



AGENDA STAYTON CITY COUNCIL MEETING

Monday, May 18, 2015

Stayton Community Center

400 W. Virginia Street

Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

ANNOUNCEMENTS – PLEASE READ CAREFULLY

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

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

PRESENTATIONS / COMMENTS FROM THE PUBLIC

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

- a. Introduction of new Police Lieutenant Charles Button
- b. Swearing in of new Police Reserves by Chief Rich Sebens
- c. Library Foundation Storyteller Commitment and Endowment Contribution

CONSENT AGENDA

- a. April 20, 2015 City Council Minutes
- b. May 4, 2015 City Council Goal Setting Work Session Minutes
- c. Resolution No. 927, Authorizing Changes to the Adopted 2014 – 2015 Budget

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

Resolution No. 928 and Resolution No. 929, Certifying Eligibility and Electing to Receive State Revenue Sharing Funds Commencement of Public Hearing

- a. Staff Report – Christine Shaffer
- b. Questions from Council
- c. Proponents’ Testimony
- d. Opponents’ Testimony
- e. General Testimony
- f. Questions from Public
- g. Questions from Council
- h. Staff Summary
- i. Close of Hearing
- j. Council Deliberation
- k. Council Decision on Resolution No. 928 and Resolution No. 929

UNFINISHED BUSINESS

Analysis of Alleys and Undeveloped Streets Rights of Way

Action

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

2015-2016 City Council Goals

Action

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

NEW BUSINESS

Ordinance No. 981, Amending SMC 12.04.140 to Protect City Investment in Pavement and Declaring an Emergency

Action

- a. Staff Report – Lance Ludwick
- b. Council Deliberation
- c. Council Decision

Award of Contract – W. Washington Street Overlay

Action

- a. Staff Report – Lance Ludwick
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer

Informational

- a. April 2015 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens

Informational

- a. April 2015 Statistical Report

Public Works Director’s Report

Informational

- a. April 2015 Operating Report

Planning & Development Director's Report – Dan Fleishman

Informational

- a. April 2015 Activities Report
- b. Application for Enterprise Zone Benefits

Library Director's Report – Katinka Bryk

Informational

- a. April 2015 Activities

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – June 1, 2015

- a. 2015-2016 FY Budget – Public Hearing and Adoption
- b. YMCA Agreement

ADJOURN

CALENDAR OF EVENTS

MAY 2015

Monday	May 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 25	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 26	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2015

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

JULY 2015

Friday	July 3	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Monday	July 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	July 10	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
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.	Community Center (north end)
Monday	July 27	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2015

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

**City of Stayton
City Council Meeting Action Minutes
April 20, 2015**

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

Time Start: 7:00 P.M.

Time End: 8:35 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

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. Mike Erdman, Homebuilders Association of Marion and Polk County	Mr. Erdman urged the Council to pass the Storm Water SDC resolution this evening.
b. Dan Morgan, 2195 Cardinal Avenue	Mr. Morgan thanked the Public Works Department for the maintenance completed on the City's "Welcome" signs.
c. Brent Stevenson, Santiam Water Control District	Mr. Stevenson expressed his concerns in regards to Resolution 925. Mr. Stevenson provided a handout to the Council Members.
d. Child Abuse Prevention Month Proclamation	Brendan Murphy of the Marion County District Attorney's office, Allison Kelley from Liberty House, and Julie Hiltey of Family Building Blocks gave a presentation on Child Abuse Prevention and bringing awareness to the community. Mayor Hank Porter read the Proclamation aloud to all those in attendance.
e. K9 Run Update by Chief Sebens	Chief Sebens provided final fundraising numbers from the 2015 K9 Run, and recognized Kelli Stevens for her work on the event.

<p>f. Municipal Court Update by Judge Jonathan Clark</p>	<p>Judge Clark invited the Council members to visit the Court during business hours and spoke about what Stayton's Municipal Court is doing in the community.</p>
<p>Consent Agenda a. March 16, 2015 City Council Meeting Minutes b. April 6, 2015 City Council Work Session Minutes</p>	<p>Motion from Councilor Niegel, seconded by Councilor Usselman, to approve the Consent Agenda. Motion passed 4:0.</p>
<p>Public Hearing</p>	<p>None</p>
<p>Unfinished Business Resolution No. 925, Stormwater SDC a. Staff Report b. Council Deliberation c. Council Decision</p>	<p>Mr. Fleishman provided a brief background on System Development Charges and their purpose within the community.</p> <p>Councilor Quigley proposed questions to the City Staff.</p> <p>Motion from Councilor Niegel, seconded by Councilor Usselman, to approve Resolution 925. Motion Passed 4:0.</p>
<p>New Business Resolution No 931, OPRD Local Government Grant a. Staff Report b. Council Deliberation c. Council Decision</p>	<p>Mr. Ludwick briefly reviewed his staff report for Resolution 931.</p> <p>None.</p> <p>Motion from Councilor Quigley, seconded by Usselman, to approve Resolution 931. Motion Passed 4:0.</p>
<p>Staff / Commission Reports Finance Director's Report – Christine Shaffer a. March 2015 Monthly Finance Department Report Police Chief's Report – Rich Sebens a. March 2015 Statistical Report b. Police Body Camera Presentation Public Works Director's Report a. March 2015 Operating Report</p>	<p>Ms. Shaffer provided her staff report, with a reminder to the Council of the upcoming Budget Committee meetings.</p> <p>Chief Sebens briefly reviewed his March 2015 Statistical Report.</p> <p>Sgt. Charlie Button gave a presentation on the Police Body Cameras that are being used in the Stayton Police Department.</p> <p>Mr. Ludwick gave his monthly operating report.</p>

<p>Planning & Development Director's Report – Dan Fleishman a. March 2015 Activities Report</p> <p>Library Director's Report – Katinka Bryk a. March 2015 Activities Report</p>	<p>No discussion.</p> <p>Ms. Bryk gave a brief update to the Council.</p>
<p>Presentations / Comments From the Public</p>	<p>None.</p>
<p>Business from the City Administrator</p>	<p>Mr. Campbell gave a brief report to the Council.</p> <p>Ms. Stevens informed the Council of an event being held in Pioneer Park in support of the Ford Family Foundation Challenge Grant in fundraising for the 2015 Pioneer Park Rehabilitation Project.</p>
<p>Business from the Mayor a. Appointment of James Culver to the Planning Commission b. Reappointment of Chad Niegel to the Budget Committee</p>	<p>Motion from Councilor Quigley, seconded by Councilor Usselman, to ratify the Mayor's appointment of James Culver to the Planning Commission and the reappointment of Chad Niegel to the Budget Committee. Motion passed 4:0.</p>
<p>Business from the Council</p>	<p>None.</p>
<p>Future Agenda Items – May 4, 2015</p>	
<p>a. City Council Goal Setting Work Session</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF MAY 2015, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

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

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

Date: _____ Transcribed by: _____
Kelli Stevens, Public Works Permit Clerk

**City of Stayton
City Council Goal Setting Session
May 4, 2015**

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

Time Start: 7:00 P.M.

Time End: 8:10 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

STAFF REPORT

- a. Mr. Campbell reviewed his staff report.
- b. As requested, Ms. Angelo stated the goals provided by Councilor Glidewell which included:
 - Better communication and interaction with the public.
 - Improve customer service.
 - Be more developer friendly.

COUNCIL DISCUSSION

The Council reviewed and discussed the draft goals. There was discussion regarding the long horn property and the reverse 9-1-1 Everbridge system. In addition, streets and paving are a top priority for the Council. It was requested that an update of the Parks and Recreation Master Plan be added to the list provided by staff.

The final draft of the goals will be brought to the Council at their May 18, 2015 meeting.

APPROVED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF MAY 2015, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: May 18, 2015
SUBJECT: Budget Transfer Resolution No. 927

ISSUE: Authorization of appropriation transfer in the 2014-2015 adopted budget.

STAFF RECOMMENDATION: Staff recommends adoption of Resolution No. 927, which authorizes changes to the adopted 2014-2015 budget, in accordance with State Budget Law.

BACKGROUND INFORMATION: Public Works Administration has experienced legal fees this fiscal year that were unplanned in the budget planning process. There was a savings in the Personal Services category due to staffing changes; the recommendation is to use some those saving to cover the unplanned legal fees.

