



AGENDA STAYTON CITY COUNCIL MEETING

Monday, September 17, 2012

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. Donation to Park Fund from Car Show Committee by Chair Alan Kingsley
- b. Parks and Recreation Board Spotlight Presentation by Chair Dennis Vietzke

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.

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.

CONSENT AGENDA

- a. September 4, 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 – None.

NEW BUSINESS

Refinancing of the 1997 USDA and 2007 DEQ Sewer Bonds **Action**

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

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer **Informational**

- a. August 2012 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens **Informational**

- a. August 2012 Statistical Report
- b. Order Declaring an Emergency Speed Zone on N. Tenth Avenue.

Public Works Director’s Report – Dave Kinney **Informational**

- a. August 2012 Operating Report
- b. Public Works Update

Pool Manager’s Report – Rebekah Meeks **Informational**

- a. August 2012 Monthly Operating Report

Library Director’s Report – Louise Meyers **Informational**

- a. August 2012 Activities/Statistics

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. Traffic Congestion Update – Texaco Gas Station **Informational**

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Solicitor Licenses
- b. Sidewalk Maintenance Presentation

ADJOURN

CALENDAR OF EVENTS

SEPTEMBER 2012

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)

OCTOBER 2012

Monday	October 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	October 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 29	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2012

Monday	November 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 6	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	November 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	November 12	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Tuesday	November 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	November 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING		
Friday	22—23			
Monday	November 26	Planning Commission	7:00 p.m.	Community Center (north end)

DECEMBER 2012

Monday	December 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 4	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	December 14	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	December 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS		
Monday	December 31	Planning Commission	7:00 p.m.	Community Center (north end)

Consent Agenda

**STAYTON CITY COUNCIL
MEETING MINUTES
September 4, 2012**

CALL TO ORDER

7:00 p.m.

Mayor Vigil

FLAG SALUTE

OATH OF OFFICE

- a. **Oath of Office for New Councilor Emily Gooch by Mayor Scott Vigil:** Mayor Vigil administered the Oath of Office to incoming City Councilor Emily Gooch.

ROLL CALL

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

STAFF

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

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Pool Maintenance Closure Presentation by Rebekah Meeks, Pool Manager:** Ms. Meeks spoke about the current Pool closure and the maintenance projects being worked on at the facility.

She also informed the Council that the recent swim-a-thon event raised over \$2,000.

Councilor Quigley asked if repairs being done on the pool surfacing was covered under Emerald Pool's original contract. Ms. Meeks stated it is being done at no cost per the City's contract with Emerald Pool.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** None.
b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** None.

CONSENT AGENDA

- a. **August 20, 2012 City Council Meeting Minutes**
b. **Resolution No. 892, Issuance and Sale of City of Stayton Wastewater Revenue Bond for \$8,316,000 to the USDA for the Wastewater Treatment Plant Project**
c. **OLCC Change of Ownership – Rif's Food & Spirits**

d. OLCC Change of Ownership Reversal – Stop-N-Save

Mayor Vigil indicated that Councilor Loftus asked to discuss Resolution No. 892, Issuance and Sale of City of Stayton Wastewater Revenue Bond for \$8,316,000 to the USDA for the Wastewater Treatment Plant.

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to adopt the Consent Agenda items a, c, and d. **Motion passed 4:0.**

Resolution No. 892, Issuance and Sale of City of Stayton Wastewater Revenue Bond for \$8,316,000 to the USDA for the Wastewater Treatment Plant Project

Councilor Loftus raised concerns about the last sentence in the fifth paragraph on page 6 of the resolution. It mentions excess Debt Service and how it should be handled. He questioned giving this excess back to the taxpayers. Ms. Shaffer explained the reserve requirements stipulated by the USDA and how much money must be placed into reserve each year.

Councilor Loftus stated his concern is that the rate payers are paying in excess. Ms. Shaffer stated Ray Bartlett of Economic and Financial Analysis is currently doing a five year forecast for the Sewer Enterprise fund. He will be specifically focusing on the next two years and the recommended rate increases.

Councilor Loftus asked about adding a sentence to the paragraph mentioning bring this to Council for decision. Ms. Shaffer stated the resolution has already been approved by the Bond Counsel and the USDA. She also explained if this is not passed tonight, the City risks losing their current rate of 2.75%, which would cost the City more money.

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to adopt Resolution No. 892. **Motion passed 4:0.**

PUBLIC HEARING – None.

UNFINISHED BUSINESS

Social Media Policy and Implementation of City of Stayton Social Media Sites

- a. **Staff Report:** Ms. Angelo reviewed the staff report included in the Council's meeting packet.
- b. **Council Deliberation:** Ms. Gooch asked which employee would be running the Facebook page. Ms. Angelo stated it would be herself and one other employee will be trained on how to make updates to the page if needed.

Councilor Loftus expressed concern with the amount of time that would be put into the Facebook page and having that additional time turn into a full time job. Ms. Angelo explained that her hope is to schedule a time once a week to update the page with information submitted by the different City departments. Facebook offers a feature that allows you to schedule a specific date and time for your post to publish. This will allow Ms. Angelo to schedule posts ahead of time, rather than making several updates per day. Councilor Quigley stated when this topic was first brought before Council in May, he was apprehensive. However, in the last couple of days he has visited Facebook pages for other

cities and found himself very impressed. Cities are able to highlight community events, road closures, and other items happening in their area.

c. **Council Decision:**

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to adopt the Social Media Policy and authorize City staff to implement the official City of Stayton Facebook and Twitter accounts. **Motion passed 4:0.**

NEW BUSINESS

Resolution No. 893, Transportation Enhancement Grant Application

- a. **Staff Report:** Mr. Kinney reviewed his staff report regarding an application staff would like to submit for a Transportation Enhancement Grant.

Councilor Loftus asked if the intersection where First Avenue, Fern Ridge Road, and Shaff Road come together is included in the IMAP. Mr. Kinney stated it was not.

- b. **Council Deliberation:** None.

c. **Council Decision:**

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to approve Resolution No. 893, authorizing the City of Stayton to apply for a Transportation Enhancement / Bicycle Pedestrian Grant from the Oregon Department of Transportation for Stayton Middle School Area Safe Route to School Improvements.

Council Discussion

Councilor Loftus asked a question about a section of the grant application where it is indicated there is a need to acquire property. Mr. Kinney spoke about the need to have five to ten feet of right-of-way dedicated by the school district for sidewalks, and there is potential that the City would have to approach other property owners depending on design of the project to the east and west of Stayton Middle School on the north side of Shaff Road.

Motion passed 4:0.

STAFF/COMMISSION REPORTS

Public Works Director's Report – David Kinney

- a. **Public Works Update:** Mr. Kinney updated the Council on current Public Works projects as outlined in his informational staff report.

PRESENTATIONS/COMMENTS FROM THE PUBLIC – None.

BUSINESS FROM THE CITY ADMINISTRATOR

Mr. Eubank reminded the Council about the upcoming Chamber Forum lunch.

BUSINESS FROM THE MAYOR – None.

BUSINESS FROM THE COUNCIL

- a. Councilor Loftus announced that his daughter entered the Gerry Frank Chocolate Cake Baking contest at the Oregon State Fair and was awarded first place.

FUTURE AGENDA ITEMS

- a. **Solicitor Licenses**

ADJOURN

There being no further business, the meeting was adjourned at 7:37 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF SEPTEMBER 2012,
BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

