



AGENDA

STAYTON CITY COUNCIL MEETING

Tuesday, January 17, 2017

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

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. January 3, 2017 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 – None

NEW BUSINESS

Ordinance No. 1006, Amending System Development Charges Code Action

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

Billing and Collection Process Improvements Informational

- a. Staff Report – Finance Staff
- b. Council Discussion

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin Informational

- a. December 2016 Monthly Finance Department Report

Police Chief’s Report – Chief Rich Sebens Informational

- a. December 2016 Statistical Report

Public Works Director’s Report – Lance Ludwick Informational

- a. December 2016 Operating Report

Planning & Development Director’s Report – Dan Fleishman Informational

- a. December 2016 Activities Report

Library Director’s Report – Janna Moser Informational

- a. December 2016 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 6, 2017

- a. Marijuana Tax Penalty Ordinance
- b. Street Funding Presentation
- c. Charter Review

ADJOURN

CALENDAR OF EVENTS

JANUARY 2017

Monday	January 16	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY		
Tuesday	January 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 30	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2017

Monday	February 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 7	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	February 10	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	February 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	February 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 20	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY		
Tuesday	February 21	City Council	7:00 p.m.	Community Center (north end)
Monday	February 27	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2017

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

APRIL 2017

Monday	April 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 4	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	April 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	April 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	April 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 24	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
January 3, 2017**

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

Time Start: 7:00 P.M.

Time End: 9:21 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 Ralph Lewis	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Rich Sebens, Police Chief
Councilor Brian Quigley	Lance Ludwick, Public Works Director
Councilor Joe Usselman	Janna Moser, Library Director
	David Rhoten, Legal Counsel
	Wallace Lien, Land Use Legal Counsel

AGENDA	ACTIONS
<p>OATH OF OFFICE</p> <p>a. Oath of Office for Mayor Henry Porter</p> <p>b. Oath of Office for Councilors Mark Kronquist, Jennifer Niegel, and Brian Quigley</p>	Ms. Angelo administered the oaths of office.
REGULAR MEETING	
<p>Announcements</p> <p>c. Additions to the Agenda</p> <p>d. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.</p>	<p>None.</p> <p>None.</p>
<p>Consent Agenda</p> <p>a. December 5, 2016 City Council Minutes</p> <p>b. OLCC Liquor License – “New Outlet” Application</p>	<p>Motion from Councilor Quigley, seconded by Councilor Kronquist, to accept the consent agenda. Motion passed 5:0.</p>
<p>Business from the Mayor</p> <p>a. Appointment to the Library Board</p> <ul style="list-style-type: none"> • Michelle Wonderling • Heather Engberg <p>b. Reappointment to the Police Advisory Board</p> <ul style="list-style-type: none"> • Michael Jaeger • Don Walters <p>c. Reappointment to the Planning Commission</p> <ul style="list-style-type: none"> • James Nokes <p>d. Appointment to the Parks and Recreation Board</p> <ul style="list-style-type: none"> • Kathy Hampton 	<p>Motion from Councilor Kronquist, seconded by Councilor Quigley, to ratify the appointments of Michelle Wonderling and Heather Engberg to the Library Board; reappointment of Michael Jaeger and Don Walters to the Police Advisory Board; reappointment of James Nokes to the Planning Commission; and appointment of Kathy Hampton to the Parks and Recreation Board. Motion passed 5:0.</p>

<p>Presentations / Comments from the Public</p> <p>a. Keith Troutman, 1125 Wyatt Street</p> <p>b. Wendall lee Horner, 1125 Wyatt Street</p>	<p>Mr. Troutman expressed thanks for the assistance from the City and Stayton Police Department. Conditions have not improved at the apartments.</p> <p>Mr. Horner spoke out about the poor conditions in the apartments.</p>
<p>New Business</p> <p>Appointment of a Council President</p> <p>a. Staff Report – Alissa Angelo</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Appointment of Council Liaisons to Boards and Committees</p> <p>a. Staff Report – Alissa Angelo</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Award of Bid – Pioneer Park Pedestrian Bridge</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Resolution No. 952, Initiation of Annexation</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Motion from Councilor Niegel, seconded by Councilor Glidewell, to nominate Councilor Quigley as Council President. Motion passed 5:0.</p> <p>Council members will serve as follows:</p> <ul style="list-style-type: none"> • Adaptive Management Group – Councilor Niegel • North Santiam School District Board – Councilor Niegel • Parks and Recreation Board – Councilor Kronquist • Regional Transportation Advisory Committee (SRAC) – Mayor Porter • Library Board – Councilor Glidewell • Public Safety Commission – Councilor Usselman • Marion County Veterans Task Force – Councilor Quigley <p>Mr. Ludwick briefly reviewed the staff report. Council discussion of local bidders. Motion from Councilor Kronquist, seconded by Councilor Niegel, to award the Pioneer Park Bridge Replacement to TS Gray Construction in the amount of \$67,742. Motion passed 5:0.</p> <p>Mr. Fleishman reviewed the staff report. No further discussion. Motion from Councilor Quigley, seconded by Councilor Nigel, to adopt Resolution No. 952, as presented. Motion passed 4:0 (Kronquist abstained).</p>
<p>Public Hearing</p> <p>Hayden Homes Annexation</p> <p>a. Commencement of Public Hearing</p> <p>b. Staff Introduction</p>	<p>Mayor Porter opened the hearing at 7:30 p.m. Mr. Fleishman gave a brief introduction. Councilor Kronquist stated at the advice of the City Attorney, as a former Planning Commission member he will be abstaining from the final vote but will</p>

<ul style="list-style-type: none"> c. Applicant Presentation d. Staff Report – Dan Fleishman e. Questions from the Council f. Proponents’ Testimony g. Opponents’ Testimony h. Governmental Agencies i. General Testimony j. Questions from the Public k. Questions from the Council l. Applicant Summary m. Staff Summary n. Close of Hearing o. Council Deliberation p. Council Decision on Ordinance No. 1004 	<p>participate in discussion. Joey Shearer of AKS Engineering gave a presentation on the Hayden Homes Annexation proposal. Mr. Fleishman provided a presentation on the Annexation proposal and criteria. Discussion of ramifications of not being in line with County Comp Plan; ramifications of taking step to refer to voters. Jennifer Martin, a commercial real estate broker, spoke in favor of the annexation proposal. Steve Frank (1515 E. Jefferson Street) spoke in opposition of the annexation proposal. Mr. Fleishman read a statement submitted by Gerry Aboud (836 E. Kathy Street) which states he doesn’t object to annexation but objects to zone change. None. Jennifer Martin stated she is a former Stayton resident and her three children graduated from Stayton schools. None. Brief Council discussion. Councilor Niegel asked if the City received any comments from the North Santiam School District. The City did not. Mr. Shearer offered a brief summary. Brief Council discussion and questions of Mr. Shearer. Mr. Fleishman gave a brief summary. Mayor Porter closed the hearing at 8:51 p.m. Questions of legal counsel regarding Motion from Councilor Niegel, seconded Councilor Glidewell, to approve Ordinance No. 1004. Motion passed 4:0 (Kronquist abstained).</p>
<p>Amending SMC Title 17, Regarding the Criteria for Amendments to the Official Zoning Map</p>	<p>Mayor Porter opened the hearing at 9:01 p.m. Councilor Kronquist stated he will abstain from voting as he served on the Planning Commission which sent this forward to the Council. Mr. Fleishman reviewed the staff report. None. None. None. None. None. None. Nothing further. 9:06 p.m. Motion from Councilor Quigley, seconded by</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. 1005 	

