



**City of Sutherlin
Council Meeting
Monday, November 14, 2022
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Michelle Sumner
Council President Hamilton
Councilors Boggs, Dagel, Groussman, Smalley and Whitaker

1. CALL TO ORDER / FLAG SALUTE

2. ROLL CALL

3. INTRODUCTION OF MEDIA

4. PUBLIC COMMENT

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

5. CONSENT AGENDA

- a. October 10, 2022 – Meeting Minutes

6. COUNCIL BUSINESS

- a. Resolution No. 2022.12 – Fee Schedule
- b. Public Hearing – Supplemental Budget Adjustment
- c. Resolution No. 2022.13 – Supplemental Budget Adjustment

7. REPORT

- a. LOC Conference Report (verbal)
- b. Ford's Pond Report (verbal)

8. CITY MANAGER REPORT (verbal)

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

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

11. ADJOURN

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

Join Zoom

<https://us06web.zoom.us/j/89987931610?pwd=OWJpaVFpZk4zWXVSWG0rL3NBNFJJdz09>

If you have a disability that requires special materials, service, or assistance, please call 541.459.2857 at least 48 hours prior to the meeting to arrange for accommodations



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, October 10, 2022 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Gary Dagel, Joe Groussman, Debbie Hamilton, Shawn Smalley and Larry Whitaker

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham – *Unable to attend*
Finance Director, Tami Trowbridge – *Unable to attend*
City Recorder/HR Director, Diane Harris
Deputy City Recorder, Melanie Masterfield
Public Works Director, Aaron Swan
Community Development Director, Brian Elliott
Community Development Supervisor, Kristi Gilbert
Police Chief, Troy Mills
Fire Chief, Mike Lane
Library Director/Livability Services Director, Pat Lynch
City Attorney, Chad Jacobs (via Zoom)

Audience: Lisa & Alan Woods, Michael Hogsett, Terry Prestianni, Craig Hart

Via Zoom: Larry Bahr

Meeting called to order by Mayor Sumner at 7:00 p.m.

Flag Salute:

Roll Call: Councilors Smalley & Whitaker - Excused; Councilor Groussman via Zoom

Introduction of Media: None

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

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **September 12, 2022 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Hamilton.

Discussion: None

In favor: Councilors Hamilton, Boggs, Dagel, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Bid Award – Sidewalk Project from Grove Ln to Opal St.**

Staff Report – Public Works Director, Aaron Swan – On September 22, 2022, the City received three bids from JRT Construction, LLC in the amount of \$161,150; Cascade Civil Corp. in the amount of \$189,911; and Northwest Community Builders in the amount of \$205,290. JRT Construction, LLC submitted the lowest bid and has sufficient experience to complete this project.

MOTION made by Councilor Boggs to approve Bid Award to JRT Construction, LLC in the amount of \$161,150 as presented; second by Councilor Hamilton.

Discussion:

- Councilor Boggs: Concerned with cost figure differences between engineers estimate and contractor bids. *Swan explained.*
- Councilor Hamilton: How early in advance had the engineer done his estimate before the contractors provided their estimate? *A couple of months can make a large difference in estimates.*
- Councilor Groussman: Were sufficient funds budgeted for this project? *This project wasn't specifically budgeted for, however funds are available in the Sidewalk and Streets Funds.*

In Favor: Councilors Hamilton, Boggs, Dagle, Groussman and Mayor Summer.

Opposed: None

Motion carried unanimously.

- **Rescue UTV Purchase Approval**

Staff Report – Fire Chief, Mike Lane – After an internal needs assessment was conducted, Sutherlin Fire Department determined the need for a rescue Utility Terrain Vehicle (UTV) with patient transport capabilities. This UTV will be used for a variety of medical/rescue emergencies as well as response during large community events and weather response emergencies. ARPA funds are available and will be used for this purchase

MOTION made by Councilor Hamilton to approve Rescue UTV purchase in the amount of \$36,980.84 from Polaris and a trailer for \$3,199 from BMV Trailers as presented; second by Councilor Dagle.

