



**City of Sutherlin
Regular Council Meeting
Monday, September 11, 2017
Civic Auditorium – 7:00 p.m.
AGENDA**

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

6:00 p.m. – Grand Opening of Playground at Central Park

Regular Council Meeting at 7pm

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. Ford's Pond Master Plan Update
- b. Wastewater Treatment Plant Bidding & Construction Schedule Update

6. CONSENT AGENDA

- a. August 14, 2017 Minutes – Regular Meeting
- b. August 28, 2017 Minutes – Workshop

7. COUNCIL BUSINESS

- a. Douglas Electric Service Agreement – Wastewater Treatment Plant
- b. Transportation Management Growth/Transportation System Plan Grant Approval

8. REPORTS

- a. Fire Services Update

9. COUNCIL COMMENTS

10. PUBLIC COMMENT

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

11. ADJOURN

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



Call to Order & Flag Salute





ROLL CALL





Introduction Of Media





PUBLIC COMMENT

Agenda Items only





Presentations and/or Proclamations





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

City of Sutherlin

STAFF REPORT					
Re: Ford's Pond Community Park Master Plan Update				Meeting Date: 9-11-2017	
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director and Colin McArthur with Cameron McCarthy Landscape Architecture & Planning				City Manager Review <input checked="" type="checkbox"/>	
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

Not Applicable

EXPLANATION

Colin McArthur with Cameron McCarthy, Landscape Architecture & Planning firm, requested to give an update on the progress on Ford's Pond Community Park Master Plan. Some of the key elements to be discussed will be the community involvement activities and park design concepts.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None



City of Sutherlin

STAFF REPORT					
Re: WWTP Bidding and Construction Schedule Update				Meeting Date:	8-28-2017
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director and Steve Major with The Dyer Partnership Engineering and Planners Inc.				City Manager Review	<input checked="" type="checkbox"/>
Attachments: Revised Schedule September 6, 2017					

WHAT IS BEING ASKED OF COUNCIL?

Report and discussion with council regarding the revised Bidding and Construction Schedule for the WWTP and explanation for changes.

EXPLANATION

City staff has held several meetings regarding the new Wastewater Treatment plant planned for bidding and construction schedule. After conferring with other potential bidding firms, The Dyer Partnership and the “engineering and construction-team”, we are now convinced that it is in the City’s best interest to move the dates of bid-release from an extended period of November 21, 2017 through April 16, 2018 to January-February 2018. Potential bidders, while appreciating our intent, felt the delay (giving them time to plan) was in fact, detrimental. The bidders we talked to thought the delay presented too much “guessing” on the anticipated costs waiting until April of 2018 for a NTP. We therefore, pulled back this bidding schedule in favor of shortening the bid timeframe from six months to two. The following information will explain the reasoning for this decision as we move forward with the new Bidding and Construction Schedule as attached. In summary, after further discussion with potential construction bidders, The Dyer Partnership, and addressing other newly revealed “engineering and construction-team” concerns, there were simply too many barriers to achieving a bid favorable to the City of Sutherlin under the previously established schedule. Outlined below are the responses from bidders and the “engineering and construction-team” concerns referenced above:

Bidder Response

1. BOLI rates could escalate during the six-month delay period. This would mean that the contractor would be bidding a higher rate. BOLI rates go into effect at NTP.
2. Materials are escalating at rates not normally seen. If the contractor cannot issue Purchase Orders for six months, some vendors either won’t bid, or include extremely high factors to their bid. We have seen some materials escalate at 8% annually.
3. We are hearing of possible cement shortages maybe happening in the next 6 to 9 months. Also the hurricane in Texas damaged a couple of plants that make concrete mixture. This six-month delay may cause further issues.
4. There is a significant craft shortage now.

5. Contractors, specifically specialty subcontractors are in high demand. Some specialty contractors are bidding work at ridiculous margins (15% to 20% profit). This six-month delay will only make it worse.
6. Grants Pass bid out an \$8M package for concrete and mechanical. They received one bidder and their bid was 38% higher than the engineer estimated value. Jennifer in Coos Bay said she had two small projects out and no one bid.
7. Contractors don't like bidding work unless they have a team available. The delay in starting may cause some contractors to not bid.
8. If the City were to issue administrative NTP so that a contractor could get Purchase Orders written, submittals started, and commitments made they may avoid some of the issues listed above. Then the City could issue a construction NTP.

Other engineering and construction-team concerns that have been discussed which would be resolved prior to construction under the revised schedule would be:

1. The contractors need to have two dry construction seasons to compete the project.
2. During this time, instead of the contractor applying for the 1200 C permit, The Dyer Partnership would have time to complete the 1200 C permit (having it completed prior). Otherwise the contractor would be responsible for the permit, resulting in more delay.
3. During this time, we can identify the construction staging area and complete the DSL permit process (having it complete prior).
4. Complete the Ford's Pond DSL permit for the recycled water discharge line.

Many of these factors identified will have influence in the bid price, primarily the ones with change orders.

OPTIONS

Not Applicable

SUGGESTED MOTION(S)

None

**CITY OF SUTHERLIN
PROPOSED MAO WASTEWATER TREATMENT PLANT SCHEDULE**

60% Design Documents Submitted to DEQ	December 31, 2016
60% Design Review Meeting	January 25, 2017
90% Design Documents Submitted to DEQ	April 3, 2017
90% Design Review Meeting	May 2, 2017
Submit Final Bid Plans & Specifications to DEQ	July 3, 2017
Advertise for Bid	July 5, 2017
Open Bids	August 2, 2017
Council Meeting – Award Bids	August 14, 2017
Start Construction	September 14, 2017
Substantial Completion of Treatment System-Class A Effluent	May 1, 2019
Final Completion-Initiation of Operation	September 14, 2019
Submit Performance Evaluation Report to DEQ	November 2, 2020

CITY OF SUTHERLIN
PROPOSED MAO WASTEWATER TREATMENT PLANT SCHEDULE
(Revised Schedule September 6, 2017)

60% Design Documents Submitted to DEQ	December 31, 2016
60% Design Review Meeting	January 25, 2017
90% Design Documents Submitted to DEQ	April 3, 2017
90% Design Review Meeting	May 2, 2017
Submit Final Bid Plans & Specifications to DEQ	August 23, 2017
Receive Plan Approval Letter from DEQ	January 10, 2018
Advertise for Bid	February 2, 2018
Open Bids	March 2, 2018
Council Meeting – Award Bid	March 13, 2018
Start Construction	April 16, 2018
Substantial Completion of Treatment System-Class A Effluent	March 15, 2019
Final Completion-Initiation of Operation	October 7, 2019
Submit Performance Evaluation Report to DEQ	October 7, 2020



Consent Agenda



CITY OF SUTHERLIN
Regular City Council Meeting
Sutherlin Civic Auditorium
Monday, August 14, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Community Development Director, Brian Elliott
Interim Police Chief, Troy Mills
Interim Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: Nancy Anderson, Carleen House, Jean Galleher, Gary Dagel, Pamela Semas, Rannah Williams, Silvia Monas, Chuck & Reg Brummel, Beth Houseman, Kristi Caviness, Brian Burke, Tami Trowbridge, James Parmenter

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

Flag Salute:

Roll Call: Excused – Councilor Vincent

Introduction of Media: None

PUBLIC COMMENT (agenda items only)

- None

CONSENT AGENDA

- **July 10, 2017 Minutes – Regular Meeting**
- **July 24, 2017 Minutes – Workshop Meeting**

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

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

Opposed: None

Motion carried unanimously.

COUNCIL BUSINESS

- **Intergovernmental Agreement with Oakland for Police Service Contract - Police**

Staff Report – Interim Police Chief, Troy Mills – Current agreement allows for an extension to be approved by both Councils before current agreement's expiration. Oakland City Council expressed interest in renewing the police services IGA for another 5 years beginning June 30, 2018 through June 30, 2023. Minor changes were made to improve the wording. Oakland Council has already approved it.

MOTION made by Councilor Boggs to approve IGA with Oakland for Police Service Contract as presented; second by Councilor Luzier.

