# AGENDA
# STAYTON CITY COUNCIL MEETING
## Monday, July 20, 2015

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.*

a. Employee and Police Recognition by Keith Campbell, City Administrator

**CONSENT AGENDA**

a. July 6, 2015 City Council Minutes
b. Retirement Plan Pension Funding Policy

***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**

**Resolution No. 934, Initiating Vacation of Alleys** **Action**

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

**NEW BUSINESS**

**Ordinance No. 983, Amending SMC 5.12 to Ban "Marijuana Establishments" Within the City of Stayton and Resolution No. 933, Referring Ordinance No. 983 "Marijuana Establishments" to the Voters** **Action**

a. Staff Report – Keith Campbell
b. Council Deliberation
c. Council Decision

**STAFF/COMMISSION REPORTS**

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

a. June 2015 Monthly Finance Department Report

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

a. June 2015 Statistical Report

**Public Works Director's Report** **Informational**

a. June 2015 Operating Report

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

a. June 2015 Activities Report

**Library Director's Report – Katinka Bryk** **Informational**

a. June 2015 Activities

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

*Recommended time for presentations is 10 minutes.*
*Recommended time for comments from the public is 3 minutes.*

**BUSINESS FROM THE CITY ADMINISTRATOR** **Informational**

a. Cost of Living Adjustments (COLA) – July 1, 2015

**BUSINESS FROM THE MAYOR**

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS – August 3, 2015**

a. Pioneer Park Bid Award
b. City Survey
c. Weed Ordinance
d. Marijuana (depending on outcome(s) of July 20th, 2015 meeting.)

**ADJOURN**

# CALENDAR OF EVENTS

**JULY 2015**

| | | | | |
|---|---|---|---|---|
| Monday | July 20 | City Council | 7:00 p.m. | Community Center (north end) |
| Monday | July 27 | Planning Commission | 7:00 p.m. | Community Center (north end) |

**AUGUST 2015**

| | | | | |
|---|---|---|---|---|
| Monday | August 3 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | August 4 | Parks & Recreation Board | 7:00 p.m. | E.G. Siegmund Meeting Room |
| Tuesday | August 11 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Tuesday | August 11 | Public Safety Commission | 6:00 p.m. | City Hall Conference Room |
| Friday | August 14 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Monday | August 17 | City Council | 7:00 p.m. | Community Center (north end) |
| Wednesday | August 19 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | August 31 | Planning Commission | 7:00 p.m. | Community Center (north end) |

**SEPTEMBER 2015**

| | | | | |
|---|---|---|---|---|
| Tuesday | September 1 | Parks & Recreation Board | 7:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | September 7 | **CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY** | | |
| Tuesday | September 8 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | September 8 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Friday | September 11 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Wednesday | September 16 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Monday | September 21 | City Council | 7:00 p.m. | Community Center (north end) |
| Monday | September 28 | Planning Commission | 7:00 p.m. | Community Center (north end) |

**OCTOBER 2015**

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

**NOVEMBER 2015**

| | | | | |
|---|---|---|---|---|
| Monday | November 2 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | November 3 | Parks & Recreation Board | 7:00 p.m. | E.G. Siegmund Meeting Room |
| Tuesday | November 10 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| Tuesday | November 10 | Police Advisory Board | 6:00 p.m. | City Hall Conference Room |
| Wednesday | November 11 | **CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY** | | |
| Friday | November 13 | Community Leaders Meeting | 7:30 a.m. | Covered Bridge Café |
| Monday | November 16 | City Council | 7:00 p.m. | Community Center (north end) |
| Wednesday | November 18 | Library Board | 6:00 p.m. | E.G. Siegmund Meeting Room |
| Thursday | November 26 | **CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING** | | |
| Friday | November 27 | | | |
| Monday | November 30 | Planning Commission | 7:00 p.m. | Community Center (north end) |

**CITY OF STAYTON**

# M E M O R A N D U M

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

**FROM:** **Keith Campbell, City Administrator**

**DATE:** **July 20, 2015**

**SUBJECT:** **Employee Recognition – Years of Service**

---

The tenure of employees often goes unnoticed, and we want to make sure they know how appreciated they are for the time they've dedicated to the City of Stayton. Similar to last year, we will be recognizing employees who have worked for the City at least 5 years and subsequently each will be recognized every 5 years beyond that (10 years, 15 years, 20 years, etc.). Below are the employees we will be recognizing this evening for their years of service:

| Employee Name | Department | Years of Service |
|---|---|---|
| Elizabeth Baldwin | Utility Billing Clerk | 15 |
| Paul Eves | Police K9 Officer | 5 |
| Timothy Hankins | Police Officer | 10 |
| Christine Shaffer | Finance Director | 10 |

**City of Stayton**
**City Council Meeting Minutes**
**July 6, 2015**

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

**Time Start:** 7:00 P.M. **Time End:** 8:45 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

| COUNCIL | STAYTON STAFF |
|---|---|
| Mayor Henry Porter | Alissa Angelo, Deputy City Recorder |
| Councilor Priscilla Glidewell | Keith Campbell, City Administrator |
| Councilor Ralph Lewis | Katinka Bryk, Library Director |
| Councilor Jennifer Niegel | Dan Fleishman, Director of Planning & Development |
| Councilor Brian Quigley | Lance Ludwick, Public Works Director |
| Councilor Joe Usselman | Rich Sebens, Police Chief |
| | Christine Shaffer, Finance Director |
| | David Rhoten, City Attorney (excused) |

| AGENDA | ACTIONS |
|---|---|
| **REGULAR MEETING** | |
| **Announcements**<br>a. Additions to the Agenda<br>b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc. | <br>None<br>None |
| **Presentations / Comments from the Public**<br>a. Ron Lierman, 1460 E. Pine Street<br><br>b. YMCA Quarterly Update by Dexter Larson | <br>Mr. Lierman inquired about the Fire Standby Charge on the City's Utility bills and a weed issue on a property near his home. He complained about the staff interaction with his wife regarding her weed complaint and that Mr. Fleishman does not recite the pledge of allegiance.<br><br>Mr. Larson is the new Branch Director for the local YMCA. He gave a brief update on happenings at the Pool and presented staff with the City's portion of proceeds for the Stayton Sprint Triathlon. |
| **Consent Agenda**<br>a. June 15, 2015 City Council Minutes<br>b. City Administrator Compensation | <br>Motion from Councilor Niegel, seconded by Councilor Lewis, to approve the Consent Agenda as modified. **Motion passed 5:0.** |
| **Public Hearing**<br>**Proposed Code Amendments Regarding Newspaper Notices for Land Use Public Hearings**<br>a. Open of Hearing | <br><br>7:15 p.m. |

| | |
|---|---|
| b. Staff Report – Dan Fleishman | Mr. Fleishman briefly reviewed the report included in the Council packet. |
| c. Questions from the Council | None |
| d. Proponents' Testimony | None |
| e. Opponents' Testimony | None |
| f. General Testimony | None |
| g. Questions from Public | None |
| h. Questions from Council | None |
| i. Staff Summary | Fee schedule was updated to reflect this change, if adopted by the Council. |
| j. Close of Hearing | 7:19 p.m. |
| k. Council Deliberation | None |
| l. Council Decision on Ordinance No. 982 | Motion from Councilor Lewis, seconded by Councilor Quigley, to approve Ordinance No. 982 as presented. **Motion passed 5:0.** |
| **Unfinished Business** | |
| **Sign Regulations** | |
| a. Staff Report – Dan Fleishman | Mr. Fleishman briefly reviewed his staff report. |
| b. Council Discussion | Discussion of sign code amendments as presented. Staff made note of additional changes requested by the Council and will revise. There was Council consensus to forward the amendments to the Planning Commission for a public hearing. |
| **Analysis of Alleys** | |
| a. Staff Report – Dan Fleishman | Mr. Fleishman reviewed his staff report. |
| b. Council Deliberation | Council discussion of potential future impacts vacating the alleys could have on trails and bikeways. Additional discussion of liability of not vacating alleys. |
| c. Council Decision | Motion from Councilor Glidewell to take no action. **Motion died due to lack of a second.**<br><br>Motion from Councilor Lewis, seconded by Councilor Niegel, to request staff return with a draft resolution initiating the vacation process for the 15 alleys identified above.<br><br>*Discussion*<br>Council discussion of why these alleys were suggested and not others. Mr. Fleishman explained why these alleys were given priority.<br><br>**Motion passed 4:1 (Glidewell).** |

| | |
|---|---|
| | Motion from Councilor Quigley, seconded by Councilor Niegel, to direct staff to send letters to property owners informing them they are encroaching on public property and that the City may, in the future require them to remove their encroachment. **Motion passed 5:0.**<br><br>Council consensus that this also includes indemnifying the City of liability. |
| **New Business**<br>**Resolution No. 932, Adopting Fees and Charges for City Services**<br>a. Staff Report – Christine Shaffer<br><br>b. Council Deliberation<br><br>c. Council Decision | <br><br>Ms. Shaffer reviewed the 2015-2016 Fee Schedule included in the Council packet.<br><br>Temporary Signs was adjusted to have no fee; discussion of other fee changes.<br><br>Motion from Councilor Niegel, seconded by Councilor Usselman, to adopt Resolution No. 932, as amended. **Motion passed 5:0.** |
| **Staff / Commission Reports** | None. |
| **Presentations / Comments From the Public** | Mayor Porter read a letter from Russ Strohmeyer into record regarding the Sign Code. |
| **Business from the City Administrator** | Mr. Campbell provided an update on Measure 91. Staff will bring further information to the Council at an upcoming meeting. |
| **Business from the Mayor**<br>a. Reappointment of Susan Brandt to the PEG Commission | <br>Motion from Councilor Niegel, seconded by Councilor Quigley, to ratify the Mayor's reappointment of Susan Brandt to the PEG Commission. **Motion passed 5:0.** |
| **Business from the Council** | Council discussion of the status of appointing a Veteran to the Marion County Veterans Task Force. The opening has been publicized on the City's website, social media, and personal invitation.<br><br>It was also requested that staff look at beginning Charter Review.<br><br>Council also requested further information on the Fire Standby Charge brought up by Mr. Lierman at the beginning of the meeting. |

