



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, October 6, 2014

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. YMCA Quarterly Update by Lisa Eckis and Chad Brookman

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 15, 2014 City Council 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 other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Deputy City Recorder Alissa Angelo at (503) 769-3425.

PUBLIC HEARING – None

UNFINISHED BUSINESS

System Development Charge (SDC) Town Hall Follow-Up Discussion

Informational

- a. Staff Report – Dan Fleishman and Keith Campbell

NEW BUSINESS

Community Grant Fund Request – Santiam Heritage Society

Action

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

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer

Informational

- a. August 2014 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens

Informational

- a. August 2014 Statistical Report

Public Works Director’s Report

Informational

- a. August 2014 Operating Report

Planning & Development Director’s Report – Dan Fleishman

Informational

- a. August 2014 Activities Report

Library Director’s Report – Katinka Bryk

Informational

- a. August 2014 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

- a. Thank You Letter from the Santiam Senior Center

Informational

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – October 20, 2014

- a. Crime Ordinance
- b. Sign Code Follow-Up
- c. Northwest Natural Gas Franchise Agreement
- d. Telephone Ordinance Extension

ADJOURN

CALENDAR OF EVENTS

OCTOBER 2014

Monday	October 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	October 10	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	October 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	October 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 20	City Council	7:00 p.m.	Community Center (north end)
Monday	October 27	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2014

Monday	November 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 4	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Saturday	November 8	Job Fair	10:00 a.m. to 4:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Friday	November 14	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	November 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November 27	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING		
Friday	November 28			
Monday	November 24	Planning Commission	7:00 p.m.	Community Center (north end)

DECEMBER 2014

Monday	December 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	December 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	December 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS		
Monday	December 29	Planning Commission	7:00 p.m.	Community Center (north end)

Santiam Family YMCA

Pool Update for City Council Meeting 10/6/2014

2014 Revenue Reporting January-August 2014

Pool Contributions/FOP Grant	\$6000.00
Daily Pool Pass	\$16,473.75
Pool Memberships	\$40,419.75
Pool Rentals	\$6,332.00
Swim Lessons	\$37,330.60
City of Stayton Contribution	<u>\$43,328.00</u>
TOTAL	\$149,884.10

Swim Lessons:

Served: As of the end of August we have given 866 swim lessons. The summer lessons went well. We are looking forward to going back to our monthly lessons that will begin Oct. 2nd.

Kiwanis Lessons:

We have all schools scheduled and ready to start 3rd grade lessons! Thank You to the Stayton Kiwanis for providing this opportunity to the kids in our community.

Closure/Remodel:

We were closed August 22nd – September 29th and it went fast! The contractor kept us informed as did Mike. We are excited to get back in, re-open and get the patrons back in and enjoying the beautiful new locker rooms!

Join us on Wednesday November 5th from 8-9am at the pool. We will be hosting Chamber Greeters.

Submitted By:
Chad Brookman
Santiam Family YMCA
Aquatics Director
cbrookman@theyonline.org

**City of Stayton
City Council Meeting Action Minutes
September 15, 2014**

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

Time Start: 7:00 P.M.

Time End: 7:55 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder
Councilor Emily Gooch	Keith Campbell, City Administrator
Councilor Catherine Hemshorn	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Katinka Bryk, Library Director (excused)
Councilor Henry Porter	Rich Sebens, Police Chief
Councilor Brian Quigley	Christine Shaffer, Finance Director
	David Rhoten, City Attorney

AGENDA	ACTIONS
REGULAR MEETING	
Presentations / Comments from the Public	
a. Donation to Park Fund from Car Show Committee by Russ Strohmeier	Mr. Strohmeier spoke briefly about the Summerfest Car Show and presented the City with a check for \$1,000 for the Pioneer Park/Neitling Park Improvement Fund.
b. North Santiam School District Update by Andy Gardner and School District Board of Director's Chair Tass Morrison	Superintendent Andy Gardner gave a status update on the construction projects at local schools. Tass Morrison requested the Council appoint another City staff liaison to the School Board.
c. 1 st Annual Stayton / Sublimity BBQ Festival – August 1 st to 2 nd , 2015 by Dave Edwards	Mr. Edwards gave presentation on a BBQ Festival he hopes to hold in August 2015.
Announcements	
a. Additions to the Agenda	None
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None
Consent Agenda	
a. August 18, 2014 City Council Action Minutes	Motion from Councilor Gooch, seconded by Councilor Quigley, to approve the Consent Agenda. Motion passed 5:0.
Public Hearing	
Resolution No. 918, Adoption of a Supplemental Budget for Fiscal Year 2014-2015	
a. Commencement of Public Hearing	7:30 p.m.
b. Staff Report – Christine Shaffer	Ms. Shaffer gave a brief summary of the staff report.

<ul style="list-style-type: none"> c. Questions from Council d. Proponents' Testimony e. Opponents' Testimony f. General Testimony g. Questions from the Public h. Questions from the Council i. Staff Summary j. Close of Hearing k. Council Deliberation l. Council Decision on Resolution No. 918 <p>Ordinance No. 973, Proposed Amendments to SMC Title 17 Regarding the Setbacks for Accessory Structures on Corner Lots</p> <ul style="list-style-type: none"> a. Commencement of Public Hearing b. Staff Report – Dan Fleishman c. Questions from Council d. Proponents' Testimony e. Opponents' Testimony f. General Testimony g. Questions from the Public h. Questions from the Council i. Staff Summary j. Close of Hearing k. Council Deliberation l. Council Decision on Ordinance No. 973 	<p>Discussion of total contribution by the Santiam Community Endowment. To date, they have contributed \$55,000 to the locker room remodel.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Ms. Shaffer stated the project is on schedule and moving along smoothly.</p> <p>7:34 p.m.</p> <p>None.</p> <p>Motion from Councilor Quigley, seconded by Councilor Hemshorn to adopt Resolution No. 918. Motion passed 5:0.</p> <p>7:35 p.m.</p> <p>Mr. Fleishman gave a brief review and presentation.</p> <p>None.</p> <p>Dan Morgan (2195 Cardinal Avenue) spoke in favor of the proposed change.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Nothing further.</p> <p>7:43 p.m.</p> <p>None.</p> <p>Motion from Councilor Gooch, seconded by Councilor Niegel, to approve Ordinance No. 973. Motion passed 5:0.</p>
<p>Unfinished Business</p>	<p>None</p>
<p>New Business</p> <ul style="list-style-type: none"> a. Community Grant Applications 	<p>Councilor Niegel will be abstaining from discussion and voting as she is a member of the Friends of the Family.</p> <p>Motion from Councilor Gooch, seconded by Councilor Hemshorn, to award a Community Grant of \$1,500 to the Santiam Canyon Youth Peer Court.</p> <p><i>Discussion: Councilor Quigley suggested leaving more of a cushion in the grant fund.</i></p> <p>Motion passed 4:0 (Niegel abstained).</p>

Staff / Commission Reports	
a. Stayton Community Emergency Response Team (CERT)	Chief Sebens spoke briefly about the Stayton Police Department partnering with Calvary Lutheran Church on the Stayton CERT.
b. Library Board – Position Openings	Ms. Bryk was excused from the meeting.
Presentations / Comments From the Public	None
Business from the City Administrator	Mr. Campbell stated there are open positions on the Parks and Recreation Board, Library Board, and a student position on the Planning Commission.
Business from the Mayor	None
Business from the Council	
Future Agenda Items – October 6, 2014	
a. City Council SDC Discussion	
b. Crime Ordinance	
c. YMCA Quarterly Update	
d. August Monthly Reports	

APPROVED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF OCTOBER 2014, BY A _____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
A. Scott Vigil, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____
Alissa Angelo, Deputy City Recorder



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: October 6, 2014
SUBJECT: System Development Charge Update Overview

ISSUE

Informational Report on a proposed Stormwater SDC

ENCLOSURES

SDC Comparison Table

STAFF RECOMMENDATION

None. Future action will require adoption of a Stormwater SDC Resolution.

BACKGROUND INFORMATION

Between April and August 2014, Staff presented to the City Council five staff reports regarding updating the various System Development Charge fees collected by the City and establishing a new Stormwater SDC. Following the last presentation, in August, the City Council scheduled a Town Hall Meeting on SDCs for September 22 and discussion of the methodologies and policy options on October 6.

SDC Methodology Update

In developing the updated SDCs, staff went through four basic steps for the four existing SDCs.

1. **Reimbursement Fees recalculated.** Staff reviewed the cost components of the City's investment in SDC eligible infrastructure and adjusted the depreciated value of past investments. In some, cases, such as the Water and Wastewater SDCs, the City had made substantial new investment in infrastructure since the last update of the SDCs. Reimbursement fees better reflect the City's actual investments in facilities that have the capacity to serve new growth, depreciated over time.
2. **The list of proposed improvements was reviewed.** The state law requires that SDCs be based on proposed improvements as included in the City's adopted master plans. Staff reviewed the capital improvements lists in the SDC methodologies to remove projects that had been completed (now included in the reimbursement fee) and projects not likely to be completed within a 20-year timeframe.

3. **Cost estimates for proposed improvements adjusted.** Cost estimates were prepared when the master plans were adopted. These estimates are now as much as ten years old. Cost estimates were adjusted for inflation to express all costs in 2013 dollars.
4. **Future population and system demand projections reevaluated.** The City's 2013 Comprehensive Plan Update includes a population growth projection for the City that is substantially lower than the growth projections used in the master plans. The lower growth projection, on one hand, means that the number of and types of improvements can be decreased (step 2 above) but that also there will be fewer new homes and less commercial development over which to spread the cost of those improvements.

The result of this review is that two of the SDCs are proposed to be increased and two are proposed to be decreased. The table below shows the proposed changes between the adopted 2007 SDCs, what those fees would be if they had been adjusted for inflation, and the 2014 proposed SDCs.

	Current	Inflation Adjusted	Proposed	Change
Parks	\$2,305	\$2,759	\$2,623	\$318
Transportation	\$2,562	\$3,067	\$2,372	\$(190)
Water	\$2,670	\$3,196	\$2,934	\$264
Wastewater	\$3,528	\$4,223	\$2,186	\$(1,342)

New Stormwater SDC Methodology

The stormwater SDC is a new SDC. The proposed methodology uses impervious surface as the measure of impact on the City's stormwater system. Staff has calculated the impervious area associated with new single-family development and with all other development in recent years. The estimated cost of new stormwater facilities for growth is divided by the total projected area of impervious surface to develop a per-foot cost.

SDC Policy Options

While much of the policy for developing SDCs is dictated by state law, there are some questions of policy that available to the City Council to select from. Staff has identified the following issues that the City Council could determine how to implement.

- **Should Transportation SDCs be uniform throughout the City?** Currently all new development or redevelopment activity pays a transportation SDC based on the estimate of PM peak hour traffic to be generated by the development. A review of Attachment 3 in the May 5, 2014 staff report on the proposed Transportation SDC methodology update shows that transportation capital improvements to be finance by the transportation SDC are mostly located on the outskirts of the City. Only four intersection improvements and the four bicycle and pedestrian improvements are located in the older already-developed area of the City, accounting for \$689,000 of the \$10.4 million total project cost. Whereas it is a reasonable assumption that development in the downtown area is less likely to generate traffic on the outskirts of the City, it would be reasonable, if the City Council chooses, to reduce Transportation SDCs within the downtown area, in order to promote development of the downtown.

- **How should credit for existing/past uses be calculated?** In accordance with state law, Stayton’s SDC Code (Section 13.12.245) requires that a credit for “existing use” be provided. The Code is silent on how “existing use” is defined. Calculation of the water and wastewater SDCs are based on water meter size and credit for existing uses is pretty straight forward. If an existing use increases the size of a meter, then the SDC is calculated on the basis of the difference between the SDC for the new meter size and the old meter size. However, for transportation SDCs, the distinction may not be as clear cut. The City in the past has allowed credit for historical uses long in the past. The City Council, could, if it chooses, define existing use to be a use in existence at the time of or since the adoption of the master plan on which the SDC is based. That would be the traffic generation in existence at the time the master plan was produced.
- **Should Stormwater SDC credit be given for development projects that retain all storm water?** As proposed in the August methodology, the new stormwater SDC is based on square footage of impervious surface for non-residential development. The Stormwater Utility adopted by the City Council last winter, provides reduced fee if a property retains storm water with no effective discharge to storm drainage facilities. The Stormwater SDC could have a similar provision.

SDC Adoption Process

System Development Charges may be adopted by resolution after the City Council holds a public hearing and provides written notice of the proposed amendments to interested parties and to the public. In August, the City Council agreed to hold a public hearing on the proposed updates on December 1.

- **Notice to Interested Parties:** The City is required to provide written notice to any person/entity who requests notice of adoption of a SDC fee. The notice must be provided a minimum of 90 days in advance of the public hearing. The Marion County Homebuilder’s Association has a standing request for such notice and was notified by mail on August 20.
- **Media Notice:** The City is required to publish a notice (display ad) in a newspaper of general circulation, (e.g. *Stayton Mail*). An ad will appear in the November 12 edition of the *Stayton Mail*. Distribution of information via social media will also provided via a News Blast.

Stayton SDC Comparison with Other Oregon Cities

In 2013 the League of Oregon Cities completed a survey of SDC charges for Oregon cities. The survey results show that Stayton’s SDCs are in the mid to high-range of SDC charges for similar size communities in the State of Oregon and Mid-Willamette Valley. With the completion of the Stormwater SDC methodology, Table 2 provides a comparison of Stayton’s current and proposed SDC charges compared to nearby, similar size or larger mid-Willamette Valley cities.

Table 2 Comparison of SDCs for Single Family Dwellings

<i>City</i>	<i>2013 Total SDC Charges (per SF home)</i>
Stayton (current)	\$11,065
Stayton (proposed)	\$14,325
<i>Linn-Benton County</i>	
Albany	\$7,963
Corvallis	\$12,364
Lebanon	\$5,796
Sweet Home	\$1,839
<i>Marion County</i>	
Aumsville	\$16,632
Keizer	\$3,210
Salem	\$13,193
Silverton	\$19,406
Sublimity	\$10,630
Woodburn	\$11,000 - \$13,000**
<i>Polk County</i>	
Dallas	\$12,347
Independence	\$11,813
Monmouth	\$6,536
<i>Yamhill County</i>	
Newberg	\$16,740

** SDCs vary depending on dwelling size, location, etc.

Staff has compiled a spreadsheet summarizing SDC fees for 60+/- Oregon cities. The spreadsheet lists each city with a breakdown of the individual SDC amounts for Water, Sewer, Transportation, Storm Drainage and Parks and has been modified to show both Stayton’s current SDC fees and the proposed fees. A copy is attached.

OPTIONS

If the City Council chooses, the transportation or stormwater SDC methodologies could be changed to reflect policy choices described on pages 2 and 3 above. Staff awaits direction from the City Council prior to incorporating any changes.

Systems Development Charges Comparison of SDC Charges for Oregon Cities

	City	Water	Sewer	Storm	Transport.	Parks	Total	2010 Pop.
1	Pendleton				\$1,472	\$138	\$1,610	16,612
2	Sweet Home	\$1,215	\$624				\$1,839	8,925
3	Milton-Freewater	\$870	\$930			\$525	\$2,325	7,060
4	Ontario	\$975	\$481		\$1,288		\$2,744	11,366
5	Clatskanie	\$1,250	\$1,500				\$2,750	1,737
6	Keizer	\$905			\$1,187	\$1,610	\$3,702	36,478
7	Coquille	\$1,901	\$2,951	\$228	\$280	\$289	\$5,649	3,866
8	Tillamook	\$3,149	\$1,225	\$1,293			\$5,667	4,935
9	Turner	\$2,269	\$2,615		\$479	\$895	\$6,258	1,854
10	Monmouth	\$1,464	\$2,852	\$157	\$394	\$1,726	\$6,593	9,534
11	Sisters	\$2,053	\$2,968		\$1,026	\$613	\$6,660	2,038
12	Coburg	\$3,312			\$728	\$2,835	\$6,875	1,737
13	Fairview	\$2,921	\$2,600	\$342		\$1,746	\$7,608	8,920
14	Sandy	\$1,525	\$1,834		\$2,430	\$2,311	\$8,100	9,570
15	St Helens	\$2,511	\$3,738	\$260	\$251	\$1,362	\$8,122	12,883
16	Roseburg	\$2,052	\$2,082	\$940	\$2,929	\$550	\$8,553	21,181
17	Milwaukie	\$1,620	\$893	\$765	\$1,758	\$3,985	\$9,021	20,291
18	Albany	\$2,211	\$2,645		\$2,582	\$1,745	\$9,183	50,158
19	Brownsville	\$2,095	\$5,160	\$1,970			\$9,225	1,668
20	Wood Village	\$1,524	\$7,794				\$9,318	3,878
21	Seaside	\$2,873	\$4,882			\$1,699	\$9,454	6,457
22	Klamath Falls	\$2,761	\$5,591			\$1,295	\$9,647	20,840
23	Medford	\$948	\$1,212	\$574	\$3,664	\$3,433	\$9,831	74,907
24	Junction City	\$1,100	\$6,849		\$1,116	\$1,090	\$10,155	5,392
25	Lebanon	\$2,141	\$3,581	\$160	\$1,492	\$2,788	\$10,162	15,518
26	Hood River	\$3,883	\$1,508	\$650	\$1,802	\$2,605	\$10,448	7,167
27	Woodburn	\$2,085	\$2,977	\$220	\$3,532	\$1,752	\$10,566	24,071
28	Sublimity	\$2,370	\$3,370	\$1,880	\$1,810	\$1,200	\$10,630	2,681
29	Madras	\$790	\$4,755	\$198	\$3,323	\$1,685	\$10,751	6,046
30	Newport	\$2,366	\$3,891	\$840	\$1,090	\$2,591	\$10,778	9,989
31	Florence	\$3,557	\$4,456	\$2,050	\$865		\$10,928	8,466
32	Stayton (Current)	\$2,670	\$3,528		\$2,562	\$2,305	\$11,065	7,644
32	Lincoln City	\$2,815	\$5,878	\$28	\$660	\$1,900	\$11,281	7,930
33	Independence	\$2,445	\$3,573	\$823	\$3,231	\$1,741	\$11,813	8,591
34	Prineville	\$2,809	\$4,199		\$3,176	\$1,887	\$12,071	9,253
35	Eugene	\$2,689	\$2,191	\$586	\$1,865	\$3,845	\$12,181	156,185
36	Creswell	\$5,277	\$4,746		\$627	\$1,539	\$12,189	5,031
37	Dallas	\$3,940	\$4,027	\$932	\$1,167	\$2,281	\$12,347	14,583
38	Ashland	\$4,264	\$4,264	\$760	\$2,044	\$1,041	\$12,372	20,078
39	North Plains	\$4,298	\$3,200	\$500	\$523	\$3,910	\$12,431	1,947
40	Gervais	\$2,313	\$6,365	\$1,427		\$2,356	\$12,461	2,464
41	Corvallis	\$1,122	\$3,492	\$174	\$2,471	\$5,449	\$12,708	54,462
42	Salem	\$3,907	\$3,093	\$494	\$1,954	\$3,745	\$13,193	156,455
43	Troutdale	\$1,326	\$4,426	\$852		\$7,137	\$13,741	15,962
44	Jefferson	\$1,269	\$8,141	\$175		\$4,262	\$13,847	3,150
45	Cottage Grove	\$6,940	\$1,135	\$694	\$1,680	\$3,659	\$14,108	9,686
46	Stayton (Proposed)	\$2,934	\$2,186	\$4,210	\$2,372	\$2,623	\$14,325	7,644
47	Veneta	\$1,937	\$6,264	\$168	\$2,024	\$4,066	\$14,459	4,561
48	Redmond	\$2,407	\$3,366	\$2,301	\$3,876	\$2,672	\$14,622	26,215
49	Oregon City	\$4,495	\$3,732	\$650	\$2,606	\$3,543	\$15,026	31,859
50	Springfield	\$3,312	\$5,470	\$1,887	\$1,278	\$3,499	\$15,446	59,403
51	Canby	\$5,933	\$2,337	\$100	\$2,440	\$4,725	\$15,535	15,829
52	Brookings	\$2,222	\$9,646	\$959	\$1,210	\$1,578	\$15,615	6,336
53	West Linn	\$4,628	\$2,633	\$456	\$4,897	\$3,030	\$15,644	25,109
54	Forest Grove	\$4,000	\$1,240	\$500	\$3,600	\$6,888	\$16,228	21,083
55	Aumsville	\$3,979	\$5,291	\$1,050	\$3,701	\$2,611	\$16,632	3,584
56	Gresham	\$4,153	\$5,056	\$824	\$2,795	\$3,837	\$16,665	105,594
57	Newberg	\$5,837	\$5,666	\$311	\$2,909	\$2,017	\$16,740	22,300
58	Hillsboro	\$6,146	\$3,100	\$500	\$3,600	\$4,083	\$17,429	91,611
59	Bend	\$4,520	\$2,840		\$4,574	\$5,782	\$17,716	76,639
60	Tualatin	\$3,397	\$4,665	\$275	\$6,665	\$3,892	\$18,894	26,054
61	Silverton	\$5,043	\$4,731	\$2,070	\$3,057	\$4,505	\$19,406	9,222
62	Tigard	\$7,044	\$3,100	\$500	\$3,440	\$5,997	\$20,081	48,035
63	Beaverton	\$4,953	\$4,665	\$945	\$6,665	\$5,247	\$22,475	89,803
64	Wilsonville	\$7,002	\$4,233	\$780	\$6,340	\$4,602	\$22,957	19,509
65	Pacific City Joint Water & Sanitary District	\$15,033	\$8,121				\$23,154	1,000
66	Lake Oswego	\$6,763	\$2,463	\$135	\$4,195	\$11,650	\$25,206	36,619

City of Stayton

PARK SYSTEM DEVELOPMENT CHARGE UPDATE

April 21, 2014 Draft for City Council Review

DRAFT

Prepared by the City of Stayton
Public Works Department and Planning & Development Department

CITY OF STAYTON
PARK SYSTEM DEVELOPMENT CHARGE UPDATE

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SUMMARY

The City of Stayton adopted the *Stayton Parks and Recreation Master Plan* in March, 2005. Following adoption of the master plan the City retained Keller & Associates, Inc., a consulting engineering firm, to estimate the costs for design and construction of the recommended park improvements in the Master Plan and determine whether the proposed improvements were needed to serve existing residents or were needed to serve future growth in the community. Upon completion of the cost estimates, the city's financial consultant Ray Bartlett, Economic and Financial Analysis, Inc., prepared a Park SDC report and recommended a Park SDC fee. In April 2007 the City Council adopted a revised Park SDC fee of \$2,305 for each new residential dwelling unit.

The 2007 Park SDC was established as a parks improvement fee. No reimbursement fee was established to recoup the cost of investments made in the city's park facilities prior to 2007. The Park SDC is charged to all new residential developments. The Park SDC is not charged to commercial, industrial or other non-residential developments. The fee is collected from the developer at the time a building permit is issued for each new housing unit.

In 2012, the City's Comprehensive Plan Update Committee recommended to the City Council that all of the City's SDCs be reviewed to assure that they properly account for planned improvements and reflect recent investments in city infrastructure. In 2014, the City of Stayton Public Works and Planning Departments prepared this 2014 Park SDC update. Since the adoption of the 2007 Park SDC, the City has made investments in the City's parks, as proposed in the 2005 Master Plan. These investments have resulted in the addition of a reimbursement fee component of the Park SDC. In addition, the City has refined plans for improvements to Santiam Park, Pioneer Park and the Riverfront Park. When coupled with the 2005 Master Plan, the development of these refinement plans warrant a review and update of the improvement fee portion of the Park SDC.

The proposed 2014 Park SDC will be composed of both a reimbursement fee and an improvement fee. Table 1 compares the current Park SDC with the proposed Park SDC.

Table 1
Current and Proposed Park SDC

Type of SDC	2007 Park SDC	Maximum Park SDC Allowed	Proposed Park SDC	Change	
				\$	%
Parks Improvement Fee	2,305	2,457	2,457	152	
Parks Reimbursement Fee	-	166	166	166	
Total	2,305	2,623	2,623	318	14%

METHODOLOGY - PARK SDC

Similar to Stayton’s other SDC methodologies, the Park SDC update is designed to meet the requirements of the State of Oregon statues, ORS 223.297 to 223.314. SDCs are established to ensure that new growth in the community pays its fair share for the construction of new and improved public facilities. The Park SDC is comprised of two elements:

1. **Reimbursement fee.** The reimbursement fee share of the Park SDC is based on an analysis of the actual costs incurred by the City for acquiring park land or making park improvements. The City evaluates whether or not a project benefits existing residents or new residential developments or both. Based on the analysis the City allocates the actual costs to both existing residents and future users. The reimbursement fee is based only on the share of project costs that can be allocated to future residential development.
2. **Improvement fee.** The improvement fee share of the Park SDC is established based on an analysis of the estimated cost of proposed parks and recreational facility improvements. Projects must be included in the Parks and Recreation Master Plan or in specific park facility plan updates. Only the portion of the project costs that directly benefit new residential growth may be included in the parks improvement fee analysis. Project costs may include master planning, land acquisition, design, engineering, construction and the cost of financing the improvements that will benefit new development.

Population Projections:

The *Stayton Parks and Recreation Master Plan* was developed in 2005 when the City of Stayton and the surrounding areas of Marion County were growing quickly. The adopted parks plan assumed the City’s population would grow at an average annual population growth rate of 3.6%. The plan projected the 2020 population would be 13,827. Due to the great recession beginning in 2007, growth in Stayton slowed dramatically. The population projections in the plan were too high and needed to be adjusted.

