



AGENDA STAYTON CITY COUNCIL MEETING

Monday, September 16, 2013

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. Stayton Family Memorial Pool Update by Santiam Family YMCA

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 3, 2013 City Council Action Minutes
- b. OLCC Application – Kelly's Café

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

Resolution No. 903, a Resolution Amending the Wastewater Systems Development Charge (SDC) to add a Mill Creek Sewer Project Reimbursement Fee

- a. Commencement of Public Hearing
- b. Staff Report – David Kinney
- c. Questions from Council
- d. Proponents’ Testimony
- e. Opponents’ Testimony
- f. General Testimony
- g. Questions from Public
- h. Questions from Council
- i. Staff Summary
- j. Close of Hearing

NEW BUSINESS

Resolution No. 903, a Resolution Amending the Wastewater Systems Development Charge (SDC) to add a Mill Creek Sewer Project Reimbursement Fee **Action**

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

UNFINISHED BUSINESS

Resolution No. 902, Proposed Rate Increase for Solid Waste Management in the City of Stayton **Action**

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

STAFF/COMMISSION REPORTS

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

- a. August 2013 Monthly Finance Department Report

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

- a. August 2013 Statistical Report

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

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

Planning & Development Director’s Report – Dan Fleishman

- a. August 2013 Activities Report

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

- a. August 2013 Activities

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. Ordinance No. 958, Amends Stayton Municipal Code Title 10, Chapters 10.04, 10.08, 10.12, and 10.16 Relating to Vehicles and Traffic
- b. Review of City Charter

ADJOURN

CALENDAR OF EVENTS

SEPTEMBER 2013

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)

OCTOBER 2013

Tuesday	October 1	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 11	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Wednesday	October 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 21	City Council	7:00 p.m.	Community Center (north end)
Monday	October 28	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2013

Monday	Nov 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	Nov 5	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	Nov 8	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	Nov 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Tuesday	Nov 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	Nov 12	Police Advisory Board	6:00 p.m.	City Hall Conference Room
Monday	Nov 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	Nov 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	Nov 25	Planning Commission	7:00 p.m.	Community Center (north end)
Thursday	Nov 28	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING		
Friday	Nov 29			

**City of Stayton
City Council Meeting Action Minutes
September 3, 2013**

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

Time Start: 6:07 P.M.

Time End: 8:02 P.M.

WORK SESSION ATTENDANCE LOG

COUNCIL	STAYTON STAFF	REPUBLIC SERVICES
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder	Derek Ruckman, General Manager
Councilor Emily Gooch	Christine Shaffer, Finance Director	Ray Phelps, Regulatory Affairs Mgr
Councilor Catherine Hemshorn		
Councilor Jennifer Niegel		
Councilor Hank Porter (at 6:34 p.m.)		
Councilor Brian Quigley		

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON 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 (excused)
Councilor Henry Porter	Rich Sebens, Police Chief
Councilor Brian Quigley	Christine Shaffer, Finance Director
	David Rhoten, City Attorney

AGENDA	ACTIONS
WORK SESSION (6:07 P.M. TO 6:53 P.M.)	
Republic Services of Marion County	Representatives from Republic Services of Marion County and Council discussed the solid waste management service levels and the proposed rate increase.
REGULAR MEETING (7:00 P.M. TO 8:02 P.M.)	
Presentations / Comments from the Public	None
Announcements	
a. Additions to the Agenda	Ms. Shaffer informed Council they had been provided with a hard copy of the Community Grant staff report.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Gooch stated Community Grant applicant John Burton is a family friend.
Consent Agenda	
a. August 19, 2013 City Council Meeting Minutes	Motion from Councilor Gooch, seconded by Councilor Hemshorn, to approve the consent agenda. Motion passed 5:0.

<p>Public Hearing Ordinance No. 960, Amends SMC Title 17, Chapter 12</p> <p>a. Commencement of Public Hearing</p> <p>b. Staff Report – Dan Fleishman</p> <p>c. Questions from Council</p> <p>d. Proponents’ Testimony</p> <p>e. Opponents’ Testimony</p> <p>f. General Testimony</p> <p>g. Questions from the Public</p> <p>h. Questions from the Council</p> <p>i. Staff Summary</p> <p>j. Close of Hearing</p>	<p>Mayor Vigil opened the hearing at 7:05 p.m.</p> <p>Mr. Fleishman reviewed his staff report.</p> <p>Councilor Quigley inquired about the previous Ordinance adopted relating to the Comprehensive Plan and Mr. Fleishman explained the need for the proposed ordinance.</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>7:13 p.m.</p>
<p>Unfinished Business</p>	
<p>New Business</p> <p>a. Ordinance No. 960, Amends SMC Title 17, Chapter 12 Regarding the Procedures and Standards for Amendments to the Comprehensive Plan, Official Zoning Ma, and Text Amendments to Title 17.</p> <p>b. Ordinance No. 956, Implementing Chapter 317 of the 2013 Oregon Laws, Amending Stayton Municipal Code Title 8, Requiring the Owners of Foreclosed Residential Property to Register with the City and Declaring an Emergency</p> <p>c. Ordinance no. 959, Amends the Stayton Municipal Code Chapter 3.04, “Stayton Public Contracting Code”</p> <p>d. Community Grant Application</p>	<p>None</p> <p>Motion from Councilor Niegel, seconded by Councilor Gooch, to approve the first consideration of Ordinance No. 960. Motion passed 5:0.</p> <p>Brief Council discussion on requirements surrounding the ordinance and how it will be enforced.</p> <p>Motion from Councilor Quigley, seconded by Councilor Niegel, to approve the first consideration of Ordinance No. 956. Motion passed 5:0.</p> <p>Motion from Councilor Quigley, seconded by Councilor Hemshorn, to adopt Ordinance No. 959. Motion passed 5:0.</p> <p>Councilor Gooch made a motion to award \$150 to Stayton Middle School Football. The motion died due to lack of a second.</p> <p>Motion from Councilor Porter, seconded by Councilor Niegel, to not award Community Grant funds at this time. Motion passed 4:1 (Gooch).</p>
<p>Staff / Commission Reports</p> <p>a. Ordinance No. 958</p>	<p>Chief Sebens and the Council reviewed the proposed Title 10 code amendments.</p>

Presentations / Comments From the Public	Michael Woodhouse, 920 E. Santiam Street suggested looking into ADA requirements for the blocking of sidewalks.
Business from the City Administrator	None.
Business from the Mayor a. Appointment of Pam Pugsley to the Parks and Recreation Board	Mayor Vigil asked the Council to ratify his appointment of Pam Pugsley to the Parks and Recreation Board. Motion from Councilor Niegel, seconded by Councilor Quigley, to ratify the appointment of Pam Pugsley to the Parks and Recreation Board. Motion passed 5:0.
Business from the Council	Councilor Gooch spoke about the lack of quorum at a recent Planning Commission meeting.
Future Agenda Items a. Allied Waste Proposed Rate Increase b. Mill Creek Assessment c. Review of City Charter d. Revisions to Stayton Municipal Code Title 10	

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF SEPTEMBER 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 Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

SUBJECT: Liquor License-“New Outlet” Application
“Limited On-Premises Sales”

DATE: September 16, 2013

BUSINESS NAME: Kelly’s Cafe
1005 N 1st Ave
Stayton, OR 97383
B: 503-769-1197

PARENT COMPANY NAME: Kickstart Coffee Corp

OWNERS: Fei Yue Jiang
446 Casting St. SE
Albany, OR 97322

ISSUE:

An application for a “**New Outlet**” Liquor License Application for “Limited On-Premises Sales” has been submitted to OLCC.

Ms. Fei Yue Jiang has opened a new restaurant at 1005 N 1st Ave in Stayton. The restaurant name is “Kelly’s Café”. She has submitted an application to OLCC for a “Limited On-Premises Sales”. This will be a full menu restaurant with beer as beverage options. It is a restaurant setting, not a bar/tavern setting.

**BACKGROUND
INFORMATION:**

The location is zoned for this type of business for the city of Stayton. The previous business at this location was “Kev’s Smokehouse”, who also had an OLCC license to sell alcoholic beverages. The new owner is also the owner of “Kickstart” coffee stand on the same location.

**FACTS AND
FINDINGS:**

Stayton PD has conducted an extensive background investigation of the business and applicant.

Based on the application and background investigation, I find no legal authority to recommend denial of this application.

