



**City of Sutherlin
Open Discussion/Plans & Reports
Monday, July 23, 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. August 13, 2018
- 4. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENTS
- 5. CONSENT AGENDA**
 - a. June 11, 2018 Minutes – Regular Meeting
 - b. June 25, 2018 Minutes – Workshop
- 6. COUNCIL BUSINESS**
 - a. Meter Reading Services Contract Approval
 - b. Police In-Car Radio Repeater Purchase Approval
 - c. Police In-Car Camera Purchase Approval
- 7. WORKSHOP**
 - a. City Facilities Security
- 8. STRATEGIC PLAN UPDATES** (Reports in Council Packet)
 - a. Maintenance Software Upgrade
- 9. REPORTS**
 - a. Wastewater Treatment Plant Improvement Project Update
 - b. Central Avenue Update
- 10. ADJOURN**

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

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



Call to Order & Flag Salute





ROLL CALL





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, August 13, 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. July 23, 2018 Minutes – Workshop

5. PUBLIC HEARING

- a. Comprehensive Plan – Water Master Plan

6. COUNCIL BUSINESS

- a. Ordinance – 2017 Water Master Plan (first reading, title only)
- b. Ordinance – Amending SMC 5.08.040 – Insurance Policy Requirement (first reading, title only)
- c. Ordinance – Amending SMC 5.12.170 – Taxicab & Limousine Insurance Policy Requirements (first reading, title only)
- d. Ordinance – Repealing SMC 17.64.050 Signs

7. REPORTS

8. STRATEGIC PLAN UPDATE (Reports in Council Packet)

9. CITY COUNCIL COMMENT

10. PUBLIC COMMENT

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

11. ADJOURN

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



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COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, June 11, 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
Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

AUDIENCE: Adam Sarnoski, Elainna Swanson, Tim Moyer, Brian Burke, Tami Trowbridge

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)

- None

CONSENT AGENDA

- **May 14, 2018 Minutes – Regular Meeting**

MOTION made by Councilor Boggs to approve Consent Agenda as presented; second by Councilor Luzier.

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Planning Commission Appointments**

City Recorder, Diane Harris – There are 2 vacancies on the Planning Commission with terms ending December 31, 2018 and December 31, 2020. City received applications from Adam Sarnoski and Elainna Swanson. Mayor McKnight asked Sarnoski and Swanson if they would like to come forward and speak to Council. Both declined.

MOTION made by Councilor Boggs to appoint Elainna Swanson to term ending December 31, 2018 and Adam Sarnoski to term ending December 31, 2020; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Sprint Franchise Agreement (first reading, title only)**

Mayor McKnight asked Harris, to read the draft ordinance by title only.

Harris – “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”.

Staff Report – Finance Director, Dan Wilson, summarized one of the City’s smaller franchise agreements. A lot of the right-of-ways in the previous [30 year] agreement were actually in the county rather than city limits. Therefore, reducing the revenue to a lesser amount.

MOTION made by Councilor Luzier to approve first reading, title only of Ordinance – Sprint Franchise Agreement; second by Councilor Stone.

Discussion: Councilor Stone – Have the rates increased and how long is this agreement for? ***Wilson – This is a ten year agreement, the rates, based on linear feet, stay the same.***

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

Opposed: None

Motion carried unanimously.

- **Resolution 2018.09 – Budget Appropriations Adjustment**

Staff Report – Wilson explained this annual adjustment makes sure City is in compliance with State Budget Law. Wilson explained reasons for the necessary adjustments.

MOTION made by Councilor Luzier to approve Resolution 2018.09 – Budget Appropriations Adjustments as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Will the \$34,500 adjustment be on top of current year’s personnel services? ***Yes, but as stated in the report it is due to both the restructuring of departments and pending retirements. The reduced Douglas County Planning Services Contract provided some savings. How much was that? Around \$24,000 this year.***

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

Opposed: Councilor Stone.

Motion carried.

- **Resolution 2018.10 – Supplemental Budget Adjustment**

Staff Report – Wilson explained reasons for the supplemental budget adjustments are partially due to residual funds remaining after closing out Central Avenue and Street Maintenance Reserve Funds.

MOTION made by Councilor Sumner to approve Resolution 2018.10 – Supplemental Budget Adjustments as presented; second by Councilor Stone.

Discussion: Councilor Stone – This is going back into the Construction Fund rather than Reserve Maintenance Fund? ***Correct, for the Central Avenue project and includes accrued interest. 2018-19 Budget reflects what is needed to meet the project’s obligations.*** Usually it isn’t done that way.

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

Opposed: Councilor Stone

Motion carried.

COUNCIL DISCUSSION

- **Visitor Center’s Triangle Park Memorial Name**

City Manager attended a recent event where renaming of the Visitor Center’s Triangle Park was discussed. It was suggested to rename the park in memory of the late Char Hendershott, who served as the Tourism Coordinator for several years. It wouldn’t be what it is without Hendershott; she was the foundation and rock for the Visitor’s Center. City Manager explained wanting to pass this idea on to Council for consideration and would like to include Chamber President, Tami Trowbridge, input regarding the suggestion.

Trowbridge reported on the many things Hendershott did for the Visitor Center when City took over several years before the Chamber began operating it. Hendershott took on much needed improvements, moved forward and reached out to communities and resources. We would like to honor all she has done.

Councilor Luzier supported the idea asking Trowbridge and the Chamber to put a proposal and presentation together for Council with suggested names.

Mayor McKnight suggested adding the presentation to a future agenda.

City Manager stated he and Trowbridge will work together; a resolution will be created regarding the renaming of the Park. Trowbridge agreed to bring back a proposal for Council to consider.

REPORTS/PRESENTATIONS

• Central Avenue Update

Community Development Director, Brian Elliott, presented Central Avenue's paving schedule and maps, reminding Councilors unforeseen issues could alter the schedule:

- ❖ There will be 7 shifts, 12 hours each, from 7pm to 7am.
- ❖ Phase I will begin Sunday, June 17th from Church Rd. to Comstock Rd. It is anticipated to take 2 shifts to complete.
- ❖ Phase 2 will start from Comstock to Umpqua St. taking 3 shifts.
- ❖ Phase 3 will start from Umpqua St. to Opal St. taking 2 shifts.

Elliott explained they are hoping to fulfill this very aggressive schedule.

- ❖ Exit 136 will only be closed during Phase 1, detours will be provided. Elliott explained traffic control processes. Estimated time for the grind and inlay is 7 days, followed by around 10 days for "approach" work.

Questions:

- Will all of this be completed by 4th of July? *Elliott – The grind and inlay will be completed by then if all goes well.* So maybe around the 15th of July? *Swan – A lot of other things have to happen after approaches are finished; several weeks of work still have to be done before final completion.*
- Councilor Stone asked who does the trenching (sic) inspections (various areas in the street that have been dug out and refilled). *Swan – Project Engineer, Adam Heberly, determined areas in need of asphalt/concrete repair and compaction. Any area showing depressions were tested and are in the process of being fixed.* What happens if we do have a failure once this is completed? *We are doing all that we can to ensure there aren't any problems.*
- What are the green highlighted areas on the map? *That shows the truck turnaround routes.*
- Is anyone double checking ADA ramps making sure they meet exact specifications? Concerned if a few years from now someone with a wheelchair has a problem, can they come back on the City if they find it didn't meet specifications? Are we holding the contractor accountable? *Elliott – There are 80 ADA ramps in City's portion of the project. He referred to the handout showing specifications and how many certified and calibrated measurements are taken to make sure all ramps are correct before approval. Right now, 3 need to be repaired before paving starts, and several need minor repairs before approval.* *Swan – The engineer and contractor both check the work to make sure they are in compliance.*
- If they are out of compliance 5 years from now is it the City's liability? *Probably, however if you don't start a new pavement/sidewalk project it doesn't trigger the fix. It is hard to tell, as the industry changes, if they will be in compliance or not.*
- That is one of the reasons we are able to go east as far as possible with the paving, it is not mandated that a sidewalk/ADA ramp be put in, therefore maximizing our dollar. *Correct.*

CITY COUNCIL COMMENTS

Councilor Boggs –

- Looking forward to the "washboard abs" being taken care of on Central.

