



# AGENDA

## STAYTON CITY COUNCIL MEETING

Monday, November 16, 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. North Santiam Arts Commission, presentation by Mike Reding

### **CONSENT AGENDA**

- a. November 2, 2015 City Council Minutes

#### ***Purpose of the Consent Agenda:***

*In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.*

***The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Deputy City Recorder Alissa Angelo at (503) 769-3425.***

**PUBLIC HEARING – None**

**UNFINISHED BUSINESS**

**Ordinance No. 990, Vacating of Alleys**

**Action**

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

**NEW BUSINESS**

**Resolution No. 936, Veterans War Memorial Grant Application**

**Action**

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

**STAFF/COMMISSION REPORTS**

**Finance Director’s Report – Christine Shaffer**

**Informational**

- a. October 2015 Monthly Finance Department Report

**Police Chief’s Report – Rich Sebens**

**Informational**

- a. October 2015 Statistical Report
- b. City Emergency Operations Plan

**Public Works Director’s Report**

**Informational**

- a. October 2015 Operating Report

**Planning & Development Director’s Report – Dan Fleishman**

**Informational**

- a. October 2015 Activities Report

**Library Director’s Report – Katinka Bryk**

**Informational**

- a. October 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**

- a. Appointment of Nicole Servin to the Planning Commission

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS – December 7, 2015**

- a. Community Grants
- b. Gas Tax – Informational Report
- c. Walking Bridge Grant
- d. Municipal Court Update

**ADJOURN**

# CALENDAR OF EVENTS

## NOVEMBER 2015

|           |             |  |           |                              |
|-----------|-------------|--|-----------|------------------------------|
| Monday    | November 16 | City Council   | 7:00 p.m. | Community Center (north end) |
| Wednesday | November 18 | Library Board  | 6:00 p.m. | E.G. Siegmund Meeting Room   |
| Thursday  | November 26 | <b>CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING</b> |           |                              |
| Friday    | November 27 |  |           |                              |
| Monday    | November 30 | Planning Commission                                      | 7:00 p.m. | Community Center (north end) |

## DECEMBER 2015

|           |             |   |           |                              |
|-----------|-------------|---|-----------|------------------------------|
| Tuesday   | December 1  | Parks & Recreation Board                                  | 7:00 p.m. | E.G. Siegmund Meeting Room   |
| Monday    | December 7  | City Council  | 7:00 p.m. | Community Center (north end) |
| Tuesday   | December 8  | Commissioner's Breakfast                                  | 7:30 a.m. | Covered Bridge Café          |
| Friday    | December 11 | Community Leaders Meeting                                 | 7:30 a.m. | Covered Bridge Café          |
| Wednesday | December 16 | Library Board   | 6:00 p.m. | E.G. Siegmund Meeting Room   |
| Monday    | December 21 | City Council  | 7:00 p.m. | Community Center (north end) |
| Friday    | December 25 | <b>CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS DAY</b> |           |                              |
| Monday    | December 28 | Planning Commission                                       | 7:00 p.m. | Community Center (north end) |

## JANUARY 2016

|           |            |  |           |                              |
|-----------|------------|--|-----------|------------------------------|
| Monday    | January 4  | City Council   | 7:00 p.m. | Community Center (north end) |
| Tuesday   | January 5  | Parks & Recreation Board   | 7:00 p.m. | E.G. Siegmund Meeting Room   |
| Friday    | January 8  | Community Leaders Meeting  | 7:30 a.m. | Covered Bridge Café          |
| Tuesday   | January 12 | Commissioner's Breakfast   | 7:30 a.m. | Covered Bridge Café          |
| Monday    | January 18 | <b>CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING DAY</b> |           |                              |
| Tuesday   | January 19 | City Council   | 7:00 p.m. | Community Center (north end) |
| Wednesday | January 20 | Library Board  | 6:00 p.m. | E.G. Siegmund Meeting Room   |
| Monday    | January 25 | Planning Commission  | 7:00 p.m. | Community Center (north end) |

## FEBRUARY 2016

|           |             |  |           |                              |
|-----------|-------------|--|-----------|------------------------------|
| Monday    | February 1  | City Council   | 7:00 p.m. | Community Center (north end) |
| Tuesday   | February 2  | Parks & Recreation Board                                   | 7:00 p.m. | E.G. Siegmund Meeting Room   |
| Tuesday   | February 9  | Commissioner's Breakfast                                   | 7:30 a.m. | Covered Bridge Café          |
| Friday    | February 12 | Community Leaders Meeting                                  | 7:30 a.m. | Covered Bridge Café          |
| Monday    | February 15 | <b>CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY</b> |           |                              |
| Tuesday   | February 16 | City Council   | 7:00 p.m. | Community Center (north end) |
| Wednesday | February 17 | Library Board  | 6:00 p.m. | E.G. Siegmund Meeting Room   |
| Monday    | February 29 | Planning Commission  | 7:00 p.m. | Community Center (north end) |

**City of Stayton  
City Council Meeting Minutes  
November 2, 2015**

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

**Time Start:** 7:00 P.M.

**Time End:** 8:17 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

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

| AGENDA   | ACTIONS   |
|--|---|
| <b>REGULAR MEETING</b>   |   |
| <b>Announcements</b>   |   |
| a. Additions to the Agenda   | None  |
| b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.                  | None  |
| <b>Presentations / Comments from the Public</b>  |   |
| a. Recognition of Stayton Community Food Bank Manager Edna Rickman by Mayor Porter     | Mayor Porter presented a proclamation for Edna Rickman. Ms. Rickman was unable to attend and the proclamation was given to a representative from the Stayton Community Food Bank. |
| b. Donation to Park Fund from Car Show Committee by Russ Strohmeyer                    | Mr. Strohmeyer presented the City with a donation in the amount of \$1,000 from the Car Show Committee.   |
| c. Gerry Flowers   | Spoke in opposition of recreational marijuana.  |
| d. James Fiske   | Mr. Fiske spoke about the "Smoking Down the Highway" Barbeque Festival, which has submitted a Community Grant Application.  |
| <b>Consent Agenda</b>  |   |
| a. October 5, 2015 City Council Minutes  | Motion from Councilor Quigley, seconded by Councilor Niegel, to approve the Consent Agenda.<br><b>Motion passed 4:0.</b>  |
| b. OLCC Liquor License "New Outlet" Application Limited On-Premises Sales – Moxieberry |   |

|   |  |
|---|--|
| <p><b>Public Hearing</b><br/> <b>Vacation of Alleys between N. Alder and N. Birch, south of W. Ida Street</b></p> <ul style="list-style-type: none"> <li>a. Staff Report – Dan Fleishman</li> <li>b. Questions from Council</li> <li>c. Proponents’ Testimony</li> <li>d. Opponents’ Testimony</li> <li>e. General Testimony</li> <li>f. Questions from Public</li> <li>g. Questions from Council</li> <li>h. Staff Summary</li> <li>i. Close of Hearing</li> </ul> | <p><b>Mayor Porter opened the hearing at 7:23 p.m.</b></p> <p>Mr. Fleishman reviewed the staff report included in the Council packet.</p> <p>None.</p> <p>Denise Orr spoke in support of vacating the alley.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Nothing further.</p> <p>The hearing was closed at 7:28 p.m.</p>  |
| <p><b>Unfinished Business</b><br/> <b>Ordinance No. 988, Amending SMC Title 5.12, Relating to the Location of Marijuana Facilities and Declaring an Emergency</b></p> <ul style="list-style-type: none"> <li>a. Staff Report – Chief Rich Sebens</li> <li>b. Council Deliberation</li> <li>c. Council Decision</li> </ul>   | <p>Chief Sebens reviewed the staff report included in the Council packet.</p> <p>Question of whether there had been any language changes made to the ordinance since the last meeting. There were none.</p> <p>Motion from Councilor Niegel, seconded by Councilor Lewis, to adopt Ordinance No. 988 as presented. <b>Motion passed 4:0.</b></p>   |
| <p><b>New Business</b><br/> <b>Ordinance No. 990, Vacating of Alleys</b></p> <ul style="list-style-type: none"> <li>a. Staff Report – Dan Fleishman</li> <li>b. Council Deliberation</li> <li>c. Council Decision</li> </ul>  | <p>Mr. Fleishman reviewed the staff report included in the Council packet.</p> <p>None.</p> <p>Motion from Councilor Lewis, seconded by Councilor Quigley, to adopt Ordinance No. 990 as presented.</p> <p><u>Council Discussion</u><br/> Brief discussion on process and notification of this issue.</p> <p><b>Motion passed 3:1 (Glidewell).</b></p> <p><i>Ordinance No. 990 will return for a second consideration at the November 16, 2015 City Council meeting.</i></p> |

**Community Grants**

a. Staff Report – Christine Shaffer

Ms. Shaffer briefly reviewed the staff report included in the Council packet.

b. Council Deliberation

Councilor Quigley stated he has had conversations with applicant Dale Young, and his wife graduated from Regis High School. However, he stated this would not have any affect on his decision this evening.

Councilor Niegel serves on the Friends of the Family and will be removing herself from the discussion and voting.

Council discussion on how to divide the money among applicants. Ms. Shaffer offered to return to the next Council meeting showing different award scenarios based on Council discussion.

Councilor Quigley stated he would purchase the Christmas lights for Regis High School, freeing up \$250.