	Councilor Glidewell, to approve Ordinance No. 1005, as presented. Motion passed 4:0 (Kronquist abstained).
Unfinished Business	None.
Staff / Commission Reports Finance Department Report – Cindy Chauran & Elizabeth Baldwin a. November 2016 Monthly Finance Report Police Chief’s Report – Chief Rich Sebens a. November 2016 Statistical Report Public Works Director’s Report – Lance Ludwick a. November 2016 Operating Report Planning & Development Director’s Report – Dan Fleishman a. November 2016 Activities Report Library Director’s Report a. November 2016 Activities	Mr. Campbell gave a brief update. Chief Sebens offered an update on the warming shelter that was opened the previous night. Nobody utilized the warming shelter and at this point it will not be reopened unless a need arrives. Nothing further. Nothing further. Friends of the Library Pop-Up Sale next week; New date for Candles.
Presentations / Comments From the Public	None.
Business from the City Administrator	Chief Sebens and Mr. Fleishman provided the Council with an update on the 1125 Wyatt Street apartments. Mr. Campbell reminded those in attendance that there will be an executive session immediately following the adjournment of the meeting.
Business from the Council	None.
Future Agenda Items – Tuesday, January 17, 2017 a. SDC Code Amendments b. Municipal Court Update c. SMC Updates – Utility Billing d. SMC Update – Marijuana Tax Language Update e. Monthly Staff Reports for December	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF JANUARY 2017, 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 Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: January 17, 2017
SUBJECT: Ordinance 1006 Amending System Development Charges Code

ISSUE

The issue before the City Council is consideration of an ordinance to update and amend the Chapter of Stayton Municipal Code regarding system development charges.

BACKGROUND INFORMATION

Chapter 13.12 of the Stayton Municipal Code addresses the issue of system development charges. The Chapter was adopted in the early 1970s and has had two minor amendments since that time. The Chapter is in need of a general updating. In addition, the controversy over the SDC reimbursement credits provided in the Santiam Station have indicated the need for amendments to the Code.

ANALYSIS

Ordinance 1006 makes the following changes to the Code:

- The definition of “qualified public improvements” is modified to clarify what portions of a public improvement constructed by a private development qualify for credit from SDCs.
- Clarifies the appeal process to the City Council of a decision by the City Administrator regarding an alternative fee calculation.
- Updates reference to the City’s master plans.
- Specifies that the SDC shall be based on the fees in effect at the time a permit is issued.
- Clarifies the process for SDC credits for the construction of a qualified public improvement by a private development. The amendments require a developer to “apply” for SDC credit, that a written agreement regarding the credits be executed, and that the credits expire ten years after the construction of the qualified public improvement.

RECOMMENDATION

Staff recommends that Ordinance 1006 be adopted as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1006

Move to approve Ordinance No 1006 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. 1006 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1006 will be brought before the Council for a second consideration at the February 6, 2017 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1006 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. 1006 will be brought before the Council for a second consideration at the February 6, 2017 meeting.

3. Return the Ordinance to Staff for further refinement

Move to direct staff to modify Ordinance No. 1006 with the following changes ... and present the Ordinance to the City Council for further discussion and consideration at the February 2 meeting.

4. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1006

**AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE 13,
REGARDING SYSTEM DEVELOPMENT CHARGES**

WHEREAS, Oregon Revised Statutes, Chapter 223 regulates municipal adoption of system development charges;

WHEREAS, the City of Stayton has adopted Title 13, Chapter 12 of the Stayton Municipal Code (SMC) as the System Development Charges Code;

WHEREAS, the City Council has adopted master plans for the improvement of the City's transportation, water, wastewater, stormwater, and parks systems;

WHEREAS, SMC Title 13, Chapter 12, Section 13.12.245 provides for credits to system development charges for qualified public improvements but fails to establish the procedures awarding such credits; and

WHEREAS, the City Council has determined that Title 13, Chapter 12 is in need of updating;

NOW, THEREFORE, the City of Stayton ordains:

Section 1. SMC Title 13, Chapter 12 amended. Stayton Municipal Code, Title 13, Chapter 12, is hereby amended shown on Exhibit A attached hereto and incorporated herein.

Section 2. Effective Date. This ordinance shall become effective 30 days after adoption by the Stayton City Council and the Mayor's signing.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF JANUARY, 2017.

CITY OF STAYTON

Signed: _____, 2017

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2017

ATTEST: _____
Keith D. Campbell,
City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

Additions are underlined; deletions are ~~crossed-out~~

CHAPTER 13.12
SYSTEMS DEVELOPMENT CHARGES

SECTIONS

13.12.205	Definitions
13.12.210	Purpose
13.12.215	Scope
13.12.220	System Development Charges Established
13.12.225	Methodology
13.12.230	Compliance with State Law
13.12.235	Collection of Charge
13.12.240	Exemptions
13.12.245	Credits
13.12.250	Appeal Procedures
13.12.255	Prohibited Connection
13.12.260	Enforcement

13.12.205 DEFINITIONS

The following words and phrases, as used in this Chapter ~~13.12 of the Stayton Municipal Code~~, have the following definitions and meanings:

1. **CAPITAL IMPROVEMENT(S)**: Public facilities or assets used for any of the following:
 - a. Water supply, treatment, and distribution;
 - b. Sanitary sewers, including collection, transmission, and treatment;
 - c. Storm sewers, including drainage and flood control;
 - d. Transportation, including but not limited to streets, sidewalks, bike lanes and paths, street lights, traffic signs and signals, street trees, public transportation, vehicle parking, and bridges; or
 - e. Parks and recreation, including but not limited to mini-neighborhood parks, neighborhood parks, community parks, public open spaces and trail systems, buildings, courts, fields, and other like facilities.
2. **DEVELOPMENT**: ~~As used in sections 13.12.210 through 13.12.245, means~~ eConstructing or enlarging a building or adding facilities or making a physical change in the use of a structure or land which increases the usage of any capital improvements or which will contribute to the need for additional or enlarged capital improvements.
3. **PUBLIC IMPROVEMENT CHARGE**: A fee for costs associated with capital improvements to be constructed after ~~July 3, 1991~~ adoption of a system development charge methodology. "Public improvement charge" shall have the same meaning as the term "improvement fee" as defined in ORS 223.299(2).
4. **QUALIFIED PUBLIC IMPROVEMENTS**: A capital improvement that is required as a condition of development approval and is identified in the plan adopted pursuant to

~~Subsection 13.12.230.12. However, it does not include improvements sized or established to meet only the demands created by a development and either:~~

(a) Not located on or contiguous to property that is the subject of development approval (as used in this definition, “contiguous” means in a public way which abuts); or

(b) Located in whole or in part on or contiguous to property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.

