AGENDA
STAYTON CITY COUNCIL MEETING
Monday, July 2, 2018

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. June 4, 2018 City Council Minutes
b. Proposed Amendments to Standard Conditions of Approval
c. Renewal of CCRLS Agreement

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

Resolution No. 981, Receiving and Acknowledging the July 1, 2017 Actuarial Valuation Report for the City's Retirement Program and Authorizing the City Manager to Make an Additional Contribution to the City's Retirement Plan — **Action**

a. Staff Report – Andy Parks, Financial Consultant
b. Council Deliberation
c. Council Decision

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin — **Informational**

a. May 2018 Monthly Finance Department Report

Police Chief's Report – Chief Rich Sebens — **Informational**

a. May 2018 Statistical Report

Public Works Director's Report – Lance Ludwick — **Informational**

a. May 2018 Operating Report

Planning & Development Director's Report – Dan Fleishman — **Informational**

a. May 2018 Activities Report

Library Director's Report – Janna Moser — **Informational**

a. May 2018 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 MANAGER

BUSINESS FROM THE MAYOR

a. Reappointment of Lauren Mulligan to the Library Board

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – July 16, 2018

a. Star Cinema Lease
b. Award of Bid – Slurry Seal
c. Comprehensive Plan and Zone Map Amendment

ADJOURN

CALENDAR OF EVENTS

JULY 2018

Monday	July 2	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 4	**CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY**		
Tuesday	July 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	July 10	Parks & Recreation Board	6:30 p.m.	Stayton Public Library
Monday	July 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 30	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2018

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

SEPTEMBER 2018

Monday	September 3	**CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY**		
Tuesday	September 4	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	September 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 24	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2018

Monday	October 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 2	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	October 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 29	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2018

Monday	November 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	November 12	**CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY**		
Tuesday	November 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	November 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday Friday	November 22 November 23	**CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY**		
Monday	November 26	Planning Commission	7:00 p.m.	Community Center (north end)

City of Stayton
City Council Meeting Action Minutes
June 4, 2018

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON	
Time Start: 7:00 P.M.	**Time End:** 8:48 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Manager
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman	Rich Sebens, Chief of Police
	Andy Parks, Financial Consultant

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Kronquist stated he is a member of a potential development on Second Avenue and will recuse himself from discussion involving this. In addition, he lives in the area covered by Revitalize Downtown Stayton, but it will not create a bias.
Presentations / Comments from the Public	
a. Wendy Stone	Ms. Stone represents the Brown House Event Center and provided a presentation to the Council regarding the facility and their mission. Ms. Stone requested City funding for several fees and projects applicable to the Brown House Event Center. Council discussion of Ms. Stone's presentation.
b. Steve Poisson	Mr. Poisson, Vice President of Revitalize Downtown Stayton, spoke in support of the proposed Ordinance 1019.
c. Dan Morgan	Mr. Morgan inquired about the status of the power pole issue with Pacific Power and City of Stayton. The City has no comment at this time.
d. Janet Silbernagel	Ms. Silbernagel inquired about the recently adopted Residential Registration Fee ordinance. Mr. Fleishman and members of the Council responded.
e. James Loftus	Mr. Loftus read an email written by Mr. Campbell.

Consent Agenda a. May 21, 2018 City Council Minutes b. Resolution No. 977, Adopting Fees and Charges for Various City Services c. Acceptance of Deeds for Easement for Pedestrian Path d. Department of Land Conservation and Development Housing Assistance Grant	Councilor Quigley requested item "b" be removed from the Consent Agenda. Discussion of fines for a garage sale and changes to planning fees. Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve the consent agenda as submitted. **Motion passed 5:0.**
Public Hearing **Certifying Eligibility and Electing to Receive State Revenue Sharing Funds** a. Staff Report – Andy Parks b. Open Public Hearing c. Close Public Hearing d. Council Deliberation e. Council Decision on Resolution No. 978 and Resolution No. 979	Mayor Porter read the opening statement. Mr. Parks provided a staff report. Mayor Porter opened the hearing at 7:42 p.m. Council discussion of state gas tax, local gas tax, and marijuana tax. Mayor Porter closed the hearing at 7:46 p.m. None. Motion from Councilor Kronquist, seconded by Councilor Molin, to approve Resolution No. 978. **Motion passed 5:0.** Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve Resolution No. 979. **Motion passed 5:0.**
City of Stayton 2018-2019 Fiscal Year Budget a. Staff Report – Andy Parks b. Open Public Hearing c. Close Public Hearing d. Council Deliberation e. Council Decision on Resolution No. 980	Mr. Parks reviewed the staff report. Mayor Porter read the opening statement and opened the hearing at 7:55 p.m. Council discussion of funding for Revitalize Downtown Stayton and a RARE intern. Mayor Porter closed the hearing at 8:01 p.m. None. Motion from Councilor Quigley, seconded by Councilor Kronquist, to approve Resolution No. 980, adopting the 2018-2019 fiscal year budget, making appropriations for the 2018-19 fiscal year and levying taxes for the fiscal year as presented. **Motion passed 5:0.**
Unfinished Business **Ordinance No. 1019,Amending Title 6, 8, and 15 of the Stayton Municipal Code Promoting Maintenance of Buildings and Public Spaces** a. Staff Report – Dan Fleishman b. Council Deliberation c. Council Decision	Mr. Fleishman reviewed his staff report. None. Motion from Councilor Glidewell, seconded by Councilor Usselman, to approve the third consideration of Ordinance No. 1019.

	<u>Council Discussion</u>: Councilor Quigley inquired about the awning lighting and smoking enforcement. Chief Sebens responded. **Motion passed 4:1 (Quigley).**
Ordinance No. 1020, Establishment of a Vertical Housing Development Zone a. Staff Report – Dan Fleishman b. Council Deliberation c. Council Decision	 Mr. Fleishman reviewed the staff report. None. Motion from Councilor Quigley, seconded by Councilor Glidewell, to approve Ordinance 1020 as presented. **Motion passed 4:0 (Kronquist abstained).**
Preparation of RFP for Consultant Services to Develop Economic Development Strategies a. Staff Report – Dan Fleishman b. Council Deliberation	 Mr. Fleishman reviewed his staff report included in the packet. Council discussion of what they'd like to see included in the RFP for Consultant Services, possibility of doing a Request for Information rather than a Request for Proposal.
New Business	None.
Staff / Commission Reports	Councilor Glidewell inquired about a fee waiver for the Brown House Event Center. Mr. Campbell responded noting the League of Oregon Cities has a recommended policy on this topic and will share it with the Council. In addition, discussion of using local gas tax funds for street improvements at the Brown House.
Business from the City Manager	Mr. Campbell spoke about the next Council meeting on June 18th at 6:00 p.m. at the Stayton Public Library titled, "The Role of A city Council Member and Government Ethics Training." Mr. Campbell also spoke about the recent Drinking Water Advisory.
Business from the Council	Councilor Quigley addressed the comments from Mr. Loftus earlier in the evening.
Business from the Mayor	Mayor Porter spoke briefly about Norpac and strawberries.
Presentations / Comments from the Public a. Dan Morgan b. Paige Hook	 Mr. Morgan inquired about tall grass on Kindle Way. Ms. Hook recognized and thanked City staff for their work.

Future Agenda Items – Monday, June 18, 2018 at 6:00 p.m.

Special City Council Session
The Role of a City Council Member and Government Ethics Training
Presented by
Sean O'Day, Executive Director
Mid-Willamette Valley Council of Governments
June 18, 2018 at 6:00 p.m.
Stayton Public Library
515 N. First Avenue

APPROVED BY THE STAYTON CITY COUNCIL THIS 2ND DAY OF JULY 2018, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date:____________________ By:____________________
Henry A. Porter, Mayor

Date:____________________ Attest:____________________
Keith D. Campbell, City Manager

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

CITY OF STAYTON

MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council

FROM: Dan Fleishman, Director of Planning and Development

DATE: July 2, 2018

SUBJECT: Proposed Amendments to Standard Conditions of Approval

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ISSUE

The issue before the City Council is adoption of updated Standard Conditions of Approval for land use decisions.

BACKGROUND INFORMATION

Every land use decision is subject to a set of Standard Conditions of Approval. These were adopted shortly after my arrival here in 2006 when I saw that the same conditions were included in every order of approval. They have been adjusted occasionally since then. I have attached some further amendments that have been developed in conjunction with the Public Works Department and the City Engineer.

PROPOSED AMENDMENT

These amendments reflect changes to the procedures in the Public Works Standards

RECOMMENDATION

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

OPTIONS AND MOTIONS

No motion necessary; consent agenda item.

Standard Conditions of Approval for Land Use Applications

General

1. **Approved Land Use Plans -** Minor variations to the approved land use plans shall be permitted provided the development substantially conforms to the submitted land use plans, conditions of approval, and all applicable standards contained in the Stayton Municipal Code (SMC) ~~Stayton Land Use and Development Code~~and City of Stayton Public Works Standards. The applicant shall be responsible for all costs relating to the development, including the design and construction of any required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC, and Public Works Standards.

2. **~~Agency~~ City Approvals -** ~~:~~ The applicant shall obtain ~~all necessary~~any and all required reviews, approvals, and permits ~~and approvals~~ from the City ~~of Stayton~~ prior to construction of the project.

3. **Change in Use** - Any change in the use of the premises from that identified in the application shall require the City Planner to determine that the proposed use is an allowed use and that adequate parking is provided ~~on the parcel~~for the development.

4. **Landscaping** - The applicant shall remain in substantial conformance to the approved landscaping plan and follow the criteria established in SMC 17.20.090 for maintenance and irrigation. Dead plants shall be replaced within six months with a specimen of the same species and similar size class.

Prior to Engineered Plan Approval

5. **Design Standards** - All public and privately financed public improvements within the project shall be prepared, signed, and stamped by a Professional Engineer registered in the State of Oregon and shall be designed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)

6. **Engineered Plans** - The applicant's design engineer shall submit engineered plans for review and approval of all required public improvements identified for the project in the approved land use plans, the conditions of approval, the SMC and Public Works Standards. Engineered plans shall be reviewed by the City and signed approved by the City Engineer or Public Works Director, prior to issuance of City permits. All conditions of approval for the project will need to be met to the satisfaction of the City Planner and Public Works Director prior to approval of the engineered plans.

7. **Surveys** – Surveys for public improvements shall be performed under the direction of a Professional Land Surveyor registered in the State of Oregon.

8. **Utility Coordination~~ies~~** - Utility companies and public agencies as applicable shall be notified early in the design process and in advance of construction to coordinate all parties impacted by the construction.

~~5.~~9. **Agency Approvals** - ~~The Developer shall be responsible for all costs relating to the required public improvements identified in the approved plan and the specific conditions of approval and within the City OrdinancesStayton Municipal Code and Standard SpecificationsPublic Works Standards.~~ The ~~developer~~ applicant ~~is also responsible for securing design~~ shall obtain any and all required reviews, approvals, and permits from all City, State and Federal agencies having jurisdiction over the work~~ proposed~~. This may include~~s~~, but is not limited to, the City~~ of Stayton~~, Marion County, ~~the Stayton Fire District, Marion County,~~ DEQ, ~~ODHS~~ OHA-DWS~~(water design)~~, DSL,~~ 1200C~~ Fire Code Official, Building Code Official,~~(state excavation permit),~~ etc. Written documentation of all required agency approvals as applicable shall be submitted to the City prior to approval of the engineered plans.

Prior to Construction

10. **Developer Agreement** – Where public improvements are required, the applicant shall submit to the City an approved (by City Attorney) Developer-Engineer-City Agreement signed and notarized by the applicant and the design engineer, or a signed Developer-Engineer of Record Agreement (for minor privately financed public improvements) signed by the applicant and the design engineer, prior to issuance of City permits.

11. **Permits, Insurance, and Indemnification –** All required permits, insurance, and indemnification shall be obtained by the applicant and provided to the City in accordance with the Public Works Standards prior to construction. A 1200C permit shall be secured by the applicant if required under the rules of the Oregon State DEQ.

12. **Design Engineer's Estimate** – Where public improvements are required, an estimate performed by the design engineer of the total estimated project cost shall be provided to the City for review and acceptance. This is needed to determine the amount of bonding required for the project.

~~6.~~13. **Performance ~~Construction~~ Bond~~ing~~** - Where public improvements are required, a performance bond, or other form of performance guarantee acceptable to the City Manager and City Attorney, is required to be in place, prior to issuance of City permits. ~~Bonding shall be required if there are any public improvements. Prior to start of construction of any public improvement, t~~The ~~developer~~ applicant shall provide a ~~construction~~ performance bond in the amount of ~~100~~125% of the total estimated project cost~~s, plus added City costs associated with public construction. The bond shall be~~ in accordance with the Public Works Standards. The performance bond shall be in a form acceptable to the Public Works Director~~ of Public Works~~.

14. **Pre-Construction Conference** - Where public improvements are required, a pre-construction conference shall be held prior to construction in accordance with the Public Works Standards.

During Construction and Project Completion

~~7.~~15. **Construction Specifications** - Where public improvements are required, all public and privately financed public improvements within the project shall be constructed to the most current edition of the Public Works Standards plus the requirements of the SMC in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)

~~8.~~16. **Construction Inspection**- Where public improvements are required, all public improvements shall be inspected by the design engineer, or a qualified individual under their supervision, in accordance with the Public Works Standards to assure the construction is following the approved engineered plans. ~~**Inspection** –~~ At least ~~five~~ three days prior to ~~commencing~~ construction ~~of any public improvements~~, the ~~Developer~~ applicant shall notify the Public Works Director ~~of Public Works~~ in writing of the date when ~~(s)he~~the applicant proposes to commence construction ~~of the improvements, so that the City can arrange for inspection~~. -The written notification shall include the name and phone number of the contracting company and the responsible contact person. -Any supplemental inspection by the City does not relieve the applicant or the design engineer of providing the required inspection.~~City inspection will not relieve the developer or his engineer of providing sufficient inspection to enforce the approved plans and specifications.~~

~~9. **Public Works Standards** – Where public improvements are required, all public and private public works facilities within the development will be designed to the City of Stayton Public Works Design Standards, Public Works Standard Construction Specifications, and Public Works Standard Specification Drawings (PW Standards) plus the requirements of the Stayton Municipal Code (SMC) in effect at the time the engineered plans are submitted. (SMC 12.08.310.1)~~

~~10. **Engineered Plans** – Where public improvements are required, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the Stayton PW Standards in effect at the time the plans are submitted. Engineered construction plans and specifications shall be reviewed by the City Engineer and signed approved by the City Engineer, or Stayton Public Works DepartmentDirector, prior to construction.~~

~~11. **Street Acceptance** – Where public improvements are required, acceptance of completed public street improvements associated with the project shall be in accordance with SMC 12.04.210310.~~

17. ~~**Construction Approval**~~**Project Completion** - Where public improvements are required, the ~~All~~ public improvements and public utilities shall be fully constructed and a project completion report that certifies to the City that the project was constructed according to the approved plans and specifications and that the correct required testing and inspections were satisfactorily performed shall be provided by the design engineer in accordance with the Public Works Standards. ~~letter of substantial completion provided by the City Engineer prior to any building permit applications being accepted or issued u~~Unless the required public improvements are deferred under a non-remonstrance or other agreement approved and signed by the City, a notice of final completion and provisional acceptance of the public improvements is to be provided by the City to the applicant following the completion of construction, prior to the recording of the final plat and prior to any building permit applications being accepted or issued. -Construction items must be completed within

a specified period of time provided in the approval letter or the approval of any additional building permits will be withdrawn by the City.

~~12.~~18. ~~**Maintenance**~~ **Warranty Bond** - Where public improvements are required, ~~A~~after completion and provisional acceptance of ~~a~~ the public improvements by the City, the ~~developer~~ applicant shall provide a 1-year ~~maintenance~~ warranty bond in the amount of 30% of the ~~construction~~ performance bond amount in accordance with the Public Works Standards. ~~-~~The warranty bond shall be in a form acceptable to the ~~Director of~~ Public Works Director.

19. ~~**As-Builts**~~**Record Drawings** - Where public improvements are required, the ~~developer~~ applicant shall submit to the City, reproducible ~~as-built~~record drawings and an electronic file of all public improvements constructed during and in conjunction with ~~this~~ the project within three months of the completion of construction. ~~-~~Field changes made during construction shall be drafted ~~to the drawings~~on the plans in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). ~~-As-built~~Record drawings shall be submitted prior to ~~final~~ provisional acceptance of the construction, initiating the one-year maintenance period.

