



City of Sutherlin
Open Discussion/Plans & Reports
Monday, June 25, 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. AGENDA CONFIRMATION

a. July 9, 2018

4. a. COUNCIL PRIORITY PROGRESS REPORT

a. Council Priorities

b. COUNCIL COMMENTS

5. COUNCIL BUSINESS

- a. Liquor License Approval – Fox Den
- b. Ordinance No. 1061 – Sprint Franchise Agreement (second reading & adoption)
- c. Resolution 2018.11 – Public Works Department Surplus Property
- d. Resolution 2018.12 – Supplemental Budget Adjustment
- e. Resolution 2018.13 – Douglas County Transit District Formation

6. WORKSHOP

- a. Raise funds to pave Red Rock Road
- b. Wastewater Construction Schedule

7. REPORTS

- a. Central Avenue Paving Update

8. ADJOURN

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

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



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Call to Order & Flag Salute





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ROLL CALL





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AGENDA CONFIRMATION





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**City of Sutherlin
Regular Council Meeting
Monday, July 9, 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. PRESENTATIONS

6. CONSENT AGENDA

- a. June 11, 2018 Minutes – Regular Meeting
- b. June 25, 2018 Minutes – Workshop

7. COUNCIL BUSINESS

- a.
- b.

8. REPORTS

9. STRATEGIC PLAN UPDATE (Reports in Council Packet)

- a. Maintenance Software Upgrade - CDD

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.

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



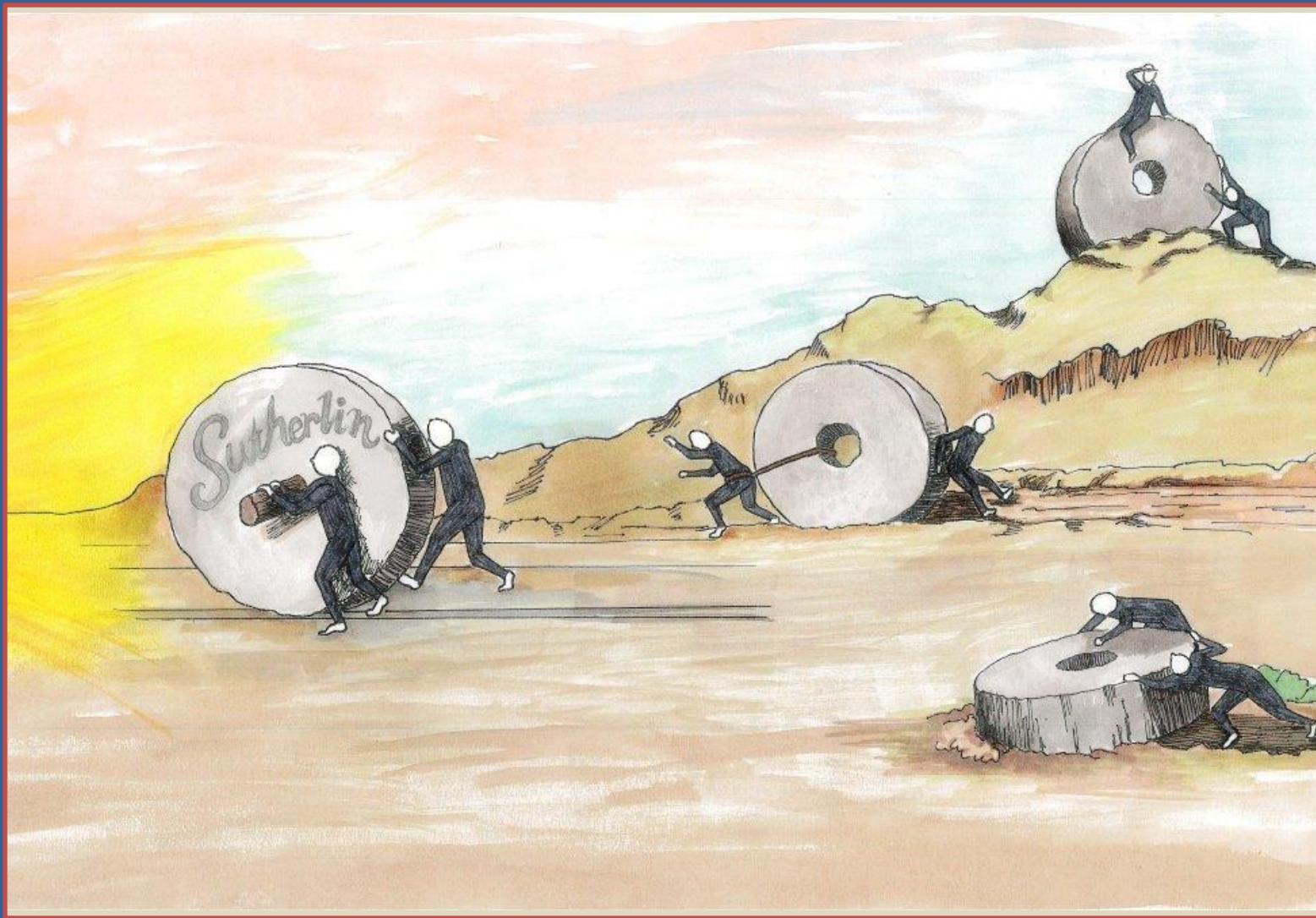
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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS



CITY OF SUTHERLIN
COUNCIL PRIORITIES 2018-2019



LEADING THE WAY
"To be the first or most prominent in some field or action"



Action	Description	Status
Add one additional Police Officer	Propose in 2018-2019 one additional Police Officer for Council adoption.	Adopted 4/23/2018
Increase camera security around City Hall	Installation of security cameras around city hall and council chambers	In process, end of August 2018
Complete fire services analysis	Present findings to City Council	New structure approved by council on 4/23/2018.
Complete current business listing and enact Business Registration program	This is a joint partnership between the City and the Chamber of Commerce. Building a business data base to capture and record key business information for Police and Fire response.	In process, to be completed by October 2018.
Establish emergency preparedness and response program to fully address 2017 Council Priorities regarding communications, infrastructure and training	City completed a Emergency Operations Plan in 2015, selected and trained a Volunteer Emergency Manager. To date, the City has executed three table-top emergency response drills and will continue more throughout the year. The City has established a Emergency operations Center with two secondary sites that will be fully operational. Additionally, the City, Sutherlin School District, Sutherlin Water Control District in collaboration with Douglas County Emergency Manager have held planning meetings for conducting a full-scale emergency response drill.	This is ongoing with the “full-scale” drill completed by December 2018.

PARKS



Action	Description	Status
Complete all work in installation of new splash/playground in Central Park	This was a very rewarding work project with more minor work to do this summer.	More benches, water feature additions and security cameras by December 2018
Complete Ford's Pond Master Plan and seek grants	A long-term objective of creating a large-scale natural out-door recreation reserve	Ongoing
Begin construction of new trail around Ford's Pond	The first of a number of master-plan-recommended projects. We plan to use grindings from the Central Avenue restoration project as the base for this exciting trail.	Ongoing

TRANSPORTATION



Action	Description	Status
Finalize construction of N. Comstock (speed bump)	Comstock was completed in two phases. The last phase was complete last year.	Completed, Working on a Transfer of Authority with County
Begin first phase of Central Avenue improvements	This was initiated last Fall with mostly the internal infrastructure, utilities, ADA and sidewalks.	Almost complete, by end of June
Begin final phase of paving Central Avenue	Paving is expected to begin at Church Road West of town working into downtown to city limits.	Our begin target date is 6/18/2018
Complete the west-bound right turn lane at HY 138 and Dovetail	This was a requirement of the State once the new development began above Knolls Estates.	Work has begun as of 5/28/2018
Assess and enact revised speed zones throughout the city as determined by traffic analysis	This has been a hopeful action in response to greater population growth.	Expected to be a Winter 2018 effort
Begin engineering and design for upgrading Valentine St.	This has been a council-priority for some time and we have begun the engineering in May and will continue.	We expect to have a new Valentine much like Comstock by Spring of 2019
After completion of Central, complete a new pavement analysis and maintenance plan for all city streets	Again, in recognition of our most recent street upgrades, council wants to obtain a professional assessment of our city-wide pavement conditions	Another Winter of 2018 effort
Complete a new Transportation System Plan	In conjunction with the pavement condition report, we will be creating a 20-year transportation plan	This will carry-over for two years. Stay tuned
Construct new sidewalks and asphalt along State Street	This, too is a two-year planned-for project	Valentine will be completed first, and then this portion
In partnership with School District, seek Safe Routes to School grant funds	Again, a “increased-population” preparedness action working with the School District in making a safe walkway from the three schools on 3 rd and 4 th Streets to and across Central Avenue to Red Rock Trail	We are currently seeking a joint funding grant from ODOT
Work with School District in addressing all transportation improvements needed for new school facilities	We will continue to cooperate with the School District, where new facilities may eventually be constructed.	Ongoing

OPERATIONS



Action	Description	Status
Complete 2018-2019 FY Budget	Propose budget to Budget Committee, Council adopt budget	Council adopted the FY 2018-2019 budget as proposed by the City Manager and Budget Committee
Install a new GIS mapping system for long-range planning	As we grow, so does the new development demands, especially in sophistication and accuracy	We are working on grant support
Complete a System Development Charge independent analysis and make recommendations to council	Again, with the increased development demands, System Development Charges now need updating with current economic interest. These are charges for new development projects to pay for their proportional costs of infrastructure and utility service lines strictly needed by this new development	We will be hiring a independent specialist to advise the City on this matter and make recommendations to City Council
Conduct a city-wide wage and compensation study	We have two bargaining unions that in our negotiations for new wages, in this process, we must conduct a wage study to ensure we are paying a fair wage and to be honest, not over-paying	We will be negotiating new contracts over the Winter months going into the Spring of 2019.
Upgrade technology and reconfigure current council chambers to serve as a multi-use public meeting space and also serve as a secondary Emergency Operations Center	The council chambers currently can only be used in a council-audience space for two-nights a month. We are gong to create a multi-use space for meetings, conferences, training classes and council meetings	End of Summer 2018
Paint new trim at City Hall	With the new Central Avenue transformation, we plan to paint the trim at City Hall to match the color of the new street lights	End of Summer 2018

DEVELOPMENT



Action	Description	Status
Establish a fully effective and professionally staffed Community Development Department capable of positively responding to all manner of new development	This is an organizational effort to evaluate the current and anticipated increased new development demands and establish a new departmental structure better equipped to assist development interests.	Ended a part-time planning contract and hired a new full-time City Planner and re-structured the departmental service area.
Execute the city's Economic Development Plan	Completion of an Economic Development Plan	Assigned responsibility to Development Specialist
Continue the facilitation of new development: <ul style="list-style-type: none"> • Oregon Only • Sutherlin Sanitary regional recycle center • Auto-Zone • Evergreen Medical • Movie Theater • Current multiple and "Confidential" new commercial development proposals 	This is ongoing and will continue.	The developments listed are really, only the beginning.

