



**City of Sutherlin
Council Meeting
Monday, May 9, 2022
Civic Auditorium – 7:00 p.m.**

AGENDA

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

6:30 – Urban Renewal Budget Presentation

6:45 – City Budget Presentation

7:00 – Regular Council Meeting

- 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. NPWTP Construction Update

6. CONSENT AGENDA

- a. April 11, 2022 – Meeting Minutes
- b. IGA – Douglas County – Inmate Housing Agreement

7. COUNCIL BUSINESS

- a. Bid Award – Everett & State Repair Project
- b. Bid Award – IT Services
- c. Park Advisory Committee Appointment

8. STRATEGIC PLAN UPDATE

- a. New Wastewater Treatment Plant One-Year Performance Report
- b. Sidewalks from Grove Ln to Nicholas Ct Update

9. CITY MANAGER REPORT

10. CITY COUNCIL COMMENT

11. 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.]

12. ADJOURN

EXECUTIVE SESSION - Urban Renewal Agency

ORS 192.660(2)(e) – Real Property Transactions

Join Zoom Meeting

<https://us06web.zoom.us/j/84695724374?pwd=b3MwQ2JDekhPVzhSMFBuaTF0MHI5UT09>

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 541.459.2857 at least 48 hours prior to the meeting to arrange for accommodations



Call to Order & Flag Salute





ROLL CALL





INTRODUCTION OF MEDIA





PUBLIC COMMENT

Agenda Items only





PRESENTATIONS





NPWTP Construction Update





CONSENT AGENDA



CITY OF SUTHERLIN
City Council Meeting
Civic Auditorium
Monday, April 11, 2022 – 7:00pm

COUNCIL MEMBERS:

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

MAYOR: Michelle Sumner

CITY STAFF: City Manager, Jerry Gillham

Finance Director, Tami Trowbridge

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Public Works Director, Aaron Swan

Community Development Director, Brian Elliott

Community Development Supervisor, Kristi Gilbert

Police Captain, Kurt Sorenson

Fire Chief, Mike Lane

Library Director/Livability Services Director, Pat Lynch

City Attorney, Chad Jacobs (via Zoom)

Audience: Nancy & Mark Anderson, Kari Boardman, Colleen Carney, Deon Meyer, Steve Simmons

Via Zoom: Larry Bahr, Eileen Smalley

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

Flag Salute:

Roll Call: All present

Introduction of Media: None

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

PUBLIC COMMENT (agenda items only)

- None

PRESENTATION

- **Library Recognition**

Mayor Sumner invited the library board to the podium, read the Library Proclamation and handed them a plaque of recognition for 5 years of service and over 15,000 volunteer hours worked.

- *City Manager, Jerry Gillham, expressed appreciation. The C. Giles Hunt Memorial Library was the only library in the state of Oregon that remained open during the COVID pandemic and volunteers continually provided services to our citizens.*

CONSENT AGENDAS

- **March 14, 2022 Minutes – Regular Meeting**
- **Music Off Central Liquor Approval**

MOTION made by Councilor Hamilton to approve Consent Agendas as presented; second by Councilor Whitaker.

Discussion: None

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Contract Award – Central Park Multi-Use Stage**

Staff Report – Community Development Director, Brian Elliott – On April 6, 2022, the City received 3 bids for construction from Pacific Excavation, Inc., Guido Construction, Inc., and ORR, Inc. The lowest bid was submitted from ORR, Inc. in the amount of \$321,500.00 and they have sufficient experience and qualifications to satisfactorily construct the project. Construction is estimated to begin May 9, 2022 and estimated completion is mid-July 2022.

MOTION made by Councilor Hamilton to award the bid to ORR, Inc. for Central Park Multi-Use Stage in the amount of \$321,500 as presented; second by Councilor Groussman.

Discussion:

- Councilor Boggs – How often will this half shell get used? *Elliott – It's unknown but it will provide multiple uses.* Will people be charged to use it? *Elliott – It's Council's discretion.* Councilor Boggs continued to express opposition.
- Mayor Sumner – Does the half shell in Roseburg charge for use? *Councilor Groussman – Donations are collected for their events. Expressed support for this project.*
- Councilor Groussman – Is there a liquidated damage clause if this project exceeds the construction time proposed? *Elliott – There's a contingency plan in the contract, but will review the documents.*

Finance Director, Tami Trowbridge – ARPA funds have an expiration date. If they aren't used, those funds must be returned.

- Councilor Dagel – Having a stage in the park will provide many possibilities for use.

Further discussion ensued between Councilors.

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

Opposed: Councilor Boggs

Motion carried.

- **Safe Routes to Schools Grant – Waite Street**

Staff Report – Community Development Supervisor, Kristi Gilbert – Staff is seeking Council's direction whether to proceed with the engineering design and environmental impacts (wetland delineation) of the Waite Street Improvement project. Current estimate for engineering is \$189,000 and \$30,000 is estimated for wetland delineation and permitting.

MOTION made by Councilor Groussman to approve moving forward with Safe Routes to Schools Grant – Waite Street Improvements as presented; second by Councilor Boggs.

Discussion:

- Councilor Groussman asked for clarification of a line item on the estimation. *Elliott elaborated and explained the wetland delineation process further.* Will this be covered by grants? *Only the street improvements.*
- Councilor Dagel – How many students would be using it? *Gilbert – There are many residences surrounding the area that will benefit from these improvements.*

Gillham further explained.

- Councilor Boggs – Are there any future plans to align Waite Street and Eagle Court? *Elliott – Staff would like to, but its Councils decision.*

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

Opposed: None

Motion carried unanimously.

- **ARPA Funds – CPI Rate Increase**

Staff Report – Finance Director, Tami Trowbridge – Staff is recommending the use of A.R.P.A. funds (American Rescue Plan Act) to help offset the high CPI (Consumer Price Index) rate for city utilities for this coming fiscal year. Per Sutherlin Municipal Code, water and sewer rates are increased annually based on the CPI rate to ensure sufficient funds for infrastructure and equipment upgrades for utility services. Last year, the rate was increased by 1.4% and the previous year increased 1.8%. This year, due to inflation, the expected rate increase is 4.4%.

ARPA funds are available to help offset the impact of the pandemic, and inflation qualifies as an impact. Staff would reduce the CPI rate to 2.2% by utilizing ARPA funds in the amount of \$120,000.

Trowbridge explained a second methodology option to Council after speaking with Mayor Sumner. Offer citizens a one-time rebate on their August utility bill and keep the 4.4% CPI rate.

MOTION made by Councilor Boggs to approve using ARPA Funds in the amount of \$120,000 to lower (2.2%) the CPI rate increase for our citizens as presented; second by Councilor Smalley.

Discussion:

- Councilor Groussman suggested an option that calculates the total amount of the increase, divide it and spread it out over the year.
- Councilor Boggs expressed concern for potential confusion among citizens.
- Mayor Sumner suggested including information on social media and website.
- Councilor Whitaker – Next year’s CPI could be even higher due to inflation. Doesn’t agree with offering this rebate to all utility customers.
- Councilor Hamilton – This would be a great gesture from the City.
- Mayor Sumner – This would be a great use of these funds and help our citizens.

Further discussion ensued between Councilors.

In favor: Councilors Hamilton and Smalley.

