



**City of Sutherlin  
Regular Council Meeting  
Monday, July 8, 2019  
Civic Auditorium – 7:00 p.m.  
AGENDA**

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

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

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

**5. PRESENTATIONS**

- a. City Manager Intern

**6. CONSENT AGENDA**

- a. June 10, 2019 Minutes – Regular Meeting

**7. COUNCIL BUSINESS**

- a. Contract Award – SDC Study
- b. Procurement of Code Enforcement Vehicle
- c. DEQ Loan Request for WWTP Upgrade

**8. REPORTS**

- a. Sutherlin Sanitary Update – Pat Fahey
- b. Urban Renewal Feasibility Study – City Manager Intern

**9. STRATEGIC PLAN UPDATE** (Reports in Council Packet)

- a. Strategic Plan (New Version)

**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*



# **Call to Order & Flag Salute**





# ROLL CALL





# **Introduction Of Media**







# **PUBLIC COMMENT**

**Agenda Items only**





# **Presentations and/or Proclamations**





# **INTRODUCTION CITY MANAGER INTERVIEW**





# Consent Agenda



**CITY OF SUTHERLIN**  
**Regular City Council Meeting**  
**Sutherlin Civic Auditorium**  
**Monday, June 10, 2019 – 7:00pm**

**COUNCIL MEMBERS:**

Tom Boggs, Forrest Stone, Michelle Sumner, Travis Tomlinson, Seth Vincent and Becky Wattles

**MAYOR:** Todd McKnight

**CITY STAFF:** City Manager, Jerry Gillham

Finance Director/Assistant City Manager, Dan Wilson

City Recorder, Diane Harris

Deputy City Recorder, Melanie Masterfield

Community Development Director, Brian Elliott

Community Development Specialist, Kristi Gilbert

Public Works Director, Aaron Swan

Police Chief, Troy Mills

Fire Chief, Mike Lane

City Attorney, Chad Jacobs (via Skype)

**Audience:** None

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

**Flag Salute:**

**Roll Call:**

**Introduction of Media:** None

**PUBLIC COMMENT** (agenda items only)

None

**CONSENT AGENDA**

- **May 13, 2019 Minutes – Regular Meeting**
- **May 28, 2019 Minutes – Workshop Meeting**

**MOTION** made by Councilor Boggs to approve Consent Agendas; second by Councilor Sumner.

Discussion: None

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

Opposed: None

Motion carried unanimously.

**COUNCIL BUSINESS**

- **Resolution No. 2019.13 – Fee Schedule – Public Records Request & Subdivision Fees**

Staff Report – City Recorder, Diane Harris presented an updated fee schedule for approval. Current Public Records Request fees are \$25/hour, not to exceed \$45/hour and don't include IT (technical) or Attorney service fees. The new fees will state that after 30 minutes of research, costs will be associated with staff's wages/benefits and IT/attorney fees will be charged per hour.

At the Council meeting on May 28, 2019, this resolution would also implement contracted services with The Dyer Partnership Engineers and Planners, Inc. to provide engineer review services. The fees will range from \$150 to over \$3,000 depending on development and completeness of submitted plans.

**MOTION** made by Councilor Wattles to approve Resolution No. 2019.13 – Public Records Request & Subdivision Fees as presented; second by Councilor Sumner.

Discussion: Councilor Stone – How often do we get public records requests? *Harris – It's random.* How much does the average request cost? *The first half hour, there's no charge except for copies. It depends on what staff member is working on it. If the cost will be over \$25, the vendor is contacted and informed.*

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

Opposed: None

Motion carried unanimously.

- **Resolution No. 2019.14 – Budget Appropriations Adjustment**

Staff Report – Finance Director, Dan Wilson asked Council to consider approving this resolution to adjust appropriations for fiscal year 2018-19. The resolution is outlined for those adjustments.

**MOTION** made by Councilor Boggs to approve Resolution 2019.14 – Budget Appropriations Adjustment as presented; second by Councilor Tomlinson.

Discussion: Councilor Boggs – The Staff Report states four adjustments, but only three are listed? *Wilson – apologies for the mix-up. There are only three adjustments.* How much vacation time can be saved? *An employee can accrue two years.*

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

Opposed: None

Motion carried unanimously.

- **Liquor License Approval – A.M. S-Mart**

Staff Report – Chief of Police, Troy Mills received an application for off premise sales of alcoholic beverages at a new retail business in city limits at 333 E. Central Ave (the old PDQ market). The Police Department has found no information that would be viewed as disqualifying by the Oregon Liquor Control Commission (OLCC).

**MOTION** made by Councilor Vincent to approve the Liquor License for A.M. S-Mart as presented; second by Councilor Wattles.

Discussion:

- Councilor Stone – How far is the store from the school grounds? *Mills – Not sure.* Councilor Stone wanted it on record that alcohol is being sold 200 feet from school grounds.
- Councilor Sumner – Was alcohol previously sold there? Is it just changing owners? *Yes*

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

Opposed: Councilor Stone

Motion carried.

## **REPORTS**

City Manager, Jerry Gilham asked Council to consider canceling the June 24, 2019 meeting do to no actionable agenda items. Council agreed unanimously.

## **CITY COUNCIL COMMENTS**

### **Councilor Wattles**

- None

### **Councilor Boggs**

- None

### **Councilor Tomlinson**

- None

### **Councilor Sumner**

- The flower baskets look amazing.

### **Councilor Vincent**

- Hasn't heard any comments from citizens. Excited to see the Valentine Street project when it's done.

**Councilor Stone**

- Is the Central project finished? *Public Works Director, Aaron Swan - No. What's left to be done? A few ADA ramps need to be re-done. Waiting to hear from the engineer.*  
*Gillham – Assured Council that we will be 100% on point with construction. There may be some additional engineering costs. Community Development Director, Brian Elliott is working with Heberly Engineering and will provide a final report at the first Council meeting in July.*
- What are the projected extra sewer plant fees going to be? *Wilson - Original loan was \$18.5 million, anticipating another 1.5 million needed and is working with DEQ to get finalization.*
- Are we getting the traffic signal west of town? *Elliott - It's was discussed at the TSP meeting.*

**Mayor McKnight**

- None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

With no further business meeting adjourned at 7:18 p.m.

Mayor McKnight announced Council will take a 5-minute break before meeting in Executive Session – ORS 192.660(2) (i) – Performance Evaluation of Public Officers, Employees and Staff to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

Executive Session called to order at 7:19 p.m.

Executive Session adjourned at 7:33 p.m.

Approved:

\_\_\_\_\_  
Jerry Gillham, City Manager

Respectfully submitted by,

\_\_\_\_\_  
Melanie Masterfield, Deputy 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					
<b>Re: SDC Methodology Review/Update Contract Approval</b>				Meeting Date:	07/08/19
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Dan Wilson, Finance Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Personal Services Contract					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approval of personal services contract with Donovan Enterprises Inc. for the purpose of conducting a SDC methodology review/update.

### EXPLANATION

Part of the City's strategic plan is to perform a SDC methodology review which could include an update to our current fee schedule. The City conducted a request for proposal in March 2019 and received two responses. City staff and members of council reviewed the responses and interviewed the potential candidates. Donovan Enterprises Inc. was selected by all involved.

### OPTIONS

Approve personal services contract with Donovan Enterprises Inc. in the amount of \$36,080.

Do not approve personal services contract.

### SUGGESTED MOTION(S)

Move to approve personal services contract, as presented, with Donovan Enterprises Inc. in the amount of \$36,080.



## **CITY OF SUTHERLIN, OREGON PERSONAL SERVICES CONTRACT**

A CONTRACT between THE CITY OF SUTHERLIN, OREGON ("City"), and Donovan Enterprises, Inc. ("Provider")

WHEREAS, City and Provider believe it in their mutual interest to enter into a written contract setting out their understandings concerning Provider's provision of utility rate study services to the City for the 2019 System Development Charges Methodology Update.

### **1. Term**

The term of this contract shall be from \_\_\_\_\_, 2019 until not later than June 30, 2020 unless sooner terminated under the provisions of this contract.

### **2. Provider's Service**

The scope of Provider's services and time of performance under this contract are set forth in Exhibit "A". All provisions and covenants contained in said exhibit are hereby incorporated by reference and shall become a part of this contract as if fully set forth. Any conflict between this contract and Provider's proposal (if any) shall be resolved first in favor of this written contract. Provider will, in the rendering of its services to City, use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this contract and Exhibit "A".

### **3. Provider Identification**

Provider shall furnish to City 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.

### **4. Compensation**

City agrees to pay Provider at the times and in the amount(s) set out in and in accordance with Exhibit "A".

### **5. Project Managers**

City's Project Manager is Dan Wilson. Provider's Project Manager is Steve Donovan. Each party shall give the other written notification of any change in their respective Project Manager.

### **6. Project Information**

Provider agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with the project. No information, news, or press releases related to the project 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.

## **7. Duty to Inform**

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

## **8. 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 ORS 30.300).

## **9. 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.

## **10. Indemnity and Insurance**

- i. Indemnity: Provider acknowledges responsibility for any and all liability arising out of the performance of this contract and shall hold City and its Councilors, officers, agents and employees, harmless from and indemnify and defend the City and its Councilors officers, agents and employees, from and against any and all claims, actions, liability, settlements, loss, costs, and expenses (including attorney fees and other costs of defense) 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 contract.
- ii. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of Provider, City, its Councilors, 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, with an annual aggregate of Three Million dollars \$3,000,000 for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover Provider's indemnification obligations under this contract. Such insurance shall name City its Councilors, officers, agents and employees 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 contract 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. Professional Errors and Omissions: Provider shall provide City with evidence of professional errors and omissions liability insurance for the protection of Provider and its employees, insuring against claims for professional acts, errors or omissions arising out of or resulting from Provider's negligent acts, omissions, activities or services, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall be endorsed to include contractual liability.
- v. Certificates: Prior to the commencement of services under this Agreement, Provider shall furnish City a copy of each policy or certificates in a form satisfactory to the City evidencing the date, amount, and type of insurance required by this contract. All policies will provide for not less than thirty (30) days' written notice to City before they may be canceled.
- vi. Primary Coverage: The coverage provided by insurance required under this contract shall be primary not contributing with or in excess of any coverage which City may carry.
- vii. The adequacy of all insurance policies for compliance with this Section shall be subject to approval by City's Project Manager. Failure to maintain any insurance coverage required by the Section shall be cause for immediate termination of the Agreement by City.

#### **11. Work is Property of City**

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

#### **12. Law of Oregon**

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

#### **13. Errors**

Provider 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.

#### **14. Extra or Changes in Work**

Only the City Manager or the City's 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 contract price or contract time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such work.

#### **15. Successors and Assignments**

- i. Each party binds itself, 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 contract 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.

## **16. Records**

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

## **17. Breach of Contract**

- i. Provider shall remedy any breach of this contract 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 contract 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 contract, City unilaterally may order Provider to suspend all or part of the services under this contract. If City terminates all or part of the contract 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 contract 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 contract between Provider and City.

## **18. Mediation/ Trial without a jury**

Should any dispute arise between the parties to this contract 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 contract 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 contract shall be adjudicated in the court without a jury.

The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Portland, Oregon, 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 a 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 shall 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.

## **19. Termination for Convenience**

The City may terminate all or part of this contract 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.

## **20. 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 contract shall vest in the City. Provider shall execute any assignment or other documents necessary to effect this paragraph. Provider 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 contract and necessary for the beneficial use of intellectual property covered by this paragraph.

## **21. 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)

## **22. 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)

## **23. Income Tax Withholding**

Provider shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)

## **24. 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 contract 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.

## **25. Hours of Labor**

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

## **26. Workers' Compensation**

Provider is a subject employer that will comply with ORS 656.017. Provider warrants that all persons engaged in contract work and subject to the Oregon Workers' Compensation law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Provider shall indemnify City for any liability incurred by City as a result of Provider's breach of the warranty under this Paragraph. (ORS 279B.230)

## **27. 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 or other needed care and attention, 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 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)

## **28. Conflict of Interest**

Except with City's prior written consent, Provider shall not engage in any activity, or accept any employment, interest or contribution that would, or would reasonably appear, to compromise Provider's professional judgment with respect to this Project, including, without limitation, concurrent employment on any project in direct competition with the Project.

## **29. Provider's Representations and Warranties.**

- i. Provider and Provider's personnel are, and will at all times hereunder be, fully qualified by all necessary education, training, experience, licensure and certification to perform the services set forth in Exhibit "A".
- ii. As of the date of execution hereof, there are no claims or suits or proceedings, or threats thereof, seeking to enjoin the execution of the Contract by Provider or the effect of which could prevent Provider from performing or having the authority to perform the services set forth in Exhibit "A".
- iii. Neither the execution of the Contract nor the performance of the services set forth in Exhibit "A: will constitute a breach or violation of any other contract, agreement, or law by which Provider is bound or to which Provider or any of its personnel who will perform the services are subject.

## **30. Modification**

Any modification of the provisions of this contract shall be reduced to writing and signed by the parties.

## **31. 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.

## **32. Integration**

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized officers or representatives as of the day and year first above written.

**CONSULTANT:**

**City of Sutherlin, Oregon**

Donovan Enterprises, Inc.

Company

\_\_\_\_\_  
City Manager

9600 SW Oak Street, Suite 335

Address

\_\_\_\_\_  
Date

Tigard, Oregon 97223

City, State, Zip Code

\_\_\_\_\_  
Authorized Signature

President

Title

41-2180168

Federal Tax ID Number

Date



**Exhibit A**  
**SCOPE OF WORK AND BUDGET**

## Scope of Work and Task Plan

This scope of work is based on a three-phase approach toward reviewing and implementing a schedule of SDCs. Phase 1 would consist of a review and assessment of the City's adopted Transportation System Plan (TSP) and the master plans for the three other municipal services in order to document both current and future SDC-eligible facilities. We will work with city staff and their contractors to work with preliminary data to populate and vet or models.

Phase 2 will focus on the process required to move the City toward the implementation of a schedule of SDCs that are consistent with the planned facilities that are currently identified, or under study within the context of the City's adopted TSP, and draft plans for the other services. This process will include issues relative to proposed methodologies for both the reimbursement and improvement portions of the SDCs. It is currently assumed that this work will focus on a facility needs analysis planned out for twenty years, and will be based on the City's specific response to policy issues affecting how capacity can be allocated, measured and priced. Phase 3 will be the process of the SDC calculation itself along with documentation of the methodology leading to the specific charge.

In each of these phases, we will work closely with city staff to achieve closure. This proposed approach would include two meetings with respective City staff, and presentations to the City Council. We strongly suggest the City consider creating a Citizens Advisory Committee for this project. We have found that by inviting stake holders into the process at the onset, the study inevitability gains credibility with decision makers. We believe that two meetings with an advisory group (that would coincide with the two staff presentation discussed above) would be sufficient to keep stake holders involved and informed, and still keep the study on track for completion by the end of 2017. The specific tasks required to complete this work are itemized below:

### Task 1 – Project Management and Initiation

Our approach to constructing this study will emphasize team work. This project must be focused and task oriented to meet the timelines for project completion. Our approach places a premium on structured interaction, strong project leadership, on-going client involvement, quality assurance review, and the exercise of proven management methods. We have itemized a brief description of the expertise that the team bring to this engagement in the General Background and Resources section of this proposal (above).

### Task 2 – Municipal Code Review, Data Collection, Demand Forecast

The consultant team will secure copies of the current municipal code/ordinances concerning SDCs. These ordinances will be reviewed for relevancy, accuracy, and functionality. Upon completion of this review, the consultant team will prepare a decision memorandum for Staff review that will evaluate the adequacy of the existing municipal code/ordinance and if appropriate itemize ways to perfect the code for the current state of the law concerning SDCs.

In concert with the code review, we will prepare a data request including the City's financial statements, fixed asset records, facility use data, facilities/master, and/or capital improvement plans. The clear intent is to obtain all capital facility lists, schedules and costs that are either on the Cities' books or contained in planning documents that are part of the current TSP and pending master plans for the other services. The consultant team will obtain pertinent staff and consultant reports from other relevant Oregon districts and cities regarding their SDCs. We will summarize the methodologies considered by these cities and

create the menu of options required for this task. The Consultant team will also account for the outcomes of recent Oregon litigation regarding the construction and administration of SDCs.

The next step will be to review the information provided and conduct a status meeting with city staff to review the adequacy of the documentation, means for filling identified deficiencies and the next steps in the SDC development process; and

The final step in task 2 will be to evaluate and update funding assumptions and use (i.e., demand) estimates with emphasis on the cost of planned projects and their consistency with adopted TSP and draft plans and/or CIP's. We propose to use trip generation as the basis for demand for the roadway element of the transportation SDC. We have in our offices, the ITE trip generation manuals for validating demand assumptions. The "demand drivers" for the non-motorized facilities, including sidewalks, trails a bicycle facility are typically based upon population growth. The demand drivers for water, parks, and wastewater are typically based on growth in equivalent dwelling units (i.e., equivalent residential meters for water and sewer).

### **Task 3 – Financial Analysis, Modeling, and Public Involvement**

Based on the information developed through Task 2, we will prepare optional approaches toward SDC calculation, given the future demand forecast that will be derived from the TSP, and the draft master plans for the other three services. Upon completion, we will evaluate these approaches relative to specific compliance with the provisions of ORS 223.297 – 223.314 and the definition of the reimbursement and improvement portions of the fee; and establish specific policy statements relative to the preferred approach regarding:

- credits,
- valuation of existing capacity,
- indexing costs based on Engineering News Record (ENR) or CPI data,
- consistency of growth projections with development of future capacity patterns,
- allocation of improvement costs between existing and future system users,
- accounting for SDC receipts,
- sources of customer use statistics for facilities and,
- other planning assumptions affecting the SDC methodology.

If the City chooses to form an SDC Citizens Advisory Committee, we will conduct and participate in one or two community meetings as directed by City Staff.

### **Task 4 – Draft Report, Staff Comments, Final Report, Presentation to City Council**

Upon completion of the analytical task 2, we will prepare an interim summary of the proposed SDC methodology for review by the City, and conduct a work session with City staff including the documentation of the credit policy (a requirement of ORS 223.304), SDC inputs, assumptions and calculations;

Based on staff comments on the interim summary, we will prepare for public review and present to the ad hoc committee improvement fee and/or reimbursement fee SDC methodologies which include preliminary SDC base rates, credits, exemptions and exceptions, and administrative charges.