Further discussion on how to divide the funds. Recommendation of using a matrix to award funds in the future.

Friends of the Library representative Pam Pugsley briefly spoke about their grant request for the electronic message sign.

c. Council Decision

Motion from Councilor Lewis, seconded by Councilor Glidewell, to direct staff to divide up grant funds based on an even percentage between all applications.

Council Discussion

Councilor Quigley felt the funds should stay within the Stayton community.

**Motion passed 2:1 (Quigley)(Niegel abstained).**

**Ordinance No. 986, SCTC Franchise Agreement Renewal  
Ordinance No. 991, Wave Franchise Agreement Renewal**

a. Staff Report – Keith Campbell

Mr. Campbell briefly reviewed the information included in the Council packet for the SCTC and Wave Franchise agreements.

b. Council Deliberation

None.

|   |  |
|---|--|
| <p>c. Council Decision</p>  | <p>Motion from Councilor Quigley, seconded by Councilor Lewis to approve Ordinance No. 986 as presented. <b>Motion passed 4:0.</b></p> <p>Motion from Councilor Quigley, seconded by Councilor Lewis to approve Ordinance No. 991 as presented. <b>Motion passed 4:0.</b></p>  |
| <p><b>Staff / Commission Reports</b><br/> <b>Finance Director's Report – Christine Shaffer</b><br/> a. September 2015 Monthly Finance Department Report</p> <p><b>Police Chief's Report – Chief Rich Sebens</b><br/> a. September 2015 Statistical Report</p> <p><b>Public Works Director's Report – Lance Ludwick</b><br/> a. September 2015 Operating Report</p> <p><b>Planning &amp; Development Director's Report – Dan Fleishman</b><br/> a. August 2015 Activities Report</p> <p><b>Library Director's Report – Katinka Bryk</b><br/> a. August 2015 Activities</p> | <p>No further discussion.</p> <p>Chief Sebens stated the annual Stayton Police K9 Fundraiser Spaghetti Feed will be held at the Stayton Methodist Church on Friday, November 6, from 5:00 p.m. to 7:00 p.m.</p> <p>Brief discussion of debris the street sweeper collects.</p> <p>Councilor Glidewell inquired about the location of new single family permits Mr. Fleishman had reviewed. They are all located in different parts of town.</p> <p>Ms. Bryk briefly spoke about an upcoming author visit and discussion at the Library from Jean Moule, PhD. on raising biracial families.</p> |
| <p><b>Presentations / Comments from the Public</b></p>  | <p>None.</p>   |
| <p><b>Business from the City Administrator</b></p>  | <p>None.</p>   |
| <p><b>Business from the Mayor</b></p>   | <p>Further discussion on looking at using a matrix in the future to assist the Council when awarding Community Grant funds.</p>  |
| <p><b>Business from the Council</b></p>   | <p>Councilor Quigley commended Ms. Bryk on the recent Brews, Bites, &amp; Books Event. He thought it was a great event.</p>  |
| <p><b>Future Agenda Items – November 16, 2015</b><br/> a. Emergency Plan<br/> b. Gas Tax<br/> c. North Santiam Arts Commission – Mike Reding</p>  |  |

APPROVED BY THE STAYTON CITY COUNCIL THIS 16<sup>TH</sup> DAY OF NOVEMBER 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

DRAFT



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

**TO: Mayor Henry A. Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: November 16, 2015**  
**SUBJECT: Ordinance 990 Vacating of Alleys**

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**ISSUE**

The issue before the City Council is the enactment of Ordinance 990, finalizing the process of the City-initiated vacation of the alleyways throughout the City.

**BACKGROUND**

The first consideration of Ordinance 990 was approved by the City Council at the November 2 meeting. Because the vote was not unanimous, the Charter requires the Ordinance be presented for a second consideration.

**RECOMMENDATION**

Staff recommends Ordinance 990 be enacted as presented.

**OPTIONS AND MOTIONS**

The City Council is presented with the following options.

**1. Approve the second consideration of Ordinance 990**

Move to approve Ordinance No 990 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 Ordinance is enacted it will be presented to the Mayor for his approval.

**2. Retain all alleyways**

No motion is necessary.

## ORDINANCE 990

### AN ORDINANCE VACATING VARIOUS ALLEYWAYS IN THE CITY OF STAYTON, MARION COUNTY, OREGON AND ESTABLISHING AND RETAINING PUBLIC UTILITY EASEMENTS

WHEREAS, ORS 271.130(1) provides that the governing body of a city may initiate proceedings to vacate an alley;

WHEREAS, on July 20, 2015 the Stayton City Council adopted Resolution 934 Initiating the Vacation of Various Alleys in the City of Stayton and naming fifteen alleys for which vacation was proposed;

WHEREAS, on August 31 2015, following public notice, the Stayton Planning Commission did conduct a public hearing on the proposed alley vacations;

WHEREAS, there was testimony at the Planning Commission public hearing requesting that the alley between N Alder Ave and N Birch Ave, running from W Ida St to W High St also be vacated;

WHEREAS, following the public hearing, the Planning Commission recommended that eight alleys be vacated and that three alleys be partially vacated;

WHEREAS, on October 5, 2015 the Stayton City Council did conduct a public hearing concerning the proposed vacations at which public testimony and the written record were received and considered;

WHEREAS, there was testimony at the City Council's public hearing requesting that the alley between N Alder Ave and N Birch Ave, running from south from W Ida St also be vacated;

WHEREAS, on November 2, 2015, the Stayton City did conduct a public hearing concerning the proposed vacation of the alley between N Alder Ave and N Birch Ave, running south from W Ida St;

WHEREAS, at the conclusion of the public hearings the Stayton City Council determined that it was in the public interest to vacate the following alleys

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

WHEREAS, at the conclusion of the public hearings the Stayton City Council determined that it was in the public interest to partially vacate the alley between N Sixth and N Seventh, running from Washington to Jefferson

WHEREAS, the public interest will be prejudiced if the vacation of these alleys is allowed without

the retention of a public utility easement.

NOW, THEREFORE the Stayton City Council hereby ordains as follows:

**Section 1.** The alley between N Second Ave and N Third Ave, running from E Fir St to E Cedar St, located in block 1 of the Pines Addition as recorded in Marion County Deed Records Book of Town Plats Volume 13, Page 29, is hereby vacated subject to a public utility easement.

**Section 2.** The alley between N Third Ave and N Fourth Ave, running from E Burnett St to E Virginia St, located in block 6 of Thomas' Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 1, Page 51, is hereby vacated subject to a public utility easement.

**Section 3.** The alley between N Fourth Ave and N Fifth Ave, running south from E Marion St, located in block 1 of U Whitney's Addition to the Town of Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 1, Page 54, is hereby vacated subject to a public utility easement.

**Section 4.** The alley between N Fourth Ave and N Fifth Ave, running from E Robidoux St to E Hollister St, located in block 2 of Geo. Hollister's Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 3, Page 7, is hereby vacated subject to a public utility easement.

**Section 5.** The alley between N Fourth Ave and N Fifth Ave, running from E Jefferson St to E Santiam St, located in block 3 of Hollister's Addition to the Town Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 2, Page 51, is hereby vacated subject to a public utility easement.

**Section 6.** The alley between N Sixth Ave and N Seventh Ave, running from E Virginia St to E Washington St, located in block 12 of U Whitney's Addition to the Town of Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 1, Page 54, is hereby vacated subject to a public utility easement.

**Section 7.** The portion of the alley between N Sixth Ave and N Seventh Ave, running north from E Washington St, located between lots 7 and 8 and lots 1 and 2 in block 13 of U Whitney's Addition to the Town of Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 1, Page 54, is hereby vacated subject to a public utility easement.

**Section 8.** The alley between N First Ave and N Alder Ave, running north from W High St, located in block 1 of the Ottomar Luttich Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 3, Page 36, is hereby vacated subject to a public utility easement.

**Section 9.** The alley between N Alder Ave and N Birch Ave, running from W Ida St to W High St, located in block 5 of the Ottomar Luttich Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 3, Page 36, is hereby vacated subject to a public utility easement.

**Section 10.** The alley between N Alder Ave and N Birch Ave, running south from W Ida St, located in block 4 of the Ottomar Luttich Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 3, Page 36, is hereby vacated subject to a public utility easement.

**Section 11.** The alley between N Alder Ave and N Cherry Ave, running north from W High St, located in block 6 of the Ottomar Luttich Addition to Stayton as recorded in Marion County Deed

Records Book of Town Plats Volume 3, Page 36, is hereby vacated subject to a public utility easement.

**Section 12.** The alley between S Douglas Ave and S Evergreen Ave, running south from W Water St, located between block 1 and block 2 of Burson's Addition to Stayton as recorded in Marion County Deed Records Book of Town Plats Volume 4, Page 23, is hereby vacated subject to a public utility easement.

**Section 13.** It is in the public interest that the alley vacations, acted upon by this Ordinance, are conditioned by the retention of public utility easements (PUE) over the areas to be vacated.

The Public Utility Easements are retained by the City to be used for: all municipal purposes, including but not limited to sewer, water and storm drainage, and for the use and benefit of public utility companies furnishing electric power, natural gas, communication, and cable television; to construct and maintain public utilities; and for unrestricted ingress and egress on the property described above for the purpose of installing, repairing, testing, maintaining, and replacing the utilities and maintaining the utilities and related facilities.