**Table 2
Stayton Population Projections**

Year	Actual Population	Estimated Population @ 1.7% Avg Annual Growth	Data Source
1990	5,011		U. S. Census
2000	6,816		U. S. Census
2010	7,644		U. S. Census
2013	7,685		PSU Center for Population Research Annual Population Estimate
2020		9,597	Marion County Coordinated Population Projection
2030		11,359	
2034	20-year planning period	12,151	
2040		13,445	
2047	UGB Buildout	15,129	

In 2009, Marion County adopted a coordinated population projection for all cities in Marion County and for the unincorporated areas of Marion County. Stayton’s growth rate was revised downward to a 1.7% average annual growth rate. The 2013 Stayton Comprehensive Plan was adopted with the revised 1.7% per year growth rate. Using this growth rate, the City projects Stayton’s population will reach 12,151 in 20 years (2034) and a population of 15,129 when the Urban Growth area is fully built out. The adjusted population projections were used to calculate the Park SDC fees.

Reimbursement Fee

Since the adoption of the 2005 Parks Master Plan and the 2007 Park SDC, the City has made investments in park development and improvements. The 2007 Park SDC was established as an improvement fee. Based on investments in the City’s parks system from 2001 to 2014, it is appropriate to add a reimbursement fee as part of the Park SDC fee. The projects that have been completed and are included in the reimbursement fee have been removed from the list of proposed projects used to calculate the improvement fee.

**Table 3
Cost Basis for Park Reimbursement SDC Fee**

	Eligible Project Costs for SDC Reimbursement Fee (2001 to 2013)	Total Project Costs	Grants and Donations	SDC Funds Expended
1	Stayton Parks & Recreation Master Plan	37,222		37,222
2	Park SDC Analysis & Preparation	46,391		46,391
3	Pioneer Park Master Plan Update	6,472		6,472
4	Santiam Park Improvements	698,749	180,780	517,969
5	Community Park & Open Space Planning & Land Acquisition	31,121		31,121
6	Riverfront Park & Pedestrian Bridge	205,274	109,930	95,344
	Total Park Planning & Improvement Costs	1,025,129	290,710	734,419

SDC eligible projects are listed in the Parks Master Plan. The reimbursement fee is based on the actual costs incurred by the City for eligible project costs minus federal and state grants and donations. Table 3 summarizes the actual costs incurred for the period 2001 to 2013 and lists the actual expenditure of SDC funds for eligible project costs. The park improvements included in Table 3 have a capacity to serve a finite population over the 20-year planning period from 2014 to 2034.

The completed projects serve both existing residents and future growth. Currently, the 2013 population of 7,685 is 63.24% of the estimated 2034 population of 12,151. The Park reimbursement SDC analysis concludes 63.24% of the costs for the projects listed in Table 3 serve

existing residents. Therefore, 36.76% of the costs of these projects will benefit future residents. Table 4 shows that \$269,948 (36.76%) of the SDC costs incurred to date will benefit future residents and should be used to calculate the Park Reimbursement SDC.

**Table 4
Park Reimbursement SDC Fee**

Park Reimbursement Fee Calculations		
1	Actual SDC Eligible Share of Park Improvements and Stayton Parks and Recreation Master Planning (2001-2014)	\$ 734,419
2	Future Growth Share of Population (2013 to 2034)	36.76%
3	Share of SDC Eligible Share assigned to future growth (1 x 2)	\$269,948
4	Future Population Growth for 20-year planning period (2013 to 2034)	4,466
5	Park Reimbursement Fee per capita (3 ÷ 4)	60.44
6	# of persons per household	2.74
Park Reimbursement Fee per household (5 x 6)		\$166

Based on the actual cost of preparing the park plans and park improvements, a per capita cost basis is calculated in Table 4. Using an average household size of 2.74, the per capita cost basis is converted to a proposed Park Reimbursement SDC fee of \$166 per household.

Improvement Fee

The City’s Parks and Recreation Master Plan anticipated Stayton’s population would grow to 13,827 by the year 2020. As noted above, the City’s population projections have been adjusted to reach 12,151 people by 2034 (20 year planning period) and 15,129 by 2047 (UGB build out). The Master Plan recommends park improvements through the entire UGB area. With a reduced population base, the City recognizes that not all of the park improvements called for in the Master Plan will be developed within a 20-year time frame. The Park Improvement SDC is based on those projects the City believes are needed during the 20-year planning period.

In order to determine the Park Improvement SDC fee, the City reviewed the Master Plan, including project park land and open space needs as well as the recommended list of park improvements.

Park Land Needs Projections:

The Stayton Parks and Recreation Master Plan recommends the City increase the amount of parks and open space acreage owned by the City of Stayton and other public entities. New neighborhood and community parks are proposed for the north and east ends of the UGB where new residential growth is anticipated. In addition, the plan includes an ambitious goal to acquire linear parks, open space and develop recreational trails along or near to Hwy 22 and the waterways that run through the community.

This will require the acquisition of land either when new development occurs, through cooperative agreements with other public entities or when individual parcels become available for purchase.

The plan recommends an increase in the number of park acres per 1,000 people from 22.65 acres per 1,000 residents in year 2013 to 28.62 acres per 1,000 residents in the year 2034. The Master Plan states that the number of acres mini-parks needed per 1,000 residents will decrease slightly by the year 2034. However, there will be an increased need per 1,000 persons for community parks, neighborhood parks and linear parks/open space areas.

Table 5 summarizes the existing amount of park land and open space currently owned or leased by the City of Stayton for park and recreation use. The table shows that in 2014 the City does not meet the recommended standard of 28.62 acres of park land per 1,000 persons living in the City.

**Table 5
Existing Park Acres and
Recommended Park Standards**

Type of Park	City of Stayton Existing Parks		Recommended Standard
	Existing Parks Acres	Current Acres per 1,000 persons	Acres per 1,000 persons
Mini-Parks	2.79	0.36	0.29
Neighborhood	4.29	0.56	1.74
Community	17.11	2.23	3.45
Linear Parks & Open Spaces	149.85	19.50	23.14
Totals	174.03	22.65	28.62

Table 6 shows that in 2014 the City of Stayton needs to acquire 45.91 acres of new parks and open space areas to meet the recommended standard. Overall, the Master Plan recommends the City double the amount of land used for public parks, open space and greenways by the year 2034. It recommends the City acquire 173.74 acres of park land over the next 20 years.

**Table 6
2013 Existing Park Acres and
Recommended Park Acres in 2034**

Type of Park	2013 Existing Parks				2034 Park Land Projections		
	2013 Population	Existing Park Acres	Recommended Acres	Surplus / (Deficit)	2034 Population	Recommended Acres	Surplus / (Deficit)
Mini-Parks	7,685	2.79	2.23	.56	12,151	3.52	(.73)
Neighborhood	7,685	4.29	13.37	(9.08)	12,151	21.14	(16.85)
Community	7,685	17.11	26.51	(9.40)	12,151	41.92	(24.81)
Linear Parks & Open Spaces	7,685	149.85	177.83	(27.98)	12,151	281.18	(131.34)
Totals		174.03	219.94	(45.91)		347.77	(173.74)

**Table 7
Park Acres Needed**

Type of Park	Parks Master Plan Recommendations	
	Acres Needed to Meet Current Demand (2013)	Acres Proposed to Serve New Growth (2013-2034)
Mini-Parks	0.00	2.50
Neighborhood	9.00	3.00
Community	9.00	34.50
Linear Parks & Open Spaces	29.00	73.00
Totals	47.00	113.00

In order to determine a Park Improvement SDC, the City must allocate how many acres of park land the City needs to acquire to serve existing residents. Table 7 shows the Parks Master Plan recommends the City acquire 47 acres for neighborhood, community and linear/open space park areas just to serve the 7,685 residents who lived in Stayton in 2013.

The Parks Improvement SDC can be used to purchase park land needed to serve future growth in Stayton. The Master Plan recommends the City acquire 113 acres of new park land and open space to serve growth during the next 20 years.

Recommended Capital Improvements:

In addition to the land acquisition recommendations, the City has identified a list of recommended park rehabilitation projects and capital improvements for each park. This list includes the recommendations listed in the Stayton Parks and Recreation Master Plan and refinement plans prepared by the city staff and consultants since 2005. The refinement plans include Santiam Park Phase 2 (2009), Pioneer Park Master Plan update (2011) and the Riverfront Park Management Plan (2011).

Table 8 lists the total cost all recommended land acquisition and park capital improvements by park name and park type. The recommended improvements for each park were reviewed to determine if the individual project was needed to rehabilitate the park and serve existing residents or if the proposed improvement would benefit both existing residents and future residents. The amount of the project allocated to growth is shown in the far right column of Table 8.

Table 8
Total Cost
Proposed Park Land Acquisition and Improvements

#	Park Name	Park Type	Proposed Cost of Park Improvements		SDC Eligible
			Total Cost	Allocation to Growth	%
1	Golf Lane Park (P) ¹	Community	2,568,420	1,091,299	49.2%
2	Community Center Park	Community	743,608	321,377	43.2%
3	Community Center Complex	Community	500,000	246,012	49.2%
4	Mehama Road Park (P)	Community	4,443,339	2,186,233	49.2%
5	Skateboard Area (P)	Community	449,286	221,060	49.2%
6	Pioneer Park	Community	2,842,686	544,852	19.2%
7	Westown Park	Mini	56,154	-	0%
8	Fir Street Park (P)	Mini	505,447	-	0%
9	Northslope Park	Mini	45,228	-	0%
10	Northslope Park (P)	Mini	157,599	77,543	49.2%
11	Stayton Ditch Greenway (P)	Linear	841,663	-	0%
12	Salem Ditch Greenway (P)	Linear	1,228,039	-	0%
13	Lucas Ditch Greenway (P)	Linear	283,050	139,268	49.2%
14	Santiam Highway ROW (P)	Linear	1,641,393	807,606	49.2%
15	Quail Run Park	Neighborhood	72,635	23,948	33.3%
16	Ida Street Park (P)	Neighborhood	977,947	-	0%
17	Pine Street Park (P)	Neighborhood	494,215	196,007	39.7%
18	Mill Creek Greenway (P)	Open Space	419,334	206,323	49.2%
19	Wilderness Park	Open Space	212,500	104,555	49.2%
20	N. Santiam Greenway (P)	Open Space	937,500	461,273	49.2%
21	Riverfront Park	Open Space	372,405	183,232	49.2%
Total			19,792,449	6,810,588	34.4%

The \$6.81 million amount assigned to growth assumes full development of the urban growth boundary (UGB) area. Realistically, only a portion of the UGB will be developed in the 20-year planning period. Therefore, the City allocates costs for projects that can realistically be developed during the 20-year planning period from 2014 to 2034. Table 9 shows this allocation.

¹ (P) – Proposed Park

Table 9
Summary of Proposed Park Land Acquisition and Improvements
SDC Eligible Projects During and After 20-Year Planning Period

#	Park Name	Park Type	Land Acquisition (acres)	SDC Share of Improvements To be Completed		Total Cost 2013\$
				by 2034	2035 to 2047	
1	Golf Lane Park (P) ²	Community	20.00	654,818	436,482	1,091,299
2	Community Center Park	Community	1.00	192,837	128,540	321,377
3	Community Center Complex	Community	0.00	246,012	-	246,012
4	Mehama Road Park (P)	Community	20.00	1,311,815	874,417	2,186,233
5	Skateboard Area (P)	Community	1.50	221,060	-	221,060
6	Pioneer Park	Community	0.00	326,930	217,922	544,852
7	Westown Park	Mini	0.00	-	-	-
8	Fir Street Park (P)	Mini	1.50	-	-	-
9	Northslope Park	Mini	0.00	-	-	-
10	Northslope Park (P)	Mini	1.00	77,543	-	77,543
11	Stayton Ditch Greenway (P)	Linear	14.00	-	-	-
12	Salem Ditch Greenway (P)	Linear	15.00	-	-	-
13	Lucas Ditch Greenway (P)	Linear	4.00	139,268	-	139,268
14	Santiam Highway ROW (P)	Linear	13.00	-	807,606	807,606
15	Quail Run Park	Neighborhood	0.00	23,948	-	23,948
16	Ida Street Park (P)	Neighborhood	7.00	-	-	-
17	Pine Street Park (P)	Neighborhood	5.00	196,007	-	196,007
18	Mill Creek Greenway (P)	Open Space	16.00	123,801	82,522	206,323
19	Wilderness Park	Open Space	0.00	104,555	-	104,555
20	N. Santiam Greenway (P)	Open Space	40.00	276,780	184,493	461,273
21	Riverfront Park	Open Space	0.00	109,946	73,287	183,232
Total			160.00	4,005,320	2,805,268	6,810,588

Revenue Sources for Proposed Improvements:

The City has historically used multiple revenue sources to pay for park land acquisition and to finance park improvements. The City has received grants, bequests of land, private foundation grants, donor gifts, federal grants and state grants for its park acquisition and development

² (P) – Proposed Park

projects. In addition, the City has pledged portions of the 2004, 2008 and 2012 local option tax levies to support specific capital projects in the City’s parks, swimming pool and public library.

The City has invested \$1.025 million on park improvement projects listed in the Parks and Recreation Master Plan and SDC resolutions since 2001. For these projects the City received \$198,430 in state and foundation grants and \$92,280 in tracked donations from citizens and individual donors. Using these numbers, grants and donations have contributed just under 30% of the park improvement costs.

The above donation amount reflects only a portion of the actual value of all donations and in-kind contributions received by the City. A portion of Santiam Park was donated by the developer of the Sylvan Springs/Santiam Station development. In-kind contributions by City staff and community members have also been used to complete small park improvement projects. During the past five years Boy Scout Troop 50 and the annual group of I-Serve volunteers have contributed many untracked hours and donated improvements to Pioneer, Community Center and Riverfront Park.

The Parks Improvement Fee methodology assumes the historic trend of obtaining grants, in-kind contributions and community donations will continue. Table 10 provides a general projection of funding sources for the estimated \$19.7 million of identified park improvements.

**Table 10
Potential Revenue Sources for Park Improvements**

	Revenue Source	Amount	% Share
1	Grants: Federal, State and Private Foundation	7,000,000	38%
2	Donations & In-Kind Contributions	1,750,000	9%
3	Local Option Levy and GO Bonds	2,000,000	6%
4	Other Sources including Land Donations	1,000,000	6%
5	Park Improvement SDC Fees	8,000,000	40%
	Totals – All Revenue Sources	19,750,000	100%

Park Improvement SDC Calculations:

Since these parks will meet a future need based on higher park standards than currently exist, the improvement fee is equal to the sum of the estimated costs of the projects divided by total future population. The result is a per capita park improvement fee of \$920. The improvement fee is based on a projected average household size of 2.74 persons per housing unit which results in an improvement fee of \$2,521.

**Table 11
Park Improvement SDC Fee**

Park Improvement Fee Calculations		
1	Parks Improvement Costs Allocated to Growth (2013 to 2034)	\$ 4,005,320
2	Future Population Growth for 20-year planning period (2013 to 2034)	4,466
3	Park Improvement Fee per capita (1 ÷ 2)	897
4	# of persons per household	2.74
Park Improvement Fee per household (3 x 4)		\$2,457

PARK SYSTEM DEVELOPMENT CHARGE

The Park SDC is the sum of the reimbursement fee and the improvement fee. Based on the park SDC methodology included in this report, Stayton’s Park SDC may increase from the current \$2,305 to a maximum of \$2,623 per dwelling unit. The City Council may adopt an SDC fee that is lower than the maximum permitted by the SDC analysis.

**Table 12
Current and Proposed Park SDC Fees**

Type of SDC	2007	Maximum	Proposed	Change	
	Park SDC	Park SDC Allowed	Park SDC	\$	%
Parks Improvement Fee	2,305	2,457	2,457	152	
Parks Reimbursement Fee	-	166	166	166	
Total Park SDC	2,305	2,623	2,623	382	17%

Similar to its other SDCs, Stayton may adjust the Park SDC annually for inflation using the construction cost index published by McGraw Hill in the ENR magazine. A more detailed description of how the index will be applied is described in the City’s Water SDC update.

Appendix 1
City of Stayton Parks Improvements
Detailed List of Recommended Capital Improvements

Community Parks		Land Acquisition (acres)	2012 \$ Estimated Cost	SDC Elig?	SDC Eligible	% to Growth
#	Description					
A Golf Lane Park (Proposed)						
1	Land Acquisition (to serve existing residents)	9.00	280,355	No	-	
1	Land Acquisition (to serve new growth)	11.00	342,656	Y	342,656	
2	Baseball fields		215,657	Y	215,657	
3	Soccer fields		287,543	Y	287,543	
4	Open multi-use grass area		95,848	Y	95,848	
5	Children's Playground (tot & youth)		11,981	Y	11,981	
6	Restrooms		419,334	Y	419,334	
7	Picnic Areas w/ shelters (various sizes, 2		59,905	Y	59,905	
8	Group picnic areas		29,952	Y	29,952	
9	Trails/pathway systems		179,715	Y	179,715	
10	Outdoor basketball courts		71,886	Y	71,886	
11	Site amenities (picnic tables, benches, bike racks, drinking fountains, trash recepta		59,905	Y	59,905	
Subtotal			2,054,736		1,774,382	
A&E plus contingencies @ 25%			513,684		443,595	
Total Estimated Cost			2,568,420		2,217,977	
					SDC Share	1,091,299 49.2%
B Community Center Park (Existing)						
1	Land Acquisition (based on 2012 MC TMV Assessor Values)		-		-	
	320 W. Virginia	0.59	208,440	Y	208,440	
	282 W. Virginia	0.23	103,840	Y	103,840	
	246 W. Virginia	0.18	133,900	Y	133,900	
2	Modify slope around concrete tunnel & play area	1.00	23,962	No	-	
3	Provide ornamental lighting on footpaths		10,783	Y	10,783	
4	Resurface tennis courts		-	No	-	
5	Improve drainage at southeast corner of the open play area		2,396	No	-	
6	Modify & widen pathway throughout the park		40,000	No	-	
7	Install swings in play area		5,990	No	-	
8	Provide pre-school age equipment in play area		-	No	-	
9	Develop new "plaza" between library & community center		15,575	Y	15,575	
10	Site amenities (picnic tables, benches, bike racks, drinking fountains, trash recepta		50,000	Y	50,000	
Subtotal			594,887		522,538	
A&E plus contingencies @ 25%			148,722		130,635	
Total Estimated Cost			743,608		653,173	
					SDC Share	321,377 49.2%
C Community Center Complex (Existing)						
1	Land Acquisition	0.00	-	Y	-	
2	Community Center Refurbishing		300,000	Y	300,000	
3	Install commercial kitchen in community center		100,000	Y	100,000	
Subtotal			400,000		400,000	
A&E plus contingencies @ 25%			100,000		100,000	
Total Estimated Cost			500,000		500,000	
					SDC Share	246,012 49.2%
D Mehama Rd. Park (Proposed)						
1	Land Acquisition	20.00	1,150,173	Y	1,150,173	
2	Baseball fields		215,657	Y	215,657	
3	Soccer fields		287,543	Y	287,543	
4	Open multi-use grass area		95,848	Y	95,848	
5	Children's Playground (tot & youth)		11,981	Y	11,981	
6	Restrooms		200,000	Y	200,000	
7	Picnic Areas w/ shelters		-	Y	-	
8	Group picnic areas		179,715	Y	179,715	
9	Trails/pathway systems		179,715	Y	179,715	
10	Outdoor basketball courts		71,886	Y	71,886	
11	Site amenities (picnic tables, benches, bike racks, drinking fountains, trash recepta		59,905	Y	59,905	
12	General park development		1,102,249	Y	1,102,249	
Subtotal			3,554,672		3,554,672	
A&E plus contingencies @ 25%			888,668		888,668	
Total Estimated Cost			4,443,339		4,443,339	
					SDC Share	2,186,233 49.2%

Appendix 1
City of Stayton Parks Improvements
Detailed List of Recommended Capital Improvements

Community Parks		Land Acquisition (acres)	2012 \$ Estimated Cost	SDC Elig?	SDC Eligible	% to Growth
#	Description					
E Skateboard Area						
1	Land Acquisition	1.50	89,857	Y	89,857	
2	Construct skate park w/ jumps and ramps		239,619	Y	239,619	
3	Construct small shelter building		29,952	Y	29,952	
4	Site amenities (picnic tables, benches, bike racks, drinking fountains, trash recepta		-	Y	-	
Subtotal			359,429		359,429	
A&E plus contingencies @ 25%			89,857		89,857	
Total Estimated Cost			449,286		449,286	
			SDC Share		221,060	49.2%
F Pioneer Park (Existing)						
1	Land acquisition	0.00	-	Y	-	
2	West entry and parking area		302,766	Y	60,553	20.0%
3	Play areas and restroom		823,467	Y	164,693	20.0%
4	Bandstand and lawn		300,553	Y	300,553	
5	Bridge area and ditch improvements		287,679	No	-	
6	East entry and parking area		283,151	Y	283,151	
7	Tree management		51,465	No	-	
8	Interpretive design and signage		56,612	Y	11,322	20.0%
			2,105,693		820,272	
Bainnson estimate: A&E plus contingencies @ 35%			736,993		287,095	
Total Estimated Cost			2,842,686		1,107,368	
			SDC Share		544,852	49.2%
Total - Community Parks		43.50	\$ 11,547,340		\$ 9,371,143	
			SDC Share		\$ 4,610,833	
Land acquisition proposed to serve existing residents		9.00				
Land acquisition proposed to serve new growth		34.50				

Appendix 2
City of Stayton Parks Improvements
Detailed List of Recommended Capital Improvements

Mini Parks		Land Acquisition (acres)	2012 \$ Inflation Estimated Cost	SDC Elig?	SDC Eligible	% to Growth
A Westtown Park (Existing)	Note: Westtown Park is an existing neighborhood park. All recommended improvements are deemed to be minor upgrade and rehabilitation of an existing park facility. These are not eligible for SDC funding.					
1	Land Acquisition	0.00	-	No	-	
2	Plant trees at entrance to create a symmetrical entrance		5,990	No	-	
3	Install additional children's play equipment		-	No	-	
4	Provide park benches		-	No	-	
5	Provide bicycle rack		1,797	No	-	
6	Provide a shaded seating area adjacent to the children's play area		21,566	No	-	
7	Plant trees near basketball court		Delete	No	-	
8	Develop hard wall @ BBX court for tennis practice		Delete	No	-	
9	Pedestrian Lighting		15,000	No	-	
10	ADA Table		570	No	-	
	Subtotal		44,923		-	
	A&E plus contingencies @ 25%		11,231		-	
	Total Estimated Cost		56,154		-	
			SDC Share		-	49.2%
B Fir Street Park (Proposed)	Note: This is a proposed neighborhood park between 1st & 3rd Avenue north of Washington St. Staff recommends this proposed park be deleted from the Master Parks and Recreation Plan since there are nearby accessible school playgrounds and open space areas, including Regis/Little League ballfields and Stayton Elementary School playground. Therefore, these costs have been deleted from the SDC calculation.					
1	Land Acquisition	1.50	404,358	No	-	
	Subtotal		404,358		-	
	A&E plus contingencies @ 25%		101,089		-	
	Total Estimated Cost		505,447		-	
			SDC Share		-	49.2%
C Northslope Park (Existing)	Note: Northslope Park is an existing neighborhood park. The recommended improvements to the existing park are a rehabilitation of an existing park facility. Therefore, these are not eligible for SDC funding. There are additional improvements recommended for an expanded Northslope Park. These additional improvements are SDC eligible.					
1	Land Acquisition	0.00	-	No	-	
2	Expand and/or replace children's play equipment		-	No	-	
3	Improve plantings on south border		4,792	No	-	
4	Plant wildflower area on east border		240	No	-	
5	Design and install fencing between park and residential properties		11,981	No	-	
6	Add more trees and grass		5,990	No	-	
7	Re-grade field to create a more nearly level play field for children		Delete	No	-	
8	Provide two additional picnic tables and/or benches		2,396	No	-	
9	Provide nighttime lighting to include the western half of the park		10,783	No	-	
	Subtotal		36,183		-	
	A&E plus contingencies @ 25%		9,046		-	
	Total Estimated Cost		45,228		-	
			SDC Share		-	49.2%
D Northslope Park (Proposed)	Note: Northslope Park is an existing neighborhood park. The listed improvements are recommended for installation in an expanded Northslope Park. These additional improvements are SDC eligible.					
1	Acquire additional land for driveway and parking lot	1.00	20,368	Y	20,367.6	
2	Provide new access to park site		10,783	Y	10,782.9	
3	Develop on-street parking along new street frontage		7,189	Y	7,188.6	
4	Construct Driveway (ft)		Delete	Y	Delete	
5	Add playground equipment in expanded park		50,000	Y	50,000.0	
6	Develop interior pathways through the site		11,981	Y	11,981.0	
7	Design and install fencing between park and residential properties		11,981	Y	11,981.0	
8	Develop paths for playground access		1,797	Y	1,797.1	
9	Install a concrete animal play structure for the grassy areas		11,981	Y	11,981.0	
10			-	Y	-	
11			-	Y	-	
	Subtotal		126,079		126,079.2	
	A&E plus contingencies @ 25%		31,520		31,519.8	
	Total Estimated Cost		157,599		157,598.9	
			SDC Share		77,543	49.2%
	Total - Mini-Parks	2.50	\$ 764,428		\$ 157,599	
			SDC Share		\$ 77,543	
	Land acquisition proposed to serve existing residents	0.00				
	Land acquisition proposed to serve new growth	2.50				

