



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 2, 2012
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

1. **CALL TO ORDER** **7:00 PM** **Mayor Vigil**
2. **FLAG SALUTE**
3. **ROLL CALL/STAFF INTRODUCTIONS**

4. **PRESENTATIONS/COMMENTS FROM THE PUBLIC**
 - a. Fishing Derby – Chief Rich Sebens

Request for Recognition: If you wish to address the Council, please fill out a green “Request for Recognition” form. Forms are on the table at the back of the room.

Recommended time for presentation is 10 minutes.

Recommended time for comments from the public is 3 minutes.

5. **ANNOUNCEMENTS – PLEASE READ CAREFULLY**

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

6. **CONSENT AGENDA**

- a. June 18, 2012 City Council Meeting Minutes

Purpose of the Consent Agenda:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Alissa Angelo, Deputy City Recorder at (503) 769-3425.

PUBLIC HEARING – None.

UNFINISHED BUSINESS

Wastewater Treatment Plant Update and Project Close-Out

- a. Staff Report – David Kinney
- b. Council Deliberation
- c. Council Decision

10th Avenue Improvements Project – Property Assessments

- a. Staff Report – David Kinney
- b. Council Deliberation
- c. Council Decision

NEW BUSINESS

Resolution No. 889, Adopting Fees and Charges for Various City Services

- a. Staff Report – Christine Shaffer
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

- a. Public Works Update – David Kinney Informational
- b. Downtown Street Lighting – Don Eubank / David Kinney Informational
- c. City Council Meeting Agendas and Packets – Alissa Angelo Informational

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. Schedule Work Session Regarding the Stayton Comprehensive Plan

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Public Hearing – Phillips Property Annexation
- b. Facebook Page

ADJOURN

CALENDAR OF EVENTS

JULY 2012

Monday	July 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 3	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Wednesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Monday	July 9	PEG Committee	12:00 p.m.	City Hall Conference Room
Tuesday	July 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	July 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 30	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2012

Monday	August 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 7	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 8	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 10	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	August 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 20	City Council Meeting	7:00 p.m.	Community Center (north end)
Monday	August 21	Police Advisory Committee	6:00 p.m.	City Hall Conference Room
Monday	August 27	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2012

Monday	September 3	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Tuesday	September 4	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 5	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	September 14	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	September 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 24	Planning Commission	7:00 p.m.	Community Center (north end)

Consent Agenda

**STAYTON CITY COUNCIL
MEETING MINUTES
June 18, 2012**

CALL TO ORDER

7:03 p.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil	Councilor Jennifer Niegel
Councilor Henry Porter, excused	Councilor James Loftus
Councilor Brian Quigley	

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Michael Meeks, Police Sergeant
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
David Kinney, Public Works Director
David A. Rhoten, City Attorney
Alissa Angelo, Deputy City Recorder

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Certificate Presentation to Megan Loftus and Rachel Gries – Louise Meyers:** Ms. Meyers introduced Library Aide Heydi Smith. Ms. Smith presented Megan Loftus and Rachel Gries with a certificate and gift cards for their collaborative effort creating the video “Follow the Lights.” The video was produced as part of the Summer Reading Program and 2012 Teen Video Challenge, and was chosen as the top video from the state of Oregon. Ms. Loftus thanked Casle Portner and Ms. Smith’s husband for their help in making the video production happen.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** Councilor Loftus requested discussion regarding the replacement process for the vacant City Council position.

Mr. Eubank informed the Council that staff has provided them with an updated page 2 of Ordinance No. 947. Legal counsel corrected a small scrivener’s error, which has been corrected and highlighted in blue on the revised page.

- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** Councilor Niegel stated she is legal counsel for Stayton Cooperative Telephone Company. Councilor Loftus asked if there would still be a quorum of Council to take action on this item. After some discussion, Mr. Eubank and Mr. Rhoten determined there is a quorum, as the Mayor can vote if there is a tie vote.

CONSENT AGENDA

- a. **June 4, 2012 City Council Meeting Minutes**
- b. **Approval of Abstract of Election Results – May 15, 2012 Primary Election**

MOTION: From Councilor Quigley, seconded by Councilor Niegel, to adopt the Consent Agenda. **Motion passed 2:0 (Loftus stated Present).**

PUBLIC HEARING – None.

UNFINISHED BUSINESS

Discussion, Possible Amendments to Stayton Municipal Code Title 5, Solicitor's License

- a. **Staff Report:** Mr. Fleishman reviewed the staff report included in the Council packets and the three options staff has identified.
- b. **Council Deliberation:** The Council discussed the current code language for Solicitor's Licenses, as well as the denial process and what would lead to a denial. Currently, local non-profit organizations such as churches, school fundraisers, etc. are exempt from obtaining a License.

Councilor Loftus asked about the difficulty for a police officer to verify employment at a local business of a solicitor. Sgt. Meeks didn't feel this would be too difficult if it occurred during regular business hours. There was continued discussion about solicitors and their identification.

Mayor Vigil is in favor of not requiring a Solicitor's License if no direct contact is made with homeowners.

Councilor Quigley has no issue with the current code language. However, he questioned whether it is necessary to require an additional background check if the business owner has already done one. Ms. Shaffer stated while one may have been completed, the employee would have to sign a release to allow the City to view their background check, and it would be unknown as to whether the background check was done to City standards.

Mayor Vigil and the Council discussed what is considered an Itinerant Merchant versus a Solicitor, and how each are currently regulated. Mayor Vigil recommended a special section be added to the Stayton Municipal Code addressing "Ice Cream Trucks" because this seems to be a different type of solicitor. Mr. Fleishman cautioned against being too specific about the type of product, as to not exclude other vendors who may operate in the same way.

Councilor Niegel felt the business owner was upset due to the cost of the background checks for multiple employees. She also has concerns with outside ice cream trucks or other vendors coming into Stayton to do business without being required to have a Solicitor's License or background checks.

Mr. Fleishman reviewed the current fees and stated any reduction in fees is a policy decision which can be made by the Council.

Councilor Quigley clarified what the current code states, and confirmed that it includes mobile food vendors, including ice cream vendors. These vendors are required to obtain a

License and have background checks performed on their employees. Mr. Fleishman reiterated that the question is whether or not this is the policy the Council wants to continue.

