



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 15, 2013

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

6:00 p.m. City Council Work Session (Community Center – North End)

7:00 p.m. Regular Meeting (Community Center – North End)

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. Fishing Derby, presented by Officer Michael Meeks
- b. Recognition of retiring Library staff member Nancy Grant, presented by Library Director Louise Meyers

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. July 1, 2013 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

Community Grant Applications

Action

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

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer

Informational

- a. June 2013 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens

Informational

- a. June 2013 Statistical Report

Public Works Director’s Report – Dave Kinney

Informational

- a. June 2013 Operating Report
- b. Public Works Informational Update

Pool Report

Informational

- a. June 2013 Closing Monthly Operating Report

Library Director’s Report – Louise Meyers

Informational

- a. June 2013 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

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Mill Creek Assessment
- b. Review of City Charter
- c. Revisions to Stayton Municipal Code Title 10

ADJOURN

CALENDAR OF EVENTS

JULY 2013

Monday	July 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 29	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2013

Monday	August 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 6	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	August 13	Public Safety Commission	6:00 p.m.	City Hall Conference Room
Monday	August 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 26	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2013

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

**July 1, 2013
City Council Meeting Action Minutes**

DATE: JULY 1, 2013

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:06 P.M.

Time End: 7:40 P.M.

ATTENDANCE LOG

COUNCIL	STAFF
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder
Councilor Emily Gooch	Dan Fleishman, Director of Planning & Development
Councilor Catherine Hemshorn	David Kinney, Public Works Director
Councilor Jennifer Niegel	Louise Meyers, Library Director
Councilor Henry Porter	Rich Sebens, Police Chief
Councilor Brian Quigley	Christine Shaffer, Finance Director
	David Rhoten, City Attorney, excused
	Pamela Abernathy, Assistant to the City Attorney

AGENDA	ACTIONS
REGULAR MEETING	
Presentations / Comments from the Public	
a. Introduction of New K9 Officer Brodie by Officer Paul Eves	Officer Eves introduced the new K9 Officer Brodie, who performed a demonstration.
Announcements	
a. Additions to the Agenda	None
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None
Consent Agenda	
a. June 17, 2013 City Council Meeting Minutes	Motion from Councilor Gooch, seconded by Councilor Hemshorn. Adopted 5:0.
Public Hearing	None
Unfinished Business	None
New Business	
a. Resolution No. 901, Adopting Fees & Charges for City Services	Brief discussion about changing the fees for copies at City Hall and the Library. No change was made. Motion from Councilor Niegel, seconded by Councilor Hemshorn. Resolution adopted 5:0.
Staff / Commission Reports	
a. City Recorder's Report - City Council Action Minutes	Brief discussion regarding action minutes. Council was in support of moving forward with this format.

b. Finance Director's Report – Cost of Living Increases July 2013	No discussion.
Presentations / Comments From the Public	None
Business from the City Administrator	None
Business from the Mayor	
a. Appointment of Susan Brandt to the Library Board	Motion from Councilor Niegel, seconded by Councilor Hemshorn. Motion passed 5:0.
b. Discussion of Interim City Administrator	Mayor Vigil asked the Council to ratify his appointment of Christine Shaffer to the position of Interim City Administrator. Motion from Councilor Porter, seconded by Councilor Gooch. Motion passed 4:1 (Quigley)
Business from the Council	The Council discussed the process to recruit a new City Administrator. The Council scheduled a work session for July 15, 2013 at 6:00 p.m. to discuss the draft position profile.
Future Agenda Items	
a. Storm System Development Charge Resolution	
b. Mill Creek Assessment	
c. Review of City Charter	

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF JULY 2013, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____ By: _____
A. Scott Vigil, Mayor

Date: _____ Attest: _____
Christine Shaffer, Interim City Administrator

Date: _____ Transcribed by: _____
Alissa Angelo, Deputy City Recorder



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 15, 2013

SUBJECT: Community Grant Requests

ISSUE:

Grant Applications have been received requesting Community Grant Funds to support activities in our community.

BACKGROUND INFORMATION:

The Finance Department has received The following Community Grant Applications.

Santiam Youth Peer Court	\$3,000
Santiam Heritage Foundation	\$1,000
Boy Scout Troop 50	\$ 750
Summer Movies in the Park	\$2,000

FISCAL IMPACT:

The balance in the Community Grant fund is \$5,000.00.

OPTIONS:

1. Award Community Grants as directed by the City Council.
2. Do not award a Community Grant funds at this time



City of Stayton Community Grant Application

Date of Application: July 9, 2013
Application Submitted to: City Hall

ORGANIZATION INFORMATION

Name of organization: Santiam Youth Peer Court
Legal name, if different: _____
Address: 386 N 3rd St.
City, State, Zip: Stayton OR 97383
Phone: 503-769-5749 Fax: 503-769-4797 Website: _____
Contact person regarding this application: Sharon Goodman
Title: Coordinator Phone: 503-507-2171 E-mail: Egoodman@ci.stayton.or.us

Is your organization an IRS 501(c)(3) not for profit? Yes No
We are supported by the fiscal agent "Friends of the Family"

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: Youth ages 11-18

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2012-2013 = \$1,600.00

Funds are being requested for (check one)

- General operating support
- Start-up costs
- Capital
- Project/program support
- Technical assistance
- Other (please specify) _____

Project dates (if applicable): ongoing
Fiscal year end: June 2014

BUDGET

Dollar amount requested: \$ 3,000.00
Total annual organization budget: \$ Friends of the Family = \$12,000.00
Total project budget: \$ Peer Court = \$21,500.00
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:
Sharon Goodman Name
Coordinator Position
Signature: Sharon Goodman Date: 7.9.13

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)



Wednesday, July 9, 2013

City of Stayton
Mayor Scott Vigil
Council Members
Budget Committee
362 N. Third Avenue
Stayton, Oregon 97383

Dear Mayor, Council Members, and Budget Committee:

I am writing on behalf of Friends of the Family of North Santiam Inc. which is a non-profit organization providing service to the cities of Lyons, Mehama, Stayton and Sublimity. Friends of the Family is a Community Progress Team that began in this community in 1994 with the help of the Marion County Children and Families Commission. We are a group of volunteers who want to support children and families to build a healthier and safer community. Our mission is working together to support, encourage and inspire a community where children, families and individuals can thrive, succeed and prosper.