Appendix 3

City of Stayton Parks Improvements

Detailed List of Recommended Capital Improvements

Linear Parks

#	Description	Land Acquisition (acres)	2012 \$ Inflation Estimated Cost	SDC Elig?	SDC Eligible	% to Growth
A Stayton Ditch Park (includes Main Canal to Jetters Way)						
1	Land Acquisition	14	436,107	No	-	
2	Develop pathway and trail systems		47,924	No	-	
3	Provide seating areas		9,585	No	-	
4	Develop trailhead facilities		179,715	No	-	
Subtotal			673,331		-	
A&E plus contingencies @ 25%			168,333		-	
			841,663		-	
				SDC Share	-	49.2%
B Salem Ditch Park (RR tracks north to Mill Creek, 75' wide - 15 acres)						
1	Land Acquisition	15	750,000	No	-	
2	Develop pathway and trail systems		47,924	No	-	
3	Provide seating areas		4,792	No	-	
4	Develop trailhead facilities		179,715	No	-	
Subtotal			982,431		-	
A&E plus contingencies @ 25%			245,608		-	
Total Estimated Cost			1,228,039		-	
				SDC Share	-	49.2%
C Lucas Ditch Park (east of Sunrise Drive to Fern Ridge Rd., 4 acres)						
1	Land Acquisition	4	-	Y	-	
2	Develop pathway and trail systems		41,933	Y	41,933	
3	Provide seating areas		4,792	Y	4,792	
4	Develop trailhead facilities		179,715	Y	179,715	
Subtotal			226,440		226,440	
A&E plus contingencies @ 25%			56,610		56,610	
Total Estimated Cost			283,050		283,050	
				SDC Share	139,268	49.2%
D Santiam Highway ROW (east of Fern Ridge Rd. to Old Mehama Rd., 50' wide = 9 acre:						
D Golf Lane to Mill Creek Pump Station (=4 acres)						
1	Land Acquisition	13	809,914	Y	809,914	
2	Plant trees at entrance to create a symmetrical entrance		431,315	Y	431,315	
3	Install additional children's play equipment		71,886	Y	71,886	
Subtotal			1,313,114		1,313,114	
A&E plus contingencies @ 25%			328,279		328,279	
Total Estimated Cost			1,641,393		1,641,393	
				SDC Share	807,606	49.2%
Total - Linear Parks		46	\$ 3,994,145		\$ 1,924,443	
					SDC Share \$ 946,874	49.2%
Land acquisition proposed to serve existing residents		29.00				
Land acquisition proposed to serve new growth		17.00				

Appendix 4

City of Stayton Parks Improvements Detailed List of Recommended Capital Improvements

Neighborhood Parks		Land Acquisition (acres)	2012 \$ Inflation Estimated Cost	SDC Elig?	SDC Eligible	% to Growth
A Quail Run Park (Existing)	Note: Quail Run Park is an existing neighborhood park. Most of the listed improvements are considered to be for maintenance/rehabilitation of the existing park serving current residents. The proposed picnic shelters will benefit the community and therefore deemed SDC eligible.					
1	Land Acquisition	0.00	-	No	-	
2	Install flower planters where neighbors will plant and care for		4,792	No	-	
3	Install volleyball courts		Delete	No	-	
4	Plant rose garden		8,387	No	-	
5	Develop plan for covered picnic areas		2,995	Y	2,995	
6	Develop horseshoe pits		-	No	-	
7	Build and install one shelter building with utilities		35,943	Y	35,943	
8	Install electrical outlets near picnic areas		5,990	No	-	
	Subtotal		58,108		38,938	
	A&E plus contingencies @ 25%		14,527		9,735	
	Total Estimated Cost		72,635		48,673	
				SDC Share	23,948	49.2%
B Ida Street Park (Proposed)	Note: The Master Parks Plan proposes a new neighborhood park on Ida St. This proposed park is intended to correct a deficiency by providing a neighborhood park within walking distance of existing residential areas, but will provide a small benefit to future residents/growth. The park is SDC eligible for a small percentage (20%).					
1	Land Acquisition	7.00	578,681	No	-	
2	Multi-use grass area with a bckstop and portable goal		35,943	No	-	
3	Children's playground (tot lot and youth)		11,981	No	-	
4	Multi-use paved court for basketball, volleyball, etc.		71,886	No	-	
5	Picnic shelter building		29,952	No	-	
6	Paved internal pathway system		53,914	No	-	
	Subtotal		782,357		-	
	A&E plus contingencies @ 25%		195,589		-	
	Total Estimated Cost		977,947		-	
				SDC Share	-	49.2%
C Neitling Property (Existing)	Neitling Park was listed separately in the 2004 SDC List. The site is combined with Pioneer Park. See Community Parks-Pioneer Park					
					-	
D Pine Street Park (proposed)						
1	Land Acquisition (needed for current residents)	2.00	76,678	No	-	
1	Land Acquisition (needed for future residents)	3.00	115,017	Y	115,017.3	
2	Multi-use grass area with a backstop and portable goal		35,943	Y	35,942.9	
3	Children's playground (tot lot and youth)		11,981	Y	11,981.0	
4	Muti-use paved court for basketball, volleyball, etc.		71,886	Y	71,885.8	
5	Picnic shelter building		29,952	Y	29,952.4	
6	Paved internal pathway system		53,914	Y	53,914.4	
			395,372		318,693.8	
	A&E plus contingencies @ 25%		98,843		79,673.5	
	Total Estimated Cost		494,215		398,367.3	
				SDC Share	196,007	49.2%
	Total - Neighborhood Parks	12.00	\$ 1,544,796		\$ 447,040	
				SDC Share	\$ 219,955	49.2%
	Land acquisition proposed to serve existing residents	9.00				
	Land acquisition proposed to serve new growth	3.00				

Appendix 5

City of Stayton Parks Improvements

Detailed List of Recommended Capital Improvements

Open Space		Land Acquired	Land	2012 \$		SDC	SDC Eligible	% to
#	Description	2001 to 2013 (acres)	Acquisition (acres)	Inflation Estimated Cost		Elig?		Growth
A	Mill Creek Greenway (Proposed)							
1	Land Acquisition		16	\$ 335,467	Y	\$ 335,467		
2	Develop master plan			\$ -	Y	\$ -		
	Subtotal			\$ 335,467		\$ 335,467		
	A&E plus contingencies @ 25%			\$ 83,867		\$ 83,867		
	Total Estimated Cost			\$ 419,334		\$ 419,334		
						SDC Share	206,323	49.2%
B	Wilderness Park (Existing)							
1	Land Acquisition		0	\$ -	Y	\$ -		
2	Bridge to Riverfront Park			\$ 160,000	Y	\$ 160,000		
3	Trail			\$ 10,000	Y	\$ 10,000		
4	Log Benches			Installed	Y	Installed		
	Subtotal			\$ 170,000		\$ 170,000		
	A&E plus contingencies @ 25%			\$ 42,500		\$ 42,500		
	Total Estimated Cost			\$ 212,500		\$ 212,500		
						SDC Share	104,555	49.2%
C	N. Santiam River Greenway (west of 1st Avenue on the north side of the river - 1st Ave to WWTF site, 200' wide -25 acres)							
C	N. Santiam River Greenway (east of 1st Avenue on the north side of the river, Wilderness Park to east end of UGB, 100' wide, 15-acres)							
1	Land Acquisition		40	\$ 700,000	Y	\$ 700,000		
2	Site Amenities			\$ 50,000	Y	\$ 50,000		
	Subtotal			\$ 750,000		\$ 750,000		
	A&E plus contingencies @ 25%			\$ 187,500		\$ 187,500		
	Total Estimated Cost			\$ 937,500		\$ 937,500		
						SDC Share	461,273	49.2%
D	Riverfront Park							
1	Land acquisition	51	0	\$ -	Y	\$ -		
2	Management Plan			\$ 47,924	Y	\$ 47,924		
3	Site Amenities/Park Development per Mgt Plan			\$ 250,000	Y	\$ 250,000		
	Subtotal			\$ 297,924		\$ 297,924		
	A&E plus contingencies @ 25%			\$ 74,481		\$ 74,481		
	Total Estimated Cost			\$ 372,405		\$ 372,405		
						SDC Share	183,232	49.2%
	Total - Open Space	51.00	56.00	\$ 1,941,739		\$ 1,941,739		
						SDC Share	\$ 955,383	49.2%
	Land acquisition proposed to serve existing residents		0.00					
	Land acquisition proposed to serve new growth		56.00					

**Appendix 6
Current and Future Park Land Needs**

Areas	(1)	(2)	(3)	(4)	(5)	(6)	(7)	Park Master Plan Recommendations	
	Existing Parks	Current Demand	Existing	20 Year Demand	20 Year	UGB Demand	UGB Buildout	(8)	(9)
	Total Acres 2013	Total Acres 2013	Deficit 2013	Total Acres 2034	Acres to Acquire 2034	Total Acres 2047	Acres to Acquire 2047	Park Master Plan Acres to be Acquired to serve existing residents	Park Master Plan Acres to be Acquired to serve future growth
Parks and Areas									
Mini-Parks	3.29	2.23	surplus	3.52	0.23	4.39	1.10	0.00	2.50
Neighborhood Parks	4.29	13.37	9.08	21.14	16.85	26.32	22.03	9.00	3.00
Community Parks	17.11	26.51	9.40	41.92	24.81	52.19	35.08	9.00	34.50
Linear Parks	0.38	60.56	60.18	95.75	95.37	119.21	118.83	29.00	17.00
Open Space Areas	149.46	117.27	surplus	185.43	35.97	230.86	81.40	0.00	56.00
Totals	174.53	219.94	45.41	347.78	173.25	432.98	258.45	47.00	113.00

Net acres needed

Net acres needed

City of Stayton

**WATER SYSTEM DEVELOPMENT CHARGE
UPDATE**

June 2, 2014 Draft for City Council Review

Prepared by the City of Stayton
Public Works Department and Planning & Development

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SUMMARY

The City of Stayton adopted its water systems development charge (Water SDC) in April 2007, following the adoption of the *City of Stayton Water Master Plan* (Keller Associates, January 2006). The 2007 SDC Update was prepared by Ray Bartlett, Economic and Financial Analysis, Inc.

The *Water Master Plan* recommends the City correct deficiencies in the existing water system and also recommends the City invest in improvements to the water supply, water treatment facilities, storage reservoirs and distribution system to serve the needs of the City that will result from future residential, commercial and industrial growth in Stayton's Urban Growth Boundary.

After completion and adoption of the *Water Master Plan*, the City obtained a \$5.3 million loan from the State of Oregon's Safe Drinking Water Revolving Loan Fund (SDWF) to pay for priority water treatment and distribution system projects. In addition to the SDWF loan funds, the City has used available water funds to make a total investment of more than \$6.8 million in water system improvements since 2007. In February 2012, Keller Associates updated the model of the Stayton's water distribution system and prepared a technical memorandum to update the recommended list of distribution system priorities.

The City adopted a Comprehensive Plan Update in 2013 that incorporated new population projections through 2030. At the time the *Water Master Plan* was developed in 2006, the City assumed Stayton would grow at a rate of 3.35% per year. Projects were identified and prioritized based on this assumed growth rate. Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments revised Stayton's growth rate projections downward and adopted a 1.75% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan.

At the conclusion of the Comprehensive Plan update process, the City's Comprehensive Plan Update Committee recommended to the City Council that all of the City's systems development charges be reviewed to assure that they reflect recent investments in city infrastructure, properly account for planned improvements and adjust the timing of future projects to account for the new population projections.

The City has reassessed the timing for various water system improvements listed in the *Water Master Plan* (Plan) and the 2012 Technical Memorandum. Overall, these plans identify more than \$22 million in capital improvements, to replace existing facilities, and to expand water system facilities to build capacity for growth. This report uses the capital improvements list and other water system data to update the City's Water SDC.

The Water SDC is composed of a reimbursement fee and an improvement fee.

The water system operates with some excess capacity which is available to serve new growth. The value of this excess capacity, less depreciation, is used to calculate the reimbursement fee. Over the past five years, the public works and planning departments have updated the city's fixed asset list for the water system and entered all water distribution pipes into the City's Geographic Information System (GIS). The updated fixed asset list more accurately lists all water system facilities. The reimbursement fee assigns a value of the existing water system facilities to existing users; the value of the excess capacity is the basis of the reimbursement fee.

The improvement fee has also been updated. New projects from the 2012 Technical Report have been added and estimated project costs have been adjusted to account for inflation.

Table 1 shows the current and updated water SDC. Overall, the combined water SDC increases approximately 9.9%.

Table 1 – Current and Proposed Water SDC

Meter Size	Current	Proposed Water SDC Fee			Change	
	2007 Water SDC	Reimbursement Fee	Improvement Fee	Total	\$\$	%
¾	2,670	989	1,945	2,934	264	9.9%
1	4,459	1,651	3,248	4,899	440	9.9%
1½	8,891	3,294	6,476	9,770	879	9.9%
2	14,231	5,272	10,367	15,639	1,408	9.9%
3	28,289	10,552	20,753	31,305	3,016	9.9%
4	44,509	16,486	32,423	48,909	4,400	9.9%
6	88,991	32,964	64,826	97,790	8,799	9.9%
8	142,391	52,744	103,726	156,470	14,079	9.9%
Multi-Family Dwelling (per unit)	2,136	791	1,556	2,347	211	9.9%

INTRODUCTION

The City of Stayton staff updated the water system development charge methodology in May 2014. The City has reassessed the timing for various water system improvements listed in the *Water Master Plan* and a 2012 Technical Memorandum that updates the water distribution system priorities. Overall, these plans identify more than \$22 million in capital improvements, to replace existing facilities, and to expand water system facilities to build capacity for growth.

This report includes several elements:

1. An overview of Oregon's SDC laws and Stayton's SDC ordinance.
2. A review of water projects completed from 2007 to 2014.
3. Water Reimbursement Fee methodology
4. Water Improvement Fee methodology
5. An annual updating process to index the SDC to reflect construction cost inflation

OVERVIEW OF OREGON'S SDC LAW

Systems Development Charges are regulated by Oregon Revised Statutes Chapter 223. ORS 223 authorizes cities to assess systems development charges (SDC) on new real estate developments for water, wastewater, storm water, parks, and transportation.

ORS 223.299 provides definitions for the creation of systems development charges:

- (4)(a) "System development charge" means a reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement or issuance of a development permit, building permit or connection to the capital improvement. "System development charge" includes that portion of a sewer or water system connection charge that is greater than the amount necessary to reimburse the local government for its average cost of inspecting and installing connections with water and sewer facilities.
- (4)(b) "System development charge" does not include any fees assessed or collected as part of a local improvement district or a charge in lieu of a local improvement district assessment, or the cost of complying with requirements or conditions imposed upon a land use decision, expedited land division or limited land use decision.

The SDC may consist of a reimbursement fee, an improvement fee, or both.

The reimbursement fee is a capital charge for *existing excess capacity*. A reimbursement fee "...means a fee for costs associated with capital improvements already constructed or under construction." [ORS 223.299(3)]. In general terms, this fee equals the capital value of those components of the water system that have excess capacity divided by their physical capacities.

The improvement fee is a capital charge for *needed future capacity* that the City must build to meet future demands. The planned improvements must be on a list of capital improvements that the City Council adopts and which the City Council by resolution may modify in the future. In general terms, this fee equals the expected cost of capital improvements needed to meet forecast demands divided by

the capacity of the planned improvements. Notice that this fee cannot include capital improvements that repair existing problems. If a specific capital improvement both fixes an existing problem and adds capacity, then the cost and capacity of the project is prorated so that the improvement fee includes only the capacity increasing portion.

The statute also establishes that certain system development charges and methodologies are prohibited (ORS 223.301). This section defines an employer as someone who hires employees and prohibits local governments from (a) charging its SDC on (a) the number of employees hired after a specified date, or (b) establishing a SDC "... methodology that assumes that costs are necessarily incurred from capital improvements when an employer hires an additional employee." The statute goes on to clarify that an SDC shall not be charges to "... include or incorporate any method or system under which the payment of the [reimbursement or improvement] fee or the amount of the fee is determined by the number of employees . . ."

Also, the SDC statutes require the city to have a credit policy for the improvement fee (but not for the reimbursement fee). Usually, when a developer builds an improvement on the list of capital improvements used to create the improvement fee, then the city must credit the developer for the cost of excess capacity of the improvement. The credit reduces the amount of the systems development charges owing on the development.

To qualify for a credit, a qualifying capital improvement must meet three conditions:

First, the improvement must be on the list of capital improvements. If a project proposed for credit by a developer is not on the list then the project does NOT qualify for a credit. The City Council may amend the list of capital improvements by resolution.

Second, the city must require the public improvement to be built as a condition of development approval. That is, the city must specifically state to the developer (preferably in writing) that unless the developer builds the improvement, the city will deny the proposed development permits to build.

Third, the public improvement (or portions of it) must either be off-site of the proposed development or on-site and with more capacity than the development itself will utilize.

The SDC credit policy for qualified public improvements is already part of City's SDC ordinance. When all the SDC methodology reports are completed, the staff will prepare an informational sheet on how to calculate credits for each type of SDC adopted by the City.

The City may use the SDC revenues only for capital improvements. The revenue from the reimbursement fee may be used on any water-related capital improvement, including replacing existing components. The statutes restrict the City's use of revenue from the improvement fee to those improvements on the capital improvements list that increase capacity. The City cannot use improvement fee revenue simply to replace existing facilities such as a water line.

In the following analysis we discuss projects completed by the City since 2007, develop the methodology for the water reimbursement fee and present the list of capital improvements that becomes the basis of calculating the water improvement fee.

WATER SYSTEM IMPROVEMENTS COMPLETED 2007 TO 2014

A. Water Master Plan and Phase 1 Projects (2008 to 2011)

Keller Associates prepared the *City of Stayton Water Master Plan* in 2006. The plan includes several elements:

- Water Treatment and Supply System Evaluation and Recommendations
- Water Distribution System Evaluation and Recommendations
- Water Management and Conservation Plan
- Vulnerability Assessment
- Financing Options and SDC Analysis

At the time the master plan was developed, the City and Keller assumed the City would grow at a rate of 3.35% per year. Projects were identified and prioritized based on this assumed growth rate. Since then the City's Planning Department and Marion County have adopted a 1.75% growth rate for the City.

Following the completion of the *Water Master Plan*, the City sought financing to pay for priority 1 capital improvements to the water system. The City obtained a \$5.3 million loan from the Oregon Business Development Department under the Safe Drinking Water Fund (SDWF).

With the SDWF funds in hand, the staff initiated two small projects in 2008 to install a new water line on W. Burnett Street and stabilize an eroding river bank east of the water plant in Riverfront Park. In 2009, the City hired Black & Veatch (B&V) consulting engineers to serve as design engineers for the larger water treatment plant improvements. B&V completed a value engineering review of the proposed water treatment plant and E. Pine Street booster pump station improvements. The pre-design report recommended the City proceed with a major rehabilitation of the Water Treatment Plant and upgrade of the E. Pine Street Booster pump station. Project elements included:

- Reconstruction of Filter Bed #3
- Full electrical system replacement in the finish water pump station
- New sodium hypochlorite tanks and injection system to chlorinate the finished water
- Clearwell baffling
- Soda ash system upgrade
- Intake area renovation
- Weir box renovations
- Installation of variable frequency drive (VFD) pumps
- Piping upgrade outside of the finish pump station
- Installation of backup emergency generator
- Security improvements
- Booster pump upgrades at the E. Pine pump station

B&V engineers concluded the City did not have sufficient funds to complete all of the recommended priority 1 capital improvements listed in the *Water Master Plan*. In consultation with B&V, the City elected to omit the following elements from the project:

- Clearwell expansion
- Demolition of the Schedule M storage reservoir

Plans were then finalized and submitted to the Oregon Health Authority - Drinking Water Section for review and approval. OHA-DWS approved the plans and the City constructed the Phase 1 improvements at a cost of \$4.7 million (construction & engineering). Due to a competitive bidding environment, the City was able to use the balance of the loan funds to construct water main improvements near Santiam Hospital. This enhanced the transmission system and alleviated fire flow deficiencies near the hospital. All work was completed by the end of 2011.

B. Water Distribution System Projects Completed from 2008 to 2014:

From 2008 to 2014 the City also completed a significant number of water distribution system improvements using city water funds, systems development charges and about \$200,000 from the \$5.3 million SDWF loan.

Most projects were identified as Priority 1 improvements in the *Water Master Plan*. In addition to these projects, private developers have constructed several water main improvements adjacent to subdivisions and private developments.

Table 2
Priority 1 - Water System Improvements
Completed by City -- 2008 to 2014

	<i>Project Name</i>	<i>Length</i>	<i>Type</i>	<i>Master Plan Priority</i>	<i>Actual Cost</i>	<i>Funding Source</i>	<i>Year Completed</i>
1	Birch (Washington – Locust)	600	Distribution	1	\$ 115,000	Water Fund	2014
2	E. Jefferson (10 th – 15 th) – 8"	1,273	Distribution	1	150,000	Water Fund	2013
3	Shallow Well Investigations		Supply	1	32,000	Water Fund	2012
4	W. Washington (1 st Ave Xing) – 8"	146	Distribution	1	25,000	Water Fund	2012
5	10 th Ave (E. Jeff to E. Pine) – 8"	1,393	Distribution	1	140,000	IOF & Water Fund	2012
6	E. Pine & 10 th (Mt. Jeff–Hosp)–12"	1,835	Distribution	1	233,500	SDC, SDWF & Water	2011
7	E. High (1 st – 2 nd) - 8"	275	Distribution		30,000	Water Fund	2011
8	Kindle / Hobson Oversizing – 10"	856	Distribution		17,600	SDC share	2009
9	10 th Ave (Extend & Activate) – 12"	1,064	Distribution	1	20,000	Water Fund	2010
10	4 th Ave (Ellwood – Jeff) – 4" & 6"	553	Distribution		30,000	Water Fund	2009
11	Ellwood, 6 th , E Hollister, Robidoux and Jefferson – 8"	4,238	Distribution	1	415,000	Water Fund	2009
12	W. Burnett – 8"	478	Distribution	1	88,000	SDWF	2008
13	Riverfront Bank Stabilization		Treatment	1	295,000	SDWF	2008
14	Water Treatment Plant and E. Pine St. Pump Station Upgrades		Treatment	1	4,700,000	SDWF	2010
15	Large Meter Replacements	7	Distribution		40,000	Water Fund	2008-2012
16	Annual Valve Replacements	2 /yr	Distribution		50,000	Water Fund	2008-2014
17	Annual Hydrant Replacements	2-3 /yr	Distribution		25,000	Water Fund	2008-2014
18	Annual Service Line Replacements	30/yr	Distribution		250,000	Water Fund	2008-2014
Total Investment					\$6,881,100		

C. Water System Master Plan Update - 2012 Technical Memorandum

With the 2011 completion of the Phase 1 Water Treatment Plant improvements, the City asked Keller Associates to update their water models and reassess the distribution system priorities. From 2009 to 2011, the Public Works staff worked with the Planning Department to update the GIS maps for the water

system. This provided Keller Associates a much more accurate system map on which to perform their distribution system analysis.

In May 2012, Keller presented a report to the City Council on the status of the City's water distribution system. In the 2012 update, Keller identified several distribution system issues:

- Fire flow deficiencies
- Size, age, pipe type and condition of existing water lines
- Unaccounted for water loss

Keller's report recommended a list of system maintenance activities (Table 3) and prioritized distribution system improvements (Table 4).

Table 3
2012 Water System Maintenance Recommendations

	Maintenance Activity	Where or What	Cost Estimate	Status or Schedule
A	Leak Detection	West – every 5 years	\$ 10,000	Completed 2013
B	Leak Detection	East -- every 5 years	10,000	Will occur in 2014
C	Radio Read Water Meters	200 meters per year	33,000	300 in 2013 200 in 2014
D	Service Line Replacements	W. Washington	25,000	January 2014
E	Service Line Replacements	Northslope (Kent/Dawn)		Monthly program
F	Service Line Replacements	Westtown Area		Monthly program
G	Valve Exercising	Annual		On-going – Annual

Table 4
2012 Priority 1 Recommendations
Water Main Improvements

	Water Main Location	Size	Segment	Cost Estimate	Status
A	W. Ida	12"	1st Ave to Evergreen	\$ 481,000 ¹	Not scheduled
B	E. Jefferson	8"	10 th to 15 th	125,000 ³	Completed 2012
C	Shaff Rd.	16"	1 st Ave to Fern	679,000 ¹	Not scheduled
D	Birch	8"	Locust to Washington	115,000 ³	Completed 2014
E	Douglas	8"	Locust to Washington	110,000 ²	Fall, 2014
F	7 th Loop	8"	Robidoux to E. Santiam	42,000 ¹	Not scheduled

¹ 2012 -- Keller Associates 2012 cost estimate

² 2013 -- Public works staff cost estimate

³ Actual cost

METHODOLOGY WATER SDC

REIMBURSEMENT FEE

Table 5 shows the cost basis for the reimbursement fee. It is a summary compiled from the fixed asset records of the water system which are contained in the appendix to this report. The costs are based on the actual cost paid by the City for the improvement, less the amount of any federal or state grants received by the City.