5. **REIMBURSEMENT FEE:** A fee for costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to Section 13.12.220.
6. **SYSTEM DEVELOPMENT CHARGE:** A reimbursement fee, a public improvement charge, or a combination thereof, assessed or collected at any of the times specified in Section 13.12.235. It shall not include connection or hook-up fees for sanitary sewers, storm drains, or water lines, since such fees are designed by the City only to reimburse the City for the costs for such connections. Nor shall the system development charge include costs for capital improvements which by City policy and state statute are paid for by assessments or fees in lieu of assessments for projects of special benefit to a property.

13.12.210 PURPOSE

The purpose of the system development charge ~~(SDC)~~ is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on the facility system(s) to which those capital improvements are made.

13.12.215 SCOPE

The system development charge imposed by this Chapter ~~13.12 of the Stayton Municipal Code~~ is separate from and in addition to any applicable tax, assessment, charge, fee in lieu of assessment, or fee otherwise provided by law or imposed as a condition of development. A systems development charge is to be considered in the nature of a charge for services rendered or facilities made available, or a charge for future services to be rendered or facilities to be made available in the future.

13.12.220 SYSTEMS DEVELOPMENT CHARGE ESTABLISHED

1. Unless otherwise exempted by the provisions of this Chapter or other ~~local provisions of this Code~~ or by state law, ~~a systems development charges~~ is-are hereby imposed upon all development within the City, and all development outside the boundary of the City that connects to or otherwise uses the sanitary sewer system, storm drainage system, ~~or~~ water system, street system, or parks system of the City. The City Administrator is authorized to make interpretations of this Section, subject to appeal to the City Council.
2. System development charges for each type of capital improvement may be created through application of the methodologies described in Section 13.12.225 ~~of this code.~~ ~~The amounts of each system development charge shall be adopted initially by Council resolution. Changes in the amounts shall be adopted by resolution following a public hearing.~~

1. The methodology used to establish a reimbursement fee shall consider the cost of then-existing facilities, prior constructions by then-existing users, the value of unused capacity, rate-making principles employed to finance publicly-owned capital improvements, and other relevant factors. The methodology shall promote the objective that future systems users shall contribute an equitable share of the cost of then-existing facilities that provide benefit to the future systems users.
2. The methodology used to establish the public improvement charge shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related to accommodate projected future growth and shall provide for a credit against the public improvement charge for the construction of any qualified public improvement, as outlined in Section 13.12.245.
- ~~3. The methodology shall also provide for a credit as authorized in subsection 13.12.250.~~
4. Except when authorized in the methodology adopted under Subsection 13.12.225.1, the fees required by this Code which are 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 by a land use decision are separate from and in addition to the systems development charge and shall not be used as a credit against such charge.
5. The methodologies used to establish the systems development charges shall be adopted by resolution of the City Council. The specific systems development charges may be adopted and amended concurrent with the establishment or revision of the systems development charge methodology. The City Administrator shall review the methodologies established under this Section every three (3) years and shall recommend amendments, if and as needed, to the City Council for its action.
6. The formulas and calculations used to compute specific system development charges are based upon averages and typical conditions. Whenever the impacts of individual developments present special or unique situations such that the calculated fee is grossly disproportionate to the actual impact of the development, alternative fee calculations may be approved or required by the City Administrator ~~under administrative procedures prescribed by the city council~~. All data submitted to support alternate calculations under this provision shall be site specific. Major or unique developments may require special analyses to determine alternatives to the standard methodology.
7. Any appeal of the methodology for an alternative fee calculation approved by the City Administrator shall be filed with the City Council. When an appeal is filed challenging ~~the an adopted~~ methodology for an alternative fee calculation adopted by the city council, the City Administrator shall prepare a written report and recommendation within twenty (20) working days of receipt of the appeal for presentation to the City Council at ~~its next~~ regular meeting. The City Council shall, by resolution, approve, modify, or reject the report and recommendation of the City Administrator, or it may adopt a revised methodology by resolution, if required. Any legal action contesting the City Council's decision in the appeal shall be filed within sixty (60) days of the Council's decision.

13.12.230

COMPLIANCE WITH STATE LAW

1. The revenues received from the systems development charges shall be budgeted and expended as provided by state law. Such revenues and expenditures shall be accounted for as required by state law. Their reporting shall be included in the City's annual financial report required by ORS Chapter 294.
2. The capital improvement plans required by state law as the basis for expending the public improvement charge components of systems development charges revenues shall be
 - a. [The Transportation System Plan](#)
 - b. [The Water Master Plan](#)
 - c. [The Wastewater Master Plan](#)
 - d. [The Stormwater Master Plan; and](#)
 - e. [The Parks and Recreation Master Plan](#)

~~the Stayton Master Utilities Plan~~ and amendments [or updates](#) enacted by the ~~Stayton~~ City Council.

13.12.235

COLLECTION OF CHARGE

1. ~~The s~~Systems development charges ~~is~~ [are](#) payable upon, and as a condition of, issuance of:
 - a. A building or plumbing permit for a development; ~~or~~
 - b. A permit for a development not requiring the issuance of a building permit; or
 - c. A permit or other authorization to connect to the water or sanitary sewer systems.

[The system development charges shall be based upon the fee schedule in effect at the time the permit is issued.](#)
2. If development is commenced or connection is made to the water system or the sanitary sewer system without an appropriate permit, the systems development charge is immediately payable upon the earliest date that a permit was required, and it will be unlawful for anyone to continue with the construction or use constituting a development until the charge has been paid or payment secured to the satisfaction of the City Administrator.
3. Any and all persons causing a development or making application for the needed permit, or otherwise responsible for the development, are jointly and severally obligated to pay the charge, and the City Administrator may collect the ~~said~~ charge from any of them. The City Administrator ~~or his/her designee~~ shall not issue any permit or allow connections described in [S](#)subsection 13.12.235.1 until the charge has been paid in full or until an adequately secured arrangement for its payment has been made, within the limits prescribed by [a](#) resolution [to be adopted by](#) ~~of~~ the City Council.
4. A systems development charge shall be paid in cash when due, or in lieu thereof the City Administrator may accept the delivery of a written agreement to pay if the written agreement is secured by collateral satisfactory to the City Administrator ~~or his/her designee~~. The collateral may consist of mortgage or trust deeds of real property, or an

agreement secured by surety bond issued by a corporation licensed by a state law to give such undertakings, or by cash deposit, letter of credit, or other like security acceptable to the City Administrator.