CITY OF STAYTON

Date: _____

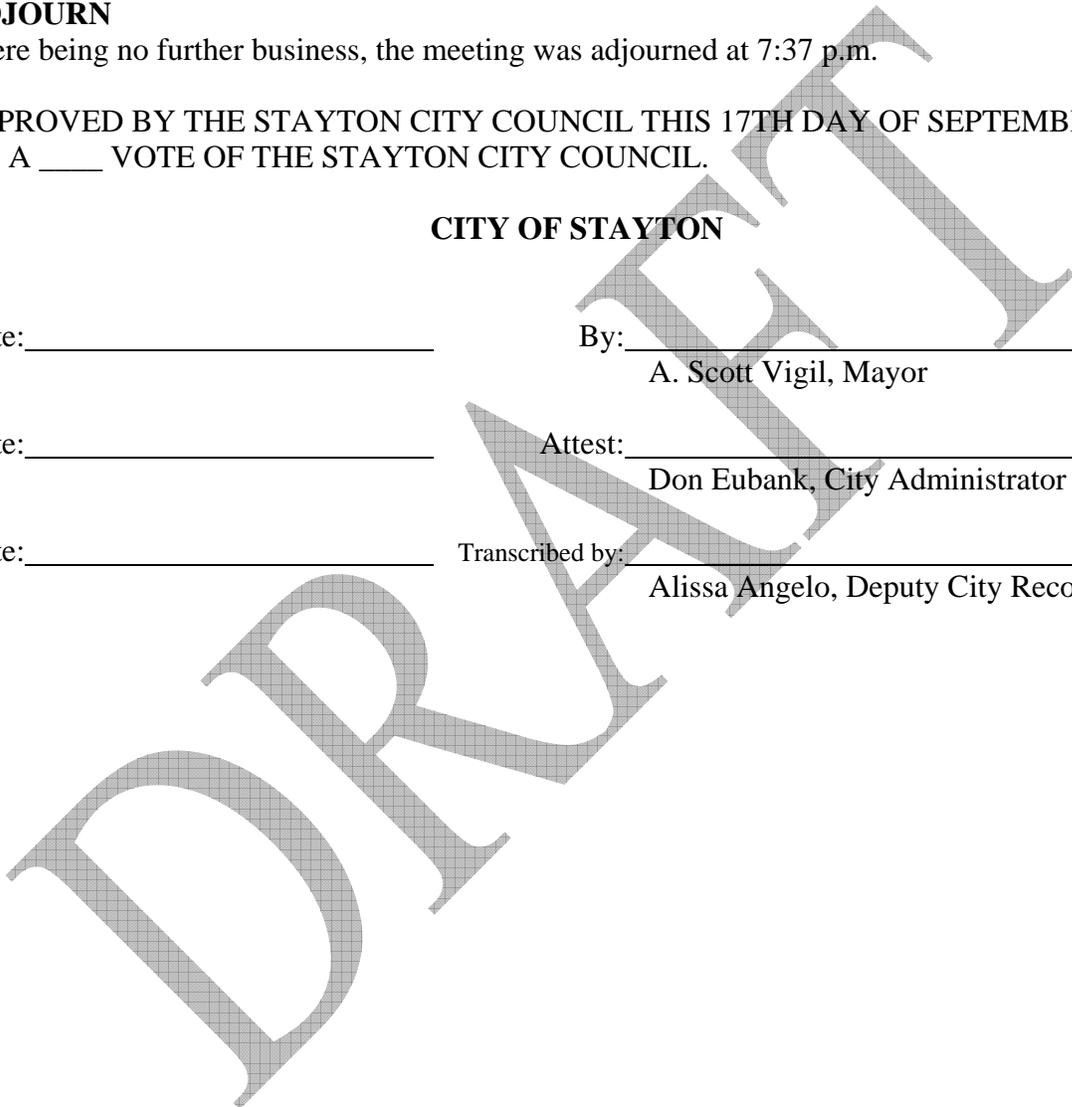
By: _____
A. Scott Vigil, Mayor

Date: _____

Attest: _____
Don Eubank, City Administrator

Date: _____

Transcribed by: _____
Alissa Angelo, Deputy City Recorder





New Business



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilor

FROM: Christine Shaffer, Finance Director

DATE: September 17, 2012

SUBJECT: Refinancing of the 1997 USDA and 2007 DEQ Sewer Bonds

ISSUE:

With Bond rates at a 10 year low, it would be prudent to discuss refinancing two Sewer Bonds, one that was issued in 1997 and the second in 2007.

BACKGROUND INFORMATION:

D.A. Davidson & Co. has submitted a refinancing option that will save the Sewer revenue fund \$1,312,514. D.A. Davidson is ranked 6th nationally for number of bonds issued in 2010. They are the largest full-service brokerage firm headquartered in the Pacific Northwest.

The D.A. Davidson recommendation will reduce the term of the USDA Bond payoff by five years, the interest will be reduced from 5% to 2.85%. The DEQ Bond payoff will remain the same term but have reduced interest from 2.92% to 2.5%. Bond interest rates will be higher for the USDA refinance due to the term of repayment being longer.

The Finance Department will continue to review the refunding analysis reports as they are submitted. A firm will be selected based on the best cost savings offered. If the City Council wishes to move forward, Bond Counsel will be contacted to draft the necessary resolution to issue Bonds.

STAFF RECOMMENDATION:

Staff recommends the City Council direct the Finance Department to move forward with the refinance of outstanding Sewer debt, bringing a Resolution to issue Bonds to the October 15, 2012 City Council Meeting.

OPTIONS:

1. Direct Staff to move forward with the refinancing of the current Sewer debt.
2. Do nothing.

MOTION(S)

1. Move to have staff return with a Resolution to issue Bonds on October 15, 2012.
2. No motion necessary.

**City of Stayton
Summary of Long Term Debt**

Description of Debt	Account Code	Original Amount	Interest Rate	Term	Origination Date	6/30/2012 Balance	Payoff Date	Annual Payment
OEDD Bonds	WATER FUND 20-21040	\$510,000.00	5.19%	20	12/2/1993	81,790	12/1/2014	44,106
OEBD Loan	WATER FUND- Constr	\$5,138,700.00	3.40%	20	12/1/2011	5,138,700	12/1/2030	707,034 First Year 358,811
Sewer Revenue Bonds	SEWER FUND 30-2100	\$2,952,100.00	5.00%	40	8/1/1998	2,424,764	6/1/2037	172,043
DEQ Sewer Loan	SEWER FUND 30-21050	\$4,382,000.00	2.92%	20	9/27/2007	3,587,374	8/1/2027	315,471
USDA Funding (BOA Interim)	SEWER FUND- CONSTF	\$8,316,000.00	2.75%	40	9/6/2012	8,316,000	9/6/2053	345,376 2012 First Payment
						19,548,628		1,584,030



Refunding Issuance Process

The City would issue Wastewater Revenue Refunding Bonds, Series 2012 (the "2012 Bonds"). Proceeds of the 2012 Bonds would be used to prepay the outstanding USDA & DEQ Loans (the "Refunded Loans").

Refunded Loans Payoff. Based on our experience refinancing USDA and DEQ loans, we believe the Refunded Loans are subject to optional prepayment at any time without a prepayment penalty. We would need confirmation from the City as well as USDA and DEQ.

Authorizing and Master Resolution. In order to issue the 2012 Bonds, the City Council needs to approve a resolution authorizing the issuance of the 2012 Bonds and a master resolution establishing the terms and security for the revenue bonds. Bond counsel prepares these resolutions for the City a few weeks in advance of the Council meeting date.

Official Statement. The 2012 Bonds will be offered to investors in the open market. As such, these municipal bond securities need to be accompanied by an offering document explaining the security to potential investors. The offering document is distributed as the Preliminary Official Statement ("POS") prior to the bond sale and it is then finalized as the Official Statement ("OS") after the bond sale. D.A. Davidson & Co. will assist the City in preparing the POS and OS and will lead the drafting and production of the document.

Much of the information required for the POS and OS is available through publicly available resources (i.e. Marion County, Oregon Department of Revenue, etc.). However, there are a few information items that the City would have to provide initially to complete the POS and OS preparation. A list of these information items will be available by Davidson. Before the POS is published the City will attest to its completeness and accuracy by signing a "Deemed Final Letter".