~~13.~~20. **Warranty Bond Release and Final Acceptance** – Where public improvements are required, the release of the warranty bond and final acceptance of the public improvements will be in accordance with SMC 12.04.310 and the Public Works Standards

~~14. **Drainage Permit** – A 1200C permit will be secured by the developer if required under the rules of the Oregon State DEQ.~~

~~15.~~21. **SDCs and Other Utility Fees** - Systems Development Charges and other utility fees (Mill Creek Sewer Interceptor, etc.) as applicable, will be~~are~~ applied to the project at the time of issuance of a building permit.

CITY OF STAYTON

MEMORANDUM

TO:	**Mayor Porter and the Stayton City Council**
FROM:	**Janna Moser - Library Director**
DATE:	**July 2, 2018**
SUBJECT:	**Renewal of Chemeketa Community Regional Library Service Contract**

ISSUE
CCRLS contract renewal

ENCLOSURES
Intergovernmental Agreement-Contract #10426700
Attachment A; Exhibit 1 to Attachment A, Exhibit 2 to Attachment A
Attachment B

BACKGROUND INFORMATION
CCRLS was formed in 1973 to help provide library services in the tri-county area, with its service boundaries the same as those of Chemeketa Community College. All residents currently pay $.08 per thousand to CCRLS services. From those tax dollars an annual reimbursement is provided to member libraries based 50% on the assessed valuation of property in the local service area and 50% on the number of items circulated to non-residents in addition to the services outlined below.

FISCAL IMPACT
Disbursement to the Stayton Public Library of $85,958 for FY2018-19.
Quarterly reimbursements for net lending at $1.50 per item.
Continued participation in the Cooperative which provides these services at no additional charge:

- SirsiDynix Symphony (the Integrated Library System)
- Patron access to over 2 million items
- RFID technology, equipment and supplies
- Courier service 5 days a week
- Fiber optic internet connection, network support and security
- Computers - six OPACS, five circulation computers and two self-checkout stations
- Scanners and thermal receipt printers
- Envisionware PC reservation system, additional software and licensing

- Reimbursement for materials lost by non-Stayton patrons
- Training and mileage reimbursement to trainings and meetings
- Original cataloging for materials
- Online resources, databases, e-books, and audiobooks
- E-commerce (for patrons to pay fees online)
- Collection agency service

OPTIONS

Approve, deny or direct modification of the proposed agreement

MOTION(S)

N/A Included as a consent agenda item

Chemeketa Cooperative
Regional Library Service
Community. Literacy. Technology.

P.O. Box 14007, Salem, OR 97309-7070 - Phone: 503.315.4584 – FAX: 503.399.7316

Library Participation in Chemeketa Cooperative Regional Library Service (CCRLS)

Contract No: 10426700

1) Parties to the Agreement

This Agreement is by and between Chemeketa Community College through its Chemeketa Cooperative Regional Library Service (CCRLS), hereafter known as COLLEGE, and the City of Stayton, Oregon, an Oregon municipal corporation, by and through its Stayton Public Library, hereafter known as CCRLS MEMBER LIBRARY.

2) Agreement Documents and Order of Precedence

The Agreement Documents consist of the following documents, which are listed, in descending order of precedence:

This Agreement;
Amendments to this agreement, if any;

Attachment A – Statement of Work/Consideration and Exhibits to Attachment A if listed
- Exhibit 1 – Compensation Schedule
- Exhibit 2 – Additional Compensation Schedule

Attachment B – CCRLS Council Members

A conflict in the Agreement Documents shall be resolved in priority listed above and with this Agreement taking precedence over all other documents. The Agreement Documents are the entire Agreement between the parties and shall supersede any prior representation, written or oral.

3) Independent Contractor

This agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership joint venture or association.

CCRLS MEMBER LIBRARY, its officers, employees, and/or agents are not authorized to act as an agent of COLLEGE with respects to the fiscal and administrative management responsibilities of COLLEGE under this agreement.

4) Purpose of Agreement/Consideration

The purpose of this agreement is to provide for the participation of the library of CCRLS MEMBER LIBRARY in CCRLS, a cooperative of member libraries in the COLLEGE district, under the terms and conditions set forth herein and as described in detail in Attachment A. Payments under this agreement will be made as described in Attachment A.

5) Term and Termination

a) Parties agree that the term of this Agreement shall commence July 1, 2018 and shall continue through June 30, 2023 unless earlier terminated or later extended as provided herein.

b) This agreement shall be amended yearly to incorporate a revised compensation schedule for the next fiscal year effective July 1.

c) This agreement may be terminated by mutual consent of the parties at any time.

d) COLLEGE may terminate this Agreement effective upon delivery of written notice to CCRLS MEMBER LIBRARY or at such later date as may be established by COLLEGE under any of the following conditions:

   i) If funding from federal, state, or other sources is not obtained or continued at levels sufficient to allow for the purchase of the indicated quantity of Work. This Agreement may be modified to accommodate a reduction in funds.

   ii) If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the Work is no longer allowable or appropriate for purchase under this Agreement or is no longer eligible for the funding proposed for payments authorized by this Agreement.

   iii) If any license, certificate, or insurance required by law or regulation to be held by CCRLS MEMBER LIBRARY to provide the Work required by this Agreement is for any reason denied, revoked or not renewed.

e) CCRLS MEMBER LIBRARY may terminate this Agreement effective upon delivery of written notice to COLLEGE or such later date as may be established by CCRLS MEMBER LIBRARY under any of the following conditions:

   i) If funding, appropriations, limitations, allotments, or other expenditure authority from federal, state, local, or other sources is not obtained or continued at levels sufficient in CCRLS MEMBER LIBRARY's reasonable determination to perform its duties under this agreement.

   ii) If federal, state, or local laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that CCRLS MEMBER LIBRARY's performance under this agreement is prohibited, CCRLS MEMBER LIBRARY is no longer eligible for the funding proposed for payments authorized by this agreement, or is prohibited from paying those payments authorized by this agreement from the planned funding source.

   iii) If any license, certificate, or insurance required by law or regulation to be held by CCRLS MEMBER LIBRARY in order to perform its duties under this agreement is for any reason denied, revoked, or not renewed.

f) Either party may terminate this agreement upon the other's material breach of any of its terms, by giving written notice to the party in breach at least 60 days in advance of the effective date of termination. Cure of the breach by the party in breach within the 60-day period shall void the notice of termination.

g) This agreement may be terminated by either party without breach by the other upon giving written notice to the other party no later than May 1 of any year. Termination shall be effective at midnight on the following June 30. It is the intent of this paragraph that the parties recognize an obligation of good faith to create and continue a long-term relationship by virtue of this agreement.

h) Any such termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

i) In the event either party terminates this agreement, COLLEGE shall provide to CCRLS MEMBER LIBRARY its current bibliographic, borrower, and circulation records and databases in machine-readable media and format.

j) In the event that the COLLEGE CCRLS activities should cease and the assets and operations of CCRLS are not assumed by a successor providing equivalent service, then all assets of the CCRLS Automated System shall be transferred to participating cities without charge.

6) Subcontractors

CCRLS MEMBER LIBRARY shall identify, and is required to receive prior written approval from COLLEGE, before the Work begins, of all proposed subcontractors which will provide Work under this Agreement. Although approval shall not be unreasonably withheld, COLLEGE has the right to approve or disapprove all proposed subcontractors.

7) Amendments

The terms of this Agreement shall not be waived, changed or supplemented except by written amendment signed by the parties to this Agreement.

8) Compliance with Applicable Laws

a) The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to providing the Work including but not limited (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973, the ADA of 1990 (United States Code, Title 42, Chapter 126, Sub-Chapters I - IV and Title 47, Chapter 5, Sub-Chapters II and VI), ORS 659A.142 and ORS 659A.400 through ORS 659A.409 and maintain the confidence of student educational records in accordance with FERPA, 20 U.S.C. § 1232g; 34 C.F.R. Part 99, OAR 581-021-0220 through 581-021-0440 and OAR 589-004-0100 through 589-004-0750.

b) This Agreement shall be administered and construed under the laws of the State of Oregon. The venue for any action related to this Agreement shall be in the Circuit Court for the County of Marion, Oregon.

9) Compliance with College Policies

The COLLEGE retains the right to stop any activity and/or to require dismissal from the job site of any worker whose behavior does not comply, or gives the COLLEGE reasonable suspicion to believe the worker's behavior does not comply, with pertinent Chemeketa Community College policy(ies), including but not limited to providing a respectful workplace, a harassment free workplace, and a drug and alcohol free workplace, or the activity is deemed hazardous to members of a user group, the public, or COLLEGE facilities.

10) Hold Harmless and Indemnification

Subject to the limitations of Article XI, § 7 of the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 through 30.300), each party shall indemnify, within the limits of and subject to the restrictions in the Tort Claims Act, the other against any liability for personal injury or damage to life or property arising from its negligent activity under this Agreement provided, however, that each party shall not be required to indemnify the other for any such liability arising out of the wrongful acts , including but not limited to, to a person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of his or her official duties.

11) Insurance Requirements

The parties shall insure, or self-insure, and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 through 30.300).

12) Access to Records

The parties, the Secretary of State's Office of the state of Oregon and their duly authorized representatives shall have access to the books, documents, papers, and records of the parties which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts and transcripts.

13) Ownership of Work Products

All Work Product created by CCRLS MEMBER LIBRARY pursuant to this Contract, including derivative works and compilations, and whether or not such Work Product is considered a "work made for hire" or an employment to invent, shall be the exclusive property of the COLLEGE. The COLLEGE and CCRLS MEMBER LIBRARY agree that such original works of authorship are "work made for hire" of which the COLLEGE is the author within the meaning of the United States Copyright Act. If for any reason the original Work Product created pursuant to this Contract is not "work made for hire," CCRLS MEMBER LIBRARY hereby irrevocably assigns to the COLLEGE any and all of its rights, title, and interest in all original Work Product created pursuant to this Contract, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon the COLLEGE's reasonable request, CCRLS MEMBER LIBRARY shall execute such further documents and instruments necessary to fully vest such rights in the COLLEGE. CCRLS MEMBER LIBRARY forever waives any and all rights relating to original Work Product created pursuant to this Contract, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

14) Data Security and Privacy

a) The parties agree that all circulation data, which would in any way identify a particular library user or the materials borrowed by any user, are confidential and exempt from disclosure under the Oregon Public Records Law. Each party shall refuse disclosure of any and all such data unless ordered by the by a valid subpoena or court order. The parties shall maintain the confidentiality of patron records as required by the Oregon Consumer Identity Theft Protection Act (ORS 646A.600 through 646A.628).

b) In order to satisfy the Communications Assistance for Law Enforcement Act (CALEA) requirements, CCRLS MEMBER LIBRARY will take reasonable agreed upon measures to identify internet users accessing the internet over the CCRLS network.

15) Merger Clause

Parties concur and agree that this Agreement constitutes the entire Agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its terms and conditions.

16) Force Majeure

Neither CCRLS MEMBER LIBRARY nor COLLEGE shall be held responsible for delay or default caused by fire, riot, acts of God, and/or war which was beyond either party's reasonable control.

17) Assignment

CCRLS MEMBER LIBRARY shall not assign or transfer its interest in this Agreement without the express written consent of COLLEGE.

18) Notices

Any notice required to be given the COLLEGE or Agency under this Agreement shall be sufficient if given, in writing, by first class mail or in person as follows:

COLLEGE	**CCRLS MEMBER LIBRARY**
JOHN M. GOODYEAR, EXECUTIVE DIRECTOR, CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE	KEITH CAMPBELL, CITY MANAGER
CHEMEKETA COMMUNITY COLLEGE	CITY OF STAYTON
PO BOX 14007	
4000 LANCASTER DR NE	362 N 3RD AVE
SALEM, OR 97309-7070	STAYTON, OR 97383
Office: 503.315.4584, Fax: 503.399.7316	Office: 503.769.3425
Email: jgoodyear@ccrls.org	Email: kcampbell@ci.stayton.or.us
c/o: procurement@chemeketa.edu	

19) Contact Persons

COLLEGE	CCRLS MEMBER LIBRARY
JOHN M. GOODYEAR, EXECUTIVE DIRECTOR CHEMEKETA COMMUNITY COLLEGE PO BOX 14007 4000 LANCASTER DR NE SALEM, OR 97309-7070 Office: 503.399.5014, Fax: 503.399.5038 Email: jgoodyear@ccrls.org	JANNA MOSER, LIBRARY DIRECTOR STAYTON PUBLIC LIBRARY 515 NORTH 1ST AVE STAYTON, OR 97383 Office: 503.769.3313, Fax: 503.769.3218 Email: jannam@ccrls.org

Signatures

This Agreement and any changes, alterations or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this Agreement to be executed on the date set forth below.

COLLEGE

(Signature) (Date)
John M. Goodyear
Executive Director, CCRLS

CCRLS MEMBER LIBRARY

(Signature) (Date)

Keith Campbell, City Manager, Stayton, Oregon
Name/Title (Typed or Printed)

APPROVED

(Signature) (Date)
Name: **Janna Moser**
Library Director for Stayton Public Library

Revised 5/24/18, mm

Statement of Work/Consideration

1) Statement of Work

a) Under this agreement CCRLS MEMBER LIBRARY shall:

1) Provide at least the basic level of service to nonresidents within the COLLEGE District and to nonresident staff currently employed with the COLLEGE. Basic level of service is defined as ten checkouts and ten holds per person at a time, utilizing individual rather than household cards.

2) Provide free borrowing privileges to card holding residents/patrons of other CCRLS MEMBER LIBRARIES (including Silver Falls District) and all currently registered College students who present a valid library card.

3) Ensure that in no case shall card-holding residents of the COLLEGE district receive less than the basic level of service from CCRLS MEMBER LIBRARY.

4) CCRLS MEMBER LIBRARY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS MEMBER LIBRARY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.

5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.

6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.

7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. The COLLEGE depends on member participation. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS MEMBER LIBRARY director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential COLLEGE information. Directors will provide a chain of command to allow coverage in their absence.

8) Provide for the regular participation of library staff at subcommittee meetings and training events provided by vendors and/or COLLEGE. The COLLEGE will reimburse mileage at current college rates; roundtrip from participating library to the meeting/training. Reimbursement will be made biannually.

9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to ISBN, Barcode number, library location, volume number, call number, copy number, type of material, status, etc.

10) Take reasonable measures to protect equipment in CCRLS MEMBER LIBRARY's possession from abuse, theft, and misuse. CCRLS MEMBER LIBRARY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS MEMBER LIBRARY shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the

computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CCRLS MEMBER LIBRARY shall not be liable under this agreement for any consequential damages incident to any loss under this section.

11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes network, cable installation, electrical power, and environment, all meeting industry, manufacturer and vendor specifications.

12) CCRLS MEMBER LIBRARY may purchase equipment and software to expand and enhance its own operations; provided that, if any such equipment and software will be linked to the automated system or the COLLEGE telecommunications network, COLLEGE shall be notified ahead of time and such equipment and software is to be acceptable to the COLLEGE as compatible with the automated system and the COLLEGE telecommunications network. The COLLEGE shall not be responsible for maintenance of CCRLS MEMBER LIBRARY equipment, but will configure and ensure the COLLEGE network connectivity. CCRLS MEMBER LIBRARY shall not connect or install any such equipment or software without the review and written approval of the COLLEGE after at least 90 days prior to notice by CCRLS MEMBER LIBRARY. The COLLEGE may remove non-approved equipment from the network at the COLLEGE's discretion. To facilitate this approval it is recommended that CCRLS MEMBER LIBRARY include the COLLEGE in the examination and selection process. The COLLEGE cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the COLLEGE network must have approved anti-virus security software and a current, secure Operating System. CCRLS MEMBER LIBRARY will not alter COLLEGE network or workstation equipment within their building without communication or direction from the COLLEGE.

13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with COLLEGE technical staff.

14) Notify COLLEGE of any desired reductions to the number of CCRLS MEMBER LIBRARY software licenses held through group software purchases if at all possible at least three months prior to renewal.

b) Under this agreement COLLEGE shall:

1) Provide for the fiscal and administrative management of the CCRLS

a. Maintain the following:

1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council, which shall be updated as, needed and sent electronically for inclusion to all Library Directors and posted on the COLLEGE website.

2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.

b. Provide operation and maintenance of the COLLEGE automated system and related databases, including:

1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.