Discussion:

- Councilor Dagle: Has there been a need for this in the past? *Lane – During large events, the fire engine can't maneuver around town easily. This can also be used during weather events for ease of mobility.*
- Mayor Summer: How long will it take to receive the UTV? *It may take up to 240 days to receive it.*
- Councilor Dagle: Is there equipment you will need in the near future? *No, the department is still a couple of years away from needing a new fire engine.*
- Councilor Groussman: Where will the UTV be stationed and how will it be transported? *It will be stationed at the main station off State Street and kept under cover. The Type 6 Brush Engines have towing capabilities.*

In Favor: Councilors Hamilton, Boggs, Dagle, Groussman and Mayor Summer.

Opposed: None

Motion carried unanimously.

- **Half Shell User Fees**

Staff Report – City Recorder, Diane Harris – The Parks Advisory Committee is recommending rental fees for use of the stage area. Staff further researched other cities with a half shell/stage for a list of their associated rental fees and a list attached to the staff report. Council is being asked to determine if the City should charge rental fees and discuss a fee schedule.

- Councilor Hamilton: What types of usage inquiries have been made? *Harris – Two inquiries have been political event usage and others have made general inquiries.*
- Councilor Hamilton suggested imposing a refundable deposit and having resident/non-resident rates.
- Councilor Dagle – Does the City have costs associated with having the stage/half shell? *None other than water, electricity, and staff time.*
- Councilor Boggs – What is the cost of equipment rental to raise/lower the half shell? *Swan – An estimated \$2,500 each time the dome is moved.*

Further discussion ensued between Council members.

Councilor Hamilton suggested the following rates:

Deposit: \$250

Rate – Resident: \$50/4 hours \$100/all day

Rate – Non-Resident: \$125/4 hours \$175/all day

MOTION made by Councilor Hamilton to approve implementation of Half Shell User Fees as discussed; second by Mayor Sumner.

Discussion: None

In favor: Councilors Hamilton, Boggs, Groussman and Mayor Sumner.

Opposed: Councilor Dagel

Motion carried.

- **Psilocybin Restrictions**

Staff Report – City Attorney, Chad Jacobs - Draft language for the Sutherlin Development Code amendments regarding time, place, and manner restrictions for Psilocybin was presented. Amendments to the code will be sent to Department of Land Conservation and Development, as required.

MOTION made by Councilor Boggs to initiate an application for amendments for the Sutherlin Development Code draft regarding Psilocybin Service Centers/Manufacturing Facilities as presented; second by Councilor Hamilton.

Discussion: None

In favor: Councilors Hamilton, Boggs, Dagel, Groussman and Mayor Sumner.

Opposed: None

Motion carried unanimously.

STRATEGIC PLAN UPDATE

- **Employee Handbook – Council Committee Appointment**

Harris – Staff is asking for three volunteers from Council to review the newly revised Employee Policy and Procedure Handbook. Per the Sutherlin Municipal Code 2.44.020 – Personnel System, states “personnel rules shall be adopted and amended by resolution of the common council.” Once the review is complete, staff will present a resolution to Council to adopt the “Certificate of Approval” for the 2022 Employee Policy and Procedure Handbook.

Councilors Hamilton, Smalley, and Whitaker were nominated to review the Employee Policy and Procedure Handbook. Councilor Groussman volunteered to be an alternate.

REPORTS

- **LOC Conference Update**

Councilor Groussman – This report will be postponed until next month due to audio issues.

CITY MANAGER REPORT (verbal)

- Nothing to report.

CITY COUNCIL COMMENT

Councilor Hamilton

- Everett and State Streets are wonderful.
- Retired Public Safety Officer, Gayla Holley’s celebration of life was on Saturday and had a great turn out.

Councilor Boggs

- Nothing to report.

Councilor Dagel

- Nothing to report.

Councilor Groussman

- Thanked Aaron for being a wonderful and safe driver to the League of Oregon Cities (LOC) Conference.

Mayor Sumner

- Nothing to report

PUBLIC COMMENT (Off Agenda Items)

- Sutherlin Schools Superintendent, Terry Prestianni, provided an update for the school district. Siding was replaced at East School, new playgrounds installed at East and West Schools, substantial security fencing around West School, updated camera systems, fencing around Middle and High Schools coming soon, and a new modular building was added for the Special Education department. Test scores across the nation have dropped with COVID. Staff will be focusing on student academic engagement projects.

Thanked City staff, Council, Police and Fire Departments for helping get curbs painted and speed signs installed. Appreciates the relationship between the school district and the City.

