



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, April 23, 2018
Civic Auditorium – 7:00 p.m.**

AGENDA

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. AGENDA CONFIRMATION**
 - a. May 14, 2018 Agenda
- 4. a. COUNCIL PRIORITY PROGRESS REPORT**
 - b. COUNCIL COMMENTS
- 5. COUNCIL BUSINESS**
 - a. Ordinance No. 1063 – Pro Tem Judge (second reading & adoption)
- 6. WORKSHOP**
 - a. Planning/Community Development Fees
 - b. Water Master Plan
- 7. STRATEGIC PLAN UPDATE** (reports in Council Packet)
 - a. Employee Handbook Update
- 8. REPORTS**
- 9. ADJOURN**

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

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



Call to Order & Flag Salute





ROLL CALL





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, May 14, 2018
Civic Auditorium – 7:00 p.m.
AGENDA**

Mayor Todd McKnight
Council President Luzier
Councilors Boggs, Riggs, 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. PRESENTATIONS

- a. Fire Services Working Group Recommendations

6. CONSENT AGENDA

- a. April 9, 2018 Minutes – Regular Meeting
- b. April 23, 2018 Minutes – Workshop

7. PUBLIC HEARING

- a. State Revenue Sharing

8. COUNCIL BUSINESS

- a. Resolution No. 2018.05 – Fire Services Structure
- b. Resolution No. 2018.06 – Adoption of 2018-2019 Budget
- c. Resolution No. 2018.07 – Certifying City Services
- d. Resolution No. 2018.08 – Election to Receive State Revenue Sharing
- e. Ordinance – Water Master Plan (first reading, title only)

9. REPORTS

10. STRATEGIC PLAN UPDATE (Reports in Council Packet)

11. CITY COUNCIL COMMENT

12. 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.]

13. ADJOURN

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



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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1063 – Judges Pro Tem				Meeting Date:	4/23/2018
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Municipal Court Clerk, Trissie Penland				City Manager Review	☒
Attachments: Notice of Enactment & Ordinance No. 1063					

WHAT IS BEING ASKED OF COUNCIL?

To approve second reading and adoption of Ordinance No. 1062 – Judge Pro Tem; adding Section 2.20 to the Sutherlin Municipal Code to Create Positions of Municipal Court Judges Pro Tem

EXPLANATION

The City Attorney is recommending that the City add a new section 2.20.180 to the municipal code creating the position of Municipal Court Judges Pro Tem and giving it all of the powers of the municipal judge when the municipal judge is unable to perform his/her duties. This will preclude anyone from arguing that the Judge Pro Tem acted beyond his/her scope of authority.

The Court is asking that the last line of Ordinance be deleted because the terms of the sentence are too broad. This sentence can mean an attorney who is or has acted as a Judge Pro Tem can never be an attorney in the Sutherlin Municipal Court. Since most attorneys' in this area are judges, fill in as Judges Pro Tem, are prosecuting attorney's, and act as defense attorney's within the courts of Douglas County striking the last sentence of the proposed Ordinance No. 1063 would allow more flexibility in filling this position as needed.

OPTIONS

SUGGESTED MOTION(S)

- 1) Approve second reading and adoption of Ordinance No. 1063 – Judges Pro Tem position
- 2) Not approve second reading and adoption of Ordinance No. 1063 – Judge Pro Tem position



City Recorder/HR Manager
126 E. Central Avenue
Sutherlin, OR 97479
(541) 459-2856 x 207
www.cityofsutherlin.com

City of Sutherlin

NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. 1063

“AN ORDINANCE ADDING SECTION 2.20.180 TO THE SUTHERLIN MUNICIPAL CODE TO CREATE THE POSITIONS OF MUNICIPAL COURT JUDGES PRO TEM”

THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE REGULAR COUNCIL MEETING OF

