



**City of Sutherlin
Regular Council Meeting
Monday, June 11, 2018
Civic Auditorium – 7:00 p.m.
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PUBLIC COMMENT**

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

5. CONSENT AGENDA

- a. May 14, 2018 Minutes – Regular Meeting

6. COUNCIL BUSINESS

- a. Planning Commission Appointments
- b. Ordinance – Sprint Franchise Agreement (first reading, title only)
- c. Resolution 2018.09 – Budget Appropriations Adjustment
- d. Resolution 2018.10 – Supplemental Budget Adjustment Visitor Center

7. COUNCIL DISCUSSION

- a. Visitor Center Triangle Park Memorial Name

8. REPORTS/PRESENTATION

- a. Central Avenue Update

9. STRATEGIC PLAN UPDATE (Reports in Council Packet)

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

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.



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, May 14, 2018 – 7:00pm

COUNCIL MEMBERS:

Tom Boggs, Wayne Luzier, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent

MAYOR: Todd McKnight

CITY STAFF: City Manager, Jerry Gillham

Assistant CM, Finance Director, Dan Wilson
Sr. City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Community Development Director, Brian Elliott
Public Works Superintendent, Aaron Swan
Police Chief, Troy Mills
Police Captain, Kurt Sorenson
Police Sergeant, Vaughn Rains
Fire Chief, Mike Lane
Deputy Fire Chief, Avery Hazzard
Deputy Fire Chief, Dan McCormick
City Attorney, Chad Jacobs (via Skype)

VOLUNTEER & CROSS-TRAINED FIREFIGHTERS: Cooper Greenham, Gary Fugate, Scott Guillen, Tadd Held, Mel Vatland, Alan Taylor, Randy Harris, Allison Green, Katie Bailey, Todd Powell, Aaron Swan & Volunteer Medical Advisor, Dr. Luke Herscher

AUDIENCE: (Fire Service Working Group Facilitator, Rick Allen; Sierra Moon, Joe Groussman, Jack & Tami Trowbridge, Pat Fahey, Kim & Jerry Risk, Jeanette Sumner, Jack Chostner, Gayla Holley, Michelle Sumner, Kimberly Tomlinson, Floyd Van Sickle, Gary Dagle, Richard Troxel, Jim & Beth Houseman, Luke Herscher, Byron Case, Susan Osland, Pam & Denny Cameron, Mary Morris, Mike & Karen Meier, Brian Burke, Larry Bahr, Kristi Caviness, Rick Allen)

Meeting called to order by Mayor McKnight at 7:00pm.

Flag Salute:

Roll Call: All present

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- Resident, Karen Meier – Feels the handout presented at last FSWG gives the impression the budget hasn't changed, she provided calculations to support her concerns. Requested Council to not accept Budget Committee's recommendation to adopt 2018-19 budget; feels they were not given accurate facts. A lot of medical personnel are going to be added; City cannot afford to chase ambulances.
- Resident, Floyd Van Sickle – Proposed Fire model is not needed; everything is fine without it. Only need one Chief and one Assistant Chief/Trainer. Neighboring districts provide mutual aid. As more volunteers join, cross-trained employees can be phased out, therefore saving money. City needs to stay out of the ambulance business. He feels there have been no problems with response times.
- Van Sickle voiced concerns regarding this year's budget process. Feels if budget passes the town will be broke and headed for bankruptcy; thinks Council is not doing their job.
- Resident, Joe Groussman addressed the Fire-Only vs. proposed All-Service model. Feels volunteers are doing a great job. Asking all present to silently answer one question "what is the dollar value you place on your family and your life?" Decision at hand is to approve funds for about \$250,000 above 2017-18 budget. With a population of over 8,000 citizens, this equates to \$30 per person, per year; a

lot less than the cost of a life. City's mission statement on the wall says, "To sustain a high level of safety". Would like Council to consider the proposed model.

- Sutherlin business owner, Jerry Risk – Served on the FSWG; he stated he initially was subject to rumors about large amounts spent to cross-train employees. He objectively looked at all numbers and ultimately formed his final decision:
 - ISO (Insurance Services Office) ratings are based upon all services provided to the City. City will be re-rated this year, potentially impacting the entire community.
 - Volunteers are "volunteers"; need to take into account reasons/issues that may affect their availability. Having a multi-pronged approach is important and can only help ISO rating.
 - Sutherlin has a 50% elderly population; if a cardiac event occurs, average response time reported in 2016-17 was 9:33; it is said 4 minutes is the goal. The more people we can bring to a medical event, the better the community is going to be.
- Sutherlin business owner, Jack Trowbridge, complimented Council on process for choosing FSWG members with various backgrounds. Is in favor of committee's recommendations and shares concerns regarding coverage needed and ISO ratings. Western Fire Chief's Association CEO, Jeff Johnson, made a presentation at the FSWG meeting also feels these are good recommendations.
- Resident and business owner, Pat Fahey, referred to Karen Meier's guest editorial statements in the News Review's May 5th edition. He has 20 years of experience on budget committees; knows it's easy to "cherry pick" numbers from a financial statement. Meier neglected to address issues such as response times, ISO ratings, number of volunteers, etc. that provide a better indication on what Sutherlin Fire has and needs. The Fire Department is most often the first responder. Meier would have you believe FSWG members have no experience, were forced to believe whatever the City says, and are nothing but "patsies" to staff. But members were very open minded and not afraid to perform independent studies outside of the group. Feels this proposal was innovative and sound, utilizing existing resources, offering career opportunities to area youth, reduces response time, and offers additional services to the citizens. Feels the proposal offers the best compromise between costs and services. Fahey urged Council to accept this recommendation; you never know when you will have to call 911.

COUNCIL BUSINESS

• Acceptance of Resignation/Declaration of Vacancy

Mayor McKnight asked for a motion accepting Dennis Riggs resignation as Councilor, declaring a vacancy.

MOTION made by Councilor Luzier to approve accept Dennis Riggs resignation, declaring a vacancy; second by Councilor Tomlinson.

Discussion: None

In Favor: Councilors Boggs, Tomlinson, Luzier, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

• Swearing in Council Member

City received one application, from Michelle Sumner, term ending December 31, 2018. Mayor McKnight asked Councilors if they would like to make a motion to appoint Sumner tonight or continue to a later date.

MOTION made by Councilor Boggs to appoint Michelle Sumner as Councilor to fill the remainder of term ending December 31, 2018; second by Councilor Luzier.

Discussion: Councilor Stone asked if her appointment is reflective of results from last election. *No, City Charter states next highest vote getter fills the vacancy first 6-months after an election. Riggs submitted his resignation May 1st, City advertised for the vacancy on City's website, Facebook, and City newsletter.*

Mayor McKnight asked Sumner if she would like to address Council.

Sumner shared her relevant background and experience. She has served on City's Planning Commission and Budget Committee for several years. She expressed her interests in the community and believes she is a strong candidate for the position, is well-rounded, and fair-minded. She will work for the citizens to make Sutherlin the best it can be.

In Favor: Councilors Boggs, Tomlinson, Luzier, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

City Recorder, Diane Harris, administered the Oath of Office to Councilor Sumner, followed by a round of applause. Sumner took her seat at the dais with members of Council.

PRESENTATIONS/PROCLAMATIONS

• Fire Services Working Group Recommendations

FSWG Facilitator, Rick Allen, reported having 40-year experience as a volunteer fireman, former Fire Chief and continues to train leadership classes for NFPA. Allen recently served as interim City Manager in Sisters, Oregon. FSWG members were asked to stand and be recognized: Pat Fahey, Allison Green, Dr. Luke Herscher, Dan McCormick, Jerry Risk, Travis Tomlinson, Seth Vincent and Tom Boggs. Members unable to attend are Crystal Cunningham, John Lahley and Terry Prestianni.