ADJOURNMENT

With no further business, meeting adjourned at 8:03 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



COUNCIL BUSINESS





City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2022.12 - Fee Schedule				Meeting Date:	11/14/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Diane Harris, City Recorder				City Manager Review	☒
Attachments: Resolution No. 2022.12 Fee Schedule, Exhibit A w/Markups					
WHAT IS BEING ASKED OF COUNCIL?					

Council is being asked to approve Resolution No. 2022.12 – Fee Schedule, amending Resolution 2022.14.

EXPLANATION

City Recorder -

- To clarify “new” and “change” status for liquor license fees. OLCC recognizes “new” as an individual that has never possessed liquor license, therefore, verbiage has been added to provide clarification that “new” means any individual who has not held a liquor license in the City of Sutherlin, regardless of if the previous owners of the building/business operated with a liquor license. The fee for “new” would apply. If a current licensee changes the location of their business within Sutherlin, this would be considered a “change”, and the fee for “change” would apply.

Finance – All costs have gone up, including staff time and Water and Sewer Rates. In an effort to recoup some of the costs associated with our utility processes, we have proposed increases:

- Increase deposit amount to be paid by new customers. This will help offset any outstanding bills when a customer defaults on their utility bills.
- Increase fee for “shut off for non-payment” reconnects. This fee should be more of a deterrent to folks not paying their bill until after shut-off.
- Increase Temporary Water Connection fees to reflect rate changes
- Add NSF Fee in water billing section of fee schedule.

Parks – Half-Shell/Stage

- Suggested rental and deposit fees for the half-shell & stage area usage were suggested and approved at the October 9th Council meeting.

Planning -

- Add Nonconforming Use Alteration application. In the 2021 Sutherlin Development Code amendment, this application was added as an option that we have not had in the past and

we missed inserting it within the fee schedule.

- Extensions – Currently a land use extension is one cost (\$200), which is also the same fee for our Type I applications. We feel a Type I application should not be charged the same fee for an extension as the original application fee. We are proposing to separate Type I extensions from Type II, III, and IV, leaving these extensions at the current \$200 fee.
- Plotter Fees – We have the ability to print and copy, being able to create a specific map or document if requested, 24” x 36” - \$25 fee.
- Road Signs – Fee for road signs has always been the responsibility of the property owner/developer within the Sutherlin Development Code. Public Works would order the necessary street name sign (not stop sign or informational), and the installations, necessary pole and hardware would be the responsibility of the property owner/developer. This process has failed along the way with either the timeframe of which street signs would be installed, the hardware used to attach signs to poles was not adequate or covered portions of the sign or pole not being the required height. Community Development coordinates with Public Works for the ordering of the necessary signs and with the property owner/developer for what is required and fee.
- Tree Falling Permit – Per the Sutherlin Municipal Code (SMC), Chapter 5.16 – Timber Harvesting, we are adding this application and associated fee to be consistent with the necessary application as stated within Chapter 5.16 of the SMC.
- Variances – Currently the fee schedule lists a Class A and Class B Variance as the same price (\$300); we feel those need to be separated due to the fact that a Class A Variance is a Type I (Ministerial) process and are proposing the fee of \$200 which is consistent with other Type I applications. A Class B Variance will remain at a fee of \$300.

Public Works -

- Currently within the system development charges, the city charges for one single family dwelling a connection fee \$550, this includes the water meter, installation of, inspection and connection. The last few years with the increase in meter costs the City is not adequately charging a fee that represents what it is actually costing.

OPTIONS

To approve some or all of the proposed additions and fees

SUGGESTED MOTION(S)

Motion to approve (not approve or amend) Resolution 2022.12 – Fee Schedule as presented.

RESOLUTION NO. 2022.12

A RESOLUTION AMENDING RESOLUTION NO. 2020.14 – EXHIBIT A AND ADOPTING A FEE SCHEDULE FOR THE CITY OF SUTHERLIN

WHEREAS, the City of Sutherlin, Sutherlin Municipal Code Section 3.04.010 specifies that the City Council shall establish fees for City Services by resolution; and

WHEREAS, amending Resolution 2020.14 – Exhibit A, after comprehensive analysis and examining all City fees to determine reasonableness and current relevancy; and

WHEREAS, to provide clarification for fees charged for liquor license applications within the City of Sutherlin; and

WHEREAS, to establish rental and security deposit rates for the City of Sutherlin Half-Shell & Staging area usage at Central Park; and

WHEREAS, to establish various Planning and Development fees and restructuring of current fees for services provided by the City of Sutherlin Community Development Department; and

WHEREAS, to increase costs for water meter hook-up fees to reflect actual costs for replacement; and

WHEREAS, to update the required annual CPI increases for water and sewer rates charged to users and increase various utility fees to reflect costs associated with utility processes; and

WHEREAS, that for administration efficiencies, the fees and charges imposed by the City of Sutherlin be collectively re-established.