**MONDAY, APRIL 9, 2018 @ 7PM & APRIL 23, 2018
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

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

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

Posted this day, April 2, 2018
By Diane Harris
City Recorder

ORDINANCE NO. 1063

**AN ORDINANCE ADDING SECTION 2.20.180 TO THE SUTHERLIN
MUNICIPAL CODE TO CREATE THE POSITIONS OF MUNICIPAL
COURT JUDGES PRO TEM**

WHEREAS, the City Charter creates the position of Municipal Court Judge; and

WHEREAS, on occasion the Municipal Court Judge cannot perform his or her duties due to conflicts of interest, absence from the City, incapacitation, or other similar reasons.; and

WHEREAS, to ensure the Municipal Court can continue to function when such occurrences arise, the City desires to create the positions of Municipal Court Judges Pro Tem.

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

Section 1. Section 2.20.180 is added to the Sutherlin Municipal Code as follows:

2.20.180 Municipal Court Judges Pro Tem.

The offices of Municipal Judge Pro Tem are hereby created. The Council may appoint one or more municipal judges pro tem to serve when the municipal court judge is absent from the city, incapacitated, or otherwise unable to discharge the duties of municipal court judge. If the Council has appointed more than one municipal judge pro tem, the City Manager shall assign, on a matter by matter basis, a municipal judge pro tem to serve when the municipal court judge is absent from the city, incapacitated, or otherwise unable to discharge the duties of municipal judge. When assigned to a matter, a municipal judge pro tem shall have all the powers and authority of the municipal judge. Any municipal judge pro tem shall be licensed to practice law in the State of Oregon and shall be in good standing with the Oregon State Bar at any time the municipal judge pro tem is engaged in official duties. ~~No municipal judge pro tem may act as an attorney in the Municipal Court.~~

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

PASSED BY THE COUNCIL THIS 23RD DAY OF APRIL, 2018.

APPROVED BY THE MAYOR THIS 23RD DAY OF APRIL, 2018.

ATTEST:

Mayor, Todd McKnight

City Recorder, Diane Harris, CMC



WORKSHOP





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

City of Sutherlin

STAFF REPORT					
Re: Land Use Fee Schedule				Meeting Date: 4-23-2018	
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Brian Elliott, Community Development Director, Kristi Gilbert, Community Development Specialist and Jamie Chartier, City Planner				City Manager Review ☒	
Attachments: Land Use Fee Comparison					

WHAT IS BEING ASKED OF COUNCIL?

Conduct Council Workshop to review and discuss current and potential land use fees.

EXPLANATION

The City Council will conduct a workshop to review and discuss current and potential land use fees, application and processing timeframes.

Staff reached out to several Cities to obtain their fee schedules. We have attached a spreadsheet with their information. Following review of various land use fees, staff has prepared fees for consideration to help sustain the general fund and support staffing in the Community Development Department.

Currently, the City has minimal to no fees for various land use applications and processes. Numerous hours are spent on research, conferences and meetings, land use applications, etc. for potential development.

Community Development Department is responsible for Planning, Zoning, Permitting, Housing, Parks, Beautification, Population, Economic Development, Redevelopment, Transportation, Engineering, Community Infrastructure, Grant Writing, Agency Coordination, etc.

OPTIONS

City Council to provide Staff with a direction to pursue fee implementation.

City Council to provide Staff with a direction not to pursue fee implementation.

SUGGESTED MOTION(S)

