



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, February 27, 2017
Civic Auditorium – 7:00 p.m.**

AGENDA

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Egbert, Stone, Tomlinson, and Vincent

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT (Agenda items only)**
- 4. PRESENTATIONS**
 - a. Volunteer Firefighter Introductions
 - b. 2016 Optimist Club Honoree
- 5. AGENDA CONFIRMATION**
 - a. March 13th Agenda
- 6. a. IDEA SHARING**
b. COUNCIL PRIORITY PROGRESS REPORT
c. COUNCIL COMMENTS
- 7. WORKSHOPS**
 - a. Library Update
 - b. Strategic Plan
 - c. Comprehensive Plan Code Amendment
- 8. REPORTS**
 - a. Rate Equity Group Update
 - b. Wastewater Treatment Plant 60% Design Update
 - c. Department Head Updates
- 9. ADJOURN**

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



Call to Order & Flag Salute





ROLL CALL





PUBLIC COMMENT

Agenda Items only





Presentations and/or Proclamations





VOLUNTEER FIREFIGHTER INTRODUCTIONS



OFFICER OF THE YEAR AWARD 2016

This certificate is awarded to

*Police Officer
Kyle Nelson*

In acknowledgement of this year's outstanding accomplishments, professionalism, leadership, teamwork and dedication that you give to your profession. On behalf of the Sutherlin Police Department, City of Sutherlin and the citizens of Sutherlin we honor and thank you! Congratulations Officer Nelson, for an outstanding job!



Todd McKnight, Mayor

2-17-17
Date



AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, March 13, 2017
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Egbert, Stone, Tomlinson, and Vincent

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. February 13, 2017 Minutes – Regular Meeting
- b. February 27, 2017 Minutes – Workshop

6. PUBLIC HEARING

- a. Supplemental Budget
- b. Comprehensive Plan & Development Code Amendments

7. COUNCIL BUSINESS

- a. Resolution 2017.02 – Supplemental Budget Adjustment
- b. Ordinance - Comprehensive Plan & Development Code Amendment Approval (first reading, title only)
- c. Strategic Plan Approval

8. CITY COUNCIL COMMENTS

9. 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.]

10. ADJOURN

EXECUTIVE SESSION – ORS 192.660(2) (d) – Labor Negotiator Consultations

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.



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IDEA SHARING

COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





WORKSHOP





LIBRARY UPDATES



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.

GOALS

{Goal 1} Plan, construct and maintain a complete transportation system including walking and biking opportunities.	{Goal 2} Ensure public decision-making and problem-solving includes broad public input, especially affected stakeholders and community partners
{Goal 3} Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new businesses and rejuvenating a comprehensive tourism program.	{Goal 4} Establish Sutherlin as a regionally recognized community for its attractive and positive image.
{Goal 5} Continually plan and maintain fiscally-sustainable public services and infrastructure.	{Goal 6} Continue developing a visually appealing Central Avenue corridor, including a vibrant downtown.
{Goal 7} Encourage and support successful community events that add to our quality of life.	{Goal 8} Sustain a high level of public safety.

COUNCIL PRIORITIES

2016	2017
<ol style="list-style-type: none">1. North Comstock2. Mixed-Use Industrial3. Toddler Playground4. UGB Exchange/Expansion5. Valentine Street6. Central Avenue TOA/TE Grant7. Street & Facility Maintenance Reserve Funds8. Continued Economic Development	<ol style="list-style-type: none">1. Business License & Building Safety Inspections2. Strengthen Building Development Code – Zone Restrictions3. Examine SDC Rates4. Upgrade Fire Equipment5. Industrial Lands – County and City6. Emergency Operations Center – Public Safety Building/City Hall7. Water Storage Tank Deficiency8. Street Management Masterplan w/ Funding9. Emergency Communications Infrastructure10. Central Avenue & Downtown Improvements11. Wetland and Buildable Lands Inventory12. Continued Economic Development

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

CITY MANAGER/ADMINISTRATION j.gillham@ci.sutherlin.or.us			
Objective: Goals 1 - 8	Due Date	Council Date	Status
Update City Code			
1. Establish review process	Various		On-going
2. Present recommended code changes to council	Various		On-going
Objective: Goals 2, 3, 4, & 5	Due Date	Council Date	Status
Business Licenses & Building Safety Inspections (2017 Priority)			
1. Establish a methodology and timeline and report to Council	Jun '17		
2. Research options and report to Council (Workshop)	Jul '17	7/24/2017	
3. Establish as directed by Council	Jul '17		
Objective: Goal 5	Due Date	Council Date	Status
Begin CBA agreements - AFSCME			
1. Schedule discussions	Jan '17		Completed
2. Hold discussions	Jan/Feb '17		In process
3. Arbitration	Apr '17		
4. Present to Council	Jun '17	6/12/2017	
Objective: Goal 5	Due Date	Council Date	Status
Update personnel handbook and adopt changes			
1. Draft new rules with formation of council committee	Mar '18		
2. Review new rules with council committee	Apr '18		City Manager to present
3. Present new rules to Council	May '18	5/14/2018	
Objective: Goal 5	Due Date	Council Date	Status
Create electronic employee training schedule - CIS			
1. Identify training	Oct '17		
2. Establish schedule - software w/configuration of council chamber	Nov '17		
3. Report	Nov '17	11/13/2017	
Objective: Goal 2 & 5	Due Date	Council Date	Status
Continue working with volunteers in keeping library services in Sutherlin			
1. Create a local coordination team	Jan '17		
2. Develop short term operations plan	Mar '17		
3. Develop a long-range solution	Nov '17		
4. Report to Council	Jan '18	1/8/2018	

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

FINANCE d.wilson@ci.sutherlin.or.us			
Objective: Goals 4 & 5	Due Date	Council Date	Status
Explore tax credit program for owners making property improvements			
1. Determine what "tax credits" could be created by the City	TBA		On hold pending "Oregon Only" project
2. Perform a cost/benefit analysis of such a program	TBA		
3. Develop a staff report	TBA		
4. Report to Council	TBA		
Objective: Goals 1,2, 3, 4 & 5	Due Date	Council Date	Status
Create a Street Management Masterplan w/Funding Options (2017 Priority)			
1. Establish a methodology and timeline report to Council	Oct '17	10/23/2017	
2. Budget for a complete street condition and maintenance plan	Nov '17		
3. Conduct analysis of options for reestablishing a funding mechanism for on-going Street Maintenance	Nov '17		
4. Report both the new plan and funding options to Council (Workshop)	Mar '18	3/25/2018	
Objective: Goal 5	Due Date	Council Date	Status
Develop a long-term facility & physical asset equipment replacement reserve (2015-16 Priority)			
1. Coordinating with departments, identify physical assets and their expected remaining life	Apr '17		On-going
2. Determine replacement cost of physical assets	May '17		To update during each budget process
3. Finalize replacement forecast	May '17		
4. Report to Council	Apr '17	4/10/2017	
Objective: Goal 5	Due Date	Council Date	Status
Create a long-term budget forecast			
1. Project revenues over a five-year horizon	Aug '17		
2. Project expenditures over a five-year horizon	Aug '17		
3. Combine projections for projecting fund balance	Aug '17		
4. Report to Council	Sep '17	9/25/2017	
Objective: Goals 1, 3, 4, 5 & 6	Due Date	Council Date	Status
Consider implementation of Urban Renewal District			
1. Present options to Council	TBA		Hold pending Council Action
2. Develop formation timeline & process	TBA		
3. Council decision	TBA		
Objective: Goals 2 & 3	Due Date	Council Date	Status
Enact a court-fine amnesty program			
1. Determine scope of program and advertise	Dec '16		Completed
2. Manage program	Jan '17		On-going
3. Assess success of program and make recommendations as to future programs	Feb '17		
4. Report	Mar '17	3/27/2017	

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

FINANCE d.wilson@ci.sutherlin.or.us			
Objective: Goal 5	Due Date	Council Date	Status
Infrastructure Finance Plan			
1. Identify industrial zoned lands lacking Water & Sewer service and other public facilities	TBA		Hold pending Council action
2. Develop cost data that would identify cost of each public facility for each site.	TBA		
3. Report to Council	TBA		
Objective: Goal 5	Due Date	Council Date	Status
Earn a "clean audit" (On-going)			
1. Preliminary field work with auditors and issue confirmation letters	Jun '17		
2. Close books (accounts receivable and accounts payable)	Aug '17		
3. Prepare for and assist with final field work with auditors	Sep '17		
4. Review draft of the financials and prepare the Management Discussion & Analysis	Nov '17		
5. Accept audited financials and present to council	Dec '17	12/11/2017	
6. File with the state and provide continuing disclosure on outstanding debt issues	Dec '17		
Objective: Goal 5	Due Date	Council Date	Status
Continue WWTP reporting compliance and ARRA reporting until completion			
1. Monthly project management reports and certified payrolls	ongoing		
2. Change order requests	ongoing		
3. DEQ Reporting	ongoing		
4. Final Report to Council	TBA		
Objective: Goal 5	Due Date	Council Date	Status
Examine System Development Charge (SDC) Rates (2017 Priority)			
1. Budget for a complete SDC study	May '17		
2. Establish a methodology and timeline and report to Council	Jul '17	7/24/2017	
3. Conduct applicable city survey	Sep '17		
4. Re-examine the city's forecast infrastructure costs	Nov '17		
5. Develop new SDC matrix and present to Council (Workshop)	Feb '18	2/26/2018	

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/FACILITIES - Parks a.swan@ci.sutherlin.or.us			
Objective: Goals 2, 4, 5 & 7	Due Date	Council Date	Status
Improve drainage in Central Park (Phase III)			
1. Budget	2017-18		Parks Maintenance Fund
2. Schedule	Jun '18		2018 Construction Season
3. Complete and report	Oct '18	10/22/2018	
Objective: Goals 1, 2, 4, 5 & 7	Due Date	Council Date	Status
Extension of Red Rock Trail - State St. to Calapooia St. - Phase III			
1. Develop Plan	Aug '17		On hold pending Council future action
2. Establish Funding	Oct '17		
3. Report to Council	Apr '18	4/9/2018	
4. Execute Plan	May '18		
Objective: Goals 1, 2, 3, 4, 5, 6, & 7	Due Date	Council Date	Status
Raise funds to pave Red Rock Road			
1. Work with DEQ Weyerhaeuser	On-going		Working with DEQ, Weyerhaeuser and Dept of Justice
2. Obtain funding	Feb '18		
3. Report to Council	May '18	5/28/2018	
Objective: Goals 1, 3, 4 & 5	Due Date	Council Date	Status
New bathroom at Hartley Park			
1. Identify funding	2018-19		Parks Construction Fund
2. Plan/design - master plan with PAC, in conjunction w/Ford's Pond Master Plan	TBA		
3. Present to Council	Dec '18	12/10/2018	
Objective: Goals 4 & 7	Due Date	Council Date	Status
Rehabilitation of Central Park Playground (2015-16 Priority)			
1. OPRD Grant presentation	Jun '16		Not awarded
2. City Council approval - Playground equipment purchase	Aug '16	8/22/2016	Completed
3. Ordered play structure equipment and rubber tiles	Aug '16		Completed
4. Ford Family Foundation Grant Application submitted	Aug '16		FFF awarded grant for \$25,000
5. New playground equipment and rubber tile installation	May '17		
6. New Splash Pad installation	Jun '17		
7. Complete	Jul '17		
8. Report to Council	Aug '17	8/28/2017	
Objective: Goals 1, 3, 4, 5 & 7	Due Date	Council Date	Status
Ford's Pond Outdoor Activity Development and Restoration Plan			
1. Advertise RFP	Nov '16		Completed
2. Award Contract	Feb '17	2/13/2017	
3. Present final report to Council	Nov '17	11/13/2017	
4. Report to Parks Advisory Committee and Council	Dec '18	12/10/2018	

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/FACILITIES - Streets a.swan@ci.sutherlin.or.us			
Objective: Goals 1 & 5	Due Date	Council Date	Status
Valentine Improvement (2015-16 Priority)			
1. Exchange funds release - include in budget	Jun '17		In process
2. Design	Dec '17		
3. Council approval	May '18	5/14/2018	
4. Construct	Jun '18		
Objective: Goals 1 & 5	Due Date	Council Date	Status
Street Maintenance Management Plan (2017 Priority - PW & Finance Dept)			
1. Conduct a Pavement Management Assessment and recommend a plan of action	Dec '17		
2. Develop cost data that would identify, specifying the cost of each street surface	Dec '17		
3. Research and consider financing options currently used by communities throughout the U.S.	Dec '17		
4. Present viable alternatives to Council	Feb '18	2/12/2018	
Objective: Goals 3, 4, 5 & 6	Due Date	Council Date	Status
N. Comstock Project (County Project) (2015-16 Priority)			
1. Field survey, cost estimate, preliminary plans	Jun '16		In process
2. Bid, advertisement, bid opening	Apr '17		
3. Complete construction	Oct '17		
4. Report to Council	Dec '17	12/11/2017	
Objective: Goals 1, 2, 3, 4, 5, 6 & 7	Due Date	Council Date	Status
Resolve non-ADA compliant sidewalks in downtown			
1. Define the downtown project area (RR Tracks to Central Park)	Feb '17		Completed
2. Field survey needed for improvement and cost estimate	Feb '17		Part of Central Ave paving project to be completed fall 2017
3. Assess Funding	Feb '17		Completed
4. Complete	Oct '17		
Objective: Goals 1, 3, 4, 5 & 6	Due Date	Council Date	Status
Prioritize Street Overlay Projects			
1. Present options to Council	Mar '18	3/12/2018	In accord w/ Street Master Plan
2. Council review- create priorities	Mar '18		
3. Carry out street overlay projects - Bid	Mar '18		Paving improvement project pending Street Maintenance
4. Construction	Jul '18		Management Plan
Objective: Goals 1, 3, 4, 5 & 6	Due Date	Council Date	Status
Complete Central Avenue & Downtown Improvements (2015-16 & 2017 Priority)			
1. Obtain priorities from Council (Workshop)	Feb '17	2/13/2017	Completed
2. Go out to bid (working w/ODOT - Ft. McKay to Comstock)	Mar '17		
3. Construct	May '17		
4. Report to Council	Nov '17	11/13/2017	

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/FACILITIES - Streets				a.swan@ci.sutherlin.or.us
Objective: Goals 1, 3, 4, 5 & 6	Due Date	Council Date	Status	
Right Turn Lane - Dovetail Lane				
1. IGA with ODOT	Jul '17			
2. Funding/Budget	2017-18			
3. Costruct - ODOT Project	2017-18			
4. Report to Council	Dec '18	12/10/2018		

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: ENGINEERING b.elliott@ci.sutherlin.or.us			
Objective: Goals 1-8	Due Date	Council Date	Status
Present an aggressive infrastructure improvement strategy to Council			
1. Staff to look at pockets of opportunity; bring map to Council.	2017		In process: 14" Forcemain, Everett Lift Station, 12" N. Comstock
2. Evaluate and present options	2017		Watermain, N. Comstock pavement improvement, Cental Ave.
3. Council Select Options	TBA		pavement and ADA compliant project, Central Park Project
			Wastewater Treatment Plant.
Objective: Goals 3 & 5	Due Date	Council Date	Status
Provide infrastructure to exit 135 - Public Utilities			
1. Cost analysis/timeline	TBA		
2. Present to Council	TBA		In alignment with UGB Land Swap
3. Coordinated w/ODOT to install water/sewer at overpass - include in WW/WTR Master Plan	Nov '18	11/11/2018	
Objective: Goals 1, 3, 4 & 5	Due Date	Council Date	Status
With ODOT, establish on/off ramp transportation plan at both exits			
1. Review current IAMP w/ODOT and update as needed	Jan '17		IAMP not required for Exit 135 per ODOT
2. Provide report to Council	Feb '18	2/26/2018	Workshop
Objective: Goals	Due Date	Council Date	Status
Develop solutions to water storage deficiencies for new development (2017 Priority)			
1. Establish a methodology and timeline and report to Council	Jul '17		
2. Create a plan for how to fund and execute construction of needed water storage expansion (Workshop)	2017-18		
3. Take a finance resolution to Council for approval	2017-18		
4. Begin construction	2018-19		

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PLANNING b.elliott@ci.sutherlin.or.us			
Objective: Goal 1, 3, 4 & 6	Due Date	Council Date	Status
Entrance Image & Gateway Design			
1. Work with Chamber, Planning Commission, SDDI and other stakeholders to develop a plan/design	TBA		On hold pending future Council action
2. Bring to Council for adoption	TBA		
Objective: Goal 1 & 3	Due Date	Council Date	Status
Development Code Updates & Mixed Use Zone (2015-16 Priority)			
1. Update Development Code	Mar '18		
2. Present to Council - Workshop	Apr '18	4/22/2018	
3. Effective date of amendments	May '18		
Objective: Goals 2, 3, 4 & 7	Due Date	Council Date	Status
Complete a Wetland and Buildable Lands Inventory (2017 Priority)			
1. Establish a methodology and timeline and report to Council (organize a team)	2018-19		Dates to be established by August 2017
2. Coordinate with County, State Lands and DLCD on the best approach	TBA		
3. Report to Council (Workshop)	TBA		
4. Take action upon direction from Council after Workshop	TBA		
Objective: Goal 5	Due Date	Council Date	Status
Maintenance Software Upgrade			
1. Evaluate a software program that will work for the WW, Water, PW, Fire & Police	Apr '17		
2. Work with Water & PW on software needs and capabilities	Apr '17		Evaluation of ARCMAP needs
3. Purchase software	Jun '17		
4. Report to Council	Jun '18		
Objective: Goals 3 & 4	Due Date	Council Date	Status
Evaluate Industrial Lands - County and City (2017 Priorities)			
1. Establish a permitted uses timeline and report to Council	Jan '18	1/22/2018	Workshop
2. Examine all current contractual conditions with county and present options to City Council	Jan '18		Involves Industrial properties w/wetlands, County owned property & contract and permitted uses.
3. Take appropriate action as Council directs after workshop	TBA		
Objective: Goals 4 & 5	Due Date	Council Date	Status
Urban Growth Boundary Land Exchange/Expansion (2015-16 Priority)			
1. Initiate UGB exchange w/DLCD including notices & public hearings	Apr '17		In process
2. Obtain legal descriptions of affected properties to be included in UGB exchange and costs	Aug '17		
3. Evaluate feasibility of developing access road and extending City services from Parkhill to Exit 135 or alternate bypass	Sep '17		
4. Develop a plan with property owners and stakeholders identifying land uses and potential infrastructure	Sep '17		
5. Evaluate alternative lands for consideration in UGB exchange	Sep '17		

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PLANNING b.elliott@ci.sutherlin.or.us			
Objective: Goal 1 & 3	Due Date	Council Date	Status
Strengthen Building Development Code - Zone Restrictions (2017 Priority)			
1. Establish a methodology and timeline and report to Council - Workshop	Mar '17	3/27/2017	2 year review and update process
2. Draft development code language, present to Planning Commission for review and recommendations to Council.	Mar '17		
3. Present to City Council for adoption.	Mar '17	3/13/2017	
Objective: Goal 1 & 3	Due Date	Council Date	Status
Comprehensive Plan, Plan Maps and Zoning			
1. Update Comprehensive Plan	2018-19		
2. Update Comprehensive Map	2018-19		
3. Update Zoning Map	2018-19		
4. Identify funding options and sources	2018-19		
5. Report to Council	TBA		
Objective: Goal 1 & 3	Due Date	Council Date	Status
Update Large Wall Aerial Maps			
1. Funding	2017-18		
2. Complete	2018		

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: ECONOMIC DEVELOPMENT b.elliott@ci.sutherlin.or.us			
Objective: Goal 6	Due Date	Council Date	Status
Complete one downtown improvement project this FY			
1. Explore ideas w/SDDI	On-going		Completed Street Signage/ Flag monuments
2. Continue improvement projects	On-going		On-going (Benches, sidewalks & trees)
3. Downtown streetscaping	TBA		
4. Report to Council	TBA		
Objective: Goal 4	Due Date	Council Date	Status
Clean-up deteriorated properties in Sutherlin especially along Central Ave (CDD)			
1. Hold workshop w/newly elected Council, SDDI & Chamber of Commerce to discuss priorities	Jan '17	1/23/2017	
2. Explore if trees and other vegetation can be trimmed/planted for better security and/or aesthetics	Aug '17		
3. Research ordinances being used by other Oregon cities to present to Council	Aug '17	8/28/2017	Umatilla/Central - TOA
4. Research funding for cross walks to provide safer, cost-effective improvement at Umatilla and E. Central Avenue	Aug '17		
		1/23/2017	
5. Research funding for cross walks to provide safer, cost-effective improvements at Waite and Sea St.	Oct '18		
6. Report to Council	Dec '18	12/2018	
Objective: Goals 1 & 3	Due Date	Council Date	Status
Stearns Lane Target Market Recruitment & Development Plan			
1. Research/develop target business cluster, i.e. corporate world headquarters and/or manufacturing, production/research facility	TBA		On hold pending future Council action and TA Grant
2. Research/develop a specific list of businesses within target/cluster groups that would be beneficial to the economy and quality of life	TBA		
3. Create marketing brochure to attract interest from businesses on list and others that present an opportunity currently not known	TBA		
4. Report to Council	TBA		
Objective: Goals 2, 3, 4 & 7	Due Date	Council Date	Status
Umpqua Community College			
1. Develop cooperative agreement with UCC			Completed
2. Obtain Board of Commissioners approval to gift land	TBA		
3. Work with UCC Foundation Board to acquire interim financing for grant match	TBA		On hold pending future Council action
4. Create Development agreement with UCC	TBA		
5. Report to Council	TBA		
Objective: Goal 3	Due Date	Council Date	Status
Seek to attract "Bigger Fish" businesses to help sustain the economy			
1. Coordinate with Umpqua Partnership	TBA		On-going
2. Update Economic Development web page	Dec '17		
3. Report to Council	TBA		

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/WATER a.swan@ci.sutherlin.or.us			
Objective: Goal 5	Due Date	Council Date	Status
Provide additional storage tank at Oak Hills			Driven by future development - currently not scheduled
1. Identify funding	TBA		
2. Design	TBA		
3. Bid process and present to Council	TBA		
4. Report to Council	TBA		
Objective: Goal 5	Due Date	Council Date	Status
Change disinfection from chlorine gas to Sodium Hypochlorite - Nonpareil Water Treatment Plant			
1. Identify in budget	2018-19		Sodium Hypochlorite system
2. Complete engineering	2018-19		
3. Purchase and construct Sodium Hypochlorite system	2019-20		
4. Report to Council	TBA		Will address in water master plan 2016-17
Objective: Goal 5	Due Date	Council Date	Status
Upgrade the Nonpareil Water Treatment Plant			
1. Identify funding in budget	2017-18		To be addressed in water master plan update 2016-17
2. Complete engineering	2018-19		
3. Implement phased improvements	2019-20		
4. Report to Council	2020		
Objective: Goal 5	Due Date	Council Date	Status
Update Water Master Plan, Water Management, and Conservation Plan			
1. Identify in budget	2016-17		Completed July 2016
2. Update in plan	2016-17		On schedule
3. RFP Advertisement	Aug '16		Completed
4. RFP proposal due	Sep '16		Completed
5. Award project	Oct '16		Completed
6. Complete	Aug '17		On schedule
7. Report to Council	Oct '17	10/23/2017	On schedule
Objective: Goals 5	Due Date	Council Date	Status
Water Rights, Water Agreement Review, and Implementations			
1. Contract agreement	Sep '15		Completed
2. Task order #1	Nov '15		Completed
3. Task order #2	TBA		Ongoing
4. Report to Council	Oct '17	10/9/2017	

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/WATER				a.swan@ci.sutherlin.or.us
Objective: Goals 5	Due Date	Council Date	Status	
Schoon Mtn. Tank Upgrade				
1. Establish timeline and report to Council	Jul '17	7/24/2017		
2. Create a plan for how to fund and execute construction	2017-18			
3. Take finance resolution to Council for approval	2017-18			
4. Begin Construction	2018-19			
Objective: Goals 5	Due Date	Council Date	Status	
Upper Umpqua Tank Upgrade				
1. Establish timeline and report to Council	Jul '17	7/24/2017		
2. Create a plan for how to fund and execute construction	2017-18			
3. Take finance resolution to Council for approval	2017-18			
4. Begin Construction	2018-19			
Objective: Goals 5	Due Date	Council Date	Status	
Seek funding for and create a plan to install a secondary in-flow at Cooper Creek				
1. Work with other agencies in obtaining grant funding	TBA		In process	
2. Design and construction	TBA			
3. Report to Council	TBA			

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COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/WASTEWATER a.swan@ci.sutherlin.or.us			
Objective: Goal 5	Due Date	Council Date	Status
Final Design Wastewater Treatment Plant Improvements			
1. Awarded contract to Dyer Partnership Engineers & Planners, Inc.	Aug '16		Completed
2. 60% design completion	Jan '17		Completed
3. 90% design completion	May '17		
4. 100% design completion	Jul '17		
5. Advertise to bid	Jul '17		
6. Bid opening	Aug '17		
7. Award contract	Aug '17	8/14/2017	
8. Start construction	Sep '17		
9. Construction complete	Sep '19		
10. Report to Council	Oct '19	Oct 2019	
Objective: Goal 5	Due Date	Council Date	Status
Recycled Water Reuse Plan Update			
1. DEQ needs to revise the waste-water facility draft (John Gasik, DEQ at Council 2/28)	Aug '13		Completed
2. Land acquisition (i.e. fords Pond/ Crouch Properties)	Oct '13	10/14/2013	Completed
3. Meet NPDES permit & report to Council	Sep '16		Completed
4. Report (Purchase Ford's Pond)	Aug '14		Purchased 2014
5. Amend Recycled Water Reuse Plan	Sep '17		In progress
6. Approved contract	Jun '16		Completed
7. 90% complete	Aug '16		Completed
8. 100% complete	Sep '17		On Schedule
9. Report to Council	Oct '17	10/23/2017	
Objective: Goal 5	Due Date	Council Date	Status
Wastewater System Improvement SBR Pre-load			
1. Design	Dec '15		Completed
2. Pre-construction meeting	Jul '16		Completed
3. Proceed with construction and Report to Council	Nov '16		Completed
4. Phase 1 Completion date	Sep '16		Completed
5. Phase 2 Completion date	Apr '17		On Schedule
6. Report to Council	May '17	5/22/2017	
Objective: Goal 5	Due Date	Council Date	Status
14" Sanitary Sewer Forcemain			
1. Design	Dec '16		Completed
2. Construction plans completion and bid	Jan '17		Completed
3. Construction	Feb '17		On Schedule
4. Report to Council	Jun '17	6/26/2017	

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

COMMUNITY DEVELOPMENT: PUBLIC WORKS/WASTEWATER a.swan@ci.sutherlin.or.us			
Objective: Goal 5	Due Date	Council Date	Status
NPDES Permit Renewal			
1. Submitted	Mar '11		Completed
2. DEQ submitted NPDES permit to City	Mar '17		On Schedule
3. NPDES issuance	Sep '17		On Schedule
4. Report to Council	Oct '17	10/23/2017	
Objective: Goal 5	Due Date	Council Date	Status
Establish and implement plan to assume full responsibility for City-wide STEP system inspection, maintenance and repair			
1. Workshop - Council Strategic Plan	Feb '17	2/27/2017	
2. Council Workshop presentation	Mar '17	3/27/2017	
3. Report to Council	Apr '17	4/10/2017	

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

PUBLIC SAFETY: POLICE k.sanfilippo@ci.sutherlin.or.us			
Objective: Goal 8	Due Date	Council Date	Status
Develop a Plan for Improving Emergency Communications Infrastructure (on existing SP & 2017 Priority)			
1. Establish a methodology and timeline and report to Council	Mar '17		
2. Work with county in re-assessing the current radio communications dynamic in Sutherlin and Oakland	Jun '17		
3. Develop a listing of possible solutions and report to Council	Sep '17		
4. Select an option and build a plan/budget w/hopeful other agencies	Dec '17		
5. Hold Workshop with Council	TBD		

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

COUNCIL PRIORITIES / OPERATIONAL INITIATIVES

PUBLIC SAFETY: FIRE k.sanfilippo@ci.sutherlin.or.us			
Objective: Goals 5 & 8	Due Date	Council Date	Status
Fire Supervisor Training			
1. Establish Chain of Command	Mar '15		Completed
2. Train all Supervisors	Jul '17		In process - Hiring of new Deputy Fire Chief
3. Report to Council	Dec '17	12/11/2017	
Objective: Goals 5 & 8	Due Date	Council Date	Status
Equipment Inventory			
1. Establish equipment replacement schedule (5 - 20 year)	Jul '16		Completed
2. Prioritize replacement both rolling stock and firefighting tools	Feb '17		Completed
3. Report & budget	Sep '16		Completed
4. Look at alternative funding; lease, grants & used	Dec '17		On-going
Objective: Goals 5 & 8	Due Date	Council Date	Status
Upgrade Fire Equipment (2017 Priority)			
1. Establish a methodology and timeline and report to Council	May '17	5/8/2017	On-going - Budget prep process
2. Ensure budget allocations are in place for year-to-year funding	Jun '17		Adoption of budget
Objective: Goals 8	Due Date	Council Date	Status
Emergency Operations Center - Public Safety Building/City Hall (2017 Priority)			
1. Establish a methodology and timeline and report to Council	Apr '17	4/24/2017	
2. Ensure the Emergency Operations Plan is current and recognizes both the primary and secondary EOC	Jul '17		
3. Create a NIMS certified EOC Team with specific assignments and job descriptions	Oct '17		
4. Conduct an "all-city" emergency response exercise utilizing the EOC	Oct '17		
5. Report the outcome to Council	Dec '17	12/11/2017	

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



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Sutherlin, OR 97479
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www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: 2016 Legislative Amendments – Council Workshop				Meeting Date:	02/27/2017
Purpose:	Action Item <input type="checkbox"/>	Workshop <input checked="" type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director and Lisa Hawley, City Planner				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Amendment Schedule, Summary of Amendments & Third Draft of Amendments					

WHAT IS BEING ASKED OF COUNCIL?