Discussion: Councilor Luzier – What was Oakland Council's vote? *Mills – It passed unanimously.*

Councilor Tomlinson – How much does Oakland pay for the service? *Finance Director, Dan Wilson – Approximately \$206,000 per year, with annual increases per specific Consumer Pricing Index (CPI).*

Councilor Stone – Did not see CPI increase mentioned. *Wilson – It is stated in the [original] contract.*

Discussion continued regarding initial contract involving provisions for a Police car but discontinued about 5 years ago since Oakland's decision to stay with Sutherlin's Police service.

Councilor Stone expressed concerns regarding added mileage put on cars driving to Oakland each day.

Councilor Boggs explained the agreement's history; adding that annual CPI covers associated expenses.

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

Opposed: None

Motion carried unanimously.

- **Ordinance – Library Board (first reading, title only)**

Staff Report – City Manager, Jerry Gillham – Explained purposes for increasing the Library Board from 5 to 7 members. The Library is now the City's to manage and operate to stay within State Certification. There are now 63 volunteers; there are some items City is working on requiring more involvement from the board. Having 2 additional seats provides more diversity. They will serve as an advisory committee to the Council.

Mayor McKnight requested City Recorder, Diane Harris, to read the ordinance by title only.

Harris – “An ordinance amending Section 2.16.020 of the Sutherlin Municipal Code to permit seven members to serve on the City's Library Board.”

MOTION made by Councilor Luzier to approve first reading of Ordinance – Library Board as presented; second by Councilor Boggs.

Discussion: Councilor Boggs questioned why 7 members is better than 5. *City Manager provided points to consider:*

- *More involvement from people actively volunteering allowing for a more broader and comprehensive say;*
- *If there is only 5 members and 2 don't attend a meeting, the decision making can be put in jeopardy in terms of being advisory to Council;*
- *Library Volunteers requested this in hopes of being more involved.*

Councilor Stone – So the Library Board is going to overrule Council? *No, it's much like any advisory board, Council makes the ultimate decision. We don't want to run it as “staff” and tell them what to do. We want them to come to us to say “this is what we need from staff” to make the library operate better. It's teamwork on staff's side and collaboration on Council's side.*

In Favor: Councilors Tomlinson, Luzier, Riggs, Stone, and Mayor McKnight

Opposed: Councilor Boggs

Motion carried.

- **Library Board Appointment**

Staff Report – Harris – Currently 2 seats are vacant on the library board, after the second reading and adoption of the ordinance (August 28th), 2 more seats will be available. City has received 5 applications, for 4 seats. The 2 current vacant seats have terms ending December 31, 2018; the additional (proposed) seat's terms end December 31, 2019 and December 31, 2020, effective upon enactment of the ordinance.

Mayor McKnight asked if applicants would like to come to the front of the room and address Council.

- Silvia Monas – Has been a volunteer at the library since City re-opened it. Monas spoke of the positive attributes in the community associated with the library, and would like to continue being involved as an advisory board member.
- Carleen House – Has been involved since City re-opened the library. Patrons constantly voicing appreciation for the library's continuance has been a very positive experience. It has been a collaborative community cooperation, and is proud to be part of it.
- Nancy Anderson – Have been involved with organizing the Children's library programs, am proud to be a part of it. A research student from University of Oregon stated Sutherlin, per capita, has more volunteers than any city in the Douglas County. We are doing an amazing job.
- Rannah Williams – Started working at the library with Jean Galleher as a volunteer coordinator in June. Appreciates support from the City and especially the volunteers. Have some concerns regarding the library's future. With Galleher leaving the area will need someone that is aware of all of the library's workings, coordinating volunteers, and having access to information. Am

looking forward to serving on the board to help find solutions for these concerns. Do we need a paid person or possibly a management team? These are things to consider.

Harris read a statement, requested by applicant Rick Troxel, who was unable to attend the meeting. Troxel shared his background and active involvement with the library as a volunteer, as well as a member of the Library Futures Task Force. Troxel expressed desire to serve on the board and appreciates Council's consideration.

Mayor McKnight stated Council members have expressed interest in also having an additional person appointed as an "alternate" to the Library Board. [An amendment to the proposed ordinance will be presented at next meeting].

MOTION made by Councilor Riggs to accept all applications and adding one alternate member to the Library Board; second by Councilor Tomlinson.

Discussion: Mayor McKnight asked if an applicant would be willing to be the "alternate" member. Rannah Williams offered to serve as the alternate.

Appointments:

- Silvia Monas and Carleen House (current vacancies) terms ending December 31, 2018;
- Nancy Anderson term ending December 31, 2019, effective on ordinance enactment date;
- Richard Troxel to term ending December 31, 2020, effective on ordinance enactment date;
- Rannah Williams as "alternate" board member; [term ending December 31, 2018], effective on ordinance enactment date.

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

Opposed: None

Motion carried unanimously.

- **Vehicle Purchase Approval – Public Utilities**

Staff Report – Community Development Director, Brian Elliott – Staff is seeking approval to purchase a 2018 Chevrolet Silverado 4WD (4-wheel drive) Crew Cab for the Public Works Utilities Department for \$29,650.

MOTION made by Councilor Luzier to approve Public Utilities vehicle purchase of a Chevrolet Silverado 4WD Crew Cab for \$29,650 as presented; second by Councilor Stone.

Discussion: Mayor McKnight – How many 4WDs does the City have, is there more than one already? ***Yes, this is replacing a 2000, ½ ton, short-bed 2WD.*** How many 4WD are needed? ***If you need them, you need them; right now there are 2 vehicles at the utilities department that are not 4WD.***

Councilor Tomlinson asked what is wrong with the other truck, stating he is not supportive of the purchase for budget reasons, why purchase it now? ***The odometer on the truck that is being replaced stopped working in 2014 at around 100,000 miles and has a continual history of maintenance.***

City Manager – Adding a vehicle was approved during the budget process.

Councilor Stone – What else will need to be done to the truck after purchase? ***Will need to add a radio, decals, and a light. The expense will be split between Water and Wastewater Budgets.***

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

Opposed: None

Motion carried unanimously.

- **City & ODOT (Oregon Department of Transportation) Intergovernmental Agreement – Dovetail Right-Turn-Lane Approval**

Staff Report – Elliott summarized the cooperative agreement between City and ODOT for the right-turn-lane at Dovetail Lane for an estimated \$115,000. This was supposed to have been approved in 2007-2009 for phase II of Knolls Estates development.

MOTION made by Councilor Boggs to approve IGA with ODOT for Dovetail right-turn-lane for estimated cost of \$115,000 as presented; second by Councilor Tomlinson.

Discussion: Councilor Stone – Who will be putting this in? ***This is ODOT's project; they will be engineering, designing, and constructing it. Do not know who will be doing that work; ODOT will put***

it out to bid. One of ODOT's requirements is the right-turn-lane needs to be in before certification of occupancies are given to new developments. They will be breaking ground August 15th.

Councilor Boggs – This is an ODOT project but City is paying for it? *No, this is a City project, but went through ODOT to get a cost reduction.* If it goes over \$115,000 City will pay that as well? *Correct, \$150,000 has been budgeted for that project.*

Councilor Stone – That includes moving the power poles? *After several meetings it was concluded moving the power poles was not required.*

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

Opposed: None

Motion carried unanimously.

- **Water Master Plan Approval and Water Management & Conservation Plan Update (WMP and WM&CP)**

Staff Report – Elliott introduced Dyer Partnership Engineering & Planners, Inc., James Parmenter, who is present tonight to answer any questions. In October of 2016 City entered into a contract with Dyer to update the WMP and WM&CP. Staff is seeking Council's approval for the WMP.

MOTION made by Councilor Boggs to approve Water Master Plan as presented; second by Councilor Luzier.