PASSED BY THE CITY COUNCIL, ON THIS ____ DAY OF ____, 2022

APPROVED BY THE MAYOR ON THIS ____ DAY OF ____, 2022

Michelle Sumner, Mayor

ATTEST:

Diane Harris, City Recorder, CMC

Exhibit A



**CITY OF SUTHERLIN
FEE SCHEDULE**

Business Fees:

Liquor License	
Licensee new <u>New to Sutherlin</u>	\$100.00
Sutherlin licensee change <u>Change of location</u>	\$75.00
Renewal	\$35.00
Social Gaming License	
Application (non-refundable)	\$25.00
Table Fee (non-refundable)	\$100.00 / table (annual)
Street & Sidewalk Vendors (License)	\$25.00 (annual)
Taxicabs & Limousines	
Application	\$25.00
License Fee	\$15.00 (annual)
Certification Fee	\$15.00
Taxicab Stand Fee	\$10.00
Used Merchandise Dealer Permit	\$1.00

Community Center:

Main Hall	
Hourly Rate	\$30.00
4 Hours	\$110.00
8 Hours	\$200.00
All Day	\$215.00
Main Hall & Kitchen	
Hourly Rate	\$40.00
4 Hours	\$145.00
8 Hours	\$270.00
All Day	\$290.00
Kitchen minimum up to 4 hours	\$100.00
All Day (after 4 hours)	\$250.00
Kitchen only for Fee Waiver users (per day)	\$25.00
Meeting Room	
Hourly Rate	\$20.00
4 Hours	\$70.00
8 Hours	\$135.00
All Day	\$145.00
Meeting Room & Kitchen	
Hourly Rate	\$30.00
4 Hours	\$110.00
8 Hours	\$200.00
All Day	\$215.00

Exhibit A

Entire Center	
Hourly Rate	\$45.00
4 Hours	\$160.00
8 Hours	\$305.00
All Day	\$325.00
Security Deposit	\$150.00
Half-Shell & Stage:	
City Residents:	
4 hours	\$50.00
All Day	\$100.00
Non-Residents:	
4 hours	\$125.00
All Day	\$175.00
Additional Staff Assistance	Wages Per Hour
Security Deposit	\$250.00

Finance, Administration, and Other Fees:

Administrative Appeal Fee	\$50.00
Communications Fees	
Administrative Fee	\$500.00
Private Communications System	
Annual License Fee	\$2.00 / linear ft. of public property
Lien Search	\$25.00 / property lien search
NSF Charge	\$25.00
Police / Fire Reports	
6 pages or less	\$10.00
7 pages or more	\$20.00
Fingerprints (up to 2 print cards)	\$25.00
Students	\$10.00
Additional cards	\$10.00 / each
Photos, CD's (Police Department)	\$15.00
DVD's (Police Department)	\$20.00

Health & Safety Fees:

Noxious Growths	
Cost of Abatement	Cost
Administrative Charge	\$150.00 /parcel

Municipal Court Fees:

Court Appointed Attorney	up to \$150.00
Collections Fee	25% of fine (not to exceed \$250)
Deferment / Prosecution Fee	Not to exceed \$150.00 / offense
Diversion Extension	\$25.00
Installment Fee	
Fine under \$300.00	\$15.00
Fine \$300.00 or over	\$25.00
Jail Reimbursement	

Exhibit A

.....actual cost of expenses incurred not to exceed \$60/day (ORS 169.151)	
License Suspension / Reinstatement	\$25.00
Payment Extension.....	\$25.00
Seat Belt Assessment	\$25.00
Show Cause Letter	\$25.00
Warrant	\$100.00

Park Use Fees:

Permit Processing Fee	\$15.00
Special Events Permit, exclusive park use.....	\$200.00 / day

Park Use Fee Waiver:

Prospective users may submit, with a park use request, a request to have the City waive payment of all or part of the park use fee. The City, at its discretion, may waive the park use fee if the following applies:

1. The applicant is a private nonprofit association or corporation, located within the city or which provides services within the city;
2. The applicant is a volunteer organization that provides services that benefit the city or the citizens of the city.