Based on feedback from the City staff and the ad hoc SDC committee, make any necessary revisions to the methodology and calculations;

At this point, we will prepare draft revisions to the City's development code to implement the SDCs if necessary, and draft an updated SDC resolution which meets the current requirements of ORS 223.297-223.314; and

The next step will be to prepare a summary-level report documenting the SDC methodology and present this report to the City staff. The City Council briefing would also take place at this phase of the Project.

The final step in task 3 will be to prepare an SDC procedures guide for use by City staff in collecting the SDC and administering the SDC ordinance/resolution. This will include provide training for City staff who will be involved in collection of the SDC and administration of the updated SDC ordinance/resolution.

## Proposed Project Budget

Itemized below is the cost proposal for the SDC methodology update study. The consultant team is proposing a time and materials contract with a “not to exceed” fee that cannot be altered without prior written approval of the District. **Travel and other direct costs:** mileage reimbursed at current IRS rate. **Final reports printing and binding:** The cost of producing the final reports and technical memoranda will be billed on actual cost basis (i.e., without markup). **Project materials:** will be billed to the project on an “as needed” basis. No materials will be billed to the project without the prior review and consent of the City’s project manager.

Task and Subtask Description	\$130	\$65	SDC Study Project Totals	
	Steve Donovan	Staff Support	Hours	Dollars
<b>Labor Costs:</b>				
<i>Task 1 - Project management and initiation</i>				
a Project review workshop	4	-	4	520
b Develop detailed work plan	8	-	8	1,040
c Finalize project schedule	4	2	6	650
d Schedule and attend City staff meetings	24	-	24	3,120
e Schedule and attend City Council work sessions	16	-	16	2,080
f Document decision processes via issue papers	8	4	12	1,300
<i>Task 2 - Municipal code review, data collection, demand forecast</i>				
a Collect and validate study input data	12	6	18	1,950
b Develop SDC model(s)	20	8	28	3,120
c Establish the 20 year demand forecast	16	8	24	2,600
d Develop the trip generation template for the transportation SDC	8	4	12	1,300
e Evaluate SDC implementation strategies & review with City Staff	12	8	20	2,080
<i>Task 3 - Detailed financial analysis</i>				
a Develop functional allocation of costs	8	4	12	1,300
b Develop customer statistics	16	8	24	2,600
c Distribute costs to customer classes	8	8	16	1,560
d Develop reimbursement and improvement fees	12	8	20	2,080
<i>Task 4 - Draft report, final report, presentation to City Council</i>				
a Prepare draft report	12	8	20	2,080
b Finalize project issue papers and technical memoranda	8	8	16	1,560
c Prepare final report	4	8	12	1,040
d Present final report results to City Council	6	-	6	780
e Prepare draft SDC Resolutions	12	-	12	1,560
Total labor hours	218	92	310	
Total labor cost	\$ 28,340	\$ 5,980		\$ 34,320
<b>Travel Costs:</b>				
	Per Trip	# of Trips	Total	
Per diem per person per day	\$ 250	3	\$ 750	
Mileage - 318 round trip miles at \$0.535 per mile	170	3	510	
Total travel costs			\$ 1,260	1,260
<b>Project Costs:</b>				
Graphics, printing and binding				500
<b>Total not to exceed budget:</b>				<u>\$ 36,080</u>



## City of Sutherlin

STAFF REPORT					
<b>Re: Authorization to move forward on the Procurement of One (1) Sutherlin Police Department Code Enforcement Vehicle.</b>				Meeting Date:	July 8, 2019
<b>Purpose:</b>	Action Item X	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Troy A. Mills, Chief of Police</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Vehicle Cost Quote					

### WHAT IS BEING ASKED OF COUNCIL?

Staff is requesting that City Council approve one code enforcement vehicle.

### EXPLANATION

During the budget preparation and presentation for FY2019/2020 the Sutherlin Police Department requested a projected cost of \$30,000 in the Capital Improvement Plan to procure and replace the Code Enforcement vehicle. This report is to comply with the Sutherlin Municipal Code funding for the replacement of the current CEO vehicle according to the capital replacement schedule.

This is a purchase from Power Chrysler Jeep Dodge (PCJD) of Newport, Oregon, with a base purchase price that is at or below the State bid price (verified with the vendor). As a result, there will be no competitive bid process. The purchase price for this vehicle is \$27, 566.18 for a 2019 Dodge 1500 4X4 (see the attachment).

Staff is requesting that Council to authorize the procurement and up fit of this vehicle.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

- 1) Approve the procurement of the vehicle as presented, or;
- 2) Approve the procurement of the vehicle as presented, or;
- 3) Approve the procurement of the vehicle with amendments, or;
- 4) Not approve the procurement of the vehicle.

If you have any questions contact Troy Mills [t.mills@ci.sutherlin.or.us](mailto:t.mills@ci.sutherlin.or.us) at (541) 459-2211.

Chief Mills

City of Sutherlin

POWER CHRYSLER JEEP DODGE  
1217 N COAST HWY  
NEWPORT, OR 973652499

Configuration Preview

Date Printed: 2019-02-20 10:53 AM VIN:  
Estimated Ship Date: VON:

Quantity: 1 *on order*  
Status: BA - ~~Pending order~~  
FAN 1: 48979 State of Oregon  
FAN 2:  
Client Code:  
Bid Number: TB9280  
PO Number:

Sold to:  
POWER CHRYSLER JEEP DODGE (68811)  
1217 N COAST HWY  
NEWPORT, OR 973652499

Ship to:  
POWER CHRYSLER JEEP DODGE (68811)  
1217 N COAST HWY  
NEWPORT, OR 973652499

Vehicle: 2019 1500 CLASSIC ST CREW CAB 4X4 (149 in WB 6 FT 4 IN box) (DS6L91)

	Sales Code	Description	MSRP(USD)
Model:	DS6L91	1500 CLASSIC ST CREW CAB 4X4 (149 in WB 6 FT 4 IN box)	37,795
Package:	27B	Customer Preferred Package 27B	0
	EZH	5.7L V8 HEMI MDS VVT Engine	0
	DFD	8-Spd Auto 8HP70 Trans (Buy)	0
Paint/Seat/Trim:	PXJ	Diamond Black Crystal P/C	100
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	315
	-X8	Black/Diesel Gray	0
Options:	MAF	Fleet Purchase Incentive	0
	TTB	LT265/70R17E BSW A/T Tires	250
	GFA	Rear Window Defroster	195
	GXM	Remote Keyless Entry with All-Secure	190
	UA1	Uconnect 3.0	195
	AED	Chrome Appearance Group	695
	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	170	Zone 70-Phoenix Arizona	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB9280	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			1,695

**POWER**

Chrysler-Jeep  
Dodge-Ram  
PO Box 360  
Newport, OR 97365  
503-871-0703 Cell

*\$ 27,435.00*  
*.15% for 131.18*

*41,430 Retail*

Customer Name: city of Sutherlin  
Customer Address: 126 E Central ave  
Sutherlin OR 97479 USA

Instructions:

*Fob Salem or Sutherlin*

*Gov Fleet Inq.*

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

# Standards 3 pages

Standard Features - DS6L91-1500 CLASSIC ST CREW CAB 4X4 (149 in WB 6 FT 4 IN box)		
Code		Description
MSV		"Classic" Badge
JCB		120 MPH Primary Speedometer
JJJ		12V Auxiliary Power Outlet
BAB		160 Amp Alternator
W1A		17" Steel Spare Wheel
WFP		17X7.0 Steel Wheels
DJG		215MM Front Axle
DRN		235MM REAR AXLE
NFW		26 Gallon Fuel Tank
CB9		2nd Row In Floor Storage Bins
DMD		3.55 Rear Axle Ratio
SCF		4-Spoke Steering Wheel
CBE		40/20/40 Split Bench Seat
MUS		4X4 Badge
EZH		5.7L V8 HEMI MDS VVT Engine
NAS		50 State Emissions
RCG		6 Speakers
XFK		7 Pin Wiring Harness
BCN		730 Amp Maintenance Free Battery
DFD		8-Spd Auto 8HP70 Trans (Buy)
MDX		Active Grille Shutters
CG3		Advanced Multistage Front Air Bags
HAA		Air Conditioning
BRT		Anti-Lock 4-Wheel Disc Brakes
RSU		Audio Jack Input for Mobile Devices
LMG		Automatic Headlamps
CTL		Base Door Trim Panel
MNA		Black Door Handles
LE4		Black Exterior Mirrors
MB1		Black Front Bumper
MFF		Black Grille
MBN		Black Rear Bumper
CKJ		Black Vinyl Floor Covering
XJ8		Body Color Fuel Filler Door
LPE		Cargo and CHMSL Lamp
WMJ		Center Hub
XFH		Class IV Receiver Hitch
JAE		Cluster 3.5" TFT B&W Display
DS7		Conventional Differential Frt Axle
DS8		Conventional Differential Rear Axle
HGB		Dash Liner Insulation
X82		Door Parts Module
CSP		Driver/Passenger Assist Handles



Standard Features - DS6L91-1500 CLASSIC ST CREW CAB 4X4 (149 in WB 6 FT 4 IN box)		
Code	Description	
JJB	Dual Note Electric Horns	
DH9	Elec Shift-on-the-Fly P/Time T/Case	
XXU	Electronic Shift	
BNB	Electronic Stability Control	
NHN	Electronically Controlled Throttle	
NHE	Engine Oil Heat Exchanger	
NHJ	Exterior Mirrors w/Heating Element	
RDD	Fixed Long Mast Antenna	
HGF	Floor Tunnel Insulation	
CDR	Front Armrest w/Three Cupholders	
MXC	Front Bumper Sight Shields	
X83	Front End Parts Module	
SFB	Front Heavy Duty Shock Absorbers	
CGD	Front Height Adjust Shoulder Belts	
MDA	Front License Plate Bracket	
LAX	Front Passenger Seat Belt Alert	
SHA	Front Stabilizer Bar	
MEN	Front Wheel Spats	
TBB	Full Size Spare Tire	
Z6D	GVW Rating - 6800#	
LME	Halogen Quad Headlamps	
*TX	HD Vinyl 40/20/40 Split Bench Seat	
NMC	Heavy Duty Engine Cooling	
NHD	Heavy Duty Transmission Oil Cooler	
MW5	Hemi Badge	
LA6	Incandescent Taillamps	
JY1	Instrument Cluster Theme 1 (Base)	
JBf	Instrument Panel Black Bezel	
X81	Instrument Panel Parts Module	
XJJ	Locking Tailgate	
JP8	Manual Adjust Seats	
RS6	Media Hub (USB, Aux)	
MCL	Molded-in-Black Upper Fascia	
APA	Monotone Paint	
CE8	No Lumbar Adjust	
XA8	Non Adjustable Pedals	
TTM	P265/70R17 BSW All Season Tires	
XAC	ParkView Rear Back-up Camera	
XBS	Pickup Box	
JKY	Power Accessory Delay	
GT6	Power Heated Mirrors, Fold-Away	
JPB	Power Locks	
SBA	Power Rack and Pinion Steering	

Report Generated On February 20, 2019 11:04 AM

Page 2 of 3

Standard Features - DS6L91-1500 CLASSIC ST CREW CAB 4X4 (149 in WB 6 FT 4 IN box)		
Code	Description	
JP3	Pwr Front Windows, 1-Touch, Up & Down	
XFC	R1234YF A/C Refrigerant	
RA1	Radio 3.0	
MGA	Ram's Head Badge	
LCH	Rear Dome Lamp	
GJD	Rear Fixed Window	
CFM	Rear Folding Seat	
SGB	Rear Heavy Duty Shock Absorbers	
SHF	Rear Stabilizer Bar	
CUE	Rear Underseat Compartment Storage	
MPP	Rear Wheel Spats	
MHL	Rear Wheel Well Liners	
RSX	Remote USB Port	
RS3	Remote USB Port - Charge Only	
C1G	Rotary Shifter-Black	
GN4	RR View Auto Dim Mirror w/Display	
X8Z	Seat Parts Module	
GXX	Sentry Key Theft Deterrent System	
NHM	Speed Control	
XMF	Spray in Bedliner	
CUY	Storage Tray	
CJ2	Supp. Side Curtain Frt/Rr Air Bags	
CJ1	Supplemental Frt Seat Side Air Bags	
CGS	Supplemental Side Air Bags	
SUA	Tilt Steering Column	
GAC	Tinted Glass Windows	
GBB	Tinted Windshield Glass	
XBN	Tip Start	
X88	Tire & Wheel Parts Module	
TBM	Tire Carrier Winch	
XGM	Tire Pressure Monitoring Display	
XFU	Trailer Tow w/4-Pin Connector Wiring	
JHA	Var Intermittent Windshield Wipers	
LAZ	Vehicle Information Center	

## Chrome Appearance Group (AED)



### Details:

- Bright Rear Bumper (MBF)
- 17X7.0 Aluminum Wheels (WFE)
- Bright Grille (MFD)
- Bright Front Bumper (MCT)



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

## City of Sutherlin

STAFF REPORT					
Re: DEQ Loan Increase Request for WWTP Upgrade				Meeting Date:	07/08/19
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: None					

### WHAT IS BEING ASKED OF COUNCIL?

Consider approval an increase to the current DEQ loan (\$18,500,000) in the amount of \$1,750,000.

### EXPLANATION

The current DEQ loan in the amount of \$18,500,000 was secured in August of 2014. The loan amount was based on the cost projection at that time. As previously discussed during the budgeting process, due to the passage of time between when the loan was secured and the actual bidding for the various parts of the project took place, cost increases have occurred (approximately 3% per year). To date, there is approximately \$5,000,000 remaining on the DEQ loan to be disbursed. The estimated cost to complete (construction, engineering, equipment) is approximately \$7,750,000. This puts the shortfall at approximately \$2,750,000. The City will have approximately \$1,000,000 in reserves to apply to this shortfall leaving a balance of \$1,750,000 needed from DEQ in order to complete the project.

### OPTIONS

Approve the increase in DEQ loan in the amount of \$1,750,000.

Do not approve the increase.

### SUGGESTED MOTION(S)

Move to approve the loan increase in the amount of \$1,750,000 as presented.



# **REPORTS**





# **Sutherlin Sanitary Service**

2018 Annual Report

## Overview

2018 was an interesting and challenging year.

We began curbside recycling per State Mandate in October of 2017. Almost immediately the entire recycling market crashed.

The recycling crisis reached its peak during the summer months. We had several meetings with the County Commissioners and our fellow haulers. Sunrise Enterprises, Our primary recycling processor, decided to cease recycling operations.

We were able fulfill our commitment to our customers and in particular our curbside customers in the city of Sutherlin (Curbside Recycling commenced October 2017). We were able to contract with International Paper Company to process our cardboard and curbside product mix. The end result is the small revenue we earned marketing our recycled commodity became a recycling expense in 2018.

While this was transpiring, we were working on improving the fleet. Remember we purchased a new Roll off truck in 2017. In 2018 we purchase a new 24 Yard Automated Side loader (ASL). We purchased through a DEMO program offered by the manufacturer, basically we got a 300,000 truck for 275,000. Late in the year we purchased a used ASL in anticipation of automating the North Umpqua Diamond Lake (NUDL) area.

In addition to these purchases we invested heavily in extending the life of existing trucks and containers using local tradesmen to the maximum extent possible.

Finally, no discussion of 2018 would be complete without reviewing our fatality. December 18<sup>th</sup> at approximately 7:30am our driver, Dennis Roderick, left the road, tipped the truck over and slamming into a tree. Dennis was declared dead on the scene.

Intensive investigations were commenced by the Oregon State Police, SAIF our workman's compensation carrier and the Oregon Department of Transportation.

Sutherlin Sanitary is a fairly close knit group of individuals and this fatality took a toll on the emotional wellbeing of the company. We immediately commenced group meeting to talk about Dennis's death. We brought in Mark Wickman to council the employees.

Our fellow Douglas County haulers offered their support. We had over 18 garbage trucks in the funeral procession. The service was well attended and I think it helped both the crew and Dennis's family. We have helped the spouse economically to bridge the gap until benefits and insurance proceeds come in.

## Customer Service Analysis

Sutherlin Sanitary Service has enjoyed strong customer growth in 2018. Our current customer makeup is as follows.

Service	Count
On Call Service	66
35 Gallon Cart Service	654
65 Gallon Cart Service	2425
95 Gallon Cart Service	703
1.0 Yard Service	6
1.5 Yard Service	109
3.0 Yard Service	5
4.0 Yard Service	11

## Recycling Analysis

Throughout the recycling market crisis of 2018 we were able to process that material we collected both on route and at our depot on South Calapooia.

Commodity	Tons
Curbside On Route Collection	192.46
Cardboard On Route Collection	198.60
Roll Off Wood Waste	48.08
Roll Off Mattress Count	54
Depot Fiber (CardBoard,Newspaper,Office)	149.04
Depot Electronics	5.78
Depot Metals	30.45

## Recycling Challenges

Our biggest challenges in recycling is to find a way to deal with container glass (Bottles) and learning how to increase the plastic items we can recycle. While unsuccessful to date we are continually searching for ways to add to recycled commodities.



## New Facility

We have recently purchased property in order to construct a new shop/office complex. In addition this would be the site we would use to site a transfer station if that becomes necessary. The current facility is functionally inadequate for any anticipated growth.



An environmental evaluation has been done and asbestos has been found onsite. We are preparing to engage a firm to perform a cleanup.

We anticipate coming before the City with an annexation request.

## Financials

Sutherlin Sanitary had a taxable income of approximately \$125,000 which was less than was previously anticipated. The reduction is the results of three items;

1. Increased in Depreciation (New Trucks)
2. Changes in Recycling Market
3. Changes in Douglas County Solid Waste Policies

	City of Sutherlin	Percent
Revenue	1,599,995.94	
Compensation		
Office	81,297.21	5%
Drivers/Maintenace	347,434.51	22%
Administration	68,466.33	4%
Total Compensation	497,198.05	31%
Disposal	395,430.42	25%
Truck Expense	202,643.21	13%
Depreciation	215,120.92	13%
Office Expense	67,413.27	4%
Interest	52,771.02	3%
Liability Insurance	34,333.92	2%
Rent	32,025.48	2%
Franchise Fee	43,151.65	3%
Other	13,483.89	1%
Total Expenses	1,553,571.82	97%
Net Income	46,424.12	3%

## Depreciation

Sutherlin Sanitary Service use Straight Line Depreciation. I do this to maintain compliance with generally accepted account principals and to be prepared for the large reduction in depreciation when the initialized capitalized assets are fully depreciated in less than three years.