5. A person may apply to pay the systems development charge in installments ~~to the extent provided by state law.~~

13.12.240 EXEMPTIONS

Any development for which a water or sewer system development charge was paid prior to the date of the adoption of this Chapter is ~~The following developments are~~ exempt from all of the systems development charges imposed in Section 13.12.220.:

- ~~1. Any development for which a water or sewer systems development charge was paid prior to the date of the adoption of this ordinance.~~

13.12.245 CREDITS

1. When development occurs that gives rise to a systems development charge under Section 13.12.220 ~~of this chapter~~, the systems development charge for the existing use shall be calculated and if it is less than the system development charge for the proposed use, the difference between the system development charge for the existing use and the system development charge for the proposed use shall be the system development charge required under Section 13.12.220. If the change in use results in the systems development charge for the proposed use being less than the system development charge for the existing use, no systems development charge shall be required; however, no refund or credit shall be given.

2. Limitations on Credits.

- a. The limitations on the use of credits contained in this ~~Sub~~section shall not apply when credits are otherwise given under Section 13.12.250.
- b. A credit against the improvement fee portion of the system development charge shall be given for the cost of a qualified public improvement associated with a development.
- c. The credit provided for in this Section shall be only for the improvement fee charged for the type of improvement being constructed, and credit for qualified public improvements may be granted only for the cost of that portion of such improvement that exceeds the City's minimum standard facility size or capacity needed to serve the particular development project or property. The applicant shall have the burden of demonstrating that a particular improvement qualifies for credit.
- d. The request for credit for a qualified public improvement shall be filed with the City Administrator, not later than 60 days after approval of the development by the City. The request shall include:
 1. A legal description of all land within the development;
 2. A legal description of any land proposed to be donated as part of the qualified public improvement;
 3. A written appraisal of the fair market value of donated lands which are a part of the qualified public improvement. The appraisal shall be prepared by a certified

professional appraiser and based upon comparable sales of similar property between unrelated parties;

4. A detailed written estimate of proposed construction costs for each qualified public improvement, prepared by a professional engineer. The estimate shall include separate costs for that portion of each improvement that exceeds the city's minimum standard facility size or capacity;

6. The signatures of all legal owners of the development property together with the designation of who is to receive any credits and the designated percentage for each, if more than one person or entity is designated.

e. If a qualified public improvement is located partially on and partially off the parcel of land that is the subject of the approval, the credit shall be given only for the cost of the portion of the improvement not attributable wholly to the development. The credit provided for by this ~~Sub~~section shall be only for the public improvement charge charged for the type of improvement being constructed and shall not exceed the public improvement charge even if the cost of the capital improvement exceeds the applicable public improvement charge.

f. When the construction of a qualified public improvement gives rise to a credit amount greater than the improvement fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against improvement fees that accrue in subsequent phases of the original development project in accordance with Section 13.12.245.4.

3. Applying the methodology adopted by resolution, the City Administrator shall grant a credit against the public improvement charge, the reimbursement fee, or both, for a capital improvement constructed as part of the development that reduces the development's demand upon existing capital improvements or the need for future capital improvements or that would otherwise have to be provided at City expense under then-existing City Council policies.
4. In situations where the amount of credit exceeds the amount of the system development charge, the excess credit is not transferable to another development. However, the applicant and the City may enter into a written agreement for the credit to be provided to subsequent phases of the development or for the applicant to be reimbursed for portions of the credit due to the applicant from system development charges paid by other applicants for subsequent phases of the development. The terms of such an agreement shall not provide for future reimbursements more than ten (10) years after the construction of the qualified public improvement.
5. Credit shall not be transferable from one type of capital improvement to another.

13.12.250

APPEAL PROCEDURES

1. As used in this Section, "working day" means a day when the general offices of the City are open to transact business with the public.
2. A person aggrieved by a decision required or permitted to be made by the City Administrator ~~or his/her designee~~ under Sections 13.12.205 through 13.12.245 or a person challenging the propriety of an expenditure of systems development charge revenues may appeal the decision or expenditure by filing a written request with the

City Administrator for consideration by the City Council. Such appeal shall describe with particularity the decision or the expenditure from which the person appeals and shall comply with subsection 4~~r~~ of this Section.

3. An appeal of an expenditure must be filed within two (2) years of the date of alleged improper expenditure. Appeals of any other decision must be filed within ten (10) working days of the date of the decision.
4. The appeal shall state:
 - a. The name and address of the appellant;
 - b. The nature of the determination being appealed;
 - c. The reason the determination is incorrect; and
 - d. What the correct determination should be.

An appellant who fails to file such a statement within the time permitted waives his/her objections and his/her appeal shall be dismissed.

5. Unless the appellant and the City agree to a longer period, an appeal shall be heard within thirty (30) days of the receipt of the written appeal. At least ten (10) working days prior to the hearing, the City [Recorder](#) shall mail notice of the time and location thereof to the appellant.
6. The City Council shall hear and determine the appeal on the basis of the appellant's written statement and any additional evidence ~~he/she~~ [the appellant](#) deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The City may present written or oral testimony at this same hearing. The rules of evidence as used by courts of law do not apply.
7. The appellant shall carry the burden of proving that the determination being appealed is incorrect and what the correct determination should be.
8. The City Council shall render its decision within fifteen (15) days after the hearing date and the decision of the [City](#) Council shall be final. The decision shall be in writing, but written findings shall not be made or required unless the [City](#) Council in its discretion elects to make findings for precedential purposes. Any legal action contesting the [City](#) Council's decision on the appeal shall be filed within sixty (60) days of the [City](#) Council's decision.

13.12.255 PROHIBITED CONNECTION

After the effective date of this Chapter, no person may connect any premises for service, or cause the same to be connected, to any sanitary sewer or water system of the City unless the appropriate system~~s~~ development charge has been paid or payment has been secured as provided in this Chapter.

13.12.260 ENFORCEMENT

Any service connected to the City water or sewer system after the effective date of this Chapter for which the fee due hereunder has not been paid as required or an adequate secured arrangement for its payment has been made is subject to termination of service under the City's utility disconnect policy.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Andy Parks, Contract Finance Director
VIA: Keith Campbell, City Administrator
DATE: January 17, 2017
SUBJECT: Billing and Collection Process Improvements

ISSUE

Update City Council on improvements to billing and collection process and potential code changes

ENCLOSURE(S)

Presentation

STAFF RECOMMENDATION

- A. Implement billing and collection process changes within constraints of existing City Code
- B. Collaborate with property managers and other interested parties to review City Code and recommend any changes

BACKGROUND INFORMATION

The City processes monthly utility bills internally and uses collection practices that have been replaced by a majority of other communities.