The depreciation period was determined by the City as a part of complying with Governmental Accounting Standard Board's rule No. 34 which requires a straight line annual depreciation method. The expected life of most of these assets is 75 years but range as low as 20 years. Table 4 shows the City has invested more than \$12 million to construct water system improvements over the life of the water system. This amount is the sum of major investments in the water treatment plant, water mains 10" in size or larger that create the basic transmission system, water storage reservoirs, pump stations, etc. Over the life of the water system, depreciation of the listed assets (improvements, buildings & facility improvements, infrastructure) has been \$3,073,398 of the original asset value. Land does not depreciate therefore its net book value equals its original purchase price. In summary, there is a net book value of \$9,829,963 left after depreciation is subtracted. Therefore, the cost basis for the reimbursement fee is \$9,829,963.

Table 5
Cost Basis for Reimbursement Fee

Asset Group	Original Cost¹	Total Depreciation	Net Book Value
Improvements	341,905	62,118	279,787
Buildings & Facility Improvements	4,853,401	361,476	4,491,925
Infrastructure	7,642,561	2,649,803	4,992,757
Land	65,494	0	65,494
Totals	12,837,867	3,073,398	9,829,963

¹ In 2014, the City staff updated the depreciation schedule to add projects completed from 2003 through 2014 and updated asset values where the City found more accurate historical information about individual project costs. Source: City of Stayton Fixed Asset Report and Public Works Contract records, See Appendix.

The current water system has a capacity to deliver 7.70 million gallons of water per day (mgd). This amount of water is the peak amount the water treatment plant can produce and comply with OHA-DWS regulatory requirements for production of potable drinking water for a community water system. In summer 2013, the peak daily demand for water was 7.000 mgd leaving 0.700 mgd for future development to use (see Table 6). It is this available excess capacity that the reimbursement fee is designed to recover from future developments.

Table 6
Current Water System Capacity

Stayton Water System	Gallons per Day (Millions)
Current Water Treatment Plant Capacity ¹	7.700
Current Usage ²	7.000
Excess Capacity	0.700

¹ Water Treatment Plant (WTP) Capacity from Black & Veatch pre-design report (2010).

² Peak day water use data is based on Keller Associates review of monthly water consumption and production data for the City of Stayton Water Treatment Plant 2012 and 2013. Keller estimates 2013 peak day consumption = 7.000 mgd.

The reimbursement fee is the cost of water assets divided by the capacity of the system. The cost is the net book value of the system, so the cost per gallon of capacity is \$1.2766 (\$9,289,963 / 7,700,000 gpd = \$1.2766).

Table 7 shows the calculation of the reimbursement fee for a single-family household on a ¾" water meter. Based on 2012 and 2013 City of Stayton water consumption records, the average person in Stayton used 287 gallons of water per day (gpd). According to the 2010 Census the average household size in Stayton is 2.7 persons per household; therefore, the average daily water demand for a single family household is 775 gpd. Table 7 calculates the water reimbursement fee by multiplying a single household's use of water by the cost of the water system assets per gallon of capacity. This equals the cost of assets used by the household's connection to the water system: \$989 = (\$1.2766 x 775 gpd) rounded to the nearest dollar.

Table 7
Calculation of Reimbursement Fee
Per Single Family Dwelling – ¾ inch water meter

#	Stayton Water System	Water System Costs per Gallon
1	Net Book Value of the Water System	9,829,963
2	Capacity Water Treatment Plant Capacity (gallons)	7,700,000
3	Costs per gallon capacity (Line 1 x Line 2)	\$1.2766
		2014 Reimbursement Fee Calculation
4	Per capita daily consumption (gpd)	287
5	Average number of persons per household	2.70
6	Single Family Home - Equivalent Residential Unit (ERU) Daily Water Consumption (gpd) (Line 4 x Line 5)	775
7	Reimbursement Fee (Line 3 x Line 7)	\$ 989

To apply this rate to other water users besides a single-family household on a ¾" water meter, the City uses a schedule of water meter sizes as a surrogate measure of peak daily demand and an average usage

for multiple family housing units. Table 8 shows the schedule. For example a 1½ -inch water meter is capable of delivering as much water as 3.33 ¾-inch water meters; therefore, the reimbursement fee for a 1½ -inch water meter is 3.33 times the amount for a ¾-inch water meter. The ¾-inch water meter equivalencies are derived from standards set for water meters by the American Water Works Association, the industry organization that establishes quality and performance standards for the manufacture of domestic water meters.¹

For multiple-family complexes, the meter size method does not apply equitably. Multiple family complexes may include any number of residential units in a single or multiple building complexes that results in 2 or more housing units sharing one or more meters. On average multiple family housing units use 80 percent as much water as a single-family household on a ¾-inch water meter.

As a result, the reimbursement fee for a multiple family complex will be the higher fee of two possible measures:

1. *Option 1: MF Reimbursement Fee = 80% of ¾" meter rate x # of units:* The number of housing units is multiplied by 80 percent of the reimbursement fee rate for a ¾-inch meter. A duplex will be charged a reimbursement fee of \$1,582. (2 units x 989 x 80%) = \$1,582. An apartment complex with 12 units will be charged \$9,494. (12 units x 989 x 80% = \$9,494).
2. *Option 2: MF Reimbursement Fee = Fee based on meter size for a master meter serving the entire complex.* If the developer installs a single 3" meter to serve to serve a 12-unit apartment complex, then the SDC reimbursement fee for the 3" meter size will be \$ 10,552. Since this is higher than the calculation under Option 1, the developer will be charged a \$10,552 reimbursement fee.

Table 8
Schedule of Reimbursement Fee
by Meter Size and Multi-Family Dwelling Units

Meter Size	Meter Equivalency	2014 Reimbursement Fee
¾"	1.00	989
1"	1.67	1,651
1 ½"	3.33	3,294
2"	5.33	5,272
3"	10.67	10,552
4"	16.67	16,486
6"	33.33	32,964
8"	53.33	52,744
Multiple Family Dwellings (per unit based on ¾" meter)	0.80	791

¹ American Water Works Association (AWWA) Standard for Cold-Water Meters Displacement Type, Bronze Main Case for meters up to 1-inch, and Turbine Type Class I vertical-Shaft and Low-Velocity Horizontal Type meters for meters 2-inches and larger, publications C700-90 and C710-96, 1991 and 1996.

IMPROVEMENT FEE

The improvement fee is based on capital improvements to be built to supply water to future growth in the community. The *Water Master Plan* and the 2012 technical memorandum recommend the City construct water system capital improvements to correct deficiencies in existing facilities and to add water supply, water treatment, storage and distribution system improvements to expand the water system capacity to serve anticipated growth within the Stayton Urban Growth Boundary.

In 2013, the City Council adopted a Comprehensive Plan Update that incorporates new population projections through 2030. At the time the *City of Stayton Water Master Plan* was developed in 2006, the City assumed Stayton would grow at a rate of 3.35% per year and the City's population would reach 19,200 when the Urban Growth Boundary was built out. Keller Associates estimated future water demands to serve the expected rapid population growth. Projects were developed and prioritized based on this assumed growth rate.

Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments adopted a 1.75% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan. Stayton's population in July 2013 was 7,685 persons. Using the 1.75% annual growth rate, the City population is projected to reach 12,266 by 2035 and 15,212 in 2049 at UGB build out.

Since Stayton is not expected to grow as quickly as projected in 2006, the expected future water demand will be less than originally projected in the Water Master Plan. Therefore, not all of the projects listed in Water Master Plan will be needed in the next 20 years.

Table 9 summarizes the revised population projections and water demand projections.

Table 9
Growth of Population and Water Demand

1	2	3	4	5	6	7
	Population			Water Demand Million gallons per day (mgd)		
Year	Total Population ¹	Population Increase from 2013	Growth as a % of total population	Total (mgd) ²	Increase (mgd) ³	Mgd increase as a % of total capacity
Current Capacity				7.70		
2013	7,685					
2035	12,266	4,581	37.3%	9.33	1.63	17.5%
UGB Build out	15,212	7,527	49.5%	10.76	3.06	28.4%

¹ Population data from City of Stayton & Marion County Coordinated Population Projections (2009).

² Water Treatment Plant Capacity from Black & Veatch pre-design report for Water Treatment Plant improvements (2010). WTP capacity = 7.70 mgd.

³ Water Demand based on Keller review of 2013 water consumption data, projected water consumption plus unaccounted for water loss. See Water Master Plan, Tables 2-7 and 2-8..

Table 10 lists all of the recommended capital improvements listed in the *Water Master Plan* that have not been constructed as of May 1, 2014. The estimated construction cost is \$22,021,331 in 2012 dollars. The seven numbered columns of Table 9 show the allocation of costs of each project to future growth. Of the \$22 million total cost, \$12,912,041 of the project costs are allocated to growth.

Table 10
Recommended Water System Capital Improvements
Stayton Water Master Plan

#		Project Description	Size	Year 2012 \$	Allocated to Growth	
					%	\$
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	P1	Priority 1 Pipeline Replacements and Upsizing				
	1.03	E. Kathy St. (6 th to 850 Block)	8"	84,928	0%	
	1.04	Maple Ave Area (Gardner, Maple, Fern)	8"	381,000	0%	
	1.05	2 nd Ave (Burnett to Virginia)	8"	71,389	0%	
	1.06	E. Santiam (7 th to Orchard)	8"	42,000	0%	
	1.09	Florence (3 rd to 4 th)	8"	116,930	75%	87,698
	1.16	Highland Dr Area (Mt. Jeff, Highland, Scenic View)	8"	208,012	37%	77,687
	1.17	Ida (3 rd to Evergreen)	10"	481,000	37%	179,640
	1.18	Cedar (west of 6 th Ave - 250')	8"	35,694	0%	
	1.19	Safeway Complex (Loop to Fir St.)	8"	89,851	0%	
	1.20	Shaff Rd. (Stayton Middle School to Douglas)	16"	679,000	75%	509,250
5		Repaint Interior & Exterior Regis & Schedule M Tanks		166,779	0%	
8		Shallow Well Field/Infiltration Gallery		881,283	28%	246,759
16		Plant Maintenance / Shop (% share)		441,872	49%	218,641
20	P2	Priority 2 Pipeline Replacements & Upsizing				
	2.01	Water St (reconnect services and abandon 2" main)	8"	30,771	0%	
	2.03	Marion Area (1 st -2 nd , 4 th -7 th , north to Burnett & Virginia)	8"	232,629	0%	
	2.04	Washington St. (1 st - 3 rd)	8"	114,468	0%	
	2.05	Robidoux Area (Jefferson - Fir, 3 rd to 6 th)	8"	465,258	0%	
	2.08	Douglas (Locust to Washington)	8"	143,000	0%	
	2.09	Hollister Area (1 st - 3 rd , Hollister to Cedar)	8"	151,394	0%	
	2.10	Water Service Replacements (Northslope & Westtown)		514,492	0%	
	2.11	6 th Ave (Marion to Virginia)	8"	111,000	0%	
	2.12	Scenic View (E. Santiam to E. Pine)	8"	164,000	37%	61,249
	2.13	10 th Ave Loop (Housing Authority to Orchard)	8"	42,000	37%	15,686
22		Secure Land for Tank/Well Site (Mill Creek Basin)		184,626	100%	184,626
23		Regis Booster Station		224,013	28%	62,724
24		Install Radio-Read Base System		61,542	37%	22,984
25		Salem Intertie		71,389	28%	19,989
26		City Shop (30%)		302,787	49%	149,821
	P3	Priority 3 Pipeline Replacements & Upsizing				
	3.01	Douglas Ave & W. Kathy St. (Fern Ridge to Regis)	8"	241,000	0%	
	3.02	West Maple Ave	8"	214,000	0%	
	3.03	High St. (1 st to Cherry, Loop to Ida St.)	8"	231,000	0%	
	3.04	W. Ida (Holly to Wilco, reconnect services)	8"	827,000	0%	

#	(2)	Project Description (3)	Size (4)	Year 2012 \$ (5)	Allocated to Growth	
					% (6)	\$ (7)
	3.05	Mt. Jefferson St.	8"	160,000	75%	120,000
30		Clearwell (Additional Capacity)		627,730	100%	627,730
33		Shallow Well Field Expansion		97,237	100%	97,237
34		Raw Water Weir Box Expansion		36,556	100%	36,556
35		Soda Ash System Expansion		35,694	100%	35,694
36		New Slow Sand Filter		923,132	100%	923,132
39		Abandon Regis Water Tower		51,695	0%	
40		New 5.0 MG Storage Reservoir		3,522,670	100%	3,522,670
	P4	Priority 4 Pipeline Replacements & Upsizing			0%	
37	4.01	Fern Ridge Road	16"	243,707	100%	243,707
38	4.02	16" Transmission Loop – Pine St. Resrvr to Fern Ridge	16"	958,826	100%	958,826
41	4.03	3 rd Ave (WTP to Virginia – Replace 12" DI - upsize cost)	12"	45,541	100%	45,541
	P5	Priority 5 Pipeline Replacements & Upsizing			0%	
42	5.01	Upsize Costs for Water Mains in UGB Area	16"	1,218,534	100%	1,218,534
43	5.02	Shaff Rd. (Stayton Middle School to Wilco Rd.)	16"	835,742	100%	835,742
44	5.03	Wilco Rd. (s. of Golf Club Rd.)	16"	162,471	100%	162,471
45		E. Pine Street Booster Station to serve higher elevation		160,009	100%	160,009
46		Mill Creek Booster Station		525,570	100%	525,570
47		Construct Deep Well Backup Supply		1,640,713	100%	1,640,713
49		New Independent Intake Facility on N. Santiam River and Pipeline to the Water Treatment Plant		2,769,395	28%	775,431
TOTALS				22,021,331	60%	12,912,041

Each project was evaluated to determine whether or not it is needed to correct an existing deficiency or if the project is partially or entirely needed to serve new growth. Columns 6 and 7 show the allocation of each project's cost to growth (and, implicitly to current users).

1. Projects with no benefit for future growth: Many of the projects in Table 10 are not needed to serve future growth. These projects must be built regardless of growth to resolve existing service problems. All of these costs will be borne by rate payers (or tax payers, if the City issues general obligation bonds to pay for them). For example, the Priority 1 water main projects 1.03, 1.04, 1.05 and 1.06 are needed to correct existing system deficiencies by replacing undersized water lines in existing residential neighborhoods. Projects such as these have no benefit for future development (0%) and therefore have no \$\$\$ amount included in Columns 6 and 7. None of these projects' costs are included in the calculation of the water improvement fee.
2. Projects with proportional benefit to existing users and future growth: Some projects in Table 10 will benefit some existing users, but are also needed to serve future growth. Projects that partially benefit current users and future growth are pro-rated based on the proportionate benefit to each. The percentage assigned to each project is based on the proportional benefit needed to serve new growth. Several factors were considered: (1) Does the project increase the capacity of the overall water system and enable the City to meet anticipated water demands? and/or (2) Does the distribution system project serve a partially developed or a

- vacant, developable area within the Stayton UGB? Based on the analysis, the percentages of projects that benefit development are 28%, 37%, 49% or 75%.
- 28% Projects: Projects No. 8, 25 and 49 are assigned a 28% allocation to the improvement fee. These planned improvements to the Water Treatment Plant and Regis Pump Station will benefit all current and future users of the water system. The projects will provide a proportional increase in the ability to meet future water demands upon build out of the UGB. The 28% allocation = the estimated growth in water demand between 2014 and the build-out of the UGB as shown in Table 9.
 - 37% Projects: Projects No. 1.16, 1.17, 2.12, 2.13, and 24 are assigned a 37% allocation to the improvement fee. These water main projects will serve both existing users and new residential growth areas that are expected to occur on vacant properties. The projects are needed during the next 20 years (by 2035). Table 9 shows Stayton's population is expected to grow 37% by 2035. For these projects, the City concludes there is a correlation between project costs, future water demand and allocation of a proportionate share of the project cost by population growth by 2035.
 - 49% Projects: Projects No. 16 and 26 are building improvement projects to add a new vehicle storage/maintenance building at the Water Treatment Plant and a redevelopment or relocation of the Public Works Shop building on 1st Avenue, when the City outgrows this facility. The two buildings may not be needed until after 2035. These two projects are not based on water demand, but are more appropriately based on population growth since they will serve all current and future users within the UGB. Therefore, allocation of costs based on the 49% population growth anticipated at the time of UGB build out is appropriate.
 - 75% Projects: Projects No. 1.09, 1.20 and 3.05 are water main projects assigned a 75% allocation to the improvement fee. The staff concluded the 75% share is appropriate based on the high correlation of the project to new development. Although these water main projects will serve some existing users, they are primarily needed to serve new residential growth areas inside the UGB. The staff anticipates these projects will be needed within the next 20 years before 2035.
3. Projects with a 100% benefit to future growth: Some projects in Table 10 are needed entirely to serve new development areas of the City or are needed to expand the capacity of the water supply, water treatment or storage reservoirs beyond the existing system capacity. Projects Nos. 30, 33, 34, 35 and 36 are recommended to expand the water supply or water treatment plant exclusively to serve water demands generated by new growth. Project No. 42 estimates the cost of upsizing water mains in the UGB where a developer is directed by the City to oversize the water main and install a 12" or 16" main concurrently with the development project. The water SDC is used to reimburse the developer for 100% of oversizing the pipe. Projects 37, 38, 43 and 44 are new 16" water mains at the north and east end of the UGB. They have been assigned a 100% share of

the project cost because the existing water mains in the area are adequate to serve the existing development, but the larger mains are needed exclusively to serve future growth. In all of these examples, 100% of the project costs are eligible for inclusion in the calculation of the water improvement fee.

4. Future Projects (Not included in the Improvement Fee Calculation): The Comprehensive Plan Update Committee recommends the City Council delete several projects listed in Table 10 from the water improvement fee calculations. The Committee concluded these projects are not needed in the next 20 years (by 2035) and may not be needed to meet projected water demands for the build-out population of 15,212 persons in the UGB. Projects 23, 34, 35, 36, 40, 45, 46, 47 and 49 are not included in the water improvement fee calculations. During the next Water Master Plan update these projects should be re-evaluated to determine if they are needed, should be dropped from the plan or should be modified. At that time, any needed projects should be included in the calculation of an updated water improvement fee.

Based on this analysis, Table 11 identifies \$12,183,579 in priority water system improvement projects. Of this amount, \$5,229,543 of the project costs is assigned to growth and is used in the calculation for the water improvement fee.

Projects are assigned to either Column 6 or Column 7 in order to calculate the water improvement fee. Projects placed in Column 6 are needed prior to 2035 to serve the projected population of 12,212 persons and/or are needed to increase water system capacity by 1.63 mgd. Two water supply and water treatment plant improvement projects (Projects Nos. 8 and 30) are needed to increase the water system capacity to meet projected water demands in 2035. Several water main improvements (Project Nos. 1.09, 1.16, 1.17, 1.20, 2.12 & 2.13 and Project 24 – radio read base station) are needed prior to 2035 to serve growth areas inside the City or in the UGB in close proximity to the 2014 city limits.

In order to calculate the improvement fee, the share of the individual project that is allocated to growth is divided by the capacity it will provide (1.63 mgd) to derive a cost per gallon. For example: Project 8 – Shallow Well/Infiltration Gallery is estimated to cost \$881,283 with 28% of the project cost (\$246,759) assigned to growth. The cost of the project that is allocated to growth (\$246,759) is divided by the capacity it will provide (1,630,000 gpd) to derive the cost per gallon.

Project 8: Shallow Well/Infiltration Gallery \$246,759 / 1,630,000 gallons = \$0.151 per gallon.

Projects placed in Column 7 are needed prior to UGB build-out to serve the projected population of 15,212 and/or are needed to increase water system demand by 3.06 mgd (see Table 9). The same methodology is used to calculate the water improvement fee for these projects.

For example: Project 5.03 – Wilco Rd. 16” water main is estimated to cost \$162,741 with 100% of the project cost assigned to growth. The cost of the project that is allocated to growth is divided by the capacity it will provide (3,060,000 gpd) to derive the cost per gallon.

Project 5.03: Wilco Rd. 16” main \$162,741 / 3,060,000 gallons = \$0.053 per gallon.

Table 11
Planned Water System Capital Improvements
Cost Basis for Improvement Fee

#	Project Description (1)	Size (2)	Year 2012 \$ (3)	Allocated to Growth		Increase in System Capacity		SDC
				% (4)	\$ (5)	1.631 mgd 2035 (6)	3.063 mgd 2049 (7)	Totals (8)
1	Priority 1 Pipeline Replacements and Upsizing							
1.09	Florence (3 rd to 4 th)	8"	116,930	75%	87,698	0.054		0.054
1.16	Highland Dr Area (Mt. Jeff, Highland, Scenic View)	8"	208,012	37%	77,687	0.048		0.048
1.17	Ida (3 rd to Evergreen)	10"	481,000	37%	179,640	0.110		0.110
1.20	Shaff Rd. (Stayton Middle School to Douglas)	16"	679,000	75%	509,250	0.312		0.312
8	Shallow Well Field/Infiltration Gallery		881,283	28%	246,759	0.151		0.151
16	Plant Maintenance / Shop (% share)		441,872	49%	218,641		0.071	0.071
20	Priority 2 Pipeline Replacements & Upsizing							
2.12	Scenic View (E. Santiam to E. Pine)	8"	164,000	37%	61,249	0.038		0.038
2.13	10 th Ave Loop (Housing Authority to Orchard)	8"	42,000	37%	15,686	0.010		0.010
22	Secure Land for Tank/Well Site (Mill Creek Basin Area)		184,626	100%	184,626		0.060	0.060
24	Install Radio-Read Base System		61,542	37%	22,984	0.014		
25	Salem Intertie		71,389	28%	35,324		0.007	0.007
26	City Shop (30%)		302,787	49%	149,821		0.049	0.049
3.0	Priority 3 Pipeline Replacements & Upsizing							
3.05	Mt. Jefferson St.	8"	160,000	75%	120,000		0.039	0.039
30	Clearwell (Additional Capacity)		627,730	100%	627,730	0.385		0.385
33	Shallow Well Field Expansion		97,237	100%	97,237		0.032	0.032
40	Priority 4 Pipeline Replacements & Upsizing							
4.01	Fern Ridge Road	16"	243,707	100%	243,707		0.080	0.080
4.02	16" Transmission Loop – Pine St. Resvr to Fern Ridge	16"	958,826	100%	958,826		0.313	0.313
4.03	3 rd Ave (WTP to Virginia – Replace 12" DI - upsize cost)	12"	45,541	100%	45,541		0.015	0.015
50	Priority 5 Pipeline Replacements & Upsizing							
5.01	Upsize Costs for Water Mains in UGB Area	16"	1,218,534	100%	1,218,534		0.398	0.398
5.02	Shaff Rd. (Stayton Middle School to Wilco Rd.)	16"	835,742	100%	835,742		0.273	0.273
5.03	Wilco Rd. (s. of Golf Club Rd.)	16"	162,471	100%	162,471		0.053	0.053
	TOTALS		12,183,579	43%	5,229,543	1.121	1.389	2.510

The sum of the costs per gallon in columns 6 and 7 are shown in column 8, and the sum of the project costs per gallon in column 8 amounts to the improvement fee per gallon of capacity- \$2.510. The costs per gallon are rounded to 3 places to the right of the decimal.

Using the same household water usage statistics as was used for the reimbursement fee, the improvement fee for a new single-family housing unit using a ¾-inch water meter will be \$1,945, (\$2.510/gallon x 775 gpd/household = \$1,945). Also, using the equivalent ¾-inch meter equivalents from Table 8 above and the ratio for multiple-family water usage; we derive the schedule of improvement fees by meter size and for multiple-family developments shown in Table 12.

Table 12
Schedule of Improvement Fee
by Meter Size and Multi-Family Dwelling Units

Meter Size	Meter Equivalency	Proposed 2014 Improvement Fee
¾"	1.00	1,945
1"	1.67	3,248
1 ½"	3.33	6,476
2"	5.33	10,367
3"	10.67	20,753
4"	16.67	32,423
6"	33.33	64,826
8"	53.33	103,726
Multiple Family Dwellings (per unit)	0.80	1,556

WATER SYSTEM DEVELOPMENT CHARGE

The water system development charge consists of a reimbursement fee and an improvement fee as shown in Table 11. The total Water SDC is \$2,934 for a ¾-inch water meter.

Table 13
Proposed Water System Development Charge

Meter Size	Reimbursement Fee	Improvement Fee	Total Water SDC
¾"	989	1,945	2,934
1"	1,651	3,248	4,899
1 ½"	3,294	6,476	9,770
2"	5,272	10,367	15,639
3"	10,552	20,753	31,305
4"	16,486	32,423	48,909
6"	32,964	64,826	97,790
8"	52,744	103,726	156,470
Multiple Family Dwellings (per unit)	791	1,556	2,347

ANNUAL UPDATES FOR INFLATION

ORS 223.304 (7) provides that,

"A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of an adopted specific cost index or on a modification to any of the factors related to rate that are incorporated in the established methodology."

For the purposes of periodically adjusting the water SDC, the City will determine annually the increase in the 20-City Average Construction Cost Index (CCI) published in the weekly periodical *ENR* published by McGraw Hill, Inc. This publisher's construction (and building) cost index is widely accepted in the engineering and construction industry. *ENR* updates the CCI monthly and provides annual summaries in the July edition.

The formula for updating the SDC each year is as follows:

$$\text{SDC current year} = [(\text{SDC last year}) \times (\text{CCI current year})] / \text{CCI last year}$$

Variables:

CCI current year = Construction Cost Index for the current year

CCI last year = Construction Cost Index for the last year the SDCs were updated

SDC current year = the SDC updated by the CCI

SDC last year = the SDC to be updated

It is recommended that the City Council review the SDC charges annually and make adjustments effective on July 1st.