Opposed: Councilors Boggs, Dagel, Whitaker, Groussman and Mayor Sumner.

Motion failed.

- **Dakota Street Right of Way Dedication/Extension**

Staff Report – Gilbert asked Council to accept extending the property/roadway north of Dakota Street for public ROW (Right-of-Way). Due to increase of development on Dakota Street, extension of the existing private roadway will allow developments to have access and meet fire codes for ingress/egress. Small portions of property from adjacent property owners (Danoff Family Trust, Fairway Estates Homeowners Association (FEHOA), and Oak Hills Enterprises, LLC), along with the existing access, will make up a 60’ ROW extension.

MOTION made by Councilor Groussman to approve Dakota Street Right of Way Dedication/Extension as presented; second by Councilor Whitaker.

Discussion:

- Councilor Whitaker asked for further explanation of the project. *Gilbert explained*
- Councilor Groussman – Would this be a simple transfer of property ownership? *The area would be surveyed at the City’s cost.*
- Councilor Dagel – Have the property owners been contacted? *Yes.* What was their response? *We’ve received positive feedback from Danoff Family Trust and Oak Hills Enterprises, LLC. Fairway Estates Homeowners Association is waiting for their next board meeting. Agreement from all three is necessary for this to move forward.*
- Councilor Boggs asked the two FEHOA representatives if they needed any further information for their board presentation. Steve Simmons (FEHOA President) was invited to the podium.
- Steve Simmons expressed concerns regarding lack of information and communication being provided to them. A large concern is the amount of vehicles that will be traveling on Dakota Street and potentially parking along that stretch of road. *Gilbert suggested scheduling a meeting with Community Development to address concerns.*

Further discussion ensued between Simmons, Council and staff.

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

Opposed: None

Motion carried unanimously.

REPORT

Councilor Whitaker – The first annual Sutherlin Arbor Day celebration will be on April 30th. Festivities will be held in Central Park from 10-2 p.m. Events included:

- 1k, 3k, and 5k “fun run” around Central Park for all citizens.
- Oakland Singers will be performing at 11:30 and 12:30.

- The President of Oregon Small Woodlands Association will be the guest speaker.
- Mayor Sumner will provide an opening statement.
- A 20'-25' Douglas Fir tree will be planted in Central Park (near the military flag memorial).
- Sutherlin elementary schools received art projects to design (materials included) and displayed during the event and later displayed at the library. 1st, 2nd, and 3rd place winners will receive trophies.
- 250 Douglas Fir seedlings and 240 Red Osier Dogwood plants will be given away – all donated by Roseburg Forest Service and Umpqua National Forest Service.
- Food/beverage vendors and booths will be available.
- Advertising banners and yard signs will be placed around town.

CITY MANAGER REPORT (verbal)

Deputy City Recorder and Community Engagement Manager, Melanie Masterfield, introduced an improved program to engage the Sutherlin community. Accomplishments and works in progress include:

- Interacting with multiple area businesses, churches, groups, and clubs that now offer our monthly City News Bulletin to citizens – almost 400 paper copies are being distributed.
- Posting information on bulletin boards throughout town.
- Contacted the Communications Specialist for the City of Roseburg for program expansion ideas.
- Looking into implementing regular radio updates with our Mayor, City Manager, Department Heads, and committee chairs.
- Next school year, working with Sutherlin High School and the National Guard to produce a City YouTube Channel that will highlight weekly and monthly city news and information.
- An email list to receive city information has been created – currently at 624 customers and growing.
- Contact information will be noted on all utility bills.
- Working in collaboration with Division Chief/EOC Manager, Brandan McGarr, to demo programs that will encompass Emergency Operations, Fire, and Community Engagement. The program will have capabilities of distributing information via text, voice calls, email, social media, and news outlets.
- Researching the ability to add “e-news signup” feature on our website.
- The City News Bulletin for May will feature Mayor and Councilors and titles “Getting to Know Your Mayor and Councilors”. The focus will be on hobbies and interests.

CITY COUNCIL COMMENT

Councilor Hamilton

- Nothing to report

Councilor Boggs

- A speed sign was installed on Fort McKay Rd.

Councilor Dagel

- Can muffler noise on vehicles be enforced? *Police Captain, Kurt Sorenson – Yes. Gillham – Police have to witness it before a person can be cited.*

Councilor Whitaker

- The Chapel of the Roses building occupants have a large BBQ in the parking lot. *Elliott – The occupants have been evicted and must vacate within 72 hours.*

Councilor Smalley

- Nothing to report

Councilor Groussman

- Asked for an update regarding Cooper Creek and an RV park. *Gilbert – Douglas County Parks owns the park; Sutherlin Water Control District owns the land. Due to a change in staff at the County, the project was put on hold. Gilbert will reach out to the new County Parks Director for further information.*

Mayor Sumner

- Asked for further information on the Chapel of the Roses occupants. *Elliott reiterated his response from earlier.*
 - Gilham – Numerous letters have been sent to the people residing in that building.
- Thanked Councilor Whitaker for his hard work planning the Arbor Day Celebration.

PUBLIC COMMENT (Off Agenda Items)

- None

ADJOURNMENT

With no further business, meeting adjourned at 8:33 p.m.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Melanie Masterfield, Deputy City Recorder

Michelle Sumner, Mayor



126 E. Central Avenue
Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
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City of Sutherlin

STAFF REPORT					
Re: Re: Eighteenth Extension of Intergovernmental Agreement (IGA) with Douglas County for Inmate Housing				Meeting Date:	May 9, 2022
Purpose:	Action Item X	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Troy Mills, Chief of Police				City Manager Review	X
Attachments: Eighteenth Extension of Intergovernmental Agreement (IGA)					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is asked to approve the Seventeenth Extension of the Douglas County IGA for Housing Inmates Agreement for FY 2022/2023.

EXPLANATION

The City has an IGA with Douglas County for housing inmates. Approval would extend this contract for another fiscal year through June 30, 2023. Daily costs for housing an inmate will increase from \$95.10 per prisoner to \$97.95 per prisoner.

Contracting with Douglas County saves the City of Sutherlin from providing our own jail, personnel, and all other costs associated with the operation of this type of facility.

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) Approve the Eighteenth Extension of the IGA with Douglas County for the housing of inmates, or;
- 2) Not approve the Eighteenth Extension of the IGA with Douglas County for the housing of inmates.

**EIGHTEENTH EXTENSION OF
INTERGOVERNMENTAL AGREEMENT
FOR HOUSING INMATES WITH
SUTHERLIN**

This eighteenth contract extension ("eighteenth extension") is made on the ____ day of _____ 2022, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County") and the CITY OF SUTHERLIN, a municipal corporation organized and existing under the law of the State of Oregon ("City").

On or about May 26, 2004, County and City entered into an Intergovernmental Agreement for Housing Inmates, filed in the Douglas County Court Journal on May 26, 2004, under recording No. CJ 2004-780 ("original contract").

