



AGENDA STAYTON CITY COUNCIL MEETING

Tuesday, January 16, 2018

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

OATH OF OFFICE

- a. Oath of Office for Councilor Christopher Molin

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

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.

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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.*

CONSENT AGENDA

- a. December 18, 2017 City Council Minutes
- b. Resolution No. 972, Extending City of Stayton’s Workers Compensation Coverage to Volunteers of the City of Stayton

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

Ordinance No. 1015, Amending Land Use Code Regarding Standards for Awnings and the Color Palette for Buildings in the Downtown Zones

- a. Commencement of Public Hearing
- b. Staff Introduction
- c. Staff Report – Dan Fleishman
- d. Questions from the Council
- e. Proponents’ Testimony
- f. Opponents’ Testimony
- g. Governmental Agencies
- h. General Testimony
- i. Questions from the Public
- j. Questions from the Council
- k. Staff Summary
- l. Close of Hearing
- m. Council Deliberation
- n. Council Decision on Ordinance No. 1015

UNFINISHED BUSINESS

Proposed Resolution Establishing Residential Rental Registration Fee **Action**

- a. Staff Report – Dan Fleishman
- b. Council Deliberation
- c. Council Decision

NEW BUSINESS

Appointment of a Council President **Action**

- a. Staff Report – Alissa Angelo
- b. Council Deliberation
- c. Council Decision

Appointment of Council Liaisons to Boards and Committees **Action**

- a. Staff Report – Alissa Angelo
- b. Council Deliberation
- c. Council Decision

Judicial Services Contract **Action**

- a. Staff Report – Alissa Angelo
- b. Council Deliberation
- c. Council Decision

Supporting Downtown Development through Establishment of a Vertical Housing Development Zone **Action**

- a. Staff Report – Dan Fleishman
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin

Informational

- a. December 2017 Monthly Finance Department Report

Police Chief's Report – Chief Rich Sebens

Informational

- a. December 2017 Statistical Report

Public Works Director's Report – Lance Ludwick

Informational

- a. December 2017 Operating Report

Planning & Development Director's Report – Dan Fleishman

Informational

- a. December 2017 Activities Report

Library Director's Report – Janna Moser

Informational

- a. December 2017 Activities

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – February 5, 2018

- a. Library Reader Board Presentation
- b. North Santiam School Board Update

ADJOURN

CALENDAR OF EVENTS

JANUARY 2018

Monday	January 15	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING HOLIDAY		
Tuesday	January 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 29	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2018

Monday	February 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	February 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	February 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 19	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY		
Tuesday	February 20	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 26	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2018

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

APRIL 2018

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

MAY 2018

Tuesday	May 1	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	May 7	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 7	City Council	Upon Adjournment of Budget Committee	
Tuesday	May 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	May 11	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	May 14	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 15	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 16	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 21	City Council	7:00 p.m.	Community Center (north end)
Monday	May 31	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY		
Tuesday	May 29	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
December 18, 2017**

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

Time Start: 7:00 P.M.

Time End: 7:44 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Brian Quigley	Lance Ludwick, Public Works Director
Councilor Joe Usselman	Janna Moser, Library Director
	Rich Sebens, Chief of Police (excused)
	Danielle Wetzell, Police Sergeant
	Wallace Lien, Acting City Attorney

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Introduction of new Council Member	Mayor Porter introduced Christopher Molin, who was recently appointed to fill the vacant Council position.
b. Additions to the Agenda	None.
c. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Glidewell disclosed she was involved initially with the Teen Center but is no longer.
Presentations / Comments from the Public	None.
Consent Agenda	
a. December 4, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve the Consent Agenda as presented. Motion passed 4:0.
b. Resolution No. 971, Extension of Wave Broadband Franchise Agreement	
Business from the Mayor	
a. Appointments and Reappointments to Various Committees, Boards, and Commissions	Motion from Councilor Quigley, seconded by Councilor Kronquist, to ratify the appointments and reappointments requested by Mayor Porter. Motion passed 4:0.
<ul style="list-style-type: none"> • Appointments <ul style="list-style-type: none"> ○ Patrick Mulligan to the Parks and Recreation Board ○ Brent Walker to the Budget Committee • Reappointments <ul style="list-style-type: none"> ○ Cherie Peckfelder to the Parks and Recreation Board ○ Palma Pugsley to the Parks and Recreation Board ○ Alan Kingsley to the Budget Committee ○ Dixie Ellard to the Planning Commission 	
Public Hearing	None.

<p>Unfinished Business</p> <p>Order of Approval for Minor Modification Application</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report.</p> <p>Councilor Quigley spoke briefly about the call up process and where he stands on the issue.</p> <p>Mayor Porter asked Ms. Shamblen if she'd like to speak as she had submitted a request. Mr. Lien advised against this. The record would need to be reopened and the decision delayed.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Glidewell, to approve the revised draft order for the application of Heidi Shamblen (Land Use File #09-09/17) as presented. Motion passed 3:1 (Quigley).</p>
<p>New Business</p> <p>Selection of New City Attorney</p> <p>a. Staff Report – Wallace W. Lien</p> <p>b. Council Discussion</p> <p>c. Council Decision</p> <p>Proposed Resolution Updating Fair Housing Policies</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Mr. Lien reviewed the staff report included in the Council packet.</p> <p>Mayor Porter stated he appoints the Local Government Law Group as the Stayton City Attorney conditioned upon reaching an acceptable service contract with the City Administrator, and conditioned upon the designation of Ross Williamson as the specifically named City Attorney.</p> <p>Motion from Councilor Quigley, seconded by Councilor Kronquist, that Council consent to the appointment of the Local Government Law Group as the Stayton City Attorney conditioned upon reaching an acceptable service contract with the City Administrator, and conditioned upon the designation of Ross Williamson as the specifically named City Attorney. Motion passed 3:0 (Councilor Glidewell abstained).</p> <p>Mr. Fleishman reviewed the staff report. None.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve Resolution No. 971. Motion passed 4:0.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. November 2017 Monthly Finance Department Report</p> <p>Police Chief's Report – Chief Rich Sebens</p> <p>a. November 2017 Statistical Report</p>	<p>No discussion.</p> <p>Brief discussion of changes in statistics.</p>