An initial Council review may take place between January and March after the ENR index is available for the prior calendar year. In reviewing the SDC, the City Council may consider changes to the proposed project list, the ENR index change for the prior year, economic indicators for the Mid-Willamette Valley, current economic conditions in Stayton and the potential impact a change in the SDC fees may have on proposed development in the City. The January to March review also provides sufficient time to notify interested parties 90 days prior to the adoption of a revised SDC methodology as required by ORS 223.

City of Stayton

**WASTEWATER SYSTEM DEVELOPMENT CHARGE
UPDATE**

July 21, 2014 Draft for City Council Review

Prepared by the City of Stayton
Public Works and Planning & Development Departments

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SUMMARY

The City of Stayton adopted its current wastewater systems development charge (Wastewater SDC) in February 2007, following the adoption of the *City of Stayton Wastewater Master Plan* (Keller Associates, February 2006). The 2007 SDC Update was prepared by Ray Bartlett, Economic and Financial Analysis, Inc.

The *Wastewater Master Plan* recommends the City correct deficiencies in the existing wastewater system and also recommends the City invest in improvements to the wastewater collection and treatment facilities to serve the needs of the City that will result from future residential, commercial and industrial growth in Stayton's Urban Growth Boundary.

After completion and adoption of the *Wastewater Master Plan*, the City obtained an \$11.3 million loan from the United States Department of Agriculture's Rural Utilities Service to pay for priority wastewater treatment facility upgrades. The terms of the loan provided for \$2.0 million of the loan to be forgiven. In addition to the RUS loan funds, the City has used available wastewater funds to make a total investment of more than \$12.2 million in wastewater system improvements since 2007.

The City adopted a Comprehensive Plan Update in 2013 that incorporated new population projections through 2030. At the time the *Wastewater Master Plan* was developed in 2006, the City assumed Stayton would grow at a rate of 3.35% per year. Projects were identified and prioritized based on this assumed growth rate. Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments revised Stayton's growth rate projections downward and adopted a 1.7% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan. The Stayton wastewater system serves the City of Sublimity as well as the City of Stayton. The 2030 Marion County population estimates for Sublimity project 2.5% annual average growth in Sublimity.

At the conclusion of the Comprehensive Plan update process, the City's Comprehensive Plan Update Committee recommended to the City Council that all of the City's systems development charges be reviewed to assure that they reflect recent investments in city infrastructure, properly account for planned improvements and adjust the timing of future projects to account for the new population projections.

The City has reassessed the timing for various wastewater system improvements listed in the *Wastewater Master Plan* (Plan). Overall, the Plan identifies more than \$23 million in capital improvements, to replace existing facilities, and to expand wastewater system facilities to build capacity for growth. This report uses the capital improvements list and other water system data to update the City's Wastewater SDC.

The Wastewater SDC is composed of a reimbursement fee and an improvement fee.

The wastewater system operates with some excess capacity which is available to serve new growth. The value of this excess capacity, less depreciation, is used to calculate the reimbursement fee. Over the past five years, the public works and planning departments have updated the city's fixed asset list for the wastewater system and entered all wastewater distribution pipes into the City's Geographic Information System (GIS). The updated fixed asset list more accurately lists all wastewater system facilities. The reimbursement fee assigns a value of the existing wastewater system facilities to existing users; the value of the excess capacity is the basis of the reimbursement fee.

The improvement fee has also been updated. Projects from the 2007 list of proposed capital improvements that have been completed have been removed from the list, as their value is now included in the calculation of the reimbursement fee. Also removed from the list of proposed capital improvements are those project which are not likely to be constructed before 2035.

Table 1 shows the current and updated wastewater SDC. Overall, the combined wastewater SDC decreases approximately 38% for a single family dwelling.

Table 1 Current and Proposed Wastewater SDC

Meter Size	Current	Proposed Wastewater SDC Fee			Change	
	2007 Wastewater SDC	Reimbursement Fee	Improvement Fee	Total	\$\$	%
¾	3,528	763	1,422	2,186	-1,342	-38.05%
1	5,893	1,274	2,375	3,650	-2,243	-38.06%
1 ½	11,750	2,541	3,967	6,508	-5,242	-44.61%
2	18,807	4,068	6,625	10,693	-8,114	-43.15%
3	37,649	8,143	11,064	19,206	-18,443	-48.99%
4	58,820	12,722	18,476	31,198	-27,622	-46.96%
6	117,605	25,436	30,855	56,291	-61,314	-52.14%
8	188,174	40,699	51,528	92,228	-95,946	-50.99%
Multi-Family Dwelling (per unit)	2,823	611	1,138	1,748	-1,075	-38.06%

INTRODUCTION

The City of Stayton staff updated the wastewater system development charge methodology in the summer of 2014. As the City has recently completed major improvements to the Wastewater Treatment Facility it has removed projects from the improvements list, recalculated the book value of the existing collection and treatment system, and reassessed the timing for various wastewater system improvements listed in the *Wastewater Master Plan*. While the Plan identifies more than \$23 million in capital improvements, the City has invested more than half of that amount since adoption of the plan and has lowered the population projections for future growth of the City.

This report includes several elements:

1. A review of wastewater projects completed from 2007 to 2014.
2. Wastewater Reimbursement Fee methodology
3. Wastewater Improvement Fee methodology
4. An annual updating process to index the SDC to reflect construction cost inflation

WASTEWATER SYSTEM IMPROVEMENTS COMPLETED 2007 TO 2014

A. Wastewater Master Plan and Phase 1 Projects (2007 to 2013)

Keller Associates prepared the *City of Stayton Wastewater Master Plan* in 2006. The plan includes several elements:

- Wastewater Treatment Plant Evaluation and Recommendations
- Wastewater Collection System Evaluation and Recommendations
- Financing Options and SDC Analysis

At the time the master plan was developed, the City and Keller assumed the City would grow at a rate of 3.35% per year. Projects were identified and prioritized based on this assumed growth rate. Since then the City's Planning Department and Marion County have adopted a 1.7% growth rate for the City.

Following the completion of the *Wastewater Master Plan*, the City sought financing to pay for high priority capital improvements to the wastewater system. The City obtained an \$11.3 million loan from the United States Department of Agriculture's Rural Utilities Service. Slightly over \$2 million of the loan was forgiven by the USDA in the form of a grant.

With the loan funds in hand, the City hired Keller Associates to serve as design engineers for the wastewater treatment plant improvements. Keller recommended the City proceed with a major rehabilitation of the Wastewater Treatment Plant. Project elements included:

- Equalization basin improvements
- Solids handling upgrades
- Batch reactor upgrades
- Sludge processing upgrades
- Ultraviolet treatment upgrades

Other improvements to the wastewater collection and treatment systems completed since adoption of the 2007 SDCs include the Mill Creek Project, new headworks screens, and continued infiltration and inflow reduction. The Mill Creek Project involved the construction of new interceptor sewers, a lift station and force main. Whereas this project serves a specific geographic area within the City, a separate SDC reimbursement fee has been calculated for this project which is assessed only within the Mill Creek service area and the costs of the Mill Creek Project are not

included in this methodology.

Table 2 presents the major improvements to the wastewater collection and treatment system since 2006, the costs of each project and the funding source. Whereas a portion of the USDA funding was a grant, the cost of each component was reduced by the percentage of the total funding package the grant represented. The \$5,836,097 total represents the undepreciated addition to the City's investment in its wastewater system as used for calculating the Wastewater SDC.

Table 2 Wastewater System Improvements Completed 2008-2013

#	Phase I Improvements (SDC Eligible)	Allocation to Growth %	Actual Cost	Share of Grant	Adjusted Cost	SDC Share
6	UV Upgrades	48%	\$235,510	\$192,732	\$235,510	\$92,511
7	New Filter	100%	1,576,022	286,269	1,289,753	1,289,753
10	Batch Fill Basin	48%	1,885,239	342,435	1,542,804	740,546
11	Batch Reactor Upgrades	48%	799,569	145,234	654,336	314,081
12	EQ Basin Improvements	48%	196,549	35,701	160,848	77,207
13	Plant Utility Water System	48%	117,755	21,389	96,366	46,256
17	Repair Liquid Sludge Transfer Pipe	48%	96,830		96,830	46,478
19	Sludge Thickener	48%	772,239	140,270	631,969	303,345
20	Rehab Aerated Storage Tank	48%	44,892	8,154	36,738	17,634
29	New Headworks Screens	100%	209,428		209,428	209,428
32	Cover Existing UV Structure	48%	117,755	21,389	96,366	46,256
33	UV Upgrades -- Phase 2	100%	235,510	42,778	192,732	192,732
37	UV Upgrades -- Phase 3	100%	235,510	42,778	192,732	192,732
38	Class A Solids Drying System	48%	3,055,227	554,952	2,500,275	1,200,132
	Other WWTF Work	48%	1,744,515	316,874	1,427,641	685,268
	Collection System Improvements & Repairs	48%	314,228		314,228	150,829
Total			\$11,636,741	\$2,001,000	\$9,635,776	\$5,836,097

WASTEWATER SDC METHODOLOGY

REIMBURSEMENT FEE

Table 3 shows the cost basis for the reimbursement fee. It is a summary compiled from the City's fixed asset records of the wastewater system. The fixed asset records have been modified to reflect only those assets which are available to serve new growth – sewer mains of 8 inch diameter or smaller have not been included. Also, for assets that were placed in service since the development of the 2007 SDC methodology, only the percentage of the cost associated with growth has been included in the cost basis. The fixed assets on which the wastewater SDCs are based are included as an appendix to this report. The costs are based on the actual cost paid by the City for the improvement, less the amount of any federal or state grants received by the City.

The depreciation period was determined by the City as a part of complying with Governmental Accounting Standard Board's rule No. 34 which requires a straight line annual depreciation method. The expected life of most of these assets is 75 years but range as low as 7 years for some equipment. Table 3 shows the City has invested over \$10 million in SDC eligible costs to construct the wastewater system improvements over the life of the system. This amount is the sum of major investments in the wastewater treatment plant, sewer mains 10" in size or larger, lift stations, etc. Over the life of the wastewater system, depreciation of the listed assets (improvements, buildings & facility improvements, infrastructure) has been \$2,390,388 of the original asset value. Land does not depreciate therefore its net book value equals its original purchase price. In summary, there is a net book value of \$7,767,245 left after depreciation is subtracted. Therefore, the cost basis for the reimbursement fee is \$7,767,245.

Table 3 Cost Basis for Reimbursement Fee

Asset Group	Original Cost¹	Total Depreciation	Net Book Value
Improvements	928,697	796,554	132,143
Buildings	404,649	157,738	246,911
Infrastructure	8,311,793	1,318,090	6,993,703
Equipment	304,895	125,739	179,156
Land	215,332	0	215,332
Totals	10,165,366	2,398,121	7,767,245

¹ In 2014, the City staff updated the depreciation schedule to add projects completed from 2003 through 2013 and updated asset values where the City found more accurate historical information about individual project costs. Source: City of Stayton Fixed Asset Report and Public Works Contract records.

The current wastewater system has a capacity to treat 6.87 million gallons per day (mgd). For the years 2011 through 2013 the average peak day was 5.18 mgd. Table 4 shows the capacity, usage and available capacity for future growth.

The reimbursement fee is based on the cost of wastewater assets divided by the capacity of the system. The cost is the net book value of the system, so the cost per gallon of capacity is \$1.1306 ($\$7,767,245 / 6,870,000 \text{ gpd} = \1.1306).

Table 4 Current Wastewater System Capacity

Stayton Wastewater System	Million Gallons per Day
Current Wastewater Treatment Plant Capacity ¹	6.87
Current Usage ²	5.18
Excess Capacity	1.69

¹ Wastewater Treatment Plant (WWTP) Capacity from Table 2.1 Wastewater Master 2006).

² Maximum daily flow data is based on Keller Associates review of monthly wastewater data for the City of Stayton Wastewater Treatment Plant 2011 to 2013. The 3-year average peak day flow was 5.18 mgd.

The average household produces about 675 gallons of wastewater per day. Table 5 shows the calculation of the reimbursement fee for a single-family household on a ¾" water meter. Table 5 calculates the water reimbursement fee by multiplying a single household's generation of wastewater by the cost of the wastewater system assets per gallon of capacity. This equals the cost of assets used by the household's connection to the wastewater system: \$763 = (\$1.1306 x 675 gpd) rounded to the nearest dollar.

Table 5 Calculation of Reimbursement Fee Per Single Family Dwelling

#	Stayton Wastewater System	Amount
1	Net Book Value of the Wastewater System	\$7,767,245
2	Capacity Wastewater Treatment Plant Capacity (gallons)	6,870,000
3	Costs per gallon capacity (Line 1 / Line 2)	\$1.1306
4	Single Family Home - Equivalent Residential Unit (ERU) Daily Wastewater Generation (gpd)	675
5	Reimbursement Fee (Line 3 x Line 4)	\$763

To apply this rate to other wastewater users besides a single-family household on a ¾" water meter, the City uses a schedule of water meter sizes as a surrogate measure of peak daily generation and an average usage for multiple family housing units, as is explained in the Water SDC methodology. Table 6 shows the schedule for the reimbursement fee for different meter sizes.

Table 6 Schedule of Reimbursement Fee by Meter Size and Multi-Family Dwelling Units

Meter Size	Meter Equivalency	2014 Reimbursement Fee
¾"	1.00	763
1"	1.67	1,274
1 ½"	3.33	2,541
2"	5.33	4,068
3"	10.67	8,143
4"	16.67	12,722
6"	33.33	25,436
8"	53.33	40,699
Multi-Family Dwellings (per unit based on ¾" meter)		0.80
		611

For multiple-family complexes, the meter size method does not apply equitably. Multiple family complexes may include any number of residential units in a single or multiple building complexes that results in 2 or more housing units sharing one or more meters. On average multiple family housing units generate 80 percent as much wastewater as a single-family household on a ¾-inch water meter.

As a result, the reimbursement fee for a multiple family complex will be the higher fee of two possible measures:

- Option 1: MF Reimbursement Fee = 80% of ¾" meter rate x # of units:* The number of housing units is multiplied by 80 percent of the reimbursement fee rate for a ¾-inch meter. A duplex will be charged a reimbursement fee of \$1,222. (2 units x 763 x 80% = \$1,222). An apartment complex with 12 units will be charged \$7,326. (12 units x 763 x 80% = \$7,326).
- Option 2: MF Reimbursement Fee = Fee based on meter size for a master meter serving the entire complex.* If the developer installs a single 3" meter to serve to serve a 12-unit apartment complex, then the SDC reimbursement fee for the 3" meter size will be \$ 8,143. Since this is higher than the calculation under Option 1, the developer will be charged an \$8,143 reimbursement fee.

IMPROVEMENT FEE

The improvement fee is based on capital improvements to be built to collect and treat wastewater from future growth in the community. The Wastewater Master Plan recommends the City construct wastewater system capital improvements to correct deficiencies in existing facilities and to expand the wastewater system capacity to serve anticipated growth within the Stayton and Sublimity Urban Growth Boundaries. Whereas the Stayton wastewater system treats Sublimity's wastewater, growth within Sublimity must also be considered.

In 2013, the City Council adopted a Comprehensive Plan Update that incorporates new population projections through 2030. At the time the City of Stayton Wastewater Master Plan was developed in 2006, the City assumed the Stayton/Sublimity area would grow at a rate of 3.35% per year and the City's population would reach 19,200 when the Urban Growth Boundary was built out in 2035. Keller Associates estimated future wastewater demands to serve the expected rapid population growth. Projects were developed and prioritized based on this assumed growth rate.

Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments adopted a 1.7% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan. Marion County now projects average annual growth in Sublimity at 2.5% through 2030.

Stayton's population in July 2013 was 7,685 persons and Sublimity's was 2,745, for a combined service area population of 10,430. Using the 1.7% annual growth rate for Stayton and 2.5% growth rate for Sublimity, the combined population is projected to reach 15,861 by 2035 and 20,777 in 2049 at UGB build out.

Table 7 lists all of the recommended capital improvements listed in the *Wastewater Master Plan* that have not been constructed as of July 1, 2014. The Wastewater Master Plan included a cost estimate, prepared in 2005. These cost estimates have been updated to adjusting for inflation by using the Engineering New Record Construction Cost Index. The costs have been adjusted by using the Construction Cost Index for the end of 2013. The estimated construction cost is \$15,542,108 in 2013 dollars. Of the \$15.5 million total cost, \$12,231,463 of the project costs are allocated to growth.

Table 7 Recommended Wastewater System Capital Improvements, Wastewater Master Plan

Project Description	Master Plan	Inflation	Allocation to Growth	
	Estimated 2005\$	Adjustment 2013\$	%	2013\$
Gardner wastewater Shed -- I/I Reduction	250,000	316,072	0%	0
Upgrades to Industrial Lift Station	55,000	69,536	0%	0
Annual Pipeline Replacement	0	0	0%	0
Extend River Outfall	500,000	632,143	48%	303,429
Gardner Road Interceptor	692,000	874,886	61%	533,681
Fern Ridge Interceptor	127,000	160,564	100%	160,564
24-inch Force Main Extension	535,000	676,393	100%	676,393
Purchase T.V. Equipment	400,000	505,715	48%	242,743
Add 3rd Pump to Mill Creek Lift Station	100,000	126,429	100%	126,429
PW Facility -- 50% of Cost	552,800	698,898	48%	335,471
Parallel 2.0 MGD MBR Plant	5,900,000	7,459,291	100%	7,459,291
Purchase of 80 acres for Land Disposal	560,000	708,001	48%	339,840
Land Buffer around WWTP	200,000	252,857	100%	252,857
Ida-Evergreen Interceptor	1,455,000	1,839,537	48%	882,978
Construct 2nd EQ Basin	650,000	821,786	100%	821,786
Odor Control and Bagging for Dryer System		200,000	48%	96,000
Belt Filter Press Rehab		200,000	0%	0
	\$11,976,800	\$15,542,108		\$12,231,463

In addition to the projects that are included in the Wastewater Master Plan, there are two projects in Table 8 that were not included in the Master Plan but are needed now as the result of the improvements constructed between 2007 and 2013. The cost estimates for these two projects are in current dollars.

Each project was evaluated to determine whether or not it is needed to correct an existing deficiency or if the project is partially or entirely needed to serve new growth. The fourth column shows the allocation of each project's cost to growth (and, implicitly to current users).

1. *Projects with no benefit for future growth:* Four of the projects in Table 8 are not needed to serve future growth. These projects must be built regardless of growth to resolve existing problems. All of these costs will be borne by rate payers. For example, the infiltration and inflow correction projects and improvements to the Industrial Park lift station are needed to correct existing system deficiencies. Projects such as these have no benefit for future development (0%) and therefore have no \$\$\$ amount included in the final column. None of these projects' costs are included in the calculation of the wastewater improvement fee.
2. *Projects with proportional benefit to existing users and future growth:* Some projects in Table 8 will benefit some existing users, but are also needed to serve future growth. Projects that partially benefit current users and future growth are pro-rated based on the proportionate benefit to each. The percentage assigned to each project is based on the proportional benefit needed to serve new growth. Several factors were considered: (1) Does the project increase the capacity of the overall wastewater system and enable the City to meet anticipated wastewater demands? and/or (2) Does a collection system project serve a partially developed or a vacant, developable area within the Stayton UGB? Based on the analysis, the percentages of projects that benefit development are 48 or 61%.
3. *Projects with a 100% benefit to future growth:* Some projects in Table 8 are needed entirely to serve new development areas of the City or are needed to expand the capacity of the wastewater treatment or collection systems beyond the existing system capacity. Projects such as adding a new pump at the Mill Creek lift station or a second equalization basin at the treatment facility are in this category. They have been assigned a 100% share of the project cost because the improvements are needed exclusively to serve future growth. In all of these examples, 100% of the project costs are eligible for inclusion in the calculation of the wastewater improvement fee.
4. Future Projects (Not included in the Improvement Fee Calculation): As mentioned above, the Wastewater Master Plan assumed the City would continue to grow at a faster rate than is now projected. This means that some of the improvement projects on the Master Plan's Capital Improvements List may not be necessary within the next 20-year period. The additional land buffer around the treatment plant has not been included in the calculation of the SDC Improvement Fee. During the next Wastewater Master Plan update this project should be re-evaluated to determine if it is needed, should be dropped from the plan or should be modified. At that time, any needed projects should be included in the calculation of an updated wastewater improvement fee.

Based on this analysis, Table 8 identifies \$15,542,108 in wastewater system improvement projects. Of this amount, \$11,978,605 of the project costs is assigned to growth and is used in the calculation for the wastewater improvement fee.

Projects are assigned to either of two categories in order to calculate the wastewater improvement fee. Projects placed in the first category are needed prior to 2035 to serve the projected population of 15,861 persons.

Projects in the second category are not likely to be needed prior to 2035 and are not included in the SDC Improvement Fee calculation.

Table 8 Planned Wastewater System Capital Improvements Cost Basis for Improvement Fee

Project Description	Inflation Adjustment 2013\$	Allocation to Growth		To be Completed in		Capacity Increase (mgd)	SDC \$/gallon
		Master Plan %	2013 \$	2014-2034	2035+		
Extend River Outfall	632,143	48%	303,429	303,429		3.0	0.1011
Gardner Road Interceptor	874,886	61%	533,681	533,681		6.4	0.0834
Fern Ridge Interceptor	160,564	100%	160,564	160,564		6.4	0.0251
24-inch Force Main Extension	676,393	100%	676,393	676,393			0.1057
Purchase T.V. Equipment	505,715	48%	242,743	242,743		6.4	0.0379
Add 3rd Pump to Mill Creek Lift Station	126,429	100%	126,429	126,429		6.4	0.0198
PW Facility -- 50% of Cost	698,898	48%	335,471	335,471		6.4	0.0524
Parallel 2.0 MGD MBR Plant	7,459,291	100%	7,459,291	7,459,291		2.0	0.0524
Purchase of 80 acres for Land Disposal	708,001	48%	339,840	339,840		3.0	0.1133
Land Buffer around WWTP	252,857	100%	252,857		252,857	3.0	
Ida-Evergreen Interceptor	1,839,537	48%	882,978	882,978		3.4	0.2597
Construct 2nd EQ Basin	821,786	100%	821,786	821,786		6.4	0.1284
Odor Control and Bagging for Dryer System	200,000	48%	96,000	96,000		6.4	0.0150
Total	\$15,542,108		\$12,231,463	\$11,978,605	\$252,857		\$2.1073

The capital improvements are further categorized as to the increase in system capacity they will provide. Most of the improvement projects will be needed as part of increasing the system capacity from the current 6.9 mgd to 13.3 mgd, a 6.4 mgd increase. Therefore the cost of the project is divided by 6.4 million to determine the cost per gallon. Some projects would part of improvements that would only increase the system capacity by 3.0 mgd. Their cost is divided by 3,000,000 to determine the per gallon cost.

Using the same household wastewater generation statistics as was used for the reimbursement fee, the improvement fee for a new single-family housing unit using a ¾-inch water meter will be \$1,422 (\$2.1073/gallon x 675 gpd/household = \$1,422). Also, using the equivalent ¾-inch meter equivalents from Table 6 above and the ratio for multiple-family water usage; we derive the schedule of improvement fees by meter size and for multiple-family developments shown in Table 9.

Table 9 Schedule of Improvement Fee by Meter Size and Multi-Family Dwelling Units

Meter Size	Meter Equivalency	Proposed 2014 Improvement Fee
¾"	1.00	1,422
1"	1.67	2,375
1 ½"	3.33	3,967
2"	5.33	6,625
3"	10.67	11,064
4"	16.67	18,476
6"	33.33	30,855
8"	53.33	51,528
Multiple Family Dwellings (per unit)	0.80	1,138

WASTEWATER SYSTEM DEVELOPMENT CHARGE

The wastewater system development charge consists of the reimbursement fee and the improvement fee as shown in Table 10. The total Wastewater SDC is \$2,934 for a ¾-inch water meter.

Table 10 Proposed Wastewater System Development Charge

Meter Size	Reimbursement Fee	Improvement Fee	Total Wastewater SDC
¾"	763	1,422	2,186
1"	1,274	2,375	3,650
1 ½"	2,541	3,967	6,508
2"	4,068	6,625	10,693
3"	8,143	11,064	19,206
4"	12,722	18,476	31,198
6"	25,436	30,855	56,291
8"	40,699	51,528	92,228
Multiple Family Dwellings (per unit)	611	1,138	1,748

ANNUAL UPDATES FOR INFLATION

ORS 223.304 (7) provides that,

"A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of an adopted specific cost index or on a modification to any of the factors related to rate that are incorporated in the established methodology."

For the purposes of periodically adjusting the water SDC, the City will determine annually the increase in the 20-City Average Construction Cost Index (CCI) published in the weekly periodical *ENR* published by McGraw Hill, Inc. This publisher's construction (and building) cost index is widely accepted in the engineering and construction industry. *ENR* updates the CCI monthly and provides annual summaries in the July edition.

The formula for updating the SDC each year is as follows:

$$\text{SDC current year} = [(\text{SDC last year}) \times (\text{CCI current year})] / \text{CCI last year}$$

Variables:

CCI current year = Construction Cost Index for the current year

CCI last year = Construction Cost Index for the last year the SDCs were updated

SDC current year = the SDC updated by the CCI

SDC last year = the SDC to be updated

It is recommended that the City Council review the SDC charges annually and make adjustments effective on July 1st.

An initial Council review may take place between January and March after the ENR index is available for the prior calendar year. In reviewing the SDC, the City Council may consider changes to the proposed project list, the ENR index change for the prior year, economic indicators for the Mid-Willamette Valley, current economic conditions in Stayton and the potential impact a change in the SDC fees may have on proposed development in the City. The January to March review also provides sufficient time to notify interested parties 90 days prior to the adoption of a revised SDC methodology as required by ORS 223.