County and City have entered into seventeen extensions of the original contract as follows: first extension (May 27, 2005, CJ 2005-872), second extension (May 19, 2006, CJ 2006-780), third extension (September 21, 2007, CJ 2007-1551), fourth extension (May 1, 2008, CJ 2008-600), fifth extension (May 4, 2009, CJ 2009-481), sixth extension (June 2, 2010, CJ 2010-630), seventh extension (May 4, 2011, CJ 2011-417), eighth extension (September 26, 2012, CJ 2012-843), ninth extension (April 24, 2013, CJ 2013-0392), tenth extension (June 11, 2014, CJ 2014-0525), eleventh extension (May 13, 2015, CJ 2015-0364), twelfth extension (June 8, 2016, CJ 2016-0459), thirteenth extension (June 21, 2017, 2017-0587), fourteenth extension (August 22, 2018, CJ 2018-0898), fifteenth extension (October 16, 2019, CJ 2019-1227), sixteenth extension (October 7, 2020, CJ 2020-1032), and seventeenth extension (June 30, 2021, CJ 2021-0633).

The original contract, first extension, second extension, third extension, fourth extension, fifth extension, sixth extension, seventh extension, eighth extension, ninth extension, tenth extension, eleventh extension, twelfth extension, thirteenth extension, fourteenth extension, fifteenth extension, sixteenth extension, seventeenth extension and this eighteenth extension together shall be referred to as "this agreement."

THE PARTIES AGREE:

1. EXTENSION: The term of this agreement is extended to June 30, 2023, subject to early termination as otherwise provided. The extension is not effective until it has been signed by both parties.

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2. MODIFICATION: Effective July 1, 2022, section 3.1.1 of the original contract is amended to read as follows:

“\$97.95 per prisoner day for each City prisoner accepted and housed pursuant to this agreement.”

3. ENTIRE CONTRACT: Except as modified herein, the terms and conditions of the original contract and all prior extensions and modifications shall apply.

CITY OF SUTHERLIN

By _____
Title _____
Print Name _____
Date _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
Douglas County Sheriff
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____



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: Bid Award – Everett & State Street Improvements				Meeting Date:	5/9/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Aaron Swan, Public Works Director				City Manager Review	☒
Attachments: Notice of Intent to Award, Bid Tabulation					

WHAT IS BEING ASKED OF COUNCIL?

To award the contract to JRT Construction, LLC in the amount of \$449,055.00 for the Everett and State Street Improvements.

EXPLANATION

On April 27, 2022, City of Sutherlin received two bids. Bids were received from: JRT Construction, LLC in the amount of \$449,055.00, and Knife River Materials in the amount of \$633,966.00. JRT Construction, LLC submitted the lowest bid and has sufficient experience and qualifications to satisfactorily complete the project. It is i.e. Engineering, Inc., and City Staff's recommendation to award the contract to JRT Construction, LLC.

OPTIONS

Award the contract to JRT Construction, LLC in the amount of \$449,055.00 as presented.

Not award the contract to JRT Construction, LLC in the amount of \$449,055.00 as presented.

SUGGESTED MOTION(S)

Approve the bid award to JRT Construction, LLC in the amount of \$449,055.00 for the Everett and State Street Improvements.

Not approve the bid award to JRT Construction, LLC in the amount of \$449,055.00 for the Everett and State Street Improvements.

NOTICE OF INTENT OF AWARD

Owner: City of Sutherlin

Project: Everett and State Roadway Improvements

Bid Opening Date: April 27, 2022

NOI Posting Date: April 29, 2022

This is notice of the City of Sutherlin's intent to award a contract to **JRT Construction, LLC**, for the above-referenced project, as the lowest responsive and responsible bidder. This Notice of Intent to Award is not a notice of award or notice to proceed and does not constitute the formation of a contract between the City of Sutherlin and the apparent successful bidder. The City of Sutherlin reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

Sincerely,

Erik D. Ranger, PE

CITY OF SUTHERLIN, EVERETT AND STATE ROADWAY IMPROVEMENTS BID TABULATION, 4-28-2022										
Item Number	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		JRT CONSTRUCTION, LLC		LTM, INC. dba KNIFE RIVER MATERIALS		
				Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	
210	MOBILIZATION	LS	1	\$ 44,494.00	\$ 44,494.00	\$ 44,000.00	\$ 44,000.00	\$ 52,856.00	\$ 52,856.00	
225	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 13,500.00	\$ 13,500.00	\$ 46,000.00	\$ 46,000.00	\$ 104,500.00	\$ 104,500.00	
280	EROSION CONTROL	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	
305	CONSTRUCTION SURVEY WORK	LS	1	\$ 9,000.00	\$ 9,000.00	\$ 19,000.00	\$ 19,000.00	\$ 10,000.00	\$ 10,000.00	
310	REMOVAL OF INLETS	EACH	4	\$ 500.00	\$ 2,000.00	\$ 800.00	\$ 3,200.00	\$ 700.00	\$ 2,800.00	
310	REMOVAL OF WALKS AND DRIVEWAYS	SQYD	550	\$ 25.00	\$ 13,750.00	\$ 30.00	\$ 16,500.00	\$ 37.00	\$ 20,350.00	
320	REMOVAL OF SURFACINGS	SQYD	1,150	\$ 25.00	\$ 28,750.00	\$ 12.00	\$ 13,800.00	\$ 26.00	\$ 29,900.00	
350	SUBGRADE REINFORCEMENT GEOGRID	SQYD	1,025	\$ 3.00	\$ 3,075.00	\$ 3.00	\$ 3,075.00	\$ 2.50	\$ 2,562.50	
445	12 INCH STORM SEWER PIPE	FOOT	180	\$ 85.00	\$ 15,300.00	\$ 82.00	\$ 14,760.00	\$ 100.00	\$ 18,000.00	
470	CONCRETE INLETS, TYPE CG-3	EACH	5	\$ 3,000.00	\$ 15,000.00	\$ 3,300.00	\$ 16,500.00	\$ 4,900.00	\$ 24,500.00	
490	ADJUSTING BOXES	EACH	5	\$ 500.00	\$ 2,500.00	\$ 415.00	\$ 2,075.00	\$ 500.00	\$ 2,500.00	
490	MINOR ADJUSTMENT OF MANHOLES	EACH	3	\$ 1,000.00	\$ 3,000.00	\$ 1,200.00	\$ 3,600.00	\$ 1,700.00	\$ 5,100.00	
490	CONNECTION TO EXISTING STRUCTURES	EACH	1	\$ 1,250.00	\$ 1,250.00	\$ 1,600.00	\$ 1,600.00	\$ 3,000.00	\$ 3,000.00	
490	CONNECTION TO EXISTING PIPE	EACH	4	\$ 1,500.00	\$ 6,000.00	\$ 1,200.00	\$ 4,800.00	\$ 2,000.00	\$ 8,000.00	
620	COLD PLANE PAVEMENT REMOVAL, 0 - 3 INCHES DEEP	SQYD	2,300	\$ 20.00	\$ 46,000.00	\$ 4.30	\$ 9,890.00	\$ 10.30	\$ 23,690.00	
640	AGGREGATE BASE	TON	1050	\$ 40.00	\$ 42,000.00	\$ 41.00	\$ 43,050.00	\$ 89.00	\$ 93,450.00	
744	LEVEL 3, 1/2 INCH ACP MIXTURE	TON	450	\$ 125.00	\$ 56,250.00	\$ 128.00	\$ 57,600.00	\$ 191.20	\$ 86,040.00	
744	LEVEL 3, 1/2 INCH ACP MIXTURE IN LEVELING	TON	50	\$ 135.00	\$ 6,750.00	\$ 170.00	\$ 8,500.00	\$ 144.15	\$ 7,207.50	
746	CRACK REPAIR	FOOT	1,750	\$ 2.00	\$ 3,500.00	\$ 1.90	\$ 3,325.00	\$ 2.20	\$ 3,850.00	
748	15 INCH ASPHALT CONCRETE PAVEMENT REPAIR	SQYD	250	\$ 100.00	\$ 25,000.00	\$ 25.00	\$ 6,250.00	\$ 54.00	\$ 13,500.00	