<p>Public Works Director's Report – Lance Ludwick a. November 2017 Operating Report</p> <p>Planning & Development Director's Report – Dan Fleishman a. November 2017 Activities Report</p> <p>Library Director's Report – Janna Moser a. November 2017 Activities</p>	<p>Mr. Ludwick provided an update on the annual clean-up days.</p> <p>At the Mayor's request, Mr. Fleishman provided information on the Housing Rehabilitation program which offers low interest loans to homeowners, and will soon also allow for those who own mobile homes.</p> <p>Ms. Moser provided an update and review of her report.</p>
<p>Presentations / Comments from the Public</p>	<p>None.</p>
<p>Business from the City Administrator a. Teen Center</p>	<p>Mr. Campbell provided an update on the Teen Center.</p>
<p>Business from the Council</p>	<p>Councilor Quigley requested an update on the recent chemical mishap at the Stayton Family Memorial Pool. Mr. Campbell provided an update.</p>
<p>Future Agenda Items – Monday, January 16, 2018 a. Swearing in of New Council Member Christopher Molin b. Code Amendment Public Hearing c. Rental Licensing d. Municipal Judge Contract e. Vertical Housing Development Zone</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY 2018, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, 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 Henry A. Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
DATE: January 16, 2018
SUBJECT: Resolution No. 972, Extending City of Stayton's Workers Compensation Coverage to Volunteers of the City of Stayton

ISSUE

City County Insurance Services Trust (CIS) Workers' Compensation Coverage Agreement requires passage of an annual resolution by the governing body declaring its intent to cover volunteer listed in this resolution, noted on CIS payroll schedule, and verified at audit for Public Safety Volunteers & Non Public safety volunteers as provided in ORS 656.031.

BACKGROUND INFORMATION

The City of Stayton has historically provided workers' compensation coverage to the City's volunteers under the provisions of ORS 656.031, Coverage for Municipal Volunteer Personnel. Subsection (2) of ORS 656.031 requires the City to elect to provide coverage by filing a written application to our insurer, City County Insurance Services Trust, which includes a resolution of the governing body declaring its intent to cover volunteer personnel.

As part of this program, City volunteers, including the City Council, the various Boards and Commissions, Police Reserves and Library volunteers, are covered for workers' compensation insurance provided we follow certain steps as provided in the agreement for workers' compensation coverage.

In December 2014, the Council initially adopted Resolution No. 920, which extends Workers Compensation coverage to volunteers of the City of Stayton. Recently, CIS reached out to the City requesting we adopt an updated resolution. This revised resolution will repeal and replace the previous adopted resolution.

FISCAL IMPACT

The total cost of workers' compensation insurance for all volunteers is projected to be approximately \$1,198, and is included in the Fiscal Year 2017/2018 budget.

MOTION(S)

Consent Agenda approval.

RESOLUTION NO. 972

A RESOLUTION EXTENDING CITY OF STAYTON'S WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF STAYTON

WHEREAS, the City of Stayton elects the following:

Pursuant to ORS 656.031, workers compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.

1. An assumed monthly wage of \$800 will be used for public safety volunteers;
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties;
3. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage;
4. Court-mandated community service workers/inmates on work release may be covered for workers compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Stayton and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage;
5. Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation;
 - a. December Holiday Celebration
 - b. Annual Job fair
 - c. Annual K-9 Run
6. A roster of active volunteers (public safety, non-public safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services (CIS) may request copies of these rosters during year-end audit; and
7. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Stayton's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 1. The City of Stayton will provide for workers compensation insurance coverage as indicated above.

Section 2. Resolution No.920, extending title, passed by the council on 12/1/2014, is hereby repealed in its entirety.

Section 3. This resolution shall become effective upon adoption by the Stayton City Council. This resolution will be updated annually.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JANUARY, 2018.

CITY OF STAYTON

Signed: _____, 2018

By: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell, City Administrator



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 16, 2018
SUBJECT: Ordinance 1015 Amending Land Use Code regarding Standards for Awnings and the Color Palette for Buildings in the Downtown Zones

ISSUE

The issue before the City Council is a public hearing on legislative amendments to the Land Use and Development Code to amend the standards for awnings and the palette of acceptable colors for mixed use and commercial buildings in the Downtown zones. Following the public hearing, the Council will be requested to consider Ordinance 1015 to amend the Code.

BACKGROUND INFORMATION

In 2003, the Land Use and Development Code was amended to establish a Historic Downtown and Residential Business District Overlay zone as a mechanism to preserve the historic character of the downtown area. The Code at that time included the following standards for building colors:

- f. Color:
 - (i) The predominant color shall be of a variety and be derived from a specific color palette of earth tones similar to those used from 1905-1930. New colors are designated to allow for the same kind of flexibility and freedom that created the original appearance of downtown.
 - (ii) Buildings should retain variety and each building should be painted in a different color palette.
 - (iii) Very bright or neon type paint used to attract attention to the building is prohibited.

Although the former Code made reference to a “specific color palette,” there was no palette to be found in the Code or in the City’s files.