City of Stayton

**TRANSPORTATION SYSTEM DEVELOPMENT CHARGE
UPDATE**

May 5, 2014 Draft for City Council Review

Prepared by the City of Stayton
Public Works Department and Planning & Development Department
May 5, 2014

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SUMMARY

The City of Stayton adopted its Transportation System Development Charge (SDC) in April 2007, following the adoption of the *2005 Transportation System Plan (TSP)*. The TSP recommends improvements to correct deficiencies in the City’s transportation network and recommends street, bicycle and pedestrian system improvements to serve the transportation needs of the City that will result from future residential, commercial and industrial growth in Stayton’s Urban Growth Boundary.

The Transportation SDC is charged to all new developments based on the impact the new development is projected to have on the overall transportation network based on an estimate of the number of PM Peak Hour trips expected to be generated by the new development. The fee is collected from the developer at the time a building permit is issued. The 2007 Transportation SDC was established as an improvement fee. No reimbursement fee was established to recoup the cost of investments made in the City’s streets and transportation facilities prior to 2007.

In 2012, the City’s Comprehensive Plan Update Committee recommended to the City Council that all of the City’s SDCs be reviewed to assure that they properly account for planned improvements and reflect recent investments in city infrastructure. In 2013, the City adopted a Comprehensive Plan Update that incorporated new population projections through 2030.

Based on these updated population projections, the City has reassessed the timing for various transportation improvements listed in the TSP. In addition, the City has refined plans for improvements to Wilco Road, Shaff Road, and the new collector streets proposed in the TSP. New cost estimates have been prepared for some projects. When coupled with the 2005 TSP, the updated cost estimates, development of the refinement plans, and the modification of the timing of proposed improvements warrant a review and update of the improvement fee portion of the Transportation SDC.

The final change in the 2014 update to the System Development Charge is the creation of a reimbursement fee portion of the SDC to account for completed transportation improvements since 2007. The City of Stayton, Marion County and ODOT have made investments on some of the City’s streets, sidewalks and trails systems as recommended in the TSP. These investments serve existing residents, but will also serve the City as it grows in the next 20 years. Therefore, this report recommends a reimbursement fee component be added to the Transportation SDC. The proposed 2014 Transportation Fee will be composed of both a reimbursement fee and an improvement fee. Table 1 compares the current Transportation SDC with the proposed Transportation SDC. The proposed SDC per PM Peak-Hour trip will decrease.

Table 1 - Current and Proposed Transportation SDC (per PM-Peak Hour Trip)

Type of SDC	2007 Transportation SDC	Proposed 2014 Transportation SDC	Change	
			\$	%
Transportation Improvement Fee	2,512	2,172	(340)	
Transportation Reimbursement Fee	-	200	200	
Total	2,512	2,372	(140)	-6%

The proposed TransportationSDC will decrease from \$2,512 to \$2,372 per PM Peak-Hour trip.

CAPITAL IMPROVEMENT LIST & TRIP GENERATION

Table 2 summarizes the list of capital improvements with costs estimated in 2013 dollars. Projects are listed using the same project numbers as in the 2007 Transportation SDC Report. Table 2 shows the allocation of costs to future development based on each project's contribution to excess capacity. Many of the improvements are needed, in part, to remediate existing problems and only 21 percent of the total cost is allocated to growth. Some projects are allocated 100 percent to growth. These are projects built in areas that are today predominately vacant and will be built only if development occurs in those areas. If development does not occur, these projects will not be needed.

Project No. 16 "Future Collectors" will serve new development areas in Stayton. Only 19% of the costs of the collector streets, \$2,023,976 is assigned to growth in Table 2. It is not the complete cost of constructing these streets. It represents the increased costs of constructing a collector street compared to a residential street. Collector streets are designed to carry cross-city traffic and connect to Highway 22 both to the north and east of the City. If these were not collectors, the developer would be entirely responsible for building a local street in a 60-foot right-of-way with a 34-foot-wide two-lane roadway and sidewalks. Since it is a collector street, the City requires it to be built on an 80-foot right-of-way with a 36-foot roadway with bike lanes and sidewalks. The pavement section for a collector is also thicker than for a local street. The 20% cost difference in land and construction costs between the two classifications of street is included as an SDC eligible cost shown in Table 2. The City anticipates 2.8 miles of new collector streets may be constructed in the 20-year planning period for which SDCs are collected. Developers who build these collectors will receive an SDC credit up to 20% cost of the over-sizing.

Table 2 - Transportation System Capital Improvements Projects and Allocation to Growth

Street Improvements (2014-2035)		2013\$	Allocation to Growth	
			%	\$
3	Golf Club Road (Hwy 22 to Shaff Rd.)	\$ 1,902,233	29%	\$ 550,503
7	Cascade Hwy/Whitney St. intersection	\$ 1,959,300	100%	\$ 1,959,300
8	Washington/Ida/Wilco/Stayton Rd. Intersection	\$ 1,212,357	100%	\$ 1,212,357
9	Fern Ridge Road (10th Ave to Hwy 22)	\$ 2,107,421	29%	\$ 609,884
10	Washington St/1st Ave Intersection Improvements	\$ 565,344	29%	\$ 163,610
12	1st Avenue/Ida Street Intersection Improvements	\$ 565,344	29%	\$ 163,610
13	3rd Avenue/Washington Street Intersection Improvements	\$ 565,344	29%	\$ 163,610
14	1st Avenue/Hollister Street Intersection Improvements	\$ 385,773	29%	\$ 111,642
16	Future Collector Streets (2.8 mi) - Yellow lines on TSP	\$10,652,506	19%	\$ 2,023,976
17	Shaff Rd. (Kindle Way to Fern Avenue)	\$ 1,500,000	50%	\$ 750,000
18	Shaff Rd. (Fern Avenue to 1st Avenue)	\$ 1,500,000	50%	\$ 750,000
19	Wilco Rd. (Shaff to Washington)	\$ 3,600,000	50%	\$ 1,800,000
Total Street Improvements		\$26,515,621	21%	\$ 10,258,492
Bicycle & Pedestrian Improvements (2014-2035)				
BP-4	Washington St (1st to Myrtle - North Side)	\$ 41,849	29%	\$ 12,111
BP-5	Washington St (Wilco to Evergreen --South Side)	\$ 187,687	29%	\$ 54,316
BP-6	Ida St. (Noble - 1st Avenue)	\$ 112,866	29%	\$ 32,663
BP-8	Locust St. (Wilco Rd. to 1st Avenue)	\$ 35,508	29%	\$ 10,276
Total Bicycle & Pedestrian Improvements		\$ 377,910	29%	\$ 109,367
Total Transportation System Plan Improvements (2014-2035)		\$26,893,531	19%	\$ 10,367,858

Three new projects have been added to Table 2, compared to Capital Improvement Projects list in the 2007 SDC methodology. These projects reflect efforts by the City to refine plans for improvements to Shaff Road and Wilco Road. The City has prepared preliminary plans for improvements to these two collector streets in order to provide guidance to property owners as land is developed and to apply for grants from state and federal agencies. The City has estimated the costs of the planned improvements and estimated that half of the costs of the proposed improvements may be allocated to growth.

Table 3 shows the current and forecast numbers of trips in Stayton. The current trips are based on the City’s 2014 estimate of the number of housing units and the amount of commercial and industrial development. These figures are further developed in Tables 4 and 5 below. The City assumes that 35% of the trips in the city are vehicles that pass through the City, without having an origin or destination within the City, continuing the assumption in the 2007 SDC methodology.

Table 3--Current and Forecast PM Peak Hour Trips

	2004	2014	New Trips		
			2025	2035	2045
Trips that begin/end in Stayton	6,048	7,104	9,093	9,998	11,077
Trips that pass thru Stayton	3,257	4,618	5,910	6,499	7,200
Totals	9,305	11,722	15,003	16,496	18,277
Net New Trips	--	--	3,280	4,774	6,554
Share of Total Trips (% assigned to 2014 demand vs. % assigned to New Trips to serve future growth)		71%		29%	

Source: City of Stayton, *Final Draft-Transportation System Plan*, H. Lee & Associates, April 2004. Pass through trips are estimated as 65% of in-City trips.

The total number of PM Peak-Hour trips is derived from the City’s Land Use and Housing chapters in the 2013 Comprehensive Plan Update, coupled with assumptions about the intensity and type of non-residential development. Table 4 shows the calculation of current existing residential trips and Table 5 shows the calculation of current commercial and industrial trips.

Table 4 - Calculation of Current Residential PM Peak-Hour Trips

	2000	2010	2014	Weekday PM Peak Hour Trip Rate	2014 PM Peak Hour Trips
Population	6,816	7,644	7,667		
Housing Units					
Single Family Units	1,896	2,301	2,328	1.01	2,351
Multi-Family Units	596	607	607	0.62	376
Manufactured Homes	176	148	148	0.59	
Totals	2,668	3,056	3,083		2,815

Table 5 - Calculation of Current Non-Residential PM Peak-Hour Trips

Zoning Type	Developed Acreage	Building Square Footage	ITE PM Peak Hour Trip Rate (Discounting Pass-by Trips)	2014 PM Peak-Hour Trips
Commercial	58	482,400	6.00	2,894
Industrial	163	1,423,600	0.98	1,395
Totals	221	1,906,000		4,290

Table 6 shows the calculation of future trips from residential uses. The projected population growth and household size from the Marion County Coordinated Population Projections for 2030 were used to project the population and number of households. The housing needs in 2030, from the 2013 Comprehensive Plan update was used as the basis for projecting future inventories of various housing types.

Table 6 - Forecast of New Residential PM Peak-Hour Trips

	2014	2025	2035	2045	Weekday PM Peak Hour Trip Rate	Net New Peak PM Trips 2025	Net New Peak PM Trips 2035	Net New Peak PM Trips 2045
Population	7,667	10,518	11,359	14,305				
Single Family Units	2,328	3,133	3,383	3,498	1.01	813	1,317	1,182
Multi-Family Units	607	723	781	1,566	0.62	72	143	595
Manufactured Homes	148	161	173	157	0.59	8	9	5
Totals	3,083	4,017	4,337	5,221		893	1,469	1,781

Table 7 shows the calculation of future trips from commercial and residential uses. In projecting future non-residential development an assumption was made that the current ratio of floor space per acre of developed land would continue. Data from the Land Use chapter in the 2013 Comprehensive Plan update was used for the amount of vacant land zoned commercial and industrial. Finally it was assumed that pace of commercial and industrial development would mirror that for residential development.

Table 7 - Forecast of New Commercial & Industrial PM Peak-Hour Trips

Zoning Type	Undeveloped Acreage	Gross to Net Acres) [^]	Floor to Land Area Ratio (FAR) [*]	Building Square Footage	ITE PM Peak Hr Trip Rate (Discounting by Trips) ^{^^}	2035 Net New PM Peak Hr	2045 Net New PM Peak
Commercial	42	0.75	8,317	261,470	6.00	1,020	1,569
Industrial	79	0.92	8,734	634,768	0.98	404	622
Totals	121			896,239		1,424	2,191

[^] 20 percent of land for public rights of way.

^{*} 50% of net buildable land reserved for landscaping and off-street parking.

^{^^} Kittelson & Associates estimates.

UPDATE OF THE IMPROVEMENT FEE

Of the approximately \$26.5 million of total project costs, only approximately \$8.873 million (29 percent) is used to calculate the updated improvement fee.

Using the results of Tables 2 and 3, we divide the capital improvement costs allocated to growth by the increase in the number of trips expected over the planning horizon (Table 3 above), which is 4,774 peak-hour trips. Each of project's costs allocated to growth is divided by the increase in weekday PM peak-hour trips and summed to provide the improvement fee per trip.

Table 8 - Calculation of Improvement Fee

TSP Project #	Eligible Projects for Transportation Improvement Fee (2014 to 2035)	Eligible Project Costs	Costs ÷ 4774 New Trips 2014-2035	Improvement Fee Cumulative
3	Golf Club Road (Hwy 22 to Shaff Rd.)	\$ 550,503	115.31	115.31
7	Cascade Hwy/Whitney St. intersection	\$ 1,959,300	410.41	525.72
8	Washington/Ida/Wilco/Stayton Rd. Intersection	\$ 1,212,357	253.95	779.67
9	Fern Ridge Road (10th Ave to Hwy 22)	\$ 609,884	127.75	907.42
10	Washington St/1st Ave Intersection Improvements	\$ 163,610	34.27	941.69
12	1st Avenue/Ida Street Intersection Improvements	\$ 163,610	34.27	975.76
13	3rd Avenue/Washington Street Intersection Improvements	\$ 163,610	34.27	1,010.23
14	1st Avenue/Hollister Street Intersection Improvements	\$ 111,642	23.39	1,033.62
16	Future Collector Streets (2.8 mi) - Yellow lines on TSP	\$ 2,023,976	423.96	1,457.57
17	Shaff Rd. (Kindle Way to Fern Avenue)	\$ 750,000	157.10	1,614.67
18	Shaff Rd. (Fern Avenue to 1st Avenue)	\$ 750,000	157.10	1,771.77
19	Wilco Rd. (Shaff to Washington)	\$ 1,800,000	377.04	2,148.81
Total Street Improvements		\$ 10,258,492	2,148.81	2,148.81
Bicycle & Pedestrian Improvements (2014-2035)				
BP-4	Washington St (1st to Myrtle - North Side)	\$ 9,550	2.00	2.54
BP-5	Washington St (Wilco to Evergreen --South Side)	\$ 42,831	8.97	13.91
BP-6	Ida St. (Noble - 1st Avenue)	\$ 25,756	5.40	20.76
BP-8	Locust St. (Wilco Rd. to 1st Avenue)	\$ 8,103	1.70	22.91
Total Bicycle & Pedestrian Improvements		\$ 86,241	22.91	22.91
Total Transportation System Plan Improvements (2014-2035)		\$ 8,873,337	2,172.72	2,172

The proposed transportation improvement fee is \$2,172 per trip.

REIMBURSEMENT FEE

The 2007 Transportation SDC Methodology was established as an improvement fee. It did not include a reimbursement fee. The City has completed a number of transportation improvement projects since adoption of the 2005 Transportation System Plan for which Transportation SDCs have been expended. It is therefore appropriate that a Reimbursement Fee now be included in the Transportation SDC. The Reimbursement Fee is based on the actual costs transportation improvement projects completed from 2007 to 2013. These projects are listed in Table 9.

Table 9 – Reimbursement Fee eligible projects completed since 2007

TSP Project #	Eligible Project Costs for Transportation SDC Reimbursement Fee (2007 to 2013)	Total Project Costs	Outside Agencies, Other City \$ and Grants	SDC Funds Expended
	Transportation SDC Analysis & Preparation	48,748		48,748
1	Hwy 22 – Joseph St. Project (City Share)	59,920		59,920
7	Cascade Hwy / Whitney Traffic Signal	345,061		345,061
	Cascade Hwy / Fern Ridge Rd. Widening & Signal	255,000		255,000
11	1 st Ave (N. Santiam River Bridge to Ida St.)	200,000	200,000	-
15	10 th Ave (Fern Ridge to Jefferson)	1,969,565	1,765,953	203,612
BP-1	Shaff Rd. (Drainage & Bike Path improvements)	350,000	261,521	88,479
Total Transportation System Improvement Costs		3,228,294	2,227,474	1,000,820

The street improvement projects completed since 2007 and included in Table 9 are needed to meet existing traffic demands and are also necessary to serve future growth during the next 20 years (2014-2035).

Table 2 shows that in 2014, there are an estimated 11,722 PM Peak-Hour trips. By 2034, the number of PM Peak-Hour trips will grow to 16,496, an increase of 4,474 PM Peak-Hour trips from 2014 to 2034. The 4,474 new trips will comprise 29% of the total PM Peak-Hour trips in the year 2034. Therefore, up to \$862,000 (29%) of the \$2,973,294 cost of the completed projects may be eligible for use of systems development charge funds because that proportion of the projects will benefit new growth.

The reimbursement fee is calculated using the actual amount of SDC funds (\$745,820) expended by the City on the eligible projects during the years 2007 to 2013. It does not include eligible project costs paid for by federal and state grants, ODOT, Marion County or City Street funds. Table 9 summarizes the actual costs incurred for the period 2007 to 2013 and lists the expenditure of SDC funds for each eligible project.

In order to calculate the reimbursement fee, the actual costs expended are divided by the increase in the number of new PM Peak-Hour trips (4,474) expected over the 20-year planning horizon. Table 10 divides each eligible project cost by 4,474 to estimate the reimbursement fee for that project. The individual reimbursement fees are added together to provide the total reimbursement fee per trip.

Table 10 - Calculation of Reimbursement Fee

TSP Project #	Eligible Projects for Transportation SDC Reimbursement Fee (2007 to 2013)	Eligible Project Costs	Costs ÷ 4774 New Trips 2014-2035	Reimbursement SDC Cumulative
	Transportation SDC Analysis & Preparation	48,748	10.21	10.21
1	Hwy 22 – Joseph St. Project (City Share)	59,920	12.55	22.76
7	Cascade Hwy / Whitney Traffic Signal	345,061	72.28	85.04
7	Cascade Hwy / Fern Ridge Traffic Signal	255,000	53.41	138.45
11	1 st Ave (N. Santiam River Bridge to Ida St.)	0	0.00	138.45
15	10 th Ave (Fern Ridge to Jefferson)	203,612	42.65	181.10
BP-1	Shaff Rd. (Drainage & Bike Path improvements)	88,479	18.53	199.63
Total Transportation System Improvement Costs		745,820	199.63	200.00

The proposed Transportation Reimbursement Fee is \$200 per trip.

APPLICATION OF THE TRANSPORTATION SDC

The resulting Transportation SDC is comprised of the improvement fee of \$2,172 plus the \$200 reimbursement fee. The Transportation SDC fee for all projects is \$2,372 per trip, a reduction of \$140 per trip. Table 11 shows the comparison.

Table 11 - Current and Proposed Transportation SDC

Type of SDC	2007 Transportation SDC	Proposed 2014 Transportation SDC	Change	
			\$	%
Transportation Improvement Fee	2,512	2,172	(340)	
Transportation Reimbursement Fee	-	200	200	
Total	2,512	2,372	(140)	-6%

The City will apply the SDC per trip to the average number of trips reported in the most current edition of the *Trip Generation Manual* published by the Institute of Transportation Engineers. The 2007 SDC methodology referenced the 7th edition. The current version is the 9th edition.

The City has been using “adjustment factors” for non-residential developments to account for linked and pass-by trips. These are shown in the Appendix, and will not change.

Table 9 Illustration of SDC Change per Unit of Development

Code	Title	PM Peak Hour Trips			SDC				% Due to change in	
		Average	1/2 Low/Avg	% Diff.	Current	Proposed	Change		Avg Trips	Rate
							\$	%		
	SDC Rate per 1 PM Peak Hour Trip				\$1,936	\$2,512	\$576	29.8%		
210	Single-Family Detached Housing	1.02	0.72	41.7%	\$1,394	\$2,562	\$1,168	83.8%	53.8%	29.8%
220	Apartment	0.67	0.39	71.8%	\$755	\$1,683	\$928	122.9%	92.9%	29.8%
251	Senior Adult Housing - Detached	0.35	0.34	2.9%	\$658	\$879	\$221	33.6%	3.6%	29.8%
254	Assisted Living	0.38	0.33	15.2%	\$465	\$706	\$241	51.9%	21.9%	29.8%
495	Recreational Community Center	2.39	2.35	1.7%	\$4,550	\$6,004	\$1,454	31.9%	1.9%	29.8%
560	Church	1.41	1.1	28.2%	\$1,917	\$3,188	\$1,271	66.3%	36.3%	29.8%
710	General Office Building	1.49	0.99	50.5%	\$1,762	\$3,443	\$1,681	95.4%	65.4%	29.8%
896	Video Stores (*Derived)	10.625	7.93	34.0%	\$7,686	\$13,345	\$5,659	73.6%	43.6%	29.8%
931	Quality Restaurant	9.02	6.13	47.1%	\$9,738	\$18,580	\$8,842	90.8%	60.8%	29.8%
934	Fast-Food Restaurant with Drive-Through Window	46.68	30.01	55.5%	\$31,383	\$63,320	\$31,937	101.8%	71.8%	29.8%
945	Gasoline/Service Station with Convenience Market	13.57	8.91	52.3%	\$3,969	\$7,840	\$3,871	97.5%	67.5%	29.8%

Table 4 Comparison of SDCs for Similar Cities in Oregon

City	Stormwater		Wastewater		Transportation		Parks		Water		Total SDC	
	\$	Rank	\$	Rank	\$	Rank	\$	Rank	\$	Rank	\$	Rank
Albany	\$0	11	\$2,284	9	\$1,584	11	\$1,500	11	\$1,903	11	\$7,271	12
Canby	\$80	10	2,200	10	2,085	8	4,725	2	2,366	6	11,456	2
Corvallis	\$168	8	3,528	3	1,924	10	1,870	9	1,395	13	8,885	9
Eugene	\$429	5	1,354	14	1,377	13	1,345	12	1,860	12	6,365	13
Forest Grove	\$275	6	2,500	7	2,690	5	2,000	7	2,552	4	10,017	8
Gresham	\$823	1	1,963	11	1,997	9	1,073	13	2,273	8	8,129	10
Hillsboro	\$500	2	2,500	7	2,690	5	2,276	6	3,141	3	11,107	5
Lake Oswego	\$112	9	1,921	12	4,420	1	2,825	3	2,108	9	11,386	4
McMinnville	\$0	11	2,550	6	1,273	14	2,000	7	0	14	5,823	14
Stayton Current	-	11	3,197	4	1,394	12	1,062	14	2,332	7	7,985	11
Stayton Proposed	-	11	3,539	2	2,562	7	2,284	5	2,485	5	10,870	6
West Linn	\$455	4	5,413	1	4,217	2	8,029	1	5,946	1	24,060	1
Wilsonville	\$456	3	1,628	13	2,917	4	2,320	4	4,111	2	11,432	3
Woodburn	\$220	7	2,977	5	3,286	3	1,513	10	2,085	10	10,081	7
Average	\$293		\$2,568		\$2,538		\$2,623		\$2,478		\$10,501	

Source: EFA survey of July 2007 updated with Stayton's proposed SDCs.