2. Manage the COLLEGE automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS MEMBER LIBRARY has access to its bibliographic, circulation, and borrower records during library business hours and at other times as agreed upon between the CCRLS MEMBER LIBRARY Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of COLLEGE to monitor, evaluate, and create as needed entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.

3. Acquire and provide for effective maintenance and support of all essential present and future, central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CCRLS MEMBER LIBRARY for installation at its library, or as otherwise provided in Attachment A 1) a) 12) of this agreement.

4. Coordinate and assume cost for installation of telecommunications equipment and lines at CCRLS MEMBER LIBRARY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.

5. Acquire and furnish to CCRLS MEMBER LIBRARY, at COLLEGE's direct cost, certain necessary supplies and services, such as utilities, library cards, bar codes,.patron notices, storage media, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CCRLS MEMBER LIBRARY.

6. Provide at CCRLS MEMBER LIBRARY's request, specialized reports not regularly generated by automation system. CCRLS MEMBER LIBRARY shall reimburse the COLLEGE for the cost of providing such special reports.

7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by CCRLS MEMBER LIBRARY. CCRLS MEMBER LIBRARY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.

8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). The COLLEGE shall provide reasonable approved maintenance and support for automated system hardware and software not provided by automation vendor. The COLLEGE shall provide reasonable

prior notice to CCRLS MEMBER LIBRARY when system operation must be suspended for operational or maintenance requirements. The COLLEGE shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS MEMBER LIBRARY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the COLLEGE automated system database or software is compromised or damaged, COLLEGE shall not "lock out" CCRLS MEMBER LIBRARY terminals from automated system.

9. Provide, through the COLLEGE, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.

10. Except for equipment and software purchased by CCRLS MEMBER LIBRARY under Attachment A 1) a) 12), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CCRLS MEMBER LIBRARY shall have no claim thereto other than the right to use thereof under this agreement.

11. The COLLEGE will provide ILL service through OCLC. CCRLS will serve as the Referral Center coordinating external loans and borrowing requests from CCRLS MEMBER LIBRARY staff.

12. Contract for hosting maintenance and backup of the COLLEGE automated system data. In the event of system malfunction or loss of data, the COLLEGE shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by the COLLEGE if the automated system experiences down time or loss of data, which cannot be recovered.

13. Provide training for at least one CCRLS MEMBER LIBRARY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. The COLLEGE shall provide up-to-date access to on-line user manuals for CCRLS MEMBER LIBRARY's staff. All other training of CCRLS MEMBER LIBRARY staff shall be the responsibility of CCRLS MEMBER LIBRARY. CCRLS MEMBER LIBRARY shall designate one staff position responsible for coordinating training and operations matters with the COLLEGE staff person responsible for automation system operations.

14. Provide for general maintenance and utilities to support the COLLEGE automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs, lighting and electrical system maintenance, and HVAC maintenance.

15. While providing computer network access to the COLLEGE automated system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS

MEMBER LIBRARY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CCRLS MEMBER LIBRARY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

16. Provide personnel for the operation of the system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.

17. Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of COLLEGE and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.

18. In serving card-holding COLLEGE district nonresident patrons, abide by each CCRLS MEMBER LIBRARY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the COLLEGE district receive less than the basic level of service from COLLEGE.

19. Provide a quarterly financial report to the CCRLS Advisory Council that includes revenue and expense information for the quarter and year to date, compared to a) current year budget and b) prior year for the same period. The report will be made available to CCRLS MEMBER LIBRARY.

20. Reimburse CCRLS MEMBER LIBRARY for library materials borrowed by district non-residents and college students, faculty, and staff under this agreement and not returned by the borrowers within twelve months of due date. CCRLS MEMBER LIBRARY hereby transfers and assigns all interests in such materials and replacement charges to the COLLEGE with respect thereto. If lost materials are returned, CCRLS MEMBER LIBRARY will reimburse the COLLEGE for any lost materials replacement charges paid to the CCRLS MEMBER LIBRARY.

21. Provide regular courier service between the participating libraries.

22. May coordinate group purchasing of COLLEGE related equipment, software or non-essential supplies, as needed, to assist CCRLS MEMBER LIBRARY and other participants. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc. will be billed to CCRLS MEMBER LIBRARY at direct cost and payable to COLLEGE.

23. Coordinate group purchasing of printer and computer management software licenses from Envisonware (or subsequent vendor) and will invoice CCRLS MEMBER LIBRARY annually for CCRLS MEMBER LIBRARY's proportionate share of software licenses.

24. Coordinate group purchasing of such COLLEGE -related services on behalf of member libraries including, but not limited to Debt Collect, ORBIS and Cascade Alliance Courier. COLLEGE will invoice CCRLS MEMBER LIBRARY annually or quarterly for the cost of these services on a usage basis.

c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through COLLEGE, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS MEMBER LIBRARY.

2. Process charges that are paid only through the shared library automation system operated by COLLEGE.

3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS MEMBER LIBRARY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS MEMBER LIBRARY..

4. Compile and calculate charges on a monthly basis. However, payment to CCRLS MEMBER LIBRARY will be made on a quarterly basis. In the event the amount due to CCRLS MEMBER LIBRARY is less than $15, the payment may be held for the next quarterly payment.

5. Make payment to CCRLS MEMBER LIBRARY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.

6. COLLEGE shall be credited payments for unidentified charges, or for items, which COLLEGE has previously reimbursed CCRLS MEMBER LIBRARY.

7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.

8. COLLEGE shall, at all times during the term of this agreement, comply with Oregon Revised Statutes Chapter 295 and shall deposit any fines, fees, charges, or other payments collected pursuant to this agreement in an institution included in the Oregon State Treasurer's list of Qualified Depositories for Public Funds.

9. COLLEGE shall, at all times during the term of this agreement, comply with all Payment Card Industry Data Security Standards and shall annually provide to CCRLS MEMBER LIBRARY a copy of its current PCI compliance certificate, and that of any acquirer, third party provider, or processor that is used in providing services pursuant to this agreement.

2) Consideration

a) COLLEGE will compensate CCRLS MEMBER LIBRARY in the amount shown in Exhibit 1 – Compensation Schedule for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.

b) COLLEGE will compensate CCRLS MEMBER LIBRARY for each net loan provided, i.e., the difference between the number of CCRLS MEMBER LIBRARY items loaned to and checked out in another CCRLS library and the number of items owned by other CCRLS libraries borrowed and checked out by the CCRLS MEMBER LIBRARY. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Exhibit 1. Payments shall be made quarterly as provided herein.

c) COLLEGE will compensate CCRLS MEMBER LIBRARY in the amount shown in Exhibit 2 – Additional Compensation Schedule for unused portion of Fall City –Wagner City Library reimbursement. This is a One Time payment as provided herein.

d) City of Newberg Only: In consideration for participation in the COLLEGE system and in lieu of taxes, since the CCRLS MEMBER LIBRARY is outside the area taxed to provide this service, the CCRLS MEMBER LIBRARY shall pay to the COLLEGE the sum shown in Exhibit 1 on or before December 15 of each year.

e) The COLLEGE will invoice CCRLS MEMBER LIBRARY for services and licensing, provided through group purchases quarterly or annually as more specifically described in Section 1) b) 1) b. (Including but not limited to §22, 23, 24) and fees described in 1) b) 1).c.

f) Payments made or invoices issued under this agreement, either for full or partial payment, shall reference the COLLEGE contract number written herein.

COMPENSATION SCHEDULE
FY 2018-19

Non-Resident Library Service Fee to CCRLS PARTICIPATING ENTITY Library by College

Library	Amount	Quarterly Payment
AMITY	**$6,283**	$1,571
CHEMEKETA(Chemeketa Community College)	**$5,781**	$1,445
DALLAS	**$93,277**	$23,319
DAYTON	**$6,407**	$1,602
INDEPENDENCE	**$56,241**	$14,060
JEFFERSON	**$14,802**	$3,700
LYONS	**$7,574**	$1,894
MCMINNVILLE	**$169,302**	$42,326
MONMOUTH	**$74,556**	$18,639
MT ANGEL	**$17,310**	$4,328
NEWBERG	**$73,739**	$18,435
SALEM	**$634,666**	$158,667
SHERIDAN	**$14,229**	$3,557
SILVER FALLS (Silver Falls Library District)	**$73,154**	$18,289
STAYTON	**$85,958**	$21,490
WAGNER LIBRARY (Falls City School District)	**$538**	
WILLAMINA	**$18,486**	$4,622
WOODBURN	**$82,690**	$20,673

Net Loan Payment to CCRLS PARTICIPATING ENTITY by College: The net loan payment rate for fiscal year 2018-19 shall be $1.50 per item.

Participation Payment to College (City of Newberg Only): The participation payment to College by the City of Newberg for fiscal year 2018-19 shall be $148,604.

Exhibit #2 to 10426700 Attachment A

ADDITIONAL COMPENSATION SCHEDULE
FY 2018-19

One Time Payment - Non-Resident Library Service Fee to CCRLS PARTICIPATING ENTITY Library by College

Library	One Time Payment
AMITY	**$12**
CHEMEKETA(Chemeketa Community College)	**$11**
DALLAS	**$175**
DAYTON	**$12**
INDEPENDENCE	**$105**
JEFFERSON	**$28**
LYONS	**$14**
MCMINNVILLE	**$317**
MONMOUTH	**$140**
MT ANGEL	**$32**
NEWBERG	**$138**
SALEM	**$1,190**
SHERIDAN	**$27**
SILVER FALLS (Silver Falls Library District)	**$137**
STAYTON	**$161**
WILLAMINA	**$35**
WOODBURN	**$155**

2018-19 CCRLS Council Members

Gretchen Freeman - Chair
Yamhill County Lay Member
1679 NW Medinah Dr.
McMinnville, OR 97128
801.503.7201 (cell)
mgsfreeman@comcast.net
♦ Term expires: 6/30/19

Patricia Wallace
Marion County Lay Member
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503.845.2248 (w)
butte75@hotmail.com
♦ Term expires: 6/30/20

Joan Scherf
Rural Lay Member
P.O. Box 493
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503.623.3761 (h)
joan97338@yahoo.com
♦ Term expires: 6/30/19

TBA
Polk County Lay Member
XXX
XXX
Phone:
Email:
♦ Term expires: x/xx/xx

Scott McClure
City Manager Representative
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151 Main Street W
Monmouth, OR 97361
503.751.0145 (w)
smcclure@ci.monmouth.or.us

Natalie Beach
Chemeketa Community College Representative
4000 Lancaster Drive NE/PO Box 14007
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503.399.5105 (w)
natalie.beach@chemeketa.edu

Mark Greenhalgh-Johnson
PYM Chair Representative
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950 Main Street
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503-623-2633 (w) mark@ccrls.org
♦ Term expires: 6/30/19

Katherine Pitman
Small Library Representative
Jefferson Public Library
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Jefferson, OR 97352
541-327-3826 (w) kpitman@ccrls.org
♦ Term expires: 6/30/19

Christy Davis
Medium Library Representative
Silver Falls Library District
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Silverton, OR 97381
503.873.5770 (w) christy.davis@ccrls.org
♦ Term expires: 6/30/20

Sarah Strahl
Large Library Representative
Salem Public Library
585 Liberty Street SE
Salem, OR 97301
503.588.6064 (w) sstrahl@cityofsalem.net

Ex Officio Members

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John Goodyear
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CCRLS Director
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Salem, OR 97309-7070
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Jennifer Badzinski – Recording Secretary
Chemeketa Cooperative Regional Library Service
503.399.5165 (w) jennifer.badzinski@ccrls.org

CITY OF STAYTON

M E M O R A N D U M

TO: **Mayor Henry A. Porter and the Stayton City Council**

FROM: **Andy Parks, Finance Consultant**

DATE: **July 2, 2018**

SUBJECT: **A resolution receiving and acknowledging the July 1, 2017 Actuarial Valuation Report for the City's Retirement Program and authorizing the City Manager to make an additional contribution to the City's retirement plan.**

ISSUE

Bi-annually the City's Actuary, Milliman, Inc., completes an actuarial evaluation of The Retirement Plan for Employees of City of Stayton, Oregon. Their evaluation determines the actuarial valuation of the Plan on a given date (July 1, 2017), given the Plan's assumptions and funding policies established by the City Council. Additionally, the Actuary determined the actuarial developed contribution rate for fiscal years beginning July 1, 2018 and July 1, 2019 to fund the Plan benefits.

STAFF RECOMMENDATION

Staff recommends that Council approve Resolution No. 981, which acknowledges receipt of the July 1, 2017 Actuarial Valuation Report for the City's Retirement Program and authorizes the City Manager to make an additional contribution to the City's retirement plan.

BACKGROUND INFORMATION

FACTS AND FINDINGS

Summary information from the Actuary's Report related to the resolution is included below. The first table below from the Actuary's Report summarizes the key valuation results from this and the prior valuation. Please note that the market value presented as of July 1, 2017 is the actual value of the Plan assets as of July 1, 2017, and the Actuarial Value of $7,339,571 includes the discounted value of a contribution to the Plan by the City of $400,000 in June/July 2018. With the contribution of $400,000 in June/July 2018 and the Plan's performance since the last valuation, the City reduces its Unfunded Actuarial Accrued Liability (UAAL) from $686,781 as of

July 1, 2015, to $34,260 as of July 1, 2017 (a reduction from 10.0% to 0.0046% of the Actuarial Accrued Liability).

Valuation Results (Pension and RHIA Combined)			
	July 1, 2015	July 1, 2016	July 1, 2017
Plan Assets			
Market Value	$ 6,221,204	$ 6,347,805	$ 6,979,174
Actuarial Value	$ 6,116,963	N/A	$ 7,339,571*
Return on Plan Assets	3.1%	1.7%	10.4%
Actuarial Accrued Liability	$ 6,803,744	N/A	$ 7,373,831
Unfunded Actuarial Accrued Liability	$ 686,781	N/A	$ 34,260

* Includes the discounted value (as of July 1, 2017) of a $400,000 receivable contribution which will be made by the City in late June 2018 or early July 2018 for the purpose of increasing benefit security and lowering 2018-19 and 2019-20 actuarially determined contribution rates. The receivable contribution is not included in GASB calculations as of a June 30, 2017 measurement date.

The Actuary also determined the Plan's contribution rates for the 2018-19 and 2019-20 fiscal years. The detail of the contribution rates are provided below. Without the $400,000 contribution to the Plan by the City, the contribution rate for the amortization of the UAAL would be 1.6% for the pension component and 0.6% for the RHIA component, an increase of 2.2%. This increase would be a City contribution rate increase.

Actuarially Determined Contribution Rate for 2018-19 and 2019-20 Fiscal Years			
	Pension	RHIA	Total
Normal Cost	20.9%	0.6%	21.5%
Amortization of UAAL	0.0%	0.2%	0.2%
Anticipated Non-Investment Expenses	1.6%	0.0%	1.6%
Total Actuarially Determined Contribution Rate	22.5%	0.8%	23.3%
Employee Contribution Rate	6.0%	0.0%	6.0%
Employer Actuarially Determined Contribution Rate	16.5%	0.8%	17.3%

Additional information and explanation is provided in the Report prepared by the Actuary, which is attached to this memo.

FISCAL IMPACT

The FY 2018-19 budget includes an additional contribution of $410,000 to the Plan. Additionally, the City's contribution rate for qualified payroll to the Plan included in the FY 2018-19 budget is 18.0% (a total rate of 24.0%, including the employees contribution rate of 6.0%). If the additional contribution is made as contemplated no later than July 31, 2018, the Actuary's total developed contribution rate is 23.3% (17.3% City, 6.0% employee). Without the additional contribution the Actuary's developed contribution rate is 25.5% (19.5% City, 6.0% employee).

The estimated City contributions to the Plan, based upon the projected qualified payroll in fiscal year 2018-19 of $1.242 million are reduced $27,324 if the $410,000 contribution is made, a return on investment of 6.67% ($27,324 savings on an investment of $410,000). If the additional contribution is not made, the amounts budgeted for City Retirement Plan contributions will be approximately 1.5% of qualified payroll below the amount needed (19.5% rate compared to the 18.0% rate budgeted).

OPTIONS

1. Approve the attached resolution receiving and acknowledging the Report and directing the City Manager to make an additional investment of $410,000.

2. Amend the resolution to adjust the amount of the additional contribution.

3. Not approve the resolution, in which case, the City will need to increase its contribution rate to the City's Retirement Plan by 2.2% for qualified payroll.

MOTION(S)

For Option 1: Offer a motion to approve Resolution No. 981, receiving and acknowledging the July 1, 2017 Actuarial Valuation Report for the City's Retirement Program and authorizing the City Manager to make an additional contribution to the City's retirement plan.

