



**City of Sutherlin
Workshop Council Meeting
Monday, August 26, 2019
Civic Auditorium – 7:00 p.m.
AGENDA**

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

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. PRESENTATIONS**
 - a. Visitor Center Executive Director – Tracy Martz
- 5. AGENDA CONFIRMATION**
 - a. September 9, 2019 Agenda
- 6. COUNCIL BUSINESS**
 - a. IGA – Douglas County Inmate Housing Agreement
 - b. LOC Voting Delegate Appointment
- 7. a. COUNCIL PRIORITY PROGRESS REPORT**
b. COUNCIL COMMENT
- 8. WORKSHOP**
 - a. Water Services Outside City Limit Code Review (SP)
 - b. Community Center Rental Fees
- 9. STRATEGIC PLAN UPDATES** (Reports in Council Packet)
 - a. Fire Services West-Side Responses
- 10. REPORTS**
 - a. Urban Renewal – Next Steps
- 11. ADJOURN**

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

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





Presentations and/or Proclamations





INTRODUCTION OF VISITOR CENTER EXECUTIVE DIRECTOR





AGENDA CONFIRMATION





**City of Sutherlin
Regular Council Meeting
Monday, September 9, 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

6. CONSENT AGENDA

- a. August 12, 2019 Minutes – Regular Meeting
- b. August 26, 2019 Minutes – Workshop

7. COUNCIL BUSINESS

- a. PW – Flush Truck Purchase
- b. Contract Award – Nonpareil Water Treatment Plant

8. REPORTS

9. STRATEGIC PLAN UPDATE (Report in Council Packet)

- a. Valentine Project Update
- b. Fire Department Backfill Relief Position Approval

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



COUNCIL BUSINESS





City of Sutherlin

STAFF REPORT					
Re: Fifteenth Extension of Intergovernmental Agreement (IGA) with Douglas County for Inmate Housing				Meeting Date:	August 26, 2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Troy Mills, Chief of Police				City Manager Review	☒
Attachments: Fifteenth Extension of IGA for Inmate Housing					

WHAT IS BEING ASKED OF COUNCIL?

The City Council is asked to vote on the Fifteenth Extension of the Douglas County IGA for Housing Inmates Agreement for FY 2019/2020.

EXPLANATION

The City has an IGA with Douglas County for housing inmates. Approval would extend this contract for another fiscal year through June 30, 2020. Daily costs for housing an inmate will remain the same at \$89.64 per prisoner.

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

OPTIONS

N/A

SUGGESTED MOTION(S)

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

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

This fifteenth contract extension ("fifteenth extension") is made on the ____ day of _____, 2019, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County") and the CITY OF SUTHERLIN, a municipal corporation organized and existing under the law of the State of Oregon ("City").

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

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

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

THE PARTIES AGREE:

1. EXTENSION: The term of this agreement is extended to June 30, 2020, subject to early termination as otherwise provided. The extension is not effective until it has been signed by both parties.

\\

\\

\\

\\

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

CITY OF SUTHERLIN

By _____

Title _____

Print Name _____

Date _____

REVIEWED AS TO CONTENT

By _____

Douglas County Sheriff

Date _____

Coding _____

**BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY**

By _____

Chair

By _____

Commissioner

By _____

Commissioner

Date _____

REVIEWED AS TO FORM

By _____

Office of County Counsel

Date _____



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

City of Sutherlin

STAFF REPORT					
Re: League of Oregon Cities				Meeting Date:	8/26/2019
Purpose:	Action Item ☒	Workshop ☐	Report Only ☐	Discussion ☐	Update ☐
Submitted By: Diane Harris, Deputy City Recorder				City Manager Review	☒
Attachments: Voting Delegate Form					

WHAT IS BEING ASKED OF COUNCIL?

To determine who will represent the City as Voting Delegate and Alternate Delegate at the 2019 League of Oregon Cities Conference in Bend, OR.

EXPLANATION

League of Oregon Cities Conference will be held September 26 - 28, 2019 at The Riverhouse on the Deschutes in Bend. Council is being asked to appoint a Voting delegate, as well as, an Alternate Delegate. The online form must be completed and returned to LOC office by the September 6, 2019 deadline.