Friends of the Family provides the community with programs such as Santiam Youth Peer Court, Parenting Workshops, Summer Arts Academy, Drug Free Stayton, and the Back to School Fair.

Friends of the Family is the fiscal agent for Santiam Youth Peer Court and provides funding to support this community-based program of prevention and intervention for first time youth offenders.

We realize that the City of Stayton is a huge community partner and we are contacting you asking for your support. We are asking you to consider a \$3,000 donation to our organization to assist us in supporting our Santiam Youth Peer Court program. Without community partners like you, our community would not be what it is today. If you have any questions, please feel free to contact me at 503-769-2309.

Thank you for your continued support and quality service to the community.

Sincerely,

A handwritten signature in black ink, appearing to read "Juliann Olson".

Juliann Olson
Director
Friends of the Family

P.O. Box 501
Stayton, Oregon 97383
Phone: (503) 769-2309

Santiam Youth Peer Court Budget

Contract services: 25 hours a week @ \$15.00 an hour = \$19,500

Meals/catering/trainings: 4 @ \$125.00 = \$500

Mailing costs: = \$50

Conferences and Trainings: \$60

Supplies: \$500

Total: \$20,610



*A Community Progress Team Serving Stayton,
Sublimity, Lyons,
Mehama & Scio areas*

Our Mission

Working together to support, encourage and inspire a community where children, families and individuals can thrive, succeed and prosper.

Who We Are & What We Do

Friends of the Family (FOF) started in 1994 thanks to the Marion County Children & Families Commission and a handful of local volunteers who had a vision for our community. We are a group of community volunteers who want to support children and families by building a healthier and safer community. We serve as conveners around issues and opportunities. We collaborate with other groups to create local, regional and statewide connections. We serve as a catalyst for ideas, articulating issues and needs in the community and linking problems to solutions and resources, and we advocate for children, families, communities and cultures.

Contact Us

To get involved with your community, advocate for children and families or find out more information, contact:



JuliAnn Olson

Director

Friends of the Family of North Santiam

P.O. Box 501

Stayton, OR 97383

fof@wvi.com

503-769-2309

"Heroes are not giant statues framed against a red sky. They are people who say: 'This is my community, and it's my responsibility to make it better.'"

-Governor Tom McCall

Projects We Sponsor

- Santiam Youth Peer Court
- Parenting Workshops - An array of program types to fit the needs of today's busy parents.
- Summer Arts Academy
- Back to School Fair @ Stayton Middle School
- Grow Into Reading - A literacy event for young readers and their families
- Meth Busters - Drug Awareness Program

Funders, Friends & Supporters

Marion County Health Department
Marion County Juvenile Department
Office of Alcohol & Drug Abuse Prevention
Oregon Community Foundation
Oregon Together
City of Stayton
City of Sublimity
Stayton Police Department
Stayton Rotary
Kiwanis
Frank Foundation
Oregon Youth Peer Court Initiative
Marion County Mentoring Coalition
Lions Club
United Methodist Women
Santiam Memorial Hospital



"No Child can escape his community...the life the community flows about him, foul or pure; it swims in it, goes to sleep in it and wakes to find it still about him. He belongs to it; it nourishes him or starves him or poisons him; it gives him the substance of his life"

-Joseph K. Hart



City of Stayton Community Grant Application

Date of Application: 8 July 2013
Application Submitted to: _____

ORGANIZATION INFORMATION

Name of organization: Santiam Heritage Foundation
Legal name, if different: _____
Address: P.O. Box 161
City, State, Zip: Stayton, OR 97383
Phone: 503-769-5863 Fax: _____ Website: brownhouse.org
Contact person regarding this application: Bob Pendleton
Title: SHF v.p. Phone: 503-769-5863 E-mail: rpendleton@wvi.com

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: Stayton & Marion & Linn counties

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2009: \$800 ; 2010: \$500 ; 2011: \$500 ; 2012: \$500

Funds are being requested for (check one)

- General operating support
- Project/program support
- Start-up costs
- Technical assistance
- Capital
- Other (please specify) _____

Project dates (if applicable): Sept - October
Fiscal year end: December 2013

BUDGET

Dollar amount requested: \$ 1,000
Total annual organization budget: \$ ~ 40,000
Total project budget remaining: \$ ~ 144,000
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:

Wendy Stone Name
President Position

Signature: _____ Date: _____

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)



Santiam Heritage Foundation, Inc.
Supporting Historic Preservation and
Architectural Integrity

8 July 2013

To: Christine Shaffer, Finance Director
From: Bob Pendleton
Re: Community Grant Application

The Santiam Heritage Foundation hereby requests a \$1,000 grant to finally complete the west porches of the Charles and Martha Brown House.

Last year, the City of Stayton funded significant progress on these porches; however because of a combination of bad weather, a contractor's schedule and lack of money, the work was not finished. This year they are scheduled to be finished.

A new cedar shingle roof will be laid on the small kitchen porch, and fascia trim will be installed around the perimeter of the deck and steps. Also, other missing porch trim will be milled to replicate the original Lee Brown and Sons lumber used in 1902. And the west porches will be painted.

This will complete about a three-year effort to replace these historic porches which were torn off when the house was remodeled to be Stayton's first hospital in the 1930s.

Attached is a copy of the June financial reckoning. Santiam Heritage Foundation's annual budgets have historically been based on our fundraising abilities, grants and donations. Since the project began in earnest in 2002, three promissory notes totaling \$90,000 have been paid off, or been forgiven (Lee and Ernst Lau's).

Our financial standing has always been healthy, and all bills are paid on time.

Sincerely,

Bob Pendleton
Vice-president

P.O. Box 161 Stayton, Oregon 97383 ♦ 503-769-8861, www.brownhouse.org

Santiam Heritage Fd.