UTILITIES



Action	Description	Status
Construct new 14" sewer force-main	New system delivery along Central Avenue	Completed May 2017
Complete construction pre-load for new WWTP	Initial phase of construction of waste-water treatment	Completed March 2017
Approve new WWTP construction bid	Contract authorization to proceed	Completed March 2018
Begin construction of new WWTP	Breaking ground- the beginning	May 29, 2018
Update the city's water master plan	Established long-range plans for water service system	In Public Hearing process
Finalize formal certification of city water rights	This ensures permanent water supply for the City	Completed in January 2018
Obtain new WWTP operational permit from DEQ	The state-required permitting system in order to legally operate city's wastewater plant.	December 2018
Obtain secondary Water-Reuse permit from DEQ	Another state permit regulating the water discharge from wastewater plant	Completed July 2017
Bio-Solids Management Plan required by DEQ	Yes, yet another state-required permit	Completed July 2017
Make needed improvement for water storage	Needed water storage-tank expansion to deliver safe drinking water to our residents	In process of obtaining funding
Make needed water system pump station improvements	This is another needed improvement to accommodate the storage-tank expansion project	In process of obtaining funding
Work with the Sutherlin Water Control District (SWCD) in completing needed improvements to both SWCD drainage system and the city's Cooper Creek intake and transmission lines	This is a joint partnership that will fund needed long-range improvements to Cooper Creek infrastructure, while helping to fund a new in-put to the city's Cooper Creek water treatment plant.	Working with the SWCD in applying for grant funds.

LAND-USE PLANNING

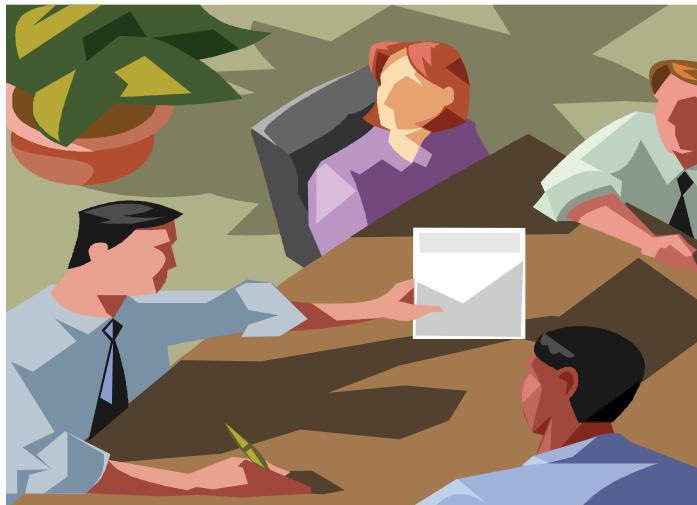


Action	Description	Status
Complete state-required legislative amendments for Urban Growth Boundary land-exchange	We are removing lands around Ford's Pond from the UGB and bringing in lands closer to the city next to I-5	City's work is done and awaiting state approval
Complete final adoption of UGB land-exchange	This is a element of the same project described above	City Council approved
Complete a buildable lands analysis and inventory	Because of the wide-ranging state requirements of developing land inside the city limits impacted by wetlands and because the city's Comprehensive Plan is in need of an update, this independent analysis will help us know with confidence which lands are developable and help us move closer to completing the Comprehensive Plan update.	We have applied for grant funds to pay for this analysis
Consider creating Central Ave. Urban Renewal District/LID	A tool many cities use to stimulate economic growth and improve decayed properties, creating an Urban Renewal District can be a very beneficial.	Council approved moving into researching the feasibility in 2018



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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: Fox Den Application (formerly Vapor Crave) 145 Myrtle St., Ste. #107, Sutherlin				Meeting Date:	06/25/2018
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: Troy Mills, Chief of Police and Gayla J. Holley, Public Safety Office Supervisor				City Manager Review <input type="checkbox"/>	
Attachments: Application					

WHAT IS BEING ASKED OF COUNCIL?

Smart Monkey's LLC, has made application, under the requirements of the Oregon Liquor Control Commission (OLCC), for a "Limited On-Premises Sales" of alcoholic beverages at 145 Myrtle St. Ste. #107. This request is the result of a new retail business within the City of Sutherlin. The individual applying for the license is Mychal James Fox.

EXPLANATION

The police department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

OPTIONS

- 1) Provide OLCC a recommendation that this license be approved and granted for "Limited On-Premises Sales" to Fox Den, Sutherlin, with the listed owner shown as Smart Monkey's LLC.
- 2) Provide OLCC a recommendation that this license not be approved or granted for "Limited On-Premises Sales" to Fox Den, Sutherlin, with the listed owner shown as Smart Monkey's, LLC.

SUGGESTED MOTION(S)

None



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLYDate application received 6/8/2018Name of City or County SutherlinRecommends this license be Granted Denied

By _____

Date _____

OLCC USEApplication received by OKDate 06/07/18

License Action:

CO & C/TN**1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:**Applicant #1
Smart Monkey's LLC.

Applicant #2

Applicant #3

Applicant #4

2. Trade Name of the Business (the name customers will see):

Fox Den

3. Business Location: Number and Street 145 Myrtle St. #107

City Sutherlin

County Douglas

ZIP 97479

4. Is the business at this location currently licensed by the OLCC? Yes No**5. Mailing Address (where the OLCC will send your mail):**

PO Box, Number, Street, Rural Route 139 nw Douglas

City winston

State or

ZIP 97496

6. Phone Number of the Business Location: 541-643-6071**7. Contact Person for this Application:**

Name Mike Fox

Phone Number 541-643-6071

Mailing Address, City, State, ZIP
139 nw Douglas Winston, Or 97496

Email mikefox@wpgusa.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

Signature of Applicant #3

Signature of Applicant #4



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Smart Monkey's LLC Phone: 541-643-6071
Trade Name (dba): FOX Den
Business Location Address: 145 Myrtle #107
City: Sutherlin ZIP Code: 97479

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 7am to 2am
Monday 7am to 2am
Tuesday 7am to 2am
Wednesday 7am to 2am
Thursday 7am to 2am
Friday 7am to 2am
Saturday 7am to 2am

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

- Food service Hours: _____ to _____
 Alcohol service Hours: _____ to _____
 Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

- Live Music Karaoke
 Recorded Music Coin-operated Games
 DJ Music Video Lottery Machines
 Dancing Social Gaming
 Nude Entertainers Pool Tables
 Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 15

Outdoor: _____

Lounge: _____

Other (explain): _____

Banquet: _____

Total Seating: 15

OLCC USE ONLY

Investigator Verified Seating: (Y) (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____

Date: 5-7-18

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



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

City of Sutherlin

STAFF REPORT					
Re: Ordinance No. 1061 – Sprint Franchise Agreement Renewal				Meeting Date:	06/25/18
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 No. 1061 - Sprint Franchise Agreement & Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving second reading & adoption of Ordinance No. 1061 for 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 to approve second reading and adoption of Ordinance No. 1061 – Sprint Franchise Agreement renewal 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. 1061

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

**FIRST READING, MONDAY, JUNE 11, 2018 @ 7PM
SECOND READING & ADOPTION, JUNE 25, 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

ORDINANCE NO. 1061

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 25TH DAY OF JUNE, 2018.

APPROVED BY THE MAYOR, ON THIS 25TH DAY JUNE, 2018.

CITY OF SUTHERLIN

By: _____
Todd McKnight, Mayor

Attest:

By: _____
Dan Wilson, City Finance Director

**SPRINT COMMUNICATIONS
COMPANY L.P.**

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

Exhibit A



June 4, 2018

1:1,128

Sprint Asbuilt

0 0.0125 0.025 0.05 mi
0 0.02 0.04 0.08 km

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: Declaring Public Works Department Surplus of City Property				Meeting Date:	June 25, 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: Dan Wilson, Finance Director & Aaron Swan, Public Works Superintendent				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Staff Report and Resolution No. 2018.11 – Surplus Property					

WHAT IS BEING ASKED OF COUNCIL?

The Public Works Department has three pickup trucks and one mower which have reached the end of the useful service life. It is requested that the city surplus these vehicles and equipment by way of resolution 2018.11.

EXPLANATION

The following vehicles and equipment will be listed on the resolution for surplus:

- 1) 1996, Ford F150
VIN: 1FTEF15Y8TLB74927 License Plate: E191842 Mileage: 94,327
- 2) 2001, Ford F150
VIN: 1FTRF18W31NA11647 License Plate: E211086 Mileage: 154,958
- 3) 2001, GMC Sierra C1500
VIN: 1GTEC14W71Z133613 License Plate: E211087 Mileage: 101,771 as of 11/18/14 (odometer broken)
- 4) Grasshopper Mower Model 614

OPTIONS

N/A

SUGGESTED MOTION(S)

Move to approve Resolution 2018.11 as presented.

RESOLUTION NO. 2018.11

**A RESOLUTION CONCERNING CERTAIN PERSONAL PROPERTY TO BE
DECLARED SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL**

The City Council of Sutherlin finds that:

- 1) 1996, Ford F150
VIN: 1FTEF15Y8TLB74927 License Plate: E191842
- 2) 2001, Ford F150
VIN: 1FTRF18W31NA11647 License Plate: E211086
- 3) 2001, GMC Sierra C1500
VIN: 1GTEC14W71Z133613 License Plate: E211087
- 4) Grasshopper Mower Model 614

- A. Equipment listed reflects equipment no longer needed for the public purpose for which it was acquired, and is therefore surplus property.
- B. Under provisions of City Code Section 2.40, the City Manager is authorized to dispose of surplus personal property through sale by auction, by negotiated sale without competitive bids, or by donation.
- C. Disposal of these items will be designated by City Manager.