In the last 18 months we have spent over \$500,000 on new equipment the increase in depreciation was substantial.

## Recycling Market Impact

The turmoil in the recycling market has changed the entire recycling process pricing paragon. We now pay to process almost all commodities. During the worst of the crisis we defended our continued collecting and processing of recyclables to Douglas County Officials as our proof of credibility.

## Changes in Douglas County Solid Waste Policies

Commencing late 2018 Douglas County informed Sutherlin Sanitary that commercial loads must be dumped at the Roseburg Landfill. While this is an added expense, it added some operation flexibility through greatly increased operating hours (They start early)

## Known Unknowns

### Disposal Rates

The County Staff has made it known for some time that disposal dump rates are going up. We are currently paying \$73.00 per ton and we have heard that may go up to \$97.00 by year end. This equates to about an 8% increase our overall costs.

### Recycling Requirements

We are comfortable with our relationship with International Paper (IP) our recycling processor. If we are required to add to our recycling mix this may increase our costs.

### Proposed Rates

Considering the 2018 operational results and the inflationary increases since our last increase we are proposing the following rate increase.

Service	Current Rate	Proposed Rate
35 Gallon Cart	22.75	24.50
65 Gallon Cart	30.25	32.50
95 Gallon Cart	35.75	38.50
1.0 Yard Container	85.00	91.75
1.5 Yard Container	126.25	136.25
3.0 Yard Container	252.50	272.50
4.0 Yard Container	337.00	363.75

## In Conclusion

2018 was a tough year but I think the ground work has been laid for a far better 2019.

Sincerely

Pat Fahey  
General Manager  
Sutherlin Sanitary Service



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

## City of Sutherlin

STAFF REPORT					
<b>Re: Consulting Services for Urban Renewal Feasibility Study.</b>				Meeting Date:	07-08-2019
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Jake Boone, City Manager Intern Brian Elliott, Community Development Director</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>	Urban Renewal Feasibility Study RFP, Exhibit A Elaine Howard Consulting Proposal, Exhibit B				

### WHAT IS BEING ASKED OF COUNCIL?

City staff is providing Council with an update on the award of a contract for consulting services for an Urban Renewal Feasibility Study.

### EXPLANATION

In the 2019-2020 Strategic Plan, Council identified the exploration of an Urban Renewal District as a high priority objective for the City of Sutherlin. Pursuant to this objective, on April 5, 2019, the City issued a Request for Proposal (RFP) for the provision of consulting services in support of the creation of a feasibility study for an Urban Renewal District.

Upon the end of the RFP window, one proposal had been received from Elaine Howard Consulting. This proposal would cost \$19,700.00 and the applicant foresees completion of the feasibility study at the beginning of December 2019.

Staff has reviewed the proposal and considers the applicant well-qualified to perform the necessary work. The City has therefore awarded the contract for the Urban Renewal Feasibility Study to the applicant, Elaine Howard Consulting.

### OPTIONS

Not applicable.

### SUGGESTED MOTION(S)

Not applicable.



**CITY OF SUTHERLIN, OREGON  
REQUEST FOR PROPOSALS  
Urban Renewal Feasibly Study**

**SUBMIT PROPOSAL TO:**  
**Brian Elliott**  
**Community Development Director**  
**126 E Central Ave**  
**Sutherlin, Oregon 97479**  
**[b.elliott@ci.sutherlin.or.us](mailto:b.elliott@ci.sutherlin.or.us)**  
**541-459-2856**

**Due Date: April 29, 2019**

## CITY OF SUTHERLIN, OREGON

### Request for Proposals – Urban Renewal Feasibility Study

The City of Sutherlin is requesting proposals from qualified persons or firms interested in assisting the City with creating an urban renewal feasibility study and possibly forming an Urban Renewal District based upon the results of the study.

#### A INTRODUCTION

The City of Sutherlin is considering the possibility of using urban renewal as a tool to assist in the development and redevelopment of areas within the City. The feasibility study will provide the City Council with a factual basis for deciding whether and/or how to proceed.

#### B SCOPE

The City Council has established a Council/Staff Team (CST) to evaluate options for proceeding with an urban renewal plan. The Consultant, in cooperation with the CST, will be responsible for developing a Feasibility Study, completing the following actions:

1. Review Plans and Studies: Review comprehensive plan, facilities plans (Water, Sanitary Sewer, Storm Sewer, Transportation, Parks) and other relevant documents.
2. Meet with Stakeholders: Meet with representatives of the governing body, Planning Commission, property and business owners and others to gain a better understanding of the community. This could also be an opportunity to talk about urban renewal and discuss how it has been used in other municipalities.
3. Assess Conditions of “Blight” Required to Establish Urban Renewal Area: Within an overall study area, generally assess conditions of “blight” which must be found by the governing body in order to establish an Urban Renewal Area. Blighted conditions include substandard buildings, inadequate streets or utilities and underutilized property, as evidenced by the value of improvements to the value of land.
4. Identify Tentative Urban Renewal Boundary in Conformance with Assessed Value and Area Limitations: Based on the general assessment of conditions and discussion with the CST regarding identified project needs, make a preliminary recommendation of an urban renewal boundary that meets statutory limits.
5. Calculate Potential Revenue Capacity of Urban Renewal Boundary: Prepare a preliminary estimate of urban renewal tax revenues from the tentatively defined area.
6. Present Options: Based on actions 1-5 above and identification of issues and opportunities, present options for council consideration.

## **C PROPOSAL EVALUATION & AWARD**

### **Evaluation Criteria and Selection**

Proposals will be evaluated by the City using the following criteria: Maximum Points

- A. Specific experience with three with accompanying references in the type of work to be performed, including work in a city of similar size to also include 3 additional current references described in Section D, "proposer qualifications." (35)
- B. Qualifications and experience of the staff assigned by the respondent to work with the CST on this project, also includes language from Section D, "proposer qualifications." (25)
- C. Quality of response to this RFP, including proposed scope of work, proposed management techniques, community engagement and practices for City service needs. (25)
- D. Cost. (15)

Total 100

### **Selection**

Final selection will be made by the City Council following review and ranking of the proposals by the CST, which will make a recommendation to City Council on or about 7/8/19. To assist in making a selection, interviews may be conducted at the discretion of the City. After selection of a consultant, a professional services agreement will be negotiated.

### **RFP Proposal Submission**

Proposals must be received no later than the Proposal Submission date and time identified in the RFP Schedule. Proposals may be mailed or hand-delivered, but in either case must be received and stamped by the specified date and time. Late proposals may not be considered.

Proposals must contain all Required Documentation, Guides and Certifications as requested by this RFP, otherwise the Proposal will be considered non-conforming and will be disqualified. The Proposer must supply three (3) hard copies, including one unbound, (8.5 X 11.0) of the Proposal and one electronic copy of the Proposal.

The City reserves the right to request additional information from any, all or no Proposers after Proposal Submission.

Proposers shall distribute their RFP Proposals only to The City of Sutherlin, 101 NW A Street, Sutherlin, Oregon 97526.

One (1) RFP Proposal must contain the original signature(s) of an official or officials authorized to bind the Proposer to its provisions. Additionally, the authorized signature(s) must appear on company letterhead.

Sections of the Proposal must be clearly labeled and pages numbered consecutively for ease of review. Responses must be provided in the same sequence as outlined in the Submittal Requirements section of this RFP.



In case of a difference between written words and figures in a Proposal, the amount stated in written words shall govern. Alterations or erasures are discouraged, but if present, must be crossed out and the corrections printed in ink or typewritten adjacent thereto. Each person signing the Proposal must initial each such correction.

All Proposals received by the City in response to the RFP shall remain valid for ninety (90) days from the deadline date of submittal.

#### **Deadline for Submission of Proposals**

Sealed proposals will be received until 3:00 pm on April 29, 2019:

Mail or Personal Delivery only

City of Sutherlin

(See Cover Sheet for Contact Detail)

Proposals will not be accepted after the stated opening date and time.

Late proposals will be returned to the vendor unopened.

#### **D PROPOSAL TERMS & CONDITIONS**

##### **RFP Document**

Information provided herein is intended solely to assist Proposers in the preparation of their Proposals. To the best of the City's knowledge, the information provided is accurate. However, the City does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

##### **Addenda Interpretations**

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The City is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the City will become part of the official

RFP and will be made available to all Proposers of record based upon the contact information provided to the City.

##### **Labeling of Proposals**

All proposals must be submitted in a sealed envelope plainly marked, Urban Renewal Feasibly Study RFP, Attn: City Recorder, with the name and address of the Proposer in the upper left hand corner. No responsibility will attach to the City, any official or employee thereof, for the pre-opening, post-opening, or failure to open a proposal not properly addressed and identified .

##### **Assignment of Contractual Rights**

It is agreed that this contract must not be assigned, transferred, conveyed, or otherwise disposed of by either party in any manner, unless approved in writing by the other party. The firm or firms will be an independent service provider for all purposes and no agency, either expressed or implied, exists.

##### **Ownership of Records**

The City will retain ownership of all interim and final strategic plan documents, surveys, analyses and related reports either produced or developed in conjunction with the Consultant's contract. The Consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the City of Sutherlin without written permission from the City.



### **RFP Inquiries/Questions**

All questions/inquiries must be submitted in writing via mail or email to the primary contact. The City will review all inquiries received prior to the RFP submittal deadline and will email written answers to all recipients of record for the RFP. Direct contact with any of the City's departments or personnel may only be scheduled by the primary contact. During the review or preparation of the RFP Proposal, if a Proposer discovers any errors, omissions or ambiguities, within the RFP, they should identify them in writing to the City prior to the RFP submission deadline.

### **Disclosure, Ownership of Proposal Contents and Confidentiality**

The Proposal will become the basis for any contract entered into and will become subject to the City's provision on public access to open records and information.

To the extent a Proposer includes any uniquely proprietary or confidential information in the Proposal, the Proposer must clearly and unequivocally mark such information. The City will not reveal any such information to any third party, unless required to do so by law.

Proposers must agree to make no other distribution of their Proposal beyond that made to the City and once under contract all information gained in the process and work product is the ownership of the City.

### **RFP Proposal Costs**

The City is not liable for any costs or expenses incurred by any Proposer in the preparation of the Proposal, attendance at any conference, or meeting related to this RFP. The City is not liable for payment of any amount to the selected Proposer until a Contract has been awarded and executed by the City and the Contractor has performed services pursuant to the Contract that entitle the Contractor to receive payment under the terms of the Contract.

### **Sub-Contractors**

It is intended that a single contractor have total responsibility for the Feasibility Study so as to assure a cohesive, fully workable plan. Therefore, any Proposer desiring to use sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-Contractors". Include for each sub-contractor, their company's name, the company's principal owners, description of their involvement in the project, and qualifications for each aspect of the Feasibility Study in which they will be involved. The sub-contractor(s) cannot be changed after submission of the Proposal except with the written approval of the City. The Consultant is responsible for all actions, workmanship, performance, and payment for their sub-contractor(s).

### **Insurance**

If awarded a contract as a result of this RFP, Proposer agrees to provide to the City of Sutherlin a current and valid Certificate of Insurance as evidence of compliance with Appendix "A" Insurance Requirements, prior to commencing work under the contract.

### **Indemnity**

The contract resulting from this RFP shall contain the following provision: "Contractor agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, lawsuit, and costs (including attorney fees) arising out of this agreement, caused in whole or in part by Contractor or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City."

### **Rejection of Proposals**

The City reserves the right to waive any informality, and/or to reject, at any time and for any reason, any and all Proposals received as a result of this RFP. The City's intent is to enter into a Contract as a result of this RFP. However, if after reviewing the Proposals received, the City determines that the City should not enter into any Contract, or to enter into a partial or different contract from the Contract contemplated by this RFP, the City will act in accordance with what the City determines at that time to be in its best interest. No Proposer or any other party has any entitlement, interest, or right in this decision by the City and by submitting a Proposal, acknowledges the City's right to exercise its discretion in this regard without any right of recourse by the Proposer.

### **Other Conditions of Proposal Submittal**

- A. No proposal will be accepted from any persons, firm or corporation that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by City Council or City staff.
- B. Only one proposal will be accepted from any person, firm, or corporation.
- C. All proposals shall be prepared in a comprehensive manner as to content.
- D. The City is an Equal Opportunity Employer, requires all consultants to affirm that they do not discriminate against individuals or firms because of their race, color, material status, age, sex, national origin, handicap, creed, or sexual orientation
- E. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.

## **D PROPOSAL ORGANIZATION**

### **Letter of Interest**

The Proposal must include the name, title, address, telephone number, fax number, and email address of one (1) or more individuals who will serve as Proposer's contact for purposes of this RFP. The Proposer shall fully disclose details regarding its legal identity, i.e., corporation, partnership, etc. If the Proposer is a partnership, all partners must be named regardless of status, activeness, or percentage of ownership.

### **Proposer Qualifications**

The Proposer must describe its qualifications and experience in providing the work described in this RFP. Experience should include examples of performing similar or related plans/studies; this also should include details as to the type of Urban Renewal Feasibly Study, approximate date of service delivery.

The Proposer shall provide a team organization chart, which lists the names of key personnel that will be assigned to this project along with a brief resume for each individual that describes their education and relevant professional work experience. A description of the work expected to be performed by each individual including an estimate of the amount of time each will be assigned to work on the project should also be provided. Any subcontractors anticipated to be utilized to perform work on this project, should be identified and brief resumes submitted.

The City reserves the right to approve all persons assigned to the project. No contract awarded

pursuant to a proposal submitted in response to this RFP may be assigned, either in whole, or in part, without first receiving written consent from the City. The City must approve any changes in the project team.

The Proposer must submit three (3) additional references apart from the three (3) required in **Section C** of this RFP. References should come from the most recent work performed (no longer than the last 3 years). The Proposer must name a contact person and contact information for whomever is responsible for the review at each provided reference.

### **Work Plan**

The proposal should contain a detailed statement of the proposer's understanding of the Scope of Services required under this RFP. The proposal should also contain an explanation of the project approach including proposed approach to the process, proposed schedule, and description of proposed public involvement methods.

Additionally, include proposer's ability to meet the City's anticipated timeline; proposed interaction with staff and stakeholders; and any other features of the proposer's ability to execute the requirements and achieve the objectives of this RFP. The proposal should also include a Preliminary Work Plan containing a description and timeline of the phases or segments into which the proposed project can logically be divided and performed.

### **Schedule of Performance**

The proposal shall address separately each of the major tasks, activities, or significant milestones to be achieved and a schedule of performance. If the respondent expects that the services will extend beyond the timeframe specified in Section III of this RFP, the respondent shall provide a justification for the extended time.

### **Items Required from the City**

In this section, the Proposer shall detail any and all information, documents, work required from City staff.

### **Fee Schedule**

Proposals must include fee information that delineates the costs associated with providing consulting services being requested under this RFP. The schedule should include the following:

1. A Schedule of Fees that itemizes costs of providing all services required under this RFP broken down by (a) salaries, including work hours required and hourly rates for each employee; and (b) other expenses, such as travel, supplies, etc.
2. A Schedule of Payments that corresponds to completion of major tasks, milestones, or deliverables.

Note: Should the City enter into negotiations with a successful respondent that results in a revision to the scope of services in this RFP, the fees may correspondingly be negotiated to reflect the changes.

## **E APPENDIX**

### **Insurance Requirements**

It is hereby agreed and understood that the insurance required by the City of Sutherlin is primary coverage and that any insurance or self-insurance maintained by the City of Sutherlin, its officers,

council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed or the length of time that is specified in the contract.

1. PROFESSIONAL LIABILITY

A. Limits

(a) \$1,000,000 each claim/\$2,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

(a) \$1,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$500,000 personal injury and advertising injury

(d) \$500,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

(a) Premises and Operations Liability

(b) Blanket Contractual Liability

(c) Personal Injury

(d) Explosion, collapse and underground coverage

(e) Products/Completed Operations

(f) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

A. Limits - \$250,000 each person/\$500,000 each accident for Bodily Injury and \$100,000 for Property Damage; or \$500,000 Combined Single Limit for Bodily Injury and Property Damage each accident

B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by Oregon State Statute or any Workers Compensation Statutes of a different state.

A. Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:

A. \$100,000 Each Accident

B. \$500,000 Disease Policy Limit

C. \$100,000 Disease - Each Employee

## 5. ADDITIONAL PROVISIONS

\* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Sutherlin, and its officers, Council members, agents, employees and authorized volunteers shall be Additional Insureds.

\* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with the City Recorder.

\* Notice - NOTE: City of Sutherlin requires 30 day written notice of cancellation, non-renewal or material change in the insurance coverage.

\*The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Oregon.

# Sutherlin Urban Renewal Feasibility Study RFP Due April 29, 2019



**TIBERIUS**  
SOLUTIONS



April 20, 2019

Brian Elliott  
Community Development Director  
The City of Sutherlin  
126 E Central Avenue  
Sutherlin, Oregon 97479

Dear Mr. Elliott:

Thank you for the opportunity to respond to the City of Sutherlin's Request for Proposals for the Urban Renewal Feasibility Study. Our team is composed of Elaine Howard Consulting, LLC and Tiberius Solutions, LLC. I will be the project director for this project and will serve as the contact person. Elaine Howard Consulting, LLC is a limited liability company and I am the principal of the LLC. Tiberius Solutions, LLC is certified in Oregon as an Emerging Small Business, certification no. 118976.

Our team has worked on feasibility studies, financial reviews, substantial amendments, strategic plans, urban renewal plans, and general urban renewal consulting throughout the state and therefore has the background and depth of knowledge needed to provide excellent consulting advice for this product. Not only do we work with clients, but we also support urban renewal as a tool through our education and speaking commitments and tracking of legislative issues on urban renewal. We are active members of the Oregon Economic Development Association (OEDA) sub-committee on urban renewal and provide ongoing support to urban renewal agencies by helping to educate on this issue.

We have completed thirteen full feasibility studies as a team, Elaine Howard Consulting, LLC has worked on other feasibility studies with different team members and Tiberius Solutions, LLC has completed many more financial analyses. We have also completed twenty seven urban renewal plans as a team and my firm has prepared eighteen more. As a team we have completed a number of substantial amendments, amendments that must be done in the same manner as an initial urban renewal plan. All of these involve the same issues as a feasibility study. We partner extremely well and will supply you with all of the skills you need to complete this project.



We are an Equal Opportunity employer and we affirm that we do not discriminate against individuals or firms because of their race, color, material status, age, sex, national origin, handicap, creed, or sexual orientation.