Discussion: Councilor Stone – What is the population you are figuring on? *Parmenter –Population for 2036 has been estimated at 11,362.* We don't have any new lots, just filling in lots approved as far back as 20-years ago. Concerned with adding more water supply, our population hasn't changed that much. *With the projection, UGB swap, and updated buildable land inventory, there is that potential.* Is it mandatory we replace the [reservoir] tanks right away? *Schoon Mt. and the 6th & Oak Ave. pump station are high priorities.* Nothing is planned for water tank above the golf course? *There are several that need to be addressed, but as far as priorities, the two mentioned are the main concern.*

Councilor Boggs – How many proposed developments are above the golf course? *Avery/Galpin is planning 76 homes, to be built in 3 phases [23 in Phase I] and an estimated 50 are planned by Alaska Sutherland Knolls development.* The tanks up there will be able to service those? *Yes, infrastructure is there for an additional tank if needed.*

Councilor Stone – Concerned if we can't find funding for these tanks, approval of this master plan states we need to add them. *This plan will be a guide for the City's water system infrastructure for the next 20-years. Staff has been proactive in moving forward per this plan.*

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

Opposed: None

Motion carried unanimously.

Elliott – Now that the WMP is approved; next step is approval from Oregon Health Authority (OHA) and approval from Oregon Water and Resource Department (OWRD) for the WM&CP. Once completed Dyer will submit a final plan to the City, Staff will then bring an ordinance to Council repealing Ordinance 969 and pass a resolution for approval of 2017 WMP.

CITY COUNCIL COMMENTS

Councilor Boggs –

- None

Councilor Tomlinson –

- Person living near the park reported people are in the park after dark throwing rocks at equipment. Suggests increasing the police patrolling for that time.
- When will we get the Splash Pad? *Will have water available this Wednesday, with temporary pods, but may not have above ground fixtures in. The equipment we have been waiting for is supposed to arrive next Monday or Tuesday.*

Councilor Luzier –

- Concerned with N. Comstock paving project, one layer of paving is down, however the manholes stick up above ground making it difficult to drive on the street, and there are no flaggers present, concerned about the liability involved. *Elliott – The project will hopefully be completed by the*

middle of September, in the meantime they will be putting cold patch around the manholes. Flagging issues were supposed to have improved, however I will talk to them again.

Councilor Riggs –

- The owner of Metzler Computers reported his planter was removed, said he would have moved it himself if he'd had advanced notice. *Elliott – SDDI (Sutherlin Downtown Development, Inc.) requested removal of the planters. It was our understanding all barrels were owned by the City. He said he purchased his own. Will check into that.*

Councilor Stone –

- Have received calls about Sutherlin Sanitary Service's rates. Thought if customers decided not to have a garbage pickup they wouldn't be charged for that week. How will they keep track of that? The rates are unclear regarding recycling vs. garbage pickup. Would be nice to get the public involved so they understand it better.

Discussion continued regarding the interpretation of the rates for recycling and "on-call" service as presented by Sutherlin Sanitary Service owner, Pat Fahey, at a previous Council meeting. *City Manager suggested asking Fahey to attend the next Council meeting to answer questions.*

Mayor McKnight –

- Have visited Central Park's new playground frequently with my family and it's packed every time, it is great to see so many enjoying it.

Councilor Stone – How are we monitoring the park? Have been told some kids are playing rough with the equipment and there are some bolts sticking up creating a potential hazard. Does City have surveillance cameras there to monitor the activities? *Elliott – Believe there is a surveillance camera there, but has limited abilities. Mills – In the past had 24/7 access to that camera, but will look into that.* Have also heard there were beer bottles lying around; suggest having signs posted stating restrictions.

PUBLIC COMMENT –

- Chamber of Commerce Executive Director, Pam Semas – Would like to invite everyone to visit the Chamber's new website www.visitsutherlin.com. It is very easy to navigate, great for tourism, well organized, and has a lot of information. Each Chamber member has the ability to create their own log-in and password to add information, updates, and pictures in their own directory. We now have the ability to accept credit cards online. Memberships can be paid online, as well as events such as for the Hot Rod Fun Run on September 16th; they can register for the event and pay at the same time.

ADJOURNMENT –

With no further business meeting adjourned at 7:55pm.

Approved:

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, City Recorder

Todd McKnight, Mayor

CITY OF SUTHERLIN
City Council Workshop Meeting
Sutherlin Civic Auditorium
Monday, August 28, 2017 – 7:00pm

COUNCIL MEMBERS:

MAYOR: Tom Boggs, Wayne Luzier, Dennis Riggs, Forrest Stone, Travis Tomlinson, Seth Vincent
Todd McKnight

CITY STAFF: City Manager, Jerry Gillham
Senior City Recorder, Debbie Hamilton
City Recorder, Diane Harris
Assistant CM/Finance Director, Dan Wilson
Public Works Superintendent, Aaron Swan
Community Development Director, Brian Elliott
Police Chief, Troy Mills
Interim Fire Chief, Mike Lane
City Attorney, Chad Jacobs (via Skype)

Audience: Pat Fahey, Joe Groussman, Tami Trowbridge, Carlene House, Kristi Caviness, Gail Kuntz, Jim Houseman

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

Flag Salute:

Roll Call: Excused – Councilors Tomlinson, Luzier, and Riggs

Media: None

Mayor McKnight reported the public is welcome to comment during the workshop. Several agenda items will be taken off of tonight's agenda and will be brought back at the next meeting when a full Council is present.

AGENDA CONFIRMATION

• **September 11, 2017 Agenda**

City Manager – Wastewater Treatment Plant updates and Fire Services Reports have been added to the September 11th agenda. Items that are included in tonight's packet, but not discussed will either be presented at the September 11th meeting in a report or discussion depending on the nature of the information as decided by the Mayor.

COUNCIL BUSINESS

• **Ordinance No. 1059 – Library Board (second reading & adoption)**

Mayor McKnight requested City Recorder, Diane Harris to read Ordinance No. 1059, title only.

Harris "Ordinance No. 1059 – An ordinance amending section 2.16.020 of the Sutherlin Municipal Code to permit seven members to serve on the City's Library Board."

Staff Report – City Manager, Jerry Gillham – Amendments to include an "alternate" position has been made to the ordinance per Council's direction at last meeting.

MOTION made by Councilor Stone to approve second reading of Ordinance No. 1059; second by Councilor Vincent.

Discussion: Councilor Boggs asked for clarification regarding the proposed ordinance.

In Favor: Councilors Vincent, Stone and Mayor McKnight.

Opposed: Councilor Boggs.

Motion carried.

COUNCIL PRIORITY PROGRESS REPORT

City Manager reported a strategic plan status report is provided in Council packets monthly.

COUNCIL COMMENTS

Councilor Boggs –

- The new playground facility and splash pad are a great addition. Recently his family visited it and about 75 to 80 kids were there enjoying it.

Councilor Vincent –

- Congratulated City Staff/Public Works for enduring the heat while putting the new playground together. It was packed during the entire Blackberry Festival; another successful event this year.

City Manager – Grand Opening and ribbon cutting ceremony for the new playground/splash pad will take place September 11th at 6:00pm. Would like to encourage all Council and the public to attend.

Councilor Stone –

- Blackberry Festival was a success; they put on a great show.

Mayor McKnight –

- Congratulations to the Blackberry Festival Committee, was able to take part in the cruise this year. It was a great event again as usual.

WORKSHOP

• Sutherlin Sanitary Service Update

Sutherlin Sanitary Service owner, Pat Fahey – Everything is going to plan; have provided information and flyers that will go out to the public at the end of the month.

Updates:

- Recycling information flyers were explained.
- “On Call Garbage Service” information: A fee of \$1.50 per month for a 65-gallon garbage cart and a flat fee of only \$7.75 will be charged only when garbage is picked up.
- Recycled items will be taken out to Sunrise Enterprise.
- Approximately 2,000 carts will be distributed October 7th and 14th to Sutherlin area residents. Is looking for youth groups to help in the delivery effort.
- Curbside recycling should start October 16th.
- Recycling information will be imprinted on top of the carts. Oil can be picked up at the curb, but will not be accepted *in* the cart.
- Would like to report back to Council in a month or so on how the service is working.