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: Based upon the above findings, which are hereby adopted, the personal property described above is hereby declared to be surplus personal property of the City of Sutherlin.

Section 2: The surplus personal property shall be disposed of by the City Manager in accordance with the provisions of City Code Section 2.40.

PASSED BY THE CITY COUNCIL, ON THIS 25TH DAY OF JUNE, 2018

APPROVED BY THE MAYOR, ON THIS 25TH DAY OF JUNE, 2018

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC



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:	06/25/18
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 2018.12 – Supplemental Budget Adjustment					

WHAT IS BEING ASKED OF COUNCIL?

Consider approving resolution 2018.12 to adopt the supplemental budget for fiscal year 2017-18 as described herein.

EXPLANATION

Originally the paving for the Central Avenue project was to be completed during fiscal year 2018-19. The corresponding budgets for 2017-18 and 2018-19 reflected this schedule. The paving actually began on June 17, 2018 and therefore a large part of the project will be completed in fiscal year 2017-18. Due to this change a budget adjustment, in the amount of \$370,000, is needed to properly account for this change and keep the City in compliance with Oregon budget law.

OPTIONS

N/A

SUGGESTED MOTION(S)

Move that Resolution 2018.12 be adopted as presented.

RESOLUTION NO. 2018.12

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.

Originally the paving for the Central Avenue project was to be completed during fiscal year 2018-19. The corresponding budgets for 2017-18 and 2018-19 reflected this schedule. The paving actually began on June 17, 2018 and therefore a large part of the project will be completed in fiscal year 2017-18. Therefore an adjustment is needed; \$370,000.

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>Street Construction Fund Resources</u>	<u>Adjustment</u>	<u>As Amended</u>
Intergovernmental	\$370,000	\$770,000
Appropriations		
Capital Outlay	\$370,000	\$4,120,000

PASSED BY THE CITY COUNCIL, ON THIS 25th DAY OF JUNE, 2018

APPROVED BY THE MAYOR ON THIS 25th DAY OF JUNE, 2018

Todd McKnight, Mayor

ATTEST:

Diane Harris, City Recorder, CMC



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

City of Sutherlin

STAFF REPORT					
Re: Resolution No. 2018.13 – Douglas County Transit District			Meeting Date:		
Purpose:	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: City Recorder, Diane Harris			City Manager Review <input checked="" type="checkbox"/>		
Attachments: Letter, Fact Sheet, Resolution No. 2018.13, Exhibit A					

WHAT IS BEING ASKED OF COUNCIL?

ORS 198.835 authorizes the county board to initiate the formation of a special district. Resolution 2018.13 supports the proposal and City's participation in the non-taxing special transit district.

EXPLANATION

The Board of Douglas County Commissioners proposes to initiate by order, a non-taxing transportation district to provide transportation services throughout Douglas County. The City must provide a certified copy of a resolution approving the order initiation formation and to be included in the proposed transportation district. The transit district would be funded from Federal and State public transportation grants and is not a tax-based district. If the City does not want to be included in the transit district at its formation, it would still be able to receive public transportation services at a later date via an Intergovernmental Agreement (IGA) with the transit district. It is likely there would be some interruption of service until an IGA could be executed.

OPTIONS

The City is being asked to return the adopted resolution by July 5, 2018. If the County has not received the adopted resolution, they will consider that City has decided to not be included as part of the transit district at this time.

SUGGESTED MOTION(S)

To approve Resolution 2018.13 – Douglas County Transit District Formation as presented

To not approve Resolution 2018.13 – Douglas County Transit District Formation as presented



PUBLIC WORKS DEPARTMENT

Administrative Services
1036 SE Douglas, Room 220 • Roseburg, Oregon 97470 • (541) 440-4208

DIVISIONS

Engineering and Construction
1036 SE Douglas, Room 304
Roseburg, Oregon 97470
(541) 440-4481

Natural Resources
1036 SE Douglas, Room 306
Roseburg, Oregon 97470
(541) 440-4255

Operations and Maintenance
433 Rifle Range Road
Roseburg, Oregon 97470
(541) 440-4268

Work Crew
1036 SE Douglas, Room 213
Roseburg, Oregon 97470
(541) 957-2072

June 14, 2018

City of Sutherlin
126 E Central Ave
Sutherlin, OR 97497

Attention: Todd McKnight, Mayor

Reference: Proposed Transit District Formation

Dear Todd:

As a follow up to Dennis Pinheiro's meeting with Chief Mills regarding the proposed formation of a county-wide transit district for Douglas County that would include Sutherlin, please find enclosed a copy of the:

- Douglas County Proposed Transit District Fact Sheet
- City resolution template pertaining to inclusion in the proposed transit district
- Proposed County order forming the transit district.

I would like to recap the following from the Douglas County Transit District Fact Sheet:

- The primary reason the County is proposing the formation of a transit district is to provide a transportation dedicated entity to manage public transportation funding and public transportation enhancement decisions.
- The transit district would be funded from Federal and State public transportation grants, i.e. not a tax-based district.
- If a city does not want to be included in the transit district at its formation, it would still be able to receive public transportation services at a later date via an Intergovernmental Agreement (IGA) with the transit district. It is likely there would be some interruption of service until an IGA could be executed after the transition period from Douglas County management to the new transit district management.

This is a time sensitive matter. Please return your adopted resolution to my office by **July 5, 2018**. If the County has not received your adopted resolution by **July 5, 2018**, the County will consider your city as having decided to not be included as part of the transit district at this time.

Sincerely,

[REDACTED]
Scott A. Adams, P.E.
Douglas County Public Works Director

Enclosures



Talking Points Fact Sheet

April 2018

Douglas County Proposed Transit District

- **What has been proposed?**

Douglas County proposes to establish a county-wide transit district, which is a separate entity of local government operating under Oregon Revised Statutes chapter 267. A representative of the County will be meeting with city representatives and transit service providers to provide information regarding the establishment of the transit district.

- **Why does Douglas County want to do this?**

The County is interested in enhancing the transportation options for county residents. To that end, the County will be seeking public input from city governments, senior groups, and various civic groups regarding the specific transportation needs of their communities. The County and the proposed transit district will use that information to formulate a Statewide Transportation Improvement Fund Transportation Plan for use in addressing the expressed transportation needs.

- **Why form a transit district?**

In 2017, the Oregon Legislature adopted a new law -- HB2017 (2017) -- which ODOT estimates will provide over \$100 million per year to improve public transportation services in both rural and urban communities in Oregon. The Oregon Transportation Commission will distribute most of the money directly to transit districts, counties, and Native American tribal governments that submit plans for improving public transportation. Douglas County expects a substantial increase in funding for public transportation since HB2017 funds received will be expressly used to enhance public transportation options throughout the county. The formation of a transit district will primarily be an organizational adjustment to better manage public transportation in Douglas County.

- **Will this be a taxing district? Will there be a ballot measure?**

This district will not be funded with property taxes. Therefore, a ballot measure is not required.

- **Where will the funding come from?**

The transit district would be funded by Federal and State transportation grants.

- **What is the cost for a city to be included in the new transit district?**

There is no cost associated with inclusion in the transit district.

- **Will there be interruptions or loss of services?**

If a city chooses to adopt the resolution to be included in the transit district, there will be no interruption or loss of current services. Transportation contracts currently managed by the County would be transferred to the new district.

- **What if a city chooses to not adopt the resolution to be included in the transit district?**

If a city did not want to be included in the transit district at its formation, it would still be able to receive public transportation services at a later date via an Intergovernmental Agreement (IGA) with the transit district. It is likely there would be some interruption of service until an IGA could be executed.

- **What is the next step?**

In order for cities to be included within the proposed transit district, the City Council must approve the county's order forming the new district. The County will provide a resolution to all city governments which, if adopted, would indicate their desire to be included in the transit district.

- **Who will govern the transit district and will they be paid?**

A board of directors consisting of seven members will be established to govern the district. The transit district board members will be elected at large from Douglas County residents. Board members are volunteers who have an interest in Douglas County public transportation. They will not receive a salary.

- **What is the projected time line?**

The target date for county approval of the new district is November 2018, and the district board election has a target date of November 2019. The formation process is expected to take several months to complete. Preliminary work includes preparing a district boundary map; obtaining resolutions adopted by cities; and preparing an economic feasibility statement consisting of a first- and third-year projected transit district budget, all of which must be approved by the County Commissioners by a written order following required public hearings. In the formation order, the County Commissioners designate the election at which the board members will be selected. The County will take the lead in organizing and executing the election process for the board of directors. Once the board is elected, the County will work with the district to transfer of revenues and operations.

RESOLUTION NO. 2018.13

A RESOLUTION APPROVING THE DOUGLAS COUNTY COMMISSION'S ORDER INITIATING THE FORMATION OF A COUNTY-WIDE TRANSPORTATION DISTRICT

WHEREAS, Oregon Revised Statutes (“ORS”) 198.835 authorizes a county board to initiate the formation of a special district to be located entirely within the county by an order setting forth: (a) The intention of the county board to initiate the formation of a district and citing the principal Act; (b) the name and boundaries of the proposed district; and (c) the date, time and place of a public hearing on the proposal; and

WHEREAS, the Board of County Commissioners (“County Commission”) for Douglas County, Oregon, proposes to initiate by order a non-taxing transportation district authorized under ORS 267.510 to 267.390 to provide transportation services throughout Douglas County as authorized by law; and

WHEREAS, the proposed name for the transportation district will be determined at a later date; and

WHEREAS, ORS 198.720(1) requires, that, if any part of the territory subject to formation is within a city, the city must provide a certified copy of a resolution approving the order initiating formation; and

WHEREAS, the proposed County order is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the City Council desires for the City to be included in the proposed transportation district;

NOW, THEREFORE, BE IT RESOLVED:

The City Council hereby approves the County Commission’s proposed order initiating formation of the _____ Transportation District and consents to the City’s inclusion in the boundaries of the proposed district.