We are not able to meet the automobile insurance requirements listed in your RFP. We have notified the city through an e mail and are futher notifying you at this time. We have an autmboile policy of \$500,000 and a two million dollar umbrella policy. This is the total limit we are able to secure.

Our professional liability coverage is limited to two million dollars, but we also have the umbrella coverage.

We look forward to the opportunity to work with you on the feasibility study for the City of Sutherlin.

Sincerely,

Elaine Howard, Principal  
Elaine Howard Consulting, LLC  
4763 SW Admiral Street  
Portland, Oregon 97221  
503.206.7060 office 503.975.3147 cell Fax 503.206.7060  
elainehowardconsulting@gmail.com



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## Proposer Qualifications

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### 1. Prime Consultant and Contact Person for this RFP:

#### **Elaine Howard Consulting, LLC**

4763 SW Admiral Street

Portland, Oregon 97221

Specialty of the firm: Urban renewal consulting

Contact person:

Elaine Howard: 503.206.7060 (o) 503.975.3147 (c) | elaine@elainehowardconsulting.com

Elaine Howard is the principal of Elaine Howard Consulting, LLC, a firm that specializes in creating vibrant cities using urban renewal/tax increment financing as an implementation tool. In addition to working with over 50 Oregon cities in their urban renewal planning, Elaine has a background in both private development and as a project manager for the Portland Development Commission, the City of Portland's urban renewal agency. Our vast experience in both public and private sector development allows us to discern critical issues in communities, communicate effectively with stakeholders, and help communities develop plans to implement their visions. In this project, Elaine will direct the project and be responsible for the stakeholder meeting, review of existing conditions, and presentation of the final document.

### 2. Sub-consultants:

#### **Tiberius Solutions, LLC**

Tiberius Solutions, LLC is a single-partner limited liability corporation based in Portland, Oregon. At Tiberius Solutions, we understand the challenges of providing public services while balancing budgetary and political constraints. We partner with government agencies and their key stakeholders to help guide their decisions on how to raise and spend public funds. With a decade of high-profile experience, our principal – Nick Popenuk – has earned results for more than 100 projects in seven states, for both public and private-sector clients. Our depth of expertise on all aspects of public finance allows us to help clients, large and small, make critical decisions on the full range of services that governments provide. Tiberius Solutions, LLC is certified in Oregon as an Emerging Small Business, certification no. 118976.

Qualifications of Tiberius Solutions, LLC are also listed in *Appendix A: Sub-Contractors*.

Elaine Howard Consulting, LLC

Tiberius Solutions, LLC

### 3. Qualifications and Experience

#### Team Members

Elaine Howard Consulting LLC

Elaine Howard, Scott Vanden Bos

Tiberius Solutions, LLC

Nick Popenuk, Ali Danko, Rob Wyman

#### *Feasibility Studies*

Our team has worked on a variety of feasibility studies, some very straightforward and some very detailed. We have worked on a number of feasibility studies for cities of a similar size to Sutherlin. We understand the need to look at various options and compare those options to see what will best work for the community. Elaine Howard will be the overall project director and be the lead for all public presentations. A list of her presentations is shown below.

Nick Popenuk from Tiberius Solutions, LLC will lead the financial analysis portion of the Feasibility Study, with an emphasis on financial feasibility, including how much revenue would be generated over what amount of time, with the ability to fund what projects. In addition to the financial analysis, feasibility studies need to evaluate the statutory requirements of urban renewal (such as finding of blight), and the political support for the proposed urban renewal area. Our team has deep experience with this analysis, and has conducted, either as a team or as part of other teams, a dozen feasibility studies in the past five years alone, for jurisdictions both small and large.

- Madras Urban Renewal Feasibility Study – ongoing for housing development
- Lincoln City Urban Renewal Feasibility Studies (2019)
- Happy Valley Urban Renewal Feasibility Study (2018)
- Creswell Urban Renewal Feasibility Study (2017)
- Myrtle Creek Urban Renewal Feasibility Study (2016)
- Milwaukie Urban Renewal Feasibility Study (2015)
- Klamath Falls Urban Renewal Feasibility Study (2015)
- Grants Pass Feasibility Study (2015)
- Newport Urban Renewal Feasibility Study (2014)
- Lake Grove Village Center Urban Renewal Feasibility Study (2011-12)
- Foothills Urban Renewal Feasibility Study (2011-12)
- McMinnville Urban Renewal Feasibility Study (2012)
- Gold Beach Urban Renewal Feasibility Study (2012)
- Brookings Airport Urban Renewal Feasibility Study (2012)

Elaine Howard Consulting, LLC

Tiberius Solutions, LLC

## Sutherlin Urban Renewal Feasibility Study RFP

- PDC Central City Urban Renewal Feasibility Study (2011)
- Ashland Urban Renewal Feasibility Study (2011)
- Portland Westside Urban Renewal Feasibility Study (2010)
- Wood Village Urban Renewal Feasibility Study (2010)
- Beaverton Urban Renewal Feasibility Study (2010)
- Hood River Heights Urban Renewal Feasibility Study (2010)
- Milwaukie Urban Renewal Feasibility Study (2009)
- Lowell Urban Renewal Feasibility Study (2009)
- Sweet Home Urban Renewal Feasibility Study (2009)
- Albany Oak Creek Urban Renewal Feasibility Study (2007)
- Salem South Waterfront Urban Renewal Feasibility Study (2007)

### *Presentations on Urban Renewal Background*

Our team has vast experience explaining urban renewal to communities throughout Oregon. In the majority of the feasibility studies listed above, we also made presentation to both explain the background of urban renewal and to detail the findings of the feasibility study. In addition, Elaine has made Urban Renewal 101 presentations for city council/advisory committee and/or specific urban renewal consultations with the following cities:

La Grande	Tigard	Oregon City	Phoenix
Winston	Talent	Harrisburg	Jacksonville
Gold Beach	McMinnville	Hood River	Sherwood
Veneta	Coos Bay	Corvallis	La Pine
Prineville	Tualatin	Cottage Grove	The Dalles
Creswell	Myrtle Creek	Klamath Falls	

Other presentations/relevant education work by Elaine Howard:

- OGFOA Conference 2019
- OGFOA Conference 2018
- League of Oregon Cities – Urban Renewal Seminar 2018
- OEDA Urban Renewal Breakout session 2017
- AORA – Spring 2016
- Oregon City Business Alliance 2016
- Oregon League of Cities 2015 conference
- 2015 OCCMA conference
- Elaine Howard Consulting, LLC also co-authored the History of Urban Renewal 2002-2012 or AORA.
- 2013 Oregon League of Cities Seminars (2)

Elaine Howard Consulting, LLC

Tiberius Solutions, LLC

## Sutherlin Urban Renewal Feasibility Study RFP

- 2013 Association of Oregon Redevelopment Agencies meeting presentation on tracking Maximum Indebtedness
- 2013 Oregon Municipal Finance Officers Association Spring Meeting
- 2012 Oregon League of Cities Annual Meeting
- 2012 Oregon Economic Development Association: UR 101
- 2011 Oregon Main Street
- 2011 Council of Development Finance Associations National Meeting in Portland
- Elaine Howard Consulting, LLC and Nick Popenuk are co-authors of the Oregon Urban Renewal Best Practices Handbook authored for the Association of Oregon Redevelopment Agencies (AORA) in 2014

### *Urban Renewal Plans*

Our team has years of experience with urban renewal planning, assisting public agencies with land-use and development issues and tax increment finance projects. In the past five years, we have conducted urban renewal planning efforts throughout the Portland metro area and beyond as shown in the list below. Urban Renewal Plans have the same components as a feasibility study in terms of public input and education, financial analysis, adherence to state statute. The feasibility study usually also has a section on issues to be decided before proceeding with an urban renewal plan.

- Happy Valley (ongoing)
- Cornelius (ongoing)
- Scappoose (ongoing)
- South Corvallis Urban Renewal Plan (2019)
- Fairview Urban Renewal Plan (2018)
- Lebanon Downtown Urban Renewal Plan (2018)
- Creswell Urban Renewal Plan (2018)
- Myrtle Creek Urban Renewal Plan (2018)
- Roseburg Urban Renewal Plan (2018)
- John Day Urban Renewal Plan (2018)
- Klamath Falls Spring Street Urban Renewal Plan (2017)
- Banks Urban Renewal Plan (2017)
- Seaside Urban Renewal Plan (2017)
- Turner Urban Renewal Plan (2017)
- Tigard Triangle Urban Renewal Plan (2016)
- Wilsonville Coffee Creek Urban Renewal Plan (2016)
- Milwaukie Urban Renewal Plan (2016)
- Grants Pass Urban Renewal Plan (2016)

Elaine Howard Consulting, LLC

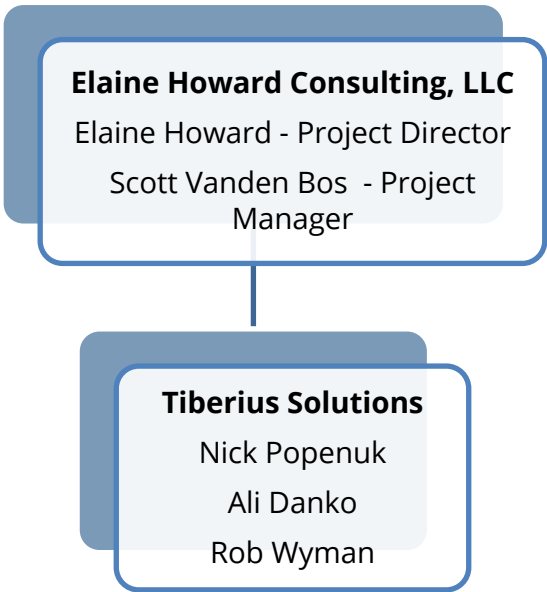
Tiberius Solutions, LLC

## Sutherlin Urban Renewal Feasibility Study RFP

- Newport McLean Point Urban Renewal Plan (2015)
- Newport Northside Urban Renewal Plan (2015)
- La Pine Urban Renewal Plan (2014)
- Wilsonville TIF Zones – 5 plans (2013)
- Gold Beach Urban Renewal Plan (2012)
- McMinnville Urban Renewal Plan (2012)
- Lake Oswego: Lake Grove Village Center\* (2012)
- Lake Oswego: Foothills\* (2012)
- Hillsboro Urban Renewal Plan (2012)
- Beaverton Urban Renewal Plan (2010)
- Albany - Oak Creek (2007)
- Bend - Murphy Crossing (2008)
- Bend - Deschutes County (2008)
- Bend Municipal Airport (2008)
- Boardman - Central\* (2008)
- Carlton (assisted LCOG) (2009)
- Hood River Waterfront\* (2008)
- Hood River County –Windmaster (2007)
- Hood River Heights (2011)
- Lebanon - North Gateway (2008)
- Lowell – Downtown (2008)
- Salem - South Waterfront (2007, Elaine Howard, Jeanette Launer)
- Wilsonville - SW 85th Avenue (2011, Elaine Howard, Jeanette Launer)
- Wilsonville TIF Zones (6 plans) (2013, Full Team)
- Wood Village\* (2010, Elaine Howard, Jeanette Launer)

*\*A feasibility study was also completed.*

4. Organizational Chart



5. Brief Resumes and Estimated Hours

*Hours*

An estimate of the hours by personnel is shown below. We find these can vary depending on the issues involved, so we need the flexibility to shift hours between personnel. A full budget can be found in the Fees section, later in this proposal.

Elaine Howard: Project administration, meetings, research, report writing.	33 hours
Scott Vanden Bos: Research and report writing	12 hours
Nick Popenuk: Lead on financial analysis	23 hours
Ali Danko: Research, data, and analysis	31 hours
Rob Wyman: Data and analysis	26 hours

*Narrative Resumes*

## Elaine Howard Consulting, LLC, Elaine Howard, Principal

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M.P.A. Public Administration, Portland State University  
B.A. Psychology, Whittier College



Elaine Howard is the principal of Elaine Howard Consulting, LLC. Her business has focused on urban renewal for the past 13 years and was established in 2006 with the goal of working with localities to help them realize their visions of creating vibrant communities. Elaine has valuable expertise in the development field, which strengthens her ability to work with clients on designing tools to implement their development plans. For the past nine years, Elaine has concentrated on the area of urban renewal where she has assisted communities in the drafting of new urban renewal plans, some of which include significant strategic planning, as well as completing urban renewal feasibility studies and amending existing urban renewal plans. In the past, Elaine was a project manager at the Portland Development Commission, the City of Portland's urban renewal agency, and was the owner of a private development company. Her undergraduate degree is from Whittier College and she holds a Masters in Public Administration from Portland State University. She is now the principal of Elaine Howard Consulting, LLC.

Elaine is recognized for her clear communication style and ability to write clear, concise reports. Even though she comes in as an "outsider," she is quickly accepted as someone who can understand the values of a community. Elaine is an active member of the Oregon Economic Development Association urban renewal sub-committee, and co-author of the AORA Urban Renewal Best Practices.

### Scott Vanden Bos, Project Manager

B.A. Accounting – Linfield College  
Minors in Communications and Philosophy

Scott Vanden Bos joined Elaine Howard Consulting, LLC in 2016. Scott has an accounting degree from Linfield College. He spent the four years prior to joining our firm developing tutoring material for medical school admissions testing and tutored potential medical students. He has perfected the skills of explaining complex material in understandable language, preparing reports and documents, and making clear and informative public presentations. In addition, his accounting education provides him with skills in understanding the intricacies of urban renewal finance.

Elaine Howard Consulting, LLC

Tiberius Solutions, LLC



## Tiberius Solutions - Nick Popenuk

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B.A. Planning, Public Policy, and Management, University of Oregon

Nick Popenuk is the founder and principal of Tiberius Solutions LLC. With over a decade of experience, Popenuk has overseen a wide range of projects, including urban renewal studies, infrastructure funding plans, and fiscal impact analyses. Popenuk began his career in the public-sector at Metro, the Portland metropolitan area's regional government for land use and transportation planning. After leaving Metro in 2007, Nick spent the next nine years as an economic consultant at ECONorthwest, before founding his own consulting practice in 2016. His recent work focuses on solving challenging public finance questions that require both advanced technical skills and political savvy.



Nick has assisted dozens of communities across Oregon achieve their economic development goals through the use of urban renewal. This includes work on feasibility studies, creation of new urban renewal plans, amendments of existing plans, and ongoing financial analysis and administration of urban renewal agencies. Nick is also co-author of the Urban Renewal Best Practices Manual for the Association of Oregon Redevelopment Agencies. In the past four years, since 2015, Popenuk has completed dozens of urban renewal projects for numerous clients.

### Ali Danko, Senior Analyst

B.A. Economics-Environmental Studies – Whitman College

Ali joined Tiberius Solutions LLC as a senior analyst in 2017 and assists on a variety of public finance projects with a focus on urban renewal. Prior to joining Tiberius Solutions, she worked for two years at ECONorthwest on planning, finance, and natural resource economics projects. Ali has been the lead financial analyst on more than twenty urban renewal projects, including new urban renewal plans, amendments to existing plans, feasibility studies, and other related analysis. She consistently maintains and improves Tiberius Solutions' tax increment revenue forecasting model to enhance our technical capabilities and ensure detailed and adaptable analysis. Ali graduated from Whitman College in 2015 magna cum laude, with a degree in Economics-Environmental Studies.

### Rob Wyman, GIS Specialist

M.A. Applied Economics – Rackham Graduate School, University of Michigan

B.S. Economics – Robert D. Clark Honors College, University of Oregon

Rob Wyman is a GIS Specialist and an independent contractor who works exclusively with Tiberius Solutions LLC on spatial and economic analysis. With over 10 years of professional consulting experience, Rob has focused his career on public finance, urban economics, financial feasibility, market analysis, and geo-spatial data analysis. Prior to becoming an independent contractor in 2012, Rob spent five years as an analyst and associate at ECONorthwest. Rob received a Bachelor of Science degree in Economics with honors from the Robert D. Clark Honors College at the University of Oregon in 2006 and a Master of Arts in Applied Economics from the University of Michigan with a graduate concentration in Real Estate Development in 2011. He is proficient in several statistical and spatial software packages, including STATA, SPSS, R, EViews, QGIS, and ESRI's ArcGIS Desktop suite.

## References – Past Three Feasibility Studies

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1. Michelle Amberg, City Administrator, City of Creswell, [mdamberg@creswell-or.us](mailto:mdamberg@creswell-or.us), 541.895.2531 ext. 308. Feasibility Study and Urban Renewal Plan 2017/18.
2. Sean Negherbon, City Administrator, City of Myrtle Creek, [snegherbon@ci.myrtle-creek.or.us](mailto:snegherbon@ci.myrtle-creek.or.us), 541.863.3171. Feasibility Study and Urban Renewal Plan 2017/18.
3. Travis Warneke, Finance Director, City of Happy Valley, [travosw@happyvalleyor.gov](mailto:travosw@happyvalleyor.gov), 503.783.3827. Feasibility Study and Urban Renewal Plan. 2018/19 – Plan underway.

## Work Plan

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### 1. Project Understanding

We understand that the RFQ is requesting the preparation of an urban renewal feasibility study for the City of Sutherlin to be guided by a Council/Staff team. The feasibility study will evaluate the City of Sutherlin's existing plans and studies, meet with stakeholders, assess conditions of blight, identify a tentative urban renewal boundary, calculate potential revenue capacity of the urban renewal area, and present the study to the Sutherlin City Council.

## 2. Approach

Our approach is simple: leverage our background on the subject of urban renewal in conjunction with our experience in feasibility studies, strategic planning, and report writing to provide the best possible product to the City of Sutherlin. We will leverage our experience in several ways: (1) leaning on our extensive knowledge of Oregon Statutes relating to urban renewal to answer technical questions and ensure practices conform with Oregon law, (2) applying previously built Excel models to make financial projections of TIF revenues and borrowing capacity, (3) using our experience with dozens of other urban renewal agencies across the state to provide strategic advice to the City on best practices for urban renewal, and (4) apply our experience in preparing urban renewal documents including feasibility studies to assist in the process, strategizing, and deliverables. The Consultant Team project manager will have bi-monthly update calls with the Sutherlin project manager in order to keep the project on schedule.

We will first evaluate the existing documents including comprehensive plan, zoning codes, master plans, capital improvement plan and economic development plan, if any, for Sutherlin. We will work with the city to establish a boundary. We will determine the potential infrastructure needs for the boundary area, informed by your capital improvement plan and other master plans, and forecast potential tax increment generation. We will recommend projects and levels of maximum indebtedness in addition to recommending future stakeholder communication if the final recommendation is the development of an urban renewal plan.