Councilor Stone asked for clarification regarding the increased regular monthly charges and “On-Call Service” fees. ***Fahey – The cost for that service will not be in addition to regular monthly pick-up rate.***

Councilor Boggs – Can a person sign up on line? ***They can come by or call the office. On-line sign up is not available due to the additional information needed for the service.***

REPORTS

- None

ADJOURNMENT –

With no further business meeting adjourned at 7:14pm.

Approved: _____

Jerry Gillham, City Manager

Respectfully submitted by,

Diane Harris, City Recorder

Todd McKnight, Mayor



COUNCIL BUSINESS





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

City of Sutherlin

STAFF REPORT					
Re: Douglas Electric Service Agreement				Meeting Date: 9-11-2017	
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: Brian Elliott, Community Development Director				City Manager Review <input checked="" type="checkbox"/>	
Attachments: Consumer Agreement & Estimate					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being ask to approve the service agreement between Douglas Electric Co-op and the City of Sutherlin in the amount of \$37,160.10

EXPLANATION

In preparation with the construction of the new WWTP it was identified that the current electrical service 800 amp would need to be increased to 1000 amps to handle the increased electrical load. This agreement will be for the installation/construction of the new 1000 amp service.

OPTIONS

To approve the service agreement between Douglas Electric Co-op and the City of Sutherlin in the amount of \$37,160.10

Not to approve the service agreement between Douglas Electric Co-op and the City of Sutherlin in the amount of \$37,160.10

SUGGESTED MOTION(S)

To approve the service agreement between Douglas Electric Co-op and the City of Sutherlin in the amount of \$37,160.10

DOUGLAS ELECTRIC/CONSUMER AGREEMENT

PO BOX 1327
ROSEBURG, OREGON 97470
541-673-6616

Date September 5, 2017

Consumers Name City of Sutherlin, Attn: Brian Elliot

Address 126 E Central, Sutherlin, OR 97479

Work Order 2017172 Account Number 29582006 Service Location 8-30½-2-3-A-M

Description of work to be done by the Cooperative Install new 1000 amp overhead

service to consumer's green-tagged meter base for treatment plant at 4306 Stearns Lane.

(Cost includes LED lights, larger service cable, CTs, PTs and required hardware)

Cost of work to be paid for by the consumer prior to construction \$ 37,160.10

This agreement becomes null and void if this amount has not been paid within twelve months from the date of the "Application for Electric Service" or the "Consumer Agreement", whichever is first.
Date paid _____.

TO BE COMPLETED BY APPLICANT

The consumer is responsible for providing road access to the work site. If appropriate road access is not provided, the Co-op is not responsible for any damage to the terrain caused by equipment.

If consumer alters the work to be completed from what was originally planned by the Co-op and the consumer, the Co-op may charge for the additional cost of construction. If the consumer causes, by the consumer's actions or inactions, the Co-op's cost of construction to be higher than it would be otherwise, the Co-op may charge the consumer for the additional costs. If the consumer increases the electric load, the Co-op will charge for upgrading transformer and/or service size.

Once an electric service has been constructed by the Co-op and is available for use, even if the Cooperative's lines are not connected to the customer's wires, monthly electric billings shall commence in accordance with the applicable rate schedule.

I have read the above statements and other information provided on this agreement.

Sign Name _____

Print Name _____

Date _____



Cost Estimate

Work Order: **2017172**

Print Date: 09/05/2017 01:36:44 PM

Job Name: CITY OF SUTHERLIN

Staker: JESS WADE DORY

Description: New 750 kVA bank and 3Ph line extension.

Location: 8-39.1/2-2-3-A-M

Construction Units

(Charge To Customer)

UNIT	DESCRIPTION	QTY	MATERIAL		LABOR		TOTAL
			UNIT COST	TOTAL	RATE	TOTAL	
2 ACSR	#2 ACSR	1580	\$0.28	\$449.26	\$1.68	\$2,654.40	\$3,103.66
40-4	POLE	1	\$536.08	\$536.08	\$537.60	\$537.60	\$1,073.68
45-3	POLE	2	\$714.73	\$1,429.45	\$0.00	\$0.00	\$1,429.45
500 QDX US	500-500-500-350 QUAD URD SERV	180	\$3.71	\$667.47	\$2.52	\$453.60	\$1,121.07
6 DPX	CONDUCTOR 6 AL DUPLEX	379	\$0.49	\$184.81	\$1.68	\$636.72	\$821.53
C1.13	SINGLE SUPPORT ON CROSSARM	2	\$134.70	\$269.39	\$168.00	\$336.00	\$605.39
C5.21	7.2/12.5 KV CROSSARM CONST. DE	1	\$213.95	\$213.95	\$168.00	\$168.00	\$381.95
C5.21 HUGHS	SINGLE DEADEND ON HUGHS ARM	1	\$417.38	\$417.38	\$168.00	\$168.00	\$585.38
C6.21 HUGHS	DOUBLE DEADEND ON HUGHS ARM	1	\$513.48	\$513.48	\$168.00	\$168.00	\$681.48
E1-1	SINGLE DOWN GUY THROUGH BOLT	1	\$36.38	\$36.38	\$134.40	\$134.40	\$170.78
E1-2	7.2/12.5 KV SINGLE DOWN GUY TH	1	\$36.38	\$36.38	\$134.40	\$134.40	\$170.78
F1-2	LINE ANCHOR ASSEMBLY.	2	\$98.09	\$196.19	\$252.00	\$504.00	\$700.19
G1.3-15 KVA	1PH TRANSFORMER	1	\$17.35	\$17.35	\$672.00	\$672.00	\$689.35
G312	TRANS BANK 3 PHASE	1	\$731.22	\$731.22	\$1,344.00	\$1,344.00	\$2,075.22
H1.1	GROUNDING ASSBLY-GROUND ROD TY	3	\$42.55	\$127.66	\$302.40	\$907.20	\$1,034.86
K1.3	SERVICE DEADEND	5	\$11.09	\$55.46	\$134.40	\$672.00	\$727.46
S1.3	CUTOOTS (THREE SINGLE-PHASE)	1	\$279.40	\$279.40	\$504.00	\$504.00	\$783.40
S URD	UNDERGROUND SERVICE	1	\$0.00	\$0.00	\$84.00	\$84.00	\$84.00
UM5	SECONDARY CABLE TERMINAL POLE	1	\$113.71	\$113.71	\$201.60	\$201.60	\$315.31
Y1.3	REGULATOR STATION WITH AL PLAT	1	\$1,237.76	\$1,237.76	\$1,008.00	\$1,008.00	\$2,245.76
				\$7,512.78		\$11,287.92	\$18,800.70

Removal Units

(No Charge)

UNIT	DESCRIPTION	QTY	MATERIAL		LABOR		TOTAL
			UNIT COST	TOTAL	RATE	TOTAL	
1/0 TRI	1/0 TRI	104	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	POLE	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 ACSR	#4 ACSR	504	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A7	7.2/12.5 KV DEADEND SINGLE 1PH	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
A8	7.2/12.5 KV DEADEND DOUBLE 1 P	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E1-2	7.2/12.5 KV SINGLE DOWN GUY TH	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F1-2	LINE ANCHOR ASSEMBLY.	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G105	1PH TRANSFORMER IN LINE	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K14	SERVICE DEADEND	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M2-1	GROUNDING ASSEMBLY GROUND ROD	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
S1.01	7,2/12.5 KV MISC. PRIMARY ASSE	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00		\$0.00	\$0.00

Additional Costs

(Charge To Customer)

UNIT	QTY	UNIT COST	TOTAL
Meters			\$475.00
Transformers			\$13,073.00
Transportation			\$1,414.40

Report Written By: jwd

Page 1 of 2



Cost Estimate

Work Order: **2017172**

Print Date: 09/05/2017 01:36:44 PM

Job Name: CITY OF SUTHERLIN

Staker: JESS WADE DORY

Description: New 750 kVA bank and 3Ph line extension.