For Option 2: Offer an amendment to Resolution No. 981, receiving and acknowledging the July 1, 2017 Actuarial Valuation Report for the City's Retirement Program and authorizing the City Manager to make an additional contribution to the City's retirement plan, in an amount as amended.

For Option 3: No motion necessary.

RESOLUTION NO. 981

A RESOLUTION RECEIVING THE JULY 1, 2017 ACTUARIAL VALUATION REPORT FOR THE CITY'S RETIREMENT PROGRAM AND AUTHORIZING THE CITY MANAGER TO MAKE AN ADDITIONAL CONTRIBUTION TO THE CITY'S RETIREMENT PLAN

WHEREAS, the City's Actuary, Milliman, Inc., prepared and presented the Actuarial Valuation Report as of July 1, 2017;

WHEREAS, the Report includes the actuarial valuation of the Plan (The Retirement Plan for Employees of City of Stayton, Oregon) as of July 1, 2017 and the actuarially determined contribution rates to fund the Plan's benefits for the fiscal years beginning July 1, 2018 and July 1, 2019;

WHEREAS, the actuarily determined contribution rates reflect a contribution by the City of $400,000 in late June or early July 2018;

WHEREAS, the actuarily determined contribution rate is reduced 2.2% due to the contribution of $400,000;

WHEREAS, the City's adopted budget for fiscal year 2018-19 includes appropriations to make a contribution to the Plan of $410,000, exclusive of actuarily determined contribution rate contributions;

WHEREAS, the Stayton City Council has considered the implications of making the additional contribution.

NOW, THEREFORE, BE IT RESOLVED that that the Stayton City Council hereby:

1. Receives and acknowledges the Actuarial Valuation Report as of July 1, 2017, dated June 15, 2018;
2. Directs the City Manager to make a contribution to the Plan consistent with the adopted fiscal year 2018-19 budget no later than July 31, 2018.

APPROVED BY THE STAYTON CITY COUNCIL THIS 2ND DAY OF JULY, 2018.

Date: ____________________ By: ____

Henry A. Porter, Mayor

Date: ____________________ Attest: ____________________________________

Keith D. Campbell, City Manager

The Retirement Plan for Employees of City of Stayton, Oregon

July 1, 2017 Actuarial Valuation

Prepared by:
Milliman, Inc.

Matt Larrabee, FSA, EA, MAAA
Principal and Consulting Actuary

Eamon Dick, ASA, MAAA
Associate Actuary

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June 15, 2018

Mr. Andy Parks
City of Stayton
362 N. Third Avenue
Stayton, Oregon 97383

Dear Andy:

As part of our engagement with the City of Stayton, we performed an actuarial valuation of The Retirement Plan for Employees of City of Stayton, Oregon as of July 1, 2017. The purposes of this report include determining contribution requirements for the plan years ending June 30, 2019 and June 30, 2020 as well as providing the financial reporting information for the City under GASB for the fiscal year ending June 30, 2018.

In preparing this report, we relied, without audit, on information (some oral and some in writing) supplied by the City, Plan legal counsel, and US Bank. This information includes, but is not limited to, Plan provisions, participant census data, and financial information. We found this information to be reasonably consistent and comparable with information used for other purposes. The valuation results depend on the integrity of this information. If any of this information is inaccurate or incomplete our results may be different and our calculations may need to be revised.

In compliance with the City's funding policy, this actuarial valuation is based on an investment return assumption of 6.50%. The investment return assumption is specified by the City Council. Based on Milliman's capital market outlook model, this assumption is approximately the 75th percentile of projected annualized 30-year returns. The 50th percentile return based on Milliman's capital market assumptions is 5.35%. We believe the current assumption is reasonable, but the assumption should continue to be monitored. If the investment return was lowered, the actuarial accrued liability and actuarially determined contribution rate would increase and the funded ratio would decrease. Determining results at an alternative investment return assumption is outside the scope of our assignment.

All costs, liabilities, rates of interest, and other factors for the Plan are based on the actuarial assumptions and methods adopted by the City. The assumptions are individually reasonable taking into account Plan experience and reasonable expectations; and, in combination, offer a reasonable estimate of anticipated experience affecting the Plan. Further, in our opinion, each actuarial assumption used is reasonably related to the experience of the Plan and to reasonable expectations which, in combination, represent our best estimate of anticipated experience under the Plan.

This valuation report is only an estimate of the Plan's financial condition as of a single date. It can neither predict the Plan's future condition nor guarantee future financial soundness. Actuarial valuations do not affect the ultimate cost of Plan benefits, only the timing of Plan contributions. While the valuation is based on an array of individually reasonable assumptions, other assumption sets may also be reasonable and valuation results based on those assumptions would be different. No one set of assumptions is uniquely correct. Determining results using alternative assumptions is outside the scope of our engagement.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Due to the limited scope of our assignment, we did not perform an analysis of the potential range of future measurements. The City has the final decision regarding the appropriateness of the assumptions and actuarial cost methods.

Actuarial computations presented in this report are for purposes of determining actuarially determined contribution rates for the Plan. Other actuarial computations presented in this report under GASB Statements No. 67, 68, 74 and 75 are for purposes of assisting the Plan and the City in fulfilling their financial accounting requirements. The calculations in the enclosed report have been made on a basis consistent with our understanding of the Plan's funding requirements and goals. The calculations are consistent with our understanding of the plan provisions described in the Plan Provisions section, and of GASB Statements No. 67, 68, 74 and 75. Determinations for purposes other than meeting these requirements may be significantly different from these results. Accordingly, additional determinations may be needed for other purposes.

Milliman's work is prepared solely for the internal business use of the City of Stayton. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exception(s):

(a) The City may provide a copy of Milliman's work, in its entirety, to the Plan's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the Plan.

(b) The City may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law.

No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

The signing actuary is independent of the plan sponsor. We are not aware of any relationship that would impair the objectivity of our work.

On the basis of the foregoing, we certify that, to the best of our knowledge and belief, this report is complete and accurate and has been prepared in accordance with generally recognized and accepted actuarial principles and practices. We are members of the American Academy of Actuaries and meet the Qualification Standards to render the actuarial opinion contained herein.

Respectfully submitted,

Matt Larrabee, FSA, EA, MAAA	Micah Darnell, ASA, MAAA	Eamon Dick, ASA, MAAA
Principal and Consulting Actuary	Associate Actuary	Associate Actuary

MRL:mcd

Table of Contents

Purpose and Summary

(July 1, 2017 Valuation)

Purpose of the Report

This report presents the results of our actuarial valuation of the Plan as of July 1, 2017. The purposes of this report are to:

- Determine the funded status of the Plan as of July 1, 2017.
- Calculate actuarially determined contribution rates to fund the Plan's benefits for the fiscal years beginning July 1, 2018 and July 1, 2019.
- Provide disclosure information as required by the Governmental Accounting Standards Board.

The following pages summarize this valuation's results. Exhibits 1 through 6 summarize the funding results for the pension portion and Retirement Health Insurance Account (RHIA) portion of the Plan. Exhibits 7 through 14 contain the accounting results for the pension portion of the plan, and Exhibits 15 through 22 contain the accounting results for the Retirement Health Insurance Account (RHIA), which is the OPEB portion of the Plan.

The Projected Benefit Payments page provides a projection of benefit payments expected over the next twenty years for participants included in the valuation. This may be useful to the investment manager in planning future liquidity requirements.

The Actuarial Assumptions and Methods section summarizes the assumptions and describes the actuarial methods used to determine the Plan's costs.

The Plan Summary section summarizes the Plan provisions upon which this valuation is based.

The Participant Information section summarizes the participant data upon which this valuation is based.

Summary of Results

The following table summarizes the participants included in this and the prior valuation.

Participant Statistics

	July 1, 2015	July 1, 2017
Retired Participant	22	23
Vested Terminated Participants	5	5
Non-Vested Terminated Participants	5	4
Active Participants	21	22
Average Age	48.2	49.2
Average Years Employed	11.0	10.9

The following table summarizes the key valuation results from this and the prior valuation.

Valuation Results (Pension and RHIA Combined)			
	July 1, 2015	July 1, 2016	July 1, 2017
Plan Assets			
Market Value	$ 6,221,204	$ 6,347,805	$ 6,979,174
Actuarial Value	$ 6,116,963	N/A	$ 7,339,571*
Return on Plan Assets	3.1%	1.7%	10.4%
Actuarial Accrued Liability	$ 6,803,744	N/A	$ 7,373,831
Unfunded Actuarial Accrued Liability	$ 686,781	N/A	$ 34,260

* Includes the discounted value (as of July 1, 2017) of a $400,000 receivable contribution which will be made by the City in late June 2018 or early July 2018 for the purpose of increasing benefit security and lowering 2018-19 and 2019-20 actuarially determined contribution rates. The receivable contribution is not included in GASB calculations as of a June 30, 2017 measurement date.

Actuarially Determined Contribution Rate

The Plan's actuarially determined contribution is made up of three components: Normal Cost (the annual cost of benefits earned); anticipated administrative expenses; and a payment to amortize the Plan's Unfunded Actuarial Accrued Liability (UAAL) systematically over time if actual future experience matches this valuation's assumptions. These components are shown below as a percent of projected payroll:

Actuarially Determined Contribution Rate for 2018-19 and 2019-20 Fiscal Years			
	Pension	RHIA	Total
Normal Cost	20.9%	0.6%	21.5%
Amortization of UAAL	0.0%	0.2%	0.2%
Anticipated Non-Investment Expenses	1.6%	0.0%	1.6%
Total Actuarially Determined Contribution Rate	22.5%	0.8%	23.3%
Employee Contribution Rate	6.0%	0.0%	6.0%
Employer Actuarially Determined Contribution Rate	16.5%	0.8%	17.3%

The UAAL is calculated using the actuarial value of assets, which smooths the gains or losses on the market value of assets over five years. If the market value of assets was used in the calculation of the UAAL, the actuarially determined contribution rates would have been equal to or slightly lower than 23.3%.

Below is a reconciliation of the actuarially determined contribution rate:

Reconciliation of Actuarially Determined Contribution Rate			
	Pension	RHIA	Total*
July 1, 2015 Actuarially Determined Contribution Rate *(For 2016-17 and 2017-18 Fiscal Years)*	23.1%	1.2%	24.3%
Changes to Actuarially Determined Contribution Rate			
Changes Due to Experience Gains and Losses			
Investment Experience (Gain)/Loss	(0.2)	0.0	(0.2)
Administrative Expense (Gain)/Loss	0.2	0.0	0.2
Demographic Experience (Gain)/Loss	(0.8)	0.1	(0.7)
Effect of Plan Changes	0.0	0.0	0.0
Effect of Assumption Changes	0.0	0.0	0.0
Effect of Reduction in UAAL Amortization Period	0.1	0.0	0.1
Effect of Additional Late June/Early July 2018 Contribution	(1.6)	(0.6)	(2.2)
Final Phase-In Step of 2015 Assumption Changes	1.7	0.1	1.8
July 1, 2017 Actuarially Determined Contribution Rate *(For 2018-19 and 2019-20 Fiscal Years)*	22.5%	0.8%	23.3%

** Totals may not agree due to rounding.*

Experience Gains and Losses

Experience gains and losses occur when Plan experience differs from that assumed. These gains and losses arise from three sources: investment experience, expense experience, and demographic experience.

Investment Experience

The market value of assets earned 1.74% net of investment fees for the plan year ending June 30, 2016 and 10.35% for the plan year ending June 30, 2017.

Expense Experience

Actual administrative expenses were about $51,000 for the plan year ending June 30, 2016 and $25,000 in the plan year ending June, 2017 as compared to the assumed administrative expenses of $18,000. This loss increased the actuarially determined contribution rate by about 0.2%.

Demographic Experience

Demographic gains and losses occur when the Plan's actual demographic experience differs from the valuation assumptions. During the prior two plan years, there were demographic gains due to five participants who terminated employment prior to retirement. In addition, salary increases for most individual members were less than the assumption used in the valuation. These gains were partially offset by new entrants and retirees living longer than expected. Overall, net demographic experience decreased the actuarially determined contribution by about 0.7% of payroll.

Plan Changes

The valuation was based on the 2015 Plan restatement. There were no changes made to the Plan since the prior valuation.

Assumption and Method Changes

The results of this valuation are based on assumptions about future Plan experience and actuarial methods that allocate Plan costs to different time periods. The following assumptions and methods changed since the last valuation.

- The amortization period over which the unfunded actuarial accrued liability is amortized decreased from 22 years to 20 years.
- The non-investment expense assumption was changed from $18,000 to $20,000 to reflect recent and anticipated experience.

Sensitivity of Results

The results of the actuarial valuation are dependent upon the Plan provisions in effect on July 1, 2017 and the actuarial assumptions used in this valuation being realized in the future. To the extent that plan amendments are adopted or future experience differs from the assumptions, Plan costs and liabilities will change.

Valuation Results

Exhibit 1

Statement of Plan Net Assets

Pension

	June 30, 2017	June 30, 2016
Assets		
Contribution Receivable	$ 26,522**	$ 24,226
Interest Bearing Cash	324,397	220,435
U.S. Government Securities	0	0
Mutual Funds	6,531,992	6,022,857
Total *	$ 6,882,911	$ 6,267,517
Liabilities	0	0
Plan Net Assets Held in Trust for Pension Benefits	$ 6,882,911**	$ 6,267,517

Retiree Medical

	June 30, 2017	June 30, 2016
Assets		
Contribution Receivable	$ 1,415**	$ 1,387
Interest Bearing Cash	4,488	2,786
U.S. Government Securities	0	0
Mutual Funds	90,360	76,114
Total *	$ 96,262	$ 80,288
Liabilities	0	0
Plan Net Assets Held in Trust for Retiree Medical Benefits	$ 96,262**	$ 80,288

***** Totals may not agree due to rounding

****** Does not include the value of a $400,000 receivable contribution (divided among pension and RHIA) which will be made by the City in late June or early July 2018. That contribution, which lowers the actuarially determined contribution rates for the 2018-19 and 2019-20 fiscal years, is counted in this valuation's plan funding calculations but is not included in GASB calculations as of a June 30, 2017 measurement date.

Exhibit 2

Statement of Changes in Plan Net Assets

Pension

	June 30, 2017	June 30, 2016
Additions		
Contributions	$ 300,483	$ 290,125
Investment Return	647,240	106,822
Total Additions	$ 947,723	$ 396,947
Deductions		
Retirement Benefits	$ 223,182	$ 217,438
Lump Sum Payment	84,599	11,494
Expense Withdrawal	24,548	50,360
Total Deductions	$ 332,329	$ 279,292
Net Increase	$ 615,394	$ 117,655
Plan Net Assets Held in Trust for Pension Benefits		
Beginning of Year	6,267,517	6,149,862
End of Year	$ 6,882,911	$ 6,267,517

Retiree Medical

	June 30, 2017	June 30, 2016
Additions		
Contributions	$ 16,000	$ 16,626
Investment Return	8,689	1,305
Total Additions	$ 24,689	$ 17,931
Deductions		
Retirement Benefits	$ 8,400	$ 8,400
Lump Sum Payment	0	0
Expense Withdrawal	315	584
Total Deductions	$ 8,715	$ 8,984
Net Increase	$ 15,974	$ 8,945
Plan Net Assets Held in Trust for Pension Benefits		
Beginning of Year	80,288	71,341
End of Year	$ 96,262	$ 80,288

Exhibit 3

Actuarial Value of Assets
(July 1, 2017)

Pension

Asset Reconciliation

Year Ended 6/30	(1) Market Value of Assets beginning of year	(2) Contributions	(3) Benefit Payments	(4) Non-Investment Expenses	(5) Cash Flow (2)+(3)+(4)	(6) Actual Investment Income	(7) Market Value of Assets End of Year (1)+(5)+(6)
2017	$6,267,517	$300,483	$(307,781)	$(24,548)	$(31,846)	$647,240	$6,882,911
2016	6,149,862	290,125	(228,933)	(50,360)	10,832	106,823	6,267,517
2015	5,909,978	267,094	(194,544)	(16,068)	56,482	183,402	6,149,862
2014	5,089,313	273,782	(165,153)	(17,010)	91,619	729,046	5,909,978

Actuarial Value of Assets

	Year Ended 6/30	Actual Investment Rate of Return (1)	Actual Investment Return (1)	Expected Investment Return (2)	Difference between Actual and Expected
(A)	2017	10.4%	$647,240	$406,354	$ 240,886
(B)	2016	1.7%	106,823	400,093	(293,270)
(C)	2015	3.1%	183,402	385,984	(202,582)
(D)	2014	14.2%	729,046	333,783	395,263

(1)	Market Value of Assets on July 1, 2017		$ 6,882,911
(2)	Unrecognized Gain/(Loss)		
	80% of prior year Gain or (Loss)	$192,709	
	60% of second prior year Gain or (Loss)	(175,962)	
	40% of third prior year Gain or (Loss)	(81,033)	
	20% of fourth prior year Gain or (Loss)	79,053	
	Total Unrecognized Gain/(Loss)		14,767
(3)	Preliminary Actuarial Value of Assets (1) – (2)		$ 6,868,144
(4)	80% of Market Value of Assets on July 1, 2017		$ 5,506,329
(5)	120% of Market Value of Assets on July 1, 2017		$ 8,259,493
(6)	Actuarial Value of Assets on July 1, 2017 Lesser of (3) and (5), not less than (4)		$ 6,868,144
(7)	Actuarial Value as a Percentage of Market Value (6)/(1)		99.8%
(8)	Pension-Allocated Portion of Discounted Additional Contribution Made on July 1, 2018		267,833
(9)	Actuarial Value of Assets Including Additional Contribution		7,135,977

(1) Based on market values.
(2) Using simple interest and assuming contribution, benefit payments and non-investment expenses occur mid-year.