In 2008, the Land Use and Development Code was amended to remove the Historic Overlay districts and to establish new zones for the downtown area, with a set of design standards. As

those design standards were being developed, the Planning Commission wanted to include a color palette, continuing the requirement for earth tones. At that time I did some research on defining “earth tone” and developed the language that is the Code today

Predominant colors shall be earth tones, defined as shades of green, red, gray, brown and yellow with a value of 50% or less. Table 17.20.220.1 illustrates acceptable earth tone colors. Pastel tones, defined as any hue with a shade of 60% or more, may be used as accent and trim. Bright colors are prohibited.

ANALYSIS

Table 17.20.220.1 was inserted into the Code to illustrate the acceptable colors. The Table was created by copying color samples from a website and pasting them into the computer document. We quickly learned, after adoption of the revised Code, that the colors in the table varied significantly, depending on which printer was used to print them out and even among computer monitors.

This summer, the Friends of Old Town Stayton proposed the amendment under consideration at this evening’s hearing. The proposed amendment revises the color requirement by being more specific about the description of an earth tone, by deleting the table of colors in the Code and referencing a palette of colors that will be on file in the Planning Office, by being more specific about trim and accent colors and by exempting buildings on the National Register of Historic Places.

The 2008 standards also established requirements for awnings on downtown buildings. The proposed amendments establish additional standards for awnings. The recommendations before reflect some changes made to the original proposal by the Planning Commission. The proposed amendments address materials and shape of awnings and establish a requirement for lighting under an awning.

RECOMMENDATION

The Planning Commission has recommended adoption of the amendments. Staff recommends adoption of Ordinance 1015 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1015

Move to approve Ordinance No 1015 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1015 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1015 will be brought before the Council for a second consideration at the January 29, 2018 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1015 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1015 will be brought before the Council for a second consideration at its January 29, 2018 meeting.

3. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1015

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE 17, UPDATING THE REGULATIONS FOR THE COLOR SCHEME OF BUILDINGS AND STANDARDS FOR AWNINGS IN THE DOWNTOWN ZONES

WHEREAS, Oregon Revised Statutes, Chapter 197 requires municipalities to adopt and implement a comprehensive land use planning program in accordance with statewide planning goals established by the Legislature and the Oregon Land Conservation and Development Commission;

WHEREAS, the City of Stayton has adopted Title 17 of the Stayton Municipal Code as the Land Use and Development Code;

WHEREAS, the adopted Downtown Stayton Transportation and Revitalization Plan includes policies to support the development of design and compatibility standards for renovations and new developments in the downtown areas;

WHEREAS, SMC Title 17, Chapter 20 of the Land Use and Development Code, Section 17.20.220, establishes the development standards within the Downtown zones;

WHEREAS, Section 17.20.220.3.e.6) contains standards that require awnings along entrances of buildings in the downtown area;

WHEREAS, Section 17.20.220.3.g.4) contains standards regarding the colors of building exteriors in the downtown area;

WHEREAS, notice of proposed amendments was sent to the Department of Land Conservation and Development more than 35 days in advance of the Planning Commission's public hearing;

WHEREAS, the Stayton Planning Commission has initiated the process for amending the Land Use and Development Code, in accordance with Section 17.12.175.3, and following a public hearing has recommended that the Stayton City Council enact the recommended amendments; and

WHEREAS, the Stayton City Council, following a public hearing, notice of which was published in the Stayton Mail on January 3, 2018, does find that the amendments proposed by the Planning Commission are appropriate and are consistent with the Comprehensive Plan and Downtown Stayton Transportation and Revitalization Plan.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Awning Standards Amended. Section 17.20.220.3.e.6) is hereby amended as follows:

- 6) At a minimum, building entrances shall incorporate arcades, roofs, porches, alcoves, porticoes or awnings that protect pedestrians from the rain and sun. Rain and sun protection is encouraged along all street frontages. ~~Any building feature designed to protect pedestrians from sun and rain may extend over the street right of way up to 8 feet.~~
 - a) When installing new awnings, they shall extend out from the building front to cover at least two-thirds of the sidewalk unless a building is setback from the front property line or it is shown that such a distance will interfere with existing trees, poles, etc., to provide pedestrian protection from the elements. Awnings shall be maintained in good repair and kept clean and free of moss and algae.
 - b) Awnings shall be flat or sloping. Awnings shall be made of metal, wood, canvas or similar materials. Rounded bubble or plastic awnings are prohibited. Fully glazed awnings are not permitted.

- c) Awnings shall fit within the window bays either above the main glass or the transom light) so as not to obscure or distract from significant architectural features.
- d) The color of the awning shall be compatible and attractive with its attached building.
- e) Lighting which provides illumination to the sidewalk and signage is required from dusk until midnight.
- f) Awnings shall be a minimum of eight feet above the sidewalk.

Section 2. Downtown Color Palette Amended. Section 17.20.220.3.g.4) is hereby amended as follows:

- 4) Predominant colors shall be earth tones, defined as shades of green, red, gray, brown and yellow with a light reflecting value of no less than 15 or no more than 50% or less. ~~Table 17.20.220.1 illustrates acceptable earth tone colors. Pastel tones, defined as any hue with a shade of 60% or more, may be used as accent and trim. Bright colors are prohibited.~~ A palette of approved colors shall be maintained in the office of the Planning and Development Department for reference.
 - a) Contrasting colors shall be used to accentuate and highlight trim, windows, and other building features, and are exempt from the color palette and light reflecting values required for the body of the building. The City Planner shall approve the combination of colors used for body and trim as consistent with the overall theme desired for the downtown area.
 - b) Buildings on the National Register of Historic Places shall be exempt from these requirements.

Section 3. Table 17.20.220.1 Deleted. Table 17.20.220.1 is hereby deleted from the Code.