Bank Reconciliation

June 2013

Account 612502 Operating Account June 30, 2013

June 1, 2013 Beginning Balance				\$16,367.69
Interest	6/1/2013			\$1.96
Deposits				
6/30/2013	Notecards	166	\$15.00	
	Donations	109	\$58.00	
	Mugs	165	\$5.00	
	Memberships	153	\$70.00	
	Donation Jar	152	\$32.00	
	Garden Tour	126	\$1,330.00	\$1,510.00
Total Deposits				\$1,510.00
Total Receipts				\$1,511.96
June 2013 Disbursements				
Ch # 849	City of Stayton water	'203	\$29.61	
Ch # 850	SCTC	'204	\$7.81	
Ch # 851	Tr to Building Acct	'272	\$5,000.00	
Ch # 852	Postal Connections	'280	\$78.42	
Ch # 853	Pac. Power	'205	\$69.01	
Ch # 854	US Post Office	'300	\$184.00	
Ch # 855	Office Depot	'300	\$54.96	
Ch # 856	CHRI Inc (lawn care)	'311	\$117.00	
Ch # 857	NW Natural	'202	\$41.88	
Total Disbursements				\$5,582.69
Deduct ck 848 May	clearing June			\$842.00
Add back # 856 not yet clrd				\$117.00
Bank Balance June 30, 2013				\$11,571.96
Restricted donations	for window frames			\$250.00
Restricted	lawn care(190 less 117)			\$73.00
Available to Spend				\$11,248.96

Account 612504 Building Account June 30, 2013

Beginning Balance June 1, 2013				\$4,212.08
Add interest	6/1/2013			\$0.45
6/7/2013	Tr In From Oper. Acct			\$5,000.00
Total Receipts				\$5,000.45
June 2013 Disbursements				
Ch # 1204	Spaniol Plumbing	kitchen & lav.	5/30/2013	\$147.82
Ch # 1205	Freres		5/30/2013	\$57.40
Ch # 1206	ACE Hardware		6/1/2013	\$11.23
Ch # 1207	Instant Fire Protection		6/13/2013	\$44.50
Ch # 1208	P. Kylo Painting		6/14/2013	\$1,200.00
Ch # 1209	Aurora Colony Woodworking		6/24/2013	\$240.00
Total Disbursements				\$1,700.95
Bank Balance June 30, 2013				\$7,511.58
Restricted: back door	SCTC			\$800.00
Available to Spend				\$6,711.58



City of Stayton Community Grant Application

Date of Application: May 30, 2013
Application Submitted to: Stayton City Council

ORGANIZATION INFORMATION

Name of organization: Boy Scout Troop 50
Legal name, if different: _____
Address: 950 E Burnett St.
City, State, Zip: Stayton, OR 97383
Phone: 503-871-2066 Fax: _____ Website: www.staytontroop50.org
Contact person regarding this application: Scott West
Title: Scoutmaster Phone: 503-871-2066 E-mail: ww2scott@wvi.com

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application.

Population Served: ~9,000

Geographic area served: Stayton & Sublimity and surrounding area.

Funds are being requested for (check one)

General operating support Project/program support
 Start-up costs Technical assistance
 Capital Other (please specify) New camping

Equipment & awards for scouts

Project dates (if applicable): _____
Fiscal year end: December 2013

BUDGET

Dollar amount requested: \$750.00
Total annual organization budget: \$5,200.00
Total project budget: \$2,000.00

Operating:
(More detailed budget information may be requested)

AUTHORIZATION

Name and title of top paid staff or board chair:

Scott West Name
Scoutmaster Position
Signature: *Scott West*

Date: 5/30/13

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)



Boy Scout Troop 50

BOY SCOUTS OF AMERICA

950 E Burnett St.
Stayton, OR 97383
503-871-2066
www.stayontroop50.org

SCOUTING

CHANGES LIVES

May 30, 2013

Dear Mayor Vigil & City Council,

Troop 50 is applying again this year to the Stayton Community Grant Fund to help the Troop purchase new camping gear, replace damaged equipment, equipment that will be better suited for year round camping and awards for the scouts. The Scouts are also doing some fundraisers at the same time to raise funds as well. They are doing a Car Wash in August, Fun Run in August, Can & Bottle Drives and Christmas Tree Sales. Last year's Christmas Tree sales came in at \$1,500 less than projected. This has hurt the Troops budget and because of this a higher percentage of funds raised from fundraisers are going into the Troop overall budget and not into the scouts personal scout account so that we can make up the difference. Grants and donations like this help to bridge this gap for the troop and help the scouts earn more for their scout accounts.

The Troop is trying to raise approximately \$1,500 to cover the lost income from the Tree sales so to o buy equipment like heavy duty tarps, dutch ovens, above ground stands for dutch oven cooking, repair tents and awards for the scouts.

The Troop this past year has gone camping 11 of the 12 months with a week long summer camp. The scouts have done 300 hours of service work this past year for our community. That included 3 Eagle Scout projects done in Stayton. The Scouts are learning great life skills like outdoor survival, cooking, community service, leadership, conservation and so much more. Currently there are 28 boys registered in the Troop.

I hope the City will be able to help the Troop out again this year Scouts truly appreciate it. If you have any questions feel free to e-mail me or call me at ww2scott@wvi.com or (503)871-2066.

Thank you for your support of Scouting,

Scott West

Scoutmaster Troop 50





City of Stayton Community Grant Application

Date of Application: July 1, 2013
Application Submitted to: _____

ORGANIZATION INFORMATION

Name of organization: STAYTON FREE SUMMER MOVIES IN THE PARK
Legal name, if different: Young Mobile Entertainment
Address: 1846 E. Virginia st
City, State, Zip: Stayton, OR, 97383
Phone: 503-769-8048 Fax: _____ Website: _____
Contact person regarding this application: Dale Young
Title: Owner/Operator Phone: 503-769-8048 E-mail: yme@wvi.com

Is your organization an IRS 501(c)(3) not for profit? Yes _____ No
I am currently researching this option for next year.

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: The Families of Stayton, Sublimity, and the surrounding areas.

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received. No

Funds are being requested for (check one)

General operating support Project/program support
 Start-up costs Technical assistance
 Capital Other (please specify) _____

Project dates (if applicable): July 6 / 20, 2013 & August 3 / 17 / 31, 2013
Fiscal year end: 12/31/2013

BUDGET

Dollar amount requested: \$ 2000.00
Total annual organization budget: \$ 6000.00
Total project budget: \$ 6000.00
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:

Dale Young (Unpaid) Name
Owner / Organizer Position

Signature: *Dale Young* Date: 7/1/2013

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)

Thank you for your interest in my project.

First a little background. My name is Dale Young and I choose to work, build a home, and start a family here in Stayton about 15 years ago. Over the course of those years I've seen a good community struggle with job loss and increasing crime. So I started getting involved with activities that I believe have a benefit to our local community such as Stayton Lions Club, Stayton Community Radio, Stayton Summer Concert Series, Aumsville Tornado Relief Concert, and others.