Councilor Tomlinson –

- All the work looks good downtown.
- A suggestion was brought to my attention about having lighting ceremony before the new street lights are turned on possibly at project's completion.

Trowbridge – Chamber has discussed that as well, annual meeting is around the first part of August and thought it would be a great time to do a downtown unveiling, would love to make it a community event.

Mayor asked Councilors if they were in support of the idea and would like to see Chamber move forward. All were in support.

Councilor Luzier –

- Would like to compliment Swan and Elliott for their hard work. For such a huge project it is going very well, I think it's great.
- The street lights look fantastic.

Councilor Sumner –

- None

Councilor Vincent –

- None

Councilor Stone –

- Concerned the lights poles/flower baskets could be hit by vehicles causing damage to the pole (referred to issue with Roseburg's poles). *Swan – Feels the baskets/lights are set back far enough to not cause problems.*

Mayor McKnight –

- Kudos to staff! When project issues were presented to them, they were quick to respond, fixing and taking care of any problems.

PUBLIC COMMENT –

- Douglas County Celtic Society Representative, Timothy Moyer – The annual Highland games, previously held in Winston, will now be held at Henry Winery in Umpqua. The date for the event has changed to the 4th weekend in August (25th & 26th) and will no longer compete with the Blackberry Festival. This will also bring increased tourism to the Sutherlin area.
➤ Where does the furthest Clan travel from? *Possibly Portland and Northern California.*

This new location allows for more space for the event therefore, drawing in professional Highland athletes to participate. Moyer provided event flyers.

ADJOURNMENT –

With no further business meeting adjourned at 7:39pm.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, CMC, City Recorder

Todd McKnight, Mayor

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, June 25, 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
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Public Works Director, Aaron Swan
Police Chief, Troy Mills
City Attorney, Chad Jacobs (via Skype)

Audience: Kimberly Tomlinson, Emily Blakely, Dian Cox

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

Flag Salute:

Roll Call: All present

Media: None

AGENDA CONFIRMATION

• **July 9th Agenda**

City Manager, Jerry Gillham – No agenda items are scheduled for the July 9th meeting. Staff recommends cancellation of the meeting; however, it is Council's decision.

Mayor McKnight asked for Councilors thoughts; it was by consensus to cancel the meeting. Gillham stated if anything important requiring a legislative policy decision comes up, Council will be notified.

PUBLIC COMMENT

Mayor McKnight reported the public is welcome to comment during the workshop.

- Citizens, Emily Blakely – The improvements around the city are remarkable. Crews are working hard. Lions Club appreciates the flag poles, many citizens like the light poles and automatic watering system for hanging baskets. The new colorful playground and splash pad is enjoyed by many. Blakely thanked the City for all of the work that has been done, it's huge.

Mayor McKnight expressed appreciation for Blakely's positive feedback.

COUNCIL PRIORITY PROGRESS REPORT

• **Council Priorities 2018-19**

Gillham summarized the Council Priority process. Language has been added for citizens to understand, see why it exists, and how it may impact them. The priorities are available on the front page of the City's website and embedded in the strategic plan.

COUNCIL COMMENTS

Councilor Boggs –

- Great job on the street paving.
- Would like to thank Chief Mills for the excellent job acknowledging his troops.

Councilor Tomlinson –

- None

Councilor Luzier –

- Streets and light posts look great.

Councilor Sumner –

- Are there plans to pave up both Calapooia and State Street? **Public Works Superintendent, Aaron Swan – Paving will continue from Central Avenue, south on Calapooia to the alley and State Street will just be the approaches.**

Councilor Vincent –

- Streets look really good.
- Congratulations to Woofstock on their successful event.
- Things are moving forward. Excellent jobs by the crews and Staff's management of these projects. Understands how difficult it can be with having many irons in the fire, keep up the good work.

Councilor Stone –

- AutoZone, who is now open, looks great.
- Received a complaint regarding kids riding scooters down the playground slides, are the police monitoring that all of time? **Mills – As much as possible.**
- Does Douglas County have the ICE (Immigration Customs Enforcement) Detainee program like Springfield? **No.**
- After 8 years of complaining, the pothole at Central and Calapooia intersection is finally patched, realize that wasn't City's jurisdiction before. **Swan – You are very welcome!**
- Glad the Urban Growth Boundary swap is finalized, things are starting to happen as a result.

Gillham responded to questions regarding the park/splash pad. Staff is working on initial strategy for new surveillance systems in the park and other facilities.

- What type of signage is at the park? **Swan – Have 2 signs stating “no wheeled devices allowed”.**

Mayor McKnight – Are there plans to place more “Under Surveillance” signs? **Gillham – Yes, that is part of the plan.**

Mayor McKnight –

- Have heard many compliments around the community on the paving and how “smooth” it is.

Councilor Boggs – Is ODOT doing their portion of the project differently? **Swan – It is separate; ODOT chose their paving limits with the engineer. They decided not to pave the portion of the westbound lane [near interchange] since it was paved around 4 years ago.**

COUNCIL BUSINESS

- **Liquor License Approval – Fox Den**

Staff Report – Police Chief Mills – Fox Den, LLC. has submitted a Liquor License Application for their new business location at 145 Myrtle Street. No disqualifying information was presented, recommendation is to approve their application for on premises sale of alcoholic beverages.

MOTION made by Councilor Luzier to approve Fox Den's Liquor License Application as presented; second by Councilor Stone.

Discussion: Councilor Stone – Is this were the smoke shop [Vapor Crave] was? **Mills – Yes.**

Councilor Boggs – Are they moving their existing business to the new one? **This is a new business; they will keep their existing location [east side of town] as well.**

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

Opposed: None

Motion carried unanimously.

- **Ordinance No. 1061 – Sprint Franchise Agreement (second reading & adoption)**

Mayor McKnight asked City Recorder, Diane Harris, to read Ordinance No. 1061, title only “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”.

Staff Report – Finance Director, Dan Wilson – Nothing has changed since the first reading.

MOTION made by Councilor Stone to approve Ordinance No. 1061 – Sprint Franchise Agreement as presented; second by Councilor Sumner.

Discussion: None

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

Opposed: None
Motion carried unanimously.

- **Resolution No. 2018.11 – Public Works Department Surplus Property**

Staff Report – Public Works Superintendent, Aaron Swan – Department has 3 pickups and a grasshopper mower to declare as surplus property for to the next I-5 Auction. They are all pretty old and beat up and the department has been fortunate enough to replace them.

MOTION made by Councilor Luzier to approve Resolution No. 2018.11 – Public Works Department Surplus Property as presented; second by Councilor Sumner.

Discussion: Councilor Stone – Will the revenue go back into a reserve fund? *Wilson – Correct.*

Councilor Tomlinson – Has City considered another option of selling these items ourselves rather than at an auction and paying the auction fees? Could possibly make more money instead of earning \$500 and giving the auctioneer \$300. *Swan – This has been our practice to surplus the items for auction. It would be very time consuming to sell ourselves.* Suggest taking them to a local car lot on consignment and asking for bluebook price, the pickups are still worth something. *Swan – The ‘96 Ford F150 has a bad transmission, repair costs are more than truck’s value. The mower (from the ‘90’s) is the same situation, ‘01 F150 was stolen a few years ago, and received body damage during that incident. The ‘01 GMC is the only vehicle they may do better selling outright rather than at auction.* Maybe need to take a look at that, see what the value is. *Gillham – Staff has done this analysis many times. For government, it is not a matter of just putting it up for sale, there are selling requirements. Selling outright would require City Attorney involvement, and staff time managing and overseeing it. Essentially we have to put it out to bid, sending items the auction is easier, clean, legal, and requires no special advertising. This only occurs every other year, and total fiscal ramifications to the budget may be around \$2,000.*

Swan – Will find out what the auction rate is. Councilor Stone – Believe their fee is 10%.