OPTIONS

- 1) Motion to appoint Council members as LOC Voting Delegate and Alternate Delegate

SUGGESTED MOTION(S)

Motion to appoint _____ as Voting Delegate and _____ as Alternate Delegate while representing the city at the 2019 LOC Conference.



94rd ANNUAL LOC CONFERENCE

September 26 – 28, 2018 | Riverhouse on the Deschutes in Bend

Designation of Voting Delegate at Annual Membership Meeting

The annual membership meeting will be held Saturday, September 28, at 8:00 a.m. Each city is entitled to cast one vote at the membership meeting; however, all city officials are encouraged to attend the meeting.

Use this form to indicate those persons who will represent your city as a voting delegate and alternate delegate. The voting delegate or alternate should pick up a voting card at the Conference Registration Desk on Saturday morning prior to entering the membership meeting.

NOTE: Delegates may not vote without a voting card and voting cards will be issued only to a person indicated on this form. Voting by proxy will not be permitted.

FOR THE CITY OF _____

VOTING DELEGATE:

Name _____ Title _____

ALTERNATE:

Name _____ Title _____

Return this form by **Sept. 6**

to:

League of Oregon Cities

Attn. Jenna Jones

jjones@orcities.org

1201 Court St. NE, Suite

Submitted by _____
(Signature)

Name _____

Title _____

Phone _____

Email _____



COUNCIL PRIORITY PROGRESS REPORTS

COUNCIL COMMENTS





WORKSHOP





City of Sutherlin

STAFF REPORT					
Re: Water Service Outside of the Urban Growth Boundary				Meeting Date:	08-26-2019
Purpose:	Action Item ☐	Workshop ☐	Report Only ☐	Discussion ☐	Update ☒
Submitted By: Brian Elliott, Community Development Director and Kristi Gilbert, Community Development Specialist				City Manager Review	☒
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

This Staff Report is to provide Council with an update as to the procedures for allowing water service to residents outside of City Limits and the Urban Growth Boundary (UGB).

EXPLANATION

In 2010, Council appointed a Water Committee consisting of three members of City Council to consider the possibility of extending new water service into areas outside city limits. After a couple meetings, it was at the recommendation of the Committee to postpone consideration of new services outside city limits until the Cooper Creek Water Treatment plant was reconstructed. The Cooper Creek Water Treatment Plant was completed in 2014. The City now has the capacity to reconsider providing services to residents outside the City Limits.

As a Council Priority, staff has researched the policies and procedure amendments to allow water services outside of the UGB and City Limits. Documents that will need to be amended in order to permit water services outside the UGB and City Limits are the Municipal Code, Comprehensive Plan Public Facilities Element, and Urban Growth Management Agreement (UGMA) between City and County jurisdictions. These amendments can take approximately twelve (12) to twenty-four (24) months.

Discussion Topics

- Location of main line extensions – feasibility
- Main Transmission Line
- Water Demand
- Pressure must meet Oregon Health Authority Minimum 20 psi
- Annexation requirements
- LID creations
- Backflow Requirements
- Reviews of individual situations
- Charges for customers outside city boundaries
- Water Management and Conservation Plan (WMCP) updates
- Curtailment
- Statewide Planning Goal 11, permits jurisdictions to provide water services outside the UGB but precludes us from providing water service outside the UGB to permit expansion.

OPTIONS

N/A

SUGGESTED MOTION(S)

N/A



City of Sutherlin

STAFF REPORT					
Re: Updating Community Center Fee Schedule				Meeting Date:	8/26/19
Purpose:	Action Item ☐	Workshop ☒	Report Only ☐	Discussion ☒	Update ☐
Submitted By: Deputy City Recorder, Melanie Masterfield				City Manager Review	☒
Attachments:	Resolution 2002-07 (Old Rates); Proposed Rates; Community Center Fiscal Analysis				

WHAT IS BEING ASKED OF COUNCIL?

Council is being asked to consider updating the current Community Center rental fees.

EXPLANATION

The current rental fee rates were established in 2001 and do not reflect current maintenance and operational costs. The General Fund currently supports the Community Center operations at the amount of \$19, 135.97. The idea set forth by Council in 2002 was that the rental fees would offset the cost of up-keep. The amount of \$16, 172.50 reflects fees not collected due to qualified fee waiver applicants.

The Center is used primarily by organizations that meet the criteria for a fee waiver. Due to the rising use of the facility by these organizations, the availability is extremely limited to other community members.