My interest in this community project actually began on a vacation with my wife to Waikiki, before our children were born. That's where I was introduced to outdoor movies. On Friday nights, weather permitting, a large movie screen is erected on the beach and family friendly movies are shown free to the public. I found the experience compelling. Of course the movie and venue was entertaining. However the most memorable portion of that experience was the realization of how economically diverse the audience was. Of course there were plenty of wealthy tourists, but there was also an equal portion of economically depressed local families. It was amazing to see, that under the shimmering gleam of the theatrical presentation, that the usual economic prejudices seemed to settle and mutual enjoyment emerged. It was at that moment I realized that our community could benefit from an event like this. So after years of saving and planning I founded Young Mobile Entertainment.

Last year, with a limited amount of time for fundraising I was able to gather enough funds, from local business sponsors, for 2 shows, stretched it to 3 shows, and introduced a "FREE SUMMER MOVIES IN THE PARK SERIES". With little to no marketing, we were able to generate an audience ranging from 120-150 people from a perceivably wide range of income levels.

Currently I'm working on continuing the "FREE SUMMER MOVIES IN THE PARK", series in the park behind the Library. Shows again will be free to the public and hopefully, we can find another sponsor to provide free popcorn again as well. I'm tentatively planning on 5 shows this year as follows.

JULY 6th "MADAGASCAR 3 EUROPE'S MOST WANTED"

JULY 20th "BRAVE"

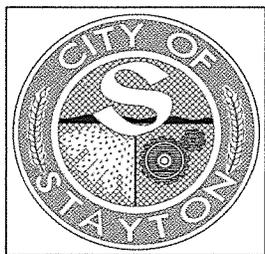
AUGUST 3rd "INDIANA JONES AND THE TEMPLE OF DOOM"

AUGUST 17th "SHREK FOREVER AFTER"

AUGUST 31st "THE AVENGERS"

I have been fortunate to work for SCTC for over 15 years. As a result I am able to keep my costs down very low. Due to the fact Young Mobile Entertainment is more of a side project than a full time occupation. This year I've been able to lower my cost to \$1200.00 per show. Any efforts to help reach these monetary goals will not only be appreciated by me, but by the community as well. My goal is to provide families a fun, safe, and memorable experience. Enjoying an evening, with family, friends, neighbors, and perhaps return home with a slightly better sense of community.

Thank you for your time
Dale Young



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: July 15, 2013
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:	June 2013	May 2013
Number of Bills sent out	2,675	2,571
Delinquent Notices sent out	427	476
Courtesy Delinquent Notices sent to Landlords	208	229
Notified of Impending Shut off & Penalty	126	116
Customers with Interrupted Services Non-Payment	21	15
Services still Disconnected	0	0

Accounts Payable:	June 2013	May 2013
Number of Checks Issued	172	173
Total Amount of Checks	\$250,903.00	\$448,126.41

Accounts Receivable:	June 2013	May 2013
Number of Invoices Sent Out	2	5
Total Amount of Invoices	\$2,530.00	\$2,700.50

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2013

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,691,908.77	1,708,922.00	17,013.23	99.0
CHARGES FOR SERVICES	4,163.73	7,200.00	3,036.27	57.8
GRANTS & CONTRIBUTIONS	787.00	1,500.00	713.00	52.5
FRANCHISE FEES	676,955.30	626,000.00	(50,955.30)	108.1
LICENSES, PERMITS & FEES	29,284.61	16,000.00	(13,284.61)	183.0
FINES & FORFEITURES	48,904.96	20,500.00	(28,404.96)	238.6
INTERGOVERNMENTAL	179,213.30	163,200.00	(16,013.30)	109.8
INTEREST	1,491.68	1,000.00	(491.68)	149.2
MISCELLANEOUS/TRANSFERS	385,338.64	385,425.00	86.36	100.0
	<u>3,018,047.99</u>	<u>2,929,747.00</u>	<u>(88,300.99)</u>	<u>103.0</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	332,450.16	411,000.00	78,549.84	80.9
ADMINISTRATION	444,328.18	461,973.00	17,644.82	96.2
POLICE	1,763,416.61	1,866,232.00	102,815.39	94.5
PLANNING	74,771.37	138,224.00	63,452.63	54.1
COMMUNITY CENTER	48,100.01	56,798.00	8,697.99	84.7
PARKS	130,542.07	141,576.00	11,033.93	92.2
STREET LIGHTING	103,349.39	103,915.00	565.61	99.5
	<u>2,896,957.79</u>	<u>3,179,718.00</u>	<u>282,760.21</u>	<u>91.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	159.00	100.00	(59.00)	159.0
MISCELLANEOUS/TRANSFERS	413,037.64	415,000.00	1,962.36	99.5
	<u>413,196.64</u>	<u>415,100.00</u>	<u>1,903.36</u>	<u>99.5</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	394,912.22	448,423.00	53,510.78	88.1
	<u>394,912.22</u>	<u>448,423.00</u>	<u>53,510.78</u>	<u>88.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	136,502.43	134,700.00	(1,802.43)	101.3
CHARGES FOR SERVICES	77,146.50	80,450.00	3,303.50	95.9
GRANTS & CONTRIBUTIONS	25,150.00	30,000.00	4,850.00	83.8
LICENSES, PERMITS & FEES	15,133.60	12,300.00	(2,833.60)	123.0
FINES & FORFEITURES	15,079.99	15,000.00	(79.99)	100.5
INTERGOVERNMENTAL	1,118.00	1,100.00	(18.00)	101.6
INTEREST	370.99	200.00	(170.99)	185.5
MISCELLANEOUS/TRANSFERS	129,779.25	131,100.00	1,320.75	99.0
	<u>400,280.76</u>	<u>404,850.00</u>	<u>4,569.24</u>	<u>98.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>421,420.98</u>	<u>444,912.00</u>	<u>23,491.02</u>	<u>94.7</u>
	<u>421,420.98</u>	<u>444,912.00</u>	<u>23,491.02</u>	<u>94.7</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	1,757,828.62	1,745,000.00	(12,828.62)	100.7
LICENSES, PERMITS & FEES	33,070.97	29,000.00	(4,070.97)	114.0
INTEREST	4,336.15	3,500.00	(836.15)	123.9
MISCELLANEOUS/TRANSFERS	454.66	11,000.00	10,545.34	4.1
	<u>1,795,690.40</u>	<u>1,788,500.00</u>	<u>(7,190.40)</u>	<u>100.4</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	2,226,534.72	2,324,761.00	98,226.28	95.8
	<u>2,226,534.72</u>	<u>2,324,761.00</u>	<u>98,226.28</u>	<u>95.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	2,714,893.00	2,626,680.00	(88,213.00)	103.4
INTEREST	12,046.06	9,000.00	(3,046.06)	133.9
MISCELLANEOUS/TRANSFERS	55,033.19	2,500.00	(52,533.19)	2201.3
	<u>2,781,972.25</u>	<u>2,638,180.00</u>	<u>(143,792.25)</u>	<u>105.5</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>2,550,207.00</u>	<u>3,405,469.00</u>	<u>855,262.00</u>	<u>74.9</u>
	<u>2,550,207.00</u>	<u>3,405,469.00</u>	<u>855,262.00</u>	<u>74.9</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	85,927.29	84,000.00	(1,927.29)	102.3
LICENSES, PERMITS & FEES	3.61	.00	(3.61)	.0
INTERGOVERNMENTAL	762,432.45	861,119.00	98,686.55	88.5
INTEREST	521.39	250.00	(271.39)	208.6
MISCELLANEOUS/TRANSFERS	13.65	250.00	236.35	5.5
	<u>848,898.39</u>	<u>945,619.00</u>	<u>96,720.61</u>	<u>89.8</u>
 <u>EXPENDITURES</u>				
DEPARTMENT 80	<u>687,227.54</u>	<u>977,462.00</u>	<u>290,234.46</u>	<u>70.3</u>
	<u>687,227.54</u>	<u>977,462.00</u>	<u>290,234.46</u>	<u>70.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2013