Discussion continued, centering on requirements for different types of vendors and background checks. One idea suggested was to require a background check for businesses not within City limits. Overall, the Council felt a background check is important in order to protect children and community members from predators. Sgt. Meeks felt there should be no exemptions for Solicitor's License background checks.

Councilor Niegel suggested a maximum cap on yearly fees for businesses that have several employees.

Ms. Shaffer informed the Council that the yearly fee schedule resolution will be brought to them in late July or early August, and the fees for background checks can be discussed and if necessary, changed at that time.

A motion by Councilor Loftus 'that the Council schedule a work session for further discussion on Solicitor's Licenses' died for lack of a second.

Councilor Niegel suggested taking no action at this time. Instead, wait for staff to return with the updated fee schedule resolution. Mayor Vigil agreed. However, Councilor Loftus felt by waiting it would continue to hold up the business owner who originally complained.

Mr. Eubank suggested the business owner move forward with paying for one employee to complete the background check on, and if the fee schedule is changed when brought to Council, the City could then refund the cost difference.

Ms. Shaffer stated she can do her best to put together the revised fee schedule resolution for the first City Council meeting in July. The Council agreed this was the best option and will further discuss the background check fees at their meeting on July 2, 2012.

NEW BUSINESS

Resolution No. 888, City Initiating the Annexation of Phillip's Property

- a. **Staff Report:** Mr. Fleishman reviewed the staff report included in the Council packets.
- b. **Council Deliberation:** Councilor Loftus inquired about the acquisition of easements and right-of-ways across neighboring properties required for the needed infrastructure. Mr. Fleishman indicated they had not. However, in order for the development to move forward, this is a requirement and will be included in a development agreement between the developer and the City.
- c. **Council Decision:**

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to approve Resolution No. 888, as presented by staff, initiating the annexation of property owned by JCNW Family LLC. **Motion passed 3:0.**

Ordinance No. 947, Amendment to the Telephone Franchise Agreement

- a. **Staff Report:** Mr. Eubank reviewed the staff report included in the Council packets.

- b. **Council Deliberation:** Mayor Vigil inquired about a possible Communications Ordinance. Mr. Eubank stated staff would like to bring a Communications Ordinance to Council; however, there are several pending court cases on these types of matters and they are waiting to see what direction those go in. Mr. Eubank invited him to stop by and read over the Model Ordinance prepared by the League of Oregon Cities.

Councilor Loftus asked if the franchise fee is the same for the phone and cable companies, 7% for phone service and 5% for cable service. Ms. Shaffer indicated yes.

The phone company's contract expires in 2013, and at that time will be renegotiated.

c. **Council Decision:**

MOTION: From Councilor Loftus, seconded by Councilor Quigley, to approve Ordinance No. 947, Granting a Non-Exclusive Limited Term Franchise to Stayton Cooperative Telephone Company to Provide Cable Services in the City of Stayton as presented. **Motion passed 2:0 (Councilor Niegel did not participate or vote).**

STAFF/COMMISSION REPORTS

Finance Director's Report – Christine Shaffer

- a. **May 2012 Monthly Finance Department Report:** Ms. Shaffer reviewed her monthly Finance Department Report.

Councilor Loftus asked if the numbers in parentheses on the Fund Summary sheet are positive or negative. Ms. Shaffer stated the numbers in parentheses exceed yearly projections, which is positive.

Police Chief's Report – Rich Sebens

- a. **May 2012 Statistical Report:** Sgt. Meeks briefly reviewed the May 2012 report.

Councilor Loftus and Sgt. Meeks discussed a conversation he had with Chief Sebens regarding the recent spike in car thefts and break-ins at a past Council meeting. These statistics seem to have returned to normal, and it is believed possible the person or persons are now incarcerated.

Councilor Niegel commended Officer Leonard, who recently came out and spoke at her neighborhood watch meeting.

Public Works Director's Report – David Kinney

- a. **May 2012 Monthly Operating Report:** Mr. Kinney provided an update on the Wastewater Treatment Plant project and the 10th Avenue Improvements project. Also, there was a portable pump set-up on Fern Ridge Road due to an electrical glitch at the pump station. This is hoped to be remedied shortly.

Pool Manager's Report – Rebekah Meeks

- a. **May 2012 Monthly Operating Report:** Mr. Eubank explained that Ms. Meeks had to leave

the meeting to respond to an issue at the Pool. Councilor Loftus noted a drop in revenue, and requested clarification on why there had been a decrease. Ms. Shaffer explained the background of why revenues are lower at this time, which included no winter swim lessons and a payment due from the YMCA.

Library Director's Report – Louise Meyers

- a. **May 2012 Activities / Statistics:** Ms. Meyers reviewed the May Library Director's report.

Councilor Loftus asked if it was unusual to such a large spike in fees for cards and lost books. Ms. Meyers stated they had received funds from their e-commerce and cooperative. The e-commerce is paid quarterly for lost books paid for by credit card. Books lost by non-residents over the past year are also reimbursed quarterly by the Chemeketa Cooperative, which can be for a large amount, but it is spread out over several months.

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Charles Keen, 1556 Park Avenue, Salem, Oregon:** Executive Director of the Accessible Organization. Mr. Keen stated the Accessible Organization and the Oregon Paralyzed Veterans of America would like the Stayton City Council to consider a Resolution designating July, "Accessibility Awareness Month." Councilor Loftus asked Mr. Keen to read his Resolution to the Council. Mayor Vigil indicated he will speak further with Mr. Keen to determine the specific wording and how to move forward for the July 2, 2012 City Council meeting.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. **Possible Painting of the downtown street light poles:** The Downtown Committee recently discussed painting the downtown area street light poles. Pacific Power and Light stated the light poles can be painted at a cost of \$300 to \$350 per pole. The Committee favors the color of the poles on the "acorn" lights in Santiam Park.

Councilor Loftus asked how painting the light poles will solve the illumination issue in the downtown area. Mr. Kinney stated it will not address this issue. The Council further discussed the downtown lighting issues. Councilor Loftus requested this issue return at a future meeting to discuss the cost of replacing the heads of the lights with LED lighting. Mr. Eubank indicated the Downtown Committee had hoped to have the poles painted prior to SummerFest.