## 3. Work Plan and Schedule

A work plan was outlined in the request for proposals. This outline is a typical outline for a feasibility study and is what we recommend.

The Sutherlin City Council has authorized appointment of a Council/Staff Team (CST) to evaluate options for proceeding with an urban renewal plan. The Consultant, in cooperation with the CST, will be responsible for developing a Feasibility Study, completing the following actions:

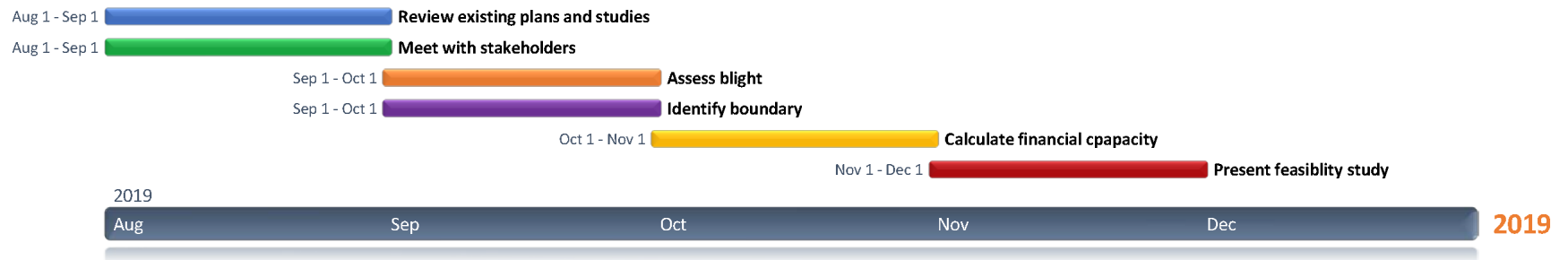
1. Review Existing Plans and Studies: Review comprehensive plan, facilities plans (Water, Sanitary Sewer, Storm Sewer, Transportation, Parks), and other relevant documents. (Month 1)
2. Meet with Stakeholders: Meet with representatives of the governing body, Planning Commission, property and business owners, and others to gain a better understanding of the community. Present information on urban renewal and

discuss how it has been used in other municipalities. Meet with the Task Force. (Month 1.)

3. Assess Conditions of “Blight” Required to Establish Urban Renewal Area: Within an overall study area, generally assess conditions of “blight” which must be found by the governing body in order to establish an Urban Renewal Area. Blighted conditions include substandard buildings, inadequate streets or utilities and underutilized property, as evidenced by the value of improvements to the value of land. (Month 2)
4. Identify Tentative Urban Renewal Area Boundary in Conformance with Assessed Value and Area Limitations: Based on the general assessment of conditions and discussion with the City regarding identified project needs, make a preliminary recommendation of an urban renewal boundary that meets statutory limits on assessed value and area (no more than 25% of the city total in either). Review boundary and potential projects with Task Force. (Month 2)
5. Calculate Potential Revenue Capacity of Urban Renewal Boundary: Prepare a preliminary estimate of urban renewal tax revenues from the tentatively defined area. Prepare a preliminary finance plan that indicates how those revenues might be allocated. Project the impact on taxing jurisdictions. (Months 2, 3)
6. Present Options: Based on actions 1-5 above, and identifications of issues and opportunities, present options for city council consideration. (Month 4)

## Sutherlin Urban Renewal Feasibility Study RFP

### Sutherlin Urban Renewal Feasibility Study



#### 4. Public Involvement

Public involvement in a feasibility study can take two different approaches. The first is proceeding with the feasibility study in a mostly technical nature, with the Sutherlin City Council and staff guiding the completion of the feasibility study. This is what you have identified in your RFP. In this approach, there is one meeting for the City Council, business and community leaders at the beginning of the process. The rest of the input is provided by the CST.

We have a comprehensive power point that explains how urban renewal works and why it can be an effective tool in your community. We have received many compliments on the clarity and organization of the power point and find it extremely beneficial for educating a community. We have been asked to present this power point at many state-wide meetings as it is viewed as the most complete educational piece on urban renewal in Oregon.

Another approach is public involvement through a task force with members from the City Council Planning Commission, business community, and impacted taxing districts. In this approach, it is this task force that receives information about urban renewal, helps form the feasibility study area, reviews projects, and reviews financial data. This task force would also make a recommendation to the City Council on whether to proceed with an urban renewal plan. Since urban renewal feasibility studies are technical in nature, some localities choose to convene a task force once the technical work is done and the development of an urban renewal plan commences, thereby providing opportunities for additional public involvement once the determination is made to take the next step towards forming an urban renewal area.

In either case, we feel it is important to brief any established business organization on the project or have a representative on the task force. This includes business improvement organizations or the Chamber of Commerce. We find business associations can be powerful allies in successful urban renewal programs. We also recommend including affected taxing districts in the process.

## Schedule of Performance

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Our team is available to commence work immediately upon contract execution, which we expect to be in July 2019. We anticipate the project will take 4 months as shown in the work plan section above. The project timeline could become extended if additional public input/public meetings are desired. The major tasks, activities and milestones are addressed in detail in the prior section. The main activities with an estimated timeframe are shown below.

1. Review Existing Plans and Studies: Month 1
2. Meet with Stakeholders: Month 1
3. Assess Conditions of “Blight” Required to Establish Urban Renewal Area: Month 2
4. Identify Tentative Urban Renewal Area Boundary in Conformance with Assessed Value and Area Limitations: Month 2
5. Calculate Potential Revenue Capacity of Urban Renewal Boundary: Months 2, 3
6. Present Options: Month 4

## Items Required from the City

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The items required from the city include:

- Coordination on defining boundary including tax lots and right of way of the Area.
- Coordination on financial information including input on assessed value growth rates, borrowing rates, and time frame for urban renewal.
- Transmission to consultant of existing plans including the Transportation System Plan, facilities plans, Sutherlin Comprehensive Plan, Sutherlin Economic Development Plan, if applicable, any applicable master plans that identify blighting conditions in the Area.
- Information on projects to be included in the Plan including provision of project descriptions and rough cost estimates, with consultant assistance.
- Information on any known potential development in Area which will increase the assessed value of the Area if different from assumptions in feasibility study.
- Meeting space for all meetings and copying of documents for all meetings.

## Fee Schedule

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A feasibility study would cost approximately \$19,700, including two meetings in Sutherlin, shown below. If additional meetings are added, we will bill at our hourly rate plus expenses, as outlined in this budget.

Additional expenses may include the cost of the databases from the County for the financial analysis, printing of any documents for public meetings or staff meetings, advertising for any public meetings, and travel to and from Sutherlin. All expenses are billed at cost.

### Assumptions:

- One boundary will be analyzed in the feasibility study
- One growth scenario and finance plan will be prepared for the feasibility study
- There is a \$2,000 contingency for additional financial feasibility analysis or additional meetings. This will only be accessed upon notification to and approval by Sutherlin staff.

### Payments corresponding to tasks:

1. Review of plans and initial meeting with stakeholders (Month 1): \$3,065 plus travel expenses
2. Assess conditions of blight, determine study area boundary, (Months 2-3): \$2,805
3. Financial analysis (Month 3): \$8,280
4. Write final report (Month 4): \$1,225
5. Presentation of feasibility study to City Council (Month 4): \$1,950 plus travel expenses



## Sutherlin Urban Renewal Feasibility Study RFP

	Elaine Howard Project Director \$195 / hr	Scott Vanden Bos Project Manager \$145 / hr	Nick Popenuk Financial Director \$150 / hr	Ali Danko Senior Analyst \$100 / hr	Rob Wyman GIS Specialist \$100 / hr	Labor by Task Hours	Cost
Task 1: Review Existing Plans and Studies	2	5				7	\$1,115
Task 2: Meet with Stakeholders	10					10	\$1,950
Task 3: Assess Conditions of Blight	2	5				7	\$1,115
Task 4: Identify Tentative UR Boundary	2		2	0	10	14	\$1,690
Task 5: Calculate Potential Revenue Capacity	2	2	20	30	16	70	\$8,280
Task 5a: Write Report	5		1	1		7	\$1,225
Task 6: Present to City Council/Stakeholders	10						\$1,950
Total Hours	33	12	23	31	26	125	\$17,325
Total Labor Expense	\$6,435	\$1,740	\$3,450	\$3,100	\$2,600		\$17,325
Contingency							\$2,000
Mileage							\$376
<b>Total</b>							<b>\$19,701</b>

## References

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1. Michelle Amberg, City Administrator, City of Creswell, [mdamberg@creswell-or.us](mailto:mdamberg@creswell-or.us), 541.895.2531 ext. 308. Feasibility Study and Urban Renewal Plan 2017/18.
2. Sean Negherbon, City Administrator, City of Myrtle Creek, [snegherbon@ci.myrtle-creek.or.us](mailto:snegherbon@ci.myrtle-creek.or.us), 541.863.3171. Feasibility Study and Urban Renewal Plan 2017/18.
3. Travis Warneke, Finance Director, City of Happy Valley, [travosw@happyvalleyor.gov](mailto:travosw@happyvalleyor.gov), 503.783.3827. Feasibility Study and Urban Renewal Plan. 2018/19 – Plan underway.

Other work in last three years:

1. Sarah Johnson, City of Corvallis, [Sarah.Johnson@corvallisoregon.gov](mailto:Sarah.Johnson@corvallisoregon.gov) 541.766.6574 Urban Renewal Plan, 2018. Received approval of 85% of voters in 2019 election.
2. Ron Harker, Finance Director, City of Roseburg, [rharker@cityofroseburg.org](mailto:rharker@cityofroseburg.org), 541.492.6710 Urban Renewal Plan 2018.
3. Nolan Young, City Administrator, City of Fairview, [youngn@ci.fairview.or.us](mailto:youngn@ci.fairview.or.us) 503.674.6221 Urban Renewal Plan 2018.

We have completed other recent work in Southern Oregon, you may contact any of these city managers:

Grants Pass, Aaron Cubic [acubic@grantspassoregon.gov](mailto:acubic@grantspassoregon.gov)

Medford, Brian Sjothun, [Brian.Sjothun@cityofmedford.org](mailto:Brian.Sjothun@cityofmedford.org)

Jacksonville, Jeff Alvis, [administrator@jacksonvilleor.us](mailto:administrator@jacksonvilleor.us)

Klamath Falls, Nathan Cherpeski [NCherpeski@klamathfalls.city](mailto:NCherpeski@klamathfalls.city)

## Attachment A: Sub-Contractors

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### Tiberius Solutions, LLC

Principal: Nick Popenuk  
8856 SW 35<sup>th</sup> Ave  
Portland, OR 97219  
[Popenuk@tiberiussolutions.com](mailto:Popenuk@tiberiussolutions.com)  
503-740-0501

#### Firm Description

Tiberius Solutions, LLC is a single-partner limited liability corporation based in Portland, Oregon. At Tiberius Solutions, we understand the challenges of providing public services while balancing budgetary and political constraints. We partner with government agencies and their key stakeholders to help guide their decisions on how to raise and spend public funds. With a decade of high-profile experience, our principal – Nick Popenuk – has earned results for more than 100 projects in seven states, for both public and private-sector clients. Our depth of expertise on all aspects of public finance allows us to help clients, large and small, make critical decisions on the full range of services that governments provide. Tiberius Solutions, LLC is certified in Oregon as an Emerging Small Business, certification no. 118976.

#### Description of Involvement in the Project

Tiberius Solutions, LLC will lead the financial analysis portion of the Feasibility Study, with an emphasis on financial feasibility, including how much revenue would be generated over what amount of time, with the ability to fund what projects.

#### Qualifications

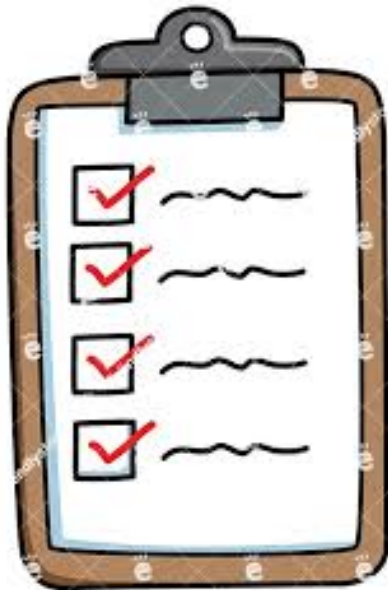
Tiberius Solutions LLC principal Nick Popenuk has assisted dozens of communities across Oregon achieve their economic development goals through the use of urban renewal. This includes work on feasibility studies, creation of new urban renewal plans, amendments of existing plans, and ongoing financial analysis and administration of urban renewal agencies. Popenuk is also co-author of the *Urban Renewal Best Practices Manual* for the Association of Oregon Redevelopment Agencies. In the past four years alone, since 2015, Popenuk has completed dozens of urban renewal projects, for numerous clients, including the following:

## Sutherlin Urban Renewal Feasibility Study RFP

City of Astoria	City of Independence	City of Salem
City of Banks	City of John Day	City of Seaside
City of Beaverton	City of Klamath Falls	City of Sandy
City of Bend	City of La Pine	City of Scappoose
City of Carlton	City of Lake Oswego	City of Springfield
City of Creswell	City of Lebanon	City of St. Helens
City of Coos Bay	City of Lincoln City	City of Tigard
City of Corvallis	City of Madras	City of Troutdale
City of Dallas	City of Medford	City of Turner
City of Estacada	City of Milwaukie	City of Warrenton
City of Fairview	City of Molalla	City of Wilsonville
City of Grants Pass	City of Newport	City of Woodburn
City of Happy Valley	City of North Plains	Columbia County
City of Harrisburg	City of Roseburg	Coos County
		Hood River County



# **STRATEGIC PLAN UPDATE**





# SUTHERLIN

# STRATEGIC PLAN

2019-2020



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# Vision Statement

With a “can do” attitude, we honor the past while building toward a prosperous future. With community collaboration and civic pride, the city of Sutherlin is a beautiful, safe and welcoming place to live, work, and play.

## Our Purpose is:

To facilitate, problem-solve, administer, and manage the process of government service on behalf of the City Council and citizens of Sutherlin.



# Our Mission is:

To serve the community through the efficient and effective administration and delivery of a vast array of activities, services and policy directives intended to address the community vision and goals of the Sutherlin City Council.

## Our Core Values are:

- Integrity
- Honesty
- Pride
- Commitment
- Fun
- Competence
- Professionalism
- Service

# Our Core Values and Beliefs:

As a team, we value above all, the personal integrity, honesty, pride in accomplishment, and commitment to excellence we each bring to the City of Sutherlin. We expect allegiance to our mission and purpose from one another while respecting each others' opinions, unique qualities, and contributions to the team. We believe in having fun while sustaining the highest measures of superior competence and professionalism. Above all, we are absolutely devoted in service to our community .

# Strategic Plan Goals

1. Plan, construct and maintain a complete transportation system including walking and biking opportunities.
2. Ensure public decision-making and problem-solving includes broad public input, especially affected stakeholders and community partners.
3. Create a thriving and diverse local economy by retaining and expanding current businesses, attracting new businesses and rejuvenating a comprehensive tourism program.
4. Establish Sutherlin as a regionally recognized community for its attractive and positive image.
5. Continually plan and maintain fiscally-sustainable public services and infrastructure.
6. Continue developing a visually appealing Central Avenue corridor, including a vibrant downtown.
7. Encourage and support successful community events that add to our quality of life.
8. Sustain a high level of public safety.



# City Manager & Administration





<b>CITY MANAGER/ADMINISTRATION</b>			<a href="mailto:j.gillham@ci.sutherlin.or.us">j.gillham@ci.sutherlin.or.us</a>
Objective: Goals 1 - 8 2019 Council Priority	Due Date	Council Date	Status
Priority: Update Sutherlin Municipal Code			
1. Review Municipal Code	2019-20		On-going
2. Present recommended code changes to council committee	2019-20	various	On-going
Objective: Goal 5 2019 Council Priority			
Priority: Complete Union required Class and Comp Survey prior to agreed 2019 COLA Increase			
1. Request employee compensation plans from like-size cities	Dec '18		Completed
2. Present comparables to AFSCME reps prior to COLA negotiations	Apr '19		Completed
3. Negotiations	May '19		Completed
4. Present update to Council	Jun '19	6/24/2019	Presented at 5/28/19 Mtg.
Objective: Goal 5			
Priority: Begin CBA agreements - AFSCME			
1. Schedule discussions	Jan '20		
2. Hold discussions	Feb '20		
3. Arbitration - If needed	Mar '20		
4. Present to Council	May '20	5/11/2020	
Objective: Goal 5 2019 Council Priority			
Priority: Complete and implement a new City Personnel Policy Handbook			
1. Present Personnel Handbook to CIS for review	Aug '17		Completed
2. Draft new rules with formation of Dept. Heads, Represented Employees and City Manager	Mar-Aug '18		Completed
3. Review with Council Committee	Feb '19		Completed
4. Report to Council	Apr '19	4/22/2019	Completed
5. Distribute updated Personnel Handbooks to all employees	Apr '19		Completed
6. CIS to begin reviewing personnel policies	Jan '21		
7. Report to Council	Jul '21		

# Finance

FINANCE			<a href="mailto:d.wilson@ci.sutherlin.or.us">d.wilson@ci.sutherlin.or.us</a>
Objective: Goal 5 2019 Council Priority	Due Date	Council Date	Status
Examine System Development Charge (SDC) Rates			
1. Budget for a complete SDC study	2018-19		Completed
2. Complete Request for Proposal and candidate selection	Apr '19		Completed
3. Conduct applicable city survey	May '19		
4. Re-examine the city's forecast infrastructure costs	Jul '19		
5. Develop new SDC matrix and present to Council (Workshop)	Sep '19	9/23/2019	
Objective: Goals 1,2, 3, 4 & 5 2019 Council Priority			
Create a Street Management Masterplan w/Funding Options			
1. This is a joint department project, please see details in CDD/PW-Transportation	TBD		
Objective: Goals 1, 3, 4, 5 & 6 2019 Council Priority			
Consider implementation of Urban Renewal District			
1. This is a joint departmental project, please see details in CDD-Planning.	TBD		
Objective: Goal 5			
Infrastructure Finance Plan			
1. Identify industrial zoned lands lacking Water & Sewer service and other public facilities	TBD		
2. Develop cost data that would identify cost of each public facility for each site.			
3. Report to Council			
Objective: Goal 5			
Create a long-term budget forecast - (on-going)			
1. Project revenues over a five-year horizon	May '19		
2. Project expenditures over a five-year horizon	May '19		
3. Combine projections for projecting fund balance	Jun '19		
4. Report to Council	Jul '19	7/22/2019	
Objective: Goals 4 & 5			
Explore tax credit program for owners making property improvements			
1. Determine what "tax credits" could be created by the City	TBD		On hold pending "Oregon Only" project
2. Perform a cost/benefit analysis of such a program			
3. Develop a staff report			
4. Report to Council			