Location: 8-39.1/2-2-3-A-M

<u>UNIT</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL</u>
Engineering			\$300.00
CT, Wire, Labor			\$1,897.00
LED Lights			\$1,200.00
			\$18,359.40

Estimate Customer Cost

Customer Sub Total		\$37,160.10
-100% Contingency	\$0.00	\$37,160.10
		\$37,160.10



City of Sutherlin

STAFF REPORT					
Re: Transportation Growth Management Grant (TGM)				Meeting Date: 9-11-2017	
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: Brian Elliott, Community Development Director				City Manager Review <input checked="" type="checkbox"/>	
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

City Council is being asked to approve the Transportation & Growth Management grant from ODOT in the amount of \$170,000.00

EXPLANATION

On June 9, 2017 City of Sutherlin applied for a Transportation Growth Management Grant. This grant would assist in the financing for updating the City's 2005 Transportation System Plan (TSP). The proposed project would entail research and analysis as it relates to the City's transportation system. The process will include evaluation of alternatives for vehicular, pedestrian and bicycle improvements within the community including estimated cost and funding for each project. The public will be engaged in the project throughout the process. The end goal of the project is to ensure we have identified appropriated improvements for the community that can be implemented and funded. The TSP update will comply with new standards and policies of the Oregon Transportation Planning Rule (TPR).

On August 17, 2017 City of Sutherlin was notified by ODOT that we were successful with the TGM grant and will be receiving \$170,000.00 for the TSP update. The grant requires a city match of \$23,182. The city match can be either in kind or other City resources. The deadline for completion of the TSP update is between June 14, 2019 and September 30, 2020. Once the TSP is completed staff will be bringing the updated TSP to council for adoption.

OPTIONS

Approve the Transportation & Growth Management grant in the amount of \$170,000.00

Not approve the Transportation & Growth Management grant in the amount of \$170,000.00

SUGGESTED MOTION(S)

Approve the Transportation & Growth Management grant in the amount of \$170,000.00



REPORTS





Fire Services Update



City of Sutherlin

Fire Cross Training

April 15, 2017 - August 31, 2017

Employee	Basic Training	Hazmat Training	Driver Training	Ongoing Training	Total Training
Employee 1	4,243.20	771.72	-	1,043.12	6,058.04
Employee 2	5,377.85	986.75	370.03	1,478.91	8,213.53
Employee 3	4,716.97	848.84	318.32	1,356.13	7,240.26
Employee 4	4,767.49	872.82	327.31	1,423.49	7,391.11
Employee 5	4,727.59	850.26	-	1,044.01	6,621.86
Employee 6	5,675.93	1,057.07	-	1,253.43	7,986.43
Employee 7	6,984.46	1,305.20	-	611.14	8,900.80
Employee 8	4,391.54	785.07	-	878.31	6,054.92
Employee 9	6,846.32	1,277.58	-	684.63	8,808.53
Employee 10	4,401.18	786.35	294.88	1,369.50	6,851.91
Employee 11	6,312.16	1,160.50	-	1,578.04	9,050.70
Employee 12	4,126.04	781.04	-	962.74	5,869.83
Employee 13	3,805.43	716.92	-	761.09	5,283.43
	<u>66,376.16</u>	<u>12,200.12</u>	<u>1,310.54</u>	<u>14,444.55</u>	<u>94,331.36</u>

Ongoing monthly "cost" for training 2,212.54

The costs shown above are largely the cost of not providing services to the City for the employee's normal duties. The Hazmat Training and Driver Training were paid on an overtime basis and therefore were an additional cost to the City.

City of Sutherlin

Fire Cross Training Call Outs
April 15, 2017 - August 31, 2017

Hours

Employee									Total Call
	04/15/17	04/18/17	05/03/17	05/12/17	06/15/17	06/30/17	07/04/17	07/06/17	Outs
Employee 1	-	1.00	-	-	2.00	1.00	-	-	4.00
Employee 2	4.00	1.00	3.00	4.00	2.00	1.00	-	1.00	16.00
Employee 3	-	1.00	-	4.00	-	-	-	-	5.00
Employee 4	4.00	1.00	-	-	2.00	1.00	4.00	-	12.00
Employee 5	4.00	1.00	3.00	4.00	2.00	1.00	-	-	15.00
Employee 6	-	1.00	-	4.00	2.00	-	-	-	7.00
Employee 7	4.00	1.00	3.00	-	2.00	-	-	1.00	11.00
Employee 8	4.00	-	3.00	-	2.00	2.00	-	1.00	12.00
Employee 9	1.00	-	-	-	-	-	-	-	1.00
Employee 10	-	1.00	-	4.00	2.00	2.00	1.00	1.00	11.00
Employee 11	-	1.00	-	-	-	-	-	1.00	2.00
Employee 12	-	-	3.00	-	-	-	-	-	3.00
Employee 13	-	-	-	-	2.00	-	-	-	2.00
	21.00	9.00	15.00	20.00	18.00	8.00	5.00	5.00	101.00

Total Compensation

Employee									Total Call
	04/15/17	04/18/17	05/03/17	05/12/17	06/15/17	06/30/17	07/04/17	07/06/17	Outs
Employee 1	-	35.36	-	-	70.72	35.36	-	-	141.44
Employee 2	246.69	44.82	185.01	246.69	89.63	44.82	-	44.82	902.46
Employee 3	-	39.31	-	212.21	-	-	-	-	251.52
Employee 4	218.20	39.73	-	-	79.46	39.73	218.20	-	595.33
Employee 5	212.56	39.40	159.42	212.56	78.79	39.40	-	-	742.14
Employee 6	-	47.30	-	264.27	94.60	-	-	-	406.17
Employee 7	326.30	58.20	244.73	-	116.41	-	-	58.20	803.84
Employee 8	196.27	-	147.20	-	73.19	73.19	-	36.60	526.45
Employee 9	57.05	-	-	-	-	-	-	-	57.05
Employee 10	-	36.68	-	196.59	73.35	73.35	49.15	36.68	465.79
Employee 11	-	52.60	-	-	-	-	-	52.60	105.20
Employee 12	-	-	146.45	-	-	-	-	-	146.45
Employee 13	-	-	-	-	63.42	-	-	-	63.42
	1,257.08	393.39	882.81	1,132.32	739.58	305.85	267.35	228.89	5,207.26

Again, the costs shown above are the cost of not providing services to the City for the employee's normal duties if the call occurs during normal work hours. If the calls occur after normal work hours then overtime pay rates apply. Calls on 04/15, 05/03, 05/12, and 07/04 were after normal work hours.

City of Sutherlin

Fire Cross Training Incentive

April 15, 2017 - August 31, 2017

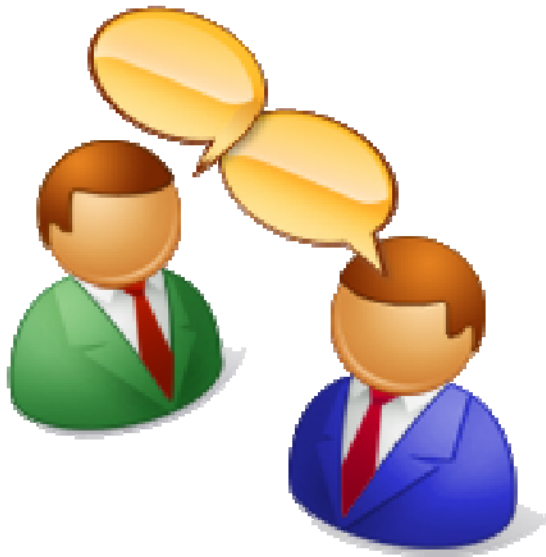
Employee	Basic (5%)	Intermediate (5%)	Advanced (5%)	Total Incentive
Employee 1	883.62	883.62	589.08	2,356.32
Employee 2	1,137.42	1,137.42	758.28	3,033.12
Employee 3	927.45	824.40	618.30	2,370.15
Employee 4	990.00	880.00	660.00	2,530.00
Employee 5	927.45	927.45	618.30	2,473.20
Employee 6	1,194.12	1,061.44	796.08	3,051.64
Employee 7	1,472.40	1,472.40	1,472.40	4,417.20
Employee 8	841.50	841.50	561.00	2,244.00
Employee 9	1,472.40	1,472.40	1,472.40	4,417.20
Employee 10	841.50	701.25	561.00	2,103.75
Employee 11	1,412.10	1,176.75	941.40	3,530.25
Employee 12	973.80	973.80	649.20	2,596.80
Employee 13	883.62	736.35	589.08	2,209.05
	<u>13,957.38</u>	<u>13,088.78</u>	<u>10,286.52</u>	<u>37,332.68</u>