STAFF RECOMMENDATION:

It is the recommendation of the Stayton Police Department to forward this application to the Oregon Liquor Control Commission (OLCC) with a recommendation to approve the license for “Limited On-Premises Sales”.

MOTION(S):

No Motions are needed as this is a consent agenda item.

FISCAL IMPACT: N/A



CITY OF STAYTON
M E M O R A N D U M

TO: Mayor A. Scott Vigil and the Stayton City Council

THRU: Christine Shaffer, Interim City Administrator

FROM: David W. Kinney, Public Works Director

DATE: September 16, 2013

SUBJECT: Resolution No. 903 – A Resolution Amending the Wastewater Systems Development Charge (SDC) to add a Mill Creek Sewer Project Reimbursement Fee

ISSUE

The issue before the City Council is whether or not to adopt a Resolution amending the Wastewater Systems Development Charges (SDC) to add a Mill Creek Sewer Project Reimbursement Fee.

STAFF RECOMMENDATION

The City Council will hold a public hearing at the September 16th City Council meeting to consider the proposed Mill Creek Sewer Project Reimbursement SDC and adopt then adopt the Resolution. Unless there are significant issues raised at the hearing, the Public Works/Planning staff recommends adoption of the resolution.

BACKGROUND INFORMATION

ORS 223.300 et seq. and SMC Chapter 13.12 provide the legislative authority for the City of Stayton to adopt and collect Systems Development Charges (SDCs) from new developments in the City.

Before a city can adopt or update an SDC, it must complete an analysis of capital improvements already constructed and projected capital improvements to be constructed and adoption of a methodology explaining how the SDCs are calculated. The Stayton City Council has adopted

the *City of Stayton Wastewater Master Plan* (Keller Associates, 2006) which includes a list of completed and proposed capital improvements which affect SDCs

SMC Chapter 13.12.220 (2) requires that SDC charges be set by separate Resolution of the Stayton City Council following a public hearing. Notices of the hearing must be provided to interested parties at least 90 days prior to the hearing and the methodology must be available for review at least 60 days prior to the hearing. In June 2013, the City notified the Marion-Polk Homebuilders Association 90 days prior to the hearing date that the City proposes to adopt the reimbursement fee. The resolution, methodology and this staff report were available in the City Recorder's office and on the City's website on July 15, 2013.

In 2007 the City adopted Wastewater Systems Development Charge (SDC). The Wastewater SDC includes both an "improvement fee" and a "reimbursement fee". The SDC fee is collected at the time building permits are issued. This proposal does not change the basic Wastewater SDC.

Mill Creek Sewer Project:

At the time the Wastewater SDC update was completed in 2007, the City was in the midst of a sewer improvement project to construct the Mill Creek Sewer Project. The project included three components:

1. Mill Creek Sewer Pump Station
2. A sewer force main from the Mill Creek Pump Station to the wastewater treatment facilities
3. A gravity flow sewer collection main to serve the City of Sublimity and the north end of the Stayton Urban Growth Boundary (UGB).

The project was financed with a \$4,382,000 loan from the Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Loan Fund (SRF) Program. The project was completed and closed out in early 2008. The final cost was \$4,534,237. The balance of the project costs were paid for from the City of Stayton Sewer Fund and the Sewer SDC Fund.

The proposed SDC amendment sets a new Mill Creek Sewer Project Reimbursement Fee that will be collected from new development inside the Stayton UGB that flows into the Mill Creek Sewer Pump Station.

Mill Creek Sewer Project Area – SDC Reimbursement Fee

The methodology indicates that 53% of the project cost will benefit new developments (growth) that will connect to the system. Table 4 from the Methodology Report shows the calculations for the reimbursement fee for the Mill Creek Sewer Project based on the project serving an estimated 2,362 new EDU's. The maximum reimbursement fee for a single family home which may be charged is \$670. Non-residential uses will be charged the Mill Creek SDC based on meter size. Multi-family residential uses will be charged at 80% of the single family dwelling

SDC rate.

The City staff proposes to charge \$670.00 per EDU.

Table 4

**Mill Creek Sewer Project
Reimbursement Fee for the City of Stayton**

Construction Cost – Proportionate share benefiting new growth	\$1,581,402
Estimated EDU's in Mill Creek Sewer Project Service Area	2362
Cost Per EDU	\$ 670.00
Mill Creek Sewer Reimbursement Fee	\$ 670.00

FISCAL IMPACT

If the proposed SDC amendments are approved then the City may generate up to \$1.5 million in SDC reimbursement fees over the next 20 years, if the entire UGB is developed at the projected densities. Realistically, the City will see a fraction of this revenue as individual properties are developed. This money may be used to reimburse the Sewer Fund for debt service costs on the Mill Creek Sewer Project or reserved in the Sewer SDC fund for use on other eligible capital improvement projects.

However, if the Mill Creek Sewer Project SDC reimbursement fee is approved then current sewer rate payers will pay for all debt service from sewer rates and other sewer capital improvements will be financed from increased sewer rates, General Obligation Bonds, Revenue Bonds, Local Improvement Districts, etc.).

OPTION(S)

1. Adopt the Mill Creek Sewer Project Reimbursement SDC Resolution.
2. Direct staff to modify the resolution based on testimony received at the public hearing.
3. Take no action and do not adopt the resolution.

RESOLUTION NO. 903

**A RESOLUTION AMENDING THE CITY OF STAYTON'S
SYSTEM DEVELOPMENT CHARGES FOR WASTEWATER.**

WHEREAS, the City of Stayton Systems Development Charge (SDC) Code (Stayton Municipal Code (SMC) Chapter 13.12), provides for the establishing of SDCs upon completion of an analysis of capital improvements already constructed and projected capital improvements to be constructed and adoption of a methodology explaining how the SDCs are calculated;

WHEREAS, the SMC Chapter 13.12.220 (2) specifies that such charges shall be set by separate Resolution of the Stayton City Council following a public hearing;

WHEREAS, the Oregon Revised Statutes (ORS) provide the framework for establishing an SDC, and for notification and public hearing of the City of Stayton's intent to impose SDCs;

WHEREAS, the Stayton City Council has adopted the *City of Stayton Wastewater Master Plan* (Keller Associates, 2006) which includes a list of completed and proposed capital improvements which affect SDCs;

WHEREAS, the City adopted Resolution 792 in February 2007 enacting a Wastewater Systems Development Charge; and

WHEREAS, in 2008, the City completed construction of the Mill Creek Pump Station, Force Main and Collection System improvements; and

WHEREAS, Resolution 792 did not include either an SDC improvement fee or an SDC reimbursement fee for the Mill Creek Sewer Project; and

WHEREAS, the City concludes it is appropriate to charge a reimbursement SDC to the properties that directly benefit from the Mill Creek sewer improvements; and

WHEREAS, the City has prepared the enclosed methodology and schedule of SDCs by meter size and by housing unit; and,

WHEREAS, the Stayton City Council provided written notice to interested parties and held a public hearing on September 16, 2013 to consider public testimony on the proposal; and,

WHEREAS, the Stayton City Council has determined that the methodology and rates hereinafter specified and established are just, reasonable and necessary.

NOW THEREFORE, BE IT RESOLVED that:

SECTION 1: AMENDMENT AND UPDATING OF SYSTEM DEVELOPMENT CHARGES

In accordance with SMC Chapter 13.12, this Resolution establishes the methodology and provides the basis for a wastewater reimbursement SDC for the Mill Creek sewer project.

SECTION 2: SCOPE

The SDCs established by this Resolution are separate from, and in addition to, any other applicable taxes, fees, assessments, or charges, including but not limited to SDCs, which are required by the City of Stayton or represent a condition of a land use or development approval.

SECTION 3: METHODOGY

The methodology for the wastewater reimbursement SDC for the Mill Creek sewer project is described in the attached Exhibit “A” and, by this reference, hereby made a part of this Resolution.

SECTION 4: FEE

The City amends and updates its SDCs as follows:

A “**Mill Creek Sewer Reimbursement SDC**” shall be assessed based upon the water meter(s) size installed at the development except for multiple housing units connected to a shared water meter. The Mill Creek Sewer Reimbursement SDC will be imposed on those properties that connect to the City’s sewer collection system and flow into the Mill Creek Pump Station. For multi-family housing on a shared water meter, the Mill Creek Sewer Reimbursement SDC shall be the greater of the number of housing units multiplied by \$536 or the SDC for the meter size.