Costs of Issuance. Costs including bond counsel, paying agent, MDAC fee, and underwriting are contingent on the sale of the bonds and payable from bond proceeds, requiring no outlay by the city from cash on hand. The rating agency fee is not contingent on the sale of the bonds and will be billable once the rating agency has performed a significant amount of work for their credit evaluation of the City. If the bond sale does go forward, the rating agency fee can be paid from the proceeds of the bond sale. *All savings estimates provided are net of the issuance costs.*



City of Stayton, Oregon Wastewater Revenue Refunding Bonds, Series 2012

Sample Preliminary Schedule of Events; as of September 6, 2012

Financing Team		
Issuer:	City of Stayton	City
Bond Counsel:	<i>To Be Determined</i>	BC
Registrar/Paying Agent:	<i>To Be Determined</i>	PA
Underwriter:	D.A. Davidson & Co.	DAD
Rating Agency:	<i>To Be Determined</i>	RA

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Done	Due Date	Event	Parties
	Fri., Sept 14	Circulate distribution list, information requirements and schedule	DAD
	Tues., Sept 18	Circulate draft authorizing and master resolution for comments and POS prep.	BC
	Thurs., Sept 20	Circulate 1 st draft POS	DAD
	Wed., Sept 26	Comments due on first draft POS	Fin. Team
		Finalize Authorizing and Master resolution for Council	BC
	Thurs., Sept 28	Circulate second draft POS	DAD
		Circulate draft Rating letter	DAD
	Thurs., Oct 4	Comments due on draft rating letter and second draft POS	Fin. Team
	Mon., Oct 8	Send rating letter, draft POS and financial information to S&P	DAD
		Send clean copy of draft POS to City Council	City
	Mon., Oct 15	Council Adopts Authorizing Resolution	City Council
	Week of Oct 15	Rating conference call (<i>time to be determined</i>)	City; DAD; RA
	Mon., Oct 22	End of two-week Council review of POS	City Council
		Circulate final POS, draft purchase agreement and "Deemed Final" letter	DAD
	Mon., Oct 29	Receive rating	City; DAD
		Executed "Deemed Final" letter due	City
	Tues., Oct 30	Print and mail POS	DAD
		File MDAC form 1 with Treasury	DAD
	Tues., Nov 6	Pre-pricing (<i>time between 11 a.m. and 2 p.m. to be determined</i>)	City; DAD
	Wed., Nov 7	Pricing (<i>City to be available throughout the day</i>)	City; DAD
		Sign Purchase Agreement; File MDAC form 2	City; DAD
		Draft Official Statement circulated	DAD
	Mon., Nov 12	Print final Official Statement	DAD
		Circulate Memorandum of Bond Delivery	DAD
	Tues., Nov 20	Closing	Fin. Team



**BONDING
OREGON**

City of Stayton

Refunding Analysis

September 5, 2012

Matt Donahue

Vice President

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mtonahue@dadco.com



**D.A.
Davidson
& Co.** member
SIPC

FIXED INCOME CAPITAL MARKETS



1997 USDA SEWER REVENUE BONDS

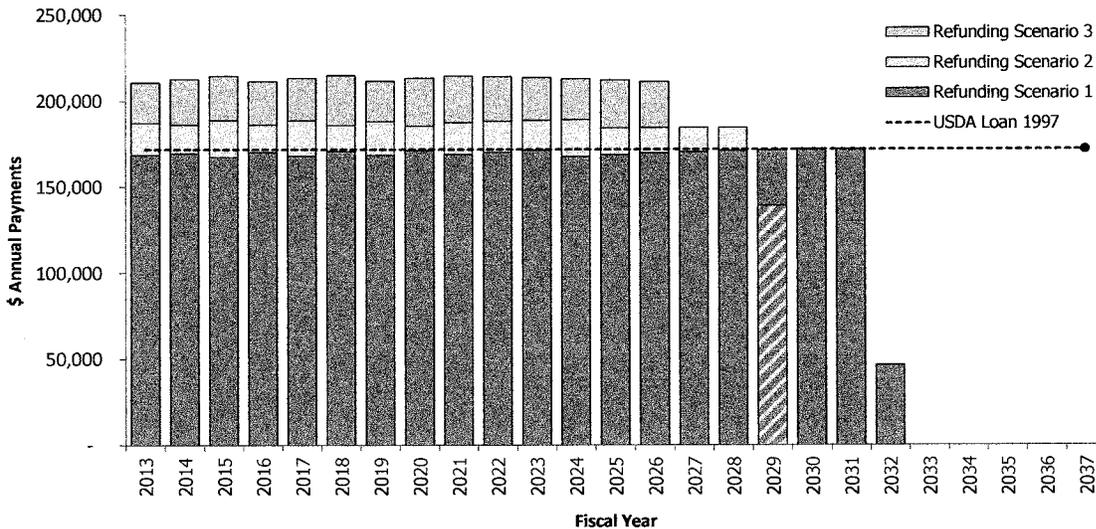
Outstanding Principal	\$ 2,424,764
Current Interest Rate	5.00%
Annual Payment	\$ 172,043
Final Maturity	5/28/2037
Total Interest Due	\$ 1,876,310

ASSUMPTIONS FOR 2012 SEWER REVENUE REFUNDING BONDS:

- 'A'-rated
- Senior Lien Pledge on Sewer Revenues
- Standard Revenue Bond Covenants (i.e. 1.25x coverage, additional bonds test)
- Cash-funded Debt Service Reserve Fund
- Issuance Date of December 1, 2012
- Ten-Year Par Call Option

REFUNDING STATISTICS

	Scenario 1	Scenario 2	Scenario 3
Annual Payment Level	Current or less	10% Increase	25% Increase
Maximum Annual Payment	\$ 171,825	\$ 189,119	\$ 214,950
Final Maturity	6/1/2032	6/1/2029	6/1/2026
True Interest Cost	2.85%	2.67%	2.47%
Total Interest Due	\$ 760,272	\$ 622,610	\$ 491,325
Total Debt Service Savings	\$ 1,025,802	\$ 1,173,465	\$ 1,319,749
Present Value of Savings	\$ 569,224	\$ 636,894	\$ 719,557





2012 SEWER REVENUE REFUNDING BONDS SOURCES AND USES – SCENARIO 1

Sources	
Refunding Bond Proceeds	\$ 2,546,721
Uses	
Prepayment of USDA Loan	\$ 2,486,393
Estimated Costs of Issuance	60,327
Total Uses of Funds	\$ 2,546,721

2007 DEQ CLEAN WATER STATE REVOLVING LOAN FUND LOAN

Outstanding Principal	\$ 3,587,374
Current Interest Rate	2.92%
Annual Fee	0.50%
Annual Payment	\$ 314,516
Final Maturity	8/1/2027
Total Fees And Interest Due	\$ 1,012,781

ASSUMPTIONS FOR 2012 WATER REVENUE REFUNDING BONDS:

- 'A'-rated
- Senior Lien Pledge on Water Revenues
- Standard Revenue Bond Covenants (i.e. 1.25x coverage, additional bonds test)
- Cash-funded Debt Service Reserve Fund
- Issuance Date of December 1, 2012
- Ten-Year Par Call Option

REFUNDING STATISTICS

Maximum Annual Payment	\$ 305,025
Final Maturity	6/1/2027
True Interest Cost	2.52%
Total Interest Due	\$ 766,275
Total Debt Service Savings	\$ 223,881
Present Value of Savings	\$ 190,541



2012 WATER REVENUE REFUNDING BONDS SOURCES AND USES

Sources	
Refunding Bond Proceeds	\$ 3,686,790
Uses	
Prepayment of DEQ Loan	\$ 3,622,291
Estimated Costs of Issuance	64,498
Total Uses of Funds	\$ 3,686,790

COMBINED WATER AND SEWER REVENUE REFUNDING BONDS

REFUNDING STATISTICS

	Sewer	Water	Total
True Interest Cost	2.81%	2.50%	2.65%
Total Interest Due	\$ 740,066	\$ 763,650	\$ 1,503,716
Total Debt Service Savings	\$ 1,071,008	\$ 241,506	\$ 1,312,514
Present Value of Savings	\$ 624,817	\$ 205,403	\$ 830,219

SOURCES AND USES

Sources	Sewer	Water	Total
Refunding Bond Proceeds	\$ 2,522,733	\$ 3,671,468	\$ 6,194,202
Uses			
Loan Prepayment	\$ 2,486,393	\$ 3,622,291	\$ 6,108,684
Estimated Costs of Issuance	36,340	49,177	85,517
Total Uses of Funds	\$ 2,522,733	\$ 3,671,468	\$ 6,194,202



*Staff / Commission
Reports*



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Christine Shaffer, Finance Director

DATE: September 17, 2012

SUBJECT: Monthly Finance Department Report

Attached are the month-end reports for the major operating funds of the City. I have identified the following funds as the major operating funds: General Fund, Public Works Administration Fund, Library Fund, Water Fund, Sewer Fund, Street Fund and Swimming Pool Fund. If you have any questions, please let me know.