Section 4. Effective Date. This Ordinance shall not become effective until the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor. In the event of a timely appeal to LUBA, this Ordinance shall not become effective until the LUBA appeal is finally resolved, including any appeals from the decision of LUBA.

Section 5. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of January, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell,
City Administrator



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 16, 2018
SUBJECT: Proposed Resolution Establishing Residential Rental Registration Fee

ISSUE

The issue before the City Council is consideration of adoption of resolution establishing an annual residential rental registration fee.

BACKGROUND INFORMATION

In November 2016, the City Council enacted Ordinance 1000 which established the Stayton Rental Housing Code. Section 15.06.120 of the Code imposes an annual fee, to be established by Council Resolution, for each dwelling unit covered by a rental agreement.

The City Council's adopted Goals call for exploration of a licensing program for rental properties. There was little guidance provided to staff with adoption of the Council Goal. Staff is open to the ideas brought forward by Council members.

Resolution 969 was presented to the City Council in late November. Council members wanted some alternative fee structures presented for consideration.

ANALYSIS

This year, the City increased the resources dedicated to property management and code enforcement.

Resolution 969 would establish the requirement for owners of residential rental properties to register their units with the Finance Department, and establish a \$10.00 per unit annual fee. In accordance with the policy established by Code, the penalty for late payment of the fee is \$75.00.

A rough estimate of the number of rental units covered by the registration and fee requirement, the suggested fee would raise approximate \$12,000 per year.

Staff envisions a more complete residential rental housing program would involve periodic inspections of rental units to assure that they meet the standards in the Code. The annual fee would support the inspection program.

Staff researched the fee structure in a number of other Oregon cities for residential rental licenses or registrations. The sheet attached to this memorandum presents the results of that research. There is wide variation in the fees charged by cities in the state. Many cities that charge an annual fee to the owners of residential rental property do so through their general business license program and the fee is not dedicated towards any program. Some cities have a graduated fee based on the number of units licensed. Some cities have a graduated fee based on the number of units at an address. Others have a flat fee for being a landlord, whether you have one unit or many. There is no other city that varies the fee based on the value of the unit or amount of rent charged.

From the initial research staff has completed it is estimated that the three property owners with the largest number of rental units in the City own 78, 61, and 56 rental units.

Draft Resolution 969 has been amended since its initial presentation to the City Council in November, to push back the dates that payment of the fee is due and penalties would accrue, reflecting the two-month delay in adoption of the resolution.

RECOMMENDATION

Staff recommends adoption of Resolution 969 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve Resolution 969

Move to approve Resolution 969 as presented.

2. Approve Resolution 969 with modifications

Move to approve Resolution 969 with the following changes ...

3. Return Resolution 969 to staff for modification.

Move to direct staff to modify Resolution 969 to ...and present a revised resolution to the City Council at the January 29, 2018 meeting.

4. Take no Action.

No motion necessary.

Residential Rental Licensing Fees in Oregon Cities

Tualatin	\$10/unit
Gresham	Fee based on number of units on a property
	First 2 \$55/unit
	Next 3-12 \$50/unit
	Next 13-100 \$45/unit
	Next 101-200 \$40/unit
	Next 201+ \$35/unit
Eugene	\$10/unit
Medford	\$0/ unit for landlords with 1 unit
	\$40 plus \$1/unit for landlords with more than 1 unit
Harrisburg*	1-10 units \$10/unit
	11 or more units \$110
Corvallis	\$14/unit
Beaverton*	2 or fewer units \$0
	3-40 units \$75
	More than 40 units \$1.25/unit
Milwaukie*	\$125 for owners of single family homes or duplexes
	\$125 per location for owners of multi-family dwellings and apartment complexes
Forest Grove*	\$27.50 per landlord
Hillsboro*	First 3 units \$105
	Each additional unit \$5
	Maximum fee \$725
Coos Bay*	1-5 units \$15
	6-12 units \$15 plus \$2.50 per unit in excess of 5 units
	Over 12 units \$35 plus \$1.50 per unit in excess of 12 units
Salem	1-2 units on a lot no license required
	\$5 application fee
	\$12.50 processing fee
	\$2.50 - \$5 automation surcharge
	3-10 units \$14/unit
	11-60 units \$13.50/unit
	61+ units \$13/unit

* - business license, not a residential rental license

RESOLUTION NO. 969

**A RESOLUTION ESTABLISHING AN ANNUAL RESIDENTIAL RENTAL FEE,
PROCEDURES FOR PAYMENT OF THE FEE AND PENALTIES FOR
NONPAYMENT OF THE FEE**

WHEREAS, Stayton Municipal Code (SMC) Section 15.06.120.1 imposes an annual fee for each dwelling unit covered by a rental agreement, the amount of the fee to be established by Council Resolution;

WHEREAS, SMC Section 15.06.12.02 exempts certain dwelling unit types from payment of the annual fee;

WHEREAS, SMC Section 15.06.120.5 authorizes a penalty for nonpayment of the annual fee;

NOW THEREFORE, BE IT RESOLVED that:

Section 1. Residential Rental Unit Registration Required. Each owner of a dwelling unit with a rental agreement, as those terms are defined by SMC Section 15.06.080, shall register the dwelling unit with the Finance Department. The Finance Department shall prepare a Residential Rental Unit Registration Form to be used and shall notify in writing the owners of property of the necessity to file a completed registration form.

Section 2. Establishment of Annual Residential Rental Fee. The Stayton City Council does hereby establish an annual fee of \$10 per unit for each rental unit, except units exempt from payment of the fee under SMC Section 15.06.120.2. The fee shall be due and payable no later than March 31 of each calendar year.

