described in the earlier contract.

3. Emergency. The purchasing agent may select a contractor without following any procedures when the conditions require immediate action to protect life or property. In such instances, the purchasing agent must make written findings that describe the circumstances leading to the emergency appointment.

E. If the purchasing agent is unable to award a contract with a CRC pursuant to subsections (D)(1)–(3) above, or in accordance with section 2.36.070, then the purchasing agent will solicit and award a contract through an RFP consistent with this subsection. In its discretion, the purchasing agent may issue a request for qualifications prior to issuing an RFP. In order to solicit proposals, the purchasing agent may publicly advertise the RFP in a trade journal of statewide circulation (e.g. the Daily Journal of Commerce), but it is not required to do so. If the purchasing agent does not publicly advertise the RFP, the purchasing agent must directly notify at least three CRCs of the RFP. Any protests of the solicitation must conform to OAR 137-048-0240.

1. Contents of RFP. At a minimum, the RFP must:

a. State whether the City will screen and select a CRC using price proposals in accordance with ORS 279C.110(5);

b. Describe the criteria the purchasing manager will use to evaluate and rank proposals, which in addition to price proposals may include without limitation criteria relating to experience, available resources and personnel, record of past performance and familiarity with the location of the project;

c. Describe the relative weight the purchasing agent will give to each criterion, such as the number of points available for each criterion or the percentage each

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criterion comprises in a total score, with price proposals not exceeding fifteen percent (15%) of the relative weight or total possible score;

d. Describe the evaluation process and the steps in that process;

e. Provide a general description of the scope of services the City is seeking;

f. Provide a rough estimate of the costs of those services; and

g. Provide other relevant information or requirements, including the date the CRCs must respond to the RFP.

2. Initial Evaluation of Proposals. After receiving responses to the RFP, the purchasing agent will:

a. Review the responses and score them relative to criteria in the RFP that do not relate to price;

b. Announce those scores to all participating CRCs in a manner of the purchasing agent's choosing;

c. Request price proposals from as many as three of the highest scoring CRCs; and

d. Notify the CRCs that were not invited to submit price proposals that they are not eligible for award of the contract.

3. Price Proposals – Required Information. In its price proposal, a CRC must provide the following:

a. A schedule of hourly rates that the CRC will charge for the work of each individual or each labor classification that will perform services for the City, in the form of an offer that is irrevocable for not less than 120 days after the date of the price proposal; and

b. A reasonable estimate of hours that the CRC will require to perform the services.

4. Price Proposals – Optional Information. The purchasing agent may require a CRC to also provide any or all of the following in a price proposal, or after receiving a price proposal:

a. A description of each task that the CRC understands as comprising the scope of its services;

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b. A list of each individual or labor classification that will perform each task, together with the hourly rate that applies to the individual or labor classification; and

c. A list of expenses, including travel expenses, that the prospective consultant expects to incur in connection with providing the professional services.

5. Price Evaluation. After receiving the price proposals, the purchasing agent will rank them and award the highest number of points available to the lowest price offered, and award fewer points to the other price proposals in proportion to the prices offered in those proposals.

6. Final Scores and Negotiation. The purchasing agent will add the points it awarded for each CRC's price proposal to the score the CRC received after the initial evaluation in subsection (2), above. The purchasing agent will commence a negotiation with the CRC having the highest final score. If the purchasing agent and the CRC are not able to negotiate a contract that the purchasing agent, in its sole discretion, believes is reasonable and fair, the purchasing agent may terminate negotiations and proceed to begin negotiating with the CRC having the second highest final score. The purchasing agent may continue in this manner through successive prospective CRCs until an agreement is reached or the purchasing agent terminates the selection process.

7. Notice of Award. If the purchasing agent and a CRC reach an agreement, the purchasing agent will notify all of the CRCs submitting price proposals of its intent to award a contract. The notice must state that an adversely affected CRC may protest the City's intent to award. Unless the purchasing agent establishes a different protest process in the notice of award, any protest must conform to OAR 137-048-0240.