Departmental activity:

Utility Billing:	August 2012	July 2012
Number of Bills sent out	2,608	2,631
Delinquent Notices sent out	477	483
Courtesy Delinquent Notices sent to Landlords	219	220
Notified of Impending Shut off & Penalty	106	136
Customers with Interrupted Services Non-Payment	15	24
Services still Disconnected	0	0

Accounts Payable:	August 2012	July 2012
Number of Checks Issued	159	128
Total Amount of Checks	\$599,689.46	\$775,344.88

Accounts Receivable:	August 2012	July 2012
Number of Invoices Sent Out	3	2
Total Amount of Invoices	\$2,306.25	\$680.00

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	28,289.88	1,708,922.00	1,680,632.12	1.7
CHARGES FOR SERVICES	226.00	7,200.00	6,974.00	3.1
GRANTS & CONTRIBUTIONS	375.00	1,500.00	1,125.00	25.0
FRANCHISE FEES	107,355.32	626,000.00	518,644.68	17.2
LICENSES, PERMITS & FEES	3,485.60	16,000.00	12,514.40	21.8
FINES & FORFEITURES	3,501.47	20,500.00	16,998.53	17.1
INTERGOVERNMENTAL	35,788.32	163,200.00	127,411.68	21.9
INTEREST	(2,327.98)	1,000.00	3,327.98	(232.8)
MISCELLANEOUS/TRANSFERS	6,858.82	385,425.00	378,566.18	1.8
	<u>183,552.43</u>	<u>2,929,747.00</u>	<u>2,746,194.57</u>	<u>6.3</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	17,003.12	411,000.00	393,996.88	4.1
ADMINISTRATION	70,645.10	461,973.00	391,327.90	15.3
POLICE	286,277.18	1,866,232.00	1,579,954.82	15.3
PLANNING	20,252.08	138,224.00	117,971.92	14.7
COMMUNITY CENTER	8,057.82	56,798.00	48,740.18	14.2
PARKS	27,636.65	141,576.00	113,939.35	19.5
STREET LIGHTING	8,666.71	103,915.00	95,248.29	8.3
	<u>438,538.66</u>	<u>3,179,718.00</u>	<u>2,741,179.34</u>	<u>13.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	.00	100.00	100.00	.0
MISCELLANEOUS/TRANSFERS	.00	415,000.00	415,000.00	.0
	.00	415,100.00	415,100.00	.0
 <u>EXPENDITURES</u>				
DEPARTMENT 80	62,654.44	438,423.00	375,768.56	14.3
	62,654.44	438,423.00	375,768.56	14.3

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	2,238.82	134,700.00	132,461.18	1.7
CHARGES FOR SERVICES	16,265.25	80,450.00	64,184.75	20.2
GRANTS & CONTRIBUTIONS	50.00	30,000.00	29,950.00	.2
LICENSES, PERMITS & FEES	1,847.00	12,300.00	10,453.00	15.0
FINES & FORFEITURES	2,694.11	15,000.00	12,305.89	18.0
INTERGOVERNMENTAL	.00	1,100.00	1,100.00	.0
INTEREST	.00	200.00	200.00	.0
MISCELLANEOUS/TRANSFERS	.00	131,100.00	131,100.00	.0
	<u>23,095.18</u>	<u>404,850.00</u>	<u>381,754.82</u>	<u>5.7</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>75,594.28</u>	<u>444,912.00</u>	<u>369,317.72</u>	<u>17.0</u>
	<u>75,594.28</u>	<u>444,912.00</u>	<u>369,317.72</u>	<u>17.0</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	422,342.08	1,745,000.00	1,322,657.92	24.2
LICENSES, PERMITS & FEES	5,577.50	29,000.00	23,422.50	19.2
INTEREST	.00	3,500.00	3,500.00	.0
MISCELLANEOUS/TRANSFERS	91.83	11,000.00	10,908.17	.8
	<u>428,011.41</u>	<u>1,788,500.00</u>	<u>1,360,488.59</u>	<u>23.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>159,900.06</u>	<u>2,324,761.00</u>	<u>2,164,860.94</u>	<u>6.9</u>
	<u>159,900.06</u>	<u>2,324,761.00</u>	<u>2,164,860.94</u>	<u>6.9</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	429,244.27	2,626,680.00	2,197,435.73	16.3
INTEREST	.00	9,000.00	9,000.00	.0
MISCELLANEOUS/TRANSFERS	179.56	2,500.00	2,320.44	7.2
	<u>429,423.83</u>	<u>2,638,180.00</u>	<u>2,208,756.17</u>	<u>16.3</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>384,723.56</u>	<u>3,405,469.00</u>	<u>3,020,745.44</u>	<u>11.3</u>
	<u>384,723.56</u>	<u>3,405,469.00</u>	<u>3,020,745.44</u>	<u>11.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	14,263.89	84,000.00	69,736.11	17.0
LICENSES, PERMITS & FEES	3.61	.00	(3.61)	.0
INTERGOVERNMENTAL	296,049.17	861,119.00	565,069.83	34.4
INTEREST	.00	250.00	250.00	.0
MISCELLANEOUS/TRANSFERS	.00	250.00	250.00	.0
	<u>310,316.67</u>	<u>945,619.00</u>	<u>635,302.33</u>	<u>32.8</u>
 <u>EXPENDITURES</u>				
DEPARTMENT 80	<u>240,376.33</u>	<u>977,462.00</u>	<u>737,085.67</u>	<u>24.6</u>
	<u>240,376.33</u>	<u>977,462.00</u>	<u>737,085.67</u>	<u>24.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2012

SWIMMING POOL FUND

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
PROPERTY TAXES	2,661.67	153,400.00	150,738.33	1.7
CHARGES FOR SERVICES	22,981.60	105,000.00	82,018.40	21.9
GRANTS & CONTRIBUTIONS	.00	20,000.00	20,000.00	.0
INTEREST	.00	300.00	300.00	.0
MISCELLANEOUS/TRANSFERS	619.63	79,000.00	78,380.37	.8
	<u>26,262.90</u>	<u>357,700.00</u>	<u>331,437.10</u>	<u>7.3</u>
 <u>EXPENDITURES</u>				
DEPARTMENT 86	<u>55,399.92</u>	<u>408,958.00</u>	<u>353,558.08</u>	<u>13.6</u>
	<u>55,399.92</u>	<u>408,958.00</u>	<u>353,558.08</u>	<u>13.6</u>



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: Monthly Crime Rate Comparison Statistical Sheets
DATE: September 17, 2012

In August, the Police Department responded to 390 calls for service in Stayton. We issued 242 citations and warnings in Stayton. Our Reserve Officers logged 128.5 volunteer hours for the month. We used one person who needed to complete community service hours by having them help with cleaning the parking lot. Eight of our Officers and their families, 1 Records Staff, 6 Reserves, and 7 citizen volunteers participated in helping with the National Night Out event where we served hamburgers and hot dogs to approximately 350 citizens. Peer Court had 4 juvenile referrals for August and 39 year to date.

	AUG. 2012	JAN. THRU AUG. 2012	AUG. 2011	JAN. THRU AUG. 2011
INCIDENTS	390	2834	418	2839
CITATIONS/WARNINGS	242	2080	233	2094
TRAFFIC ACCIDENTS	8	88	15	85
ARRESTS	58	412	49	388

Please let me know if you have any questions.

STATYON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS

8/1/2012 - 8/31/2012

	CRIMES				Percent Change	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11	8/31/11		8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11	8/31/11	8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11	8/31/11	Juv	Adult	Total	8/31/12 to 8/31/11

NON-CRIMINAL																
ACCIDENT-INJURY	1	10	7	42.9%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
ACCIDENT-PROPERTY	5	51	37	37.8%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
ALL OTHER NON-CRIMINAL	251	1,914	2,146	-10.8%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
NON CRIMINAL DOMESTIC DISTURBANCE	12	90	86	4.7%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
	269	2,065	2,276	-9.3%												

PERSON																
AGGRAVATED ASSAULT	4	14	21	-33.3%	2	11	20	50.0%	78.6%	95.2%	0	1	1	14	15	
KIDNAPPING	0	2	4	-50.0%	0	2	4	0.0%	100.0%	100.0%	0	0	0	1	2	
OFFENSE AGAINST FAMILY	4	6	10	-40.0%	3	5	9	75.0%	83.3%	90.0%	0	2	2	6	9	
OTHER ASSAULTS	6	52	45	15.6%	5	42	42	83.3%	80.8%	93.3%	0	4	4	34	39	
RAPE	0	1	1	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	4	1	300.0%	0	4	1	0.0%	100.0%	100.0%	0	0	0	3	1	
SEX OFFENSES	0	13	11	18.2%	0	9	6	0.0%	69.2%	54.5%	0	0	0	8	2	
	14	92	93	-1.1%	10	73	82	71.4%	79.3%	88.2%	0	7	7	66	68	