The PUE described above shall be non-exclusive except that City of Stayton and such public utilities shall have the exclusive right to construct, install, maintain and operate the utilities, their equipment and all related facilities above and below ground within the PUE including the right of access to such facilities and the right to require the removal of any obstructions including trees and vegetation that may be placed within the PUE, at property owner's expense.

The PUE shall include the exclusive right, privilege, and authority to the City of Stayton and such public utilities to excavate for, and to construct, build, install, lay, patrol, operate, maintain, repair, replace, and remove underground sanitary sewer, storm drain, or water pipelines; electric power, transmission, and supply cables; natural gas pipelines; and cable television and communication lines with all appurtenances incident thereto or necessary therewith, including aboveground valve boxes, fire hydrants, or manholes, in, under, and across the said premises, and together with the right of the City of Stayton and utility owners to place, excavate, replace, repair, install, maintain, operate, inspect, add to the number of and relocate such utilities and necessary appurtenances, and make excavations therefore from time to time, in, under, and through the above-described premises within said Easement, and to cut and remove from said easement any trees and other obstructions which may endanger the safety or interfere with the use of said utilities, or appurtenances attached to or connected therewith; and the right of ingress and egress to and over said above-described premises at any and all times for the above purposes; and for doing anything necessary, useful, or convenient for the enjoyment of the Easement hereby retained.

The City of Stayton may use the surface of the PUE provided such use does not interfere with property owner's rights described in this PUE. The property owners shall not permit any other use or utilities to be located in the PUE without the written consent of the City of Stayton. Approved uses within the PUE shall consist of, but are not limited to, landscaping, paved driveway or parking areas, trails, paths, sidewalks or other uses that will not affect the ability of the City or utilities to access the PUE. Prohibited uses shall consist of, but are not limited to, permanent structures, buildings, or any other obstruction, excavation or alteration

of the PUE. The PUE shall perpetually encumber the property. No additional earth fill or embankment shall be placed within the PUE, nor over any utility fixture therein without a specific written agreement between affected utility owners that may be beneficiaries of the PUE, and property owners, their successors, or assigns. Should such specific agreement be anticipated, the City of Stayton will set forth the conditions under which such fill or embankment may be placed, including a stipulation that all risks of damage to the utilities shall be assumed by property owner, their successors, or assigns.

The City of Stayton and utilities shall be responsible for the maintenance of the utilities and related facilities located within the PUE. Property owners shall be responsible for landscape and surface maintenance within the PUE. The City of Stayton's use of the PUE shall not unreasonably interfere with property owners' use of their property.

The City of Stayton, and each utility owner beneficiary of the PUE, upon the initial installation, and upon each and every occasion that the same be repaired, replaced, renewed, added to, or removed, shall restore the premises, and any improvements disturbed by the work, to as good condition as it was prior to any such installation or work, including the restoration of any topsoil and lawn.

**Section 14.** In accordance with ORS 271.140, title to area within the vacated alleys enumerated above shall attach to the lands bordering on such area in equal portions.

**Section 15.** This Ordinance shall take effect 30 days after adoption by the Stayton City Council and the Mayor's signing and shall be recorded in the Marion County Deed Records.

ADOPTED BY THE STAYTON CITY COUNCIL this 16<sup>th</sup> day of November, 2015

CITY OF STAYTON

Date: \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_, 2015

Attest: \_\_\_\_\_  
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Rhoten, City Attorney



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

**TO:** Mayor Henry A. Porter and the Stayton City Council  
**FROM:** Lance S. Ludwick, Public Works Director  
**DATE:** November 16<sup>th</sup>, 2015  
**SUBJECT:** Resolution No. 936, a resolution to Apply for a Veterans and War Memorial Grant from the Oregon Parks and Recreation Department

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**ISSUE**

The issue before the City Council is whether or not to approve Resolution No. 936, authorizing the City Administrator to apply for and sign an Oregon Parks and Recreation Department (OPRD) Veterans and War Memorial Grant application for the construction of a new Veterans and War Memorial, No. 936 shall become effective upon adoption by the Stayton City Council.

**STAFF RECOMMENDATION**

Staff recommends the City Council approve Resolution No. 936, authorizing the City Administrator to apply for and sign an OPRD grant application.

**BACKGROUND INFORMATION**

The City of Stayton currently does not have a place or monument that is designated to honor the Veterans within our Community. The Stayton Public Works Department believes the community would benefit in constructing a place designated to preserve the memory of the United States of America and to honor Veterans of the Armed Forces of the United States of America.

**PUBLIC WORKS DEPARTMENT RECOMMENDATION**

The City of Stayton Public Works Department is in full support of the Veterans and War Memorial Grant from the Oregon Parks and Recreation Department.

## **OPTIONS**

1. The City Council could choose to approve Resolution No. 936.
2. The City Council could choose to deny Resolution No. 936.

## **MOTION(S)**

1. Move to approve Resolution No. 936.

Adoption will authorize the City Administrator to apply for and sign the Veterans and War Memorial Grant from the Oregon Parks and Recreation Department.

2. Move to deny Resolution No. 936.
3. Move to modify staff's recommendation.

**RESOLUTION NO. 936**

**A RESOLUTION AUTHORIZING THE CITY OF STAYTON TO APPLY FOR A VETERANS AND WAR MEMORIAL GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT.**

WHEREAS, the Oregon Parks and Recreation Department (OPRD) is accepting applications for the Veterans and War Memorial Grant;

WHEREAS, the Stayton Public Works Department has reviewed the need for a Veterans War Memorial.

WHEREAS, the Stayton Public Works Department recommends the City apply for a Veterans and War Memorial Grant.

WHEREAS, the Veterans and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash. The project sponsors match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, planning or any combination thereof, and the City of Stayton desires to participate in this matching grant program to the greatest extent possible.

WHEREAS, one of the requirements of the OPRD grant application process is that the application must include a resolution from the governing body authorizing the grant application.

NOW THEREFORE, BE IT RESOLVED that

Section 1. The City of Stayton, through its City Administrator, shall apply for a Veterans and War Memorial Grant from the Oregon Parks and Recreation Department for the construction of a Veterans and War Memorial.

Section 2. This Resolution shall become effective upon adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of November, 2015.

CITY OF STAYTON

Date: \_\_\_\_\_, 2015

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_, 2015

Attest: \_\_\_\_\_  
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Rhoten, City Attorney



**CITY OF STAYTON**  
**MEMORANDUM**

**TO: Mayor Henry A. Porter and the Stayton City Council**  
**FROM: Christine Shaffer, Finance Director**  
**DATE: November 16, 2015**  
**SUBJECT: Monthly Staff Report**

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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:                                | September 2015 | October 2015 |
|---|----------------|--------------|
| Number of Bills sent out                        | 2,677          | 2,595        |
| Delinquent Notices sent out                     | 549            | 534          |
| Courtesy Delinquent Notices sent to Landlords   | 154            | 144          |
| Notified of Impending Shut off & Penalty        | 154            | 141          |
| Customers with Interrupted Services Non-Payment | 17             | 20           |
| Services still Disconnected                     | 0              | 0            |

Accounts Payable:

|                         |              |              |
|-------------------------|--------------|--------------|
| Number of Checks Issued | 166          | 157          |
| Total Amount of Checks  | \$256,627.21 | \$371,037.38 |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

GENERAL FUND

|                          | YTD ACTUAL          | BUDGET              | VARIANCE            | PCNT        |
|--------------------------|---------------------|---------------------|---------------------|-------------|
| <u>REVENUE</u>           |                     |                     |                     |             |
| PROPERTY TAXES           | 38,712.84           | 1,809,000.00        | 1,770,287.16        | 2.1         |
| CHARGES FOR SERVICES     | 695.00              | 7,200.00            | 6,505.00            | 9.7         |
| GRANTS & CONTRIBUTIONS   | 2,089.82            | 1,500.00            | ( 589.82)           | 139.3       |
| FRANCHISE FEES           | 265,850.96          | 788,000.00          | 522,149.04          | 33.7        |
| LICENSES, PERMITS & FEES | 5,836.03            | 20,000.00           | 14,163.97           | 29.2        |
| FINES & FORFEITURES      | 50,171.18           | 105,500.00          | 55,328.82           | 47.6        |
| INTERGOVERNMENTAL        | 56,538.85           | 175,190.00          | 118,651.15          | 32.3        |
| INTEREST                 | ( 840.90)           | 2,000.00            | 2,840.90            | ( 42.1)     |
| MISCELLANEOUS/TRANSFERS  | 105,016.54          | 402,455.00          | 297,438.46          | 26.1        |
|                          | <u>524,070.32</u>   | <u>3,310,845.00</u> | <u>2,786,774.68</u> | <u>15.8</u> |
| <u>EXPENDITURES</u>      |                     |                     |                     |             |
| NON-DEPARTMENTAL         | 89,317.74           | 418,300.00          | 328,982.26          | 21.4        |
| ADMINISTRATION           | 160,518.33          | 495,852.00          | 335,333.67          | 32.4        |
| POLICE                   | 680,079.71          | 1,968,841.00        | 1,288,761.29        | 34.5        |
| PLANNING                 | 46,945.07           | 181,340.00          | 134,394.93          | 25.9        |
| COMMUNITY CENTER         | 36,860.19           | 89,948.00           | 53,087.81           | 41.0        |
| PARKS                    | 52,863.90           | 171,383.00          | 118,519.10          | 30.9        |
| MUNICIPAL COURT          | 27,810.44           | 128,859.00          | 101,048.56          | 21.6        |
| STREET LIGHTING          | 26,957.76           | 116,685.00          | 89,727.24           | 23.1        |
|                          | <u>1,121,353.14</u> | <u>3,571,208.00</u> | <u>2,449,854.86</u> | <u>31.4</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

