



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

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. AGENDA CONFIRMATION**
 - a. June 10, 2019 Agenda
- 5. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 6. PUBLIC HEARING**
 - a. State Revenue Sharing
- 7. COUNCIL BUSINESS**
 - a. Resolution No. 2019.10 – Adoption of 2019-20 Fire Budget
– Adoption of 2019-20 City Budget
- Adoption of Resolution No. 2019.10
 - b. Resolution No. 2019.11 – Certifying City Services
 - c. Resolution No. 2019.12 – Election to Receive State Revenue Sharing
- 8. WORKSHOP**
 - a. Subdivision Fee Findings (SP)
 - b. Community Center Fees
- 9. REPORTS**
 - a. Street Management Masterplan with Funding Options (SP)
 - b. Benches at Splash Park (SP)
 - c. Central Park Water Features (SP) (or Council Business if approval required)
 - d. Public Records Request Fees
- 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.

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



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, June 10, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. 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. May 13, 2019 Minutes – Regular Meeting
- b. May 28, 2019 Minutes – Workshop

6. COUNCIL BUSINESS

- a. Resolution 2019.13 – Fee Schedule – Records Request & Subdivision Fees (Strategic Plan)
- b. Resolution 2019.14 – Budget Appropriations Adjustment
- c. Resolution 2019.15 – Visitor Center Dedication ??

7. REPORTS

8. STRATEGIC PLAN UPDATE (Reports in Council Packet)

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

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

11. ADJOURN

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

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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





PUBLIC HEARING

State Revenue Sharing



NOTICE OF PUBLIC HEARING BEFORE THE SUTHERLIN BUDGET COMMITTEE ON PROPOSED USES OF
STATE REVENUE SHARING FUNDS

NOTICE IS HEREBY GIVEN that the Sutherlin Budget Committee will hold a public hearing on proposed uses of State Revenue Sharing Funds for the fiscal year July 1, 2019 through June 30, 2020. The hearing will take place on the 28th of May, 2019 at 7:00pm at Council Chambers, 175 E Everett Ave. The purpose of the hearing is to discuss with interested persons the proposed uses of State Revenue Sharing Funds by the City of Sutherlin. A copy of the approved budget, which contains the proposed uses of State Revenue Sharing Funds, may be inspected or obtained at 126 E Central Ave between the hours of 9:00am and 5:00pm beginning May 20, 2019.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Sutherlin City Council will be held on May 28, 2019 at 7:00 pm at Council Chambers, 175 E Everett Ave, Sutherlin, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the City of Sutherlin Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 126 E Central Ave, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.ci.sutherlin.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Dan Wilson

Telephone: 541-459-2856

Email: d.wilson@ci.sutherlin.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2017-2018	Adopted Budget This Year 2018-2019	Approved Budget Next Year 2019-2020
Beginning Fund Balance/Net Working Capital	8,625,687	8,186,300	8,196,400
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	5,320,535	5,401,000	6,000,625
Federal, State and all Other Grants, Gifts, Allocations and Donations	1,780,056	2,047,734	2,193,702
Revenue from Bonds and Other Debt	609,181	16,007,000	7,138,000
Interfund Transfers / Internal Service Reimbursements	6,161,686	4,732,900	5,685,600
All Other Resources Except Current Year Property Taxes	411,641	221,945	245,465
Current Year Property Taxes Estimated to be Received	2,746,415	2,800,000	3,025,000
Total Resources	25,655,202	39,396,879	32,484,792

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	4,183,169	5,123,892	5,393,304
Materials and Services	2,402,239	2,895,849	3,094,375
Capital Outlay	4,801,529	19,386,500	10,714,000
Debt Service	750,531	806,705	1,592,015
Interfund Transfers	6,161,686	4,732,900	5,685,600
Contingencies	0	4,359,390	3,595,814
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	7,356,048	2,091,643	2,409,684
Total Requirements	25,655,202	39,396,879	32,484,792