PASSED BY THE CITY COUNCIL, ON THIS 25TH DAY OF JUNE, 2018

APPROVED BY THE MAYOR ON THIS 25TH DAY OF JUNE, 2018

Mayor, Todd McKnight

ATTEST:

City Recorder, Diane Harris, CMC

Resolution 2018.13

EXHIBIT A
DRAFT COUNTY ORDER

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY

IN THE MATTER OF THE FORMATION OF)
THE _____ TRANSPORTATION) ORDER INITIATING FORMATION
DISTRICT IN DOUGLAS COUNTY, OREGON)

RECITALS:

A. At its regular meeting on October 23, 2017, the Board of County Commissioners ("Commission") voted to pursue the formation of a non-taxing, county-wide transportation district authorized by and through Oregon Revised Statutes ("ORS") 267.510 to 267.650;

B. ORS 198.835 provides that, if a proposed special district is to be located entirely within a single county, the county board may initiate the formation process by county order setting forth:

- The intention of the county board to initiate the formation of a district and citing the principal Act;
- The name and boundaries of the proposed district;
- The date, time and place of a public hearing on the proposal; and

C. ORS 198.835 further provides that, if any part of the territory to be included is within a city, the order must be accompanied by a certified copy of a resolution of the governing body of the city approving the order;

D. The proposed transportation district would be funded by state and federal transportation grants. Because no permanent tax rate is proposed for the district, no formation election is required unless written requests for an election are filed at or before the final hearing by at least 15 percent of the electors, or 100 electors, registered in the proposed district, whichever is fewer;

E. Upon entering the final order of formation, the Board shall order an election of the initial board of directors for the district at the next practicable date under ORS 255.345.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY HEREBY ORDERS:

1. The Board intends to initiate the formation of a transportation district, which district's principal act is ORS 267.510 to 267.650.
2. The name of the district shall be the _____ Transportation District;
3. The boundaries of the District shall be generally coterminous with the boundaries of Douglas County, as more particularly described and depicted in Exhibit A, which is attached hereto and incorporated herein by this reference;

4. A public hearing on the proposal shall be held on _____, 20_____, at ____ a.m./p.m., at _____, with subsequent hearings to be scheduled as required by ORS 198.735;
5. Each city to be included in the territory of the proposed district shall provide a certified copy of a resolution approving this order.

Dated this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS FOR
DOUGLAS COUNTY

By: _____
Chris Boice, Chair

By: _____
Tim Freeman, Commissioner

Approved as to form:

By: _____
Eileen Eakins

Date: _____

Exhibit "A"

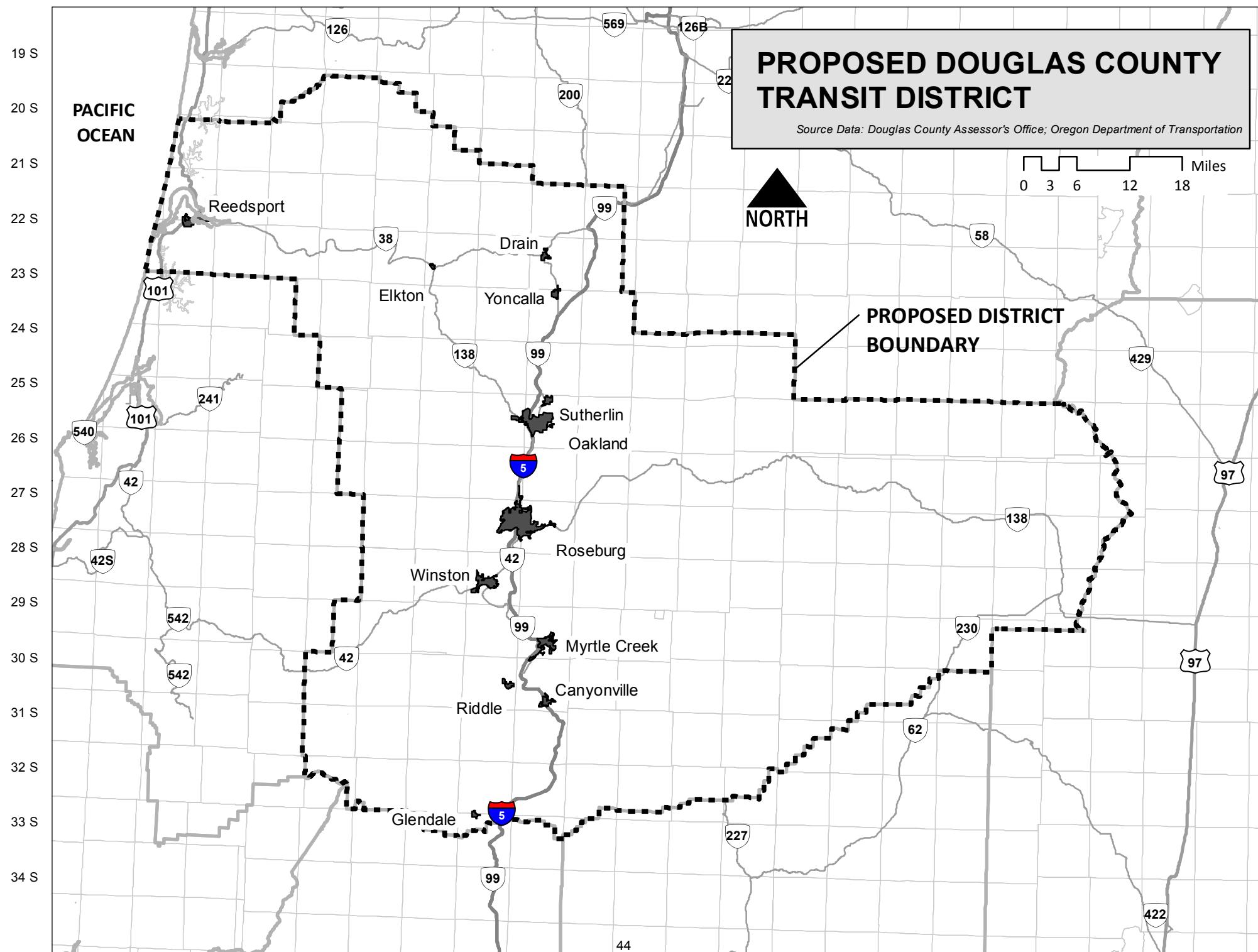
ORS 201.100 Douglas County. The southern boundary of Douglas County is as follows: Beginning at the southeast corner of Coos County, which point is the east quarter corner of section 13 of township 32 south, range 10 west of the Willamette Meridian; thence due south to a point on the summit of the ridge dividing the waters of the Rogue River from the Umpqua River, which point is the southwest corner of Douglas County; thence east along the ridge to the divide forming the eastern tributaries of John Mule Creek; thence south to the southwest corner of section 36, township 32 south, range 9 west; thence east one mile; north one mile; east one-half mile; south one-fourth mile; east one-half mile; south three-fourths mile; east five miles to the range line between townships 7 and 8 west; thence south one-half mile; east one-half mile; north one-fourth mile; east one-fourth mile; south three-fourths mile; east one-fourth mile; south one-half mile; east one mile; south one-half mile; east two and one-half miles; south one-half mile; east one and one-half miles; south one-fourth mile; east one-half mile; north one-fourth mile; east one-half mile; north one-half mile; east one mile; north one-fourth mile; east one mile; south one-fourth mile; east one-fourth mile; north one mile; east one and one-half miles; north one mile; east one-fourth mile; south one-half mile; east two miles; south one-fourth mile; east one mile; north one-fourth mile; east one and three-quarters miles; south one-half mile; east one and one-fourth miles; south one and one-half miles; east one mile to the east quarter corner of section 13, township 33 south, range 5 west; thence north one-half mile to the southwest corner of section 7, township 33 south, range 4 west of the Willamette Meridian; thence east one mile to the southeast corner of section 7; thence north one-half mile to the east one-quarter corner of section 7; thence east one-half mile to the center of section 8 of such township and range; thence north one-half mile to the north one-quarter corner of section 8; thence east one-half mile to the northeast corner of section 8; thence north one-half mile to the west one-quarter corner of section 4 of such township and range; thence east one-half mile to the center of section four; thence north one-half mile to the north one-quarter corner of section four; thence east one and one-half miles to the southeast corner of section 34, township 32 south, of range 4 west of the Willamette Meridian; thence north to the northeast corner of section 34; thence east seven miles to the southeast corner of section 26, township 32 south, of range 3 west of the Willamette Meridian; thence north one-half mile to the east one-quarter corner of section 26; thence east two miles to the east one-quarter corner of section 30, township 32 south, of range 2 west of the Willamette Meridian; thence north one-half mile to the northeast corner of section 30; thence east one mile to the southeast corner of section 20 in the last-mentioned township and range; thence north one-half mile to the east one-quarter corner of section 20; thence east five miles to the east one-quarter corner of section 19, township 32 south, of range 1 west of the Willamette Meridian; thence north one-half mile to the northeast corner of section 19; thence east three miles to the southeast corner of section 15 in the last-mentioned township

and range; thence north one mile to the northeast corner of section 15; thence east one-half mile to the south one-quarter corner of section 11 of the last-mentioned township and range; thence north one mile to the north quarter corner of section 11; thence east one-half mile to the southeast corner of section 2 of the last-mentioned township and range; thence north to the northeast corner of section 2; thence east to the southeast corner of section 31, township 31 south, range 1 east; thence north one mile to northwest corner section 32; thence east one mile to northeast corner section 32; thence north one mile to northwest corner section 28; thence east one mile to northeast corner section 28; thence north one mile to northwest corner section 22; thence east one mile to northeast corner section 22; thence north one mile to northwest corner section 14; thence east two miles to northeast corner section 13; all in township 31 south, range 1 east; thence north one mile to northwest corner section 7; thence east two miles to northeast corner section 8; thence north one mile to northwest corner section 4; thence east one mile to northeast corner section 4, township 31 south, range 2 east; thence north one mile to northwest corner section 34; thence east one mile to northeast corner section 34; thence north one mile to northwest corner section 26, township 30, range 2 east; thence east five miles to southwest corner of section 22; thence north one mile to northwest corner section 22; thence east one mile to northeast corner section 22; thence north one mile to northwest corner section 14; thence east one mile to northeast corner section 14; thence north one mile to northwest corner section 12, township 30 south, range 3 east; thence east one mile to southwest corner section 6; thence north one mile to northwest corner section 6; thence east on township line between townships 29 and 30 south, to the range line between ranges 4 and 5 east; thence north along such range line to parallel 43 degrees, 4 minutes north latitude, the same being the northern boundary of Crater Lake National Park; thence east along such parallel, approximately ten and one-half miles to the summit of the Cascade Range.
[Amended by 1999 c.600 §3]

Note: In addition to the boundary described in 201.100, the western boundary of Douglas County is in part the eastern boundary of Coos County (see 201.060) and in part the Pacific Ocean. The northern boundary of Douglas County is the southern boundary of Lane County (see 201.200). The western boundary of Douglas County is the summit of the Cascade Range adjacent to a part of the western boundary of Klamath County (see 201.180).