Item Number	Item Description	Unit	Quantity	ENGINEER'S ESTIMATE		JRT CONSTRUCTION, LLC		LTM, INC. dba KNIFE RIVER MATERIALS	
				Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)	Unit Price (in figures)	Total Price (in figures)
759	CONCRETE CURBS, CURB AND GUTTER	FOOT	1,025	\$ 50.00	\$ 51,250.00	\$ 31.00	\$ 31,775.00	\$ 28.00	\$ 28,700.00
759	CONCRETE DRIVEWAYS	SQFT	1,575	\$ 13.00	\$ 20,475.00	\$ 15.00	\$ 23,625.00	\$ 14.00	\$ 22,050.00
759	CONCRETE WALKS	SQFT	4,900	\$ 10.00	\$ 49,000.00	\$ 8.00	\$ 39,200.00	\$ 7.00	\$ 34,300.00
759	EXPOSED RIVER ROCK CONCRETE SURFACING	SQFT	30	\$ 100.00	\$ 3,000.00	\$ 54.00	\$ 1,620.00	\$ 50.00	\$ 1,500.00
759	EXTRA FOR CURB RAMPS	EACH	7	\$ 2,250.00	\$ 15,750.00	\$ 2,200.00	\$ 15,400.00	\$ 1,800.00	\$ 12,600.00
759	TRUNCATED DOMES ON NEW SURFACES	SQFT	90	\$ 45.00	\$ 4,050.00	\$ 49.00	\$ 4,410.00	\$ 49.00	\$ 4,410.00
860	LONGITUDINAL MARKINGS – PAINT	FOOT	200	\$ 5.00	\$ 1,000.00	\$ 2.00	\$ 400.00	\$ 2.00	\$ 400.00
867	PAVEMENT BAR, TYPE B	SQFT	75	\$ 15.00	\$ 1,125.00	\$ 4.00	\$ 300.00	\$ 20.00	\$ 1,500.00
905	REMOVE AND REINSTALL EXISTING SIGNS	LS	1	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
990	DETECTOR INSTALLATION	EACH	1	\$ 6,000.00	\$ 6,000.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
1070	MULTIPLE MAILBOX SUPPORTS	EACH	1	\$ 1,165.00	\$ 1,165.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
759	CONCRETE VALLEY GUTTER AND APRON	SQFT	150	\$ 50.00	\$ 7,500.00	\$ 43.00	\$ 6,450.00	\$ 39.00	\$ 5,850.00
				TOTAL:	\$ 499,734.00	TOTAL:	\$ 449,055.00	TOTAL:	\$ 633,966.00



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City of Sutherlin

STAFF REPORT					
Re: Bid Award – Managed IT Services				Meeting Date:	5/9/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Tami Trowbridge, Finance Director				City Manager Review	☒
Attachments: Systech Consulting Response					

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to award the Managed IT Services Agreement to Systech Consulting for a term of 5 years.

EXPLANATION

In March, staff discovered that the City of Sutherlin did not have a current Service Agreement for IT Services. The prior agreement was dated November 2011 for a 3 year term and was for IT Consulting Services. There was also a 3 year extension clause on that agreement.

Cyber Crime is an emerging threat for all government entities as they are being targeted for ransomware attacks and email hacking. This has become a serious insurance coverage issue with in-depth applications to complete, and Discovery Assessments to be done for anything over minimal insurance in this area. In light of these factors, on April 11, 2022, staff advertised an RFP for a Managed Information Technology Services provider, with a closing date of April 25, 2022. We had several inquiries, with one firm requesting a facility walk-through, and one firm requesting a conference call. Only one bid was received, from a Roseburg firm as referenced above. References have been checked and it is staff's opinion that this firm has sufficient experience and qualifications to partner with the City of Sutherlin and satisfactorily manage our IT needs and systems.

If approved, our City Attorney will be reviewing the agreement before it is executed.

OPTIONS

Award the Managed IT Services to Systech Consulting as presented.

Not award the Managed IT Services to Systech Consulting as presented.

SUGGESTED MOTION(S)

Motion to award the Managed IT Services Agreement to Systech Consulting for a term of 5 years.



Systech Consulting | 541.696.5555 | www.systech.io
1253 NW Highland Street Roseburg, Oregon 97470

City of Sutherlin
RFP Response
Managed IT Services



Dear Tami,

Just a quick note to say how excited we are to have the opportunity to provide your business with our services.

We understand how many other companies are out there, so we offer our sincere thanks for considering Systech Consulting as your Managed IT Services provider.

Systech Consulting is the region's leading Managed IT Services provider serving businesses of all types and sizes.

We are experts in Managed IT Services, Cyber Security, Professional IT Services, Software Development, Voice Services and Structured Cabling and have many years of proven experience earning us the solid reputation we hold.

We are confident that you'll be pleased with your decision to partner with us, and of course, we're always happy to assist you with all your technology questions and concerns.

With your contract you'll receive the following:

- Systech Regional Offsite Backup
- Systech Managed Wi-Fi
- Systech Managed Network
- Systech Managed Firewall
- Systech Managed Antivirus
- Systech Managed Security
- Systech Cloud Domain Controller
- IT Vendor Management
- Microsoft 365 Business
- Systech Monthly Support Hours
- Systech Engineering Support

We look forward to working for you and providing you with efficient and effective customer service. Thanks again for choosing Systech Consulting.

Joshua J Knox

All the Best,

General Manager

Systech Consulting

541-696-5555

www.systech.io



City of Sutherlin – Managed Services Proposal – April 2022

Brief

Our promise is to serve as your technology partner with a focus on providing solutions. We use a consultative approach to evaluate your business and technology needs and then advise on the best solutions for your current and future needs. Systech Consulting, LLC can save your organization time and money through better use of appropriate technologies.

This Managed Service Proposal sets out how Systech Consulting LLC will provide maintenance and support services for the managed system. It describes for which items the supplier will provide support, what activities it will perform, and how the client can expect problems with the managed system to be handled.

Systech Consulting is an Oregon LLC started in 2017, with offices in Roseburg and Bend Oregon. Systech Consulting and its 15 full time team members have been providing Technical Support, Project Management, and Information Technology Engineering for the last twenty years and have been providing **MANAGED IT SERVICES** to many businesses in Douglas County as well as others in the surrounding Counties for nearly five years.

Pricing Summary

Option 1. Term Length: 3 years Monthly Recurring: \$6855.00 Setup & Installation: \$17,500 (Detailed Agreement: 3 Year Link)	Option 2. Term Length: 5 years Monthly Recurring: \$5605.00 Setup & Installation: \$10,500 (Detailed Agreement 5 Year Link)
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Scope

Intro

Systech Consulting's Managed IT Services will provide contracted technical services performing routine maintenance and updates to the system, deployment of equipment and software, as well as provide a resource for both end users of the systems and management staff to ensure system integrity, reliability, and a strong and reliable security system.