Conduct Council Workshop to review draft of legislative amendments prior to public hearing.

EXPLANATION

The City Council will conduct a workshop to review and discuss the proposed legislative amendments to the Sutherlin Comprehensive Plan and Development Code. The public hearing on the proposed amendments will be conducted on March 13, 2017 before City Council.

During the workshop, City Staff will review the proposed amendments with the Council. The Planning Commission had recommended to forward approval of the amendments at its public hearing on December 20, 2016, with only minor modifications. Any revisions to the proposed amendments that result from the Council workshop will be incorporated into the draft that will be presented at the public hearing on March 13th.

Periodic legislative amendments are a positive, healthy and proactive action in the administration of the City's code to help keep it streamlined and up-to-date. These proposed amendments will help to improve efficiency and effectiveness, and better serve the citizens processing applications under the code.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None

August 2016
SUTHERLIN

LEGISLATIVE ORDINANCE AMENDMENT SCHEDULE

August 2016 through April 2017

<u>DATE</u>	<u>ACTION</u>
Various	Planning Commission Workshop to review and discuss draft amendments: 1/19/16, 8/16/16 and 10/18/16
11/10/16	“Final” draft of proposed amendments due
<u>11/14/16</u>	<u>Mail 35 Day Notice to DLCD (due 11/14)</u> – First draft of amendments for DLCD review
<u>11/18/16</u>	<u>Mail Measure 56 Notice to affected owners of property within City, if needed.</u> If required, mail Measure 56 Notice: at least 20 days from first hearing on an ordinance but not more than 40 days; send copy to ODOT (Not Applicable since no new regulations proposed)
11/28/16	Deadline to send PC legal notice to News Review – Lisa to Cindy
11/29/16	Mail 20 day notice to PC, affected agencies and service providers (due 11/30)
12/6/16	Planning Commission Legal Notice published in News Review (14 days)
12/13/16	Mail Agenda & Draft Legislative Amendments to PC
<u>12/20/16</u>	<u>Planning Commission Meeting – public hearing on proposed amendments</u>
12/17/17	Deadline for CC legal notice to News Review – Lisa to Cindy, if needed
2/17/17	Mail 20 day notice to CC, affected agencies and service providers & those who provided testimony during the PC hearing (due 2/21/17)
2/27/17	City Council Legal Notice published in News Review (14 days), if needed
2/27/17	City Council Work Session to review amendments
3/1/17	Agenda Item/Staff Report/Draft Ordinance due for City Council
<u>3/13/17</u>	<u>City Council meeting – includes public hearing on proposed amendments</u>
<u>3/13/17</u>	<u>City Council meeting – includes 1st reading</u>
<u>3/27/17</u>	<u>City Council meeting – includes 2nd reading</u>
<u>4/8/17</u>	<u>Mail Final Notice of Adoption to DLCD (due by 4/13)</u> – includes adopted City Ordinance with copy of final adoption draft of legislative amendments & findings
<u>4/26/17</u>	Effective Date of Amendments (30 days from adoption)

Planning Commission meets – 3rd Tuesdays
City Council meets – 2nd and 4th Mondays
Public meeting – 20 day (& 14 day legal) notice required prior to PC
Public meeting – 20 day notice (& 14 day legal, if needed) required prior to CC
Legislative Adoption – 2 readings before CC

**SUMMARY
CITY OF SUTHERLIN LEGISLATIVE AMENDMENTS
TO THE SUTHERLIN COMPREHENSIVE PLAN & DEVELOPMENT CODE
THIRD DRAFT– FEBRUARY 27, 2017**

Planning Commission Hearing: December 20, 2016

City Council Work Session: February 27, 2017

City Council Hearing: March 13, 2017

City Council Adoption: March 27, 2017

Effective date of Amendments: April 26, 2017

Subject	Summary	Effect
PART I – MISCELLANEOUS GENERAL AMENDMENTS		
1. Revise Section 1.3 (Definitions)	Revise and/or add definitions to the Sutherlin Development Code (SDC) to clarify and make the SDC more effective	Update and Clarification
2. Update Section 1.2.100	Add language to Section 1.2.100 to address uses not specifically listed in the zone. Normally, if the use is not specifically listed, then it is not permitted or conditionally permitted in the zoning district. This addition allows the Community Development Director to permit in any zone a use not listed in the SDC if the requested use is of the same general type and is similar to the uses permitted within the zone.	Clarify and Streamline
3. Add Section 2.7 for new FR-20 zone	Add back into the SDC the Forestry Resource zoning district, which had been previously removed from the SDC. The proposal is one dwelling unit for 20 acres. It was originally a FR-75 zone (75 acre zone), but was modified to FR-20 (20 acres) to be consistent with the Comprehensive Plan and current state law and to mirror the provisions for the new Conservation/Open Space plan designation (adopted in 2002 as part of the Stearns Lane site).	Clarify and Update Code
4. Modify Table 2.2.110 in the Residential Districts	Modify Table 2.2.110 [Permitted Uses] in the Residential Districts to add listings for Temporary Medical Hardship Dwelling and Home Occupation, and clarify listings for Accessory Dwelling, Agriculture/Horticulture et al, and Manufactured Home Park.	Clarification
5. Table 2.3.130 in the Commercial Districts	Correct formatting for Table 2.3.130 [Development Standards] for the side and rear setbacks for the commercial zoning districts.	Clarification
6. Update Section 2.3.135 (commercial districts)	Add text to Section 2.3.135 to clarify standards for nonconforming single family residences in the commercial districts.	Clarification
7. Update Section 2.5.125 (industrial districts)	Add text to Section 2.5.125 to clarify standards for nonconforming single family residences in the industrial districts.	Clarification
8. Correct Section 5.3.110.D	In conjunction with items 7 & 8, correct cross-references in Section 5.3.110.D for nonconforming development.	Code Consistency

9. Modify Table 2.5.110 (Permitted Uses in Industrial District)	Modify Table 2.5.110 [Permitted Uses] to separate item 1 under Industrial Uses into two separate uses: (1) Heavy manufacturing and assembly, and (2) Processing of raw materials. This is currently listed as one use; proposed change would provide options to allow both uses together or separately. Both uses would remain not permitted in the M-1 zone and conditionally permitted in the M-2 zone.	Clarification
10. Modify Section 2.1.130.D (Outdoor Sales/Display)	Modify Section 2.1.130.D (Outdoor Sales/Display) to add cross-reference to Section 2.6.110 (Accessory Uses and Structures) for consistency within the SDC	Code Consistency
11. & 12. Code Corrections	Correct Section reference and typographic error: (1) to code section that doesn't exist; and (2) reference to Roseburg municipal code.	Code Corrections
13. Modify Section 2.6.240	Modify Section 2.6.240 to clarify which zones allow agricultural uses and livestock. The uses are only allowed in the FR-20 and the residential zones, and subject to the standards of Section 2.6.240.	Clarification
14. Modify Section 3.3.140.B.2 (Fences and Walls)	Modifying Section 3.3.140.B.2 [Fences and Walls] to delete reference to "etc." as part of the exception to the four (4) foot height limitation for the height of fences and walls along or within the front yard setback. Current exception states "(except decorative arbors, gates, etc.)"	Clarification
15. Modify Section 3.4.120.A	Modify Table 3.4.120.A [Vehicle Parking, Minimum Standards Option] to delete reference to no parking required for Accessory Dwellings, and add requirement for one parking space per dwelling unit. This will be consistent with the standards listed in Section 2.6.100.D [Accessory Dwellings], which states that one off-street parking space is required for an accessory dwelling unit.	Clarification
16. Modify Table 3.5.110.F (Street Design Standards)	Modify Table 3.5.110F [Street and Pathway Design Standards] for Local Residential Streets with parking on both sides to state 10' instead of 9'-10' for motor vehicle travel lanes. This change is recommended by City Public Works to be consistent with design standards for travel lanes.	Clarification
17. Correct Section 3.5.110.H (Extension of Streets)	Correct typo in Section 3.5.110.H.2.c [Future Street Plan and Extension of Streets] for length of temporary turnarounds for street stubs over 150 feet in length. Currently states "Temporary turnarounds... for stub streets over one hundred (150) feet in length."	Code Correction
18. Modify Section 3.5.110.M.2 (Cul-de-sacs)	Modify Section 3.5.110.M.2 [Cul-de-sacs] to revise requirements for circular and hammerhead turnarounds for dead end streets. Based upon recent discussions with the City Fire Department and the County Building Official, modify language to state that such turnarounds shall be consistent with the Uniform Fire Code, Section 503, Appendix D.	Clarification

19. Modify Section 4.2.110 (Permit Procedures)	<p>Modify Section 4.2.110 [Description of Permit Procedures] to add descriptive names to the types of land use procedures as follows:</p> <ul style="list-style-type: none"> a. Type I (ministerial) Procedure... b. Type II (administrative) Procedure... c. Type III (quasi-judicial) Procedure... d. Type IV (quasi-judicial) Procedure... 	Clarification
20. Modify Sections 4.2.130, 4.2.140 and 4.2.150	<p>For Type II, Type III and Type IV application procedures (Sections 4.2.130, 4.2.140 & 4.2.150), modify references to sections on Notice of Application, Notice of Public Hearing, Notice of Decisions, Appeal of Decisions, Who May Appeal and Appeal Procedures, as applicable, to add the titleholder of the subject property to the list of those notified and those who can appeal an application. Currently, the SDC only lists the applicant.</p>	Clarification
21. Correct Section 4.2.130.G.2.a (Notice of Appeal)	<p>Correct Section 4.2.130.G.2.a [Notice of Appeal, Type II Decision] to clarify the deadline for filing an appeal, & state that a notice of appeal shall be filed with the planning director by 5 p.m. of the <u>14th</u> day after the decision was mailed.</p>	Update and Correction
22. Modify Section 4.2.140.C.1.c (Notice of Planning Commission Hearing)	<p>Modify Section 4.2.140.C.1.c [Notice of Planning Commission Hearing] to delete item c., which requires posting of notice of the hearing on the subject property, at least 14 days before the public hearing. Posting of notices are still required for certain actions under statute, such as vacations, annexations and withdrawals from special districts, etc. However, ORS 197.763 does not require the posting of notices of public hearing as part of the notice requirements for quasi-judicial land use actions.</p>	Update Code
23. Modify Section 4.2.150.D.2.c	<p>Modify Section 4.2.150.D.2.c [Type IV Procedure] to update and correct reference to notices sent to DLCD. DLCD notices no longer require at least 45 days' notice. Under current state law, DLCD must receive notice at least 35 days prior to first evidentiary public hearing.</p>	Update code
24. Clarify time limits for phased development	<p>Add language Section 4.3.150.E, Site Plan Reviews , and Section 4.4.140.K, Subdivisions, to clarify the length of time for phased development. Phased development allows improvements to coincide with phasing and improvements on the same schedule. Example: For 3 phases, two years each for the first two phases and one year for the third phase, for a total of five years, each phase with platting and improvements both authorized in the phasing.</p>	Update and Clarification
25. Modify extensions for approval periods for Subdivision/Land Partitions and PUDs	<p>Modify Section 4.4.120.D.2 & Section 4.6.180.B to allow more than one 1-year extension for an approval of a subdivision, land partition or a planned unit development. As proposed, additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the applicable criteria for the extension have been met.</p>	Update and Streamline
26. Update Section 4.4.180.A	<p>Update Section 4.4.180.A to provide an additional means of performance guarantee for the installation of public improvements in conjunction with a land division. Add item 4. "Cash deposit with an escrow company"</p>	Update

27. Modify Section 4.4.210.D.1	Modify Section 4.4.210.D.1 [Recording Property Line Adjustments] to change length of time for approval of a property line adjustment from 90 days to one (1) year to provide ample time to complete the tentative approval and applicable conditions of approval. The current tentative approval time of 90 days is unusually short and the extension is for one year. This change extends the original tentative approval to one (1) year.	Update and Streamline
28. Modify Section 4.7.130.B	Modify Section 4.7.130.B [Minor Modification Approval Procedures] to provide that minor modifications to a land use action are just a Type I procedure. They are nominal by definition, previously reviewed and designed to expedite completion of an application. The requirement to make certain minor modifications a Type II procedure will be deleted.	Streamline
29. Clarify Section 5.2 (Variances)	Modify variances to clarify that a Class A Variance is a Type I (ministerial) procedure, a Class B Variance is a Type II (administrative) Procedure, and that a Class C Variance is a Type III (quasi-judicial) Procedure.	Clarify and Streamline
30. Modify Section 5.2 (Variances)	Modify Section 5.2.110.A [Class A Variances] to clarify the language for approval of a Class A Variance. The existing language, as worded, is very confusing. The proposed change will help simplify the criteria.	Clarify and Streamline
31. Modify Section 5.2.120.A	Modify Section 5.2.120.A [Class B Variances] to clarify that Class B variances are a Type II variance only.	Clarification
32. Modify Section 4.2.160.D (Scriveners' Errors)	<p>Currently, Section 4.2.160.D [General Provisions, Scriveners' Errors] states: "<i>The planning director has the authority to correct scrivener's errors in adopted findings of fact and decision documents</i>". No reference is made to enable the Planning Director or City Manager to correct scrivener's errors or make minor text corrections to the City Comprehensive Plan and its associated documents or the Sutherlin Development Code.</p> <p>Change Section 4.2.160.D to add language to enable the Community Development Director to make minor text corrections to the Comprehensive Plan, Zoning and Subdivision Ordinances and Transportation System Plan</p>	Update and Streamline
33. Update Comp Plan policies and modify Section 2.5.120 in the Industrial district	<p>Add language to the Comprehensive Plan to incorporate policies that were updated or added when adopted by the City in 2002 as part of the UGB expansion to add the 200 acre industrial site along Stearns Lane. Also, modify the industrial zoning district to add a temporary minimum parcel size required by DLCD for the 200-acre industrial site along Stearns Lane. Both of the amendments were adopted by the City in 2002 by City Ordinances 638 and 642, but were never added to the Comprehensive Plan or SDC.</p> <p>For the Comp Plan, Public Facilities Plan Policies, this action will amend policy A12 and add new policy B15, and for the land use element, it will add a new "Conservation/Open Space" plan designation.</p> <p>For the SDC, this action will add language to Section 2.5.120 [Development Standards] of the Industrial district to address the adopted temporary minimum parcel size.</p>	<p>Adopted plan policies and standards</p> <p>Add regulation for Stearns Lane industrial site (temporary minimum parcel size)</p>

34. Incorporate amendments adopted in 2009 with the Exit 136 IAMP	Update several sections of the SDC with development code amendments that were originally adopted by the City in 2009 as part of the Interchange Area Management Plan for Exit 136 (IAMP), but were never incorporated in the SDC. These revisions affect Section 3.2 Access and Circulation, Section 3.5.110 Transportation Standards, and Chapter 4, Sections 4.3 and 4.8.	Update and Clarify
35. Update Section 1.4.120.A (Penalty for Enforcement)	Modify Section 1.4.120.A [Penalty for Enforcement] to remove the words “a misdemeanor” from the text. This item was added by the Planning Commission at their January 17, 2017 meeting, and approved by the City Attorney on January 25, 2017.	Update and Clarify
PART II – NEW MIXED USE ZONING DISTRICT		
Add new mixed use zoning district	Add a new mixed use zoning district to the Sutherlin Development Code. The intent behind this mixed use district is to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. This mixed use district (MU) may be applied through a zone change to areas designated as (C-3) Community Commercial and (M-1) Light Industrial.	Streamline
PART III – AMENDMENTS TO SECTION 3.7 [SIGN CODE]		
Modify Section 3.7 (Signs)	Based upon feedback from the public and City Council, amend Section 3.7 of the SDC to update the sign code standards adopted in October 2008 as part of City Ordinance No. 991. This action will modify the definitions of sign and abandoned sign; update standards for issuance of permit to address grandfathered signs, and add provision for abandoned signs where the City can, at its discretion, allow the Sutherlin Chamber of Commerce to utilize an abandoned sign for civic enhancement, with the permission of the property owner(s). It is noted that state law limits jurisdictions from regulating sign content.	Update and Clarify

**DRAFT
2016 LEGISLATIVE
AMENDMENTS TO THE**

**CITY OF SUTHERLIN
DEVELOPMENT CODE**

**CITY COUNCIL
WORKSHOP**

**THIRD DRAFT
FEBRUARY 27, 2017**

PLANNING COMMISSION

Workshop	Jan 19, 2016
Workshop	Aug 16, 2016
Workshop	Oct 18, 2016
Public Hearing	Dec 20, 2016

CITY COUNCIL

Council Work Session	Feb 27, 2017
Council Public Hearing	Mar 13, 2017
Council First Reading	Mar 13, 2017
Council Second Reading	Mar 27, 2017

LEGEND

Deletion	Deletion is marked with strike out function
Addition	<u>Addition</u> is marked with bold and underline
Comments	<i>Comments are provided in italics</i>

LEGISLATIVE AMENDMENTS TO THE SUTHERLIN DEVELOPMENT CODE

The following amendments are proposed to the text of the Sutherlin Development Code, including general revisions to update or streamline the code to make it more effective, adding a new Mixed Use zone to address mixed use development, and updating the sign code language.

Part I – Miscellaneous General Amendments

Purpose of Amendment: *The following general amendments are proposed to the Sutherlin Development Code to make it more streamlined and effective.*

1. Update Chapter 1, including several definitions:

1.2.120 Pre-Existing Approvals. Development for which approvals were granted prior to ~~[insert the effective date of this code]~~ **July, 2007** may occur pursuant to such approvals; except that modifications to development approvals shall comply with section 4.7, Modifications to Approved Plans and Conditions of Approval.

Accessory building or use - The use of land or a subordinate building or a portion of a principal building, such use or building being secondary to or incidental to the principal use or structure, except for accessory dwellings as defined by this code. (See section 2.1.130)

Arterial - ~~An arterial street.~~ The primary function of an arterial is to provide through movement to traffic, distributing it to collector streets and principal highways, and providing limited land access. These streets are generally characterized by a three to five lane cross section, and should accommodate pedestrian and bicycles movements. Signalization should be provided at intersections with other arterials and collector streets, as warranted. Sutherlin's arterials are designed with large rights-of-way (68-100 feet wide) with pavement widths of at least 48 feet. Arterial streets have limited or controlled access to them and have little or no on-street parking. Oregon's Transportation Planning Rule requires bicycle lanes and sidewalks along arterials. Bicycle lanes are required on arterials even if they do not generate significant bicycle traffic. (See section 3.5.110(F))

Bed and breakfast inn - Provides accommodations (two (2) or more rooms) plus breakfast on a daily or weekly basis in an operator- or owner-occupied home that is primarily used for this purpose. This use is operated as a commercial enterprise, encourages direct bookings from the public, and is intended to provide a major source of income to the proprietors. This level includes inns that operate restaurants offering meals to the general public as well as to overnight guests. (See section 2.6.120)

Block - ~~An parcel area of land or group of lots which may be bounded on all sides by streets, railroad rights-of-way, unsubdivided land, or water courses. by intersecting streets.~~ (See also, section 3.2.110.L.)

Boundary line – The property line abutting a lot or parcel.

Collector - ~~Type of street.~~ The primary function of a collector is to move traffic between arterials and local streets, and to provide access to adjacent uses. The collector street is generally characterized by a two or three lane cross section. Oregon's Transportation Planning Rule requires bicycle lanes and sidewalks along major collectors. Bicycle lanes are required on major collectors even if they do not generate significant bicycle traffic. Intersections with other collectors and arterials may be signalized, as warranted.

Sutherlin's collectors have a minimum right-of-way width of 60 feet with a minimum pavement width of 40 feet. Property access from a collector streets should be discouraged.
(See section 3.5.110.F.)

Facility – A structure that is constructed, placed, or erected for the purpose of furthering a permitted or conditional use.

Kennel - Any lot used for breeding or boarding ~~A use providing for the accommodation of~~ four (4) or more dogs or cats which are six (6) months old or older, where such animals are kept for board, propagation, training or sale.

Property line adjustment - means a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel; has the same meaning as Boundary Line Adjustment.

Recreational vehicle - A vacation trailer or other unit with or without motive power, which is designed for human occupancy and to be used temporarily for recreational or emergency purposes, and has a gross floor space of less than four hundred (400) square feet. "Recreational vehicle" includes camping trailers, camping vehicles, motor homes, park trailers, bus conversions, van conversions, tent trailers, travel trailers, truck campers, and any vehicle converted for use or partial use as a recreational vehicle. The unit shall be identified as a recreational vehicle by the manufacturer or converter. A recreational vehicle is not a single family dwelling or a dwelling unit under the provisions of this code.

Sign - Any face of any lettered or pictorial device or structure designed to inform or attract attention. (See Section 3.7)

Temporary Commercial Vendor – A commercial business operating within a pre-fabricated structure that is constructed for movement on the public highway. Such a use may locate in any commercial zone so long as 1) the structure has been reviewed by the County Building Department; 2) the structure remains road ready with chassis, wheels and trailer tongue attached; 3) the parking requirements of Section 3.4 have been met; and 4) the County Health Department has licensed the vendor for food and beverage handling.

OTHER MISCELLANEOUS AMENDMENTS

2. *Add language to the Development Code to address uses not specifically listed in the zone. If the use is not specifically listed, then it is not permitted or conditionally permitted in the zoning district. Add to Section 1.2.100 the following: **The Community Development Director may permit in any zone a use not listed in this ordinance if the requested use is of the same general type and is similar to the uses permitted within the zone. The decision of the Community Development Director may be reviewed by the Planning Commission on its own motion or appealed to the Planning Commission.***

3. *Add back to the Sutherlin Development Code the text for the Forestry Resource – 75 zone (FR-75), which appears to have been inadvertently deleted from the Development Code when legislative amendments were completed around 2007-2008. The text was removed, but there were no modifications to the City zoning map. DLCD has advised that since the City will be proposing the removal of land (Ford's Pond) from the UGB and city limits, which is zoned on the City's zoning map as FR-75, it was important that the text for the FR-75 zoning district be added back into the Development Code.*

In November 2016, based upon further research, staff found that the current 1991 City Comprehensive Plan has a recognized "Residential-Agriculture/Forestry" land use designation, which specifically stated that "Resource use (agriculture or forestry) is to be allowed in this area, as is residential development up to one dwelling per ten acres." It was not intended for this designation that urban level of services be provided to this area. Based upon this additional information, staff finds that it is unclear where the 75 acre minimum in the previous zoning district originated. Staff has determined that a forest or resource designation, which allows ten (10) acre minimum parcel sizes, is too urban and not appropriate under current state law. Staff proposes a minimum of one dwelling per 20 acres, which would still be consistent with state law and the intent of the FR plan designation. With this revision, the zoning designation on the city's zoning map will be revised to FR-20 for consistency. The provisions of the City's Conservation/Open Space plan designation, as adopted in 2002 by City Ordinance No. 938, are being implemented through the Forestry Resource zoning district. This would also meet the City's comprehensive plan policies to provide UGB buffer areas and maintain larger units for open space use.

Section 2.7

FORESTRY RESOURCE (FR-20) DISTRICT

2.7.100 Purpose and Applicability.

- A. Purpose. The purpose of this classification is intended to preserve lands with high forest potential or lands not immediately available for development. The zone is applied to areas in the urban growth boundary and to property inside the city limits but outside of the UGB where urbanization is untimely and services cannot be provided in the immediate future.**
- B. Applicability. The forestry resource district applies to lands that have been so designated on the zoning map and designated as Forestry Resource (FR-20).**

2.7.110 Permitted Uses and Structures. Single family dwelling associated with resource management activities.

2.7.120 Conditional Uses and Structures. In the FR-20 zone, the following uses are conditionally permitted subject to the development standards in Sections 2.7.130 after hearing and, if necessary, attachment of conditions according to the procedures listed in

Section 4.5 [Conditional Use Permits], as necessary to ensure compatibility with adjacent land uses.

Table 2.7.120 – Conditional Uses	
<u>Uses</u>	<u>Status of Use in District</u>
<u>Traditional Home Uses</u>	<u>P</u>
<u>Public facilities; except not allowing public business offices, repair, or storage facilities.</u>	<u>C</u>
<u>Public parks, recreation areas, and publicly owned and operated properties</u>	<u>C</u>
<u>Uses similar to those listed above in nature and intent, as deemed by the Planning Commission</u>	<u>C</u>

Key:

P = Permitted

S = Permitted with special standards or limitations

C = Conditional use permit required

N = Not permitted

2.7.130 Development Standards. All development within the forestry resource district must comply with the development standards listed in Table 2.7.130.

Table 2.4.130 – Development Standards	
<u>Standard</u>	<u>P</u>
<u>Lot size minimum (acres)</u>	<u>20 acres</u>
<u>Lot depth minimum (feet)</u>	<u>None</u>
<u>Lot frontage minimum (feet)</u>	<u>None</u>
<u>Lot Coverage maximum (percent)</u>	<u>None</u>
<u>Yard Setback minimums (feet)</u> - <u>front setback</u> - <u>side setbacks</u> - <u>rear setbacks</u>	<u>30 feet</u> <u>25 feet, side and rear</u>
<u>Building Height maximum (feet)</u>	<u>50 feet, except increased height allowed subject to Conditional Use Permit</u>

4. On page 2-5, modify Table 2.2.110 [Permitted Uses] in the Residential Districts to:
 - a. Add a listing under residential uses, Single Family Dwellings, for Temporary Medical Hardship Dwelling as Permitted with Special Standards (S-P) in the residential zones (a hardship requires a Type II procedure per Sec 4.10.110).
 - b. Add listing under residential uses for Home Occupation as a Permitted with Special Standards (S-P) in the residential zones (per Section 2.6.150). This action will also delete reference to Home Occupations in Section 4.10.120 and move it to Section 2.6.150 to clarify that home occupations are permitted by right in all residential zones.