The Library Fund has had building maintenance cost that exceeded the 2014-15 budgeted amounts. There were staffing changes and AFSCME Union contract changes that resulted in a savings in Personnel Services. Oregon budget law would allow by resolution to move some of that appropriation to Material Services in order to comply with budget law and not over spend appropriations within a fund.

The General Fund Park Department will no longer have seasonal staff during the spring and summer months. A management decision was made to contract out the mowing in our parks during spring and summer. A large portion of this discussion is due to the Health Care Reform Act and how seasonal employees can now become benefits eligible, this could have a big financial impact on the Parks budget.

FACTS AND FINDINGS: Occasionally, it becomes necessary after the budget is adopted to increase the total expenditures of a category within a fund. Oregon Revised Statutes 294.450, Transfers of appropriations within fund or from one category to another; appropriation of pass-through revenues, allows for the transfer of existing appropriations within the same fund. A transfer of appropriation is a decrease of one existing appropriation and a corresponding increase of another existing appropriation. In this case, the net effect to the fund is zero. To transfer an appropriation, the governing body must pass a resolution authorizing the transfer.

FISCAL IMPACT: The net impact is zero, as described above.

OPTIONS:

1. Adopt the Resolution No. 927 as presented.
2. Not adopt the Resolution and be non-compliant with Local Budget Law.

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

RESOLUTION NO. 927

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2014-15 BUDGET

WHEREAS, after the budget process for the 2014-2015 Fiscal Year, Public Works Administration, Library fund, and General Fund Parks had expenses that exceeded appropriations in some categories;

WHEREAS, In order for the City to comply with the Secretary of States; and,

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, a transfer of appropriation is necessary.

WHEREAS, Oregon Revised Statutes 294.450 allows for the transfer of appropriations decreasing an existing appropriation in a fund and increasing an existing appropriation in the same fund.

NOW, THEREFORE,

BE IT RESOLVED that the City Council wishes to comply with Local Budget Law and transfer existing appropriations within the same fund; and,

BE IT FURTHER RESOLVED that transfers should be made in the Public Works Administration fund increasing Material and Services in the amount of \$75,000.00 and decreasing Personal Services in the Public Works Administration Fund in the amount of \$75,000.00; and,

BE IT FURTHER RESOLVED that transfers should be made in the Library fund increasing Material and Services in the amount of \$10,000.00 and decreasing Personal Services in the Library Fund in the amount of \$10,000.00; and,

BE IT FURTHER RESOLVED that transfers should be made in the General Fund Parks Department increasing Material and Services in the amount of \$13,000.00 and decreasing Personal Services in the General Fund Parks Department in the amount of \$13,000.00;

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

ADOPTED BY THE STAYTON CITY COUNCIL this 18th day of May, 2015.

CITY OF STAYTON

Signed: _____, 2015

By: _____
Henry A. Porter

Signed: _____, 2015

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



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

TO: Henry A. Porter and the Stayton City Council
FROM: Christine Shaffer
DATE: May 18, 2015
SUBJECT: Public Hearing Revenue Sharing Funds

Each year, the State of Oregon releases specific funds (ORS 221.770) to municipalities throughout the state, based per-capita on respective city populations. To qualify for receiving these funds, the City must certify that services provided by the City include public safety and other specified activities. A resolution being considered as a separate item on this agenda, declaring the City's eligibility to receive State Revenue Sharing funds, represents that certification.

In addition, two public hearings must be held to hear citizens' opinions as to the use of these monies. The first public hearing was held in connection with the Budget Committee process on May 5, 2015, to receive citizen input on possible uses of the funds.

This is the second required public hearing, before the City Council to receive citizen input on proposed uses of State Revenue Sharing funds. It is estimated that the City will receive approximately \$65,000 from this source during Fiscal Year 2015-2016. The proposed use of the funds, as approved by the Budget Committee, is to fund City services.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: May 18, 2015
SUBJECT: Resolution No. 928 and Resolution No. 929, 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. 928, certifying the City's eligibility to receive state-shared revenues and Resolution No. 929, 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. 928 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. 929 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 5, 2015, 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 City will realize revenue of \$65,000 in the General Fund in Fiscal Year 2015 - 2016.

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. 928, 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. 929, Declaring the City's Election to Receive State Revenues.

For Option 2: No motion necessary.

RESOLUTION No. 928

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 18th day of May, 2015.

CITY OF STAYTON

Date: _____

By: _____
Henry Porter, Mayor

Date: _____

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM

David A. Rhoten, City Attorney

RESOLUTION No. 929

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 5th day of May, 2015 and a public hearing before the City Council was held on the 18th day of May, 2015, 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 2015-2016 fiscal year.

Approved by the Stayton City Council this 18th day of May, 2015.

CITY OF STAYTON

Date: _____

By: _____
Henry 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: May 18, 2015
SUBJECT: Analysis of Alleys and Undeveloped Street Rights of Way

ISSUE

The issue before the City Council is whether any alleys should be vacated and whether to take any action regarding encroachments into alleys. Because of the passage of time and the presence of three new members of the City Council much of the information from previous staff reports is repeated here.

BACKGROUND INFORMATION

Last summer, staff presented the former City Council with a report on regarding the number of City Alleys and street rights of way that had been encroached upon with buildings, fences or landscaping. Following a brief discussion, the City Council requested that staff complete a more thorough analysis of the City's Alleys and rights of way and report back to the City Council with recommendations. That analysis has since been conducted in consultation with the Public Works Department and the private utilities.

Alleys proposed for Vacation

There are 55 alleys in the City. All but 2 are 16 feet wide; one is 18 feet wide; one is 20 feet wide.

The surface of the alleys range from pavement to grass. Only one-quarter of the alleys are paved their entire length. The number of alleys is displayed below in order of the predominance of the surface material

Grass:	26
Paved:	13
Mix grass/paved:	7
Gravel:	5
Mix grass/gravel:	4

Alleys traditionally have a variety of uses. In the downtown area, the alleys are used a part of the street system. They are used to access parking areas and provide an alternative to street travel. Several downtown businesses have rear pedestrian access from the alley. Garbage

dumpsters and delivery truck use the alleys to service the adjacent properties. However, in residential areas, a number of alleys can not be driven on, either because of encroachments or because of curbing along the street. There are twelve alleys that are not driveable.

There are 35 alleys that provide vehicular access to neighboring properties. There are parcels in the City that do not have a driveway onto a street and either use an alley for rear access to the property or utilize the alley as a driveway. There are 13 alleys that provide the sole vehicular access to properties. There are 6 alleys that appear to be used exclusively as driveway access to only one property.

Alleys are also used as an alternative location than the streets for the location of utilities. The City has one or more of its utilities in 20 different alleys. The four private franchise utilities (Pacific Power, Northwest Natural Gas, Stayton Cooperative Telephone Co, and WAVE Broadband) have facilities located in 38 alleys. There are 14 alleys with no utility facilities located within them.

Attachment 1 to this memorandum is a description of 15 alley segments that staff recommends be vacated. The list contains a brief description of the alley, an aerial view of the alley and ground level photos of each end of the alley. Some alleys do not have two street connections and may have only one photo. The alleys that staff recommends be vacated are:

- 1-2 Alley, between Pine & Fir
- 1-2 Alley, between Fir & Cedar
- 2-3 Alley, between Fir & Cedar
- 3-4 Alley, between Burnett & Virginia
- 3-4 Alley, north of Robidoux
- 4-5 Alley, south of Marion
- 4-5 Alley, between Robidoux & Hollister
- 4-5 Alley, between Jefferson & Santiam
- 5-6 Alley, between Burnett & Virginia
- 6-7 Alley, between Burnett & Virginia
- 6-7 Alley, between Virginia & Washington
- 6-7 Alley, between Washington & Jefferson
- 1-Alder Alley, North of High
- Alder-Cherry Alley, North of High
- Douglas-Evergreen Alley South of Water

If the Council agrees that these alleys should be vacated, staff will return with a resolution initiating the resolution process. Notice will be sent to abutting property owners, as required by state statute and a public hearing will be held by the Planning Commission. Notice will also be sent to the private utilities, though they have previously been consulted. The Planning Commission's recommendation will come to the City Council, who must also hold a public hearing. This will provide any affected property owners two opportunities to express their concerns. Final action will be in the form of an ordinance presented to the City Council for adoption.