2.36.080 Public contracting—Concession agreements.

A. General. No part of a concession agreement shall contain or constitute a waiver of any generally applicable provision of this code concerning regulation, registration, licensing, inspection, or permit requirements for any construction or business activity.

B. Public Event Concessions. A concession to sell food, beverages, merchandise or services at a single public event shall be awarded based on any method determined by the purchasing agent to provide a fair opportunity to all persons desiring to operate a concession. Such methods may include, but shall not be limited to, direct appointment, price or proposal competition, rotation from a list of prequalified concessionaires, or a lottery selection process.

C. Solicited Concession Agreements. Concession agreements solicited by the city for the use of designated public premises for a term greater than a single event shall be awarded as follows:

1. For concession agreements under which the concessionaire's projected annual gross revenues are estimated to be three hundred thousand dollars ($300,000.00) or less, the purchasing agent has discretion to use either the informal or formal request for proposal

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process applicable to contracts for personal services. If the proposals received indicate a probability that the concessionaire's annual gross revenues will exceed three hundred thousand dollars ($300,000.00), the purchasing agent may, but shall not be required to, reissue the solicitation as a formal solicitation.

2. Concession agreements for which the concessionaire's projected annual gross revenues are estimated to exceed three hundred thousand dollars ($300,000.00) annually shall be awarded using the formal request for proposal process applicable to contracts for personal services.

D. Sole Sources. The purchasing agent may award a concession agreement without competition if the purchasing agent determines that the concession provider is a sole source. The purchasing agent shall keep a record of the facts upon which the determination of sole source was made.

2.36.085 Procedure for Surplus Property

A. Surplus property is personal property owned by the City such as office furniture, computers, equipment, vehicles, excluding real property, that the purchasing agent determines is surplus and no longer useful to the City. Real property is subject to a different procedure under state law.

B. The purchasing agent may authorize the sale, donation, transfer to another government agency, auction, liquidation or fixed price sale, trade-in, or destruction of surplus property. Surplus property may be sold through the informal solicitation of bids or through an auction, including an online auction. The purchasing agent has the discretion to advertise the sale of surplus property in a newspaper of city-wide circulation or online.

C. Employees of the City may purchase surplus property, so long as at least three individuals or entities have bid on the property and the employee's bid is the highest bid.

2.36.095 Public contracting—Review of prequalification and debarment or disqualification decisions.

A. Every notice of a decision on prequalification or a decision to debar or disqualify a prospective contractor from submitting bids or proposals shall describe the procedure for appeal in this section.

B. The prospective bidder or proposer that is the subject of a decision on prequalification or debarment may, within three business days after receipt of the notice of decision, notify the purchasing agent that the prospective bidder or proposer appeals the decision as provided in this section.

C. Immediately upon receipt of the prospective bidder's or proposer's notice of appeal, the purchasing agent shall notify the city council.

D. Upon receipt of the notice of appeal, the city council shall set a date for a hearing and promptly notify the person appealing and the purchasing agent of the time and place of the

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hearing. The city council shall conduct the hearing and decide the appeal within thirty (30) days after receiving the notice from the purchasing agent. The city council shall set forth in writing the reasons for the hearing decision.

E. At the hearing the city council shall consider de novo the notice of denial, revocation or revision of a prequalification or the notice of debarment, the standards of responsibility on which the contracting agency based the denial, revocation or revision of the prequalification or the reasons for the debarment, and any evidence provided by the parties.

F. The city council shall hear and determine the appeal on the basis of the appellant's written and oral statements and any additional evidence the city council deems appropriate. At the hearing the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply.

G. The city council may allocate the city's costs for the hearing between the person appealing and the city. The allocation shall be based upon facts found by the city council and stated in the final order that, in the city council's opinion, warrant such allocation of costs. If the final order does not allocate the costs for the hearing, the costs shall be paid as follows:

1. If the decision to deny, revoke or revise a prequalification of a person as a bidder or proposer or member of a prequalified pool, or the decision to debar a person is upheld, the costs shall be paid by the person appealing the decision.