Exhibit 3 (continued)

Actuarial Value of Assets
(July 1, 2017)

Retiree Medical

Asset Reconciliation

Year Ended 6/30	(1) Market Value of Assets beginning of year	(2) Contributions	(3) Benefit Payments	(4) Non-Investment Expenses	(5) Cash Flow (2)+(3)+(4)	(6) Actual Investment Income	(7) Market Value of Assets End of Year (1)+(5)+(6)
2017	$80,288	$16,000	$(8,400)	$(314)	$7,286	$8,689	$96,262
2016	71,341	16,626	(8,400)	(584)	7,642	1,304	80,288
2015	68,634	9,165	(8,400)	(187)	578	2,129	71,341
2014	59,923	8,190	(7,800)	(200)	190	8,521	68,634

Actuarial Value of Assets

	Year Ended 6/30	Actual Investment Rate of Return [1]	Actual Investment Return [1]	Expected Investment Return [2]	Difference between Actual and Expected
(A)	2017	10.4%	$8,689	$5,455	$ 3,234
(B)	2016	1.7%	1,304	4,866	(3,582)
(C)	2015	3.1%	2,129	4,480	(2,351)
(D)	2014	14.2%	8,521	3,901	4,620

(1)	Market Value of Assets on July 1, 2017		$ 96,262
(2)	Unrecognized Gain/(Loss)		
	80% of prior year Gain or (Loss)	$2,587	
	60% of second prior year Gain or (Loss)	(2,149)	
	40% of third prior year Gain or (Loss)	(940)	
	20% of fourth prior year Gain or (Loss)	924	
	Total Unrecognized Gain/(Loss)		422
(3)	Preliminary Actuarial Value of Assets (1) – (2)		$ 95,840
(4)	80% of Market Value of Assets on July 1, 2017		$ 77,010
(5)	120% of Market Value of Assets on July 1, 2017		$ 115,514
(6)	Preliminary Actuarial Value of Assets on July 1, 2017 Lesser of (3) and (5), not less than (4)		$ 95,840
(7)	Preliminary Actuarial Value as a % of Market Value (6)/(1)		99.6%
(8)	Discounted Additional Contribution Made on July 1, 2018		107,754
(9)	Actuarial Value of Assets Including July 1, 2018 Contribution		203,594

[1] Based on market values.

[2] Using simple interest and assuming contribution, benefit payments and non-investment expenses occur mid-year.

Exhibit 4

Actuarial Balance Sheet
July 1, 2017

Resources

	Pension	Retiree Medical
Actuarial Value of Assets	$ 7,135,977	$ 203,594
Actuarial Present Value of Future Normal Cost	2,526,820	50,180
Unfunded Actuarial Accrued Liability	0	34,260
TOTAL RESOURCES	$ 9,662,797	$ 288,034

Requirements

	Pension	Retiree Medical
Actuarial Present Value of Benefits		
Active Participants	$ 5,956,622	$ 128,076
Vested Inactive Participants (1)	306,992	22,324
Retirees and Beneficiaries (2)	3,399,183	137,634
TOTAL REQUIREMENTS	$ 9,622,797	$ 288,034

(1) Includes account balances for inactive participants who are only vested in their accounts.

(2) Prior to December 16, 2005, annuities were purchased from Pacific Life for participants and beneficiaries in pay status and annual cost-of-living increases through July 1, 2005. Benefits for participants who retire after December 16, 2005 and cost-of-living increases after July 1, 2005 for all retirees are paid monthly from plan assets held with US Bank.

Exhibit 5

Calculation of Actuarially Determined Contribution Rate
All values as of July 1, 2017 unless noted

	Pension	Retiree Medical
Normal Cost	$ 236,639	$ 6,250
Normal Cost with interest to January 1, 2019	260,082	6,869
Actuarial Accrued Liability	7,135,977	237,854
Actuarial Value of Assets	7,135,977	203,594
Unfunded Actuarial Accrued Liability	0	34,260
Amortization Payment	0	2,249
Amortization Payment with interest to January 1, 2019	0	2,472
Expenses	19,747	253
Amortization Period	20	20
Interest Rate	6.50%	6.50%
Salary Scale	3.50%	3.50%
Amortization Factor	15.23460	15.23460
Covered Payroll projected to January 1, 2019*	1,242,000	1,242,000
Total (Employer + Employee) Actuarially Determined Contribution Rate as a percentage of projected Covered Payroll**	22.5%	0.8%

* Covered Payroll includes pay for the active participants younger than the assumed retirement age (62).

** Includes 6% Employee Contribution Rate.

Exhibit 6

Determination of Projected Contribution Amounts
July 1, 2017

		Pension	Retiree Medical	Total
Plan Year Ending June 30, 2019				
(1)	Projected Payroll*	$ 1,242,000	$ 1,242,000	$ 1,242,000
(2)	Total (Employer + Employee) Actuarially Determined Contribution Rate	22.5%	0.8%	23.3%
(3)	Projected Contribution** (1) × (2)	$ 279,450	$ 9,936	$ 289,386
Plan Year Ending June 30, 2020				
(1)	Projected Payroll*	$ 1,285,470	$ 1,285,470	$ 1,285,470
(2)	Total (Employer + Employee) Actuarially Determined Contribution Rate	22.5%	0.8%	23.3%
(3)	Projected Contribution** (1) × (2)	$ 289,231	$ 10,284	$ 299,515

* Assumes 3.50% annual payroll growth.
** Includes 6% Employee Contribution Rate.

Accounting Information

Exhibit 7

Net Pension Liability

Net Pension Liability (Asset)	June 30, 2016	June 30, 2017
Total pension liability	$ 7,014,532	$ 7,135,977
Fiduciary net position	6,267,517	6,882,911
Net pension liability (asset)	747,015	253,066
Fiduciary net position as a % of total pension liability	89.35%	96.45%
Covered payroll*	1,188,545	1,346,055
Net pension liability (asset) as a % of covered payroll	62.85%	18.80%

** To be reviewed to determine whether all compensation amounts are included*

The total pension liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below.

Discount Rate

The Plan's fiduciary net position plus anticipated future contributions in adherence with the funding policy is projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Discount rate	6.50%	6.50%
Long-term expected rate of return (net of investment expenses)	6.50%	6.50%

Other Key Actuarial Assumptions and Methods

Valuation date	July 1, 2015	July 1, 2017
Measurement date	June 30, 2016	June 30, 2017
Cost-of-Living Increases	2.0% per year	2.0% per year
Salary Scale	3.5% per year	3.5% per year
Pre-retirement Mortality	None	None
Post-retirement Mortality	RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described under Actuarial Assumptions and Methods	RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described under Actuarial Assumptions and Methods

* *Covered payroll for fiscal year ending June 30, 2016 was estimated by applying the 3.50% salary scale assumption to the prior year's payroll figure.*

Exhibit 8

Changes in Net Pension Liability
(June 30, 2016 to June 30, 2017)

Changes in Net Pension Liability	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances as of June 30, 2016	$7,014,532	$6,267,517	$747,015
Changes for the year:			
Service cost	234,298		234,298
Interest on total pension liability	461,171		461,171
Effect of plan changes	0		0
Effect of economic/demographic (gains) or losses	(266,243)		(266,243)
Effect of assumptions changes or inputs	0		0
Benefit payments	(307,781)	(307,781)	0
Administrative expenses		(24,548)	24,548
Member contributions		76,484	(76,484)
Net investment income		647,240	(647,240)
Employer contributions		223,999	(223,999)
Balances as of June 30, 2017	7,135,977	6,882,911	253,066

Sensitivity Analysis

The following presents the net pension liability of the Plan, calculated using the discount rate of 6.5%, as well as what the Plan's net pension liability would be if it were calculated using a discount rate that is one percent lower (5.5%) or one percent higher (7.5%) than the current rate.

	1% Decrease 5.5%	Current Discount Rate 6.5%	1% Increase 7.5%
Total pension liability	$8,074,814	$7,135,977	$6,360,781
Fiduciary net position	6,882,911	6,882,911	6,882,911
Net pension liability (asset)	1,191,903	253,066	(522,130)

Exhibit 9

Pension Expense

Pension Expense	Fiscal Year Ending June 30, 2018
Service cost	$ 234,298
Interest on total pension liability	461,171
Effect of plan changes	0
Administrative expenses	24,548
Expected investment return net of investment expenses	(406,354)
Recognition of Deferred (Inflows)/Outflows of Resources	
Recognition of economic/demographic (gains) or losses	(70,375)
Recognition of assumption changes or inputs	81,748
Recognition of investment (gains) or losses	(28,060)
Pension Expense	$ 296,976

As of June 30, 2018, the deferred inflows and outflows of resources are as follows:

Deferred (Inflows) / Outflows of Resources	Deferred Inflows of Resources*	Deferred Outflows of Resources*
Differences between expected and actual experience	$ (259,812)	$ 0
Changes of assumptions or inputs	0	196,194
Net difference between projected and actual earnings	(14,765)	0
Contributions made subsequent to measurement date	N/A	TBD
Total	$ (274,577)	$ TBD

* *Deferred outflows of resources are presented as positive amounts. Deferred inflows of resources are presented as negative amounts.*

Other amounts currently reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	Annual Recognition**
2019	$ (16,685)
2020	62,368
2021	(18,466)
2022	(100,382)
2023	(5,218)
Thereafter	0

** *Note that future deferred inflows and outflows of resources may impact these numbers. Deferred outflows of resources are presented as positive amounts. Deferred inflows of resources are presented as negative amounts*

Exhibit 10

Schedule of Deferred (Inflows) and Outflows of Resources (Pension)

	Original Amount	Experience Period	Original Recognition Period*	Amount Recognized in Expense 06/30/2018	Balance of Deferred Inflows 06/30/2018	Balance of Deferred Outflows 06/30/2018
Investment	$(395,263)	2013-2014	5.0	$ (79,053)	$ (79,051)	$ 0
(gains) or losses	$ 202,582	2014-2015	5.0	$ 40,516	$ 0	$ 81,034
	$ 293,269	2015-2016	5.0	$ 58,654	$ 0	$ 175,961
	$(240,886)	2016-2017	5.0	$ (48,177)	$ (192,709)	$ 0
				$ (28,060)	$ (271,760)	$ 256,995
Economic/demographic	$ (48,357)	2013-2014	6.7	$ (7,217)	$ (19,489)	$ 0
(gains) or losses	$ (59,144)	2014-2015	5.4	$ (10,953)	$ (26,285)	$ 0
	$(266,243)	2016-2017	5.1	$ (52,205)	$ (214,038)	$ 0
				$ (70,375)	$ (259,812)	$ 0
Assumption	$ 441,438	2014-2015	5.4	$ 81,748	$ 0	$ 196,194
(gains) or losses				$ 81,748	$ 0	$ 196,194

* Investment (gains)/losses are recognized in pension expense over a period of five years; economic/demographic (gains)/losses and assumption changes or inputs are recognized over the weighted average of expected remaining service lives for all active and inactive members.

Exhibit 11

Schedule of Changes in Total Pension Liability, Fiduciary Net Position and Related Ratios

	Year Ending June 30,									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Total Pension Liability										
Service cost	$234,298	$226,375	$196,034	$205,098	$0	$0	$0	$0	$0	$0
Interest on total pension liability	461,171	434,734	384,088	362,649	0	0	0	0	0	0
Effect of plan changes	0	0	0	0	0	0	0	0	0	0
Effect of economic/demographic (gains) or losses	(266,243)	0	(59,144)	(48,357)	0	0	0	0	0	0
Effect of assumptions changes or inputs	0	0	441,438	0	0	0	0	0	0	0
Benefit payments	(307,781)	(228,933)	(194,544)	(165,153)	0	0	0	0	0	0
Member contributions	0	0	0	0	0	0	0	0	0	0
Net change in total pension liability	121,445	432,176	767,872	354,237	0	0	0	0	0	0
Total pension liability, beginning	7,014,532	6,582,356	5,814,484	5,460,247	0	0	0	0	0	0
Total pension liability, ending (a)	7,135,977	7,014,532	6,582,356	5,814,484	5,460,247	0	0	0	0	0
Fiduciary Net Position										
Employer contributions	$223,999	$213,582	$198,193	$203,582	$0	$0	$0	$0	$0	$0
Member contributions	76,484	76,542	68,901	70,200	0	0	0	0	0	0
Investment income net of investment expenses	647,240	106,824	183,402	729,046	0	0	0	0	0	0
Benefit payments	(307,781)	(228,933)	(194,544)	(165,153)	0	0	0	0	0	0
Administrative expenses	(24,548)	(50,360)	(16,068)	(17,010)	0	0	0	0	0	0
Net change in plan fiduciary net position	615,394	117,655	239,884	820,665	0	0	0	0	0	0
Fiduciary net position, beginning	6,267,517	6,149,862	5,909,978	5,089,313	0	0	0	0	0	0
Fiduciary net position, ending (b)	6,882,911	6,267,517	6,149,862	5,909,978	5,089,313	0	0	0	0	0
Net pension liability (asset), ending = (a) - (b)	$253,066	$747,015	$432,494	$(95,494)	$370,934	$0	$0	$0	$0	$0
Fiduciary net position as a % of total pension liability	96.45%	89.35%	93.43%	101.64%	93.21%	N/A	N/A	N/A	N/A	N/A
Covered payroll*	$1,346,055	$1,188,545	$1,148,353	$1,051,497	$1,107,765	$0	$0	$0	$0	$0
Net pension liability as a % of covered payroll	18.80%	62.85%	37.66%	(9.08)%	33.48%	N/A	N/A	N/A	N/A	N/A

** To be reviewed to determine whether all compensation amounts are included*

This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

Exhibit 12

Schedule of Employer Contributions (Pension)

(Dollar Amounts in Thousands)

	Year Ending June 30,									
	2017	**2016**	**2015**	**2014**	**2013**	**2012**	**2011**	**2010**	**2009**	**2008**
Actuarially determined contribution	$ 288	$ 270	$ 277	$ 255	$ 305	$ 313	$ 319	$ 297	$ 214	$ 211
Actual employer contribution*	300	290	267	274	306	315	314	299	214	212
Contribution deficiency (Excess)	(12)	(20)	10	(19)	(1)	(2)	5	(2)	0	(1)
Covered payroll**	1,346	1,189	1,148	1,051	1,108	1,178	1,230	1,212	1,184	1,126
Contribution as a % of covered payroll	22.29%	24.39%	23.26%	26.07%	27.62%	26.74%	25.53%	24.67%	18.07%	18.83%
Valuation Date	7/1/2015	7/1/2014	7/1/2013	7/1/2012	7/1/2011	7/1/2010	7/1/2009	7/1/2008	7/1/2007	7/1/2006
Investment Rate of Return Assumption	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%

** Employee contributions are excluded*
*** To be reviewed to determine whether all compensation amounts are included*

Notes to Schedule

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Effective July 1, 2006: Individual entry age normal, level percent of pay Through July 1, 2005: Aggregate actuarial cost method.
Amortization Method	Effective July 1, 2017: Closed 20-year amortization, level percent of pay, with the balance being amortized each year and the amortization period reducing one year per year until it reaches 15 years. Once the amortization period reaches 15 years, new bases will be amortized over 15 years (layered amortization). Effective July 1, 2015: Closed 22-year amortization, level percent of pay Effective July 1, 2014: Closed 23-year amortization, level percent of pay Effective July 1, 2013: Closed 24-year amortization, level percent of pay Effective July 1, 2012: Closed 25-year amortization, level percent of pay Effective July 1, 2006: Open 20-year amortization, level percent of pay
Asset Valuation Method	Effective July 1, 2009: Market value gains and losses smoothed over five years, with result not less than 80% or greater than 120% of market value Through July 1, 2008: Market value of assets
Pre-retirement Healthy Mortality	None
Post-retirement Healthy Mortality	Effective July 1, 2015: RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in Section 4 Effective July 1, 2012: Healthy Combined RP-2000 mortality projected to 2020 Effective July 1, 2010: Healthy Combined RP-2000 mortality projected to 2010 Through July 1, 2009: Healthy Combined RP-2000 mortality
Cost of Living Increases	2.0% per year
Salary Increases	Effective July 1, 2015: 3.5% per year Effective July 1, 2012: 4.0% per year Effective July 1, 2010: 4.5% per year Effective July 1, 2006: 5.0% per year

Exhibit 13

Money-Weighted Rate of Return (Pension)
(Year Ending June 30, 2017)

The money-weighted rate of return is the internal rate of return on plan assets based on the amounts and timing of actual cash flows. External cash flows (contributions, benefit payments and administrative expenses) are determined on a monthly basis and are assumed to occur at the middle of each month. External cash inflows are netted with external cash outflows, resulting in a net external cash flow in each month. The money-weighted rate of return is calculated net of investment expenses.