The Mill Creek Sewer Reimbursement SDC collected in accordance with Chapter 13.12 of the Stayton Municipal Code shall be:

Meter Size	Mill Creek Sewer SDC Reimbursement Fee
¾	\$ 670
1	\$ 1,118
1 ½	\$ 2,229
2	\$ 3,569
3	\$ 7,144
4	\$ 11,161
6	\$ 22,315
8	\$ 35,705
Multiple family dwellings using a single meter	\$ 536

SECTION 5: EFFECTIVE DATE

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

SECTION 6: REVIEW

This Resolution may be reviewed annually on or before December 1 and the rates amended as appropriate.

ADOPTED BY THE STAYTON CITY COUNCIL this ___ day of _____, 2013.

Signed: _____, 2013.

CITY OF STAYTON

By: _____
A. Scott Vigil, Mayor

Signed: _____, 2013.

Attest: _____
Christine Shaffer, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

Exhibit “A”

City of Stayton, Oregon Mill Creek Sewer Project SDC

Methodology for Establishment of a Reimbursement Fee for the Mill Creek Sewer Project

July 2013

Stayton Wastewater Master Plan and Wastewater SDC:

The City of Stayton adopted the *City of Stayton Wastewater Master Plan* (Keller Associates, 2006) to serve as the capital improvement planning study for the City of Stayton wastewater treatment and collection system. As part of the preparation of the Wastewater Master Plan, Keller Associates subcontracted with Economic & Financial Analysis, a financial consulting firm to update the City’s wastewater systems development charge (SDC). In February 2007, the City Council adopted Resolution 792 updating the City’s Wastewater SDC.

Mill Creek Sewer Project:

At the time the Wastewater SDC update was completed in 2007, the City was in the midst of a sewer improvement project to construct the Mill Creek Sewer Project. The project included three components:

1. Mill Creek Sewer Pump Station
2. A sewer force main from the Mill Creek Pump Station to the wastewater treatment facilities
3. A gravity flow sewer collection main to serve the City of Sublimity and the north end of the Stayton Urban Growth Boundary (UGB).

The project was financed with a \$4,382,000 loan from the Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Loan Fund (SRF) Program. The project was completed and closed out in early 2008. The final cost was \$4,534,237. The balance of the project costs were paid for from the City of Stayton Sewer Fund and the Sewer SDC Fund.

The Mill Creek project provides a sewer collection system which serves the City of Sublimity and the northern portion of Stayton’s Urban Growth Area. Therefore the costs of the project are shared by the cities of Stayton and Sublimity.

The Mill Creek project was broken up into two separate design elements, Phase 1 and Phase 1A, in order to isolate project components and distinguish the benefits provided to each city.

Phase 1: The Phase 1 project includes the Mill Creek Pump Station, a force main from the Mill Creek Pump Station to the wastewater treatment facilities and a portion of the gravity collection system that flows from the connection to the Sublimity system to the Mill Creek Pump Station. This project benefits the City of Sublimity and properties in the northern portion of Stayton's UGB. Therefore, the costs of Phase 1 are shared by the cities of Stayton and Sublimity.

The City of Sublimity agreed to pay a proportionate share of the project costs for the Phase 1 Area of the project because it directly benefits the City of Sublimity and its customers. Keller Associates determined that existing and future development in Sublimity will utilize 44% of the capacity of the improvements. The Sublimity share of \$1,476,200 is approximately 44% of the Phase 1 project costs. Under terms of the Stayton-Sublimity Sewer Agreement, Stayton bills the City of Sublimity a monthly charge for Sublimity's proportionate share of the debt service costs.

Phase 1A: The Phase 1A project includes the sewer collection system that serves the northern section of the Stayton UGB. This sewer collection system benefits properties entirely within Stayton's UGB. Keller Associates determined that 100% of the Phase 1A project costs benefit existing sewer users and future development inside the Stayton UGB.

Methodology for the Mill Creek Reimbursement SDC

The Mill Creek Reimbursement SDC is designed to meet the requirements of Oregon statutes (ORS 223.297 to 223.314) and to comply with the Chapter 13.12 of the Stayton Municipal Code. The City's water SDC update and wastewater SDC update in 2007 describe these statutory requirements.

The Mill Creek Reimbursement SDC is calculated to reimburse the City for a proportionate share of the costs incurred for the design and construction of the Mill Creek Sewer Project that will directly benefit new growth and development which has not connected to the system and is inside the Stayton Urban Growth Boundary (UGB). The fee is based on the original cost of the Mill Creek Sewer Project that was paid for by the City using the DEQ SRF loan and city funds. No portion of the project was paid for with federal or state grants.

I. Mill Creek Sewer Project Service Area inside Stayton UGB

The proposed Mill Creek Reimbursement SDC applies only to new development within the Stayton UGB that will be directly connected to the sewer collection system that flows to the Mill Creek Pump Station.

The Mill Creek Sewer Project serves approximately 1,013 acres inside the Stayton UGB, as shown on Exhibit "A". The Stayton service area includes (1) properties inside the city limits which have existing development connected to the sewer system, (2) vacant undeveloped properties inside the city and outside the city limits, (3) partially developed lands inside and outside the Stayton city limits that have buildings which are not connected to the sewer system, (4) partially developed lands inside and outside the Stayton city limits that have vacant land and the potential for redevelopment or additional development; and (5)

public or undeveloped lands that are not likely to be developed (e.g. public school open space, and wetlands).

II. 2007 Wastewater SDC (Mill Creek Project excluded from SDC Calculations)

The City established its Wastewater SDC in 2007. The Wastewater SDC includes both a reimbursement fee and improvement fee. The Wastewater System Development Charge Update (Economic & Financial Analysis, January 29, 2007) was used as the basis for setting the Wastewater SDC. The City reviewed the report and verified that the Mill Creek Project was not included in the Wastewater SDC calculations¹. The proposed Mill Creek Sewer Reimbursement SDC does not duplicate any existing SDC charges.

III. Mill Creek Sewer Project Capacity and Flow Reserved for Growth

Keller Associates was asked to evaluate sewer flows from existing users in Stayton and Sublimity, estimate future sewer flows and establish the design capacity of the Mill Creek Sewer Project.

Prior to construction of the Mill Creek Sewer Project Keller Associates established the design capacities for the Mill Creek Pump Station and Phase 1 collection system. At that time Keller Associates estimated Sublimity's 2007 sewer flows from existing development and future flows from new growth will use 44% of the system's design capacity. Keller Associates also estimated Stayton's sewer flows from existing development and future flows within the Mill Creek Sewer Project service area will use 56% of the design capacity. Keller's analysis at the time of design concluded 53% of Stayton share of the Phase 1 improvements was reserved for growth and 49.5% of the Phase 1A collection system was reserved for growth.

In 2013, the City's Planning Department and Keller Associates reviewed the original design assumptions and information on the project provided by the City. Several factors and pieces of information were considered, including:

1. Actual construction costs of the Mill Creek Sewer Project versus 2005 budget estimates.
2. Number of housing units (33) connected to the Mill Creek Sewer from 2007 to 2013.
3. A review of available buildable acres by zoning district using 2013 zoning maps.
4. A review of original design assumptions, design capacity and future flows within the Mill Creek Sewer Project Service Area.

The City's and Keller's 2013 review found that the original design assumptions for the Mill Creek Pump Station, existing flows and future flow capacities did not change. Keller also recommended an allocation of Phase 1 and Phase 1A costs based on actual construction costs. The 2013 update concludes 52.9% of the Stayton share of the Phase 1 improvements is reserved for growth and 49.5% of the Phase 1A collection system is reserved for growth in Stayton.

¹ Stayton Wastewater SDC Resolution 792, Wastewater System Development Charge Update (Economic & Financial Analysis (January 29, 2007). See Table 5 – "List of Capital Improvements, Capacity and Allocation to Growth": The Mill Creek Sewer Project is listed as "Funded - \$4,482,000", but is not included in the improvement fee calculations. See Appendix -- "List of Capital Assets, Depreciation and Book Value for the City of Stayton Wastewater System.": The Mill Creek Project is not listed as an existing capital asset. These assets were used to calculate the Wastewater Reimbursement Fee.

Table 1 provides a summary of Keller’s and the City’s conclusions.