FINANCE			<a href="mailto:d.wilson@ci.sutherlin.or.us">d.wilson@ci.sutherlin.or.us</a>
Objective: Goal 5	Due Date	Council Date	Status
Continue WWTP reporting compliance and ARRA reporting until completion			
1. Monthly project management reports and certified payrolls	ongoing		
2. Change order requests	ongoing		
3. DEQ Reporting	ongoing		
4. Final report to Council	TBA		
Objective: Goal 5			
Earn a "clean audit" (On-going)			
1. Preliminary field work with auditors and issue confirmation letters	Jun '19		Completed
2. Close books (accounts receivable and accounts payable)	Aug '19		
3. Prepare for and assist with final field work with auditors	Sep '19		
4. Review draft of the financials and prepare the Management Discussion & Analysis	Oct '19		
5. Accept audited financials and present to council	Dec '19	12/9/2019	
6. File with the state and provide continuing disclosure on outstanding debt issues	Dec '19		





# Community Development / Public Works Parks & Facilities



COMMUNITY DEVELOPMENT/PUBLIC WORKS: FACILITIES & PARKS			<a href="mailto:a.swan@ci.sutherlin.or.us">a.swan@ci.sutherlin.or.us</a> & <a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goals 2, 4, 5 & 7	Due Date	Council Date	Status
Improve drainage in Central Park (Phase III)			
1. Budget	2018-2020		Parks Maintenance Fund
2. Schedule	Jun '18		2018 Construction Season
3. Complete and report to Council	Nov '20	11/10/2020	
Objective: Goals 1, 3, 4 & 8 2019 Council Priority			
Priority-High: Plan and construct new amphitheater behind Fire Station or larger parcel at Exit #135			
1. Identify funding	June '19		Budget 2019-20 FY
2. Request for Proposal	Sep '19		
3. Start design	Nov '19		
4. Complete design	May '20		
5. Identify funding	2020-21		Budget 2020-21 FY
6. Bid process, award contract - present to Council for approval	Aug '21	8/9/2021	
7. Construction period	Sep-Feb 2022		
8. Report to Council	Apr '22	4/25/2022	
Objective: Goals 1, 2, 4 & 8 2019 Council Priority			
Priority-High: Identify and upgrade ADA accessibility around Central Park			
1. Identify funding	Jun '19		
2. Request for Proposal	Sep '19		
3. Start design	Oct '19		
4. complete design	Jan '20		
5. Bid process	Feb '20		
6. Award contract - Council approval	Mar '20	3/9/2020	
7. Start construction	Apr '20		
8. Complete construction	Sep '20		
9. Report to Council	Oct '20	10/26/2020	
Objective: Goals 1, 2, 4 & 8 2019 Council Priority			
Priority-High: Central Park - Repair or replace deteriorated sidewalk			
1. Identify funding	Jun '19	2019-20 FY	Completed
2. Request for Proposal	Sep '19		
3. Start design	Oct '19		
4. Complete design	Jan '20		
5. Bid process	Feb '20		
6. Award contract	Mar '20		
7. Start construction	Apr '20		
8. Complete construction	Sept '20		
9. Report to council	Oct '20	10/26/2020	



COMMUNITY DEVELOPMENT/PUBLIC WORKS: FACILITIES & PARKS			
			a.swan@ci.sutherlin.or.us & b.elliott@ci.sutherlin.or.us
Objective: Goals 1, 2, 4 & 8	Due Date	Council Date	Status
Priority-Medium: Install larger security signage and new, more reliable 24/7 cameras			
1. Identify funding	Jun '19	2019-20 FY	Completed
2. Identify video security system equipment	Sep '19		
3. Purchase and install equipment	Dec '19		
4. Report to council	Jan '20	1/27/2020	
Objective: Goals 1, 2, 4 & 8 2019 Council Priority			
Priority-High: Central Park - Additional water features			
1. Identify funding	Mar '19	2019-20 FY	Completed
2. Present to Council for approval	May '19	5/28/2019	Completed
3. Select new feature	Jun '19		
4. Install new feature	Jul '19		
5. Report to Council	Jul '19	7/22/2019	
Objective: Goals 1, 2, 4 & 8			
Priority-Low: Central Park Staging area - consult Parks Advisory Committee members			
1. Identify funding	TBD		
2. Request for proposal			
3. Start design			
4. Complete design			
5. Bid process			
6. Award contract			
7. Start construction			
8. Complete construction			
9. Report to council			
Objective: Goals 1, 2, 4 & 8 2019 Council Priority			
Priority-High: Additional benches at Splash Park inside play area and unfenced section: kid friendly			
1. Identify funding	Apr '19	2019-20 FY	Completed
2. Purchase and install	May '19		To purchase 2019-20 FY
3. Report to Council	May '19	5/28/2019	Completed
Objective: Goals 1, 2, 4 & 8			
Priority-High: City Center Park - Donated lot development			
1. Design conceptual plan - provided by Sutherlin High School	Jun '19		
2. Funding options	2020-21		Budget 2020-21
Objective: Goals 1, 2, 4 & 8			
Priority-Work in process: Ford's Pond recreational improvements			
1. Funding options	TBD		
2.			

COMMUNITY DEVELOPMENT/PUBLIC WORKS: FACILITIES & PARKS			
Objective: Goals 1, 2, 4 & 8	Due Date	Council Date	Status
Priority-Low: Hartley Park - Paved parking, picnic tables, upgrade park to either BMX track or skate park			
1. identify funding	Jun '20		
2. Design	Aug '20		
3. Award contract	Mar '21		
4. Start construction	Sep '21		
5. Complete construction	Oct '21		
6. Report to council	Nov '21	11/9/2021	
Objective: Goals 1, 2, 4 & 8			
Priority-Low: Hartley Park restrooms - upgrade to permanent structure			
1.	TBD		
2.			
Objective: Goals 1, 2, 4 & 8 2019 Council Priority			
Priority-High: Continue Central Park improvements to include Christmas holidays lighting display			
1. Design concept	Jan '19		
2. Funding - report to Council	Apr '19	4/22/2019	Completed
3. Start construction	May '19		
4. Complete construction	Aug '19		
5. Report to Council	Sep '19	9/23/2019	
Objective: Goals 5			
Priority-Medium: Inventory/inspect all city structural facilities and develop maintenance funding plan	Due Date	Council Date	Status
1. Inventory of all city facilities and assets	Sep '19		
2. Estimate value of all facilities and assets	Nov '19		
3.			
4.			
Objective: Goals 5			
Priority-Medium: Community Center Building - caulk and paint exterior			
1. Budget 2019-20	Jun '19	2019-20 FY	Completed
2. Cost estimate	Jul '19		
3. Repair / improvement summer of 2019	Aug '19		
4. Complete	Sep '19		
5. Report to Council	Oct '19	10/28/2019	
Objective: Goal 5			
Priority-Medium: Library Building - caulk and paint exterior			
1. Budget 2019-20	Jun '19	2019-20 FY	Completed
2. Cost estimate	Jul '19		
3. Repair / improvement summer of 2019	Aug '19		
4. Complete	Sep '19		
5. Report to Council	Oct '19	10/28/2019	

# Community Development / Public Works Transportation



Old Oregon Photos

COMMUNITY DEVELOPMENT / PUBLIC WORKS: TRANSPORTATION			
			a.swan@ci.sutherlin.or.us & b.elliott@ci.sutherlin.or.us
Objective: Goal 1	Due Date	Council Date	Status
Priority-Medium: Duke Street Extension			
1. Request for Proposal	TBD		
2. Start design			
3. Complete design			
4. Identify funding			
5. City review			
6. Bid process, funding agency approval and present to council			
7. Award Contract Notice to Proceed			
8. Start construction			
9. Complete construction			
10. Report to council			
Objective: Goal 1			
Priority-Low: Implement a 10-year non-compliant ADA replacement ramp plan			
1. Inventory non-compliant ADA ramps	Jul '19		
2. Construct a Replacement Management Plan	Aug '19		
3. Identify funding	Sep '19		
4. Report to council	Oct '19	10/28/2019	
5. Implement plan	Nov '19		
Objective: Goal 1 2019 Council Priority			
Priority-High: Re-designate a section of Hwy 138 from rural to urban resulting in new sidewalks/bicycle accessibility needs may qualify for state/federal funding			
1. Upon completion of Transportation System Plan (TSP)	May '20		
2. Identify funding	Jun '20		2020-21 FY
3. Report to Council	2020-21		
Objective: Goal 1			
Priority-Medium: Connector road from Myrtle Street to North Comstock Road			
1. Upon Completion of Transportation System Plan (TSP)	May '20		
2.	TBD		
3.			
4.			
Objective: Goal 1			
Priority-Medium (in process): Transportation System Plan (TSP) update			
1. Approve Resolution 2017.08 supporting Transportation & Growth Mgmt Grant (TGM) application	May '17	5/8/2017	Approved by City Council
2. TGM Grant application submittal	Jun '17		Completed
3. Request for Proposal and selection process	Feb '18		Completed
4. TGM Grant contact between ODOT and City in the amount of \$207,020	Aug '18		Completed
5. Complete TSP Update	May '20		
6. Report to council	Jun '20	6/22/2020	

COMMUNITY DEVELOPMENT / PUBLIC WORKS: TRANSPORTATION			
Objective: Goal 1	Due Date	Council Date	<a href="mailto:a.swan@ci.sutherlin.or.us">a.swan@ci.sutherlin.or.us</a> & <a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Priority-Low: Speed Zone Analysis - Waite Street to Southside Road			
1. Implement speed zone change	Feb '19		Completed
2. Report to council	Nov '19	11/12/2019	
Objective: Goal 1			
Priority-Low: Speed Zone Analysis - Ft. McKay Road to west of intersection of Ft. McKay and Church Rd			
1. Submit Speed Zone Request application (ODOT)	Jul '19		
2. Speed Zone Order ODOT concurrence	Sep '19		
3. Implement if approved by ODOT	Oct '19		
4. Report to council	Nov '19	11/12/2019	
Objective: Goal 1			
Priority-Low: Speed Zone Analysis - Intersection of Church Road and Hwy 138 South to Ft. McKay			
1. Submit Speed Zone Request application (ODOT)	Jul '19		
2. Speed Zone Order ODOT concurrence	Sep '19		
3. Implement if approved by ODOT	Oct '19		
4. Report to council	Nov '19	11/12/2019	
Objective: Goal 1			
Priority-Low: Update city's multi-modal trail and funding to continue Red Rock Trail east to Southside Rd			
1.	TBD		
2.			
Objective: Goal 1			
Priority-Low: Connector road from Parkhill Lane to Dakota Street			
1. Upon completion of TSP	May '20		
2.	TBD		
Objective: Goal 1			Status
Priority-Low: Construct new sidewalks and asphalt along State Street			
1.	TBD		
2.			
Objective: Goal 1			
Priority-Low: Replace all old street signs so they match the new street sign design			
1. Inventory all old street signs	Feb '19		
2. Create a 5-year plan for replacement	Mar '19		
3. Cost analysis	Apr '19		
4. Budget 2019-20 fiscal year	Jun '19		
5. Order replacement signs	Aug '19		
6. Start implementing 5-year plan	Oct '19		
7. Report to council	Dec '19	12/9/2019	

COMMUNITY DEVELOPMENT / PUBLIC WORKS: TRANSPORTATION			<a href="mailto:a.swan@ci.sutherlin.or.us">a.swan@ci.sutherlin.or.us</a> & <a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goal 1 2019 Council Priority	Due Date	Council Date	
Create a Street Management Masterplan w/funding options			
1. Establish a methodology and timeline report to Council	May '19	5/28/2019	Completed
2. Perform a complete street condition and maintenance plan	2018-19		
3. Conduct analysis of options for establishing a funding mechanism for on-going Street Maintenance	Mar '20		
4. Report both the new plan and funding options to Council (Workshop)	Nov '20	11/10/2020	
Objective: Goal 1 2019 Council Priority			
Priority-High: Complete sidewalks from Beecroft to Quail Run and Central Avenue			
1. Identify funding	2019-20	2019-20 FY	Completed
2. Select an engineering firm from engineer of records on file	Jul '19		
3. Start design	Aug '19		
4. Complete design	Oct '19		
5. City review complete	Oct '19		
6. Bid process and present to council	Nov '19	11/12/2019	
7. Award contract Notice to Proceed	Nov '19		
8. Start construction	Nov '19		
9. Complete construction	Jan '20		
10. Report to council	Feb '21	2/8/2021	
Objective: Goal 1 2019 Council Priority	Due Date	Council Date	Status
Priority-High: Develop a "plan-of-action" upgrading Red Rock Rd as a local commuter relief street from State Street to Waite Street			
1. Identify funding	2020-21		Budget 2020-21 FY
2.			
3.			
4.			
Objective: Goal 1 2019 Council Priority			
Priority-High: Waite Street and Central Avenue intersection alignment improvement			
1. Identify funding	2020-21		Budget 2020-21 FY
2.			
3.			
4.			
Objective: Goal 1 2019 Council Priority			
Priority-High: Install a crosswalk from Nicholas Court to St. Johns Street			
1. Budget 2019-20 fiscal year	Jul '19	2019-20 FY	Completed
2. Select engineer from engineer of records	Aug '19		
3. Start design	Sep '19		
4. Complete design	Oct '19		
5. Bid process, present to Council	Oct '19	10/14/2019	
6. Award contract	Oct '19		
7. Start construction	Nov '19		
8. Complete construction	Dec '19		
9. Report council	Jan '20	1/27/2020	



COMMUNITY DEVELOPMENT / PUBLIC WORKS: TRANSPORTATION			
Objective: Goal 1 2019 Council Priority			
Priority-High: Develop a "plan-of-action" for upgrading Waite Street from Central to Southside Rd			
1. Apply for Safe Routes to School grant funding	Oct '19		
2. Application award notification	Jan '20		
3. Notification - not successful with grant	Jan '20		
4. Report to council	Jan '20	1/27/2020	
5. To move forward - funding pending	TBD		
Objective: Goal 1			
Priority-Low: Extend Red Rock Trail from S State Street to Calapooia Rd			
1.	TBD		
2.			
3.			
Objective: Goal 1 2018-2019 Council Priority			
Priority-High (in process): Complete Valentine Avenue engineering and begin construction			
1. Identify funding	Jul '18		Budgeted 2019-19 FY
2. Select engineer from engineer of records	May '18		Completed
3. Award contract to IE Engineering	Apr '18	4/9/2018	Completed
4. Start design	May '18		Completed
5. Complete design	Dec '18		Completed
6. Bid process	Mar '19		Completed
7. Award project - Council approval	Apr '19	4/8/2019	Completed 4/22/19
8. Start construction	May '19		
9. Complete construction	Aug '19		
10. Report to council	Sep '19	9/9/2019	



# Community Development Engineering

A photograph of a construction site on a road. In the foreground, a worker in a yellow safety vest and blue jeans is kneeling, using a red-handled tool to smooth a large, dark, rectangular panel. Another worker in a yellow safety vest and blue jeans stands nearby. In the background, other workers in orange safety vests are visible, along with orange traffic cones and a cityscape under a blue sky.

COMMUNITY DEVELOPMENT: ENGINEERING			
<a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>			
Objective: Goals 1-8	Due Date	Council Date	Status
Continue to look for infrastructure opportunities			
1. Staff to look at pockets of opportunity; bring map to Council.	TBD		On going
2. Evaluate and present options			Central Ave pavement & ADA compliant project, Central Park Project, Wastewater Treatment Plant
3. Council select options			
Objective: Goals 3 & 5			
Provide infrastructure to Exit 135 - Public Utilities			
1. Cost analysis/timeline	TBD		Development driven
2. Present to Council			In alignment with UGB Land Swap
3. Coordinated w/ODOT to install water/sewer at overpass			
Objective: Goals 1, 3, 4 & 5			
With ODOT, establish on/off ramp transportation plan at both exits			
1. Review current IAMP w/ODOT and update as needed	TBD		IAMP not required for Exit 135 per ODOT
2. Provide report to Council			Workshop



A scenic view of a golf course. In the background, a large, modern clubhouse with a dark roof and white walls sits on a hill. A paved path winds through the middle ground, leading towards a green. The foreground is a well-maintained golf course with a green and a white flag. The sky is blue with some clouds.