Allen provided handouts summarizing the FSWG's processes and discussions. Presentations were provided by many representatives in the fire industry, ISO, Western States Associations, counties, cities and districts. Fire service trends, declining volunteers, student programs, training, staffing, service levels, increasing demands for ems responses, and the rising cost of operations in the nation were also presented to the group. Finance reports and statistics were provided by previous Sutherlin Finance Director, Ron Harker.

City created a "sub-committee" made up of Staff and some FSWG members. The sub-committee met once and discussed various details regarding Fire Chief, Mike Lane's proposal and to dig deeper into options to present at the FSWG's next meeting. A video was presented showing a portion of the proposed model. Options were presented at their 4th and final meeting. All members were given the opportunity to make their thoughts heard before moving forward with a recommendation. A formal motion was passed unanimously to accept Lane's proposal for recommendation to Council.

- New proposal will get vehicles out the door much quicker;
- will have more EMTs (Emergency Medical Technicians);
- staffing to go on medical calls; and
- 24/7 coverage.

Councilor Stone – We have 16 or 17 volunteers right now, is that a high number compared to other cities? ***It's all over the board; general rule of thumb is you're lucky if you get 25% of volunteers to respond due to various reasons and circumstances. Out of 16 volunteers, probably 4 will show up. City lacks in EMT's, drivers, pumper, aerial and apparatus operators, fire ground leaders, etc.***

Lane – The proposal presented at FSWG's April 26th meeting included discussions, questions, and side-by-side comparisons. The proposal has 4 inter-dependent pieces for the service:

- Paid Staff, volunteers, cross-trained employees, and students.

Intention it to hire 2 firefighters to provide:

- 24/7 – 365 days a year to run the fire station
- Higher level of service
- Improved time – it is everything to fire services
- Have looked at costs and level of service within all pieces of the model.
- We all have to work together.
- Need to give the best level of service possible for least cost to the City.

A 10 minute video was shown to Council, Staff, and audience. Lane reported even though it showcased cross-trained employees, volunteers will be responding during a real incident, as well. The cross-trained are a great asset for day-time response. The combination department will continue, and volunteers play an active and vital role and always will.

- Hiring process should be implemented by the first of August.
- Training for aerial certification, EMR (Emergency Medical Response) and EMT will be provided.
- Currently have 5 EMT's, plan is to start as first responders to medical calls August 1st.
- Reflex time will improve to generally 1 minute or less by having someone at the station at all times.
- A bi-annual report will be provided to include response times, types of calls, and how many volunteers/cross-trained employees are responding.

Mayor McKnight suggested holding the questions until later.

• Proclamation – Emergency Medical Service Week

Mayor McKnight read the proclamation for EMS Week, May 20-26, 2018. Bay Cities, Brian Burke, presented Council with a plaque of appreciation and invited everyone to their annual BBQ, Thursday, May 24th from 11-2:00pm, at the Cedar Street headquarters.

CONSENT AGENDA

- **April 9, 2018 Regular Meeting Minutes**
- **April 23, 2018 Workshop Minutes**

MOTION made by Councilor Luzier to approve Consent Agenda; second by Councilor Tomlinson.

In Favor: Councilors Boggs, Tomlinson, Luzier, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

PUBLIC HEARING

- **State Revenue Sharing**

Mayor McKnight opened the Public Hearing at 8:18pm.

Finance Director, Dan Wilson – This is an opportunity for interested persons to comment regarding the use of state revenue sharing funds directly related in the budget.

Mayor McKnight asked if there were any public comments. None presented.

The Public Hearing closed at 8:19pm.

COUNCIL BUSINESS

- **Resolution No. 2018.05 – Fire Services Structure**

Council President Luzier, asked Senior City Recorder, Debbie Hamilton, to read an excerpt from a letter provided by City auditors Pauly, Rogers, and Co, Chief Auditor, Kenny Allen, regarding the City's financial standing. The letter reported City's general fund balance has almost doubled since 2013 to \$2,240,700 and City has received a clean audit in the last 5 years. City is well above the minimum appropriation requirements and there are no threats showing inability to pay bills.

Staff Report – City Manager, Jerry Gillham – Resolution 2018.05 follows FSWG recommendations and Council direction, including matrixes and benchmarks.

MOTION made by Councilor Boggs to approve Resolution No. 2018.05 – Fire Services Structure as presented; second by Councilor Luzier.

Discussion:

- Councilor Stone – We weren't going to get into the ambulance business, police are equipped with defibrillators and Bay Cities responds to all ambulance calls. It's not City's responsibility to provide an ambulance. Would like this to go before the vote of the people to see if the public wants us to get into medical. ***City Manager – We are providing medical support, which is entirely different. You're talking about EMS service. We are talking about saving people's lives. They have to be certified to save lives; we should stay with all volunteers. How many Firefighter I (FFI) certified? Most of cross-trained employees can't be FFI because it takes a year. Swan – They are all FFI certified, which didn't take a year. Then volunteers should also be FFI. Lane – Experienced volunteers are minimum FFI, we have some FF2's. About 1/2 of the volunteers are not FFI's yet.***
- Councilor Stone spoke to Finance Director, Dan Wilson, concerning Fire Department's budget. Feels City is not sustainable and proposed model is not feasible. Is also concerned about the funds that have debt. ***Wilson explained the only funds with debt are water and wastewater, and have their own revenue sources. There is no debt in the general fund. Still concerned if spending over, that will come out of the general fund.***
- Councilor Sumner – Citizens she has spoken to say they're not happy with the decreased service compared to previous full-service Fire Department. People want to stay in a community with high levels of public safety and good schools. If wanting people to come to our community we need to offer these services, feels this resolution does that.
- Councilor Boggs – Referred to comments from several people regarding mutual aid, Oakland and Fair Oaks are very good at responding when volunteers are available. But cannot count on 40 volunteers on a regular basis. Sutherlin Fire needs to take care of Sutherlin, and its citizens. This plan gives 24/7, basic

EMS coverage, initial support and immediate response. Have not heard anyone speak negatively about this plan except that it costs a little more money.

- Councilor Vincent shared an incident that occurred involving a structure burn (house). He initially thought it was at the business he operates. Sutherlin Fire responded and put out the fire. He went to the Fire Dept. and asked about the incident's response time that took place on Sunday afternoon with no-one at the station. The first engine was on-scene in 8 minutes, 35 seconds. This shows the importance of having 24/7 coverage. Volunteers and Staff have done a fantastic job, this new approach is unique; let's give it a chance and continue to grow, build, and strengthen the department.
- Councilor Tomlinson – Need to realize whether you're a volunteer, paid staff, or cross-trained employee, at the end of the day it's a Fire Department with Firefighters. Guarantee, everyone in this room wants response in 2 minutes rather than 10.
- Councilor Stone responded that he would rather his house burn to the ground; there is nothing worse than a ½ burned structure. It's called urban renewal, if it's burned all the way it's easier to rebuild.

In Favor: Councilors Boggs, Tomlinson, Luzier, Sumner, Vincent, and Mayor McKnight.

Opposed: Councilor Stone

Motion carried.

Lane – Three of the four inter-dependent models – Paid staff, volunteers and cross-trained employees are in attendance. Would like them to all stand and be recognized with a round of applause. All in attendance joined the acknowledgment with a round of applause.

- **Resolution No. 2018.06 – Adoption of 2018-2019 Budget**

Staff Report – Wilson – On April 16, 2018 the Budget Committee approved the proposed budget, in the amount of \$39,396,879. ORS No. 294 requires adoption of a resolution to enact the budget.

MOTION made by Councilor Luzier to approve Resolution No. 2018.06 – Adoption of 2018-2019 Budget as presented; second by Councilor Vincent.