Table 1
Mill Creek Sewer Project
Flow Reserved for Growth

Project Component	PHASE 1		PHASE 1A
	Mill Creek Pump Station & Force Main	Mill Creek Gravity Sewer	Stayton UGB Gravity Sewer
Capacity (gpm)	3,250	4,415	1,843
Flow Reserved for Sublimity (44% of Capacity)	1,430	1,943	0
Flow Reserved for Stayton (56% of Capacity)	1,820	2,472	1,843
Existing Stayton Peak Hour Flow (gpm)	(930)	(930)	(930)
Flow Reserved for Stayton Growth	890	1,542	913
% Flow Reserved for Stayton Growth	48.9%	62.4%	49.5%
% Flow Reserved for Stayton Growth (Weighted Average) for Phase 1		52.9%	

IV. Construction Cost Assessed to Growth

The actual construction cost of the Mill Creek Sewer Project was \$4,534,237. Of this amount, \$1,581,402 (35%) can be assigned to future growth in Stayton. Table 2 reviews the construction costs for the project and the share of Phase 1 and Phase 1A which can be allocated to growth within Stayton’s UGB.

Table 2
Mill Creek Sewer Project
Actual Costs of Project and Allocation of Costs to Growth

	Phase 1	Phase 1A	TOTALS
Construction	\$3,116,223	\$915,927	\$4,032,150
Engineering	204,533	125,220	329,753
Land Acquisition & Easements	121,788	50,545	172,333
Total Project Cost	\$3,442,545	\$1,091,692	\$4,534,237
Less Sublimity Share (Phase 1 only)	(1,476,200)		(1,476,200)
Stayton Share of Project Costs	\$1,966,345	\$1,091,692	\$3,058,037
% of Stayton’s Share Reserved for Growth	52.9%	49.5%	
Project Cost to be Used for SDC Reimbursement Fee	\$1,040,591	\$540,811	\$1,581,402

V. Land Use Analysis and Estimated Growth in Mill Creek Sewer Project Area

The City of Stayton Planning Department calculated the number of equivalent dwelling units which can be developed inside the Mill Creek Sewer Project service area inside the Stayton UGB. This area is shown on Exhibit “A”. The City looked at each tax parcel in the service area and determined whether the parcel was vacant, fully developed, or had redevelopment potential. The number of potential new units on each parcel was calculated based on the land use designation, the number of buildable acres, and then multiplying the parcel acreage by the number of equivalent dwelling units which can be developed when the property is annexed and developed under existing zoning/subdivision regulations. For land outside the city limits, it was assumed that it would be zoned Low Density Residential when annexed.

**Table 3
Estimated EDUs in Mill Creek Project Area**

Land Use	# of Acres	Net Units Per Acre	Equivalent Dwelling Units (EDU)
Single Family Residential- vacant*	324	4.20	1,244
Single Family Residential- redevelopment**	289	3.60	1,040
Multi-Family Residential	4	13.0	52
Commercial***	17	1.17	20
Public****	32		6
TOTALS	667		2,362

* The 324 acres includes 25 acres of wetland. The wetlands are not available for development. The remaining 299 acres of vacant land are considered buildable. The City of Stayton Planning staff analyzed the development/redevelopment potential of lots on a parcel-by-parcel basis to determine the number of housing units which could be added on each parcel if the parcels were developed at a density 4.2 units per acre. Due to odd-shaped parcels and rounding, this analysis resulted in the determination that 1,244 housing units may be built on the 299 acres.

** The 289 acres includes parcels with existing structures. The City of Stayton Planning staff analyzed the development/redevelopment potential of lots on a parcel-by-parcel basis to determine the number of housing units which could be added on each parcel if the parcels were subdivided and/or redeveloped at a density 4.2 units per acre, after subtracting 20,000 sq. ft. for the existing home on parcels that have existing homes. This resulted in an overall density of 3.6 units per acre on the 289 acres and the addition of 1,040 units.

*** Commercial sites were evaluated on a parcel-by-parcel basis. There are 5 small lots zoned for commercial use which the City estimates will have 1.0 EDU each. Two larger parcels are zoned Interchanged Development and have been planned for the development of a hotel/motel (10 EDU) and a family restaurant (5 EDU).

**** Additional development in the P zone based on assumption that existing uses on the Stayton Middle School and Foothills Church parcels will each increase by 50%.

VI. Mill Creek Sewer Project Area – SDC Reimbursement Fee

Table 4 shows the calculations for the reimbursement fee for the Mill Creek Sewer Project based on the project serving an estimated 2,362 new EDU’s. The maximum reimbursement fee which may be charged is \$670. The City proposes to charge \$670.00 per EDU.

Table 4

**Mill Creek Sewer Project
Reimbursement Fee for the City of Stayton**

Construction Cost –	
Proportionate share benefiting new growth	\$1,581,402
Estimated EDU’s in	
Mill Creek Sewer Project Service Area	2362
Cost Per EDU	\$ 670.00
Mill Creek Sewer Reimbursement Fee	\$ 670.00

Non-residential uses will be charged the Mill Creek SDC based on meter size. Multi-family residential uses will be charged at 80% of the single family dwelling SDC rate. The methodology for the Wastewater SDC includes the following discussion of demand by water meter size:

“The average household produces 675 gallons of sewage per day. Stayton’s sewer system is designed to meet peak daily sewage flows. These flows are currently estimated at 442 gallons per capita per day (see page 3-11 Table 3.6, [City of Stayton Wastewater] Collection Facilities Planning Study, February 2006). The wastewater SDC is based on future development contributing only 250 gallons per capita per day [gpcd] (ibid., Table 3.6), about 43 percent less than the current flow. The 250 gpcd is based on “ . . . a future I/I allowance of 100 gpcd was agreed upon [by the City and DEQ] as appropriate for the Stayton/Sublimity area given the nature of the climate, high water table, and geography of the study area” (ibid., page 3-10, subsection 3.4.2¶ 4). Most single-family households upon which the 675 gallons of usage is based use a ¾-inch water meter. . .”

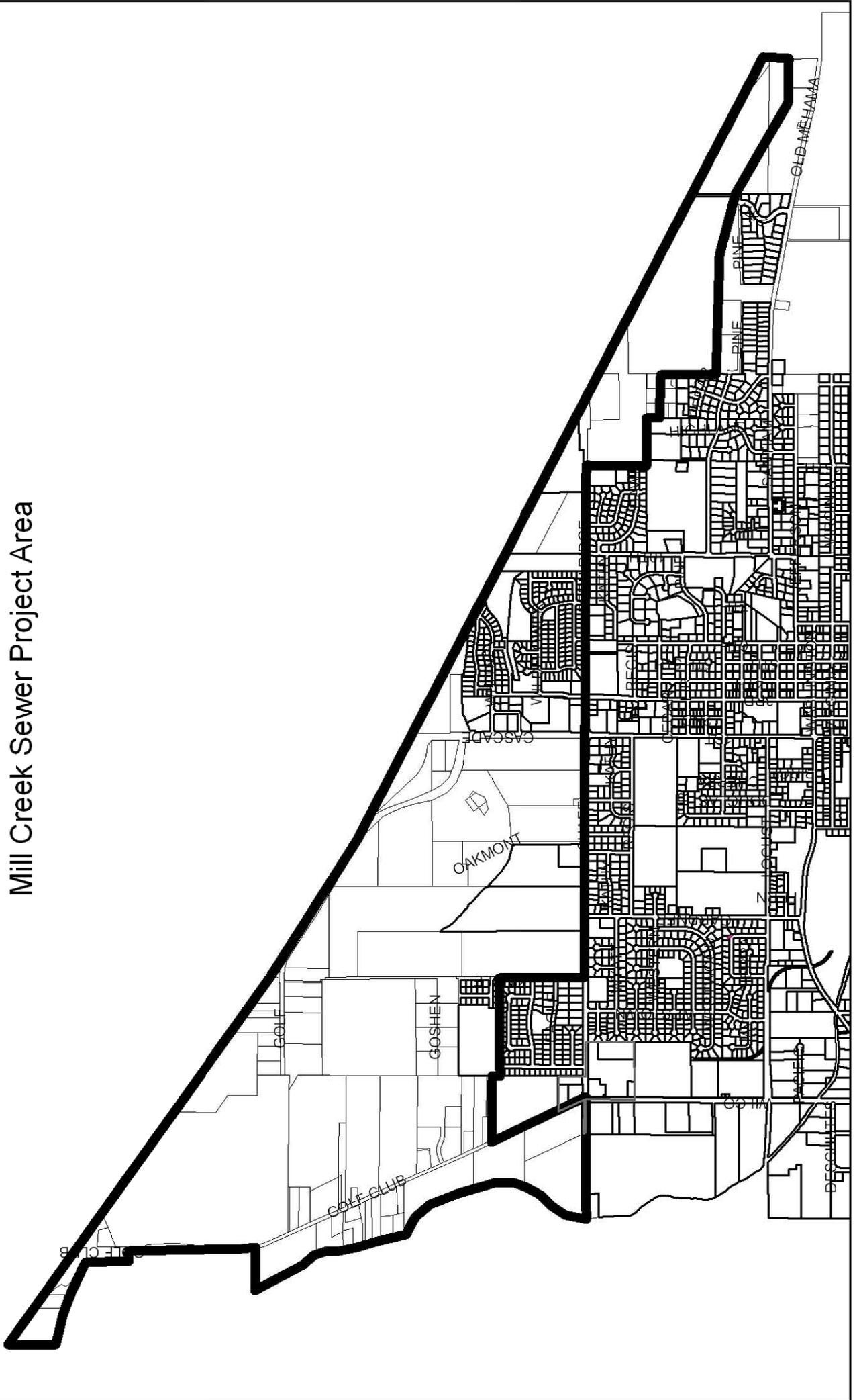
As meter sizes increases for residential and non-residential customers, the amount of sewage flow also increases. Similar to the water SDC, the wastewater SDC varies by meter size based on the capacity of the meter with one exception. The exception is multi-family households in which several housing units are connected to a single meter, usually larger than ¾-inch. For these uses, the reimbursement fee is based on the number of housing units multiplied by . . . 80% of the reimbursement fee for a ¾-inch meter. Multi-family households use less water and produce 20% less sewage than a single-family house.”