Alley Encroachments

The second issue with alleys is that staff had determined there are a number of alleys in which neighboring property owners have encroached with improvements. These improvements include buildings, fences, parking areas, and landscaping, as well as combinations of these factors. Staff has identified 15 alleys with one or more encroachments. Attachment 2 to this memorandum contains a description of the encroachment and photos from each end of the alley. Five of the alleys with encroachments do not have any utility facilities located within them, and are included in the list of alleys to be vacated. For those alleys not proposed for vacation, staff recommends a letter be sent to the neighboring property owner informing them of the encroachment, allowing the encroachment to remain, but also stating that at any time in the future the City might require the encroachment to be removed.

RECOMMENDATION

Staff recommends the City Council commence the vacation process for unneeded alleys. If the City Council follows this recommendation, staff will return with a resolution initiating annexation and begin the notification process.

Further, staff recommends the City notify neighboring property owners of encroachments, informing them of the existence of the public right of way or alley and that the encroachment may remain until the City otherwise notifies the property owner.

OPTIONS AND MOTIONS

The City Council has a number of options, which are not mutually exclusive. The City Council could:

- 1. Request staff return with resolution initiating vacation of the identified alleys**
- 2. Direct staff to send letters to property owners informing them they are encroaching on public property and that the City may, in the future, require them to remove their encroachment.**
- 3. Take no action.**

Attachment 1 – Alleys Proposed for Vacation

1. Alley between N First and N Second, between Pine and Fir

This alley is encroached upon by vegetation.



Aerial View



View north from Pine



View south from Fir

Attachment 1 – Alleys Proposed for Vacation

2. Alley between N First and N Second, between Fir and Cedar

This alley is encroached upon by vegetation. The north portion of this alley is used as driveway access by Stayton Animal Supply.



Aerial View



View north from Fir



View south from Cedar

Attachment 1 – Alleys Proposed for Vacation

3. Alley between N Second and N Third, between Fir and Cedar



Aerial View



View north from Fir



View south from Cedar

Attachment 1 – Alleys Proposed for Vacation

4. Alley between N Third and N Fourth, between Burnett and Virginia

This alley is encroached upon by building, a fence and vegetation.



Aerial View



View north from Burnett

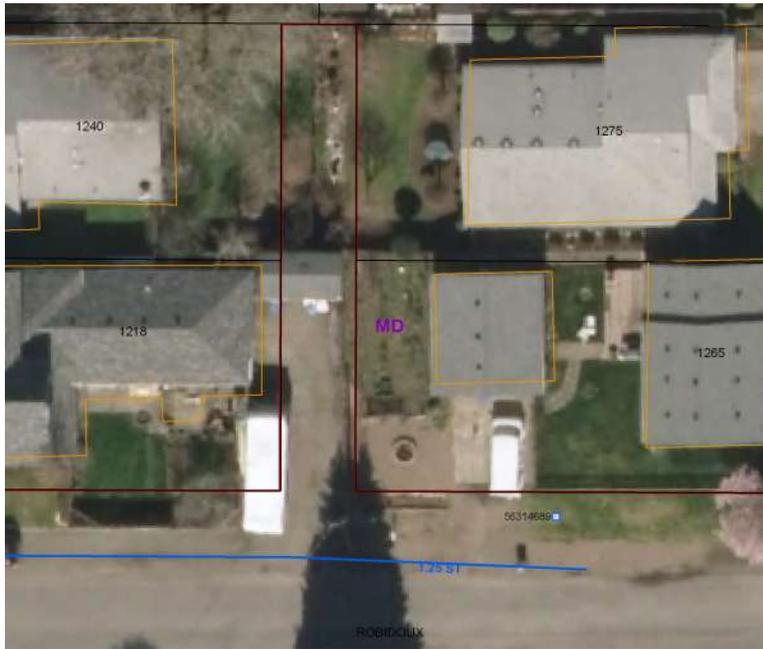


View south from Virginia

Attachment 1 – Alleys Proposed for Vacation

5. Alley between N Third and N Fourth, north of Robidoux

This alley is only 100 feet long. The north half of the alley was vacated in 1985. The alley is encroached by a tool shed and is used as parking by the owner of 1218 N Third Ave.



Aerial View



View north from Robidoux

Attachment 1 – Alleys Proposed for Vacation

6. Alley between N Fourth and N Fifth, between Salem Ditch and Marion



Aerial View



View south from Marion

Attachment 1 – Alleys Proposed for Vacation

- 7. Alley between N Fourth and N Fifth, between Robidoux and Hollister
This alley is encroached upon by vegetation and a fence.



Aerial View



View north from Robidoux



View south from Hollister

Attachment 1 – Alleys Proposed for Vacation

8. Alley between N Fourth and N Fifth, between E Jefferson and E Santiam
This alley is encroached upon by vegetation.



Aerial View



View north from Jefferson



View south from Santiam

Attachment 1 – Alleys Proposed for Vacation

9. Alley between N Fifth and N Sixth, between Burnett and Virginia

This alley is encroached upon by vegetation.



Aerial View



View north from Burnett



View south from Virginia

Attachment 1 – Alleys Proposed for Vacation

10. Alley between N Sixth and N Seventh, between Burnett and Virginia



Aerial View



View north from Burnett



View south from Virginia

Attachment 1 – Alleys Proposed for Vacation

11. Alley between N Sixth and N Seventh, between Virginia and Washington

This alley is encroached upon by a fence.



Aerial View



View north from Virginia



View south from Washington

Attachment 1 – Alleys Proposed for Vacation

12. Alley between N Sixth and N Seventh, between Washington and Jefferson

This alley is used as driveway access by 675 E Washington St.



Aerial View



View north from Washington



View south from Jefferson

Attachment 1 – Alleys Proposed for Vacation

13. Alley between N Alder and N First, between W High St and Salem Ditch

This alley is used as a driveway by the property at 425 N First Ave (Brown House). Both parcels on each side of this alley are in the same ownership.



Aerial View



View north from High

Attachment 1 – Alleys Proposed for Vacation

14. Alley between N Alder and N Cherry, between High and Salem Ditch

This alley is encroached upon by a building.



Aerial View



View north from High

Attachment 1 – Alleys Proposed for Vacation

15. Alley between S Douglas and S Evergreen, between W Water and Stayton Ditch

This alley is encroached upon by vegetation.



Aerial View



View south from Water

Attachment 2 Alleys with Encroachments

1. Alley between N Fifth and N Sixth, Elwood to Robidoux
This alley is encroached upon with vegetation and a fence



View north from Elwood



View south from Robidoux

2. Alley between N Fifth and N Sixth, Jefferson to Santiam
This alley is used as a private driveway on the south side, is encroached upon by a fence and is used as a parking lot on the north side.



View north from Jefferson



View south from Santiam

3. Alley between N Fourth and N Fifth, Washington to Jefferson
This alley is used as a private driveway on the south side, is encroached upon by a fence and is encroached upon by a building on the north side.



View north from Washington



View south from Jefferson

4. Alley between N Fifth and N Sixth, Marion to Burnett
This alley is encroached upon by a fence and by vegetation.



View north from Marion



View south from Burnett

5. Alley west of N Gardner on north side of W Ida
This alley is encroached upon by buildings.



View north from Ida

6. Alley east of N Fern, Ida to High
This alley is encroached upon by fences.



View north from Ida

7. Alley between N Gardner and N Fern, Ida to High
This alley is encroached upon by vegetation.



View north from Ida



View south from High

8. Alley between N Alder and N Birch, Ida to High
This alley is encroached upon by fences and a building.



View north from Ida



View south from High

9. Alley between N Alder and N Birch, south of Ida
This alley is encroached upon by a building.



View south from Ida

10. Alley west of N Alder, north of High
This alley is encroached upon by a building.



View north from High

11. Alley between N First and N Second, Fir to Cedar
This alley is encroached upon by vegetation. This alley is recommended to be vacated.



View north from Fir



View south from Cedar

12. Alley between N Third and N Fourth, north of Robidoux
This alley is encroached upon by a building. This alley is recommended to be vacated.



View north from Robidoux

13. Alley between N Fourth and N Fifth, between Robidoux and Hollister

This alley is encroached upon by vegetation. This alley is recommended to be vacated.



View north from Robidoux



View south from Hollister

14. Alley between N Sixth and N Seventh, between Virginia and Washington

This alley is encroached upon by a fence. This alley is recommended to be vacated.



View north from Virginia



View south from Washington

15. Alley between N Third and N Fourth, between Burnett and Virginia

This alley is encroached upon by a building, vegetation and fence. This alley is proposed to be vacated.