- c. Modify listing for Accessory Dwelling to modify status of use from “S-PUD” to “S-P” since an accessory dwelling can be permitted as part of a single family dwelling and doesn’t have to be part of a PUD.
 - d. Modify listing for Agriculture, Horticulture (and livestock) to delete reference to “existing use” and modify status of use from “P” to “S-P” to note use is permitted subject to the special standards of Section 2.6.240 [Agriculture, Livestock].
 - e. Modify listing for Manufactured Home Park from “N”, not permitted to “C”, conditional use permit to provide for the use in the R-2 zoning district.
5. On page 2-11, correct formatting for Table 2.3.130 [Development Standards] for the side and rear setbacks for the commercial zoning districts.
 6. On page 2-11, add text to the end of Section 2.3.135 [Special Status for Single Family Residences] to clarify that “**for permitted uses and development standards of the commercial districts**”. This is in reference to nonconforming existing single family residences which are converted to a permitted commercial use and are subject to the development standards of the zone.

2.3.135 Special Status for Single Family Residences. Existing uses granted special status (allowed) in commercial districts: Notwithstanding the restrictions of any other section of the Sutherlin Municipal Code, all single-family residential dwellings built before January 1, 2006, on commercial zoned properties are considered conforming to the base district. If any building on these properties is substantially destroyed, as defined in 5.3.110, it may be rebuilt to the same size as existed when it was destroyed, subject to the regulations of any applicable overlay district. If an existing single-family residence is converted to a permitted commercial use, the special status granted here is rescinded, and the use of the property must thereafter conform to the requirements of section 2.3.110 and 2.3.130 **for permitted uses and development standards of the commercial districts.**

7. On page 2-16, add text to the end of Section 2.5.125 [Special Status for Single Family Residences] to clarify that “**for permitted uses and development standards of the industrial districts**”. This is in reference to nonconforming existing single family residences which are converted to a permitted industrial use and are subject to the development standards of the zone.

2.5.125 Special Status for Single Family Residences. Existing uses granted special status (allowed) in industrial districts: Notwithstanding the restrictions of any other section of the Sutherlin Municipal Code, all single-family residential dwellings built before January 1, 2006, on industrial zoned properties are considered conforming to the base district. If any building on these properties is substantially destroyed, as defined in 5.3.110, it may be rebuilt to the same size as existed when it was destroyed, subject to the regulations of any applicable overlay district. If an existing single-family residence is converted to a permitted industrial use, the special status granted here is rescinded, and the use of the

property must thereafter conform to the requirements of Section 2.5.110 and 2.5.120 **for permitted uses and development standards of the industrial districts.**

8. In conjunction with the two above changes, on page 5-7, correct references in Section 5.3.110.D [Non-conforming Development], which refer to the commercial and industrial zones. Change “~~Section 2.3.115 and 2.5.105~~” to correctly state “**Sections 2.3.135 and 2.5.125**”.
9. On page 2-14, modify Table 2.5.110 [Permitted Uses] to separate item 1 under Industrial Uses into two separate uses: (1) Heavy manufacturing and assembly, and (2) Processing of raw materials. This is currently listed as one use; proposed change would provide options to allow both uses together or separately. Both uses would remain not permitted in the M-1 zone and conditionally permitted in the M-2 zone.
10. On page 2-17, copy reference from Section 2.1.130.D (Outdoor Sales/Display) to add an item D to Section 2.6.110 (Accessory Uses and Structures), so there is a cross-reference and consistency with the standards listed for Accessory Uses and Structures.
11. On page 2-27, correct Section reference, so it reads “as defined in **this** section ~~3.29.040~~”. Section 3.29.040 does not exist.
12. On page 2-29, correct Section 2.6.190.D.2 [Building Code Compliance] to reference to the Roseburg code and delete words “~~Roseburg code chapter 16.05 and~~”.
13. On page 2-37, add reference to Section 2.6.240 [Agriculture, Livestock] to clarify which zones allow agricultural uses and livestock. **The uses are only allowed in the FR-20 and the residential zones and subject to section 2.6.240.**
14. On page 3-21, consider modifying Section 3.3.140.B.2 [Fences and Walls] to delete reference to “etc.” as part of the exception to the four (4) foot height limitation for the height of fences and walls along or within the front yard setback. Current exception states “(except decorative arbors, gates, etc.)”

3.3.140 Fences and Walls. The following standards shall apply to all fences and walls except for fences in industrially designated lands: ...

B. Dimensions.

1. The maximum allowable height of fences and walls is six (6) feet as measured from the lowest grade at the base of the wall or fence, except that retaining walls and terraced walls may exceed six (6) feet when permitted as part of a site development approval, or as necessary to construct streets and sidewalks. A building permit is required for walls exceeding six (6) feet in height, in conformance with the uniform building code.

2. The height of fences and walls along or within a front yard setback shall not exceed four (4) feet (except decorative arbors, gates, ~~etc.~~), as measured from the grade closest to the street right-of-way.
 3. Fences and walls shall comply with the vision clearance standards of section 3.2.110.O.
15. On page 3-23, modify Table 3.4.120.A [Vehicle Parking, Minimum Standards Option] to delete reference to no parking required for Accessory Dwellings, and add requirement for one parking space per dwelling unit. This will be consistent with the standards listed in Section 2.6.100.D [Accessory Dwellings], which states that one off-street parking space is required for an accessory dwelling unit.

Table 3.4.120.A - Vehicle Parking - Minimum Standards Option	
Use	Parking Standard
Residential Uses	
Single family detached housing.	2 parking spaces per detached single family dwelling or manufactured home on an individual lot.
Two- and three-family housing	1.5 spaces per dwelling unit.
Multi-family and single family attached housing. a. Studio units or 1-bedroom units less than 500 sq. ft b. 1-bedroom units 500 sq. ft. or larger c. 2-bedroom units d. 3-bedroom or greater units e. Retirement complexes for seniors 55-years or greater f. Visitor Parking	a. 1space/unit. b. 1.50 spaces/unit. c. 1.75 spaces/unit. d. 2 spaces/unit e. 1 space per unit. f. 1 space for every 10 dwellings; no visitor parking requirement for projects with 1-9 dwellings where on-street parking is present.
Rooming and boarding houses, dormitories.	2 spaces for each 3 guest rooms, or one per three beds, whichever is more;
Senior housing.	Same as for retirement complexes
Manufactured home parks.	Same as for single family detached housing.
Accessory dwelling.	None required. 1 space per unit

16. On pages 3-33 & 3-34, modify Table 3.5.110F [Street and Pathway Design Standards] for Local Residential Streets with parking on both sides to state 10' instead of 9'-10' for motor vehicle travel lanes.
17. On page 3-40, correct typo in Section 3.5.110.H [Future Street Plan and Extension of Streets] for length of temporary turnarounds for street stubs over 150 feet in length.

18. On page 3-42, modify Section 3.5.110.M.2 [Cul-de-sacs] to revise requirements for circular and hammerhead turnarounds for dead end streets. Based upon recent discussions with the City Fire Department and the County Building Official, modify language to state that such turnarounds shall be consistent with the Uniform Fire Code, Section 503, Appendix D.
2. All cul-de-sacs exceeding one hundred fifty (150) feet shall terminate with a circular or hammer-head turnaround. Circular **and hammer-head** turnarounds shall **be consistent with the requirements of the Oregon Uniform Fire Code, Section 503, Appendix D [Fire Apparatus Access Roads]** ~~have a radius of no less forty (40) feet (i.e., from center to edge of pavement); except that turnarounds may be larger when they contain a landscaped island or parking bay in their center. When an island or parking bay is provided, there shall be a fire apparatus lane of twenty (20) feet in width; and~~
19. On Page 4-3, modify Section 4.2.110 [Description of Permit Procedures] to add descriptive names to the types of land use procedures as follows:
- a. Type I **(ministerial)** Procedure...
 - b. Type II **(administrative)** Procedure...
 - c. Type III **(quasi-judicial)** Procedure...
 - d. Type IV **(quasi-judicial)** Procedure...
20. For Type II, Type III and Type IV application procedures (Sections 4.2.130, 4.2.140 & 4.2.150), modify references to sections on Notice of Application, Notice of Public Hearing, Notice of Decisions, Appeal of Decisions, Who May Appeal and Appeal Procedures, as applicable, to add the titleholder of the subject property to the list of those notified and those who can appeal an application. Currently, the Development Code only lists the applicant. However, there are times when the applicant may be different than the titleholder of the subject property. Amending the text would clarify that the applicant and/or titleholder of the subject property both have legal standing in the application process.
21. On page 4-7, correct Section 4.2.130.G.2.a [Notice of Appeal, Type II Decision] to clarify the deadline for filing an appeal, and state that a notice of appeal shall be filed with the planning director by 5 p.m. of the **14th** day after the notice of decision was mailed.
22. On page 4-9, modify Section 4.2.140.C.1.c [Notice of Planning Commission Hearing] to delete item c., which requires posting of notice of the hearing on the subject property, at least 14 days before the public hearing. Posting of notices are still required for certain actions under statute, such as vacations, annexations and withdrawals from special district, etc. However, ORS 197.763 does not require the posting of notices of public hearing as part of the notice requirements for quasi-judicial land use actions.
23. On page 4-13, modify Section 4.2.150.D.2.c [Type IV Procedure] to update and correct reference to notices sent to DLCD. DLCD notices no longer require at least 45 days'

notice. Under current state law, DLCD must receive notices at least 35 days prior to first evidentiary public hearing.

24. On page 4-22 (Section 4.3.150.E, site plan reviews) and page 4-28 (Section 4.4.140.K, subdivisions), add language to clarify the length of time for phased development. Phased development allows improvements to coincide with phasing and improvements on the same schedule. Example: For 3 phases, two years each for the first two phases and one year for the third phase, for a total of five years, each phase with platting and improvements both authorized in the phasing. Applicable extensions to either site plan review or subdivision development will now be subject to Section 4.4.120.D.2.

Add item 4 to Section 4.4.140.K to clarify the approval period for phased development.

4. Time limitations for the various phases must meet the following requirements:

- (1) Phase 1 final plat shall be approved within twenty-four (24) months of preliminary approval.**
- (2) Phase 2 final plat shall be approved within forty-eight (48) months of preliminary approval.**
- (3) Phase 3 final plat shall be approved within sixty (60) months of preliminary approval.**

25. Extensions of approval periods for Subdivisions/Land Partitions and Planned Unit Developments. On page 4-24, modify Section 4.4.120.D.2 [Modifications and Extensions] to allow more than one 1-year extension for a subdivision or land partition. Currently, only a one year extension of the tentative approval is permitted. Add item 2.d. that **“Additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the criteria of the above section D.2 are met for the extension.”**

On page 4-39, modify Section 4.6.180.B [Administrative Procedures, Extensions] to allow more than one 1-year extension for an approval for Planned Unit Development. Currently, only a one-year extension of the approval period is permitted. Add item 5. that **“Additional one-year extensions may be granted, up to a maximum of three (3) extensions, provided the criteria of the above section B are met for the extension.”**

26. On page 4-30, update Section 4.4.180.A to provide an additional means of guarantee for the installation of public improvement. Add item 4. “Cash deposit with an escrow company”.
27. On page 4-33, modify Section 4.4.210.D.1 [Recording Property Line Adjustments] to change length of time for approval of a property line adjustment from 90 days to one (1) year to provide ample time to complete the tentative approval and applicable conditions of approval. The current tentative approval time of 90 days is unusually short and the extension is for one year. This change extends the original tentative approval to one (1) year.

28. On page 4-42, modify Section 4.7.130.B [Minor Modification Approval Procedures] to provide that minor modifications to a land use action are just a Type I procedure. They are nominal by definition, previously reviewed and designed to expedite completion of an application. The requirement to make certain minor modifications a Type II procedure should be deleted. Modify Section 4.7.130.B as follows:

Minor Modification Approval Procedures. An application for approval of a minor modification is reviewed using Type I procedures ~~if the minor modification would modify a development to which Type I procedures would apply. All other minor modifications shall be reviewed using Type II procedures.~~ A minor modification shall be approved, approved with conditions, or denied by the planning director based on written findings on the following criteria:

1. The proposed development is in compliance with all applicable requirements of the development code; and
 2. The modification is not a major modification as defined in section 4.7.120, above.
29. On pages 5-2 to 5-4, modify variances to clarify that Class A Variance is a Type I (ministerial) procedure, a Class B Variance is a Type II (administrative) Procedure, and that a Class C Variance is a Type III (quasi-judicial) Procedure.
30. On page 5-2, modify Section 5.2.110.A [Class A Variances] to clarify the language for approval of a Class A Variance. The existing language, as worded, is very confusing. The proposed change will help simplify the criteria, as follows:

Class A Variances. The following variances are reviewed using a Type ~~II~~ **I** procedure, as governed by section 4.2, using the approval criteria in subsection B, below:

1. Front yard setbacks. Up to a fifty (50) ~~ten (10)~~ percent ~~change~~ **reduction** to the front yard setback standard in the zoning district.
2. Interior setbacks. Up to a fifty (50) ~~ten (10)~~ percent reduction, **but in no case less than 5 (five) feet**, of the dimensional standards for the side and rear yard setbacks required in the ~~base land use zoning~~ district.
3. Lot coverage. Up to ~~fifty (50) ten (10)~~ **twenty-five (25)** percent increase of the maximum lot coverage required in the ~~base zone zoning~~ district. **This does not include nonstructural impervious surfaces.**
4. Landscape area. Up to twenty ~~five (20)~~ **(25)** ~~ten (10)~~ percent reduction in landscape area (overall area or interior parking lot landscape area).
5. Sign surface area or height. Up to ~~ten (10)~~ **twenty-five (25)** percent increase in area or height.

Variance requests exceeding items 1-5 shall be reviewed as a Class C Variance.

31. On page 5-3, modify Section 5.2.120.A [Class B Variances] to clarify that Class B variances are a Type II variance only. Modify Section 5.2.120.A as follows:

Due to their discretionary nature, the following types of variances shall be reviewed using a Type II ~~or Type III~~ procedure, in accordance with section 4.2: . . .

32. On page 4-16, modify Section 4.2.160.D [General Provisions, Scriveners' Errors). Currently, Section 4.2.160.D states: "*The planning director has the authority to correct scrivener's errors in adopted findings of fact and decision documents*". No reference is made to enable the Community Development Director or City Manager to correct scrivener's errors or make minor text corrections to the City Comprehensive Plan and its associated documents or the Sutherlin Development Code. Based upon the recommendation from the Planning Commission, modify to say Community Development Director.

Change Section 4.2.160.D to add language to enable minor text corrections as follows:

Scrivener's Errors.

A. The ~~Planning~~ **Community Development** Director has the authority to correct scrivener's errors in adopted findings of fact and decision documents.

B. Minor Text Corrections.

The Community Development Director may correct the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan, without prior notice or hearing, so long as the Community Development Director does not alter the sense, meaning, effect, or substance of any adopted ordinance and, within such limitations, the Community Development Director may:

- 1. Renumber chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies of Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan;**
- 2. Rearrange chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;**
- 3. Change reference numbers to agree with renumbered chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals, objectives, and policies;**
- 4. Delete references to repealed chapters, articles, sections, subsections, findings, goals, objectives, and policies, and parts of chapters, articles, sections, subsections, findings, goals objectives, and policies;**

5. Substitute the proper chapter, article, section, subsection, finding, goal, objective, or policy numbers;
6. Change capitalization and spelling for the purpose of uniformity;
7. Correct manifest clerical, grammatical or typographical errors; and,
8. Change the name of an agency by reason of a name change prescribed by law.

The Community Development Director shall maintain a record, available for public access, of all corrections made under this Section.

Corrections to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made by the Community Development Director pursuant to this Section are prima facie evidence of the law, but they are not conclusive evidence. If any correction to the Zoning and Subdivision Ordinances, the Comprehensive Plan and the Transportation System Plan made pursuant to this Section differs in sense, meaning, effect, or substance from any adopted ordinance, the adopted ordinance shall prevail.

33. Update the City Comprehensive Plan and Sutherlin Development Code to add text language that was previously adopted by the City in 2002 but was never added to the Comprehensive Plan or Zoning/Development Ordinance. As part of the annexation and expansion of the City's UGB in 2002 to add a 200.07 acre industrial park off Stearns Lane to the city limits, the City adopted Ordinance No. 938 [for the UGB amendment, annexation and redesignation/rezoning of said property] and Ordinance No. 942 [for adoption of temporary minimum parcel size for the 200-acre industrial area, as required by DLCD]. Both city ordinances required the adoption of amending text to the Comprehensive Plan and Zoning/Development Ordinance.
 - a. Update page 37 of the Comprehensive Plan to amend Public Facilities Plan Policy A12 to read as follows:
 12. ~~The City shall provide sewer and water service to areas within the Urban Growth Boundary.~~ The City shall provide sewer and water service as appropriate within the city limits. In the case of a demonstrated public health threat, the City may, at its own discretion, provide sewer and water service to lands outside the city limits but within the Urban Growth Boundary.
 - b. Update page 41 of the Comprehensive Plan to add a new policy B15 to the Public Facilities Plan Policy as follows and modify as recommended by the Planning Commission as the Dec 20, 2016 public hearing:

The City shall support improvements to Highway 138, and Interstate 5 Interchange 136, as expressed in the “136 Interchange Area Management Plan”. As deemed appropriate by the City Council, the City shall identify ways to assist in funding improvements.

- c. Update page 66 [Comprehensive Plan Designations] to add a new land use designation, “Conservation/Open Space” as follows:

Conservation/Open Space. This designation may be applied to lands within the urban growth boundary that are not immediately available for development at urban densities for any of the following reasons:

- a. **The land is being held in reserve until needed for urban development, and until full City services can be provided without adversely impacting service to developed areas of the City;**
 - b. **The land contains wetlands, natural hazard areas, or other significant natural features or development constraints;**
 - c. **The land is identified as a planned buffer between potentially incompatible land uses; or,**
 - d. **The land is in agricultural use.**
- d. Update page 2-16 to add item C to Section 2.5.120 [Development Standards] to add the follow language to the Industrial Zoning District to address the adopted temporary minimum parcel size for the 200-acre industrial site along Stearns Lane:

C. Special Lot Size and Development Standard. A minimum parcel size of 50 acres shall apply to the 200-acre Oak Hills Industrial site located between Stearns Lane and Interstate-5 until one major industrial facility is constructed, after which a 10-acre minimum lot size shall apply up to 100 acres of the site to promote related industries.

34. This new amendment will incorporate some Development Code amendments that were originally adopted by the City in 2009 as part of the Interchange Area Management Plan for Exit 136 (IAMP), but were never incorporated in the SDC. These revisions affect Section 3.2 Access and Circulation, Section 3.5.110 Transportation Standards, and Chapter 4, Sections 4.3 and 4.8.

Section 3.2.110 Vehicular Access and Circulation

A. Intent and Purpose.

1. The intent of this section is to manage vehicle access to development through a connected street system with shared driveways, where practicable, and circulation systems that allow multiple transportation modes and technology, while preserving the flow of traffic in terms of safety, roadway capacity, and efficiency. Access shall be managed to maintain an adequate “level of service” and to maintain the “functional classification” of roadways [See Transportation System Plan adopted November 2006 **and amended in April 2009**]. Major roadways, including highways, arterials, and collectors, serve as the primary system for

moving people and goods. “Access management” is a primary concern on these roads. Local streets and alleys provide access to individual properties. If vehicular access and circulation are not properly designed, these roadways will be unable to accommodate the needs of development and serve their transportation function. This section balances the right of reasonable access to private property with the right of the public to safe and efficient travel.

2. To achieve this policy intent, county and local roadways have been categorized in the comprehensive plan by function and classified for access purposes based upon their level of importance and function. (See section 3.5, Infrastructure Standards) Regulations apply to these roadways for the purpose of reducing traffic accidents, personal injury, and property damage attributable to access systems, and to thereby improve the safety and operation of the roadway network. The regulations are also intended to protect the substantial public investment in the transportation system, facilitate economic development, and reduce the need for expensive remedial measures. These regulations also further the orderly layout and use of land, protect community character, and conserve natural resources by promoting well-designed road and access systems and discouraging the unplanned **development , such as developments that generate more traffic than assumed in the Transportation System Plan, or the** subdivision of land **designated for agricultural use in the Comprehensive Plan.**
- D. **Traffic Study Requirements.** The city or other agency with access jurisdiction may require a traffic study prepared by a traffic engineer to determine access, circulation and other transportation requirements **including identification of projects needed to implement the Transportation System Plan or other projects needed to mitigate for traffic impacts resulting from development that exceeds assumptions from the Transportation System Plan.** (See also, section 3.5, Infrastructure.)

Section 3.5.110 Transportation Standards.

- A. **Purpose.** The purpose of this section is to implement the Transportation System Plan **(including the Interchange Area Management Plan, which was incorporated into the TSP in April 2009)** and protect the City’s investment **of the City, the County, and ODOT** in the public street system. Upon dedication of streets to the public, the City accepts maintenance responsibility for the street. Failure to meet City standards, may place an undue maintenance burden on the public, which may be only marginally benefited by the street improvement. Variances to street standards must be evaluated in this context.
- B. **Development Standards.** No development shall occur unless the development has frontage onto or approved access from a public street, in conformance with the provisions of section 3.2, Access and Circulation, and the following standards are met: . . .
 3. Development of new streets, and additional street width or improvements planned as a portion of an existing street, shall be improved in accordance with this section, and public streets shall be dedicated to the applicable City, County or ~~County~~ **ODOT** jurisdiction.

Section 4.8.4.3.120 Development Review Approval Criteria. Applications for development review shall be conducted as a Type I procedure, as described in section 4.2.120. Prior to issuance of building permits, the following standards shall be met:

- A. The proposed land use is permitted by the underlying zoning district (chapter 2);
- B. The land use, building/yard setback, lot area, lot dimension, density, lot coverage, building height and other applicable standards of the underlying zoning district and any overlay zone are met (chapter 2);
- C. All applicable building and fire code standards are met; ~~and~~
- D. Approval shall lapse, and a new application shall be required, if a building permit has not been issued within one (1) year of development review approval; and
- E. Traffic impacts from the proposed development are consistent with the traffic impacts for the subject parcel prescribed in Table 9 of the Interchange Area Management Plan or the development will mitigate for the increased traffic beyond that described in Table 9 of the IAMP. Those zone changes within the Interchange 136 IAMP area that deferred compliance with OAR 660-012-0060 must demonstrate consistency with OAR 660-012-0060.

4.8.100 Purpose. The purpose of this section is to provide standards and procedures for legislative and quasi-judicial amendments to the zoning district map. These will be referred to as “zoning map amendments.” Map amendments may be necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in the law.

4.8.110 Approval Procedures.

C. Criteria for Amendment. The planning commission shall approve, approve with conditions or deny an application for a quasi-zoning map amendment based on all of the following criteria:

1. Demonstration of compliance with all applicable comprehensive plan policies and map designations. Where this criterion cannot be met, a comprehensive plan amendment shall be a prerequisite to approval;
2. Demonstration that the most intense uses and density that would be allowed, outright in the proposed zone, considering the sites characteristics, can be served through the orderly extension of urban facilities and services, including a demonstration of consistency with OAR 660-012-0060. The determination of consistency with OAR 660-012-0060 can be deferred to development review pursuant to 4.3.120 for those zone changes that are located within the approved interchange 136 IAMP area and do not require a comprehensive plan amendment; and . . .

35. On page 1-20, modify Section 1.4.120.A [Penalty for Enforcement] to remove the words “a misdemeanor” from the text. The term “misdemeanor” implies some sort of criminal activity and city staff didn’t feel that a violation to the land use development code should constitute a criminal action. This item was added by the Planning Commission at their January 17, 2017 meeting, and approved by the City Attorney on January 25, 2017.

1.4.110 Violations. *No person shall erect, construct, alter, maintain or use any building or structure or shall use, divide or transfer any land in violation of this code or any amendment thereto.*

1.4.120 Penalty.

A. *Penalty.* A violation of this chapter is declared to be ~~a misdemeanor~~ punishable by a fine not to exceed \$1,000.00.

B. *Each violation a separate infraction.* Each violation of a provision of this code shall constitute a separate infraction, and each day that a violation of this code is committed or permitted to continue shall constitute a separate infraction.

C. *Abatement of violation required.* A finding of a violation of this code shall not relieve the responsible party of the duty to abate the violation. The penalties imposed by this section are in addition to and not in lieu of any remedies available to the city.

D. *Responsible party.* If a provision of this code is violated by a firm or corporation, the officer or officers, or person or persons responsible for the violation shall be subject to the penalties imposed by this section.

Part II – New Mixed Use Zoning

Purpose of Amendment: *The following text is being added to the Sutherlin Development Code. The intent behind this mixed use district is to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. Add the following language for a new land use district to be added to the code as 2.45 Mixed Use District.*

Section 2.45 Mixed Use District

2.45.100 Purpose and applicability

A. Purpose. The mixed use district is intended to provide areas in which a variety of land use activities may be blended together with special locational conditions related to transportation facilities, existing uses on larger properties, reuse areas, and buffers between industrial, commercial and residential areas. In mixed use districts special care is needed to ensure compatibility and to reduce adverse impacts on existing land uses. The mixed use district is designed to:

1. To create small centers and corridors of mixed use.
2. To blend residential uses in proximity with both commercial and industrial employment opportunities.
3. To buffer by less intensive use arrangements of uses that mitigate off site impacts.
4. To promote multi-modal transportation connections to surrounding downtown and residential areas.
5. To promote creativity in urban design.
6. To provide affordable housing units, commercial and industrial spaces.

B. Applicability. The mixed use district (MU) may be applied through a zone change to areas designated as (M-1) Light Industrial or (C-3) Community Commercial.

2.45.110 Permitted uses, conditional uses and structures

A. The following land uses are permitted in the MU designation:

<u>USES</u>	<u>STATUS IN MU DISTRICT</u>
<u>RESIDENTIAL</u>	
<u>Single family & duplex residential, not exceeding 50% of area of mixed use project</u>	<u>P</u>

<u>Group living units, multi-family residential home/facility</u>	<u>C</u>
<u>Caretaker/Watchman</u>	<u>P</u>
<u>COMMERCIAL</u>	
<u>Retail Sales & Service</u>	<u>P</u>
<u>Offices & Office Space</u>	<u>P</u>
<u>Drive through Facilities</u>	<u>C</u>
<u>Vehicle Repair</u>	<u>P</u>
<u>Recreational Uses</u>	<u>P</u>
<u>Entertainment Buildings</u>	<u>C</u>
<u>INDUSTRIAL</u>	
<u>Manufacturing & Production</u>	<u>P</u>
<u>Wholesale Businesses</u>	<u>P</u>
<u>Industrial Services</u>	<u>P</u>
<u>Research & Laboratories</u>	<u>P</u>
<u>Government Facilities</u>	<u>P</u>
<u>Public & Private Utilities</u>	<u>P</u>
<u>Communication Facilities</u>	<u>P</u>
<u>ACCESSORY</u>	
<u>Accessory Uses & Structures</u>	<u>P</u>
<u>Key:</u>	

P = Permitted
S = Permitted with special standards or limitations
C = Conditional use permit required
N = Not permitted

- B. Similar Uses. Similar uses in the MU zone shall be a Type I procedure as outlined in Code 4.2.120 and determined by the Planning Director.