Councilor Quigley would like to view the poles prior to offering his opinion. Councilor Niegel felt the Downtown Committee should make the decision on color and agreed the lights should be repainted. Mayor Vigil agreed and would like to see these painted prior to SummerFest.

BUSINESS FROM THE MAYOR – None.

BUSINESS FROM THE COUNCIL

- a. **Selection Process for City Council Vacancy:** Councilor Loftus proposed opening the application process for the current Council Vacancy.

The Council discussed the past interview process done by former Mayor Honeywell and what each felt was the proper way to proceed with the current Council vacancy. Mayor Vigil stated he will provide the Council with information he receives from the potential appointee. He takes this process seriously and is looking for a citizen that wants to serve our community and be a member of the Council. He doesn't agree putting people through an extensive interview process is the right path.

Councilor Quigley stated by Mayor Vigil just recommending someone be appointed to the Council, this doesn't provide him with enough information to make an educated decision on whether this person would be the right choice. He would ask to see more information prior to being asked to appoint a new Council member.

MOTION: From Councilor Loftus, seconded by Councilor Quigley, to direct staff to place an advertisement in the Stayton Mail for the current vacant Council seat and provide the City Administrator with a letter and resume of why they want to serve on the Council.

Discussion

Councilor Niegel supports an interview process but doesn't necessarily feel a legal notice would be read by the public. She felt an article in the Stayton Mail would be more appropriate. She added that had the Mayor not asked her to apply for City Council, it's unlikely she would have moved forward on her own. She also feels the Council should be involved in the decision making process.

Councilor Loftus stated he wants to participate in the decision making process, not just be involved in the process.

Motion failed 1:2 (Quigley, Niegel)

Councilor Quigley stated he hopes for an open process with the Council participating. He would like the appointment process reviewed the next time the Charter is evaluated.

A motion by Councilor Loftus to 'open the Charter Review Committee to have them address the section in the Charter relating to Mayoral appointments' died for lack of a second.

Councilor Quigley asked for the cost of reviewing the Charter and subsequent revisions. Mr. Eubank explained it depends if the review is done on our own without hiring a consultant, then it would be staff and Council time. However, when it comes time to take the revised Charter to the voters, there can be a cost to do the election if it is done during a Primary Election, rather than a General Election. That cost is approximately \$4,000. It is possible to have the Charter Review Committee look at only one specific section of the Charter.

A motion by Councilor Loftus to 'open a Charter Review Committee that reviews Section 9 of the City Charter, specifically focusing on the appointment of a vacancy of an elected official' died for lack of a second.

Councilor Quigley feels Councilor Porter should be involved in this discussion. He also feels there are other items that should be included in a review of the Charter, not only this one

specific issue. Councilor Loftus agreed with this and will bring this subject back at the next City Council meeting.

FUTURE AGENDA ITEMS

- a. **City Facebook Page**
- b. **Fee Schedule Resolution**

ADJOURN

There being no further business, the meeting was adjourned at 8:54 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 2ND DAY OF JULY 2012, BY A _____ VOTE OF THE STAYTON CITY COUNCIL.