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.12 – Supplemental Budget Adjustment**

Staff Report – Wilson – The paving schedule was moved up a month, therefore expenses will be coming out this current fiscal year rather than next, as budgeted. The bulk of the paving will be done in June amounting to around \$1million. Therefore, a budget adjustment is needed; whatever isn’t spent will roll back into next fiscal year’s budget.

MOTION made by Councilor Vincent to approve Resolution No. 2018.12 – Supplemental Budget Adjustment as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – How are we doing on that project’s budget? *Wilson – We’re on track.* Have there been a lot of change orders? *Swan – No there haven’t.*

Councilor Sumner – The money that is being used is from next year’s budget? *Yes.* So it would have been spent anyway. *Correct, it’s the timing of it that is the factor.*

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2018.13 – Douglas County Transit District Formation**

Staff Report – Harris explained City received the proposed resolution from Douglas County regarding the formation of Douglas County Transit District. County Commissioner’s request resolutions are adopted by July 5th, to allow time for the election of Transit District Board members to be on the November 2018 ballot. The formation of the district is of no cost to cities, but a shift in governance from Commissioner’s control to the Transit District’s board.

MOTION made by Councilor Stone to approve Resolution No. 2018.13 – Douglas County Transit District Formation as presented; second by Councilor Boggs.

Discussion: Councilor Stone – How will this work? It sounds like this is federal and state funded. **Gillham – Yes, federal government is the principal funder, much like our Dial-A-Ride program.** What are the ramifications down the road, if they run out of money, is City committed to helping fund it? **No.**

Councilor Luzier – Makes me nervous when the county says it's not going to cost the cities anything. Feel it needs a closer look to make sure cities are not going to be asked to kick in money to keep this going.

Why is the county getting rid of it? **Gillham – The County are over-seers and a pass-through for federal funds, if approved it will be managed by a Transit District Board. Funding stays the same.**

Councilor Boggs – What is the process in choosing the board, will they be handpicked or elected. **City Attorney, Chad Jacobs – If district is formed, in November an election will be held for Board Directors.**

Councilor Tomlinson spoke concerns comparing Eugene's Transit District and issues involved with residents being taxed, is there a chance this could turn out that way? **Gillham – Don't believe the Douglas County Transit District has the same taxing authority as Lane County.**

Jacobs – This is basically creating a separate government entity dealing with transportation issues. If wanting to impose a property tax, it has to go before the vote of the people. By the city consenting to this, the city will be a part of that district, if there is a vote regarding property taxes, the resident of Sutherlin would have a say.

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

Opposed: Councilor Tomlinson.

Motion carried.

WORKSHOP

- **Raise Funds to Pave Red Rock Road**

Staff Report – Gillham – Will let the Staff Report stand on its own, still moving forward with some sort of plan in the future.

- **Wastewater Construction Schedule**

Staff Report – Community Development Director, Brian Elliott – Received a Wastewater Critical Path Construction Schedule from Tapani (included in packet). This gives Council an idea on what will be taking place in the next 18 months. Weekly progress meetings are being held; every three months Dyer Partnership to attend Council Meetings to provide updates, their first they appearance will be July 23rd.

REPORTS

- **Central Avenue Paving Update**

Staff Report – Swan provided project updates. Paving has gone well, have moved from Church Road to Willamette Street. Tonight will continue to just past Opal Street on the north side going east, and tomorrow night do the south side. They are now past the tough intersections and closures; however, there will still be some congestion

Comments:

- Loose gravel was left on Dovetail Lane, not sure if city is supposed to sweep that off. **Swan – Will send the street sweeper out to take care of it in the next day or so.**

ADJOURNMENT –

With no further business meeting adjourned at 7:34pm.

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: contract with Meter Readers | | | | Meeting Date: | 7-23-2018 |
| Purpose: | Action Item x | Workshop | Report Only | Discussion | Update |
| Submitted By: Aaron Swan, Public Works Director | | | | City Manager Review | |
| Attachments: Proposed Contract | | | | | |

EXPLANATION

After completing a six-month trial period for manual meter reading services, the City would like to continue with the services provided by Meter Readers, LLC. Staff is seeking approval from Council to enter into a one-year contract. The contract states that Meter Readers, LLC, will charge .82 cents per meter, equating to approximately \$2500.00 per month, to manually read our meters and provide the necessary data.

OPTIONS

N/A

SUGGESTED MOTION(S)

Motion to approve the one-year contract with Meter Readers, LLC services

Motion to not approve the one-year contract with Meter Readers, LLC services

**CITY OF SUTHERLIN, OREGON
PERSONAL SERVICES AGREEMENT
With
METEREADERS, LLC**

AN AGREEMENT between THE CITY OF SUTHERLIN, OREGON ("CITY") and METEREADERS, LLC ("Provider").

WHEREAS, City and Provider believe it in their respective and mutual interests to enter into a written Agreement setting out their understandings concerning Provider's provision of water meter reading services on behalf of the City.

NOW THEREFORE, in consideration of the above recitals and the covenants contained herein, the parties hereby agree as follows:

1. Term

This Agreement runs from is July 1, 2018 through and including June 30, 2019 and may be extended at the City's option if done so in writing for two additional 1 year terms upon agreement of price adjustments, as submitted or negotiated, unless sooner terminated under the provisions of this Agreement.

2. Provider's Services

During each reading period, as defined below, Provider shall read all water meters designated to be read by City. These meters comprise those located in or served by the City. Provider shall not be responsible for readings associated with an opening or closing of customer accounts with City, nor shall Provider be responsible for rereads, checking for vacancies, verifying whether meters are on or off, reading meters inside buildings, pumping flooded vaults, or reading meters inside vaults that are not readable without entering. Further, Provider shall not be responsible for reading meters the access to which is obstructed in such a manner that more than due diligence is required to read the meter, which is inclusive of extreme weather conditions caused by an act of God that would make it impossible for Provider to perform said contracted service during the current reading period. If reading is delayed beyond the reading period, both parties shall decide when the readings shall be completed by Provider for that certain reading period. The reading period shall commence on or near the 8th day of the month. The final results of the meter readings shall be submitted no later than 5 working days after commencement of each reading period.

It is expressly understood between the parties that Provider's primary responsibility under this contract is to read and report meter readings to the City. Provider will make a good faith effort to report meters that appear to require some type of maintenance by City. However, it is understood that Provider is not a legal risk manager for City and it is not possible or feasible for Provider to make legal determinations in every situation as to whether a meter presents a risk of harm to others.

3. City's Obligations

- i. During the term of this Agreement, City grants to Provider the exclusive right to read all water meters located in or served by the City, whether now existing or installed in the duration of this Agreement.
- ii. City agrees to maintain all such meters and meter enclosures in reasonable repair and order at all times so Provider can perform contracted service without undue dangers or hardships.

{00633570; 1 }

- iii. By the 5th day of the month, City shall furnish to Provider a computer text file containing all records of existing meters as necessary to update Provider's database.
- iv. City shall make payments to Provider at their business office in accordance with the payment terms in Sections 5 and 6 below.