Insurance Liability Limits:

Street Vendors, Limousine and Taxicab owner/operators and users of city facilities, per occurrence.....	\$3,000,000
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Planning & Development Fees:

Amendment – Major	..75% of current fee
Amendment – Minor	\$200.00
Annexation.....	\$600.00 + <u>fees</u>
Appeal	\$330.00 + <u>fees</u> costs
Building Permit.....	Douglas County Fees
Commercial Site Review.....	\$200.00
Comprehensive Plan Amendment / UGB Expansion	\$1200 + <u>fees</u> costs
Conditional Use Permit.....	\$725 + Legal Fees
<u>Correction fee</u>	<u>50% of current fee</u>
<u>(for cases where applicant knowingly created violation)</u>	
Engineering Review Fees.....	\$150 to over \$3,000
(depending on development and completeness of plans submitted)	
Expedited Land Division:	
Base Fee.....	\$1800.00 + \$30 per proposed parcel
Arbitrator	\$150.00/HR
Extensions:	
<u>Type I</u>	<u>\$100.00</u>
<u>Type II, III, or IV</u>	<u>\$200.00</u>
Home Occupation.....	\$200.00
Issuance of Address	\$25.00
Land Partitions:	<u>\$500.00</u>
<u>Tentative Plan</u>	<u>\$300.00</u>

Exhibit A

<u>Final Plat</u>	<u>\$200.00</u>
Land Use Compatibility Statement.....	\$50.00
<u>Lot Line Adjustment</u>	<u>\$200.00</u>
Manufactured Home Park.....	\$600.00 + \$30/space over 10
Multiple Applications:	
Full fee - highest application + 50% of 2 nd application fee	
<u>Non-Conforming Alterations</u>	<u>\$300.00</u>
Planned Unit Development (PUD).....	\$930.00 + \$30/unit over 10 <u>+ fees</u>
<u>Plotter Prints/Copies:</u>	
24" x 36" plot (custom print).....	\$25.00
Print or Copy.....	\$2.00/per foot
Pre-Application Conference.....	\$125.00
<u>Property Line Adjustment</u>	<u>\$200.00</u>
Right of Way Permit.....	\$50.00
<u>Road Signs (includes pole, hardware and installed):</u>	
Single Informational.....	\$200.00
Single Street Sign w/Stop Sign.....	\$400.00
Double Street Sign w/Stop Sign.....	\$500.00
Sign Permit.....	\$50.00
Subdivision.....	<u>\$1000.00 + \$30/unit over 10</u>
<u>Tentative Plan</u>	<u>\$800.00 + \$30/unit over 10</u>
<u>Final Plat</u>	<u>\$200.00</u>
Temporary Family Hardship.....	\$200.00
Temporary Use Permit.....	\$300.00 <u>270.00</u>
<u>Tree Falling Permit</u>	<u>\$200.00</u>
Vacations:	
Lot Line, etc.	\$200.00 + costs <u>fees</u>
Street/Alley.....	\$400.00 + improvements + costs <u>fees</u>
Variances:	
Class A <u>& B</u>	\$300.00 <u>200.00</u>
Class B	\$300.00
Class C.....	\$460.00
Worksheet Permit.....	\$50.00
Zone Change	\$1200.00 + costs <u>fees</u>

Public Records Fees

Electronic Formats	
Each DVD.....	\$15.00
Each CD.....	\$15.00
Additional charge.....	(see Research Fees)
Copies per Page	
8.5 x 11 black & white (per side)	\$0.25
11 x 17 black & white (per side).....	\$0.50
8.5 x 11 color (per side)	\$0.50
11 x 17 color (per side)	\$1.00
Photo quality paper	Additional \$0.50 / page
Research Fees	

Exhibit A

Up to 30 minutes	Copy costs only
After 30 minutes	Copy costs +
Staff's hourly wages/benefits;	
Professional (IT) – actual cost per hour of service;	
Attorney fees – actual cost per hour of applicable Attorney's fees	
Maps & Nonstandard Documents	Actual cost for reproduction