CITY OF STAYTON

Date: _____

By: _____

A. Scott Vigil, Mayor

Date: _____

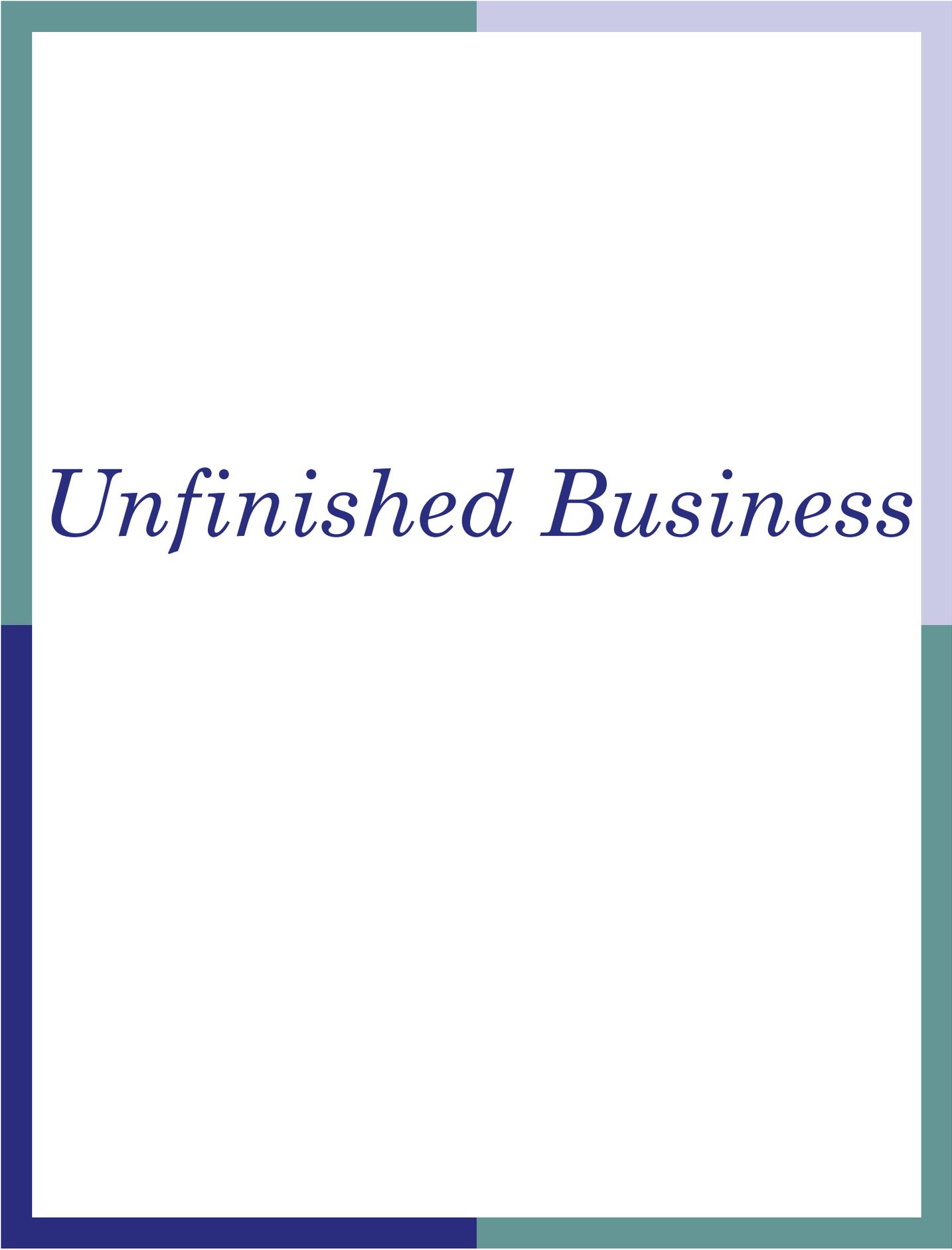
Attest: _____

Don Eubank, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



Unfinished Business



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and City Councilors
THRU: City Administrator Don Eubank
FROM: David W. Kinney, Public Works Director
DATE: July 2, 2012
SUBJECT: Wastewater Treatment Facility Update and Project Closeout

The Wastewater Treatment Facility project is moving toward completion. All construction should be completed by August 1, 2012.

1. Project Budget Summary

The original project budget has increased slightly from \$11,317,000 to \$11,345,000 because the City has interest earnings from the interim financing for the project. The enclosed spreadsheet shows the current budget status.

A. Construction Costs

We are in the final steps of adding a few minor change orders to expend all of the USDA grant funds. Slayden's base contract was \$8,979,613. With change orders, the final Slayden construction contract amount will be close to \$9,465,000.

B. Engineering Services

Keller's engineering services agreement is \$1,368,782. The City has asked Keller to perform additional design work for change orders that have been added throughout the project. We have been tracking these expenses and working hard to minimize project inspection fees. Keller has submitted Contract Amendment #3 to increase their contract to \$1,392,054. A summary of the changes is attached. Staff concurs. The City Administrator has authority to approve this minor contract amendment. Peter Olsen, PE, has done an excellent job of project management for the City.

C. Project Startup

We have been starting up each component at the WWTF as they have been completed. The final three elements: new blowers, sludge dryer and belt press will be started up in the next 30 days. When Slayden is completed, Keller & city staff will do a thorough shake-down of the new equipment and additional staff training will take place.

C. Closeout

The City finance staff, bond counsel Carol McCoog and Drew Davis, USDA Project Manager, have started the project closeout steps. The City will repay the \$8.3 interim financing to Bank of America and formally borrow that amount from USDA. Closing is scheduled to occur August 31, 2012.

Christine Shaffer will be handling all of the final closing documents. The City Council has already authorized the loan with USDA, but additional documents may need City Council, Mayor and City Administrator approval and signatures to comply with USDA requirements.

Stayton Wastewater Treatment Plant

2012 Budget Summary

Thursday, June 21, 2012

Revenues			
	RUS Project Budget	Committed Revenues	Notes
RUS Loan / Interim Financing	8,316,000	8,316,000.00	
RUS Grant	2,001,000	2,001,000.00	
City WWTF	1,000,000	1,000,000.00	
Interest Earnings	28,696	30,929.00	
Energy Trust			Reimbursement at end of project. Estimated \$40,000
Total Revenues	11,345,696	11,347,929	-
Expenditures			
	RUS Project Budget	Total Committed to Date	Notes
Administrative Expenses	115,000	95,665.73	Mostly preliminary financial projections, application & bonding expenses
Engineering			
Preliminary Engineering	146,361	146,361.09	RUS required pre-design & loan application
Basic & Other Engineering	1,005,857	1,036,907.57	Keller
Project Inspection Fees	375,000	357,802.97	Keller
Interim Financing -	220,248	220,248.00	Bank of America 1.45% @ 21 mo.
Legal	20,000	20,500.00	Includes \$7500 for Bond Closeout
Construction			
Base Contract	9,272,281	8,979,613.00	Slayden
Approved Change Orders		467,792.20	Slayden - Approved by RUS
Anticipated Change Orders		18,039.00	Slayden - Pending City & RUS Approval
Other Construction Expenses		7,500.00	BOLI fees
Project Contingencies (for all uses)	190,949		
Total Expenditures	11,345,696	11,350,430	

Available Funds - Unobligated (4,734)

Potential Change Orders - Not Obligated 22,000

	Keller Base Contract	After Add. 2	Add. 3	Revised Total	Remaining to be billed	
Final Design Phase	\$478,000	\$674,000	\$0	\$674,000	\$0	
Bidding or Negotiation Phase	\$26,700	\$59,782	\$0	\$59,782	\$0	
Construction Phase	\$260,000	\$370,000	\$24,655	\$394,655	\$62,000	includes as-built and startup budgets
Post-Construction Phase	\$5,000	\$5,000	\$0	\$5,000	\$5,000	
Additional Services (Listed below)						
1. Outfall and Transfer Switch Evaluation	\$6,000	\$6,000	(\$4,613)	\$1,387	\$0	
2. O&M Manual	\$10,000	\$13,000	\$0	\$13,000	\$4,550	
3. Scum Removal Evaluation	\$5,000	\$5,000	(\$3,500)	\$1,500	\$0	
4. Surveying and Construction Staking	\$13,000	\$15,000	(\$7,470)	\$7,530	\$1,500	
5. Miscellaneous as requested by City	\$12,000	\$221,000	\$14,200	\$235,200	\$3,811	UV redesign, underground & asphalt paving change orders
TOTAL ESTIMATED ENGINEERING FEES	\$815,700	\$1,368,782	\$23,272	\$1,392,054	\$76,861	

The 10th Avenue Improvements Project — Property Assessments Report will be delivered by Friday, June 29.



New Business



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 02, 2012

SUBJECT: Resolution No. 889 Adopting Fees and Charges for Various City Services

ISSUE:

Updating and consolidating of Fees and Charges schedule.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 889, which adopts fees and charges for various City services.

BACKGROUND INFORMATION:

The Fees and Charges resolution is updated; annually this allows fees for services to be adjusted and kept current each year on one simple document.