The current procedure for renting the Community Building is: a citizen calls, minimal information is penciled on a calendar for the requested date. Unfortunately, the “No Call, No Show” adage is quickly rising, therefore leaving the building unavailable for others to use.

OPTIONS

- Options for increasing rates to accommodate the rising cost of operations:
 - Increase hourly rental rate
 - Add a Meeting Room/Kitchen use rental fee of \$30/hour with a discount for half day and all day use
 - Add a Kitchen use half day price of \$50 (4 hours) and all day price of \$100 (over 4 hours)
 - Charge a discounted rate of ½ the rental fee for Fee Waiver Applicants (which would require a Municipal Code Amendment)
- Implement a “No Call, No Show” policy and retain their deposit.
- Implement a mandatory \$100 refundable deposit regardless of fee waiver

SUGGESTED MOTION(S)

N/A

RESOLUTION NO. 2002-07
A RESOLUTION ESTABLISHING RENTAL FEES AND SECURITY DEPOSITS
FOR USE OF THE SUTHERLIN COMMUNITY CENTER

THE CITY COUNCIL OF THE CITY OF SUTHERLIN HEREBY RESOLVES pursuant to Section 12.37.050 E of the Sutherlin Municipal Code that the following amounts and rates will be charged for use of the Sutherlin Community Center:

	Hourly Rate	4 hours	8 hours	All day
Main Hall	\$20	\$70	\$140	\$170
Main Hall and Kitchen	\$30	\$100	\$170	\$200
Meeting Room	\$10	\$25	\$50	\$75
Entire Center	\$35	\$125	\$200	\$250

If the rental fee for use of any part of the Sutherlin Community Center is waived pursuant to Section 12.37.120 of the Sutherlin Municipal Code, the User must pay a kitchen use fee of \$25.

The foregoing Resolution adopted this 13th day of May, 2002.



Mayor, Joe Mongiovi

Attest:





City Secretary, Vicki Luther

PROPOSED
SUTHERLIN COMMUNITY CENTER
Rental Fees and Regulations
150 S. Willamette

Rental fees are established to cover up-keep of the facilities and repairs as needed. This facility has a licensed kitchen that's inspected annually. The center may be rented anytime from 6am to 12midnight. The Community Center is a smoke free facility.

A \$100 refundable deposit is charged upon reservation.

	Hourly Rate	4 Hours (10% Discount)	8 Hours (15% Discount)	All Day (20% Discount)
Main Hall	\$30	\$110	\$200	\$215
Main Hall & Kitchen	\$40	\$145	\$270	\$290
Meeting Room	\$20	\$70	\$135	\$145
Meeting Room & Kitchen	\$30	\$110	\$200	\$215
Entire Center	\$45	\$160	\$305	\$325

Kitchen Only	\$50/day for 4 Hours	\$100/day over 4 Hours
--------------	----------------------	------------------------

Fee Waiver Applicants	with Fee Waiver Form, rates are ½ price
-----------------------	---

- **\$100 refundable deposit required for all applicants.**
- **No Call, No Show – deposit not refunded**
- **Key must be picked up on Friday for a weekend event**
- **Application and deposit required within 5 business days to retain reservation**

Community Center Caretaker: Joe Gardner 541-315-0724

Main Hall will accommodate approx. 155 people
Meeting Room will accommodate approx. 28-30 people
Facility has 38 tables (3 x 8) (30" x 96")
Facility has 230 chairs

Some service ware and cook ware is available. It's recommended that you check out the venue prior to scheduling your event.

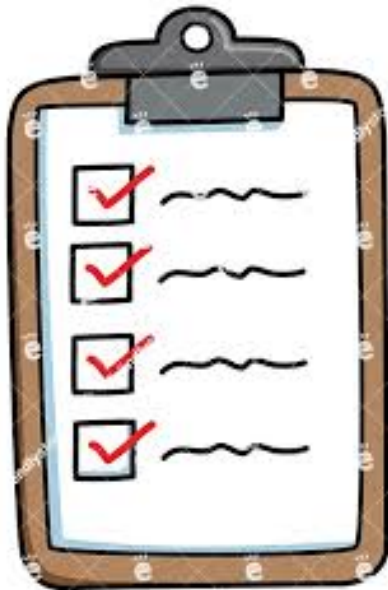
City of Sutherlin
Community Center Fiscal Analysis