Discussion: None

In Favor: Councilors Boggs, Tomlinson, Luzier, Sumner, Vincent, and Mayor McKnight.

Opposed: Councilor Stone

Motion carried.

- **Resolution No. 2018.07 – Certifying City Services**

Staff Report – Wilson – This is the first of two resolutions required by the State in order to receive State Revenue Sharing Funds. The required Public Hearings have been held.

MOTION made by Councilor Stone to approve Resolution No. 2018.07 – Certifying City Services as presented; second by Councilor Boggs.

Discussion: None

In Favor: Councilors Boggs, Tomlinson, Luzier, Sumner, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.08 – Election to Receive State Revenue Sharing**

Staff Report – Wilson – This is the second of two resolutions that are required by the State in order to receive State Revenue Sharing Funds.

MOTION made by Councilor Vincent to approve Resolution No. 2018.08 – Election to Receive State Revenue Sharing as presented; second by Councilor Sumner.

Discussion: None

In Favor: Councilors Boggs, Tomlinson, Luzier, Sumner, Vincent, Stone, and Mayor McKnight.

Opposed: None

Motion carried unanimously.

REPORTS

None

CITY COUNCIL COMMENTS

Councilor Boggs –

- Welcomed new Councilor Sumner.

Councilor Tomlinson –

- Auto Zone looks good and looks like it's almost ready to open.
- New sidewalks look great, will paving start in June? *Swan – June 18th is the scheduled start date.*
- Would like to thank all of the volunteer firemen
- Had a good experience with the FSWG; looking forward to the future and having a good solid city.

Councilor Luzier –

- Would like to take a moment and thank FSWG, they did a tremendous job regardless of negative publicity. Appreciate you for showing up and doing your job.

Councilor Sumner –

- Thanks to all of the firefighters, you do an awesome job and thank you for your support.

Councilor Vincent –

- Welcomed Councilor Sumner.
- It was a great opportunity being a part of the FSWG, and moving forward.
- Enjoy seeing the improvements in the City, looking forward to the paving this summer.
- Want to thank Council/Staff for Central Park playground; there were at least 150 people there each day last weekend. It's a wonderful thing in our community for the kids to have a place to go.

Councilor Stone –

- Who is responsible for replacing the bulbs on street lights? *Swan – The power company, if you contact them and provide pole number they will fix it.*
- Street sweeper was on west end of town but didn't sweep Dakota Street. *Will have him look at it.*
- Don't want my house to burn, however sometimes it's easier to start over. Have had 3 fires on my property, nobody responded except for DFPA, and Calapooia Fire Station is close by. Feels we have a great volunteer Fire Dept. would rather see them trained on the equipment we have or get rid of that equipment and see money spent on training rather than manning the station 24/7.

Community Relations, Debbie Hamilton – *A link is available on the Public Works page on City's website, can click on the link to report street lights for repair, there is are links on Pacific Power's website.*

Mayor McKnight –

- Want to express appreciation to Hamilton for all of her work at making their booth at West Intermediate's Career Fair a success.
- Citizens have been asking when the new lights will be turned on. *Elliott – Conduit is in, now working on other components. Should be working in a couple of weeks.*
- Suggests having benches near the playground for parents to sit on while watching their kids. If City has benches available it would be great.

PUBLIC COMMENT –

- Karen Meier congratulated Michelle Sumner on her new Council appointment.
- City put together a "private" fire service sub-committee meeting contrary to Oregon Law. Meier cited the ORS 192.610, Section 3; public meeting requirements for public bodies, feels 4 members of Council chose to disregard this. Council members took an oath of office, but feels they deliberately broke Oregon Law. Feels those that did do not deserve to be on the Council.

Councilor Boggs responded to Meier's accusations stating that meeting was open to anyone that wanted to be there. The Councilor that was there sat out in the audience and didn't say one word; the meeting was not held to make any decisions. However, Meier does not mention that Councilor Stone attended one of the FSWG, making a quorum present, and he did speak at that meeting. It was a public meeting. *They were all public meetings.* Was the sub-committee meeting advertised, were minutes done? *All I know there were no decisions made. If complaining about something, do it about everything, not just what suits you.*

Mayor asked City Attorney, Chad Jacobs if he had any input regarding Meier's statements.

Jacobs – Where the confusion arose is that this sub-committee meeting was intended as a staff meeting. Typically, under the law advisory bodies to staff are not public bodies; the intent was not to give advice to the sub-committee or Council, but to staff. If there was any potential violation, the City, as required by law,

recreated that staff meeting at the following FSWG meeting. If there was an inadvertent error, that was all cured at the subsequent FSWG meeting. Do not believe there was any intent to violate the law.

- Resident, Pam Cameron – Regarding the needed benches at the park, believe City has extra benches at Public Works Shop waiting to be placed. ***Swan – Believe they all have designated places, however will check into it.***
- Hoping some attended the 3rd annual Public Safety Appreciation event on May 5th. It was our way of saying “we all appreciate everything our public safety does for us”, thank you very much.
- Risk – FSWG was a very eye opening experience; feels it was all about value. Now have 10 cross-trained employees, for the cost of 2 full-time firefighters; a tremendous value. If we don’t look into the future and plan, (mentioned the 90-acre development going in by Exit 135), we will turn into one of those blighter communities. By supporting this hybrid fire model, we are investing in our future and help everything in the community.

Councilor Stone asked Jacobs if a decision is made by the FSWG before coming to the Council is legal. ***Jacobs – FSWG made a recommendation and Council made the decision, there is nothing illegal about that.*** But, the decision was made to hire 2 firefighters long before budget meetings. ***Jacobs – Did not attend the budget meetings, however the order of proceedings tonight is Council voted on the fire services before adopting the budget. If there was a discussion at the budget meetings, could say it was done in preparation if the budget was adopted. If the Fire Services resolution wasn’t approved, could have also refused adopt the budget.*** Feels the FSWG should have come to Council first then to the Budget Committee.

ADJOURNMENT –

With no further business meeting adjourned at 9:02pm.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, CMC, City Recorder

Todd McKnight, Mayor



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: Planning Commission Appointment				Meeting Date: JUN 11, 2018	
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Debbie Hamilton, City Recorder/HR Manager				City Manager Review <input type="checkbox"/>	
Attachments: Application(s)					

WHAT IS BEING ASKED OF COUNCIL?

Requesting members of Council to consider Planning Commission Appointments.

EXPLANATION

There are 2 vacancies on the Planning Commission; one term ends December 31, 2018 and the other December 31, 2020.

City has received two applications, one from Adam Sarnoski , on June 4th and the other from Elainna Swanson on June 5th.

OPTIONS

To appoint _____ to term ending December 31, 2018 and _____ to term ending December 31, 2020.

To not appoint to terms ending December 31, 2018 or December 31, 2020.

SUGGESTED MOTION(S)

MOTION to appoint Adam Sarnoski and/or Elainna Swanson to terms ending December 31, 2018 or December 31, 2020

MOTION to not appoint Adam Sarnoski and/or Elainna Swanson to terms ending December 31, 2018 or December 31, 2020



City of Sutherlin

Application for Citizen Advisory Committee/Commission/Board Appointment

Name ADAM SARWOSKI Date 6/4/18

Address [REDACTED] Phone [REDACTED]

Email ADAM.SARWOSKI@HOTMAIL Bus. Phone _____

Length of Residency in Sutherlin 15 yrs Registered Voter? YES

Candidate for position on PLANNING COMMISSION

Relevant background and experience CITY COUNCIL, FORMER PLANNING
COMMISSION MEMBER, PARKS COMMITTEE

What are your major interests or concerns in the City's programs? DEVELOPMENT
AND INFRASTRUCTURE

Why would you like to be appointed to this position? LONG TIME RESIDENT
WITH AN INTEREST IN THE CITY'S FUTURE

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

For Office Use Only:

Date received: June 4, 2018 Date considered: _____

Action by Council _____ Term Expires: _____

Recorder signature _____



City of Sutherlin

Application for Citizen Committee/Commission/Board Appointment

Name Elainna Swanson Date 6/4/18
Address [REDACTED] Phone [REDACTED] 3
Email elainnaswanson1@gmail.com Bus. Phone —

Length of Residency in Sutherlin 16 1/2 years Registered Voter? yes

Candidate for position on Planning Commission

Relevant background and experience I am retired from City of Oakland - my position was City Clerk. I have knowledge about planning & land use & issues.