PUBLIC WORKS ADMINISTRATION

|                         | YTD ACTUAL        | BUDGET            | VARIANCE          | PCNT        |
|-------------------------|-------------------|-------------------|-------------------|-------------|
| <u>REVENUE</u>          |                   |                   |                   |             |
| INTEREST                | 62.12             | 100.00            | 37.88             | 62.1        |
| MISCELLANEOUS/TRANSFERS | 152,774.33        | 426,390.00        | 273,615.67        | 35.8        |
|                         | <u>152,836.45</u> | <u>426,490.00</u> | <u>273,653.55</u> | <u>35.8</u> |
| <u>EXPENDITURES</u>     |                   |                   |                   |             |
| DEPARTMENT 80           | 135,471.15        | 457,852.00        | 322,380.85        | 29.6        |
|                         | <u>135,471.15</u> | <u>457,852.00</u> | <u>322,380.85</u> | <u>29.6</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

LIBRARY FUND

|                          | YTD ACTUAL        | BUDGET            | VARIANCE          | PCNT        |
|--------------------------|-------------------|-------------------|-------------------|-------------|
| <u>REVENUE</u>           |                   |                   |                   |             |
| PROPERTY TAXES           | 3,269.85          | 157,262.00        | 153,992.15        | 2.1         |
| CHARGES FOR SERVICES     | 3,068.67          | 82,647.00         | 79,578.33         | 3.7         |
| GRANTS & CONTRIBUTIONS   | .00               | 25,200.00         | 25,200.00         | .0          |
| LICENSES, PERMITS & FEES | 4,530.00          | 13,000.00         | 8,470.00          | 34.9        |
| FINES & FORFEITURES      | 2,503.33          | 12,000.00         | 9,496.67          | 20.9        |
| INTERGOVERNMENTAL        | .00               | 1,351.00          | 1,351.00          | .0          |
| INTEREST                 | 101.07            | 400.00            | 298.93            | 25.3        |
| MISCELLANEOUS/TRANSFERS  | 29,875.00         | 120,000.00        | 90,125.00         | 24.9        |
|                          | <u>43,347.92</u>  | <u>411,860.00</u> | <u>368,512.08</u> | <u>10.5</u> |
| <u>EXPENDITURES</u>      |                   |                   |                   |             |
| DEPARTMENT 80            | <u>125,906.91</u> | <u>446,550.00</u> | <u>320,643.09</u> | <u>28.2</u> |
|                          | <u>125,906.91</u> | <u>446,550.00</u> | <u>320,643.09</u> | <u>28.2</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

WATER ENTERPRISE FUND

|                          | YTD ACTUAL        | BUDGET              | VARIANCE            | PCNT        |
|--------------------------|-------------------|---------------------|---------------------|-------------|
| <u>REVENUE</u>           |                   |                     |                     |             |
| CHARGES FOR SERVICES     | 834,890.01        | 1,754,000.00        | 919,109.99          | 47.6        |
| LICENSES, PERMITS & FEES | 10,755.88         | 30,000.00           | 19,244.12           | 35.9        |
| INTEREST                 | 1,569.55          | 4,000.00            | 2,430.45            | 39.2        |
| MISCELLANEOUS/TRANSFERS  | 849.20            | 2,000.00            | 1,150.80            | 42.5        |
|                          | <u>848,064.64</u> | <u>1,790,000.00</u> | <u>941,935.36</u>   | <u>47.4</u> |
| <u>EXPENDITURES</u>      |                   |                     |                     |             |
| DEPARTMENT 86            | 409,780.46        | 2,109,665.00        | 1,699,884.54        | 19.4        |
|                          | <u>409,780.46</u> | <u>2,109,665.00</u> | <u>1,699,884.54</u> | <u>19.4</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

STORM WATER ENTERPRISE FUND

|                         | YTD ACTUAL        | BUDGET            | VARIANCE          | PCNT        |
|-------------------------|-------------------|-------------------|-------------------|-------------|
| <u>REVENUE</u>          |                   |                   |                   |             |
| CHARGES FOR SERVICE     | 79,211.11         | 260,000.00        | 180,788.89        | 30.5        |
| INTEREST                | 235.55            | 200.00            | ( 35.55)          | 117.8       |
| MISCELLANEOUS/TRANSFERS | 46,811.66         | 240,000.00        | 193,188.34        | 19.5        |
|                         | <u>126,258.32</u> | <u>500,200.00</u> | <u>373,941.68</u> | <u>25.2</u> |
| <u>EXPENDITURES</u>     |                   |                   |                   |             |
| DEPARTMENT 86           | 73,243.34         | 447,205.00        | 373,961.66        | 16.4        |
|                         | <u>73,243.34</u>  | <u>447,205.00</u> | <u>373,961.66</u> | <u>16.4</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

SEWER ENTERPRISE FUND

|                         | YTD ACTUAL        | BUDGET              | VARIANCE            | PCNT        |
|-------------------------|-------------------|---------------------|---------------------|-------------|
| <u>REVENUE</u>          |                   |                     |                     |             |
| CHARGES FOR SERVICES    | 959,840.57        | 2,997,498.00        | 2,037,657.43        | 32.0        |
| INTEREST                | 5,427.16          | 12,500.00           | 7,072.84            | 43.4        |
| MISCELLANEOUS/TRANSFERS | 100.00            | 12,500.00           | 12,400.00           | .8          |
|                         | <u>965,367.73</u> | <u>3,022,498.00</u> | <u>2,057,130.27</u> | <u>31.9</u> |
| <u>EXPENDITURES</u>     |                   |                     |                     |             |
| DEPARTMENT 86           | 960,940.06        | 3,784,956.00        | 2,824,015.94        | 25.4        |
|                         | <u>960,940.06</u> | <u>3,784,956.00</u> | <u>2,824,015.94</u> | <u>25.4</u> |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

STREET FUND

|                         | YTD ACTUAL | BUDGET     | VARIANCE   | PCNT  |
|-------------------------|------------|------------|------------|-------|
| <u>REVENUE</u>          |            |            |            |       |
| CHARGES FOR SERVICES    | 28,758.89  | 84,000.00  | 55,241.11  | 34.2  |
| INTERGOVERNMENTAL       | 284,994.48 | 511,876.00 | 226,881.52 | 55.7  |
| INTEREST                | 1,043.11   | 900.00     | ( 143.11)  | 115.9 |
| MISCELLANEOUS/TRANSFERS | 6,542.05   | 50,250.00  | 43,707.95  | 13.0  |
|                         | 321,338.53 | 647,026.00 | 325,687.47 | 49.7  |
| <u>EXPENDITURES</u>     |            |            |            |       |
| DEPARTMENT 80           | 91,502.41  | 878,552.00 | 787,049.59 | 10.4  |
|                         | 91,502.41  | 878,552.00 | 787,049.59 | 10.4  |

CITY OF STAYTON  
 FUND SUMMARY  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2015

SWIMMING POOL FUND

|                         | YTD ACTUAL       | BUDGET            | VARIANCE          | PCNT        |
|-------------------------|------------------|-------------------|-------------------|-------------|
| <u>REVENUE</u>          |                  |                   |                   |             |
| PROPERTY TAXES          | 3,540.06         | 159,750.00        | 156,209.94        | 2.2         |
| GRANTS & CONTRIBUTIONS  | .00              | 10,000.00         | 10,000.00         | .0          |
| INTEREST                | 14.93            | 250.00            | 235.07            | 6.0         |
| MISCELLANEOUS/TRANSFERS | 3,882.62         | 15,000.00         | 11,117.38         | 25.9        |
|                         | <u>7,437.61</u>  | <u>185,000.00</u> | <u>177,562.39</u> | <u>4.0</u>  |
| <u>EXPENDITURES</u>     |                  |                   |                   |             |
| DEPARTMENT 86           | 43,831.21        | 205,928.00        | 162,096.79        | 21.3        |
|                         | <u>43,831.21</u> | <u>205,928.00</u> | <u>162,096.79</u> | <u>21.3</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: November 16, 2015**  
**SUBJECT: Staff Report**