View north from Burnett



View south from Virginia



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Keith Campbell, City Administrator
DATE: May 18, 2015
SUBJECT: 2015-2016 City Council Goals

BACKGROUND INFORMATION

On February 23, 2015, the City Council met for the purpose of setting goals for 2015-2016. The meeting was facilitated by Jennie Messmer of the Mid-Willamette Valley Council of Governments. Ms. Messmer led the Council through introductions and asked each Councilor to list their goals under several categories, and then they were asked to rank their top goals.

Following the first goal setting session, staff compiled a list of the ranked goals and objectives and brought them before the City Council on March 16, 2015. At that time, the Council felt the goals were not yet ready to adopt. After some discussion, the Council requested staff schedule another work session to further identify objectives and discuss the goals.

Another work session was scheduled and held on May 4, 2015. Staff provided a list which included the Council's goals, along with objectives. The Council discussed the draft goals and requested staff make the requested revisions, and bring a final draft for adoption to the May 18 City Council meeting.

ENCLOSURE(S)

- a. Final Draft – City Council Goals

MOTION(S)

- 1) Motion to adopt 2015-2016 City Council Goals as presented.
- 2) Motion to adopt the 2015-2015 City Council Goals with the following modifications

_____.

1. Continuously Upgrade Public Infrastructure

- Continue street priority and improvement program
 - Pursue opportunities to address partially improved/unimproved/gravel roads
 - Work to improve and expand City sidewalks and ADA accessibility
- Work toward signalization of Golf Club Road / Wilco Road / Shaff Road
- Begin process of updating Master Plans
 - Stormwater
 - Transportation
 - Parks
- Continue improvements/updates to water and wastewater system
- Address stormwater improvements and the Memorandum of Understanding (MOU) with Santiam Water Control District
- Aggressively seek grants and opportunities to leverage money for infrastructure improvements
- 5 Year Capital Improvement Plans

2. Enhance Quality of Life

- Parks and Walking Trails
 - Improve current parks
 - Identify new parks and look to acquire future park land
 - Improve and expand trails and trail system
- Aggressively seek grants and opportunities to leverage money for infrastructure improvements
- Work to improve public safety and public safety programs
- Work to maintain and improve community Library and Pool
- Code Enforcement
- Expand traffic safety programs
- Improvement plan for the Community Center
- Develop Public Art plan and programs
- Update City of Stayton Emergency Plan
 - Expand Everbridge
 - Expand CERT
 - Update COOP
- Economic Development Plan
 - Review and consider Urban Renewal District(s)
 - Review and consider Mainstreet USA™
 - Review and consider Downtown Revitalization
 - Seek opportunities for industrial growth

3. Improve Transparency and Outreach

- New web design for City web page
 - Add, clarify, and Improve materials, documents, and forms
- Continuation of City survey
- Utilize and enhance social media
- Maintain and build relationships with local media

4. Continue to Promote Efficient City Government

- Focus on improving and maintaining relationships with valuable partnerships and stakeholders.
 - SEDCOR, OBDD, Energy Trust, USDA, Chamber of Commerce, Oregon Legislature, Citizen Engagement Groups, Organizations promoting City Services
 - Schools and school districts that serve Stayton
 - Sublimity, Aumsville, Marion and Linn County
- Look to improve, streamline, and update ordinances and policies



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

TO: Mayor Henry Porter and the Stayton City Council
THRU: Keith Campbell, City Administrator
FROM: Lance Ludwick, Public Works Director
DATE: May 18, 2015
SUBJECT: Stayton Municipal Code (SMC) Title 12, Chapter 4, Section 12.04.140 establishes policies to conserve new paving and resurfacing of streets

ISSUE

Should the City amend Stayton Municipal Code (SMC) Title 12, Chapter 4 Section 12.04.140 "Right-Of-Way Permit: Charges for Early Excavation" To conserve new paving and resurfacing of streets, pavement cuts in travel lanes are prohibited for one (1) year after final approval of pavement placement, except when a contractor places new pavement along the full length of the cut, plus 10 feet at both ends of the cut, and across the full width of the street.

BACKGROUND INFORMATION

The purpose of Title 12, Chapter 4 Section 12.04.140 of the Stayton Municipal Code is to protect the City's investment by conserving and protecting new pavement and resurfacing of streets from unwanted cutting.

Currently the Stayton Municipal Code Title 12, Chapter 4, Section 12.04.140 has a minimal penalty for cutting into new pavement within the first 5 years.

The enclosed ordinance has been drafted for City Council consideration

RECOMMENDATION

City Staff recommends adopting the Amendment to Chapter 4, Section 12.04.140 of the Stayton Municipal Code.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 981

Move to approve Ordinance No 981 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. 981 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 981 will be brought before the Council for a second consideration at the June 1, 2015 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 981 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. 981 will be brought before the Council for a second consideration at its June 1, 2015 meeting.

3. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 981

AN ORDINANCE AMENDING AND RESTATING STAYTON MUNICIPAL CODE CHAPTER 12.04 (CONSTRUCTION AND MAINTENANCE OF STREETS, SIDEWALKS AND CURBS) TO PROTECT CITY INVESTMENT IN PAVEMENT, AND DECLARING AN EMERGENCY

WHEREAS, Municipal investment in the City's streets is a major expense for the City;

WHEREAS, cuts and excavations in a newly paved or resurfaced street can impact on the lifespan of the investment in that pavement or resurfacing;

WHEREAS, Stayton Municipal Code (SMC) Title 12, Chapter 4, Section 12.04.140 establishes policies to conserve new paving and resurfacing of streets;

WHEREAS, the City will be resurfacing streets during the summer of 2015 and intends to increase its investment in street resurfacing;

WHEREAS, the City wishes to modify policies in relation to the construction and maintenance of streets, sidewalks, and curbs; and

WHEREAS, it is appropriate that an emergency be declared.

NOW, THEREFORE, the Stayton City Council does ordain as follows:

SECTION 1. Section 12.04.140 Amended. Stayton Municipal Code, Chapter 12.04, Section 12.04.140 of Title 12 is hereby amended as follows:

12.04.140 RIGHT-OF-WAY PERMIT: CHARGES FOR EARLY EXCAVATION

1. To conserve new paving and resurfacing of streets, pavement cuts in travel lanes are prohibited for one (1) year after final approval of pavement placement, except when a contractor places new pavement along the full length of the cut, plus 10 feet at both ends of the cut, and across the full width of the street.

After the one (1) year moratorium pavement may only be cut upon payment of a penalty charge. The maximum period of time for which such penalty shall apply shall be five years.

- a. The charge for early excavation of any public facility shall be a specified cost per square foot of excavation (length x width = square foot of excavation) multiplied by the number of years remaining in the penalty period. The specified cost per square foot shall be set by resolution.

First year after surfacing:	As Stated Above.
Second year after surfacing:	Cost x square footage of excavation x 4
Third year after surfacing:	Cost x square footage of excavation x 3
Fourth year after surfacing:	Cost x square footage of excavation x 2
Fifth year after surfacing:	Cost x square footage of the excavation

- b. The City will inform utilities and affected property owners before new paving or resurfacing is performed. Whenever practicable, the City will provide a tentative list of street improvements six months prior to construction.

- c. Potholing smaller than four square yards shall be allowed outside the travel lanes without penalty.

SECTION 2. Emergency Ordinance. Due to the upcoming paving projects for the summer of 2015, the City Council declares it is necessary for the preservation of the public health, welfare and safety for this Ordinance to become effective immediately upon its passage by the City Council and approval by the Mayor.

SECTION 3. Severance Clause. If any phrase, clause, or other part or parts of this Ordinance are found to be invalid by a court of competent jurisdiction, the remaining phrases, clauses and other part or parts shall remain in full force and effect.

ADOPTED BY THE STAYTON CITY COUNCIL this 18th day of May 2015.

CITY OF STAYTON

Signed: _____

By: _____

Henry A. Porter, Mayor

ATTEST

Signed: _____

By: _____

Keith D Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



CITY OF STAYTON

MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance Ludwick, Public Works Director
DATE: May 18, 2015
SUBJECT: Award of Contract for West Washington Street Overlay Project

ISSUE

Shall the City award a contract to Knife River in the amount of \$159,052.50 for street overlay work on West Washington Street (First Avenue West to Evergreen Street)?