Not Applicable

City	CUP	LP	LUC'S	MAJOR AMEND	PRE-APP	SITE PLAN (COMMERCIAL)	WORKSHEET
City of Sutherlin	\$ 530.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 25.00
Cities along I-5							
City of Springfield		\$ 2,989.00	\$ 314.00		\$ 386.00		\$ 129.00
City of Cottage Grove	\$ 840.00	\$ 420.00		\$ 840.00	\$ 157.50		\$ 26.25
City of Ashland	\$ 1,046.00	\$1046 + \$69/UNIT		\$ 1,046.00	\$ 136.00	\$1046.00 + 0.5% VALUE	\$ 29.00
City of Grants Pass	\$ 875.00	\$ 748.00		\$ 857.87	\$ 150.00		\$ 165.00
City of Winston	\$ 500.00	\$ 500.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 500.00	\$ 100.00
City of Medford	\$ 950.00	\$ 1,110.00		\$ 500.00	\$ 300.00		\$ 115.00
City of Roseburg	\$ 580.00	\$ 465.00	\$ 30.00	\$ 290.00	\$ 116.00	\$ 404.00	\$ 116.00
Cities off of I-5							
City of Phillomath	\$ 1,250.00	\$ 740.00		\$ 335.00			\$ 45.00
City of Stayton	\$ 1,050.00	\$ 1,050.00	\$ -	\$ 1,050.00	1ST-FREE/2ND \$300	\$ -	15% ZONING SURCHARGE
City of St. Helens	VARIES	\$ 414.00	\$ 12.00		\$ -	\$ -	\$ 55.00
City of Reedsport	\$ 300.00	\$ 600.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00
City of Klamath Falls	\$ 350.00	\$ 450.00			10% of APPLICATION FEE		\$ 50.00
City of Brookings	\$ 2,721.00	\$ 2,095.00	\$ 43.00		\$ 550.00		\$ 177.00
City of The Dalles	\$ 420.00	\$ 250.00				\$ 105.00	\$ 30.00
City of Hermiston	\$ 475.00	\$ 430.00	\$ -	VARIES	\$ -	\$ -	\$ -
City of Astoria	\$ 500.00	\$ 300.00	\$ 50.00	SAME AS EXISTING	\$ 150.00		
Douglas County	\$ 3,300.00	\$ 2,200.00	\$ 165.00	75% of CURRENT FEE	\$ 165.00	\$ 165.00	\$ 85.00



City of Sutherlin

Community Development

126 E. Central Avenue

Sutherlin, OR 97479

541-459-2856

Fax 541-459-9363

www.ci.sutherlin.or.us

Community Development

Process, length of time and current fee:

○ Proposed fee

- Commercial Site Review – approximately 4-8 hours for Community Development staff (must coordinate submitted material with all other City departments and compile their comments, conditions, requirements), requires Fire, Police and Public Works staff to review plans as well
 - Current City Fee: \$25.00
 - Proposed Fee: \$200.00
- Planning Clearance Worksheet – 1- 3 hours (processed at the counter, requires review of submitted information and compliance with Sutherlin Development Code, SDC worksheet, possible issue of address)
 - Current City Fee: \$25.00
 - Proposed Fee: \$50.00
- Conditional Use Permit application - 45-60 day review process (requires pre-application conference with staff, application submittal, review of completeness, processed as a Type III Quasi-Judicial application)
 - Current City Fee: \$530.00
 - Proposed Fee: \$725.00 (legal publication costs)
- Land Partition – 45-60 day review process (requires pre-application conference with staff, application submittal, review of application for completeness, processed as a Type II Administrative application)
 - Current City Fee: \$500.00
 - Proposed Fee: no change

Current Land Use Processes without fees:

- Home Occupation Permit - 30 day review process (requires pre-application conference with staff, application submittal, review of application for completeness, processed as a Type I application)
 - Current City Fee: no fee (\$0)
 - Proposed Fee: \$200.00