Administrative/City Wide

Copies		2011-12 Fee	2012-13 Fee
8.5 X 11 or 8.5 X 14	Per side	\$0.50	\$0.50
11 X 17	Per side	\$1.00	\$1.00
Large Format	Per copy	\$15.00	\$15.00
Audio/Digital Recording	Per CD	\$25.00	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00	\$5.00
Video Tapes			
Actual if outsources + admin fee	Per request	\$5.00	\$5.00
Digital Photos	1 st page	\$10.00	\$10.00
Additional pages	Per page	\$5.00	\$5.00
Lien Search	Per search	\$5.00	\$5.00
Fax Transmittals	1 st page	\$5.00	\$5.00
Additional pages	Per page	\$1.00	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00	\$25.00
Billing Administrative Fee		10%	10%
Invoice Late Fee		9%	9%
Mailing cost, cost of item +10%	Minimum	\$2.50	\$2.50
All other services	Per hour	\$35.00	\$35.00

Police

		2011-12 Fee	2012-13 Fee
View Police Report: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Open Records check: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00	\$10.00
Per page thereafter		\$.50	\$.50
Copies of Digital Photos	1 st page	\$10.00	\$10.00
Per each page thereafter		\$5.00	\$5.00
CD of digital photos	Each CD	\$10.00	\$10.00
Carnival, Amusement Park&Concession	Per Year	\$300.00	\$300.00
Promotional Event	Per Event	\$25.00	\$25.00
Garage Sale	Per Event	\$5.00	\$5.00
Camping Permit	Each	\$10.00	\$10.00
Solicitor	One Year	\$150.00	\$150.00
Each Additional Employee	One Year	\$50.00	\$25.00
Liquor License			
Processing Fee	Per Application	\$100.00	\$100.00
Change of Ownership	Per Application	\$75.00	\$75.00
License Privilege Change	Per Application	\$75.00	\$75.00
Renewal or Temporary	Per Year	\$35.00	\$35.00
Junk Dealers	Per Year	\$50.00	\$50.00

Planning

		2011-12 Fee	2012-13 Fee
Pre-Application Meeting			
First Meeting	Deposit	Free	Free
Subsequent Meeting within one year of first	Deposit	\$300.00	\$300.00
Application that requires only Staff review	Deposit	\$500.00	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00	\$1300.00
Applications requiring two public hearings			
Comprehensive Plan Map and Zone Chg	Deposit	\$1550.00	\$1550.00
Subdivision, Master Plan Development,	Deposit	\$1800.00	1800.00
Site Plan Review that includes Annexation			
Major Annexation	Deposit	\$4500.00	\$4500.00
Other Planning Department Applications			
Sign Permits	Per Application	\$25.00	\$25.00
Change of Use Permits	Per Application	\$25.00	\$25.00
Appeals			
Of decisions made by Staff without a public hearing	Per Application	\$250.00	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00	\$500.00
Review Construction Plans	Per Application	\$650.00	\$650.00
Engineering Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit			Actual Costs
Minor Partition	Deposit	\$300.00	\$500.00

Site Development	Deposit		\$750.00
Subdivision (under 10 lots)	Deposit		\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00	\$4500.00

Library

		2011-12 Fee	2012-13 Fee
Replacement for lost library card	Per card	\$1.00	\$1.00
Key chain library card	Per card	\$1.00	\$1.00
CD or Floppy Disc	Per disc	\$1.00	\$1.00
Printing	Per page	\$0.10	\$0.10
Overdue items			
Books	Per day	\$0.25	\$0.25
DVD	Per day	\$0.50	\$0.50
Bicycle Locks	Per day		\$0.50
Cultural Pass	Per day		\$5.00
Fees			
Reserve books	Per item	\$0.00	\$0.00
Interlibrary loan: mailing & loan cost		Actual cost	Actual cost + \$1.00
Damage or lost materials		Actual cost	Actual cost
Barcode removal	Per item	\$1.00	\$1.00
Lost plastic hanger bags	Per item	\$1.50	\$1.50
Lost or damaged video cases	Per item	\$1.50	\$1.50
Non-resident library Card			
Non-Resident Card	Per family	\$60.00	\$60.00
Out of District Card	Per family	\$70.00	\$70.00
Meeting Room key deposit (after hours)		\$25.00	\$25.00
Cleaning fee (no food or beverage)		\$15.00	\$15.00
Cleaning fee with food & beverage		\$25.00	\$25.00
Fee for civic group, one side	Per hour	\$13.00	\$13.00
Fee for civic group, both sides	Per hour	\$18.00	\$18.00
Fee for Private group, one side	Per hour	\$18.00	\$18.00
Fee for Private group, both sides	Per hour	\$23.00	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00	\$28.00

Public works

	2011-12 Fee	2012-13 Fee
Vehicles, per hour	FEMA rate	FEMA rate
Water service Deposit	\$37.50	\$37.50
Sewer Deposit	\$37.50	\$37.50
Water On/Off Service Fee	\$10.00	\$10.00
After hours call out service (After first annual customer visit)	-0-	\$100.00
Water Meter Installation	Actual Cost	Actual Cost
Water rate	R-858	R-858
Sewer rate	R-859	R-859
Building permits	Marion County	Marion County
Right of Way Permits		
Type 1: Street Tree replacement or installation	No Charge	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.		\$100.00

Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.		Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc)		Per Franchise Agt. Or \$40.00
Type 6: Encroachment Permit to use public ROW (for a long term use: awning, billboard, structure, etc)		\$40.00