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

Name of Organizational Unit or Program FTE for that unit or program			
Administration	781,470	868,973	892,196
FTE	7.0	7.0	7.0
Municipal Court	153,880	177,517	212,861
FTE	1.0	1.0	1.0
Police	2,157,298	2,480,671	2,659,451
FTE	16.0	17.0	17.0
Fire	1,419,227	1,811,431	1,986,568
FTE	3.0	5.0	4.0
Community Development/Parks & Facilities	1,178,454	1,096,202	1,502,760
FTE	3.0	4.0	4.0
Dial-A-Ride	149,838	148,292	156,492
FTE	0.0	0.0	0.0
Public Works - Operations	1,643,284	1,780,250	2,181,500
FTE	13.0	13.0	13.0
Streets	7,068,948	3,658,500	2,171,000
FTE	0.0	0.0	0.0
Water	4,200,288	5,303,700	6,242,130
FTE	0.0	0.0	0.0
Wastewater	4,193,675	19,919,670	11,937,660
FTE	0.0	0.0	0.0
Tourism	389,158	389,500	412,500
FTE	0.0	0.0	0.0
Non-Departmental/Non-Program	2,319,681	1,762,173	2,129,674
FTE	0.0	0.0	0.0
Total Requirements	25,655,202	39,396,879	32,484,792
Total FTE	43.0	47.0	46.0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

State and Federal funding for wastewater treatment plant improvements. State and County funding for street maintenance. State funding for water treatment improvements.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2017-2018	Rate or Amount Imposed This Year 2018-2019	Rate or Amount Approved Next Year 2019-2020
Permanent Rate Levy (rate limit 5.6335 per \$1,000)	5.6335	5.6335	5.6335
Local Option Levy	0	0	0
Levy For General Obligation Bonds	60,000	55,000	60,000

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$305,000	\$0
Other Bonds	\$5,857,862	\$0
Other Borrowings	\$15,256,730	\$7,138,000
Total	\$21,419,592	\$7,138,000



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: Budget adoption, and levying property taxes for fiscal year 2019-20				Meeting Date:	May 28, 2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Staff report and resolution					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adopt the budget for fiscal year 2019-20 as approved by the Budget Committee and levy property taxes for operating purposes and as approved by voters for general obligation bonded debt.

EXPLANATION

The Budget Committee approved the budget in the amount of \$32,484,792 April 15, 2019. Oregon Revised Statutes (Oregon Budget Law ORS 294) requires the Council to adopt the budget by resolution and to levy property taxes to enact the budget for the ensuing fiscal year.

OPTIONS

The Council may amend the budget of each fund, in an amount not to exceed 10% of the approved appropriations of each fund.

SUGGESTED MOTION(S)

Move that Resolution 2019.10 be adopted as presented (or as amended).

RESOLUTION NO. 2019.10

**A RESOLUTION ADOPTING THE 2019-2020 BUDGET AND MAKING
APPROPRIATIONS**

BE IT RESOLVED BY THE CITY OF SUTHERLIN AS FOLLOWS:

Section 1. The City Council of the City of Sutherlin hereby adopts the budget for fiscal year 2019-2020 in the sum of \$32,484,792 now on file at City Hall, 126 E. Central Ave., Sutherlin, Oregon.

Section 2. That for the fiscal year beginning July 1, 2019, the amounts for the purposes shown below are hereby appropriated:

GENERAL FUND

Mayor & City Council	\$ 4,000
City Attorney	44,500
City Manager's Office	147,698
City Recorder/Human Resources	242,062
Finance	453,936
Municipal Court	212,861
Parks/Facilities	524,660
Community Development	448,825
Police	2,498,251
Fire	1,189,568
Non-Departmental	318,350
Contingency	200,000
Unappropriated	1,611,324
Total	<u>\$ 7,896,035</u>

POLICE RESERVE FUND

Capital Outlay	\$ 65,500
Contingency	95,700
Total	<u>\$ 161,200</u>

FIRE RESERVE

Contingency	\$ 797,000
Total	<u>\$ 797,000</u>

PARKS/FACILITIES RESERVE

Capital Outlay	\$	295,000
Contingency		59,500
Total	\$	354,500

PARKS CONSTRUCTION FUND

Capital Outlay	\$	25,000
Contingency		61,700
Total	\$	86,700

DIAL-A-RIDE FUND

Materials and Services	\$	134,050
Transfers		21,100
Contingency		1,342
Total	\$	156,492