What are your major interests or concerns in the City's programs? I care about the community I live in. I care about taxes, growth, city services, and have experience and knowledge of land uses.

Why would you like to be appointed to this position?

I am retired and have time to be involved in City Activities & government, that I am interested in. I am a property owner in Sutherlin. I also volunteer, Dial-

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

For Office Use Only:

Date received: 6/5/2018

Date considered: _____

Action by Council _____

Term Expires: _____

Nov 2016 revised

A. R. Riddle
@sutherlin
Parks & Rec
Board of
Directors
2-terms
2014-2016



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

City of Sutherlin

STAFF REPORT					
Re: Ordinance – Sprint Franchise Agreement Renewal				Meeting Date:	06/11/18
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Ordinance - Sprint Franchise Agreement					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving the Sprint Franchise Agreement renewal.

EXPLANATION

The original franchise agreement with Sprint was adopted by Ordinance No. 733 on July 13, 1987. The term of that agreement was 30 years and therefore a new agreement is needed. The new agreement has a new rate based on the actual lineal feet of cable in the City right-of-way. The previous rate was based on a larger amount of cable but was recently determined that a large portion of the cable was actually in the County right-of-way. This new rate is \$1,225 annually to be increased by the CPI each year and the new term is 10 years from the date of signing. Some of the other details of the agreement have been changed, in order to comply with current day standards, by both the City and Sprint.

OPTIONS

1. Approve the agreement as presented.
2. Approve the agreement with revisions.
3. Not approve the agreement.

SUGGESTED MOTION(S)

Move that the Sprint Franchise Agreement renewal be approved as presented.



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.

AN ORDINANCE GRANTING TO SPRINT COMMUNICATIONS COMPANY L.P., A DELAWARE LIMITED PARTNERSHIP, A NON-EXCLUSIVE FRANCHISE TO USE THE PUBLIC RIGHTS-OF-WAY TO PROVIDE FOR THE PLACEMENT OF NON-CABLE TELECOMMUNICATIONS FACILITIES, SUBJECT TO CERTAIN CONDITIONS AND DUTIES AS SPECIFIED.

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

**MONDAY, JUNE 11, 2018 @ 7PM
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, June 4, 2018
By Diane Harris
City Recorder

CITY OF SUTHERLIN, OR

ORDINANCE NO. _____

AN ORDINANCE GRANTING TO SPRINT COMMUNICATIONS COMPANY L.P., A DELAWARE LIMITED PARTNERSHIP, A NON-EXCLUSIVE FRANCHISE TO USE THE PUBLIC RIGHTS-OF-WAY TO PROVIDE FOR THE PLACEMENT OF NON-CABLE TELECOMMUNICATIONS FACILITIES, SUBJECT TO CERTAIN CONDITIONS AND DUTIES AS SPECIFIED

WHEREAS, on July 13, 1987, the **CITY OF SUTHERLIN** (hereinafter called "City"), a municipal corporation of the State of Oregon, adopted Ordinance No. 733 granting US Sprint Communications Company, a New York general partnership, a non-exclusive franchise for placement of telecommunications fiber-optic cable in the City's public right-of-way; and

WHEREAS, **SPRINT COMMUNICATIONS COMPANY L.P.**, a Delaware limited partnership (hereinafter called "Sprint") is the successor-in-interest to US Sprint Communications Company; and

WHEREAS, Sprint has applied to the City for permission to continue to use certain streets and public right-of-way for the placement of a Fiber Optics Communication System under, in, along, over and across certain streets and public right-of-way in the City; and

WHEREAS, the City Council has the authority to grant franchises for the use of its right-of-way; and,

WHEREAS, pursuant to Ordinance No. 733, approved on July 13, 1987, the Sutherlin City Council has authorized the Mayor of the City of Sutherlin to execute a Franchise with Sprint to construct, install, operate, maintain, and upgrade the system then in place, a Fiber Optics Communication System in, along, under, over and across certain streets and public ways within the City; and

THE CITY COUNCIL OF THE CITY OF SUTHERLIN, DOUGLAS COUNTY, OREGON
DO ORDAIN AS FOLLOWS:

SECTION 1. Permission Granted.

A.1 Subject to the provisions contained herein, and to the ordinance and resolution of the City of Sutherlin, Oregon State Statutes and the Constitution of the State of Oregon, the City hereby grants to Sprint the nonexclusive revocable Franchise, right and privilege to construct, install, operate, maintain, and upgrade the system then in place, a Fiber Optics Communication System in, under, along, over and across certain streets and public ways, in the City as specifically identified on the map attached as Exhibit A with designated specific streets and public ways as the authorized routes governed by this Franchise. The permission granted is also subject to the applicable provisions of the City of Sutherlin resolutions and ordinances and any amendments thereto. The permission granted herein to Sprint shall hereinafter be referred to as the "Franchise." As used herein the term "streets and public ways" means the surface of and the space above and below any public street, sidewalk, right-of-ways, alley, right-of-way easements, or other public way of any type whatsoever. Sprint may construct, install, upgrade and operate additions to its Fiber Optics Communication System in City

right-of-way other than that shown on Exhibit A with the written consent of the City Engineer, without further approval of the Sutherlin City Council. Any such additions shall be at all times governed by the terms and conditions of this Franchise. In the event Sprint makes additions, an amended Exhibit A shall be produced by Sprint.

A.2 For purposes of this Franchise, “Fiber Optics Communication System” means an interstate network of fiber optic cables and all related property including conduit, carrier pipe, cable fibers, repeaters, power sources and other attachments and appurtenances necessary for transmitting high speed voice, data and (for such applications as teleconferencing) video signals in connection with a long distance telecommunications system or systems. The authority granted by this Franchise to use the streets and public ways does not authorize the use of the Fiber Optics Communication System or fiber optic cable for operating a cable television system, nor authorize Sprint to operate as a cable operator as those terms are defined in the Communications Act of 1934 as amended, state law, or the City Code. The authority granted by this Franchise does not authorize the use of the streets and public ways for an open video system as defined in the Communications Act of 1996 or as defined or authorized by the FCC.

A.3 If it is necessary for Sprint to comply with any law or regulation of the Federal Communications Commission or the Public Utility Commission of Oregon to engage in business activities associated with use of the streets and public ways for a Fiber Optics Communication System, Sprint shall comply with such laws or regulations as a condition precedent to exercising any rights granted by this Franchise.

SECTION 2. General Conditions.

A.1 Sprint has represented to the City it is authorized to provide Telecommunication Service in Oregon by the Public Utility Commission of Oregon (Order No. 08-221).

A.2 There is hereby reserved to the City every right and power which is required to be herein reserved or provided by any ordinance, resolution or statute, and Sprint by its acceptance of this Franchise, agrees to be bound thereby and to comply with any action or requirements of the City in its lawful exercise of such rights or power, heretofore or hereafter enacted or established. Neither the granting of any Franchise nor any provision hereof shall constitute a waiver or bar to the exercise of any governmental right or power of the City; provided however, that the City shall not voluntarily impair the rights of Sprint under this Franchise.