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

|                               | <b>October<br/>2015</b> | <b>Year to Date<br/>2015</b> | <b>October<br/>2014</b> | <b>Year to Date<br/>2014</b> |
|-------------------------------|-------------------------|------------------------------|-------------------------|------------------------------|
| <b>Police Activity</b>        | 911                     | 8011                         | 784                     | 7443                         |
| <b>Investigated Incidents</b> | 360                     | 3358                         | 347                     | 2576                         |
| <b>Citations/Warning</b>      | 66/167                  | 912/1711                     | 95/127                  | 1831                         |
| <b>Traffic Accidents</b>      | 12                      | 84                           | 3                       | 66                           |
| <b>Juvenile Abuse</b>         | 5                       | 30                           | 5                       | 38                           |
| <b>Arrests</b>                | 36                      | 421                          | 39                      | 471                          |
| <b>Reserve Volunteer Hrs.</b> | 386.43                  | 3719.14                      | 183.50                  | 2246                         |
| <b>Citizen Volunteer Hrs.</b> | 6                       | 35                           | 29                      | 232                          |
| <b>Peer Court Referrals:</b>  | 2                       | 44                           | 10                      | 45                           |

|                               | CRIMES              |                    |                                      | CRIMES CLEARED BY ARREST & EXCEPTION |                    |                    | PERCENT CLEARED     |                    |                    | PERSONS ARRESTED    |                    |                    |
|-------------------------------|---------------------|--------------------|--------------------------------------|--------------------------------------|--------------------|--------------------|---------------------|--------------------|--------------------|---------------------|--------------------|--------------------|
|                               | 10/1/15 to 10/31/15 | 1/1/15 to 10/31/15 | 1/1/14 to 10/31/14 % Change Yr to Yr | 10/1/15 to 10/31/15                  | 1/1/15 to 10/31/15 | 1/1/14 to 10/31/14 | 10/1/15 to 10/31/15 | 1/1/15 to 10/31/15 | 1/1/14 to 10/31/14 | 10/1/15 to 10/31/15 | 1/1/15 to 10/31/15 | 1/1/14 to 10/31/14 |
|                               | Juv                 | Adult              | Total                                | Juv                                  | Adult              | Total              | Juv                 | Adult              | Total              | Juv                 | Adult              | Total              |
| LARCENY                       | 26                  | 261                | 291                                  | 4                                    | 58                 | 69                 | 15.4%               | 22.2%              | 23.7%              | 0                   | 7                  | 7                  |
| MOTOR VEHICLE THEFT           | 2                   | 13                 | 15                                   | 0                                    | 2                  | 5                  | 0.0%                | 15.4%              | 33.3%              | 0                   | 0                  | 0                  |
| STOLEN PROPERTY               | 0                   | 2                  | 3                                    | 0                                    | 2                  | 3                  | 0.0%                | 100.0%             | 100.0%             | 0                   | 0                  | 0                  |
| VANDALISM                     | 6                   | 100                | 84                                   | 1                                    | 12                 | 31                 | 16.7%               | 12.0%              | 36.9%              | 0                   | 0                  | 0                  |
| <b>PROPERTY TOTALS</b>        | <b>43</b>           | <b>465</b>         | <b>505</b>                           | <b>8</b>                             | <b>94</b>          | <b>138</b>         | <b>18.6%</b>        | <b>20.2%</b>       | <b>27.3%</b>       | <b>0</b>            | <b>9</b>           | <b>9</b>           |
| <b>SOCIETY</b>                |                     |                    |                                      |                                      |                    |                    |                     |                    |                    |                     |                    |                    |
| ALL OTHER                     | 14                  | 154                | 152                                  | 1                                    | 55                 | 54                 | 7.1%                | 35.7%              | 35.5%              | 0                   | 1                  | 1                  |
| ANIMAL                        | 0                   | 0                  | 1                                    | 0                                    | 0                  | 1                  | 0.0%                | 0.0%               | 100.0%             | 0                   | 0                  | 0                  |
| CURFEW                        | 0                   | 16                 | 11                                   | 0                                    | 16                 | 11                 | 0.0%                | 100.0%             | 100.0%             | 0                   | 0                  | 0                  |
| CUSTODY-MENTAL                | 2                   | 7                  | 8                                    | 2                                    | 6                  | 8                  | 100.0%              | 85.7%              | 100.0%             | 0                   | 2                  | 2                  |
| DISORDERLY CONDUCT            | 6                   | 41                 | 45                                   | 4                                    | 36                 | 43                 | 66.7%               | 87.8%              | 95.6%              | 0                   | 4                  | 4                  |
| DR WHILE SUSP                 | 1                   | 11                 | 25                                   | 1                                    | 11                 | 25                 | 100.0%              | 100.0%             | 100.0%             | 0                   | 1                  | 1                  |
| DRIVING UNDER INFLUENCE       | 8                   | 47                 | 44                                   | 8                                    | 47                 | 44                 | 100.0%              | 100.0%             | 100.0%             | 0                   | 8                  | 8                  |
| ELUDING                       | 0                   | 3                  | 1                                    | 0                                    | 2                  | 1                  | 0.0%                | 66.7%              | 100.0%             | 0                   | 0                  | 0                  |
| ESCAPE                        | 0                   | 1                  | 2                                    | 0                                    | 1                  | 2                  | 0.0%                | 100.0%             | 100.0%             | 0                   | 0                  | 0                  |
| FAIL TO DISPLAY DL            | 0                   | 5                  | 1                                    | 0                                    | 4                  | 1                  | 0.0%                | 80.0%              | 100.0%             | 0                   | 0                  | 0                  |
| FUGITIVE                      | 0                   | 0                  | 0                                    | 0                                    | 0                  | 0                  | 0.0%                | 0.0%               | 0.0%               | 0                   | 11                 | 11                 |
| HIT & RUN                     | 5                   | 34                 | 30                                   | 2                                    | 11                 | 9                  | 40.0%               | 32.4%              | 30.0%              | 0                   | 2                  | 2                  |
| LIQUOR LAWS                   | 0                   | 9                  | 20                                   | 0                                    | 8                  | 20                 | 0.0%                | 88.9%              | 100.0%             | 0                   | 0                  | 0                  |
| MIP TOBACCO                   | 0                   | 6                  | 10                                   | 0                                    | 6                  | 10                 | 0.0%                | 100.0%             | 100.0%             | 0                   | 0                  | 0                  |
| NARCOTICS/DRUGS               | 2                   | 49                 | 45                                   | 2                                    | 47                 | 44                 | 100.0%              | 95.9%              | 97.8%              | 0                   | 3                  | 3                  |
| PROP RECOV - FOR OTHER AGENCY | 0                   | 1                  | 3                                    | 0                                    | 0                  | 0                  | 0.0%                | 0.0%               | 0.0%               | 0                   | 0                  | 0                  |
| RECKLESS DRIVING              | 1                   | 2                  | 6                                    | 1                                    | 1                  | 6                  | 100.0%              | 50.0%              | 100.0%             | 0                   | 1                  | 1                  |
| RUNAWAY                       | 0                   | 11                 | 14                                   | 0                                    | 10                 | 14                 | 0.0%                | 90.9%              | 100.0%             | 0                   | 0                  | 0                  |
| SEX OFFENSES                  | 0                   | 3                  | 0                                    | 0                                    | 2                  | 0                  | 0.0%                | 66.7%              | 0.0%               | 0                   | 0                  | 0                  |
| TRESPASS                      | 10                  | 76                 | 35                                   | 6                                    | 51                 | 27                 | 60.0%               | 67.1%              | 77.1%              | 1                   | 0                  | 1                  |
| VEH RECOV - FOR OTHER AGENCY  | 0                   | 1                  | 0                                    | 0                                    | 1                  | 0                  | 0.0%                | 100.0%             | 0.0%               | 0                   | 0                  | 0                  |
| WARRANT                       | 9                   | 115                | 117                                  | 9                                    | 114                | 116                | 100.0%              | 99.1%              | 99.1%              | 0                   | 1                  | 1                  |
| WEAPONS                       | 1                   | 4                  | 9                                    | 1                                    | 4                  | 9                  | 100.0%              | 100.0%             | 100.0%             | 0                   | 1                  | 1                  |
| <b>SOCIETY TOTALS</b>         | <b>59</b>           | <b>596</b>         | <b>579</b>                           | <b>37</b>                            | <b>433</b>         | <b>445</b>         | <b>62.7%</b>        | <b>72.7%</b>       | <b>76.9%</b>       | <b>1</b>            | <b>35</b>          | <b>36</b>          |
| <b>GRAND TOTALS</b>           | <b>394</b>          | <b>3,710</b>       | <b>2,956</b>                         |                                      |                    |                    |                     |                    |                    |                     |                    |                    |

# STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 10/1/2015 - 10/31/2015

|                               | CRIMES              |                    | CRIMES CLEARED     |                     |                     |                     | PERCENT CLEARED     |                     |                     |                     | PERSONS ARRESTED    |           |                     |                     |
|-------------------------------|---------------------|--------------------|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------|---------------------|---------------------|
|                               | 10/1/15 to 10/31/15 |                    | 1/1/15 to 10/31/14 |                     | 10/1/15 to 10/31/15 |           | 10/1/15 to 10/31/14 |                     |
|                               | 10/1/15 to 10/31/15 | 1/1/15 to 10/31/14 | % Change Yr to Yr  | 10/1/15 to 10/31/14 | 1/1/15 to 10/31/14  | 10/1/15 to 10/31/14 | 10/1/15 to 10/31/14 | 10/1/15 to 10/31/14 | 10/1/15 to 10/31/14 | 10/1/15 to 10/31/14 | Juv                 | Adult     | Total               | 10/1/15 to 10/31/14 |
| <b>NON-CRIMINAL</b>           |                     |                    |                    |                     |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| ACCIDENT-INJURY               | 0                   | 9                  | -18.2%             | 11                  |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| ACCIDENT-PROPERTY             | 7                   | 42                 | 16.7%              | 36                  |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| ALL OTHER NON-CRIMINAL        | 249                 | 2,351              | 46.7%              | 1,603               |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| NON CRIM DOMESTIC DISTURB     | 9                   | 122                | 38.6%              | 88                  |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| <b>NON-CRIMINAL TOTALS</b>    | <b>265</b>          | <b>2,524</b>       | <b>45.2%</b>       | <b>1,738</b>        |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| <b>PERSON</b>                 |                     |                    |                    |                     |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| AGGRAVATED ASSAULT            | 10                  | 16                 | 0.0%               | 16                  | 5                   | 9                   | 14                  | 50.0%               | 56.3%               | 87.5%               | 1                   | 5         | 6                   | 10                  |
| KIDNAPPING                    | 0                   | 0                  | -100.0%            | 3                   | 0                   | 0                   | 3                   | 0.0%                | 0.0%                | 100.0%              | 0                   | 0         | 0                   | 0                   |
| NEGLIGENT MANSLAUGHTER        | 0                   | 0                  | 0.0%               | 0                   | 0                   | 0                   | 0                   | 0.0%                | 0.0%                | 0.0%                | 0                   | 0         | 0                   | 0                   |
| OFFENSE AGAINST FAMILY        | 0                   | 2                  | -33.3%             | 3                   | 0                   | 0                   | 3                   | 0.0%                | 0.0%                | 100.0%              | 0                   | 0         | 0                   | 0                   |
| OTHER ASSAULTS                | 13                  | 76                 | -5.0%              | 80                  | 8                   | 58                  | 74                  | 61.5%               | 76.3%               | 92.5%               | 0                   | 6         | 6                   | 63                  |
| RAPE                          | 0                   | 2                  | -33.3%             | 3                   | 0                   | 0                   | 3                   | 0.0%                | 0.0%                | 100.0%              | 0                   | 0         | 0                   | 0                   |
| RESTRAINING ORDER VIOLATION   | 3                   | 13                 | 44.4%              | 9                   | 2                   | 11                  | 9                   | 66.7%               | 84.6%               | 100.0%              | 0                   | 2         | 2                   | 11                  |
| ROBBERY                       | 0                   | 2                  | 100.0%             | 1                   | 0                   | 2                   | 1                   | 0.0%                | 100.0%              | 100.0%              | 0                   | 0         | 0                   | 2                   |
| SEX OFFENSES                  | 1                   | 14                 | -26.3%             | 19                  | 1                   | 8                   | 9                   | 100.0%              | 57.1%               | 47.4%               | 0                   | 0         | 0                   | 1                   |
| <b>PERSON TOTALS</b>          | <b>27</b>           | <b>125</b>         | <b>-6.7%</b>       | <b>134</b>          | <b>16</b>           | <b>88</b>           | <b>116</b>          | <b>59.3%</b>        | <b>70.4%</b>        | <b>86.6%</b>        | <b>1</b>            | <b>13</b> | <b>14</b>           | <b>88</b>           |
| <b>PROPERTY</b>               |                     |                    |                    |                     |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| ARSON                         | 0                   | 3                  | 200.0%             | 1                   | 0                   | 2                   | 1                   | 0.0%                | 66.7%               | 100.0%              | 0                   | 0         | 0                   | 2                   |
| BURGLARY - BUSINESS           | 0                   | 5                  | -37.5%             | 8                   | 0                   | 1                   | 1                   | 0.0%                | 20.0%               | 12.5%               | 0                   | 0         | 0                   | 1                   |
| BURGLARY - OTHER STRUCTURE    | 1                   | 8                  | 60.0%              | 5                   | 0                   | 2                   | 0                   | 0.0%                | 25.0%               | 0.0%                | 0                   | 0         | 0                   | 1                   |
| BURGLARY - RESIDENCE          | 1                   | 21                 | -46.2%             | 39                  | 0                   | 2                   | 7                   | 0.0%                | 9.5%                | 17.9%               | 0                   | 0         | 0                   | 3                   |
| COUNTERFEITING/FORGERY        | 0                   | 2                  | -66.7%             | 6                   | 0                   | 0                   | 1                   | 0.0%                | 0.0%                | 16.7%               | 0                   | 0         | 0                   | 2                   |
| FRAUD                         | 7                   | 50                 | -5.7%              | 53                  | 3                   | 13                  | 20                  | 42.9%               | 26.0%               | 37.7%               | 0                   | 2         | 2                   | 11                  |
| LARCENY                       |                     |                    |                    |                     |                     |                     |                     |                     |                     |                     |                     |           |                     |                     |
| Pickpocket                    | 0                   | 1                  | 0.0%               | 0                   | 0                   | 1                   | 0                   | 0.0%                | 100.0%              | 0.0%                | 0                   | 0         | 0                   | 0                   |
| Purse Snatching               | 0                   | 3                  | 0.0%               | 0                   | 0                   | 1                   | 0                   | 0.0%                | 33.3%               | 0.0%                | 0                   | 0         | 0                   | 1                   |
| Shoplifting                   | 7                   | 55                 | 14.6%              | 48                  | 4                   | 35                  | 33                  | 57.1%               | 63.6%               | 68.8%               | 0                   | 4         | 4                   | 40                  |
| Theft from a Motor Vehicle    | 8                   | 68                 | -12.8%             | 78                  | 0                   | 2                   | 2                   | 0.0%                | 2.9%                | 2.6%                | 0                   | 0         | 0                   | 2                   |
| Theft of MV Parts/Accessories | 0                   | 6                  | -14.3%             | 7                   | 0                   | 0                   | 1                   | 0.0%                | 0.0%                | 14.3%               | 0                   | 0         | 0                   | 0                   |
| Theft of Bicycle              | 2                   | 29                 | -3.3%              | 30                  | 0                   | 4                   | 0                   | 0.0%                | 13.8%               | 0.0%                | 0                   | 0         | 0                   | 4                   |
| Theft from Building           | 0                   | 18                 | -10.0%             | 20                  | 0                   | 1                   | 6                   | 0.0%                | 5.6%                | 30.0%               | 0                   | 0         | 0                   | 1                   |
| All Other Larceny             | 9                   | 81                 | -25.0%             | 108                 | 0                   | 14                  | 27                  | 0.0%                | 17.3%               | 25.0%               | 0                   | 3         | 3                   | 19                  |



**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: November 16, 2015**  
**SUBJECT: City Emergency Operations Plan**

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Staff has recently completed the process of updating the City Emergency Operations Plan (EOP) and would like to present the plan to Council for review.

In 2008 the City of Stayton partnered with Marion County and a majority of the cities in Marion County to update their Emergency Operations Plans. The EOP's were designed so each plan incorporated the same design and methods of handling major emergencies from one agency to the next. Standardizing the terminology and methods leads to a more efficient emergency response. The plans were also designed to comply with federal regulations and standards.

The EOP is a working/living document, in that it is updated continually for minor changes. It is recommended that every few years the plan be completely updated and given to the City Council for review. It is also recommend after major changes to the plan.

The federal standard for setting up an emergency plan is the "National Response Framework" or NRF. The NRF is a guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation. The State of Oregon has a slightly different model. The Stayton plan follows the NRF but has been modified to reflect some of the terminology the state may use as well.

The EOP is set up into three parts; basic plan, reference chapters, and response chapters. The basic plan lays out the ground work that authorizes the City to handle emergencies. The reference chapters consist of agreements and contact information for handling the emergencies. The response chapters lay out the guidelines for who is responsible and how the responding agencies and the emergency operations centers responds to key emergencies.

There were numerous minor fixes and changes to the plan and several major changes. Most of the minor changes were grammatical, formatting fixes, procedural changes and updated forms. The major changes were the following:

- Updating contact information of those involved with the plan as well as updating emergency response forms.
- Updates to plan relationships with other area emergency plans.
- Update Emergency Support Function information to reflect changes made by the State of Oregon and Marion County.
- A significant change to the plan was to update the Hazard Analysis for the City and to update the responsibilities and procedures for each hazard type
- A major change to the plan was to the Incident Annexes. Previously we had 7 major Incident Annexes. This plan was updated to reflect 9 Incident Annexes. The previous plan included the following:
  - IA1 Sever Weather
  - IA2 Flood
  - IA3 Major
  - IA4 Hazardous Materials
  - IA5 Earthquake
  - IA6 Volcano
  - IA7 Terrorism

The new plan now adds:

- IA8 Public Health
- IA9 Water Source Emergency

- IA4 also now includes the City Hazardous Materials Spill plan as required by the Santiam Water Control District agreement.

**NOTE:** Due to the basic plan being a public document the contact information and radio frequencies have been removed for confidentiality purposes. The agreement section is in the process of being updated.



**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: November 16th, 2015**  
**SUBJECT: Public Works Monthly Operating Report for October 2015**

- | <u>KEY ACTIVITIES</u>     | <u>STATUS</u>  |
|---------------------------|--|
| • <b>WWTP Facility</b>    | Effluent flows: 29.18 million gallons were treated during October. The highest flow was 1.21 million gallons on October 31st and the lowest flow was 0.78 million gallons on October 18th. The average flow was 0.94 million gallons. Total rainfall for October was 3.5 inches. |
| • <b>WTP</b>              | Highest production day was 3,421,000 gallons on October 10th, 2015.  |
| • <b>Water System</b>     | Replaced eight meters. Replaced two radios. Installed a new water line and replaced two services and installed a new hydrant at Seventh and Marion.  |
| • <b>Streets</b>          | Swept 220 curb miles and removed approximately 200 cubic yards of material for October.  |
| • <b>Parks</b>            | Volunteers: Community Service – 0 hours, Volunteer – 0 hours, Life skills High School Students –67.5 hours. Total = 67.5 hours.  |
| • <b>Building Permits</b> |  |

| <u>Permit Type</u>                        | <u>Issued</u> | <u>SDC's Paid</u>  |
|---|---------------|--------------------|
| New Single Family Dwelling                | 2             | \$14,079.00        |
| Residential Building Addition/Alter/Other | 0             | 0                  |
| Commercial Building Addition/Alter/Other  | 3             | 0                  |
| Electrical                                | 0             | 0                  |
| Mechanical                                | 0             | 0                  |
| Plumbing                                  | 2             | 0                  |
| <b>TOTAL</b>                              | <b>7</b>      | <b>\$14,079.00</b> |

*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 Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Planning and Development Director**  
**DATE: November 16, 2015**  
**SUBJECT: Report of Activities for October, 2015**

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**Enforcement Activity Highlights**

Two letters were sent regarding vehicles stored on a street.