2. If the decision to deny, revoke or revise a prequalification of a person as a bidder or proposer or member of a prequalified pool, or the decision to debar a person is reversed, the costs shall be paid by the city.

2.36.100 Coordination with state public contracting laws.

The city council intends that all sections of this chapter that are enacted or amended under the ordinance codified in this chapter shall be adopted as the city's public contracting rules under the Public Contracting Code.

Section 2. Effective Date

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

PASSED BY THE COUNCIL, THIS_____DAY OF _____2025.

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

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ATTEST

Mayor, Michelle Sumner

City Recorder, Beau Hart

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311 E. Central Avenue
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www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Ordinance 1102 - Sanitary Sewer Ordinance Amendment - Fats, Oils, and Grease (FOG) Plan				Meeting Date:	06-09-2025
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Aaron Swan, Public Works Director				City Manager Review	☒
Attachments: Ordinance 1102 amending Section 13.12.360 of the Sutherlin Municipal Code					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to adopt ordinance 1102 amending the Sutherlin Municipal Code Section 13.12.360 to implement a Fats, Oils, and Grease (FOG) plan.

EXPLANATION

Sutherlin Sanitary Sewer Ordinance 876 was adopted in 1997, which rescinded previous ordinances. Since the adoption of the sewer ordinance in 1997, the staff find it necessary to implement a FOG program to keep FOG out of the wastewater collection system, sewer pump stations and treatment plant requiring pretreatment devices onsite to prevent the discharge of FOG into the wastewater collection system.

This plan is necessary to clarify grease interceptor requirements to preserve the functionality of the wastewater treatment plant, prevent sanitary sewer overflows (SSOs), sewer line blockages and mitigate repairs.

OPTIONS

Approve the first reading of the Ordinance to amend the Sutherlin Sanitary Sewer Ordinance 876, implementing a FOG program.

Not to approve the first reading of the Ordinance to amend the Sutherlin Sanitary Sewer Ordinance 876, implementing a FOG program.

SUGGESTED MOTION(S)

Approve the first reading of the Ordinance to amend the Sutherlin Sanitary Sewer Ordinance 876, implementing a FOG program.

ORDINANCE NO. 1102

AN ORDINANCE OF THE CITY OF SUTHERLIN AMENDING SECTION 13.12.360 OF THE SUTHERLIN MUNICIPAL CODE- SEWER SERVICE SYSTEM REQUIREMENTS FOR SPECIAL REMOVAL TRAPS

WHEREAS, Ordinance 876 established Sanitary Sewer Rules and Regulations governing the construction, connection and use of the City Sanitary Sewer System, rescinding previous ordinances in 1997;

WHEREAS, Since the sewer ordinance was adopted in 1997, the City finds it necessary to implement a Fats, Oils, and Grease (FOG) plan to keep FOG out of the wastewater collection system, sewer pump stations and treatment plant requiring pretreatment devices onsite to prevent the discharge of FOG into the wastewater collection system;

WHEREAS, the City of Sutherlin has determined that implementing a FOG plan is necessary to clarify grease interceptor requirements to preserve the functionality of the wastewater treatment plant, prevent sanitary sewer overflows (SSOs), sewer line blockages, and mitigate repairs; and

WHEREAS, the City of Sutherlin desires to amend the Sutherlin Municipal Code pertaining to the sewer service system to codify these changes.

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

Section 1. Section 13.12.360, Requirements for special removal traps, of the Sutherlin Municipal Code is hereby amended[1] to read as follows:

13.12.360 Requirements for special removal traps.

Grease, oil and sand interceptors when, in the opinion of the utility's director, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful pollutants; except that interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity***, in accordance with the Oregon Plumbing Specialty Code and*** approved by the utilities director ***or appointee***, and shall be located to be readily and easily accessible for cleaning and ~~inspecting~~ ***inspection***. Maintenance of traps shall be through physical removal of waste, and not by chemical treatment. Annual report on maintenance shall be kept by owner of interceptor and made available to city staff upon request.