Section 3. Establishment of Penalty for non-payment of annual fee. The Stayton City Council does hereby establish the penalty for failure to pay the annual fee by June 1 of each year as \$75 per rental unit.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of January, 2018.

CITY OF STAYTON

Date: _____, 2018

By: _____
Henry A Porter, Mayor

Date: _____, 2018

Attest: _____
Keith D Campbell, City Administrator



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: January 16, 2018
SUBJECT: Appointment of Council President

Per the City of Stayton Charter, the Council must elect a president from its membership at the first meeting each year. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. It should be noted that when the president is acting as mayor, he / she retains a vote but does not have a tie vote or authority to require reconsideration of ordinances.

MOTION(S)

- 1) Motion to appoint Councilor _____ as Council President for 2018.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: January 16, 2018
SUBJECT: Appointment of Council Liaisons to Boards and Committees

Per Resolution No. 809, City Council Rules, the Mayor may appoint a Council member to serve as a non-voting representative to any City board, committee, or commission (with the exception of the Planning Commission due to the potential for an individual Council member to be challenged regarding ex-parte contacts).

Typically, the Mayor requests that council members volunteer to serve as a liaison to several different boards and committees which include:

- Adaptive Management Group (AMG)
- North Santiam School District Board
- Parks and Recreation Board (Councilor Kronquist)
- Regional Transportation Advisory Committee (SRAC) (Mayor Porter)
- Library Board (Councilor Glidewell)
- Santiam Communication Council (Councilor Quigley)
- Public Safety Commission (Councilor Usselman)
- Marion County Veterans Task Force (Councilor Quigley)

MOTION(S)

- 1) Motion to appoint Councilor _____ as the Council liaison to _____.



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: January 16, 2018
SUBJECT: Judicial Services Contract

ISSUE

Stayton Municipal Court Judge Jonathan Clark has requested extension of his contract. Enclosed is a letter from Judge Clark and a Renewal and Amendment of the Municipal Court Judge Services Contract.

BACKGROUND INFORMATION

In 2014, the City of Stayton's Municipal Court began operations and the City entered into a contract with Jonathan Clark for Municipal Court Judge Services. The Stayton Municipal Court Judge is appointed by the Mayor and City Council.

Enclosed you will find Judge Clark's letter with further information on his proposed amendment and renewal.

MOTION(S)

1. Motion to approve the renewal and amendment of the Municipal Court Judge Jonathan Clark's contract as presented.
2. Motion to approve the renewal and amendment of the Municipal Court Judge Jonathan Clark's contract with the following modifications _____.

Jonathan Clark
Jonathan A. Clark, P.C.
317 Court Street NE
Salem, Oregon 97301
(503) 581-1229

January 10, 2018

VIA HAND DELIVERY ONLY

Keith Campbell
City Manager
362 North Third Avenue
Stayton, Oregon 97383

RE: Judicial Services Contract

Dear Keith:

I would like to extend my contract with the City of Stayton to serve as Municipal Court Judge. Please take a look at the contract amendment enclosed. This is my proposal for a three-year extension. The proposed amendment has a back-dated commencement to the time of the expiration of the last contract. It also asks for a monthly payment, beginning February 2018, of \$2,000.00 per month.

At the beginning of the original contract, it was unknown how much time would be spent in both court sessions and court administration duties. We developed and agreed upon a hybrid system in which I would receive a monthly amount and submit quarterly billings at an hourly rate of \$175.00. My average earnings under this system should have been around \$1,850.00. On one hand, I did not account for all of my billable time, and on the other hand, I did not need the full time allotted for court sessions.

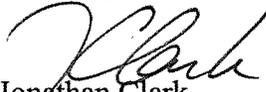
In drafting the proposed amendment, I tried to balance the actual hours spent in court, the time that must be blocked out for court sessions, and time spent on administrative and other duties outside court sessions such as being available to City Council. Part of the original contract discussions included community involvement. Although this is not part of the contract, my community involvement includes such activities as the canine run and the July 4th run and school activities such as the high school seniors' mock interviews and junior high mock trial. Also, on an annual basis I turn down the opportunity to participate in the dunk tank.

Based on the experience since 2014, I am budgeting 210 hours per year. At that estimate, the hourly rate is \$114.00. With a 15% fluctuation in hours either direction, the hourly rate is from \$100.00 to \$135.00.

Last, I set the City's contribution for two conferences and membership in the Oregon Municipal Judges Association, beginning in 2018, at one-half of my cost. I also serve as the municipal court judge in Dallas which pays one-half. The topic came up last year regarding whether I would add a third city. The answer is that I have no plans to do so, and I intend on declining any opportunity to do so. Hence the change, related to conference and association membership, from "pro rata" to "one-half."

After your review, please let me know your thoughts.

Sincerely,



Jonathan Clark

JAC
Encl.

RENEWAL AND AMENDMENT OF MUNICIPAL COURT JUDGE SERVICES CONTRACT

The Personal Services Contract for Municipal Court Judge Services entered into by and between the City of Stayton, Oregon, an Oregon municipal corporation and Jonathan A. Clark, executed March 4, 2014 and continuing through June 30, 2017, as previously amended May 15, 2015, is hereby amended as follows:

1. The contract is effective July 1, 2017, for a three-year period ending June 30, 2017, and each renewal term hereafter shall be for a period of three years, unless otherwise agreed.
2. The compensation provided in Section 4 of the contract, payable by the City to Clark shall be \$2,000 per month beginning with the payment due February 1, 2018.
3. This increased monthly payment replaces the hybrid system whereby Clark was responsible for submitting a quarterly billing statement to receive payment on an hourly basis in addition to the monthly payment from the City.
4. City agrees to pay or reimburse one-half of Clark's annual membership in the Oregon Municipal Judges Association, beginning for the year 2018.
5. City agrees to pay or reimburse one-half of Clark's costs for up to two professional conferences or continuing education programs per year, related to Clark's services as Municipal Court Judge, subject to prior approval by City beginning February 1, 2018.