**Planning & Development Activity Summary**

Reviewed applications for one new single family home

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



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

**TO: Mayor Porter and the Stayton City Council**  
**FROM: Katinka Bryk- Library Director**  
**DATE: November 16, 2015**  
**SUBJECT: October Library report**

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The library hosted the Crazy 8s Author Tour, where eight authors had eight minutes each to speak about their writing and the process of writing. Attendees said “it was the best author event so far.” We also hosted *Talking about Dying*, a community conversation about shaping ways to communicate about death and dying. The adult book club, Tea Time for Book Lovers, read *Life After Life* by Kate Atkinson. It is a compelling novel about choices we make and the impact of those choices on the future.

The Friends of the Library held their semi-annual book sale in the community center, raising almost \$4000 to support library operations and programs. Thank you so much to the Friends for all they do. The Stayton Public Library Foundation hosted its second *Brews, Bites and Books* event. Over 100 people attended, enjoying live gypsy jazz style music, fine local wines and beers, and delicious appetizers from local restaurants. Much fun was had by all.

The state library annual report was submitted. CCRLS began the process of putting out an RFP for Radio Frequency Identification (RFID) for all member libraries. This will allow for more automated patron self-checkout and staff check-in. They are also purchasing a product, Blue Cloud Visibility, which will allow library holdings to be searchable and therefore visible by Google and Bing.

Miss Lisa, the Outreach Storyteller, began her scheduled visits with schools and daycares throughout the community. She began each session with a new evaluation tool, each child writes his/her name on the top half of a piece of paper. At the end of the school year they will write their name on the lower half. It is a quick and immediately readable way to gauge development. Teens enjoyed their second Makerspace activity where they made LED flashlights with Altoid tins.

Upcoming events to mark on your calendars:

- Trivia Night at Ugo’s Pizza November 17<sup>th</sup> 7pm
- Library book club December 2<sup>rd</sup> 5:30 pm
- Author event: M.J. Cody Thursday Dec 3<sup>rd</sup> 7pm

**2015-2016 Monthly Library Statistics**

|                        | July   | August | Sept. | Oct.   | Nov. | Dec. | Jan. | Feb. | March | April | May | June | 2014-15 FY | 2015-16 YTD |
|------------------------|--------|--------|-------|--------|------|------|------|------|-------|-------|-----|------|------------|-------------|
| <b>TOTAL CHECKOUTS</b> | 13,247 | 11,532 | 9,894 | 10,395 |      |      |      |      |       |       |     |      | 122,298    | 45,068      |

**OTHER CIRCULATION SERVICES**

|                       |       |       |       |       |  |  |  |  |  |  |  |  |        |        |
|-----------------------|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--------|--------|
| Self check out        | 4,841 | 4,263 | 3,437 | 3,610 |  |  |  |  |  |  |  |  | 20,821 | 16,151 |
| Library2Go (ebooks +) | 845   | 728   | 685   | 659   |  |  |  |  |  |  |  |  | 6,658  | 2,917  |

**INCOME RECEIVED**

|                             |            |            |          |          |  |  |  |  |  |  |  |  |             |            |
|-----------------------------|------------|------------|----------|----------|--|--|--|--|--|--|--|--|-------------|------------|
| Non-resident cards          | \$780.00   | \$1,217.00 | \$419.00 | \$575.00 |  |  |  |  |  |  |  |  | \$7,002.50  | \$2,991    |
| Fines: overdue & lost books | \$826.06   | \$994.00   | \$683.00 | \$805.51 |  |  |  |  |  |  |  |  | \$12,303.09 | \$3,309    |
| Room fees                   | \$1,944.00 | \$55.00    | \$115.00 | \$0.00   |  |  |  |  |  |  |  |  | \$4,235.00  | \$2,114    |
| <b>TOTAL</b>                |            |            |          |          |  |  |  |  |  |  |  |  | \$23,540.59 | \$8,413.57 |

**REFERENCE QUESTIONS**

|                                       |     |     |     |     |  |  |  |  |  |  |  |  |       |       |
|---------------------------------------|-----|-----|-----|-----|--|--|--|--|--|--|--|--|-------|-------|
| In-Person, by phone and computer help | 598 | 449 | 548 | 541 |  |  |  |  |  |  |  |  | 5,967 | 2,136 |
|---------------------------------------|-----|-----|-----|-----|--|--|--|--|--|--|--|--|-------|-------|

**NEW PATRON CARDS**

|  |     |    |     |     |  |  |  |  |  |  |  |  |       |     |
|--|-----|----|-----|-----|--|--|--|--|--|--|--|--|-------|-----|
|  | 126 | 86 | 120 | 113 |  |  |  |  |  |  |  |  | 1,220 | 445 |
|--|-----|----|-----|-----|--|--|--|--|--|--|--|--|-------|-----|

**INTERNET USE**

|  |       |       |       |       |  |  |  |  |  |  |  |  |        |       |
|--|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--------|-------|
|  | 1,421 | 1,295 | 1,023 | 1,191 |  |  |  |  |  |  |  |  | 16,312 | 4,930 |
|--|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--------|-------|

**LIBRARY PROGRAM ATTENDANCE**

|                                |     |     |     |     |  |  |  |  |  |  |  |  |        |       |
|--------------------------------|-----|-----|-----|-----|--|--|--|--|--|--|--|--|--------|-------|
| Children & adults at storytime | 840 | 205 | 345 | 632 |  |  |  |  |  |  |  |  | 6,627  | 2,022 |
| Teens                          | 46  | 57  | 31  | 23  |  |  |  |  |  |  |  |  | 751    | 157   |
| Adults                         | 101 | 38  | 16  | 160 |  |  |  |  |  |  |  |  | 733    | 315   |
| Outreach                       | 834 | 523 | 27  | 702 |  |  |  |  |  |  |  |  | 4,183  | 2,086 |
| <b>TOTAL</b>                   |     |     |     |     |  |  |  |  |  |  |  |  | 12,294 | 4,580 |

**MEETING ROOM ATTENDANCE**

|  |       |     |     |     |  |  |  |  |  |  |  |  |        |       |
|--|-------|-----|-----|-----|--|--|--|--|--|--|--|--|--------|-------|
|  | 1,089 | 479 | 580 | 779 |  |  |  |  |  |  |  |  | 10,676 | 2,927 |
|--|-------|-----|-----|-----|--|--|--|--|--|--|--|--|--------|-------|

**PATRON VISITS**

|  |       |       |       |       |  |  |  |  |  |  |  |  |        |        |
|--|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--------|--------|
|  | 8,085 | 7,018 | 8,500 | 7,151 |  |  |  |  |  |  |  |  | 85,386 | 30,754 |
|--|-------|-------|-------|-------|--|--|--|--|--|--|--|--|--------|--------|

**VOLUNTEER HOURS**

|  |     |     |     |     |  |  |  |  |  |  |  |  |       |     |
|--|-----|-----|-----|-----|--|--|--|--|--|--|--|--|-------|-----|
|  | 263 | 270 | 176 | 286 |  |  |  |  |  |  |  |  | 2,157 | 995 |
|--|-----|-----|-----|-----|--|--|--|--|--|--|--|--|-------|-----|

# Stayton Public Library

## 2015 Oregon Public Library Statistical Report

CURRENT YEAR

*PREVIOUS YEAR*

### Part 1 - GENERAL INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at:  
<http://libguides.osl.state.or.us/c.php?g=273450&p=1825302>.