- Issuance of Address – ½ - 1 hour (processed over the front counter, requires coordination with Douglas County Addressing)
 - Current City Fee: no fee (\$0)
 - Proposed Fee: \$25.00
- Land Use Compatibility Statement – state agency application requiring City approval (sign off), 1 – 3 hours (research the property the request is for verifying it meets the Sutherlin Development Code requirements)
 - Current City Fee: no fee (\$0)
 - Proposed Fee: \$50.00
- Major Amendment – requires a completely new land use application/process (pre-application conference, application review, process of an administrative or quasi-judicial application); 45-60 day review process
 - Current City Fee: no fee (\$0)
 - Proposed Fee: 75% of current fee
- Minor Amendment – requires the applicant to submit amendment documentation, processed as a Type I Ministerial Review; 30 day review process
 - Current City Fee: no fee (\$0)
 - Proposed Fee: \$200.00
- Pre-Application Conference – approximately 2 ½ hours (research, map packet, staff coordination and meeting with client)
 - Current City Fee: no fee (\$0)
 - Proposed Fee: \$125.00
- Two (2) applications submitted together
 - Current City Fee: full fee for both applications
 - Proposed Fee: highest application fee + 50% of 2nd application fee



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City of Sutherlin

STAFF REPORT					
Re: Water Master Plan Water Management & Conservation Plan				Meeting Date:	04-23-18
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide an explanation of process to Council prior to their approval by Ordinance and Resolution for the Final Water Master Plan and Water Management & Conservation Plan.

EXPLANATION

The final draft of the Water Master Plan was approved by Council on August 14, 2017 as submitted.

The City received the Final Order approving the Water Management & Conservation Plan from Oregon Water Resources Department on January 30, 2018. The Final Order specifies that the City's plan shall remain in effect until January 30, 2028 with a submission of a progress report to the Department of Water Resources by January 20, 2023, detailing progress made toward the implementation of conservation benchmarks as scheduled in the plan. An updated Water Management & Conservation Plan shall be submitted to the Department by July 30, 2027.

Staff will be preparing an Ordinance to adopt the Water Master Plan and a Resolution to adopt the Water Management & Conservation Plan as separate documents. Ordinance 969 adopted the 2006 Water Master Plan, which included the Water Management & Conservation Plan within the document. Ordinance 969 amended the Public Facilities Plan and the Comprehensive Plan for the City of Sutherlin. Adoption of the 2017 Water Master Plan, a guide for the City's water system infrastructure for the next twenty years and beyond will require amending sections of Ordinance 969 by Ordinance. With such a significant amendment to the Comprehensive Plan and the Public Facilities Plan, staff proposes the Water Management and Conservation Plan to be adopted by Resolution as a separate document alongside the 2017 Water Master Plan to eliminate the need for additional amendments to the Public Facilities Plan and Comprehensive Plan.

Staff will bring an Ordinance and Resolution to Council at the May 14 & May 29, 2018 meetings for adoption.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable



*Strategic Plan
Updates*



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City of Sutherlin

STAFF REPORT					
Re: Strategic Plan- Employee Handbook				Meeting Date:	4/23/2018
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Jerry Gillham, City Manager, Diane Harris HR Manager & Debbie Hamilton, Senior City Recorder/Library Director				City Manager Review	☒
Attachments: None					

WHAT IS BEING ASKED OF COUNCIL?

This is a progress report on the past 3-year endeavor to completely re-examine and update the City's Personnel Handbook as part of an Operational Initiative recommended by our legal counsel and City-County Insurance Services (CIS), our risk insurance provider.

EXPLANATION

The current Employee Policy Handbook was initiated in 2006 and finalized in 2008. This critical personnel-policy management document provides policies and guidelines for all City Administration and personnel actions impacting the city-employee relationship. Further, this document lays out in specificity the legal responsibilities for both the City and the Employee. Over the years various updates have attempted, however due to rapid changes in state laws, and other required updates, a full review of the handbook delayed this "in-process" comprehensive review.