ENCLOSURES

1. Bid Tabulation Sheet – May 6, 2015 2:00 p.m.
2. Minutes from Bid Opening

BACKGROUND INFORMATION

The City will be reimbursed up to \$165,192.78 from the Oregon Department of Transportation (ODOT) 2014 and 2015 Surface Transportation Program (STP) Fund Allocations to help finance the paving of West Washington Street.

The project includes, but is not limited to, all labor, materials, and equipment necessary to construct pre-level and wearing course HMA overlays totaling 7,200 square yards. This work will include street cleaning, cold plane pavement removal, installation of paving fabric, adjustment of existing valve boxes and manhole cover/frame assemblies to grade, and all other work necessary to meet the engineering intent, as shown in the Contract Documents.

The project is to be completed within thirty (30) calendar days after the dated "Notice to Proceed."

Public Works Director Lance Ludwick and Sr. Engineering Technician Mike Brash developed a bid packet including specifications for the overlay project work.

The project was advertised competitively in the Daily Journal of Commerce and sealed bids were opened on May 6, 2015.

BIDS RECEIVED

The City received bids from the following firms:

	Contractor	Total
1	Knife River	\$159,052.50
2	Salem Road and Driveway	\$160,063.50
3	North Santiam Paving	\$165,100.00

STAFF REVIEW OF BIDS:

Mr. Brash and I reviewed the low bid and recommend the City award a contract to Knife River.

OPTIONS

- A. Award of Contract to the lowest responsible bidder in the full contract amount.
- B. Reject all bids.

RECOMMENDATION

Award of Contract to Knife River in the amount of \$159,052.50.

MOTION:

Motion to award the 2015 West Washington Street Overlay Contract to Knife River in the amount of \$159,052.50.

City of Stayton
Bid Opening: 2015 West Washington Street Overlay Project
May 6, 2015 Closed at 2:00 pm

Description: The work involves upgrades and improvements to the City of Stayton's Streets (West Washington Street from First Avenue west to Evergreen Street).

Attendees: City of Stayton- Mike Brash, Kelli Stevens, Michael Bradley, Knife River-Jay Russ, Salem Road and Driveway- James P Kerr. The following bids were submitted:

<u>Contractor Name</u>	<u>Amount</u>
1. North Santiam Paving	\$165,100.00
2. Salem Road and Driveway	\$160,063.50
3. Knife River	\$159,052.50

The City of Stayton will review the bids and make a recommendation of award to the City. The City Council will award the bid at their May 18, 2015 council meeting.

Prepared by:

Kelli Stevens
City of Stayton

City of Stayton 2015 West Washington Street Overlay Project

Bid Tabulation

Bid Date: 5/6/2014 at 2:00 p.m.

				Knife River		Salem Road and Driveway		North Santiam Paving	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
1	Mobilization	1	LS	\$11,725.00	\$11,725.00	\$15,750.00	\$15,750.00	\$25,000.00	\$25,000.00
2	Temporary Traffic Control/Signage	1	LS	\$7,000.00	\$7,000.00	\$5,000.00	\$5,000.00	\$75,000.00	\$7,500.00
3	Cold Plane Pavement Removal 0" - 2" Depth (Taper and Butt Grinding)	2050	SY	\$4.00	\$8,200.00	\$3.50	\$7,175.00	\$6.00	\$12,300.00
4	Subgrade Stabilization	100	CY	\$81.00	\$8,100.00	\$50.00	\$5,000.00	\$50.00	\$5,000.00
5	Paving Fabric	7,200	SY	\$1.35	\$9,720.00	\$1.75	\$12,600.00	\$1.00	\$7,200.00
6	Level 3, 1/2" Dense, HMA, Pre-Level 1.0" Nominal Thickness	405	Ton	\$60.50	\$24,502.50	\$59.90	\$24,259.50	\$60.00	\$24,300.00
7	Level 3, 1/2" Dense, HMA, Wearing Course 2.0" Nominal Thickness	810	Ton	\$60.50	\$49,005.00	\$59.90	\$48,519.00	\$60.00	\$48,600.00
8	Adjust Manhole Structures to Grade	8	Each	\$200.00	\$1,600.00	\$220.00	\$1,760.00	\$200.00	\$1,600.00
9	Adjust Water and Gas Valve Boxes to Grade	10	Each	\$75.00	\$750.00	\$50.00	\$500.00	\$200.00	\$2,000.00
10	Remove and Replace Existing Catch Basins	7	Each	\$2,750.00	\$19,250.00	\$3,000.00	\$21,000.00	\$1,000.00	\$7,000.00
11	ADA Compliant Wheelchair Ramps	5	Each	\$3,000.00	\$15,000.00	\$3,000.00	\$15,000.00	\$4,000.00	\$20,000.00
12	Traffic Signal Loop Replacement	1	LS	\$4,200.00	\$4,200.00	\$3,500.00	\$3,500.00	\$4,600.00	\$4,600.00
Bid Amount				Total Bid Price	\$159,052.50	Total Bid Price	\$160,063.50	Total Bid Price	\$165,100.00
Bid Bond				Yes		Yes		Yes	
Drug Test Form				Yes		Yes		Yes	
First Tier Subcontractors List				Yes		Yes		Yes	
Resident vs. Non-resident Bidder				Yes		Yes		Yes	



CITY OF STAYTON
MEMORANDUM

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: May 18, 2015
SUBJECT: Monthly Staff Report

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

Departmental activity:

Utility Billing:	March 2015	April 2015
Number of Bills sent out	2,626	2,641
Delinquent Notices sent out	504	466
Courtesy Delinquent Notices sent to Landlords	147	143
Notified of Impending Shut off & Penalty	97	131
Customers with Interrupted Services Non-Payment	15	20
Services still Disconnected	0	0

Accounts Payable:

Number of Checks Issued	189	182
Total Amount of Checks	\$243,441.77	\$308,438.55

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,734,167.19	1,718,144.00	(16,023.19)	100.9
CHARGES FOR SERVICES	2,438.50	7,200.00	4,761.50	33.9
GRANTS & CONTRIBUTIONS	1,000.00	1,500.00	500.00	66.7
FRANCHISE FEES	703,782.06	765,000.00	61,217.94	92.0
LICENSES, PERMITS & FEES	30,091.54	16,000.00	(14,091.54)	188.1
FINES & FORFEITURES	95,152.98	213,700.00	118,547.02	44.5
INTERGOVERNMENTAL	157,977.81	175,190.00	17,212.19	90.2
INTEREST	1,247.20	500.00	(747.20)	249.4
MISCELLANEOUS/TRANSFERS	291,448.06	392,195.00	100,746.94	74.3
	<u>3,017,305.34</u>	<u>3,289,429.00</u>	<u>272,123.66</u>	<u>91.7</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	256,413.40	465,520.00	209,106.60	55.1
ADMINISTRATION	379,146.34	479,482.00	100,335.66	79.1
POLICE	1,608,295.78	1,919,675.00	311,379.22	83.8
PLANNING	110,680.59	159,818.00	49,137.41	69.3
COMMUNITY CENTER	43,220.40	59,948.00	16,727.60	72.1
PARKS	91,862.20	154,274.00	62,411.80	59.5
MUNICIPAL COURT	61,657.28	186,785.00	125,127.72	33.0
STREET LIGHTING	80,478.17	116,685.00	36,206.83	69.0
	<u>2,631,754.16</u>	<u>3,542,187.00</u>	<u>910,432.84</u>	<u>74.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	216.11	100.00	(116.11)	216.1
MISCELLANEOUS/TRANSFERS	309,798.15	414,000.00	104,201.85	74.8
	<u>310,014.26</u>	<u>414,100.00</u>	<u>104,085.74</u>	<u>74.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	300,958.85	445,010.00	144,051.15	67.6
	<u>300,958.85</u>	<u>445,010.00</u>	<u>144,051.15</u>	<u>67.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	148,843.94	151,000.00	2,156.06	98.6
CHARGES FOR SERVICES	32,949.67	56,823.00	23,873.33	58.0
GRANTS & CONTRIBUTIONS	90.00	25,200.00	25,110.00	.4
LICENSES, PERMITS & FEES	8,721.50	15,500.00	6,778.50	56.3
FINES & FORFEITURES	11,412.84	15,000.00	3,587.16	76.1
INTERGOVERNMENTAL	1,351.00	1,339.00	(12.00)	100.9
INTEREST	275.72	400.00	124.28	68.9
MISCELLANEOUS/TRANSFERS	104,625.00	140,500.00	35,875.00	74.5
	<u>308,269.67</u>	<u>405,762.00</u>	<u>97,492.33</u>	<u>76.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	317,624.42	492,839.00	175,214.58	64.5
	<u>317,624.42</u>	<u>492,839.00</u>	<u>175,214.58</u>	<u>64.5</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	1,489,769.15	1,754,000.00	264,230.85	84.9
LICENSES, PERMITS & FEES	36,103.22	30,000.00	(6,103.22)	120.3
INTEREST	2,813.55	3,500.00	686.45	80.4
MISCELLANEOUS/TRANSFERS	3,349.84	11,000.00	7,650.16	30.5
	<u>1,532,035.76</u>	<u>1,798,500.00</u>	<u>266,464.24</u>	<u>85.2</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>1,516,745.34</u>	<u>1,925,546.00</u>	<u>408,800.66</u>	<u>78.8</u>
	<u>1,516,745.34</u>	<u>1,925,546.00</u>	<u>408,800.66</u>	<u>78.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