Table 5 summarizes the reimbursement fee by meter size and for multi-family dwellings.

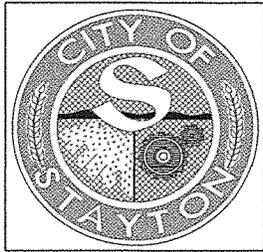
Table 5
Mill Creek Project Sewer SDC by Meter Size

Meter Size	Equivalent $\frac{3}{4}$ Meters	Mill Creek Sewer SDC Reimbursement Fee
$\frac{3}{4}$	1.00	\$ 670
1	1.67	\$ 1,118
1 $\frac{1}{2}$	3.33	\$ 2,229
2	5.33	\$ 3,569
3	10.67	\$ 7,144
4	16.67	\$ 11,161
6	33.33	\$ 22,315
8	53.33	\$ 35,705
Multiple family dwellings using a single meter, per dwelling unit	80%	\$ 536

Exhibit A Mill Creek Sewer Project Area



1 inch equals 2,000 feet



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: September 16, 2013

SUBJECT: Resolution No. 902, Proposed Rate Increase for Solid Waste Management in the City of Stayton

BACKGROUND:

A public meeting was held on August 19, 2013 to hear testimony regarding Republic Services requested rate increase. Republic Services attended the September 3, 2013 City Council meeting to address any concerns the City Council had. Options were presented to the City Council that could potentially reduce the \$1.17 a month increase per household that Republic Services is requesting. City Hall has not received any public comment regarding the requested rate increase.

OPTIONS:

1. Move to approve the Resolution No. 902, as prepared.
2. Move to approve the resolution, as modified (stating the nature of the modification).
3. Decline to approve the Resolution.

MOTION(S):

For Option 1: Move to approve Resolution No. 902, Establishing Rates for Solid Waste Management Services in the City of Stayton.

For Option 2: Move to approve Resolution No. 902, Establishing Rates for Solid Waste Management Services in the City of Stayton, as modified

For Option 3: No motion is necessary.

RESOLUTION NO. 902

A RESOLUTION ESTABLISHING RATES FOR SOLID WASTE MANAGEMENT IN THE CITY OF STAYTON.

WHEREAS, Stayton Municipal Code Chapter 4.08.020(1)(b) permits the establishment of rates for the collection of solid waste;

WHEREAS, The Franchisee, United Disposal Services, DBA, Republic Services of Marion County, has requested an increase to the current rates due to increased operational costs;

WHEREAS, the Stayton City Council conducted a Public Hearing on August 19, 2013 to receive public testimony regarding the proposed new rates; and

WHEREAS, the Stayton City Council determined that the rate schedules addressed herein are fair, reasonable, and competitive.

NOW, THEREFORE,

BE IT RESOLVED that:

Rates for Monthly Solid Waste Management Services, effective November 1, 2013, shall be as detailed in Attachment A to this resolution.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of September, 2013.

CITY OF STAYTON

Signed: _____, 2013

By: _____
A. Scott Vigil, Mayor

Signed: _____, 2013

ATTEST: _____
Christine Shaffer, Interim City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



STAYTON RATE SHEET

PROPOSED RATES

INDUSTRIAL-DROP BOX RATES

*All boxes C.O.D

Rent:

charges apply 4 days from delivery date

Temporary:	Permanent: (more than two hauls/month)
Day: \$10.00	Day: \$6.00
Month: \$125.00	Month: \$90.00

Dry run charge: \$50.00
Screen box, per haul: \$35.00
Relocate, per box: \$40.00
Overweight: \$125.00 (per box)
Liner: \$40.00 (per liner)

Driver time port to port, \$125/hour (one person, one truck)
 Driver time port to port, \$170/hour (two persons, one truck)

Compactors (customer supplies box):
 Haul = \$6.20/yard minimum 25 yards
 plus disposal @ 111% + mileage from burner (beyond 5 mile radius from burner)

*Concrete/brick/dirt only in 10 yards-must be clean, can have rebar inside concrete-concrete/brick/dirt must be placed in box, not dropped.

SIZE	TOTAL	DELIVERY	HAUL	DISPOSAL	FRF
*weight limit is 10 tons/ 20,00 pounds					
GARBAGE					
10 yard*	\$306.00	\$35.00	\$169.80	\$101.20	
20 yard*	\$407.20	\$35.00	\$169.80	\$202.40	
30 yard*	\$508.40	\$35.00	\$169.80	\$303.60	
40 yard*	\$609.60	\$35.00	\$169.80	\$404.80	

FRF (Fuel Recovery Fee): baseline rate is \$4.00, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for comm is 1.09(per haul) per .25 increase in fuel rate--this is a per haul fee, every commodity.

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date.

Service Interrupt Fee: \$25.00



STAYTON RATE SHEET
PROPOSED RATES

COMMERCIAL RATES

SIZE	COMM. CART	EXTRA TRIP(EXT)
35 gallon	\$17.95	\$19.49
65 gallon	\$29.60	\$22.40
90 gallon	\$39.20	\$24.80
CBB	\$6.00	
Add. Rec cart	\$5.00	
Yard cart	\$10.50	

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date.
Service Interrupt Fee: \$25.00

*Extra trip (EXT)-OFF ROUTE: 1/4 monthly rate + \$12.00 (round to the nearest \$.05)

1x90gal RC cart per customer at no charge w/garbage service.
Request to change or switch container: \$35.00
Contamination fee: \$10.00 (applies to all commodities)
Cardboard: \$0, available w/weekly garbage service
Return trip fee: \$25.00/trip
Re-delivery of cart or container due to non-payment: \$25.00 (per cart set/per container)

SIZE	ONE X/WEEK	TWO X/ WEEK	EXTRA TRIP (EXT)	EACH ADD. PICK UP PER WEEK
1 yard	\$94.60	\$170.00	\$38.65	\$94.60
1.5 yard	\$117.45	\$234.90	\$44.36	\$117.45
2 yard	\$154.45	\$308.90	\$53.61	\$154.45
3 yard	\$219.45	\$438.90	\$69.86	\$219.45
4 yard	\$274.20	\$548.40	\$83.55	\$274.20
5 yard	\$317.65	\$635.30	\$94.41	\$317.65
6 yard	\$352.30	\$704.60	\$103.08	\$352.30
8 yard	\$461.30	\$922.60	\$130.33	\$461.30

*PULL OUT RATE: \$17.00/month, per cont.