4. Provider Identification

Provider shall furnish CITY with Provider's employer identification number as designated by the Internal Revenue Service or if the Internal Revenue Service has designated no employer identification number Provider's Social Security number.

5. Compensation

City agree to pay Provider a monthly amount \$0.82 per meter based on the adjusted number of meters read per month. Provider shall bear any and all other expenses in connection with the services performed hereunder.

6. Payment

Provider will invoice the CITY via email to d.wilson@ci.sutherlin.or.us for Services that it has provided to the CITY. The CITY will pay such invoices thirty (30) days of their receipt from the Provider mailed to Provider's business office at PO Box 1902, Lake Oswego, OR 97035.

7. Warranty

The Provider represents and warrants that:

- i. it will perform the Services with reasonable care and skill; and
- ii. the Services and the materials provided by the Provider to the CITY under this Agreement will not infringe or violate any intellectual property rights or other right of any third party.
- iii. Provider has the skill and knowledge possessed by well-informed members of its industry, trade or profession and Provider will apply that skill and knowledge with care and diligence to perform the Services in a professional manner and according to standards prevalent in the Provider's industry, trade or profession; and
- iv. Provider is and will be at all times during the term of this Agreement, qualified, professionally competent, and duly licensed to perform the Services.

8. Project Managers

CITY's Project Manager is Aaron Swan. Provider's Project Manager is Greg Reynolds. Each party shall give the other written notification of any change in their respective Project Manager.

9. Project Information

Provider agrees to share all information related to provision of Services, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the Services. No information, news, or press releases related to the Services shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior authorization of City's Project Manager.

10. Duty to Inform

Provider shall give prompt written notice to City's Project Manager if, at any time during the performance of this Agreement, Provider becomes aware of actual or potential problems, faults or defects with Provider's Services, any nonconformity with the contract, or with any federal, state, or local

{00633570; 1 }

law, rule or regulation, or has any objection to any decision or order made by City. Any delay or failure on the part of City to provide a written response to Provider shall constitute neither agreement with nor acquiescence in Provider's statement or claim and shall not constitute a waiver of any of City's rights.

11. Provider is Independent Contractor

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this contract. Provider hereby expressly acknowledges and agrees that as an independent contractor, Provider is not entitled to indemnification by the CITY or the provision of a defense by the CITY under the terms of ORS 30.285. This acknowledgment by Provider shall not affect his/her independent ability (or the ability of his/her insurer) to assert the monetary limitations found at ORS 30.270, the immunities listed at ORS 30.265, or other limitations affecting the assertion of any claim under the terms of the Oregon Tort Claims Act (ORS 30.260 to ORS30.300). It is also expressly understood and agreed that Provider is not the agent of City and has no power or authority to bind City on any basis whatsoever, nor may Provider hold themselves out as an agent of the City.

12. Overtime

Any person employed on work under this contract, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC§201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week.

13. Indemnity and Insurance

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the performance of this Agreement and shall hold harmless from and indemnify and defend City, its officers, employees and agents for any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in the course of performing this Agreement. To the extent permitted by law, and subject to the limits in the Oregon Tort Claims Act, City agrees to defend, indemnify and hold Provider, its officers, employees and agents harmless from any and all injuries, claims or lawsuits occurring as a result of meters (including meter lids and boxes) being improperly maintained by the City.
- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, officers, agents and employees. Coverage shall include personal injury, bodily injury (including death) and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than Two Million dollars (\$2,000,000.00) combined single limit per occurrence. Such insurance shall name City as an additional insured.
- iii. Workers' Compensation Coverage: Provider certifies that Provider has qualified for State of Oregon Workers' Compensation coverage for all Provider's employees who are subject to Oregon's Workers' Compensation statute, either as a carrier-insured employer as provided by ORS 656.407, or as a self-insured employer. Provider shall provide to City within ten (10) days after Agreement award a certificate of insurance evidencing coverage of all subject workers under Oregon's Workers' Compensation statutes insured by an insurance company satisfactory to City, if any. The certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without thirty (30) days' advance written notice to City. A copy of the certificate of self-insurance issued by the State shall be provided to City if the Provider is self-insured.
- iv. Certificates: Provider shall provide to the City certificates of insurance and additional insured policy

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endorsements signed by the insurance carrier showing that the coverage required by this Agreement with Insurance Services Office (ISO) form numbers to identify the specific coverage that has been obtained and the effective dates of the insurance policies. Provider shall provide such certificates of insurance and additional insured policy endorsement to City prior to commencement of any work under this Agreement. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled. The City may reject any proposed certificate if the insurance proposed to be provided is not the same as the coverage required by the Agreement, may reject the certificate if it is unclear, or require that the underlying policy be presented for review. If the City determines that the certificates are unclear, Provider shall provide revised certificates that clearly show the insurance required by the Agreement has been obtained. Review or approval of the City of any insurance certificate does not excuse Provider from providing the insurance required by the Agreement.

- v. Primary Coverage: The coverage provided by insurance required under this Agreement shall be primary, and any other insurance carried by City shall be excess.

14. Work is Property of CITY

All work, including but not limited to meter readings, documents, drawings, papers, and photographs, performed or produced by Provider under this Agreement shall be the property of City.

15. Law of Oregon

The Agreement shall be governed by the laws of the State of Oregon. Venue shall be in Douglas County, Oregon.

16. Errors

Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost.

17. Extra or Changes in Work

Only the City Manager or Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

18. Successors and Assignments

- i. Both City and Provider bind themselves and any partner, successor, executor, administrator, or assign to this contract.
- ii. Neither City nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the others. Provider must seek and obtain City's written consent before subcontracting any part of the work required of Provider under this contract. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

19. Records

- i. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other

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- pending matters are closed.
- ii. Provider shall allow City (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

20. Breach of Contract

- i. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or City notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this paragraph, City may terminate that part of the Agreement affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this contract.
- ii. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, City may declare Provider in default and pursue any remedy available for a default.
- iii. Pending a decision to terminate all or part of this Agreement, City unilaterally may order Provider to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after CITY ordered suspension of those services. If City suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.
- iv. To recover amounts due under this paragraph, City may withhold from any amounts owed by City to Provider, including but not limited to, amounts owed under this or any other Agreement between Provider and City.

21. Mediation/ Trial without a jury

Should any dispute arise between the parties to this Agreement concerning their respective obligations of either or the terms hereof, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees in both mediation and litigation.

The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Douglas County unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator may then be appointed by the presiding judge of the Douglas County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

22. Termination for Convenience

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The City may terminate all or part of this Agreement at any time for its own convenience by written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior to actual notice of the termination or the receipt of the City's written notice of termination, whichever is earlier, plus Provider's reasonable costs actually incurred in closing out the contract.

23. Intellectual Property

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement shall vest in the CITY. Provider shall execute any assignment or other documents necessary to effect this paragraph. City may retain a nonexclusive right to use any intellectual property that is subject to this paragraph. Provider shall transfer to the City any data or other tangible property generated by Provider under this Agreement and necessary for the beneficial use of intellectual property covered by this paragraph.

24. Payment for Labor or Material

Provider shall make payment promptly, as due, to all persons supplying to Provider labor or material for the prosecution of the work provided for in this contract. (ORS 279B.220)

25. Contributions to the Industrial Accident Fund

Provider shall pay all contributions or amounts due the Industrial Accident Fund from Provider incurred in the performance of this contract, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

26. Income Tax Withholding

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS279B.220)

27. Payment of Claims by the CITY

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this contract. The City's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

28. Hours of Labor

Provider shall pay employees for overtime work performed under the terms of this Agreement in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938. (29 USC §§ 201 *et. seq.*)

29. Medical Care for Employees

Provider shall make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Provider's employee(s), all sums which Provider agrees to pay for such services and all monies and sums which

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Provider collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

30. Confidentiality

Provider agrees that all information provided by City or obtained by Provider through performance of this Agreement shall be confidential and shall not be disclosed or otherwise provided to any other person.