	Net External Cash Flows	Periods Invested	Period Weight	Net External Cash Flows With Interest
Beginning Value - July 1, 2016	$6,267,517	12.00	1.00	$6,919,580
Monthly net external cash flows:				
July	(18,521)	11.00	0.96	(20,363)
August	6,206	10.00	0.88	6,768
September	6,212	9.00	0.79	6,718
October	(60,404)	8.00	0.71	(64,791)
November	7,483	7.00	0.63	7,961
December	7,243	6.00	0.54	7,642
January	6,698	5.00	0.46	7,008
February	(31,699)	4.00	0.38	(32,898)
March	4,770	3.00	0.29	4,909
April	6,333	2.00	0.21	6,465
May	5,916	1.00	0.13	5,989
June	1,396	0.00	0.04	1,401
July	26,522	0.00	0.00	26,522
Ending Value - June 30, 2017	6,882,911			6,882,911
Money-Weighted Rate of Return	10.40%			

Schedule of Investment Returns

Year Ending June 30,	Money-Weighted Rate of Return Net of Investment Expenses
2017	10.40%
2016	1.75%
2015	3.10%
2014	14.24%
2013	N/A
2012	N/A
2011	N/A
2010	N/A
2009	N/A
2008	N/A

Exhibit 14

Depletion Date Projection (Pension)

GASB 67 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 67 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB 67 (paragraph 43) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for the Retirement Plan for Employees of City of Stayton, Oregon.

- The City has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in this report.

- The ADC is based on a closed, amortization period that will decrease over time until it reaches 15 years. Once that occurs, new layers will be amortized over closed, 15 year periods. This funding policy means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period (20 years) if future experience follows assumption.

- GASB 67 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position

Based on these circumstances, it is our professional opinion that the detailed depletion date projections outlined in GASB 67 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses. As such, the detailed projections were not developed.

Exhibit 15

Net OPEB Liability

Net OPEB Liability (Asset)	June 30, 2016	June 30, 2017
Total OPEB liability	$ 231,855	$ 237,854
Fiduciary net position	80,288	96,262
Net OPEB liability (asset)	151,568	141,592
Fiduciary net position as a % of total OPEB liability	34.63%	40.47%
Covered payroll*	1,188,545	1,346,055
Net OPEB liability (asset) as a % of covered payroll	12.75%	10.52%

The total OPEB liability was determined by an actuarial valuation as of the valuation date, calculated based on the discount rate and actuarial assumptions below.

Discount Rate

As shown below, the discount rate for calculating the total OPEB liability equals the long-term expected rate of return.

Discount rate	6.50%	6.50%
Long-term expected rate of return (net of investment expenses)	6.50%	6.50%

Other Key Actuarial Assumptions

Valuation date	July 1, 2015	July 1, 2017
Measurement date	June 30, 2016	June 30, 2017
Health Cost Trend	N/A	N/A
Pre-retirement Mortality	None	None
Post-retirement Mortality	RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described under Actuarial Assumptions and Methods	RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described under Actuarial Assumptions and Methods

* *Covered payroll for fiscal year ending June 30, 2016 was estimated by applying the 3.50% salary scale assumption to the prior year's payroll figure.*

Exhibit 16

Changes in Net OPEB Liability
(June 30, 2016 to June 30, 2017)

Changes in Net OPEB Liability	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances as of June 30, 2016	$231,855	$80,288	$151,567
Changes for the year:			
Service cost	4,616		4,616
Interest on total OPEB liability	15,098		15,098
Effect of plan changes	0		0
Effect of economic/demographic (gains) or losses	0		0
Effect of assumptions changes or inputs	(5,315)		(5,315)
Benefit payments	(8,400)	(8,400)	0
Administrative expenses		(314)	314
Member contributions		0	0
Net investment income		8,689	(8,689)
Employer contributions		15,999	(15,999)
Balances as of June 30, 2017	237,854	96,262	141,592

Sensitivity Analysis

The following presents the net OPEB liability of the Plan, calculated using the discount rate of 6.5%, as well as what the Plan's net OPEB liability would be if it were calculated using a discount rate that is one percent lower (5.5%) or one percent higher (7.5%) than the current rate.

	1% Decrease 5.5%	Current Discount Rate 6.5%	1% Increase 7.5%
Total OPEB liability	$266,584	$237,854	$213,777
Fiduciary net position	96,262	96,262	96,262
Net OPEB liability (asset)	170,322	141,592	117,515

The following presents the net OPEB liability of the Plan, calculated using current healthcare cost trend rates, as well as what the Plan's net OPEB liability would be if it were calculated using a healthcare cost trend rates that are one percent lower or one percent higher than the current rates.

	1% Decrease	Current Trend	1% Increase
Total OPEB liability	$237,854	$237,854	$237,854
Fiduciary net position	80,288	80,288	80,288
Net OPEB liability (asset)	141,592	141,592	141,592

Exhibit 17

OPEB Expense

OPEB Expense	Fiscal Year Ending June 30, 2018
Service cost	$ 4,616
Interest on total OPEB liability	15,098
Effect of plan changes	0
Administrative expenses	314
Expected investment return net of investment expenses	(5,455)
Recognition of Deferred (Inflows)/Outflows of Resources	
Recognition of economic/demographic (gains) or losses	(681)
Recognition of assumption changes or inputs	0
Recognition of investment (gains) or losses	69
OPEB Expense	$ 13,961

As of June 30, 2018, the deferred inflows and outflows of resources are as follows:

Deferred (Inflows) / Outflows of Resources	Deferred Inflows of Resources*	Deferred Outflows of Resources*
Differences between expected and actual experience	$ (4,634)	$ 0
Changes of assumptions or inputs	0	0
Net difference between projected and actual earnings	(437)	0
Contributions made subsequent to measurement date	N/A	TBD
Total	$ (5,071)	$ TBD

* *Deferred outflows of resources are presented as positive amounts. Deferred inflows of resources are presented as negative amounts.*

Other amounts currently reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	Annual Recognition**
2019	$ (612)
2020	(612)
2021	(610)
2022	(1,327)
2023	(681)
Thereafter	(1,229)

** *Note that future deferred inflows and outflows of resources may impact these numbers. Deferred outflows of resources are presented as positive amounts. Deferred inflows of resources are presented as negative amounts.*

Exhibit 18

Schedule of Deferred (Inflows) and Outflows of Resources (OPEB)

	Original Amount	Experience Period	Original Recognition Period*	Amount Recognized in Expense 06/30/2018	Balance of Deferred Inflows 06/30/2018	Balance of Deferred Outflows 06/30/2018
Investment	$ 3,582	2015-2016	5.0	$ 716	$ 0	$ 2,150
(gains) or losses	$(3,234)	2016-2017	5.0	$ (647)	$ (2,587)	$ 0
				$ 69	$ (2,587)	$ 2,150
Economic/demographic	$(5,315)	2016-2017	7.8	$ (681)	$ (4,634)	$ 0
(gains) or losses				$ (681)	$ (4,634)	$ 0

* Investment (gains)/losses are recognized in pension expense over a period of five years; economic/demographic (gains)/losses and assumption changes or inputs are recognized over the weighted average of expected remaining service lives for all active and inactive members.

Exhibit 19

Schedule of Changes in Total OPEB Liability, Fiduciary Net Position and Related Ratios

	Year Ending June 30,									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Total OPEB Liability										
Service cost	$4,616	$4,460	$0	$0	$0	$0	$0	$0	$0	$0
Interest on total OPEB liability	15,098	14,407	0	0	0	0	0	0	0	0
Effect of plan changes	0	0	0	0	0	0	0	0	0	0
Effect of economic/demographic (gains) or losses	(5,315)	0	0	0	0	0	0	0	0	0
Effect of assumptions changes or inputs	0	0	0	0	0	0	0	0	0	0
Benefit payments	(8,400)	(8,400)	0	0	0	0	0	0	0	0
Member contributions	0	0	0	0	0	0	0	0	0	0
Net change in total OPEB liability	5,999	10,467	0	0	0	0	0	0	0	0
Total OPEB liability, beginning	231,855	221,388	0	0	0	0	0	0	0	0
Total OPEB liability, ending (a)	237,854	231,855	221,388	0	0	0	0	0	0	0
Fiduciary Net Position										
Employer contributions	$15,999	$16,627	$0	$0	$0	$0	$0	$0	$0	$0
Member contributions	0	0	0	0	0	0	0	0	0	0
Investment income net of investment expenses	8,689	1,304	0	0	0	0	0	0	0	0
Benefit payments	(8,400)	(8,400)	0	0	0	0	0	0	0	0
Administrative expenses	(314)	(584)	0	0	0	0	0	0	0	0
Net change in plan fiduciary net position	15,974	8,947	0	0	0	0	0	0	0	0
Fiduciary net position, beginning	80,288	71,341	0	0	0	0	0	0	0	0
Fiduciary net position, ending (b)	96,262	80,288	71,341	0	0	0	0	0	0	0
Net OPEB liability (asset), ending = (a) - (b)	$141,592	$151,567	$150,047	$0	$0	$0	$0	$0	$0	$0
Fiduciary net position as a % of total OPEB liability	40.47%	34.63%	32.22%	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Covered payroll	$1,346,055	$1,188,545	$1,148,353	$0	$0	$0	$0	$0	$0	$0
Net OPEB liability as a % of covered payroll	10.52%	12.75%	13.07%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

This schedule is presented to illustrate the requirement to show information for 10 years. However, recalculations of prior years are not required, and if prior years are not reported in accordance with the current GASB standards, they should not be reported.

Exhibit 20

Schedule of Employer Contributions (OPEB)

(Dollar Amounts in Thousands)

	Year Ending June 30,									
	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008
Actuarially determined contribution	$ 15	$ 15	$ 10	$ 8	$ 10	$ 10	$ 7	$ 8	$ 6	$ 5
Actual employer contribution*	16	17	9	8	9	7	5	6	6	5
Contribution deficiency (Excess)	(1)	(2)	1	0	1	3	2	2	0	0
Covered payroll	1,346	1,189	1,148	1,051	1,108	1,178	1,230	1,212	1,184	1,126
Contribution as a % of covered payroll	1.19%	1.43%	0.78%	0.76%	0.81%	0.59%	0.41%	0.50%	0.51%	0.44%
Valuation Date	7/1/2015	7/1/2014	7/1/2013	7/1/2012	7/1/2011	7/1/2010	7/1/2009	7/1/2008	7/1/2007	7/1/2006
Investment Rate of Return Assumption	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%

** Employee contributions are excluded*

Notes to Schedule

Methods and assumptions used to determine contribution rates:

Actuarial Cost Method	Effective July 1, 2006: Individual entry age normal, level percent of pay
Amortization Method	Effective July 1, 2017: Closed 20-year amortization, level percent of pay, with the balance being amortized each year and the amortization period reducing one year per year until it reaches 15 years. Once the amortization period reaches 15 years, new bases will be amortized over 15 years (layered amortization). Effective July 1, 2015: Closed 22-year amortization, level percent of pay Effective July 1, 2014: Closed 23-year amortization, level percent of pay Effective July 1, 2013: Closed 24-year amortization, level percent of pay Effective July 1, 2012: Closed 25-year amortization, level percent of pay Effective July 1, 2006: Open 20-year amortization, level percent of pay
Asset Valuation Method	Effective July 1, 2009: Market value gains and losses smoothed over five years, with result not less than 80% or greater than 120% of market value Through July 1, 2008: Market value of assets
Pre-retirement Healthy Mortality	None
Post-retirement Healthy Mortality	Effective July 1, 2015: RP-2000 Sex-distinct, generational per Scale BB, with collar adjustments and set-backs as described in the July 1, 2015 valuation report. Effective July 1, 2012: Healthy Combined RP-2000 mortality projected to 2020 Effective July 1, 2010: Healthy Combined RP-2000 mortality projected to 2010 Through July 1, 2009: Healthy Combined RP-2000 mortality
Salary Increases	Effective July 1, 2015: 3.5% per year Effective July 1, 2012: 4.0% per year Effective July 1, 2010: 4.5% per year Effective July 1, 2006: 5.0% per year

Exhibit 21

Money-Weighted Rate of Return (OPEB)
(Year Ending June 30, 2017)

The money-weighted rate of return is the internal rate of return on plan assets based on the amounts and timing of actual cash flows. External cash flows (contributions, benefit payments and administrative expenses) are determined on a monthly basis and are assumed to occur at the middle of each month. External cash inflows are netted with external cash outflows, resulting in a net external cash flow in each month. The money-weighted rate of return is calculated net of investment expenses.

	Net External Cash Flows	Periods Invested	Period Weight	Net External Cash Flows With Interest
Beginning Value - July 1, 2016	$80,288	12.00	1.00	$88,741
Monthly net external cash flows:				
July	(1,200)	11.00	0.96	(1,321)
August	1,291	10.00	0.88	1,410
September	392	9.00	0.79	424
October	170	8.00	0.71	182
November	1,379	7.00	0.63	1,468
December	501	6.00	0.54	528
January	155	5.00	0.46	163
February	953	4.00	0.38	990
March	370	3.00	0.29	381
April	135	2.00	0.21	138
May	1,313	1.00	0.13	1,329
June	413	0.00	0.04	414
July	1,415	0.00	0.00	1,415
Ending Value - June 30, 2017				96,262
Money-Weighted Rate of Return	10.53%			

Schedule of Investment Returns

Year Ending June 30,	Money-Weighted Rate of Return Net of Investment Expenses
2017	10.53%
2016	1.77%
2015	N/A
2014	N/A
2013	N/A
2012	N/A
2011	N/A
2010	N/A
2009	N/A
2008	N/A

Exhibit 22

Depletion Date Projection (OPEB)

GASB 74 generally requires that a blended discount rate be used to measure the Total OPEB Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position (fair market value of assets) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 74 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB 74 (paragraph 51) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for the Retirement Plan for Employees of City of Stayton, Oregon.

- The City has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in this report.