*Compacted containers charged @ 3 X's loose rate

*Extra p/u-off route return: monthly rate/4 plus \$15

EXTRA YARDAGE (EXY):
\$25.00/yard

TEMPORARY CONTAINERS-FL

SIZE	TOTAL	DISPOSAL	DELIVERY
3 yard	\$120.00	\$79.50	\$40.50

RENT: \$5.00/DAY, \$25.00/MONTH (charged 7 days from delivery date)

FRF (Fuel Recovery Fee): baseline rate is \$4.00, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for comm is is .78 per .25 increase in fuel rate, *only applies to garbage services, this is a monthly fee.*



STAYTON RATE SHEET

PROPOSED RATES

RESIDENTIAL RATES

Pick-up dates: Wednesday
 Included with service weekly: Trash and 65 Yard Debris
 Every other week: 90g Commingle Recycling/Bin

SIZE	PKG PRICE	NO RECYCLE CART	ADD. YARD CART
20 gallon			
REGULAR	\$20.80	\$18.85	\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
35 gallon			
REGULAR	\$24.50		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
65 gallon			
REGULAR	\$33.30		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
90 gallon			
REGULAR	\$37.30		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			

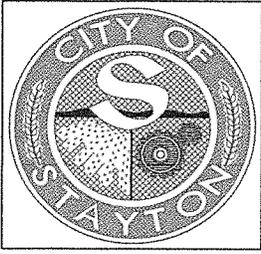
Return fee: \$20.00
 On-call pick-up: \$10.00
 Sharps: \$14.30
 Recycle only: \$9.00/month (90g Cart/Bin)
 Extra can/bag/box: \$5.65
 Premium drive-in service (per cart): N/A
 Request to change or switch container: \$15.00
 (after allowed one change @ n/c)
 RC or Yard cart contamination fee: \$10.00/cart
 Senior discount upon approval: N/A
 Re-delivery due to non-payment: \$25.00 (per cart set)

FRF (FUEL RECOVERY FEE): baseline fuel rate is \$4.00, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for resi it is .09 cents per .25 cent increase in fuel rate only for garbage service, this is a monthly fee.

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date.
 Service Interrupt Fee: \$25.00

MFC Apts & Mobile Home Parks
 (4 or more adjoining units, all on one billing)

SIZE	PRICE	YD
20 gallon	\$17.30	\$17.70
35 gallon	\$20.95	\$21.30
65 gallon	\$29.15	\$29.70
90 gallon	\$32.85	\$33.55



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: September 16, 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:	August 2013	July 2013
Number of Bills sent out	2,648	2,729
Delinquent Notices sent out	494	457
Courtesy Delinquent Notices sent to Landlords	220	218
Notified of Impending Shut off & Penalty	137	149
Customers with Interrupted Services Non-Payment	23	21
Services still Disconnected	0	0

Accounts Payable:

Number of Checks Issued	200	160
Total Amount of Checks	\$763,192.84	\$505,971.84

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	25,615.16	1,671,970.00	1,646,354.84	1.5
CHARGES FOR SERVICES	300.00	7,200.00	6,900.00	4.2
GRANTS & CONTRIBUTIONS	.00	1,500.00	1,500.00	.0
FRANCHISE FEES	136,628.13	767,000.00	630,371.87	17.8
LICENSES, PERMITS & FEES	6,546.74	16,000.00	9,453.26	40.9
FINES & FORFEITURES	9,531.67	40,500.00	30,968.33	23.5
INTERGOVERNMENTAL	35,175.69	166,400.00	131,224.31	21.1
INTEREST	359.54	500.00	140.46	71.9
MISCELLANEOUS/TRANSFERS	9,360.53	392,195.00	382,834.47	2.4
	<u>223,517.46</u>	<u>3,063,265.00</u>	<u>2,839,747.54</u>	<u>7.3</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	16,237.62	404,000.00	387,762.38	4.0
ADMINISTRATION	50,457.02	429,356.00	378,898.98	11.8
POLICE	341,113.83	1,915,047.00	1,573,933.17	17.8
PLANNING	20,807.03	157,771.00	136,963.97	13.2
COMMUNITY CENTER	8,128.74	58,398.00	50,269.26	13.9
PARKS	31,393.65	152,706.00	121,312.35	20.6
STREET LIGHTING	8,529.65	116,685.00	108,155.35	7.3
	<u>476,667.54</u>	<u>3,233,963.00</u>	<u>2,757,295.46</u>	<u>14.7</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	13.75	100.00	86.25	13.8
MISCELLANEOUS/TRANSFERS	.00	414,000.00	414,000.00	.0
	13.75	414,100.00	414,086.25	.0
<u>EXPENDITURES</u>				
DEPARTMENT 80	72,244.03	429,908.00	357,663.97	16.8
	72,244.03	429,908.00	357,663.97	16.8

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	2,049.89	145,000.00	142,950.11	1.4
CHARGES FOR SERVICES	20,207.25	78,883.00	58,675.75	25.6
GRANTS & CONTRIBUTIONS	205.00	25,200.00	24,995.00	.8
LICENSES, PERMITS & FEES	2,962.00	13,500.00	10,538.00	21.9
FINES & FORFEITURES	3,226.41	15,000.00	11,773.59	21.5
INTERGOVERNMENTAL	.00	1,339.00	1,339.00	.0
INTEREST	37.91	400.00	362.09	9.5
MISCELLANEOUS/TRANSFERS	.00	120,500.00	120,500.00	.0
	<u>28,688.46</u>	<u>399,822.00</u>	<u>371,133.54</u>	<u>7.2</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>75,812.83</u>	<u>468,189.00</u>	<u>392,376.17</u>	<u>16.2</u>
	<u>75,812.83</u>	<u>468,189.00</u>	<u>392,376.17</u>	<u>16.2</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	443,393.70	1,745,000.00	1,301,606.30	25.4
LICENSES, PERMITS & FEES	6,985.00	29,000.00	22,015.00	24.1
INTEREST	586.27	3,500.00	2,913.73	16.8
MISCELLANEOUS/TRANSFERS	1,009.60	11,000.00	9,990.40	9.2
	<u>451,974.57</u>	<u>1,788,500.00</u>	<u>1,336,525.43</u>	<u>25.3</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	197,486.27	1,952,300.00	1,754,813.73	10.1
	<u>197,486.27</u>	<u>1,952,300.00</u>	<u>1,754,813.73</u>	<u>10.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	470,682.27	2,866,680.00	2,395,997.73	16.4
INTEREST	2,191.53	9,000.00	6,808.47	24.4
MISCELLANEOUS/TRANSFERS	198.60	12,500.00	12,301.40	1.6
	<u>473,072.40</u>	<u>2,888,180.00</u>	<u>2,415,107.60</u>	<u>16.4</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	306,846.44	3,459,805.00	3,152,958.56	8.9
	<u>306,846.44</u>	<u>3,459,805.00</u>	<u>3,152,958.56</u>	<u>8.9</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	14,340.75	84,000.00	69,659.25	17.1
INTERGOVERNMENTAL	69,172.90	481,269.00	412,096.10	14.4
INTEREST	142.86	200.00	57.14	71.4
MISCELLANEOUS/TRANSFERS	11,943.73	70,250.00	58,306.27	17.0
	<u>95,600.24</u>	<u>635,719.00</u>	<u>540,118.76</u>	<u>15.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	78,540.76	659,063.00	580,522.24	11.9
	<u>78,540.76</u>	<u>659,063.00</u>	<u>580,522.24</u>	<u>11.9</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2013

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	2,340.87	149,000.00	146,659.13	1.6
INTEREST	75.16	250.00	174.84	30.1
MISCELLANEOUS/TRANSFERS	.00	15,000.00	15,000.00	.0
	<u>2,416.03</u>	<u>164,250.00</u>	<u>161,833.97</u>	<u>1.5</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	31,771.83	233,057.00	201,285.17	13.6
	<u>31,771.83</u>	<u>233,057.00</u>	<u>201,285.17</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 10, 2013

Below you will see the stats for the Police Department for the month of August.