FISCAL IMPACT

Implementation of billing and collection process improvements will lead to financial savings for these activities of approximately \$24,000 per year and redirect approximately 350 staff hours to other services.

OPTIONS

At this time there are no Code changes needed to implement various process improvements including outsourcing billing and collection services. Pending discussions with property managers and others there may be recommended changes to City Code for consideration.

MOTION(S)

None

Alissa Angelo

From: Cindy Chauran
Sent: Friday, January 13, 2017 10:34 AM
To: Alissa Angelo
Subject: FW: Xpress Bill Pay - cost analysis
Attachments: Cost Analysis (April 2016).pdf

From: Jared Swinford [<mailto:jswinford@xpressbillpay.com>]
Sent: Wednesday, June 01, 2016 2:29 PM
To: Cindy Chauran
Subject: Xpress Bill Pay - cost analysis

Cindy,

I have completed the cost analysis (see attached). The end result is that you could have likely saved over \$250 in April 2016 if you had used Xpress Bill Pay and Chase Paymentech instead of your current providers.

Here is some explanation:

- Page 1 is an overview of your PSN vs. XBP gateway fees and your merchant fees. This page shows the total estimated savings of over \$250.
- Page 2 of the analysis shows the actual rates you paid for your credit card processing at city hall. One of the big limitations to this analysis is that your current merchant provider does not detail out your actual Interchange fees. Instead they simply list the amount paid in Interchange fees. Interchange fees are established by the card brands (i.e. – Visa, MC, and Discover), and are the same for all processors. Since your current merchant provider does not detail out all your Interchange fees, I've tried to show the fees as a % of the total dollar volumes processed. Based on what I know about Interchange fees, it appears that they have you on a typical government rate merchant account. There isn't any reason you couldn't be on a Utility rate merchant account as it would save you money. I won't go into detail in an email as to why I believe this to be the case, but I'm happy to discuss this with you on the phone and give you as much detail as you like.
- Page 3 of the analysis shows what I estimate that the city's fees would have been with Chase Paymentech for credit card processing. I say "estimate" because your current provider doesn't detail out your interchange fees. If they did, I could do an exact comparison. Since they don't, I have to take what I know about Interchange rates and make some educated guesses about your fees. In an effort to keep my analysis conservative, I've not applied utility rates to your Visa credit card transactions. In reality, Visa rates would most likely also apply to these Visa credit transactions, which would actually lead to even more savings than I'm showing here.

So what does this all mean? The analysis shows that the Xpress Bill Pay gateway fees would have been cheaper than the PSN fees. The analysis also shows that the Chase Paymentech merchant fees would have been cheaper than your current merchant fees. The estimated net effect is a savings of over \$250 for the month of April 2016! And as I noted above, this is a conservative estimate.

Does it make sense? I'm happy to review the analysis with you in as much detail as you'd like. I'd explain the limitations of the analysis due to the lack of detail provided by your current merchant provider and explain how even with that lack of detail I still tried to keep the analysis conservative. Please give me a call if you'd like to discuss the analysis in greater depth.

Thanks,

Jared Swinford
Government Services Consultant
800-768-7295 x919
800-768-0538 (fax)
jswinford@xpressbillpay.com
xpress BILL PAY

CONFIDENTIALITY NOTICE: The information contained in this e-mail message, including any attachments, is for the exclusive and confidential use of the individuals named as recipients. Any unauthorized review, use, disclosure, or distribution of this message is strictly prohibited.

City of Stayton

Cost Analysis for April 2016

OVERVIEW

PSN GATEWAY FEES

<u>Item Description</u>	<u>Count</u>	<u>Rate</u>	<u>Total</u>
Check (Online)	140	\$0.50	\$70.00
Check (Recurring)	85	\$0.50	\$42.50
Check (Scheduled)	14	\$0.50	\$7.00
Check (BillPay)	327	\$0.50	\$163.50
Check (Mobile)	13	\$0.50	\$6.50
Discover (Online)	2	\$0.50	\$1.00
Discover (Recurring)	1	\$0.50	\$0.50
Discover (Scheduled)	2	\$0.50	\$1.00
MC (Online)	23	\$0.50	\$11.50
MC (Recurring)	13	\$0.50	\$6.50
MC (Scheduled)	2	\$0.50	\$1.00
MC (Mobile)	5	\$0.50	\$2.50
Savings (Online)	1	\$0.50	\$0.50
Visa (Online)	127	\$0.50	\$63.50
Visa (Recurring)	71	\$0.50	\$35.50
Visa (Scheduled)	30	\$0.50	\$15.00
Visa (IVR)	4	\$0.75	\$3.00
Visa (Mobile)	29	\$0.50	\$14.50
PSN Gateway fee	1	\$51.95	\$51.95
TOTAL PSN GATEWAY FEES:			\$497.45

XPRESS BILL PAY (XBP) GATEWAY FEES

<u>Item Description</u>	<u>Count</u>	<u>Rate</u>	<u>Total</u>
Check (Online)	140	\$0.40	\$56.00
Check (Recurring)	85	\$0.40	\$34.00
Check (Scheduled)	14	\$0.40	\$5.60
Check (BillPay)	327	\$0.20	\$65.40
Check (Mobile)	13	\$0.40	\$5.20
Discover (Online)	2	\$0.30	\$0.60
Discover (Recurring)	1	\$0.30	\$0.30
Discover (Scheduled)	2	\$0.30	\$0.60
MC (Online)	23	\$0.30	\$6.90
MC (Recurring)	13	\$0.30	\$3.90
MC (Scheduled)	2	\$0.30	\$0.60
MC (Mobile)	5	\$0.30	\$1.50
Savings (Online)	1	\$0.40	\$0.40
Visa (Online)	127	\$0.30	\$38.10
Visa (Recurring)	71	\$0.30	\$21.30
Visa (Scheduled)	30	\$0.30	\$9.00
Visa (IVR)	4	\$1.95	\$7.80
Visa (Mobile)	29	\$0.30	\$8.70
XBP Support/Hosting & Service Fees	1	\$94.00	\$94.00
TOTAL XBP GATEWAY FEES:			\$359.90

CURRENT MERCHANT FEES:

\$645.67

ESTIMATED MERCHANT FEES:

\$506.04

TOTAL PSN/MERCHANT FEES:

\$1,143.12

ESTIMATED XBP/MERCHANT FEES:

\$865.94

ESTIMATED SAVINGS: \$277.18

XPRESS BILL PAY REFERENCES (OREGON)