A.3 Insurance

(i) Sprint shall indemnify and hold harmless the City and its agents and employees from and against claims, damages, losses, and expenses, including reasonable attorney’s fees sustained by the City on account of suits, judgments, executions, claims or demands to the extent arising out of the performance of work by Sprint and its agents, employees and contractors pursuant to this Franchise or the installation, operation or maintenance of the Fiber Optics Communication System authorized herein.

(ii) Throughout the term of this Franchise, and as specified herein Sprint and those acting on its behalf, including but not limited to subcontractors, shall maintain in full force and effect the following insurance, issued on policies written by companies authorized to do business under the laws

of the State of Oregon with a financial rating no less than “A-” in the latest edition of “Best’s Key Rating Guide,” published by A.M. Best Guide:

Comprehensive general liability insurance, written on an occurrence basis, with limits not less than:

(1) \$2,000,000 per occurrence combined for bodily injury and property damage, \$4,000,000 annual aggregate.

CGL insurance shall provide coverage for any and all costs, including defense costs, and losses and damages resulting from personal injury, bodily injury or death, property damage, products liability, and completed operations. Such insurance shall include broad form and blanket contractual coverage.

Comprehensive automobile liability for owned, non-owned and hired vehicles with a limit of \$1,000,000 combined single limit per accident.

(iii) Worker's compensation with statutory limits and employer's liability insurance with limits of not less than \$1,000,000 per occurrence. In the case that Sprint subcontracts with others, Sprint shall require each subcontractor to similarly provide worker's compensation insurance for all of subcontractor's employees.

(iv) The coverage amounts set forth may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.

(v) The liability insurance policies required by this Section shall be maintained by Sprint and those acting on its behalf, including but not limited to subcontractors, throughout the term of the Franchise and such other period of time during which Sprint is operating without an authorization or franchise hereunder, or is engaged in the removal of its Facilities. Sprint shall provide an insurance certificate, together with an endorsement naming the City as an additional insured, to the City prior to the commencement of any work or installation of any facilities pursuant to said Franchise and again at each policy renewal or replacement. Payment of deductibles and self-insured retentions shall be the sole responsibility of Sprint. The insurance required by this Section shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Sprint's insurance shall be primary insurance as respects the City. Any insurance maintained by the City, its officers, officials, employees, consultants, agents, and volunteers shall be in excess of Sprint's insurance and shall not contribute to it.

(vi) Each policy shall be endorsed to provide the City with notice of cancellation or material change in accordance with policy provisions.

(vii) If Sprint desires to satisfy the insurance requirements herein through self-insurance, Sprint must provide documentation to the City demonstrating that the coverage provided meets or exceeds that described above.

(viii) No provisions of this Section A.3 shall bar Sprint from claiming contribution for such injuries, death, damages and defense costs after, and to the extent, City is found liable by a court of competent jurisdiction for such damages, injuries or death by reason of acts or omissions of City or its employees, servants or agents.

SECTION 3. Plans Approval, Permits and Construction.

A. The Fiber Optics Communication System herein provided for, to be constructed, installed, operated and maintained hereunder, shall be as located or relocated as to not interfere with traffic or other authorized uses over, under or through said streets and public ways. Those phases of construction relating to traffic control, backfilling, compaction and paving, as well as the location or relocation of said Fiber Optics Communication System herein provided for, shall be subject to reasonable regulation by the Community Development Director.

B.1 If, during the design process for public improvements the City discovers a potential conflict with proposed construction by Sprint's Fiber Optics Communication System, Sprint shall either (i) locate and, if necessary, expose its facilities in conflict or (ii) use a location service under contract with the City to locate or expose its facilities. Sprint shall reimburse the City for the reasonable cost resulting from number (ii) above. Sprint agrees to furnish the location information in a timely manner, but in no case longer than twenty (20) days.

B.2 The City reserves the prior and superior right to lay, construct, erect, install, use, operate, repair, replace, remove, relocate, re-grade, widen, realign, or maintain any street and public ways, aerial, surface, or subsurface improvement, including but not limited to water mains, traffic control conduits, cable and devices, sanitary or storm sewers, subways, tunnels, bridges, viaducts, or any other public construction or public improvement within the rights-of-way of the City limits.

B.3 When the City reasonably exercises its prior superior right to the streets and public ways for a public use, or otherwise determines it is in the public interest, Sprint shall move its property that is located in the streets and public ways, at its own cost, to such a location as the City directs by notice in writing and in the time reasonably determined by the City. Such time period shall not be less than sixty (60) days except in the case of an emergency posing a threat to the public safety or welfare. If both the City and Sprint agree, the time frame may be extended based on the requirements of the particular relocation project.

C. Sprint may, after receipt of written notice requesting a relocation of its facilities, submit to the City written alternatives to such relocation. The City shall evaluate such alternatives and advise Sprint in writing if one or more of the alternatives are suitable to accommodate the work which would otherwise necessitate relocation of the facilities. If so requested by the City, Sprint shall submit additional relevant information to assist the City in making such evaluation. The City shall give each alternative proposed by Sprint full and fair consideration, within a reasonable time so as to allow for the relocation work to be performed in a timely manner. In the event the City ultimately determines that there is no other reasonable alternative, Sprint shall relocate its facilities as otherwise provided in this Section.

D. If, in the installation, use or maintenance of its Fiber Optics Communication System, Sprint damages or disturbs the surface or subsurface of any streets or public ways or adjoining public property or the public improvement located thereon, therein, or thereunder, Sprint shall promptly, at its own expense, and in a manner reasonably acceptable to the City restore the surface or subsurface of the streets or public ways or public property, or repair or replace the public improvement thereon, therein, or thereunder, in as good a condition as before such damage or disturbance.

E. The installation, use and maintenance of Sprint's Fiber Optics Communication System within the streets and public ways authorized herein shall be in such a manner as not to interfere with the City's placement, construction, use and maintenance of its streets and public ways, street lighting,

water pipes, drains, sewers, traffic signal systems or other City systems that have been installed, maintained, used or authorized by the City.

F. Sprint shall obtain all required permits, including Traffic Control Permits and pay all applicable permit fees to the City for all construction, installation, erection, enlargement, replacement, extension, maintenance and relocation in the streets and public ways, and the City may issue permits with such conditions as are reasonable and necessary to ensure compliance with the terms and conditions of this Franchise.

G. All installation of cable shall be installed per the permit and/or construction plans approved by the City. Sprint may install cables on existing utility poles or in existing conduit where permission is granted by owner of the utility pole or conduit, except where those same poles are scheduled to be replaced with buried facilities.

H. Any trimming of trees by Sprint in the streets and public ways shall be subject to such regulation as the Sutherlin City Council or other authorized official may establish to protect the public health, safety and convenience.

I. The provisions of this Section shall in no manner preclude or restrict the Sprint from making any arrangements it may deem appropriate when responding to a request for relocation of its facilities by any person or entity other than the City, where the facilities to be constructed by said person or entity are not or will not become City-owned, operated or maintained facilities.

SECTION 4. Abandonment of the Fiber-Optics Communications Cable or Termination or Revocation of Franchise.

If Sprint permanently abandons use of its cable, ducts, or other facilities under or pursuant to the Franchise, then the facilities are required to be removed from the streets and public ways to the satisfaction of the City at Sprint's cost. In lieu of removal the City may permit the improvements to be abandoned in place in such a manner as the City may prescribe. Upon permanent abandonment, Sprint shall submit to the City a proposal and instruments for transferring ownership to the City. Upon revocation or termination of the privilege herein granted, Sprint shall promptly remove its Fiber Optics Communication System unless permitted by the City to be left in place. If Sprint decides to remove such Fiber Optics Communication System, or any portion thereof, then Sprint, at its sole expense, shall restore the public rights-of-way where disturbed by such removal in as good condition as is reasonably possible to the condition prior to the removal. Any such facilities which are not removed within one hundred eighty days (180) of either such date of termination or revocation or of the date the City issued a permit authorizing removal, whichever is later, automatically shall become the property of the City.