31. Modification

Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of CITY and Provider.

32. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.


33. Integration

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, METEREADERS and CITY have executed this Service Agreement as of the day and year written below. Individuals signing on behalf of a principle warrant that they have the authority to bind their principles.

METEREADERS, LLC

CITY OF SUTHERLIN

By 

Name, Title Greg Reynolds
Manager/Company Rep.

Date 7/9/18

By _____

Name, Title _____

Date _____

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

www.ci.sutherlin.or.us

City of Sutherlin

| STAFF REPORT | | | | | |
|---|--|--------------------------------------|-------------|--|------------------------------------|
| Re: In-Car Radio Repeaters Approval | | | | Meeting Date: | July 23, 2018 |
| Purpose: | Action Item <input checked="" type="checkbox"/> | Workshop <input type="checkbox"/> | Report Only | Discussion <input type="checkbox"/> | Update <input type="checkbox"/> |
| Submitted By: Troy Mills, Chief of Police | | | | City Manager Review | <input type="checkbox"/> |
| Attachments: Vehicle Repeater Purchase and Installation quote from Day Wireless | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting the City Council's approval for the purchase and installation of six (6) Futurecom VRX-1000 In-Car Radio Repeaters.

EXPLANATION

During the budget preparation and presentation for FY2018/2019 budget, the Sutherlin Police Department requested funding for the installation of seven In-Car Repeaters to alleviate the current radio communication problem. After a month long demo of the Futurecom In-Car Repeater, it was determined this system solved most if not all of our current radio communication issues especially in city center and rural areas.

Although the budget was adopted for the installation of seven repeaters, an unforeseen price increase occurred within Futurecom and Day Wireless for the related equipment. Unfortunately, the repeater system is sold exclusively through Motorola (Day Wireless), so no competitive bid process could occur. Due to this price increase, six repeaters will be installed instead of the original seven in order to keep within the allotted budget. In order to outfit all police vehicles (7), an additional repeater may be requested in the future if necessary for appropriate radio communications.

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) To approve the purchase and installation of six vehicle radio repeaters.
- 2) To not approve the purchase and installation of six vehicle radio repeaters.



3669 Aviation Way
Medford, OR 97504
(541) 731-7046

clougee@daywireless.com

Quote

Quote # (6) Futurecom Vehicle Re

Date: 7/16/2018

Expiration Date: 10/14/2018

To: Sutherlin Police Department
126 E Central Ave
Sutherlin, OR 97479

Troy Mills
(541) 459-2211
t.mills@ci.sutherlin.or.us

| Day Wireless Contact | Project Name | Payment Terms |
|----------------------|---------------------------------|---------------|
| Cameron Lougee | (6) Futurecom Vehicle Repeaters | Net 30 |

Parts & Materials

| QTY | Description | Price | Extended Price |
|-------------------------|--|------------|--------------------|
| 6 | VRX1000 - VHF 136-174 MHZ | \$2,847.50 | \$17,085.00 |
| 6 | DVR/VRX FOR USE WITH SINGLE BAND APX MOBILE | \$0.00 | \$0.00 |
| 6 | ADD: VRX1000 - IN-BAND FILTER KIT PLAN B - VHF (136-174) | \$1,827.50 | \$10,965.00 |
| 6 | ADD: VRX1000 IN-BAND STACKED MOUNT KIT OPTION | \$68.00 | \$408.00 |
| 6 | UNITY GAIN ANTENNA QUARTERWAVE VHF 162-174 - ROOF MOUNT | \$17.52 | \$105.12 |
| 19 | ADD: DVRS PSU ACTIVATION APX PORTABLE FLASHPORT | \$83.95 | \$1,595.05 |
| 6 | ADD: DVRS MSU ACTIVATION APX MOBILE | \$210.24 | \$1,261.44 |
| Equipment Total: | | | \$31,419.61 |

| Labor | |
|---|-------------------|
| Description of Work | Total |
| REPEATER STAGING, INSTALLATION, PROGRAMMING | \$6,175.00 |
| Labor Total: | \$6,175.00 |

Grand Total: \$37,594.61

Notes

Scope of work includes the installation and programming for (6) vehicle repeaters, software flash upgrade for (6) mobile radios, software flash upgrade for (19) portables, optimization and testing of all equipment.

Quotation for goods and services named.

To Accept this quotation, sign here and return:

Date:

Thank you for your Business



3669 Aviation Way
Medford, OR 97504
(541) 731-7046
clougee@daywireless.com

Quote

Quote # (7) Futurecom Vehicle Re
Date: 7/16/2018
Expiration Date: 10/14/2018

To: Sutherlin Police Department
126 E Central Ave
Sutherlin, OR 97479

Troy Mills
(541) 459-2211
t.mills@ci.sutherlin.or.us

| Day Wireless Contact | Project Name | Payment Terms |
|----------------------|---------------------------------|---------------|
| Cameron Lougee | (7) Futurecom Vehicle Repeaters | Net 30 |

Parts & Materials

| QTY | Description | Price | Extended Price |
|-------------------------|--|------------|--------------------|
| 7 | VRX1000 - VHF 136-174 MHZ | \$2,847.50 | \$19,932.50 |
| 7 | DVR/VRX FOR USE WITH SINGLE BAND APX MOBILE | \$0.00 | \$0.00 |
| 7 | ADD: VRX1000 - IN-BAND FILTER KIT PLAN B - VHF (136-174) | \$1,827.50 | \$12,792.50 |
| 7 | ADD: VRX1000 IN-BAND STACKED MOUNT KIT OPTION | \$68.00 | \$476.00 |
| 7 | UNITY GAIN ANTENNA QUARTERWAVE VHF 162-174 - ROOF MOUNT | \$17.52 | \$122.64 |
| 19 | ADD: DVRS PSU ACTIVATION APX PORTABLE FLASHPORT | \$83.95 | \$1,595.05 |
| 7 | ADD: DVRS MSU ACTIVATION APX MOBILE | \$210.24 | \$1,471.68 |
| Equipment Total: | | | \$36,390.37 |

| Labor | |
|---|-------------------|
| Description of Work | Total |
| REPEATER STAGING, INSTALLATION, PROGRAMMING | \$7,125.00 |
| Labor Total: | \$7,125.00 |

Grand Total: **\$43,515.37**

Notes

Scope of work includes the installation and programming for (7) vehicle repeaters, software flash upgrade for (7) mobile radios, software flash upgrade for (19) portables, optimization and testing of all equipment.

Quotation for goods and services named.

To Accept this quotation, sign here and return:

Date:

Thank you for your Business



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

www.ci.sutherlin.or.us

City of Sutherlin

| STAFF REPORT | | | | | |
|--|--|--------------------------------------|-------------|---|------------------------------------|
| Re: In-Car Camera Purchase Approval | | | | Meeting Date: | July 23, 2018 |
| Purpose: | Action Item <input checked="" type="checkbox"/> | Workshop <input type="checkbox"/> | Report Only | Discussion <input type="checkbox"/> | Update <input type="checkbox"/> |
| Submitted By: Troy Mills, Chief of Police | | | | City Manager Review <input type="checkbox"/> | |
| Attachments: Axon In-Car Camera Purchase and Installation quote from Axon Enterprises, Inc | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting the City Council's approval for the purchase and installation of seven (7) Axon In-Car Camera Systems.

EXPLANATION

During the budget preparation and presentation for FY2018/2019 budget, the Sutherlin Police Department requested funding for the installation of seven In-Car Axon Camera Systems to replace the previous systems that were outdated and no longer reliable. The Axon In-Car Camera systems are a one of a kind product and there will be no competitive bid process. See the attached bid from Axon Enterprise, Inc.