2.45.120 Development Standards. All development in the MU District shall be subject to standards applicable found in the related districts for the individual use listed in the MU District. These standards include:

1. Residential 2.2.120
2. Commercial 2.3.130
3. Industrial 2.5.120

Part III – Amendments to Section 3.7 [Sign Code]

Purpose of Amendment: *Based upon feedback from the public and City Council, consider amendments to Section 3.7 of the Sutherlin Development Code (SDC) to update the sign code standards adopted in October 2008 as part of City Ordinance No. 991, to address suggestions such as modifying the definition of a sign and abandoned signs. State law limits jurisdictions from regulating content.*

Pages 3-50 – 3-62, Sutherlin Development Code

SECTION 3.7 SIGNS

3.7.110 Sign Definitions.

~~“Sign” means any message, identification, description, illustration, symbol, device or sculptured matter, including forms shaped to resemble any human, animal or product, which is affixed directly or indirectly upon a building, vehicle, structure, or land. This definition is not to include architectural facades, or lighting features.~~ **Any letter, figure, character, marquee, pictorial, picture, logo, trademark, reading matter, or illuminated service which is constructed, placed, attached, painted, erected, fastened, or manufactured in any manner so that it shall be used for the attraction of the public to any place, subject, person, firm, corporation, performance, article, machine, merchandise which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification of this code.**

~~“Sign, abandoned” means a sign which pertains to a time, event, or purpose which no longer applies.~~ **Those signs and/or structures not used in conjunction with a business, event, or purpose for more than 90 days.**

3.7.160 Issuance of Permits.

- A. City personnel shall examine applications for permits. If it appears from the application, drawings, and specifications therewith that the requested sign(s) and all existing signs on the premises conform with all the provisions of this chapter, a permit shall be issued. ~~But, if city personnel find that any requested or existing sign(s) violates this chapter or any other chapter of the city code or ordinance related thereto, a permit shall not be issued until necessary corrections are made.~~ **If signs met previous zoning standards they will be grandfathered as a pre-existing permitted use and can continue to have that sign even through it is not in compliance with the new code.**
- B. No additional permits shall be issued for signs on businesses or uses with signs not already in compliance with this section, including overdue sign regulation fees or unpaid inspection charges.
- C. All signs, except for signs painted directly upon a building, are also subject to building department requirements.

3.7.180 Abandoned Signs. Any abandoned sign and supporting structure shall be removed by the owner of the sign or owner of the premises within six (6) months following the date of abandonment; except that any owner of an abandoned sign which is otherwise in conformance with this chapter may apply to the city for an extension of the removal date (Type I review). If the city determines that the continued maintenance of the sign is consistent with the purpose of chapter 3.7 of this code, an extension of up to one (1) year may be granted.

- A. Once a sign has been identified as being abandoned (see definitions), the City can, at its discretion, allow the Sutherlin Chamber of Commerce to utilize the said abandoned sign for civic enhancement, with the permission of the property owner(s).



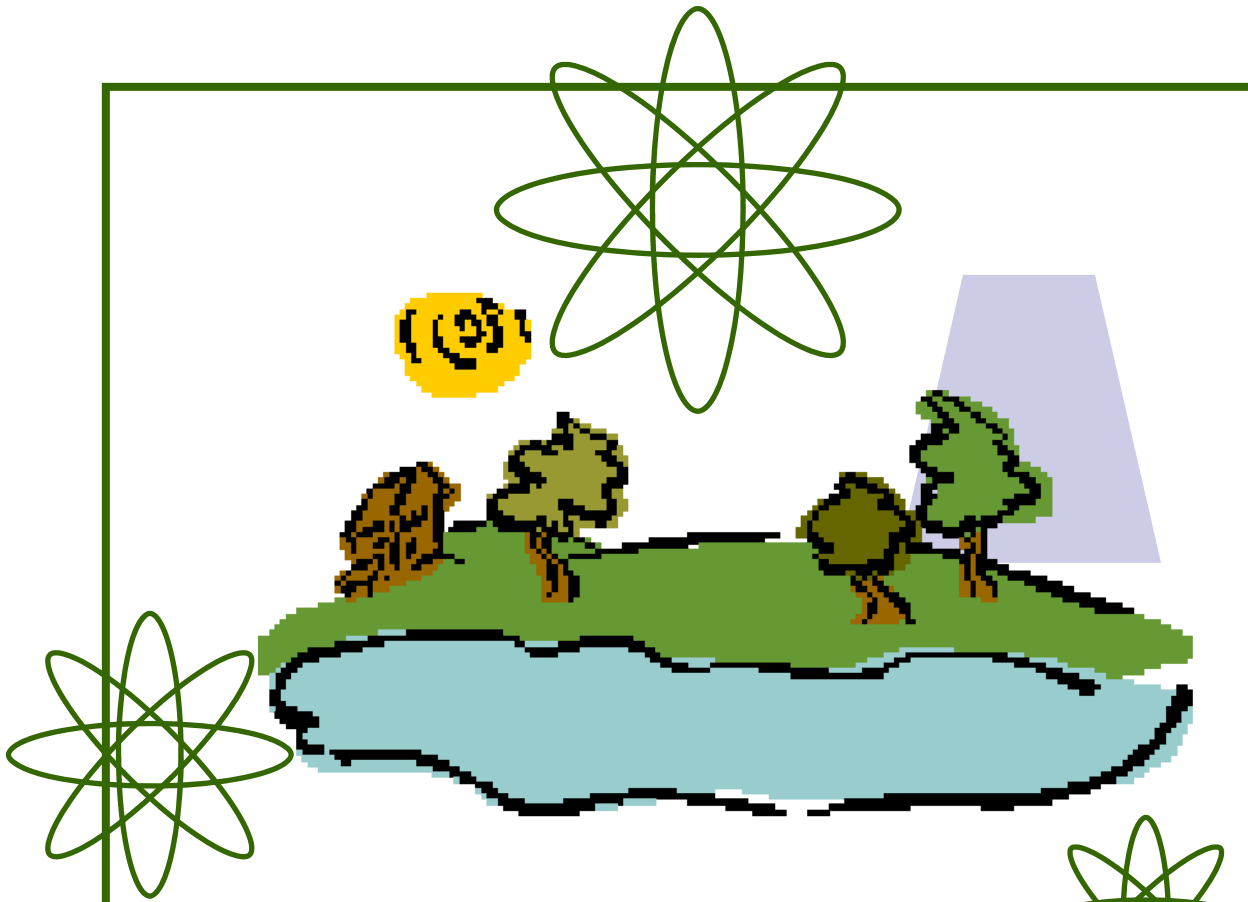
REPORTS





RATE EQUITY GROUP UPDATE





Wastewater Treatment

Plant

60% Design Update



Department Head Updates





ADJOURNMENT





FOR YOUR INFORMATION





City of Sutherlin

STAFF REPORT					
Re: January 2017 Fiscal Reports				Meeting Date:	02/27/17
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Reports and summary pages					

WHAT IS BEING ASKED OF COUNCIL?

Please review the attached documents. This report is provided to comply with Sections 2.1.4 and 5.4 of the City's financial policies as adopted by Resolution 2016.13 (see exhibit A of Resolution 2016.13) the following report is provided for the Council's review.

EXPLANATION

Attached please find the following documents:

- 1) Monthly Fiscal Report
- 2) Monthly Expenditure Summary (By Department/Fund)
- 3) Monthly Expenditure Detail (By Department/Fund) "Payment Approval Report-City Council"
- 4) Year-To-Date Expenditure Summary (By Vendor)
- 5) Credit Card Summary Report

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A

Executive Summary

The City's overall fund balance decreased by (1.2%) over last month; total revenues increased by 5.2% and total expenditures increased by 8.5%. The City's cash and investments decreased by (1.4%). Individual fund highlights are detailed in the pages to follow.

All City Funds

Fund	Budgeted Beginning Fund Balance	Beginning Fund Balance	Current YTD Revenues	Current YTD Expenditures	Ending Fund Balance	Change in Fund Balance	Percentage Change in Fund Balance
General Fund	\$ 1,649,000	\$ 1,658,519	3,552,505	2,833,555	2,377,470	718,950	43.35%
Main Street Program	13,200	13,233	18	13,228	23	(13,210)	-99.83%
Police Reserve	114,690	114,854	33,055	-	147,908	33,055	28.78%
Fire Reserve	60,050	60,160	132,924	58,894	134,189	74,029	123.05%
Parks/Facilities Reserve	106,400	106,551	60,523	19,714	147,360	40,809	38.30%
State Gas Tax	114,700	48,351	381,133	274,220	155,265	106,913	221.12%
Bicycle/Footpath	5,000	5,020	22	-	5,042	22	0.44%
Dial-A-Ride	43,700	32,801	59,368	88,865	3,304	(29,497)	-89.93%
Tourism-Motel Tax	277,100	299,053	211,148	310,828	199,373	(99,680)	-33.33%
Library Board	-	188	1	-	189	1	0.44%
GO Bond Debt Service Fund	40,000	30,752	119	9,903	20,969	(9,784)	-31.82%
Street Construction	103,000	95,841	80,483	-	176,325	80,483	83.98%
Street SDCs	266,400	285,065	36,157	-	321,221	36,157	12.68%
Parks Construction	13,000	47,735	252,915	-	300,651	252,915	529.83%
Central Avenue Reserve	1,900,000	-	1,908,265	80,000	1,828,265	1,828,265	0.00%
Street Maintenance Reserve	250,000	-	251,096	-	251,096	251,096	0.00%
Water Operations	98,000	232,464	1,257,238	1,196,868	292,835	60,370	25.97%
Water Construction	537,600	539,303	130,528	317,694	352,138	(187,165)	-34.70%
Water Reserve	371,500	371,869	15,419	110,200	277,088	(94,781)	-25.49%
Water Debt Service	212,000	212,710	213,213	410,020	15,903	(196,807)	-92.52%
Wastewater Operations	259,000	272,671	1,132,460	1,060,824	344,307	71,636	26.27%
Step Surcharge	23,800	23,798	9,375	7,754	25,419	1,621	6.81%
Wastewater Construction	418,400	257,301	572,361	678,110	151,552	(105,749)	-41.10%
Wastewater Reserve	68,500	68,638	7,815	-	76,453	7,815	11.39%
Wastewater Debt Service	106,400	121,566	221,439	222,971	120,035	(1,532)	-1.26%
Public Works Operations	83,000	114,648	1,001,856	761,496	355,008	240,361	209.65%
Public Works Operations Reserve	27,900	27,925	62,197	19,595	70,527	42,602	152.56%
Totals	\$ 7,162,340	\$ 5,041,018	\$ 11,583,634	\$ 8,474,739	\$ 8,149,913	\$ 3,108,895	61.67%

Cash and Investment Balances	Month-End Balance	Current Interest Rate
Cash at Umpqua Bank	\$ 202,897	0.03%
State Local Government Investment Pool	7,625,860	1.15%
Xpress Deposit Account	75,907	0.00%
Total	<u>\$ 7,904,664</u>	

General Fund

Fund Number 10

Fund Description:

The General Fund accounts for the City's administrative and governing activities, police, fire, parks, community development, municipal court services, and non-departmental costs; 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 inter-fund transfers for services provided to the other operations of the City such as Streets, Water, Wastewater, Dial-a-Ride and Tourism.

Fund Highlights:

To date, 93.4% of the City's budgeted property taxes have been received. This brings the current fund balance to \$2,377,470. The second quarter Franchise Fees have been collected and are reflected in the balance. All other revenues are in line with amounts received in prior years during this same time frame. Overall expenses are in line with budgeted amounts with the exception being Non-Departmental expenses and Community Development expenses which have been previously explained.

58.3 % Of The Fiscal Year Has Elapsed

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Property Taxes	29,315	2,569,810	2,750,650	180,840	93.4%
Intergovernmental	28,008	182,179	432,988	250,809	42.1%
Franchise Fees	83,561	206,676	416,800	210,124	49.6%
Charges for Services	(1,080)	12,679	23,000	10,321	55.1%
Miscellaneous	9,493	118,311	119,000	689	99.4%
Transfers	-	462,850	925,700	462,850	50.0%
Total Revenue	149,297	3,552,505	4,668,138	1,115,633	76.1%
<u>Expenditures</u>					
Mayor and City Council	428	1,111	4,000	2,889	27.8%
City Attorney	-	28,894	68,500	39,606	42.2%
City Manager's Office	11,719	78,421	137,800	59,379	56.9%
City Recorder/Human Resources	14,170	112,390	195,155	82,765	57.6%
Finance	29,923	211,085	380,074	168,989	55.5%
Municipal Court	13,670	87,199	169,488	82,289	51.4%
Parks	10,952	252,557	420,143	167,586	60.1%
Community Development	31,141	192,995	269,459	76,464	71.6%
Police	167,053	1,147,049	2,036,914	889,865	56.3%
Fire	41,712	520,614	1,037,545	516,931	50.2%
Non-Departmental	1,971	201,240	251,700	50,460	80.0%
Contingency	-	-	200,000	200,000	0.0%
Unappropriated Balance	-	-	1,146,360	1,146,360	0.0%
Total Expenditures	322,739	2,833,555	6,317,138	3,483,583	44.9%
Revenue Over/(Under) Expenditures	<u>(173,442)</u>	718,950	(1,649,000)	(2,367,950)	-43.6%
Beginning Fund Balance		1,658,519	1,649,000	(9,519)	100.6%
Ending Fund Balance		<u>2,377,470</u>	-	<u>(2,377,470)</u>	

Main Street Program Fund

Fund Number 29

Fund Description:

This fund acts as the primary fund for the Main Street Program which purpose is to support downtown revitalization and aesthetic improvements. This fund accounts for the receipt and expenditure of funds that are dedicated solely for the use of a Main Street Program.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Miscellaneous	\$ -	\$ 18	\$ -	\$ (18)	0.0%
Total Revenue	\$ -	\$ 18	\$ -	\$ (18)	\$ -
<u>Expenditures</u>					
Materials & Services	\$ -	\$ 13,228	\$ 13,200	\$ (28)	100.2%
Contingency	-	-	-	-	0.0%
Total Expenditures	\$ -	\$ 13,228	\$ 13,200	\$ (28)	100.2%
Revenue Over/(Under) Expenditures	\$ -	(13,210)	(13,200)	10	100.1%
Beginning Fund Balance		13,233	13,200	(33)	100.2%
Ending Fund Balance		\$ 23	\$ -	\$ (23)	

Police Reserve Fund

Fund Number 54

Fund Description:

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

Fund Highlights:

There were no planned expenditures for this fiscal year when the budget was adopted. At the October 24, 2016 City Council meeting, the Council approved the purchase of a new patrol car which will be needed this fiscal year due to excessive repair costs and equipment failure. The vehicle was ordered in November and will take 2 to 3 months before it is available for use.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Miscellaneous	\$ -	\$ 555	\$ 300	\$ (255)	184.9%
Transfers	-	32,500	65,000	32,500	50.0%
Total Revenue	<u>\$ -</u>	<u>\$ 33,055</u>	<u>\$ 65,300</u>	<u>\$ 32,245</u>	<u>50.6%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%
Contingency	-	-	129,990	129,990	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 179,990</u>	<u>\$ 179,990</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>-</u>	<u>33,055</u>	<u>(114,690)</u>	<u>(147,745)</u>	<u>-28.8%</u>
Beginning Fund Balance		<u>114,854</u>	<u>114,690</u>	<u>(164)</u>	<u>100.1%</u>
Ending Fund Balance		<u>\$ 147,908</u>	<u>\$ -</u>	<u>\$ (147,908)</u>	

Fire Reserve Fund**Fund Number 52****Fund Description:**

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

Fund Highlights:

Capital outlay expenditures are detailed below.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Miscellaneous	\$ -	\$ 424	\$ 75	\$ (349)	564.8%
Transfers	-	132,500	265,000	132,500	50.0%
Total Revenue	<u>\$ -</u>	<u>\$ 132,924</u>	<u>\$ 265,075</u>	<u>\$ 132,151</u>	<u>50.1%</u>
<u>Expenditures</u>					
Capital Outlay	\$ 26,109	\$ 58,894	\$ 265,000	\$ 206,106	22.2%
Contingency	-	-	60,125	60,125	0.0%
Total Expenditures	<u>\$ 26,109</u>	<u>\$ 58,894</u>	<u>\$ 325,125</u>	<u>\$ 266,231</u>	<u>18.1%</u>
Revenue Over/(Under) Expenditures	<u>(26,109)</u>	74,029	(60,050)	(134,079)	-123.3%
Beginning Fund Balance		60,160	60,050	(110)	100.2%
Ending Fund Balance		<u>\$ 134,189</u>	<u>\$ -</u>	<u>\$ (134,189)</u>	
<u>Capital Outlay Detail</u>					
Command Vehicle		\$ 32,785			
Extracation Tools		26,109			
Total		<u>\$ 58,894</u>			

Parks/Facilities Reserve Fund

Fund Number 27

Fund Description:

This fund was created to accumulate resources to provide for the periodic replacement of capital equipment and major repairs of City building facilities such as the Community Center, City Hall, and the Civic Center.

Fund Highlights:

Capital outlay expenditures are detailed below.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Miscellaneous	\$ -	\$ 523	\$ 500	\$ (23)	104.7%
Transfers	-	60,000	120,000	60,000	50.0%
Total Revenue	<u>\$ -</u>	<u>\$ 60,523</u>	<u>\$ 120,500</u>	<u>\$ (23)</u>	<u>1</u>
<u>Expenditures</u>					
Capital Outlay	\$ 8,650	\$ 19,714	\$ 165,000	\$ 145,286	11.9%
Contingency	-	-	61,900	61,900	0.0%
Total Expenditures	<u>\$ 8,650</u>	<u>\$ 19,714</u>	<u>\$ 226,900</u>	<u>\$ 207,186</u>	<u>8.7%</u>
Revenue Over/(Under) Expenditures	<u>\$ (8,650)</u>	40,809	(106,400)	(147,209)	-38.4%
Beginning Fund Balance		106,551	106,400	(151)	100.1%
Ending Fund Balance		<u>\$ 147,360</u>	<u>\$ -</u>	<u>\$ (147,360)</u>	

Capital Outlay Detail

Fire Station Exterior Paint	\$ 15,040
HVAC Unit (City Hall)	4,674
Total	<u>\$ 19,714</u>

State Gas Tax Fund

Fund Number 26

Fund Description:

The State Gas Tax Fund accounts for the City's street maintenance activity. The primary sources of revenue are state gas taxes and payments received in lieu of property taxes.

Fund Highlights:

The capital outlay expenditures to date are for slurry seals. The intergovernmental revenue represents the July through December payments from ODOT for state gas tax revenues.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ 38,551	\$ 245,014	\$ 480,000	\$ 234,986	51.0%
Charges for Services	-	135,831	135,500	(331)	100.2%
Miscellaneous	-	289	300	11	96.3%
Total Revenue	<u>\$ 38,551</u>	<u>\$ 381,133</u>	<u>\$ 615,800</u>	<u>\$ 234,667</u>	<u>61.9%</u>
<u>Expenditures</u>					
Materials & Services	\$ 8,645	\$ 51,120	\$ 171,000	\$ 119,880	29.9%
Capital Outlay	(5,415)	41,749	247,000	205,251	16.9%
Transfers	-	181,350	289,200	107,850	62.7%
Contingency	-	-	23,300	23,300	0.0%
Total Expenditures	<u>\$ 3,230</u>	<u>\$ 274,220</u>	<u>\$ 730,500</u>	<u>\$ 456,280</u>	<u>37.5%</u>
Revenue Over/(Under) Expenditures	<u>\$ 35,321</u>	<u>106,913</u>	<u>(114,700)</u>	<u>(221,613)</u>	<u>-93.2%</u>
Beginning Fund Balance		48,351	114,700	66,349	42.2%
Ending Fund Balance		<u>\$ 155,265</u>	<u>\$ -</u>	<u>\$ (155,265)</u>	

Bicycle/Footpath Fund**Fund Number 20****Fund Description:**

This fund accounts for the 1% allocation of the state gas tax that must be spent on bicycle and footpath related activities.

Fund Highlights:

There are no planned expenditures for this fiscal year.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ -	\$ 5,000	\$ 5,000	0.0%
Miscellaneous	-	22	25	3	88.0%
Total Revenue	<u>\$ -</u>	<u>\$ 22</u>	<u>\$ 5,025</u>	<u>\$ 5,003</u>	<u>0.4%</u>
<u>Expenditures</u>					
Transfers	\$ -	\$ -	\$ -	\$ -	0.0%
Contingency	-	-	10,025	10,025	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,025</u>	<u>\$ 10,025</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>\$ -</u>	22	(5,000)	(5,022)	-0.4%
Beginning Fund Balance		5,020	5,000	(20)	100.4%
Ending Fund Balance		<u>\$ 5,042</u>	<u>\$ -</u>	<u>\$ (5,042)</u>	

Dial-A-Ride Fund

Fund Number 21

Fund Description:

This fund accounts for the activity associated with the Dial-A-Ride program that serves the greater Sutherlin community. Funding is provided by outside federal and local agencies. The Sutherlin Police Department manages and operates the program with contracted employees and volunteers.

Fund Highlights:

The Dial-A-Ride program received a grant to remodel the call center in the amount of \$30,000. On September 12, 2016 City Council approved a budget adjustment in order to expend these funds.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ 55,441	\$ 119,092	\$ 63,651	46.6%
Miscellaneous	430	3,927	7,140	3,213	55.0%
Total Revenue	\$ 430	\$ 59,368	\$ 126,232	\$ 66,864	47.0%
<u>Expenditures</u>					
Materials & Services	\$ 7,671	\$ 54,846	\$ 93,150	\$ 38,304	58.9%
Capital Outlay	-	27,669	30,000	2,331	92.2%
Transfers	-	6,350	12,700	6,350	50.0%
Contingency	-	-	34,082	34,082	0.0%
Total Expenditures	\$ 7,671	\$ 88,865	\$ 169,932	\$ 81,067	52.3%
Revenue Over/(Under) Expenditures	\$ (7,241)	(29,497)	(43,700)	(14,203)	67.5%
Beginning Fund Balance		32,801	43,700	10,899	75.1%
Ending Fund Balance		\$ 3,304	\$ -	\$ (3,304)	

Tourism – Motel Tax Fund

Fund Number 28

Fund Description:

This fund accounts for the City's tourism promotion activities which are carried out by the Sutherlin Chamber of Commerce. The primary funding source is a transient room tax of eight percent (8%).

Fund Highlights:

Revenues to date represent motel taxes collected for the months of July and October. On September 12, 2016 City Council approved a budget adjustment which will allow the Chamber of Commerce to expend funds for a Tourism Promotion plan in the amount of \$39,380 out of contingency. In addition, on the same day, City Council approved an interfund loan transfer from the Water Reserve Fund in the amount of \$100,000 to be received by this fund. The loan proceeds, coupled with the original budgeted \$120,000 transfer to the Parks Construction Fund, will be used to upgrade the playground at Central Park.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Taxes	\$ 10,461	\$ 110,117	\$ 160,000	\$ 49,883	68.8%
Debt Proceeds	-	100,000	100,000	-	100.0%
Miscellaneous	-	1,031	600	(431)	171.9%
Total Revenue	<u>\$ 10,461</u>	<u>\$ 211,148</u>	<u>\$ 260,600</u>	<u>\$ 49,452</u>	<u>81.0%</u>
<u>Expenditures</u>					
Materials & Services	\$ 35	\$ 70,342	\$ 139,980	\$ 69,638	50.3%
Capital Outlay	-	-	5,000	5,000	0.0%
Debt Service	2,817	14,087	-	(14,087)	0.0%
Transfers	-	226,400	232,800	6,400	97.3%
Contingency	-	-	108,379	108,379	0.0%
Contingency (Additional 3%)	-	-	51,541	51,541	0.0%
Total Expenditures	<u>\$ 2,852</u>	<u>\$ 310,828</u>	<u>\$ 537,700</u>	<u>\$ 226,872</u>	<u>57.8%</u>
Revenue Over/(Under) Expenditures	<u>\$ 7,609</u>	(99,680)	(277,100)	(177,420)	36.0%
Beginning Fund Balance		299,053	277,100	(21,953)	107.9%
Ending Fund Balance		<u>\$ 199,373</u>	<u>\$ -</u>	<u>\$ (199,373)</u>	

GO Bond Debt Service Fund**Fund Number 71****Fund Description:**

This fund accounts for the repayment of general obligation bonded debt approved by voters to construct the Library building. Property taxes are 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.

Fund Highlights:

The first semi-annual payment has been made. It was an interest only payment.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Taxes	\$ -	\$ -	\$ 51,000	\$ 51,000	0.0%
Miscellaneous	-	119	-	(119)	0.0%
Total Revenue	\$ -	\$ 119	\$ 51,000	\$ 50,881	0.2%
<u>Expenditures</u>					
Debt Service	\$ -	\$ 9,903	\$ 59,810	\$ 49,907	16.6%
Unappropriated Funds	-	-	31,190	31,190	0.0%
Total Expenditures	\$ -	\$ 9,903	\$ 91,000	\$ 81,097	10.9%
Revenue Over/(Under) Expenditures	\$ -	(9,784)	(40,000)	(30,216)	24.5%
Beginning Fund Balance		30,752	40,000	9,248	76.9%
Ending Fund Balance		\$ 20,969	\$ -	\$ (20,969)	

Street Construction Fund

Fund Number 62

Fund Description:

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.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ -	\$ 200,000	\$ 200,000	0.0%
Miscellaneous	-	483	600	117	80.5%
Transfers	-	80,000	80,000	-	100.0%
Total Revenue	<u>\$ -</u>	<u>\$ 80,483</u>	<u>\$ 280,600</u>	<u>\$ 200,117</u>	<u>28.7%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ 330,000	\$ 330,000	0.0%
Contingency	-	-	53,600	53,600	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 383,600</u>	<u>\$ 383,600</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>\$ -</u>	<u>80,483</u>	<u>(103,000)</u>	<u>(183,483)</u>	<u>-78.1%</u>
Beginning Fund Balance		95,841	103,000	7,159	93.0%
Ending Fund Balance		<u>\$ 176,325</u>	<u>\$ -</u>	<u>\$ (176,325)</u>	

Street SDC Fund

Fund Number 25

Fund Description:

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 in this fund and then transferred to the Street Construction Fund to pay qualified project costs.

Fund Highlights:

There are no planned expenditures for this fiscal year.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 2,270	\$ 34,808	\$ 15,000	\$ (19,808)	232.1%
Miscellaneous	-	1,349	1,300	(49)	103.8%
Total Revenue	<u>\$ 2,270</u>	<u>\$ 36,157</u>	<u>\$ 16,300</u>	<u>\$ (19,857)</u>	<u>221.8%</u>
<u>Expenditures</u>					
Contingency	\$ -	\$ -	\$ 282,700	\$ 282,700	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 282,700</u>	<u>\$ 282,700</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>\$ 2,270</u>	36,157	(266,400)	(302,557)	-13.6%
Beginning Fund Balance		285,065	266,400	(18,665)	107.0%
Ending Fund Balance		<u>\$ 321,221</u>	<u>\$ -</u>	<u>\$ (321,221)</u>	

Parks Construction Fund

Fund Number 63

Fund Description:

This fund accounts for park capital projects. Funding sources are primarily intergovernmental grants.