Estimated cost of 7 FTE Firefighters
for same time period

218,400.00



COUNCIL COMMENTS





PUBLIC COMMENT





ADJOURNMENT





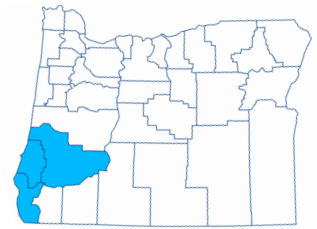
FOR YOUR INFORMATION



Southwestern Oregon Economic Indicators

August 2017 (July 2017 Data)

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

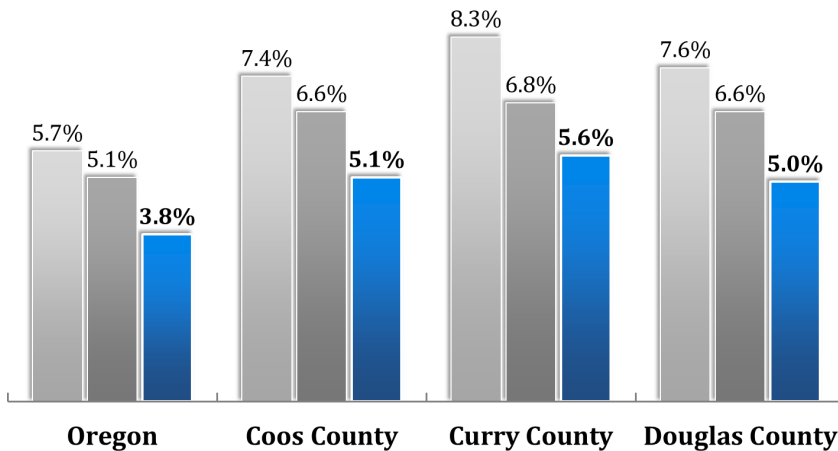


Local and State Unemployment Rates

(Seasonally-adjusted)

Source: Oregon Employment Department, LAUS

■ July 2015 ■ July 2016 ■ July 2017

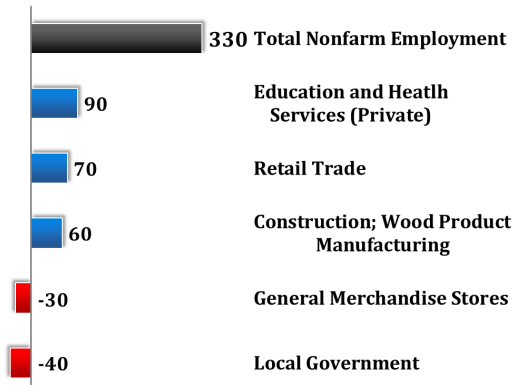


Industry Gains and Losses

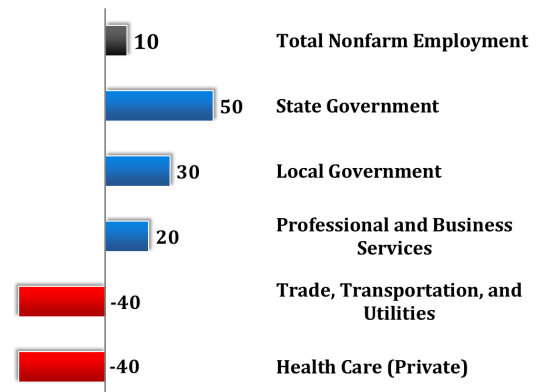
(Over-the-year net change in employment)

Source: Oregon Employment Department, CES

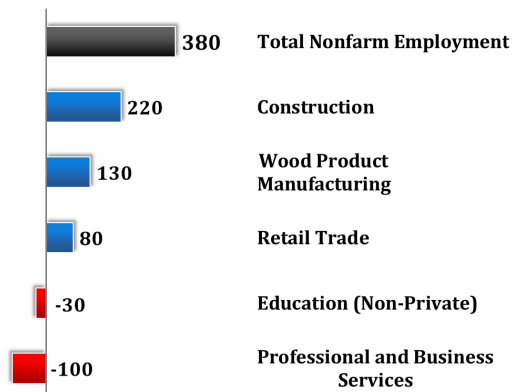
Coos County Net Job Growth



Curry County Net Job Growth



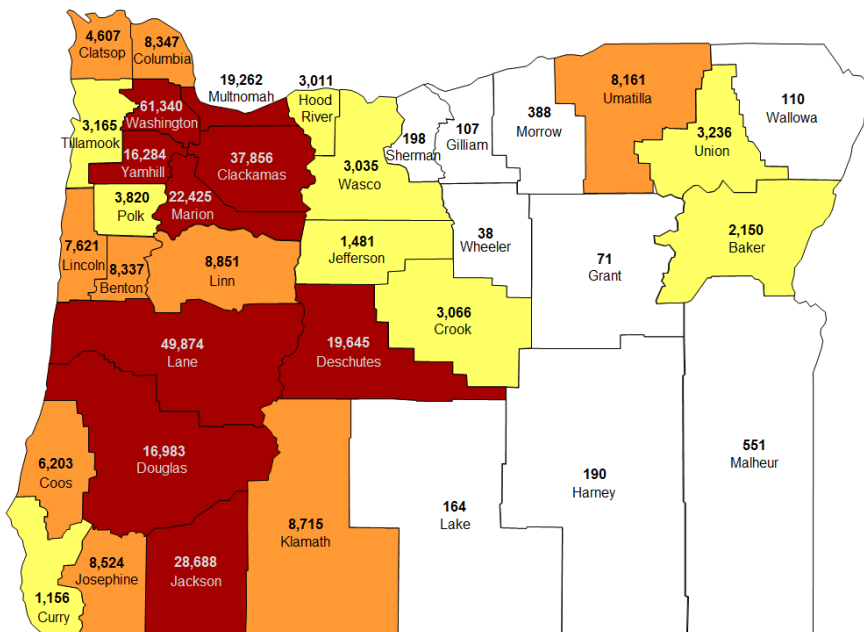
Douglas County Net Job Growth



Graph of the Month

Total Number of Fire District Runs by County (2016)

Source: Oregon Office of State Fire Marshal, Analytics & Intelligence Unit

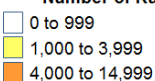


The number of "runs" (whenever fire crews respond to distress calls) made in a county correlates with higher shares of fire protection employment.

Only five percent of runs were made for fire-related incidences throughout the state, while the vast majority were primarily for medical service needs.

Therefore, counties with greater populations tend to have more runs performed. You can read more in my article written on firefighters on QualityInfo.org, and explore this **new** interactive graphic on Tableau.

Number of Runs





City of Sutherlin

STAFF REPORT					
Re: Strategic Plan Update: Emergency Communications Infrastructure				Meeting Date:	9-11-17
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
Submitted By: Jerry Gillham, City Manager				City Manager Review	<input checked="" type="checkbox"/>
Attachments: 1. Emergency Communications Survey with Douglas County					

WHAT IS BEING ASKED OF COUNCIL?

This is a written update to Council Priorities and the SP regarding needed improvements to our infrastructure communications associated with Police, Fire and emergency response.

