



AGENDA STAYTON CITY COUNCIL

Monday, June 15, 2020

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

TELECONFERENCE MEETING

City officials request all citizens that are able, to view the live stream on the City of Stayton's YouTube account to view the meeting from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure.

Please use the following option to view the meeting:

- Live Stream on the City of Stayton YouTube - <https://youtu.be/87H8RYlcpbE>

To maintain compliance with public meeting laws, a limited number of chairs will be provided in the building for citizens to listen to the meeting; however, social distancing is essential in reducing the spread of COVID-19 and no more than 10 people total will be allowed in the building at one time. City officials strongly encourage all citizens to utilize YouTube to view the Council meeting rather than attending in person.

Public comment will be accepted as follows:

- **Public Comment on Items not on the Agenda:** There will be no verbal public comment. All parties interested in providing general public comments may email the comments to cityofstayton@ci.stayton.or.us and they will be distributed to the City Council.
- **Public Comments on Action Items:** There will be no verbal public comment on action items. All parties interested in providing public comments on action items may do so in written form. Written comments should be submitted to cityofstayton@ci.stayton.or.us. Comments received at least two hours prior to the meeting start time will be provided to the City Council in advance of the meeting.

CALL TO ORDER

7:00 PM

CONSENT AGENDA

- a. June 1, 2020 City Council Minutes
- b. Resolution No. 1011, Adopting an Adjustment to the Fiscal Year 2019-20 Budget

PUBLIC HEARING – NONE

GENERAL BUSINESS

Resolution No. 1009, Adopting Fees and charges for Various City Services for the 2020-21 Fiscal Year **ACTION**

- a. Staff Report – Susannah Sbragia
- b. Council Discussion
- c. Council Decision

Resolution No. 1010, Approving Changes to Utility Charges **ACTION**

- a. Staff Report – Susannah Sbragia
- b. Council Discussion
- c. Council Decision

ADJOURN

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 Administrative Services Manager Alissa Angelo at (503) 769-3425.

CALENDAR OF EVENTS

JUNE 2020

Monday	June 15	City Council	7:00 p.m.	https://youtu.be/87H8RYlcpbE
Wednesday	June 17	Library Board	Cancelled	
Monday	June 29	Planning Commission	7:00 p.m.	https://youtu.be/ykOi3FYICRg

JULY 2020

Friday	July 3	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Monday	July 6	City Council	7:00 p.m.	https://youtu.be/2Oooxb2u1Vc
Tuesday	July 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	July 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 20	City Council	7:00 p.m.	https://youtu.be/IP2rQ79AzgE
Monday	July 27	Planning Commission	7:00 p.m.	https://youtu.be/nwyyMqTIAK4

AUGUST 2020

Monday	August 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 11	Commissioner's Breakfast	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	July 27	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2020

Tuesday	September 1	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 7	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	September 8	City Council	7:00 p.m.	Community Center (north end)
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)

**City of Stayton
City Council Minutes
June 1, 2020**

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

Time Start: 7:04 P.M.

Time End: 8:24 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter (via Zoom)	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (via Zoom; joined at 7:28 p.m.)	Keith Campbell, City Manager
Councilor Ben McDonald (via Zoom)	Dan Fleishman, Director of Planning & Development (via Zoom)
Councilor Christopher Molin (via Zoom)	David Frisendahl, Police Chief
Councilor Jordan Ohrt (via Zoom)	Lance Ludwick, Public Works Director (via YouTube)
Councilor David Patty (via Zoom)	Janna Moser, Library Director (via Zoom)
	Susannah Sbragia, Finance Director (via Zoom)

AGENDA	ACTIONS
TELECONFERENCE MEETING	
Consent Agenda	
a. May 18, 2020 City Council Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the consent agenda as presented. Motion passed 4:0.
Public Hearing Certifying Eligibility and Electing to Receive State Revenue Sharing Funds	
a. Staff Report – Susannah Sbragia	Ms. Sbragia reviewed the staff report.
b. Open Public Hearing	Mayor Porter opened the hearing at 7:08 p.m.
c. Public Hearing	No verbal or written public testimony received.
d. Close Public Hearing	Mayor Porter closed the hearing at 7:09 p.m.
e. Council deliberation	None.
f. Council decision on Resolution No. 1005 and Resolution No. 1006	Motion from Councilor McDonald, seconded by Councilor Patty, to approve Resolution No. 1005 as presented. Motion passed 4:0. Motion from Councilor Ohrt, seconded by Councilor Patty, to approve Resolution No. 1006 as presented. Motion passed 4:0.

<p>City of Stayton 2020-21 Fiscal Year Budget</p> <p>a. Staff Report – Susannah Sbragia</p> <p>b. Open Public Hearing</p> <p>c. Public Hearing</p> <p>d. Close Public Hearing</p> <p>e. Council deliberation</p> <p>f. Council decision on Resolution No. 1007, Adopting the FY 2020-21 City Budget, Making Appropriations, and Levying Property Taxes for the Fiscal Year</p>	<p>Ms. Sbragia reviewed the staff report.</p> <p>Mayor Porter opened the hearing at 7:16 p.m.</p> <p>Written testimony was received by staff from Revitalize Downtown Stayton (RDS). The testimony was emailed to the City Council and posted on the Council Agendas and Minutes page of the City’s website.</p> <p>Council discussion of the RDS testimony; a request received in March from the Stayton-Sublimity Chamber of Commerce; and the budget process.</p> <p>Mayor Porter closed the hearing at 7:26 p.m.</p> <p>Councilor Hook joined the meeting at 7:28 p.m. and stated she will be abstaining from voting due to missing the public hearing.</p> <p>Council discussion continued on the budget process, public input, and requests from outside groups for funding.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Hook, to reopen the public comment period for the FY 2020-21 Budget and delay a decision until the next meeting.</p> <p><u>Council Discussion</u>: Discussion regarding the public testimony period for the budget.</p> <p>Motion failed 1:3 (McDonald, Molin, Patty) (Hook abstained).</p> <p>Motion from Councilor Patty, seconded by Councilor McDonald, to approve Resolution No. 1007, adopting the FY 2020-21 budget, making appropriations for the 2020-21 fiscal year, and levying taxes and categorizing taxes for the fiscal year as presented. Motion passed 3:1 (Ohrt) (Hook abstained).</p>
<p>General Business</p> <p>Results of Local Option Levy for Support of the Library, Parks, and Pool</p> <p>a. Staff Report – Susannah Sbragia</p> <p>b. Council Discussion</p>	<p>Ms. Sbragia reviewed the staff report.</p> <p>Council discussion on when the levy will be taken before the voters again, stakeholder involvement, and if there will be any potential election costs.</p>

<p>Resolution Authorizing Submittal of a CDBG Emergency Business Assistance Grant</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report.</p> <p>Council discussion and questions regarding the public hearing, grant process and amount of grant funds for businesses.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution No. 1008 as presented. Motion passed 5:0.</p>
<p>Communications from Mayor and Councilors</p>	<p>Motion from Councilor Ohrt to hire a City Attorney who can be present at City Council meetings. Motion died due to lack of a second.</p> <p>Discussion that a decision on hiring a new City Attorney would need to be added to a future agenda as it was not on the agenda for this meeting.</p> <p>Councilor Ohrt expressed concern on the City’s plan for Phase 1 requiring visitors to wear masks in City buildings. Brief Council discussion on this requirements.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JUNE 2020, 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, Administrative Services Manager



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

TO: Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: June 15, 2020
SUBJECT: Consent Agenda – Resolution No. 1011, Adopting an Adjustment to the Fiscal Year 2019-20 Budget

ISSUE

Resolution No. 1011 adopts needed appropriation adjustments for the fiscal year 2019-20 budget.

BACKGROUND INFORMATION

The original fiscal year 2019-20 adopted budget under budgeted the actual cost of the Contract Services Fee for the Municipal Court Judge. This resolution adds an additional \$2,000 in appropriations to cover this shortfall.

FISCAL IMPACT

This adjustment will cover the cost of the Municipal Court's contract services for the Municipal Court Judge.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 1011 as presented.

MOTION(S)

Consent Agenda approval.

**RESOLUTION NO. 1011
ADOPTING AN ADJUSTMENT TO THE FISCAL YEAR 2019-20 BUDGET**

WHEREAS, the Municipal Court department within the General Fund needs a budget adjustment;
and

WHEREAS, the Municipal Court needs an additional \$2,000 added to the budget to cover the Contract Services costs for the Municipal Court Judge.

NOW, THEREFORE, BE IT RESOLVED THAT THE STAYTON CITY COUNCIL HEREBY:

SECTION 1: Adopts the adjustment to the fiscal year 2019-20 budget as follows:

Fund/Org. Unit/Object Classification	Approved Budget	Change	Amended Budget
General Fund			
Police	\$2,245,700	\$0	\$2,245,700
Planning	\$229,800	\$0	\$229,800
Community Center	\$59,300	\$0	\$59,300
Municipal Court	\$75,400	\$2,000	\$77,400
Administration & City Council	\$1,197,200	\$0	\$1,197,200
Gen Fund Operations	\$220,000	\$0	\$220,000
Street Lights	\$115,900	\$0	\$115,900
<i>Not Allocated to Org Unit.</i>			
Transfers	\$747,832	\$0	\$747,832
Contingency	\$455,300	(\$2,000)	\$453,300
Total	\$5,346,432	\$0	\$5,346,432

ADOPTED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF JUNE, 2020.

CITY OF STAYTON

Signed: _____, 2020

By: _____
Mayor Henry A. Porter, Mayor

Signed: _____, 2020

ATTEST: _____
Keith D. Campbell, City Manager



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: June 15, 2020
SUBJECT: Resolution No. 1009, Adopting Fees and Charges for Various City Services for the 2020-21 Fiscal Year

BACKGROUND INFORMATION

Enclosed you will find Resolution No. 1009, which includes recommended changes to the fee schedule. Annually, the City reviews and updates its fees and fines schedule to reflect actual costs and consider the impact on inflation, personnel, and material on these fees to ensure they are in line to the actual cost.

FISCAL IMPACT

As allowed by State Statute, the fee schedule assists the City to recover our costs when providing these services.

SUMMARY

The City continues to work to evaluate our fees and ensure they are in alignment with actual costs and that City is not subsidizing special requests beyond the scope of daily City operations.

OPTIONS AND MOTIONS

1. Adopt Resolution No. 1009 as presented.

Move to adopt Resolution No. 1009, adopting fees and charges for various City Services as presented.

2. Adopt Resolution No. 1009 with amendments.

Move to adopt Resolution No. 1009, adopting fees and charges for various City Services as amended.

RESOLUTION NO. 1009

**A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES
FOR THE 2020-21 FISCAL YEAR**

WHEREAS, the City of Stayton receives requests from citizens for administrative, police, municipal court, library, public works, planning, parks and facilities and services requiring the expenditure of personnel time and materials; and

WHEREAS, prudent use of the City's financial resources requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The fees and charges for Fiscal Year 2020-21 appended hereto, designated Exhibit A are hereby adopted.

SECTION 2. This resolution shall remain in effect until the Stayton City Council adopts a new resolution for the following fiscal year.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF JUNE, 2020.

CITY OF STAYTON

Signed: _____, 2020

By: _____
Mayor Henry A. Porter, Mayor

Signed: _____, 2020

ATTEST: _____
Keith D. Campbell, City Manager



Fiscal Year 2020/21 Fees and Charges

ADMINISTRATIVE

	2020-21 Fee	Unit
Lien Search	\$ 105 .00	Per search
Returned <u>Payments</u> Checks/Items <u>or Autopay</u>	\$ 3525 .00	Per item
Invoice Late Fee	10%	
All other services not Identified	Actual Cost	

PUBLIC RECORDS

	2020-21 Fee	Unit	Notes
Printing / Copies – 8.5x11, 8.5x14, 11x17	\$0.25	Per page	
Printing / Copies – Large Format	\$10.00	Per page	
Digital Copies (PDF)	\$0.10	Per page	
Certified Copies	\$5.00	Each	
Copies of Digital Photos	\$1.00	Per photo	
CD of Digital Photos	\$10.00	Each	
Audio CD, DVD, or other media	\$15.00	Each	
Postage		Per transaction	Actual cost of postage
Open Records Check	\$ 2045 .00	Each	<u>Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included.</u>
Police Reports (fewer than 25 pages)	\$20.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (between 25 and 50 pages)	\$30.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.
Police Reports (over 50 pages)	\$50.00	Per report	Includes staff research and retrieval time of up to 30 minutes, over 30 minutes will be charged additionally. \$10 non-refundable search fee included. No charge for victim for first copy.

Staff Research		Per transaction	Charge based on salary and fringe benefits of employee(s) charged with task, converted to an hourly rate. Charged in 15-minute increments with a 15-minute minimum.
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POLICE

		2020-21 Fees & Fines	Unit
Visa Letter		\$40.00	Per letter
Record Check Letter		\$15.00	Per letter
Carnival, Amusement Park & Concession		\$300.00	Per year
Promotional/Processional Event (SMC 5.44; SMC 10.36)		\$50.00	Per event Per event
Recurring Events		\$25.00	Per event
Event Street Marking Deposit		\$200.00	Per event
Camping Permit		\$0.00	Each
Solicitor		\$150.00	Per year
Each Additional Employee		\$25.00	Per year
Renewal of Solicitor License		\$25.00	Per year
OLCC / OHA License			
Processing Fee		\$100.00	Per application
Change of Ownership		\$75.00	Per application
License Privilege Change		\$75.00	Per application
<u>OLCC / OHA Employee Background</u>		<u>\$10.00</u>	<u>Per employee</u>
OLCC / OHA License Background and Renewal		\$35.00	Per year
Temporary		\$35.00	Per application
Temp. for OLCC Licensed Business		\$15.00	Per application
Junk Dealers / Second Hand		\$50.00	Per year
Police Ordinance Bail for Violations			
Business Regulations	SMC 5.08	\$1,000.00	
Medical Marijuana Facilities	SMC 5.12	\$1,000.00	
Pharmaceutical Disposal	SMC 5.50	\$500.00	Per month
Garage Sales	SMC 5.16	\$500.00	
Solicitors	SMC 5.20	\$1,000.00	
Private Security Enterprises	SMC 5.28	\$1,000.00	
Secondhand Dealers and Pawnbrokers	SMC 5.32	\$1,000.00	

Animal Control	SMC 6.04	\$500.00	Not to exceed
Nuisances	SMC 8.04	\$500.00 minimum to \$1,000.00 maximum	Minimum Maximum
Alarms			
Alarm Permit	SMC 8.08	\$20.00	Each
Late Permit Fee	SMC 8.08	\$25.00	Each
False Alarm			
• First 5 Alarms		\$0.00	Each
• Alarms 6-15		\$25.00	Each
• Alarms 16+		\$50.00	Each
Any other Violation of SMC 8.08 Not listed previously	SMC 8.08	\$500.00	
Use of Public Parks, Public Property and Waterways	SMC 8.12	\$500.00	
Violation of Public Peace and Welfare	SMC 9	\$1,000.00	
Violation of Prohibited Parking Parking in Alley No Parking Zone	SMC 10.12.040 ORS 811.550	\$110.00	
Violation of Loading Zone	SMC 10.12.070	\$110.00	
Violation of Promotional / Processional / Event Permit	SMC 10.36	\$1,000.00	
Parking on a Sidewalk Damaging Sidewalks and Curbs	SMC 10.12.040 SMC 10.40.1040 ORS 811.570(1)	\$110.00 or actual cost of repairs	
Crossing Private Property	SMC 10.40.1010	\$110.00	
Violation of Truck Routes	SMC 10.40.1060	\$110.00	
Parking for Certain Purposes Prohibited Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	SMC 10.12.050	\$110.00	
Unlawful Storage on the Street	SMC 10.12.060	\$110.00	
Violation of Bus and Taxi SMC	SMC 10.12.080/ 10.12.090	\$110.00	
Skateboards, Skis, Toboggans, and Sleds	SMC 10.40.1030	\$25.00	
Violation of Bicycle SMC	SMC 10.28	\$25.00	

Violation of Pedestrian SMC	SMC 10.32	\$25.00	
Overtime Parking	SMC 10.12.040 SMC 10.12.100	\$25.00	
Parking Permit Violation	SMC 10.12.150	\$25.00	
Parking Spaces – Correct Use Required/Wrong Direction	SMC 10.12.020	\$25.00	
Violation of Prohibited Parking contrary to a parking control device	SMC 10.12.040(g)	\$25.00	
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$25.00	
Impound Charge Per Day for City Owned Storage	SMC 10.16.430	\$50.00 + Tow Fees	
Impound Tow Fee		\$125.00	

PLANNING

	2020-21 Fees	Unit
Pre-Application Meeting	\$300.00	Each
Application that requires only Staff review	\$ 700 650.00	Deposit
Application requiring Planning Commission Hearing	\$1, 500 350.00	Deposit
Applications Requiring Two Public Hearings		
Comprehensive Plan Map and Zone Map Amendment	\$1, 800 500.00	Deposit
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	\$ 2,000 1,800.00	Deposit
Major Annexation	\$4,500.00	Deposit
Other Planning Department Applications		
Sign Permits	\$25.00	Per Application
Temporary Sign	No Charge	Per Application
Change of Use Permits	\$25.00	Per Application
Mobile Food Unit License Fee	\$40.00	Annually
<u>Sidewalk Vendor License (licenses issued before January 1, 2021)</u>	<u>\$0.00</u>	<u>Per Square Foot</u>
<u>Sidewalk Vendor License (licenses issued after January 1, 2021)</u>	<u>\$2.50</u>	<u>Per Square Foot</u>
Appeals		
Of decisions made by Staff without a public hearing	\$250.00	Per Application
Of decisions made by the Planning Commission	\$400.00	Per Application
Vacation of Streets and Alleys	\$500.00	Per Application

MUNICIPAL COURT

	2020-21 Fees	Unit
Payment Agreement Fee	\$ 3025 .00	Each
License Reinstatement Fee	\$ 3025 .00	Each
Failure To Appear for Arraignment	\$ 2510 .00	Each
Failure to Appear Trial	\$100.00	Each
Trial Fee	\$ 4030 .00	Each
Warrant Fee	\$ 5550 .00	Each
Appeal Filing	\$ 5550 .00	Each
Translator Service	\$ 7060 .00	Each
Collection Fee	25%	Of Fine Assessed

LIBRARY

	2020-21 Fees	Unit
Printing - Black & White	\$0.10	Per page
Printing - Color	\$0.25	Per page
Overdue items		
Books - Adult	\$0.25	Per day
Books - Youth	\$0.10	Per day
DVD - Adult	\$0.25	Per day
DVD - Youth	\$0.10	Per day
Cultural Pass	\$5.00	Per day
Fees		
Interlibrary loan: mailing & loan cost	Actual cost	
Damage or lost materials	Actual cost + \$5.00 processing fee	
Lost or damaged DVD cases	\$ 1.00	Per item
Replaced Damaged AV Cover	\$ 1.00	Per cover
Replace Audiobook	Actual cost + \$5.00 processing fee	
Replace Audiobook Case	\$3.00	Per Case
Replace Cultural Pass	Price of membership	
Outside city of Stayton Library Card		
Non-Resident Full Service Card		
• Annual Household	\$60.00	
• 6 mo. household	\$30.00	
Outside of CCRLS District Card		
• Annual Household	\$70.00	
• 6 mo. family	\$35.00	
Outside of CCRLS Child Card		
• One Card	\$12.00	
• Two Cards	\$20.00	
• Three Cards	\$28.00	
E.G. Siegmund Room Rentals		
Cleaning fee (no food or beverage)	\$15.00	Each rental
Cleaning fee with food & beverage	\$25.00	Each rental

Fee for civic group, one side	\$15.00	Per hour
Fee for civic group, both sides	\$20.00	Per hour
Fee for Private group, one side	\$20.00	Per hour
Fee for Private group, both sides	\$25.00	Per hour
Fee for Commercial group, one side	\$25.00	Per hour
Fee for Commercial group, both sides	\$30.00	Per hour

PUBLIC WORKS

Site Development Permit: Engineering and Plan Review (for on-site and off-site public improvements) includes ROW permit. Prior to Permit issuance, actual plan review costs will be paid by Applicant. Inspection services will be paid for by Applicant after project completion and prior to Notice of Final Completion and Acceptance from the City.

	2020-21 Fees	Unit
New Infrastructure		
Water, sewer, storm drainage, and street improvements where excavation or utility cuts of pavement are required.	\$ 500 250.00	Deposit
Minor Partition (1 – 3 lots)	\$750.00	Deposit
Subdivision (4 – 10 lots)	\$2,500.00	Deposit
Subdivision (11+ lots) or Master Planned Development	\$4,500.00	Deposit
Water Quality and Detention Plan and Calculation Review (infill lots only)	\$100.00	Actual
Right of Way (ROW) Permits		
Type 1: Street tree replacement or installation	No Charge	
Type 2: Repair/replace sidewalk and/or driveway approach with where no street cut (includes 3 inspections). is needed	\$ 89 65.00	<u>Per Permit</u>
Type 3: Sidewalk, driveway approach and/or existing utility repair utilities where street cut is needed (includes 4 inspections). -	\$ 112 400.00	<u>Per Permit</u>
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agreement or \$40.00	
Type 5: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$65.00	<u>Per Permit</u>
<u>Additional Inspections over the permit type allotment.</u>	<u>\$23.00</u>	<u>Per Inspection</u>
Other Fees		
Vehicles, per hour	FEMA rate	
Water Service Deposit		\$ 100 75.00
Sewer Deposit		\$ 100 75.00
¾" Meter	Actual Costs (\$350.00 Minimum)	
1" Meter or larger	Actual Costs	
<u>Returned Payment Fees</u> Late Fee		\$ 35 15.00
<u>Processing</u> Delinquent Shut-off Fee for Non Payment of Bill		\$ 50 20.00
<u>Requested</u> Water On/Off Service Fee <u>During Business hours</u>		\$ 40 10.00

After Hours <u>Emergency</u> Call Out Service <u>for water leaks and/or repairs</u> (after first annual customer visit)	\$ 200100 .00
Water Meter Installation	Actual Cost
Water	Resolution-858
Storm Water	Resolution-908
Street Maintenance Fee	Resolution-864
Sewer	Resolution-907
Building permits	Per Marion County fee schedule
Building Structural Permit Driveway/Sidewalk Inspections	\$100
System Development Charges	
Parks – per dwelling unit	\$3, 284235
Water – per 3/4” meter equivalent	\$3, 418368
Wastewater – per ¾” meter equivalent	\$2, 547509
Transportation – per peak hour trip in downtown area	\$ 380374
per peak hour trip elsewhere	\$2, 764723
Stormwater	\$ 3,0372,992

FACILITY RENTALS

	2020-21 Hourly Rate	2020-21 Cleaning Fee
Community Center		
Civic Organization		
• Entire Building	\$18.00	\$80.00
• South End	\$14.00	\$50.00
• North End	\$10.00	\$30.00
Private Individuals		
• Entire Building	\$23.00	\$100.00
• South End	\$18.00	\$75.00
• North End	\$13.00	\$35.00
Commercial		
• Entire Building	\$28.00	\$100.00
• South End	\$23.00	\$75.00
• North End	\$18.00	\$35.00
Meetings without food or drink	See above rates	\$25.00
Non-resident surcharge rent plus	+25%	Above rate
	2020-21 Fees	Unit
Jordan Bridge and Pioneer Park Concession Stand		
• First three hours	\$100.00	
• Each additional hour	\$20.00	Per hour
Other Facility Fees		
Community Center Key Deposit (cash or check only)	\$25.00	Per key
Jordan Bridge Electrical Panel Key/Bridge Closure Signs Deposit (cash or check only)	\$25.00	Per event
Concession Stand Key Deposit (cash or check only)	\$25.00	Per key
Alcohol Beverage Service Permit	\$50.00	Each event
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	\$300.00	Each event
Cancellation Fee	\$25.00	Each event

SWIMMING POOL

	2020-21 Resident Fees	2020-21 Non-Resident Fees	Unit
Drop-In			
Adult	\$5.00 3.85	\$65.00	Per Visit
Youth, under 18	\$3.00 2.75	\$4.00 3.60	Per Visit
Disabled & Seniors (over 59)	\$3.00 2.75	\$4.00 3.60	Per Visit
Disabled & Senior Couples	\$5.00 3.85	\$65.00	Per Visit
Family	\$14.00 13.20	\$18.00 17.20	Per Visit
Monthly Memberships (auto-deduct)			
Adult	\$38.50 50.00	\$65.00 50.05	Per Month
Youth, under 18	\$25.00 16.50	\$35.00 21.45	Per Month
Disabled & Seniors (over 59)	\$30.00 24.75	\$45.00 32.20	Per Month
Disabled & Senior Couples	\$38.50 50.00	\$70.00 50.05	Per Month
Family	\$65.00 49.50	\$80.00 64.35	Per Month
Monthly Memberships (non-auto-deduct)			
Adult	\$56.00 49.50	\$75.00 64.35	Per Month
Youth, under 18	\$30.00 24.75	\$40.00 32.20	Per Month
Disabled & Seniors (over 59)	\$40 33.00	\$50.00 42.90	Per Month
Disabled & Senior Couples	\$56.00 49.50	\$75.00 64.30	Per Month
Family	\$75 66.00	\$90.00 85.80	Per Month
Annual Memberships			
Adult	\$620.00 369.60	\$825.00 479.60	Per Year
Youth, under 18	\$330.00 158.40	\$440.00 205.95	Per Year
Disabled & Seniors (over 59)	\$440.00 237.60	\$550 308.00	Per Year
Disabled & Senior Couples	\$620.00 369.60	\$825.00 480.50	Per Year
Family	\$825.00 475.20	\$990.00 617.10	Per Year
Punch Cards for 20 Visits			
Adult	\$75 66.00	\$95.00 85.80	Per card
Youth, under 18	\$60 55.00	\$75 72.00	Per card
Disabled & Seniors (over 59)	\$60 55.00	\$75 72.00	Per card



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: June 15, 2020
SUBJECT: Resolution No. 1010, Approving Changes to Utility Charges

BACKGROUND INFORMATION

Enclosed you will find Resolution No.1010, which includes changes to the rates for water, sanitary sewer, and storm drainage user fees. These changes are to align rates with the approved 2020-21 fiscal year budget approved by the Budget Committee, and adopted by the City Council.

ENTERPRISE- UTILITY RATES

An Enterprise Fund is a self-supporting government fund that provides a service to the public for a fee. According to GAAP accounting rules, combined with legal requirements (*Oregon Department of Revenue 150-294-0420*), the City is to set the charge for services to cover the cost of operations, maintenance need, as well as future growth expansions or replacement of equipment of the City's utility plants.

The City is being fiscally responsible by increasing utility rates on an annual basis to have a smaller impact on the community over a longer period. By implementing an annual rate increase based on the Consumer Price Index - Western Region as reported by Bureau of Labor and Statistics published by the U.S Department of Labor (CPI-W rate), the City is better equipped to maintain this goal.

A 2.5% increase based on the (CPI-W) (water rates CPI+5%). An average homeowner or small business owner will see an approximate increase on their monthly utility bill as follows:

\$1.81 (water rate increase)
\$1.09 (sewer rate increase)
\$0.14 (storm drainage user fee increase)
\$3.04 total increase to monthly utility bill

It is important to do incremental rate increases over time, rather than waiting until a catastrophic event happens leading to a much larger increase all at once.

FISCAL IMPACT

The rate increases reflect the fiscal year 2020-21 budget that was approved by the Budget Committee and adopted by the City Council. This increase allows for Enterprise Funds to continue to provide a service to the general public on a continuing basis which meets the states statutes requiring Enterprise Funds to be financed primarily through user charges. City staff continues to monitor capital project needs.

SUMMARY

This annual monitoring of utility services rates and fees ensures that not only the funds are self-supporting but also that our plants are always in good working order. This further allows the City to plan for future needs and changes to ensure our utility systems are up to date and functioning properly for our community members.

OPTIONS AND MOTIONS

1. Adopt Resolution No. 1010 as presented.

Move to adopt Resolution No. 1010, approving changes to utility charges as presented.

2. Adopt Resolution No. 1010 with amendments.

Move to adopt Resolution No. 1010, approving changes to utility charges as amended.

RESOLUTION NO. 1010
APPROVING CHANGES TO UTILITY CHARGES

WHEREAS, Stayton Municipal Code (SMC) Titles 13.16.440; 13.32; and 13.24.1190 require rates be established to pay for the costs of operating the City's water, stormwater, and sanitary sewer utilities;

WHEREAS, such rates are to be set in Resolution form by the Stayton City Council;

WHEREAS, operating costs and capital facilities costs have increased due to inflation since rates for each utility were last increased in 2018 with the adoption of Resolution No. 982;

WHEREAS, the Budget Committee approved, and the City Council adopted, the fiscal year 2020-21 budget including rate adjustments for these utilities; and

WHEREAS, the City Council deems it appropriate and timely that utility rates be adjusted to adequately provide resources to properly operate and maintain the City's utility systems in accordance with the adopted master plans.

NOW THEREFORE, BE IT RESOLVED THAT:

SECTION 1: WATER RATES

In accordance with SMC Chapter 13.16.440, this Resolution increases water rates established in Resolution No. 982 by 5% plus 2.5% based on the current Consumer Price Index - Western Region (CPI-W).

SECTION 2: SANITARY SEWER RATES

In accordance with SMC Chapter 13.32, this Resolution increases sanitary sewer rates established in Resolution No. 982 by 2.5% based on current CPI-W.

SECTION 3: STORM DRAINAGE USER FEES

In accordance with SMC Chapter 13.24.1190, this Resolution increases storm drainage user fees established in Resolution No. 982 by 2.5% CPI-W.

SECTION 4: REVIEW

This Resolution shall be reviewed by staff annually during the month of April and rates amended as appropriate for the next fiscal year. Consideration shall be given to a combination of the City's growth rate, increase in operations and the rate of inflation by the Consumer Price Index - Western Region (CPI-W), as reported by Bureau of Labor and statistics published by the U.S Department of Labor. The cost index for the period April of the preceding year through March of the current year.

This Resolution becomes effective July 1, 2020.

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF JUNE 2020.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

By: _____

Keith D. Campbell, City Manager