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	156,602.82	153,400.00	(3,202.82)	102.1
CHARGES FOR SERVICES	111,087.09	105,000.00	(6,087.09)	105.8
GRANTS & CONTRIBUTIONS	45,016.00	20,000.00	(25,016.00)	225.1
INTEREST	339.71	300.00	(39.71)	113.2
MISCELLANEOUS/TRANSFERS	76,392.21	79,000.00	2,607.79	96.7
	<u>389,437.83</u>	<u>357,700.00</u>	<u>(31,737.83)</u>	<u>108.9</u>
 <u>EXPENDITURES</u>				
DEPARTMENT 86	<u>312,409.22</u>	<u>408,958.00</u>	<u>96,548.78</u>	<u>76.4</u>
	<u>312,409.22</u>	<u>408,958.00</u>	<u>96,548.78</u>	<u>76.4</u>



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

SUBJECT: Monthly Crime Rate Comparison Statistical Sheets

DATE: July 15, 2013

Below you will see the stats for the Police Department for the month of June. Below you will see a “NA” for June Police Activity. This is due to a Dispatch CAD glitch that should be fixed by next month.

	June 2013	Year to Date 2013	June 2012	Year to Date 2012
Police Activity	NA	4103	NA	4064
Investigated Incidents	376	2115	334	2025
Citations/Warning	356	1580	246	1684
Traffic Accidents	7	46	13	71
Arrests	106	494	72	413
Reserve Volunteer Hours	587.5	2430.5	212.75	1681.75
Citizen Volunteer Hours	38	344.75	N/A	N/A
Peer Court Referrals:	0	11	3	31

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 6/1/2013 - 6/30/2013

	CRIMES				% Change Yr to Yr	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	1/1/13 to 6/30/13		1/1/12 to 6/30/12			1/1/13 to 6/30/13		1/1/12 to 6/30/12		6/1/13 to 6/30/13		1/1/13 to 6/30/13		6/1/13 to 6/30/13		1/1/13 to 6/30/13	
														Juv	Adult	Total	
NON-CRIMINAL																	
ACCIDENT-INJURY	0	4	8	-50.0%													
ACCIDENT-PROPERTY	4	21	42	-50.0%													
ALL OTHER NON-CRIMINAL	258	1,462	1,390	5.2%													
NON CRIM DOMESTIC DISTURB	14	61	66	-7.6%													
NON-CRIMINAL TOTALS	276	1,548	1,506	2.8%													
PERSON																	
AGGRAVATED ASSAULT	1	8	9	-11.1%	1	8	8	100.0%	100.0%	100.0%	88.9%	0	2	2	11	11	
KIDNAPPING	0	2	1	100.0%	0	2	1	0.0%	100.0%	100.0%	100.0%	0	0	0	1	1	0
OFFENSE AGAINST FAMILY	0	1	2	-50.0%	0	1	2	0.0%	100.0%	100.0%	100.0%	0	0	0	1	1	4
OTHER ASSAULTS	5	35	38	-7.9%	4	28	32	80.0%	80.0%	84.2%	84.2%	0	3	3	24	25	
RAPE	1	1	1	0.0%	1	1	0	100.0%	100.0%	0.0%	0.0%	0	1	1	1	1	0
RESTRAINING ORDER VIOLATION	0	4	2	100.0%	0	3	2	0.0%	75.0%	100.0%	100.0%	0	0	0	2	2	2
SEX OFFENSES	1	6	13	-53.8%	1	1	9	100.0%	16.7%	69.2%	69.2%	0	1	1	4	4	
PERSON TOTALS	8	57	66	-13.6%	7	44	54	87.5%	77.2%	81.8%	81.8%	0	7	7	44	50	50
PROPERTY																	
ARSON	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0.0%	0	0	0	1	0	
BURGLARY - BUSINESS	1	3	10	-70.0%	0	1	1	0.0%	33.3%	10.0%	10.0%	0	0	0	1	1	
BURGLARY - OTHER STRUCTURE	1	5	4	25.0%	0	1	1	0.0%	20.0%	25.0%	25.0%	0	0	0	1	0	
BURGLARY - RESIDENCE	3	12	31	-61.3%	1	3	4	33.3%	25.0%	12.9%	12.9%	0	1	1	3	3	
COUNTERFEITING/FORGERY	0	7	5	40.0%	0	1	3	0.0%	14.3%	60.0%	60.0%	0	0	0	1	7	
FRAUD	2	33	23	43.5%	1	13	9	50.0%	39.4%	39.1%	39.1%	0	0	0	10	12	
LARCENY																	
Pickpocket	0	1	1	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	0	0	
Purse Snatching	0	2	2	0.0%	0	0	1	0.0%	0.0%	50.0%	50.0%	0	0	0	0	2	
Shoplifting	2	43	20	115.0%	2	29	14	100.0%	67.4%	70.0%	70.0%	1	1	2	34	13	
Theft from a Motor Vehicle	1	32	32	0.0%	0	2	3	0.0%	6.3%	9.4%	9.4%	0	0	0	0	4	
Theft of MV Parts/Accessories	0	5	9	-44.4%	0	0	1	0.0%	0.0%	11.1%	11.1%	0	0	0	0	0	
Theft of Bicycle	2	4	17	-76.5%	2	2	1	100.0%	50.0%	5.9%	5.9%	3	1	4	6	2	
Theft from Building	1	13	10	30.0%	0	5	2	0.0%	38.5%	20.0%	20.0%	0	1	1	7	0	
All Other Larceny	14	70	50	40.0%	3	13	14	21.4%	18.6%	28.0%	28.0%	0	7	7	18	11	
LARCENY	20	170	141	20.6%	7	51	36	35.0%	30.0%	25.5%	25.5%	4	10	14	65	32	
MOTOR VEHICLE THEFT	1	7	14	-50.0%	0	1	2	0.0%	14.3%	14.3%	14.3%	0	0	0	2	2	