OPTIONS

N/A

SUGGESTED MOTION(S)

- 1) To approve the purchase and installation of seven In-Car Axon Camera Systems.
- 2) To not approve the purchase and installation of seven In-Car Axon Camera Systems.



Axon Enterprise, Inc.
Protect Life.
17800 N 85th St.
Scottsdale, Arizona, 85255
United States
Phone: (800) 978-2737

QUOTE: Q-154700-43144.708KP

Issue Date: 02/13/2018

Quote Expiration: 07/31/2018

Account Number: 116126

Start Date: 08/01/2018
Payment Terms: Net 30
Delivery Method: Fedex - Ground

Sales Representative:

Kyle Panasewicz
Phone: (480) 905-2071
Email: kylep@axon.com
Fax: (480) 658-0673

Primary Contact:

Troy Mills
1-541-459-2211
t.mills@ci.sutherlin.or.us

BILL TO:

Sutherlin Police Dept. - OR
126 E Central Avenue
Sutherlin, OR 97479
US

SHIP TO:

Troy Mills
Sutherlin Police Dept. - OR
126 E Central Avenue
Sutherlin, OR 97479
US

Year 1

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|----------------------------------|--|----------|----------------|-------------|
| Axon Plans & Packages | | | | |
| 80156 | FLEET 2 UNLIMITED PACKAGE: YEAR 1 PAYMENT | 7 | 774.00 | 5,418.00 |
| Hardware | | | | |
| 71079 | CAMERA SYSTEM, FRONT, FLEET 2 | 7 | 0.00 | 0.00 |
| 71080 | CAMERA MOUNT, FRONT, FLEET 2 | 7 | 0.00 | 0.00 |
| 71081 | CAMERA SYSTEM, REAR, WITH MOUNT, FLEET 2 | 7 | 0.00 | 0.00 |
| 71082 | CAMERA CONTROLLER, REAR, FLEET 2 | 7 | 0.00 | 0.00 |
| 71083 | CONTROLLER MOUNT, REAR CAMERA, FLEET 2 | 7 | 0.00 | 0.00 |
| 70112 | AXON SIGNAL UNIT | 7 | 0.00 | 0.00 |
| 71084 | JUNCTION BOX, FLEET 2 | 7 | 0.00 | 0.00 |
| 71085 | CABLE ASSEMBLY, BATTERY BOX TO JUNCTION BOX, FLEET 2 | 7 | 0.00 | 0.00 |
| 74024 | BATTERY SYSTEM, AXON FLEET | 14 | 0.00 | 0.00 |
| 71022 | FLEET CABLE ASSEMBLY, POWER | 14 | 0.00 | 0.00 |
| 74027 | Axon Fleet Dongle | 7 | 0.00 | 0.00 |
| 11605 | CRADLEPOINT ROUTER - IBR900LP6 | 7 | 880.00 | 6,160.00 |
| 11511 | ROUTER ANTENNA, FLEET | 7 | 270.00 | 1,890.00 |
| 11521 | CRADLEPOINT - NETCLOUD + CRADLECARE - 5 YEARS | 7 | 550.00 | 3,850.00 |
| 74027 | Axon Fleet Dongle | 7 | 0.00 | 0.00 |
| Services | | | | |
| 74063 | STANDARD FLEET INSTALLATION (PER VEHICLE) | 7 | 1,200.00 | 8,400.00 |
| WiFi Offload | | | | |
| 74074 | WI-FI OFFLOAD SERVER HARDWARE | 1 | 3,500.00 | 3,500.00 |
| 71039 | WI-FI OFFLOAD, SOFTWARE LICENSE | 1 | 600.00 | 600.00 |

Year 1 (Continued)

| Item | Description | Quantity | Unit Price | Total (USD) |
|---------------------------------|--|----------|--------------------|-------------|
| WiFi Offload (Continued) | | | | |
| 74067 | WI-FI OFFLOAD SOFTWARE MAINT, YEAR 1 PAYMENT | 1 | 0.00 | 0.00 |
| | | | Subtotal | 29,818.00 |
| | | | Estimated Shipping | 0.00 |
| | | | Taxes | 0.00 |
| | | | Total | 29,818.00 |

Fleet Spare

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|-----------------|--|----------|----------------|-------------|
| Hardware | | | | |
| 71079 | CAMERA SYSTEM, FRONT, FLEET 2 | 1 | 0.00 | 0.00 |
| 71080 | CAMERA MOUNT, FRONT, FLEET 2 | 1 | 0.00 | 0.00 |
| 71081 | CAMERA SYSTEM, REAR, WITH MOUNT, FLEET 2 | 1 | 0.00 | 0.00 |
| 71082 | CAMERA CONTROLLER, REAR, FLEET 2 | 1 | 0.00 | 0.00 |
| 71083 | CONTROLLER MOUNT, REAR CAMERA, FLEET 2 | 1 | 0.00 | 0.00 |
| 70112 | AXON SIGNAL UNIT | 1 | 0.00 | 0.00 |
| 71084 | JUNCTION BOX, FLEET 2 | 1 | 0.00 | 0.00 |
| 71085 | CABLE ASSEMBLY, BATTERY BOX TO JUNCTION BOX, FLEET 2 | 1 | 0.00 | 0.00 |
| 74024 | BATTERY SYSTEM, AXON FLEET | 2 | 0.00 | 0.00 |
| 71022 | FLEET CABLE ASSEMBLY, POWER | 2 | 0.00 | 0.00 |
| | | | Subtotal | 0.00 |
| | | | Taxes | 0.00 |
| | | | Total | 0.00 |

Year 2

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|----------------------------------|--|----------|----------------|-------------|
| Axon Plans & Packages | | | | |
| 80157 | FLEET 2 UNLIMITED PACKAGE: YEAR 2 PAYMENT | 7 | 1,393.20 | 9,752.40 |
| WiFi Offload | | | | |
| 74068 | WI-FI OFFLOAD SOFTWARE MAINT, YEAR 2 PAYMENT | 1 | 600.00 | 600.00 |
| | | | Subtotal | 10,352.40 |
| | | | Taxes | 0.00 |
| | | | Total | 10,352.40 |

Year 3

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|----------------------------------|--|----------|----------------|-------------|
| Axon Plans & Packages | | | | |
| 80158 | FLEET 2 UNLIMITED PACKAGE: YEAR 3 PAYMENT | 7 | 1,393.20 | 9,752.40 |
| WiFi Offload | | | | |
| 74069 | WI-FI OFFLOAD SOFTWARE MAINT, YEAR 3 PAYMENT | 1 | 600.00 | 600.00 |
| | | | Subtotal | 10,352.40 |
| | | | Taxes | 0.00 |
| | | | Total | 10,352.40 |

Year 4

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|-----------------------|--|----------|----------------|-------------|
| Axon Plans & Packages | | | | |
| 80159 | FLEET 2 UNLIMITED PACKAGE: YEAR 4 PAYMENT | 7 | 1,393.20 | 9,752.40 |
| WiFi Offload | | | | |
| 74070 | WI-FI OFFLOAD SOFTWARE MAINT, YEAR 4 PAYMENT | 1 | 600.00 | 600.00 |
| | | | Subtotal | 10,352.40 |
| | | | Taxes | 0.00 |
| | | | Total | 10,352.40 |