ORS 201.105 Land transferred to Douglas County. That portion of Coos County which constitutes the southeast quarter of the southeast quarter of section 36, township 28 south, range 9 west of the Willamette Meridian is transferred to and made a part of Douglas County. [1983 c.778 §1]

12W 11W 10W 9W 8W 7W 6W 5W 4W 3W 2W 1W 1E 2E 3E 4E 5E 5.5E 6.5E 7E





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WORKSHOP





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

City of Sutherlin

STAFF REPORT					
Re: Update on Red Rock Road Paving Possibilities				Meeting Date:	6/25/18
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: DEQ Summary Report R57038					

WHAT IS BEING ASKED OF COUNCIL?

This is a written update regarding our 2016 efforts to raise funds to pave old Red Rock Road.

EXPLANATION

In early 2014 the City began discussions with the State Department of Environmental Quality and Weyerhaeuser (previous owner/operator of Red Rock Road) to determine if there were any lingering and long-term exposures to chemicals in the ground brought into the area by previous mining activities. One option in providing assurance from any future exposure to our existing population was to pave over this section of road and thus, sealing the soils below from human contact. The City began discussions with DEQ on the possible costs and re-payment to the City by Weyerhaeuser should this option be required. From 2014 to August of 2016, the DEQ undertook a large-scale geo-technical analysis of all the underlying soils and the potential exposure of pollutant-chemical exposure to humans. DEQ, subsequently concluded that "walking or driving, does not pose a significant risk to public health." This means that the early hope for re-paving Red Rock Road with grant monies from DEQ and Weyerhaeuser would not be realized.

For our long-term transportation needs, both ODOT and the City believe that the Red Rock Road corridor remains a viable mid-range arterial relief for Central Avenue and during the completion of the City's new Transportation System Plan (TSP) this section of right-of-way will provide a critical transportation option going into the future.

However, at this point in time, Red Rock Road will remain a City right-of-way waiting for future plans and grant funds for designing, engineering and paving.



Property Summary for lot owned by CITY OF SUTHERLIN Red Rock Road, Sutherlin, Oregon

R57038

Roadway

- Is the former Red Rock Road railroad line (railbed) on, or within 30 feet of, the property? **Yes**
- Are the materials still present that were used to construct the railbed? **The railbed is present, but covered with clean gravel.**
- If there is a home on the property, is it constructed within 30 feet of the former railbed? **No current home**
- Is it reasonably likely that a home (or additional home) could be constructed within 30 feet of the former railbed? **Yes, the City plans to retain the property for recreational use. However, adjacent property is zoned to allow residential construction that could be within 30 feet of the railbed.**

Summary:

This property is zoned C-S, which indicates that it is owned by the City of Sutherlin. No homes are present, and future homes are not likely to be constructed. The City plans to retain the property for recreational activities associated with the adjoining festival grounds. In addition, the railbed is covered with clean gravel. Based upon this information, direct contact with the former railbed, such as walking or driving, meets DEQ cleanup guidelines that are protective of public health. This property is adjacent to School District property where home construction is possible due to residential zoning. DEQ assumes the City will maintain a gravel or asphalt cap on portions of the railbed where needed so that future homes within 30 feet of the railbed are not exposed to arsenic contaminated dust.



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City of Sutherlin

STAFF REPORT					
Re: Wastewater Construction Schedule Update				Meeting Date: 06-25-18	
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review	
Attachments: Wastewater Critical Path Construction Schedule					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council with the Critical Path Schedule for the Construction of the New Wastewater Treatment Plant.

EXPLANATION

On May 16, 2018, the City of Sutherlin held the Pre-Construction meeting for the Construction of the New Wastewater Treatment Plant. On May 29, 2018 construction started and is expected to be complete in 18 months (November 2019). Throughout the project we will have weekly progress meetings and every three months The Dyer Partnership Engineers & Planners, Inc. will attend City Council to give an update on the project.

OPTIONS

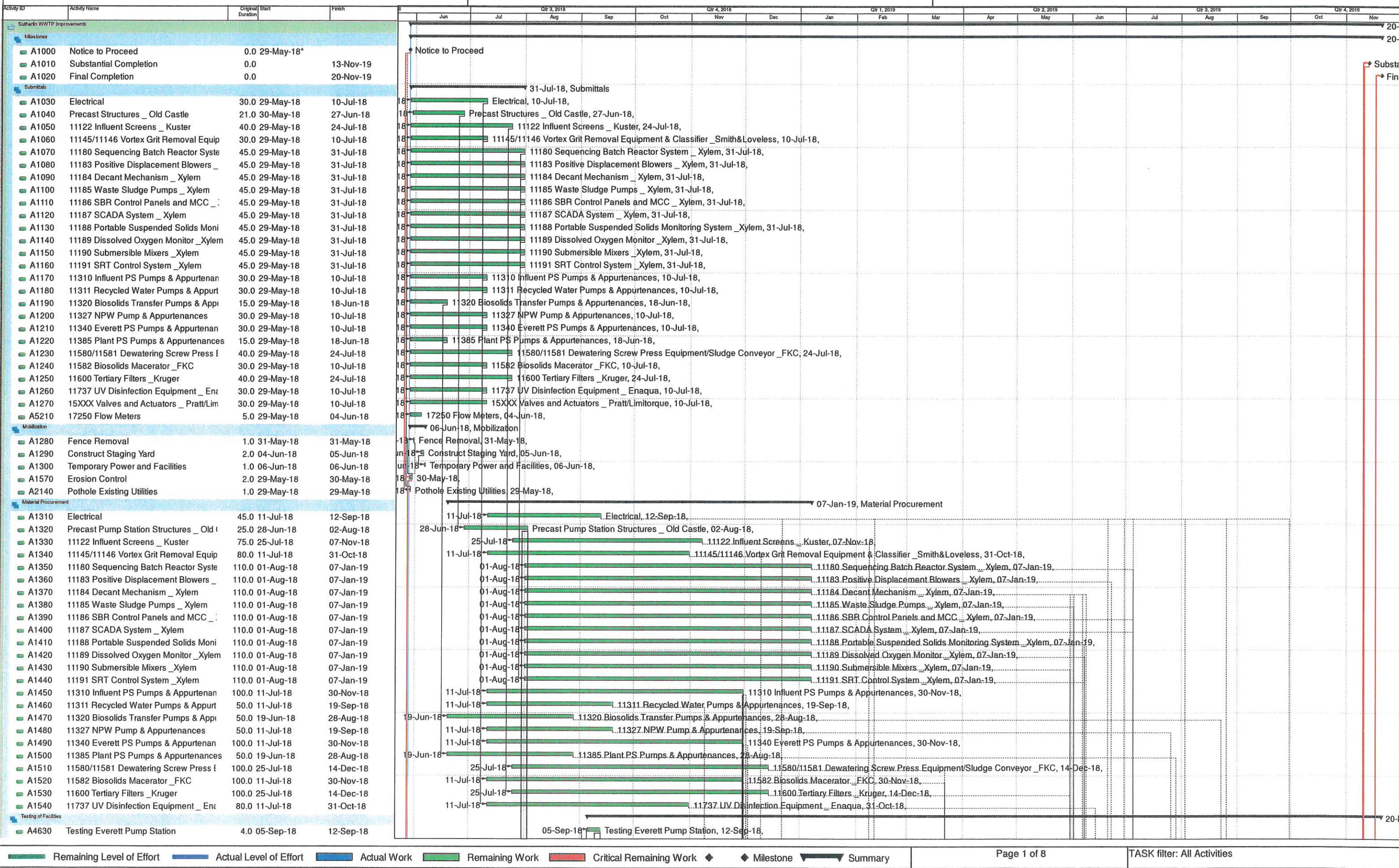
Not Applicable

SUGGESTED MOTION(S)