Systech Consulting's Managed IT Services will prioritize work effort, ensure project completion, and assist in short- and long-term planning. A designated IT Manager will be provided and will possess the most overall understanding and knowledge of the client's network and would maintain a regular, once per month on-site presence

Additionally, Systech Consulting will provide regular security awareness training to educate users on security best practices, threats they may face, and how to keep both themselves and their organizations safe online.



Systech Consulting staff have the region's leading technical skills, with a strong customer service focus. We implement a help desk and technical staff that both proactively and reactively monitor and manage your businesses needs in a timely manner.

1. **Strategic Planning:** Engineering, planning and design services for system enhancements, including installations and upgrades of new or existing systems. Examples include major server upgrades, storage system upgrades, design of backup systems, operating systems, etc.

Provide technical leadership for server technology issues. Make recommendations for future purchasing and technology needs.

2. **Network Administration Services:** Management and Maintenance of network equipment including switches, routers, firewalls, access points and cabling infrastructure. Primary installation and maintenance of all network equipment.

Primary maintenance including regular analysis, routine configuration changes, and installation of patches and upgrades.

Monitoring and alert notifications to Systech Consulting staff on failure or potential failure of critical equipment. Alert notifications to designated Client personnel in the event of failure; Manage and store network configuration information; Maintaining WAN, LAN and WLAN networks; Maintain documentation, including policies and procedures.

3. **Server Administration Services:** Managing computer systems and networks to include application, database, messaging, backup, file and print and other servers and associated hardware, software, communications, operating systems necessary for the quality, security, performance, availability, recoverability, and reliability of the system.

Ensure scheduled preventative maintenance for equipment is properly and promptly performed; maintain the maintenance records on the equipment; develop operations, administrative, and quality assurance back-up plans and procedural documentation.

Setup new users and edit or remove existing users on server. Monitor server performance and capacity management services. Configuration management, including changes, upgrades, patches, etc.

Support of specialized software products as it relates to the server(s) and associated hardware.

Management of user logins and security. Coordinate repair and maintenance work, ensuring work is conducted in a timely fashion.

Notify designated personnel in the event of any failure and provide 24/7 on-call support.

4. **Desktop Administration Services:** Perform basic support functions including installation of computers, backup, laptops, printers, copiers, peripherals; diagnosing and correcting desktop application problems, configuring laptops and desktops for standard applications and network services, identifying, and correcting end user hardware problems, and performing advanced troubleshooting.



Maintain an up to-date inventory of all client computer-related hardware and make available to client personnel upon request.

Assist designated client personnel with software and hardware purchases to coordinate with the annual budget process.

Create and maintain system images for deployment. Escalate desktop (and server) software issues when direct user contact with Systech Consulting is no longer productive.

5. **Network Security:** Maintenance of virus detection programs on servers, email, and all other computers and laptops including antivirus/antispymware software. Maintain remote access in a secure environment and provide remote access administration as requested by designated personnel.
Additional tasks related to network security include maintaining the following: spam and virus firewall, secure, reliable, and up to date Internet access, Internet content filtering and reporting, and duplicate off-site file backup and disaster recovery.

6. **Cybersecurity Management:** Systech Consulting will provide monitoring and management of security devices and systems, utilizing a multilayered security solution that leverage an extensive set of systems hardening, threat prevention and detection technologies as well as machine learning and behavioral analysis to provide advanced attack protection. Systech Consulting will follow and provide Cyber security risk management practices to ensure that the clients Cybersecurity risk is mitigated; Systech Consulting will generate and distribute special notices to all the client's workforce members providing urgent updates, such as new threats, hazards, vulnerabilities, and/or countermeasures.

7. **Infrastructure Monitoring & Reporting:** Systech will provide access to its state-of-the-art network monitoring platform including a simple and intuitive interface to the health and status of the network and core infrastructure.

Additionally, management level status reports will be prepared monthly and monthly meetings with the client will be held to review work performed, network availability, help desk ticket summary, security issues and concerns, and long-range planning. In addition, review meetings shall be held to discuss service delivery and planning to ensure the IT needs of the client are being met.

8. **Personnel:** Systech will provide qualified personnel that can perform the required work under the contract that have been approved by the OSP CJIS Division to have unescorted access to physically secured locations or controlled areas, with FBI CJIS systems, data, or access, within the client's facility resulting from this proposal. Systech Employees will be trained on the latest versions and releases of any product required to perform their services before they perform work for the client.



Support Desk & Service Level Agreement

With the rise of the IT industry, clear communication within a company became an essential part of a thriving business. Often staff members need assistance with their hardware or software. With the inclusion of Systech Consulting's help desk, the door is your businesses employees.

Any issue that employees may encounter can typically be resolved in a few simple clicks. The Systech Consulting help desk serves as a resource center for your staff that may have issues or questions regarding a product or service. The benefits of this intermediary work both ways.

Information and support are provided efficiently so downtime is kept at a minimum. Systech Consulting provides 24x7x365 support for your employees and is available through multiple channels. (Appendix A)

Severity Level	Response Time Standard Hours 8:00 a.m. to 5:00 p.m.	Resolution Time
Critical (multiple systems /staffs affected; production halted)	One-hour on-site response – 24/7 Availability	90% resolved in less than 4 hours
High (Single system/site affected; work stoppage at single site)	Two-hour on-site response	90% resolved in less than 8 hours
Normal (Single system affected; performance issue or another noncritical request)	Four-hour response	75% resolved in less than 16 business hours
Low (Minor performance affecting issue; limited scope or affect)	One business day response	75% resolved in less than 1 week

Rates

Managed Services Rates:

This proposal is an all-inclusive charge that covers everything described in this proposal, with the following conditions:

- Pricing is based on a fixed set of services. The Addition and Removal of Infrastructure such as, new locations, users, storage, workstations, networking, and server equipment will require adjustments to the terms.
- Items are counted individually for billing; any additions to the original scope of this service agreement will be added, counted, and billed the following month.
- Systech Consulting provides all networking devices (Routers, Switches, Access Points), all known devices are listed in the attached agreement. Any new devices that need to be added in the future will be added to the monthly invoicing at a rate of \$25.00 per device.
- Systech Consulting rates for additional workstations and servers added in the future are at a rate of \$25/\$35 per month.
- Licensing for 3rd party software is charged at the current market rate for said licensing and fluctuates based on the licenses needed for the particular software (i.e., Office365, LastPass)
- This proposal includes a fixed set of Managed Service hours allotted to the client and is the current estimated amount of labor Systech Consulting deems will be required to support the client's current



infrastructure and employees. Any hours provided will be charged at a reduced rate of \$95.00 per hour unless otherwise agreed upon. Systech Consulting will communicate with its clients if the client is approaching its allotted monthly hours. Systech will periodically meet with the client and communicate any adjustments that may need to be made that will benefit the partnership.

Systech Project Rates:

These are Systech Consulting's normal rates for non-Managed IT Services. Types of projects include Surveillance Systems, Campus Fiber, Application Development.