Year 5

| Item | Description | Quantity | Net Unit Price | Total (USD) |
|-----------------------|--|----------|----------------|-------------|
| Axon Plans & Packages | | | | |
| 80160 | FLEET 2 UNLIMITED PACKAGE: YEAR 5 PAYMENT | 7 | 1,393.20 | 9,752.40 |
| WiFi Offload | | | | |
| 74071 | WI-FI OFFLOAD SOFTWARE MAINT, YEAR 5 PAYMENT | 1 | 600.00 | 600.00 |
| | | | Subtotal | 10,352.40 |
| | | | Taxes | 0.00 |
| | | | Total | 10,352.40 |

| | |
|-------------|-----------|
| Grand Total | 71,227.60 |
|-------------|-----------|



Discounts (USD)

Quote Expiration: 07/31/2018

| | |
|--------------|------------------|
| List Amount | 81,084.65 |
| Discounts | 9,857.05 |
| Total | 71,227.60 |

**Total excludes applicable taxes and shipping*

Summary of Payments

| Payment | Amount (USD) |
|--------------------|------------------|
| Year 1 | 29,818.00 |
| Fleet Spare | 0.00 |
| Year 2 | 10,352.40 |
| Year 3 | 10,352.40 |
| Year 4 | 10,352.40 |
| Year 5 | 10,352.40 |
| Grand Total | 71,227.60 |

STATEMENT OF WORK & CONFIGURATION DOCUMENT

Axon Fleet In-Car Recording Platform





This document details a proposed system design

Agency Created For: Sutherlin Police Dept. - OR

Quote: Q-154700-43144.709KP

| | |
|----------------------|-----------------|
| Sold By: | Kyle Panasewicz |
| Designed By: | |
| Installed By: | Axon |
| Target Install Date: | |

VEHICLE OVERVIEW

| SITE NAME | CUSTOMER NAME |
|--|-----------------------------|
| Headquarters | Sutherlin Police Dept. - OR |
| <div> <div> Total Configured Vehicles <ul style="list-style-type: none"> • 7 Total Vehicles with this Configuration </div> <div> Video Capture Sources <ul style="list-style-type: none"> • 14 Total Cameras Deployed • 1 Axon Signal Unit(s) Per Vehicle </div> <div> Mobile Data Terminal Per Vehicle <ul style="list-style-type: none"> • 1 Located In Each Vehicle </div> <div> Mobile Router Per Vehicle <ul style="list-style-type: none"> • 1 Cradlepoint IBR900 Series </div> <div> Offload Mechanism <ul style="list-style-type: none"> • Wi-Fi;Store & Forward </div> <div> Evidence Management System <ul style="list-style-type: none"> • Evidence.com </div> </div> <div>  <p>Axon Camera</p>  <p>Signal Unit</p>  <p>In-Car Router</p>  <p>Battery Box</p> </div> | |

SYSTEM CONFIGURATION DETAILS

The following sections detail the configuration of the Axon Interview recording system

Vehicle Hardware

| | | |
|-----------------------------------|---|--|
| Vehicle Hardware | 2 | Axon Fleet Cameras will be installed in each vehicle |
| | 2 | Axon Fleet Battery Boxes will be installed in each vehicle |
| | 1 | Axon Signal Units will be installed in each vehicle |
| | 1 | Cradlepoint IBR900 Series router will be installed in each vehicle |
| | When triggered, the Axon Signal Unit (ASU) will activate the recording mechanism of all Axon cameras within 30 feet of the vehicle. | |
| Axon Battery Boxes | Each battery box will provide power to its connected camera for up to 4 hours, to allow for video offload while the vehicle is in an off state. | |
| Signal Activation Methods | A recording trigger will occur when the Axon Signal Unit detects a change in voltage on a terminal. All Axon cameras within 30 feet of the triggered Axon signal unit will begin recording. | |
| Mobile Data Terminal | Each vehicle will be equipped with a Mobile Data Terminal | |
| Mobile Data Terminal Requirements | <p>Operating System: Windows 7 or Windows 10 - x32 or x64</p> <p>Hard Drive: Must have 25GB+ of free disk space</p> <p>RAM/Memory: Windows 7 - 4GB or greater Windows 10 - 8GB or greater</p> <p>Ethernet Port: The system requires the MDT to have one dedicated and available Ethernet port reserved for an Ethernet cable from router. The Ethernet port can be located on an electronic and stationary mobile docking station. If a docking station is used, it is the preferred location for the Ethernet port.</p> <p>Wi-Fi Card: The system requires an 802.11n compatible Wi-Fi card using 5Ghz band.</p> <p>USB Ports: If the computer is assigned to the officer and does not remain with the vehicle, then the number dongles ordered should equal the number of officers or the number of computers assigned. At least one dedicated and available USB 2.0 port for the Fleet USB dongle USB Port on MDT or Dock.</p> | |

| | | |
|----------------------------------|--|---------------------------|
| Additional Considerations | If the customer has a MiFi hotspot, embedded cellular, or USB 4G, then the customer must purchase a Cradlepoint router with an external antenna and Cradlecare. For agencies that use NetMotion Mobility, Axon traffic must be passed through; such that it does not use the Mobility VPN tunnel. | |
| | Axon to provide Fleet Cameras, Axon Signal Units and Battery Boxes | |
| Hardware Provisioning | Axon will provide the following router for all vehicles: | Cradlepoint IBR900 Series |
| | The customer will provide an MDT for each vehicle | |

In-Car Network Considerations

| | | | | |
|-----------------------|---|----|--------------------|--|
| Network Requirements | Cradlepoint IBR900 Series will create a dedicated 5Ghz WiFi network within each vehicle. This network will join the Axon Fleet cameras and Mobile Data Terminal together. | | | |
| Network Addressing | IP Addressing | | Total IPs Required | |
| | Axon Fleet Cameras | 14 | 28 | |
| | Mobile Data Terminal | 7 | | |
| | Cradlepoint IBR900 Series | 7 | | |
| Hardware Provisioning | Customer to provide all IP addressing and applicable network information | | | |

Network Consideration Agreement

| | |
|--|--|
| Network Consideration Agreement | Customer acknowledges the minimum requirements for the network to support this Statement of Work. |
| | All Axon employees performing services under this SOW are CJIS certified. |
| | If the network provided by Customer does not meet the minimum requirement, or in the event of a requested change in scope of the project, a Change Order will be required and additional fees may apply. |

Project Management & Training

| | |
|---------------------------|--|
| Project Management | AXON will assign a Project Manager that will provide the expertise to execute a successful Fleet camera deployment and implementation. The Project Manager will have significant knowledge and experience with all phases of the project management lifecycle and with all application modules being implemented. He/she will work closely with the customer's project manager and project team members and will be responsible for completing the tasks required to meet all contract deliverables on time and on budget. |
| Training | AXON will provide on-site training to lead the AXON Fleet deployment. End-user go-live training and support: This training provides individual device set up and configuration assistance, training on device use, Evidence.com and AXON View XL. |

WiFi Offload Considerations

| | |
|------------------------|---|
| WiFi Offload Standards | There will be a maximum of 5 concurrent vehicles offloading at any given time. |
| | 1 servers are required to facilitate the offload of in-car data to Evidence.com |
| | 1 wireless access point(s) are required to facilitate the offload of data to Evidence.com |
| | When in proximity, the <RoutertobeusedwFleet> will connect to the agency's wireless access point(s) and initiate the upload of recorded video content |
| Hardware Provisioning | Customer will provide all wireless access points for instillation. |
| | Axon will provide all server(s) for this instillation. |

Store & Forward Server Considerations

| | |
|-----------------------|---|
| Hardware Provisioning | Customer will provide all wireless access points for instillation. |
| | Axon will provide all server(s) for this instillation. |
| | Customer will provide the data switch for this instillation. |
| | Customer will provide the server rack for this instillation. |
| | Customer will provide the KVM, monitor and mouse for this instillation. |
| | Customer will provide the Uninterruptable Power Supply (UPS) for this instillation. |
| | Servers will maintain a Sustained Disk Write Speed of MBps. |