1. ***Grease Interceptors shall be located in the food service establishment's lateral line between all fixtures which may introduce grease into the wastewater system. Such fixtures shall include but not be limited to sinks, dishwashers, floor drains for food preparation and storage areas, mop sinks, and any other fixture which is determined to be a potential source of fats, oil, or grease (FOG).***

[1] Text in ***bold italics*** has been added; text in ~~strikethrough~~ has been removed.

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2. ***Grease interceptors must be vented.***

3. ***Flushing the grease interceptor with water having a temperature in excess of one hundred forty (140) degrees Fahrenheit is prohibited.***

4. ***Grease interceptors/traps must be serviced regularly and emptied of all accumulated waste content as required. In order to maintain the minimum design capability or effective volume, interceptors/traps should be cleaned, at a minimum, every ninety (90) calendar days, or sooner as deemed necessary to maintain the minimum design capabilities. If a facility determines that cleaning every ninety (90) calendar days is unnecessary in order to remain in compliance with requirements, the facility may make a written application for a variance from the cleaning schedule.***

5. ***Grease interceptors/traps shall be considered out of compliance if the total volume of grease and solids displaces more than twenty-five (25) percent of the effective volume of the final chamber of the interceptor.***

6. ***Wastes removed from a grease interceptor/trap shall be disposed of at a facility permitted to receive such waste. Neither grease, solids nor liquid removed from grease interceptors/traps shall be returned to any grease interceptor/trap, private sanitary sewer line, any portion of the wastewater system or any portion of the stormwater system.***

7. ***Each facility is solely responsible for the cost of the grease interceptor/trap installation, inspection, cleaning and maintenance.***

Section 2. Effective Date.

1. This Ordinance shall take effect 30 days after it is approved by the Mayor.

PASSED BY THE COUNCIL, ON THIS ____ DAY OF _____, 2025.

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

_____
Michelle Sumner, Mayor

ATTEST:

_____
Beau Hart, City Recorder

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541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Nonpareil Water Treatment Plant Roof Replacement				Meeting Date:	6-9-25
Purpose:	Action Item x	Workshop	Report Only	Discussion	Update
Submitted By: Aaron Swan, Public Works Director				City Manager Review	
Attachments: Roofing contract					

EXPLANATION
The roof at the Nonpariel Water Treatment Plant is old and leaking. The roof replacement is considered part of the upgrades to the plant that are now complete. The city opted to go through the bidding process ourselves versus having the contractor do it. We received three bids and Noble Roofing was the low bidder by a considerable margin.

OPTIONS
Award the roofing contract to Noble Roofing
Not award the roofing contract to Noble Roofing
SUGGESTED MOTION(S)
Award the contract to Noble Roofing for the price of 41,000

NOBLE INC
ROOFING & CONSTRUCTION
541 537-3999
CCB 209910

Customer name: _____sutherlin water department _____ Date: ___03-25-2025_____

Job Site Address: ____8801 Nonpareil Rd Sutherlin_____ Phone: __541-315-8316_____

I Hereby Submit a Proposal That Includes the Following:

- **Tear off existing metal roofing and dispose**
- **Inspect roof for dry rot or damages.**
- **Skylight and flashing kit must be compatible with the 16in standing seam system, Provided by customer. Any alterations or changes will be subject to change order.**
- **Install 30 1b synthetic felt underlayment.**
- **Install eave metal.**
- **Install 16 inch standing seam metal.**
- **Install gable metal.**
- **Install ridge cap and ridge vent system.**

I anticipate this project to take _6-10__ days to complete, weather permitting. Other unanticipated factors may cause a delay and this will be discussed with the property owner at the time of issue.

Noble Roofing & Construction will also include a 3 year craftsmanship warranty.