SECTION 5. Franchise Fees

A. As consideration for the granting of this Franchise, Sprint shall pay the City on July 1, 2018 and on each anniversary date thereof during the term of this License, the sum of one thousand two hundred twenty-five dollars (\$1,225) annually, partial years to be prorated, for a nonexclusive right to place and maintain conduit with appurtenances in the Rights-of-Way occupied by Sprint in the same alignment identified in Exhibit A within the City of Sutherlin streets and public ways. The fee shall be adjusted each year starting in 2019 during the term of the Franchise based on the change in the all-urban Consumer Price Index (CPI). The adjustment shall be based on the current year's February CPI compared to the previous year's February CPI.

B. Payment by Sprint to the City shall be made in United States legal tender. Payments shall be considered timely if postmarked on or before the due date.

SECTION 6. Term of Franchise.

The right, privilege and term of Franchise granted herein shall continue and exist for a period of ten (10) years from the date of approval by the Sutherlin Mayor and City Council. If Sprint is not in default of any provision hereof beyond all applicable notice and cure periods, this Franchise shall be extended administratively under the same terms and conditions set forth herein for two additional terms of ten (10) years each by the City unless Sprint gives written notice of its intent to terminate this Franchise prior to its expiration as provided in Section 9 below.

In the event the parties are actively negotiating in good faith for a new Franchise or an amendment to this Franchise upon the termination date of this Franchise, the parties by written mutual agreement may extend the termination date of this Franchise to allow for further negotiations. Such extension period shall be deemed a continuation of this Franchise and not as a new Franchise or amendment.

SECTION 7. Assignment.

The right, privileges, and Franchise granted hereunder shall not be assigned without the express written consent of the City by an ordinance or resolution passed by the Sutherlin City Council, which consent shall not be unreasonably withheld, conditioned or delayed, provided, however, that Sprint may assign this Franchise or any of its rights under this Agreement or delegate any of its duties under the this Franchise to (i) any entity that it controls, is under common control with or is controlled by or (ii) any entity that is the survivor of a merger, consolidation or other business combination or that acquires all or substantially all of the assets of Sprint. Any assignment or delegation in violation of this Section is null and void. If the City's consent is not required for an assignment, the assignee will notify the City of the assignment following the assignment.

SECTION 8. Nonexclusive Franchise.

This grant is not exclusive, and nothing herein contained shall be construed to prevent the City from granting other like or similar grants or privileges to any other person, firm or corporation, subject, however, to the rights granted to Sprint herein. Nothing agreed to in this Franchise is intended to deny or lessen the powers and privileges granted the City under the Constitution and laws of the State of Oregon.

SECTION 9. Cancellation of Franchise.

A.1 The Franchise granted hereunder may be canceled prior to its date of expiration by Sprint upon express written notice to the City. The City may revoke or cancel this Franchise for failure to comply with the provisions of this Franchise.

A.2 Before revoking or canceling the Franchise, the Sutherlin City Council or a designee, shall make a written demand that Sprint comply within sixty (60) days' notice to Sprint. If a violation by Sprint continues for a period beyond that set forth in the written demand without written proof that

corrective action has been taken or is being actively and expeditiously pursued, the City may revoke or cancel this Franchise.

SECTION 10. Notice:

Communications relating to this Franchise will be deemed given when received, when sent by certified mail, return receipt requested, to the following addresses or as may be later designated by written notice of the other party:

Sprint: Sprint Communications Company L.P.
Attn: Manager, Real Estate
MS: KSOPHT0101-Z2040
6391 Sprint Parkway
Overland Park, KS 66251

copy to: Sprint Communications Company L.P.
Attn: Real Estate Attorney
MS: KSOPHT0101-Z2020
6391 Sprint Parkway
Overland Park, KS 66251

City: City of Sutherlin
Attn: City Finance Director
126 E. Central Avenue
Sutherlin, OR 97479

SECTION 11. Governing Law.

This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to any conflict of laws provision.

SECTION 12. Severability.

Nothing in this Franchise is intended to be inconsistent with the State or Federal Law and further neither the City nor Sprint waives any rights granted under State or Federal Law by agreeing to this Franchise.

In the event that any one or more of the provisions contained herein, is, for any reason, held to be unenforceable in any respect under law or regulation, the remainder of this Franchise will not be affected thereby and will continue in full force and effect, unless removal of that provision(s) results in material change to this Franchise. In such a case, the City and Sprint will negotiate in good faith for replacement language.

SECTION 13. Proprietary Information.

Sprint stipulates that it understands that Oregon law limits the ability of the City to shield from public disclosure information given to the City by Sprint. Accordingly, the parties agree to work together to avoid disclosures of information which would result in economic loss or damage to Sprint because of anticipated mandatory disclosure requirements to third persons. To the extent Sprint has provided documents to the City that constitute business or trade secrets and/or proprietary information,

Sprint must provide said information in an envelope marked, "Proprietary Information: Do Not Disclose." The City will exercise good faith efforts to protect the confidentiality of the information provided. Sprint agrees to indemnify and hold harmless the City for any loss or liability for legal penalties relating to non-disclosure, costs or attorney's fees because of nondisclosures requested by Sprint under Oregon's open public records law. City promises to provide reasonable notice and opportunity to Sprint to defend and/or seek a protective order preventing disclosure under the open public records law. City agrees not to contest Sprint's motion to intervene in any case involving disclosure of Sprint's records, should Sprint decide to become a third party intervenor in such a case.

SECTION 14. Other Authority Superseded; Entire Agreement.

Upon effectiveness of this Franchise, any and all authority to operate previously granted to Grantee by the City under Ordinance No. 733 is superseded by this Franchise. This Franchise Agreement constitutes the entire agreement between Sprint and the City with respect to the subject matter contained and may not be amended or modified except by written document, signed by both parties.

PASSED BY THE CITY COUNCIL, ON THIS _____ DAY OF _____, 2018.

APPROVED BY THE MAYOR, ON THIS _____ DAY _____, 2018.

CITY OF SUTHERLIN

**SPRINT COMMUNICATIONS
COMPANY L.P.**

By: _____
Todd McKnight, Mayor

By: _____
James B. Farris, Manager, Real Estate

Attest:

By: _____
Dan Wilson, City Finance Director

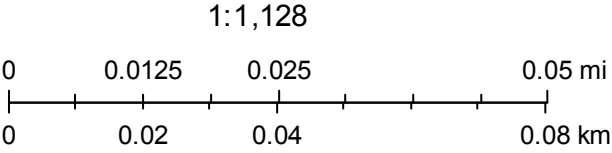
Exhibit A



June 4, 2018

Sprint Asbuilt

— Sprint Fiber



Sprint does not warrant or guarantee in any manner the accuracy of this map. Any intended excavation requires notification to the local "One Call Center" or Sprint's CALL BEFORE YOU DIG CENTER at 1-800-521-0579, at least 48 hours prior to commencing activity.



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

City of Sutherlin

STAFF REPORT					
Re: Budget Appropriation Adjustments for fiscal year 2017-18				Meeting Date:	06/11/18
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff report and Resolution No. 2018.09					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adjust appropriations for fiscal year 2017-18.