- **Field Services:** (Licensed Cabling and Fiber Projects) \$115.00/hr.
- **Software Development:** (Software Development, Programming, Web Design) \$135.00/hr.
- **Technical Engineering:** (Systems Integration, Programming, Web Design) \$135.00/hr.
-

Proposed Approach and Solution.

Systech Consulting will provide a primary point of contact and project manager to manage the onboarding process that will best limit the disruption and ensure the continuity of the client's technology operations. A summary of the approach is included in **Appendix B**.

Systech Consulting will reduce the burden of your day-to-day and long-term IT Operations and management with our seasoned staff. Systech takes a proactive approach to ensure smooth technical operations providing the best user support by monitoring and managing all your technologies including but not limited to security, servers, desktops, devices and vendors.

Understanding where your current environment stands is critical in our journey moving forward. Our team of certified experts (with over 20 years of industry experience) works with you and your team to determine where you stand and discover where you need to go.

At Systech Consulting, we help you to catch any problems before they cause a major outage, protect your data as well as your desktops and devices to decrease time spent and increase security, manage your applications, and execute a business continuity and disaster recovery, protecting your most critical asset to your business.

Here is how we do it:

- Discuss your current IT business challenges and goals
- Perform assessment of current IT environment
- Provide a plan with timeline that fits your budget
- Respond to your requests in a timely manner with the most effective solution

Experience in providing the following value-added services:

- **Remote backup:** Systech Consulting currently provides all its clients with full, incremental, and differential backups. The backup systems utilize both computer hardware and software to move data from the client's infrastructure to a regionally located primary storage device then to a secondary cloud backup device. The hardware consists of the physical equipment used to store information.



- **Technology strategy planning:** Systech Consulting works with a variety of vendors and companies to determine hardware upgrade options. Asset management allows us to provide yearly recommendations on which assets should be upgraded or replaced for each budget year.
- **Network and Email system monitoring:** Systech Consulting leverages its monitoring platform and alerting system to ensure that its client's network and email systems are functioning at optimal levels. If either of these services have an issue we are able to notify the company and let them know that we are aware of the issue and have a tech assigned.
- **Move, Add, Change:** Both technology and personnel changes are coordinated through our support desk.
- **Warranty, break fixes and installation:** All network equipment is warrantied for the duration of the contract. We will swap out and replace if needed. Our package includes a bucket of hours that can be used for break fixes, installation, and project work. Installation during our on-boarding process is included and does not decrement from the bucket.
- **Technical support, including remote user support:** Our support line will connect you to a live person. Our remote management platform will allow us to connect to a user's pc remotely to quickly remedy any issue. (see appendix A for details)
- **Implementation planning and guidance:** Many clients like to explore new internal systems for their business, and we believe that having a solid plan, understanding requirements, and budgeting are key to any new implementation. Our team will help you plan your next implementation and be there every step of the way to assist you in the planning and implementation process. Our goal is to understand both your new and legacy products as well as staff so that we can ensure it will work for your businesses and that our team can provide you with excellent support.
- **On-site implementation of business applications:** Systech Consulting will work with vendors to be your on-site personal to install and setup business applications. We will document all processes. Our process for this is similar to our onboarding process listed in (Appendix B).
- **Life cycle management of hardware units:** Systech Consulting manages all our client's hardware in our asset management system. We generate regular reports that identify the age of the assets as well as recommendations to either replace or upgrade the asset.
- **Software licensing control:** Systech Consulting manages all software purchased through our government licensing partners and asset management system. We will provide regular reporting to ensure that the licensing counts match the use counts and that everything is up to date.
- **Server Technology:** Systech Consulting has a great deal of experience managing a diverse set of servers for our customers comes down to planning and documentation. Each server is documented to include its purpose, applications, and use. This ensures that servers that are not standardized can be supported by our team. Periodically the team will review these documents and put together a migration plan if upgrades to hardware or software are needed. These migration plans are then communicated to the customer and an agreed upon deployment date is set. All plans must have contingency components.

Projects, Clients, and References

Relevant Project Summary:

Due to Systech Consulting's security policies and compliance procedures therefore cannot provide detailed information in a public response to an RFP. However, over the last year we have completed over 15 projects for our schools, municipalities, and libraries and an additional 20 in the private sector all being about this size and scope. I can also proudly say that our team managed to bring them all in on budget and were able to meet our client's timelines.

Please find the below summary of relevant projects. Please feel free to reach out to any clients either in the above reference section or below:

- 1. ATL Communication**
 - a. Management, Implementation, and Planning of Managed IT Services.
 - b. Team - Brett Joiner, Nate Foster, Erik Nielsen, Christine Summers, and Brandon Bohannon.
- 2. Hucrest Family Dental**
 - a. Management, Implementation, and Planning of Managed IT Services.
 - b. Team - Brett Joiner, Stewart Foster, Erik Nielsen, and Brandon Bohannon.
- 3. JRT Construction**
 - a. Management and Planning of MSP Implementation.
 - b. Team Brett Joiner, Nate Foster, and Erik Nielsen.
- 4. Second Wind Mental health**
 - a. Management, Implementation, and Planning of Managed IT Services.
 - b. Team - Brett Joiner, Stewart Foster, Erik Nielsen, and Le Jun Hu.
- 5. TMS Call Centers**
 - a. Implementation of network stack connecting over 400 workstations to the core line of business applications.
 - b. Implementation of Virtual desktop environment allowing the ability for employees to live anywhere in the world.
 - c. Team – Brett Joiner, Joshua Knox, Erik Nielsen, Brandon Bohannon.
- 6. Lone Rock Timber**
 - a. Implementation of a network stack to provide connectivity on a very large campus to all the infrastructure and employees.
 - b. Team – Brett Joiner, Joshua Knox, Erik Nielsen, Brandon Bohannon.



Current List Oregon Government Clients:

1. City of Bandon a. 555 Hwy 101 Bandon Or. 97411 b. Paula Burris – 541-347-2437 c. pburris@ci.bandon.or.us 2. Douglas ESD a. 1409 NE Diamond Lake Blvd Rsbg Or. b. Asthika Welikala – 541-957-4825 c. asthika.welikala@douglasesd.k12.or.us 3. Green Area Water Sanitary a. 3879 Old Hwy 99 S Roseburg Or. b. David Campos – 541-679-7191 c. david@rcwaterdistrict.com 4. Tri City Water & Sanitary Authority a. 215 N Old Pacific Hwy Myrtle Creek Or. b. Paul Wilborn – 541-863-5276 c. paul@tcwsa.com 5. Oregon Department of Transportation a. 3339 Old Hwy 99 S Roseburg Or. b. Randy Camp– 541-957-3666 c. randy.camp@odot.state.or.us	6. South Umpqua School District a. 558 Chadwick Ln Myrtle Creek Or. b. Claire Johnson – 541-863-3115 c. claire.johnson@susd.k12.or.us 7. Winston-Dillard School District a. 620 NW Elwood Winston Or. b. Kim Shigley – 541-679-3000 c. ShigleyK@wdsd.org 8. Camas Valley Charter School a. 197 Main Camas Rd Camas Valley Or. b. Don Wonsley – 541-445-2131 c. don.wonsley@camasvalley.k12.or.us 9. Yoncalla School District a. 292 5th Street Yoncalla Or. b. Cody Reed – 541-849-2403 c. cody.reed@yoncalla.k12.or.us 10. Coos Bay School District a. 1255 Hemlock Ave Coos Bay Or. b. Kevin Wilhite – 541-267-1323 c. kevinw@coos-bay.k12.or.us
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Current List Business Clients:

1. Boys and Girls Club of The Umpqua Valley a. 1144 NE Cedar Street Roseburg Or. b. Bryan Lake – 541-440-9505 c. blake@bgcuv.org 2. Sunrise Enterprises Inc. a. 423 NE Winchester Street Rsbg Or. b. Jane Maritz – 541-957-4825 c. jmaritz@sunriseenterprisesinc.com 3. Umpqua Sand and Gravel a. 640 Shady Dr Roseburg Or. b. Kelly Guido – 541-673-1088 c. kelly@umpquasand.com 4. Bar Run Golf and RV Resort a. 640 Shady Dr Roseburg Or. b. Cris Risley – 325-514-0523 c. cris@barrungolf.com 5. Gordon Wood Insurance a. 428 NW Garden Valley Blvd Rsbg. Or. b. Kelsey Wood – 541-672-4466 c. kwood@gordonwoodinsurance.com 6. Lauren Young Tires a. 2460 NE Stephens Street Roseburg Or. b. Rubea Barnett– 541-672-6616 c. rubea@laurenyoungtire.com	7. Bar Run Golf and RV Resort a. 1813 W Harvard Ave #233 Rsbg. Or. b. Leslie Abbott– 541-863-3115 c. onesimushealth@protonmail.com 8. TMS Call Centers a. 435 NE Casper Street Roseburg Or. b. Jeff Randall – 541-677-7751 c. jeff@tmscallcenters.com 9. Overhead Door Company a. 1045 NE Alder St Roseburg Or. b. Jeff Wikstrom – 541-673-4802 c. jeff@odcroseburg.com 10. Bravado Outdoor Products a. 290 Quarry Road Roseburg Or. b. Josh James– 458-803-4009 c. josh@concretetabletennis.com 11. Bar Run Golf and RV Resort a. 425 SE Jackson Street Roseburg Or. b. Derek Simmons– 541-677-7185 c. derek@seriousbusiness.law 12. Roseburg Disposal a. 1308 Park St Roseburg Or. b. Dori John– (541) 673-7122 c. dori@roseburgdisposal.com
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Appendix A.

Systech Support

Our goal is to serve as your technology partner with a focus on providing solutions. We use a consultative approach to evaluate your business and technology needs and then advise on the best solutions for your current and future needs. Systech Consulting, LLC can save your organization time and money through better use of appropriate technologies.

Systech Contact Information

Email: support@systech.io

Phone: 541.696.5555

All support issues should be raised via email at support@systech.io or by contacting us directly at 541-696-5555. Raising issues in this way enables the support team to prioritize and handle them correctly.

- **Business Hours Phone Support: Monday-Friday (7:30am – 5:00pm)**
 - Please call 541-696-5555 opt 1
- **Emergency/After Hours Phone Support.**
 - Please 541-696-5555 opt 1

Support tiers

Support requests raised by the client will be handled by three tiers of support:

- **Tier one.** This is where all support incidents begin. The issue is clearly recorded, and the supplier performs basic troubleshooting.
- **Tier two.** If an issue cannot be resolved in tier one, it will be escalated to tier two. At this point, the supplier will perform more complex support, using specialist staff where appropriate.
- **Tier three.** Issues that cannot be resolved at tier two will be escalated to tier three. At this level, support is provided by the supplier's most-experienced staff, who can draw on a range of expertise from third parties and vendors when needed.

Appendix B.

Systech Onboarding Process Summary

Sales and Administrative Team

1. Gather Customer Account Information
2. Gather Letter of Authorization
3. Create New Client Onboarding Ticket

Project and Managed Services Team

4. Thorough Site Survey by Technical Team
5. Input Clients data into Systech Cloud Management Platform.
6. Inventory Hardware.
7. Inventory Software.
 - a. Vendor Software
 - b. Systems Software
8. Execute Assessment of Infrastructure
 - a. Review Initial Data
9. Complete Customer Pre-Implementation Network Requirements Document
10. Select Project Manager
 - a. Review Requirements
 - b. Suggest Additional Information
 - c. Assign Team
11. Project Kickoff Meeting
 - a. Determine Technology Requirements
 - b. Determine Collaboration Efforts
12. Create a Plan to Go Live
 - a. Detailed Task List of Plan
 - b. Tasks Estimated
 - c. Plan Created
 - d. Tasks Assignment
13. Communicate and Set Expectations
 - a. Project Team
 - b. Client
14. Implement Plan to Go Live
 - a. Communicate Milestones to Customer
 - b. Provide Status Updates to Ticket
 - c. Communicate Issues and Risks to PM
15. Complete Customer Post-Implementation Network Requirements Document
16. Meet with the Client
 - a. Discuss Project Outcome
 - b. Discuss On-Going Issues
17. Provide Requirements Documentation to Customer
18. Send Customer Welcome Letter
 - a. Include Services Provided
 - b. Include Systech Contact Information
 - c. Include Systech Support Process
19. Ensure Documentation All Relevant Information in System
20. Client Sign Off



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Sutherlin, OR 97479
541-459-2856
Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

STAFF REPORT					
Re: Parks Advisory Committee Application				Meeting Date:	5/9/2022
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Diane Harris, City Recorder				City Manager Review	☒
Attachments: Application – Tabbitha Layman					

WHAT IS BEING ASKED OF COUNCIL?

Staff is asking Council to consider an application for the Parks Advisory Committee from resident Tabbitha Layman.

EXPLANATION

The City of Sutherlin's Parks Advisory Committee has one vacancy with a term ending on December 31, 2023. The City has received an application from 35-year resident Tabbitha Layman.

OPTIONS

To appoint or not appoint.

SUGGESTED MOTION(S)

Move to appoint Tabbitha Layman to the Park Advisory Committee with a term ending of December 31, 2023.



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Tabbitha Layman Date 04/19/2022

Address [REDACTED] Phone 541-643-4507

Email tabbithalayman@gmail.com Bus. Phone _____

Length of Residency in Sutherlin 35 Registered Voter? Yes

Candidate for position on Parks Committee

Relevant background and experience Rotary President, Festival of Lights Secretary/ incoming chair

Banking background, past Orimha treasurer, past casa volunteer

What are your major interests or concerns in the City's programs? Offering family friendly

locations to encourage family outings, tourism etc. Clean safe environments for our children.

Why would you like to be appointed to this position?

To be a part of the solution.