Except for the terms of this Amendment, all other terms, conditions and obligations of the original Judge Services Contract, as amended, shall remain in full force and effect; all rights and remedies are specifically reserved.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed in duplicate on the day and year written below.

City of Stayton

Signed: _____

By: _____
Keith D. Campbell, City Administrator

Signed: _____

Attest: _____
Alissa Angelo, Deputy City Recorder

Signed: 1-10-18



Jonathan A. Clark, Municipal Court Judge

Approved as to Form:

Stayton City Attorney



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 16, 2018
**SUBJECT: Supporting Downtown Development through
Establishment of a Vertical Housing Development Zone**

ISSUE

The issue before the City Council is whether to establish a Vertical Housing Development Zone in the downtown area.

BACKGROUND INFORMATION

The Downtown Transportation and Revitalization Plan of the Stayton Comprehensive Plan suggests a number of implementation measures to assist with the revitalization of the Downtown area, of which a Vertical Housing Development Zone (VHDZ) is one.

A Vertical Housing Development Zone provides a partial property tax exemption for development projects that are multistory and have a mix of residential and commercial uses. Staff has had some preliminary discussions with a party about the construction of the multi-story mixed use building in the downtown area. Establishment of a Vertical Housing Development Zone by the City would serve as an incentive to spur this type of development, envisioned by the adopted Downtown Plan.

ANALYSIS

The establishment and operation of a VHDZ is controlled by ORS 307.841 to 307.867 and establishment of a VHDZ provides the opportunity for a partial property tax exemption in areas designated by communities for the development of multi-story buildings that contain both commercial uses and residential dwellings.

The exemption varies in accordance with the number of residential floors on a project with a maximum property tax exemption of 80 percent for a 10 year period. An additional property tax exemption on the land may be given if some or all of the residential housing is for low-income persons (80 percent of area median income or below). The amount of the exemption depends on the number of stories in the building that are larger than 500 square feet. Essentially, for each story the property is granted a 20% exemption on the assessed value of the

improvements. The assessed value of land is not impacted by the exemption. The exemption is capped at 80% of the value of the improvements. The exemption is available for both new construction and renovation of existing structures. To qualify, a renovation must increase the value of the existing structure by 20% or more.

This year, the Legislative Assembly enacted Chapter 326 of the Laws of 2017 which changed the process for designation of a VHDZ. Previously a city applied to the Oregon Department of Housing and Community Services for approval of a Zone. Now, cities and counties are authorized to designate a Zone by resolution or ordinance.

The statute allows any local taxing district to “opt out” of the exemption. Notice must be provided to other taxing jurisdictions whose boundaries overlap with the City, (county, school, educational services, community college, regional library system, soil and water conservation district, fire district) explaining the opportunity to opt out.

Once a Zone is designated by the City, it is up to a property owner to file an application for “project certification.” The determination of the eligibility for certification for an exemption and the percentage of exemption is made by the City and notice is provided to the county assessor’s office.

The property tax exemption is provided for a 10-year period. Following expiration of the exemption, the full assessed value of the property is returned to the tax rolls and the City and other taxing jurisdictions will collect property taxes on the total assessed value of the project.

The fiscal impacts of the partial exemption are difficult to estimate. The publicly available data from the Marion County Assessor’s Office does not allow one to calculate the assessed value of the improvements, due to the significant difference between the market value and the assessed value.

Based on the current assessed valuations if all eight multi-story mixed use (or potential for mixed use if upper story is not currently occupied for residential purposes) buildings were certified under the program, the City’s annual loss in revenue would be approximately \$1,000. This estimate reflects current assessed values. Several of those properties have very low assessed value to market value ratios (<30%) and most of the buildings have potential for significant increase in value from renovation, in addition to the potential value from new construction.

RECOMMENDATION

Staff has the following recommendations:

- The City Council should pursue designation of a Vertical Housing Development Zone. This would entail returning to the City Council with a resolution; notifying the other taxing jurisdictions impacted by the potential tax exemptions of the potential loss of tax revenue and their ability to opt out from the exemption; and designation of the boundaries of the Zone.

- If the City Council chooses to pursue designation of the VHDZ, then boundaries of the Zone should be the boundaries of the three downtown mixed use zones as designated in Chapter 17.16.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Direct Staff to begin the process of designating a Vertical Housing Development Zone.

Move to direct the Staff begin the process of designating a Vertical Housing Development Zone, notifying the other local taxing jurisdictions, publishing notice of public hearing on the matter, and preparing a resolution or ordinance for consideration by the Council.

2. Choose not to pursue a Vertical Housing Development Zone.

No motion necessary.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: January 16, 2018
SUBJECT: Monthly Finance Department Report

	December 2017	November 2017
Number of Bills Mailed	2,375	2,404
Number of Bills Emailed	306	294
Number of Bills on Auto-Pay	544	530
Delinquent Notices Sent Out	550	532
Courtesy Delinquent Notices Sent to Landlords	166	169
Notified of Impending Shut-Off & Penalty	128	149
Customers Issued Payment Extensions	18	20
Customers with Interrupted Services Non-Payment	16	29
Services Still Disconnected	0	1
Number of Checks Issued	140	163
Total Amount of Checks	\$197,401.95	\$616,170.83



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: January 16, 2018
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of December 2017.