EXPLANATION

Please see attached resolution. There are four adjustments that need to be made. These are “unique-to-the-circumstance” situations, and are in need of adjustment as stated within the resolution and described in more detail below:

General Fund

The Community Development department restructured the planning contract with Douglas County lowering the amount paid significantly. This allowed for moving the shared planning/finance position to Community Development to full time. A new full time Finance & Admin Technician was hired in the Finance department to replace the shared position. In addition, the former Deputy City Recorder was promoted to City Recorder and the former City Recorder was retitled to Senior City Recorder. This was done to begin the transition process due to the pending retirement of the Senior City Recorder. The savings in Community Development should cover the majority of the increases in these two departments. In addition a long tenured employee in the Finance department is retiring at the end of June. There will be additional costs associated with this departure. Therefore an adjustment is needed; \$18,500 for City Recorder/Human Resources, \$34,500 for Finance.

For larger-than expected expenses related to assisting the Library in its first year of operation an increase in the amount of \$10,000 is needed.

Dial-A-Ride Fund

For larger-than expected expenses related to an increase in call center activity, an increase in Materials & Services in the amount of \$7,500 is needed. Douglas County is aware of these expenses and gave permission to draw down the fund balance.

OPTIONS

Adopt Resolution No. 2018.09 – Keeps the City in compliance with Oregon Budget Law

Do not adopt resolution – This would render the City out of compliance with Oregon Budget Law

SUGGESTED MOTION(S)

Move that Resolution 2018.09 be adopted as presented.

RESOLUTION NO. 2018.09

A RESOLUTION TRANSFERRING APPROPRIATION AUTHORITY, AMENDING THE 2017-2018 BUDGET AND AMENDING RESOLUTION 2017.05

The City Council of Sutherlin finds that:

- A.** That OAR 294.463 permits local jurisdictions to increase total expenditures of a fund or an object classification by transferring appropriation authority from one object classification to another.
- B.** That OAR 294.463(3) requires the adoption of a resolution or ordinance to authorize an appropriation transfer. The resolution or ordinance must state the need for the transfer, the purpose of the expenditure, and the amount to be transferred.
- C.** Due to unforeseen events at the time of adoption of the fiscal year 2017-18 budget including but not limited to the following:
 - a. General Fund
 - i. Additional expenditures in the City Recorder/Human Resources department for unanticipated increase in personnel costs due to the restructuring of positions including the promotion of the Deputy City Recorder to City Recorder due to the pending retirement of the previous City Recorder - \$18,500.
 - ii. Additional expenditures in the Finance department for unanticipated increase in personnel costs due to the restructuring of positions including the transfer of a shared employee with Community Development and the hiring of a full time employee for the Finance Department. In addition, a long tenured employee is retiring at the end of the fiscal year causing an increase in personnel costs - \$34,500.
 - iii. Additional expenditures in the Non-Departmental department related to assisting the Library during its first year of operation - \$10,000.
 - b. Dial-A-Ride Fund
 - i. Additional Materials & Services expenditures for unanticipated call center expenses - \$7,500.
- D.** That these transfers of appropriation authority are in compliance with Oregon Budget Law.

NOW, THEREFORE, based upon the above findings,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a municipal Corporation of the State of Oregon, as follows:

Section 1. That the budget for the City of Sutherlin for the fiscal year 2017 - 2018, which was adopted by the City Council on May 8, 2017 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>General Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Contingency	(\$63,000)	\$137,000
City Recorder/Human Resources	\$18,500	\$222,806
Finance	\$34,500	\$394,230
Non-Departmental	\$10,000	\$294,000
	<u>\$0</u>	

<u>Dial-A-Ride Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Appropriations		
Contingency	(\$7,500)	\$1,243
Materials & Services	\$7,500	\$121,250
	<u>\$0</u>	

PASSED BY THE CITY COUNCIL, ON THIS 11th DAY OF JUNE, 2018

APPROVED BY THE MAYOR, ON THIS 11th DAY OF JUNE, 2018

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: Supplemental budget adjustment for fiscal year 2017-18				Meeting Date:	06/11/18
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Dan Wilson, Finance Director				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff Report and Resolution No. 2018.10					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution to adopt the supplemental budget for fiscal year 2017-18 as described herein.

EXPLANATION

In March 2018 the majority of the balances in the Central Avenue Reserve Fund and the Street Maintenance Reserve Fund were transferred to the Street Construction Fund per the 2017-18 adopted budget. These funds are to be closed out and there are some residual funds remaining. Therefore an adjustment is needed; \$63,550 and \$1,100 respectively.

OPTIONS

N/A

SUGGESTED MOTION(S)

Move that Resolution 2018.10 be adopted as presented.

RESOLUTION NO. 2018.10

**A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET, AMENDING THE
2017-2018 BUDGET AND AMENDING RESOLUTION 2017.05**

The City Council of Sutherlin finds that:

- A.** That ORS 294.471 provides the procedures for public governing bodies to adopt supplemental budgets when estimated expenditures differ by less than ten percent from the expenditures in the budget as most recently amended prior to the supplemental budget.

In March 2018 the majority of the balances in the Central Avenue Reserve Fund and the Street Maintenance Reserve Fund were transferred to the Street Construction Fund per the 2017-18 adopted budget. These funds are to be closed out and there are some residual funds remaining. Therefore an adjustment is needed; \$63,550 and \$1,100 respectively.

NOW, THEREFORE, based upon the above findings,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUTHERLIN, a
municipal Corporation of the State of Oregon, as follows:**

Section 1. That the budget for the City of Sutherlin for the fiscal year 2017 - 2018, which was adopted by the City Council on May 8, 2017 and is now on file in the office of the City Recorder of the City of Sutherlin, be hereby amended as follows:

<u>Central Avenue Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Miscellaneous	\$63,550	\$63,550
Appropriations		
Transfers	\$63,550	\$1,230,550
<u>Street Maintenance Reserve Fund</u>	<u>Adjustment</u>	<u>As Amended</u>
Resources		
Miscellaneous	\$1,100	\$1,100
Appropriations		
Transfers	\$1,100	\$255,100

PASSED BY THE CITY COUNCIL, ON THIS 11th DAY OF JUNE, 2018

APPROVED BY THE MAYOR, ON THIS 11th DAY OF JUNE, 2018

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder



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COUNCIL DISCUSSION





Visitor's Center Triangle Park Memorial Name (Verbal)



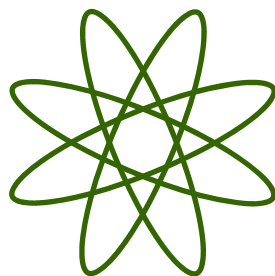


REPORTS/ PRESENTATION





Central Avenue Updates

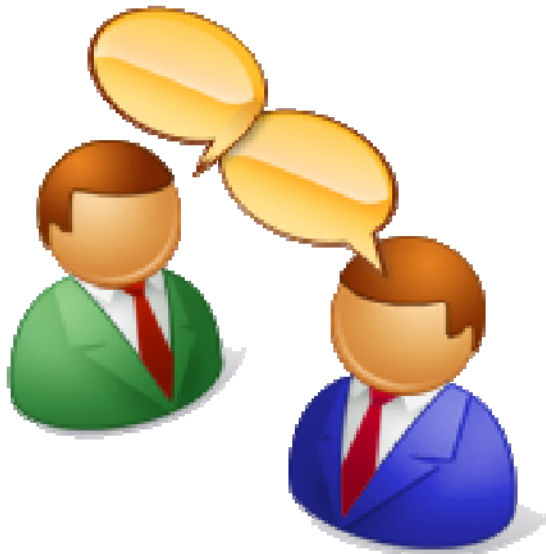




*Strategic Plan
Updates*



COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





FOR YOUR INFORMATION



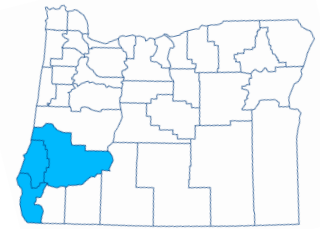
SACC Budget vs Actual
Tourism - Motel Tax Fund
July, 17 - May, 18