If dry rot or any other damages are found during the roof inspection or tear off, there will be an additional charge of $40 per man, per hour, plus material to fix the issue. If additional layers of roofing shingles are found during tear off, an additional charge of $40 per man, per hour, plus disposal fee will apply. This will be discussed with the property owner prior to the start of additional work.

Noble Roofing Construction proposes a bid for the sum of $_41,000_ If accepted, we require a deposit of $_13,000_____ upon contract, with 2nd payment of $___14,000__ upon start, With a final payment in the amount of $_14,000__ upon completion.

of proposal: Proposal is valid for 30 days

Homeowner:_____ Date:_____

Contractor:[redacted]_____ Date: 5-12-2025

NOBLE INC
ROOFING & CONSTRUCTION
541 537-3999
CCB 209910

CONSTRUCTION CONTRACT

This Contract made and entered into on this _____ day of _____, 20____, by and between _____, hereinafter designated as the Owner, and **NOBLE ROOFING & CONSTRUCTION, INC.**, hereinafter designated as the Contractor.

The Contractor and the Owner agree and bind and obligate themselves as follows:

Contractor to provide the Improvements/remodeling/reconstruction/rehabilitation, etc., (hereafter "the work"), in a workmanlike manner and in accordance with the plans and specifications provided or in accordance with the attached Scope of Work exhibit, If any, to the property located at the municipal address of _____, _____ Oregon:

Contract Fees: Owner agrees, binds and obligates him/herself to pay contractor for the work in the sum of $_____.00, together with any additional costs including, but not limited to, amounts for change orders, extra work, overages, and/or escalated costs of material.

Deposit: A Deposit in the amount of $ 13,000 .00 shall be paid by Owner to Contractor to secure performance of the work on property .

Final Payment/Additional Deposits: The owner shall make the remaining payments upon request of the contractor in accordance with the following schedule:

1. $ 14000 .00 Additional Deposit Due: Start of Job
2. $ 14,000 .00 Final payment due upon completion

Commencement of Construction:

Construction will commence on or about _____. Substantial completion of the work will be approximately _____ days after commencement of construction. However, this time period may, at Contractor's option, be extended one day for each day of delay, if construction is delayed due to weather, fire, strikes, material shortages, Act of God, Owner delays, etc., or other normal variations in the construction process including, but not limited to, the selection, ordering, manufacture, and/or installation of Owner selections. Failure of Contractor to timely complete shall not be considered default. The date of Substantial completion shall be that date when the work is completed sufficiently enough to enable the Owner to occupy, or utilize the work in the manner in which it is intended to be utilized. Contractor will make every effort to complete the job as agreed.

NOBLE INC
ROOFING & CONSTRUCTION
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Owner Obligation: The Owner further agrees and obligates him/herself to select all allowance items, materials, and colors required in a timely manner. Contractor agrees and obligates him/herself to obtain all necessary permits and/or required approvals and/or acknowledgements from any Architectural Board or Committee whose jurisdiction is relevant to the work. Owner further agrees to cooperate with and make every reasonable effort to refrain from hindering the Contractor and/or the work. Owner shall allow Contractor and/or employees and/or subcontractors of Contractor to have continuous access to premises upon which the work is to be performed during the construction period from the hours of 7 o'clock a.m. to 7 o'clock p.m. Such access shall include, but not limited to leaving the premises unlocked regardless of the presence of Owner. However, in the event that Owner temporarily halts the work, Owner assumes any and all liability and responsibility for any and all costs associated with, related to, and/or arising from the work delay including, but no limited to, wages, loss of income, start-up costs, subcontractor charges, additional trip charges, delayed material delivery charges, and material loss charges. Owner further understands and agrees that these charges may, at Contractor's option, be deemed and considered to be extra work and be charged as per the fees outlined in the proposal. If any changes are made after the signing of this contract, a change order will be completed and signed by the Owner and Contractor. The parties agree that Owners will only be allowed in the work area when accompanied by Contractor.