APPENDIX

Summary of 7th Ed. ITE Trip Generation Manual

Code	Title	Measured by	Low	Avg.	High	Adjustment Factor
21	21 Commercial Airport	Average Flights per Day	5.12	6.96	7.82	100%
	21 Commercial Airport	Commercial Flights per Day	6.93	8.20	8.83	100%
22	22 General Aviation Airport	Average Flights per Day	0.17	0.30	0.33	100%
	22 General Aviation Airport	Based Aircraft	0.31	0.52	0.67	100%
30	30 Truck Terminal	Acres	6.27	7.24	8.37	100%
	110 General Light Industrial	1000 Sq. Ft. GFA	0.36	1.08	4.50	92%
110	110 General Light Industrial	Acres	1.32	8.77	31.25	100%
120	120 General Heavy Industrial	1000 Sq. Ft. GFA	0.49	0.68	0.78	92%
	120 General Heavy Industrial	Acres	1.26	4.22	10.67	92%
130	130 Industrial Park	1000 Sq. Ft. GFA	0.13	0.86	2.95	92%
	130 Industrial Park	Acres	2.11	8.67	59.38	92%
140	140 Manufacturing	1000 Sq. Ft. GFA	0.09	0.75	7.85	92%
	140 Manufacturing	Acres	0.62	9.21	148.00	92%
150	150 Warehousing	1000 Sq. Ft. GFA	0.34	0.61	1.65	92%
	150 Warehousing	Acres	3.80	8.77	30.80	92%
151	151 Mini-Warehouse	1000 Sq. Ft. GFA	0.13	0.29	0.50	92%
	151 Mini-Warehouse	1000 Sq. Ft. Net Rentable Area	0.22	0.27	0.33	92%
	151 Mini-Warehouse	Acres	1.29	4.23	6.94	92%
	151 Mini-Warehouse	Storage Units	0.02	0.03	0.05	92%
210	210 Single-Family Detached Housing	Dwelling Units	0.42	1.02	2.98	100%
	210 Single-Family Detached Housing	Persons	0.12	0.27	0.68	100%
	210 Single-Family Detached Housing	Vehicles	0.24	0.67	1.37	100%
	210 Single-Family Detached Housing	Acres	0.36	2.73	10.39	100%
220	220 Apartment	Dwelling Units	0.10	0.67	1.64	100%
	220 Apartment	Vehicles	0.32	0.61	1.19	100%
	220 Apartment	Persons	0.20	0.40	0.77	100%
221	221 Low-Rise Apartment	Occupied Dwelling Units	0.38	0.62	1.23	100%
	221 Low-Rise Apartment	Persons	0.22	0.33	0.65	100%

Code	Title	Measured by	Low	Avg.	High	Adjustment Factor
222	222 High-Rise Apartment	Dwelling Units	0.30	0.40	0.59	100%
	222 High-Rise Apartment	Persons	0.18	0.20	0.26	100%
223	223 Mid-Rise Apartment	Dwelling Units	0.19	0.44	0.60	100%
230	230 Residential Condominium/Townhouse	Dwelling Units	0.18	0.52	1.24	100%
	230 Residential Condominium/Townhouse	Vehicles	0.17	0.31	0.66	100%
	230 Residential Condominium/Townhouse	Persons	0.15	0.24	0.57	100%
231	231 Low-Rise Residential Condominium/Townhouse	Dwelling Units	0.37	0.52	0.79	100%
232	232 High-Rise Residential Condominium/Townhouse	Dwelling Units	0.33	0.38	0.50	100%
233	233 Luxury Condominium/Townhouse	Occupied Dwelling Units	0.60	0.65	0.72	100%
240	240 Mobile Home Park	Occupied Dwelling Units	0.39	0.60	1.07	100%
	240 Mobile Home Park	Acres	1.24	4.61	10.00	100%
	240 Mobile Home Park	Vehicles	0.28	0.37	0.75	100%
	240 Mobile Home Park	Persons	0.14	0.27	0.47	100%
251	251 Senior Adult Housing - Detached	Dwelling Units	0.33	0.35	0.95	100%
	251 Senior Adult Housing - Attached	Occupied Dwelling Units	0.03	0.11	0.25	100%
252	252 Congregate Care Facility	Dwelling Units	0.16	0.20	0.21	74%
	252 Congregate Care Facility	Occupied Dwelling Units	0.21	0.21	0.21	74%
254	254 Assisted Living	Occupied Beds	0.28	0.38	0.53	74%
	254 Assisted Living	Beds	0.16	0.35	0.53	74%
260	260 Recreational Homes	Dwelling Units	0.25	0.31	1.33	100%
	260 Recreational Homes	Acres	0.08	0.14	1.33	100%
270	270 Residential Planned Unit Development	Dwelling Units	0.59	0.72	1.17	100%
	270 Residential Planned Unit Development	Acres	3.44	4.13	4.93	100%
310	310 Hotel	Occupied Rooms	0.25	0.74	1.23	71%
	310 Hotel	Rooms	0.20	0.61	1.23	71%
311	311 All Suites Hotel	Occupied Rooms	0.40	0.55	0.87	71%
	311 All Suites Hotel	Rooms	0.32	0.40	0.47	71%
312	312 Business Hotel	Occupied Rooms	0.41	0.57	0.75	71%
320	320 Motel	Occupied Rooms	0.29	0.69	1.33	71%
	320 Motel	Rooms	0.24	0.56	1.83	71%
330	330 Resort Hotel	Occupied Rooms	0.36	0.59	1.06	71%
	330 Resort Hotel	Rooms	0.35	0.51	0.69	71%
412	412 County Park	Acres	0.08	0.59	5.30	100%

Code	Title	Measured by	Low	Avg.	High	Adjustment Factor
415 415	Beach Park	Acres	0.23	0.60	1.35	100%
416 416	Campground/Recreational Vehicle Park	Occupied Camp Sites	0.38	0.41	0.57	100%
417 417	Regional Park	Acres	0.11	0.26	1.33	100%
420 420	Marina	Berths	0.18	0.21	0.30	100%
430 430	Golf Course	Acres	0.30	0.39	0.63	100%
430 430	Golf Course	Holes	3.42	3.56	3.83	100%
445 445	Multiplex Movie Theater	Movie Screens	13.33	25.84	69.45	100%
488 488	Soccer Complex	Fields	9.71	21.77	26.50	100%
491 491	Racquet/Tennis Club	Courts	1.73	4.38	7.21	100%
491 491	Racquet/Tennis Club	1000 Sq. Ft. GFA	0.70	0.84	1.06	100%
492 492	Health/Fitness Club (formerly Racquet Club)	1000 Sq. Ft. GFA	3.27	4.06	4.30	100%
493 493	Athletic Club (formerly Health Club)	1000 Sq. Ft. GFA	3.85	5.84	6.36	100%
495 495	Recreational Community Center	1000 Sq. Ft. GFA	2.31	2.39	2.65	100%
520 520	Elementary School	Students	0.09	0.28	0.50	100%
520 520	Elementary School	1000 Sq. Ft. GFA	0.94	3.13	6.06	100%
522 522	Middle School/Junior High School	Students	0.12	0.30	0.63	100%
522 522	Middle School/Junior High School	1000 Sq. Ft. GFA	0.68	2.52	10.88	100%
530 530	High School	Students	0.10	0.28	0.74	100%
530 530	High School	1000 Sq. Ft. GFA	0.98	2.12	5.14	100%
534 534	Private School (K-8)	Students	0.46	0.61	0.68	100%
536 536	Private School (K-12)	Students	0.46	0.55	0.61	100%
540 540	Junior/Community College	Students	0.08	0.12	0.20	100%
540 540	Junior/Community College	1000 Sq. Ft. GFA	1.06	2.64	3.46	100%
550 550	University/College	Students	0.20	0.24	0.44	100%
560 560	Church	1000 Sq. Ft. GFA	0.78	1.41	4.04	90%
565 565	Day Care Center	1000 Sq. Ft. GFA	6.15	13.91	39.17	74%
565 565	Day Care Center	Students	0.39	0.85	1.72	74%
590 590	Library	1000 Sq. Ft. GFA	4.00	7.02	11.75	74%
610 610	Hospital	1000 Sq. Ft. GFA	0.87	1.61	7.63	77%
610 610	Hospital	Beds	0.80	1.44	2.51	77%
620 620	Nursing Home	1000 Sq. Ft. GFA	0.58	0.72	1.00	75%
620 620	Nursing Home	Beds	0.21	0.30	0.43	75%
630 630	Clinic	Full-time Doctors	4.40	4.43	4.44	100%

Code	Title	Measured by	Low	Avg.	High	Adjustment Factor
710 710	General Office Building	1000 Sq. Ft. GFA	0.49	1.49	6.39	92%
714 714	Corporate Headquarters Building	1000 Sq. Ft. GFA	0.52	1.40	2.67	92%
715 715	Single Tenant Office Building	1000 Sq. Ft. GFA	0.79	1.73	5.14	92%
720 720	Medical-Dental Office Building	1000 Sq. Ft. GFA	2.21	4.45	7.60	77%
731 731	State Motor Vehicles Department	1000 Sq. Ft. GFA	13.78	19.93	31.91	92%
732 732	United States Post Office	1000 Sq. Ft. GFA	3.46	14.67	82.89	92%
750 750	Office Park	1000 Sq. Ft. GFA	0.73	1.50	4.50	92%
	750 Office Park	Acres	15.25	28.28	88.40	92%
760 760	Research and Development Center	1000 Sq. Ft. GFA	0.40	1.08	4.13	92%
	760 Research and Development Center	Acres	2.42	15.44	284.62	92%
770 770	Business Park	1000 Sq. Ft. GFA	0.55	1.29	2.97	92%
	770 Business Park	Acres	2.31	16.84	32.54	92%
812 812	Building Materials and Lumber Store	1000 Sq. Ft. GFA	4.33	5.56	7.18	85%
813 813	Free-Standing Discount Superstore	1000 Sq. Ft. GFA	2.66	4.03	5.21	61%
814 814	Specialty Retail Center	1000 Sq. Ft. GFA	4.59	5.02	6.18	50%
815 815	Free-Standing Discount Store	1000 Sq. Ft. GFA	3.17	5.43	9.44	61%
816 816	Hardware/Paint Store	1000 Sq. Ft. GFA	3.98	4.74	8.27	100%
	816 Hardware/Paint Store	Acres	45.71	55.64	101.11	100%
817 817	Nursery (Garden Center)	1000 Sq. Ft. GFA	0.58	4.97	30.25	100%
	817 Nursery (Garden Center)	Acres	2.40	9.85	41.67	100%
818 818	Nursery (Wholesale)	1000 Sq. Ft. GFA	1.05	5.00	29.00	100%
	818 Nursery (Wholesale)	Acres	0.16	0.53	2.50	100%
820 820	Shopping Center (*Derived)	1000 Sq. Ft. GFA	1.14	3.88	14.31	50%
823 823	Factory Outlet Center	1000 Sq. Ft. GFA	1.57	1.94	3.20	50%
841 841	New Car Sales	1000 Sq. Ft. GFA	0.89	2.72	5.41	79%
843 843	Automobile Parts Sales	1000 Sq. Ft. GFA	4.33	6.44	7.60	67%
848 848	Tire Store	Service Bays	3.33	5.65	8.00	67%
	848 Tire Store	1000 Sq. Ft. GFA	1.62	3.26	8.14	67%
849 849	Tire Superstore (formerly Wholesale Tire Store)	Service Bays	2.38	3.87	6.17	67%
	849 Tire Superstore (formerly Wholesale Tire Store)	1000 Sq. Ft. GFA	1.63	2.58	3.41	67%
850 850	Supermarket	1000 Sq. Ft. GFA	6.50	12.02	20.00	53%
851 851	Convenience Market (Open 24 Hours)	1000 Sq. Ft. GFA	20.83	53.42	79.00	38%
852 852	Convenience Market (Open 15-16 Hours)	1000 Sq. Ft. GFA	15.83	36.22	56.67	38%

Code	Title	Measured by	Low	Avg.	High	Adjustment Factor
853	853 Convenience Market with Gasoline Pumps	Vehicle Fueling Positions	7.60	19.98	75.50	38%
	853 Convenience Market with Gasoline Pumps	1000 Sq. Ft. GFA	19.54	62.57	292.89	38%
854	854 Discount Supermarket	1000 Sq. Ft. GFA	8.49	9.84	10.85	53%
861	861 Discount Club	1000 Sq. Ft. GFA	2.50	4.76	9.67	53%
862	862 Home Improvement Superstore	1000 Sq. Ft. GFA	1.96	3.05	4.42	53%
863	863 Electronics Superstore	1000 Sq. Ft. GFA	3.45	4.50	5.78	53%
870	870 Apparel Store	1000 Sq. Ft. GFA	1.78	4.20	6.80	100%
880	880 Pharmacy/Drugstore without Drive-Through Window	1000 Sq. Ft. GFA	7.47	11.07	24.00	100%
881	881 Pharmacy/Drugstore with Drive-Through Window	1000 Sq. Ft. GFA	6.50	9.51	13.48	100%
890	890 Furniture Store	1000 Sq. Ft. GFA	0.09	0.53	1.70	100%
896	896 Video Stores (*Derived)	1000 Sq. Ft. GFA	5.23	10.63	15.74	50%
911	911 Walk-in Bank	1000 Sq. Ft. GFA	33.15	42.02	54.00	80%
912	912 Drive-in Bank	1000 Sq. Ft. GFA	7.54	53.46	242.50	61%
	912 Drive-in Bank	Drive-In Lanes	30.50	75.65	126.00	61%
931	931 Quality Restaurant	1000 Sq. Ft. GFA	3.24	9.02	15.89	82%
	931 Quality Restaurant	Seats	0.18	0.30	0.44	82%
932	932 High-Turnover (Sit-Down) Restaurant	1000 Sq. Ft. GFA	5.60	18.80	69.20	79%
	932 High-Turnover (Sit-Down) Restaurant	Seats	0.27	0.82	2.09	79%
933	933 Fast-Food Restaurant without Drive-Through Window	1000 Sq. Ft. GFA	29.05	52.40	112.00	54%
934	934 Fast-Food Restaurant with Drive-Through Window	1000 Sq. Ft. GFA	13.33	46.68	158.46	54%
	934 Fast-Food Restaurant with Drive-Through Window	Seats	0.26	1.61	4.79	54%
936	936 Drinking Place	1000 Sq. Ft. GFA	3.73	15.49	29.98	79%
941	941 Quick Lubrication Vehicle Shop	Servicing Positions	3.25	4.60	6.00	67%
942	942 Automobile Care Center	1000 Sq. Ft. GFA	2.76	4.01	7.14	67%
944	944 Gasoline/Service Station	Vehicle Fueling Positions	6.83	15.65	29.33	23%
945	945 Gasoline/Service Station with Convenience Market	Vehicle Fueling Positions	4.25	13.57	57.80	23%
	945 Gasoline/Service Station with Convenience Market	1000 Sq. Ft. GFA	27.86	97.14	451.28	23%
946	946 Gasoline/Service Station with Convenience Market and Car Wash	Vehicle Fueling Positions	7.00	13.77	21.83	23%
948	948 Automated Car Wash	1000 Sq. Ft. GFA	8.33	11.64	16.59	67%

The adjustment factor accounts for linked and pass-by trips.

City of Stayton

STORMWATER SYSTEM DEVELOPMENT CHARGE

August 18, 2014 Draft for City Council Review

Prepared by the City of Stayton
Public Works and Planning & Development Departments

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SUMMARY

The City of Stayton adopted a *Stormwater Master Plan* prepared by Keller Associates in, May 2009. The *Stormwater Master Plan* recommends the City correct deficiencies in the existing stormwater system and also recommends the City invest in improvements to the stormwater collection facilities to serve the needs of the City that will result from future residential, commercial and industrial growth in Stayton's Urban Growth Boundary.

Prior to 2014 the City did not have a stormwater utility, as management and operation of the stormwater system was incorporated into the wastewater fund. In the spring of 2014 the City established a stormwater utility, instituting a monthly stormwater utility fee and reducing the wastewater fee. Without a stormwater utility, the City has not tracked its investments in its stormwater system. Without an accurate assessment of the City's past investments in its stormwater system, it is not possible to calculate a reimbursement fee. Therefore, the Wastewater SDC consists solely of an improvement fee, to help finance future investments in the stormwater system.

The City adopted a Comprehensive Plan Update in 2013 that incorporated new population projections through 2030. At the time the *Stormwater Master Plan* was developed, the City assumed Stayton would grow at a rate of 3.35% per year. Projects were identified and prioritized based on this assumed growth rate. Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments revised Stayton's growth rate projections downward and adopted a 1.7% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan.

In 2013 the City entered into an agreement with the Santiam Water Control District (SWCD) in order to resolve litigation. As part of the agreement, the City will be making capital investments in the stormwater system beyond those called for in the Master Plan.

The City has reassessed the timing for various stormwater system improvements listed in the *Stormwater Master Plan* (Plan). Overall, the Plan identifies almost \$26 million in capital improvements, to replace existing facilities, and to expand stormwater system facilities to accommodate future growth. This report uses the capital improvements list, the agreement with SWCD, and other stormwater system data to develop the City's Stormwater SDC. The Plan estimated costs in 2007 dollars. These cost estimates have been adjusted for inflation by using the McGraw Hill Engineering News Record 20-City Construction Cost Index to develop cost estimates in 2013 dollars. Cost estimates for projects not in the Plan are in 2013 dollars.

There is only one project in the list of proposed capital improvements that has been partially completed since the adoption of the Master Plan. The City has constructed a stormwater detention basin at the intersection of N 10th Ave and E Santiam St. This is a portion of the detention facilities for this sub-basin called for in the Master Plan. The projected costs for the remainder of this project have been adjusted to account for the portion already completed. Also, projects which are not likely to be constructed before 2035 have been removed from the list of proposed capital improvements and are not included in the SDC.

INTRODUCTION

The City of Stayton staff developed the stormwater system development charge methodology in the summer of 2014. The adopted *Stormwater Master Plan* identifies almost \$26 million in capital improvements in 2007 dollars.

This report includes two elements:

1. Stormwater Improvement Fee methodology
2. An annual updating process to index the SDC to reflect construction cost inflation

STORMWATER SDC METHODOLOGY

IMPROVEMENT FEE

The improvement fee is based on capital improvements to be built to collect stormwater from future growth in the community. The Stormwater Master Plan recommends the City construct stormwater system capital improvements to correct deficiencies in existing facilities and to expand the stormwater system capacity to serve anticipated growth within the Stayton Urban Growth Boundary.

In 2013, the City Council adopted a Comprehensive Plan Update that incorporates new population projections through 2030. At the time the City of Stayton Stormwater Master Plan was developed, the City assumed that Stayton would grow at a rate of 3.35% per year and the City's population would reach 19,200 when the Urban Growth Boundary was built out in 2032. Keller Associates estimated future stormwater demands to serve the expected rapid population growth. Projects were developed and prioritized based on this assumed growth rate.

Due to the Great Recession, housing growth in Oregon slowed dramatically. In 2009 Marion County prepared an updated coordinated 20-year population forecast for the unincorporated rural areas and the 20 cities in Marion County. The City and County planning departments adopted a 1.7% growth rate for the City of Stayton. This population forecast has been adopted in the Stayton Comprehensive Plan.

Stayton's population in July 2013 was 7,685 persons. Using the 1.7% annual growth rate for Stayton, the population is projected to reach 11,135 by 2035 and 14,100 in 2049 at UGB build out.

Table 1 lists all of the recommended capital improvements listed in the *Stormwater Master Plan*. The Master Plan included a cost estimate, prepared in 2007. These cost estimates have been updated to adjusting for inflation by using the Engineering New Record Construction Cost Index. The costs have been adjusted by using the Construction Cost Index for the end of 2013. The estimated construction cost is \$31,328,010 in 2013 dollars. The City expects to receive a \$1.5 million grant from the State of Oregon to assist in the construction of the Shaff Road Detention Basin. For purposes of calculating the SDC, the estimated cost of the project has been reduced by this amount. Of the \$31 million total cost, \$10,891,780 of the project costs are allocated to growth.

Table 1 Recommended Stormwater System Capital Improvements, Stormwater Master Plan

Project Description	Master Plan	Inflation	Allocation to Growth	
	Estimated 2007\$	Adjustment 2013\$	%	2013\$
Wetlands Preservation	792,000	946,598	60%	567,959
Shaff Road Detention Basin & Piping	1,754,700	2,097,217	10%	54,722
10th Ave Detention Basin & Piping	1,011,000	908,347	15%	136,252
Industrial Detention Site Improvements	95,000	113,544	25%	28,386
Shaff Road Basin Pipeline Improvements	3,575,500	4,273,438	5%	213,672
10th Avenue Pipeline Improvements	572,600	684,372	15%	102,656
Norpac NE Detention Site	620,800	741,980	0%	0
5 Additional Manhole Monitoring Equipment	96,700	115,576	0%	0
Fir to Regis through Regis HS Parking Lot	358,800	428,838	5%	21,442
Evergreen Ave to Norpac Detention Site	575,600	687,957	5%	34,398
3rd & Jefferson to Library Detention Site	2,115,000	2,527,848	5%	126,392
Millstream Woods to Norpac SW Detention Site	1,975,400	2,360,998	10%	236,100
Sylvan Meadows Subdivision	72,100	86,174	0%	0
Gardner Road-Regis High School	637,800	762,299	5%	38,115
Wedgewood Place	736,600	880,384	0%	0
Western Ave	732,400	875,364	0%	0
Library Improvements	49,500	59,162	0%	0
1st Avenue	122,300	146,173	0%	0
Washington Street Area	216,600	258,880	42%	108,730
North Peach Street	82,500	98,604	50%	49,302
Pacific Court	349,600	417,842	0%	0
Fern Ridge Street Area	1,701,400	2,033,513	34%	691,395
Dozler Property Area	740,800	885,404	48%	424,994
Phillips Property Area	1,991,900	2,380,719	87%	2,071,225
Larch Avenue	130,200	155,615	0%	0
Detention Facilities	3,402,000	4,066,070	98%	3,984,749
Pipeline Upsize Costs	1,430,800	1,710,092	100%	1,710,092
SWCD Ditch Automation		230,000	24%	55,200
Salem Ditch Expansion		150,000	24%	36,000
Power Canal Water Quality Improvements		45,000	0%	0
Stormwater Master Plan Update		200,000	100%	200,000
	25,939,600	31,328,010		10,891,780

In addition to the projects that are included in the Stormwater Master Plan, there are three projects in Table 1 that were not included in the Master Plan but are commitments made by the City for improvements to the stormwater system in the City's agreement with Santiam Water Control District to resolve the District's litigation. The City has committed to providing funding for the automation of the Districts headgates and other controls in order to minimize the impacts of the City's stormwater on the District facilities, has committed to providing funding for the expansion of the Salem Ditch north of Shaff Road, and has committed to the installation of water quality improvements to the City's facilities that discharge to the Main Canal. The cost estimates for these three projects are in 2013 dollars.

In addition, future updates to the City's Stormwater Master Plan have been included in Table 1.

Each project was evaluated to determine whether or not it is needed to correct an existing deficiency or if the project is partially or entirely intended to benefit new growth. The fourth column shows the allocation of each project's cost to growth (and, implicitly to current users).

1. *Projects with no benefit for future growth:* Ten of the projects in Table 1 are not needed to serve future growth. These projects must be built regardless of growth to resolve existing problems. All of these costs will be borne by rate payers. For example, the Stormwater Master Plan notes that many areas of the City experience flooding due to undersized storm drain pipes and calls for the installation of larger or parallel storm drain pipes. Projects such as these have no benefit for future development (0%) and therefore are not included in the final column. None of these projects' costs are included in the calculation of the stormwater improvement fee.
2. *Projects with proportional benefit to existing users and future growth:* Some projects in Table 1 will benefit some existing users, but will also serve future growth. Projects that partially benefit current users and future growth are pro-rated based on the proportionate benefit to each. The percentage assigned to each project is based on the proportional benefit received by new growth. Several factors were considered: (1) Does the project increase the capacity of the overall stormwater system and enable the City to meet anticipated stormwater demands? and/or (2) Does a collection system project serve a partially developed or a vacant, developable area within the Stayton UGB? Based on the analysis, the percentages of projects that benefit development range from 5 to 100%.
3. *Future Projects (Not included in the Improvement Fee Calculation):* As mentioned above, the Stormwater Master Plan assumed the City would continue to grow at a faster rate than is now projected. This means that some of the improvement projects on the Master Plan's Capital Improvements List may not be necessary within the next 20-year period. It is projected that only half of the cost of the Phillips Property Area project

Table 2 Planned Stormwater System Capital Improvements Cost Basis for Improvement Fee

Project Description	ENR	Allocation		To be Completed in	
	Inflation Adjustment 2013 \$	%	2013 \$	2014-2034	2035+
Wetlands Preservation	946,598	60%	567,959	567,959	
Shaff Road Detention Basin & Piping	2,097,217	10%	209,722	209,722	
10th Ave Detention Basin & Piping	1,208,347	15%	181,252	181,252	
Industrial Detention Site Improvements	113,544	25%	28,386	28,386	
Shaff Road Basin Pipeline Improvements	4,273,438	5%	213,672	213,672	
10th Avenue Pipeline Improvements	684,372	15%	102,656	102,656	
Fir to Regis through Regis HS Parking Lot	428,838	5%	21,442	21,442	
Evergreen Ave to Norpac Detention Site	687,957	5%	34,398	34,398	
3rd & Jefferson to Library Detention Site	2,527,848	5%	126,392	126,392	
Millstream Woods to Norpac SW Detention Site	2,360,998	10%	236,100	236,100	
Gardner Road-Regis High School	762,299	5%	38,115	38,115	
Washington Street Area	258,880	42%	108,730	108,730	
North Peach Street	98,604	50%	49,302	49,302	
Fern Ridge Street Area	2,033,513	34%	691,395	691,395	
Dozler Property Area	885,404	48%	424,994	424,994	
Phillips Property Area	2,380,719	87%	2,071,225	1,035,613	1,035,613
Detention Facilities	4,066,070	98%	3,984,749	996,187	2,988,562
Pipeline Upsize Costs	1,710,092	100%	1,710,092	513,028	1,197,065
SWCD Ditch Automation	230,000	24%	55,200	55,200	
Salem Ditch Expansion	150,000	24%	36,000	36,000	
Stormwater Master Plan Update	200,000	100%	200,000	200,000	
	31,328,010		10,891,780	5,670,541	5,221,239

and only one quarter of the Future Detention Facilities are likely to be constructed before 2035. Similarly, due to slower projections of growth, it is assumed that only 30% of the Pipeline Upsize Costs will be expended in the next 20 years. The remainder of the costs of these projects has not been included in the calculation of the SDC Improvement Fee. During the next Stormwater Master Plan update these projects should be re-evaluated to determine if it is needed, should be dropped from the plan or should be modified. At that time, any needed projects should be included in the calculation of an updated stormwater improvement fee.

Based on this analysis, Table 2 identifies \$5,670,541 in stormwater system improvement projects to be completed in the next twenty years that are assigned to growth and used in the calculation for the stormwater improvement fee. The City's 2013 population is estimated at 7,685 by the Portland State University, Population Research Center. The City's Comprehensive Plan, using the coordinated population projection adopted by Marion County, assumes the City will grow at an annual average rate of 1.7%. Applying this growth rate to the estimated 2013 population results in projected population of 11,135 in 2035. With an average household size of 2.7, this increase in population correlates to an additional 1,230 housing units in the next 20 years. The Comprehensive Plan projects that 85%, or 1,040, of the new homes will be single family detached units and duplexes and the remainder will be multifamily units.

The City estimates that each new housing units results in the creation of 5,020 square feet of impervious surface. If a lot has an average of 80 feet of street frontage and is on a street with a 38-foot pavement width, then the street and a 5-foot sidewalk accounts for 1,920 square feet of paving. A 25-foot long, 20-foot wide driveway is 500 square feet. The City reviewed a March 2014 aerial photo in the City's Geographic System and calculated the roof area of the 38 new single family dwellings that were built since 2010 and appeared in the area photo. The new homes had a median roof area of 2,683 square feet. Using an average of 2,600 square feet brings the total impervious surface per single family dwelling to 5,020 square feet.

Over the 20-year period, 1,040 new homes will result in 5,220,800 square feet of new impervious surface from single family residential construction.

As part of developing the stormwater utility fee, the City has previously estimated that there is currently 10,280,455 square feet of impervious surface in the city from non-residential and multi-family uses. The City has reviewed the Land Use Files and determined the amount of new impervious surface approved for development since 1990. There has been an annual average of 70,000 square feet of new impervious surface approved in non-residential and multi-family development during that time period. If the City continues to see an average of 70,000 square feet of new impervious surface from non-residential and multi-family development over the next 20 years, there will be a total of 1.54 million square feet of new impervious surface added from these developments.