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED					
	6/1/13 to 6/30/13	1/1/13 to 6/30/13	1/1/12 to 6/30/12	% Change Yr to Yr	6/1/13 to 6/30/13	1/1/13 to 6/30/12	1/1/13 to 6/30/13	1/1/12 to 6/30/12	6/1/13 to 6/30/13	1/1/13 to 6/30/13	1/1/12 to 6/30/12	1/1/13 to 6/30/13	1/1/12 to 6/30/12	Juv	Adult	Total	6/1/13 to 6/30/13	1/1/12 to 6/30/12
ROBBERY	1	2	2	0.0%	1	2	1	100.0%	100.0%	50.0%	0	1	1	0	1	3	3	1
STOLEN PROPERTY	0	3	2	50.0%	0	3	2	0.0%	100.0%	100.0%	0	0	0	0	0	5	5	2
VANDALISM	11	63	65	-3.1%	3	14	15	27.3%	22.2%	23.1%	1	0	1	1	1	11	11	13
PROPERTY TOTALS	40	306	297	3.0%	13	91	74	32.5%	29.7%	24.9%	5	12	17	103	73			

SOCIETY	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	6/1/13 to 6/30/13	1/1/13 to 6/30/13	1/1/12 to 6/30/12	% Change Yr to Yr	6/1/13 to 6/30/13	1/1/13 to 6/30/12	1/1/13 to 6/30/13	1/1/12 to 6/30/12	6/1/13 to 6/30/13	1/1/13 to 6/30/13	1/1/12 to 6/30/12	6/1/13 to 6/30/13	1/1/12 to 6/30/12	Juv	Adult	Total	6/1/13 to 6/30/13
ALL OTHER	19	117	108	8.3%	14	77	65	73.7%	65.8%	60.2%	2	14	16	42	24		
ANIMAL	2	3	0	0.0%	2	3	0	100.0%	100.0%	0.0%	0	1	1	2	0		
CURFEW	4	14	9	55.6%	3	13	9	75.0%	92.9%	100.0%	2	0	2	15	12		
CUSTODY-MATERIAL WITNESS	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
CUSTOMER-MENTAL	0	4	4	0.0%	0	4	4	0.0%	100.0%	100.0%	0	0	0	4	4		
DISORDERLY CONDUCT	5	18	36	-50.0%	4	17	33	80.0%	94.4%	91.7%	2	4	6	22	33		
DR WHILE SUSP	2	14	3	366.7%	2	14	3	100.0%	100.0%	100.0%	0	2	2	14	3		
DRIVING UNDER INFLUENCE	4	24	38	-36.8%	4	24	38	100.0%	100.0%	100.0%	0	4	4	24	38		
ELUDING	0	3	2	50.0%	0	3	2	0.0%	100.0%	100.0%	0	0	0	4	1		
ESCAPE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0		
FAIL TO DISPLAY DL	1	3	0	0.0%	1	3	0	100.0%	100.0%	0.0%	0	1	1	3	0		
FUGITIVE	18	70	45	55.6%	18	70	45	100.0%	100.0%	100.0%	0	7	7	23	25		
HIT & RUN	3	21	21	0.0%	0	3	4	0.0%	14.3%	19.0%	0	0	0	2	3		
LIQUOR LAWS	3	5	12	-58.3%	3	5	12	100.0%	100.0%	100.0%	0	3	3	6	14		
MIP TOBACCO	1	15	8	87.5%	1	15	8	100.0%	100.0%	100.0%	1	0	1	13	9		
NARCOTICS/DRUGS	9	43	38	13.2%	9	40	37	100.0%	93.0%	97.4%	0	9	9	48	39		
PROP RECOV - FOR OTHER AGENCY	0	3	7	-57.1%	0	1	1	0.0%	33.3%	14.3%	0	0	0	0	0		
RECKLESS DRIVING	0	0	3	-100.0%	0	0	3	0.0%	0.0%	100.0%	0	0	0	0	0		
RUNAWAY	4	27	19	42.1%	3	24	18	75.0%	88.9%	94.7%	2	0	2	21	17		
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
TRESPASS	3	29	23	26.1%	2	20	18	66.7%	69.0%	78.3%	0	5	5	18	6		
VEH RECOV - FOR OTHER AGENCY	0	2	1	100.0%	0	1	1	0.0%	50.0%	100.0%	0	0	0	0	0		
WARRANT	7	18	25	-28.0%	7	18	25	100.0%	100.0%	100.0%	0	21	21	85	56		
WEAPONS	2	9	4	125.0%	2	8	4	100.0%	88.9%	100.0%	0	2	2	6	4		
SOCIETY TOTALS	87	443	406	9.1%	75	364	330	86.2%	82.2%	81.3%	9	73	82	353	290		

GRAND TOTALS	411	2,354	2,275	3.5%														



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: July 15, 2013

SUBJECT: June Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 27.73 million gallons were treated during June. The highest flow was 1.18 million gallons on June 1st, and the lowest flow was 0.78 million gallons on June 22nd. The average flow was .92 million gallons. Total rainfall for June was 2.08 inches. 17.95 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 3,746,000 on the June 14th.
- **Water System** City crews replaced 5 meters and replaced a water service at 525 W Burnett. They cleaned water filter bed 2 & 3. Replaced water valve box at Ida and Washington. Cleared grasses away from fire hydrants. Rerouted a water service at 470 E Washington.
- **Streets** Swept 92 curb miles and removed approximately 25 cubic yards of material.
- **Parks** Volunteer iServe: 184 hours; Volunteers: 0 hours Court C.S. 10 hrs. 194 Total
- **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling	1	\$11,065
Residential Building Addition/Alteration/Other	1	0
Commercial Building Addition/Alteration/Other	4	0
Electrical	1	0
Mechanical	0	0
Plumbing	0	0
TOTAL	7	\$11,065