EXPLANATION

Our efforts to date include the following:

1. We have in partnership with the county sought funding for a mobile emergency generator to sustain response communications. We have been notified that at the federal level this grant was approved, except, however, we are now dealing with the State of Oregon and at this stage they have rescinded grants for emergency generators. Thus, the status of the grant is in a "wait-and-see" if our grant is ultimately awarded.
2. In another partnership with the county, we are participating in a county-wide communications infrastructure inventory, analysis and recommendations for improvements study. Attached for your recognition is the completion of a survey we completed as a part of this study.
3. We are in the planning stage of organizing and executing an emergency response drill which will require us to activate our Emergency Operations Center and follow NIMS/FEMA protocols related to the "Unified Command" response scenario. As a critical part of this, even prior to executing this anticipated drill, we are working to coordinate emergency communications through all potential resources. Councilor Riggs, as an expert in radio communications operations is working with our staff in coalescing and understanding the various communications we would hope to have for our use in responding to any emergency through the EOC. Once the communications element is clearly understood and in place, we will then execute a drill with other agencies.

In the meantime, we will continue to seek ways in which the city may improve our emergency communications infrastructure.

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INSTRUCTIONS FOR FILLING OUT THE SURVEY

Radio System Survey

Part 1 of 2 — Agency Section

A part of our evaluation of the communications system in your area is determination of the type, age, condition, capabilities and performance of equipment already in place. Any recommendations that we might make to improve the communications system need to consider the existing systems. For example, some existing equipment may have limitations that restrict the kind of changes we might be able to make.

There are two sections to the radio portion of our survey: AGENCY and USER. Broad service issues are covered in the AGENCY section while more subjective, performance-oriented topics are found in the USER section.

One copy of the attached AGENCY form needs to be filled out for each agency or user group. The USER section should be duplicated as needed and provided to as many individual users as practical for them to fill out. Please be as specific as possible in your answers, many details turn out to be important.

THANKS IN ADVANCE FOR YOUR TIME AND EFFORT.

What area do you need to communicate over during the normal course of business and during unusual or emergency circumstances? *Attach a Google map if desired.*

PRIMARY SERVICE AREA:

City limits of the City of Sutherlin and the City of Oakland

Especially critical areas:

Downtown city center in both Oakland and Sutherlin. Other critical areas include outlying areas of the city limits of both Sutherlin and Oakland. Especially east and west areas of both cities.

Explain coverage issues (e.g., by areas/mile markers, etc.; attach a Google map if desired).

Intermittent communications in areas within the city limits of Oakland and Sutherlin. Some areas there is no coverage which results in officers using a cell phone to reach dispatch.

Unreliable intermittent communications outside the city limits of both Oakland and Sutherlin. Most of the outlying areas of Sutherlin and Oakland have significant communications issues.

What is your basic shift timing?

SHIFT	START TIME	END TIME	OVERLAPS
1	0700	1700	
2	1100	2100	1100-1700
3	1700	0300	2100-0300
4	2100	0700	

How many communicating field personnel are normally on each shift?

CLASSIFICATION	SHIFT 1 Pers/Vehicle	SHIFT 2 Pers/Vehicle	SHIFT 3 Pers/Vehicle
Patrol Officer	1	1	1
Police Sergeant			
Police Command	1		
Detective			
Police Other <u>Lieutenant</u>		1	
Animal Control			
Prof. Firefighter			
Volunteer Firefighter			
Prof. EMT/EMS			
Volunteer EMS			
Fire Command			
Private Ambulance			
Fire Inspector			
Fire Other _____			
Public Works _____			
Other _____			

How many police vehicles do you have on the street? Max 7 Min 1 Typical 2.

How many fire vehicles do you have in service? Max _____ Min _____ Typical _____.

How many EMS vehicles do you have in service? Max _____ Min _____ Typical _____.

Do you have a portable battery conditioning program? ☐ Yes ☒ No

Do you use gain antennas on your vehicles? ☒ Yes ☐ No

If you do not know, measure the length of the antenna from the base to the tip of the antenna. How long is it? _____

Where are the antennas mounted on your vehicles (e.g., center of roof, center of trunk, on light bar, etc.)?

Roof

How many staffed fire stations do you have? 1

Please list them and the number of vehicles at each station.

Station No.	Address	No. Fire Vehicles	No. Aid Vehicles

How many vehicles of what type do you operate?

VEHICLE TYPE	QUANTITY
Cars	7
Trucks	
Utility (sweepers, graders, etc.)	
Fire Apparatus	
Aid Units or Ambulances	
Motorcycles	
Other (write in)	

How many radios of which type do you use? Do not include ham radio or CB equipment for now.
Please estimate future need too.

EQUIPMENT	NO. TODAY	NEED IN 2018
Two-Way Radio Base Stations	2	0
Two-Way Radio Mobile Units	7	0
Two-Way Radio Portable Units	13	0
Cellular Phones		
Simple Pagers		
Alphanumeric Pagers		
Monitors or Scanners		
Other (write in)		

Do you always need 24-hour communications? ☒ Yes ☐ No

Comment: _____

What special communications needs does your organization have beyond inter-communication
 (e.g., special dispatch capability, group alerting, mobile fax, medical control)?

What special equipment requirements do you have? (Dual radio control heads, remote speaker mics for portables, siren/PA, light controls, etc.)

One dual radio control head
7 remote speaker mics
7 siren / PA controls

Do you work regularly with commercial or citizen organizations (contractors, auxiliary organizations, search & rescue, amateur radio groups or others)? *If yes, please list.*

Please list the government organizations and agencies that you communicate with today, either on a regular or special event basis, including sister agencies. *Note the example on the first line.*

RELATED AGENCY COMMUNICATIONS		
Agency: DCSO (example)	Nature: Mutual Aid	Type: VHF 2-way
DCSO	Mutual Aid	VHF 2-way
OSP	Mutual Aid	VHF 2-way
WPD	Special Events	VHF 2-Way
RPD	Mutual Aid / Special Events	VHF 2-Way

Please list the radio channels you use, as far as you can.

Channel Name	Radio Frequency	Service (Fire, Police, etc.)
Law 1	155.700	Police
Law 2	155.550	Police
Sutherlin PD	155.640	Police
Fire 1	154.370	Fire/Police

What radio channels do you have problems with?

Channel: Law 1

Coverage: poor in random city center areas and outlying (beyond city limits) areas. Also I-5 area.

Crowding: typical

Interference: static

Sound Quality: good

Dispatch Response: unable to copy some transmissions

Channel: Law 2

Coverage: Poor

Crowding: typical

Interference: Static

Sound Quality: static

Dispatch Response: Unable to copy some transmissions

Channel: Sutherlin PD

Coverage: restricted

Crowding: _____

Interference: none

Sound Quality: good

Dispatch Response: unable to transmit that far and no monitoring of that channel

Channel: Fire

Coverage: good

Crowding: sometimes

Interference: static

Sound Quality: static

Dispatch Response: good

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INSTRUCTIONS FOR FILLING OUT THE SURVEY

Radio System Survey

Part 2 of 2 — User Section

A part of our radio system evaluations, we feel it is vital to get input from the field users of the radio system. If you use the radio system in the field, please fill out this portion of the questionnaire.

If there is a question that you do not have information about or know how to answer, please leave it blank or indicate you do not know the information. Putting your name on the form is optional but please include your agency. We would like your name in case we need to contact you about one of your answers.

THANKS IN ADVANCE FOR YOUR TIME AND EFFORT.

RADIO USER SECTION

PLEASE ANSWER IF YOU ARE A FIELD USE OF THE RADIO SYSTEM

Name: Troy Mills	Position: Interim Chief
Agency: Sutherlin Police Department	Date: 08-15-2017

What areas are a problem for either transmitting or receiving in your area? Note the locations and kinds of problems below; additional space to note coverage issues can be noted on the following page.

PRESENT COMMUNICATIONS PROBLEM SPOTS (Two-way, cellular)	
Loc:	Nature:
Loc:	Nature:
Loc:	Nature:
Loc:	Nature:

Are there general problems you can state (no portable coverage in buildings, sources of regular interference, etc.)?

No portable coverage in buildings. There is always static interference with all transmissions. Several areas do not have coverage and cell phones have to be used to supplement radios.

Radio
Problem
Areas

Explain coverage issues (e.g., by areas/mile markers, etc.; attach a Google map if desired).