# Community Development Planning Services

<b>COMMUNITY DEVELOPMENT: PLANNING</b>			<a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goal 1, 3, 4 & 6	Due Date	Council Date	Status
Entrance image & gateway design			
1. Work with Chamber, Planning Commission, SDDI and other stakeholders to develop a plan/design	TBD		On hold pending future Council action
2. Bring to Council for adoption			
Objective: Goals 2, 3, 4 & 7			
Complete a Wetland and Buildable Lands Inventory			
1. Establish a methodology and timeline and report to Council (organize a team)	2018-19		Dates to be established by August 2018
2. Coordinate with County, State Lands and DLCD on the best approach	TBD		
3. Report to Council (Workshop)			
4. Take action upon direction from Council after Workshop			
Objective: Goals 3 & 4			
Evaluate Industrial Lands - County and City			
1. Establish a permitted uses timeline and report to Council	Jan '18	1/22/2018	Presented to Council
2. Examine all current contractual conditions with county and present options to City Council	TBD		Involves Industrial properties w/wetlands, County owned property & contract with developer & permitted uses.
3. Take appropriate action as Council directs after workshop			
Objective: Goal 1 & 3			
Comprehensive Plan, Plan Maps and Zoning			
1. Update Comprehensive Plan	2019-20		Pending funding
2. Update Zoning Map	2019-20		Pending funding
3. Identify funding options and sources	2019-20		Pending funding
4. Report to Council	TBD		
Objective: Goal 5 2019 Council Priority			
Priority-High Complete Mixed-Use zoning of the Airport Industrial Lands			
1. Finalize ownership of applicable lands	Apr '19		Ongoing - Need support of City Council
2. Begin application with new ownership	Jun '19		
3. Complete the public process and obtain final approvals	Nov '19		
4. Present to council	Dec '19	12/9/2019	
Objective: Goals 1-8 2019 Council Priority			
Priority-High: Consider the feasibility of a commercial/multi-family Urban Renewal District, if feasible move into action			
1. Consider the scope of work and release a RFP for consulting services	Mar '19		Completed
2. Hire consultant and begin public process	Jul '19		
3. Execute public process with consultant and develop options	Nov '19		
4. Present options to council	Dec '19	12/9/2019	



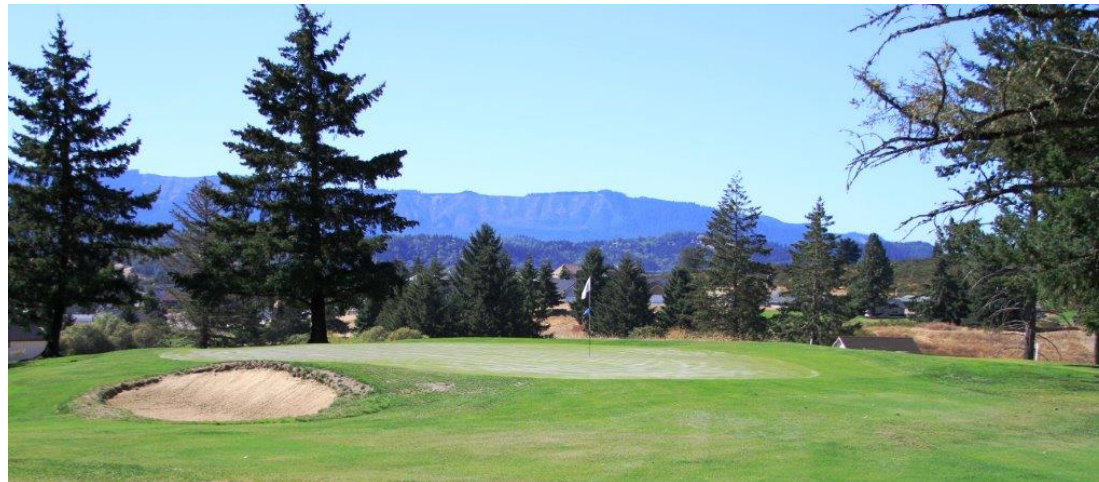
# Community Development Development Services



COMMUNITY DEVELOPMENT: DEVELOPMENT				<a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goals 1 & 3	Due Date	Council Date		
Stearns Lane target market recruitment & development plan				
1. Research/develop target business cluster, i.e. corporate world headquarters and/or manufacturing, production/research facility	TBD		On hold pending future Council action and TA Grant	
2. Research/develop a specific list of businesses within target/cluster groups that would be beneficial to the economy and quality of life				
3. Create marketing brochure to attract interest from businesses on list and others that present an opportunity currently not known				
4. Report to Council				
Objective: Goal 3				
Seek to attract "Bigger Fish" businesses to help sustain the economy				
1. Coordinate with Umpqua Partnership	TBD		On-going	
2. Update Economic Development web page	Dec '18		In process - to City's Website	
3. Report to Council	TBD			
Objective: Goal 6 2019 Council Priority				
Priority-High: Wastewater extension/reimbursement district	TBD			
1. Identify funding	Jul '19	2019-20 FY	Completed	
2. Request for Proposal	Sep '19			
3. Design	Dec '19			
4. Bid process - present to Council for award	Apr '20	4/13/2020		
5. Construct	May '20			
6. Report to Council	Jun '20	6/22/2020		
Objective: Goal 6				
Priority-Medium: Continue Economic Development Plan	TBD			
1.				
2.				
3.				
Objective: Goal 6 2019 Council Priority				
Priority-High: Evaluate all new-development beneficiaries regarding System Development Charges and establish new SDC's according to the analysis	TBD			
1. Budget for a complete SDC study	2018-19		Completed	
2. Complete Request for Proposal and candidate selection	Apr '19		Completed	
3. Hire Consultant	Jun '19			
4. Conduct applicable city survey	Aug '19			
5. Re-examine the city's forecast infrastructure costs	Sep '19			
6. Develop new SDC matrix and present to Council (Workshop)	Oct '19	10/28/2019		



<b>COMMUNITY DEVELOPMENT: DEVELOPMENT</b>			<a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goal 6 2019 Council Priority			
Priority-High: Commercial and industrial development recruitment and retention (large and small)			
1. Review and update the City's Economic Development Plan	Aug '19		
2. Present updated EDP to council	Feb '20	2/9/2020	
3. Work with Chamber of Commerce in strengthening the "tourism" element of the EDP	Feb '20		
4. Recruit one new traded sector employer to Sutherlin	Feb '20		
Objective: Goal 5 2019 Council Priority			
Priority-High: Contract with an engineering firm for plan review/subdivisions fees			
1. Workshop with Council on proposed fees	Apr '19	4/22/2019	Completed
2. Present findings to Council	May '19	5/28/2019	Completed
3. Present fee resolution to Council for approval	Jun '19	6/10/2019	Completed
3. Implement Fees	Jun '19		
Objective: Goal 5 2019 Council Priority			
Priority-High (in process): Comprehensive Plan Code Audit	TBD		
1. Identify funding	Nov '18		DLCD Grant Award - Completed
2. Kick-off meeting	Dec '18		Completed
3. Complete Comprehensive Plan Code Audit	May '19		
4. Report to Council	Jul '19	7/8/2019	







# Community Development / Public Works Water

COMMUNITY DEVELOPMENT/PUBLIC WORKS: WATER			
Objective: Goal 5	Due Date	Council Date	Status
Provide additional storage tank at Oak Hills			
1. Identify funding	TBD		Driven by future development - currently not scheduled
2. Design			
3. Bid process and present to Council			
4. Report to Council			
Objective: Goals 5 2019 Council Priority			
Priority-High (in process): Begin recertification process for Cooper Creek storage and live-stream permits			
1. Start Certification of Permits S-32426 (Cooper Creek and Cooper Creek Reservoir)	Jul '18		Completed
2. WMCP implementation support	Sep '18		Completed
3. Complete	Jun '19		
4. Report to council	Jul '19	7/22/2019	
Objective: Goals 5 2019 Council Priority			
Priority-High (in process): Schoon Mountain Water Storage Tank upgrade			
1. Identify funding	Dec '18	12/10/2018	Completed
2. Request for Proposal	Jan '19		Completed
3. Start design	Mar '19		Completed
4. Complete design	Sep '19		
5. Oregon Health Authority (OHA), City and funding agency review complete	Nov '19		
6. Bid process, bonding, funding agency and present to council	Jan '20	1/13/2020	
7. Award contract Notice to Proceed	Feb '20	2/20/2020	
8. Start construction	Mar '20		
9. Complete construction	Jul '21		
10. Report to council	Aug '21	8/23/2021	
Objective: Goals 5			
Upper Umpqua tank upgrade			
1. Establish timeline and report to Council	Jan '18	1/22/2018	Completed
2. Create a plan for how to fund and execute construction	2017-18		
3. Take finance resolution to Council for approval	2017-18		
4. Begin Construction	2018-19		
Objective: Goals 5			
Priority-Medium: Schoon Mountain Pump Station improvements (pump replacement)			
1. Budget 2019-20 fiscal year	Jul '19	2019-20 FY	Completed
2. Start design	Aug '19		
3. Complete design	Oct '19	10/14/2019	
4. Oregon Health Authority (OHA) and City review	Sep '19		
5. Bid process, funding approval and present to council	Oct '19	10/28/2019	
6. Start construction	Nov '19		
7. Complete construction	Apr '20		
8. Report to council	Jun '20	6/22/2020	

COMMUNITY DEVELOPMENT/PUBLIC WORKS: WATER			a.swan@ci.sutherlin.or.us & b.elliott@ci.sutherlin.or.us
Objective: Goals 5	Due Date	Council Date	
Priority-Low: Additional water storage tank on the south side of Ft. McKay			
1. Development driven	TBD		Identify the most feasible and beneficial location. In the 2018
2.			WMP tow locations (Plat M and Oak Hills) are expressed both
3.			having their pros and cons. Identify which location is the best
4.			for the southwest portion of the city.
Objective: Goals 5 2019 Council Priority			Status
Priority-High (in process): Nonpareil WTP Disinfection System improvement			
1. Identify funding	2018-19		Budget 2018-19 FY
2. Start design	Sep '18		Completed
3. Complete design	Feb '19		Completed
4. Oregon Health Authority (OHA) and City review	Mar '19		Completed
5. Bid process and present to council	May '19	5/13/2019	Completed
6. Award contract Notice to Proceed	Jun '19		
7. Start construction	Jul '19		
8. Complete construction	Oct '19		
9. Report to council	Nov '19	11/12/2019	
Objective: Goals 5			
Priority-Low: Cooper Creek Water Treatment Plant intake and transmission line improvements			
1. Identify funding	TBD		
2. Design	TBD		
3. Bid process, funding agency approval and present to council	TBD		
4. Construct	TBD		
Objective: Goals 5 2019 Council Priority			
Priority-High (in process): Nonpareil Water Treatment Plant modernization improvements			
1. Identify funding	Feb '19	3/11/2019	Completed
2. Request for Proposal	Jun '19	6/24/2019	
3. Start design - Update Council	Aug '19	8/12/2019	
4. Complete design	May '20		
5. Oregon Health Authority (OHA) and City review	May '20		
6. Bid process, funding agency approval and present to council	Jul '20	7/13/2020	
7. Award contract Notice to Proceed	Aug '20	8/10/2020	
8. Start construction	Sep '20		
9. Complete construction	Mar '21		
10. Report to council	Apr '21	4/26/2021	
Objective: Goals 5 2019 Council Priority			
Priority High: Consider code language allowing for provision of water services outside city limits			
1. Identify potential distribution services outside of city limit boundaries	Jun '19		
2. Consumption usage fees outside of city limits	Jul '19		
3. Report to council	Aug '19	8/26/2019	
4. Ordinance	Dec '19	12/9/2019	
5. Implement services outside of city limits	TBD		

COMMUNITY DEVELOPMENT/PUBLIC WORKS: WATER			<a href="mailto:a.swan@ci.sutherlin.or.us">a.swan@ci.sutherlin.or.us</a> & <a href="mailto:b.elliott@ci.sutherlin.or.us">b.elliott@ci.sutherlin.or.us</a>
Objective: Goals 5	Due Date	Council Date	Status
Seek funding and create a plan to install a secondary in-flow at Cooper Creek			
1. Work with other agencies in obtaining grant funding			In process
2. Design and construction	Aug '20		
3. Report to Council	Dec '20	12/14/2020	
Objective: Goals 5 2019 Council Priority			
Priority-High (in process): Sixth Avenue and Oak Street Pump Station upgrade			
1. identify funding	Dec '18	12/10/2018	Completed
2. Request for Proposal	Jan '19		Completed
3. Start design	Mar '19		
4. Land acquisition	Apr '19		
5. Complete design	Sep '19		
6. Oregon Health Authority (OHA) and funding agency review complete	Nov '19		
7. Bid process, funding agency approval and present to council	Jan '20	1/13/2020	
8. Award contract Notice to Proceed	Feb '20	2/10/2020	
9. Start construction	Mar '20		
10. Complete construction	Jul '21		
11. Report to council	Aug '21	8/23/2021	



# Community Development / Public Works Wastewater

An aerial photograph of a wastewater treatment plant under construction. The image shows several large, rectangular concrete basins in the foreground, some of which are already filled with water. To the left, there are smaller, more complex structures, possibly part of the existing facility or new additions. The surrounding area is a mix of dirt, gravel, and some vegetation. In the background, there are more industrial buildings and a parking lot with several vehicles. The overall scene depicts a large-scale infrastructure project in progress.

COMMUNITY DEVELOPMENT/PUBLIC WORKS: WASTEWATER			
Objective: Goal 5 2019 Council Priority	Due Date	Council Date	Status
Priority-High (in process): Complete construction of new Wastewater Treatment Plant			
1. Bid process - present to council	Mar '18	3/15/2018	Completed
2. Award contract	Mar '18		Completed
3. Notice to Proceed - start construction	Apr '18		Completed
4. Complete construction	Oct '19		
5. Report to council	Nov '19	11/12/2019	
6. Start one-year performance evaluation	Nov '19		
7. Complete one-year performance evaluation	Nov '20		
8. Report to council	Jan '21	1/11/2021	
Objective: Goal 5 2019 Council Priority			
Priority-High: Initiate a new in-flow and infiltration prevention program			
1. Identify funding	Jun '19	2019-20 FY	Completed
2. Budget 2019-20 fiscal year	Jul '19		
3. Continue the inflow and infiltration management improvement plan	Jan '20		
4. Report to council	Feb '20	2/24/2020	
Objective: Goal 5 2019 Council Priority			
Priority-High: Evaluate the current and potential use of Everett Avenue building			
1. Council Workshop	Feb '19	2/11/2019	Completed 4/22/19 - Wait for Urban Renewal Results
2. Present to council	Jun '19	6/24/2019	Presented to Council at 4/22/19 Mtg.
3. Implement council's recommendations	Dec '19		
4. Report to council	Jan '20	1/27/2020	
Objective: Goal 5 2019 Council Priority			
Priority-High (in process): Obtain certification NPDES permit from DEQ			
1. DEQ Western Region review	Dec '18		Completed
2. DEQ Headquarters review EPA comments	Apr '19		In review process
3. City review	Jun '19		
4. NPDES Permit	Dec '19		
5. Report to council	Jan '20	1/27/2020	





# Public Safety Police

<b>PUBLIC SAFETY: POLICE</b>				<a href="mailto:t.mills@ci.sutherlin.or.us">t.mills@ci.sutherlin.or.us</a>
Objective: Goal 8 2019 Council Priority	Due Date	Council Date	Status	
Priority: Recruitment and retention				
1. Develop new recruiting tools	Jan '20		In progress	
2. College outreach program involvement-College Career Day / Reserve Academy instruction	Aug '19		On-going	
3. Full staff	May '19		In progress	
4. Report to council	Oct '19	10/28/2019		
Objective: Goal 8 2019 Council Priority				
Priority: Facility Security				
1. Install Police/City Hall/Municipal building camera system	Feb '20		Completed	
2. Inquire into possible funding for city wide security system	Nov '20		In progress	
3. Report to council	Apr '21	4/12/2021		
Objective: Goal 8 2019 Council Priority				
Priority: Integration of K9 Program				
1. Investigate grant funding / information	Sep '19		In progress	
2. Report to Council	Nov '19	11/12/2019		





# Public Safety Fire



<b>PUBLIC SAFETY: FIRE</b>			<a href="mailto:m.lane@ci.sutherlin.or.us">m.lane@ci.sutherlin.or.us</a>
Objective: Goals 5 & 8 2019 Council Priority	Due Date	Council Date	Status
Enhance response capabilities for west side of town			
1. Initiate and finalize agreement for taking over the Calapooia Fire District response station	Mar '19		Completed
2. Include Calapooia Fire District payments to city within the 2019-2020 budget	Apr '19		Completed
3. Assess and establish unified system of operations for both fire stations	May '19		
4. Progress report to council	Aug '19	8/26/2019	
Objective: Goals 5 & 8 2019 Council Priority			
Grow Volunteers & UCC Students			
1. Add two additional volunteers and 2 UCC students	Sep '19		
2. Report to council	Dec '19	12/9/2019	
Objective: Goals 5 & 8 2019 Council Priority			
Create a backfill relief position			
1. Assess operations and available existing personnel resources to supplement current BC leadership	Jul '19		
2. Present options to City Manager	Aug '19		
3. Finalize/prioritize options and present to council	Sep '19	9/9/2019	
Objective: Goals 5 & 8 2019 Council Priority			
Maintain ISO Rating			
1. Prepare for ISO examination	Feb '19		In process
2. Complete ISO visitation and examination	Jun '19		
3. Report results to council	Sep '19	9/23/2019	



# C Giles Hunt Memorial Library

(Strategic Plan in progress)

LIBRARY - ESTABLISH ORGANIZATION AND STAFFING			<a href="mailto:p.lynych@ci.sutherlin.or.us">p.lynych@ci.sutherlin.or.us</a>
Objective: Goal 1-8 2019 Council Priority	Due Date	Council Date	Status
Create a year-one operations plan to include hiring a manager			
1. Hire half-time "librarian"	Jan '18		Completed
2. Maintain volunteer cadre	on-going		
3. Raise funds for library sustainability	on-going		
4. Conduct day to day operations	on-going		
5. Coordinate & work with adjacent libraries to share resources	on-going		
Objective: Goal			
Establish a one-year schedule of events and activities from the one-year plan			
1.			
2.			
3.			
4.			
Objective: Goal			
Construct and post an organizational decision-making chart of all Library operations			
1. See attached Organization Staff and SOP			
2.			
3.			
4.			
Objective: Goal			
Integrate longer library plan as described in short & long-range planning goal			
1.			
2.			
3.			
4.			



112 Sutherlin C. Giles Hunt Memorial Library

LIBRARY - OVERSEE ONGOING OPERATIONS			<a href="mailto:p.lynch@ci.sutherlin.or.us">p.lynch@ci.sutherlin.or.us</a>
Objective: Goal	Due Date	Council Date	Status
Establish Library policies			Donation Policy (Procedures)
1. Maintain current policies			Checkout Policy (Procedures)
2.			Library Card Policy
3.			Culling books & materials
4. Establish policy for new book/magazine purchases	Dec '18		relying on donations
Objective: Goal			
Review and ensure technology and appropriate software is in place for library service			
1. Designated volunteer to oversee training of volunteers and coordination w/SSD & city	Jan '18		Ongoing problem w/printers
2. Update software for staff and library users	Feb '18		
3.			
4.			
Objective: Goal			
Maintain and enhance children's programs			Ongoing and well received
1. Budget for children's hor & Fun Friday	Dec '17		
2. Publicity prior to and followin events	Jan '18		
3.			
4.			
Objective: Goal			
Classes for adults and seniors			
1. Survey needs & wants	Jun '18		Contact Senior center
2. Investigate partnerships - UCC to provide classes in Sutherlin Library meeting room	Aug '18		May not be a need at this time
3.			
4.			
Objective: Goal			
Adult and teen book clubs			
1. Investigate partnership w/bookstores & author clubs	Jan '18		Not Active - may not be needed at this time
2. Schedule outdoor visits and readings	Sep '18		
3.			
4.			
Objective: Goal			
Develop measurable work tasks for the new Library Operations Manager			
1. Enlist volunteers to be responsible for tasks according to their specific skills			Will depend on skills and interests of new LOM
2			
3.			
4.			