Table 3 Calculation of Improvement Fee

Total Improvement Costs to be Financed with SDCs	\$5,670,541
New square footage of impervious surface from single family dwellings, 2015-2035	5,220,800
New square footage of impervious surface from non-residential and multi-family, 2015-2035	1,540,000
Total new square footage of impervious surface 2015-2035	6,760,800
Cost per square foot of impervious surface	\$0.8387
Average impervious surface per new single Family dwelling	5,020
Stormwater SDC per single family dwelling	\$4,210
Stormwater SDC for multi-family and non-residential development (per sq ft of impervious surface)	\$0. 8387

Table 3 presents the calculation of the stormwater system development charge based on the total cost of improvement projects allocated to growth in the next twenty years from Table 2 and the total projected impervious surface from new development during that period of time.

Based on the calculations in Table 3 the stormwater SDC for a single family dwelling will be \$4,210 and the stormwater SDC for multi-family and non-residential construction will be \$0.8387 per square foot of impervious surface. Impervious surface will include the area of all roofs, sidewalks, parking areas, driveways, patios and any other area that is not vegetated.

ANNUAL UPDATES FOR INFLATION

ORS 223.304 (7) provides that,

"A change in the amount of a reimbursement fee or an improvement fee is not a modification of the system development charge if the change in amount is based on the periodic application of an adopted specific cost index or on a modification to any of the factors related to rate that are incorporated in the established methodology."

For the purposes of periodically adjusting the stormwater SDC, the City will determine annually the increase in the 20-City Average Construction Cost Index (CCI) published in the weekly periodical ENR published by McGraw Hill, Inc. This publisher's construction (and building) cost index is widely accepted in the engineering and construction industry. ENR updates the CCI monthly and provides annual summaries in the July edition.

The formula for updating the SDC each year is as follows:

$$\text{SDC current year} = [(\text{SDC last year}) \times (\text{CCI current year})] / \text{CCI last year}$$

Variables:

CCI current year = Construction Cost Index for the current year

CCI last year = Construction Cost Index for the last year the SDCs were updated

SDC current year = the SDC updated by the CCI

SDC last year = the SDC to be updated

It is recommended that the City Council review the SDC charges annually and make adjustments effective on July 1st.

An initial Council review may take place between January and March after the ENR index is available for the prior calendar year. In reviewing the SDC, the City Council may consider changes to the proposed project list, the ENR index change for the prior year, economic indicators for the Mid-Willamette Valley, current economic conditions in Stayton and the potential impact a change in the SDC fees may have on proposed development in the City. The January to March review also provides sufficient time to notify interested parties 90 days prior to the adoption of a revised SDC methodology as required by ORS 223.



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: October 6, 2014
SUBJECT: Community Grant Application

ISSUE:

A Grant Application has been received requesting Community Grant Funds to support Santiam Historical Museum.

BACKGROUND INFORMATION:

The Finance Department has received a Grant application from Santiam Historical Museum requesting \$400.00 of support. The Historical Museum is requesting the funds to restore their nonprofit status so they are able to solicit donations and grants to support operational costs.

The Museum continues to search for a new location and has been working with Allison McKenzie of GROW, to help strengthen and guide their group in this process of restructuring.

FISCAL IMPACT:

The balance in the Community Grant fund is \$300.00.

OPTIONS:

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

MOTION(S)

1. Offer a motion to award a Community Grant to Santiam Historical Museum in the amount of \$300.00.
2. No action necessary.

City of Stayton

City of Stayton Community Grant Application

Date of Application: September 22, 2014
Application submitted to: Keith Campbell

ORGANIZATION INFORMATION

Name of Organization: Santiam Historical Society, Inc.
Legal name, if different: n/a
Address: PO Box 326
City, State, Zip: Stayton, OR 97383
Phone: 503-769-1406 Fax: none Website: <https://www.facebook.com/SantiamHistoricalMuseum>
Contact person regarding this application: Susan Masse
Title: President Phone: 503-769-9024 E-mail: smasse@wvi.com

Is your organization an IRS 501c(3) not for profit? No
Note: We have been an IRS 501c(3) in the past but it was inadvertently not renewed. We have maintained our Oregon non-profit status. This application seeks to reestablish our 501c(3) status.

PROPOSAL INFORMATION:

See attached.

Population served: Anyone with with historical ties or interest in the greater Stayton area.

If your agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.
We are not aware of receiving grant funds from the City of Stayton previously.

Funds are being requested for (check one)

General operating support Project/program support
 Start-up costs Technical assistance
 Capital Other (please specify) Cost of 501c(3) application

Project dates (if applicable): Our application is ready to submit to the IRS
Fiscal year end: Aug. 30

BUDGET

Dollar amount requested: \$ 400.00
Total annual organization budget: less than \$1000.00
Total project budget: \$
Operating: \$
Note: \$400 is the entire cost of our 501(3) application.

AUTHORIZATION

Name and title of top paid staff or board chair:
Susan Masse _____ Name
President _____ Position

Signature: *Susan M Masse* Date: 9/22/2014

Santiam Historical Society, Inc.
POB 326
Stayton, OR 97383

We are applying for \$400 which is the entire cost of our application for IRS 501c(3) status. Somehow our 501c(3) status was not renewed and we need to reapply. Once established the cost to maintain a 501c(3) is postage to file the necessary forms.

Our current funds are about \$600 and our monthly storage costs will be \$178 starting Oct. 1, 2014.

Since we expect our application to take several months to be processed, we have approached Willamette Heritage Center in Salem as a possible sponsor until our application is processed so that donors can be assured that their donations are tax deductible and we can apply for grants as a 501c(3).

We are working with Allison McKenzie to help us reorganize and get back on our feet. We have a meeting scheduled with Allison for Sept. 30, 2014 and in addition to Santiam Historical Society members we expect to have Keith Campbell, Stayton City Administrator, Kylie Pine, Curator at Willamette Heritage Center, and Diana Maul, past regent of the local DAR chapter.



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: October 6, 2014
SUBJECT: Monthly Staff 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 2014	July 2014
Number of Bills sent out	2,667	2,652
Delinquent Notices sent out	520	460
Courtesy Delinquent Notices sent to Landlords	167	146
Notified of Impending Shut off & Penalty	123	147
Customers with Interrupted Services Non-Payment	21	14
Services still Disconnected	0	0

Accounts Payable:

Number of Checks Issued	200	167
Total Amount of Checks	\$763,192.84	\$520,607.54

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	28,637.57	1,718,144.00	1,689,506.43	1.7
CHARGES FOR SERVICES	227.00	7,200.00	6,973.00	3.2
GRANTS & CONTRIBUTIONS	.00	1,500.00	1,500.00	.0
FRANCHISE FEES	139,877.74	765,000.00	625,122.26	18.3
LICENSES, PERMITS & FEES	15,279.75	16,000.00	720.25	95.5
FINES & FORFEITURES	16,675.15	213,700.00	197,024.85	7.8
INTERGOVERNMENTAL	37,155.53	175,190.00	138,034.47	21.2
INTEREST	434.08	500.00	65.92	86.8
MISCELLANEOUS/TRANSFERS	6,250.85	392,195.00	385,944.15	1.6
	<u>244,537.67</u>	<u>3,289,429.00</u>	<u>3,044,891.33</u>	<u>7.4</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	20,550.46	465,520.00	444,969.54	4.4
ADMINISTRATION	69,961.08	479,482.00	409,520.92	14.6
POLICE	335,743.48	1,919,675.00	1,583,931.52	17.5
PLANNING	23,049.43	159,818.00	136,768.57	14.4
COMMUNITY CENTER	9,915.29	59,948.00	50,032.71	16.5
PARKS	25,713.41	154,274.00	128,560.59	16.7
MUNICIPAL COURT	8,308.99	186,785.00	178,476.01	4.5
STREET LIGHTING	8,897.40	116,685.00	107,787.60	7.6
	<u>502,139.54</u>	<u>3,542,187.00</u>	<u>3,040,047.46</u>	<u>14.2</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	16.67	100.00	83.33	16.7
MISCELLANEOUS/TRANSFERS	.00	414,000.00	414,000.00	.0
	<u>16.67</u>	<u>414,100.00</u>	<u>414,083.33</u>	<u>.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	59,153.67	445,010.00	385,856.33	13.3
	<u>59,153.67</u>	<u>445,010.00</u>	<u>385,856.33</u>	<u>13.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	2,422.77	151,000.00	148,577.23	1.6
CHARGES FOR SERVICES	1,854.67	56,823.00	54,968.33	3.3
GRANTS & CONTRIBUTIONS	.00	25,200.00	25,200.00	.0
LICENSES, PERMITS & FEES	1,368.00	15,500.00	14,132.00	8.8
FINES & FORFEITURES	1,745.92	15,000.00	13,254.08	11.6
INTERGOVERNMENTAL	.00	1,339.00	1,339.00	.0
INTEREST	28.37	400.00	371.63	7.1
MISCELLANEOUS/TRANSFERS	.00	140,500.00	140,500.00	.0
	<u>7,419.73</u>	<u>405,762.00</u>	<u>398,342.27</u>	<u>1.8</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>72,962.88</u>	<u>492,839.00</u>	<u>419,876.12</u>	<u>14.8</u>
	<u>72,962.88</u>	<u>492,839.00</u>	<u>419,876.12</u>	<u>14.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	410,175.30	1,754,000.00	1,343,824.70	23.4
LICENSES, PERMITS & FEES	7,175.00	30,000.00	22,825.00	23.9
INTEREST	563.12	3,500.00	2,936.88	16.1
MISCELLANEOUS/TRANSFERS	.00	11,000.00	11,000.00	.0
	<u>417,913.42</u>	<u>1,798,500.00</u>	<u>1,380,586.58</u>	<u>23.2</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	178,153.16	1,925,546.00	1,747,392.84	9.3
	<u>178,153.16</u>	<u>1,925,546.00</u>	<u>1,747,392.84</u>	<u>9.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

STORM WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICE	35,130.75	237,000.00	201,869.25	14.8
INTEREST	8.48	200.00	191.52	4.2
MISCELLANEOUS/TRANSFERS	.00	278,000.00	278,000.00	.0
	<u>35,139.23</u>	<u>515,200.00</u>	<u>480,060.77</u>	<u>6.8</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	16,021.59	443,730.00	427,708.41	3.6
	<u>16,021.59</u>	<u>443,730.00</u>	<u>427,708.41</u>	<u>3.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	482,685.18	3,019,230.00	2,536,544.82	16.0
INTEREST	2,026.30	12,500.00	10,473.70	16.2
MISCELLANEOUS/TRANSFERS	260.00	12,500.00	12,240.00	2.1
	<u>484,971.48</u>	<u>3,044,230.00</u>	<u>2,559,258.52</u>	<u>15.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	222,381.41	3,627,673.00	3,405,291.59	6.1
	<u>222,381.41</u>	<u>3,627,673.00</u>	<u>3,405,291.59</u>	<u>6.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	14,326.49	84,000.00	69,673.51	17.1
INTERGOVERNMENTAL	67,918.13	516,876.00	448,957.87	13.1
INTEREST	234.30	900.00	665.70	26.0
MISCELLANEOUS/TRANSFERS	388.20	50,250.00	49,861.80	.8
	<u>82,867.12</u>	<u>652,026.00</u>	<u>569,158.88</u>	<u>12.7</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	28,173.82	800,187.00	772,013.18	3.5
	<u>28,173.82</u>	<u>800,187.00</u>	<u>772,013.18</u>	<u>3.5</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 2 MONTHS ENDING AUGUST 31, 2014

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	2,631.64	154,000.00	151,368.36	1.7
GRANTS & CONTRIBUTIONS	.00	23,367.00	23,367.00	.0
INTEREST	81.52	250.00	168.48	32.6
MISCELLANEOUS/TRANSFERS	.00	15,000.00	15,000.00	.0
	2,713.16	192,617.00	189,903.84	1.4
 <u>EXPENDITURES</u>				
DEPARTMENT 86	31,457.17	262,928.00	231,470.83	12.0
	31,457.17	262,928.00	231,470.83	12.0



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: October 6, 2014
SUBJECT: September Staff Report

ISSUE

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

	August 2014	Year to Date 2014	August 2013	Year to Date 2013
Police Activity	902	5681	873	6760
Investigated Incidents	221	1823	378	2864
Citations/Warning	231	1076	226	2114
Traffic Accidents	7	58	6	60
Juvenile Abuse	7	29	5	24
Arrests	82	550	65	656
Reserve Volunteer Hrs.	179.5	1862	474.5	3213.5
Citizen Volunteer Hrs.	57	203	31	351.75
Peer Court Referrals:	0	27	7	23

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 8/1/2014 - 8/31/2014

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED		
	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13
	Count	Count	% Change Yr to Yr	Count	Count	Count	%	%	%	Juv	Adult	Total
NON-CRIMINAL												
ACCIDENT-INJURY	1	9	6 50.0%									
ACCIDENT-PROPERTY	3	25	30 -16.7%									
ALL OTHER NON-CRIMINAL	110	1,046	1,996 -47.6%									
NON CRIM DOMESTIC DISTURB	19	65	82 -20.7%									
NON-CRIMINAL TOTALS	133	1,145	2,114 -45.8%									
PERSON												
AGGRAVATED ASSAULT	3	14	10 40.0%	3	12	10	100.0%	85.7%	100.0%	0	3	3
KIDNAPPING	0	3	2 50.0%	0	3	2	100.0%	100.0%	100.0%	0	0	0
NEGLECT MANSLAUGHTER	0	0	0 0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0
OFFENSE AGAINST FAMILY	0	0	5 -100.0%	0	0	5	0.0%	0.0%	100.0%	0	0	0
OTHER ASSAULTS	15	64	51 25.5%	13	56	39	86.7%	87.5%	76.5%	3	11	14
RAPE	0	2	1 100.0%	0	1	1	0.0%	50.0%	100.0%	0	0	0
RESTRAINING ORDER VIOLATION	0	7	4 75.0%	0	4	3	0.0%	57.1%	75.0%	0	0	0
ROBBERY	0	1	2 -50.0%	0	1	2	0.0%	100.0%	100.0%	0	0	0
SEX OFFENSES	3	16	9 77.8%	0	2	3	0.0%	12.5%	33.3%	0	0	0
PERSON TOTALS	21	107	84 27.4%	16	79	65	76.2%	73.8%	77.4%	3	14	17
PROPERTY												
ARSON	0	1	1 0.0%	0	1	1	100.0%	100.0%	100.0%	0	0	0
BURGLARY - BUSINESS	1	6	4 50.0%	0	1	1	0.0%	16.7%	25.0%	0	0	0
BURGLARY - OTHER STRUCTURE	0	5	5 0.0%	0	0	2	0.0%	0.0%	40.0%	0	0	0
BURGLARY - RESIDENCE	2	34	15 126.7%	0	2	3	0.0%	5.9%	20.0%	0	0	0
COUNTERFEITING/FORGERY	0	5	9 -44.4%	0	1	2	0.0%	20.0%	22.2%	0	0	0
FRAUD	6	39	39 0.0%	1	8	15	16.7%	20.5%	38.5%	0	1	1
LARCENY												
Pickpocket	0	0	1 -100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0
Purse Snatching	0	0	2 -100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0
Shoplifting	6	39	53 -26.4%	2	23	36	33.3%	59.0%	67.9%	0	2	2
Theft from a Motor Vehicle	5	59	34 73.5%	1	2	3	20.0%	3.4%	8.8%	0	0	0
Theft of MV Parts/Accessories	1	7	6 16.7%	1	1	1	100.0%	14.3%	16.7%	0	0	0
Theft of Bicycle	2	23	6 283.3%	0	0	2	0.0%	0.0%	33.3%	0	0	0
Theft from Building	0	17	13 30.8%	0	2	5	0.0%	11.8%	38.5%	0	0	0
All Other Larceny	15	80	83 -3.6%	3	17	20	20.0%	21.3%	24.1%	0	2	2
PROPERTY TOTALS	15	80	83 -3.6%	3	17	20	20.0%	21.3%	24.1%	0	2	2

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED					
	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13	Juv	Adult	Total	8/1/14 to 8/31/14	1/1/14 to 8/31/14	1/1/13 to 8/31/13
		% Change Yr to Yr													
LARCENY	29	225	198	13.6%	7	45	67	24.1%	20.0%	33.8%	0	4	4	52	80
MOTOR VEHICLE THEFT	0	13	8	62.5%	0	4	1	0.0%	30.8%	12.5%	0	0	0	2	3
STOLEN PROPERTY	0	2	3	-33.3%	0	2	3	0.0%	100.0%	100.0%	0	0	0	4	5
VANDALISM	15	67	82	-18.3%	7	24	21	46.7%	35.8%	25.6%	3	4	7	17	16
PROPERTY TOTALS	53	397	364	9.1%	15	88	116	28.3%	22.2%	31.9%	3	9	12	89	125
SOCIETY															
ALL OTHER	14	113	161	-29.8%	8	38	99	57.1%	33.6%	61.5%	1	9	10	27	53
ANIMAL	0	1	3	-66.7%	0	1	3	0.0%	100.0%	100.0%	0	0	0	0	2
CURFEW	4	8	17	-52.9%	4	8	16	100.0%	100.0%	94.1%	8	0	8	15	20
CUSTODY-MENTAL	1	7	8	-12.5%	1	7	8	100.0%	100.0%	100.0%	0	2	2	8	8
CUSTODY-PROTECTIVE	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0
DISORDERLY CONDUCT	7	35	37	-5.4%	6	33	35	85.7%	94.3%	94.6%	1	6	7	39	37
DR WHILE SUSP	3	20	19	5.3%	3	20	19	100.0%	100.0%	100.0%	0	3	3	20	19
DRIVING UNDER INFLUENCE	4	34	35	-2.9%	4	34	35	100.0%	100.0%	100.0%	0	4	4	34	35
ELUDING	1	1	5	-80.0%	1	1	5	100.0%	100.0%	100.0%	0	1	1	1	6
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	0	3	-100.0%	0	0	3	0.0%	0.0%	100.0%	0	0	0	0	3
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	1	12	13	119	26
HIT & RUN	3	24	24	0.0%	0	4	4	0.0%	16.7%	16.7%	0	0	0	2	2
LIQUOR LAWS	0	17	11	54.5%	0	16	11	0.0%	94.1%	100.0%	0	0	0	20	14
MIP TOBACCO	0	4	17	-76.5%	0	4	17	0.0%	100.0%	100.0%	0	0	0	5	16
NARCOTICS/DRUGS	2	33	50	-34.0%	2	32	46	100.0%	97.0%	92.0%	0	2	2	51	52
PROP RECOV - FOR OTHER AGENCY	0	3	3	0.0%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	0
RECKLESS DRIVING	0	4	0	0.0%	0	3	0	0.0%	75.0%	0.0%	0	0	0	3	0
RUNAWAY	2	12	29	-58.6%	2	11	26	100.0%	91.7%	89.7%	2	0	2	13	23
SEX OFFENSES	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
TRESPASS	1	23	38	-39.5%	1	17	27	100.0%	73.9%	71.1%	0	0	0	9	25
VEH RECOV - FOR OTHER AGENCY	0	0	2	-100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0
WARRANT	10	100	114	-12.3%	10	98	114	100.0%	98.0%	100.0%	0	0	0	3	114
WEAPONS	0	8	13	-38.5%	0	7	12	0.0%	87.5%	92.3%	0	0	0	5	10
SOCIETY TOTALS	53	449	593	-24.3%	43	336	485	81.1%	74.8%	81.8%	13	40	53	376	467
GRAND TOTALS	260	2,098	3,155	-33.5%											



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Jennifer Russell, Administrative Assistant
DATE: October 6, 2014
SUBJECT: Public Works Monthly Operating Report for August

KEY ACTIVITIES

STATUS

- **WWTP Facility** Effluent flows: 23.56 million gallons were treated during August. The highest flow was 0.92 million gallons on August 18 and 26, and the lowest flow was 0.53 million gallons on August 17. The average flow was 0.76 million gallons. Total rainfall for August was 0.76 inches.
- **WTP** Highest production day was 6,548,000 on the 16th.
- **Water System** We replaced 3 meters this month. One hydrant was repaired. Cleaned filter bed #3 at Water Treatment Plant
- **Streets** Swept 80 curb miles and removed approximately 27 cubic yards of material.
- **Parks** Volunteers: Community Service – 40 hours, Volunteer – 0 hours. Total = 40 hours.
- **Building Permits**

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	1	\$11,490.00
Residential Building Addition/Alter/Other	2	0
Commercial Building Addition/Alter/Other	5	0
Electrical	0	0
Mechanical	0	0
Plumbing	2	0
TOTAL	10	\$11,490.00

One (1) Residential SDC = \$11,490.00 + \$670.00 for Mill Creek SDC



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Dan Fleishman, Planning and Development Director
DATE: October 6, 2014
SUBJECT: Report of Activities for August, 2014

Enforcement Activity Highlights

Five letters sent for unmowed vegetation

One letter sent for poultry not properly fenced

One Certified Notice of Violation and Order of Abatement sent for dangerous structure

Planning & Development Activity Summary

Reviewed 4 building permit applications

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



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

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Katinka Bryk- Library Director
DATE: October 6, 2014
SUBJECT: Library report- August 2014

The end of Summer Reading program party was well attended. The children's services librarian takes a storytelling break in August. We hired a new outreach storyteller, Lisa Krigbaum, and she is very excited to join our team.

The Stayton Library Foundation has hired a new development coordinator, Brenda Moore, to take Consuelo Covino's position. She lives in Scio and is an active library user. We are excited to have her on board as well.

Ongoing, slow conversations with lighting representatives and electricians drag on. The Energy Trust representative was here on Tuesday, so perhaps things will move along on the lighting replacement project.

The Friends of the Stayton Library purchased six tablets (not stone and chisel style) for circulation in the library. They should be available for our customers in a few weeks. The Friends had their big book sale Thursday, Friday and Saturday September 25-27.

We are in the planning stages of presenting a Job Fair in the E.G.Siegmund community room in November. It is a collaboration between the library, the city and SEDCOR.

We are also writing grants and planning for a winter/spring Oregon authors/writers series.

2014-2015 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2013-14 FY	2014-15 YTD
TOTAL CHECKOUTS	12,392	9,879											136,454	22,271

OTHER CIRCULATION SERVICES

Self check out	2,646	2,313											<i>Not Tracked</i>	4,959
Holds filled	718	686											<i>Not Tracked</i>	1,404
Items in use in other libraries	1,708	1,697											<i>Not Tracked</i>	3,405
Check-ins	11,787	9,649											<i>Not Tracked</i>	21,436
Library2Go (ebooks +)	634	671											6,378	1,305

INCOME RECEIVED

Non-resident cards	\$773.00	\$455.00											\$9,921.00	\$1,228.00
Fines: overdue & lost books	\$719.00	\$218.00											\$16,612.37	\$937.00
Room fees	\$0.00	\$0.00											\$4,129.50	\$0.00
TOTAL													\$30,662.87	\$2,165.00

REFERENCE QUESTIONS

In-Person	769	611											8,042	1,380
Telephone	261	237											4,244	498
TOTAL													12,286	1,878

NEW PATRON CARDS	109	70											240	179
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INTERNET USE	1,584	1,424											18,625	3,008
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PROGRAM ATTENDANCE

Children/teens	349	178											4,743	527
Adults	169	49											2,575	218
Outreach	0	n/a											6,405	0
TOTAL													13,723	745

MEETING ROOM ATTENDANCE	1,017	573											10,942	1,590
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PATRON VISITS	8,588	7,660											88,449	16,248
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2014-2015 Monthly Library Statistics

	August 2014	August 2013
TOTAL CHECKOUTS	9,879	12,114

OTHER CIRCULATION SERVICES		
Self check out	2,313	
Holds filled	686	
Items in use in other libraries	1,697	
Check-ins	9,649	
Library2Go (ebooks +)	671	589

INCOME RECEIVED		
Non-resident cards	\$455.00	\$1,760.00
Fines: overdue & lost books	\$218.00	\$2,337.97
Room fees	\$0.00	\$108.00

REFERENCE QUESTIONS		
In-Person	611	585
Telephone	237	393

NEW PATRON CARDS	109	70
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INTERNET USE	1,424	1,900
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PROGRAM ATTENDANCE		
Children/teens	178	379
Adults	49	154
Outreach	0	0

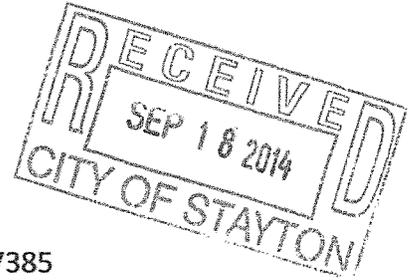
MEETING ROOM ATTENDANCE	573	1,033
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PATRON VISITS	7,660	8445
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Santiam Senior Center

Established 2006

Mailing: P.O. Box 107, Sublimity, Oregon 97385
41818 Kingston-Jordan Road Stayton, Oregon 97383
Phone: 503-767-2009 Fax: 503-769-1550
Email: sscenter@wvi.com Website: www.santiamseniorcenter.com



September 12, 2014

City of Stayton
362 North Third Ave.
Stayton, OR 97383

Gentlemen:

The Santiam Senior wants to thank you for the Community Grant in the amount of \$1,000.00 which we received in August.

The grant money is going to be used toward installing a handicap automatic door. We are all looking forward to this improved feature for the members of the Center.

Sincerely,

A handwritten signature in cursive script that reads "Beverly Mallette".

Beverly Mallette
Treasurer