Facility Rentals

	2011-12 Hourly Rate	2011-12 Cleaning	2012-13 Hourly Rate	2012-13 Cleaning
Community Center				
Civic Organization				
Entire Building	\$17.25	\$80.00	\$17.25	\$80.00
South End	\$12.30	\$50.00	\$12.30	\$50.00
North End	\$8.60	\$30.00	\$8.60	\$30.00
Private Individuals				
Entire Building	\$22.20	\$100.00	\$22.20	\$100.00
South End	\$17.25	\$65.00	\$17.25	\$65.00
North End	\$12.30	\$35.00	\$12.30	\$35.00
Commercial				
Entire Building	\$25.85	\$100.00	\$25.85	\$100.00
South End	\$20.90	\$65.00	\$20.90	\$65.00
North End	\$17.25	\$35.00	\$17.25	\$35.00
Meeting without food are charged the same rate plus a \$15.00 cleaning		\$15.00		\$15.00
Non-resident surcharge rent plus	25%	Above rate	25%	Above rate
Other Fees				
Key not returned		Per key	\$25.00	\$25.00
Alcohol Beverage Service Permit Fee		Each event	\$50.00	\$50.00
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)		Each event	\$300.00	\$300.00
Security (3 hour Min) (Per Officer)		Per Hour	\$28.00	\$28.00
Cancellation Fee		Each Event	\$25.00	\$25.00
Parks Facilities application fee (non-refundable)		Each event	\$25.00	\$25.00
Entire Park, excluding Jordan Bridge & Tennis		Per day	\$500.00	\$500.00
Park Rental Area		Per Hour	\$30.00	\$30.00
Refundable Deposit		Per day	\$500.00	\$500.00
Jordan Bridge		1 st 3 hrs	\$80.00	\$80.00
Each additional hour		Per hour	\$15.00	\$15.00
Electrical Panel Key Deposit (cash only)		Per key	\$25.00	\$25.00
Tennis Courts				
Organized Events or Tournaments		Per day	\$100.00	\$100.00
Security (3 hour minimum)		per hour	\$28.00	\$28.00

Swimming Pool

		2011-12 Resident	2011-12 Non-Resident	2012-13 Resident	2012-13 Non-Resident
Drop-In					
Adult	Per visit	\$3.50	\$4.50	\$3.50	\$4.50

Youth, under 18	Per visit	\$2.50	\$3.25	\$2.50	\$3.25
Disabled & Senior, over 59	Per visit	\$2.50	\$3.25	\$2.50	\$3.25
Disabled & Senior Couple	Per visit	\$3.50	\$4.50	\$3.50	\$4.50
Family	Per visit	\$12.00	\$15.00	\$12.00	\$15.00
Annual Membership					
Adult		\$300.00	\$380.00	\$300.00	\$380.00
Youth, under 18		\$175.00	\$220.00	\$175.00	\$220.00
Disabled & Senior, over 59		\$230.00	\$290.00	\$230.00	\$290.00
Disabled & Senior Couple		\$310.00	\$380.00	\$310.00	\$380.00
Family		\$385.00	\$480.00	\$385.00	\$480.00
Quarterly Memberships					
Adult		\$80.00	\$105.00	\$80.00	\$105.00
Youth under 18		\$50.00	\$60.00	\$50.00	\$60.00
Disabled & Senior over 59		\$65.00	\$80.00	\$65.00	\$80.00
Disabled & Senior Couple		\$80.00	\$105.00	\$80.00	\$105.00
Family		\$105.00	\$130.00	\$105.00	\$130.00
Monthly Memberships					
		2011-12 Resident	2011-12 Non-Resident	2012-13 Resident	2012-13 Non-Resident
Adult		\$40.00	\$45.00	\$40.00	\$45.00
Youth under 18		\$25.00	\$30.00	\$25.00	\$30.00
Disabled & Senior over 59		\$30.00	\$35.00	\$30.00	\$35.00
Disabled & Senior Couple		\$40.00	\$45.00	\$40.00	\$45.00
Family		\$50.00	\$60.00	\$50.00	\$60.00
Punch Cards for 20 visits					
Adult		\$60.00	\$75.00	\$60.00	\$75.00
Youth		\$50.00	\$60.00	\$50.00	\$60.00
Disabled & Senior		\$50.00	\$60.00	\$50.00	\$60.00
Facility Rental	Per hour	\$85.00	\$105.00	\$85.00	\$105.00
Swimming lessons		\$40.00	\$50.00	\$40.00	\$50.00

FISCAL IMPACT:

This schedule continues to allow the City to recover our costs when providing these services, as allowed by State Statute.

OPTIONS:

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.
3. Not adopt the resolution.

MOTION(S):

For Option 1: Move to approve Resolution No. 889, Adopting Fees and Charges for Various City Services.

For Option 2: Move to approve Resolution No. 889, As Amended, Adopting Fees and Charges for Various City Services.

For Option 3: No motion needed.

RESOLUTION NO. 889

A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES

WHEREAS, the City of Stayton receives requests from citizens for administrative, police, library, public works, planning, parks and facilities and swimming pool services requiring the expenditure of personnel time and materials; and

WHEREAS, prudent use of the City's financial resources requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested;

NOW, THEREFORE,

BE IT RESOLVED that the City Council directs that the following fees will be charged for services:

Administrative/City Wide

		2012-13 Fee
Copies		
8.5 X 11 or 8.5 X 14	Per side	\$0.50
11 X 17	Per side	\$1.00
Large Format	Per copy	\$15.00
Audio/Digital Recording	Per CD	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00
Video Tapes		
Actual if outsources + admin fee	Per request	\$5.00
Digital Photos	1 st page	\$10.00
Additional pages	Per page	\$5.00
Lien Search	Per search	\$5.00
Fax Transmittals	1 st page	\$5.00
Additional pages	Per page	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00
Billing Administrative Fee		10%
Invoice Late Fee		9%
Mailing cost, cost of item +10%	Minimum	\$2.50
All other services	Per hour	\$35.00

Police

		2012-13 Fee
View Police Report: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Open Records check: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00
Per page thereafter		\$.50
Copies of Digital Photos	1 st page	\$10.00
Per each page thereafter		\$5.00
CD of digital photos	Each CD	\$10.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional Event	Per Event	\$25.00
Garage Sale	Per Event	\$5.00
Camping Permit	Each	\$10.00
Solicitor	One Year	\$150.00

Each Additional Employee	One Year	\$25.00
Liquor License		
Processing Fee	Per Application	\$100.00
Change of Ownership	Per Application	\$75.00
License Privilege Change	Per Application	\$75.00
Renewal or Temporary	Per Year	\$35.00
Junk Dealers	Per Year	\$50.00

Planning

Pre-Application Meeting		2012-13 Fee
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00
Applications requiring two public hearings		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00
Major Annexation	Deposit	\$4500.00
Other Planning Department Applications		
Sign Permits	Per Application	\$25.00
Change of Use Permits	Per Application	\$25.00
Appeals		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00
Review of Construction Plans	Per Application	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs
Minor Partition	Deposit	\$500.00
Site Development	Deposit	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00