STORM WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICE	175,216.19	237,000.00	61,783.81	73.9
INTEREST	225.59	200.00	(25.59)	112.8
MISCELLANEOUS/TRANSFERS	38,419.10	278,000.00	239,580.90	13.8
	<u>213,860.88</u>	<u>515,200.00</u>	<u>301,339.12</u>	<u>41.5</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	126,892.68	443,730.00	316,837.32	28.6
	<u>126,892.68</u>	<u>443,730.00</u>	<u>316,837.32</u>	<u>28.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	2,502,496.28	3,019,230.00	516,733.72	82.9
INTEREST	10,535.60	12,500.00	1,964.40	84.3
MISCELLANEOUS/TRANSFERS	11,777.94	12,500.00	722.06	94.2
	<u>2,524,809.82</u>	<u>3,044,230.00</u>	<u>519,420.18</u>	<u>82.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	1,805,241.83	3,627,673.00	1,822,431.17	49.8
	<u>1,805,241.83</u>	<u>3,627,673.00</u>	<u>1,822,431.17</u>	<u>49.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	71,611.49	84,000.00	12,388.51	85.3
INTERGOVERNMENTAL	365,891.70	516,876.00	150,984.30	70.8
INTEREST	1,500.07	900.00	(600.07)	166.7
MISCELLANEOUS/TRANSFERS	3,591.30	50,250.00	46,658.70	7.2
	<u>442,594.56</u>	<u>652,026.00</u>	<u>209,431.44</u>	<u>67.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	220,530.91	800,187.00	579,656.09	27.6
	<u>220,530.91</u>	<u>800,187.00</u>	<u>579,656.09</u>	<u>27.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 10 MONTHS ENDING APRIL 30, 2015

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	153,353.35	154,000.00	646.65	99.6
GRANTS & CONTRIBUTIONS	25,000.00	25,000.00	.00	100.0
INTEREST	244.48	250.00	5.52	97.8
MISCELLANEOUS/TRANSFERS	11,250.00	15,000.00	3,750.00	75.0
	<u>189,847.83</u>	<u>194,250.00</u>	<u>4,402.17</u>	<u>97.7</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>263,321.06</u>	<u>312,928.00</u>	<u>49,606.94</u>	<u>84.2</u>
	<u>263,321.06</u>	<u>312,928.00</u>	<u>49,606.94</u>	<u>84.2</u>



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: May 18, 2015
SUBJECT: Staff Report

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

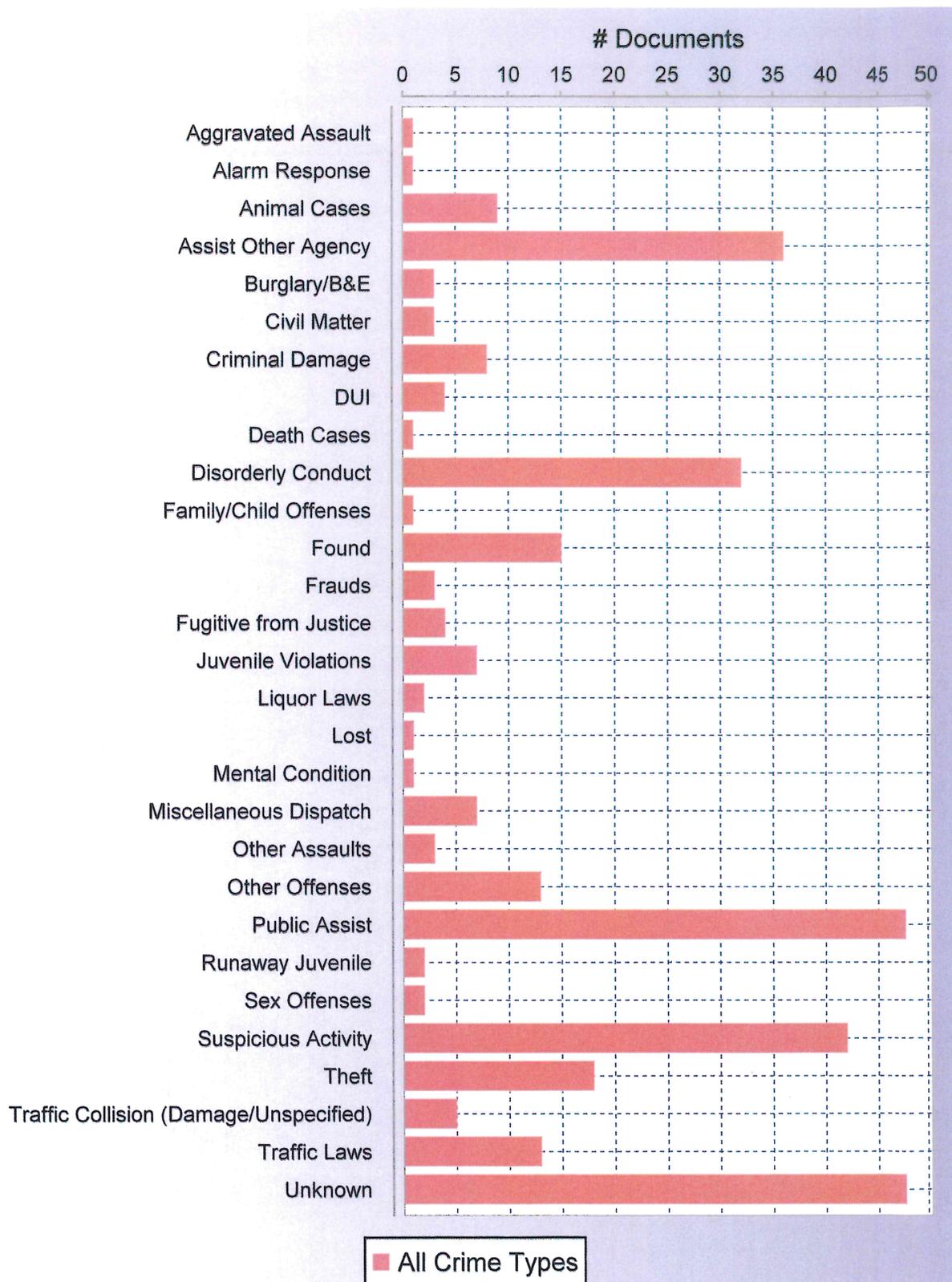
	April 2015	Year to Date 2015	April 2014	Year to Date 2014
Police Activity	745	2944	674	2659
Investigated Incidents	320	1171	183	1025
Citations/Warning	255	1091	106	451
Traffic Accidents	6	25	7	24
Juvenile Abuse	5	13	1	8
Arrests	37	148	39	208
Reserve Volunteer Hrs.	328.83	1357.50	198.50	1036.50
Citizen Volunteer Hrs.	8	20	39	100
Peer Court Referrals:	7	24	0	8

CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 4/1/2015 - 4/30/2015

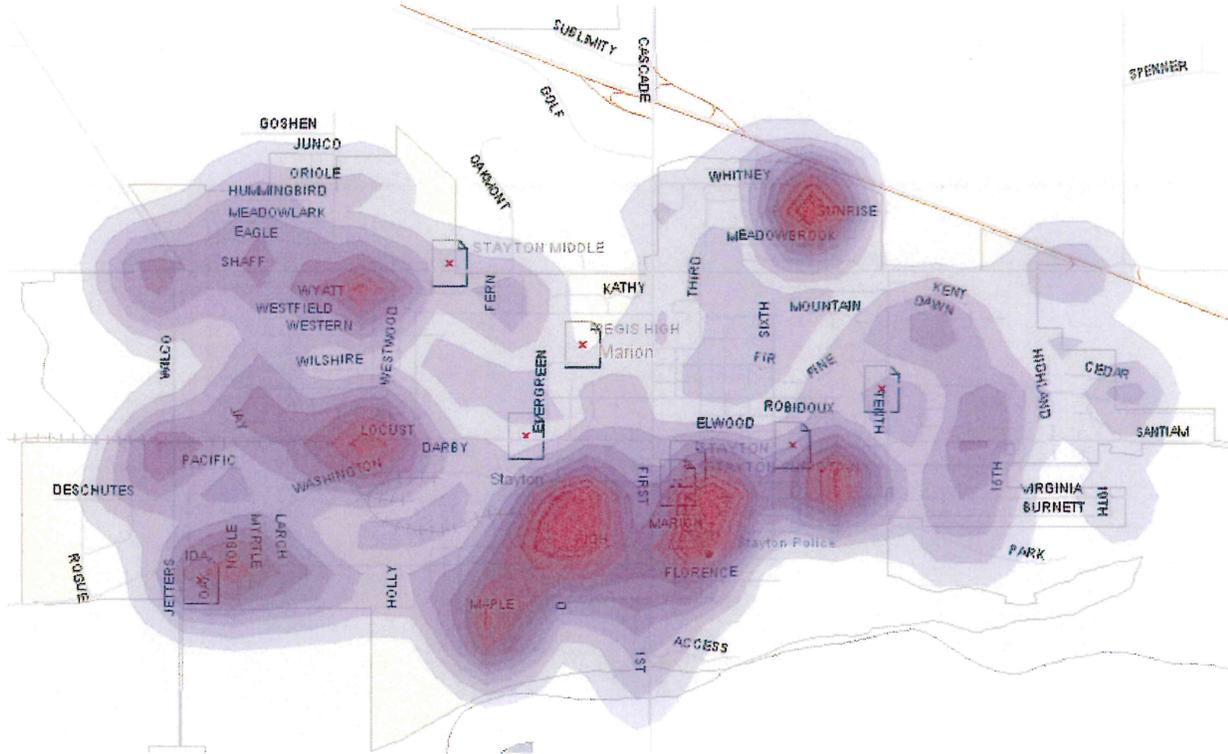
PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	4/1/15 to 4/30/15		1/1/14 to 4/30/14		4/1/15 to 4/30/15		1/1/14 to 4/30/14		4/1/15 to 4/30/15		1/1/14 to 4/30/14		4/1/15 to 4/30/15		1/1/14 to 4/30/14	
	Count	% Change Yr to Yr	Count	% Change Yr to Yr	Count	%	Count	%	Count	%	Count	%	Juv	Adult	Total	Count
NON-CRIMINAL																
ACCIDENT-INJURY	0		4	5	-20.0%											
ACCIDENT-PROPERTY	5		14	15	-6.7%											
ALL OTHER NON-CRIMINAL	227		848	686	23.6%											
NON CRIM DOMESTIC DISTURB	15		52	25	108.0%											
NON-CRIMINAL TOTALS	247		918	731	25.6%											
PERSON																
AGGRAVATED ASSAULT	1		3	5	-40.0%	1	2	5	100.0%	66.7%	100.0%	1	0	1	1	2
KIDNAPPING	0		0	2	-100.0%	0	0	2	0.0%	0.0%	100.0%	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0		0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
OFFENSE AGAINST FAMILY	0		0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
OTHER ASSAULTS	6		22	26	-15.4%	6	20	24	100.0%	90.9%	92.3%	2	2	4	20	23
RAPE	0		0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0
RESTRAINING ORDER VIOLATION	0		0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0
ROBBERY	0		0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
SEX OFFENSES	2		8	6	33.3%	0	1	4	0.0%	12.5%	66.7%	0	0	0	0	0
PERSON TOTALS	9		33	41	-19.5%	7	23	37	77.8%	69.7%	90.2%	3	2	5	22	37
PROPERTY																
ARSON	0		0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0
BURGLARY - BUSINESS	1		2	3	-33.3%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	0
BURGLARY - OTHER STRUCTURE	1		2	5	-60.0%	0	1	0	0.0%	50.0%	0.0%	0	0	0	0	0
BURGLARY - RESIDENCE	1		5	20	-75.0%	0	1	3	0.0%	20.0%	15.0%	0	0	0	1	1
COUNTERFEITING/FORGERY	0		0	5	-100.0%	0	0	1	0.0%	0.0%	20.0%	0	0	0	0	0
FRAUD	5		20	26	-23.1%	0	4	8	0.0%	20.0%	30.8%	0	0	0	5	5
LARCENY																
Pickpocket	0		1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0
Shoplifting	1		14	15	-6.7%	0	7	12	0.0%	50.0%	80.0%	0	1	1	9	11
Theft from a Motor Vehicle	3		13	27	-51.9%	0	1	1	0.0%	7.7%	3.7%	0	0	0	1	0
Theft of MV Parts/Accessories	1		3	5	-40.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
Theft of Bicycle	1		7	9	-22.2%	0	1	0	0.0%	14.3%	0.0%	0	0	0	0	0
Theft from Building	1		5	7	-28.6%	0	0	2	0.0%	0.0%	28.6%	0	0	0	0	0
All Other Larceny	7		27	39	-30.8%	3	8	7	42.9%	29.6%	17.9%	2	2	5	10	11
LARCENY	14		70	102	-31.4%	3	18	22	21.4%	25.7%	21.6%	2	3	6	21	24
MOTOR VEHICLE THEFT	1		2	5	-60.0%	0	0	2	0.0%	0.0%	40.0%	0	0	0	0	0

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	4/1/15 to 4/30/15	1/1/15 to 4/30/15	1/1/14 to 4/30/14	% Change Yr to Yr	4/1/15 to 4/30/15	1/1/15 to 4/30/15	1/1/14 to 4/30/14	4/1/15 to 4/30/15	1/1/15 to 4/30/15	1/1/14 to 4/30/14	4/1/15 to 4/30/15	1/1/15 to 4/30/15	1/1/14 to 4/30/14	4/1/15 to 4/30/15	1/1/15 to 4/30/15	1/1/14 to 4/30/14
	4/30/15	4/30/15	4/30/14		4/30/15	4/30/15	4/30/14	4/30/15	4/30/15	4/30/14	4/30/15	4/30/15	4/30/14	Juv	Adult	Total
STOLEN PROPERTY	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	0	0	0
VANDALISM	12	34	29	17.2%	1	6	11	8.3%	17.6%	37.9%	0	2	3	0	2	3
PROPERTY TOTALS	35	136	197	-31.0%	4	31	50	11.4%	22.8%	25.4%	2	5	9	2	5	34
SOCIETY																
ALL OTHER	17	54	72	-25.0%	5	24	23	29.4%	44.4%	31.9%	0	0	0	0	0	0
ANIMAL	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0	0
CURFEW	5	7	1	600.0%	5	7	1	100.0%	100.0%	100.0%	8	0	8	0	0	10
CUSTODY-MENTAL	1	2	4	-50.0%	1	2	4	100.0%	100.0%	100.0%	0	1	1	0	1	2
DISORDERLY CONDUCT	3	17	12	41.7%	3	14	12	100.0%	82.4%	100.0%	3	0	3	0	0	14
DR WHILE SUSP	1	6	4	50.0%	1	6	4	100.0%	100.0%	100.0%	0	1	1	0	1	6
DRIVING UNDER INFLUENCE	4	21	17	23.5%	3	20	17	75.0%	95.2%	100.0%	0	4	4	0	4	21
ELUDING	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0	1
ESCAPE	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	0	0	1
FAIL TO DISPLAY DL	0	2	0	0.0%	0	2	0	0.0%	100.0%	0.0%	0	0	0	0	0	2
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	43
HIT & RUN	1	8	9	-11.1%	0	3	0	0.0%	37.5%	0.0%	0	0	0	0	0	2
LIQUOR LAWS	2	3	5	-40.0%	2	3	5	100.0%	100.0%	100.0%	2	2	4	2	2	5
MIP TOBACCO	2	4	4	0.0%	2	4	4	100.0%	100.0%	100.0%	2	0	2	0	0	4
NARCOTICS/DRUGS	5	24	21	14.3%	4	22	20	80.0%	91.7%	95.2%	1	6	7	1	6	33
PROP RECOV - FOR OTHER AGENCY	1	1	3	-66.7%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
RECKLESS DRIVING	0	0	3	-100.0%	0	0	3	0.0%	0.0%	100.0%	0	0	0	0	0	0
RUNAWAY	2	4	5	-20.0%	1	2	5	50.0%	50.0%	100.0%	1	0	1	0	0	2
SEX OFFENSES	1	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	2
TRESPASS	8	25	14	78.6%	6	19	10	75.0%	76.0%	71.4%	0	4	5	0	4	10
WARRANT	5	36	46	-21.7%	5	36	46	100.0%	100.0%	100.0%	0	0	0	0	0	1
WEAPONS	0	2	6	-66.7%	0	2	6	0.0%	100.0%	100.0%	0	0	0	0	0	2
SOCIETY TOTALS	58	219	228	-3.9%	38	168	162	65.5%	76.7%	71.1%	17	22	40	17	22	168
GRAND TOTALS	349	1,306	1,197	9.1%												