	December 2017	Year to Date 2017	December 2016	Year to Date 2016
Police Activity	722	10640	635	9485
Investigated Incidents	282	4521	260	3570
Citations/Warning	102/157	1410/2328	101/121	1283/2244
Traffic Accidents	2	67	6	117
Juvenile Abuse	2	47	3	38
Arrests	44	610	29	662
Ordinance Complaints	29	670	18	291
Reserve Volunteer Hrs.	149.75	1576.70	251.67	3040.5
Citizen Volunteer Hrs.	0	177.70	27	574
Peer Court Referrals:	6	55	2	22

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED		
	12/1/17 to 12/31/17	1/1/17 to 12/31/17	1/1/16 to 12/31/16 % Change Yr to Yr	12/1/17 to 12/31/17	1/1/17 to 12/31/17	1/1/16 to 12/31/16	12/1/17 to 12/31/17	1/1/17 to 12/31/17	1/1/16 to 12/31/16	12/1/17 to 12/31/17	1/1/17 to 12/31/17	1/1/16 to 12/31/16
										Juv	Adult	Total
STOLEN PROPERTY	0	1	3	0	1	2	0.0%	100.0%	66.7%	0	0	0
VANDALISM	8	91	92	0	14	23	0.0%	15.4%	25.0%	0	0	0
PROPERTY TOTALS	35	406	423	8	97	104	22.9%	23.9%	24.6%	0	10	10
SOCIETY												
ALL OTHER	9	147	160	2	35	55	22.2%	23.8%	34.4%	0	2	2
ANIMAL	0	2	1	0	0	1	0.0%	0.0%	100.0%	0	0	0
CURFEW	1	17	10	1	15	9	100.0%	88.2%	90.0%	1	0	1
CUSTODY-MENTAL	0	7	8	0	7	7	0.0%	100.0%	87.5%	0	0	0
CUSTODY-PROTECTIVE	1	6	2	0	2	2	0.0%	33.3%	100.0%	0	0	0
DISORDERLY CONDUCT	1	44	54	1	35	42	100.0%	79.5%	77.8%	0	1	1
DR WHILE SUSP	2	25	14	2	25	13	100.0%	100.0%	92.9%	0	2	2
DRIVING UNDER INFLUENCE	1	60	68	1	60	68	100.0%	100.0%	100.0%	0	1	1
ELUDING	0	11	9	0	10	7	0.0%	90.9%	77.8%	0	0	0
ESCAPE	0	3	1	0	3	1	0.0%	100.0%	100.0%	0	0	0
FAIL TO DISPLAY DL	0	1	2	0	1	2	0.0%	100.0%	100.0%	0	0	0
FUGITIVE	0	0	0	0	0	0	0.0%	0.0%	0.0%	1	11	12
HIT & RUN	2	43	51	0	12	7	0.0%	27.9%	13.7%	0	0	0
LIQUOR LAWS	0	10	11	0	10	9	0.0%	100.0%	81.8%	0	0	0
MIP TOBACCO	1	6	6	1	6	6	100.0%	100.0%	100.0%	1	0	1
NARCOTICS/DRUGS	6	65	56	6	61	50	100.0%	93.8%	89.3%	2	6	8
PROP RECOV - FOR OTHER AGENCY	0	0	2	0	0	1	0.0%	0.0%	50.0%	0	0	0
RECKLESS DRIVING	0	16	21	0	15	20	0.0%	93.8%	95.2%	0	0	0
RUNAWAY	6	25	12	6	19	9	100.0%	76.0%	75.0%	6	0	6
SEX OFFENSES	0	0	1	0	0	0	0.0%	0.0%	0.0%	0	0	0
TRESPASS	11	116	85	4	34	59	36.4%	29.3%	69.4%	0	1	1
VEH RECOV - FOR OTHER AGENCY	0	5	4	0	0	1	0.0%	0.0%	25.0%	0	0	0
WARRANT	9	159	162	9	156	161	100.0%	98.1%	99.4%	0	0	0
WEAPONS	1	6	5	0	4	4	0.0%	66.7%	80.0%	0	1	1
SOCIETY TOTALS	51	774	745	33	510	534	64.7%	65.9%	71.7%	11	25	36
GRAND TOTALS	311	4,999	4,094									