With regard to this "in-process" activity, listed below is the action outline:

1. The City's Human Resources Manager (HRM) reviewed all 80-plus policies, making "on-the-spot" changes where necessary, as well as, updating all HR-related forms for carrying out her responsibilities.
2. The HRM, then went through initial changes with the City Manager where some modifications were made.
3. These initial policies were then sent to be reviewed by CIS Attorney, Tamara Jones, who has been instrumental in providing updates pertaining to changes in state law, best practices, and providing comments regarding the wordsmithing of existing policies to better provide clarification.
4. Currently Department Heads and Supervisors are in the process of meeting and reviewing the proposed policy updates.
5. The draft new handbook will then be presented to representatives of both unions for their review and comments.
6. The City Manager will provide the final review and approval of the updated policies. However, at this point, the CM has declared his intent, before finalizing this internal, but very important risk-management tool, to form a Final Review Committee made up of three council members and our own legal counsel (Ashley Driscoll-Boyle).



REPORTS





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
FEB 2017				
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Establish methodology and timeline, report to Council-Workshop	✓
02/27/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Draft Development Code language, present to Planning Comm for review and recommendations to Council	✓
02/27/17	CDD/Planning	Dev. Code Updates & Mixed Use Zone	Present to Council-Workshop	✓
MAR 2017				
03/13/17	CDD/Planning	Strengthen Building Development Code - Zone Restrictions	Present to Council for adoption	✓
03/27/17	Finance	Enact a Court Fine Amnesty Program	Report to Council - Email to Council	
03/27/17	PW/WWTR	Establish and implement plan to assume full responsibility for city-wide STEP System inspection	Report to Council - Workshop 4/24/17	✓
03/27/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Establish methodology and timeline and report to Council-Workshop -	✓
APR 2017				
04/10/17	Finance	Develop long-term facility & physical asset equipment replacement reserve	Report to Council - Email to Council	✓
04/10/17	PW/WWTR	Establish/implement plan to assume full responsibility for STEP system inspection	Report to Council - 4/24/17 Workshop	✓
04/10/17	City Mgr/Admin	Business Licenses & Building Safety Inspection	Research options & report to Council - Workshop	✓
04/24/17	Fire	Emergency Operations Center-Public Safety Building/City Hall	Establish methodology and timeline-report to Council	✓
MAY 2017				
05/08/17	Fire	Upgrade Fire Equipment	Establish methodology and timeline and report to Council - Discuss during Budget Process - 4/17/17	✓
05/22/17	PW/WWTR	Wastewater system improvement SBR Pre-load	Council Approval - 5/8/17	✓
JUN 2017				
06/12/17	City Mgr/Admin	CBA-AFSCME	Present to Council - 4/10/17	✓
06/26/17	PW/WWTR	14" Sanitary Sewer Forcemain	Report to Council	✓
JUL 2017				
07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓
07/24/17	Finance	Examine SDC Rates	Establish methodology and timeline and report to Council	✓
AUG 2017				
08/28/17	CDD/Econ Dev (8/28 & 9/11 Packet)	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Research ordinances used by other Oregon cities to present to Council	✓
08/28/17	PW Fac/Parks	Rehabilitation of Central Park Playground	Report to Council (Verbal)	✓
08/28/17	Police (8/28 & 9/11packet)	Develop a plan for improving Emergency Communications Infrastructure	Establish a methodology and timeline and report to Council	✓
SEP 2017				
09/25/17 07/24/17	CDD/Eng	Develop solutions to water storage deficiencies for new dev	Establish methodology and timeline and report to Council	✓