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



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and City Councilors
THRU: Interim City Administrator Christine Shaffer
FROM: David W. Kinney, Public Works Director
DATE: July 15, 2013
SUBJECT: Public Works Update – Informational Items

Here is a brief update on a few projects and issues the Public Works Department is currently working on:

1. **Downtown Sidewalk Program:** Canyon Contracting has completed most of the downtown sidewalk work. Final cleanup and paving next to the curbs remains. All sidewalk repairs in the downtown area work must be completed by July 24, 2013 so they are completed before Santiam Summerfest. Trees will be replanted in the fall, 2013. With changes, additions and modifications due to problems encountered when excavation was done, the final contract cost with Canyon Contracting is expected to be \$48,000+/-.

Billings to Property Owners- With the completion of the work Rachel Wolf and Mike Brash will be finalizing the costs per property owner. Billings and payment agreements will be coordinated with the Finance staff. Bills will be sent out before August 15, 2013.

2. **Summer 2013 Street Maintenance Activities:**

We have several street maintenance activities planned for summer 2013.

- a. **4th Avenue Overlay-** We are preparing final design drawings and bid documents for the 4th Avenue overlay work (Washington to Marion) and (Ida to Florence). Josh Summerlin cleaned storm sewers on 4th Avenue and discovered crushed storm sewer pipes which will need to be replaced. We may add in a small overlay area on W. Hollister St. just west of 1st Avenue as an additive bid item in case bids come in low. Bidding will occur in August. Construction will need to be completed by November 1, 2013. Project cost estimate: \$115,000 to \$130,000.

- b. **Gravel Street Grading & Dust Control Maintenance**- Canyon Contracting was awarded a bid to grade gravel streets. Crop Production Services was awarded a bid to do dust control (road oiling) on streets after grading is complete. Work was delayed until July 2013 due to rainy weather in June. Project cost: \$15,100.
- c. **Slurry Seal**- Asphalt Maintenance Associates was awarded a bid by Marion County Public Works to do slurry seals on County roads. The bid documents allow cities in the County use the MC unit bid prices and then contract directly with the Contractor for slurry seal work in each city. This is permitted by ORS279C when it is noted in the bid documents as Marion County did. Michael Bradley and Mike Brash are finalizing the scope of work and the PW staff will prepare a contract to add a slurry seal on W. Locust Street (Gardner to Wilco) and for streets in the Whitney/Hobson/Weldon street area. Project cost estimate: \$25,000+/-.
- d. **AC Patching**- In July, Mike Brash will solicit bids for a small AC pavement-patching job to fix a number of small asphalt failure areas around the City. Project cost: \$10,000+/-

3. **Pioneer Park Improvements:**

- a. **OPRD Grant Application and Presentation**- On June 6th Cherie Douglas and Bob Parsons assisted with a grant presentation to the Oregon State Parks Department's (OPRD) Local Government Grants Advisory Committee. The City has applied for \$387,900 to complete Phase 1 improvements at Pioneer Park. The project includes new restrooms, entry plaza, activity shelter, ADA pathways and natural play area. We were pleased with the presentation and are hopeful the grant will be ranked highly. Grant awards will be announced in late July or early August.
- b. **Pioneer Park Design Open Houses (June & July)**- The Parks Board held two open houses for residents near Pioneer Park. On June 4th, 45+ neighbors attended the open house. Councilor Quigley attended. Eric Hartill, chair of the Parks Board, served as host. Staff made a presentation on the proposed park plan, answered questions and received some oral and written comments. On July 2nd, 4 neighbors attended the open house. Parks Board members and the citizens informally talked about the plans, added written comments to the design plans and answered questions. The public works staff has received a petition regarding the park road closure and east parking lot, letters from several property owner and emails from neighbors expressing their concerns and ideas with the overall parks design.

Comments were generally supportive of rehabilitating the existing areas of Pioneer Park. However, neighbors had several specific concerns that relate to potential negative impacts on their homes or their neighborhood. A few comments focused on the loss of the basketball courts and the city's removal of a facility that serves youth.

Phase 1 Area concerns:

- (1) Loss of parking with reconfiguration of entry.
- (2) Noise from music events
- (3) Ensure access road to Jordan Bridge and homes to the east remains open.
- (4) Elimination of basketball court
- (5) Traffic flow during major events
- (6) Storm drainage design

Phase 2 Area concerns:

- (1) Closure of the road through the park. Leave open.
- (2) Eliminate or reduce the size of a parking lot on east end of the park.
- (3) Traffic analysis / flow / congestion on neighboring streets
- (4) Public safety and ease of police access / patrol within the park.
- (5) Driveway access from park to Burnett St. via 10th Avenue

Jennifer Russell will compile all of the comments from the prior surveys, open houses, emails, etc. The Parks Board will review each issue and recommend whether to modify the park design, leave the design as is or address the issue separately. The Parks Board will focus on addressing issues for the Phase 1 area first and then look at the longer term concerns with the proposed design for the east end of the park. These discussions will probably occur at the September and October meetings.

4. **Wastewater Treatment Facility Improvements:**

- a. **Vehicle Storage Building Electrical-** Crawford Electric has completed electrical work at the new vehicle storage shed/building at the WWTF. Project cost: \$9,500.
- b. **Shower/Locker Room Building-** Modern Building Systems is building the new modular shower/locker room building for the WWTF. The new building will be located just south of the existing administrative building. It includes a changing room, showers and laundry room for the WWTF employees. Mike and Brenda have been working with Modern Building Systems to finalize details such as fixtures, paint colors, siding materials, etc. The building will be installed by September 1, 2013. Final project cost: \$90,000+/-
- c. **Sludge Dryer Update-** The sludge dryer at the WWTF has had on-going operational issues since its installation last summer. The dryer has not met all mechanical operation and sludge quality performance standards on a consistent basis. Slayden Construction Group (SCG) and Therma-Flite, the sludge dryer equipment supplier, signed an extended warranty agreement with the City to provide time for operational testing and repairs to be made to the equipment. Over the last 6 months, Therma-Flite staff has worked with SCG, Keller Associates and the WWTF staff to modify the equipment and complete trouble-shooting and make operational adjustments. Although some progress has occurred, there are still problems; dryer operations are still not consistent. They have technicians scheduled to be on-site in July to make equipment modifications. During the past three months the quality of the dried sludge material has generally met required

specifications, but we have not had 30-days of uninterrupted problem-free dryer operations. We will not release the final payment to SCG until the dryer operates for the 30-day time period without problems and updated as-built drawings, O&M manuals and the computer programming with final settings are all completed.