Homeowner Signature: _____ Date: _____

Printed Name: _____

Email Address: _____ Phone: _____

Contractor Signature: [redacted] Date: 5-12-25

Consumer Protection Notice

Actions to help make your project successful

(ORS 701.330 (1))

Oregon law requires contractors to provide the homeowner with this notice at the time of written contract, for work on a residential structure. This notice explains licensing , bond and insurance requirements, and steps that consumers can take to help protect their interests.

START OUT YOUR PROJECT RIGHT

1. **Make sure your contractor is properly licensed** before you sign a contract. Visit www.oregon.gov/ccb, and click on the link, **Check on a Contractor's License**, or call our offices at 503-378-4621. To be licensed in Oregon, contractors must take training and pass a test on business practices and law. Licensing is not a guarantee of the contractor's work.
   - **A license requires the contractor to maintain a surety bond and liability insurance** - The CCB surety bond provides a limited amount of financial security if the contractor is ordered to pay damages in contract disputes. It is not intended to be a safety net for consumer damages. Consumers with large projects may wish to look into performance bonds. Liability insurance coverage provides for property damage and bodily injury caused by the contractor. It does not cover contract disputes, including poor workmanship.
   - **If your contractor is not licensed** - the CCB bond and dispute resolution services will not be available to you.
2. **What you should know about bids, contracts, and change orders:**
   - **Bids** - *Do not automatically accept the lowest bid* - A low bid may make it necessary for the contractor to use lower quality materials and to cut corners in workmanship.
   - **Contracts and Change Orders - *Always get it in writing.*** Your contractor is required to provide a written contract if the contract price is more than $2000. The CCB recommends that all contracts be in writing.
   - **Contracts should be as detailed as possible** - Some items to include are materials and costs, permits, estimated start and completion dates, debris removal, and arbitration clauses. Make sure the contractor's name, CCB number, and contact information is included in the contract.
   - **Read and understand your contract before signing it** - Don't be pressured into signing your contract without taking the time needed to go through it. Make sure it includes enough details to avoid misunderstandings and to protect you and your property.
3. **Additional contract information you should know:**
   - **A Payment Schedule** - should be included in the contract. Stick to the schedule and never pay in full for a project before the work is complete.
   - **Special Note on Liens** - Subcontractors and material suppliers that work on your project are often paid by the general contractor. If a general contractor fails to pay, the subcontractor may file a lien on your property. For information on construction liens, visit the CCB's Consumer Help Page at www.oregon.gov/ccb, or contact an attorney.
   - **Warranty on new residential construction** - Contractors must make an offer of a warranty when constructing a new residential structure. Consumers may accept or refuse the warranty.
4. **If you should have a problem with your contractor** - You can file a complaint with the CCB against a **licensed** contractor within one year of the substantial completion of work on your project. Contact the CCB office at 503-378-4621 for help.

Visit the CCB website at for more information on having a successful project.
www.oregon.gov/ccb

CONTRACTOR: **CCB#:** 209910 **PROPERTY OWNER:**

[redacted] 5-12-25

Signature Date Signature Date

f:CPN 4-26-2011

Notice of Procedure

Regarding Residential Construction Arbitrations and Lawsuits

(ORS 701.330)

Oregon law contains important requirements that homeowners must follow before starting an arbitration or court action against any contractor, subcontractor, or supplier (materials or equipment) for construction defects.

Before you start an arbitration or court action, you must do the following:

1. Deliver a written notice of any conditions that you believe are defective to the contractor, subcontractor, or supplier that you believe is responsible for the alleged defect.
2. Allow the contractor, subcontractor, supplier, or its agent, to visually inspect the possible defects and also allow the contractor, subcontractor, or supplier to do reasonable testing.
3. Provide the contractor, subcontractor, supplier, or its agent, the opportunity to make an offer to repair or pay for the defects. You are not obligated to accept any offer made.