Fund Highlights:

On September 12, 2016 City Council approved an additional \$100,000 transfer to this fund, from the Tourism-Motel Tax Fund, for the upgrade of the Central Park playground. On this same day City Council approved a budget adjustment in this fund for \$100,000 in Capital Outlay in order to expend the additional transfer funds.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ 25,000	\$ 180,000	\$ 155,000	13.9%
Charges for Services	1,000	7,000	3,000	(4,000)	233.3%
Miscellaneous	-	915	150	(765)	610.3%
Transfers	-	220,000	120,000	(100,000)	183.3%
Total Revenue	<u>\$ 1,000</u>	<u>\$ 252,915</u>	<u>\$ 303,150</u>	<u>\$ 50,235</u>	<u>83.4%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ 220,000	\$ 220,000	0.0%
Contingency	-	-	96,150	96,150	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 316,150</u>	<u>\$ 316,150</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>\$ 1,000</u>	252,915	(13,000)	(265,915)	-1945.5%
Beginning Fund Balance		47,735	13,000	(34,735)	367.2%
Ending Fund Balance		<u>\$ 300,651</u>	<u>\$ -</u>	<u>\$ (300,651)</u>	

Central Avenue Reserve Fund

Fund Number 67

Fund Description:

This fund was created to set aside funds from ODOT from the transfer of authority of a portion of Central Ave. These funds are to be used exclusively for the upgrading of Central Ave.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ 1,900,000	\$ -	\$ (1,900,000)	0.0%
Miscellaneous	-	8,265	10,000	1,735	82.7%
Total Revenue	<u>\$ -</u>	<u>\$ 1,908,265</u>	<u>\$ 10,000</u>	<u>\$ (1,898,265)</u>	<u>19082.7%</u>
<u>Expenditures</u>					
Transfers	\$ -	\$ 80,000	\$ 80,000	\$ -	100.0%
Contingency	-	-	1,830,000	1,830,000	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ 80,000</u>	<u>\$ 1,910,000</u>	<u>\$ 1,830,000</u>	<u>4.2%</u>
Revenue Over/(Under) Expenditures	<u>\$ -</u>	<u>1,828,265</u>	<u>(1,900,000)</u>	<u>(3,728,265)</u>	<u>-96.2%</u>
Beginning Fund Balance		-	1,900,000	1,900,000	0.0%
Ending Fund Balance		<u>\$ 1,828,265</u>	<u>\$ -</u>	<u>\$ (1,828,265)</u>	

Street Maintenance Reserve Fund

Fund Number 67

Fund Description:

This fund was created to set aside funds from ODOT from the transfer of authority of a portion of Central Ave. These funds are to be used exclusively for street and sidewalk surface maintenance projects.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Intergovernmental	\$ -	\$ 250,000	\$ -	\$ (250,000)	0.0%
Miscellaneous	-	1,096	1,000	(96)	109.6%
Total Revenue	<u>\$ -</u>	<u>\$ 251,096</u>	<u>\$ 1,000</u>	<u>\$ (250,096)</u>	<u>25109.6%</u>
<u>Expenditures</u>					
Transfers	\$ -	\$ -	\$ -	\$ -	0.0%
Contingency	-	-	251,000	251,000	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 251,000</u>	<u>\$ 251,000</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>\$ -</u>	<u>251,096</u>	<u>(250,000)</u>	<u>(501,096)</u>	<u>-100.4%</u>
Beginning Fund Balance		-	250,000	250,000	0.0%
Ending Fund Balance		<u>\$ 251,096</u>	<u>\$ -</u>	<u>\$ (251,096)</u>	

Water Operations Fund

Fund Number 32

Fund Description:

The Water Operation Fund accounts for the activities of the City's water utility billing and infrastructure operations and maintenance. The principal source of revenue is user fees.

Fund Highlights:

Charges for Services revenue are currently exceeding the budget projection and are in line with amounts collected last year at this time. Effective July 1, 2016 water rates were increased by 1.5% (CPI for the 2016 fiscal year). Materials & Services are currently at 66% of the budgeted amount. This is largely due to unanticipated costs associated with the replacement of a large number of radio and battery units on the automated meter reading system. Other line items are being adjusted so hopefully a budget adjustment will not be necessary.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 148,402	\$ 1,236,633	\$ 1,986,800	\$ 750,167	62.2%
Miscellaneous	2,799	20,605	34,375	13,770	59.9%
Total Revenue	<u>\$ 151,201</u>	<u>\$ 1,257,238</u>	<u>\$ 2,021,175</u>	<u>\$ 763,937</u>	<u>62.2%</u>
<u>Expenditures</u>					
Materials & Services	\$ 12,174	\$ 261,343	\$ 395,950	\$ 134,607	66.0%
Capital Outlay	286	1,675	10,000	8,325	16.8%
Transfers	-	933,850	1,568,200	634,350	59.5%
Contingency	-	-	145,025	145,025	0.0%
Total Expenditures	<u>\$ 12,460</u>	<u>\$ 1,196,868</u>	<u>\$ 2,119,175</u>	<u>\$ 922,307</u>	<u>56.5%</u>
Revenue Over/(Under) Expenditures	<u>\$ 138,742</u>	60,370	(98,000)	(158,370)	-61.6%
Beginning Fund Balance		232,464	98,000	(134,464)	237.2%
Ending Fund Balance		<u>\$ 292,835</u>	<u>\$ -</u>	<u>\$ (292,835)</u>	

Water Construction Fund

Fund Number 64

Fund Description:

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 Water Operations Fund, debt proceeds, and grants.

Fund Highlights:

Capital outlay expenditures are detailed below.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 3,243	\$ 28,701	\$ 10,000	\$ (18,701)	287.0%
Transfers	-	100,000	200,000	100,000	50.0%
Miscellaneous	-	1,828	1,800	(28)	101.5%
Total Revenue	<u>\$ 3,243</u>	<u>\$ 130,528</u>	<u>\$ 211,800</u>	<u>\$ 81,272</u>	<u>61.6%</u>
<u>Expenditures</u>					
Capital Outlay	\$ 13,682	\$ 317,694	\$ 601,000	\$ 283,306	52.9%
Contingency	-	-	148,400	148,400	0.0%
Total Expenditures	<u>\$ 13,682</u>	<u>\$ 317,694</u>	<u>\$ 749,400</u>	<u>\$ 431,706</u>	<u>42.4%</u>
Revenue Over/(Under) Expenditures	<u>\$ (10,439)</u>	(187,165)	(537,600)	(350,435)	34.8%
Beginning Fund Balance		539,303	537,600	(1,703)	100.3%
Ending Fund Balance		<u>\$ 352,138</u>	<u>\$ -</u>	<u>\$ (352,138)</u>	

Capital Outlay Detail

North Comstock Water Line Upgrade	\$ 285,057
Water Master Plan/Conservation Plan	32,637
Total	<u>\$ 317,694</u>

Water Reserve Fund

Fund Number 58

Fund Description:

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.

Fund Highlights:

On September 12, 2016 City Council approved a \$100,000 interfund loan from the Water Reserve Fund to the Tourism-Motel Tax Fund for use in upgrading the playground at Central Park. Capital outlay to date is for the purchase of a used fork lift to be used at the Cooper Creek Water Treatment Plant.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Transfers	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	2,817	15,419	1,600	(13,819)	963.7%
Total Revenue	<u>\$ 2,817</u>	<u>\$ 15,419</u>	<u>\$ 1,600</u>	<u>\$ -</u>	<u>963.7%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ 10,200	\$ 15,000	\$ 4,800	68.0%
Interfund Loan	-	100,000	100,000	-	100.0%
Contingency	-	-	258,100	258,100	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ 110,200</u>	<u>\$ 373,100</u>	<u>\$ 262,900</u>	<u>29.5%</u>
Revenue Over/(Under) Expenditures	<u>\$ 2,817</u>	<u>(94,781)</u>	<u>(371,500)</u>	<u>(276,719)</u>	<u>25.5%</u>
Beginning Fund Balance		371,869	371,500	(369)	100.1%
Ending Fund Balance		<u>\$ 277,088</u>	<u>\$ -</u>	<u>\$ (277,088)</u>	

Water Debt Service Fund

Fund Number 72

Fund Description:

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.

Fund Highlights:

One hundred percent of the annual debt payments have been made in this fund.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Transfers	\$ -	\$ 212,500	\$ 425,000	\$ 212,500	50.0%
Miscellaneous	-	713	800	87	89.1%
Total Revenue	\$ -	\$ 213,213	\$ 425,800	\$ 212,587	50.1%
<u>Expenditures</u>					
Debt Service	\$ -	\$ 410,020	\$ 410,310	\$ 290	99.9%
Restricted Funds	-	-	213,775	213,775	0.0%
Contingency	-	-	13,715	13,715	0.0%
Total Expenditures	\$ -	\$ 410,020	\$ 637,800	\$ 227,780	64.3%
Revenue Over/(Under) Expenditures	\$ -	(196,807)	(212,000)	(15,193)	92.8%
Beginning Fund Balance		212,710	212,000	(710)	100.3%
Ending Fund Balance		\$ 15,903	\$ -	\$ (15,903)	

Wastewater Operations Fund

Fund Number 34

Fund Description:

The Wastewater Operations fund accounts for the activities of the City's sewage utility billing and infrastructure operation and maintenance. The principal source of revenue is user fees.

Fund Highlights:

Charges for Services revenue are above the budget projection and are 32.0% higher than last year at this time. Effective July 1, 2016 wastewater rates were increased according to resolution 2015.14 passed by City Council on September 14, 2015. The amount of the increase will vary depending on the rate class. The increased revenues generated will be used to fund the debt for the treatment plant upgrades.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 153,294	\$ 1,122,906	\$ 1,758,920	\$ 636,014	63.8%
Miscellaneous	2,250	9,554	1,000	(8,554)	955.4%
Total Revenue	<u>\$ 155,544</u>	<u>\$ 1,132,460</u>	<u>\$ 1,759,920</u>	<u>\$ 627,460</u>	<u>64.3%</u>
<u>Expenditures</u>					
Materials & Services	\$ 47,589	\$ 278,999	\$ 517,850	\$ 238,851	53.9%
Capital Outlay	286	1,675	22,000	20,325	7.6%
Transfers	-	780,150	1,329,800	549,650	58.7%
Contingency	-	-	149,270	149,270	0.0%
Total Expenditures	<u>\$ 47,875</u>	<u>\$ 1,060,824</u>	<u>\$ 2,018,920</u>	<u>\$ 958,096</u>	<u>52.5%</u>
Revenue Over/(Under) Expenditures	<u>\$ 107,668</u>	71,636	(259,000)	(330,636)	-27.7%
Beginning Fund Balance		272,671	259,000	(13,671)	105.3%
Ending Fund Balance		<u>\$ 344,307</u>	<u>\$ -</u>	<u>\$ (344,307)</u>	

Step Surcharge Fund

Fund Number 23

Fund Description:

The Step Surcharge Fund includes user surcharges (collection charges) from the Knolls Estate and step system customers on the Calapooia system.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 1,323	\$ 9,265	\$ 16,000	\$ 6,735	57.9%
Miscellaneous	-	110	100	(10)	110.0%
Total Revenue	<u>\$ 1,323</u>	<u>\$ 9,375</u>	<u>\$ 16,100</u>	<u>\$ 6,725</u>	<u>58.2%</u>
<u>Expenditures</u>					
Materials & Services	\$ 1,691	\$ 7,754	\$ 15,000	\$ 7,246	51.7%
Contingency	-	-	24,900	24,900	0.0%
Total Expenditures	<u>\$ 1,691</u>	<u>\$ 7,754</u>	<u>\$ 39,900</u>	<u>\$ 32,146</u>	<u>19.4%</u>
Revenue Over/(Under) Expenditures	<u>\$ (368)</u>	1,621	(23,800)	(25,421)	-6.8%
Beginning Fund Balance		23,798	23,800	2	100.0%
Ending Fund Balance		<u>\$ 25,419</u>	<u>\$ -</u>	<u>\$ (25,419)</u>	

Wastewater Construction Fund

Fund Number 66

Fund Description:

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.

Fund Highlights:

Capital outlay expenditures are detailed below. Total draws on the DEQ loan, since its inception, have surpassed the \$1 million dollar mark.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 257	\$ 2,377	\$ 1,000	\$ (1,377)	237.7%
Transfers	-	50,000	100,000	50,000	50.0%
Debt Proceeds	-	519,241	1,693,500	1,174,259	30.7%
Miscellaneous	-	743	1,500	757	49.5%
Total Revenue	<u>\$ 257</u>	<u>\$ 572,361</u>	<u>\$ 1,796,000</u>	<u>\$ 1,223,639</u>	<u>31.9%</u>
<u>Expenditures</u>					
Materials & Services	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Outlay	109,324	678,110	1,694,000	1,015,890	40.0%
Contingency	-	-	520,400	520,400	0.0%
Total Expenditures	<u>\$ 109,324</u>	<u>\$ 678,110</u>	<u>\$ 2,214,400</u>	<u>\$ 1,536,290</u>	<u>30.6%</u>
Revenue Over/(Under) Expenditures	<u>\$ (109,067)</u>	<u>(105,749)</u>	<u>(418,400)</u>	<u>(312,651)</u>	<u>25.3%</u>
Beginning Fund Balance		257,301	418,400	161,099	61.5%
Ending Fund Balance		<u>\$ 151,552</u>	<u>\$ -</u>	<u>\$ (151,552)</u>	

Capital Outlay Detail

WWTP Design	\$ 285,268
Plant Improvements (Pre-Load/Disinfection System)	305,322
Value Engineering	87,521
Total	<u>\$ 678,110</u>

Wastewater Reserve Fund

Fund Number 59

Fund Summary:

This fund is used to accumulate resources to provide for the periodic replacement of vehicles and capital equipment purchases to be used for Wastewater Fund purposes. The fund's only revenue source is transfers from the Wastewater Operations Fund.

Fund Highlights:

There are no planned expenditures for this fiscal year.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Transfers	\$ -	\$ 7,500	\$ 15,000	\$ 7,500	50.0%
Miscellaneous	-	315	300	(15)	105.1%
Total Revenue	<u>\$ -</u>	<u>\$ 7,815</u>	<u>\$ 15,300</u>	<u>\$ 7,485</u>	<u>51.1%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.0%
Contingency	-	-	83,800	83,800	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,800</u>	<u>\$ 83,800</u>	<u>0.0%</u>
Revenue Over/(Under) Expenditures	<u>-</u>	<u>7,815</u>	<u>(68,500)</u>	<u>(76,315)</u>	<u>-11.4%</u>
Beginning Fund Balance		<u>68,638</u>	<u>68,500</u>	<u>(138)</u>	<u>100.2%</u>
Ending Fund Balance		<u>\$ 76,453</u>	<u>\$ -</u>	<u>\$ (76,453)</u>	

Wastewater Debt Service Fund

Fund Number 74

Fund Description:

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.

Fund Highlights:

The first series of semi-annual payments have been made.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Charges for Services	\$ 42,000	\$ 42,000	\$ 41,000	\$ (1,000)	102.4%
Transfers	-	170,000	340,000	170,000	50.0%
Miscellaneous	8,865	9,439	8,865	(574)	106.5%
Total Revenue	<u>\$ 50,865</u>	<u>\$ 221,439</u>	<u>\$ 389,865</u>	<u>\$ 168,426</u>	<u>56.8%</u>
<u>Expenditures</u>					
Debt Service	\$ -	\$ 222,971	\$ 250,045	\$ 27,074	89.2%
Contingency	-	-	246,220	246,220	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ 222,971</u>	<u>\$ 496,265</u>	<u>\$ 273,294</u>	<u>44.9%</u>
Revenue Over/(Under) Expenditures	<u>\$ 50,865</u>	<u>(1,532)</u>	<u>(106,400)</u>	<u>(104,868)</u>	<u>1.4%</u>
Beginning Fund Balance		121,566	106,400	(15,166)	114.3%
Ending Fund Balance		<u>\$ 120,035</u>	<u>\$ -</u>	<u>\$ (120,035)</u>	

Public Works Operations Fund

Fund Number 40

Fund Description:

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

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Transfers	\$ -	\$ 997,500	\$ 1,330,000	\$ 332,500	75.0%
Miscellaneous	1,497	4,356	100	(4,256)	4356.3%
Total Revenue	<u>\$ 1,497</u>	<u>\$ 1,001,856</u>	<u>\$ 1,330,100</u>	<u>\$ 328,244</u>	<u>75.3%</u>
<u>Expenditures</u>					
Personnel Services	\$ 96,233	\$ 662,655	\$ 1,187,748	\$ 525,093	55.8%
Materials & Services	11,284	36,840	80,000	43,160	46.1%
Transfers	-	62,000	124,000	62,000	50.0%
Contingency	-	-	21,352	21,352	0.0%
Total Expenditures	<u>\$ 107,517</u>	<u>\$ 761,496</u>	<u>\$ 1,413,100</u>	<u>\$ 651,604</u>	<u>53.9%</u>
Revenue Over/(Under) Expenditures	<u>\$ (106,020)</u>	240,361	(83,000)	(323,361)	-289.6%
Beginning Fund Balance		114,648	83,000	(31,648)	138.1%
Ending Fund Balance		<u>\$ 355,008</u>	<u>\$ -</u>	<u>\$ (355,008)</u>	

Public Works Operations Reserve Fund

Fund Number 56

Fund Description:

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.

Fund Highlights:

There is nothing to note in this fund so far.

	Period Actual	Cur YTD Actual	Adopted Budget	Remaining Budget	%
<u>Revenue</u>					
Transfers	\$ -	\$ 62,000	\$ 124,000	\$ 62,000	50.0%
Debt Proceeds	-	-	-	-	0.0%
Miscellaneous	-	197	100	(97)	196.5%
Total Revenue	<u>\$ -</u>	<u>\$ 62,197</u>	<u>\$ 124,100</u>	<u>\$ 61,903</u>	<u>50.1%</u>
<u>Expenditures</u>					
Capital Outlay	\$ -	\$ -	\$ 45,000	\$ 45,000	0.0%
Debt Service	2,799	19,595	33,600	14,005	58.3%
Contingency	-	-	73,400	73,400	0.0%
Total Expenditures	<u>\$ 2,799</u>	<u>\$ 19,595</u>	<u>\$ 152,000</u>	<u>\$ 132,405</u>	<u>12.9%</u>
Revenue Over/(Under) Expenditures	<u>\$ (2,799)</u>	42,602	(27,900)	(70,502)	-152.7%
Beginning Fund Balance		27,925	27,900	(25)	100.1%
Ending Fund Balance		<u>\$ 70,527</u>	<u>\$ -</u>	<u>\$ (70,527)</u>	

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Page	Department / Fund	Amount
1	Combined Cash Fund	3,542.13
-	GF - Grants	-
1	GF - Attorney	-
1	GF - City Manager	191.70
1	GF - City Recorder	201.35
2	GF - Finance	1,328.19
2	GF - Mayor & Council	1,428.11
3	GF - Municipal Court	6,419.76
3	GF - Non-Departmental	3,975.18
5	GF - Parks/Facilities	6,751.31
5	GF - Community Development	18,574.14
7	GF - Police	38,059.07
9	Fire	16,836.68
-	Bicycle / Footpath	-
10	Dial-A-Ride	7,660.60
11	Knolls Estate Step Surcharge	1,691.00
-	Library Board	-
11	State Gas Tax	7,260.97

Page	Department / Fund	Amount
11	Parks/Facilities Reserve	8,650.00
12	Tourism - Motel Tax	35.00
-	Mainstreet Program	-
13	Water Operations	11,536.23
15	Wastewater Operations	42,622.29
16	Public Works - Operations	5,082.84
17	Fire Reserve	26,109.00
-	PW-Ops Reserve	-
-	Water Reserve	-
-	Street Construction	-
-	Parks Construction	-
17	Water Construction	13,682.08
17	Wastewater Construction	109,324.12
-	GO Bond Debt Service	-
-	Water Debt Service	-
-	Wastewater Debt Service	-
18	Municipal Court Trust	2,376.63
	Grand Total	333,338.38