Not Applicable

Sutherlin WWTP Improvements

15-May-18



Remaining Level of Effort

Actual Level of Effort

Actual Work

Remaining Work

Critical Remaining Work

Milestone

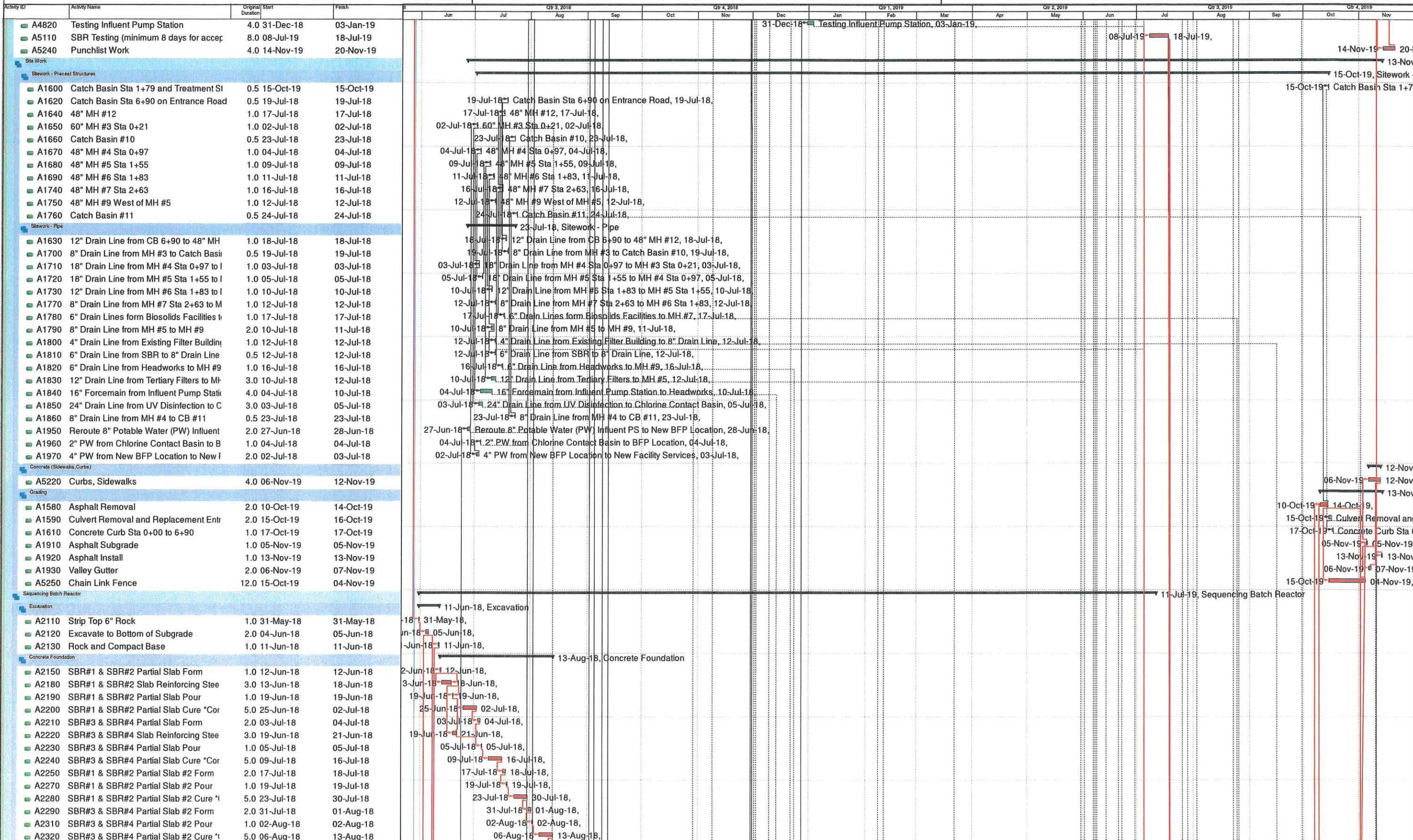
Summary

Page 1 of 8

TASK filter: All Activities

Sutherlin WWTP Improvements

15-May-18



Remaining Level of Effort

Actual Level of Effort

Actual Work

Remaining Work

Critical Remaining Work

Milestone

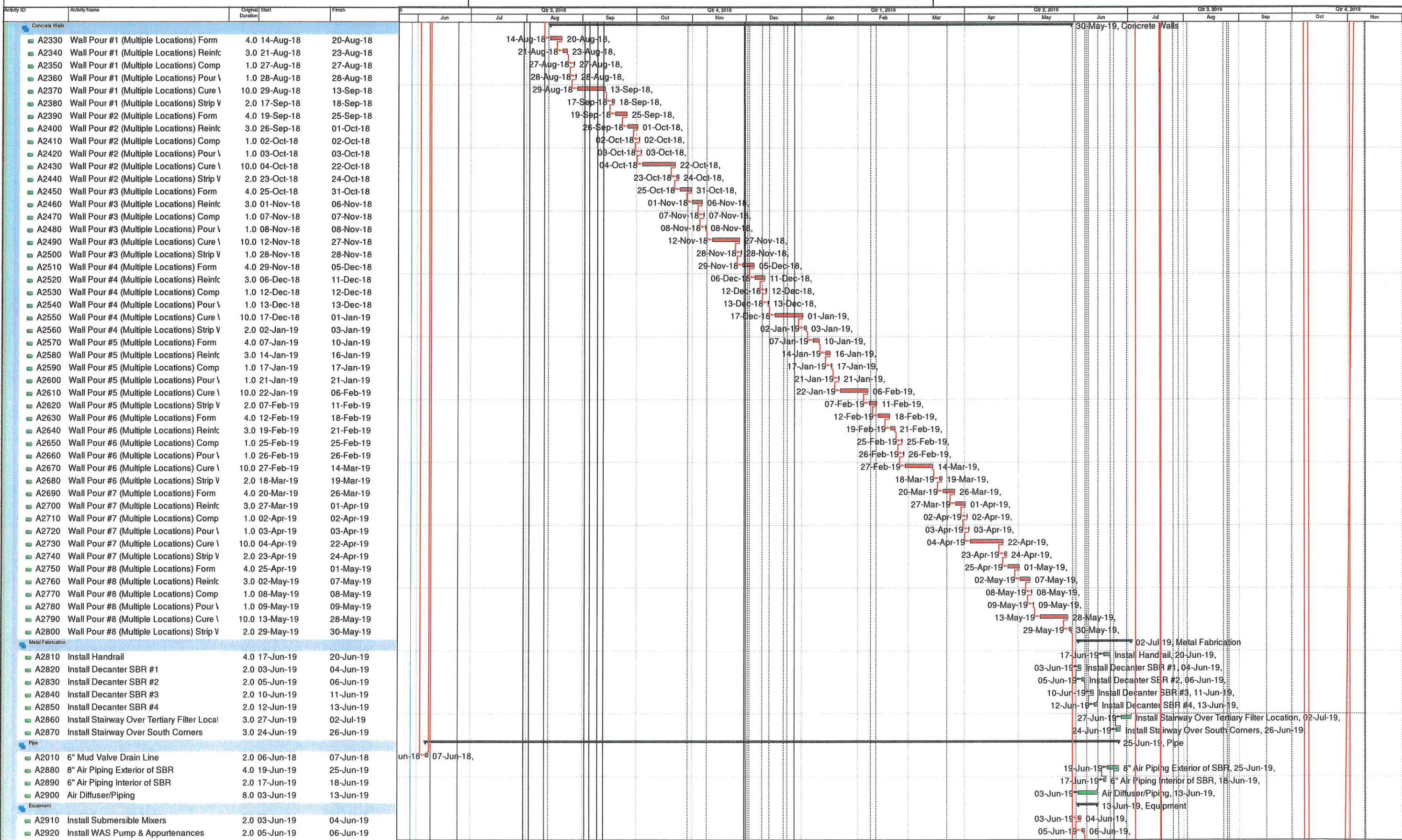
Summary

Page 2 of 8

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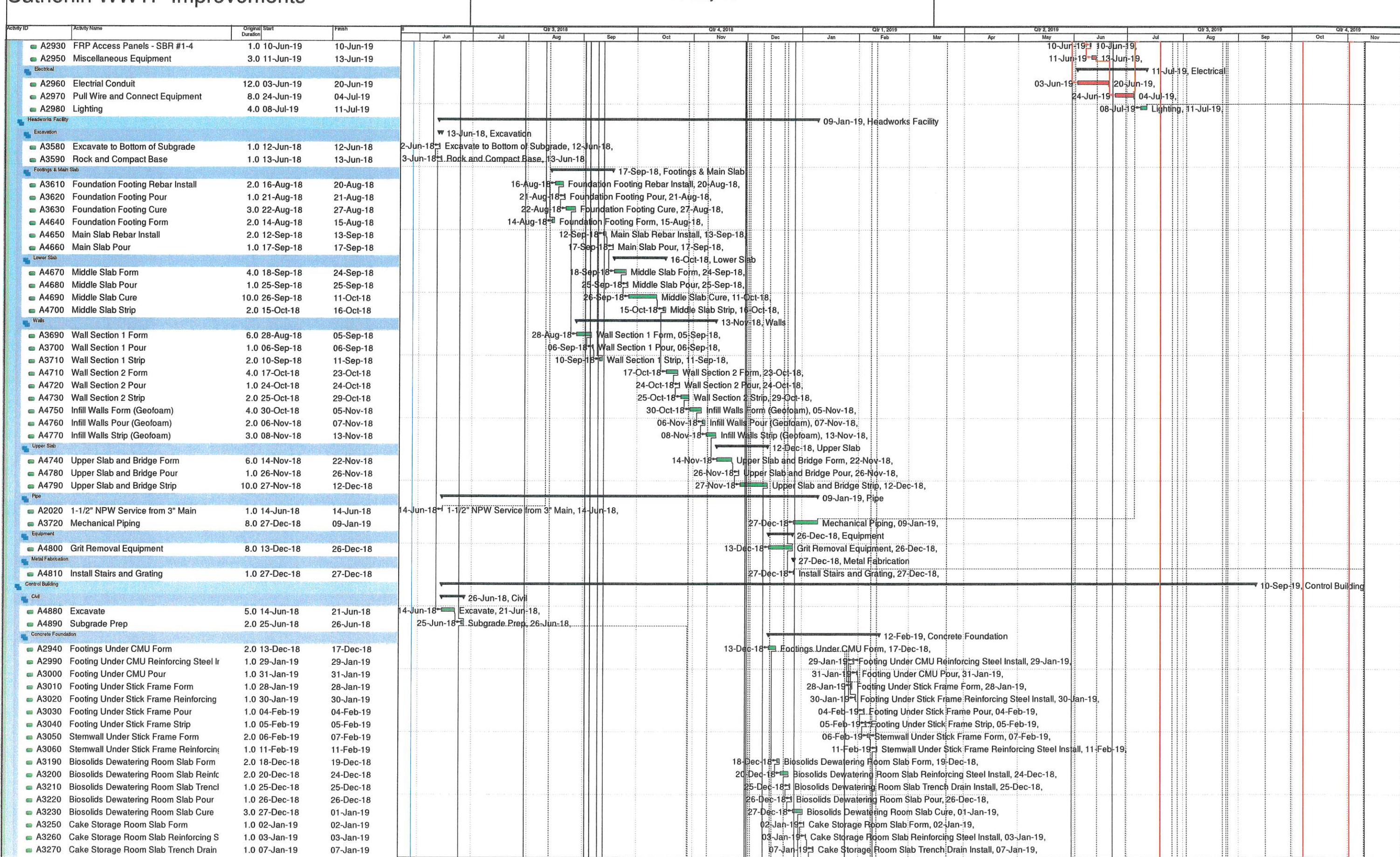
Sutherlin WWTP Improvements