PROPERTY																
ARSON	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
BURGLARY - BUSINESS	0	12	0	0.0%	0	1	0	0.0%	8.3%	0.0%	0	0	0	1	0	
BURGLARY - OTHER STRUCTURE	1	8	3	166.7%	0	1	0	0.0%	12.5%	0.0%	0	0	0	0	0	
BURGLARY - RESIDENCE	4	41	21	95.2%	1	5	5	25.0%	12.2%	23.8%	0	1	1	7	2	
COUNTERFEITING/FORGERY	0	6	9	-33.3%	0	3	3	0.0%	50.0%	33.3%	0	0	0	7	3	
EMBEZZLEMENT	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
FRAUD	3	26	38	-31.6%	1	9	13	33.3%	34.6%	34.2%	0	1	1	13	7	
LARCENY	19	190	152	25.0%	1	43	48	5.3%	22.6%	31.6%	0	0	0	39	38	
MOTOR VEHICLE THEFT	2	19	5	280.0%	1	5	1	50.0%	26.3%	20.0%	0	0	0	5	2	
ROBBERY	0	3	0	0.0%	0	2	0	0.0%	66.7%	0.0%	0	0	0	2	0	
STOLEN PROPERTY	0	2	1	100.0%	0	2	1	0.0%	100.0%	100.0%	0	0	0	2	1	
VANDALISM	15	114	117	-2.6%	6	35	28	40.0%	30.7%	23.9%	12	0	12	50	25	
	44	421	347	21.3%	10	106	99	22.7%	25.2%	28.5%	12	2	14	126	78	

SOCIETY																
ALL OTHER	29	151	192	-21.4%	11	79	106	37.9%	52.3%	55.2%	0	3	3	30	51	
ANIMAL	2	2	1	100.0%	1	1	1	50.0%	50.0%	100.0%	0	0	0	0	1	
CURFEW	6	23	29	-20.7%	5	22	29	83.3%	95.7%	100.0%	6	0	8	27	29	
CUSTOMER-MENTAL	1	6	5	20.0%	1	6	5	100.0%	100.0%	100.0%	0	1	1	6	5	
DISORDERLY CONDUCT	4	46	39	17.9%	3	43	30	75.0%	93.5%	76.9%	0	3	3	42	20	

	CRIMES				Percent Change	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11			8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11		8/1/12 to 8/31/12	1/1/12 to 8/31/12	1/1/11 to 8/31/11		Juv	Adult	Total	1/1/12 to 8/31/12	1/1/11 to 8/31/11
DR WHILE SUSP	0	4	19		-78.9%	0	4	19		0.0%	100.0%	100.0%		0	0	0	4	19
DRIVING UNDER INFLUENCE	1	40	41		-2.4%	1	40	41		100.0%	100.0%	100.0%		0	1	1	40	43
ELUDING	0	2	3		-33.3%	0	2	2		0.0%	100.0%	66.7%		0	0	0	1	3
ESCAPE	0	2	0		0.0%	0	2	0		0.0%	100.0%	0.0%		0	0	0	2	0
FAIL TO DISPLAY DL	0	1	1		0.0%	0	1	1		0.0%	100.0%	100.0%		0	0	0	1	1
FUGITIVE	13	65	66		-1.5%	13	71	65		100.0%	109.2%	98.5%		0	7	7	37	75
HIT & RUN	2	27	41		-34.1%	0	6	9		0.0%	22.2%	22.0%		0	0	0	4	3
LIQUOR LAWS	1	14	18		-22.2%	2	16	20		200.0%	114.3%	111.1%		1	3	4	22	34
MIP TOBACCO	3	11	4		175.0%	4	12	4		133.3%	109.1%	100.0%		3	1	4	13	0
NARCOTICS/DRUGS	4	53	44		20.5%	5	55	49		125.0%	103.8%	111.4%		2	3	5	52	54
PROP RECOVERED - FOR OTHER AGENCY	0	7	2		250.0%	0	1	2		0.0%	14.3%	100.0%		0	0	0	0	0
RECKLESS DRIVING	0	4	2		100.0%	0	4	1		0.0%	100.0%	50.0%		0	0	0	3	1
RUNAWAY	6	28	16		75.0%	4	25	16		66.7%	89.3%	100.0%		6	0	6	25	12
SEX OFFENSES	0	0	1		-100.0%	0	0	0		0.0%	0.0%	0.0%		0	0	0	0	0
TRESPASS	10	46	36		27.8%	6	32	28		60.0%	69.6%	77.8%		0	1	1	15	10
VEH RECOVERED - FOR OTHER AGENCY	0	1	1		0.0%	0	1	0		0.0%	100.0%	0.0%		0	0	0	0	0
WARRANT	5	34	14		142.9%	5	36	14		100.0%	105.9%	100.0%		0	15	15	82	24
WEAPONS	0	5	2		150.0%	0	6	3		0.0%	120.0%	150.0%		0	0	0	6	3
GRAND TOTALS	414	3,150	3,293		-4.3%	61	465	445		70.1%	81.3%	77.1%		18	38	58	412	388



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

SUBJECT: An Order Declaring an Emergency Speed Zone for the City of Stayton -Informational

DATE: September 17, 2012

Due to the recent completion of the N. Tenth Ave. project, we have determined a speed zone needs to be set by the Oregon Department of Transportation (ODOT) for that section of the street. For this to occur, ODOT must complete a traffic study. In the meantime, the Stayton Municipal Code and Oregon Revised Statutes allows for an "Order" by the Police Chief to create an "emergency speed zone" during the interim. Without an Order, the speed of N. Tenth reverts to the "Violation of Basic Rule" law which eliminates a "max speed" and could potentially allow someone to drive at 55 mph on that street. Therefore, I have implemented the attached "Order". The "Order" is limited in duration until ODOT can complete the study or 120 days (whichever occurs first).

The "Order" has been reviewed and approved by the City Attorney

No action is needed at this time.

Please let me know if you have any questions.

An ORDER DECLARING AN EMERGENCY SPEED ZONE FOR N. TENTH AVE., THE CITY OF STAYTON.

WHEREAS, Stayton Municipal Code [SMC] 10.08.130 authorizes the Chief of Police to implement temporary traffic control devices or procedures deemed by the Chief to be necessary;

WHEREAS, Oregon Revised Statutes [ORS] 810.180 allows for posting emergency speed zones to implement temporary designated speeds by a road authority;

WHEREAS, the City of Stayton recently concluded a major street improvement project on North Tenth Ave between Fern Ridge Rd and East Santiam St;

WHEREAS, Santiam Memorial Hospital is located on this section of Tenth Ave. with substantial emergency vehicle traffic, citizen traffic trying to reach the hospital in an emergency, and a moderate level of pedestrian and bicycle traffic due to recreational and residential use;

WHEREAS, North Tenth Ave. in Stayton has not been evaluated in the past by the Oregon Department of Transportation [ODOT] for a speed zone and therefore reverts to Oregon's "Basic Rule" allowing for a speed of 55mph which is viewed as too high of a speed for the type of activities occurring on Tenth Ave.;

WHEREAS, North Tenth Ave. in Stayton has historically been posted as a 25mph speed zone from Fern Ridge Rd. to East Santiam St.

NOW THEREFORE, it is Ordered that:

Tenth Ave. between Fern Ridge Rd. and East Santiam St. in Stayton be posted by the City of Stayton to reflect a 25 mph speed zone for 120 days or until the Oregon Department of Transportation can establish a speed zone (whichever occurs first).

BE IT FURTHER ORDERED that the City of Stayton shall install appropriate signs on the above sections of streets, providing notice of the designated speed therefor;

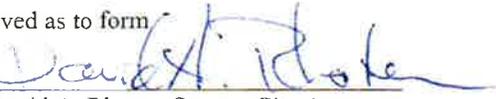
BE IT FURTHER ORDERED that any previous order made by the City of Stayton with respect to the designated speed for the above section of streets which is in conflict with the provisions of this Order is hereby rescinded; and,

BE IT FURTHER ORDERED that the Chief of Police is hereby designated the authority to sign this Order for and on behalf of the City of Stayton.

This Order shall become effective on September 11, 2012.

CITY OF STAYTON

By:  Date 9/11/12
Richard Sebens, Chief of Police

Approved as to form
By: 
David A. Rhoten, Stayton City Attorney



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Jennifer Russell, Administrative Assistant
THRU: Dave Kinney, Public Works Director
DATE: September 17, 2012
SUBJECT: August Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 36.38 million gallons were treated during August. The highest flow was 1.78 million gallons on August 27th, and the lowest flow was .92 million gallons on August 4th. The average flow was 1.17 million gallons.

Total rainfall for August was .04 inches.