TOURISM-MOTEL TAX FUND

Materials and Services	\$	204,200
Transfers		15,000
Debt Service		5,640
Contingency		187,660
Total	\$	412,500

LIBRARY BOARD FUND

Materials and Services	\$	26,400
Contingency		425
Total	\$	26,825

LIBRARY G.O. BOND FUND

Debt Service	\$	59,900
Reserved for Debt Service		1,350
Total	\$	61,250

STATE GAS TAX FUND

Materials and Services	\$	156,700
Capital Outlay		300,000
Debt Service		2,500
Transfers		487,800
Contingency		41,900
Total	\$	988,900

BICYCLE/FOOTPATH FUND

Transfers	\$ 20,000
Contingency	8,100
Total	\$ 28,100

STREET CONSTRUCTION FUND

Capital Outlay	\$ 700,000
Contingency	25,000
Total	\$ 725,000

STREET SDC FUND

Transfers	\$ 155,000
Contingency	274,000
Total	\$ 429,000

WATER OPERATIONS FUND

Materials and Services	\$ 493,400
Transfers	1,818,400
Contingency	159,700
Total	\$ 2,471,500

WATER CONSTRUCTION FUND

Capital Outlay	\$ 1,626,000
Contingency	1,066,000
Total	\$ 2,692,000

WATER RESERVE FUND

Capital Outlay	\$ 125,000
Contingency	210,630
Total	\$ 335,630

WATER DEBT SERVICE FUND

Debt Service	\$ 426,450
Contingency	1,775
Reserved for Debt Service	314,775
Total	\$ 743,000

WASTEWATER OPERATIONS FUND

Materials and Services	\$ 576,100
Transfers	2,335,900
Contingency	249,000
Total	\$ 3,161,000

STEP SURCHARGE FUND

Materials and Services	\$ 25,000
Contingency	25,900
Total	<u>\$ 50,900</u>

WASTEWATER CONSTRUCTION FUND

Capital Outlay	\$ 7,050,000
Contingency	5,000
Total	<u>\$ 7,055,000</u>

WASTEWATER RESERVE FUND

Contingency	\$ 91,000
Total	<u>\$ 91,000</u>

WASTEWATER DEBT SERVICE FUND

Debt Service	\$ 1,097,525
Reserved for Debt Service	482,235
Total	<u>\$ 1,579,760</u>

PUBLIC WORKS OPERATIONS FUND

Personnel Services	\$ 1,370,018
Materials and Services	77,000
Transfers	200,000
Contingency	21,482
Total	<u>\$ 1,668,500</u>

PUBLIC WORKS OPERATIONS RESERVE FUND

Capital Outlay	\$ 500,000
Contingency	13,000
Total	<u>\$ 513,000</u>

SUMMARY

Personnel Services	\$ 5,393,304
Materials and Services	3,094,375
Capital Outlay	10,714,000
Transfers	5,685,600
Debt Service	1,592,015
Contingency	3,595,814
Reserved for Debt Service	798,360
Unappropriated	1,611,324
Total	<u><u>\$ 32,484,792</u></u>

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

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

At the rate of \$5.6335 per \$1,000 of assessed value for general operations; and
In the amount of \$60,000 for bonds;

and that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable property within the district as follows:

Subject to Measure 5 Limitation as General Government, General Fund permanent tax rate \$5.6335/\$1,000 of assessed value, and

Excluded from Limitation, Debt Service Fund \$60,000.00.

PASSED BY THE CITY COUNCIL, ON THIS 28TH DAY OF MAY, 2019

APPROVED BY THE MAYOR, ON THIS 28TH DAY OF MAY, 2019

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



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

City of Sutherlin

STAFF REPORT					
Re: Resolution 2019.11 A Resolution Certifying City Services for Receipt of State Revenue Sharing Funds				Meeting Date:	May 28, 2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☒
Attachments: Staff Report and resolution					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to Certify City Services for the purpose of receiving State Revenue Sharing Funds.