3. **Secondary Well Investigations by Groundwater Solutions, Inc. (GSI):** The City's 75-well and a new secondary well are intended to provide the City with water during times when the turbidity levels in the North Santiam River are high. High turbidity occurs during the winter when heavy rains raise river levels. The City's goal is to have backup wells which can produce 1,000 gallons per minute for short time periods. The City has contracted with GSI to evaluate potential sites for a secondary well. GSI and their subcontractor have completed field investigations to identify potential locations for a new water well to serve as a secondary well source for the City.

In May, 2013 we reported to the City Council that GSI was analyzing the results of their field work. Their conclusions are:

- a. Development of a shallow well (30'-100' deep) near the existing water plant does not appear feasible. Subsurface gravels are not expected to produce 1000 gpm per day. See May 8th Tech Memo (attached).
- b. Expansion of the existing 50 well underground gallery or the 75 well underground gallery for surface water from the N. Santiam River does appear feasible.
- c. A new infiltration gallery for surface water from the N. Santiam River does appear feasible.

The next step in the analysis process was to determine whether existing water rights could be used for options (b) and (c). Attached is a July 2, 2013 email summarizing GSI's initial analysis of water rights issues.

Public Works staff will meet with Keller Associates and GSI during the next 30 days to review their findings and discuss next steps. We expect to make a presentation to the City Council in September or October.

- Encl. 1. GSI Summary Memo dated May 8, 2013 concluding shallow wells not feasible.
2. Email to City of Stayton dated July 2, 2013 re: Water Rights Issues related to rehab of 50 Well, 75 well and development of infiltration galleries.



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Alissa Angelo, Deputy City Recorder

THRU: Christine Shaffer, Interim City Administrator

DATE: July 15, 2013

SUBJECT: June Pool Monthly Operating Report

SALES

	June 2013 SALES	2012-2013 YTD	June 2012 SALES	2011-2012 YTD
Swim Lessons	\$ 1,415.00	\$ 16,467.25	\$ 5,895.55	\$ 18,677.10
Daily Receipts	\$ 4,140.73	\$ 27,852.90	\$ 2,875.95	\$ 33,687.95
Pool Rentals	\$ 135.00	\$ 13,297.50	\$ 1,237.50	\$ 12,723.60
Pool Vending	\$ 0.00	\$ 1,263.41	\$ 201.55	\$ 2,418.33
Memberships	\$ 8,276.25	\$ 53,559.44	\$ 4,706.00	\$ 36,485.76
Lifeguard Training	\$ 1,020.00	\$ 1,575.00	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 5.00	\$ 0.00	\$ 456.50
TOTAL	\$10,199.60	\$114,020.50	\$14,916.55	\$104,449.24

Target revenue above general fund and levy subsidies is **\$108,500**. YTD sales represent approximately **105%** of that target.



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Louise Meyers

DATE: July 15, 2013

SUBJECT: Library Director's Report, June Activities

Updates:

Our Summer Reading program began June 1st. The program has been very successful so far with over 600 children, 140 teens, and 100 adults registered. The theme is "Dig into Reading" for children, "Beneath the Surface" for teens, and "Groundbreaking Reads" for adults. We have many exhibits and guests scheduled to tie into the theme, including a speaker on the tunnels in Underground Salem, an archeological dig in Oregon. Also, each week will feature performances for children, and free books for those who finish.

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	10,448	12,667	11,707	9,573	13,050	10,935	11,798	11,041	11240.00	11,757	150,223	139,357	-7%	
INCOME Received																
Non-resident cards	\$1,046.00	\$692.00	\$307.00	\$705.00	\$1,647.00	\$325.00	\$655.00	\$689.00	\$652.00	\$1,235.70	\$535.00	\$1,691.15	\$12,037.00	\$10,179.85	-15%	
Fines: overdue books	\$866.00	\$1,011.00	\$1,903.00	\$1,129.00	\$1,535.00	\$696.20	\$921.70	\$714.57	\$802.00	\$1,378.43	\$778.35	\$1,656.98	\$14,122.00	\$13,031.00	-8%	
Room fees	\$109.00	0	\$526.25	\$49.50	\$538.25	\$648.00	\$566.00	\$245.00	\$413.00	\$97.00	\$1,365.00	\$109.00	\$1,134.00	\$4,953.75	337%	
Fees-cards and lost books	\$776.00	\$140.00	\$299.00	\$127.00	\$171.00	\$283.00	\$84.20	\$52.00	\$91.00	\$40.00	\$52.00	\$13.00	\$2,951.00	\$2,128.20	-28%	
												Total	\$30,244.00	\$30,292.28	0%	
REFERENCE QUESTIONS																
Reference questions	559	528	461	543	561	376	506	415	491	518	465	559	5,641	5,982	6%	
Telephone	302	346	290	327	292	246	328	286	232	301	297	362	4,082	3,609	-12%	
													Total	9,723	9,591	-1%
INTERNET USE																
	1,916	1,837	1,482	1,580	1,507	1,526	1,640	1,721	1,595	1,611	1,851	1,665	23,333	19,931	-15%	
PROGRAM ATTENDANCE																
Children/teens	827	224	199	341	252	183	356	398	308	383	370	1,092	4,147	4,740	14%	
Adults	350	79	100	185	134	101	193	216	131	187	156	265	3,503	2,065	-41%	
Outreach	75	57	212	828	675	499	739	850	537	720	695	350	5,415	6,237	15%	
													Total	13,065	12,842	-2%
MEETING ROOM ATTENDANCE																
	1,217	341	617	1,126	532	284	865	908	873	1,103	882	1,145	11,240	9,893	-12%	
PATRON VISITS																
	9,383	8,069	6,721	8,194	7,441	6,355	8,194	7,043	7,637	7,700	7,496	8,364	96,401	92,597	-4%	