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

OCT 2017				
10/23/17 (moved to Nov 2018)	Finance	Create Street Mgmt Masterplan w/funding options - (create after Central Ave project is completed - 2018)	Establish methodology and timeline and report to Council	✓
10/23/17 10/9/17	CDD/Planning	UBG land exchange/Expansion	Report to Council	✓
10/23/17	PW/Water	Update Water Master/Management & Conserv Plan	Report to Council - (WMP draft presented 8/28)	✓
NOV 2017				
11/13/17	Finance	Earn a clean Audit	Accept financials -present to Council	✓
11/13/17	Finance	Create long-term budget forecast	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Present final report to Council	✓
11/13/17	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	Recycled Water Reuse Plan Update	Report to Council - FYI in Council Pkt	✓
11/13/17	PW/WWTR	NPDES Permit Renewal	Report to Council - FYI in Council Pkt	✓
11/13/17	PW Fac/Streets	Central Avenue & Downtown Improvements	Report to Council	✓
DEC 2017				
12/11/17	PW Fac/Streets	N. Comstock Project	Report to Council	✓
12/11/17	PW Fac/Parks	Ford's Pond Outdoor Activity Development and Restoration Plan	Report to Parks Advisory Committee and Council	✓
JAN 2018				
01/08/18	Fire	Emergency Operations Center	Report outcome to Council	✓
01/08/18	City Mgr/Admin	Continue working with volunteers in keeping library services in Sutherland	Report to Council	✓
01/22/18	PW/Water	Schoon Mtn. Tank Upgrade	Establish timeline and report to Council	✓
01/22/18	PW/Water	Upper Umpqua Tank Upgrade	Establish methodology and timeline and report to Council	✓
01/22/18	CDD/Planning	Evaluate Industrial Lands - County and City	Establish permitted uses timeline & examine current contracts w/county	✓
FEB 2018				
02/12/18	PW Fac/Streets	Street Maintenance Management Plan	Create after Central Ave completed	✓
02/12/18	Finance	Examine SDC Rates	Report to Council	✓
02/26/18	Emergency Management	Develop a plan for improving Emergency Communications Infrastructure	Develop a listing of possible solutions and report to Council	✓
MAR 2018				
03/12/18	PW Fac/Streets	Prioritize Street Overlay Projects		✓
03/26/18	Finance	Examine SDC Rates	Develop new SDC matrix and present to Council-Workshop Presented at 2/12/18 Mtg	✓
03/26/18	CDD/Eng	With ODOT, establish on/off ramp transportation plan at both exits	Provide report to Council-Workshop - To be examined in TSP. Staff Report 3/12/18	✓
APR 2018				
04/09/18	PW Fac/Parks	Extension of Red Rock Trail - State St. To	Report to Council	✓
04/09/18	PW Fac/Streets	Valentine Improvement	Council Approval	✓

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MAY 2018				
05/14/18	PW/Water	Update Water Master/Mgt & Conservation Plan	Report to Council	
05/14/18	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council	
05/29/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council	
JUN 2018				
JUL 2018				
07/09/18	CDD/Planning	Maintenance Software Upgrade	Report to Council	
AUG 2018				
SEP 2018				
05/14/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council	
OCT 2018				
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council	
NOV 2018				
11/12/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop	
11/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
DEC 2018				
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council	
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council	
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council	
TBA's (To be announced at a later date)				
	City Mgr/Admin	Update City Code	Present code changes to Council	
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council	
	Finance	Consider implementation of Urban Renewal District	Present options to Council	
	Finance	Consider implementation of Urban Renewal District	Council decision	
	Finance	Infrastructure Finance Plan	Report to Council	
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options	
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council	
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption	
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop	
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning funding options & sources	Report to Council	
	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council	
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council	

Diane Harris

From: Diane Harris
Sent: Wednesday, April 18, 2018 11:04 AM
To: 'Ashley KQEN News (ashley@bciradio.com)'; 'DC Commissioners'; 'KUGN'; 'KYLE-KQUEN'; 'News Desk (newsdesk@nrtoday.com)'; 'Register Guard'; 'Roseburg Beacon'; 'Vera Westbrook (vwestbrook@nrtoday.com)'
Subject: Public Meeting Notice
Attachments: CC AGENDA APR 23.18 Workshop.pdf

Greetings!

Please see attached agenda for Sutherlin City Council's April 23rd meeting!

Have a great day,

Diane Harris, CMC

City Recorder/HR Manager
City of Sutherlin
126 E Central
Sutherlin, OR 97479
(541) 459-2856 ext 207
d.harris@ci.sutherlin.or.us