There are strict procedures and deadlines that must be followed under Oregon law. Failure to follow those procedures or meet those deadlines will affect your right to start an arbitration or court action.

You should contact an attorney for information on the procedures and deadlines required under Oregon law.

Your contractor is supplying this notice to you as required by Oregon law.

CONTRACTOR: CCB#: 209910

Michael Gordon

Print Contractor Name (as it appears on contract)

[redacted] 5-1225

Signature of Authorized Representative Date

HOMEOWNER:

Print Homeowner Name (as it appears on contract)

Signature Date

f:noticeofprocedure/adopted12-04-07

Information Notice To Owner About
Construction Liens

(ORS 87.093)

This is not a lien. Your contractor is required by law to provide this notice to inform you about construction lien laws. This notice explains the construction lien law, and gives steps you can take to protect your property from a valid lien. As an owner, you should read this information notice carefully. This information notice is required to be given if you contract for residential construction or remodeling, if you are buying a new home, or at any time the contract price exceeds $2,000.

- Under Oregon law, your contractor and others who provide labor, materials, equipment, or services to your project may be able to claim payment from your property if they have not been paid. That claim is called a Construction Lien.
- If your contractor does not pay subcontractors, employees, rental equipment dealers, materials suppliers, or does not make other legally required payments, those who are owed money may place a lien against your property for payment. **It is in your best interest to verify that all bills related to your contract are paid, even if you have paid your contractor in full.**
- If you occupy or will occupy your home, persons who supply materials, labor, equipment, or services ordered by your contractor are permitted by law to file a lien against your property only if they have sent you a timely Notice of Right to Lien (which is different from this Information Notice), before or during construction. If you enter into a contract to buy a newly-built, partially-built, or newly-remodeled home, a lien may be claimed even though you have not received a Notice of Right to a Lien. If you do not occupy the building, a Notice of Right to Lien is not required prior to filing a lien.

This notice is not intended to be a complete analysis of the law. You should consult an attorney for more information.

Common Questions and Answers About Construction Liens

Can someone record a construction lien even if I pay my contractor? Yes. Anyone who has not been paid for labor, material, equipment, or services on your project and has provided you with a valid Notice of Right to Lien has the right to record a construction lien.

What is a Notice of Right to Lien? A Notice of a Right to Lien is sent to you by persons who have provided labor, materials, or equipment to your construction project. It protects their construction lien rights against your property.

What should I do when I receive a Notice of Right to Lien? Don't ignore it. Find out what arrangements your contractor has made to pay the sender of the Notice of Right to Lien.

When do construction liens need to be recorded? In Oregon, construction liens generally need to be recorded within 75 days from the date the project was substantially completed, or 75 days from the date that the lien claimant stopped providing labor, material, equipment, or services, whichever happened first. To enforce a lien, the lien holder must file a lawsuit in a proper court within 120 days of the date the lien was filed.

Note to Contractor: This notice must be delivered personally, or mailed by registered mail, certified mail, or by first-class mail with a certificate of mailing. Ask the signing parties to provide you with an original or copy to retain in your files. You should retain proof of delivery of this notice for at least two years.

(over)