15.72 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 7,112,000 on the August 16th.
- **Water System** City crews mowed and cleaned up the Lau property and cleaned the #1 filter bed at the Water Treatment Plant. Replaced and lowered 9 valve boxes and lowered the remaining valve boxes on First Ave for the Marion County Overlay Project. Replaced five meters and one radio and installed 25 radios and installed two new meters.
- **Streets** Swept 89 curb miles and removed approximately 27 cubic yards of material. Completed the 6th Ave Overlay Project.
- **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling	0	
Residential Building Addition/Alteration/Other	0	
Commercial Building Addition/Alteration/Other	2	
Electrical	2	
Mechanical	0	
Plumbing	3	
TOTAL	7	

* One (1) Residential SDC = \$11,065



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: September 17, 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. Street Projects

- a. **6th Avenue Paving:** Project is complete.
- b. **10th Avenue:** Project is 95% complete. Final work on manhole/valve adjustments, pedestrian path to E. Hollister St., hydroseeding grass areas and planting in the detention pond will be completed before September 30th. Planting may be delayed until October 2012.
- c. **1st Avenue – Water Utility Adjustments & Water Main Crossing @ Washington St.**

The City & Canyon Contracting will complete the installation of a new valve and 8” water main across the intersection by Friday, September 14th.

d. 1st Avenue - Marion County Overlay

Marion County Public Works will grind and resurface First Avenue from IDA to WHITNEY streets on **September 17th and 18th**. The work will take place on the travel lanes only and **at night**.

2. City Hall Roof Repairs

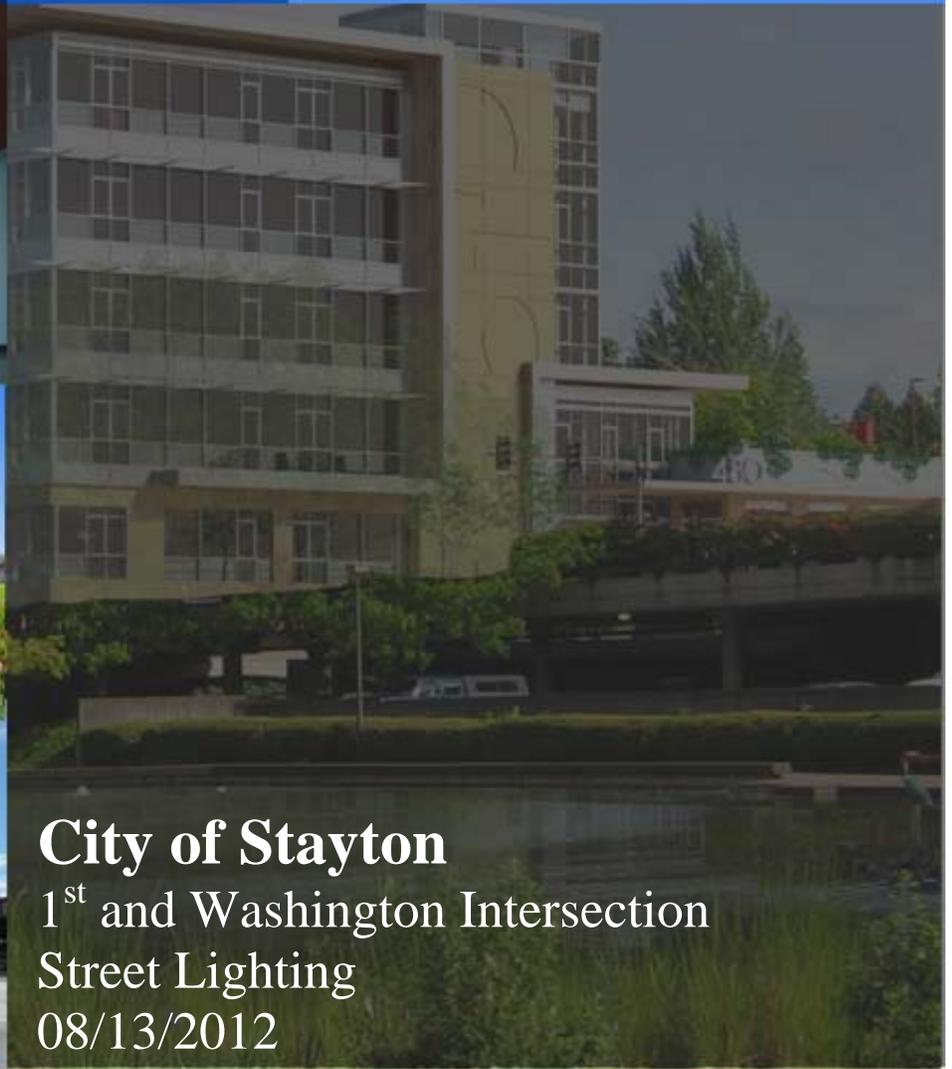
Pfeifer Roofing is expected to complete the roof replacement at the City Hall / Police Department by September 24th, weather permitting.

3. Street Lights – 1st & Washington St.

Fluent Engineering completed a review of street lighting at the 1st & Washington St. intersection. Enclosed is their report. Staff will be reviewing the recommendations with Marion County Public Works and we will get a cost estimate from Pacific Power. We will place this as an “Action Item” on the October 1st or 15th, 2012 agenda.

FluentEngineering

Stewardship through Design



City of Stayton

1st and Washington Intersection

Street Lighting

08/13/2012

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Project Overview

The City of Stayton has requested two lighting options for the Intersection of 1st Ave. and Washington St. Both options were designed using the Holophane LEDgend roadway lighting fixture and evaluated based on the industry standards for roadway lighting. The standard used as a basis of design in this case is the Illuminating Engineering Society (IES) RP-8 Standard for Street Lighting Illumination. Holophane LEDgend fixture was chosen because of their manufacturer's LED color temperature consistency, quality construction, warranty, construction type, performance, and proprietary features/benefits. This is not a construction or design document.

Project Approach

The existing light levels at the intersection of 1st Ave. and Washington St. were analyzed in comparison to industry standards and found to be inadequate. Field data was collected including the locations of poles, spacing between poles, height of poles, and location of the fixture towards the roadway. Additional roadway information was obtained from the City of Stayton for the classification of the roadway's use. The amount of pedestrian traffic was estimated. Analysis was then conducted in order to determine possible solutions for the City of Stayton.

Why 3 Options

At the request of the City of Stayton, Fluent Engineering performed three analyses:

- Option A – a one-for-one replacement of existing fixtures
- Option B – an optimization of lighting efficiency while meeting standards
- Option C – an analysis to determine if standards can be met using only existing poles

Option A

Option A is a 1-for-1 fixture replacement of nine fixtures closest to the evaluated intersection. The general locations of the fixtures can be seen on the Option A Lighting Area Map (see Page 5). The information was then used to determine fixture replacements utilizing the existing poles and fixture mounting arms.

A summary of the analysis for replacement of the existing fixtures is shown in Table 1. The most effective replacement fixture used for analysis and the fixtures that were unable to meet standards are identified.

Table 1: Stayton Option A Summary

Stayton Option A Summary										
Roadway	Light #**	Head offset from Road (ft)	Distance to Nearest Pole (ft)	Height of Pole (ft)	Pedestrian Classification (Low, Medium, High)	Replacement Fixture**	Meets IES RP-8 Standard	Level of Concern***	School Zone	Replacement Fixture (Watts)
1st Ave	1	9	146	31	Medium	A	No	Medium	Yes	240
1st Ave	2	9	121	31	Medium	B	Yes	NA	Yes	198
1st Ave	3	0	121	31	Medium	C	Yes	NA	Yes	133
Washington St	4	12	240	34	Medium	A	No	Medium	No	240
Washington St	5	7	240	27	Medium	A	No	Low	No	240
Washington St	6	11	275	32	Medium	A	No	Medium	No	240
Washington St	7	9	279	28	Medium	A	No	Low	No	240
1st Ave	8	11	310	28	Medium	A	No	Medium	No	240
1st Ave	9	11	310	29	Medium	A	No	Low	No	240
Total										2011

* See Page 7 for Option A Light Area Map (LAMA)

** See Page 10 for Light Fixture Schedule

*** See Page 11 for Definitions of “Level of Concern”

Option B

The purpose of this option is to optimize the lighting efficiency of the roadway while meeting standards. Option B is a lighting design based on adding new poles and fixtures to light the area that is currently being illuminated by the existing nine fixtures. The distances measured in the field were used to determine the area that would need to be illuminated in all directions from the intersection. Fixture spacing was designed to meet industry standards. After an optimal fixture and spacing combination was determined the amount of fixtures necessary to illuminate the same area being illuminated by Option A was calculated. Results are shown below in Table 2.