**Future Agenda Items – July 20, 2015**

a. Employee and Police Recognition
b. Pioneer Park Bid Award
c. Survey Results
d. Weed Ordinance
e. Annual COLA Increase

APPROVED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF JULY 2015, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

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

Date:_____ Attest:_____
Keith D. Campbell, City Administrator

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

**CITY OF STAYTON**

# MEMORANDUM

| | |
|---|---|
| **TO:** | **Mayor Henry Porter and the Stayton City Council** |
| **FROM:** | **Christine Shaffer, Finance Director** |
| **DATE:** | **July 20, 2015** |
| **SUBJECT:** | **Retirement Plan Pension Funding Policy – Consent Agenda** |

**ISSUE:** The Government Accounting Standards Board (GASB) has a new generally accepted accounting method for local Governments financial accountability and reporting.

The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

**STAFF RECOMMENDATION:** Staff recommends adoption of this new Pension Funding Policy to comply with GASB best practices.

**BACKGROUND INFORMATION:** this policy is the current Pension Policy for the City with one section being modified to conform to the new accepted practice. The Amortization Method for the unfunded actuarial liability is currently amortized over a 23 year period; the new GASB standard is 15 to 20 years. This new policy sets out a plan to reduce the amortization by one percent a year until we reach 15 years.

**FISCAL IMPACT:** The anticipated impact would be an increase of the City's contribution 0.1% each year of the reductions.

**OPTIONS:**

1. Adopt the Pension Policy as presented.
2. Not adopt the Pension Policy and be non-compliant with GASB financial reporting standards.

**MOTION(S):** N/A included as a Consent Agenda item.

# Retirement Plan for Employees of City of Stayton, Oregon
# Pension Funding Policy
# (July 1, 2015)

## Background

The Trust for the Retirement Plan for Employees of City of Stayton, Oregon is a tax exempt trust which holds assets and funds benefits under the Retirement Plan for Employees of City of Stayton, Oregon ("Pension Plan" or "Plan"), a governmental defined benefit plan. The Plan's assets are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established by the City of Stayton (the City), and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer and employee contributions, and earnings from Pension Plan investments.

## Purpose

The purpose of this Pension Funding Policy is to document the primary components of the City's funding policy. ***The City may choose to modify the Pension Funding Policy at any time.***

## Overview

The City intends to systematically fund the Plan's liabilities on a sound actuarial basis. The actuarially determined contribution will be based upon the following methods:

- Actuarial Cost Method
- Asset Valuation Method
- Amortization Method

The methods chosen by the City are described below.

## Actuarial Cost Method

The Actuarial Cost Method is the method used to allocate the pension costs (and contributions) over an employee's working career. The policy objective is to fully fund each participant's benefit by his or her expected retirement date using a reasonable allocation method. Benefit costs will be determined as a level percentage of compensation and will include expected income adjustments. The Actuarial Cost Method used to determine the Plan's funding requirements shall be the **Entry Age Normal (level percentage of payroll)** method.

## Asset Valuation Method

The Asset Valuation Method recognizes 20% of the annual market value investment gain or loss above or below the assumed long-term investment return assumption over five years. This smoothed value of assets is called the actuarial value of assets and will not be less than 80% or greater than 120% of the market value of assets on the valuation date.

## Amortization Method

The Amortization Method refers to the length of time and structure of the payments required to systematically fund the Plan's liabilities not covered by the actuarial value of assets. The overall goal of the Plan's amortization policy is to provide stable costs and intergenerational equity. As of July 1, 2014, the City amortized the unfunded actuarial liability over 23 years, as a level percent of payroll. Each year the amortization period applied to the total unfunded liability will be reduced by 1 year until the amortization period is 15 years. Once the amortization period reaches 15 years, annual changes in the unfunded actuarial liability will be amortized over 15 years.

## Frequency of Calculation

The actuarially determined contribution requirement based upon the above methods will be calculated annually.

DRAFT

## Actuarial Assumptions

In addition to the methods outlined in this document, the Plan's funding requirements for a given year are highly dependent on the actuarial assumptions used to determine the Plan's pension liability. The assumptions used for this purpose will be reviewed annually as part of the actuarial valuation process. The City has ultimate authority over the assumptions used to determine the Plan's funding requirements.

## Actuarially Determined Contribution

The actuarially determined contribution (ADC) is calculated as the sum of the annual normal cost, a provision for administrative expenses, and the total amortization payment to pay off the unfunded actuarial liability. The City expects to contribute the ADC. However, the actual amount contributed will be determined via the annual budget process and may differ from the ADC.

DRAFT

**CITY OF STAYTON**

# M E M O R A N D U M

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

**FROM:** **Dan Fleishman, Director of Planning and Development**

**DATE:** **July 20, 2015**

**SUBJECT:** **Resolution 934 Initiating Vacation of Alleys**

---

## ISSUE

The issue before the City Council is adoption of Resolution 934 initiating the process to vacate various alleys within the City. The City Council last discussed this issue on July 6, 2015.

## BACKGROUND INFORMATION

The City Council has discussed this issue several times in the past year. Staff reports presented information to the City Council regarding a number of City alleys that play no role in the City's transportation system and that have no public or private utilities located within them. Staff has suggested that the City could vacate these alleys without the loss of any public benefit, since they were not being used by the public. At the July 6 meeting, the City Council voted to request staff return with the enclosed Resolution, to initiate the process to vacate 15 of the 55 alleys in the City.

## ADDITIONAL ANALYSIS

Initiation of the vacation process will result in written notice being provided to the private utilities and to affected property owners. The Stayton Public Works Department will also conduct further analysis of potential future public uses of the alleys proposed for vacation.

The vacation process will consist of a public hearing by the Planning Commission at their August meeting, who will then make a recommendation to the City Council. The City Council will hold a second public hearing, most likely in mid-September. Notice of both public hearings will be provided in writing to all affected property owners. As defined by state statute, affected property is any property in the block that contains the alley proposed for vacation and any property owner on the next block on either end of the alley proposed for vacation. The City must also post signs notifying the public of the hearing at each end of the alley proposed for vacation.

Following its public hearing the City Council will be presented an ordinance for consideration. Adoption of the ordinance would be the final step in the vacation process.

## RECOMMENDATION

Staff recommends Resolution 934 be adopted as presented

**OPTIONS AND MOTIONS**

The City Council could:

1. **Adopt Resolution 934 as presented**

   Move the City Council adopt Resolution 934 as presented.

2. **Adopt Resolution 934 with changes.**

   Move the City Council adopt Resolution 934 with the following changes...

3. **Take no action.**

   No motion necessary

# RESOLUTION NO. 934

## A RESOLUTION INITIATING THE VACATION OF VARIOUS ALLEYS IN THE CITY OF STAYTON

WHEREAS, an inventory of alleys within the City of Stayton has revealed a number of alleys that are not used for vehicular traffic, City-owned utility facilities or privately owned utility facilities;

WHEREAS, it is within the City of Stayton's authority under ORS 271.130 to initiate the vacation of streets and alleys; and

WHEREAS, the Stayton City Council has determined that it may be in the public interest to vacate alleys that are not used by the public, the City's utilities or private utilities;

NOW, THEREFORE,

BE IT RESOLVED that the Stayton City Council does initiate the vacation of the following alleys:

- Alley between N First Ave and N Second Ave and running from E Pine St E to Fir St;
- Alley between N First Ave and N Second Ave and running from E Fir St to E Cedar St;
- Alley between N Second Ave and N Third Ave and running from E Fir St to E Cedar St;
- Alley between N Third Ave and N Fourth Ave and running from E Burnett St to E Virginia St;
- Alley between N Third Ave and N Fourth Ave and running north from E Robidoux St;
- Alley between N Fourth Ave and N Fifth Ave and running south from E Marion St;
- Alley between N Fourth Ave and N Fifth Ave and running from E Robidoux St to E Hollister St;
- Alley between N Fourth Ave and N Fifth Ave and running from E Jefferson St to E Santiam St;
- Alley between N Fifth Ave and N Sixth Ave and running from E Burnett St to E Virginia St;
- Alley between N Sixth Ave and N Seventh Ave and running from E Burnett St to E Virginia St;
- Alley between N Sixth Ave and N Seventh Ave and running from E Virginia St to E Washington St;
- Alley between N Sixth Ave and N Seventh Ave and running from E Washington St to E Jefferson St;
- Alley between N Alder Ave and N First Ave and running north from E High St;
- Alley between N Alder Ave and N Cherry Ave and running north from E High St;
- Alley between N Douglas Ave and N Evergreen Ave and running south from E Water St;

BE IT FURTHER RESOLVED that notice of the potential vacation of these alleys be provided to the owners of all property abutting the listed alleys and any other owners of affected property in accordance with ORS 271.080(2);

BE IT FURTHER RESOLVED that notice of the potential vacation of these alleys be provided to the franchise utilities that operate within the City of Stayton;

DRAFT

BE IT FURTHER RESOLVED that the Stayton Planning Commission is requested to hold a public hearing, with notice to the public as required by ORS 271.110, and following the public hearing make a recommendation to the Stayton City Council; and

BE IT FURTHER RESOLVED that following the Planning Commission's public hearing the Stayton City Council shall hold a public hearing, with notice to the public as required by ORS 271.110, regarding the potential vacation of the listed alleys.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 20th day of July, 2015.