There are several areas with in the City of Oakland and Sutherlin that had dead spots and radios are unusable. Most of these areas are not consistently bad, but the poor areas seem to move becoming random and unreliable.

Please list the government organizations and agencies that you communicate with today, either on a regular or special event basis, including sister agencies. *Note the example on the first line.*

RELATED AGENCY COMMUNICATIONS		
Agency: DCSO (example)	Nature: Mutual Aid	Type: VHF 2-way
DCSO	Mutual Aid	VHF 2-way
RPD	Mutual Aid	VHF 2-way
WPD	Special Events	VHF 2-way

Please list the radio channels you use, as far as you can.

Channel Name	Radio Frequency	Service (Fire, Police, etc.)
Law 1	155.700	Police
Law 2	155.550	Police

What radio channels do you have problems with?

Channel: <u>Law 1</u> Coverage: <u>Poor in random city center areas and outlying (beyond city limits) areas. Also I-5 area.</u> Crowding: <u>Typical</u> Interference: <u>Static</u> Sound Quality: <u>good</u> Dispatch Response: <u>Good but sometimes unable to copy transmissions depending on area</u>
--

Channel: Law 2

Coverage: Poor in some city center areas. Good on I-5

Crowding: typical

Interference: periodic static

Sound Quality: Good

Dispatch Response: Good but sometimes unable to copy transmissions depending on area

Channel: _____

Coverage: _____

Crowding: _____

Interference: _____

Sound Quality: _____

Dispatch Response: _____

Channel: _____

Coverage: _____

Crowding: _____

Interference: _____

Sound Quality: _____

Dispatch Response: _____

Please rank the following aspects of a communications system on a scale of 1 to 10 based on their importance to you. "10" being the highest importance.

Equipment Easy to Use:	<u>8</u>
Channel Congestion:	<u>6</u>
Broad Mobile Coverage Area:	<u>9</u>
Broad Portable Unit Coverage:	<u>10</u>
In-Building Portable Coverage:	<u>5</u>
Portable Unit Compactness:	<u>2</u>
Adjacent Agency Access:	<u>4</u>
Reliability of Field Units:	<u>7</u>
Priority Channel Access:	<u>3</u>
Other <u>clarity of transmission (no static)</u>	<u>1</u>

What proportion of your unit-to-unit communications are local (within ½ mile), and how much reaches over a wider area? Please indicate the approximate split:

	Local	Wider Area
<input type="checkbox"/>	20%	80%
<input checked="" type="checkbox"/>	40%	60%
<input type="checkbox"/>	50%	50%
<input type="checkbox"/>	60%	40%
<input type="checkbox"/>	80%	20%
<input type="checkbox"/>	All within ½ mile	
<input type="checkbox"/>	All over a wider area than ½ mile	

What is the busiest time for radio activity?

Day of week: M-Fri Hours of day: 0800-1700

Is there a particular area of building in which the use of a portable radio is critical? Please list.

Is there an area or building where portable coverage is unsatisfactory today? Please list.

PD building. Cannot transmit to dispatch.

What are the biggest problems with your present communications system?

Static transmissions, crowded, dead spots.

What are the best things about your present communications system?

Multiple channels are available and able to be monitored.

What, in your opinion, could be done to best improve the communications system? What would you change immediately or in the future?

Update the current system and add more towers or larger repeaters to cover a broader area to reduce dead spots.

Upgrade communications system.

This is a study done to assess the needs of regional public safety communications users and the potential means for addressing them. What other comments would you like to make?

Douglas County is a rural area. The communications system need to work with both mobile and portable radios and provide a broader coverage area. Due to the mountains, valleys and other interference the current system is not capable of covering much needed areas.

THANKS FOR TAKING THE TIME TO ANSWER THIS SURVEY

The needs and wants of users are critical to the design of a good communication system.

If you want to expand on any topic or have information you think would be useful, please attach it to the survey.

Consider your answers carefully and return the questionnaire as soon as possible.

City of Sutherlin: Emergency Preparedness and Response

The Four Phases of Emergency Management	
<p>Mitigation</p> <p>Preventing future emergencies or minimizing their effects</p>	<ul style="list-style-type: none"> : Includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. : Mitigation activities take place before and after emergencies.
<p>Preparedness</p> <p>Preparing to handle an emergency</p>	<ul style="list-style-type: none"> : Includes plans or preparations made to save lives and to organize response and rescue operations. : Evacuation plans. : Preparedness activities take place before an emergency occurs.
<p>Response</p> <p>Responding safely to an emergency</p>	<ul style="list-style-type: none"> : Includes actions taken to save lives and prevent further property damage in an emergency situation. Response is putting all preparedness plans into action. : Establish EOC and shelter where possible. : Response activities take place during an emergency.
<p>Recovery</p> <p>Recovering from an emergency</p>	<ul style="list-style-type: none"> : Includes actions taken to return to a normal or an even safer situation following an emergency. : Recovery includes getting closing out the EOC and all NIMS requirements. : Recovery activities take place after an emergency.

Local government responsibilities

Local governments make plans and provide resources to protect their citizens from the hazards that threaten their communities. This is done through mitigation activities, preparedness plans, response to emergencies, and recovery operations. Wherever you live within the United States, a county or municipal agency has been designated as your local emergency management agency. The local government level is the most important at which to develop emergency management plans because local governments serve as the link between you and the State and Federal agencies in the emergency management network.

The local EOP will specify a chain of command in emergencies. It will spell out who reports to whom. The chief executive officer or jurisdiction manager is charged with creating effective emergency services.

The following table lists responsibilities of local governments in terms of emergency management.

Local Government Responsibilities
<ul style="list-style-type: none">• Identifying hazards and assessing their potential risk to the community.• Determining the community's capability to mitigate against, prepare for, respond to, and recover from major emergencies.• Identifying and employing methods to improve the community's emergency management capability through efficient use of resources, improved coordination, and cooperation with other communities and with the State and Federal governments.• Establishing mitigation measures such as building codes, zoning ordinances, or land-use management programs.• Developing and coordinating preparedness plans.• Establishing warning systems.• Stocking emergency supplies and equipment.• Educating the public and training emergency personnel.• Assessing damage caused by the emergency.• Activating response plans and rescue operations.• Ensuring that shelter and medical assistance are provided.• Recovering from the emergency and helping citizens return to normal life as soon as possible.



City of Sutherlin

STAFF REPORT					
Re: Strategic Plan Update: Clean-up of Deteriorated Properties				Meeting Date: 9-11-2017	
Purpose:	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
Submitted By: Brian Elliott, Community Development Director				City Manager Review <input checked="" type="checkbox"/>	
Attachments:					

WHAT IS BEING ASKED OF COUNCIL?

N/A

EXPLANATION

As a 2017 Council Priority, regarding the strategic plan, this staff report will be to provide an update Code Enforcement and Community Development activities to date. These activities included city wide clean-up with focus along Central Avenue. In 2017, there have been 13 Vacant Property Registrations (per City Ordinance 1057, adopted December, 2016) with six of them being abated and cleaned up and liens applied to the properties. There have been 107 violations reported and addressed by Code Enforcement.

Outdoor sales complaints have been addressed, with one citation issued. Additional zoning violations within the downtown commercial zone have since relocated their businesses and those complaints have also been closed.

City staff is currently working with downtown business owners to seek options for improvements, by potentially generating a Local Improvement District (LID).

OPTIONS

N/A

SUGGESTED MOTION(S)

None

Diane Harris

From: Diane Harris
Sent: Wednesday, September 06, 2017 10:38 AM
To: April Ehrlich; Ashley KQEN News (ashley@bciradio.com); DC Commissioners; KUGN; KYLE-KQUEN; News Desk (newsdesk@nrtoday.com); Register Guard; Roseburg Beacon; Vera Westbrook (vwestbrook@nrtoday.com)
Subject: Public Meeting Notice
Attachments: CC SEP 11.17 Meeting.pdf

Good morning!

Please see attached agenda for the September 11th Sutherlin Council meeting!

Have a great day,



Diane Harris

City Recorder/HR Manager
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