Table 2: Stayton Option B Summary

Stayton Option B Summary										
Roadway	Light #**	Head offset from Road (ft)	Distance to Nearest Pole (ft)	Height of Pole (ft)	Pedestrian Classification (Low, Medium, High)	Replacement Fixture**	Meets IES RP-8 Standard	Level of Concern	School Zone	Replacement Fixture (Watts)
1st Ave	1	5	350	28	Medium	B	Yes	NA	Yes	198
2nd Ave	2	5	350	28	Medium	B	Yes	NA	Yes	198
3rd Ave	3	5	350	28	Medium	B	Yes	NA	Yes	198
4th Ave	4	5	350	28	Medium	B	Yes	NA	No	198
5th Ave	5	5	350	28	Medium	B	Yes	NA	No	198
6th Ave	6	5	350	28	Medium	B	Yes	NA	No	198
Washington St	7	5	350	28	Medium	B	Yes	NA	No	198
Washington St	8	5	350	28	Medium	B	Yes	NA	No	198
Washington St	9	5	350	28	Medium	B	Yes	NA	No	198
Washington St	10	5	350	28	Medium	B	Yes	NA	No	198
Washington St	11	5	350	28	Medium	B	Yes	NA	No	198
Washington St	12	5	350	28	Medium	B	Yes	NA	No	198
Washington St	13	5	350	28	Medium	B	Yes	NA	No	198
									Total	2574

* See Page 8 for Light Area Map

** See Page 10 for Light Fixture Schedule

Option C

The purpose of this option is to determine if the IES RP-8 Standard for Street Lighting is achievable by using existing telephone and power poles. Fixture arms are reused in existing fixture locations; new fixture arms are required on existing poles with new fixtures. All existing poles were considered and the best possible light distribution under this constraint was determined. Results are shown below in Table 3.

Table 3: Stayton Option C Summary

Stayton Option C Summary										
Roadway	Light #**	Head offset from Road (ft)	Distance to Nearest Pole (ft)	Height of Pole (ft)	Pedestrian Classification (Low, Medium, High)	Replacement Fixture**	Meets IES RP-8 Standard	Level of Concern	School Zone	Replacement Fixture (Watts)
1st Ave	1	3	121	30	Medium	A	Yes	NA	Yes	240
1st Ave	2	3	121	30	Medium	A	No	Low	Yes	240
1st Ave	3	3	146	30	Medium	D	No	Medium	Yes	240
1st Ave	4	7	140	30	Medium	A	No	Medium	No	240
1st Ave	5	7	140	30	Medium	A	No	Medium	No	240
1st Ave	6	7	140	30	Medium	A	No	Medium	No	240
1st Ave	7	7	160	30	Medium	A	No	Low	No	240
Washington St	8	7	140	30	Medium	A	No	Low	No	240
Washington St	9	7	80	30	Medium	B	Yes	NA	No	198
Washington St	10	7	80	30	Medium	C	Yes	NA	No	133
Washington St	11	7	110	30	Medium	B	No	NA	No	198
Washington St	12	7	120	30	Medium	A	Yes	NA	No	240
Washington St	13	7	120	30	Medium	A	No	Low	No	240
Washington St	14	7	130	30	Medium	B	No	Low	No	198
Washington St	15	7	150	30	Medium	B	No	Low	No	198
Total										3325

* See Page 9 for Light Area Map. New pole locations indicated with (*)

** See Page 10 for Light Fixture Schedule

Comparison and Recommendations of Options

- Option A: least cost option - does not meet the IES RP-8 Standard for Street Lighting.
- Option B: may be economically unfeasible due to high construction costs.
- Option C: middle cost option - does not meet the IES RP-8 Standard for Street Lighting; however, this option results in more areas meeting the standard than Option A.
- In every scenario, an additional light post is required to meet the IES RP-8 Standard for Street Lighting at the Washington and 1st intersection. It is recommended the city council approve an option that best fits the available budget with incentives.

Supporting Documents

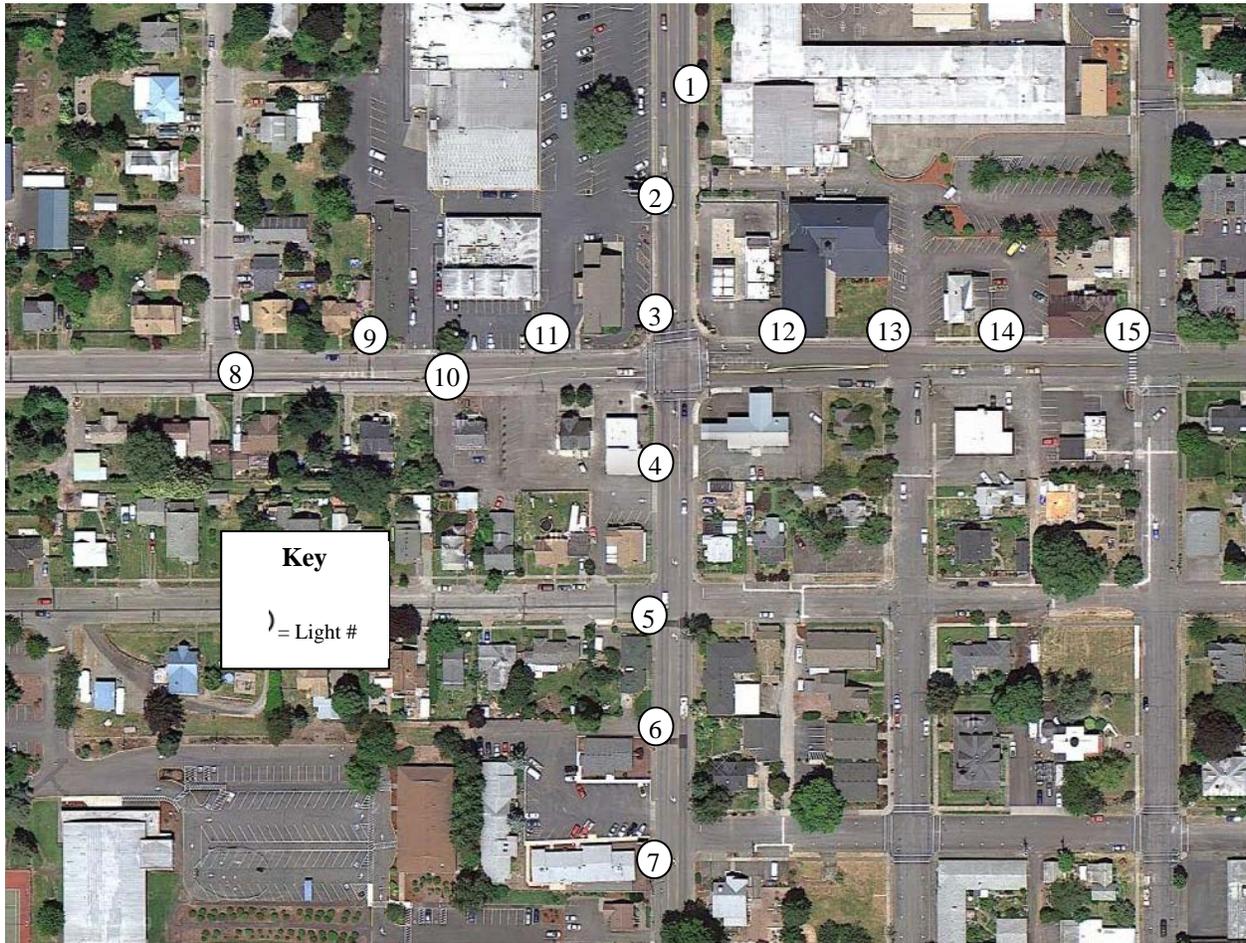
Option A Lighting Area Map (LAMA)



Option B Lighting Area Map (LAMB)



Option C Lighting Area Map (LAMC)



Light Fixture Schedule (LFS)