	BUDGET:	ACTUAL:	2018 Event
Receipts from City	109,375.00	90,831.19	
Receipts from Street Fair		1,100.00	
Receipts from Hot Rod Fun Run		470.00	525.00
Total Revenue		\$ 92,401.19	
Expenditures:			
Personnel:	46,500.00	25,563.95	
Mat'l & Services:			
Advertising	20,000.00	19,135.44	
Building Maint. & Services	1,500.00	-	
Event Insurance		1,159.00	
Furnishings & Equipment	750.00	-	
Memberships	500.00	360.00	
Office Supplies	500.00	389.39	
Postage	250.00	113.85	
Telephone	1,500.00	887.93	
Tour. Promotion-Music...	600.00	292.00	
Tour. Event - Museum	250.00	80.00	
Tour. Event - Blackberry	5,000.00	4,800.00	
Tour. Event - Hot Rod Run	3,000.00	2,277.29	1389.41
Tour. Event - Rodeo	2,000.00	2,000.00	
Tour. Event - Street Fair	4,000.00	1,521.95	
Tour. Event - New Event	5,000.00		
Tour. Flag Proj Dev.	6,400.00	1,500.00	
Travel & Training	800.00	797.56	
Utilities	1,200.00	782.18	
Total Mat'l & Services	53,250.00	36,096.59	
General Admin:	7,500.00	7,144.41	
Totals	2,125.00	22,026.25	
Carry-over Discretionary Funds	14,000.00	1,978.80	
Tourism Promo Plan-Carry Frwd	24,843.00	6,101.50	

Southwestern Oregon Economic Indicators

May 2018 (April 2018 Data)

For data or publications on Southwestern Oregon, visit us at: QualityInfo.org

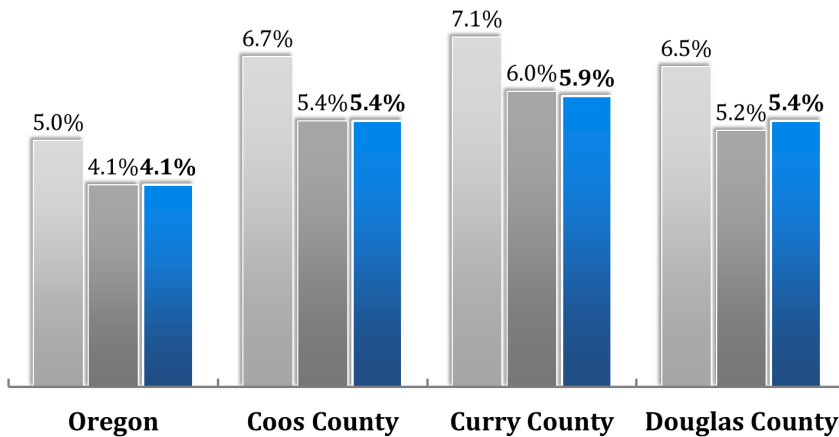


Local and State Unemployment Rates

(Seasonally-adjusted)

Source: Oregon Employment Department, LAUS

■ April 2016 ■ April 2017 ■ April 2018

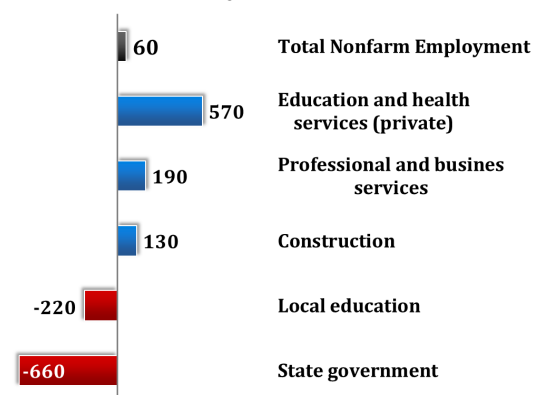


Industry Gains and Losses

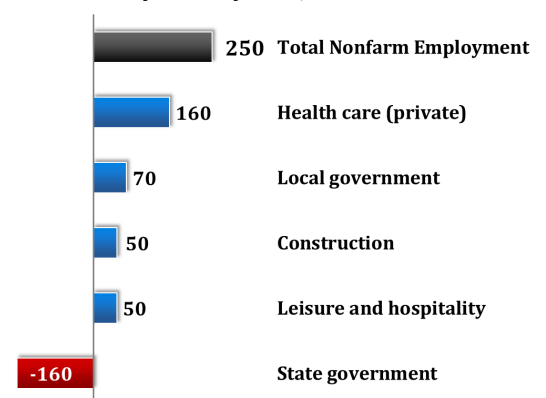
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

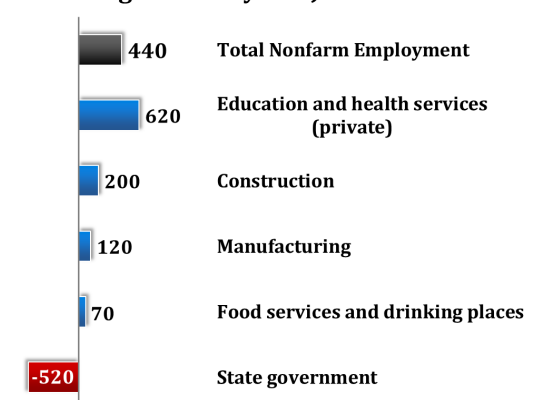
Coos County Net Job Growth



Curry County Net Job Growth



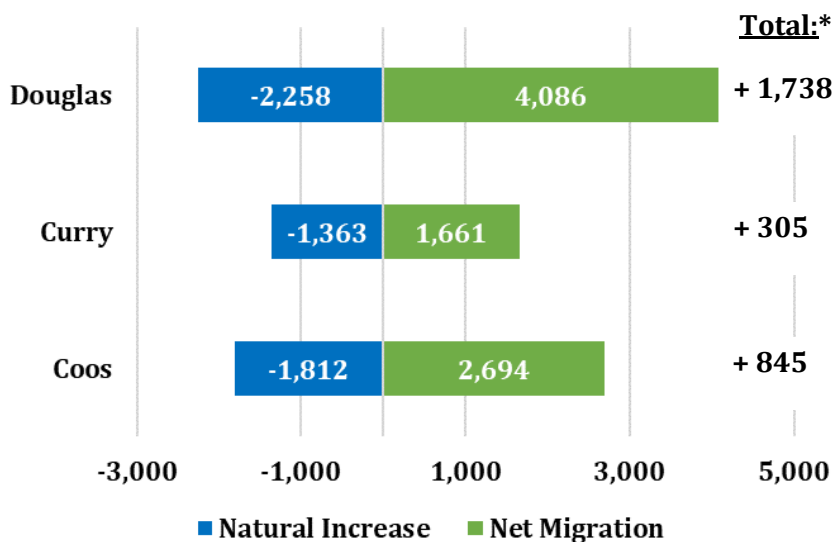
Douglas County Net Job Growth



Graph of the Month

Components of Population Growth (2010 to 2017)

Source: U.S. Census Bureau, Population Estimates



In-migration is the main driving force of population growth in Southwestern Oregon over the last seven years. The lack of natural increase is most likely due to the higher median age of the region resulting from its relatively large retiree population.

* Total population change includes a residual that cannot be attributed to any specific demographic component.

Diane Harris

From: Diane Harris
Sent: Wednesday, June 06, 2018 8:07 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 JUN 11.18 Meeting.pdf

Good morning,

Please see attached Agenda for Sutherlin City Council's June 11, 2018 Council Meeting.

Thank you,

Diane Harris, CMC

City Recorder/HR Manager
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