15-May-18



Sutherlin WWTP Improvements

15-May-18



Remaining Level of Effort

Actual Level of Effort

Actual Work

Remaining Work

Critical Remaining Work

Milestone

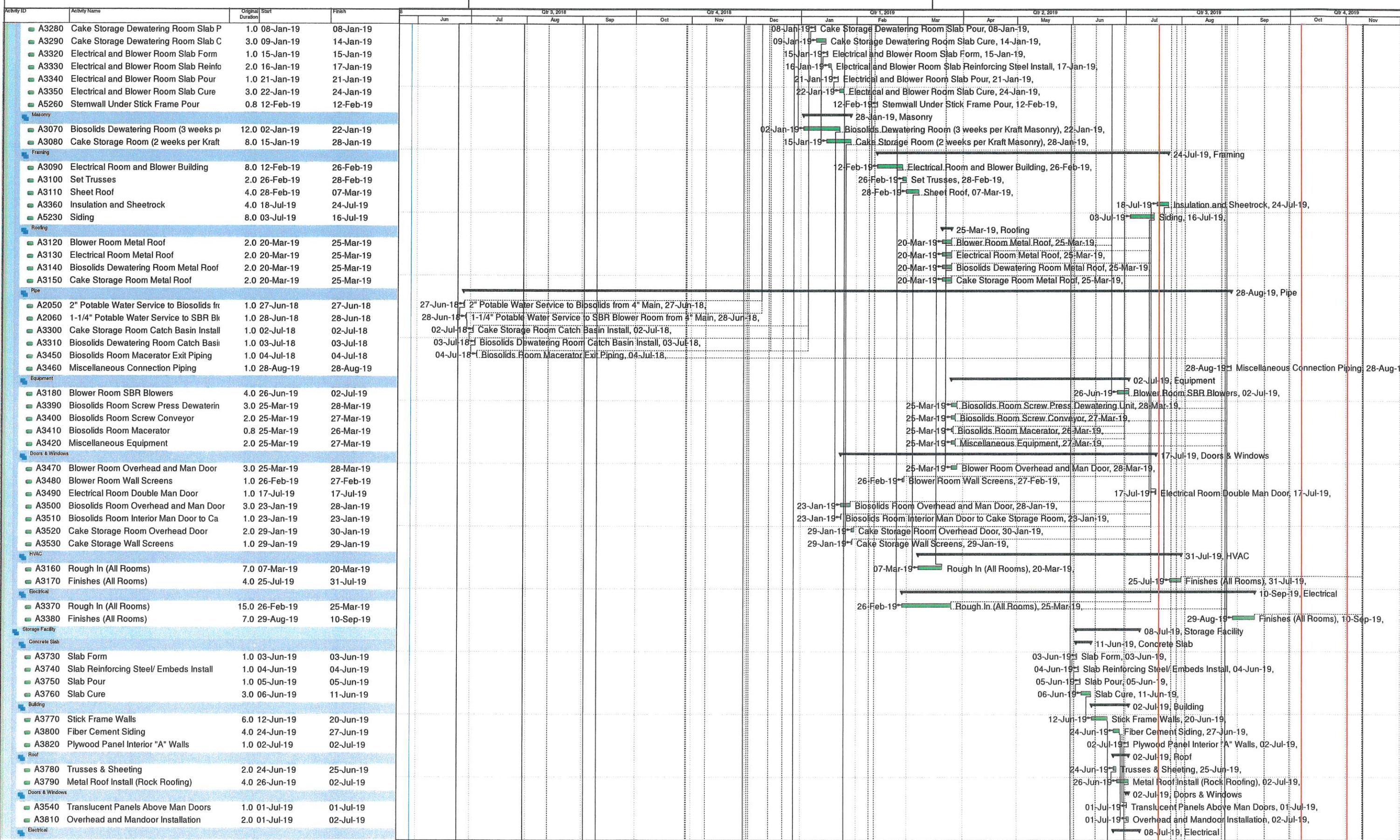
Summary

Page 4 of 8

TASK filter: All Activities

Sutherlin WWTP Improvements

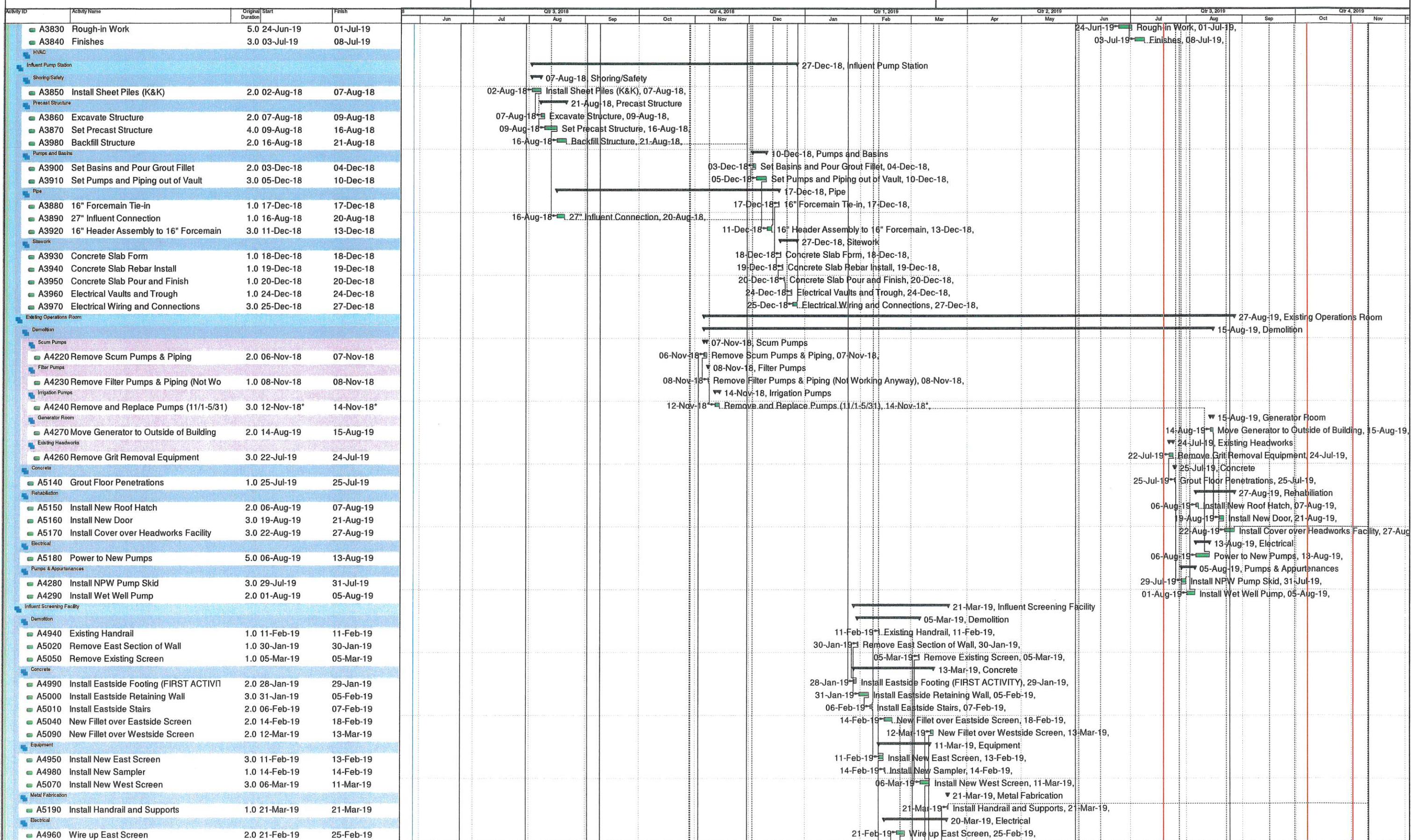
15-May-18



Remaining Level of Effort Actual Level of Effort Actual Work Remaining Work Critical Remaining Work Milestone Summary Page 5 of 8 TASK filter: All Activities