System Development & Hook-Up Fees

Water	
SDC.....	\$2,025.00/EDU
Hook-up:	
Inspection and Connection at actual cost; actual cost to be calculated at time of installation; the following are averages:	
5/8" to 1".....	\$350.00 600.00
1-14" to 2"	\$500.00 750.00
2" to 6"	\$400-Actual Cost + Time + Materials
Meter	Actual cost
Sewer	
SDC.....	\$1,675.00/EDU
Hook-up.....	\$490.00
Other	
Transportation SDC	\$1,864.00/EDU
Parks SDC.....	\$1,745.00/EDU
Stormwater SDC	\$349.00/EDU
West Side Special SDC.....	\$247.00/EDU

Utility Fees:

Sewer	07/01/2022	07/01/2123*
Single-family Residential		
Flat Rate.....	\$58.65 61.95	+annual CPI
Multi-family Residential		
Flat Rate -80% of single-family rate (per unit).....	\$46.92 49.55	+annual CPI
Commercial/Industrial		
Base rate per account-includes 4,500 gallons/month.....	\$58.65 61.95	+annual CPI
Commercial/Industrial		
Consumption per 1,000 gallons/month above 4,500.....	\$10.02 10.57	+annual CPI
Commercial/Industrial		
Strength surcharge-per 1,000 gallons/month	varies	varies
STEP System Surcharge.....	\$11.00	\$11.00
Per account Calapooia and Knolls Estates.....	\$11.00	\$11.00

- Notes:
1. Consumption is water to treatment plant, which may be less than water received through water meter. Adjustments, as requested by customer, analyzed and determined in amount by the City Public Works Director and approved by the City Manager, may be made.
 2. Strength surcharges are charged to recover additional treatment costs associated with high strength waste. The Public Works Director shall make the determination of costs.

Exhibit A

Water	07/01/2022	07/01/21-23 *
Base Rate per account:		
Multiple connections behind meter (per unit).....	\$13.25 13.98	+annual CPI
¾" meter.....	\$26.53 28.02	+annual CPI
1" meter.....	\$53.11 56.09	+annual CPI
1 ½" meter.....	\$92.97 98.19	+annual CPI
2" meter.....	\$146.12 154.34	+annual CPI
3" meter.....	\$358.72 378.91	+annual CPI
4" meter.....	\$518.17 547.34	+annual CPI
6" meter.....	\$1,607.76 1,698.30	+annual CPI
10" meter.....	\$2,657.44 2,807.09	+annual CPI
Consumption.....	\$3.3754/1000 gal.	+annual CPI
Meter Accuracy Test.....		\$100.00
Bulk Water		
Connection fee – Developers.....	\$50.00 month + usage	
Connection fee – Bulk Water Wholesalers.....	\$50.00 month + usage	
Water rate.....	\$3.3754/1000 gal*	
Damage to meters		
Removal of meter.....		actual cost
Administration/overhead plus fee.....		\$250.00
Deposit.....		\$100.00 150.00
Reconnect		
Off for non-payment.....		\$25.00 \$80.00
Seasonal.....		\$25.00
Temporary Water Connection.....		\$25.00 \$35.00
Late fee.....		\$15.00
NSF Fee.....		\$25.00

* Ongoing annual increases based on CPI



City of Sutherlin

STAFF REPORT					
Re: Public Hearing for Supplemental Budget Adjustment				Meeting Date:	11/14/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Public Hearing Notice & Resolution 2022.13 – Supplemental Budget Adjustment					

WHAT IS BEING ASKED OF COUNCIL?

This is a public hearing for Resolution 2022.13 for interested parties to speak regarding the proposed changes to the fiscal year 2022-23 budget. After the hearing, Council is being asked to consider approving Resolution 2022.13 to adopt the Supplemental Budget Adjustment for fiscal year 2022-23 as described herein.

EXPLANATION

At the time the budget was prepared, the additional opportunities for Urban Renewal were unforeseeable. Due to the Agency decisions to move forward with a property purchase and Mainstreet Grant, additional funds will need to be loaned to the program. This Budget Adjustment is necessary to appropriate the funds for this. All funds loaned to URA will be repaid as the TIF Revenue flows into the Agency.