CITY OF STAYTON

Signed:_____, 2015 By:_____
Henry A. Porter, Mayor

Signed:_____, 2015 ATTEST:_____
Keith D. Campbell City Administrator

APPROVED AS TO FORM:

_____
David A. Rhoten, City Attorney

**CITY OF STAYTON**

# M E M O R A N D U M

| | |
|---|---|
| **TO:** | **Mayor Henry A. Porter and the Stayton City Council** |
| **FROM:** | **Keith Campbell, City Administrator** |
| **DATE:** | **July 20, 2015** |
| **SUBJECT:** | **Ordinance 983 "Marijuana Establishments" and Resolution 933 Referring Ordinance 983 to the Voters** |

---

**ISSUE:**

With the legalization of both Medical and Recreational Marijuana through Ballot Measure 91 the 2015 State Legislature enacted legislation to clarify and implement the "generalized" Ballot Measure 91. One of those changes was through House Bill 3400A. HB3400A (here after referred to as Ch. 614, 2015 Oregon Laws.) was signed into law by Governor Brown on June 30, 2015 allowing local government to elect to choose to prohibit both production and distribution of medical and recreational of marijuana. Local governments do not have the authority to ban possession of marijuana.

Establishments which may be prohibited by a local government are marijuana producers; marijuana processing sites; medical marijuana dispensaries; marijuana wholesalers; marijuana retailers; or any combination of these establishments.

Whereas Measure 91 received more than 45% approval in Marion County, Ch. 614, 2015 Oregon Laws dictates that if the City of Stayton desires to prohibit one or more of the "establishments", the Governing Body must refer an ordinance to the electors at the Statewide General Election on November 8, 2016.

Ch. 614, 2015 Oregon Laws further states that if a local government elects to prohibit one or more type of marijuana establishments that local government will not benefit from any taxation of any establishments.

The City of Stayton currently requires a business license (SMC 5.08) for medical marijuana dispensaries. In 2014, the Governing Body enacted Ordinance 966 that requires a business license for medical dispensaries and required them to be in compliance with local, state, and federal laws, rules, and regulations. No applications for a license have been received by City staff.

Ch. 614, 2015 Oregon Laws "grandfathers" any establishment that has applied or received a license from Oregon Health Authority and has completed local land use process. City Staff has been informed that there is one business that has received certification from the Oregon Health Authority for a medical dispensary. Because the dispensary would operate in location previously used as retail, no land use approval is required. It is therefore staff's opinion that this establishment would most likely be grandfathered under the statute, and not affected by a local ban, if one were enacted.

City Staff further has heard that there may be a second dispensary that has signed a lease for property. Staff has confirmed with OHA that this location has applied for dispensary certification. The location staff understands that business has leased would require a change of use permit from the Planning and Development Department, as the location was previously used for a use other than retail. A change of use application has not been submitted. An application for a business license has not been submitted either. Unless this business applies for a change of use permit prior to the effective date of a ban, it is staff's opinion that this establishment would most likely not be grandfathered, should a local ban be enacted.

If a city chooses to allow ***all*** forms of marijuana establishments it may receive income from the tax revenue collected by the State. They may also refer to the electors, a local option tax ordinance of not more than 3% tax on the sales that occur at a recreational retail establishment. While recreational marijuana will be taxed by the State, medical marijuana is not currently taxed.

If a city chooses to allow any establishments, it may establish reasonable regulations in regards to time, place, and manner. State regulations require that any medical marijuana dispensary be at least 1,000 feet from a school and be separated from each other by 1,000 feet. If the City of Stayton chooses to allow marijuana establishments there is the possibility of having no more than four establishments within the City based on current zoning, school locations, and State restrictions.

Staff has anticipated that that Governing Body may desire to prohibit all marijuana establishments and drafted Ordinance 983. If enacted by the City Council, the prohibition must be referred to the voters for confirmation. Sending the measure to the voters requires adoption of a resolution. Resolution 933 has been drafted to refer the measure to the voters.

If enacted, Ordinance 983 would, amend SMC 5.12 to prohibit/ban marijuana establishments within the City limits until the issue is put to the vote on November 8, 2016. Ordinance 983 is drafted as an emergency ordinance and would become effective upon signing by the Mayor.

In accordance with Ch. 614, 2015 Oregon Laws the prohibition/ban in Ordinance 983 would include the following:

a) Marijuana processing sites registered under section 85 of the 2015 Act, HB 3400A;
b) Medical marijuana dispensaries registered under ORS 475.314;
c) Marijuana producers licensed under section 19, chapter 1, Oregon Laws 2015;
d) Marijuana processors licensed under section 20, chapter 1, Oregon Laws 2015;
e) Marijuana wholesalers licensed under section 21, chapter 1, Oregon Laws 2015; and
f) Marijuana retailers licensed under section 22, chapter 1, Oregon Laws 2015.

The Governing Body may prohibit any and all combinations of items a-f as listed above.

**OPTIONS:**

The Governing Body has a choice between several policy options. The Governing Body could:

A. Choose to prohibit/ban all marijuana establishments

   This option requires enactment of Ordinance 983 and Resolution 933 as presented.

B. Choose to prohibit/ban some marijuana establishments but allow others (for instance prohibit/ban retail establishments, but allow medical dispensaries)

   This option requires enactment of Ordinance 983 and Resolution 933 with modifications indicating the types of establishments to be banned.

C. Choose to allow any marijuana establishment and establish a local tax on the sale of marijuana

This option requires enactment of an ordinance amending/repealing Title 5, Sections 5.08 and 5.12 and enactment of a separate ordinance establishing the local sales tax.

D. Chose to allow any marijuana establishment and not establish a local tax

This option requires enactment of an ordinance amending/repealing Title 5, Sections 5.08 and 5.12.

**MOTIONS**

Option A

1. **Approve the first consideration of Ordinance 983, or**

   Move to approve Ordinance 983 as presented.

   The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance 983 is enacted and will be presented to the Mayor for his approval.

   If the vote is not unanimous, Ordinance 983 will be brought before the Council for a second consideration at the August 3, 2015 meeting.

2. **Approve Ordinance 983 with modifications, and**

   Move to approve Ordinance 983 with the following changes … and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the Governing Body for a second consideration.

   The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance 983 will be brought before the Council for a second consideration at its August 3, 2015 meeting.

3. **Approve Resolution 933, to Refer Ordinance 983 "Marijuana Establishments" to the Voters as presented, or**

   Move to approve and accept Resolution 933, to Refer Ordinance 983 "Marijuana Establishments" to the Voters as presented.

4. **Approve and accept Resolution 933, Refer Ordinance 983 "Marijuana Establishments" to the Voters, with amendments.**

   Move to approve and accept Resolution 933, Refer Ordinance 983 "Marijuana Establishments" to the Voters, with amendments.

OPTION B

1. **Approve Ordinance 983 with modifications stating which types of establishments to allow, and**

   Move to approve Ordinance 983 with the following changes … and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the Governing Body for a second consideration.

   The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance 983 will be brought before the Council for a second consideration at its August 3, 2015 meeting.

2. **Request staff modify Resolution 933 and bring it back before the City Council**

   Move to direct staff to modify Resolution 933 to prohibit/ban only following the types of establishments … and bring the modified resolution back to the Governing Body for approval at the August 3 meeting.

OPTION C

1. **Direct staff to prepare ordinance amend Title 5 and establish a local tax on marijuana sales.**

   Move to direct staff to prepare change to Title 5 to allow marijuana establishments and create a process for licensing and to prepare an ordinance establishing a local tax of 3% on recreational marijuana transactions.

OPTION D

1. **Direct staff to prepare ordinance amend Title 5**

   Move to direct staff to prepare change to Title 5 to allow marijuana establishments and create a process for licensing.

**ORDINANCE NO. 983**

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE CHAPTER 5.12 TO PROHIBIT/BAN MARIJUANA ESTABLISHMENTS WITHIN THE CITY OF STAYTON AND DECLARING AN EMERGENCY

WHEREAS, On June 30, 2015, Governor Brown signed House Bill 3400A into law, authorizing the City to establish procedures to prohibit/ban marijuana establishments;

WHEREAS, the Stayton Municipal Code, Chapter 5.12 does not currently prohibit/ban Marijuana Establishments;

WHEREAS, House Bill 3400A became effective on June 30, 2015;

WHEREAS, House Bill 3400A exempts a dispensary from a local ban if it is applied for a state license and received local land use approval before the effective date of the ban; and

WHEREAS, Stayton City Council determines the above findings constitute an emergency.

**NOW, THEREFORE, THE CITY OF STAYTON ORDAINS AS FOLLOWS:**

**Section 1.** Stayton Municipal Code, Title 5, Chapter 5.12 is hereby amended as follows: (additions are underlined, deletions are ~~crossed out~~)

CHAPTER 5.12

~~MEDICAL~~ MARIJUANA ~~FACILITIES~~ESTABLISHMENTS

5.12.10 PURPOSE

The purpose of this Chapter is to put into place reasonable regulations to govern ~~Medical~~ m~~M~~arijuana ~~Dispensaries or~~ establishments as allowed by state law. State law also allows for local government to place a prohibition/ban on~~temporary moratorium on medical~~ -marijuana ~~dispensaries~~/establishments until the results of the November 8, 2016 general election in are officially certified; where upon, the electorate action shall continue or rescind the prohibition/ban.