Library

		2012-13 Fee
Replacement for lost library card	Per card	\$1.00
Key chain library card	Per card	\$1.00
CD or Floppy Disc	Per disc	\$1.00
Printing	Per page	\$0.10
Overdue items		
Books	Per day	\$0.25
DVD	Per day	\$0.50
Bicycle Locks	Per day	\$0.50
Cultural Pass	Per day	\$5.00
Fees		
Reserve books	Per item	\$0.00

Interlibrary loan: mailing & loan cost	Actual cost	Actual cost+ \$1.00
Damage or lost materials	Actual cost	Actual cost
Barcode removal	Per item	\$1.00
Lost plastic hanger bags	Per item	\$1.50
Lost or damaged video cases	Per item	\$1.50
Non-resident library Card		
Non-Resident Card	Per family	\$60.00
Out of District Card	Per family	\$70.00
Meeting Room key deposit (after hours)		\$25.00
Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$13.00
Fee for civic group, both sides	Per hour	\$18.00
Fee for Private group, one side	Per hour	\$18.00
Fee for Private group, both sides	Per hour	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00

Public Works

	2012-13 Fee
Vehicles, per hour	FEMA rate
Water Service Deposit	\$37.50
Sewer Deposit	\$37.50
Water On/Off Service Fee	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
Right of way Permits (ROW)	
Type 1: Street tree replacement or installation	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc.)	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$40.00

Facility Rentals

	2012-13 Hourly Rate	2012-13 Cleaning
Community Center		
Civic Organization		
Entire Building	\$17.25	\$80.00
South End	\$12.30	\$50.00
North End	\$8.60	\$30.00

Private Individuals		
Entire Building	\$22.20	\$100.00
South End	\$17.25	\$65.00
North End	\$12.30	\$35.00
Commercial		
Entire Building	\$25.85	\$100.00
South End	\$20.90	\$65.00
North End	\$17.25	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		2012-13 Fee
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00
Security(3 hour Min.) (Per officer)	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00
Parks Facilities application fee (non-refundable)	Each event	\$25.00
Entire Park, excluding Jordan Bridge & Tennis	Per day	\$500.00
Park Rental Area	Per Hour	\$30.00
Refundable Deposit	Per day	\$500.00
Jordan Bridge	1 st 3 hrs	\$80.00
Each additional hour	Per hour	\$15.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00
Tennis Courts		
Organized Events or Tournaments	Per day	\$100.00
Security (3 hour minimum)	Per hour	\$28.00

Swimming Pool

		2012-13 Resident	2012-13 Non-Resident
Drop-In			
Adult	Per visit	\$3.50	\$4.50
Youth, under 18	Per visit	\$2.50	\$3.25
Disabled & Senior, over 59	Per visit	\$2.50	\$3.25
Disabled & Senior Couple	Per visit	\$3.50	\$4.50
Family	Per visit	\$12.00	\$15.00
Annual Membership			
Adult		\$300.00	\$380.00
Youth, under 18		\$175.00	\$220.00
Disabled & Senior, over 59		\$230.00	\$290.00
Disabled & Senior Couple		\$310.00	\$380.00
Family		\$385.00	\$480.00
Quarterly Memberships			
Adult		\$80.00	\$105.00
Youth, under 18		\$50.00	\$60.00
Disabled & Senior, over 59		\$65.00	\$80.00

Disabled & Senior Couple		\$80.00	\$105.00
Family		\$105.00	\$130.00
Monthly Memberships		Resident	Non-Resident
Adult		\$40.00	\$45.00
Youth, under 18		\$25.00	\$30.00
Disabled & Senior, over 59		\$30.00	\$35.00
Disabled & Senior Couple		\$40.00	\$45.00
Family		\$50.00	\$60.00
Punch Cards for 20 visits			
Adult		\$60.00	\$75.00
Youth		\$50.00	\$60.00
Disabled & Senior		\$50.00	\$60.00
Facility Rental	Per hour	\$85.00	\$105.00
Swimming lessons		\$40.00	\$50.00

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 2nd day of July, 2012.

CITY OF STAYTON

Signed: _____, 2012

By: _____
A. Scott Vigil, Mayor

Signed: _____, 2012

ATTEST: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



*Staff / Commission
Reports*



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and City Councilors
THRU: City Administrator Don Eubank
FROM: David W. Kinney, Public Works Director
DATE: July 2, 2012
SUBJECT: Public Works Update – Informational Items

Here is a brief update on projects or issues the Public Works Department is currently working on.

1. Annual Standard Specifications Update

In June 2010, the City Council adopted Ordinance 925 which updated Stayton Municipal Code 12.08.310 to include:

1. Adoption of the City of Stayton Design Standards and Construction Specifications 2010 Edition.
2. Requires all public improvements in the city limits and UGB to comply with the design standards and construction specifications.
3. Grants authority to the Public Works Director to approve changes as needed to keep them current.

The staff agreed it would provide the City Council with an annual update of changes made to the specifications. For the period July 1, 2011 to June 30, 2012, the following updates were approved:

- Standard forms: The City Attorney and I reviewed the standard bid documents for use by the City on public works contracts in order to comply with ORS 279C for public improvement contracts. In March 2012, the City Attorney approved the following forms:

- Invitation to Bid
 - Instructions to Bidders
 - Proposal
 - Non-Collusion Affidavit
 - First Tier Subcontractor Form
 - Resident / Non-Resident Bidder Affidavit
 - Employee Drug Testing Affidavit
 - Bid Bond
 - Performance Bond
 - Payment Bond
 - Construction Agreement
- **Section 111.06 - DISPUTE RESOLUTION: DISAGREEMENTS, PROTESTS AND CLAIMS, MEDIATION, ARBITRATION AND LITIGATION/APPEALS.** The City Attorney and I modified the dispute resolution section to clarify the steps and decision authority to resolve any dispute on a public works contract. The section requires a Contractor to follow the following steps:
 - Step 1: City Inspector or City Engineer resolve.
 - Step 2: Public Works Director.
 - Step 3: City Administrator
 - Step 4: Mandatory Mediation
 - Step 5: Arbitration: Claims Review Board - \$50,000 or less.
Arbitration: Arbitrator – more than \$50,000 claim.
 - Step 6: Litigation

The major change was the insertion of mandatory mediation as step 4 and/or the ability to use mediation at any time both parties agree to mediate.
- **Section 303.10 - SIDEWALKS.** Mike Brash and I modified the section on sidewalks in response to a contractor question about installing new sidewalks to match existing walks on the same side of the street.
 - Property line sidewalks are required, unless an exception is granted.
 - Curb line sidewalks may be permitted to match the location of existing sidewalks on the same side of the street, as specified in SMC 12.04.300.
 - New residential sidewalks will be 5', except where the new sidewalk fills in a gap of an existing 4' sidewalk.