<u>Organization Name</u>	<u>City</u>	<u>State</u>	<u>First Name</u>	<u>Last Name</u>	<u>Title</u>	<u>Contact Phone</u>	<u>Contact Email</u>
City of Boardman	Boardman	OR	Tom	Kligel	Finance Director	541-481-9252 x210	finance@cityofboardman.com
City of Brookings	Brookings	OR	Janell	Howard	Finance Director	541-469-1123	jhoward@brookings.or.us
City of Canby	Canby	OR	Judi	Christiansen	Utility Billing Tech	503-266-0640	christiansenj@ci.canby.or.us
Canby Municipal Court	Canby	OR	Melody	Thompson	Administrative Supervis	503-266-4027	thompsonm@ci.canby.or.us
City of Cannon Beach	Cannon Beach	OR	Laurie	Sawrey	Finance Director	503-436-8058	sawrey@ci.cannon-beach.or.us
City of Creswell	Creswell	OR	James	Piper	Finance Director	541-895-2531 x306	jpiper@creswell-or.us
City of Dallas	Dallas	OR	Cecilia	Ward	Finance Director	503-831-3505	cecilia.ward@dallasor.gov
City of Dundee	Dundee	OR	Sheryl	Hartman	Office Manager	503-538-3922 x102	Sheryl.hartman@dundeecity.org
City of Florence	Florence	OR	Erin	Reynolds	Finance Director	541-997-3436	erin.reynolds@ci.florence.or.us
City of Gold Beach	Gold Beach	OR	Jodi	Fritts-Matthey	City Administrator	541-247-7029	jfritts@goldbeachoregon.gov
City of Hermiston	Hermiston	OR	Crystal	Inners	General Clerical	541-567-5521	cinners@hermiston.or.us
City of Hubbard	Hubbard	OR	Kari	Kurtz	Senior Accounting Speci	503-981-9633 x202	kkurtz@cityofhubbard.org
City of Independence	Independence	OR	Gloria	Butsch	Finance Director	503-837-1170	butsch.gloria@ci.independence.or.us
City of Jefferson	Jefferson	OR	Sarah	Cook	Recorder	541-327-2768 x304	jeffrecorder@peak.org
City of La Pine	La Pine	OR	Rick	Allen	City Manager	541-536-1432	rlallen@ci.la-pine.or.us
Lane Council of Governments	Eugene	OR	Heidi	Leyba	IS/Telecom Program M:	541-682-4452	hleyba@lcog.org
City of Lincoln City	Lincoln City	OR	Sheri	Willette	Accounts Receivable M:	541-996-1210	sheriw@lincolncity.org
City of Madras	Madras	OR	Brandie	McNamee	Finance Director	541-325-0307	bmnamee@ci.madras.or.us
City of Milton-Freewater	Milton-Freewater	OR	Luke	Billings	Accounting Supervisor	541 938-8229	luke@milton-freewater-or.gov
City of Molalla	Molalla	OR	Peggy	Johnson	HR Coordinator/ Utility	503-829-6855 x221	finance@cityofmolalla.com
City of Mt Angel	Mt. Angel	OR	Chaunee	Seifried	Finance Director	503-845-9291	cseifried@ci.mt-angel.or.us
City of Newport	Newport	OR	Linda	Brown	Assistant Finance Direct	541-574-0615	l.brown@newportoregon.gov
City of Philomath	Philomath	OR	Joan	Swanson	Finance Director	541-929-3001	joan.swanson@ci.philomath.or.us
Seal Rock Water District	Seal Rock	OR	Joy	King	Office Manager	541-563-3529 x103	jking@srwd.org
City of Silverton	Silverton	OR	Kathleen	Zaragoza	Finance Director	503-873-5321	kzaragoza@silverton.or.us
City of Sutherlin	Sutherlin	OR	Dan	Wilson	Finance Director	541-459-2856 x203	d.wilson@ci.sutherlin.or.us
City of Troutdale	Troutdale	OR	Erich	Mueller	Finance Director	503-674-7231	emueller@ci.troutdale.or.us
City of Tualatin Municipal Court	Tualatin	OR	Cortney	Cox	Court Administrator	503-691-3025	ccox@ci.tualatin.or.us
City of Willamina	Willamina	OR	Debbie	Bernard	Recorder	503-876-2242	bernardd@ci.willamina.or.us

Alissa Angelo

From: Cindy Chauran
Sent: Friday, January 13, 2017 10:42 AM
To: Alissa Angelo
Subject: FW: Xpress Bill Pay
Attachments: Bill Pay Comparison 2012.xlsx

From: Lu Ehlers [<mailto:lehlers@brookings.or.us>]
Sent: Thursday, January 05, 2017 4:15 PM
To: Cindy Chauran
Subject: Xpress Bill Pay

I have attached the cost comparison that I did in 2012, keep in mind the fees may have changed but the structure is still the same. I was waiting for the AR Clerk to give me more notes but here is what I can tell you:

Using December 2016 data

Total utility bills we process	3200	
Total paid with credit card or echeck	828	
Total paid with customers bank bill pay via paper check in mail)	401	(Xpress BP processes electronically, these used to come
Total paid with in-house autopay	526	

We went from avg 50 shut-offs/month to under 5, with some months having NO shutoffs. Payments can be made online or taken over the phone and a receipt emailed to customer, also saves payment information. This gets past due bills paid without the customer needing to come to City Hall. As seen by the numbers above, 1229 payments that previously had to be entered manually by staff are now electronically entered into Caselle by Xpress BP, automatically updating customers account.

I hope this helps! Sorry so last minute!

Anella (Lu) Ehlers
Human Resources/Accountant
City of Brookings, OR
(541)469-1126
lehlers@brookings.or.us



CONFIDENTIALITY STATEMENT:



Caselle® Software & Services Proposal

City of Stayton, OR

April 5, 2016

(Valid for 90 days)

From:

Wade Walker, Territory Manager
pww@caselle.com

Caselle[®] Software & Services Proposal
City of Stayton, OR
April 5, 2016

Proposal Summary

Total Software License	\$4,500
Total Training	500
Total Investment	\$5,000

Software Assurance will increase by \$70 per month.

Proposal Detail

<i>Caselle</i> [®] Clarity Application Software	License Fees	Training	Total
Online/Electronic Payments	\$4,500	\$500	\$5,000
Grand Total	\$4,500	\$500	\$5,000

Note:

1. The training quoted above will take place at Caselle or online.
2. The monthly credit card and electronic payment transaction fees will be billed by Xpress Bill Pay.

Online/Electronic Payments Setup

- Set up Online and Electronic Payment Processing (credit cards, electronic funds transfer, and online bank bill pay consolidation).
- Set up Utility Direct Pay.
- Set up Xpress Bill Pay, Caselle's authorized electronic payment vendor, including online bill presentation, online bill history, automatic recurring payments, and payment wallets with full integration to Cash Receipting.



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 17, 2017
SUBJECT: Monthly Finance Department Report

Departmental Activity

	December 2016	November 2016
Utility Billing		
Number of Bills Mailed	2,652	2,670
Number of Bills Emailed	380	380
Delinquent Notices Sent Out	525	504
Courtesy Delinquent Notices Sent to Landlords	159	150
Notified of Impending Shut-Off & Penalty	157	186
Customers with Interrupted Services Non-Payment	6	32
Services Still Disconnected	4	5
Accounts Payable		
Number of Checks Issued	126	145
Total Amount of Checks	\$249,258.61	\$537,963.51



CITY OF STAYTON
MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: January 23, 2017
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of December 2016.