	August 2013	Year to Date 2013	August 2012	Year to Date 2012
Police Activity	1716	6819	827	6446
Investigated Incidents	377	2847	397	2841
Citations/Warning	196	2066	270	2119
Traffic Accidents	5	59	8	87
Arrests	65	641	86	616
Reserve Volunteer Hours	473.5	2904		1681.75
Citizen Volunteer Hours	31	351.75	N/A	N/A
Peer Court Referrals:	9	20	5	36

STAYTON POLICE DEPARTMENT
CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS FOR DISTRICT STAY
8/1/2013 - 8/31/2013

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED				
	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	% Change Yr to Yr	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	8/1/13 to 8/31/13 Juv Adult Total	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12		
NON-CRIMINAL															
ACCIDENT-INJURY	2	6	10	-40.0%											
ACCIDENT-PROPERTY	3	29	51	-43.1%											
ALL OTHER NON-CRIMINAL	273	1,965	1,919	2.4%											
NON CRIM DOMESTIC DISTURB	7	81	90	-10.0%											
NON-CRIMINAL TOTALS	285	2,081	2,070	0.5%											
PERSON															
AGGRAVATED ASSAULT	1	10	14	-28.6%	1	10	12	100.0%	100.0%	85.7%	0	1	1	15	17
KIDNAPPING	0	2	2	0.0%	0	2	2	0.0%	100.0%	100.0%	0	0	0	1	1
OFFENSE AGAINST FAMILY	4	5	6	-16.7%	1	2	5	25.0%	40.0%	83.3%	0	2	2	4	6
OTHER ASSAULTS	8	50	52	-3.8%	4	36	43	50.0%	72.0%	82.7%	1	3	4	30	35
RAPE	0	1	1	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0
RESTRAINING ORDER VIOLATION	0	4	4	0.0%	0	3	4	0.0%	75.0%	100.0%	0	0	0	2	3
ROBBERY	0	2	3	-33.3%	0	2	2	0.0%	100.0%	66.7%	0	0	0	3	2
SEX OFFENSES	1	8	14	-42.9%	0	1	9	0.0%	12.5%	64.3%	0	0	0	4	8
PERSON TOTALS	14	82	96	-14.6%	6	57	77	42.9%	69.5%	80.2%	1	6	7	60	72
PROPERTY															
ARSON	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0
BURGLARY - BUSINESS	1	4	12	-66.7%	0	1	1	0.0%	25.0%	8.3%	0	0	0	1	1
BURGLARY - OTHER STRUCTURE	0	5	8	-37.5%	0	1	1	0.0%	20.0%	12.5%	0	0	0	1	0
BURGLARY - RESIDENCE	2	15	41	-63.4%	0	3	8	0.0%	20.0%	19.5%	0	0	0	3	8
COUNTERFEITING/FORGERY	0	9	6	50.0%	0	2	3	0.0%	22.2%	50.0%	0	0	0	2	7
FRAUD	4	38	31	22.6%	1	14	11	25.0%	36.8%	35.5%	0	1	1	11	13
LARCENY															
<i>Pickpocket</i>	0	1	1	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
<i>Purse Snatching</i>	0	2	3	-33.3%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	2
<i>Shoplifting</i>	2	53	27	96.3%	2	36	20	100.0%	67.9%	74.1%	1	1	2	41	19
<i>Theft from a Motor Vehicle</i>	1	34	43	-20.9%	0	3	4	0.0%	8.8%	9.3%	0	0	0	1	5
<i>Theft of MV Parts/Accessories</i>	0	6	10	-40.0%	0	1	1	0.0%	16.7%	10.0%	0	0	0	1	0
<i>Theft of Bicycle</i>	2	6	27	-77.8%	0	2	1	0.0%	33.3%	3.7%	0	0	0	7	2
<i>Theft from Building</i>	0	13	12	8.3%	0	5	2	0.0%	38.5%	16.7%	0	0	0	7	0
<i>All Other Larceny</i>	5	83	68	22.1%	1	17	16	20.0%	20.5%	23.5%	0	1	1	22	12
LARCENY	10	198	191	3.7%	3	64	45	30.0%	32.3%	23.6%	1	2	3	79	40

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED				
	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	% Change Yr to Yr	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	8/ 1/13 to 8/31/13	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12	8/1/13 to 8/31/13 Juv Adult Total	1/ 1/13 to 8/31/13	1/ 1/12 to 8/31/12		
MOTOR VEHICLE THEFT	1	8	19	-57.9%	0	1	6	0.0%	12.5%	31.6%	0	0	0	3	5
STOLEN PROPERTY	0	3	2	50.0%	0	3	2	0.0%	100.0%	100.0%	0	0	0	5	2
VANDALISM	7	82	114	-28.1%	1	19	32	14.3%	23.2%	28.1%	1	0	1	15	51
PROPERTY TOTALS	25	363	424	-14.4%	5	109	109	20.0%	30.0%	25.7%	2	3	5	121	127
SOCIETY															
ALL OTHER	12	159	153	3.9%	4	98	84	33.3%	61.6%	54.9%	0	3	3	53	33
ANIMAL	0	3	2	50.0%	0	3	1	0.0%	100.0%	50.0%	0	0	0	2	0
CURFEW	1	17	23	-26.1%	1	16	23	100.0%	94.1%	100.0%	2	0	2	20	27
CUSTODY-MATERIAL WITNESS	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
CUSTODY-MENTAL	3	8	6	33.3%	3	8	6	100.0%	100.0%	100.0%	0	3	3	8	6
CUSTODY-PROTECTIVE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0
DISORDERLY CONDUCT	7	36	46	-21.7%	5	32	42	71.4%	88.9%	91.3%	2	4	6	35	42
DR WHILE SUSP	3	19	4	375.0%	3	19	4	100.0%	100.0%	100.0%	0	3	3	19	4
DRIVING UNDER INFLUENCE	2	35	40	-12.5%	2	34	40	100.0%	97.1%	100.0%	0	2	2	35	40
ELUDING	2	5	2	150.0%	2	5	2	100.0%	100.0%	100.0%	0	2	2	6	1
ESCAPE	1	2	2	0.0%	1	2	2	100.0%	100.0%	100.0%	0	1	1	2	2
FAIL TO DISPLAY DL	0	3	1	200.0%	0	3	1	0.0%	100.0%	100.0%	0	0	0	3	1
FUGITIVE	11	87	68	27.9%	11	87	68	100.0%	100.0%	100.0%	0	1	1	25	35
HIT & RUN	0	24	27	-11.1%	0	3	6	0.0%	12.5%	22.2%	0	0	0	2	4
LIQUOR LAWS	3	9	16	-43.8%	3	9	16	100.0%	100.0%	100.0%	0	3	3	10	22
MIP TOBACCO	1	17	11	54.5%	1	17	11	100.0%	100.0%	100.0%	2	0	2	16	13
NARCOTICS/DRUGS	2	49	53	-7.5%	2	46	51	100.0%	93.9%	96.2%	0	1	1	52	53
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	4	-100.0%	0	0	4	0.0%	0.0%	100.0%	0	0	0	0	3
RUNAWAY	0	29	28	3.6%	0	26	26	0.0%	89.7%	92.9%	0	0	0	23	25
SEX OFFENSES	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
TRESPASS	5	38	46	-17.4%	4	27	32	80.0%	71.1%	69.6%	0	4	4	25	16
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	26	31	-16.1%	6	25	31	85.7%	96.2%	100.0%	2	18	20	114	84
WEAPONS	0	12	6	100.0%	0	11	6	0.0%	91.7%	100.0%	0	0	0	9	6
SOCIETY TOTALS	60	585	577	1.4%	48	474	458	80.0%	81.0%	79.4%	8	45	53	459	417
GRAND TOTALS	384	3,111	3,167	-1.8%											



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 16, 2013

SUBJECT: August Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 26.10 million gallons were treated during August. The highest flow was 1.01 million gallons on August 13th, and the lowest flow was 0.65 million gallons on August 12th. The average flow was 0.84 million gallons. Total rainfall for August was 0.53 inches. 20.55 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 6,058,000 on the August 6th.
- **Water System** Installed 1 new meter, replaced 1 meter register, and installed 136 meter radios. At 170 E. Washington, the water service was replaced and at Third Ave. and E. Washington, the valve boxes were replaced.
- **Streets** Swept 92 curb miles and removed approximately 45 cubic yards of material.
- **Parks** Volunteers: No volunteer hours for the month of August.
- **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling	2	\$22,130.00
Residential Building Addition/Alteration/Other	1	0
Commercial Building Addition/Alteration/Other	2	0
Electrical	1	0
Mechanical	1	0
Plumbing	1	0
TOTAL	8	\$22,130.00

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: September 16, 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. **Summer 2013 Street Maintenance Activities (Final Wrap-Up):**

We have several street maintenance activities from August to October 2013.