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
COMBINED CASH FUND							
01-00-100050 CASH CLEARING - UTILITIES							
47869	OWEN, JAMES & JODEANE	2772.01	CLSD ACCT REFUND	01/13/2017	48.80	48.80	01/19/2017
47869	SUMMIT REAL ESTATE MGMT I	4759.01	CLSD ACCT REFUND	01/05/2017	1,528.78	1,528.78	01/05/2017
47869	SUMMIT REAL ESTATE MGMT I	4759.01-2	CASH CLEARING - UTILITIES	01/20/2017	1,964.55	1,964.55	01/26/2017
Total 01-00-100050 CASH CLEARING - UTILITIES:					3,542.13	3,542.13	
Total :					3,542.13	3,542.13	
Total COMBINED CASH FUND:					3,542.13	3,542.13	
GENERAL FUND							
CITY MANAGER							
10-02-520940 MEMBERSHIPS							
4410	OCCMA	1230	MEMBERSHIP FEE	12/30/2016	191.70	191.70	01/05/2017
Total 10-02-520940 MEMBERSHIPS:					191.70	191.70	
Total CITY MANAGER:					191.70	191.70	
CITY RECORDER							
10-03-521030 OFFICE SUPPLIES							
4490	OFFICE DEPOT	889556574001	OFFICE SUPPLIES - RECORDE	12/23/2016	53.11	53.11	01/05/2017
4490	OFFICE DEPOT	889556652001	BLK INK CARTRIDGE (1) - RECO	12/23/2016	36.49	36.49	01/05/2017
4490	OFFICE DEPOT	889556653001	(2) RAPID MEMO BOOKS - REC	12/23/2016	18.58	18.58	01/05/2017
4490	OFFICE DEPOT	893710856001	BUS CARDS/DATER - RECORD	01/11/2017	29.40	29.40	01/26/2017
Total 10-03-521030 OFFICE SUPPLIES:					137.58	137.58	
10-03-521520 TRAVEL EXPENSES							
2900	HARRIS, DIANE	011217	TRAVEL EXPENSES	01/12/2017	13.77	13.77	01/12/2017
Total 10-03-521520 TRAVEL EXPENSES:					13.77	13.77	
10-03-521673 WELLNESS PROGRAM - '13							
2900	HARRIS, DIANE	011217	MILEAGE REIMBURSEMENT-W	01/12/2017	50.00	50.00	01/12/2017
Total 10-03-521673 WELLNESS PROGRAM - '13:					50.00	50.00	
Total CITY RECORDER:					201.35	201.35	
FINANCE							
10-05-520630 FINANCING FEES							
4220	NET ASSETS	52-201612	LIEN SEARCHES	01/03/2017	30.00	30.00	01/12/2017
Total 10-05-520630 FINANCING FEES:					30.00	30.00	
10-05-521030 OFFICE SUPPLIES							
6847	US BANK EQUIPMENT FINANCE	321296113	600 FOLDER CONTRACT	01/03/2017	77.96	77.96	01/12/2017
Total 10-05-521030 OFFICE SUPPLIES:					77.96	77.96	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-05-521313 RED FLAGS PROGRAM							
4595	ONLINE INFORMATION SERVIC	757867	CREDIT CHECK-RED FLAG POL	12/31/2016	102.90	102.90	01/12/2017
Total 10-05-521313 RED FLAGS PROGRAM:					102.90	102.90	
10-05-521390 SOFTWARE MAINTENANCE / SUPPORT							
1070	CASELLE, INC	77954	CONTRACT SUPPORT	01/01/2017	1,117.33	1,117.33	01/12/2017
Total 10-05-521390 SOFTWARE MAINTENANCE / SUPPORT:					1,117.33	1,117.33	
Total FINANCE:					1,328.19	1,328.19	
MAYOR & COUNCIL							
10-07-520368 COMPUTERS & EQUIPMENT							
1090	CENTRAL ELECTRICAL SERVIC	225368	COMPUTER & EQUIP	12/20/2016	1,296.11	1,296.11	01/12/2017
Total 10-07-520368 COMPUTERS & EQUIPMENT:					1,296.11	1,296.11	
10-07-520930 MEETING EXPENSES							
4560	OREGON MAYORS ASSOCIATI	2017	MEMBERSHIP DUES	01/01/2017	132.00	132.00	01/19/2017
Total 10-07-520930 MEETING EXPENSES:					132.00	132.00	
Total MAYOR & COUNCIL:					1,428.11	1,428.11	
MUNICIPAL COURT							
10-08-520140 ATTORNEY TRIAL EXPENSES							
189	ALLER ROBERTSON MAHAN	JAN17-SM	ATTY FEES	01/26/2017	2,200.00	2,200.00	01/26/2017
Total 10-08-520140 ATTORNEY TRIAL EXPENSES:					2,200.00	2,200.00	
10-08-521200 PRISONER EXPENSES							
1890	DO CO SHERIFF	0112	INMATE LODGING - NOV 2016	01/12/2017	2,693.28	2,693.28	01/26/2017
1890	DO CO SHERIFF	0117	INMATE LODGING - DEC 2016	01/17/2017	1,303.20	1,303.20	01/26/2017
Total 10-08-521200 PRISONER EXPENSES:					3,996.48	3,996.48	
10-08-521390 SOFTWARE MAINTENANCE/SUPPORT							
1070	CASELLE, INC	77954	CONTRACT SUPPORT	01/01/2017	75.00	75.00	01/12/2017
Total 10-08-521390 SOFTWARE MAINTENANCE/SUPPORT:					75.00	75.00	
10-08-521450 TELEPHONE							
1118	CENTURYLINK	1219	PHONE-COURT LONG DIST	12/19/2016	7.31	7.31	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-COURT	12/22/2016	83.47	83.47	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-COURT LONG DIST	01/19/2017	7.50	7.50	01/26/2017
Total 10-08-521450 TELEPHONE:					98.28	98.28	
10-08-521530 TRIAL EXPENSES							
47892	ELLIOTT, SHARON	0112	JURY FEE	01/12/2017	10.00	10.00	01/26/2017
47892	HEAD, RACHEL	0112	JURY FEE	01/12/2017	10.00	10.00	01/26/2017
47892	OWEN, DAVID	0112	JURY FEE	01/12/2017	10.00	10.00	01/26/2017
47892	PICKELL, ERIN	0112	JURY FEE	01/12/2017	10.00	10.00	01/26/2017
47892	SMITH, ALFRED	0112	JURY FEE	01/12/2017	10.00	10.00	01/26/2017
Total 10-08-521530 TRIAL EXPENSES:					50.00	50.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MUNICIPAL COURT:					6,419.76	6,419.76	
NON-DEPARTMENTAL							
10-09-521020 OFFICE MACHINE MAINTENANCE							
1175	CIT	29716975	COPIER LEASE	01/17/2017	180.35	180.35	01/19/2017
1430	CORETECH INC.	6810	COMPUTER MAINT	01/23/2017	1,522.50	1,522.50	01/26/2017
5517	RICOH USA, INC	5924503/64273	OFFICE MACHINE MAINT	01/19/2017	14.38	14.38	01/26/2017
Total 10-09-521020 OFFICE MACHINE MAINTENANCE:					1,717.23	1,717.23	
10-09-521030 OFFICE SUPPLIES							
570	BASIN BEVERAGE COMPANY	002623	COFFEE SERVICE	01/09/2017	49.00	49.00	01/12/2017
570	BASIN BEVERAGE COMPANY	002623	HOT CHOCOLATE	01/09/2017	24.00	24.00	01/12/2017
4490	OFFICE DEPOT	893710856001	COLOR PAPER/SPOONS/GEL P	01/11/2017	45.76	45.76	01/26/2017
4490	OFFICE DEPOT	893899871001	LAM POUCHES/COFFEEMATE	01/11/2017	53.60	53.60	01/26/2017
Total 10-09-521030 OFFICE SUPPLIES:					172.36	172.36	
10-09-521450 TELEPHONE							
1118	CENTURYLINK	1219	PHONE-ADMIN LONG DIST	12/19/2016	52.98	52.98	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-GEN ADMIN	12/22/2016	250.39	250.39	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-ADMIN LONG DIST	01/19/2017	44.12	44.12	01/26/2017
2045	DOUGLAS FAST NET	010117	INTERNET-CITY HALL	01/01/2017	168.71	168.71	01/12/2017
Total 10-09-521450 TELEPHONE:					516.20	516.20	
10-09-521570 UTILITIES							
390	AVISTA UTILITIES	1229.8	NATURAL GAS-126 E CENTRAL	12/29/2016	456.20	456.20	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-126 E CENTRAL AVE	12/27/2016	958.52	958.52	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-150 NE UMATILLA ST	12/27/2016	42.67	42.67	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-CITY HALL	12/28/2016	107.00	107.00	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-CITY HALL CAR	12/28/2016	5.00	5.00	01/05/2017
Total 10-09-521570 UTILITIES:					1,569.39	1,569.39	
Total NON-DEPARTMENTAL:					3,975.18	3,975.18	
PARKS/FACILITIES							
10-10-520220 CIVIC AUDITORIUM MAINT							
47892	CUNNINGHAM, KENNETH	0107	CONSULTING-CIVIC MAINT	01/07/2017	180.00	180.00	01/12/2017
Total 10-10-520220 CIVIC AUDITORIUM MAINT:					180.00	180.00	
10-10-520256 CITY HALL JANITORIAL SUPPLIES							
6142	STAPLES ADVANTAGE	8042624039	SOAP REFL (1)	01/10/2017	55.81	55.81	01/19/2017
Total 10-10-520256 CITY HALL JANITORIAL SUPPLIES:					55.81	55.81	
10-10-520270 CITY HALL MAINTENANCE							
1090	CENTRAL ELECTRICAL SERVIC	225367	EXTERIOR LIGHTING SERVICE	12/20/2016	209.42	209.42	01/12/2017
2562	FULLER'S PEST MANAGEMENT	50587	CITY HALL & PD	12/31/2016	80.00	80.00	01/12/2017
2562	FULLER'S PEST MANAGEMENT	50588	CIVIC AUD	12/31/2016	25.00	25.00	01/12/2017
4750	OREGON LINEN	1227	LINEN SERVICE-CITY HALL	12/27/2016	140.42	140.42	01/05/2017
Total 10-10-520270 CITY HALL MAINTENANCE:					454.84	454.84	
10-10-520350 COMMUNITY BLDG MAINTENANCE							
2562	FULLER'S PEST MANAGEMENT	50589	COMMUNITY CENTER	12/31/2016	65.00	65.00	01/12/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4750	OREGON LINEN	1227	LINEN SERVICE-COMM CTR	12/27/2016	52.41	52.41	01/05/2017
Total 10-10-520350 COMMUNITY BLDG MAINTENANCE:					117.41	117.41	
10-10-520360 COMMUNITY CENTER UTILITIES							
390	AVISTA UTILITIES	1229.2	NATURAL GAS-150 S WILLAME	12/29/2016	338.76	338.76	01/05/2017
2045	DOUGLAS FAST NET	010117	INTERNET-COMM BLDG	01/01/2017	54.86	54.86	01/12/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-1020 SW CALAPOOIA RE	12/27/2016	20.67	20.67	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-CENTRAL PARK MEMORI	12/27/2016	171.26	171.26	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-111 SE UMPQUA ST	12/27/2016	438.02	438.02	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-150 S WILLAMETTE	12/27/2016	433.41	433.41	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-COMM CTR	12/28/2016	107.00	107.00	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-COMM CTR-OVE	12/28/2016	20.00	20.00	01/05/2017
Total 10-10-520360 COMMUNITY CENTER UTILITIES:					1,583.98	1,583.98	
10-10-520680 GARBAGE COLLECTION							
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-HARTLEY PARK	12/28/2016	30.40	30.40	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-HARTLEY DOG P	12/28/2016	30.40	30.40	01/05/2017
Total 10-10-520680 GARBAGE COLLECTION:					60.80	60.80	
10-10-520756 I-5 INTERCHANGE MAINTENANCE							
20221	MARSHALL'S LANDSCAPE MAI	108/36601	I5 AREA#2 DEC2016	12/28/2016	1,500.00	1,500.00	01/05/2017
Total 10-10-520756 I-5 INTERCHANGE MAINTENANCE:					1,500.00	1,500.00	
10-10-520873 LIBRARY & GROUNDS MAINTENANCE							
1090	CENTRAL ELECTRICAL SERVIC	225367	LIGHTING SERVICE	12/20/2016	183.46	183.46	01/12/2017
2562	FULLER'S PEST MANAGEMENT	50593	LIBRARY	12/31/2016	75.00	75.00	01/12/2017
4750	OREGON LINEN	1227	LINEN SERVICE-LIBRARY	12/27/2016	147.44	147.44	01/05/2017
Total 10-10-520873 LIBRARY & GROUNDS MAINTENANCE:					405.90	405.90	
10-10-520874 LIBRARY JANITORIAL SUPPLIES							
6142	STAPLES ADVANTAGE	8042624039	SOAP REFL (1)	01/10/2017	55.81	55.81	01/19/2017
Total 10-10-520874 LIBRARY JANITORIAL SUPPLIES:					55.81	55.81	
10-10-520875 LIBRARY TELEPHONE							
1118	CENTURYLINK	1222.2	PHONE-LIBRARY	12/22/2016	98.37	98.37	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-LIBRARY	12/22/2016	221.82	221.82	01/05/2017
Total 10-10-520875 LIBRARY TELEPHONE:					320.19	320.19	
10-10-520876 LIBRARY UTILITIES							
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-210 E CENTRAL	12/27/2016	1,361.45	1,361.45	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-LIBRARY	12/28/2016	30.40	30.40	01/05/2017
Total 10-10-520876 LIBRARY UTILITIES:					1,391.85	1,391.85	
10-10-520877 LIBRARY FIRE MONITORING							
90	ADVANTAGE SECURITY LLC	2971702	MONTHLY MONITORING - LIBR	01/23/2017	36.95	36.95	01/26/2017
Total 10-10-520877 LIBRARY FIRE MONITORING:					36.95	36.95	
10-10-521064 PARK LANDSCAPE CONTRACT							
20221	MARSHALL'S LANDSCAPE MAI	108/36601	park area#3 dec2016	12/28/2016	300.00	300.00	01/05/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-10-521064 PARK LANDSCAPE CONTRACT:					300.00	300.00	
10-10-521067 PARK EQUIPMENT MAINTENANCE							
30	A-1 SUTHERLIN RENT-ALL, LLC	12238	WATER METER	11/08/2016	44.98	44.98	01/12/2017
30	A-1 SUTHERLIN RENT-ALL, LLC	17634	PUSH MOWER	12/07/2016	40.00	40.00	01/12/2017
Total 10-10-521067 PARK EQUIPMENT MAINTENANCE:					84.98	84.98	
10-10-521068 PARK LIGHTING							
4940	PACIFIC POWER & LIGHT CO	1227	ELEC - 240 S STATE ST	12/27/2016	44.92	44.92	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-330 DEAN AVE PARK	12/27/2016	17.87	17.87	01/05/2017
Total 10-10-521068 PARK LIGHTING:					62.79	62.79	
10-10-521070 PARK MAINTENANCE							
2562	FULLER'S PEST MANAGEMENT	50590	PAVILION	12/31/2016	40.00	40.00	01/12/2017
5663	ROTO-ROOTER OF DOUGLAS	97268	HANDICAP WEEKLY - DEC 2016	12/08/2016	100.00	100.00	01/05/2017
Total 10-10-521070 PARK MAINTENANCE:					140.00	140.00	
Total PARKS/FACILITIES:					6,751.31	6,751.31	
COMMUNITY DEVELOPMENT							
10-11-520532 ECONOMIC DEV / BUSINESS RET							
20195	SCOTT PAGE	141110	NETWORK CONSULTING	07/19/2016	299.64	299.64	01/12/2017
Total 10-11-520532 ECONOMIC DEV / BUSINESS RET:					299.64	299.64	
10-11-520700 GIS CONSULTING SERVICES							
2622	GEOLINE, INC	342250	TRIMBLE GEO 7X HANDHELD	01/17/2017	7,375.50	7,375.50	01/26/2017
2622	GEOLINE, INC	342250	MGIS TRADE IN CREDIT	01/17/2017	900.00-	900.00-	01/26/2017
2622	GEOLINE, INC	342250	TRIMBLE POSITIONS ARCPAD	01/17/2017	445.50	445.50	01/26/2017
Total 10-11-520700 GIS CONSULTING SERVICES:					6,921.00	6,921.00	
10-11-520855 LAND USE PLANNING							
1874	DO CO PLANNING DEPT	120116	PLANNING SERVICES	12/01/2016	11,250.00	11,250.00	01/23/2017
1920	DO CO SURVEYOR	09735	FORD'S POND	12/06/2016	10.50	10.50	01/05/2017
1920	DO CO SURVEYOR	09782	W DUKE - EXIT 135 AERIAL	01/03/2017	30.00	30.00	01/05/2017
Total 10-11-520855 LAND USE PLANNING:					11,290.50	11,290.50	
10-11-521250 PUBLICATIONS / MEMBERSHIPS							
2000	DOUGLAS COUNTY CLERK	013117	Recording Fees	01/31/2017	63.00	63.00	01/31/2017
Total 10-11-521250 PUBLICATIONS / MEMBERSHIPS:					63.00	63.00	
Total COMMUNITY DEVELOPMENT:					18,574.14	18,574.14	
POLICE							
10-12-520200 BUILDING MAINTENANCE							
4750	OREGON LINEN	1227	LINEN SERVICE- POLICE	12/27/2016	68.87	68.87	01/05/2017
Total 10-12-520200 BUILDING MAINTENANCE:					68.87	68.87	
10-12-520450 CRIME PREVENTION							
4490	OFFICE DEPOT	889282451001	(1) PURELL WIPES	12/22/2016	4.74	4.74	01/19/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-12-520450 CRIME PREVENTION:					4.74	4.74	
10-12-520500 DOUGLAS COUNTY DISPATCHING							
1800	DO CO COMMUNICATIONS 911	011017	COMM SERVICES 3RD QUARTE	01/10/2017	25,669.79	25,669.79	01/23/2017
Total 10-12-520500 DOUGLAS COUNTY DISPATCHING:					25,669.79	25,669.79	
10-12-520560 EQUIPMENT MAINTENANCE							
385	AUTO ADDITIONS	05 002071	GPS ANTENNA - UNIT 805	01/09/2017	49.95	49.95	01/19/2017
385	AUTO ADDITIONS	05 002100	EQUIP MAINT - SPD	01/16/2017	481.50	481.50	01/26/2017
3610	LAUREN YOUNG TIRE CENTER	76800130077	UNIT#805	01/04/2017	757.16	757.16	01/05/2017
3610	LAUREN YOUNG TIRE CENTER	76800130099	UNIT#801	01/04/2017	912.76	912.76	01/05/2017
3610	LAUREN YOUNG TIRE CENTER	76800130100	UNIT#802	01/04/2017	460.12	460.12	01/05/2017
3610	LAUREN YOUNG TIRE CENTER	76800130104	UNIT#806	01/04/2017	1,132.76	1,132.76	01/05/2017
3610	LAUREN YOUNG TIRE CENTER	76800130286	UNIT#801	01/06/2017	70.00	70.00	01/19/2017
3610	LAUREN YOUNG TIRE CENTER	76800131456	UNIT#805	01/20/2017	60.00	60.00	01/26/2017
3690	LITHIA AUTO STORES	729518	SPD UNIT#800	12/19/2016	118.00	118.00	01/05/2017
3690	LITHIA AUTO STORES	730341	2011 CHARGER	01/12/2017	796.62	796.62	01/19/2017
3691	LITHIA BODY & PAINT OF ROSE	010917	UNIT #802	01/09/2017	2,883.85	2,883.85	01/19/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929726	EQUIP MAINT	01/13/2017	62.33	62.33	01/19/2017
Total 10-12-520560 EQUIPMENT MAINTENANCE:					7,785.05	7,785.05	
10-12-520580 EQUIPMENT RENTAL							
1127	CHARTER COMMUNICATIONS	0114	CHARTER MONTHLY CHARGE -	01/14/2017	14.75	14.75	01/26/2017
6847	US BANK EQUIPMENT FINANCE	321428906	LEXMARK COPIER LEASE - PD	01/05/2017	540.20	540.20	01/19/2017
Total 10-12-520580 EQUIPMENT RENTAL:					554.95	554.95	
10-12-520610 FIELD INVESTIGATION							
3895	MC GARVEY, JASON	6380	FIELD INVESTIGATION	12/20/2016	100.00	100.00	01/19/2017
Total 10-12-520610 FIELD INVESTIGATION:					100.00	100.00	
10-12-520690 GAS AND LUBRICANTS							
440	B & D EXPRESS LUBE & OIL, LL	0125	OIL CHANGE UNIT 801	01/25/2017	40.00	40.00	01/26/2017
7045	WECO	60028	GAS & LUBRICANTS - POLICE	12/31/2016	1,620.05	1,620.05	01/19/2017
Total 10-12-520690 GAS AND LUBRICANTS:					1,660.05	1,660.05	
10-12-520930 MEETING EXPENSES							
570	BASIN BEVERAGE COMPANY	002623	COFFEE SERVICE-POLICE DEP	01/09/2017	92.00	92.00	01/12/2017
Total 10-12-520930 MEETING EXPENSES:					92.00	92.00	
10-12-520960 MEMBERSHIPS AND SUBSCRIPTIONS							
6170	STATE OF OREGON	011217	NOTARY - WOODWARD	01/10/2017	40.00	40.00	01/10/2017
Total 10-12-520960 MEMBERSHIPS AND SUBSCRIPTIONS:					40.00	40.00	
10-12-521020 OFFICE MACHINE MAINTENANCE							
4935	PACIFIC OFFICE AUTOMATION	537656	COPY FEE METER READING - P	01/10/2017	78.73	78.73	01/26/2017
Total 10-12-521020 OFFICE MACHINE MAINTENANCE:					78.73	78.73	
10-12-521030 OFFICE SUPPLIES							
1520	CRYSTAL FALLS	006592	(9) 5 GAL/COLD DRETAL	01/10/2017	55.50	55.50	01/26/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4490	OFFICE DEPOT	889282451001	(1) 951 INK	12/22/2016	92.87	92.87	01/19/2017
4490	OFFICE DEPOT	890630495001	OFFICE SUPPLIES - SPD	12/29/2016	51.71	51.71	01/19/2017
5720	SANFILIPPO, KIRK	103	KS WATER	01/03/2017	14.97	14.97	01/12/2017
Total 10-12-521030 OFFICE SUPPLIES:					215.05	215.05	
10-12-521170 POSTAGE							
2338	FEDEX	5-660-86681	TASER INT'L	12/30/2016	25.81	25.81	01/12/2017
2338	FEDEX	5-674-67776	DAY WIRELESS - SPD	01/13/2017	32.09	32.09	01/19/2017
Total 10-12-521170 POSTAGE:					57.90	57.90	
10-12-521450 TELEPHONE							
1117	CENTURYLINK	0110	PHONE-EMERGENCY PHONE P	01/10/2017	47.78	47.78	01/26/2017
1118	CENTURYLINK	1219	PHONE-POLICE LONG DIST	12/19/2016	38.52	38.52	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-POLICE	12/22/2016	208.66	208.66	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-POLICE LONG DIST	01/19/2017	33.43	33.43	01/26/2017
Total 10-12-521450 TELEPHONE:					328.39	328.39	
10-12-521456 TEMPORARY EMPLOYEE / FINGERPRI							
2277	EXPRESS SERVICES INC	18359990-1	FINGERPRINTER LEISNER 01/0	01/04/2017	9.27	9.27	01/19/2017
2277	EXPRESS SERVICES INC	18408088-5	DAR DISPATCHER SHEA 01/15/2	01/18/2017	13.90	13.90	01/26/2017
2277	EXPRESS SERVICES INC	18408088-5	FINGERPRINTER LEISNER 01/1	01/18/2017	9.27	9.27	01/26/2017
Total 10-12-521456 TEMPORARY EMPLOYEE / FINGERPRI:					32.44	32.44	
10-12-521464 MDC WIRELESS CONNECTION							
6934	VERIZON WIRELESS	9777336464	POLICE DEPT	12/20/2016	256.00	256.00	01/05/2017
Total 10-12-521464 MDC WIRELESS CONNECTION:					256.00	256.00	
10-12-521490 TRAINING							
202	ALLIMAN, ASHLEY	121316	TRAINING	12/13/2016	40.00	40.00	01/12/2017
Total 10-12-521490 TRAINING:					40.00	40.00	
10-12-521550 UNIFORM ALLOWANCE							
730	GALLS, LLC	006779407	TACTICAL RIPSTOP	01/11/2017	44.99	44.99	01/26/2017
730	GALLS, LLC	006784950	POLO/LOGO/EMBROIDERY	01/12/2017	49.00	49.00	01/26/2017
7000	WATERSHED LLC	0072016-IN	UNIFORMS - POLICE	12/30/2016	393.12	393.12	01/12/2017
Total 10-12-521550 UNIFORM ALLOWANCE:					487.11	487.11	
10-12-521560 UNIFORM CLEANING / REPAIR							
3485	KEN'S DRY CLEANING	010117	POLICE UNIFORMS - DEC 2016	01/01/2017	588.00	588.00	01/12/2017
Total 10-12-521560 UNIFORM CLEANING / REPAIR:					588.00	588.00	
Total POLICE:					38,059.07	38,059.07	
FIRE							
10-13-520200 BUILDING MAINTENANCE							
1085	CENTRAL ELECTRICAL CONTR	225387	BLDG MAINT	01/16/2017	424.25	424.25	01/26/2017
1090	CENTRAL ELECTRICAL SERVIC	225369	BLDG MAINT - FIRE	12/20/2016	285.70	285.70	01/12/2017
1100	CENTRAL FEED & SUPPLY	4817	ROCK SALT	01/05/2017	7.00	7.00	01/12/2017
47850	COMSPAN COMMUNICATIONS	84106	SERVICE CONTRACT - FIRE	01/01/2017	232.72	232.72	01/12/2017
4750	OREGON LINEN	1227	LINEN SERVICE-FIRE DEPT	12/27/2016	64.54	64.54	01/05/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-13-520200 BUILDING MAINTENANCE:					1,014.21	1,014.21	
10-13-520339 COMMUNICATIONS							
1600	DAY WIRELESS SYSTEMS	195956-00	TURBO CHARGER	01/11/2017	213.00	213.00	01/19/2017
4091	MOTOROLA SOLUTIONS, INC	13142713	(2) CHARGERS	12/26/2016	101.18	101.18	01/12/2017
6934	VERIZON WIRELESS	9777336464	FIRE DEPT	12/20/2016	80.02	80.02	01/05/2017
Total 10-13-520339 COMMUNICATIONS:					394.20	394.20	
10-13-520560 EQUIPMENT MAINTENANCE							
35	AA&L EMERGENCY FIRE	SUTHERLIN 0	EQUIP MAINT	12/30/2016	1,480.00	1,480.00	01/05/2017
385	AUTO ADDITIONS	05 002069	FLASHLIGHT INSTALL-LABOR	01/06/2017	35.00	35.00	01/12/2017
3610	LAUREN YOUNG TIRE CENTER	76800129756	FLOOR MATS - FORD EXPLORE	12/31/2016	265.80	265.80	01/19/2017
3610	LAUREN YOUNG TIRE CENTER	76800130012	FIRE #1601 EQUIP MAINT	01/04/2017	99.95	99.95	01/05/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007911698	EQUIP MAINT	12/28/2016	41.43	41.43	01/05/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929725	DOME LAMP	12/29/2016	28.40	28.40	01/19/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929725	BULB (10)	12/30/2016	7.80	7.80	01/05/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929725	DOME LAMP / FREIGHT	12/30/2016	40.40	40.40	01/19/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929725	FILTERS/OIL - FIRE	01/05/2017	595.26	595.26	01/12/2017
6360	SUTHERLIN NAPA AUTO PARTS	929-725018	REPL LIGHTING 1630	12/29/2016	28.40	28.40	01/12/2017
Total 10-13-520560 EQUIPMENT MAINTENANCE:					2,622.44	2,622.44	
10-13-520673 FIRE EQUIPMENT							
386	AUTOWORKS PLUS	26210	EXPLORER INTERCEPTOR	12/28/2016	1,022.00	1,022.00	01/05/2017
1510	CRUISE MASTER PRISMS INC	21574	PASSPORT NAMETAGS (14)	01/05/2017	29.72	29.72	01/12/2017
2223	ENERSPECT MEDICAL SOLUTI	30844	LIFEPAKS +	12/30/2016	1,907.75	1,907.75	01/12/2017
Total 10-13-520673 FIRE EQUIPMENT:					2,959.47	2,959.47	
10-13-520690 GAS & LUBRICANTS							
7045	WECO	60106	GAS & LUBRICANTS - FIRE	12/31/2016	277.44	277.44	01/12/2017
Total 10-13-520690 GAS & LUBRICANTS:					277.44	277.44	
10-13-520720 HAZARDOUS MATERIALS & SUPPLIES							
2619	GENERAL PACIFIC, INC	1272758	AME 022-5	12/21/2016	519.00	519.00	01/05/2017
Total 10-13-520720 HAZARDOUS MATERIALS & SUPPLIES:					519.00	519.00	
10-13-520740 HIRING EXPENSES							
1480	CREDIT SERVICES NORTHWES	77761	REPORT - FIRE	01/04/2017	30.00	30.00	01/19/2017
6490	THE POLICE AND SHERIFFS PR	89127	(4) ID CARDS - FIRE	12/27/2016	62.90	62.90	01/05/2017
Total 10-13-520740 HIRING EXPENSES:					92.90	92.90	
10-13-520920 MEDICAL AID SUPPLIES							
778	BOUND TREE MEDICAL, LLC	82370485	MEDICAL AID SUPPLIES	01/05/2017	1,148.58	1,148.58	01/12/2017
778	BOUND TREE MEDICAL, LLC	82377898	MED SUPPLIES - FIRE	01/12/2017	313.73	313.73	01/26/2017
3300	INSTAPRINT	230600	EMS FIELD NOTES FORM	01/05/2017	179.21	179.21	01/26/2017
Total 10-13-520920 MEDICAL AID SUPPLIES:					1,641.52	1,641.52	
10-13-520960 MEMBERSHIPS & SUBSCRIPTIONS							
3648	LEXIPOL LLC	19029	DTB SUBSCRIPTION INC SCEN	12/15/2016	1,671.00	1,671.00	01/05/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-13-520960 MEMBERSHIPS & SUBSCRIPTIONS:					1,671.00	1,671.00	
10-13-521020 OFFICE MACHINE MAINTENANCE							
1175	CIT	29679594	LEXMARK COPIER LEASE - FIR	01/08/2017	247.26	247.26	01/19/2017
Total 10-13-521020 OFFICE MACHINE MAINTENANCE:					247.26	247.26	
10-13-521030 OFFICE SUPPLIES							
4490	OFFICE DEPOT	892004498001	OFFICE SUPPLIES - FIRE	01/05/2017	92.01	92.01	01/26/2017
Total 10-13-521030 OFFICE SUPPLIES:					92.01	92.01	
10-13-521450 TELEPHONE							
2045	DOUGLAS FAST NET	010117	INTERNET-FIRE DEPT	01/01/2017	119.31	119.31	01/12/2017
Total 10-13-521450 TELEPHONE:					119.31	119.31	
10-13-521490 TRAINING							
2210	EMT ASSOCIATES	1087	TRAUMA LIFE SUPPORT	12/29/2016	2,400.00	2,400.00	01/05/2017
6430	SUTHERLIN TRUE VALUE HARD	B47640	WOOD STAKES	01/12/2017	23.29	23.29	01/19/2017
Total 10-13-521490 TRAINING:					2,423.29	2,423.29	
10-13-521550 UNIFORM ALLOWANCE							
6846	ALL UNIFORM WEAR #1	269568-1	(8) PULL OVERS	12/13/2016	167.00	167.00	01/05/2017
6846	ALL UNIFORM WEAR #1	271008-1	UNIFORM ALLOWANCE-FIRE	12/29/2016	160.00	160.00	01/12/2017
730	GALLS, LLC	006750378	UNIFORM ALLOWANCE	01/06/2017	36.98	36.98	01/26/2017
5175	PRINTS CHARMING	27139	UNIFORM ALLOWANCE	01/11/2017	609.00	609.00	01/19/2017
Total 10-13-521550 UNIFORM ALLOWANCE:					972.98	972.98	
10-13-521570 UTILITIES							
390	AVISTA UTILITIES	1229.5	NATURAL GAS - 250 S STATE S	12/29/2016	958.89	958.89	01/05/2017
1127	CHARTER COMMUNICATIONS	1226	CHARTER MONTHLY CHARGES	12/26/2016	91.64	91.64	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1223	ELEC - 250 S STATE ST - FIRE	12/23/2016	487.88	487.88	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-COMSTOCK N & CENTRA	12/27/2016	37.24	37.24	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-FIRE HALL	12/28/2016	214.00	214.00	01/05/2017
Total 10-13-521570 UTILITIES:					1,789.65	1,789.65	
Total FIRE:					16,836.68	16,836.68	
Total GENERAL FUND:					93,765.49	93,765.49	
DIAL-A-RIDE FUND							
DIAL-A-RIDE FUND							
21-12-520690 GAS AND LUBRICANTS							
7045	WECO	60384	GAS & LUBRICANTS - DAR	12/31/2016	359.34	359.34	01/12/2017
Total 21-12-520690 GAS AND LUBRICANTS:					359.34	359.34	
21-12-521030 OFFICE SUPPLIES							
1520	CRYSTAL FALLS	003330	ROOM TEMP RENTAL	12/06/2016	3.00	3.00	01/12/2017
1520	CRYSTAL FALLS	005368	COLD RENTAL/DELIVERY	12/27/2016	6.50	6.50	01/12/2017
1520	CRYSTAL FALLS	007899	(1) 5 GAL PURE/DEL/COLD REN	01/24/2017	11.75	11.75	01/26/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 21-12-521030 OFFICE SUPPLIES:					21.25	21.25	
21-12-521450 TELEPHONE							
1118	CENTURYLINK	1219	PHONE-DAR LONG DIST	12/19/2016	31.62	31.62	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-DIAL A RIDE	12/22/2016	166.93	166.93	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-DAR LONG DIST	01/19/2017	29.85	29.85	01/26/2017
2045	DOUGLAS FAST NET	010117	INTERNET-DIAL A RIDE	01/01/2017	40.00	40.00	01/12/2017
Total 21-12-521450 TELEPHONE:					268.40	268.40	
21-12-521456 TEMPORARY EMPLOYEE/CALL CENTER							
2277	EXPRESS SERVICES INC	18330432-8	DAR DISPATCHER CARPENTER	12/28/2016	657.86	657.86	01/05/2017
2277	EXPRESS SERVICES INC	18330432-8	DAR DISPATCHER LEISNER 12/	12/28/2016	722.67	722.67	01/05/2017
2277	EXPRESS SERVICES INC	18330432-8	DAR DISPATCHER SHEA 12/25/2	12/28/2016	187.11	187.11	01/05/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER CARPENTER	01/04/2017	529.60	529.60	01/19/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER CARPENTER	01/04/2017	132.40	132.40	01/19/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER LEISNER 01/	01/04/2017	583.70	583.70	01/19/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER LEISNER 01/	01/04/2017	148.24	148.24	01/19/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER SHEA 01/01/2	01/04/2017	221.76	221.76	01/19/2017
2277	EXPRESS SERVICES INC	18359989-3	DAR DISPATCHER SHEA 01/01/2	01/04/2017	55.44	55.44	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER CARPENTER	01/11/2017	264.80	264.80	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER CARPENTER	01/11/2017	264.80	264.80	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER CARPENTER	01/11/2017	132.40	132.40	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER LEISNER 1/0	01/11/2017	398.40	398.40	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER LEISNER 1/0	01/11/2017	148.24	148.24	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER SHEA 1/08/20	01/11/2017	180.18	180.18	01/19/2017
2277	EXPRESS SERVICES INC	18387114-4	DAR DISPATCHER SHEA 1/08/20	01/11/2017	55.44	55.44	01/19/2017
2277	EXPRESS SERVICES INC	18408087-7	DAR DISPATCHER CARPENTER	01/18/2017	662.00	662.00	01/26/2017
2277	EXPRESS SERVICES INC	18408087-7	DAR DISPATCHER LEISNER 01/	01/18/2017	731.94	731.94	01/26/2017
2277	EXPRESS SERVICES INC	18408087-7	DAR DISPATCHER SHEA 01/15/2	01/18/2017	308.39	308.39	01/26/2017
Total 21-12-521456 TEMPORARY EMPLOYEE/CALL CENTER:					6,385.37	6,385.37	
21-12-521600 VEHICLE MAINTENANCE							
6070	SPEGALS AUTO REPAIR	4650	VOYAGER - DAR OIL CHNG	01/17/2017	68.00	68.00	01/26/2017
6070	SPEGALS AUTO REPAIR	4652	NON SLIP TREAD - CARAVAN	01/23/2017	88.00	88.00	01/26/2017
Total 21-12-521600 VEHICLE MAINTENANCE:					156.00	156.00	
21-12-521630 VOLUNTEER RECOGNITION							
573	BATES, DAVID L	1216	UCAN	12/31/2016	28.86	28.86	01/05/2017
2095	DUBRUTZ, JOHN	1216	UCAN	12/31/2016	8.00	8.00	01/05/2017
2103	DUNNING, PATRICIA ANN	1216	UCAN	12/31/2016	136.00	136.00	01/05/2017
2170	EDWARDS, PRICILLA ROSE	1216	UCAN	12/31/2016	72.00	72.00	01/05/2017
2549	FRANTZICH, ROSE	1216	UCAN	12/31/2016	36.32	36.32	01/05/2017
3643	LEISNER, ROBERT	1216	UCAN	12/31/2016	44.96	44.96	01/05/2017
5140	PORTULANO, VINCENT	1216	UCAN	12/31/2016	48.10	48.10	01/05/2017
7131	WIEWEL, TIM	1216	UCAN	12/31/2016	96.00	96.00	01/05/2017
Total 21-12-521630 VOLUNTEER RECOGNITION:					470.24	470.24	
Total DIAL-A-RIDE FUND:					7,660.60	7,660.60	
Total DIAL-A-RIDE FUND:					7,660.60	7,660.60	