Carleen 11.14.17

LIBRARY - ENSURE FISCAL STABILITY			
Objective: Goal	Due Date	Council Date	Status
Fall fundraising drive			
1. Organize Committee; establish event schedule and plan			
2. Identify giving levels and packages			Have requested donor package information from the City
3.			regarding last fundraising drive
4.			
Objective: Goal			
Develop List of possible future donors			
1. Request list of donors that gave at previous fundraising drives			Have requested a list of past donors with amounts donated
2. Organize Committee			from City
3.			
4.			
Objective: Goal			
Research and apply for grants in line with library's mission			
1. Request past successful past grants from city			Have requested copy 2006 \$125k Meyer grant as well as others
2. Organize Committee			(if there are)
3.			
4.			
Objective: Goal			
Hold one large fundraiser with the Library Foundation and Chamber			
1. Organize committee for Spring Fling Anniversary Party			
2. Set date	Jan '18		Pick date in April (review all possible conflicts w/other events)
3. Identify possible donors and guests			
4. Plan event - food, drinks, entertainment, etc.	Jan '18		
5. Send Invitations	Feb '18		
Objective: Goal			
Establish an on-going fundraising team			
1. Identify and recruit volunteers for fundraising experience			
2. Elect a chairperson			
3.			
4.			
Objective: Goal			
Work with City in preparing a 2018-19 budget			
1. Study budgets for similar size libraries and study communalities			
2. Identify regular/annual items that need fundraising			
3. Identify specific projects/programs that will need fundraising for 2018-19'			
4.			
Silvia 11.14.17			

LIBRARY CREATE SHORT & LONG-RANGE PLANS			<a href="mailto:p.lynch@ci.sutherlin.or.us">p.lynch@ci.sutherlin.or.us</a>
Objective: Goal	Due Date	Council Date	Status
Review the Aspen Institute Planning Model as a tool for the Sutherlin Library Board			
1. Find and view disc	Nov '17		Cannot find disc in file cabinet - asking city hall
2. Evaluate how Sutherlin might integrate ideas presented			
3. Add any items to Strtegic plan (if necessary)			Priority of this task: 3
4.			
Objective: Goal			
Create a multi-year list of needed materials and equipment going into the future			
1. Create a list of office supplies/determine annual cost	Dec '17		Priority of this task: 1
2. Create and prioritize list of office equipment (printers, typewriter, etc.)	Jan '18		
3. Create a list of books, magazines and newspapers (at least estimate of# of books needed & Cost	Jan '18		
4. Write a report with list of needed materials & equipment	Feb '18		
Objective: Goal			
Public survey			
1. Compile list of questions from SLB, volunteers, etc.	Jan '18		Priority of this task: 1
2. Finalize questions	Feb '18		
3. Determine vehicles to get survey to public	Feb '18		Survey Monkey, eNewsletter, printed copies in library
4. Compile responses	Apr '18		Hold workshops @ school, clubs, organizations w/survey
5. Create a plan from survey responses	May '18		
Objective: Goal			
Complete a multi-year plan to include special community workshops			
1. Create a plan with content for workshops	Jun '18		Include public survey
2. Schedule workshops with schools, clubs, organizations, senior center, etc.	Sep '18		
3. Hold workshops	Oct '18		Priority of this task: 2
4. Determine key actionable items, form plan, execute			
Objective: Goal			
Priority Tasks:			
1.			
2.			
3.			
4.			



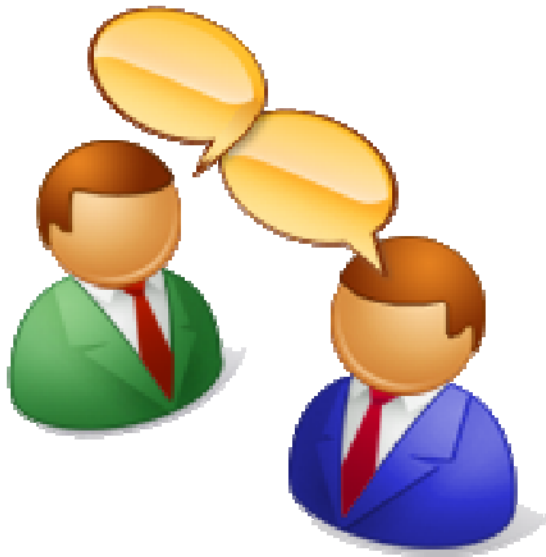
<b>LIBRARY - CONTINUOUSLY INNOVATE</b>			<a href="mailto:p.lynch@ci.sutherlin.or.us">p.lynch@ci.sutherlin.or.us</a>
Objective: During the short & long range planning set time aside to imagine our library into the future	Due Date	Council Date	Status
During the short & long range planning, set time aside to imagine our library into the future			
1. Community Gathering Place			
2. Job search resource (training, resumes, printing, grooming, etc.)			
3. Community learning center (Classes of all sorts)			
4.			
Objective: Goal			
Take the imagining from the planning phase and develop a "Sutherlin Library of the Future"			
1. Identify and prioritize possibilities			
2. Form a committee			
3.			
4.			
Objective: Goal			
Consider maker spaces			
1.			See Nancy for ideas
2.			
3.			
4.			
Objective: Goal			
Create a library website			
1. Brandilyn head committee			Include link to Sutherlin@biblionix.com
2. Review other library websites			Include links to schools, resources, Books to go
3. Possible grant to develop website			
4. Build and launch site			
Objective: Goal			
Media strategy			
1. Appoint Brandilyn to head committee			
2. Put Sutherlin Library on 3-4 social media sites			
3. Maintain all responses to social media			
4. Develop a media contact list			

LIBRARY - WORK IN PARTNERSHIP WITH SCHOOLS			
			<a href="mailto:p.lynch@ci.sutherlin.or.us">p.lynch@ci.sutherlin.or.us</a>
Objective: Goal	Due Date	Council Date	Status
Solidify mutual partnership responsibilities and update IGA			
1. Work with school district to integrate on-line academy into library space	Sep '17		completed
2. Coordinate technology help from school district with the library and academy needs	Oct '17		completed - ongoing
3. Coordinate publishing notices with the school district and schools	Oct '17		completed - ongoing
4. Arrange publicity announcements with the school district's reader board	Oct '17		completed - ongoing
Objective: Goal			
Hire a Library Operations Manager and coordinate duties with District			
1. Advertise library position for part-time manager	Oct '17		Completed
2. Interview and choose temporary partime manager candidates	Jan '18		Completed
3. Welcome and train new manager	Jan '18		Completed
4.			
Objective: Goal			
Organize one District Sutherlin Library Board special event/program activity			
1. Initiate and organize Fun Friday events bi-weekly	Oct '17		ongoing
2. Continue early childhood educational storytime	Jun '17		ongoing
3. Write and submit early childhood educational and summer reading program grant	Aug '17		completed
4. Write review of last years children's library programs	Dec '17		ongoing
Objective: Goal			
Assess building IT system with district and enact improvements			
1. Arrange a time for Sutherlin School District's tech person to come to the library weekly	Oct '17		completed
2. Compile a list of technology improvements for the library	Jun '18		ongoing
3. Apply for a technology grants for the library	Jun '18		TBD
4. Investigate securing Kindles for use in the library	Jun '18		TBD
Objective: Goal			
Work to integrate the on-line academy students into library services			
1. Invite on-line academy students to volunteer in the library	Oct '17		ongoing
2. Encourage on-line students to help younger children with technology	Dec '17		TBD
3.			
4.			





# **COUNCIL COMMENTS**





# **PUBLIC COMMENT**





# ADJOURNMENT





# **FOR YOUR INFORMATION**





# Sutherlin FFA

500 East Fourth Ave | Sutherlin, OR 97479 | 541.459.9551  
<http://www.sutherlinffa.org>

May 31, 2019

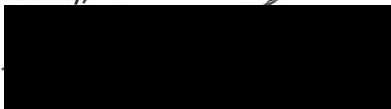
Thank you for your support of our FFA program. This past year, we had the opportunity to have success locally, statewide, and at the national level due to your support and the aid of others. We received the ability to reach our goals and that is something that cannot be matched. Please find within this envelope a certificate of our appreciation.

Because of your support, we were able to use our knowledge to compete across the country various times, participate in important functions, and improve our classroom studies. We have been able to reach our potential and find success in many events. At the state level, we earned four first place banners in leadership and career development focused competitions. This coming fall, nine of our members have the opportunity to compete at the national level in Indianapolis and use their skills and knowledge to represent Oregon. The 2018-2019 school year was very beneficial to all of our members and we cannot wait to see what our future holds!

Sutherlin FFA is an integral part of Agriculture Education, combining agriculture with high school curriculum, as well as teaching students the skills they will need for the rest of their lives. Sutherlin FFA strives to help students develop their potential for premier leadership, personal growth, and career success.

We are proud of our members and their success, and thank you for your commitments and generosity!

Sincerely,



Sterling Foster  
Sutherlin FFA Chapter Secretary



*The Sutherlin FFA Chapter, Agricultural Sciences & Technology program, and Supervised Agricultural Experience (SAE) are integrated components preparing students for achieving their own personal excellence in agricultural careers, leadership, and life-long learning.*



Sutherlin FFA Chapter

# Certificate of Appreciation

*Learning to Do - Doing to Learn  
Earning to Live - Living to Serve*

*presented with gratitude to*  
**Sutherlin City Council**

*for your valuable and appreciated support of our members this year*  
**May 15, 2019**

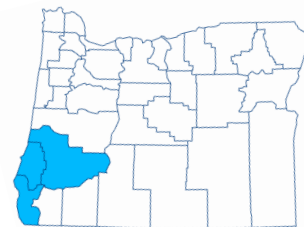
Chapter President

Chapter Secretary

# Southwestern Oregon Economic Indicators

June 2019 (May 2019 Data)

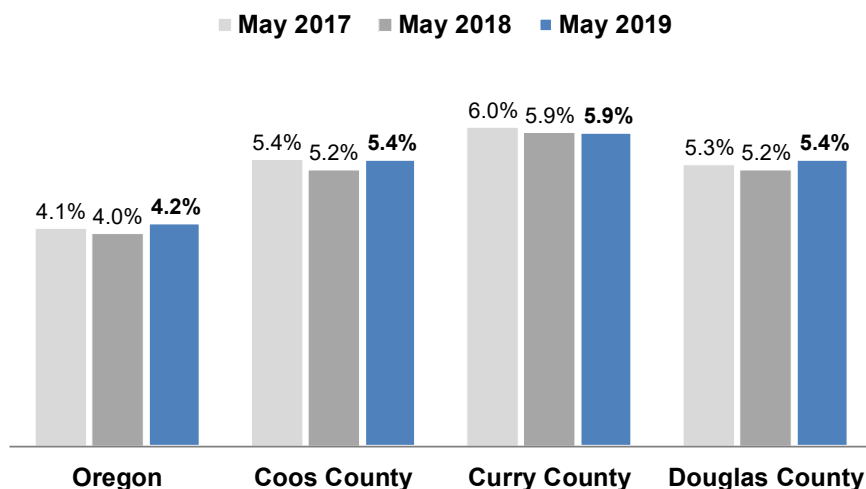
For data or publications on Southwestern Oregon, visit us at: [QualityInfo.org](http://QualityInfo.org)



## Local and State Unemployment Rates

(Seasonally adjusted)

Source: Oregon Employment Department, LAUS

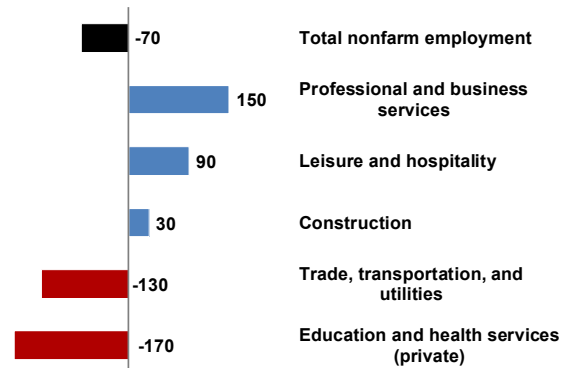


## Industry Gains and Losses

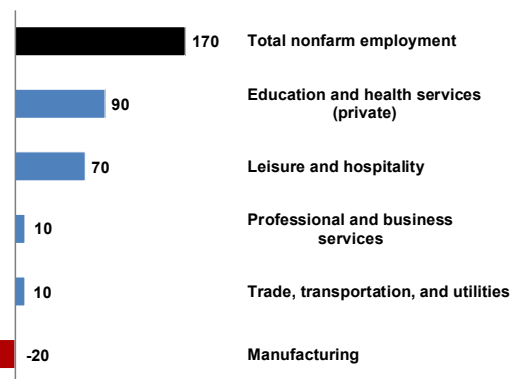
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

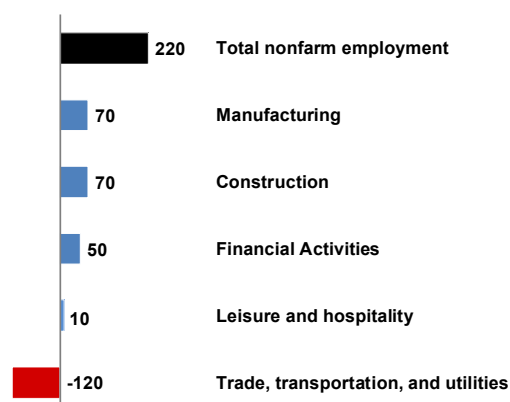
### Coos County Net Job Growth



### Curry County Net Job Growth



### Douglas County Net Job Growth

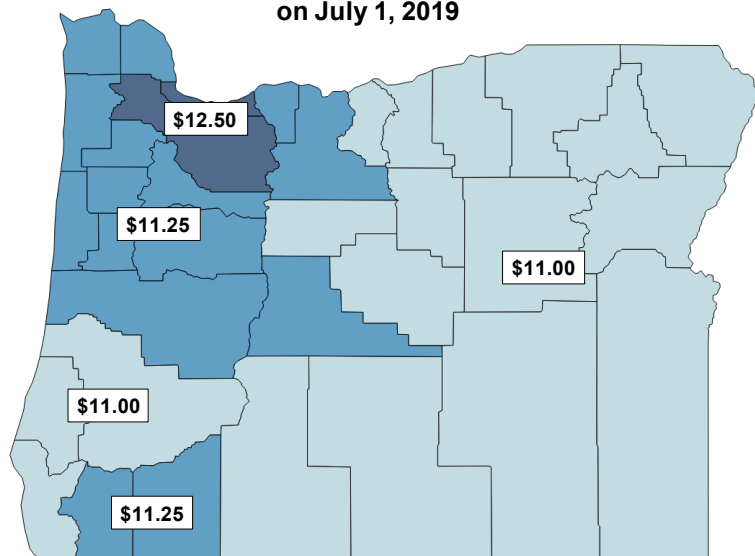


## Graph of the Month

Southwest Minimum Wage Increases to \$11.00 per hour on July 1, 2019

Source: Oregon Employment Department

### Oregon's Minimum Wage Increases on July 1, 2019



Oregon's minimum wage increases on July 1 each year through 2022. There are three tiers of step increases based on geography. The next step will increase minimum wage in the Southwestern region and other nonurban counties to \$11.00 per hour. In the third quarter of 2018, the share of jobs that paid the minimum wage in Southwestern Oregon ranged from a low of 7.5 percent in Douglas County to a high of 9.1 percent in Curry County. This compares to 7.3 percent of all jobs in Oregon that pay minimum wage. To learn more, read state economist Nick Beleiciks' [article](#) or download the Oregon Employment Department's detailed [report](#).

SACC Budget vs Actual  
Tourism - Motel Tax Fund  
Through June 30, 2019

	<b>BUDGET:</b>	<b>ACTUAL:</b>	
<b>Receipts from City</b>	<b>115,625.00</b>	118,418.64	** timing Diff
<b>Receipts from Street Fair</b>			Calendar Yr Vs
<b>Total Revenue</b>		<u>118,418.64</u>	Fiscal Year
<b>Expenditures:</b>			
<b>Personnel:</b>	<b>49,860.00</b>	45,263.50	
<b>Mat'l &amp; Services:</b>			
Advertising	22,000.00	21,023.18	
Building Maint. & Services	1,500.00	588.90	
Furnishings & Equipment	750.00		
Memberships	500.00	485.00	
Office Supplies	500.00	587.96	
Postage	250.00	169.30	
Telephone	1,500.00	978.70	
Tour. Promotion-Music...	600.00	600.00	
Tour. Event - Museum	250.00		
Tour. Event - Blackberry	6,000.00	6,000.00	
Tour. Award - Dog Park	2,500.00	746.05	
Events - GeoCaching, Etc	11,000.00	1,419.00	
Tourism-Country Concert	6,400.00	4,850.00	
Travel & Training	800.00		
Utilities	1,200.00	990.49	
<b>Total Mat'l &amp; Services</b>	<b>55,750.00</b>	38,438.58	
<b>General Admin:</b>	<b>8,660.00</b>	3,970.00	
<b>Totals</b>	<b>1,355.00</b>	30,746.57	
Carry-over Discretionary Funds	22,581.72	8,351.40	
Tourism Promo Plan - Carry Frwd	18,741.50		



## Melanie Masterfield

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**From:** Melanie Masterfield  
**Sent:** Tuesday, July 2, 2019 4:20 PM  
**To:** Ashley (ashley@bciradio.com); DC Commisioners (commissioners@co.douglas.or.us); Erica Welch; KUGN (news@kugn.com); Kyle-KQEN (KYLE@BCIRADIO.COM); News Desk (newsdesk@nrtoday.com); Register Guard (rgnews@registerguard.com); Roseburg Beacon (info@roseburgbeacon.com)  
**Subject:** City of Sutherlin Council meeting  
**Attachments:** CC AGENDA JUL 8.19.pdf

Good afternoon. Please see the attached agenda for the Council meeting on Monday, July 8, 2019. Thank you



Melanie Masterfield  
Deputy City Recorder  
**City of Sutherlin**  
**126 E Central Ave**  
**Sutherlin, OR 97479**  
**541-459-2856**  
[m.masterfield@ci.sutherlin.or.us](mailto:m.masterfield@ci.sutherlin.or.us)