5.12.20 DEFINITIONS

For the purposes of this Chapter, the following words and phrases mean:

~~MEDICAL~~ MARIJAUNA ESTABLISHMENT~~FACILITY~~: Any establishment~~facility~~ ~~that~~that's business is production, processing, distribution, or sale of ~~dispenses~~ marijuana pursuant to ORS 475.314, the Act adopted by the Oregon Legislature known as HB3400A (2015) or other related provisions of Oregon law.

5.12.030 PROHIBITION/ BAN~~MORATORIUM~~ DECLARED

A. DECLARATION: The City of Stayton hereby declares a prohibition/ ban,~~moratorium~~ prohibiting the operation of any ~~medical~~ marijuana ~~facilities~~establishment~~sy~~ ~~or dispensary~~ in any area subject to the jurisdiction of the City of Stayton as the areas now exist or may be expanded.

B. EFFECTIVE DATE: The prohibition/ ban is~~moratorium imposed~~ hereby ~~is~~ effective from and after the enactment of this Chapter, as amended, and continues until the November 8, 2016 general election results are officially certified, ~~May 1, 2015,~~ unless otherwise lawfully rescinded or ~~extended~~confirmed by citizens' vote. If the citizens' vote in the November 8, 2016 general election rescinds prohibition/ban, then this Chapter shall be repealed upon certification of the election results. If the citizens' vote in the November 8, 2016 general election confirms the prohibition/ban, then this Chapter shall remain in force until otherwise repealed or modified.

C. REMEDIES NOT EXCLUSIVE: The remedies available under Oregon Law House Bill 3400A~~1531~~ ~~——~~(2015~~4~~) for a violation of the prohibition/ban~~moratorium~~ imposed by ~~SMC~~ this Chapter ~~5.12~~ are not exclusive of any other remedies available under any applicable federal, state or local law. It is within the discretion of the City of Stayton to seek cumulative remedies for a violation of the prohibition/ ban~~moratorium~~ imposed by this Chapter. Violations of this Chapter may be enforced according to SMC Chapter 5.08.

~~.~~

**Section 2. Effective Date.**

This emergency Ordinance shall be effective immediately following its adoption by the Council and approval by the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL this 20th day of July, 2015.

CITY OF STAYTON

Signed _____, 2015 By: _____
Henry A. Porter

Signed _____, 2015 Attest: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

_____
David A. Rhoten, City Attorney

DRAFT

**RESOLUTION NO. 933**

**A RESOLUTION CALLING FOR A MEASURE ELECTION TO REFER TO THE ELECTORS OF THE CITY OF STAYTON ORDINANCE 983 PROHIBITING MARIJUANA ESTABLISHMENTS WHICH INCLUDE; PROCESSING SITES, MEDICAL MARIJUANA DISPENSORIES, MARIJUANA PRODUCERS, MARIJUANA PROCESSORS, MARIJUANA WHOLESALERS, MARIJUANA RETAILERS OR ANY COMBINATION OF THESE ENTITIES, TO BE PLACED ON THE NOVEMBER 3, 2015 GENERAL ELECTION BALLOT.**

WHEREAS, the State of Oregon previously elected to allow for the use of medical marijuana and dispensaries for marijuana and in 2014 voted to approve Ballot Measure 91 to allow recreational use of marijuana;

WHEREAS, the State of Oregon allowed, and the City of Stayton approved, a one year moratorium by local municipalities to prohibit medical marijuana dispensaries, which ended May 1, 2015;

WHEREAS, the State of Oregon approved HB3400A (the "Act") on June 30, 2015, allowing an ordinance to be referred by the City Council, to the electors of the City to prohibit marijuana establishments including; processing sites, medical marijuana dispensaries, marijuana producers, marijuana processors, marijuana wholesalers, marijuana retailers or any combination of these establishments and to be placed on the next General Election ballot;

WHEREAS, The Stayton City Council has enacted Ordinance 983 to prohibit/ban marijuana establishments within the City of Stayton;

WHEREAS, it is the Stayton City Council's desire to submit a ballot measure relating to Ordinance 983 to the November 3, 2015, General Election, to the voters of the City of Stayton for approval.

NOW THEREFORE, the Stayton City Council resolves as follows:

1. A measure election is hereby called for the purpose of referring to the electors of the City of Stayton ("City") the question of whether to prohibit marijuana establishments including; processing sites, medical marijuana dispensaries, marijuana producers, marijuana processors, marijuana wholesalers, marijuana retailers or any combination of these establishments, presently prohibited by City of Stayton Ordinance 983 to be voted upon at the General Election on November 3, 2015.

2. The measure election hereby called shall be held in the City on the 3rd day of November, 2015. As authorized by the County Clerk of Marion County, Oregon, and the Oregon Secretary of State, the election shall be conducted by mail pursuant to ORS 254.465 and 254.470.

3. The City authorizes its City Administrator ("Authorized Representative"), or a designee of the Authorized Representative, to act on behalf of the City and to take such further action as is necessary to carry out the intent and purposes herein in compliance with the applicable provisions of law.

4. The following is hereby approved as the official Ballot Title:

***Referred to the People by the Stayton City Council***

**Caption: Prohibit marijuana establishments within the city limits of Stayton**

**Question:** Shall the City of Stayton enforce Ordinance 983 prohibiting marijuana (including medical) establishments within the city limits of Stayton.

**Summary:** Oregon Legislative HB3400A (2015) allows a city to adopt Ordinance 983 to be referred to the electors of the city regarding marijuana establishments. If approved by the electors of the city the proposed ordinance will prohibit/ban marijuana establishments including; processing sites, medical marijuana dispensaries, marijuana producers, processors, wholesalers, retailers or any combination thereof within the city limits of Stayton.

If approved by the electors, marijuana establishments shall be prohibited within the City of Stayton and the City of Stayton.

5. Pursuant to ORS 250.275(5) and 250.285, the City Elections Officer shall publish in the next available edition of *The Stayton Mail*, or in some other newspaper of general circulation within the City, a notice of receipt of the Ballot Title including notice that an elector may file a petition for review of the Ballot Title not later than the seventh business day after the title is filed with the City Elections Officer in a form approved by law.

6. Pursuant to ORS 254.095(2) the City Elections Officer is directed to deliver appropriate notice and the Ballot Title to the Marion County Elections Office immediately following approval of this Resolution by the Stayton City Council.

7. Pursuant to ORS 251.345, the City shall file, prior to applicable filing deadlines, an impartial Explanatory Statement for the local Voter's Pamphlet. The Explanatory Statement shall be not more than 500 words and shall be a fair and impartial statement describing the proposed measure and the reasons for it.

8. Pursuant to HB3400A the City shall file the Ordinance with the Oregon Health Authority and with the Oregon Liquor Control Commission.

9. This Resolution shall take effect immediately upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 20th day of July, 2015.

CITY OF STAYTON

Signed: _____, 2015

By: _____
Henry Porter, Mayor

Signed: _____, 2015

ATTEST:_____
Keith Campbell, City Administrator

APPROVED AS TO FORM:

_____
David A. Rhoten, City Attorney

**CITY OF STAYTON**

# MEMORANDUM

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

**FROM:** **Christine Shaffer, Finance Director**

**DATE:** **July 20, 2015**

**SUBJECT:** **Monthly Staff Report**

---

Attached are the month-end reports for the major operating funds of the City. I have identified the following funds as the major operating funds: General Fund, Public Works Administration Fund, Library Fund, Water Fund, Storm Water, Sewer Fund, Street Fund and Swimming Pool Fund. If you have any questions, please let me know.

Departmental activity:

| Utility Billing: | May 2015 | June 2015 |
|---|---|---|
| Number of Bills sent out | 2,603 | 2,666 |
| Delinquent Notices sent out | 459 | 466 |
| Courtesy Delinquent Notices sent to Landlords | 142 | 146 |
| Notified of Impending Shut off & Penalty | 140 | 95 |
| Customers with Interrupted Services Non-Payment | 21 | 13 |
| Services still Disconnected | 0 | 0 |

| Accounts Payable: | | |
|---|---|---|
| Number of Checks Issued | 140 | 182 |
| Total Amount of Checks | $613,997.41 | $247,117.36 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

GENERAL FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| PROPERTY TAXES | 1,789,905.50 | 1,718,144.00 | ( 71,761.50) | 104.2 |
| CHARGES FOR SERVICES | 3,215.50 | 7,200.00 | 3,984.50 | 44.7 |
| GRANTS & CONTRIBUTIONS | 1,000.00 | 1,500.00 | 500.00 | 66.7 |
| FRANCHISE FEES | 840,552.28 | 765,000.00 | ( 75,552.28) | 109.9 |
| LICENSES, PERMITS & FEES | 33,888.47 | 16,000.00 | ( 17,888.47) | 211.8 |
| FINES & FORFEITURES | 119,481.63 | 213,700.00 | 94,218.37 | 55.9 |
| INTERGOVERNMENTAL | 192,668.11 | 175,190.00 | ( 17,478.11) | 110.0 |
| INTEREST | 1,246.91 | 500.00 | ( 746.91) | 249.4 |
| MISCELLANEOUS/TRANSFERS | 383,917.08 | 392,195.00 | 8,277.92 | 97.9 |
| | 3,365,875.48 | 3,289,429.00 | ( 76,446.48) | 102.3 |
| **EXPENDITURES** | | | | |
| NON-DEPARTMENTAL | 330,631.00 | 465,520.00 | 134,889.00 | 71.0 |
| ADMINISTRATION | 456,042.44 | 479,482.00 | 23,439.56 | 95.1 |
| POLICE | 1,883,987.19 | 1,919,675.00 | 35,687.81 | 98.1 |
| PLANNING | 133,476.90 | 159,818.00 | 26,341.10 | 83.5 |
| COMMUNITY CENTER | 51,502.98 | 59,948.00 | 8,445.02 | 85.9 |
| PARKS | 122,230.01 | 154,274.00 | 32,043.99 | 79.2 |
| MUNICIPAL COURT | 80,287.07 | 186,785.00 | 106,497.93 | 43.0 |
| STREET LIGHTING | 98,319.34 | 116,685.00 | 18,365.66 | 84.3 |
| | 3,156,476.93 | 3,542,187.00 | 385,710.07 | 89.1 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

PUBLIC WORKS ADMINISTRATION

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| INTEREST | 301.48 | 100.00 | ( 201.48) | 301.5 |
| MISCELLANEOUS/TRANSFERS | 413,048.15 | 414,000.00 | 951.85 | 99.8 |
| | 413,349.63 | 414,100.00 | 750.37 | 99.8 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 80 | 395,008.69 | 445,010.00 | 50,001.31 | 88.8 |
| | 395,008.69 | 445,010.00 | 50,001.31 | 88.8 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

LIBRARY FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| PROPERTY TAXES | 153,530.93 | 151,000.00 | ( 2,530.93) | 101.7 |
| CHARGES FOR SERVICES | 61,311.67 | 56,823.00 | ( 4,488.67) | 107.9 |
| GRANTS & CONTRIBUTIONS | 25,090.00 | 25,200.00 | 110.00 | 99.6 |
| LICENSES, PERMITS & FEES | 10,912.50 | 15,500.00 | 4,587.50 | 70.4 |
| FINES & FORFEITURES | 14,652.68 | 15,000.00 | 347.32 | 97.7 |
| INTERGOVERNMENTAL | 1,351.00 | 1,339.00 | ( 12.00) | 100.9 |
| INTEREST | 373.95 | 400.00 | 26.05 | 93.5 |
| MISCELLANEOUS/TRANSFERS | 139,500.00 | 140,500.00 | 1,000.00 | 99.3 |
| | 406,722.73 | 405,762.00 | ( 960.73) | 100.2 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 80 | 375,080.73 | 492,839.00 | 117,758.27 | 76.1 |
| | 375,080.73 | 492,839.00 | 117,758.27 | 76.1 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

WATER ENTERPRISE FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| REVENUE | | | | |
| CHARGES FOR SERVICES | 1,731,851.21 | 1,754,000.00 | 22,148.79 | 98.7 |
| LICENSES, PERMITS & FEES | 39,148.22 | 30,000.00 | ( 9,148.22) | 130.5 |
| INTEREST | 3,351.38 | 3,500.00 | 148.62 | 95.8 |
| MISCELLANEOUS/TRANSFERS | 3,445.82 | 11,000.00 | 7,554.18 | 31.3 |
| | 1,777,796.63 | 1,798,500.00 | 20,703.37 | 98.9 |
| EXPENDITURES | | | | |
| DEPARTMENT 86 | 1,747,999.99 | 1,925,546.00 | 177,546.01 | 90.8 |
| | 1,747,999.99 | 1,925,546.00 | 177,546.01 | 90.8 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

STORM WATER ENTERPRISE FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| CHARGES FOR SERVICE | 214,766.86 | 237,000.00 | 22,233.14 | 90.6 |
| INTEREST | 301.26 | 200.00 | ( 101.26) | 150.6 |
| MISCELLANEOUS/TRANSFERS | 38,419.10 | 278,000.00 | 239,580.90 | 13.8 |
| | 253,487.22 | 515,200.00 | 261,712.78 | 49.2 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 86 | 163,471.52 | 443,730.00 | 280,258.48 | 36.8 |
| | 163,471.52 | 443,730.00 | 280,258.48 | 36.8 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

SEWER ENTERPRISE FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| CHARGES FOR SERVICES | 2,985,977.37 | 3,019,230.00 | 33,252.63 | 98.9 |
| GRANTS & CONTRIBUTIONS | 75.00 | .00 | ( 75.00) | .0 |
| INTEREST | 12,952.99 | 12,500.00 | ( 452.99) | 103.6 |
| MISCELLANEOUS/TRANSFERS | 15,223.79 | 12,500.00 | ( 2,723.79) | 121.8 |
| | 3,014,229.15 | 3,044,230.00 | 30,000.85 | 99.0 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 86 | 2,492,786.18 | 3,627,673.00 | 1,134,886.82 | 68.7 |
| | 2,492,786.18 | 3,627,673.00 | 1,134,886.82 | 68.7 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

STREET FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| CHARGES FOR SERVICES | 85,968.73 | 84,000.00 | ( 1,968.73) | 102.3 |
| INTERGOVERNMENTAL | 437,480.76 | 516,876.00 | 79,395.24 | 84.6 |
| INTEREST | 1,926.07 | 900.00 | ( 1,026.07) | 214.0 |
| MISCELLANEOUS/TRANSFERS | 3,840.30 | 50,250.00 | 46,409.70 | 7.6 |
| | 529,215.86 | 652,026.00 | 122,810.14 | 81.2 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 80 | 280,390.35 | 800,187.00 | 519,796.65 | 35.0 |
| | 280,390.35 | 800,187.00 | 519,796.65 | 35.0 |

CITY OF STAYTON
FUND SUMMARY
FOR THE 12 MONTHS ENDING JUNE 30, 2015

SWIMMING POOL FUND

| | YTD ACTUAL | BUDGET | VARIANCE | PCNT |
|---|---|---|---|---|
| **REVENUE** | | | | |
| PROPERTY TAXES | 158,623.87 | 154,000.00 | ( 4,623.87) | 103.0 |
| GRANTS & CONTRIBUTIONS | 25,000.00 | 25,000.00 | .00 | 100.0 |
| INTEREST | 278.66 | 250.00 | ( 28.66) | 111.5 |
| MISCELLANEOUS/TRANSFERS | 15,000.00 | 15,000.00 | .00 | 100.0 |
| | 198,902.53 | 194,250.00 | ( 4,652.53) | 102.4 |
| **EXPENDITURES** | | | | |
| DEPARTMENT 86 | 285,683.61 | 312,928.00 | 27,244.39 | 91.3 |
| | 285,683.61 | 312,928.00 | 27,244.39 | 91.3 |

**CITY OF STAYTON**

# M E M O R A N D U M

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

**FROM:** **Rich Sebens, Chief of Police**

**DATE:** **July 20, 2015**

**SUBJECT:** **Staff Report**

---

Below you will see the stats for the Police Department for the month of June 2015.

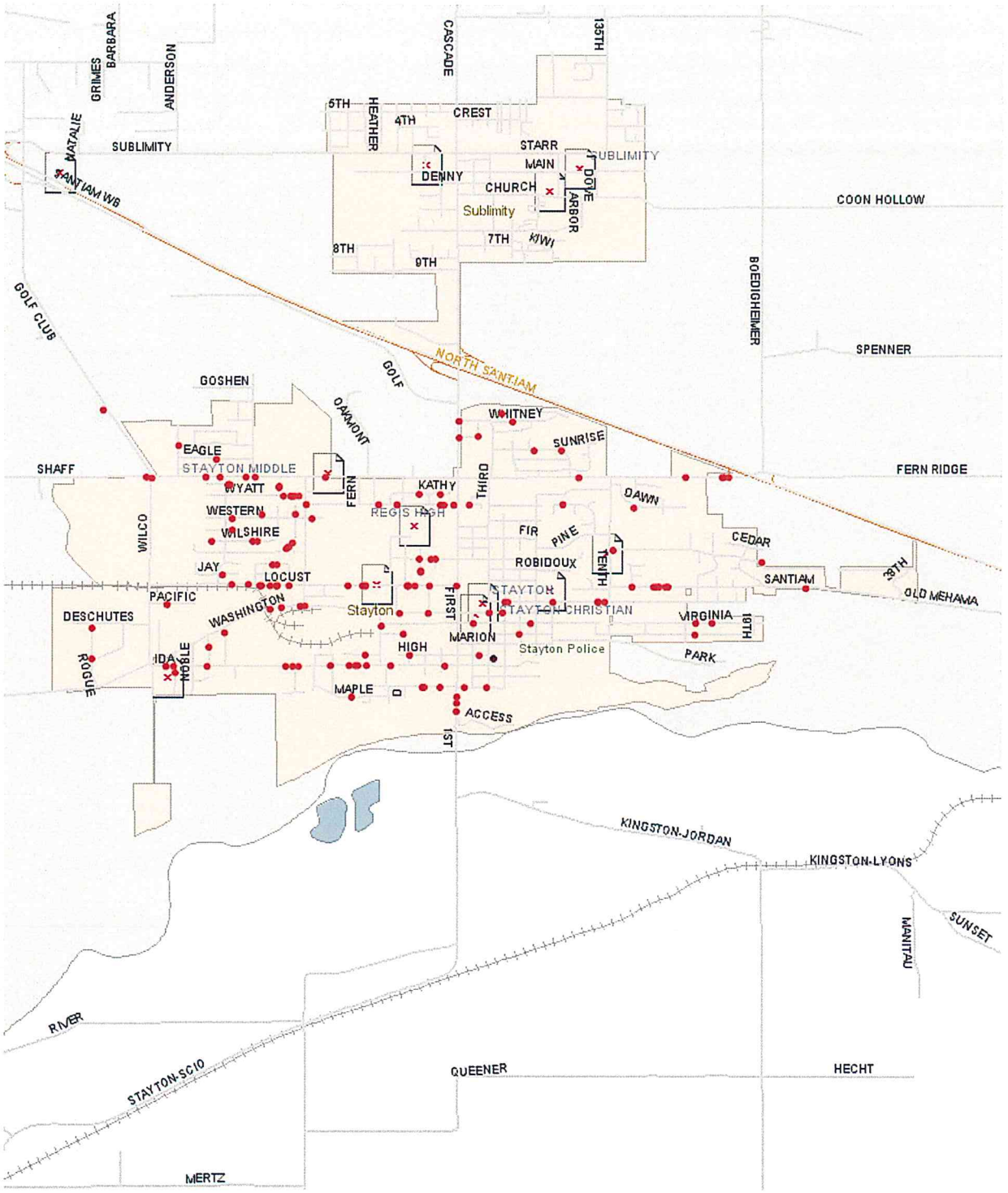
| | June 2015 | Year to Date 2015 | June 2014 | Year to Date 2014 |
|---|---|---|---|---|
| **Police Activity** | 772 | 4487 | 728 | 4040 |
| **Investigated Incidents** | 347 | 1825 | 20 | 1378 |
| **Citations/Warning** | 230 | 1578 | 142 | 695 |
| **Traffic Accidents** | 12 | 48 | 6 | 34 |
| **Juvenile Abuse** | 2 | 17 | 5 | 19 |
| **Arrests** | 53 | 246 | 55 | 306 |
| **Reserve Volunteer Hrs.** | 374.25 | 2137 | 183.25 | 1476.25 |
| **Citizen Volunteer Hrs.** | 0 | 20 | 22 | 122 |
| **Peer Court Referrals:** | 9 | 33 | 8 | 23 |

# CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS
## 6/1/2015 - 6/30/2015

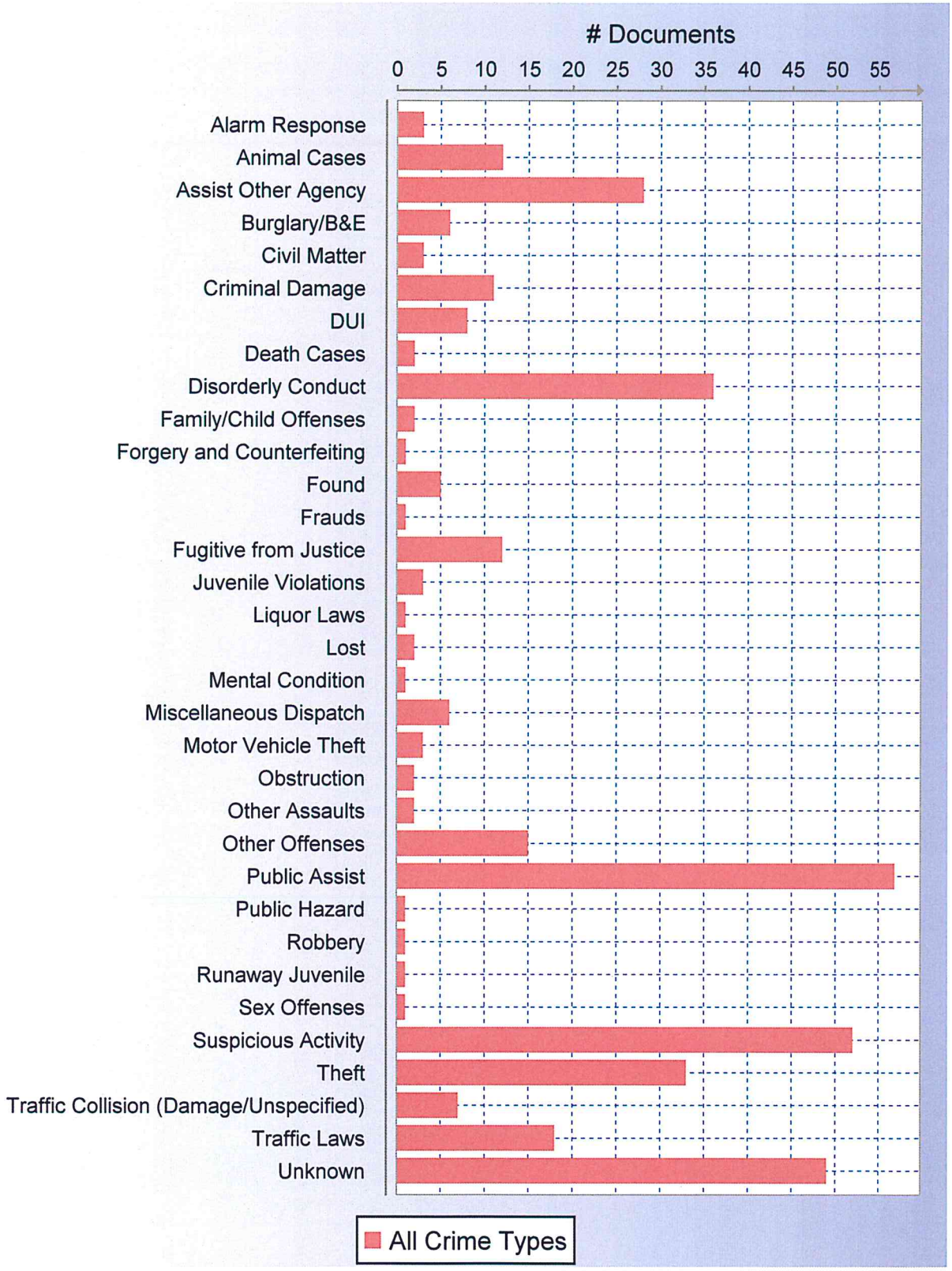
| | CRIMES | | | | CRIMES CLEARED BY ARREST & EXCEPTION | | | PERCENT CLEARED | | | PERSONS ARRESTED | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | % Change Yr to Yr | 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | 6/1/15 to 6/30/15 Juv | Adult | Total | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 |
| **NON-CRIMINAL** | | | | | | | | | | | | | | | |
| ACCIDENT-INJURY | 0 | 5 | 5 | 0.0% | | | | | | | | | | | |
| ACCIDENT-PROPERTY | 7 | 28 | 18 | 55.6% | | | | | | | | | | | |
| ALL OTHER NON-CRIMINAL | 233 | 1,295 | 847 | 52.9% | | | | | | | | | | | |
| NON CRIM DOMESTIC DISTURB | 11 | 73 | 32 | 128.1% | | | | | | | | | | | |
| **NON-CRIMINAL TOTALS** | 251 | 1,401 | 902 | 55.3% | | | | | | | | | | | |
| **PERSON** | | | | | | | | | | | | | | | |
| AGGRAVATED ASSAULT | 0 | 4 | 9 | -55.6% | 0 | 3 | 8 | 0.0% | 75.0% | 88.9% | 0 | 0 | 0 | 3 | 11 |
| KIDNAPPING | 0 | 0 | 3 | -100.0% | 0 | 0 | 3 | 0.0% | 0.0% | 100.0% | 0 | 0 | 0 | 0 | 3 |
| NEGLIGENT MANSLAUGHTER | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 | 0 | 0 | 1 |
| OFFENSE AGAINST FAMILY | 0 | 2 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 | 0 | 0 | 0 |
| OTHER ASSAULTS | 6 | 37 | 44 | -15.9% | 4 | 29 | 40 | 66.7% | 78.4% | 90.9% | 1 | 4 | 6 | 34 | 39 |
| RAPE | 0 | 0 | 2 | -100.0% | 0 | 0 | 2 | 0.0% | 0.0% | 100.0% | 0 | 0 | 0 | 0 | 0 |
| RESTRAINING ORDER VIOLATION | 2 | 6 | 5 | 20.0% | 2 | 5 | 5 | 100.0% | 83.3% | 100.0% | 0 | 2 | 2 | 5 | 3 |
| ROBBERY | 1 | 2 | 1 | 100.0% | 0 | 1 | 1 | 0.0% | 50.0% | 100.0% | 0 | 0 | 0 | 2 | 2 |
| SEX OFFENSES | 2 | 10 | 13 | -23.1% | 0 | 5 | 7 | 0.0% | 50.0% | 53.8% | 0 | 0 | 0 | 0 | 7 |
| **PERSON TOTALS** | 11 | 61 | 77 | -20.8% | 6 | 43 | 66 | 54.5% | 70.5% | 85.7% | 1 | 6 | 8 | 44 | 66 |
| **PROPERTY** | | | | | | | | | | | | | | | |
| ARSON | 1 | 1 | 1 | 0.0% | 0 | 0 | 1 | 0.0% | 0.0% | 100.0% | 0 | 0 | 0 | 0 | 1 |
| BURGLARY - BUSINESS | 2 | 4 | 5 | -20.0% | 0 | 0 | 1 | 0.0% | 0.0% | 20.0% | 0 | 0 | 0 | 0 | 1 |
| BURGLARY - OTHER STRUCTURE | 0 | 3 | 5 | -40.0% | 0 | 1 | 0 | 0.0% | 33.3% | 0.0% | 0 | 0 | 0 | 0 | 1 |
| BURGLARY - RESIDENCE | 3 | 8 | 25 | -68.0% | 0 | 1 | 5 | 0.0% | 12.5% | 20.0% | 0 | 1 | 1 | 2 | 2 |
| COUNTERFEITING/FORGERY | 1 | 1 | 5 | -80.0% | 0 | 0 | 1 | 0.0% | 0.0% | 20.0% | 0 | 0 | 0 | 0 | 2 |
| FRAUD | 2 | 27 | 32 | -15.6% | 1 | 6 | 9 | 50.0% | 22.2% | 28.1% | 0 | 1 | 1 | 6 | 10 |
| LARCENY | | | | | | | | | | | | | | | |
| *Pickpocket* | 0 | 1 | 0 | 0.0% | 0 | 1 | 0 | 0.0% | 100.0% | 0.0% | 0 | 0 | 0 | 0 | 0 |
| *Purse Snatching* | 1 | 1 | 0 | 0.0% | 1 | 1 | 0 | 100.0% | 100.0% | 0.0% | 1 | 0 | 1 | 1 | 0 |
| *Shoplifting* | 11 | 31 | 29 | 6.9% | 8 | 18 | 21 | 72.7% | 58.1% | 72.4% | 0 | 9 | 9 | 22 | 23 |
| *Theft from a Motor Vehicle* | 3 | 21 | 49 | -57.1% | 0 | 1 | 1 | 0.0% | 4.8% | 2.0% | 0 | 0 | 0 | 1 | 0 |
| *Theft of MV Parts/Accessories* | 0 | 4 | 5 | -20.0% | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 | 0 | 0 | 0 |
| *Theft of Bicycle* | 1 | 8 | 17 | -52.9% | 0 | 1 | 0 | 0.0% | 12.5% | 0.0% | 0 | 0 | 0 | 1 | 0 |
| *Theft from Building* | 2 | 9 | 17 | -47.1% | 0 | 0 | 3 | 0.0% | 0.0% | 17.6% | 0 | 0 | 0 | 0 | 3 |
| *All Other Larceny* | 10 | 47 | 60 | -21.7% | 0 | 9 | 12 | 0.0% | 19.1% | 20.0% | 0 | 0 | 0 | 10 | 17 |

| | 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | % Change Yr to Yr | BY ARREST & EXCEPTION 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | 6/ 1/15 to 6/30/15 | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 | 6/1/15 to 6/30/15 Juv | Adult | Total | 1/ 1/15 to 6/30/15 | 1/ 1/14 to 6/30/14 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LARCENY | 28 | 122 | 177 | -31.1% | 9 | 31 | 37 | 32.1% | 25.4% | 20.9% | 1 | 9 | 10 | 35 | 43 |
| MOTOR VEHICLE THEFT | 1 | 5 | 9 | -44.4% | 0 | 0 | 4 | 0.0% | 0.0% | 44.4% | 0 | 2 | 2 | 2 | 2 |
| STOLEN PROPERTY | 1 | 2 | 2 | 0.0% | 1 | 2 | 2 | 100.0% | 100.0% | 100.0% | 0 | 0 | 0 | 1 | 4 |
| VANDALISM | 12 | 51 | 45 | 13.3% | 0 | 7 | 14 | 0.0% | 13.7% | 31.1% | 0 | 0 | 0 | 6 | 7 |
| **PROPERTY TOTALS** | 51 | 224 | 306 | -26.8% | 11 | 48 | 74 | 21.6% | 21.4% | 24.2% | 1 | 13 | 14 | 52 | 73 |
| **SOCIETY** | | | | | | | | | | | | | | | |
| ALL OTHER | 14 | 77 | 92 | -16.3% | 3 | 32 | 30 | 21.4% | 41.6% | 32.6% | 0 | 2 | 2 | 11 | 17 |
| ANIMAL | 0 | 0 | 1 | -100.0% | 0 | 0 | 1 | 0.0% | 0.0% | 100.0% | 0 | 0 | 0 | 0 | 0 |
| CURFEW | 3 | 10 | 3 | 233.3% | 3 | 10 | 3 | 100.0% | 100.0% | 100.0% | 7 | 0 | 7 | 17 | 4 |
| CUSTODY-MENTAL | 1 | 3 | 4 | -25.0% | 1 | 3 | 4 | 100.0% | 100.0% | 100.0% | 0 | 1 | 1 | 3 | 4 |
| DISORDERLY CONDUCT | 2 | 21 | 22 | -4.5% | 2 | 18 | 22 | 100.0% | 85.7% | 100.0% | 0 | 2 | 2 | 19 | 26 |
| DR WHILE SUSP | 0 | 8 | 13 | -38.5% | 0 | 8 | 13 | 0.0% | 100.0% | 100.0% | 0 | 0 | 0 | 8 | 13 |
| DRIVING UNDER INFLUENCE | 7 | 29 | 27 | 7.4% | 7 | 29 | 27 | 100.0% | 100.0% | 100.0% | 0 | 7 | 7 | 29 | 27 |
| ELUDING | 0 | 3 | 0 | 0.0% | 0 | 2 | 0 | 0.0% | 66.7% | 0.0% | 0 | 0 | 0 | 3 | 0 |
| ESCAPE | 0 | 1 | 1 | 0.0% | 0 | 1 | 1 | 0.0% | 100.0% | 100.0% | 0 | 0 | 0 | 1 | 1 |
| FAIL TO DISPLAY DL | 0 | 2 | 0 | 0.0% | 0 | 2 | 0 | 0.0% | 100.0% | 0.0% | 0 | 0 | 0 | 2 | 0 |
| FUGITIVE | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 12 | 12 | 68 | 93 |
| HIT & RUN | 5 | 16 | 16 | 0.0% | 3 | 7 | 3 | 60.0% | 43.8% | 18.8% | 0 | 2 | 2 | 5 | 1 |
| LIQUOR LAWS | 0 | 5 | 16 | -68.8% | 0 | 4 | 16 | 0.0% | 80.0% | 100.0% | 0 | 0 | 0 | 7 | 19 |
| MIP TOBACCO | 0 | 5 | 4 | 25.0% | 0 | 5 | 4 | 0.0% | 100.0% | 100.0% | 0 | 0 | 0 | 5 | 5 |
| NARCOTICS/DRUGS | 8 | 39 | 27 | 44.4% | 8 | 38 | 26 | 100.0% | 97.4% | 96.3% | 0 | 9 | 9 | 53 | 45 |
| PROP RECOV - FOR OTHER AGENCY | 0 | 1 | 3 | -66.7% | 0 | 0 | 0 | 0.0% | 0.0% | 0.0% | 0 | 0 | 0 | 0 | 0 |
| RECKLESS DRIVING | 0 | 1 | 4 | -75.0% | 0 | 0 | 4 | 0.0% | 0.0% | 100.0% | 0 | 0 | 0 | 0 | 3 |
| RUNAWAY | 1 | 6 | 10 | -40.0% | 1 | 5 | 10 | 100.0% | 83.3% | 100.0% | 1 | 0 | 1 | 5 | 11 |
| SEX OFFENSES | 2 | 3 | 0 | 0.0% | 1 | 1 | 0 | 50.0% | 33.3% | 0.0% | 0 | 0 | 0 | 2 | 0 |
| TRESPASS | 9 | 37 | 19 | 94.7% | 6 | 26 | 14 | 66.7% | 70.3% | 73.7% | 0 | 2 | 2 | 15 | 7 |
| VEH RECOV - FOR OTHER AGENCY | 1 | 1 | 0 | 0.0% | 1 | 1 | 0 | 100.0% | 100.0% | 0.0% | 0 | 0 | 0 | 0 | 0 |
| WARRANT | 10 | 57 | 74 | -23.0% | 10 | 56 | 74 | 100.0% | 98.2% | 100.0% | 0 | 0 | 0 | 1 | 3 |
| WEAPONS | 0 | 3 | 9 | -66.7% | 0 | 3 | 9 | 0.0% | 100.0% | 100.0% | 0 | 0 | 0 | 3 | 4 |
| **SOCIETY TOTALS** | 63 | 328 | 345 | -4.9% | 46 | 251 | 261 | 73.0% | 76.5% | 75.7% | 8 | 37 | 45 | 257 | 283 |
| **GRAND TOTALS** | 376 | 2,014 | 1,630 | 23.6% | | | | | | | | | | | |

# Location


BARBARA
GRIMES
ANDERSON
CASCADE
135TH
5TH
HEATHER
4TH
CREST
NATALIE
SUBLIMITY
STARR
MAIN
SUBLIMITY
DENNY
CHURCH
DOVE
ARBOR
SANTIAM WB
Sublimity
COON HOLLOW
7TH
KIWI
8TH
9TH
BOEDIGHEIMER
GOLF CLUB
NORTH SANTIAM
SPENNER
GOLF
GOSHEN
OAKMONT
WHITNEY
SUNRISE
EAGLE
SHAFF
STAYTON MIDDLE
WYATT
FERN
KATHY
THIRD
FERN RIDGE
DAWN
WESTERN
REGIS HIGH
WILCO
WILSHIRE
FIR
PINE
CEDAR
JAY
ROBIDOUX
TENTH
LOCUST
SANTIAM
39TH
PACIFIC
STAYTON
OLD MEHAMA
WASHINGTON
Stayton
FIRST
STAYTON CHRISTIAN
VIRGINIA
DESCHUTES
MARION
HIGH
Stayton Police
18TH
PARK
ROGUE
IDA
NOBLE
MAPLE
D
ACCESS
1ST
KINGSTON-JORDAN
KINGSTON-LYONS
SUNSET
MANITAU
RIVER
STAYTON-SCIO
QUEENER
HECHT
MERTZ

## Crime Types


# Documents
0
5
10
15
20
25
30
35
40
45
50
55
Alarm Response
Animal Cases
Assist Other Agency
Burglary/B&E
Civil Matter
Criminal Damage
DUI
Death Cases
Disorderly Conduct
Family/Child Offenses
Forgery and Counterfeiting
Found
Frauds
Fugitive from Justice
Juvenile Violations
Liquor Laws
Lost
Mental Condition
Miscellaneous Dispatch
Motor Vehicle Theft
Obstruction
Other Assaults
Other Offenses
Public Assist
Public Hazard
Robbery
Runaway Juvenile
Sex Offenses
Suspicious Activity
Theft
Traffic Collision (Damage/Unspecified)
Traffic Laws
Unknown
All Crime Types

**CITY OF STAYTON**

# M E M O R A N D U M

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

**FROM:** **Kelli Stevens, Administrative Assistant**

**DATE:** **July 20, 2015**

**SUBJECT:** **Public Works Monthly Operating Report for June 2015**

| KEY ACTIVITIES | STATUS |
|---|---|
| • **WWTP Facility** | Effluent flows: 28.09 million gallons were treated during June. The highest flow was 1.18 million gallons on June 1st and the lowest flow was 0.77 million gallons on June 28th. The average flow was 0.94 million gallons. Total rainfall for June was 1.22 inches. |
| • **WTP** | Highest production day was 3,272,000 gallons on June 27th, 2015. |
| • **Water System** | Replaced four water valve boxes on Washington Street and Wilco Road. Water valve box repair on Douglas Avenue. Replaced 5 meters. Installed two new water meters and radios. Repair to 4 water services. |
| • **Streets** | Swept 240 curb miles and removed approximately 45 cubic yards of material. Repaired the railing on the bridge located at Second Avenue and High Street. |
| • **Parks** | Volunteers: Community Service – 0 hours, Volunteer – 0 hours, Life skills High School Students – 0 hours. Total = 0 hours. |

- **Building Permits**

| Permit Type | Issued | SDC's Paid |
|---|---|---|
| New Single Family Dwelling | 0 | 0 |
| Residential Building Addition/Alter/Other | 0 | 0 |
| Commercial Building Addition/Alter/Other | 4 | 0 |
| Electrical | 3 | 0 |
| Mechanical | 0 | 0 |
| Plumbing | 0 | 0 |
| **TOTAL** | **7** | 0 |

*One (1) Residential SDC = $10,115.00 + $670.00 for Mill Creek SDC + Storm Water SDC $1817.00 or $2606.00*

**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, Planning and Development Director**

**DATE:** **July 20, 2015**

**SUBJECT:** **Report of Activities for June, 2015**

---

**Enforcement Activity Highlights**

Sent one letter regarding a recreational vehicle that appeared to be occupied, ten warning letters regarding unmowed grass and seven notices of violation regarding unmowed grass. The City hired a contractor to mow the grass at two homes.

**Planning & Development Activity Summary**

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:** | **Katinka Bryk- Library Director** |
| **DATE:** | **July 20, 2015** |
| **SUBJECT:** | **June Library report** |

Statistics show an increase in library attendance and new patrons due to summer events at the library. Self-check outs accounted for over 32% of circulation this month.

Summer events are very well attended. The children have been enjoying Lego Club, a puppet show and hunting for sapphires in special gem gravel. They made hilarious people-sized Bob dolls out of old clothes stuffed with magazines and topped with smiley faced beach balls.

Trivia Night hosted by the library at Ugo's was a blast for teens and adults. Upcoming trivia nights are Tuesdays July 21 and August 18th. Teens are also enjoying a super hero film festival.

The adult book club, Tea Time for Book Lovers, read *The Astronauts Wives Club* by Lily Koppel. The Adult Summer Reading Program includes a film series and prize drawing for books read.

The Friends of the Library sponsored cultural passes have been very popular with families for summer activities. Thank you to the Stayton Friends of the Library for your generosity.

Miss Lisa, the Outreach Storyteller, funded by the Stayton Public Library Foundation, has been involved in the Summer Reading Programs and now offers Bedtime Storytime here at the library on Tuesday evenings at 6:30. In addition she is a literacy partner in the Aumsville Parks and Rec Summer Day Camp, helping 200 children pick out a free book each Monday. She has also started a summer book club for middle readers at Wolf Ridge Apartments.

## 2014-2015 Monthly Library Statistics

| | July | August | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | March | April | May | June | 2013-14 FY | 2014-15 YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **TOTAL CHECKOUTS** | 12,392 | 9,879 | 9,097 | 10,402 | 9,145 | n/a | 11,716 | 10,563 | 11,081 | 11,032 | 9489 | 11,738 | **136,454** | **116,534** |
| **OTHER CIRCULATION SERVICES** | | | | | | | | | | | | | | |
| Self check out | 2,646 | 2,313 | 2,126 | 2,468 | 2,143 | n/a | n/a | n/a | n/a | 2,657 | 2618 | 3,850 | *Not Tracked* | **20,821** |
| Holds filled | 718 | 686 | 695 | 620 | 579 | n/a | n/a | n/a | n/a | n/a | n/a | n/a | *Not Tracked* | **3,298** |
| Check-ins | 11,787 | 9,649 | 8,652 | 9,283 | 8,613 | n/a | n/a | n/a | n/a | n/a | n/a | n/a | *Not Tracked* | **47,984** |
| Library2Go (ebooks +) | 634 | 671 | 698 | 658 | 662 | n/a | n/a | 683 | 685 | 634 | 652 | 681 | **6,378** | **6,658** |
| **INCOME RECEIVED** | | | | | | | | | | | | | | |
| Non-resident cards | $773.00 | $455.00 | $232.00 | $485.00 | $360.00 | $285.00 | $1,067.00 | $724.00 | $440.00 | $363.00 | $770.00 | $1,048.50 | **$9,921.00** | **$7,002.50** |
| Fines: overdue & lost books | $719.00 | $218.00 | $453.00 | $979.26 | $2,588.00 | $151.75 | $1,396.00 | $512.00 | $3,003.98 | $582.55 | $738.00 | $961.55 | **$16,612.37** | **$12,303.09** |
| Room fees | $0.00 | $0.00 | $0.00 | $462.50 | $275.00 | $2,046.00 | $979.00 | $0.00 | $100.00 | $0.00 | $85.00 | $287.50 | **$4,129.50** | **$4,235.00** |
| | | | | | | | | | | | | **TOTAL** | **$30,662.87** | **$23,540.59** |
| **REFERENCE QUESTIONS** | | | | | | | | | | | | | | |
| In-Person, by phone and computer help | 769 | 611 | 355 | 391 | 488 | 407 | 527 | 452 | 563 | 457 | 463 | 484 | **8,042** | **5,967** |
| **NEW PATRON CARDS** | 109 | 70 | 83 | 112 | 74 | 98 | 109 | 104 | 117 | 109 | 70 | 165 | **240** | **1,220** |
| **INTERNET USE** | 1,584 | 1,424 | 1,235 | 1,483 | 1,195 | 1,189 | 1,436 | 1,373 | 1,605 | 1,318 | 1,133 | 1,337 | **18,625** | **16,312** |
| **PROGRAM ATTENDANCE** | | | | | | | | | | | | | | |
| Children/teens | 349 | 178 | 264 | 399 | 338 | 322 | 490 | 485 | 447 | 355 | 241 | 911 | **4,743** | **4,779** |
| Adults | 169 | 49 | 158 | 206 | 171 | 171 | 253 | 285 | 345 | 516 | 243 | 412 | **2,575** | **2,978** |
| Outreach | n/a | n/a | n/a | 487 | 536 | 441 | 515 | 521 | 440 | 478 | 417 | 348 | **6,405** | **4,183** |
| | | | | | | | | | | | | **TOTAL** | **13,723** | **11,940** |
| **MEETING ROOM ATTENDANCE** | 1,017 | 573 | 673 | 920 | 331 | 775 | 951 | 969 | 1,093 | 1,118 | 1,043 | 1,213 | **10,942** | **10,676** |
| **PATRON VISITS** | 8,588 | 7,660 | 6,212 | 8,059 | 6,717 | 6,156 | 7,248 | 6,978 | 7,514 | 7,508 | 6,148 | 6,598 | **88,449** | **85,386** |
| **VOLUNTEER HOURS** | 214 | 152 | 90 | 185 | 138 | 165 | 135 | 153 | 247 | 223 | 237 | 218 | *Not Tracked* | **2,157** |

**CITY OF STAYTON**

# M E M O R A N D U M

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

**FROM:** **Keith Campbell, City Administrator**

**DATE:** **July 20, 2015**

**SUBJECT:** **Informational: Cost of Living Adjustments (COLA) – July 1, 2015**

---

**BACKGROUND INFORMATION**

As per the American Federation of State, County & Municipal Employees (AFSCME) Local #3222 Union Collective Bargaining Agreement for July 1, 2014 through June 30, 2016 includes an annual COLA increase due on July 1, 2015 based on the CPI-W over the twelve month period beginning May 1, 2014 and ending April 30, 2015, with a minimum 1% and a maximum increase of 2%. Based on the CPI calculation over the twelve month period, the COLA awarded on July 1, 2015 was 1%.

The Stayton Police Officers Association (SPOA) collective bargaining agreement is still in negotiations. Once an agreement is reached, they will be paid retroactively the agreed upon COLA amount.

The City of Stayton 2015-16 Fiscal Year Budget accounts for these contractual increases.