STEP SURCHARGE FUND

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PW - WASTEWATER							
23-33-520320 COLLECTION SYSTEM MAINTENANCE							
4850	ORENCO SYSTEMS, INC	323584	CONTRACT OAKHILL & CALAP	01/16/2017	1,010.50	1,010.50	01/26/2017
4850	ORENCO SYSTEMS, INC	INV323167	2086 CULVER	01/02/2017	680.50	680.50	01/19/2017
Total 23-33-520320 COLLECTION SYSTEM MAINTENANCE:					1,691.00	1,691.00	
Total PW - WASTEWATER:					1,691.00	1,691.00	
Total STEP SURCHARGE FUND:					1,691.00	1,691.00	
STATE GAS TAX FUND							
PW - STREETS/DRAINAGE							
26-31-520680 GARBAGE COLLECTION							
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-CENTRAL PARK	12/28/2016	60.80	60.80	01/05/2017
Total 26-31-520680 GARBAGE COLLECTION:					60.80	60.80	
26-31-521430 STREET LIGHTS							
2040	DOUGLAS ELECTRIC COOP	122.1	ELEC-WESTLAKE ST LIGHTS	12/22/2016	90.80	90.80	01/05/2017
2040	DOUGLAS ELECTRIC COOP	1222.2	ELEC-MONT CLAIR ST LIGHTS	12/22/2016	96.00	96.00	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-CENTRAL & STATE ST SI	12/27/2016	54.96	54.96	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-367 PARKHILL LN HWY LI	12/27/2016	79.00	79.00	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-133 WESTWOOD ST FLA	12/27/2016	66.04	66.04	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-VARIOUS STREET LIGHT	12/27/2016	5,676.43	5,676.43	01/05/2017
Total 26-31-521430 STREET LIGHTS:					6,063.23	6,063.23	
26-31-521440 STREET MAINTENANCE							
2370	FERGUSON WATERWORKS	0560778	COLD ASPHALT	01/19/2017	384.62	384.62	01/26/2017
5880	SHORTS QUARRY ROCK, LLC	10117	1"-0" ROCK	01/01/2017	752.32	752.32	01/12/2017
Total 26-31-521440 STREET MAINTENANCE:					1,136.94	1,136.94	
Total PW - STREETS/DRAINAGE:					7,260.97	7,260.97	
Total STATE GAS TAX FUND:					7,260.97	7,260.97	
PARKS/FACILITIES RESERVE FUND							
PARKS/FACILITIES RESERVE							
27-10-530130 BUILDING IMPROVEMENTS							
1466	CREATIVE AWNINGS & SHELTE	16FY0897	WELDED FRAME AWNINGS	09/29/2016	1,200.00	1,200.00	01/05/2017
5506	REZ-COMM PAINTING LLC	01102017A	BLDG IMPROVEMENTS	01/10/2017	7,450.00	7,450.00	01/12/2017
Total 27-10-530130 BUILDING IMPROVEMENTS:					8,650.00	8,650.00	
Total PARKS/FACILITIES RESERVE:					8,650.00	8,650.00	
Total PARKS/FACILITIES RESERVE FUND:					8,650.00	8,650.00	
TOURISM - MOTEL TAX FUND							
TOURISM							
28-41-520200 BUILDING MAINTENANCE							
2562	FULLER'S PEST MANAGEMENT	50591	VISITORS CENTER	12/31/2016	35.00	35.00	01/12/2017
Total 28-41-520200 BUILDING MAINTENANCE:					35.00	35.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total TOURISM:					35.00	35.00	
Total TOURISM - MOTEL TAX FUND:					35.00	35.00	
WATER OPERATIONS FUND							
32-00-100180 DEPOSITS							
47869	FUCHS, EMMA	224705	DEPOSIT REFUND	01/17/2017	64.01	64.01	01/19/2017
47869	MOODY, VIOLA	4097.10	DEPOSIT REFUND	01/06/2017	19.04	19.04	01/12/2017
Total 32-00-100180 DEPOSITS:					83.05	83.05	
Total :					83.05	83.05	
PW - WATER							
32-32-520230 CHEMICALS							
6710	UMPQUA RESEARCH COMPAN	M043785	(5) COLIFORMS	01/09/2017	100.00	100.00	01/26/2017
6710	UMPQUA RESEARCH COMPAN	M043840	(2) TOC	01/11/2017	90.00	90.00	01/26/2017
6710	UMPQUA RESEARCH COMPAN	M043854	(1) IRON	01/12/2017	28.80	28.80	01/26/2017
Total 32-32-520230 CHEMICALS:					218.80	218.80	
32-32-520340 COMMUNICATIONS AND ALARM							
5210	PROTECTION ONE	01152017	496 EDGEWATER ALARMS	01/15/2017	117.95	117.95	01/19/2017
Total 32-32-520340 COMMUNICATIONS AND ALARM:					117.95	117.95	
32-32-520460 DISTRIBUTION SYSTEM MAINTENANCE							
1432	CORIX WATER PRODUCTS INC	17613036021	DISTR SYS MAINT	12/28/2016	77.04	77.04	01/12/2017
1432	CORIX WATER PRODUCTS INC	17713000237	(2) REPAIR CLAMP	01/05/2017	356.00	356.00	01/12/2017
2370	FERGUSON WATERWORKS	0552089-1	(24) BTTN CLR TIE	12/29/2016	344.64	344.64	01/26/2017
2370	FERGUSON WATERWORKS	0552736-1	(3) BTT CLR TIE	12/29/2016	43.08	43.08	01/26/2017
2371	FERGUSON WATERWORKS #30	0558123	DISTR SYS MAINT	12/21/2016	408.24	408.24	01/12/2017
Total 32-32-520460 DISTRIBUTION SYSTEM MAINTENANCE:					1,229.00	1,229.00	
32-32-520690 GAS AND LUBRICANTS							
7045	WECO	60030	GAS & LUBRICANTS - WA	12/31/2016	331.00	331.00	01/12/2017
Total 32-32-520690 GAS AND LUBRICANTS:					331.00	331.00	
32-32-520990 NONPARIEL PLANT MAINTENANCE							
1670	DEPT OF CONSUMER & BUS S	010117	PERMIT FEE	01/01/2017	44.80	44.80	01/12/2017
2230	ENGINEERED CONTROL PROD	63683	NP PLANT MAINT	01/18/2017	263.06	263.06	01/26/2017
Total 32-32-520990 NONPARIEL PLANT MAINTENANCE:					307.86	307.86	
32-32-521280 RADIO MAINTENANCE							
898	BUSINESS RADIO LICENSING	104	CANCEL FCC CALL SIGN (3)	01/04/2017	150.00	150.00	01/05/2017
Total 32-32-521280 RADIO MAINTENANCE:					150.00	150.00	
32-32-521450 TELEPHONE							
1117	CENTURYLINK	0114.3	PHONE-WATER DEPT	01/14/2017	46.25	46.25	01/26/2017
1117	CENTURYLINK	0114.4	PHONE-WATER DEPT	01/14/2017	45.73	45.73	01/26/2017
1117	CENTURYLINK	0114.5	PHONE-WATER DEPT	01/14/2017	47.52	47.52	01/26/2017
1117	CENTURYLINK	0114.6	PHONE-WATER DEPT	01/14/2017	46.38	46.38	01/26/2017
1118	CENTURYLINK	1219	PHONE-WATER DEPT LONG DI	12/19/2016	16.16	16.16	01/05/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1118	CENTURYLINK	1222	PHONE-WATER DEPT	12/22/2016	211.03	211.03	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-WATER DEPT	12/22/2016	83.94	83.94	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-WATER DEPT	12/22/2016	83.94	83.94	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-WATER DEPT	12/22/2016	83.47	83.47	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-WATER DEPT LONG DI	01/19/2017	15.57	15.57	01/26/2017
2045	DOUGLAS FAST NET	010117	INTERNET-WATER	01/01/2017	61.64	61.64	01/12/2017
Total 32-32-521450 TELEPHONE:					741.63	741.63	
32-32-521460 TESTING							
6710	UMPQUA RESEARCH COMPAN	M043683	(4) COLIFORMS	12/27/2016	80.00	80.00	01/05/2017
Total 32-32-521460 TESTING:					80.00	80.00	
32-32-521570 UTILITIES							
2040	DOUGLAS ELECTRIC COOP	01132017	ELEC-RIDGEWATER PUMP STA	01/13/2017	22.50	22.50	01/19/2017
2040	DOUGLAS ELECTRIC COOP	1132017	ELEC-RIDGEWATER PUMP STA	01/13/2017	77.38	77.38	01/19/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-496 EDGEWATER DR	12/27/2016	2,444.70	2,444.70	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-496 EDGEWATER DR	12/27/2016	32.29	32.29	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-UMPQUA ST NE PUMP	12/27/2016	169.82	169.82	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-OAK ST PUMP STATION	12/27/2016	206.86	206.86	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-8801 NONPAREIL RD	12/27/2016	3,749.01	3,749.01	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-701 S STATE ST	12/27/2016	160.95	160.95	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-1717 ASPEN RUN	12/27/2016	118.88	118.88	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-1215 PAGE AVE	12/27/2016	156.88	156.88	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-653 FOREST HEIGHTS LO	12/27/2016	96.97	96.97	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-1040 VALLEY VISTA DR	12/27/2016	18.61	18.61	01/05/2017
Total 32-32-521570 UTILITIES:					7,254.85	7,254.85	
32-32-521600 VEHICLE MAINTENANCE							
3610	LAUREN YOUNG TIRE CENTER	76800130258	QUICK FIT LIGHT TRUCK CHAIN	01/06/2017	99.95	99.95	01/12/2017
6289	SUTHERLIN AUTOCARE	10893	2003 CHEV SILVERADO	01/02/2017	636.14	636.14	01/12/2017
Total 32-32-521600 VEHICLE MAINTENANCE:					736.09	736.09	
32-32-530210 WATER RIGHTS							
2780	GSI WATER SOLUTIONS, INC.	0617.002 - 11	WATER RIGHTS-NORTH UMPQ	01/09/2017	286.00	286.00	01/19/2017
Total 32-32-530210 WATER RIGHTS:					286.00	286.00	
Total PW - WATER:					11,453.18	11,453.18	
Total WATER OPERATIONS FUND:					11,536.23	11,536.23	
WASTEWATER OPERATIONS FUND							
PW - WASTEWATER							
34-33-520190 BUILDING & GROUNDS MAINTENANCE							
20152	OREGON WATER RESOURCES	112688	DAM SAFETY FEE (FORDS PO	01/18/2017	85.00	85.00	01/26/2017
Total 34-33-520190 BUILDING & GROUNDS MAINTENANCE:					85.00	85.00	
34-33-520230 CHEMICALS							
1056	CASCADE COLUMBIA DISTR	684079	2 TOTES CALCIUM THIOSULFA	12/27/2016	2,683.72	2,683.72	01/12/2017
1056	CASCADE COLUMBIA DISTR	684519	(4) CONTAINER RETURNS	12/30/2016	800.00-	800.00-	01/12/2017
1056	CASCADE COLUMBIA DISTR	684833	SODIUM HYPOCHLORITE	01/13/2017	5,534.70	5,534.70	01/26/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 34-33-520230 CHEMICALS:					7,418.42	7,418.42	
34-33-520340 COMMUNICATIONS AND ALARM							
5210	PROTECTION ONE	01152017	251 W EVERETT ALARM SERVI	01/15/2017	35.28	35.28	01/19/2017
5210	PROTECTION ONE	01152017	215 ARCH ST ALARM SERVICE	01/15/2017	39.19	39.19	01/19/2017
5210	PROTECTION ONE	01152017	2717 GOLFVIEW AVE ALARM	01/15/2017	37.87	37.87	01/19/2017
Total 34-33-520340 COMMUNICATIONS AND ALARM:					112.34	112.34	
34-33-520550 ENGINEERING SERVICES							
2110	DYER PARTNERSHIP, THE	23803	RECYCLED WATER USE PLAN	12/31/2016	684.50	684.50	01/19/2017
3203	I E ENGINEERING INC	45962	SURVEY TECH - 7/11 - 7/21/16	08/01/2016	510.00	510.00	01/05/2017
3203	I E ENGINEERING INC	46225	SURVEY CREW-2 MAN - 8/15/16	09/01/2016	375.00	375.00	01/05/2017
Total 34-33-520550 ENGINEERING SERVICES:					1,569.50	1,569.50	
34-33-520560 EQUIPMENT MAINTENANCE							
1085	CENTRAL ELECTRICAL CONTR	225385	WWTP EQUIP MAINT	01/16/2017	505.00	505.00	01/26/2017
1090	CENTRAL ELECTRICAL SERVIC	225367	SEALTITE FLEX - CONNECTOR	12/20/2016	249.83	249.83	01/12/2017
1090	CENTRAL ELECTRICAL SERVIC	225371	REPLACE CIRCUIT BREAKER	12/27/2016	85.00	85.00	01/12/2017
5100	PLATT ELECTRIC	L025175	EQUIPMENT MAINT	01/11/2017	183.37	183.37	01/19/2017
5525	RISK II, JERRY D.	CITSUT 0117	MODIFY SS PUMP HOIST	01/05/2017	802.44	802.44	01/19/2017
4070	UMPQUA VALLEY TRACTOR	103150	KUBOTA MOWER	12/12/2016	657.45	657.45	01/26/2017
Total 34-33-520560 EQUIPMENT MAINTENANCE:					2,483.09	2,483.09	
34-33-520690 GAS AND LUBRICANTS							
7045	WECO	60032	GAS & LUBRICANTS - WWT	12/31/2016	498.35	498.35	01/12/2017
Total 34-33-520690 GAS AND LUBRICANTS:					498.35	498.35	
34-33-520850 LABORATORY SUPPLIES							
680	BI MART	107158006520	LAB SUPPLIES	01/03/2017	100.17	100.17	01/12/2017
6880	USA BLUEBOOK	158461	LAB SUPPLIES	01/18/2017	1,120.01	1,120.01	01/26/2017
Total 34-33-520850 LABORATORY SUPPLIES:					1,220.18	1,220.18	
34-33-521030 OFFICE SUPPLIES							
680	BI MART	107411006520	(2) VIEW BINDER	01/05/2017	10.98	10.98	01/12/2017
4490	OFFICE DEPOT	894516645001	HP INK (1) 4-PAK	01/13/2017	75.99	75.99	01/26/2017
Total 34-33-521030 OFFICE SUPPLIES:					86.97	86.97	
34-33-521150 PLANT MAINTENANCE							
680	BI MART	341765201	PINE CLEANER/BATTERIES	12/01/2016	23.66	23.66	01/12/2017
1090	CENTRAL ELECTRICAL SERVIC	4782	WW - COIL ON #3 INFLUENT PU	12/16/2016	85.00	85.00	01/19/2017
1810	DO CO FARMERS CO OP	812131	EXT CORD	01/05/2017	49.99	49.99	01/12/2017
2310	FASTENAL COMPANY	ORROS17537	(100) CABLETIES	01/12/2017	8.85	8.85	01/26/2017
2562	FULLER'S PEST MANAGEMENT	50345	WASTE WATER TREATMENT PL	12/09/2016	40.00	40.00	01/12/2017
3370	JACK MATHIS CONSTRUCTION,	1040	(2) CRANE SERVICE	12/22/2016	250.00	250.00	01/12/2017
5100	PLATT ELECTRIC	K976157	(10) LAMPS	12/16/2016	16.88	16.88	01/12/2017
6430	SUTHERLIN TRUE VALUE HARD	A65847	PVC PIPE CEMENT	01/09/2017	5.99	5.99	01/19/2017
Total 34-33-521150 PLANT MAINTENANCE:					480.37	480.37	
34-33-521384 SULDGE DISPOSAL							
2960	HEARD FARMS, INC	11567	MUNICIPAL WASTE	01/03/2017	16,992.00	16,992.00	01/12/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 34-33-521384 SULDGE DISPOSAL:					16,992.00	16,992.00	
34-33-521450 TELEPHONE							
1117	CENTURYLINK	0114	PHONE-WWTP DEPT	01/14/2017	168.06	168.06	01/26/2017
1117	CENTURYLINK	0114.1	PHONE-WWTP DEPT	01/14/2017	48.14	48.14	01/26/2017
1117	CENTURYLINK	0114.2	PHONE-WWTP DEPT	01/14/2017	98.46	98.46	01/26/2017
1118	CENTURYLINK	1219	PHONE-SEWER DEPT LONG DI	12/19/2016	28.15	28.15	01/05/2017
1118	CENTURYLINK	1222	PHONE-WWTP DEPT	12/22/2016	168.06	168.06	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-WW DEPT	12/22/2016	208.66	208.66	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-SEWER DEPT LONG DI	01/19/2017	26.69	26.69	01/26/2017
2045	DOUGLAS FAST NET	010117	INTERNET-WASTEWATER	01/01/2017	75.41	75.41	01/12/2017
Total 34-33-521450 TELEPHONE:					821.63	821.63	
34-33-521460 TESTING							
6710	UMPQUA RESEARCH COMPAN	M043776	(2) BOD-5	01/09/2017	100.80	100.80	01/19/2017
6710	UMPQUA RESEARCH COMPAN	M043777	(2) BOD-5	01/09/2017	100.80	100.80	01/19/2017
6710	UMPQUA RESEARCH COMPAN	M043812	(2) BOD-5	01/10/2017	100.80	100.80	01/19/2017
6710	UMPQUA RESEARCH COMPAN	M043833	(2) BOD-5	01/11/2017	100.80	100.80	01/19/2017
6710	UMPQUA RESEARCH COMPAN	M043886	(2) BOD-5	01/16/2017	100.80	100.80	01/19/2017
6710	UMPQUA RESEARCH COMPAN	M043904	(2) BOD-5	01/18/2017	100.80	100.80	01/26/2017
Total 34-33-521460 TESTING:					604.80	604.80	
34-33-521570 UTILITIES							
390	AVISTA UTILITIES	1229	NATURAL GAS-814 AIRWAY AVE	12/29/2016	22.24	22.24	01/05/2017
390	AVISTA UTILITIES	1229.1	NATURAL GAS - 251 W EVERET	12/29/2016	34.90	34.90	01/05/2017
390	AVISTA UTILITIES	1229.3	NATURAL GAS-GOLFVIEW AVE	12/29/2016	17.22	17.22	01/05/2017
390	AVISTA UTILITIES	1229.4	NATURAL GAS-1215 PAGE AVE	12/29/2016	24.01	24.01	01/05/2017
390	AVISTA UTILITIES	1229.7	NATURAL GAS-1717 ASPEN RU	12/29/2016	13.74	13.74	01/05/2017
2040	DOUGLAS ELECTRIC COOP	1222	ELEC-STEARNES LANE	12/22/2016	8,422.09	8,422.09	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-251 W EVERETT PUMP S	12/27/2016	876.88	876.88	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-814 AIRWAY AVE	12/27/2016	190.52	190.52	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-800 HASTINGS AVE PUM	12/27/2016	45.79	45.79	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-CHURCH RD & GOLFOVIE	12/27/2016	84.37	84.37	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-SEWER DEPT	12/28/2016	214.00	214.00	01/05/2017
Total 34-33-521570 UTILITIES:					9,945.76	9,945.76	
34-33-521600 VEHICLE MAINTENANCE							
6360	SUTHERLIN NAPA AUTO PARTS	500007929724	FUEL FILTER	12/27/2016	8.44	8.44	01/12/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929727	HALOGEN LAMP	01/17/2017	9.44	9.44	01/19/2017
Total 34-33-521600 VEHICLE MAINTENANCE:					17.88	17.88	
34-33-530210 WATER RIGHTS							
2780	GSI WATER SOLUTIONS, INC.	0617.002 - 11	WATER RIGHTS-NORTH UMPQ	01/09/2017	286.00	286.00	01/19/2017
Total 34-33-530210 WATER RIGHTS:					286.00	286.00	
Total PW - WASTEWATER:					42,622.29	42,622.29	
Total WASTEWATER OPERATIONS FUND:					42,622.29	42,622.29	

PUBLIC WORKS OPERATIONS FUND**PW - OPERATIONS**

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
40-30-520275 CITY LOGO CLOTHING							
1810	DO CO FARMERS CO OP	807714	LOGO CLOTHING	11/16/2016	83.45	83.45	01/12/2017
1810	DO CO FARMERS CO OP	872874	SERVICE CHARGE	12/31/2016	1.25	1.25	01/12/2017
Total 40-30-520275 CITY LOGO CLOTHING:					84.70	84.70	
40-30-520560 EQUIPMENT MAINTENANCE							
1590	DAVE'S AUTO ENTERPRISES	120816	OIL CHANGE 2014 CHEV	12/08/2016	59.95	59.95	01/12/2017
1590	DAVE'S AUTO ENTERPRISES	121516	SAFETY CHECK/ENGINE MOUN	12/15/2016	353.70	353.70	01/12/2017
2240	ENVIRO-CLEAN EQUIPMENT	S17-010310	EQUIP MAINTENANCE - VACCO	01/03/2017	108.55	108.55	01/12/2017
5675	RTM DIESEL REPAIR INC	1838	CASE 580M	01/18/2017	1,243.03	1,243.03	01/26/2017
6085	SONSRAY MACHINERY LLC	P07996-11	EQUIP MAINT	01/10/2017	279.26	279.26	01/26/2017
27842	SONSRAY MACHINERY, LLC	P07996-11	MODULE	01/10/2017	279.26	279.26	01/12/2017
6360	SUTHERLIN NAPA AUTO PARTS	500007929726	HOSE END	01/10/2017	7.99	7.99	01/19/2017
Total 40-30-520560 EQUIPMENT MAINTENANCE:					2,331.74	2,331.74	
40-30-520690 GAS AND LUBRICANTS							
7045	WECO	60031	GAS & LUBRICANTS - PW	12/31/2016	1,361.10	1,361.10	01/12/2017
Total 40-30-520690 GAS AND LUBRICANTS:					1,361.10	1,361.10	
40-30-520960 MEMBERSHIPS AND SUBSCRIPTIONS							
1611	DCUCC	0120	MEMBERSHIP DUES - PW	01/20/2017	150.00	150.00	01/26/2017
Total 40-30-520960 MEMBERSHIPS AND SUBSCRIPTIONS:					150.00	150.00	
40-30-521030 OFFICE SUPPLIES							
570	BASIN BEVERAGE COMPANY	003059	COFFEE/HOT CHOCOLATE	01/24/2017	116.00	116.00	01/26/2017
Total 40-30-521030 OFFICE SUPPLIES:					116.00	116.00	
40-30-521380 SHOP MAINTENANCE							
2562	FULLER'S PEST MANAGEMENT	50371	PW SHOP	12/12/2016	75.00	75.00	01/12/2017
4750	OREGON LINEN	1227	LINEN SERVICE-PUBLIC WORK	12/27/2016	107.78	107.78	01/05/2017
Total 40-30-521380 SHOP MAINTENANCE:					182.78	182.78	
40-30-521450 TELEPHONE							
1118	CENTURYLINK	1219	PHONE-PW LONG DIST	12/19/2016	19.44	19.44	01/05/2017
1118	CENTURYLINK	1222.2	PHONE-PUBLIC WORKS	12/22/2016	166.93	166.93	01/05/2017
1118	CENTURYLINK	1399259365	PHONE-PW LONG DIST	01/19/2017	20.96	20.96	01/26/2017
2045	DOUGLAS FAST NET	010117	INTERNET-PUBLIC WORKS	01/01/2017	75.41	75.41	01/12/2017
Total 40-30-521450 TELEPHONE:					282.74	282.74	
40-30-521570 UTILITIES							
390	AVISTA UTILITIES	1229.6	NATURAL GAS-1020 S CALAPO	12/29/2016	106.86	106.86	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-TLGTS	12/27/2016	57.70	57.70	01/05/2017
4940	PACIFIC POWER & LIGHT CO	1227	ELEC-1020 S CALAPOOIA ST	12/27/2016	302.22	302.22	01/05/2017
6400	SUTHERLIN SANITARY SERVIC	1228	GARBAGE P/U-CITY SHOP	12/28/2016	107.00	107.00	01/05/2017
Total 40-30-521570 UTILITIES:					573.78	573.78	
Total PW - OPERATIONS:					5,082.84	5,082.84	
Total PUBLIC WORKS OPERATIONS FUND:					5,082.84	5,082.84	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
FIRE RESERVE FUND							
FIRE							
52-21-530290 FIRE EQUIPMENT							
2438	FIRE RESCUE EQUIPMENT NW,	1402	FIRE EQUIP	12/27/2016	26,109.00	26,109.00	01/05/2017
Total 52-21-530290 FIRE EQUIPMENT:					26,109.00	26,109.00	
Total FIRE:					26,109.00	26,109.00	
Total FIRE RESERVE FUND:					26,109.00	26,109.00	
WATER CONSTRUCTION FUND							
PW - WATER							
64-32-530100 WATER MASTER PLAN							
2110	DYER PARTNERSHIP, THE	23804	WA MASTER PLAN WC/MP	12/31/2016	12,489.58	12,489.58	01/19/2017
Total 64-32-530100 WATER MASTER PLAN:					12,489.58	12,489.58	
64-32-530359 MAIN LINE IMPROVEMENTS							
2110	DYER PARTNERSHIP, THE	23800	N COMSTOCK WA LINE	12/31/2016	1,192.50	1,192.50	01/19/2017
Total 64-32-530359 MAIN LINE IMPROVEMENTS:					1,192.50	1,192.50	
Total PW - WATER:					13,682.08	13,682.08	
Total WATER CONSTRUCTION FUND:					13,682.08	13,682.08	
WASTEWATER CONSTRUCTION FUND							
PW - WASTEWATER							
66-33-530354 WWTP DESIGN							
2110	DYER PARTNERSHIP, THE	23802	WWTP FINAL DESIGN	12/31/2016	91,185.50	91,185.50	01/19/2017
Total 66-33-530354 WWTP DESIGN:					91,185.50	91,185.50	
66-33-530420 PLANT IMPROVEMENTS							
762	BOLI	0117	CONTRACT FEE	01/17/2017	743.75	743.75	01/26/2017
1580	DAILY JOURNAL OF COMMERC	743089772	CONSTRUCTION BIDS (2)	01/06/2017	573.30	573.30	01/19/2017
2110	DYER PARTNERSHIP, THE	23801	EVERETT AVE PUMP STA	12/31/2016	10,581.00	10,581.00	01/19/2017
4920	PACIFIC EXCAVATION INC	011317	PROJ NO. 146.39	01/13/2017	6,240.57	6,240.57	01/19/2017
Total 66-33-530420 PLANT IMPROVEMENTS:					18,138.62	18,138.62	
Total PW - WASTEWATER:					109,324.12	109,324.12	
Total WASTEWATER CONSTRUCTION FUND:					109,324.12	109,324.12	
MUNICIPAL COURT TRUST							
MUNICIPAL COURT							
84-08-520470 DISTRICT COURT							
1860	DO CO MANAGEMENT & FINAN	122016	County Jail Assessment -Decemb	01/25/2017	564.09	564.09	01/26/2017
Total 84-08-520470 DISTRICT COURT:					564.09	564.09	
84-08-521040 OREGON DEPT. OF REVENUE							
4650	OREGON DEPT OF REVENUE	122016	Criminal Fine Account - December	01/25/2017	1,812.54	1,812.54	01/26/2017
Total 84-08-521040 OREGON DEPT. OF REVENUE:					1,812.54	1,812.54	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total MUNICIPAL COURT:					2,376.63	2,376.63	
Total MUNICIPAL COURT TRUST:					2,376.63	2,376.63	
Grand Totals:					333,338.38	333,338.38	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