EXPLANATION

This is the first of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this resolution.

OPTIONS

SUGGESTED MOTION(S)

Move that Resolution 2019.11 be adopted as presented.

RESOLUTION NO. 2019.11

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

WHEREAS, ORS 221.760 provides as follows:

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

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

and

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

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

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

PASSED BY THE CITY COUNCIL, ON THIS 28th DAY OF MAY, 2019

APPROVED BY THE MAYOR ON THIS 28th DAY OF MAY, 2019

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



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City of Sutherlin

STAFF REPORT					
Re: Resolution 2019.12 A Resolution Declaring the City's Election to Receive State Revenues				Meeting Date:	May 28, 2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Dan Wilson, Finance Director				City Manager Review	☐
Attachments: Staff Report and Resolution					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to elect to receive State Revenues.

EXPLANATION

This is the second of two resolutions that are required by the State of Oregon in order to receive State Revenue Sharing Fund. After holding a public hearing on the use of State Revenue Sharing Funds the City needs to adopt this resolution.

OPTIONS

SUGGESTED MOTION(S)

Move that Resolution 2019.12 be adopted as presented.

RESOLUTION NO. 2019.12

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

The City of Sutherlin ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2019-2020.

PASSED BY THE CITY COUNCIL, ON THIS 28th DAY OF MAY, 2019

APPROVED BY THE MAYOR ON THIS 28th DAY OF MAY, 2019

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder

I certify that a public hearing before the Budget Committee was held on April 15, 2019 and a public hearing before the City Council was held on May 28, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing.

Diane Harris, City Recorder



WORKSHOP





126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.ci.sutherlin.or.us

City of Sutherlin

STAFF REPORT					
Re: Plan Review Fees Proposal				Meeting Date:	5-28-2019
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Kristi Gilbert, Community Development Specialist and Brian Elliott, Community Development Director				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

Conduct Council Workshop to review fee proposal for a City engineer of record to review plans of proposed projects.

EXPLANATION

The City Council conducted a workshop to review and discuss the potential plan review fees, of Construction Plans at their April 22, 2019 meeting. Examples of these reviews would be for applications submitted for infrastructure, subdivisions, planned unit developments, commercial/industrial developments, residential hillside developments, etc.

In previous years, the City contracted with The Dyer Partnership Engineers and Planners, Inc for engineer reviews. Staff recommends contracting these services again with The Dyer Partnership Engineers and Planners, Inc, since they only provide services to municipalities and not the private sector. Contracting these services with a business that only works with municipalities would eliminate any conflicts of interests from businesses that contract with the private sector.

Staff proposes to bill an amount estimated by our engineer of record, for costs incurred with the review of submitted proposals, with a minimum of \$150 to cover the initial costs incurred in the review. The anticipated charges could range from \$150 to over \$3,000 depending on development and completeness of plans submitted. The developer would then pay the estimated charges, prior to the engineer proceeding with their review.

The ultimate objective is to ensure the stability and needs for the future infrastructure of the City of Sutherlin.

With the concurrence of Council, staff will implement fee changes into the fee resolution and bring back to Council at their next meeting June 10, 2019.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable



Community Center Fees (Discussion)





REPORTS





Street Management Masterplan with Funding Options (Verbal)





BENCHES AT SPLASH PARK (Verbal)





CENTRAL PARK WATER FEATURES (Verbal)





City of Sutherlin

STAFF REPORT					
Re: Public Records Request Fees				Meeting Date:	5/28/19
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☐
Submitted By: City Recorder, Diane Harris				City Manager Review	☐
Attachments: Records Request Fee Comparisons					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider an increase for fees associated with Public Records Requests.