RETURN THIS FORM TO: City Recorder, 126 E. Central Ave., Sutherlin, OR 97479

For Office Use Only:

Date received: April 20, 2022

Date considered: _____

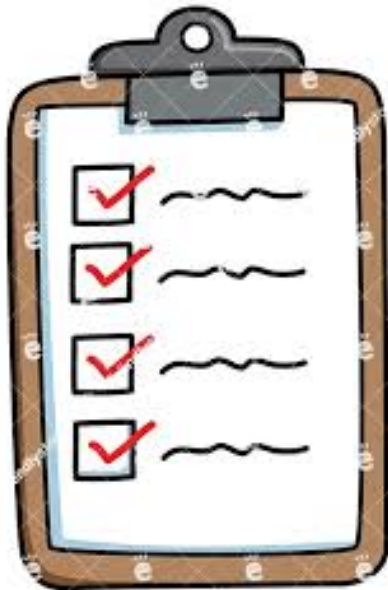
Action by Council _____

Term Expires: _____

Nov 2019 revised

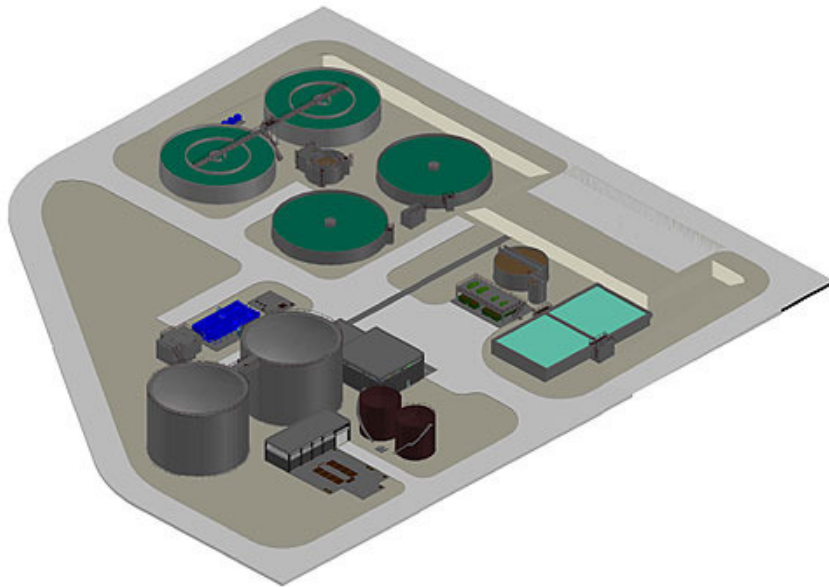


STRATEGIC PLAN UPDATE





WWTP One Year Performance Report





Sidewalks - Grove Ln to Nicholas Ct Update



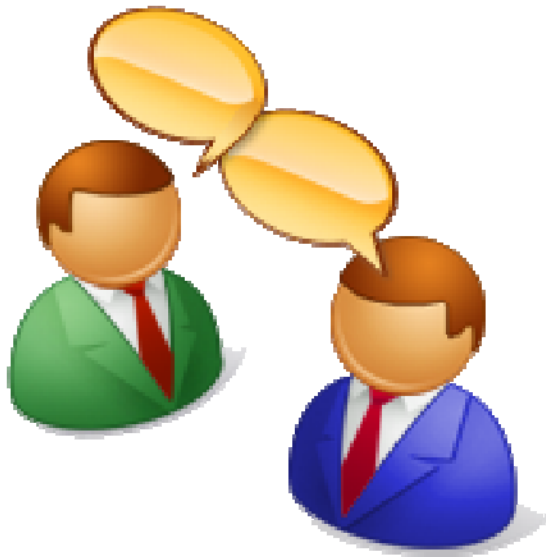


CITY MANAGER REPORT (verbal)





COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



PUBLIC NOTICE – CITY OF SUTHERLIN

CITY COUNCIL MEETING

The May 9, 2022, City of Sutherlin's City Council Meeting, will begin at 7:00 p.m. in the Civic Auditorium at 175 E Everett. The City has taken steps to utilize current technology in order to make meetings available to the public in compliance with ORS 192.670 – Meetings by Means of Telephone or Electronic Communication. The public is welcome to attend the meeting in person or join via Zoom.

City of Sutherlin is inviting you to a scheduled Zoom meeting.

(The Urban Renewal Budget presentation will begin at 6:30pm, followed by the City Budget presentation at 6:30pm, prior to the 7:00pm City Council Meeting.)

Topic: Sutherlin City Council Meeting

Time: May 9, 2022 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84695724374?pwd=b3MwQ2JDekhPVzhSMFBuaTF0MHl5UT09>

Meeting ID: 846 9572 4374

Passcode: 274883

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 846 9572 4374

Passcode: 274883

Find your local number: <https://us06web.zoom.us/j/84695724374?pwd=b3MwQ2JDekhPVzhSMFBuaTF0MHl5UT09>

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
JAN 2022				
01/10/22	Finance	Create a street management master plan with funding options	Report new plan and options (Workshop)	✓
01/10/22	CDD/PW-Transportation	Update and refresh Exit 135 sign - complete construction	Report to Council	✓
FEB 2022				
02/14/22	CDD/PW-Facilities/Parks	Inventory/inspect all city structural facilities/develop maint funding plan	Report to Council	✓
02/14/22	CDD/PW-Transportation	Develop "Plan-of-Action" for upgrading Waite St from Central to Southside Rd	Report to Council	✓
02/14/22	Fire	Replace 1992 Pierce Ladder Truck pending Grant award	Report to Council	✓
MAR 2022				
03/14/22	CDD/PW-Facilities/Parks	Ford's Pond Comm Park Improv. Proj. 1 (Phase 2) & Proj 2A/2B (Phase 2)	Construction bid award, present to Council Moved to 2023	↓
03/14/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-Award Contract	Present to Council for contract award Moved to April	↓
03/14/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Bid Award, present to Council moved to May	↓
APR 2022				
04/11/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for annual events-Award Contract	Present to Council for contract award	✓
MAY 2022				
05/09/22	CDD/PW-Transportation	Complete Sidewalks from Grove Ln to Nicholas Ct	Report to Council	✓
05/09/22	CDD/PW-Wastewater	Wastewater Treatment Plant one-year performance report	Report to Council	✓
JUN 2022				
06/13/22	CDD/PW-Facilities/Parks	Central Park Multi Use Staging area to be used for several annual events-complete construction	Report to Council	
06/13/22	CDD/PW-Transportation	Purchase Asphalt Crack Sealing Machine	Report to Council	
06/13/22	CDD/PW-Wastewater	Initiate a new in-flow and infiltration prevention program	Report to Council	
JUL 2022				
7/11/2022	CDD/PW-TRANSPORTATION	Complete Sidewalks from Grove Ln to Nicholas Ct	Bid Award	
AUG 2022				
08/08/22	CDD/PW-Water	Nonpareil WTP modernization improvements	Report to Council after completed	
SEP 2022				
09/12/22	CDD/PW-Facilities/Parks	Complete Sidewalks from Grove Ln to Nicholas Ct	Report to Council	
OCT 2022				
10/10/22	Finance	Long-term Budget forecast	Report to Council	
NOV 2022				

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

Revised 3/30/2022

Melanie Masterfield

From: Melanie Masterfield
Sent: Wednesday, May 4, 2022 11:01 AM
To: Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Dennis Nakata; Erica Welch; Kyle-KQEN (KYLE@BCIRADIO.COM); Michael Salpino; News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)
Subject: City of Sutherlin UR Budget, City Budget, Council Mtg Agendas
Attachments: UR Agenda 5.9.2022.pdf; CB Agenda 5.9.2022.pdf; CC MAY 9.22 Agenda.pdf

Good morning. Attached are 3 agendas for meeting on Monday, May 9, 2022.

Urban Renewal Budget Presentation Meeting @ 6:30pm
City Budget Presentation Meeting @ 6:45pm
City Council Meeting @ 7:00pm

Thank you,



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