OPTIONS

Adopt Resolution 2022.13 Supplemental Budget Adjustment

Do not adopt Resolution 2022.13 Supplemental Budget Adjustment

SUGGESTED MOTION(S)

After considering any public comment, move that Resolution 2022.13 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 November 14, 2022 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 November 7, 2022 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: Non-Dept General Fund

Resource	Amount	Requirement	Amount
1 Contingency General Fund	340,000.00	1 Loan to Urban Renewal Agency	590,000.00
2		2	
Revised Total Fund Resources		Revised Total Fund Requirements	

Comments:

At the time the budget was prepared, the additional opportunities for Urban Renewal were unforeseeable. Due to the Agency decisions to move forward with a property purchase and Mainstreet Grant, additional funds will need to be loaned to the program. A Budget Adjustment is needed to appropriate the funds for this. The funds loaned to Urban Renewal will be repaid as the TIF Revenue flows into the Agency.

RESOLUTION NO. 2022.13

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET ADJUSTMENT, AMENDING THE 2022-2023 BUDGET.

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.
- 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.
- 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 November 14, 2022, and
- D.** Due to unforeseen events at the time of adoption, fiscal year 2022-23 budget requires adjustment including but not limited to the following:
 - a.** Non-Dept General Fund
 - i.** At the time the budget was prepared, the additional opportunities for Urban Renewal were unforeseeable. Due to the Agency decisions to move forward with a property purchase and Mainstreet Grant, additional funds will need to be loaned to the program. This Budget Adjustment is necessary to appropriate the funds for this.

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 2022 - 2023, which was adopted by the City Council on June 13, 2022 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

Non-Dept General Fund:	Adjustment	As Amended
Resource		
Contingency General Fund	<u>\$ 340,000</u>	<u>\$1,289,850</u>
Requirement		
Loan to Urban Renewal Agency	<u>\$ 340,000</u>	<u>\$1,289,850</u>

PASSED BY THE CITY COUNCIL ON THIS ____ DAY OF _____, 2022

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2022

Michelle Sumner, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



REPORTS





League of Oregon Cities Report





Ford's Pond Report



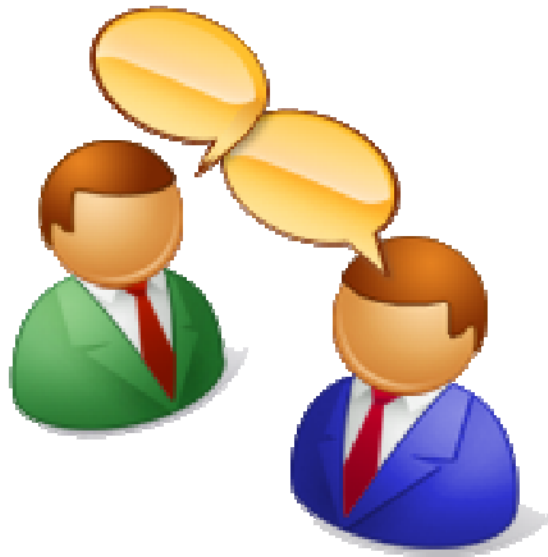


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



PUBLIC NOTICE – CITY OF SUTHERLIN
URBAN RENEWAL AGENCY & CITY COUNCIL MEETING

The November 14, 2022, City of Sutherlin’s Urban Renewal Agency & City Council Meetings, will begin at 6:45 p.m. with Urban Renewal and City Council will follow 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: Sutherlin Urban Renewal Agency & City Council Meetings

Time: Nov 14, 2022 6:45 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89987931610?pwd=OWJpaVFpZk4zWXVSWG0rL3NBNFJJdz09>

Meeting ID: 899 8793 1610

Passcode: 230975

Find your local number: <https://us06web.zoom.us/u/kwklK2UYo>

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, November 9, 2022 2:04 PM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin UR & CC meeting Agendas
Attachments: CC NOV 14.22 Agenda.pdf; 11.14.22 URA Agenda.pdf

Good afternoon. Attached are the agendas for our Urban Renewal and City Council meetings on Monday, November 14, 2022 starting at 6:45 p.m.



Melanie Masterfield, CMC
Deputy City Recorder/Community Engagement Manager
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City of Sutherlin
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Sutherlin, OR. 97479
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