EXPLANATION

Since 2010, the City has been charging the same rate for staff's time for the research associated with these requests. The current rate, established by resolution, sets a \$25 per hour research fee for up to 2 hours (the first ½ hour is free) and after 2 hours, the fees charged are associated with the staff's wages, but cannot exceed \$45/hr., this limit also includes any legal services that are involved in the research. Staff recently attended a "Records Retention & Public Records" training presented by Oregon State Archive's, State Records Management Analyst and Deputy Public Records Archivist. As part of the presentation the State Agency's current mandatory fees for public records requests research was presented:

- \$25/hr for clerical (administrative, office specialist, other support staff);
- \$40/hr for managerial (program managers, public information managers);
- \$75/hr for professional (IT, HR, high-level analysts); and
- Attorney and other applicable legal fees are charged at the actual hourly rate for services.

Staff reached out to other cities throughout the state for comparatives on what they charge for this service. Staff is seeking direction from Council on whether to move forward or not move forward on the following proposed fee increases:

- \$25/hr for clerical
- \$45/hr for managerial
- \$65/hr professional
- Attorney's fees for services

If Council supports a fee increase, those fees will be presented in a resolution at the June 10th business meeting.

OPTIONS

To direct staff in moving forward with the suggested increase, implement alternative fees or not move forward with the fee increase.

SUGGESTED MOTION(S)

None

PUBLIC RECORDS REQUEST FEES

City	Waive 1st Half-hour Fee	Charge for Copies	Clerical Fee Per Hour	Managerial Fee Per Hour	Professional Fee Per Hour	Attorney or other Legal Services
Sutherlin	Yes (copy charge only)	0.25	\$25/hr	Staff's wages not to exceed \$45/hr	Staff's wages not to exceed \$45/hr	Staff's wages not to exceed \$45/hr
Phoenix	No	0.25	Wages/benefits of each staff member	Wages/benefits of each staff member	Wages/benefits of each staff member	Attorney's fees
Roseburg	Yes (copy charge only)	0.25	Staff's wages	Staff's wages	Staff's wages	Attorney's fees
Troutdale	Yes (copy charge only)		\$32/hr	\$65/hr	\$65/hr	Attorney's fees
Milwaukie	Yes (copy charge only)		Staff's wages	Staff's wages	Staff's wages	Attorney's fees
Medford	Yes (copy charge only)	0.25	30 min-2 hrs \$56/hr, over 2 hrs cost of staff & benefits	30 min-2 hrs \$56/hr, over 2 hrs cost of staff & benefits	30 min-2 hrs \$56/hr, over 2 hrs cost of staff & benefits	30 min-2 hrs \$56/hr, over 2 hrs cost of staff & benefits
Hermiston	No	0.25	\$35/hr	\$35/hr	\$35/hr	Attorney's fees
Happy Valley	Yes (copy charge only)		Staff's wages	Staff's wages	Staff's wages	Attorney's fees
Cave Junction	No	0.15	\$25/hr	\$70/hr	\$70/hr	\$70/hr
Salem	Waive 1st 15 minutes	0.35	Wages/benefits of each staff member	Wages/benefits of each staff member	Wages/benefits of each staff member	Wages/benefits of each staff member
Port of Newport	Yes (copy charge only)	0.53	\$58.80/hr	\$58.80/hr	\$58.80/hr	\$58.80/hr
State Agencies			\$25/hr	\$40/hr	\$75/hr	Attorney's fees
*** Clerical: Adminstrative, office specialists, other support staff *** Managerial: Program Managers, PIO (Public Information Officer) *** Professional: IT, HR, High-level Analyst *** Special attorney, legal fees (hourly charge for Public Records Request-related services. Limitations described in ORS 192.440(4)(b)						



ADJOURNMENT





FOR YOUR INFORMATION



Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, May 22, 2019 9:16 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin Public Meeting Notice
Attachments: CC AGENDA MAY 28.19 WS Meeting.pdf

Please see the attached copy of the Sutherlin City Council agenda for the meeting on Tuesday, May 28, 2019. Thank you



Melanie Masterfield
Deputy City Recorder
City of Sutherlin
126 E Central Ave
Sutherlin, OR 97479
541-459-2856
m.masterfield@ci.sutherlin.or.us