City of Sutherlin
Payment Summary Report
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<u>Vendor Name</u>	<u>Amount Paid</u>
3SI SECURITY SYSTEMS INC Total	\$ 2,544.00
911 SUPPLY Total	8,790.52
A-1 SUTHERLIN RENT-ALL, LLC Total	280.47
AA&L EMERGENCY FIRE Total	3,470.00
ACREE, SHANNON Total	57.22
ADVANTAGE SECURITY LLC Total	283.60
AFFORDABLE HOMES Total	52.91
ALICE TRAINING INSTITUTE, LLC Total	595.00
ALL UNIFORM WEAR #1 Total	4,644.42
ALLEN, KITTY Total	80.00
ALLER ROBERTSON MAHAN Total	15,400.00
ALLIMAN, ASHLEY Total	169.00
AMERICAN AED, INC. Total	5,995.00
AMERICAN LEAK DETECTION Total	800.00
AMERICAN PRIDE MFG, LLC Total	1,695.00
AMERIGAS Total	122.75
ANNAS CONSULTANTS, INC Total	211.28
AOP TECHNOLOGIES INC Total	957.42
APEX ACE HOME CENTER Total	151.42
ARAMARK SERVICES, INC Total	932.91
ARMSTRONG, NANCY Total	53.43
AUTO ADDITIONS Total	4,508.84
AUTOWORKS PLUS Total	1,022.00
AVERY BUILDING LLC Total	130.14
AVISTA UTILITIES Total	3,867.32
B & D EXPRESS LUBE & OIL, LLP Total	865.00
B R NURSERY INC Total	10,200.00
B&H Total	309.16
BACHMAN, JOHN Total	22.95
BAIMBRIDGE, RICKI Total	531.25
BANK OF NEW YORK MELLON, THE Total	55,827.36
BAPTIST, JO ANN Total	34.99
BARNES HEATING & COOLING Total	6,494.50
BARNEY'S TROPHY & AWARD SHOP Total	8.25
BASIN BEVERAGE COMPANY Total	815.25
BATES, DAVID L Total	269.16
BATTERIES PLUS #858 Total	120.00
BEAN, AMANDA Total	17.99
BECK, DAVID Total	63.94
Beckenhauer, Jennifer Total	15.64
BEERY ELSNER & HAMMOND LLP Total	33,395.06
BELNICK INC Total	2,110.30
BEMBRY, EILEEN Total	43.35

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<u>Vendor Name</u>	<u>Amount Paid</u>
BENZEL EXCAVATION LLC Total	21,535.00
BI MART Total	2,036.86
BIG X FABRICATION & METAL Total	690.00
BIRTCH, DAVID Total	815.00
BOLI Total	1,438.34
BOOK GALLERY Total	45.00
BOOTH,GRAYDON Total	224.00
BOUND TREE MEDICAL, LLC Total	1,462.31
BOUSKA, ALBERT & KAYE Total	47.90
BOYER, DORIS Total	91.00
BRATTON, KAREN Total	42.38
BROWNELLS, INC. Total	1,927.15
BUG ZAPPER PEST CONTROL Total	85.00
BULLEX, INC Total	4,348.80
BUREAU OF LABOR & INDUSTRIES Total	273.35
BUSINESS RADIO LICENSING Total	150.00
CALIFORNIA CONTRACTORS Total	269.40
CAMPBELL, SCOTT Total	81.02
CAMTRONICS INC Total	701.05
CARDIAC LIFE PRODUCTS, INC Total	925.40
CARNEY, PATRICK Total	30.31
CASCADE COLUMBIA DISTR Total	43,923.28
CASCADE FIRE EQUIPMENT Total	24,220.56
CASELLE, INC Total	8,346.31
CCBI Total	45.00
CENTRAL ELECTRICAL CONTRACTING Total	1,354.25
CENTRAL ELECTRICAL SERVICES, INC Total	5,139.80
CENTRAL FEED & SUPPLY Total	436.50
CENTURYLINK Total	19,400.80
CHARTER COMMUNICATIONS Total	772.00
CHAVES CONSULTING, INC. Total	915.40
CHIEF SUPPLY CORP Total	176.26
CHRISTOPHERSON, JOHN & ELSIE Total	1,518.42
CHUCK SWARM AUTO REPAIR Total	255.00
CIS Total	427.72
CIT Total	2,568.71
CITY COUNTY INSURANCE Total	150,098.57
CLACKAMAS FIRE DISTRICT#1 Total	350.00
CLAUSEN, CHARLES Total	3.88
CLINT NEWELL MOTORS Total	500.00
COASTWIDE LABORATORIES Total	1,155.60
CODE PUBLISHING, INC Total	1,008.00
COE, ARRON TYLER Total	33.44

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<u>Vendor Name</u>	<u>Amount Paid</u>
COLE BIOMEDICAL SERVICES LLC Total	2,575.00
COMBS, CHRIS Total	15.00
COMSPAN COMMUNICATIONS Total	1,420.55
CORETECH INC. Total	23,296.02
CORIX WATER PRODUCTS INC Total	8,252.00
COWBOY TREE LLC Total	1,900.00
CREATIVE AWNINGS & SHELTERS Total	2,400.00
CREDIT SERVICES NORTHWEST Total	210.00
CRUISE MASTER PRISMS INC Total	1,249.77
CRYSTAL FALLS Total	463.75
CUMMINS, BERNIE & GAY Total	65.37
CUNNINGHAM, KENNETH Total	330.00
CURTIS RESTAURANT EQUIPMENT Total	3,220.64
CUTTING EDGE CONSTRUCTION & DESIGN Total	1,300.00
D C EMERGENCY COMMUNICATIONS 911 Total	52,350.55
DAILY JOURNAL OF COMMERCE Total	1,657.50
DAKESSIAN, GREG Total	222.80
DAS SFS-CASHIER Total	900.00
DAVE'S AUTO ENTERPRISES Total	2,138.35
DAVID A. EDWARDS Total	600.00
DAY WIRELESS SYSTEMS Total	4,761.99
DCUCC Total	150.00
DEPT OF CONSUMER & BUS SER Total	179.20
DEPT OF ENVIR QUALITY Total	19,542.00
DIAMOND POWER EQUIPMENT Total	393.56
DO CO COMMUNICATIONS 911 Total	25,669.79
DO CO FARMERS CO OP Total	1,356.58
DO CO MANAGEMENT & FINANCE Total	2,802.10
DO CO PLANNING DEPT Total	11,280.00
DO CO PUBLIC WORKS Total	26.28
DO CO SHERIFF Total	12,108.03
DO CO SURVEYOR Total	40.50
DO CO TAX COLLECTOR Total	54.57
DOOLEY ENTERPRISES INC Total	1,171.00
DOUGLAS COUNTY CLERK Total	527.00
DOUGLAS COUNTY GLASS CO INC Total	102.34
DOUGLAS COUNTY PLANNING DEPT Total	22,500.00
DOUGLAS ELECTRIC COOP Total	59,458.76
DOUGLAS FAST NET Total	4,188.38
DOWNING, JAMES Total	55.60
DPSST Total	40.00
DR. DANIEL J. HULL, MD Total	1.00
DRAGT, LON Total	290.78

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<u>Vendor Name</u>	<u>Amount Paid</u>
DRAWING BOARD PRINTING Total	94.99
DRIVER AND MOTOR VEHICLE SERV Total	8.00
DUBRUTZ, JOHN Total	264.00
DUNNING, PATRICIA ANN Total	824.00
DURFIELD, LEILA Total	67.78
DYER PARTNERSHIP, THE Total	470,549.48
EC POWER SYSTEMS Total	3,525.96
EDWARDS, PRICILLA ROSE Total	480.00
ELLIOTT, BRIAN Total	699.93
ELLIOTT, SHARON Total	10.00
ELLSWORTH, WAYNE Total	140.00
EMERGENCY REPORTING Total	1,188.00
EMT ASSOCIATES Total	2,925.00
ENERSPECT MEDICAL SOLUTIONS Total	1,979.29
ENGINEERED CONTROL PRODUCTS Total	2,375.40
ENLOW, GEORGE Total	925.71
ENVIRO-CLEAN EQUIPMENT Total	1,308.70
ERWIN CONSULTING ENGINEERING, LLC Total	4,734.50
EVAC SYSTEMS Total	3,467.97
EXPRESS SERVICES INC Total	48,732.32
F3B CONSTRUCTION Total	3,523.50
FASTENAL COMPANY Total	80.91
FEDEX Total	256.79
FELIX, DENA Total	23.60
FERGUSON WATERWORKS Total	46,000.61
FERGUSON WATERWORKS #3011 Total	765.09
FILTRATION TECHNOLOGY Total	7,155.00
FIRE RESCUE EQUIPMENT NW, LLC Total	26,109.00
FIREHOUSE INNOVATIONS CORP Total	7,702.38
FLURY SUPPLY COMPANY Total	150.30
FONG, BRENNEN Total	6.12
FRANTZICH, ROSE Total	204.28
FUCHS, EMMA Total	64.01
FULLER'S PEST MANAGEMENT Total	3,045.00
GALLS, LLC Total	2,650.57
GARRIS DUST CONTROL SERVICE CORP Total	5,079.75
GENERAL PACIFIC, INC Total	519.00
GENE'S BRAKE & ALIGNMENT Total	98.95
GEOLINE, INC Total	6,921.00
GERRETSENS BUILDING SUPPLY Total	55.12
GODON, KENDRA Total	63.42
GORILLA 911 INC Total	41.34
GOVERNMENT FINANCE OFFICERS ASSN Total	170.00

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<u>Vendor Name</u>	<u>Amount Paid</u>
GOVERNMENTJOBS.COM, INC. Total	358.00
GRAPHIC DIMENSIONS INC Total	728.40
GREEN, ALLISON Total	569.43
GREENSUNS, INC. Total	95,272.22
GSI WATER SOLUTIONS, INC. Total	4,413.55
H D FOWLER Total	4,163.71
HACH COMPANY Total	95.93
HALL, DAVID Total	150.00
HALL, MITCH Total	98.17
HARDEN, ROBERT Total	52.31
HARRIS, DIANE Total	317.63
HART, LINDA Total	48.53
HEAD, RACHEL Total	10.00
HEARD FARMS, INC Total	81,702.00
HEBERLY ENGINEERING Total	9,001.20
HELD, TADD Total	46.93
HELD'S AUTOMOTIVE AND ACCESSORIES Total	1,870.00
HOBDEN, BONNIE Total	36.21
HODGE, WENDY Total	70.18
HOGATE FIRE PROTECTION Total	100.00
HOLCOMB, CYRUS EUGENE Total	44.00
HOLLEY, GAYLA Total	141.86
HOTSTICK U.S.A. Total	1,130.00
I E ENGINEERING INC Total	3,133.75
ICMA MEMBERSHIP RENEWALS Total	696.00
IDEXX DISTRIBUTION, INC Total	1,673.83
IIMC Total	255.00
INSTAPRINT Total	179.21
INTEGRA CHEMICAL COMPANY Total	617.05
JACK MATHIS CONSTRUCTION, LLC Total	1,000.00
JERRY BROWN CO. INC,THE Total	28,336.03
JOHNSON, ERIK MICHAEL Total	40.00
KDH DEFENSE SYSTEMS Total	10,073.25
Keesecker, Thomas & Peggy Total	35.43
KELLUM, SCOTT Total	223.20
KEN'S DRY CLEANING Total	4,051.00
KEVIN KENNEDY CONSTRUCTION Total	19,192.08
KLASSERT, RUTH Total	10.14
KNIFE RIVER MATERIALS Total	257,162.86
KNOWLTON, TERRY Total	100.00
KOCER CRANE & TRAINING LLC Total	1,646.00
KOKUA TOWING LLC Total	75.00
L.N. CURTIS AND SONS Total	17,818.68

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<u>Vendor Name</u>	<u>Amount Paid</u>
LAN TEL SERVICES Total	4,000.00
LAND & WATER ENVIRONMENTAL SERVICES Total	3,241.75
LAUREN YOUNG TIRE CENTERS Total	10,988.24
LEAGUE OF OREGON CITIES Total	5,643.43
LEAHY, VAN VACTOR, COX & MELENDY, LLP Total	12,000.00
LEISNER, ROBERT Total	381.52
LEXIPOL LLC Total	6,655.00
LINARES, RON & CHERYLE Total	9.75
LITHIA AUTO STORES Total	10,076.06
LITHIA BODY & PAINT OF ROSEBURG Total	2,883.85
LOGO ZOO, LLC Total	245.00
Longbrake, Dorothy Total	32.11
LOONEY, SEAN Total	81.70
M-1 AUTO BODY Total	145.77
MARQUIS, JUSTIN Total	80.14
MARSHALL'S LANDSCAPE MAINTENANCE INC. Total	17,400.00
MARSHALL'S TOWING Total	188.00
MARTIN, TIMOTHY Total	230.96
MAST, CHAD Total	15,000.00
MC GARVEY, JASON Total	100.00
MCCLURE, LANNIE Total	24.22
MCHAFFIE, SHAWN Total	25.00
MEASUREMENT SPECIALTIES INC Total	522.99
MED-TECH RESOURCE LLC Total	7,187.36
MICHELS CORPORATION Total	2,596.00
MID-OREGON PRINTING, INC Total	2,601.02
MIKE FLICK CONSTRUCTION LLC Total	3,857.57
MOODY, VIOLA Total	19.04
MOORE, CHASE Total	10.54
MORGAN, DUSTIE Total	20.00
MOTOROLA SOLUTIONS, INC Total	26,723.95
MURRELL HICKEY & ASSOCIATES Total	450.00
MWH AMERICAS, INC Total	86,500.00
NATIONAL HOSE TESTING SPECIALTIES Total	3,693.80
NCL OF WISCONSIN, INC Total	59.79
NELSON, KYLE Total	180.00
NET ASSETS Total	400.00
NEWS REVIEW, THE Total	2,395.11
NFPA Total	175.00
NILSON, CHRISTOPHER Total	66.00
NORTH STAR FABRICATION Total	1,600.00
NORTHWEST GRAPHIC WORKS LLC Total	830.00
NORTHWEST SAFETY CLEAN Total	415.72

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<u>Vendor Name</u>	<u>Amount Paid</u>
OACA Total	175.00
OAMR Total	450.00
OBERMAN, NICHOLAS Total	73.38
OCCMA Total	191.70
OCCUHEALTH Total	2,307.00
OCPDA Total	50.00
OFFICE DEPOT Total	12,275.93
ONE CALL CONCEPTS INC Total	280.88
ONLINE INFORMATION SERVICES Total	875.55
OR ASSN OF MUNICIPAL RECORDERS Total	100.00
OR DEPT OF STATE LANDS Total	412.00
OR DEPT OF TRANSPORTATION Total	96.00
OREGON DEPT OF REVENUE Total	14,216.06
OREGON DEQ Total	320.00
OREGON DMV Total	3.00
OREGON GOVERNMENT ETHICS COMMISSION Total	554.54
OREGON HEALTH AUTHORITY Total	1,905.00
OREGON LINEN Total	4,341.36
OREGON MAYORS ASSOCIATION Total	132.00
OREGON SERIGRAPHICS LLC Total	1,811.75
OREGON STATE POLICE Total	10.00
OREGON TOOL & SUPPLY Total	709.40
OREGON WATER RESOURCES DEPT Total	85.00
ORENCO SYSTEMS, INC Total	8,887.25
OVERHEAD DOOR CO OF ROSEBURG Total	3,323.00
OWEN EQUIPMENT CO Total	8,400.00
OWEN, DAVID Total	10.00
OWEN, JAMES & JODEANE Total	48.80
OXARC INC Total	18,948.42
PACIFIC EXCAVATION INC Total	126,336.30
PACIFIC NORTHWEST FENCE CO. Total	5,061.00
PACIFIC OFFICE AUTOMATION Total	2,198.40
PACIFIC POWER & LIGHT CO Total	97,984.41
PARTNERSHIP, THE Total	300.00
Patton, Wes Total	72.71
PAULY, ROGERS AND CO PC Total	13,860.00
PAVE NORTHWEST, INC Total	38,163.20
PENLAND, TRISSIE Total	60.00
PERDOMO, CHARLES Total	42.96
PERDOMO, WYATT Total	764.64
PERRINE INDUSTRIAL ELECTRICIANS Total	3,255.19
PERSONNEL CONCEPTS Total	25.90
PETERSON Total	5,454.10

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<u>Vendor Name</u>	<u>Amount Paid</u>
PETERSON, KAYTLYNN Total	65.26
PHYSIO-CONTROL, INC Total	1,903.20
PICKELL, ERIN Total	10.00
PLACE, ANTHONY Total	67.76
PLATT ELECTRIC Total	313.13
PORTULANO, VINCENT Total	418.64
POWER FORD LINCOLN Total	28,990.00
PRINTS CHARMING Total	789.00
PROTECTION ONE Total	6,357.53
QUALIFICATION TARGETS INC Total	357.29
QUALITY CONTROL SERVICES Total	1,735.00
RADAR SHOP, THE Total	912.43
RAGNASOFT, INC. Total	1,225.00
RAINS, VAUGHN Total	195.26
RARD, CASEY Total	69.78
RBH-ROAD TO BETTER HEALTH Total	997.50
REBER, KIMBERLI Total	83.54
REVIZE LLC Total	1,800.00
REZ-COMM PAINTING LLC Total	11,950.00
RHODES, MORGAN KELLY Total	325.00
RICHARDSON, JACQUELINE Total	61.85
RICHWINE ENVIRONMENTAL INC Total	1,618.80
RICK'S MEDICAL SUPPLY Total	147.95
RICOH USA, INC Total	14.38
RISK II, JERRY D. Total	10,130.51
RITZ SAFETY Total	4,368.54
ROSEBURG BOOK & STATIONARY Total	30.65
ROSEBURG ROD & GUN CLUB Total	700.00
ROSEBURG ROOFING & SUPPLY CO INC Total	613.00
ROSEBURG TOWING LLC Total	175.00
ROSS, TOMI LYNN Total	5.54
ROTARY CLUB OF SUTHERLIN Total	550.00
ROTO-ROOTER OF DOUGLAS COUNTY Total	650.00
RTM DIESEL REPAIR INC Total	13,161.18
RUBEN HERNANDEZ Total	93.00
RUIZ, CARLOS Total	216.00
SAFECHECKS Total	588.19
SAIF CORPORATION Total	78,589.00
SAN DIEGO POLICE EQUIPMENT CO. INC. Total	252.63
SANDY'S COMMUNICATIONS Total	1,980.00
SANFILIPPO, KIRK Total	630.08
SANMAN, BRYCE Total	257.00
SCHWERDTFEGER, JOYCE Total	30.98

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<u>Vendor Name</u>	<u>Amount Paid</u>
SCOTT PAGE Total	299.64
SEA WESTERN Total	2,758.87
SECRETARY OF STATE Total	350.00
SECRETARY OF STATE-CORP DIV Total	80.00
SENSUS USA INC Total	1,893.15
SERVICE CENTER, THE Total	1,275.80
SERVPRO Total	15,807.19
SHORTS QUARRY ROCK, LLC Total	3,153.78
SKINNER, MOLLY Total	7.28
SMALLEY, THOMAS Total	600.00
SMITH, ALFRED Total	10.00
SONSRAY MACHINERY LLC Total	279.26
SONSRAY MACHINERY, LLC Total	279.26
SOS ALARM Total	604.25
SPEGALS AUTO REPAIR Total	830.05
SPORT FEVER GRAPHICS Total	305.00
SQUEAKY CLEAN AUTO DETAILING Total	300.00
STAPLES ADVANTAGE Total	285.27
STAPLES CREDIT PLAN Total	276.64
STATE FARM INSURANCE Total	150.00
STATE FORESTER Total	495.92
STATE OF OREGON Total	360.00
STEARNS HARDWARE Total	229.19
STEPHENS, HEATHER & JOSHUA Total	2.75
STERICYCLE, INC Total	281.76
STOLP, GLENN Total	45.00
SUMMIT REAL ESTATE MGMT INC Total	3,493.33
SURGEON, IOLA Total	8.43
SUTHERLIN AUTOCARE Total	1,241.62
SUTHERLIN CHAMBER OF COMMERCE Total	79,440.94
SUTHERLIN DOWNTOWN Total	13,228.00
SUTHERLIN FIREFIGHTERS ASSOC Total	500.00
SUTHERLIN NAPA AUTO PARTS Total	2,852.11
SUTHERLIN SANITARY SERVICE, LLC Total	6,527.99
SUTHERLIN TRUE VALUE HARDWARE Total	1,442.90
SUTHERLIN WATER GARDEN Total	57.40
T C PLUMBING LLC Total	870.00
TARGETSOLUTIONS LEARNING LLC Total	2,727.50
TASER INTERNATIONAL Total	10,497.26
THE LOCKOUT GUY'S LLC Total	385.00
THE POLICE AND SHERIFFS PRESS Total	1,349.41
THOMAS E YOUNKER CEMENT FINISHING Total	18,840.00
TOP GEAR INC Total	888.20

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<u>Vendor Name</u>	<u>Amount Paid</u>
TOUCHSTONE ENGRAVING Total	65.50
TRAFFIC SAFETY SUPPLY CO.,INC. Total	1,558.00
Trammel, Misty Total	15.68
UCAN Total	5,000.00
UL LLC Total	1,060.00
ULINE Total	474.10
UMPQUA BASIN OPERATORS Total	30.00
UMPQUA RESEARCH COMPANY Total	10,271.10
UMPQUA SAND & GRAVEL Total	636.00
UMPQUA VALLEY ASPHALT, LLC Total	952.56
UMPQUA VALLEY FIRE SERVICES, INC Total	1,332.50
UMPQUA VALLEY TRACTOR Total	657.45
UNIVAR USA INC Total	7,419.60
UNRAU, JEFFRY Total	66.37
US BANK EQUIPMENT FINANCE Total	2,060.92
USA BLUEBOOK Total	7,097.17
USDA RURAL DEVELOPMENT Total	331.92
V & V MANUFACTURING, INC Total	99.90
VAN EGDOM, REO Total	123.35
VATLAND, MEL Total	53.50
VERIZON WIRELESS Total	5,539.05
VIKING TECHNOLOGIES INC Total	45,834.39
VWR INTERNATIONAL Total	120.56
WATERSHED LLC Total	920.21
WEAVER, ALLISON Total	59.93
WECO Total	4,447.28
WEYERMAN, MORLEY Total	10.46
WIEWEL, TIM Total	184.00
WILSON, DAN Total	96.72
WOODWARD, BEN Total	92.00
WORDEN, MARK Total	150.00
YOUNG-CHENEY, JOAN Total	100.00
ZEE MEDICAL SERVICE COMPANY Total	560.32
ZUMAR INDUSTRIES, INC Total	662.72
Grand Total	<u>\$ 2,991,951.10</u>

Credit Card Summary Report

January 2017

	Payor	Employee	Purpose	Amount
	Vistaprint	Kirk Sanfilippo	Crime Prevention	720.99
	Amazon.com	Kirk Sanfilippo	Crime Prevention	8.69
	Brix 527	Kirk Sanfilippo	Meeting Expenses	32.30
	Amazon.com	Kirk Sanfilippo	Crime Prevention	128.57
	Oregon Association of	Kirk Sanfilippo	Training	299.00
	The Cheap Place	Kirk Sanfilippo	Uniform Allowance	63.00
	Successories	Kirk Sanfilippo	Office Supplies	839.94
	Pig N Pancake	Kirk Sanfilippo	Training	13.75
	Comfort Inn	Kirk Sanfilippo	Training	197.64
	Jacksons A & W	Kirk Sanfilippo	Training	4.30
	OPOA	Kirk Sanfilippo	Memberships & Subscriptions	20.00
	Oregon Association of	Kirk Sanfilippo	Memberships & Subscriptions	225.00
	Oregon Association of	Kirk Sanfilippo	Memberships & Subscriptions	150.00
	Amazon Web Service	Dan Wilson	Office Machine Maintenance	177.29
	OWPSACSTATE	Aaron Swan	Training	153.00
	Kozy Kitchen	Brian Elliott	Meeting Expenses	30.40
	Abby's Pizza	Brian Elliott	Meeting Expenses	103.10
	Holiday Inn Express	Gayla Holley	Training	176.17
	Staples	Gayla Holley	Office Supplies	32.99
	OPOA	Gayla Holley	Memberships & Subscriptions	15.00
	Lighthouse Uniforms	Avery Hazzard	Uniform Allowance	623.20
	Domino's	Avery Hazzard	Meetings	61.96
	Lowe's	Avery Hazzard	Fire Equipment	193.80
	Bureau of Labor	Lon Dragt	Office Supplies	20.00
	Bi-Mart	Lon Dragt	Equioment Maintenance	39.97
	Laerdal Medical	Lon Dragt	Training	64.95
	Channing Bete Co	Lon Dragt	Training	189.75
	Fire Protection	Lon Dragt	Training	610.00
	Total			5,194.76

Diane Harris

From: Diane Harris
Sent: Wednesday, February 22, 2017 8:28 AM
To: April Ehrlich; Ashley KQEN News (ashley@bciradio.com); DC Commissioners; Douglas County News; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon; Vera Westbrook (vwestbrook@nrtoday.com)
Subject: Public Meeting Notice
Attachments: CC FEB 27.17 Workshop.pdf

Good morning!

Please see attached agenda for the February 27th Council Workshop!

Have a great day,



Diane Harris

Deputy City Recorder
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