Light Fixture Schedule					
Designation	Description	Manufacturer	LEDs	Driver (mA)	Watts
A	Cobra head style LED street light standard. Rugged die cast aluminum housing, low copper aluminum, allow for corrosion resistance and long life. Luminaire is designed and tested to comply with ANSI c136:31 2001 for 100,000 cycles at 3 g acceleration for normal road and bridge application. Integral surge protection tested to ANSI/EEEC62.41-2002 specification. The device consists of Auto-sensing voltage (120-277v) LED Driver. Include a photocontrol receptacle that is adjustable without tools and ROAM compatible. No uplight. Contains individual and replaceable LED Modules with bonded aluminum heat sinks. Indirect reflection of LED's and bullet resistant glass shield IP6 rated. Warranty not less than 5 years with full coverage replacement. Snow shed housing. Gray, Type III Distribution. Furnished by Owner. Installed and connected by Contractor.	Holophane LEDgend LEDG 108 70 4K AS G L3 R PCS	108	700	240
B	Cobra head style LED street light standard. Rugged die cast aluminum housing, low copper aluminum, allow for corrosion resistance and long life. Luminaire is designed and tested to comply with ANSI c136:31 2001 for 100,000 cycles at 3 g acceleration for normal road and bridge application. Integral surge protection tested to ANSI/EEEC62.41-2002 specification. The device consists of Auto-sensing voltage (120-277v) LED Driver. Include a photocontrol receptacle that is adjustable without tools and ROAM compatible. No uplight. Contains individual and replaceable LED Modules with bonded aluminum heat sinks. Indirect reflection of LED's and bullet resistant glass shield IP6 rated. Warranty not less than 5 years with full coverage replacement. Snow shed housing. Gray, Type III Distribution. Furnished by Owner. Installed and connected by Contractor.	Holophane LEDgend LEDG 120 53 4K AS G L3 R PCS	120	525	196
C	Cobra head style LED street light standard. Rugged die cast aluminum housing, low copper aluminum, allow for corrosion resistance and long life. Luminaire is designed and tested to comply with ANSI c136:31 2001 for 100,000 cycles at 3 g acceleration for normal road and bridge application. Integral surge protection tested to ANSI/EEEC62.41-2002 specification. The device consists of Auto-sensing voltage (120-277v) LED Driver. Include a photocontrol receptacle that is adjustable without tools and ROAM compatible. No uplight. Contains individual and replaceable LED Modules with bonded aluminum heat sinks. Indirect reflection of LED's and bullet resistant glass shield IP6 rated. Warranty not less than 5 years with full coverage replacement. Snow shed housing. Gray, Type III Distribution. Furnished by Owner. Installed and connected by Contractor.	Holophane LEDgend LEDG 60 70 4K AS G L3 R PCS	60	700	140
D	Cobra head style LED street light standard. Rugged die cast aluminum housing, low copper aluminum, allow for corrosion resistance and long life. Luminaire is designed and tested to comply with ANSI c136:31 2001 for 100,000 cycles at 3 g acceleration for normal road and bridge application. Integral surge protection tested to ANSI/EEEC62.41-2002 specification. The device consists of Auto-sensing voltage (120-277v) LED Driver. Include a photocontrol receptacle that is adjustable without tools and ROAM compatible. No uplight. Contains individual and replaceable LED Modules with bonded aluminum heat sinks. Indirect reflection of LED's and bullet resistant glass shield IP6 rated. Include written midge fly warranty rider. Warranty not less than 5 years with full coverage replacement. Snow shed housing. Gray, Type IV Distribution. Furnished by Owner. Installed and connected by Contractor.	Holophane LEDgend LEDG 36 70 4K AS G L4 R PCS	108	700	240

Definition of “Level of Concern”

In designing the 1-for-1 fixture replacement, Option A, certain areas were unable to be brought to current standard because of the spacing between poles. Fluent Engineering recommends street lighting meets the requirements of IES RP-8. The following classification method defines each Level of Concern which is based upon the degree of difference between the field condition and the standard.

Level of Concern (as shown in “Level of Concern” column on Light Work Schedule):

NA	Not Applicable
Low	A <u>Low</u> classification was given to roadways that are not significantly different from the IES Standard. The lighting at these fixtures will be less noticeable of a deviation from the Standard.
Medium	A <u>Medium</u> classification was given to roadways that will be noticeably dimmer than the IES Standard indicates. The brightness that the eyes can adjust to may also be slightly higher or lower than the RP-8 standard defines.
High (Not Used)	A <u>High</u> classification was given to roads with much lower average light levels and brightness differences that may impact normal vision.
Very High (Not Used)	A <u>Very High</u> classification is a severe condition that may prevent sight with normal vision. Examples of this include darkness to brightness levels that may cause a blinding event for a person with normal vision. In this circumstance providing new poles, different equipment, or leaving the existing fixtures in-place is advised.



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Rebekah Meeks, Pool Manager

DATE: September 17, 2012

SUBJECT: August Pool Monthly Operating Report

SALES

	AUG 2012 SALES	2012-2013 YTD	AUG 2011 SALES	2011-2012 YTD
Swim Lessons	\$ 716.00	\$ 4,358.25	\$ 1,117.55	\$ 4,824.55
Daily Receipts	\$ 4,040.94	\$ 8,146.10	\$ 5,064.72	\$ 9,997.27
Pool Rentals	\$ 2,030.00	\$ 2,870.00	\$ 1,035.00	\$ 1,340.00
Pool Vending	\$ 226.25	\$ 550.73	\$ 349.25	\$ 774.15
Memberships	\$ 3,640.00	\$ 7,607.25	\$ 1,615.00	\$ 4,141.13
Lifeguard Training	\$ 35.00	\$ 35.00	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00	\$ 120.00	\$ 130.00
TOTAL	\$10,688.19	\$23,567.33	\$ 9,301.52	\$21,207.10
Target revenue above general fund and levy subsidies is \$108,500 . YTD sales represent approximately 22% of that target.				

ATTENDANCE

	AUG 2012	AUG 2011
Exercise / Therapy	1,562	1,269
Lap Swim	576	487
Open Swim	1,685	1,118
Swim Lessons	113	109
Kiwanis Attendance	0	0
TOTAL PATRONS GUARDED	3,936	2,983



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Louise Meyers

DATE: September 17, 2012

SUBJECT: Library Director's Report, August Activities

Updates:

More than 636 children registered for the Summer Reading program this year, an increase from last year's total of 535. More than 50% of those who signed up met the goal of reading for 20 minutes a day. Over 1,660 children and adults attended programs at the library. The non-fiction program called Travel the Universe with Dewey had 1,113 entries, meaning children read a book for each entry.

The Teen Summer Reading program was also a success, with 142 teens registered. Also, 99 adults signed up to keep track of reading for a chance to enter raffle drawings. Prizes were donated by local businesses were awarded to the winners in both programs.

We conducted a photo contest to go along with the theme of Night, called "Your Town at Night" and the photographs are on display at the Library. They are available for purchase by silent auction.

2012 - 2013 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2011-12	2012-13 YTD	% Change
CHECKOUTS	13,918	11,223											25,062	25,141	0%
INCOME Received															
Non-resident cards \$	1,046	692											1,840	1,738	-6%
Fines: overdue books \$	866	1,011											3,385	1,877	-45%
Room fees \$	109	0											432	109	-75%
Fees-cards and lost books \$	776	140											825	916	11%
												Total	6,483	4,231	-35%
REFERENCE QUESTIONS															
Reference questions	559	528											957	1,087	14%
Telephone	302	346											569	648	14%
												Total	1,526	1,735	14%
INTERNET USE															
	1,946	1,837											3,800	3,783	0%
PROGRAM ATTENDANCE															
Children/teens	827	224											1,344	1,051	-22%
Adults	350	79											572	429	9%
Outreach	75	57											132	114	-14%
												Total	1,916	1,594	-17%
MEETING ROOM ATTENDANCE															
	1,217	341											1,987	1,558	-22%
PATRON VISITS															
	9,383	8,069											16,452	17,452	6%



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1375 N 1ST ST, STAYTON, OR

N 1ST AVE

Date: 9-17-12

File No. _____

CITY OF STAYTON REQUEST FOR RECOGNITION

The purpose of this form is to ensure that anyone wishing to address the Stayton City Council will have the opportunity to do so. This form is to be completed prior to the opening of the session whenever possible, and should be submitted to the staff bench. Please wait for recognition from the Council bench before addressing the Council.

Your name (please print): Tim Wokes
Address: 656 W. Maple Stayton
Street City State Zip

Topic (if this is an agenda item, please list the agenda number and topic): A boat
6 Questions for C.C.

Speaking in support of _____; in opposition to _____; general testimony _____.

Comments: _____

Please limit presentations to 2 minutes or less, and comments to 3 minutes or less.

If you wish to obtain a copy of a land use decision, please contact the Planning Department at 503-769-2998, or their office is located at 311 N. Third Avenue, Stayton, Oregon 97383.