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 12/1/2017 - 12/31/2017

	CRIMES		CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	12/1/17 to 12/31/17	1/1/17 to 12/31/17	12/1/17 to 12/31/17	1/1/17 to 12/31/17	12/1/17 to 12/31/17	1/1/17 to 12/31/17	12/1/17 to 12/31/17	1/1/17 to 12/31/17	12/1/17 to 12/31/17	Juv	Adult	Total	1/1/17 to 12/31/17	1/1/16 to 12/31/16
	% Change Yr to Yr	% Change Yr to Yr	%	%	%	%	%	%	%					
NON-CRIMINAL														
ACCIDENT-INJURY	0	14	15	-6.7%										
ACCIDENT-PROPERTY	6	74	58	27.6%										
ALL OTHER NON-CRIMINAL	203	3,445	2,596	32.7%										
NON CRIM DOMESTIC DISTURB	7	132	133	-0.8%										
NON-CRIMINAL TOTALS	216	3,665	2,802	30.8%										
PERSON														
AGGRAVATED ASSAULT	3	20	17	17.6%	3	18	16	100.0%	90.0%	94.1%	0	2	17	13
KIDNAPPING	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0
OFFENSE AGAINST FAMILY	0	7	1	600.0%	0	7	1	0.0%	100.0%	100.0%	0	0	0	3
OTHER ASSAULTS	5	99	73	35.6%	4	65	50	80.0%	65.7%	68.5%	0	4	4	75
RAPE	0	3	2	50.0%	0	1	1	0.0%	33.3%	50.0%	0	0	0	0
RESTRAINING ORDER VIOLATION	0	5	9	-44.4%	0	4	7	0.0%	80.0%	77.8%	0	0	0	3
ROBBERY	0	5	2	150.0%	0	3	1	0.0%	60.0%	50.0%	0	0	0	1
SEX OFFENSES	1	15	19	-21.1%	0	5	12	0.0%	33.3%	63.2%	0	0	0	4
PERSON TOTALS	9	154	124	24.2%	7	103	88	77.8%	66.9%	71.0%	0	6	107	72
PROPERTY														
BURGLARY - BUSINESS	1	4	2	100.0%	0	1	1	0.0%	25.0%	50.0%	0	0	1	1
BURGLARY - OTHER STRUCTURE	0	2	5	-60.0%	0	0	1	0.0%	0.0%	20.0%	0	0	3	2
BURGLARY - RESIDENCE	1	22	17	29.4%	0	7	6	0.0%	31.8%	35.3%	0	0	9	5
COUNTERFEITING/FORGERY	1	15	10	50.0%	0	3	5	0.0%	20.0%	50.0%	0	2	11	19
FRAUD	2	34	41	-17.1%	0	9	13	0.0%	26.5%	31.7%	0	0	11	16
LARCENY														
<i>Pickpocket</i>	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0
<i>Purse Snatching</i>	0	0	4	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0
<i>Shoplifting</i>	6	68	47	44.7%	4	33	25	66.7%	48.5%	53.2%	0	4	37	25
<i>Theft from a Motor Vehicle</i>	4	53	66	-19.7%	0	2	5	0.0%	3.8%	7.6%	0	0	2	5
<i>Theft of Bicycle</i>	0	12	14	-14.3%	0	2	2	0.0%	16.7%	14.3%	0	0	4	2
<i>Theft from Building</i>	2	11	21	-47.6%	1	1	2	50.0%	9.1%	9.5%	0	1	2	5
<i>From Coin Operated Machine</i>	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0
<i>All Other Larceny</i>	9	82	79	3.8%	3	20	15	33.3%	24.4%	19.0%	0	3	26	19
LARCENY	21	226	234	-3.4%	8	58	49	38.1%	25.7%	20.9%	0	8	71	56
MOTOR VEHICLE THEFT	1	11	19	-42.1%	0	4	4	0.0%	36.4%	21.1%	0	0	11	11



CITY OF STAYTON

M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 16, 2018
SUBJECT: Report of Activities for December, 2017

Attended Oregon Chapter of American Planning Association annual Legal Issues Workshop
Prepared application for Community Development Block Grant Housing Rehabilitation Grant
Prepared Request for Proposals for update of Transportation System Plan
Attended meeting regarding rail service in eastern Marion County
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 Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: January 16, 2018
SUBJECT: December Library report

In December, we hosted Oregon author Zoe Burke. She is the author of the Annabelle Starkey mysteries and has written several children's books. She shared her writing process and also the story of how she came to write for both audiences.

Stephanie held two DIY Craftshop programs. The library provided the supplies to decorate ugly holiday sweaters. Adults and teens also made peppermint scrub, jar mixes and homemade gift tags that could be given as last minute gifts.

Teens at our Lost Mummy Escape Party solved puzzles to find out if they could escape being trapped in an ancient Egyptian tomb. At our Teen Chef event, they made easy treats that could be given as holiday gifts.

During the school holiday break, we had three afternoons of family movies. We showed *Despicable Me 3*, *Cars 3*, and *Captain Underpants*. Casle held her annual Card Making Extravaganza to encourage children and families to come make thank you cards.

Upcoming events to mark on your calendars:

- Teen Chef: Mug Meals – January 17 at 4:00pm
- Author visit: Steve Arndt – January 18 at 7:00pm
- Little Bits Coding – January 25 at 4:00pm
- Brews, Bites and Books - January 27 at 7:00pm

2017-2018 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2017-18 YTD	2016-17 YTD
TOTAL CHECKOUTS	12,761	12,616	11,204	11,545	11,029	10,705							69,860	126,579
OTHER CIRCULATION SERVICES														
Self check out	4,086	4,177	3,703	3,688	3,427	3,472							22,553	39,895
Library2Go (ebooks +)	910	972	947	970	1022	1,069							5,890	9,917
INCOME RECEIVED														
Non-resident cards	\$89.50	\$130.00	\$177.00	\$175.00	\$142.00	\$105.00							\$818.50	\$2,180.20
Fines: overdue & lost books	\$1,121.79	\$1,917.07	\$1,235.71	\$600.29	\$875.99	\$755.19							\$6,506.04	\$10,821.37
Room fees	-\$31.25	\$25.00	\$115.00	\$90.00	\$197.00	\$60.00							\$455.75	\$1,332.00
												TOTAL	\$7,780.29	\$14,333.57
REFERENCE QUESTIONS														
In-Person, by phone and computer help	584	364	352	356	360	404							2,420	6,035
NEW PATRON CARDS														
	65	89	58	48	43	57							360	796
INTERNET USE														
	938	1,122	1,066	1,116	880	907							6,029	11,398
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	761	58	427	414	469	439							2,568	7,229
Teens	17	20	32	35	30	34							168	150
Adults	57	31	43	47	28	34							240	764
Outreach	0	0	0	0	0	0							0	4,054
												TOTAL	2,976	12,197
MEETING ROOM ATTENDANCE														
	33	54	91	158	155	110							601	1,621
PATRON VISITS														
	7,645	7,690	6,285	6,585	5,480	5,567							39,252	79,782
VOLUNTEER HOURS														
	254	210	170	211	200	187							1,231	2,392