2. Downtown Street Lighting

A. Painting Light Poles – 3rd Avenue

Pacific Power has authorized the City to contract directly with a contractor to repaint the 12 light poles on 3rd Avenue. The City solicited prices two contractors:

- | | | |
|-----------------------------|--|-------------|
| 1. Morton Contracting, Inc. | \$4,890 + city provide paint. | \$ 5,200 |
| | includes removal/replacement of banner brackets, cleaning, primer, painting of all poles. Morton is an authorized Pacific Power subcontractor. | |
| 2. Stom Painting, Inc. | \$4,715 + City remove/replace brackets. | \$ 5,200+/- |
| | Cleaning, primer & painting of all poles. Stom requires Pacific Power approval. | |

City crews will place signs and cone off parking spaces while work is completed and coordinate with the painting contractor. After discussion with the public works staff, we believe Morton Contracting, Inc. will meet Pacific Power and City requirements and require the least amount of staff time & support to complete the work by July 25th. Don Eubank has directed staff to work with Morton to reduce costs. Funding will come from the Facilities Maintenance Fund.

Based on the above quotes, the cost per pole is about \$430 per pole, rather than the \$350 mentioned at the last City Council meeting.

Unless the City Council directs otherwise, the staff intends to proceed with the painting of the 3rd Avenue light poles and have work completed by the July 2012 Summerfest activities.

B. Long Term Replacement & Modification of Lighting

The Council directed staff to investigate options for future replacement of the downtown street lights with decorative street lighting. The purpose of this proposal was to create a more pedestrian friendly ambiance to the 2nd / 3rd Avenue business area. We encountered several issues which have not been resolved and warrant further review and recommendations:

1. Lighting lumen levels vary by block and side of street. We want to maintain or improve lighting levels.
2. Some areas at the north end of 3rd Ave need additional lighting.
3. Underground wiring for the lights is not in conduit. This does not meet Pacific Power codes.

4. Additional electrical load cannot be added to the existing wiring.
5. Replacement with LED lights is not an option right now, because Pacific Power does not have an approved LED-type decorative light. However, Pacific Power is expected to have an approved LED-type decorative light standard within the next year.
6. Cost for replacing existing poles with decorative light poles is feasible, but could cost \$3,500-\$4,500 per light fixture. City purchases and installs fixtures at city expense and then pays Pacific Power monthly service charge.
7. Energy Efficiency & Conservation Block Grant (EECBG) grant funding may be available for a larger project.

We recommend that the City plan for the long-term replacement of the existing light poles with decorative street light poles and LED lights. During the past few months, the staff has had several conversations with Fluent Engineering, a lighting consulting firm in Salem, who has worked with several other Oregon cities on downtown lighting retrofit and upgrade projects. Based on those discussions we recommend proceeding as follows:

1. Explore EECBG grant opportunities for downtown area street lighting for the 1st – 4th/ Washington-Water commercial area. EECBG typically requires a 10% to 20% cash match. EECBG grants are highly competitive and focus on energy savings and efficiencies.
2. Develop a plan for lighting replacements in the area with following emphasis:
 - a. Address pedestrian level lighting deficiencies, based on lumen measurements of the area. This will include adding new lights and/or upgrading existing lights.
 - b. Replace 3rd Avenue poles with decorative light poles.
 - c. Upgrade lighting at key intersections.
 - d. As part of lighting options, plan for the addition of banners, signs or other decorative elements.
 - e. Outline 5-10 year program for completion of work.
3. Use some of the budgeted funds in 2012-2013 to retain a Consultant to work with the Downtown Committee, prepare the grant application and provide the City Council with specific recommendations and cost estimates.
4. Budget \$10,000-\$15,000 annually in the Facilities Maintenance Fund for incremental downtown lighting improvements and related streetscape improvements.

3. I-SERVE PROJECTS

On Saturday, June 25, 2012, I-SERVE completed several projects in the City parks and facilities. Weather conditions were spotty, with a couple of heavy downpours.

A. Jordan Bridge Painting. Repainted inside and the south/north entry portals.

B. Museum (2nd Ave). 7th Day Adventist church volunteers completed the following:

- restained the handicapped ramp behind the building,
- painting all bollards protecting the ramp,
- spruced up landscaping, and
- fixed the north side of the concrete steps up to the building.

C. Library / Community Center Park: Volunteers completed the following:

- spruced up landscaping around library & community center,
- removed shrubs near library meeting room entry and replanted them,
- weeded rhododendrons along pathway to pool,
- cut down five (5) large mugo pines that were overgrown,
- Power washed tennis courts,
- Rebuilt picnic tables behind the tennis courts.



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: June 25, 2012
SUBJECT: City Council Meeting Agendas and Packets

In an effort to streamline the creation of future City Council meeting packets, staff will be implementing a new process.

Beginning with the July 2, 2012 meeting, the Mayor and each Council member will receive a notebook that contains the meeting Agenda and Council packet. Each notebook contains dividers for each section of the meeting (i.e. Consent Agenda, Public Hearings, etc.). Prior to each meeting, staff will assemble the notebooks with the new Council packet. Following the meeting, you may leave your notebook on the Council table and I will collect them. If you would like to keep your Council packet materials, feel free to remove them from the notebooks.

Also, each City Council meeting packet will be assembled electronically. This will allow us to distribute the entire packet via email and make it available for download on the City's website. Our goal is to reduce the number of paper packets required to be printed and distributed prior to the Council meeting. Regardless, the Mayor and Council will still receive a printed copy in their notebooks which will be delivered to you prior to the meeting unless otherwise requested.

If you have any questions about the new process for Council packets or would like to opt out of having your notebook delivered prior to each meeting, please let me know by emailing me at aangelo@ci.stayton.or.us or calling (503) 769-3425.