- a. **4th Avenue Overlay:** North Santiam Paving was awarded the bid to overlay 4th Avenue. The 4th Avenue overlay work includes four blocks: (Washington to Marion) and (Ida to Florence). Paving will occur during the week of September 9-13 and all final cleanup will be completed by October 1, 2013. Project cost: \$110,000+/- depending on any final change orders.
- b. **Slurry Seal:** Asphalt Maintenance Associates will complete slurry seals on W. Locust Street (Gardner to Wilco) and for streets in the Whitney/Hobson/Weldon street area. Work was delayed and will occur between September 15th to October 10th. Project cost: Not to Exceed \$30,000.
- c. **East Washington/6th/East Jefferson/10th to East Santiam St.:** North Santiam Paving completed this Marion County contract to overlay the street from 1st Avenue to 10th Avenue during the week of August 26th-30th. There were many complaints about traffic control; the City fielded calls and relayed them to the Marion County inspector and contractor. Final manhole adjustments, valve adjustments and striping should be completed by September 20, 2013.

2. Wastewater Treatment Facility Improvements:

- a. **Shower/Locker Room Building-** Modern Building Systems installed the shower/locker room building and completed site work before September 6th. The building includes a changing room, showers and laundry room. Pacific Coast Electric will complete electrical service upgrades and Bethel Construction is replacing a storm sewer and sidewalk panels. Completion Date: September 30th. Final project cost: \$95,000+/-.
- b. **Sludge Dryer Update-** The sludge dryer at the WWTF has had on-going operational issues since its installation in Summer 2012. For the past 12 months the dryer has not met all mechanical operation and sludge quality performance standards on a consistent basis. 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.

Since mid-July, the dryer has operated more consistently and the run time has been increased from 3.5 hours to 6 hours per dryer run. Therma-Flite has also made several equipment modifications. On August 29th the City concluded the dryer has had a second 30-days of uninterrupted problem-free dryer operations and after discussion with Keller Associates & City Attorney David Rhoten released the final payment to Slayden Construction Group (SCG). We also notified SCG that, in accordance with the City's contract, an extended one-year warranty applies to all components which were repaired or replaced during the start-up and testing activities.

Steve McAdams from Therma-Flite will be in Stayton on September 9-10, 2013 to review the dryer operations and make a few additional adjustments. We expect the computer programming will be modified that day to insert the correct "recipes" based on the past 6 months of operations and testing.

3. Storm Drainage Issues:

- a. **September 12, 2013 Rain Storm:** The City had 2.08" of rain during the September 12th thunderstorm and overnight rain. The downpour from 4:00 p.m. to 5:00 p.m. was 1"+. The heavy downpour caused street flooding in several neighborhoods including,
 - (1) 5th Court & 6th/Pine intersection
 - (2) Heritage Loop & W. Locust Street
 - (3) Eagle Street (west end)
 - (4) Westown Drive near Todd/Kristan Courts
 - (5) Brett Court
 - (6) 15th & Burnett
 - (7) Scenic View Drive

In all cases the storm sewers in the neighborhoods are not designed to handle this type of short-term intense downpour. The Storm Drainage Master Plan recommends improvements in several of these neighborhoods.

- b. **Pioneer Meadows Drainage** : The staff has been evaluating alternatives on how to alleviate some of the winter flooding that has occurred in the 1100/1200 block of E. Virginia St. We will be working with two property owners to install an overflow swale from an existing backyard drainage ditch to E. Virginia Street. There is an existing 15” storm sewer in the ditch which is undersized.

- c. **5-Year TMDL Report –Council Presentation – November 2013**: In July Keller Associates prepared a 5-Year Report (2009-2013) and proposed Implementation Plan of the City’s activities to comply with our approved TMDL plan. As one of the designated management agencies in the Willamette Basin, the City is required to report on City activities which impact water quality. The City of Stayton TMDL plan requires the City to monitor and take steps to reduce the City’s negative impacts on three water quality parameters (temperature, bacteria and mercury) in rivers/streams [N. Santiam River, Salem Ditch and Mill Creek] that flow into the Willamette River basin. The report will be filed with DEQ by September 30th and staff will do a presentation to the Council at one of the November Council meetings.



City of Stayton

Planning and Development Department

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MEMORANDUM

TO: Mayor Scott Vigil and City Council Members
FROM: Dan Fleishman, Planning and Development Director
DATE: September 16, 2013
SUBJECT: Report of Activities for August, 2013

Enforcement Activity Highlights

One abandoned/dangerous/derelict building notice mailed.

Planning & Development Activity Summary

Participated in mediation sessions regarding SWCD lawsuit.

Analyzed storm water system maintenance in relation to SWCD lawsuit.

Reviewed 7 building permit applications.

Working with Public Works Department staff, improvements to the Geographic Information System continued.

Notices mailed for August Planning Commission meeting; meeting cancelled due to lack of quorum.



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Louise Meyers

DATE: September 16, 2013

SUBJECT: Library Director's Report, August Activities

Updates:

Over 600 children signed up for the Summer Reading program; over 270 have completed the goals of reading 20 minutes a day for six weeks. On August 8, we held the end of summer party for all participants with over 200 in attendance. The final party for those who finished had 210 attending on August 27.

This year over 150 teens and 100 adults signed up to keep track of their reading. We have had a great summer with programs every week related to the theme Dig into Reading, Beneath the Surface and Groundbreaking Reads. Attendance at children's programs was over 900 children and 400 adults.

The Friends of the Library has received a grant from the Marion Cultural Development Corporation, and we will be offering a series of Oregon author visits. The series begins in October, and will feature authors such as Lisa Jackson, William Sullivan, and Phillip Margolin.

2013 - 2014 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2012-13	2013-14 YTD	% Change	
CHECKOUTS	12,712	12,114											25,141	24,826	-1%	
INCOME Received																
Non-resident cards	\$917.00	\$1,760.00											\$1,738.00	\$2,677.00	54%	
Fines: overdue books	\$888.54	\$2,337.97											\$2,785.00	\$3,226.51	16%	
Room fees	\$177.00	\$108.00											\$109.00	\$285.00	161%	
													Total	\$4,632.00	\$6,188.51	34%
REFERENCE QUESTIONS																
Reference questions	645	585											1,087	1,230	13%	
Telephone	356	393											648	749	16%	
													Total	1,735	1,979	14%
INTERNET USE	1,940	1,900											3,753	3,840	2%	
PROGRAM ATTENDANCE																
Children/teens	517	379											827	896	8%	
Adults	223	154											350	377	8%	
Outreach	80	0											75	80	7%	
													Total	1,252	1,353	8%
MEETING ROOM ATTENDANCE	1,195	1,033											1,558	2,228	43%	
PATRON VISITS	9,317	8,445											17,452	17,762	2%	

*Comment Forms
and Other
Documents
Distributed at the
Council Meeting*

**SCRIPT TO BE READ AT COMMENCEMENT OF
PUBLIC HEARING
Proposed Resolution to Amend the Wastewater Systems
Development Charge (SDC) to add a Mill Creek Sewer Project
Reimbursement Fee**

Good evening, my name is Scott Vigil and I am the Mayor of the City of Stayton, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of a proposed Resolution to amend the Wastewater Systems Development Charge (SDC) to add a Mill Creek Sewer Project Reimbursement Fee.

The hearing is now open. At the back counter is the agenda for this evening's meeting, which lays out the order in which parties will be called on to speak during the public hearing. This is not a land use hearing so the hearing will be conducted in accordance with general hearing procedures of the City Council's Rules.

The hearing will begin with a staff report. I will then ask for any proponents of the proposal to present supporting testimony. Then those opposed to the proposal will have their opportunity to present evidence. This will be followed by anyone with general testimony, neither in favor of nor opposed to the proposal. Then, anyone with questions for the Council or staff will have the opportunity.

Everyone who participates is asked to start their presentation by introducing themselves, by name, giving any affiliation and their city of residence. Participants are requested to limit their comments to 3 minutes and are further requested to avoid repetition. If someone else has already expressed your thoughts it is perfectly all right to simply state agreement with the statements of the previous speaker.

At this time I would ask the audience if there are any objections to the notice that was provided of this hearing. I hear none (if there are none). To the jurisdiction of the City Council to hear and consider this case? I hear none (if there are none). Are there any declarations of conflict of interest; ex parte contact or bias by any members of the Committee? I hear none (if there are none).

We are now ready for the staff report.