Crime Types



Location





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, Permit Clerk
DATE: May 18, 2015
SUBJECT: Public Works Monthly Operating Report for April 2015

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|--|
| • WWTP Facility | Effluent flows: 43.26 million gallons were treated during April. The highest flow was 2.12 million gallons on April 1st and the lowest flow was 1.10 million gallons on April 28th. The average flow was 1.44 million gallons. Total rainfall for April was 2.93 inches. |
| • WTP | Highest production day was 2,418,000 gallons on April 15th, 2015. |
| • Water System | Replaced 7 services on Western. Replaced a fire hydrant at Western and Westwood Pl. Replaced 12 valve boxes on Western. Repair to a water line at 660 Marion. Replaced three dead meters and replaced one radio reader. |
| • Streets | Swept 180 curb miles and removed approximately 60 cubic yards of material. |
| • Parks | Volunteers: Community Service – 0 hours, Volunteer – 0 hours, Life skills High School Students – 130 hours. Total = 130 hours. |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	2	\$23,864.00
Residential Building Addition/Alter/Other	1	0
Commercial Building Addition/Alter/Other	1	0
Electrical	0	0
Mechanical	0	0
Plumbing	1	0
TOTAL	5	\$23,864.00

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



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Planning and Development Director
DATE: May 18, 2015
SUBJECT: Report of Activities for April, 2015

Enforcement Activity Highlights

Sent three letters regarding unregistered vehicles, two letters regarding recreational vehicles in the front yard not on a driveway, two letters regarding collections of rubbish, two warning letters regarding unmowed grass and one notice of violation regarding unmowed grass.

Planning & Development Activity Summary

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



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Planning and Development Director
DATE: May 18, 2015
SUBJECT: Application for Enterprise Zone Benefits

The purpose of this memorandum to inform the City Council that the City has received its first application for enterprise Zone benefits.

The North Santiam Enterprise Zone was proposed by the City Council and approved by the Oregon Business Development Department in 2010. Qualifying businesses that make more than \$300,000 in capital improvements in real estate or machinery and equipment and that increase their employment within the zone receive an exemption from property taxes on that new investment.

In order to be a qualifying business, the business must generally not be a retail business or construction contractor. In order to qualify for the exemption, the business must increase employment in the zone by at least 10%, but not less than one employee. The standard exemption period is three years. If the total compensation package for the new employees is 150% or more of the Marion County median wage, then the exemption period may be extended for 5 years.

The City has received and approved an application from Littau Harvester. Littau manufactures agricultural harvesting machinery and occupies several sites within the Stayton Industrial Park. The company has recently purchased the property at 1200 Wilco Road – the former Karsten Homes manufacturing facility that has been vacant since 2009. Littau took occupancy of the property at the beginning of April and started to move some of their operations there. The company plans to use the facility for assembly of harvester equipment, product storage and distribution. Littau Harvester will also relocate their trucking operations onto this site.

The company had indicated that intend to make \$550,000 in new investment in the property -- \$50,000 in building additions or modifications, \$300,000 in machinery and equipment, and \$225,000 in personal property. The company currently employees 87 in the Zone and has indicated that employment will increase by at least 9 individuals.



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

TO: Mayor Porter and the Stayton City Council
FROM: Katinka Bryk- Library Director
DATE: May 18, 2015
SUBJECT: April Library report

The Stayton Public Library Foundation had a sold out house for their signature fundraising event, the Santiam Canyon Father Daughter Ball. Library staff participated in the fun by dressing in costume as Alice, the Mad Hatter and a Playing Card. SPLF raised over \$7000 for the outreach storyteller program. Thank you!

The Friends of the Library earned \$3879.80 at their semi-annual book sale. The next sale is in September. They are always looking for volunteers and new members- it is only \$5 to join.

I attended the Oregon Library Association annual conference and served on the panel for the session *Open the Doors to Art: Successful Collaborations between Libraries and Arts Organizations*.

The library hosted a Shakespeare themed volunteer appreciation brunch. Many thanks to staff member Patti Sampson for making the event elegant and fun.

The library continues to host the Canyon Collaborative non-profit information sharing sessions, Held every other month on the second Wednesday at 9:30. In April there were three presenters and a networking session. Please plan on attending the June 10th meeting.

20 of our younger patrons participate in two book clubs. Random Readers read *Fortunately the Milk* by Neil Gaiman, and Book Bobs read *Moose's Big Idea* by Stephanie Greene.

The adult book club, Tea Time for Book Lovers, read *Ironskin* by Tina Connolly. She will be the last in this season's Oregon Author Series, visiting on Thursday June 4th at 7pm. The Series continues to be popular. We hosted Oregon Poet Laureate Peter Sears and local artist Paul Toews on April 30th. The well-attended event was filmed by Ken Cartwright.

2014-2015 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2013-14 FY	2014-15 YTD
TOTAL CHECKOUTS	12,392	9,879	9,097	10,402	9,145	n/a	11,716	10,563	11,081	11,032			136,454	95,307

OTHER CIRCULATION SERVICES

Self check out	2,646	2,313	2,126	2,468	2,143	n/a	n/a	n/a	n/a	2,657			<i>Not Tracked</i>	14,353
Holds filled	718	686	695	620	579	n/a	n/a	n/a	n/a	n/a			<i>Not Tracked</i>	3,298
Check-ins	11,787	9,649	8,652	9,283	8,613	n/a	n/a	n/a	n/a	n/a			<i>Not Tracked</i>	47,984
Library2Go (ebooks +)	634	671	698	658	662	n/a	n/a	683	685	634			6,378	5,325

INCOME RECEIVED

Non-resident cards	\$773.00	\$455.00	\$232.00	\$485.00	\$360.00	\$285.00	\$1,067.00	\$724.00	\$440.00	\$363.00			\$9,921.00	\$5,184.00
Fines: overdue & lost books	\$719.00	\$218.00	\$453.00	\$979.26	\$2,588.00	\$151.75	\$1,396.00	\$512.00	\$3,003.98	\$582.55			\$16,612.37	\$10,603.54
Room fees	\$0.00	\$0.00	\$0.00	\$462.50	\$275.00	\$2,046.00	\$979.00	\$0.00	\$100.00	\$0.00			\$4,129.50	\$3,862.50
												TOTAL	\$30,662.87	\$19,650.04

REFERENCE QUESTIONS

In-Person, by phone and computer help	769	611	355	391	488	407	527	452	563	457			8,042	5,020
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NEW PATRON CARDS

	109	70	83	112	74	98	109	104	117	109			240	985
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INTERNET USE

	1,584	1,424	1,235	1,483	1,195	1,189	1,436	1,373	1,605	1,318			18,625	13,842
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PROGRAM ATTENDANCE

Children/teens	349	178	264	399	338	322	490	485	447	355			4,743	3,627
Adults	169	49	158	206	171	171	253	285	345	516			2,575	2,323
Outreach	n/a	n/a	n/a	487	536	441	515	521	440	478			6,405	3,418
												TOTAL	13,723	9,368

MEETING ROOM ATTENDANCE

	1,017	573	673	920	331	775	951	969	1,093	1,118			10,942	8,420
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PATRON VISITS

	8,588	7,660	6,212	8,059	6,717	6,156	7,248	6,978	7,514	7,508			88,449	72,640
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VOLUNTEER HOURS

	214	152	90	185	138	165	135	153	247	223			<i>Not Tracked</i>	1,702
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