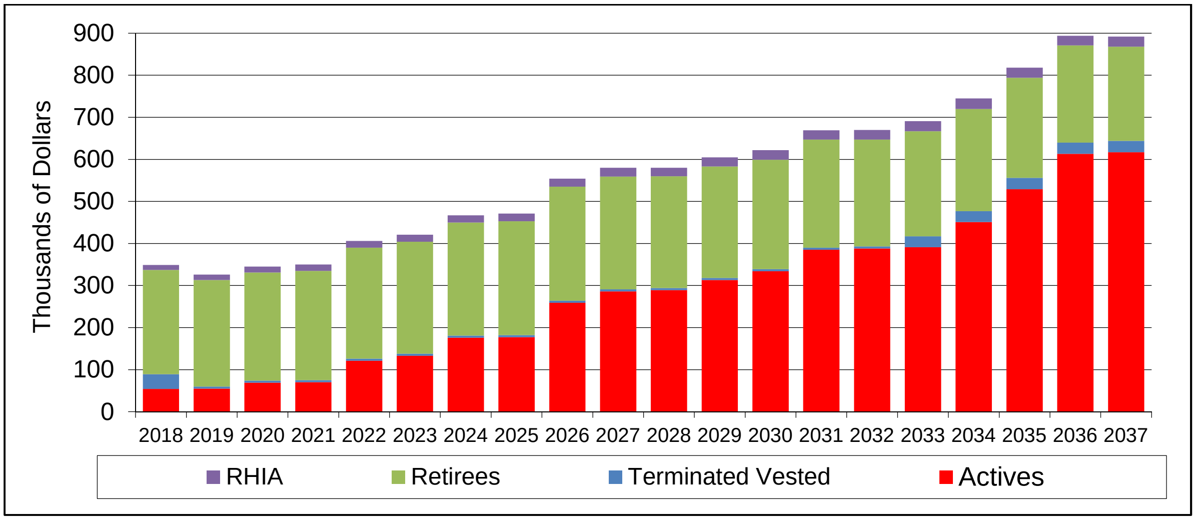
- The ADC is based on a closed, amortization period that will decrease over time until it reaches 15 years. Once that occurs, new layers will be amortized over closed, 15 year periods. This funding policy means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period (20 years) if future experience follows assumption.

- GASB 74 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position

Based on these circumstances, it is our professional opinion that the detailed depletion date projections outlined in GASB 74 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses. As such, the detailed projections were not developed.

Projected Benefit Payments

20-Year Payout Projection*



	Pension			RHIA	
Plan Year Ending June 30,	Active	Terminated Vested	Retiree	All Participants	Total
2018	$ 54,000	$ 35,000	$ 248,000	$ 12,000	$ 349,000
2019	55,000	5,000	253,000	13,000	326,000
2020	69,000	5,000	257,000	14,000	345,000
2021	70,000	5,000	260,000	15,000	350,000
2022	121,000	5,000	264,000	16,000	406,000
2023	133,000	5,000	266,000	17,000	421,000
2024	176,000	5,000	269,000	17,000	467,000
2025	177,000	5,000	271,000	18,000	471,000
2026	259,000	5,000	271,000	19,000	554,000
2027	286,000	5,000	268,000	21,000	580,000
2028	289,000	5,000	266,000	20,000	580,000
2029	313,000	5,000	265,000	22,000	605,000
2030	334,000	5,000	260,000	23,000	622,000
2031	385,000	5,000	257,000	22,000	669,000
2032	388,000	5,000	254,000	23,000	670,000
2033	391,000	26,000	250,000	24,000	691,000
2034	451,000	26,000	243,000	25,000	745,000
2035	529,000	27,000	238,000	24,000	818,000
2036	613,000	27,000	231,000	23,000	894,000
2037	617,000	27,000	224,000	24,000	892,000

* This is a closed group projection of benefit payments based on the plan participants as of the valuation date and does not include projected payments to future new entrants.

Actuarial Assumptions and Methods

This section describes the actuarial assumptions and methods used in this valuation. These assumptions and methods were chosen on the basis of recent experience of the Plan and on current expectations as to future economic conditions.

The assumptions are intended to estimate the future experience of the participants of the Plan and of the Plan itself in areas which affect the projected benefit flow and anticipated investment earnings. Any variations in future experience from that expected from these assumptions will result in corresponding changes in the estimated costs of the Plan's benefits.

Actuarial Cost Method and Plan Funding Policy (Effective July 1, 2017)

Under the individual entry age normal cost method, the total actuarial present value of projected benefits is allocated over the service for each active participant from their date of entry into the Plan until their assumed date of exit from the Plan, as a level percent of payroll. This level percent times payroll is referred to as the normal cost, and is calculated for each active participant. It is calculated by dividing each participant's total actuarial present value of projected benefits at entry age by the actuarial present value of projected salaries at entry age and multiplying this percentage by the participant's anticipated salary for the current plan year. The normal cost equals $0 for non-active participants. The sum of the individual normal costs is the normal cost for the Plan.

An actuarial accrued liability is calculated under this method. It is the total actuarial present value of projected benefits less the actuarial present value of future normal costs. It can be viewed as the target value of assets, such that, if current assets equaled the actuarial accrued liability, contributions equal to the normal cost (plus administrative expenses) are made to the plan each year and all other actuarial assumptions are met, the assets would accumulate to an amount that would pay for the retirement benefits for all current active and inactive participants. The unfunded actuarial accrued liability is the actuarial accrued liability minus the actuarial value of assets. The unfunded actuarial accrued liability is amortized over a 20-year period and assumes the annual payment will increase by the salary scale assumption each year.

The Actuarially Determined Contribution (ADC) is calculated as the sum of the annual normal cost plus a provision for administrative expenses plus the amortization payment of the unfunded actuarial accrued liability, all as a percentage of payroll.

The City's funding policy states that the City will budget pension costs based upon the ADC as a percent of qualified salaries each year. If the funded status of the Plan exceeds 120%, the City will reduce their contributions. Similarly, if the funded status of the Plan falls below 80%, the City will make additional contributions.

Records and Data

Financial information used in this valuation was provided by US Bank. Plan provisions were supplied by Plan legal counsel. Individual membership information including age, service and income of contributing participants, former contributing participants and their survivors was supplied by the City and is accepted for valuation purposes without audit.

Actuarial Value of Assets (Effective July 1, 2009)

The actuarial value of assets (AVA) smooths investment gains and losses over 5 years, recognizing 20% per year.

The AVA will not be less than 80% nor greater than 120% of the market value of assets plus receivable contributions on the valuation date.

Actual and expected investment returns are calculated net of investment expenses using simple interest and assuming contributions, benefit payments, and expenses occur mid-year.

The City established the Retirement Health Insurance Account (RHIA) effective July 1, 1992 as a separate account from the pension plan. However, the assets for the RHIA are combined with the pension assets into one account for investment purposes. The financial statements prepared by US Bank show the pension and RHIA assets on a combined basis.

The actuarial valuation divides the assets between pension and RHIA. For the market value of assets, benefit payments are explicitly divided between pension and RHIA since these amounts are known. Employer contributions are divided according to the actuarially determined contribution rates for the fiscal period. Administrative expenses are allocated to each account based upon the market value of each account as of the beginning of the plan year. The market rate of return on each account is the same as the actual return earned on the combined account.

Investment Earnings (Effective July 1, 2003)

6.50% per year, net of investment expenses.

Inflation

2.50% per year.

Post-Retirement Benefit Increases

2.00% per year.

Future Salaries (Effective July 1, 2015)

3.50% per year.

Retirement Age for Active Participants (Effective July 1, 2003)

Age 62 or current age if later.

Retirement Age for Vested Terminated Participants (Effective July 1, 2010)

Age 65 or current age if later.

Employee Accounts (Effective July 1, 2005)

Employee account balances are projected to retirement assuming 6% of pay contributions and 5.50% annual interest. Account balances are converted to an annuity at retirement using the Plan’s Actuarial Equivalent definition.

Form of Payment

Single Life Annuity at retirement.

Disablement

None.

Mortality (Effective July 1, 2015)

The City adopted the same mortality tables as used by the Oregon Public Employees Retirement System, as described below:

- Healthy Annuitants: RP-2000, Blended 25% blue collar / 75% white collar, sex distinct, set back 12 months for males and no setback for females. Mortality improvement is projected generationally using Scale BB.
- Non-Annuitants: 75% of healthy annuitant mortality for males and 60% for females. Mortality improvement is projected generationally using Scale BB.

Other Terminations from Employment

None.

Withdrawal of Account Balances (Effective July 1, 2005)

All non-vested participants are assumed to withdraw their account balances immediately. All other participants are assumed to keep their account balances in the plan until retirement, at which point the employee accounts are converted to a monthly annuity.

Non-Investment Expenses (Effective July 1, 2017)

Non-investment expenses are assumed to be $20,000 payable mid-year. Non-investment expenses are allocated between pension and RHIA based upon the market value of each account as of the beginning of the plan year.

RHIA Participation (Effective July 1, 2014)

100% of current active participants expected to reach 7 years of service will receive this benefit.

Changes in Actuarial Assumptions and Methods

The following assumptions and methods changed since the prior valuation:

- The amortization period over which the unfunded actuarial accrued liability is amortized decreased from 22 years to 20 years.
- The non-investment expense assumption was changed from $18,000 to $20,000 to reflect recent and anticipated experience.

Plan Summary

Effective Date

July 1, 1973, last restated effective July 1, 2015.

Eligibility

Completion of six months of full-time employment.

Benefit Formula

The monthly benefit formula amount is (i) times (ii) times (iii) below:

(i) 1.43% for the period commencing July 1, 1973 and thereafter (effective for employees whose severance of employment occurs after June 30, 1992).

(ii) The larger of (a) or (b):

(a) The average of basic monthly earnings for each month in a 36 consecutive month period during the last 120 months of employment which produce the highest average rate of compensation.

(b) The average of basic monthly earnings in effect on the July 1st of the three consecutive years during the last ten years of employment which produces the highest average rate.

(iii) The number of years and completed months of employment commencing on or after July 1, 1973.

Cost-of-Living Adjustment

Each participant’s benefits will be recalculated annually after retirement by use of a factor equal to the percentage change between the Consumer Price Index averages for the two preceding calendar years subject to a maximum annual increase of 2%.

Actuarial Equivalence

The Plan’s definition of Actuarial Equivalence provides that a benefit has equivalent value based on the following interest and mortality assumptions:

Interest rates: 4.41% annual interest, compounded annually; except that 6.50% annual interest, compounded annually, shall be used solely to determine the Actuarial Equivalent of a person’s Accrued Voluntary Contributions Balance. The difference between the 6.50% and 4.41% is to account for the 2.0% COLA.

Mortality table: RP-2000 Combined Healthy Mortality Table, 50/50 male/female blend, projected with scale AA to 2015.

Normal Retirement Benefit

a. Eligibility

Attainment of age 65.

b. Amount

The sum of (i) plus (ii) below:

(i) The amount developed by the benefit formula as of the date the benefit is being determined.

(ii) The amount developed by converting the accrued required, supplemental and voluntary contribution balances to an annuity as of the date the benefit is being determined.

c. Normal Form

Combination Cash Refund and Life Annuity payable beginning on the Normal Retirement Date.

Early Retirement Benefit

a. Eligibility

Attainment of age 55.

b. Amount

The sum of (i) plus (ii) below:

(i) The amount developed by the benefit formula multiplied by the appropriate percentage from the following table, based on the number of years by which the early retirement age precedes age 60.

Number of Years	Percentage
0	100.0%
1	100.0
2	100.0
3	78.4
4	71.2
5	64.0

However, the percentage shall be 100% in all cases for an employee who retires after attaining age 55 with 30 years of service or after age 58.

(ii) The amount developed by converting the accrued required, supplemental and voluntary contribution balances to an annuity as of the date the benefit is being determined.

c. Normal Form

Combination Cash Refund and Life Annuity payable beginning on the Early Retirement Date.

Late Retirement Benefit

a. Eligibility

Any age after the Normal Retirement Date.

b. Amount

The sum of (i) plus (ii) below:

(i) The amount developed by the benefit formula as of the Normal Retirement Date multiplied by the appropriate percentage from the following table, based on the number of years by which the retirement is subsequent to the Normal Retirement Date.

Number of Years	Percentage
0	100.0%
1	107.2
2	114.4
3	121.6
4	128.8
5	136.0

For each additional year after 5 the Late Retirement Date is subsequent to the Normal Retirement Date, the percentage will be increased 3.6%.

OR

The amount developed by the benefit formula as of the Late Retirement Date, whichever is larger.

(ii) The amount developed by converting the accrued required, supplemental and voluntary contribution balances to an annuity as of the date the benefit is being determined.

c. Normal Form

Combination Cash Refund and Life Annuity payable beginning on the Late Retirement Date.

Disability Benefit

a. Eligibility

Total and permanent disability while a covered employee prior to the Normal Retirement Date.

b. Amount

The sum of (i) plus (ii) below:

(i) The actuarial equivalent of the amount developed by the benefit formula as of date of disability.

(ii) The amount developed by converting the accrued required, supplemental, and voluntary contribution balances to an annuity as of the date the benefit is being determined.

c. Normal Form

Combination Cash Refund and Life Annuity payable from date of disability.

Severance Benefit

a. Eligibility

Completion of 5 years of coverage. (Effective February 1, 2000, after completion of 60 complete calendar months as an Employee)

b. Amount

The sum of (i) plus (ii) below:

(i) The amount developed by the benefit formula as of termination.

(ii) The amount developed by converting the accrued required, supplemental and voluntary contribution balances to an annuity as of termination.

In lieu of the amounts described in (i) and (ii) above, a person may elect to receive his accrued required, supplemental, and voluntary contribution balances as of termination in one lump sum payment. The benefits in (i) and (ii) will be forfeited if the lump sum election is made.

In lieu of any other benefit under the plan, any person who terminates and is not eligible for a severance benefit will receive his accrued required, supplemental, and voluntary contribution balances in one lump sum payment.

c. Normal Form

Combination Cash Refund and Life Annuity payable from the Normal Retirement Date.

Pre-Retirement Death Benefit

If a person who is not receiving disability payments dies while covered, or if a person dies during the deferred period, prior to commencement of severance benefit payments, his beneficiary will receive in one lump sum payment an amount equal to (i) plus (ii) plus (iii) below:

(i) The accrued required and supplemental contribution balance, including interest to date of death.

(ii) An amount equal to the accrued required and supplemental contribution balance, including interest, provided by the employer.

(iii) The accrued voluntary contribution balance including interest to date of death.

If a person who is not eligible for a severance benefit dies before receiving his accrued required, supplemental and voluntary contribution balances in one lump sum, his beneficiary shall receive such lump sum as soon as administratively practicable after the person’s death or at such later date the beneficiary elects.

Contributions

a. Employer

Actuarially determined.

b. Employee pick-up contributions are 6% of monthly earnings.

Monthly earnings are defined as basic monthly earnings (excluding overtime pay and special allowances or compensation).

c. Employee Voluntary

Each covered employee may elect to make a monthly voluntary contribution. The maximum total monthly contribution which an employee may make is 10% of monthly earnings, and may not be less than $10 per month. An employee may elect to withdraw all or a portion of his accrued voluntary contribution balance not more than once each plan year.

Interest on Employee Contributions

Effective July 1, 2006, employee contribution account balances are credited with interest equal to one percentage point less than the annual rate of earnings of the Fund for the plan year after reducing earnings for investment related expenses and Trustee fees but before reducing earnings for other expenses of the Fund. This resulting rate may not be less than 0% and not more than 8%. Contributions made during a plan year are credited with interest at half the above rate.

Retirement Health Insurance Account

For each eligible employee who retires or becomes disabled on or after July 1, 1994, who is receiving a retirement or disability benefit from the Plan, had earned seven years of participation in the Plan at the time of retirement or disability and is age 65, the Employer shall provide the following:

Of the monthly cost of coverage for an eligible retired employee under a health care insurance contract entered into with the Employer that provides coverage after retirement, an amount equal to the total monthly cost of that coverage or $100, whichever is less, shall be paid from the Retirement Health Insurance Account (RHIA) established by Section 10 of the Plan document. Payment shall begin the first of the month coinciding with or next following the later of age 65 or the eligible employee’s date of retirement. Payments shall terminate at the earlier of the date of the eligible employee’s death, election by the eligible employee to terminate coverage, or cessation of premium required payments by the eligible employee.

The RHIA is established within the Plan’s Trust as a separate and distinct account. Interest earned by the account shall be credited to the account. The account shall be used only to pay costs of health care insurance contract coverage detailed above. The RHIA shall be funded by employer contributions only.

Plan Changes Since the Last Valuation

None.

Participant Information

The current actuarial valuation was based upon the participant data provided by the City.

		Current Valuation July 1, 2017	Previous Valuation July 1, 2015	Change
Active		22	21	1
Inactive	– Vested	5	5	0
	– Non-vested [1]	4	5	(1)
Retirees	– Entitled to COLA only [2]	7	8	(1)
	– Other	16	14	2
TOTAL PARTICIPANTS		54	53	1

[1] Non-vested participants who have not withdrawn the employee account balances.

[2] Prior to December 16, 2005, annuities were purchased from Pacific Life for participants and beneficiaries in pay status and annual cost-of-living increases through July 1, 2005. Benefits for participants who retire after December 16, 2005 and cost-of-living increases after July 1, 2005 for all retirees are paid monthly from plan assets held with US Bank.