Steps That Consumers Can Take to Protect Themselves

- **Contact the Construction Contractors Board (CCB) and confirm that your contractor is licensed.** The law requires all construction contractors to be licensed with the CCB. Check a contractor's license online at the CCB consumer website: www.oregon.gov/ccb, or you can call 503-378-4621.
- **Review the Consumer Protection Notice (ORS 701.330(1))**, which your contractor must provide to you at the time of contract on a residential structure.
- **Consider using the services of an escrow agent** to protect your interests. Consult your attorney to find out whether your escrow agent will protect you against liens when making payments.
- **Contact a title company about obtaining a title policy** that will protect you from construction lien claims.
- **Find out what precautions, if any, will be taken** by your contractor, lending institution, and architect to protect your project from construction liens.
- **Ask the contractor to get lien waivers or lien releases** from every subcontractor, materials provider, equipment provider, and anyone else the contractor is responsible for paying. Do this before you give your contractor a progress payment.
- **Have a written contract with your contractor.** A written contract is **required** for projects greater than $2,000. An original contractor that fails to provide a written contract as required by law, may not place a construction lien against the owner's property.
- **If you receive a Notice of Right to Lien, ask for a statement of the reasonable value of the materials, labor, equipment, or services** provided to your project from everyone who sends you a Notice of Right to Lien. If the information is not provided in a timely manner, the sender of the Notice of Right to Lien may still be able to file a construction lien, but will not be entitled to attorney fees.
- **When you pay your contractor, write checks made jointly payable to the contractor, subcontractors, materials, equipment, or services providers.** The checks name both the contractor and the subcontractor, materials or equipment provider. The checks can only be cashed if **both** the contractor and the subcontractor, materials or equipment provider endorses it. This ensures that the subcontractor and other providers will be paid by your contractor, and can eliminate the risk of a lien on your property.
- **Should you have a dispute with your contractor,** you may be able to file a complaint with the CCB and be reimbursed in whole or in part from the contractor's bond. For more details about help available through the agency, write to the CCB at PO Box 14140, Salem, OR 97309-5052 or call 503-378-4621.
- **Consult an attorney.** If you do not have an attorney, consider contacting the Oregon State Bar Referral Service at 503-684-3763 or 1-800-452-7636.

Signing this Information Notice verifies only that you have received it. Your signature does not give your contractor or those who provide material, labor, equipment, or services, any additional rights to place a lien on your property.

Job Site Address: 8801 Nonpareil Rd Sumpter

CONTRACTOR: CCB#: 209910

Michael Gordon

Print Name (as it appears on contract)

[redacted] 5-12-25

Signature Date

PROPERTY OWNER:

Print Name (as it appears on contract)

Signature Date

f:information_notice_liens.adopted1-01-10

REPORTS



CITY MANAGER REPORT (verbal)



COUNCIL COMMENTS



PUBLIC COMMENT



ADJOURNMENT



FOR YOUR INFORMATION



Outlook

Urban Renewal Agency and City Council Meeting Agendas

From Beau Hart <b.hart@ci.sutherlin.or.us>
Date Tue 5/27/2025 2:08 PM
To ashley@bciradio.com <ashley@bciradio.com>; BOC.assistants@co.douglas.or.us <BOC.assistants@co.douglas.or.us>; ewelch@nrtoday.com <ewelch@nrtoday.com>; info@roseburgbeacon.com <info@roseburgbeacon.com>; kyle@bciradio.com <kyle@bciradio.com>; michael.salpino@cumulus.com <michael.salpino@cumulus.com>; rgnews@registerguard.com <rgnews@registerguard.com>

2 attachments (386 KB)
6.9.25 URA Agenda.pdf; 6. CC June 09.25 Meeting.pdf;

Good afternoon,

Please see the attached meeting agendas for the June 9th URA and City Council Meetings.

Thank you,

Beau Hart
City Recorder/Executive Assistant
b.hart@ci.sutherlin.or.us
City of Sutherlin
311 E Central Ave.
Sutherlin, OR 97479
541.459.2857 x 208

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DO NOT REPLY ALL

PUBLIC NOTICE – CITY OF SUTHERLIN

URBAN RENEWAL & CITY COUNCIL MEETING

The June 9, 2025 Urban Renewal Agency meeting will begin at 6:45 p.m. followed by the City Council Meeting at 7:00 p.m. in Civic Auditorium at 175 E Everett.

The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

Topic: URA and City Council Meeting

Time: Jun 9, 2025 06:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://us06web.zoom.us/j/81318507694?pwd=bZRNh5IaemqTGzVs2b04LE2k4RZT2p.1

Meeting ID: 813 1850 7694

Passcode: 560130

One tap mobile

+13462487799,,81318507694#,,,,*560130# US (Houston)

+16694449171,,81318507694#,,,,*560130# US