	December 2016	Year to Date 2016	December 2015	Year to Date 2015
Police Activity	635	9485	702	9510
Investigated Incidents	260	3570	279	3927
Citations/Warning	101/121	1283/2244	67/210	1063/2119
Traffic Accidents	6	117	8	103
Juvenile Abuse	3	38	2	38
Arrests	29	662	29	498
Ordinance Complaints	18	291	NA	NA
Reserve Volunteer Hrs.	251.67	3040.5	260.75	4409.81
Citizen Volunteer Hrs.	27	574	41.50	92.50
Peer Court Referrals:	2	22	2	48

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 12/1/2016 - 12/31/2016

	CRIMES		CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15	1/1/16 to 12/31/16	1/1/15 to 12/31/15	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/16 to 12/31/16	12/1/16 to 12/31/16	Juv	Adult	Total
NON-CRIMINAL															
ACCIDENT-INJURY	2	15	13	15.4%											
ACCIDENT-PROPERTY	7	58	52	11.5%											
ALL OTHER NON-CRIMINAL	179	2,592	2,779	-6.7%											
NON CRIM DOMESTIC DISTURB	9	133	141	-5.7%											
NON-CRIMINAL TOTALS	197	2,798	2,985	-6.3%											
PERSON															
AGGRAVATED ASSAULT	1	17	16	6.3%		1	16	10	100.0%	94.1%	62.5%	1	0	1	13
KIDNAPPING	0	1	0	0.0%		0	0	0	0.0%	0.0%	0.0%	0	0	0	0
OFFENSE AGAINST FAMILY	0	1	2	-50.0%		0	1	0	0.0%	100.0%	0.0%	0	0	0	2
OTHER ASSAULTS	11	71	82	-13.4%		4	46	61	36.4%	64.8%	74.4%	0	4	4	41
RAPE	0	2	2	0.0%		0	1	0	0.0%	50.0%	0.0%	0	0	0	0
RESTRAINING ORDER VIOLATION	0	9	14	-35.7%		0	6	14	0.0%	66.7%	100.0%	0	0	0	7
ROBBERY	0	2	2	0.0%		0	1	2	0.0%	50.0%	100.0%	0	0	0	1
SEX OFFENSES	0	19	18	5.6%		0	8	10	0.0%	42.1%	55.6%	0	0	0	3
PERSON TOTALS	12	122	136	-10.3%		5	79	97	41.7%	64.8%	71.3%	1	4	5	67
PROPERTY															
ARSON	0	0	3	-100.0%		0	0	2	0.0%	0.0%	66.7%	0	0	0	0
BURGLARY - BUSINESS	0	2	5	-60.0%		0	0	1	0.0%	0.0%	20.0%	0	0	0	1
BURGLARY - OTHER STRUCTURE	0	5	10	-50.0%		0	1	2	0.0%	20.0%	20.0%	0	0	0	2
BURGLARY - RESIDENCE	1	17	26	-34.6%		0	6	5	0.0%	35.3%	19.2%	0	0	0	5
COUNTERFEITING/FORGERY	0	10	6	66.7%		0	4	2	0.0%	40.0%	33.3%	0	0	0	5
EXTORTION/BLACKMAIL	0	0	1	-100.0%		0	0	0	0.0%	0.0%	0.0%	0	0	0	0
FRAUD	3	41	55	-25.5%		0	10	22	0.0%	24.4%	40.0%	0	0	0	17
LARCENY															
Pickpocket	0	2	1	100.0%		0	0	1	0.0%	0.0%	100.0%	0	0	0	0
Purse Snatching	1	4	3	33.3%		0	0	1	0.0%	0.0%	33.3%	0	0	0	1
Shoplifting	5	47	66	-28.8%		1	24	42	20.0%	51.1%	63.6%	0	1	1	24
Theft from a Motor Vehicle	3	66	74	-10.8%		0	5	3	0.0%	7.6%	4.1%	0	0	0	5
Theft of MV Parts/Accessories	0	0	6	-100.0%		0	0	0	0.0%	0.0%	0.0%	0	0	0	0
Theft of Bicycle	0	14	29	-51.7%		0	2	4	0.0%	14.3%	13.8%	0	0	0	2
Theft from Building	2	21	20	5.0%		0	2	2	0.0%	9.5%	10.0%	0	0	0	5
From Coin Operated Machine	0	1	0	0.0%		0	0	0	0.0%	0.0%	0.0%	0	0	0	0

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED		
	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15 % Change	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15	12/1/16 to 12/31/16	1/1/16 to 12/31/16	1/1/15 to 12/31/15
	Juv	Adult	Total	Juv	Adult	Total	Juv	Adult	Total	Juv	Adult	Total
<i>All Other Larceny</i>	8	77	89 -13.5%	0	13	16	0.0%	16.9%	18.0%	0	0	0
LARCENY	19	232	288 -19.4%	1	46	69	5.3%	19.8%	24.0%	0	1	1
MOTOR VEHICLE THEFT	2	19	17 11.8%	0	2	4	0.0%	10.5%	23.5%	0	2	2
STOLEN PROPERTY	0	3	4 -25.0%	0	2	4	0.0%	66.7%	100.0%	0	0	0
VANDALISM	4	90	108 -16.7%	2	21	12	50.0%	23.3%	11.1%	0	3	3
PROPERTY TOTALS	29	419	523 -19.9%	3	92	123	10.3%	22.0%	23.5%	0	6	6
SOCIETY	10	160	171 -6.4%	2	53	65	20.0%	33.1%	38.0%	0	3	3
ALL OTHER	0	1	1 0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0
ANIMAL	0	10	18 -44.4%	0	9	18	0.0%	90.0%	100.0%	0	0	0
CURFEW	0	8	9 -11.1%	0	7	7	0.0%	87.5%	77.8%	0	0	0
CUSTODY-MENTAL	0	2	0 0.0%	0	2	0	0.0%	100.0%	0.0%	0	0	0
CUSTODY-PROTECTIVE	4	54	47 14.9%	4	41	41	100.0%	75.9%	87.2%	0	5	5
DISORDERLY CONDUCT	2	14	13 7.7%	0	12	13	0.0%	85.7%	100.0%	0	1	1
DR WHILE SUSP	9	68	58 17.2%	8	67	58	88.9%	98.5%	100.0%	0	8	8
DRIVING UNDER INFLUENCE	0	9	3 200.0%	0	7	2	0.0%	77.8%	66.7%	0	0	0
ELUDING	0	1	2 -50.0%	0	1	2	0.0%	100.0%	100.0%	0	0	0
ESCAPE	0	2	6 -66.7%	0	2	6	0.0%	100.0%	100.0%	0	0	0
FAIL TO DISPLAY DL	0	0	0 0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0
FUGITIVE	4	51	39 30.8%	0	7	11	0.0%	13.7%	28.2%	0	8	8
HIT & RUN	0	11	9 22.2%	0	8	8	0.0%	72.7%	88.9%	0	0	0
LIQUOR LAWS	0	6	7 -14.3%	0	6	7	0.0%	100.0%	100.0%	0	0	0
MIP TOBACCO	2	56	55 1.8%	1	49	54	50.0%	87.5%	98.2%	0	5	5
NARCOTICS/DRUGS	0	3	1 200.0%	0	1	0	0.0%	33.3%	0.0%	0	0	0
PROP RECOV - FOR OTHER AGENCY	3	21	5 320.0%	3	20	4	100.0%	95.2%	80.0%	0	3	3
RECKLESS DRIVING	0	12	12 0.0%	0	9	11	0.0%	75.0%	91.7%	0	0	0
RUNAWAY	1	1	3 -66.7%	0	0	2	0.0%	0.0%	66.7%	0	0	0
SEX OFFENSES	7	85	89 -4.5%	3	58	62	42.9%	68.2%	69.7%	0	2	2
TRESPASS	0	4	2 100.0%	0	1	1	0.0%	25.0%	50.0%	0	0	0
VEH RECOV - FOR OTHER AGENCY	8	160	130 23.1%	7	156	129	87.5%	97.5%	99.2%	0	0	0
WARRANT	0	5	5 0.0%	0	3	5	0.0%	60.0%	100.0%	0	0	0
WEAPONS	0	5	5 0.0%	0	3	5	0.0%	60.0%	100.0%	0	0	0
SOCIETY TOTALS	50	744	685 8.6%	28	520	506	56.0%	69.9%	73.9%	0	35	35
GRAND TOTALS	288	4,083	4,329 -5.7%									