	Ave. Age	Ave. Service	Ave. Pay Rate
Active Participants	49.2	10.9	$60,040

	Ave. Age	Ave. Benefit Paid from Trust
Inactive Vested Participants	44.8	$1,020
Retirees and Beneficiaries	71.4	$ 903
		Total Account Balance
Inactive Non-Vested Participants	52.0	$30,297

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, Accounting Clerk

DATE: July 2, 2018

SUBJECT: Monthly Finance Department Report

	May 2018	April 2018
Number of Bills Mailed	2,366	2,379
Number of Bills Emailed	352	343
Number of Bills on Auto-Pay	593	589
Delinquent Notices Sent Out	513	442
Courtesy Delinquent Notices Sent to Landlords	161	130
Notified of Impending Shut-Off & Penalty	116	99
Customers Issued Payment Extensions	14	14
Customers with Interrupted Services Non-Payment	19	27
Services Still Disconnected	1	2
Number of Checks Issued	165	142
Total Amount of Checks	$274,277	$772,069.45

CITY OF STAYTON

MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council

FROM: Rich Sebens, Chief of Police

DATE: JUNE 25, 2018

SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of May 2018.

	May 2018	Year to Date 2018	May 2017	Year to Date 2017
Police Activity	595	3326	1206	4677
Investigated Incidents	134	787	479	1759
Citations/Warning	51/40	305/524	191/295	648/1212
Traffic Accidents	4	36	5	32
Juvenile Abuse	0	16	15	28
Arrests	47	195	65	246
Ordinance Complaints	28	148	106	241
Reserve Volunteer Hrs.	0	260.50	80	721.20
Citizen Volunteer Hrs.	0	0	17.13	112.95
Peer Court Referrals:	8	54	6	16

STAYTON POLICE DEPARTMENT
CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS
5/1/2018 - 5/31/2018

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED				
	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	% Change Yr to Yr	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	5/1/18 to 5/31/18 Juv	Adult	Total	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17
NON-CRIMINAL															
ACCIDENT-INJURY	0	6	5	20.0%											
ACCIDENT-PROPERTY	2	23	25	-8.0%											
ALL OTHER NON-CRIMINAL	67	389	1,353	-71.2%											
NON CRIM DOMESTIC DISTURB	3	11	49	-77.6%											
NON-CRIMINAL TOTALS	72	429	1,432	-70.0%											
PERSON															
AGGRAVATED ASSAULT	1	5	9	-44.4%	1	5	8	100.0%	100.0%	88.9%	0	3	3	8	9
OFFENSE AGAINST FAMILY	0	3	7	-57.1%	0	0	7	0.0%	0.0%	100.0%	0	0	0	1	2
OTHER ASSAULTS	2	18	42	-57.1%	2	7	32	100.0%	38.9%	76.2%	0	3	3	10	41
RAPE	0	0	3	-100.0%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	0
RESTRAINING ORDER VIOLATION	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	1
ROBBERY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1
SEX OFFENSES	0	4	8	-50.0%	0	1	4	0.0%	25.0%	50.0%	0	0	0	1	5
PERSON TOTALS	3	30	73	-58.9%	3	13	55	100.0%	43.3%	75.3%	0	6	6	20	59
PROPERTY															
ARSON	1	3	0	0.0%	1	2	0	100.0%	66.7%	0.0%	1	0	1	2	0
BURGLARY - BUSINESS	0	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1
BURGLARY - OTHER STRUCTURE	2	3	2	50.0%	1	1	0	50.0%	33.3%	0.0%	0	1	1	1	3
BURGLARY - RESIDENCE	0	9	10	-10.0%	0	0	4	0.0%	0.0%	40.0%	0	0	0	0	6
COUNTERFEITING/FORGERY	4	11	2	450.0%	2	5	2	50.0%	45.5%	100.0%	0	2	2	10	6
EXTORTION/BLACKMAIL	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
FRAUD	0	19	14	35.7%	0	6	4	0.0%	31.6%	28.6%	0	1	1	6	4
LARCENY															
Shoplifting	*7*	*25*	*27*	*-7.4%*	*7*	*18*	*15*	*100.0%*	*72.0%*	*55.6%*	*0*	*8*	*8*	*18*	*18*
Theft from a Motor Vehicle	*7*	*32*	*17*	*88.2%*	*0*	*1*	*1*	*0.0%*	*3.1%*	*5.9%*	*0*	*0*	*0*	*0*	*1*
Theft of MV Parts/Accessories	*2*	*4*	*0*	*0.0%*	*0*	*0*	*0*	*0.0%*	*0.0%*	*0.0%*	*0*	*0*	*0*	*0*	*0*
Theft of Bicycle	*2*	*8*	*6*	*33.3%*	*1*	*2*	*1*	*50.0%*	*25.0%*	*16.7%*	*0*	*0*	*0*	*2*	*3*
Theft from Building	*3*	*9*	*2*	*350.0%*	*0*	*0*	*0*	*0.0%*	*0.0%*	*0.0%*	*0*	*1*	*1*	*1*	*1*
All Other Larceny	*7*	*35*	*26*	*34.6%*	*1*	*8*	*5*	*14.3%*	*22.9%*	*19.2%*	*1*	*2*	*3*	*11*	*11*
LARCENY	28	113	78	44.9%	9	29	22	32.1%	25.7%	28.2%	1	11	12	32	34
MOTOR VEHICLE THEFT	2	10	5	100.0%	0	0	1	0.0%	0.0%	20.0%	0	0	0	0	1
STOLEN PROPERTY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	1	1
VANDALISM	12	45	37	21.6%	3	8	6	25.0%	17.8%	16.2%	0	3	3	7	11

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED				
	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	% Change Yr to Yr	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	5/ 1/18 to 5/31/18	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17	5/1/18 to 5/31/18 Juv	Adult	Total	1/ 1/18 to 5/31/18	1/ 1/17 to 5/31/17
PROPERTY TOTALS	49	216	150	44.0%	16	51	41	32.7%	23.6%	27.3%	2	18	20	59	67
SOCIETY															
ALL OTHER	10	55	52	5.8%	2	8	15	20.0%	14.5%	28.8%	1	1	2	9	18
ANIMAL	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
CURFEW	2	10	12	-16.7%	2	9	10	100.0%	90.0%	83.3%	5	0	5	19	14
CUSTODY-MENTAL	0	1	3	-66.7%	0	1	3	0.0%	100.0%	100.0%	0	0	0	1	3
CUSTODY-PROTECTIVE	1	1	2	-50.0%	1	1	0	100.0%	100.0%	0.0%	0	0	0	0	0
DISORDERLY CONDUCT	8	14	21	-33.3%	8	13	17	100.0%	92.9%	81.0%	0	12	12	20	21
DR WHILE SUSP	1	3	12	-75.0%	1	3	12	100.0%	100.0%	100.0%	0	1	1	3	13
DRIVING UNDER INFLUENCE	3	23	38	-39.5%	3	23	38	100.0%	100.0%	100.0%	0	3	3	23	40
ELUDING	0	0	5	-100.0%	0	0	5	0.0%	0.0%	100.0%	0	0	0	0	5
ESCAPE	1	1	2	-50.0%	1	1	2	100.0%	100.0%	100.0%	0	1	1	1	3
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	11	11	75	88
HIT & RUN	4	19	24	-20.8%	3	5	5	75.0%	26.3%	20.8%	0	3	3	5	5
LIQUOR LAWS	0	5	5	0.0%	0	5	5	0.0%	100.0%	100.0%	0	0	0	8	5
MIP TOBACCO	0	4	2	100.0%	0	4	2	0.0%	100.0%	100.0%	0	0	0	6	2
NARCOTICS/DRUGS	2	19	31	-38.7%	2	17	29	100.0%	89.5%	93.5%	2	1	3	23	44
PROP RECOV - FOR OTHER AGENCY	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
RECKLESS DRIVING	0	3	10	-70.0%	0	3	10	0.0%	100.0%	100.0%	0	0	0	3	10
RUNAWAY	1	8	6	33.3%	1	7	2	100.0%	87.5%	33.3%	1	0	1	8	2
TRESPASS	6	15	37	-59.5%	3	6	11	50.0%	40.0%	29.7%	0	4	4	9	16
VEH RECOV - FOR OTHER AGENCY	1	5	4	25.0%	0	1	0	0.0%	20.0%	0.0%	0	0	0	0	0
WARRANT	9	66	66	0.0%	9	64	65	100.0%	97.0%	98.5%	0	0	0	0	5
WEAPONS	1	4	3	33.3%	1	4	3	100.0%	100.0%	100.0%	0	0	0	4	3
SOCIETY TOTALS	50	257	336	-23.5%	37	175	234	74.0%	68.1%	69.6%	9	37	46	217	297
GRAND TOTALS	174	932	1,991	-53.2%											

CITY OF STAYTON

M E M O R A N D U M

TO: **Mayor Henry Porter and the Stayton City Council**

FROM: **Lisa Meyer, Administrative Assistant**

DATE: **July 2, 2018**

SUBJECT: **Public Works Monthly Operating Report for May 2018**

KEY ACTIVITIES **STATUS**

- **WWTP Facility** — Effluent flows: 41.06 million gallons were treated during May. The highest flow was 1.64 million gallons on the 2nd and the lowest flow was .94 million gallons on the 27th. The average flow was 1.32 million gallons. Total rainfall for May was .31 inches.

- **WTP** — Highest production day was 2,769,000 gallons on May 23rd, 2018.

- **Water System** — Replaced 5 meters. Installed 2 new meters with radio readers. Repaired a 6" water main on Florence St. Abandoned a water service on Noble Ave. Replaced water services at 415 and 425 Fir, and 717 N Third Ave. Started the yearly hydrant flushing program. This flushing program is done to improve water quality and also helps to identify hydrants in need of repair.

- **Streets** — Swept 180 curb miles and collected 30 cubic yards of material. Hauled off 13.65 tons of sweeping material to Coffin Butte. Mowed right-of-ways. Applied 7,322 linear feet of crack seal material in the Quail Run area. Applied 3,608 linear feet of crack seal material in the Whitney St area. Crack sealing is used to prevent water from getting underneath the asphalt, which in turn prolongs the roadway. A STOP sign and street signs were replaced at Whitney St and Third Ave. Assisted with surveying and various work on the Virginia Street Overlay Project.

- **Parks** — Volunteers:
  Community Service: Total # of Volunteers = 0, Total # of hours = 0
  Parks Board: Total # of Volunteers = 5, Total # of hours = 3

- **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling- 728 Fox St, 2097 Deer Ave.	2	$29,750.00
Commercial Building Addition/Alteration/Other	2	$0.00
Residential Plumbing	2	
Commercial Plumbing	1	
TOTAL	**7**	**$29,750.00**

One (1) Residential SDC = $11,288.00 + $733.00 for Mill Creek SDC + Storm Water SDC $1990.00 or $2854.00

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: **July 2, 2018**

SUBJECT: **Report of Activities for May, 2018**

Attended regional tourism promotion meeting

Attended Friends of Old Town Stayton board meeting

Attended two preapplication meetings

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:	**July 2, 2018**
SUBJECT:	**May Library report**

The Library hosted its first annual Local Author Fair. Seventeen local authors showcased their published works in a wide variety of genres. Over 50 people came to meet the authors, listen to the readings and shop for books. The event was a great success.

For our May author visit, we had author and photographer Greg Vaughn. He is the author of Oregon, *A Photographic Journey* and the travel guidebooks *Photographing Oregon* and *Photographing Washington*. He took the audience through a photographic tour of Oregon's natural treasures and shared photography tips, tools and techniques.

Children and their families built forts in the library stacks for Family Fort Night. Glow sticks, snacks and stories were provided for a fun family evening. The teens had Star Wars Party on May 4th. They made Wookie bookmarks, and light up lightsaber cards. Several of them even came in costume.

We built BristleBots with children and teens for our tech program. A BristleBot is a simple robot created from a toothbrush and a vibrating motor. It was exciting to see the experimentation and creativity put into the BristleBots and everyone had a great time.

Upcoming events to mark on your calendars:

- Rocks with University of Oregon's Museum of Natural & Cultural History – July 5 at 4:00pm
- Children: Meet the Firefighters – July 10 at 3:30pm
- Teens: Life Size Angry Birds - July 6 at 4:00pm
- Teens: DIY Guitar Picks – July 11 at 4:00pm
- Adults & Teens: DIY Sheet Music Art – July 12 at 5:30pm
- Summer Reading Performer: Angel Ocasio – July 12 at 4:00pm

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	11,983	10,829	12,802	11,636	11,737		**128,847**	**126,579**
OTHER CIRCULATION SERVICES														
Self check out	4,086	4,177	3,703	3,688	3,427	3,472	3,994	3,459	4,163	3,750	4,025		**41,944**	**39,895**
Library2Go (ebooks +)	910	972	947	970	1022	1,069	1,163	1,026	1,153	1,030	1,030		**11,292**	**9,917**
INCOME RECEIVED														
Non-resident cards	$89.50	$130.00	$177.00	$175.00	$142.00	$105.00	$332.00	$337.00	$175.00	$60.00	$94.00		**$1,816.50**	**$2,180.20**
Fines: overdue & lost books	$1,121.79	$1,917.07	$1,235.71	$600.29	$875.99	$755.19	$1,606.61	$926.54	$960.26	$766.05	$1,073.57		**$11,839.07**	**$10,821.37**
Room fees	-$31.25	$25.00	$115.00	$90.00	$197.00	$60.00	$420.00	$495.00	$105.00	$240.00	$105.00		**$1,820.75**	**$1,332.00**
												TOTAL	**$15,476.32**	**$14,333.57**
REFERENCE QUESTIONS														
In-Person, by phone and computer help	584	364	352	356	360	404	508	496	544	548	468		**4,984**	**6,035**
NEW PATRON CARDS	65	89	58	48	43	57	84	68	70	56	53		**691**	**796**
INTERNET USE	938	1,122	1,066	1,116	880	907	957	824	907	889	937		**10,543**	**11,398**
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	761	58	427	414	469	439	754	441	711	647	765		**5,886**	**7,229**
Teens	17	20	32	35	30	34	13	7	14	8	22		**232**	**150**
Adults	57	31	43	47	28	34	155	246	179	91	94		**1,005**	**764**
Outreach	0	0	0	0	0	0	166	558	451	564	625		**2,364**	**4,054**
												TOTAL	**9,487**	**12,197**
MEETING ROOM ATTENDANCE	33	54	91	158	155	110	166	104	193	173	181		**1,418**	**1,621**
PATRON VISITS	7,645	7,690	6,285	6,585	5,480	5,567	8,280	6,559	7,417	6,633	7,872		**76,013**	**79,782**
VOLUNTEER HOURS	254	210	170	211	200	187	219	169	227	214	187		**2,246**	**2,392**

CITY OF STAYTON
APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE: Library Board

PLEASE CHECK ONE:
______ New Applicant
__X__ Application for reappointment

Years resided in Stayton: 1

PLEASE PRINT

Name: Lauren Mulligan

Address: 1530 Eagle St. SE Home Ph#: same as cell

Email Address: mulligan.lauren@hotmail.com Cell Ph#: 503-931-9781

Occupation: Public Affairs Specialist - ODOT DMV

Place of Employment: Oregon DMV

Business Address: 1905 Lana Ave Salem, OR 97314

Phone: 503-947-4072 Email: lauren.e.mulligan@odot.state.or.us

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1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

In addition to my past year of service on this board, I also hold the Chairperson position for the Region 4 American Association of Motor Vehicle Administrators Public Affairs and Consumer Education Committee. I work for a government entity and hold a clear understanding of the unique position and needs for transparency.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I have enjoyed this past year on the committee, and have a strong desire to continue to support the board's work. I feel I often bring a lens to our discussions about how the library can keep the public they serve informed about the opportunities available through their services.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

A library serves as a community hub. I want to continue the great work that is already part of the Library's portfolio of community engagement I have learned so much already, and have been impressed with the level of outreach, coordination and programming available in our small community.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I am currently serving ~~on~~ as a board member and would like to be reappointed. I also serve as a logistics coordinator for Boys & Girls Aid Cherry Blossom Chapter in Salem, and serve on professional boards at work. I am a leader in my church young professional group.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Chair - AAMVA Region 4 Pace

Logistics Coordinator - Boys & Girls Aid Gala of Trees Event Committee

Leader - Young professionals group @ St. Paul's Episcopal Church

6. How did you learn about this vacancy?

X Our Website ______ Word of mouth _______ Other

- initial discovery

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No, not to my knowledge at this time.

Signature of Applicant Lauren Mulligan Date 6/1/18

PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION