



AGENDA STAYTON CITY COUNCIL MEETING

Wednesday, June 29, 2016

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

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

ANNOUNCEMENTS – PLEASE READ CAREFULLY

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

PRESENTATIONS / COMMENTS FROM THE PUBLIC

Request for Recognition: If you wish to address the Council, please fill out a green “Request for Recognition” form. Forms are on the table at the back of the room. *Recommended time for presentation is 10 minutes. Recommended time for comments from the public is 3 minutes.*

CONSENT AGENDA

- a. June 6, 2016 City Council Minutes
- b. Senior Services Meal Site Agreement Renewal
- c. Approval of Abstract of Election Results – May 17, 2016 Primary Election

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

Certifying Eligibility and Electing to Receive State Revenue Sharing Funds

- a. Staff Report – Andy Parks
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 943 and Resolution No. 944

City of Stayton 2016-2017 Fiscal Year Budget

- a. Staff Report – Andy Parks
- b. Open Public Hearing
- c. Public Hearing
- d. Close of Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 945, Adopting the F.Y. 2016-2017 City Budget, Making Appropriations, and Levying Property Taxes for the Fiscal Year

Land Use File #9-04/16, Legislative Amendments to Land Use Development Code Zones

- a. Commencement of Public Hearing
- b. Staff Report – Dan Fleishman
- c. Questions from Council
- d. Proponents' Testimony
- e. Opponents' Testimony
- f. General Testimony
- g. Questions from Public
- h. Questions from Council
- i. Staff Summary
- j. Close of Hearing
- k. Council Deliberation
- l. Council Decision on Ordinance No. 996, Amending SMC Title 17, Regarding the Zones in which Crop Production is Permitted

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution No. 946, Fiscal Year 2015-2016 Budget Appropriation Transfers Action

- a. Staff Report – Andy Parks
- b. Council Deliberation
- c. Council Decision

Resolution No. 947, Authorizing an Interfund Loan Transfer from Vehicle Replacement to the Stormwater Fund Action

- a. Staff Report – Andy Parks
- b. Council Deliberation
- c. Council Decision

Resolution No. 948, 2016-2017 Fees and Fines

Action

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

STAFF/COMMISSION REPORTS

Finance Director’s Report – Cindy Chauran & Elizabeth Baldwin

Informational

- a. May 2016 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens

Informational

- a. May 2016 Statistical Report

Public Works Director’s Report – Lance Ludwick

Informational

- a. May 2016 Operating Report

Planning & Development Director’s Report – Dan Fleishman

Informational

- a. May 2016 Activities Report

Library Director’s Report – Pam Pugsley

Informational

- a. May 2016 Activities

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – Monday, July 18, 2016

- a. Employee Recognition
- b. Wildlife Meadows Development Agreement
- c. Business Survey Results
- d. Property Maintenance Code
- e. Public Hearing – Code Amendments
- f. Monthly Staff Reports

ADJOURN

CALENDAR OF EVENTS

JUNE 2016

Monday	June 27	Planning Commission	7:00 p.m.	Community Center (north end)
Wednesday	June 29	City Council	7:00 p.m.	Community Center (north end)

JULY 2016

Monday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Tuesday	July 5	City Council	CANCELLED	
Tuesday	July 5	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	July 8	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	July 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	July 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 20	Library Board	CANCELLED	
Monday	July 25	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2016

Monday	August 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 2	National Night Out	6:00 p.m.	Stayton Area Parks
Tuesday	August 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	August 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	August 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 17	Library Board	CANCELLED	
Monday	August 29	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2016

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

OCTOBER 2016

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

**City of Stayton
City Council Meeting Action Minutes
June 6, 2016**

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

Time Start: 7:00 P.M.

Time End: 7:58 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. Plant of the Year Recognition for the Wastewater Treatment Plant by Keith Campbell	Mr. Campbell offered recognition to the staff of the Wastewater Treatment Plant for being honored as the "Plant of the Year" for 2015.
b. YMCA Update on the Stayton Family Memorial Pool by Billie Hight-Maurer	Ms. Hight-Maurer discussed current programming at the pool and an upcoming rate increase.
c. Pedestrian Safety Presentation by Officer Scott Mumey	Officer Mumey gave a presentation regarding crosswalk safety, distracted driving, and seat belt enforcement.
d. Elaine Merrier	Encouraged property owners and local businesses to clean up their properties.
Consent Agenda	
a. May 2, 2016 City Council Meeting Minutes	Motion from Councilor Lewis, seconded by Councilor Quigley, to approve the Consent Agenda. Motion passed 5:0.
Public Hearing	None
Unfinished Business	None

<p>New Business Agreement for Services with MWVCOG a. Staff Report – Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report included in the Council packet.</p> <p>Council request for clarification on what the grant funds are for. Mr. Fleishman explained the funds are for Wilco Road, which will explore many financing options.</p> <p>Additional discussion of whether Council of Governments has completed work like this before. Mr. Fleishman stated yes.</p> <p>Motion from Councilor Lewis, seconded by Councilor Glidewell, to authorize the City Administrator to enter into an agreement with the Mid-Willamette Valley Council of Governments in accordance with the attached work plan. Motion passed 5:0.</p>
<p>Staff / Commission Reports Finance Director’s Report – Cindy Chauran & Elizabeth Baldwin a. April 2016 Monthly Finance Department Report</p> <p>Police Chief’s Report – Rich Sebens a. April 2016 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick a. April 2016 Operating Report</p> <p>Planning & Development Director’s Report – Dan Fleishman a. April 2016 Activities Report</p> <p>Library Director’s Report – Pam Pugsley a. April 2016 Activities</p>	<p>No discussion.</p> <p>Chief Sebens gave a brief update on the Police Department activities.</p> <p>Brief discussion of building activities.</p> <p>No discussion.</p> <p>Ms. Pugsley provided an update on the Library.</p>
<p>Presentations / Comments From the Public</p>	<p>None</p>
<p>Business from the City Administrator</p>	<p>None</p>
<p>Business from the Mayor</p>	<p>Discussion that there will not be a quorum at the July 20th City Council meeting. Staff will work to reschedule a meeting prior to the end of June.</p>
<p>Business from the Council</p>	<p>Councilor Quigley inquired about a junk issue at Second Avenue and Florence Street. Chief Sebens provided an update on this situation.</p>

Future Agenda Items – June 20, 2016

- a. Public Hearing – 2016-17 FY Budget and Revenue Sharing
- b. Public Hearing – Planning
- c. 2016-2017 Fees and Fines Schedule
- d. 2016-2017 FY Budget Adoption

APPROVED BY THE STAYTON CITY COUNCIL THIS 29TH DAY OF JUNE 2016, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____
Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: June 29, 2016
SUBJECT: Consent Agenda: Senior Services Meal Site Agreement Renewal

ISSUE

Whether or not to authorize the City Administrator to execute a renewal of the Facility Use Agreement with the Northwest Senior & Disability Services (NWSDS) for use of the Stayton Community Center as a senior meal site.

STAFF RECOMMENDATION

Authorize the City Administrator to execute the Facility Use Agreement as revised.

BACKGROUND INFORMATION

The City of Stayton has enjoyed a good working relationship with NWSDS for many years. The agency uses the kitchen facilities and the south side of the Community Center on a weekly basis as a senior meal site serving the greater Stayton area. The renewal in 2015 included a base rent of \$500 a month plus an annual locker rent of \$250.

Recently, the NWSDS approached the City requesting a reduction in their monthly rental fees. In recent months, their use of the facility has reduced from five days per week to three days per week. Based on their usage, staff has calculated a new rental fee of \$300 per month to cover their usage. The annual locker rental fee remains unchanged.

In addition, the Agreement has been updated to include updated, realistic expectations of the user and modified to include perpetual renewal rather than yearly renewal, unless either party requests review or termination of the agreement.

FACTS AND FINDINGS

NWSDS has agreed to the changes made to the Agreement.

FISCAL IMPACT

The new annual rent received from NWSDS will be \$3,850. This is a reduction of \$2,400 annually.

OPTIONS

Approve, deny or direct modification of the proposed Facility Use Agreement.

MOTION(S)

N/A included as a Consent Agenda item.

**USE AGREEMENT
STAYTON COMMUNITY CENTER FACILITY**

THIS USE AGREEMENT is made by and between the City of Stayton, CITY, and the Northwest Senior & Disability Services, USER.

WHEREAS, the primary use of the Stayton Community Center is as a public use and meeting area for the City of Stayton and any persons or groups who rent the facility from the CITY; and,

WHEREAS, the Northwest Senior & Disability Services desires to rent certain portions of the Center, and the CITY agrees to such use and rental as follows:

WITNESSETH

THAT IN CONSIDERATION of the payment of user fees and the USER's covenants herein contained, the CITY will allow USER to use the following described premises:

The Stayton Community Center south meeting room, including kitchen facilities and one (1) storage locker, of the Stayton Community Center located at 400 West Virginia Street, Stayton, Oregon.

1. USER shall pay a user fee for the rental of the above described premises in the amount of five hundred dollars (\$~~500~~300.00) per month commencing ~~July 1, 20156~~. All rental fees shall be in advance prior to the first of the month. [This allows use of the facility no more than three \(3\) days per week.](#)

A non-refundable, one-time per year storage locker rental fee of \$250.00 for one (1) locker used shall be paid prior to ~~July 1, 20156 annually for use through June 30, 20176~~ unless this Agreement is earlier terminated.

2. USER agrees to abide by the general rules and regulations governing the use of the Stayton Community Center, attached herein as Exhibit A. In any case where the general rules and regulations conflict with the terms of this Agreement, the terms of this Agreement shall prevail.

3. Other than with prior written consent of CITY, the premises shall be used as a senior nutrition site for the Northwest Senior & Disability Services. USER is entitled to use of the designated portion of the Center on weekdays, Monday through Friday, between the hours of 9:00 a.m. to 2:00 p.m., [no more than three \(3\) days per week.](#)

4. CITY reserves the right to rent or use the ~~foyer and/or north end of the facility~~ to others at any time USER is renting the facility.

Comment [S1]: This isn't a rentable part of the building.

5. In addition, on not more than four weekdays during the course of this Agreement, CITY reserves the right to schedule events that may involve the use of the entire premises of the Stayton Community Center. In order to allow USER to make suitable alternative arrangements, CITY shall notify USER of such events no less than 21 calendar days in advance of the date scheduled.

6. USER agrees to carry general liability insurance on the premises with an aggregate limit of at least \$1,000,000.00, meeting the statutory and city code requirements. USER further agrees to designate the City of Stayton as an additional named insured on the policy. USER shall provide CITY with a certificate evidencing said insurance coverage prior to occupancy.

7. USER shall protect, indemnify, defend and hold CITY harmless from any claim, loss, liability, or damage to persons or property and all costs and fees in the defense arising out of or related to any activity on the

premises and any person who comes on the premises at the invitation or with the acquiescence of USER. USER's duty to indemnify shall not apply to nor prevent any claim by USER against CITY for injury or damage to USER or USER's property for which CITY may be liable.

8. USER is responsible for telephone service for the Northwest Senior & Disability Services. CITY grants USER the right to install a telephone line and telephone jack to the kitchen for the operation of the Northwest Senior & Disability Services nutrition site, at USER's sole expense.

9. USER shall be responsible for:

a. Daily supervision and staffing of the nutrition site.

~~b. Daily setup and putting away of tables and chairs for the nutrition program.~~

b. Providing dishwashing soap, dishwasher detergent, cleaners, and other cleaning supplies in order to maintain the kitchen area and clean up tables used for meals.

c. Daily cleanup of the kitchen, stoves, refrigerator, counters, tables and chairs.

~~d. Daily sweeping of the dining area and kitchen.~~

e. Ownership and maintenance of the existing commercial dishwasher, agreeing that the equipment will be used by other renters of the facility.

~~f. Daily checking of the bathroom areas including the restocking of toilet paper and paper towels.~~

f. Daily checking of all exit doors to ensure the facility is secure.

g. Provision of any special equipment or materials needed by the USER for conduct of the nutrition program.

~~10. USER shall be responsible for:~~

~~h. Any repairs to the premises necessitated by the negligence of USER, its agents, employees, and invitees, except as provided in paragraph 6 of this Agreement;~~

~~i. Any repairs to any of CITY's personal property and for any damage to the personal property which occurred during times USER is renting the facility.~~

~~j. Except with respect to activities for which CITY is responsible, USER shall pay as due all claims for work done on or for services rendered to or material furnished to the premises and shall keep the premises free from any and all liens of any kind whatsoever relating to USER's use and occupancy of the premises.~~

10. CITY shall be responsible for:

a. All utilities and general maintenance of the facility.

b. Providing utility paper supplies for use in the kitchen and bathrooms consisting of a reasonable quantity of toilet paper and paper towels.

Comment [S2]: I believe our cleaning service performs this task.

Comment [S3]: Is this something NWSDS does or is our cleaning service performing this task?

Comment [S4]: These should just be grouped with the above items

11. USER agrees to maintain the premises in a clean and sanitary condition at all times. USER's on-going maintenance of the facility in a clean and sanitary condition is an essence of this Agreement and is the primary reason CITY has allowed USER to pay a reduced fee for the use of the facility. CITY will carefully monitor USER's ability to maintain the premises in a clean and sanitary condition; and, if CITY finds USER has not maintained the premises in a satisfactory manner, such shall be cause for termination of this Agreement.
12. USER shall make no improvements or alterations to the premises of any kind without first obtaining CITY's written consent. All improvements or alterations performed on the premises by either CITY or USER shall be the property of CITY when installed unless agreed otherwise in writing at the time of the installation of the improvement or alteration.
13. USER shall maintain a record of hours of operation of the Stayton nutrition site, attendance, volunteer hours worked, on-site meals served, off-site meals served and special programs offered to seniors in conjunction with the nutrition programs. USER shall present a brief written report on the Northwest Senior & Disability Services nutrition program, operations and costs to CITY upon request.
14. ~~This e-term of this Use Agreement shall be for one (1) year commencing become effective July 1, 20156, and will renew on an annually each July 1st. If either party wishes to open the agreement for modifications, they may do so by written request to the City Administrator. -and terminating at 11:59 p.m. on June 30, 20167. This Agreement will be reviewed by March 30, 20167 and may be extended upon written agreement of both parties.~~
15. This Agreement may be terminated by either party by giving the other party thirty (30) days' written notice.
16. The remedies of CITY and USER for breach of this Agreement shall be as set forth in ORS 105.105 through ORS 105.155 and shall specifically include the remedies set forth as follows: ON 24 HOURS' NOTICE: CITY may, after 24-hours' written notice specifying the cause, immediately terminate this Agreement if: 1) USER or someone in USER's control seriously threatens immediately to inflict personal injury, or inflicts any substantial personal injury, upon CITY or other users; 2) USER or someone in USER's control intentionally inflicts any substantial damage to the premises; or 3) USER or someone in USER's control commits any act which is outrageous in the extreme.
17. In the event of termination of this Agreement under the terms hereof or otherwise, CITY may take possession in the manner provided in ORS 105.105 through 105.555 or in any other manner, including voluntary surrender by USER.
18. In the event of suit or action to enforce the rights of the CITY or the USER hereunder, the court may allow reasonable attorney fees to the prevailing party of said suit or appeal thereon.
19. It is understood that no modification of this Agreement shall be valid unless that modification appears in writing and has been signed by the USER's and by CITY's representatives who have been authorized to do so at a regularly scheduled meeting of the Stayton City Council.
20. USER shall refrain from storing on or discharging from or onto the premises any hazardous wastes or toxic substances as defined in 42 USC 9601-9657.
21. Waiver by either party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

22. This Agreement shall be binding upon and inure to the benefit of the parties, their respective successors, and assigns.

23. This Agreement is the entire, final, and complete agreement of the parties pertaining to the agreement and supersedes and replaces all written and oral agreements heretofore made or existing by and between the parties or their representatives relating the property.

24. The Stayton City Administrator, or his designate, is hereby authorized to administer this Agreement for CITY.

25. The Nutrition Services Manager, or his designate, is hereby authorized to administer this Agreement for USER.

This Agreement has been approved by the City of Stayton at a regularly scheduled meeting of the Stayton City Council on the _____ day of _____ ~~2015~~2016.

CITY OF STAYTON

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

Approved As To Form

Date: _____ By: _____
David A. Rhoten, City Attorney

NORTHWEST SENIOR & DISABILITY SERVICES

Date: _____ By: _____
Rodney Schroeder, Executive Director (Operations)



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: June 29, 2016
SUBJECT: Approval of Abstract of Election Results – May 17, 2016
Primary Election

STAFF RECOMMENDATION

By consent, accept the Abstract of Election Results.

BACKGROUND INFORMATION

ORS 255.295 requires that a local government review and acknowledge acceptance of an Abstract of Election Results, prepared by the county elections department, in connection with an election within its jurisdiction.

For your information, an undervote occurs when the number of choices selected by a voter is less than the maximum number allowed for that contest or when no selection is made for a single choice contest. An overvote occurs when one votes for more than the maximum number of selections allowed in a contest.

FACTS AND FINDINGS

An Election was held on May 17, 2016, a majority of the electors of the City of Stayton voted in the affirmative for the Local Option Tax for the Parks, Library, and Pool.

OPTIONS

Authorize the City Administrator to accept the Abstract of Election Results.

MOTION(S)

Consent agenda approval.



MarionCounty

OREGON
COUNTY CLERK

COUNTY CLERK
William J. Burgess

Voice (503) 588-5225
E-Mail: bburgess@co.marion.or.us
Website: http://www.co.marion.or.us/CO

ELECTIONS OFFICE

Voice (503) 588-5041
1-800-655-5388
TTY/TTD: (503) 588-5610
FAX: (503) 588-5383
E-Mail: elections@co.marion.or.us

Acceptance of Results Form – City Measure

TO: Bill Burgess, Marion County Clerk
PO Box 14500
Salem, OR 97309-5036

|||||
Stayton City Recorder
362 N Third Ave
Stayton, OR 97383

SUBJECT: Abstract of Votes for the May 17, 2016 Primary Election

This is to verify receipt of the abstract from the May 17, 2016 Primary Election and the governing board's acceptance of it as the official election results.

(date)

(Authorizing signature)

(title)

Completed form must be returned by: June 24, 2016

(Form may be returned by mail, fax, or e-mail.)

Canvass Report — Total Voters — Official
Marion County, Oregon — May 17, 2016 Primary Election — May 17, 2016

Total Number of Voters: 77,358 of 159,177 = 48.60%

06/06/2016 12:57 PM
 Precincts Reporting 123 of 123 = 100.00%

24-390: City of Stayton Local Option Tax

Precinct	Blank Ballots Cast	Over Votes	Under Votes	Total Ballots Cast	Registered Voters	Percent Turnout	Yes	No	Totals
655	5	0	189	2,027	3,940	51.45%	1,236	602	1,838
Totals:	5	0	189	2,027	3,940		1,236	602	1,838

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

	
	MAY 06 2016
Signature of County Clerk Bill Burgess	Date of Abstract



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

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

FROM: Andy Parks, Finance Consultant

DATE: June 29, 2016

SUBJECT: Resolution No. 943 and Resolution No. 944, Certifying Eligibility and Electing to Receive State Revenue Sharing Funds

ISSUE

Compliance with Oregon Revised Statutes in order to receive State Shared Revenues.

STAFF RECOMMENDATION

Staff recommends that Council approve Resolution No. 943, certifying the City's eligibility to receive state-shared revenues and Resolution No. 944, electing to receive these funds.

BACKGROUND INFORMATION

ORS 221.760 provides that cities located within a county having more than 100,000 inhabitants must provide four or more of the following municipal services to be eligible to receive state-shared revenues:

- Police protection
- Fire protection
- Street construction, maintenance, and lighting
- Sanitary sewers
- Storm sewers
- Planning, zoning, and subdivision control
- One or more utility services

Resolution No. 943 certifies the City's eligibility to receive state-shared revenues.

ORS 221.770 requires cities to annually pass a resolution requesting state revenue sharing money. Resolution No. 944 declares the City's election to receive state revenues. Along with

this resolution, we also certify, on a state provided form, attested to by the Deputy City Recorder, the two required public hearings were held.

FACTS AND FINDINGS

On May 23, 2016, a public hearing was held at the budget committee meeting to receive citizen input on possible uses of revenue sharing funds. Earlier this evening, a public hearing was held to receive citizen input on proposed uses of State Revenue Sharing funds. Oregon Revised Statutes (ORS) further require that the Council pass two separate resolutions in order to receive these funds.

FISCAL IMPACT

The FY 2016-17 budget includes estimated revenue of \$10,000 from cigarette taxes, \$103,000 from liquor taxes, \$66,000 from State revenue sharing, for a total of \$179,000 in the General Fund and \$450,000 in state gas taxes in the Street Fund. Total State shared revenues total an estimated \$629,000. The monies received in the General Fund are budgeted for police, planning, and other governmental services, while the monies in the Street fund are restricted to street maintenance.

OPTIONS

1. Approve the attached Resolutions to comply with State Revenue Sharing Law and be eligible to receive these funds
2. Not approve the attached Resolutions to comply with State Revenue Sharing Law and be ineligible to receive these funds

MOTION(S)

For Option 1: Offer a motion to approve Resolution No. 943, Certifying the City of Stayton's Eligibility to Receive State-Shared Revenues by Providing the Necessary Municipal Services.

Offer a motion to approve Resolution No. 944, Declaring the City's Election to Receive State Revenues.

For Option 2: No motion necessary.

RESOLUTION NO. 943

A RESOLUTION CERTIFYING THE CITY OF STAYTON'S ELIGIBILITY TO RECEIVE STATE-SHARED REVENUES BY PROVIDING THE NECESSARY MUNICIPAL SERVICES

WHEREAS, ORS 221.760, Section 1., provides that the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

WHEREAS, City officials recognize the desirability of assisting the state office responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW THEREFORE, be it resolved by the Stayton City Council that the City of Stayton hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning, and subdivision control
6. Water utility service

Approved by the Stayton City Council this 29th day of June, 2016.

CITY OF STAYTON

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM

David A. Rhoten, City Attorney

RESOLUTION NO. 944

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

WHEREAS, revenue sharing statutes require that a city may not be included in apportionments or receive distributions of State Revenue Sharing unless it elects to receive distributions by enactment of an ordinance or resolution expressing that election;

WHEREAS, a public hearing before the Budget Committee was held on the 23rd day of May, 2016 and a public hearing before the City Council was held on the 29th day of June, 2016, giving the citizens an opportunity to comment on use of State Revenue Sharing.

NOW THEREFORE, be it resolved by the Stayton City Council that, pursuant to ORS 221.770, the City of Stayton hereby elects to receive state revenues for the 2016-2017 fiscal year.

Approved by the Stayton City Council this 29th day of June, 2016.

CITY OF STAYTON

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

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: Henry A. Porter and the Stayton City Council
FROM: Andy Parks, Finance Consultant
DATE: June 29, 2016
SUBJECT: Resolution No. 945, Adopting the 2016-17 City Budget, making appropriations and levying property taxes for the fiscal year.

ISSUE

Resolution No. 945 Adopting the Budget, Making Appropriations and Levying Property Taxes for Fiscal Year 2016-2017.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 945 as presented or as may be amended.

BACKGROUND INFORMATION

On May 24, 2016, the City of Stayton Budget Committee approved a City Budget for Fiscal Year 2016-2017, including the levying of the City's established permanent tax rate of \$3.328/\$1,000 of assessed value and a local option property tax at the rate of \$0.60/\$1,000 as approved by Stayton voters on May 15, 2012.

Scheduled at beginning of this meeting is a public hearing before the governing body, the Stayton City Council, as required by Oregon Budget Law, to receive public input regarding the Budget as approved by the Budget Committee.

Local Budget Law allows the governing body to make changes to the Approved Budget during adoption, as long as the estimated appropriations in a fund are not changed by more than \$5,000 or 10 percent of the appropriation, whichever is greater.

FACTS AND FINDINGS

In the time since the Budget Committee approved the budget staff is recommending three amendments, each within the limitations established by Oregon Budget Law:

1. Rent from the Theatre is moved to the Facilities Fund - \$9,400
 - a. Reduces income in the General Fund and increases rent in the Facilities Fund

- b. Reduces Unappropriated fund balance in General Fund \$9,400, increases contingency in Facilities Fund \$9,400
2. Staff omitted \$10,000 in equipment in the Police Budget
 - a. Increases capital outlay \$10,000 in police
 - b. Reduces Unappropriated fund balance \$10,000 in General Fund
3. Legal expenditures related to employment issues and land use issues have been incurred in excess of those estimated in the year-end estimates, which will reduce the carryover in the General Fund by approximately \$200,000
 - a. Reduction in the unappropriated fund balance in the General Fund of \$200,000

The recommended amendments to the approved budget are included in the proposed resolution.

Additionally, any changes deemed appropriate as a result of public testimony received at the Public Hearing on the 2016-2017 City Budget, held earlier this evening, should also be made at this time.

FISCAL IMPACT

Total City Budget is \$20,636,231, with total appropriations of \$18,383,885, with a General Fund Budget of \$4,225,400.

OPTIONS

1. Adopt the 2016-2017 Budget as presented.
2. Adopt the 2016-2017 Budget with further specific amendments.

MOTION

Offer a motion to approve Resolution No. 945, Adopting the 2016-2017 Budget, Making Appropriations for the 2016-2017 Fiscal Year and Levying Taxes for the Fiscal Year (either as presented or as further specifically amended).

RESOLUTION NO. 945

A RESOLUTION ADOPTING THE 2016-2017 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM TAXES FOR THE 2016-17 FISCAL YEAR

WHEREAS, the City Budget Officer prepared the proposed budget for the City of Stayton for the 2016-17 fiscal year commencing July 1, 2016;

WHEREAS, the proposed budget was approved by the Budget Committee on May 24, 2016;

WHEREAS, there are changes to the approved budget; per inquiry of the Budget Committee related to theatre rent, which is moved from the general fund to the facilities fund (\$9,400), omission of equipment in the amount of \$10,000 from the police budget, and lastly legal expenditures in the general fund in fiscal year 2015-16 requiring a budget adjustment and reducing the carryover balance by an estimated \$200,000, which requires a reduction in the unappropriated balance of the general fund. All changes are less than ten percent (10%) of their respective funds;

WHEREAS, the Stayton City Council held a public hearing for the approved budget to receive comments from citizens; and,

WHEREAS, the Stayton City Council has considered the public testimony received.

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

1. Adopts the budget for fiscal year 2016 – 2017, beginning July 1, 2016 in the total amount of \$20,636,231 and makes the following appropriations:

Fund/Program/Organization Unit/Object Classification	Approved Budget	Change	Amended Budget
General Fund			
Police	\$ 2,077,400	\$ 10,000	\$ 2,087,400
Planning	146,700	-	146,700
Community Center	62,600	-	62,600
Municipal Court	99,700	-	99,700
City Council and Administration	980,300	-	980,300
Non-departmental	60,000	-	60,000
Street Lights	115,000	-	115,000
Transfers	473,000	-	473,000
Contingency	200,700	-	200,700
Total	\$ 4,215,400	\$ 10,000	\$ 4,225,400
Street Fund			
Personnel	\$ 88,600	\$ -	\$ 88,600
Materials and Services	201,900	-	201,900
Capital Outlay	300,000	-	300,000
Transfers	131,100	-	131,100
Contingency	538,751	-	538,751
Total	\$ 1,260,351	\$ -	\$ 1,260,351

Fund/Program/Organization Unit/Object Classification	Approved Budget	Change	Amended Budget
Parks Fund			
Personnel	\$ 79,200	\$ -	\$ 79,200
Materials and Services	65,900	-	65,900
Capital Outlay	125,000	-	125,000
Transfers	27,800	-	27,800
Contingency	37,100	-	37,100
Total	\$ 335,000	\$ -	\$ 335,000
Library Fund			
Personnel	\$ 368,100	\$ -	\$ 368,100
Materials and Services	129,351	-	129,351
Transfers	27,700	-	27,700
Contingency	84,993	-	84,993
Total	\$ 610,144	\$ -	\$ 610,144
Pool Fund			
Materials and Services	\$ 160,200	\$ -	\$ 160,200
Transfers	7,500	-	7,500
Contingency	63,676	-	63,676
Total	\$ 231,376	\$ -	\$ 231,376
Water Fund			
Personnel	\$ 398,400	\$ -	\$ 398,400
Materials and Services	517,600	-	517,600
Capital Outlay	260,000	-	260,000
Transfers	420,000	-	420,000
Debt Service	358,900	-	358,900
Contingency	277,800	-	277,800
Total	\$ 2,232,700	\$ -	\$ 2,232,700
Wastewater Fund			
Personnel	\$ 583,400	\$ -	\$ 583,400
Materials and Services	935,400	-	935,400
Capital Outlay	1,005,000	-	1,005,000
Transfers	389,100	-	389,100
Debt Service	825,597	-	825,597
Contingency	541,100	-	541,100
Total	\$ 4,279,597	\$ -	\$ 4,279,597
Stormwater Fund			
Personnel	\$ 37,800	\$ -	\$ 37,800
Materials and Services	66,900	-	66,900
Capital Outlay	90,000	-	90,000
Transfers	90,700	-	90,700
Debt Service	23,800	-	23,800
Contingency	57,434	-	57,434
Total	\$ 366,634	\$ -	\$ 366,634
Stormwater Construction Fund			
Materials and Services	\$ 220,000	\$ -	\$ 220,000
Capital Outlay	1,324,000	-	1,324,000
Total	\$ 1,544,000	\$ -	\$ 1,544,000
System Development Charge Funds			
Transfers	\$ 25,000	\$ -	\$ 25,000
Contingency	1,245,526	-	1,245,526
Total	\$ 1,270,526	\$ -	\$ 1,270,526
Public Works Administration Fund			
Personnel	\$ 314,400	\$ -	\$ 314,400
Materials and Services	77,600	-	77,600
Capital Outlay	15,000	-	15,000
Contingency	121,542	-	121,542
Total	\$ 528,542	\$ -	\$ 528,542

Fund/Program/Organization Unit/Object Classification	Approved Budget	Change	Amended Budget
Facilities Fund			
Personnel	\$ 23,300	\$ -	\$ 23,300
Materials and Services	25,000	-	25,000
Transfers	100,000	-	100,000
Contingency	333,051	9,400	342,451
Total	\$ 481,351	\$ 9,400	\$ 490,751
Vehicle Replacement Internal Services Fund			
Contingency	\$ 1,008,864	\$ -	\$ 1,008,864
Total	\$ 1,008,864	\$ -	\$ 1,008,864
Total appropriations, All Funds	\$ 18,364,485	\$ 19,400	\$ 18,383,885
Total unappropriated and reserve amounts, All Funds	2,471,746	(219,400)	2,252,346
Total Budget	\$ 20,836,231	-\$ 200,000	\$ 20,636,231

2. Imposing and Categorizing Ad Valorem Property Taxes. The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the City for tax year 2016-2017:
- a) At the rate of \$3.3280 per \$1,000 for permanent rate tax.
 - b) At the rate of \$0.6000 per \$1,000 for voter approved local option tax levy.
3. Categorizing the Taxes. The taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

Subject to the General Government Limitation	Excluded from Limitation
Permanent Rate Tax..... \$3.3280 / \$1,000	
Local Option Tax \$0.6000 / \$1,000	
<i>(Approved May 15, 2012)</i>	

APPROVED BY THE STAYTON CITY COUNCIL this 29th day of June, 2016.

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

Date: _____ 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 Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: June 29, 2016
SUBJECT: Public Hearing on Ordinance 996 Regarding Crop Production

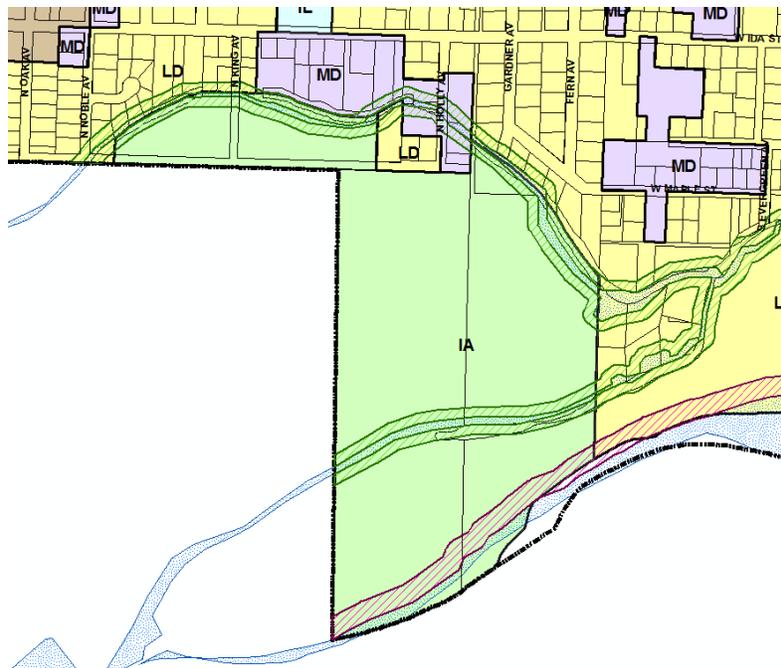
ISSUE

The issue before the City Council is a public hearing on a proposed legislative text amendment to the Stayton Land Use and Development Code, Title 17, Chapter 17.16 regarding the zones in which crop production is permitted.

BACKGROUND INFORMATION

Table 17.16.070.1 in the Land Use and Development Code spells out the permitted uses in each of the zoning districts. The table lists Crop Production as permitted only in the Industrial Agriculture Zone. Presumably when the Code was written, outdoor crop production was what the drafters had in mind. Figure 1 below shows a portion of the Official Zoning map showing the area zoned Industrial Agriculture.

Figure 1. Area of Industrial Agriculture Zoning



The entire area zoned Industrial Agriculture is owned by Norpac Inc. and is used for the disposal of their process wastewater, with the exception of street rights of way and a small parcel owned by the City for the Schedule M water reservoir. The City has received a number of inquiries about possible greenhouse production and indoor crop production. However, there is no location in the City where such a use would be permitted.

The amendment forwarded to the City Council would permit crop production in the Light Industrial (IL), the Industrial Commercial (IC), and the Commercial General (CG) zones, restricted to indoors only in these zones. Outdoor crop production in the Industrial Agriculture zone would not be affected by the amendment. Existing outdoor crop production operations in the Light Industrial zone would continue to be legally existing nonconforming uses.

ANALYSIS

It is no secret that the inquiries the City has received have been about marijuana production. In addition to the location controls in the Land Use and Development Code, other provisions of the City Code control where marijuana businesses may be located. In September of last year the City Council enacted Ordinance 987, regulating marijuana businesses. SMC Section 15.12.040 requires that any marijuana business be located a minimum of 200 feet from any residence except apartments in mixed-use buildings in a commercial, industrial or downtown zone and any residence that is restricted to persons 55 or older, or within 1,000 feet of a school.

Therefore regardless of in which zones the Land Use and Development Code permits indoor crop production, the business license code significantly restricts the location of marijuana production operation to only a few locations in the City. Figure 2 on the following page is a map that shows existing buildings that are zone Light Industrial, Industrial Commercial, or Commercial General and are more than 200 feet from a residence and 1,000 feet from a school.

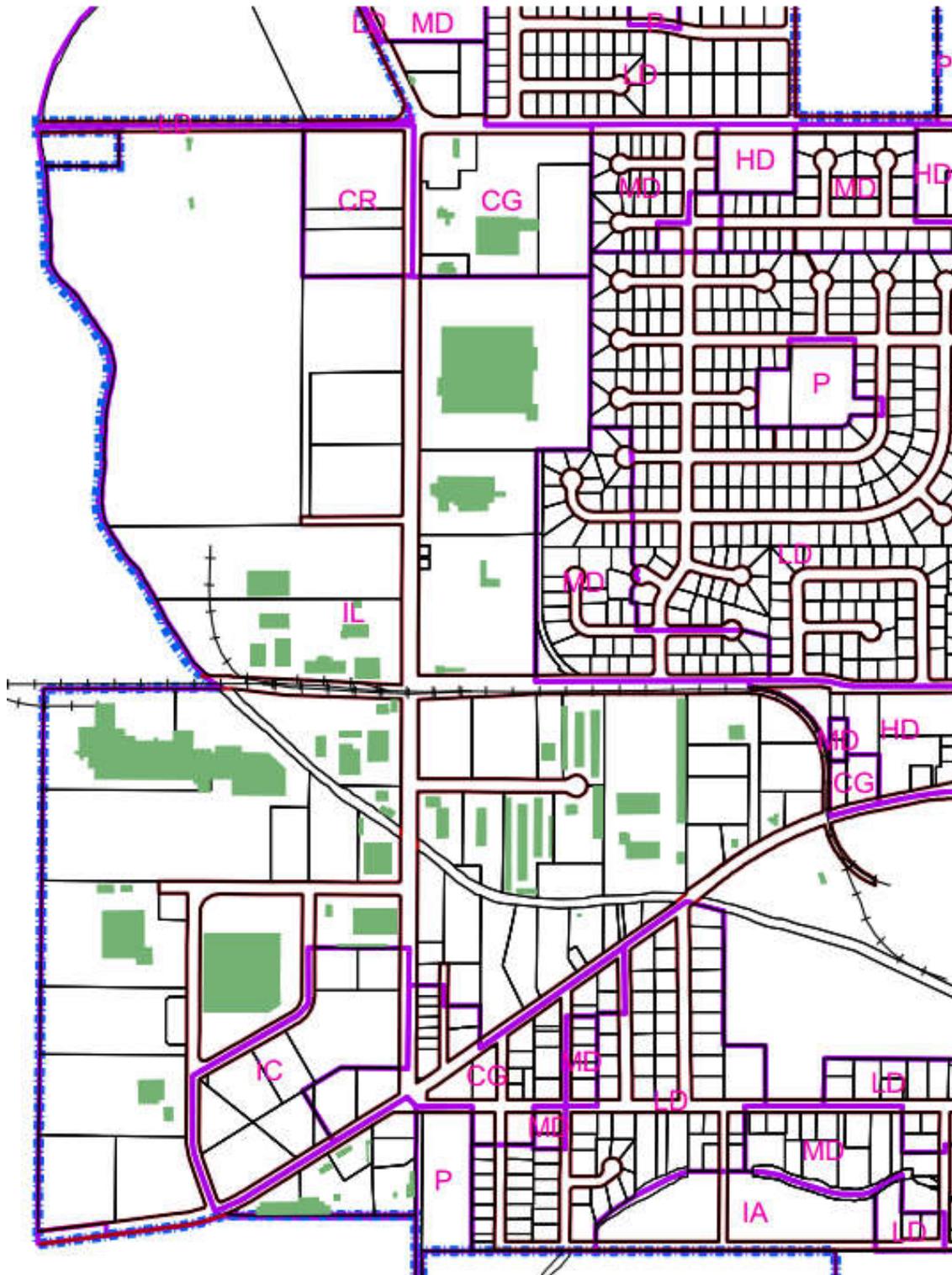
There are a total of 69 buildings in the City that are zoned Industrial or Commercial General and meet the separation distances from residences and schools. Of these, five are located in the CG zone and these five buildings are not likely to be suitable or available for indoor crop production – they are Roth’s and the four small shops between Roth’s and Bimart, McDonalds, Columbia Bank, the physical therapy clinic, and the car wash building at the Shell station.

The Planning Commission originally considered allowing indoor crop production in all three zones: IL, IC, and CG. However, upon presentation of the analysis of the above information, the Commission proposed an amendment that permitted indoor crop production only in the two industrial zones. At the Planning Commission’s public hearing in May, three of the four individuals offering testimony requested that indoor crop production be permitted in the CG zone as well. Following the public hearing, the Planning Commission revised the amendment to include the CG zone and forwarded the revised amendment to the Council.

RECOMMENDATION

The Planning Commission has recommended that the City Council enact the amendments. Their Order is attached. Staff recommends the Code be amended to permit indoor crop production in the IL and IC zones and makes no recommendation regarding whether it will be permitted in the CG zone. If the City Council wants to permit indoor crop production in the CG zone, then amendments to Title 5 of the Municipal Code will be also be necessary.

Figure 2. Buildings Zoned Industrial or Commercial General that are more than 200 feet from a Residence and 1,000 feet from a School Property



OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 996

Move to approve Ordinance No 996 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 996 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 996 will be brought before the Council for a second consideration at the July 18, 2016 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 996 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 996 will be brought before the Council for a second consideration at its July 18, 2016 meeting.

3. Return the Ordinance to Staff for further refinement

Move to direct staff to modify Ordinance No. 996 with the following changes ... and present the Ordinance to the City Council for further discussion and consideration at the July 18 meeting.

4. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 996

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE 17, REGARDING THE ZONES IN WHICH CROP PRODUCTION IS PERMITTED

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

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

WHEREAS, SMC Title 17, Chapter 20, Section 17.16.070 controls the uses in individual zones within the City and currently permits crop production in only the Industrial Agriculture Zone;

WHEREAS, all of the land in the Industrial Agriculture Zone is owned by one entity, not providing opportunities for others to engage in crop production activities in the City;

WHEREAS, there has been interest in indoor crop production activities in the City;

WHEREAS, there are not opportunities for indoor crop production under the current zoning;

WHEREAS, the City Council has determined that it is appropriate to allow indoor crop production in the Light Industrial, the Industrial Commercial, and the Commercial General Zones;

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

WHEREAS, the Stayton City Council, following a public hearing, does find that the amendments proposed by the Planning Commission are appropriate.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. SMC Title 17, Chapter 16 amended. Stayton Municipal Code, Title 17, Chapter 16 is hereby amended by changing Table 17.16.070.1 to list Crop Production as a permitted use following site plan review in the Light Industrial, Industrial Commercial, and Commercial General zones, with footnote 15 applying to the use in these zones, restricting the use to indoors only.

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

Section 3. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE STAYTON CITY COUNCIL this 29th day of June, 2016.

CITY OF STAYTON

Signed: _____, 2016

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2016

ATTEST: _____
Keith D. Campbell,
City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

DRAFT



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

TO: Henry A. Porter and the Stayton City Council
FROM: Andy Parks, Finance Consultant
DATE: June 29, 2016
SUBJECT: Resolution No. 946, Fiscal Year 2015-16 Budget Appropriation Transfers

ISSUE

Resolution No. 946 fiscal year 2015-16 budget appropriation transfers.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 946 as presented.

BACKGROUND INFORMATION

Local Budget Law allows the governing body to make changes to the Adopted Budget during the fiscal year to address unforeseen items during the year. The changes are allowed via resolutions so long as the adjustments in a fund are not changed by more than \$5,000 or 10 percent of the total fund, whichever is greater.

FACTS AND FINDINGS

In the time since the Budget Committee approved the budget staff is recommending three amendments, each within the limitations established by Oregon Budget Law:

1. Expenditures in General Fund Operations are projected to exceed the materials and services appropriation by \$245,000. This is directly related to approved legal expenses for personnel and land use purposes. (\$295,000 estimated actual compared to \$42,500 original budget).
 - a. Note that approximately \$50,000 of this cost was previously accounted for in the Stormwater Fund, however, the more appropriate accounting is within the General Fund as the issue relates to land use rather than City stormwater services.
2. The proposed budget adjustment is to increase appropriations in General Fund Operations by \$245,000 and reduce the contingency appropriation by \$245,000.
 - a. Reduction in the unappropriated fund balance in the General Fund of \$200,000.

3. The parks capital related costs in the Construction Fund are projected to exceed the amount originally budgeted by approximately \$50,000. The original budget allocated \$39,500 to materials and services and \$31,501 was budgeted in contingency. All amounts for the project will be accounted for as capital outlay. Therefore, a budget transfer is needed.
4. The proposed transfers in the Construction Fund are as follows:
 - a. Increase capital outlay - \$71,001
 - b. Reduce materials and services - \$39,500
 - c. Reduce contingency - \$31,501
 - d. Net impact to fund - \$0
5. The proposed adjustments are within the limitations of Oregon Budget law.

FISCAL IMPACT

The estimated expenditures are projected to reduce the General Fund carryover by approximately \$200,000 relative to the estimated amount included in the General Fund budget for fiscal year 2016-17. The net financial impact of the budget adjustments in the Construction Fund are \$0.

OPTIONS

1. Approve the resolution as presented.
2. Over expend appropriations.
3. Retain the expenditure for the storm water legal in the Storm Water Fund and reduce the budget transfer amount in the General Fund – estimate of approximately \$90,000.
 - a. This alternative will require an adjustment to the Storm Water materials and services appropriation of \$40,000.

MOTION

Offer a motion to approve Resolution No. 946, approving the budget transfers for the 2015-2016 Budget as presented, or as amended.

RESOLUTION NO. 946

A RESOLUTION APPROVING FISCAL YEAR 2015-2016 BUDGET APPROPRIATION TRANSFERS

WHEREAS, certain needs have arisen during the fiscal year that require adjustment to fiscal year 2015-16 budget appropriations.;

NOW, THEREFORE, BE IT RESOLVED that that the Stayton City Council hereby approves the following transfers of budget appropriations for fiscal year 2015-16:

General Fund:

	Increase	Decrease
General Fund Operations – Materials and Services	\$245,000	
General Fund contingency		\$245,000

The transfer is related to legal expenditures for personnel and land use related matters.

Construction Fund:

Capital Outlay	\$71,001	
Materials and Services		\$39,500
Contingency		31,501

These transfers are necessary to adequately fund expected capital related expenditures.

BE IT FURTHER RESOLVED that this resolution will take effect immediately upon its passage by the City Council.

APPROVED BY THE STAYTON CITY COUNCIL this 29th day of June, 2016.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

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: Henry A. Porter and the Stayton City Council
FROM: Andy Parks, Finance Consultant
DATE: June 29, 2016
SUBJECT: Resolution No. 947 Authorizing an Interfund Loan from the Vehicle Replacement Fund to the Stormwater Fund

ISSUE

Resolution No. 947 authorizes an interfund loan from the Vehicle Replacement Fund to the Stormwater Fund.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 947 as presented.

BACKGROUND INFORMATION

This resolution permits the City to borrow money from one fund and to transfer the money to another fund. The original budget included a loan/transfer from the Wastewater SDC Fund. Upon review and presentation and approval by the Budget Committee for the FY 2016-17 budget, the source of the loan is moved from the Wastewater SDC Fund to the Vehicle Replacement Fund in fiscal year 2015-16, with repayment commencing in fiscal year 2016-17.

FACTS AND FINDINGS

Oregon Revised Statutes permit loans from one fund to another. However, the City must pass a resolution or ordinance authorizing the loan. Additionally, there are a few exceptions, such as the loan may not be from a fund that has restrictions on the use of those funds. SDC funds may fall under this exception, in that Wastewater SDC Fund monies are restricted to qualified Wastewater capital project expenditures.

The loan is a capital loan, i.e., the loan is not for operating expenditures, the loan must bear interest at a rate established by the City Council, or the interest rates of the Local Government Investment Pool (May 2016 – 0.875%). City staff is suggesting a rate of 1.0%, which is included in the loan amortization schedule of the resolution.

FISCAL IMPACT

The decision to move the loan source from the Wastewater SDC Fund to the Vehicle Replacement Fund will provide an additional \$230,000 in funding for Wastewater capital expansion projects. As discussed, the available balance in the Vehicle Replacement Fund exceeds \$1.2 million, and the loan disbursement will not impact the City's ability to timely replace vehicles.

The loan is scheduled to be repaid over a period of ten years, with interest at 1.0%.

OPTIONS

1. Approve the resolution as presented.
2. Identify another fund to loan the money to the Stormwater Fund.
3. Amend the repayment terms to adjust the interest rate and or length of term.

MOTION

Offer a motion to approve Resolution No. 947, authorizing an interfund loan of \$230,000 from the Vehicle Replacement Fund to the Stormwater Fund.

RESOLUTION NO. 947

A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE VEHICLE REPLACEMENT FUND TO THE STORMWATER FUND

WHEREAS, ORS 294.460 requires an ordinance or resolution to permit a loan from one fund to another;

WHEREAS, a loan cannot be made from a debt service fund to any other fund with restrictions; and,

WHEREAS, if the loan will not be repaid by the end of the fiscal year, it must be a budgeted requirement in the following year's budget.

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

SECTION 1. The City Administrator is hereby authorized to borrow \$230,000 from the Vehicle Replacement Fund for the Stormwater Fund.

SECTION 2. The loan will be made effective January 1, 2016 and will be repaid on the dates and with interest per the following schedule.

Date	Principal	Interest	Total	Balance
1-Jan-16				\$ 230,000
1-Jan-17	\$ 23,000	\$ 2,300	\$ 25,300	207,000
1-Jan-18	23,000	2,070	25,070	184,000
1-Jan-19	23,000	1,840	24,840	161,000
1-Jan-20	23,000	1,610	24,610	138,000
1-Jan-21	23,000	1,380	24,380	115,000
1-Jan-22	23,000	1,150	24,150	92,000
1-Jan-23	23,000	920	23,920	69,000
1-Jan-24	23,000	690	23,690	46,000
1-Jan-25	23,000	460	23,460	23,000
1-Jan-26	23,000	230	23,230	-

SECTION 3. Interest will be charged at a rate of 1.0%. Interest shall be paid annually.

SECTION 4. This resolution takes effect upon signing by the Mayor.

APPROVED BY THE STAYTON CITY COUNCIL THIS 29TH DAY OF JUNE, 2016.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

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: June 29, 2016
SUBJECT: Resolution No. 948, Adopting Fees and Charges for Various City Services

BACKGROUND INFORMATION

Enclosed you will find Resolution No. 948, which includes recommended changes to the fee schedule. Annually, the City reviews and updates its fees and fines schedule to allow for fees for services to be adjusted and kept current.

FISCAL IMPACT

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

OPTIONS AND MOTIONS

1. Adopt Resolution No. 948 as presented.

Move to adopt Resolution No. 948, adopting fees and charges for various City Services as presented.

2. Adopt Resolution No. 948 with amendments.

Move to adopt Resolution No. 948, adopting fees and charges for various City Services as amended.

3. Take no action.

No motion necessary.

RESOLUTION NO. 948

A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES

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 the City Council directs that the following fees will be charged for services:

ADMINISTRATIVE/CITY WIDE

Copies		2016-17 Fee
8.5 X 11 or 8.5 X 14	Per side	\$0.25
11 X 17	Per side	\$0.25
Large Format	Per copy	\$10.00
Audio/Digital Recording	Per CD	\$15.00
Actual if outsourced + admin fee	Per request	\$5.00
Video Tapes		
Actual if outsources + admin fee	Per request	\$5.00
Digital Photos	Per Photo	\$1.00
Additional pages		\$5.00
Lien Search	Per search	\$5.00
Fax Transmittals	Per page	\$0.25
Additional pages	Per page	\$0.00
Returned Checks/items or Autopay	Per item	\$25.00
Billing Administrative Fee		10%
Invoice Late Fee		9%
Mailing cost, cost of item +10%	Minimum	\$2.50
All other services not Identified		Actual Cost

~~Police~~**POLICE**

		2016-17 Fees & Fines
Open Records check		\$15.00
Copies of Police Reports; 1 st 10 pages		\$10.00
Per page thereafter		\$.25
Copies of Digital Photos	Per Page	\$1.00
CD of digital photos	Each CD	\$5.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional/Processional Event	Per Event SMC 5.44 Per Event SMC 10.36	\$50.00
Recurring Events	Per Event	\$25.00
Garage Sale	Per Event	\$5.00
Camping Permit	Each	\$0.00
Solicitor	One Year	\$150.00
Each Additional Employee	One Year	\$25.00
Renewal of Solicitor License	One Year	\$25.00
OLCC / OHA License		
Processing Fee	Per Application	\$100.00
Change of Ownership	Per Application	\$75.00
License Privilege Change	Per Application	\$75.00
OLCC / OHA Background and Renewal	Per Year	\$35.00
Temporary	Per Application	\$35.00
Temp. for OLCC Licensed Business	Per Application	\$15.00
Junk Dealers / Second Hand	Per Year	\$50.00
Police Ordinance Bail for Violations		
Business Regulations	SMC 5.08	\$500.00 \$1,000.00
Medical Marijuana Facilities	SMC 5.12	\$1,000.00
Garage Sales	SMC 5.16	\$100.00 \$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
Nuisances	SMC 8.04	Minimum of \$500.00 Maximum of \$1,000.00
Alarms		
Alarm Permit	SMC 8.08	\$20.00
Late Permit Fee	SMC 8.08	\$25.00
False Alarm	First 5 Alarms	\$0.00
	Alarms 6-15	\$25.00 each
	Alarms 16+	\$50.00 each
Any other Violation of 8.08 Not previously listed	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 10.12.240 ORS 811.550	\$110.00
Violation of Loading Zone	SMC10.12.340	\$110.00
Parking on a Sidewalk Damaging Sidewalks and Curbs	SMC 10.40.1040 ORS 811.570(1)	\$110.00 Or 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 10.12.310	\$110.00
Unlawful Storage on the Street	SMC 10.12.320	\$110.00
Violation of Bus and Taxi SMC	SMC 10.12.360/10.12.370	\$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 10.12.240	\$25.00
Parking Permit Violation	SMC 10.12.240	\$25.00
Parking Spaces – Correct Use Required/Wrong Direction	SMC 10.12.220	\$25.00
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$25.00
Impound Charge Per Day for City Owned Storage	SMC 10.16.340	\$50.00 + Tow Fees

Planning **PLANNING**

Pre-Application Meeting		2016-17 Fees
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1050.00
Applications requiring two public hearings		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1300.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1550.00
Major Annexation	Deposit	\$4500.00

Other Planning Department Applications		
Sign Permits	Per Application	\$25.00
Temporary Sign	Per Application	No Charge
Change of Use Permits	Per Application	\$25.00
Appeals		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$400.00
Vacation of Streets and Alleys	Per Application	\$500.00
Review of Construction Plans	Per Application	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs
Minor Partition	Deposit	\$500.00
Site Development	Deposit	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00

Comment [AA1]: Moved to Public Works

Comment [AA2]: Moved to Public Works

Comment [AA3]: Moved to Public Works

Comment [AA4]: Moved to Public Works

Comment [AA5]: Moved to Public Works

Comment [AA6]: Moved to Public Works

MUNICIPAL COURT

		2016-17 Fees
Payment Agreement Fee		\$25.00
License Reinstatement Fee		\$25.00
Failure To Appear for Arraignment		\$10.00
Failure to Appear Trial		\$100.00
Trial Fee		\$30.00
Warrant Fee		\$50.00
Appeal Filing		\$50.00
Translator Service		\$60.00
Collection Fee	Of Fine Assessed	25%

Library LIBRARY

		<u>2016-17 Fees</u>
Printing- Black & White	Per page	\$0.10
Printing- Color	Per page	\$0.25
Overdue items		
Books- Adult	Per day	\$0.25
Books- Youth	Per day	\$0.10
DVD	Per day	\$0.25
Cultural Pass	Per day	\$5.00
Fees		
Interlibrary loan: mailing & loan cost	Actual cost	Actual cost + \$1.00
Damage or lost materials	Actual cost + processing fee	Actual cost + \$5.00 processing fee
Lost or damaged DVD cases	Per item	\$1.50
Replace item barcode	Per barcode	\$1.00
Replaced Damaged AV Cover	Per cover	\$2.00
Replace Audiobook	Per book Actual Cost + processing fee	\$8.00 Actual cost + \$8 processing fee
Replace Audiobook Case	Per Case	\$8.00
Replace Cultural Pass	Price of membership	Price of membership
Outside city of Stayton Levy-area Library Card		
Within CCRLS Non-Resident Full Service Card	Annual family household	\$60.00
	6 mo. Family household	\$30.00
Outside of CCRLS District Card	Annual family household	\$70.00
	6 mo. family	\$35.00
Outside of CCRLS Child Card	One Card	\$12.00
	Two Card	\$20.00
	Three Cards	\$28.00
Meeting Room key deposit (after hours)		\$25.00

Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$15.00
Fee for civic group, both sides	Per hour	\$20.00
Fee for Private group, one side	Per hour	\$20.00
Fee for Private group, both sides	Per hour	\$25.00
Fee for Commercial group, one side	Per hour	\$25.00
Fee for Commercial group, both sides	Per hour	\$30.00

PUBLIC WORKS

<p><u>Site Development Permit: Engineering, Plan Reviews, and Inspections (for on-site and off-site public improvements) includes ROW permit. Prior to Permit issuance, actual plan review costs will be paid by applicant.</u></p>		
<u>2016-17 Fees</u>		
<u>Water, sewer, storm drainage, and street improvements where excavation or utility cuts of pavement are required.</u>	<u>Deposit</u>	<u>\$250.00</u>
<u>Minor Partition (1 – 3 lots)</u>	<u>Deposit</u>	<u>\$500.00</u>
<u>Subdivision (4 – 10 lots)</u>	<u>Deposit</u>	<u>\$2,500.00</u>
<u>Subdivision (11+ lots) or Master Planned Development</u>	<u>Deposit</u>	<u>\$4,500.00</u>
<u>Water Quality and Detention Plan and Calculation Review (infill lots only)</u>	<u>Actual</u>	<u>\$80.00</u>
<p><u>Right of Way (ROW) Permits</u></p>		
<u>Type 1: Street tree replacement or installation</u>	<u>No Charge</u>	
<u>Type 2: Repair/replace sidewalk and/or driveway approach</u>	<u>\$65.00</u>	
<u>Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.</u>	<u>\$100.00</u>	
<u>Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)</u>	<u>Per Franchise Agt. or \$40.00</u>	
<u>Type 5: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)</u>	<u>\$65.00</u>	

Vehicles, per hour	FEMA rate
Water Service Deposit	\$75.00
Sewer Deposit	\$75.00
$\frac{3}{4}$ " Meter	Actual Costs (\$350.00 Minimum)
1" Meter or larger	Actual Costs
Late Fee	\$15.00
Delinquent Shut-off Fee for Non Payment of Bill	\$20.00
Water On/Off Service Fee	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Storm Water	Resolution-908
Street Maintenance Fee	Resolution-864
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
System Development Charges	
Parks – per dwelling unit	\$2,886.00 \$2,975
Water – per 3/4" meter equivalent	\$3,004.00 \$3,097
Wastewater – per $\frac{3}{4}$ " meter equivalent	\$2,238.00 \$2,307
Transportation – per peak hour trip in downtown area	-\$334.00 \$344
per peak hour trip elsewhere	\$2,429.00 \$2,504
Stormwater	\$0.5316 \$0.5481
Right of way Permits (ROW)	
Type 1: Street tree replacement or installation	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$65.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit

Comment [AA7]: Moved to previous page

Comment [AA8]: Moved to previous page

Comment [AA9]: Moved to previous page

Comment [AA10]: Moved to previous page

Comment [AA11]: Moved to previous page

Type 5: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$65.00

Comment [AA12]: Moved to previous page

Comment [AA13]: Moved to previous page

Facility Rentals

	2016-17 Hourly Rate	2016-17 Cleaning
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	\$65.00
North End	\$13.00	\$35.00
Commercial		
Entire Building	\$28.00	\$100.00
South End	\$23.00	\$65.00
North End	\$18.00	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	+25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		2016-2017
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00
Security (3 hour Min.) (Per officer)	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00
Jordan Bridge	1 st 3 hrs.	\$100.00

Each additional hour	Per hour	\$20.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00

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

ADOPTED BY THE STAYTON CITY COUNCIL this [29th](#) day of [June, 2016](#).

CITY OF STAYTON

Signed: _____, 2016

By: _____
Mayor Henry A. Porter, Mayor

Signed: _____, 2016

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 Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: June 29, 2016
SUBJECT: Monthly Finance Department Report

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

Departmental Activity

	May 2016	April 2016
Utility Billing		
Number of Bills Mailed	2,652	2,644
Number of Bills Emailed	341	352
Delinquent Notices Sent Out	500	506
Courtesy Delinquent Notices Sent to Landlords	146	148
Notified of Impending Shut-Off & Penalty	118	114
Customers with Interrupted Services Non-Payment	16	19
Services Still Disconnected	1	2
Accounts Payable		
Number of Checks Issued	224	193
Total Amount of Checks	\$530,572.43	\$355,836.44



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: June 29, 2016
SUBJECT: Staff Report

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

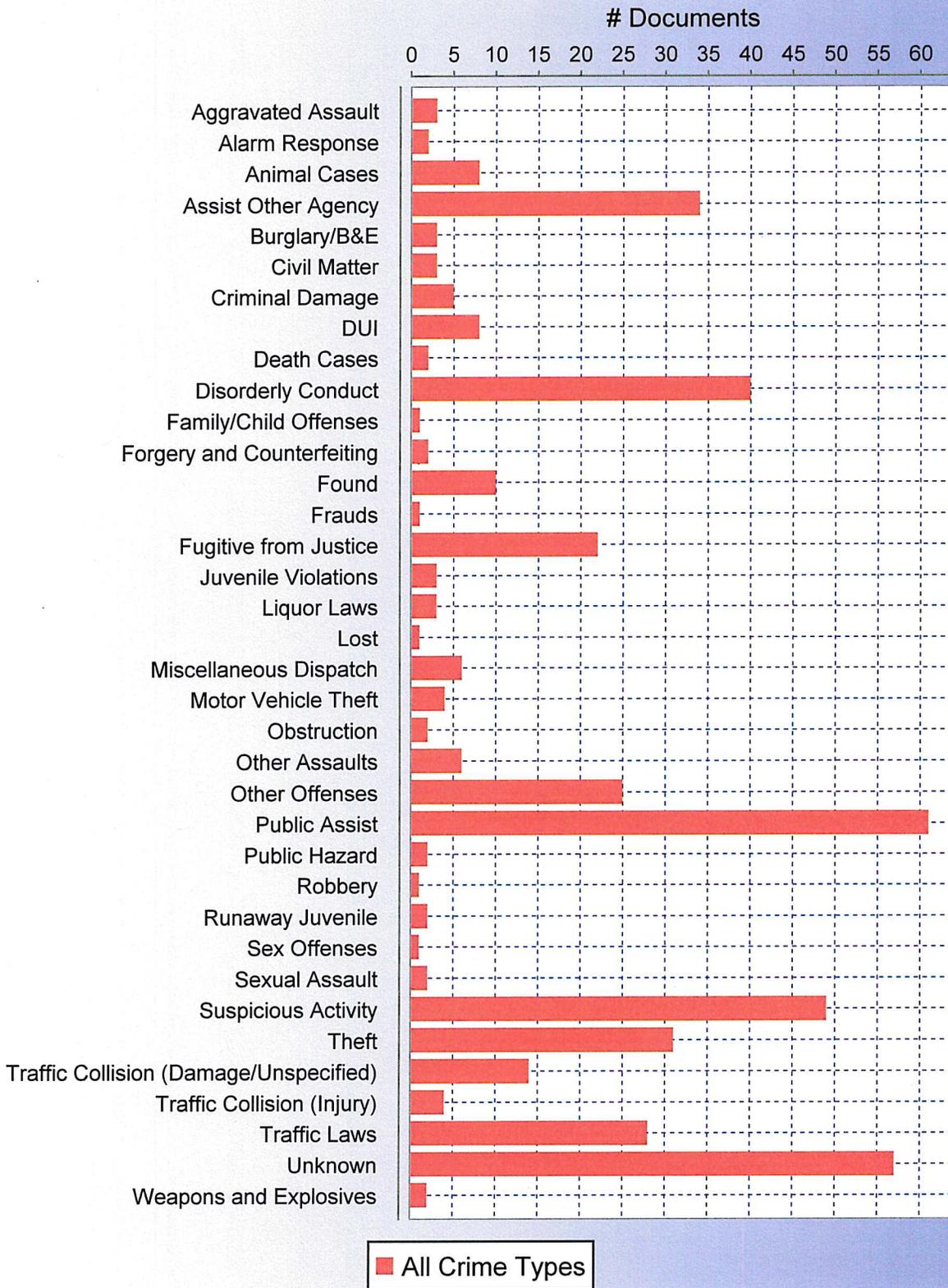
	May 2016	Year to Date 2016	May 2015	Year to Date 2015
Police Activity	911	3931	771	3715
Investigated Incidents	372	1514	307	1478
Citations/Warning	153/212	527 / 950	257	1348
Traffic Accidents	10	40	11	36
Juvenile Abuse	4	13	2	15
Arrests	69	241	46	196
Ordinance Complaints	23	84	NA	NA
Reserve Volunteer Hrs.	299.58	1410.41	405.25	1762.75
Citizen Volunteer Hrs.	0	150	0	20
Peer Court Referrals:	0	5	9	33

STATYON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 5/1/2016 - 5/31/2016

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	% Change Yr to Yr	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	5/1/16 to 5/31/16	Juv	Adult	Total	1/1/16 to 5/31/16	1/1/15 to 5/31/15
NON-CRIMINAL																
ACCIDENT-INJURY	4	7	5	40.0%												
ACCIDENT-PROPERTY	14	29	21	38.1%												
ALL OTHER NON-CRIMINAL	244	1,018	1,065	-4.4%												
NON CRIM DOMESTIC DISTURB	16	64	62	3.2%												
NON-CRIMINAL TOTALS	278	1,118	1,153	-3.0%												
PERSON																
AGGRAVATED ASSAULT	4	7	4	75.0%	4	6	3	100.0%	85.7%	75.0%	1	4	5	9	3	
OFFENSE AGAINST FAMILY	0	1	2	-50.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0	
OTHER ASSAULTS	8	24	32	-25.0%	6	18	26	75.0%	75.0%	81.3%	4	2	6	13	28	
RAPE	2	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	1	1	4	-75.0%	0	0	4	0.0%	0.0%	100.0%	0	0	0	0	4	
ROBBERY	1	2	1	100.0%	0	1	1	0.0%	50.0%	100.0%	0	0	0	1	2	
SEX OFFENSES	0	8	8	0.0%	0	4	6	0.0%	50.0%	75.0%	0	0	0	1	2	
PERSON TOTALS	16	45	51	-11.8%	10	30	40	62.5%	66.7%	78.4%	5	6	11	25	39	
PROPERTY																
ARSON	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
BURGLARY - BUSINESS	0	2	2	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
BURGLARY - OTHER STRUCTURE	1	4	3	33.3%	0	1	1	0.0%	25.0%	33.3%	0	0	0	1	0	
BURGLARY - RESIDENCE	1	11	5	120.0%	0	4	1	0.0%	36.4%	20.0%	0	0	0	3	1	
COUNTERFEITING/FORGERY	1	3	0	0.0%	1	2	0	100.0%	66.7%	0.0%	0	0	0	14	0	
EXTORTION/BLACKMAIL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
FRAUD	4	15	26	-42.3%	2	7	7	50.0%	46.7%	26.9%	0	2	2	7	7	
LARCENY																
Pickpocket	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0	
Purse Snatching	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Shoplifting	9	25	20	25.0%	4	16	10	44.4%	64.0%	50.0%	0	5	5	17	13	
Theft from a Motor Vehicle	4	35	18	94.4%	0	3	1	0.0%	8.6%	5.6%	0	0	0	3	1	
Theft of MV Parts/Accessories	0	0	4	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Theft of Bicycle	2	3	7	-57.1%	1	2	1	50.0%	66.7%	14.3%	0	1	1	2	1	
Theft from Building	1	13	7	85.7%	0	2	0	0.0%	15.4%	0.0%	0	0	0	4	0	
From Coin Operated Machine	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
All Other Larceny	8	33	37	-10.8%	1	7	9	12.5%	21.2%	24.3%	0	0	0	11	10	

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	% Change Yr to Yr	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	5/1/16 to 5/31/16	1/1/16 to 5/31/16	1/1/15 to 5/31/15	Juv	Adult	Total	1/1/16 to 5/31/16	1/1/15 to 5/31/15	
LARCENY	24	110	94	17.0%	6	30	22	25.0%	27.3%	23.4%	0	6	6	37	25	
MOTOR VEHICLE THEFT	2	9	4	125.0%	0	0	0	0.0%	0.0%	0.0%	0	2	2	2	0	
STOLEN PROPERTY	0	3	1	200.0%	0	1	1	0.0%	33.3%	100.0%	0	0	0	5	1	
VANDALISM	11	41	39	5.1%	2	10	7	18.2%	24.4%	17.9%	3	1	4	11	6	
PROPERTY TOTALS	44	198	174	13.8%	11	55	39	25.0%	27.8%	22.4%	3	11	14	80	40	
SOCIETY																
ALL OTHER	17	63	65	-3.1%	9	23	30	52.9%	36.5%	46.2%	1	10	11	27	10	
ANIMAL	1	1	0	0.0%	1	1	0	100.0%	100.0%	0.0%	0	1	1	1	0	
CURFEW	2	4	7	-42.9%	2	4	7	100.0%	100.0%	100.0%	1	0	1	4	10	
CUSTODY-MENTAL	0	3	2	50.0%	0	3	2	0.0%	100.0%	100.0%	0	0	0	3	2	
CUSTODY-PROTECTIVE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0	
DISORDERLY CONDUCT	7	22	19	15.8%	7	18	16	100.0%	81.8%	84.2%	2	3	5	17	17	
DR WHILE SUSP	0	4	8	-50.0%	0	4	8	0.0%	100.0%	100.0%	0	0	0	4	8	
DRIVING UNDER INFLUENCE	4	28	22	27.3%	4	28	22	100.0%	100.0%	100.0%	0	4	4	28	22	
ELUDING	2	4	3	33.3%	2	4	2	100.0%	100.0%	66.7%	0	3	3	5	3	
ESCAPE	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1	
FAIL TO DISPLAY DL	0	1	3	-66.7%	0	1	2	0.0%	100.0%	66.7%	0	0	0	1	2	
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	1	34	35	107	56	
HIT & RUN	6	21	11	90.9%	0	4	4	0.0%	19.0%	36.4%	0	0	0	5	3	
LIQUOR LAWS	2	7	5	40.0%	2	7	4	100.0%	100.0%	80.0%	2	4	6	13	7	
MIP TOBACCO	1	3	5	-40.0%	1	3	5	100.0%	100.0%	100.0%	1	0	1	3	5	
NARCOTICS/DRUGS	11	31	31	0.0%	11	30	30	100.0%	96.8%	96.8%	1	16	17	42	44	
PROP RECOV - FOR OTHER AGENCY	1	3	1	200.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RECKLESS DRIVING	1	4	1	300.0%	1	4	0	100.0%	100.0%	0.0%	0	1	1	4	0	
RUNAWAY	2	10	5	100.0%	1	8	4	50.0%	80.0%	80.0%	1	0	1	7	4	
SEX OFFENSES	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	2	
TRESPASS	6	45	28	60.7%	6	34	20	100.0%	75.6%	71.4%	4	4	8	22	13	
VEH RECOV - FOR OTHER AGENCY	0	2	0	0.0%	0	1	0	0.0%	50.0%	0.0%	0	0	0	0	0	
WARRANT	21	80	47	70.2%	21	80	46	100.0%	100.0%	97.9%	0	0	0	1	1	
WEAPONS	2	2	3	-33.3%	1	1	3	50.0%	50.0%	100.0%	0	2	2	2	3	
SOCIETY TOTALS	86	339	268	26.5%	69	259	206	80.2%	76.4%	76.9%	14	82	96	296	213	
GRAND TOTALS	424	1,700	1,646	3.3%												

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: June 29th, 2016
SUBJECT: Public Works Monthly Operating Report for May 2016

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|--|
| • WWTP Facility | Effluent flows: 38.07 million gallons were treated during May. The highest flow was 1.50 million gallons on May 20 th and the lowest flow was 0.91 million gallons on May 29 th . The average flow was 1.23 million gallons. Total rainfall for May was 1.28 inches. |
| • WTP | Highest production day was 3,065,000 gallons on May 21 st , 2016. |
| • Water System | Replaced 3 meters. Repaired a water line at Ida and Fern. Installed 560 feet of 8 inch Ductile Iron Water Pipe on W. High Street at Evergreen. This project included installing two new hydrants in that area and replacing the 10 water services as well. |
| • Streets | Swept 240 curb miles and removed approximately 90 cubic yards of material. Maintenance around the entrance signs to Stayton. |
| • Parks | Volunteers: Community Service –0 hours, Volunteer – 0 hours.
Life skills High School Students – 5 hours. Total = 150 hours.
Parks Board Volunteer Hours – 10 hours total –8 Volunteers. |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling		
Residential Building Addition/Alter/Other	2	
Commercial Building Addition/Alter/Other		
Electrical		
Mechanical		
Plumbing		
TOTAL	2	

One (1) Residential SDC = \$10,357.00 + \$670.00 for Mill Creek SDC + Storm Water SDC \$1861.00 or \$2669.00



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: June 29, 2016
SUBJECT: Report of Activities for May, 2016

Continued to work with Friends of Old Town Stayton

Planning Commission meeting reviewed one development proposal.

Developed code amendments for Planning Commission consideration

Working with Public Works Department staff, improvements to the Geographic Information System continued