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance Ludwick, Public Works Director
DATE: January 16, 2017
SUBJECT: Public Works Monthly Operating Report for December 2016

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 76.84 million gallons were treated during December. The highest flow was 3.25 million gallons on December 20th and the lowest flow was 1.81 million gallons on December 31st. The average flow was 2.48 million gallons. Total rainfall for December was 5.98 inches.

- **WTP** Highest production day was 2,765,000 gallons on December 1st, 2016.

- **Water System** Replaced 7 meters. A water meter service was replaced at 706 Locust Street, and a water service was replaced at 587 N. Third Avenue. Public Works also assisted in the repair of a water service line leak at the Stayton Public Library.

- **Streets** Swept 160 curb miles and removed approximately 40 cubic yards of material. The Fall Clean-up on December 10th brought in 40 yards of material and 55 pounds of food and \$15 was donated to the Stayton Food Bank. Following the snow event in December, 30 yards of sand was removed from the streets and intersections.

- **Parks** Volunteers: Community Service - 0 hours, Volunteer – 0 hours.
 Life skills High School Students – 0 hours. Total = 0 hours.
 Parks Board Volunteer Hours – 1.5 hours total –3 Volunteers.

- **Building Permits**

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	0	\$0
Residential Building Addition/Alter/Other	1	\$0
Commercial Building Addition/Alter/Other	0	\$0
Electrical	1	\$0
Mechanical	0	\$0
Plumbing	1	\$0
TOTAL	3	\$0

One (1) Residential SDC = \$10,883.00 + \$707.00 for Mill Creek SDC + Storm Water SDC \$1919.00 or \$2752.00



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 17, 2017
SUBJECT: Report of Activities for December, 2016

Continued to work with Friends of Old Town Stayton

Planning Commission meeting one annexation request

Attended Oregon Chapter American Planning Association Legal Issues Workshop

Attended training on flood mitigation

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 17, 2017
SUBJECT: December Library report

In December, the teens made Gingerbread Zombies and treats you can make in the microwave with Stephanie and Emily. Our adult book club, Tea Time for Booklover's, read *All the Light We Cannot See* by Anthony Doerr.

Stephanie and I created an interactive Christmas Light Map. People submitted addresses of light displays and we added them to a Google map of Stayton's Christmas Lights. We received a lot of positive feedback on it and plan to do it again next year.

After two postponements for snow, we finally hosted Oregon author Ron Miner on December 29th. His book *Sketches of a Black Cat: Story of a Night Flying WWII Pilot and Artist* presents his father's experiences as a Navy Black Cat pilot in the South Pacific during the Second World War. Ron shared stories, pictures, art and artifacts. He also showed the trailer for his upcoming documentary. It was a wonderful event.

During the last week of the holiday break, we had four afternoons of family movies. We showed *The BFG*, *Finding Dory*, *The Secret Life of Pets* and *Kubo and the Two Strings*. Casle also held her annual thank you card extravaganza.

Upcoming events to mark on your calendars:

- Oregon Author Visit – Cat Winters January 19th at 7pm
- Tea Time for Booklovers January 25th at 5:30pm
- Adults: Candle Making January 26th at 5:30pm
- Read to the Dog January 27th at 3:30pm
- Oregon Author Visit – William Sullivan February 23rd at 7pm

2016-2017 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2016-17 YTD	2015-16 FY
TOTAL CHECKOUTS	11,971	11,124	9,957	10,001	10,369	10,040							63,462	125,970
OTHER CIRCULATION SERVICES														
Self check out	3,997	3,916	3,119	3,066	3,264	2,841							20,203	42,637
Library2Go (ebooks +)	782	825	747	798	793	838							4,783	8,893
INCOME RECEIVED														
Non-resident cards	\$465.00	\$112.00	\$200.00	\$70.00	\$260.00	\$155.00							\$1,262.00	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09	\$659.68	\$617.02	\$1,017.64	\$223.41							\$3,943.77	-\$12,478.54
Room fees	\$0.00	\$0.00	\$0.00	\$250.00	\$205.00	\$0.00							\$455.00	\$4,135.50
												TOTAL	\$5,660.77	-\$1,347.04
REFERENCE QUESTIONS														
In-Person, by phone and computer help	480	508	568	540	576	496							3,168	5,395
NEW PATRON CARDS														
	97	67	63	54	69	42							392	1,051
INTERNET USE														
	1,035	1,137	933	925	934	922							5,886	13,230
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	678	181	360	428	575	411							2,633	5,618
Teens	55	0	6	15	8	4							88	326
Adults	13	16	9	17	35	20							110	619
Outreach	17	300	218	671	609	256							2,071	6,953
												TOTAL	4,902	13,516
MEETING ROOM ATTENDANCE														
	27	65	97	287	47	61							584	5,889
PATRON VISITS														
	8,006	7,102	5,675	6,751	7,513	5,359							40,406	80,146
VOLUNTEER HOURS														
	212	260	188	178	171	176							1,184	2,770