	Fiscal Year						
	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>YTD</u> <u>2018-19</u>	<u>Average</u>
Annual Revenue	7,930.00	7,190.00	6,645.00	5,475.00	8,485.00	7,375.00	7,183.33
Annual Expenses	27,450.41	24,614.79	29,542.02	29,157.13	24,916.12	22,235.34	26,319.30
Net	(19,520.41)	(17,424.79)	(22,897.02)	(23,682.13)	(16,431.12)	(14,860.34)	(19,135.97)
Revenue % of Expenses	28.89%	29.21%	22.49%	18.78%	34.05%	33.17%	27.77%

Expenses include: Supplies, Upkeep, Utilities, and Janitorial Wages



STRATEGIC PLAN UPDATE





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

City of Sutherlin

STAFF REPORT					
Re: Fire Services West-Side Fire Responses				Meeting Date:	8/26/2019
Purpose:	Action Item ☐	Workshop ☐	Report Only ☒	Discussion ☐	Update ☒
Submitted By: Mike Lane, Fire Chief				City Manager Review	☒
Attachments: N/A					

WHAT IS BEING ASKED OF COUNCIL?

This staff report is to provide Council an update on the status of Fire Department responses to the Calapooia Fire District area and to the west side of Sutherlin.

EXPLANATION

On April 1st 2019, the City of Sutherlin contracted with the Calapooia Fire District to provide Fire & EMS services to their fire district. This contract for service provided the Sutherlin Fire Department with a fire station on the west end of town. Having this station on the west side of town benefits Sutherlin in several ways.

The fire department uses this station to provide housing for our scholarship students and some resident volunteers. In exchange for housing, these individuals work five, 12 hour shifts, per month at that station. While not staffed full time, this provides for 420 hours a month that at least one person is on duty at that station to respond to emergencies. Also, just by them living there, someone is usually available at night to respond to calls.

In April, Fire Staff enacted a two station tiered response to calls for service. Staff divided the City at Comstock Road. For single engine responses on Comstock and areas west, both stations are alerted and if personnel are available at Station 2 they respond and cancel the engine from the main station, freeing them up for the next call. If there is a fire call, both stations respond. At a recent structure fire on the east side of town, our first engine was on scene in 2:39 and our second engine from station 2 was on scene in 5:55.

If the station has personnel available, we also have a station to respond to calls when there is a train and response from the main station would be delayed to the west side of town.

As of August 8, 2019, Sutherlin Fire Station #2 (Calapooia) has responded either alone or with the main station a total of 169 times since April 1, 2019, of which 58 were in Calapooia Fire District.



REPORTS





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

City of Sutherlin

STAFF REPORT					
Re: Urban Renewal Feasibility Schedule of Work				Meeting Date:	8/26/2019
Purpose:	Action Item	Workshop ☒	Report Only ☐	Discussion ☒	Update ☒
Submitted By: Brian Elliott, CDD				City Manager Review	☒
Attachments: Urban Renewal Feasibility Schedule of Work					

WHAT IS BEING ASKED OF COUNCIL?

To review the attached schedule and provide input/direction to staff.

EXPLANATION

During early council priority discussions and then through break-out sessions, council decided to move forward in laying out a course of action that would or could at some point, lead to the creation of a Urban Renewal District in Sutherlin. On August 12th, both the City Council and Planning Commission began this process by learning about how urban renewal districts are formed and how they have proved beneficial in creating economic development and improving the livability of a community.

Attached are our “planned-for” next steps in determining the feasibility of establishing an Urban Renewal District in Sutherlin as recommended by consultant Elaine Howard. Council input and direction is requested as we move into the important phases of establishing an Urban Area Boundary, calculate the potential UR revenues that would be made available for funding projects, and work with community stakeholders in identifying some specific projects that would then be presented to City Council for review, open discussion and approval.