Network Considerations

| | | | | |
|-------------------------|--------------------------------------|------|----------|--|
| Agency Provided Metrics | Camera Bitrate (see Comments) | 7 | Mbps | |
| | Shifts per Day | 3 | Shifts | |
| | Maximum Offline Time | 1 | Days | |
| | Hours Of video Recorded Per Shift | 3 | Hours | |
| | Number of Vehicles per Shift at Site | 1 | Vehicles | |
| | Max Concurrent Vehicles Offloading | 5 | Vehicles | |
| | Available Internet Upload Bandwidth | 40 | Mbps | |
| Variables | Vehicle Offload Time | 60 | Minutes | |
| | Wi-Fi Overhead | 10 | Percent | |
| | Network Protocol Overhead | 10 | Percent | |
| | Max Storage Utilization % | 90 | Percent | |
| Results | Data Size per Vehicle / Shift | 9450 | MB | |
| | Required Throughput Per Verhicle | 21 | Mbps | |
| | Minimum Wi-Fi Speed | 21 | Mbps | |
| | Total Data per Shift | 9.23 | GB | |

Network Considerations

| | | | | |
|---------|--------------------------------------|---------|------|--|
| Results | Total Data per Day | 27.69 | GB | |
| | Total Offload Bandwidth | 105 | Mbps | |
| | Total Storage | 3076.17 | GB | |
| | Required Sustained Network Bandwidth | 108 | Mbps | |
| | Sustained Disk Write Speed | 13 | Mbps | |
| | Min. Supportable Throughput to E.com | 2.63 | Mbps | |
| | E.com Throughput Difference | 37.38 | Mbps | |

Axon's Sales Terms and Conditions

By signing this Quote, you certify that you have read and agree to the provisions set forth in this Quote and Axon's Master Services and Purchasing Agreement (MSPA), posted at <https://www.axon.com/legal/sales-terms-and-conditions>, as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. You represent that you are legally authorized to sign this Agreement on behalf of your entity. If you do not have this authority, please do not sign this Quote.

Signature: _____ **Date:** _____
Name (Print): _____ **Title:** _____
PO# (Or write N/A): _____

Please sign and email to Kyle Panasewicz at kylep@axon.com or fax to (480) 658-0673

Thank you for being a valued Axon customer. For your convenience on your next order, please check out our online store buy.axon.com

Quote: Q-154700-43144.708KP

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WORKSHOP





City Facilities Security (verbal)





*Strategic Plan
Updates*



126 E. Central Avenue
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Fax: 541-459-9363
www.cityofsutherlin.com

City of Sutherlin

| STAFF REPORT | | | | | |
|--|---|--------------------------------------|---|--|---|
| Re: Maintenance Software Upgrade ArcMaps | | | | Meeting Date: 07-23-18 | |
| 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 <input checked="" type="checkbox"/> | |
| Attachments: None | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council with an update regarding the maintenance software for Geographic Information Systems (GIS).

EXPLANATION

The updated software for GIS was installed August of 2017. Currently City staff has been collecting data for the distribution system. Once we have all the current distribution information compiled and entered into the system, we will start gathering the collection system data and enter it into the system. This process will be ongoing.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable



REPORTS





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541-459-2856
Fax: 541-459-9363
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City of Sutherlin

| STAFF REPORT | | | | | |
|---|---|--------------------------------------|---|--|---|
| Re: Wastewater Treatment Plant Improvements | | | | Meeting Date: 07-23-18 | |
| 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 and Steve Major, The Dyer Partnership Engineers & Planners, Inc. | | | | City Manager Review <input checked="" type="checkbox"/> | |
| Attachments: Wastewater Treatment Plant Improvements (Construction Phase May 29, thru June 30, 2018) | | | | | |

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council with a three month Construction Phase update for the New Wastewater Treatment Plant.

EXPLANATION

On May 16, 2018 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 present a construction update to City Council.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

Not Applicable

City of Sutherlin

Wastewater Treatment Plant Improvements

Construction Phase

May 29, 2018 thru June 30, 2018



The Dyer Partnership Engineers and Planners

SITE PREP & STAGING



Construction of the staging area west of the existing WWTP plant. (Banducci property)



The Dyer Partnership Engineers and Planners

SITE PREP & STAGING



**Finished staging area
with cattle fence and silt
fence around the
perimeter.**



The Dyer Partnership Engineers and Planners

SITE PREP & STAGING



Demolition of existing landscape area and entrance gate to aid in truck turning movements.



The Dyer Partnership Engineers and Planners

SITE PREP & STAGING



Stripping of the organic layer under the new Control Building and graveled access road.



The Dyer Partnership Engineers and Planners

SITE PREP & STAGING



Stockpiling of various construction materials.



The Dyer Partnership Engineers and Planners

SBR



**Excavation of the
subgrade for the SBR
concrete slab-on-grade
and footing.**



The Dyer Partnership Engineers and Planners

SBR



Placement of geotextile fabric and rock base for the SBR concrete slab-on-grade.



The Dyer Partnership Engineers and Planners

SBR



**Compaction of final lift of
rock base for the SBR
concrete slab-on-grade.**



The Dyer Partnership Engineers and Planners

SBR

**Compaction testing of the
rock base for the SBR
concrete slab-on-grade.**



The Dyer Partnership Engineers and Planners

SBR



**Installation of the SBR
drain line and reinforcing
steel.**



The Dyer Partnership Engineers and Planners

SBR



Placement of the bottom mat of reinforcing steel for the SBR concrete slab-on-grade with footing formwork in the foreground.



The Dyer Partnership Engineers and Planners

SBR



Staging of reinforcing steel for the top mat of the SBR slab-on-grade and walls.



The Dyer Partnership Engineers and Planners

SITE WORK



Installation of temporary power service and utility poles for new primary power service.



The Dyer Partnership Engineers and Planners

SITE WORK



**Placement of rock base
for new Control Building
and graveled access road.**



The Dyer Partnership Engineers and Planners

SITE WORK



Potholing of various piping systems and utilities. (existing PVC 8-inch waterline shown)



The Dyer Partnership Engineers and Planners

SITE WORK



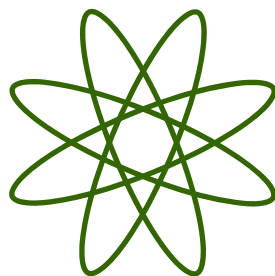
**Removal and replacement
of four 12-inch culverts
along existing main access
road.**



The Dyer Partnership Engineers and Planners



Central Avenue Updates





ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

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

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

| | | | | |
|--|----------------|--|---|---|
| MAY 2018 | | | | |
| 05/14/18 | PW/Water | Update Water Master/Mgt & Conservation Plan | Report to Council | ✓ |
| 05/14/18 | PW/Water | Water Rights, Water Agreement Review and Implementation | Report to Council - March 12th Mtg | ✓ |
| JUN 2018 | | | | |
| 06/25/18 | PW Fac/Parks | Raise funds to pave Red Rock Road | Report to Council | ✓ |
| JUL 2018 | | | | |
| 07/23/18 | CDD/Planning | Maintenance Software Upgrade | Report to Council | ✓ |
| AUG 2018 | | | | |
| | | | | |
| SEP 2018 | | | | |
| 09/24/18 | 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 | |

Diane Harris

From: Diane Harris
Sent: Wednesday, July 18, 2018 11:46 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: 0. AGENDA.pdf

Greetings!

Please see attached agenda for the July 23rd Sutherlin City Council Meeting.

Thank you,

Diane Harris, CMC

City Recorder/HR Manager
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(541) 459-2856 ext 207
d.harris@ci.sutherlin.or.us