Sutherlin WWTP Improvements

15-May-18



Remaining Level of Effort

Actual Level of Effort

Actual Work

Remaining Work

Critical Remaining Work

Milestone

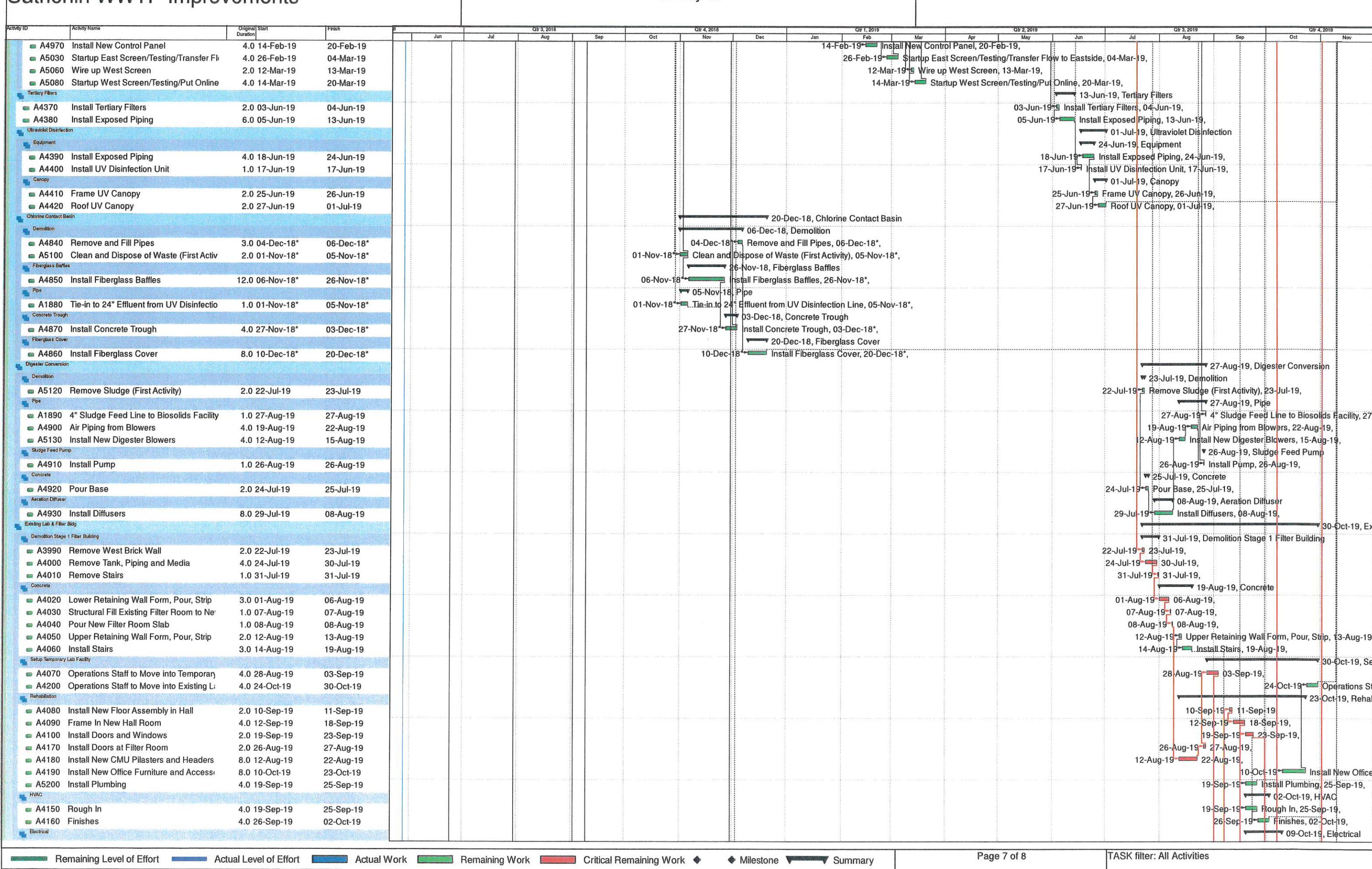
Summary

Page 6 of 8

TASK filter: All Activities

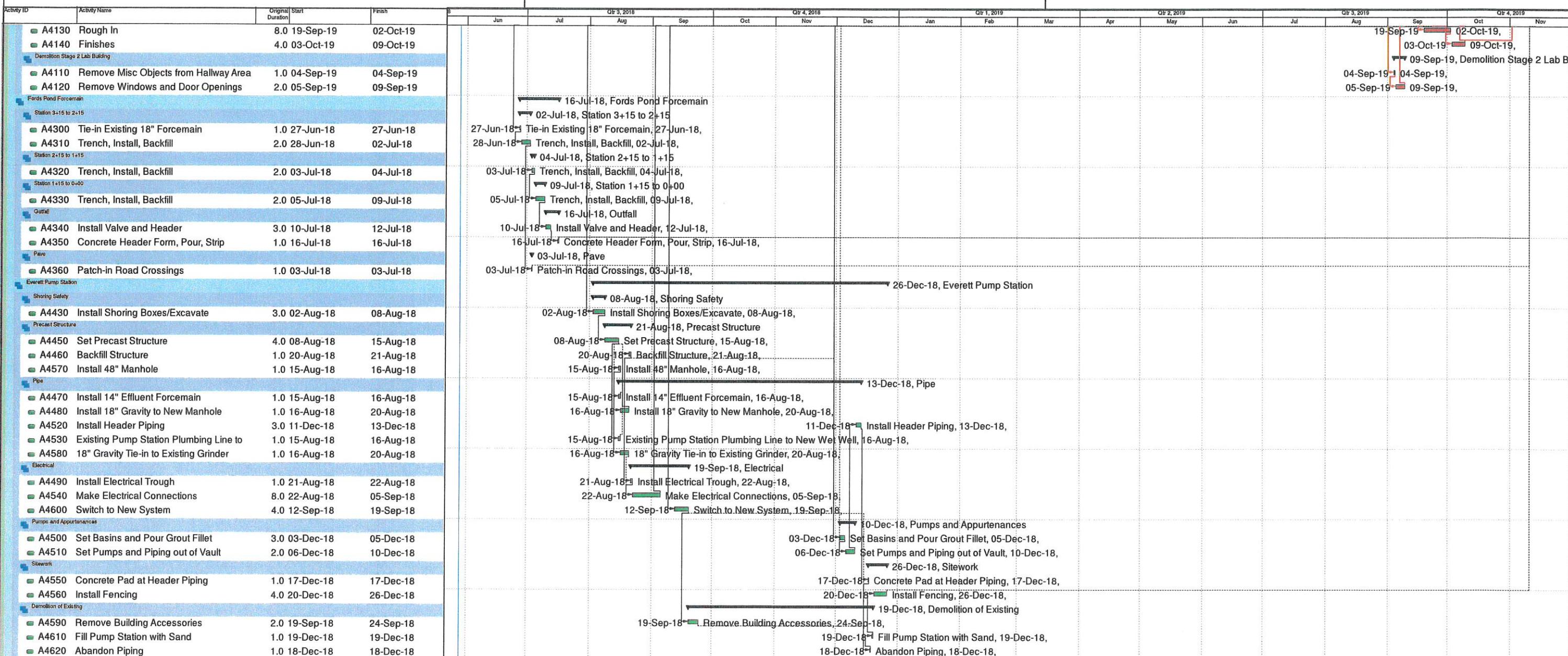
Sutherlin WWTP Improvements

15-May-18



Sutherlin WWTP Improvements

15-May-18





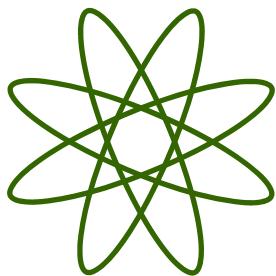
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REPORTS





Central Avenue Updates





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ADJOURNMENT





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FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

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

Revised 6/20/18

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

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

Revised 6/20/18

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MAY 2018				
05/14/18	PW/Water	Update Water Master/Mgt & Conservation Plan	Report to Council	✓
05/14/18	PW/Water	Water Rights, Water Agreement Review and Implementation	Report to Council - March 12th Mtg	✓
JUN 2018				
06/25/18	PW Fac/Parks	Raise funds to pave Red Rock Road	Report to Council	✓
JUL 2018				
07/09/18	CDD/Planning	Maintenance Software Upgrade	Report to Council	
AUG 2018				
SEP 2018				
07/24/18	City Mgr/Admin	Update Personnel Handbook and adopt changes	Present new rules to Council	
OCT 2018				
10/22/18	PW Fac/Parks	Improve Drainage in Central Park-Phase III	Complete and report to Council	
NOV 2018				
11/12/18	Finance	Create Street Mgmt Masterplan w/funding options	Report new plan w/funding options to Council-Workshop	
11/12/18	PW Fac/Streets	Street Maintenance Management Plan	Present viable alternatives to Council	
DEC 2018				
12/10/18	CDD/Econ Dev	Clean-up deteriorated properties in Sutherlin especially along Central Ave	Report to Council	
12/10/18	PW Fac/Parks	New bathroom at Hartley Park	Report to Council	
12/10/18	PW Fac/Streets	Right turn lane - Dovetail Lane	Report to Council	
TBA's (To be announced at a later date)				
	City Mgr/Admin	Update City Code	Present code changes to Council	
	Finance	Explore Tax Credit program for owners making property improvements	Report to Council	
	Finance	Consider implementation of Urban Renewal District	Present options to Council	
	Finance	Consider implementation of Urban Renewal District	Council decision	
	Finance	Infrastructure Finance Plan	Report to Council	
	Finance	Continue WWTP reporting compliance and ARRA reporting until completion	Final report to Council	
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Council select options	
	CDD/Eng	Provide infrastructure to Exit 135-Public Util	Present to Council	
	CDD/Planning	Entrance Image & Gateway Design	Bring to Council for adoption	
	CDD/Planning	Complete Wetland and Buildable Lands Inventory	Report to Council - Workshop	
	CDD/Planning	Comprehensive Plan, Plan Maps and Zoning funding options & sources	Report to Council	
	CDD/Econ Dev	Complete one downtown improvement project this FY	Report to Council	
	CDD/Econ Dev	Stearns Lane Target Market Recruitment & Development Plan	Report to Council	

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

TBA Cont..	CDD/Econ Dev	Seek to attract "Bigger Fish" businesses to help sustain the economy	Report to Council	
	PW/Water	Provide additional storage tank to Oak Hills	Bid process and present to Council	
	Police	Develop a plan for improving Emergency Communications Infrastructure	Hold Workshop with Council	✓
2017				
	CDD/Eng	Present an aggressive infrastructure improvement strategy to Council	Staff to look at pockets of opportunity; bring map to Council	✓
2017-18				
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Create a plan for how to fund & execute construction of needed water storage expansion-Workshop	✓
	CDD/Eng	Develop solutions to water storage deficiencies for new development	Take a finance resolution to Council for approval	
	PW/Water	Schoon Mtn. Tank upgrade	Take finance resolution to Council for approval	
	PW/Water	Upper Umpqua Tank upgrade	Take finance resolution to Council for approval	
2018-19				
	CDD/Planning	Complete a Wetland and Buildable Lands Inventory	Establish methodology and timeline & report to Council (organize a team)	
2019				
Nov 2019	PW/WWTR	Final Design Wastewater Treatment Plant Improvements	Report to Council	
2020				
	PW/Water	Upgrade Nonpareil Water Treatment Plan	Report to Council	
	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	
Dec 2020	PW/Water	Change disinfection from Chlorine Gas to Sodium Hypochlorite - Nonpareil WTP	Report to Council	
Dec 2020	PW/Water	Seek funding for and create a plan to install a secondary in-flow at Cooper Creek	Report to Council	

Diane Harris

From: Diane Harris
Sent: Wednesday, June 20, 2018 9:37 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 - Sutherlin
Attachments: 0. AGENDA.pdf

Good morning!

Please see attached agenda for Sutherlin City Council's June 25th Workshop meeting.

Have a great day,

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