City of Sutherlin

Urban Renewal Schedule

Date	Action	Summary or Outcome
4/29/2019	Receipt of Feasibility Study followed by interview and selection	Elaine Howard Consulting was interviewed and selected to bring urban renewal concept and overview to City Council and Planning Commission
8/12/2019	Urban renewal education for City Council and Planning Commission	Urban Renewal 101 & 201 presentation to City Council and Planning Commission
8/19/2019	Elaine Howard team to review all existing plans and studies of the city related to land-use and infrastructure	This does not mean they are projects that will be done with UR dollars, but that they show the Blight or deficiencies in your infrastructure. This is part of the scope of the feasibility study and if you move forward with an UR Plan, they will be a determining factor in consideration of the UR area
9/9/2019	Urban renewal process update to City Council	Staff report and discussion with City Council
9/16/2019	Urban Renewal Team (URT) meet to discuss possible UR project area and condition of "Blight"	Councilors Tomlinson, Boggs and city staff; set the boundary for EH to begin analysis
9/20/2019	Elaine Howard (EH) conducts analysis determining that blighted conditions indeed exist within the initial project area as developed in 9/16-23 meeting	Blight must be found by the governing body in order to establish an UR Area (URA). Blighted conditions include substandard buildings, inadequate streets, substandard utilities and underutilized properties in the proposed UR Area, as evidenced by the value of improvements to the value of land
9/23/2019	URT meet to give second review of proposed project area	URT reviews EH work to date
9/24/2019	Calculation of Potential Revenue Capacity of now established Urban Renewal Boundary (URB).	Preliminary estimate of urban renewal tax revenues
10/7/2019	URT meets to create initial URB projects	Extended meeting with URT and other stakeholders. Draft project list completed
10/17/2019	EH and finance staff establish preliminary project costs	Initial finance plan established
10/22/2019	EH completes all-inclusive URB budget with finance staff FOLLOWED BY PRESENTATION TO COUNCIL	Total anticipated URB revenues; total URB projects with finance plan for period of exhausted revenues and update of finance plan
PERIOD OF COMMUNITY ENGAGEMENT/EDUCATION		
Nov-Dec	Final presentation to council	Adoption



ADJOURNMENT





FOR YOUR INFORMATION



STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
APR 2019				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
MAY 2019				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
JUN 2019				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (May 28th Executive Session)	✓
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council (report provided at April 22nd Workshop Mtg)	✓
JUL 2019				
07/22/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	✓
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
07/22/19	Finance	Create a long-term budget forecast	Report to Council	✓
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	✓
AUG 2019				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	✓
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	✓
SEP 2019				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	
09/23/19	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council	
09/23/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Report to Council	
09/23/19	Fire	Maintain ISO (Insurance Service Office) rating	Report results to Council	

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

Revised 8/20/2019

STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
OCT 2019				
10/14/19	CDD/PW-Transportation	Install a crosswalk from Nicholas Ct to St John	Bid process, present to Council for approval	
10/14/19	CDD/PW-Water	Schoon Mt Pump Station improvements (pump replacement)	Bid process, funding approval and present to Council	
09/23/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and	Develop new SDC matrix and present to Council	
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	
10/28/19	Police	Recruitment and retention	Report to Council	
10/28/19	Fire	Create backfill relief position	Finalize/prioritize options and present to Council	
NOV 2019				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Waite Street to Southside Road	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	
11/12/19	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council	
11/12/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	
11/12/19	Police	Integration of K9 program	Report to Council	
DEC 2019				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	
12/09/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Ordinance adoption	
12/09/19	CDD-Planning	Complete Mixed-Use Zoning of the Airport Industrial Lands	Present to Council	
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	
JAN 2020				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	

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

Revised 8/20/2019

From: [Melanie Masterfield](#)
To: [Ashley \(ashley@bciradio.com\)](#); [DC Commisioners \(commissioners@co.douglas.or.us\)](#); [Erica Welch](#); [KUGN \(news@kugn.com\)](#); [Kyle-KOEN \(KYLE@BCIRADIO.COM\)](#); [News Desk \(newsdesk@nrtoday.com\)](#); [Register Guard \(rgnews@registerguard.com\)](#); [Roseburg Beacon \(info@roseburgbeacon.com\)](#)
Subject: Sutherlin City Council Meeting
Date: Tuesday, August 20, 2019 12:49:00 PM
Attachments: [CC AGENDA AUG 26.19 WS.pdf](#)

Please see the attached agenda for the Sutherlin City Council Meeting on Monday, August 26, 2019.



Melanie Masterfield
Deputy City Recorder

City of Sutherlin

126 E Central Ave

Sutherlin, OR 97479

541-459-2856

m.masterfield@ci.sutherlin.or.us