Remember to update your library's entry in the online library directory if necessary at  
<http://www.oregon.gov/osl/LD/Pages/directories.aspx> Definitions are linked to question numbers.

|                                  |   |   |  |
|----------------------------------|---|---|--|
| 1.1                              | Official name of library  | Stayton Public Library  | <i>Stayton Public Library</i>  |
| 1.2                              | Street address  | 515 N First Ave   | <i>515 N First Ave</i>   |
| 1.3                              | City (enter the city ONLY)  | Stayton   | <i>Stayton</i>   |
| 1.4                              | Zip   | 97383   | <i>97383</i>   |
| 1.5                              | Mailing address   | 515 N First Ave   | <i>515 N First Ave</i>   |
| 1.6                              | City (enter the city ONLY)  | Stayton   | <i>Stayton</i>   |
| 1.7                              | Zip   | 97383   | <i>97383</i>   |
| 1.8                              | County  | Marion  | <i>Marion</i>  |
| 1.9                              | Library's main phone number (enter number without dashes or parentheses)  | (503) 769-3313  | <i>(503) 769-3313</i>  |
| 1.10                             | Fax number (If none, leave blank)   | (503) 769-3218  | <i>(503) 769-3218</i>  |
| 1.11                             | Library email address (If none, leave blank)  | staytonpl@ccrls.org   | <i>staytonpl@ccrls.org</i>   |
| 1.12                             | Web Address (If none, leave blank)  | <a href="http://www.staytonlibrary.org">http://www.staytonlibrary.org</a> | <i><a href="http://www.staytonlibrary.org">http://www.staytonlibrary.org</a></i> |
| 1.13                             | Cooperative system membership or affiliation (used only for contact purposes- does not include automation cooperatives)   | CCRLS   | <i>CCRLS</i>   |
| 1.14                             | Was there a boundary change in the legal service area in the last year? Check <a href="http://www.pdx.edu/prc/population-annexations">http://www.pdx.edu/prc/population-annexations</a> | No  | <i>No</i>  |
| 1.15                             | Congressional District (see <a href="http://www.house.gov">www.house.gov</a> )  | 5   | <i>5</i>   |
| 1.16                             | Has the library or any of its branches moved or expanded in the last fiscal year  | No  | <i>No</i>  |
| Number of public service outlets |   |   |  |
| 1.17                             | Central library   | 1   | <i>1</i>   |
| 1.18                             | Branches  | 0   | <i>0</i>   |
| 1.19                             | Bookmobiles   | 0   | <i>0</i>   |
| 1.20                             | Other public service outlets  | 0   | <i>0</i>   |
| 1.21                             | Number of registered users  | 8,019   | <i>8,904</i>   |

### Part 2 - LIBRARY STAFF AS OF JUNE 30, 2015

Call 503-378-5027 early and often for help! See the FAQ at

Report figures as of June 30. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero or not applicable.

**IMPORTANT NOTE:** Report only staff paid from the library budget in Part 3. Do not report volunteers, other non-paid staff, staff paid by other agencies (e.g., Green Thumb) or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

|     |  |      |      |
|-----|--|------|------|
| 2.1 | Number of librarians with ALA/MLS  | 1.00 | 1.50 |
| 2.2 | Number of other persons holding the title of librarian   | 0.00 | 0.00 |
| 2.3 | <b>Total librarians (Sum of Lines 2.1 and 2.2)</b><br><b>(NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b> | 1.00 | 1.50 |
| 2.4 | Number of all other paid staff   | 4.75 | 4.30 |
| 2.5 | <b>Total paid staff (Sum of Line 2.3 and 2.4)</b><br><b>(NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b>  | 5.75 | 5.80 |

### Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A, excluding capital revenue. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=1825311>

#### SECTION A. OPERATING REVENUE

Report revenue used for operating expenditures. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another library, or funds unspent in a previous fiscal year (e.g. carryover).

This is a statistical count of revenue. **This figure may not be the same as the annual budget**, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such items.

Please round to the nearest dollar. *The program will fill in dollar signs and commas; there is no need to type them.* Use n.c. for not collected, 0 for zero or not applicable.

Local government sources.

|     |  |           |           |
|-----|--|-----------|-----------|
| 3.1 | City   | \$293,031 | \$268,194 |
| 3.2 | County   | \$0       | \$0       |
| 3.3 | District (Library district, community college district, school district)   | \$61,311  | \$99,167  |
| 3.4 | <b>Total local government (Sum of 3.1 to 3.3)</b><br><b>(NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b>      | \$354,342 | \$367,361 |
| 3.5 | State government sources (e.g., Ready to Read Grants. Count only the amount of Ready to Read grants funds received directly from the State Library, not those distributed through another entity.) | \$1,351   | \$1,339   |

## Federal government sources

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

|      |   |           |           |
|------|---|-----------|-----------|
| 3.6  | LSTA grants (payments received during fiscal year)  | \$0       | \$0       |
| 3.7  | E-rate telecommunications discount (if issued as a check)   | \$0       | \$0       |
| 3.8  | Other federal funds (includes any federal funds for O &C compensation)  | \$0       | \$0       |
| 3.9  | <b>Federal government revenue (Sum of 3.6 to 3.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b>               | \$0       | \$0       |
| 3.10 | Other operating revenue (include fines and fees, even if they are passed through to another entity, cash gifts (not endowments), private or corporate foundation funds)                               | \$51,029  | \$56,312  |
| 3.11 | <b>Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b> | \$406,722 | \$425,012 |

## SECTION B. CAPITAL REVENUE

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures.

|      |   |     |          |
|------|---|-----|----------|
| 3.12 | Local government capital revenue  | \$0 | \$0      |
| 3.13 | State government capital revenue  | \$0 | \$0      |
| 3.14 | Federal government capital revenue  | \$0 | \$0      |
| 3.15 | Other capital revenue   | \$0 | \$15,000 |
| 3.16 | <b>Total capital revenue (Sum of Lines 3.12 - 3.15) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b> | \$0 | \$15,000 |

## Part 4 - LIBRARY EXPENDITURES

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2052889>

Part 4 is divided into two sections. Report all standard operating expenses in Section A, excluding capital outlay. Report capital outlay in Section B.

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

#### SECTION A. OPERATING EXPENDITURES

This is a statistical count of expenditures. **It may not be the same as your annual budget**, and does not need balance with revenue. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Capital expenditures are listed on questions in Part 4, Section B. Dollar signs and commas will be filled in by the program; there is no need to type them.

|     |  |           |           |
|-----|--|-----------|-----------|
| 4.1 | Salaries and wages   | \$215,596 | \$227,711 |
| 4.2 | Employee benefits (includes FICA at 7.65% and Workman's Comp at \$.016 per hour)   | \$51,328  | \$86,752  |
| 4.3 | <b>Total staff expenditures (Sum of 4.1 and 4.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b> | \$266,924 | \$314,463 |

#### Library collection

This includes all operating expenditures by the library for materials purchased or leased for use by the public. It includes print materials, electronic materials, and other materials etc. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected).

|      |  |           |           |
|------|--|-----------|-----------|
| 4.4  | Books and other print materials  | \$30,357  | \$30,536  |
| 4.5  | Periodicals and other serial subscriptions   | \$2,574   | \$3,571   |
| 4.6  | <b>Total expenditure on print materials (Sum of 4.4 and 4.5)</b>   | \$32,931  | \$34,107  |
| 4.7  | Electronic materials expenditures (list databases, tutor.com, and Library2Go downloadable expenses here)   | \$0       | \$0       |
| 4.8  | Other materials expenditures (all expenditures on collection not listed above, e.g. media in physical form -DVDs, CDs, books on CD, microforms, kits, new material formats, etc.)                  | \$8,193   | \$6,113   |
| 4.9  | <b>Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b> | \$41,124  | \$40,220  |
| 4.10 | All other operating expenditures (includes binding, non-capital furniture and equipment, building maintenance, ISP fees, cataloging fees and utilities, and all items not included above)          | \$66,965  | \$60,606  |
| 4.11 | <b>Total library expenditures (Sum of 4.3,4.9,4.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)</b>          | \$375,013 | \$415,289 |

#### SECTION B. CAPITAL OUTLAY

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

NOTE: Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

|      |   |     |          |
|------|---|-----|----------|
| 4.12 | Library construction and related expenditures (incl. building sites)  | \$0 | \$44,632 |
| 4.13 | Capital equipment expenditures (e.g. new automated systems)   | \$0 | \$0      |
| 4.14 | Other capital outlay  | \$0 | \$2,894  |
| 4.15 | Total capital outlay (Sum 4.12 to 4.14) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.) | \$0 | \$47,526 |

## Part 5 - LIBRARY COLLECTIONS

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053160>

Report library holdings as of the end of the fiscal year, June 30.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

### SECTION A - PHYSICAL COLLECTION

Report in Section A items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit. Do not subtract withdrawn materials from the physical units added figure. The figure reported should represent the total number of materials on June 30. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

#### Books and other print items

|     |                                 |        |        |
|-----|---------------------------------|--------|--------|
| 5.1 | Number of physical units        | 50,710 | 54,327 |
| 5.2 | Number of physical units added. | 3,974  | 3,334  |

#### Audio materials

|     |  |       |       |
|-----|--|-------|-------|
| 5.3 | Number of physical units (cassettes, records, compact discs, etc.) | 2,797 | 3,875 |
| 5.4 | Number of physical units added.                                    | 316   | 203   |

#### Video materials

|     |  |       |       |
|-----|--|-------|-------|
| 5.5 | Number of physical units (DVDs, Blu-Ray, etc.) | 3,710 | 3,282 |
| 5.6 | Number of physical units added.                | 548   | 413   |

#### Current print serial subscriptions

|     |                                |     |    |
|-----|--------------------------------|-----|----|
| 5.7 | Number of subscriptions        | 106 | 52 |
| 5.8 | Number of subscriptions added. | 50  | 1  |

Other library materials (include uncataloged paperbacks considered part of the permanent collection. Do not count

paperback exchanges or checkouts of paperbacks that are not tracked.)

|                                   |  |        |        |
|-----------------------------------|--|--------|--------|
| 5.9                               | Number of physical units   | 214    | 116    |
| 5.10                              | Number of physical units added   | 17     | 26     |
| Totals for the end of fiscal year |  |        |        |
| 5.11                              | Number of physical units (Sum of 5.1+5.3+5.5+5.7+5.9) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)        | 57,537 | 61,652 |
| 5.12                              | Number of physical units added (Sum of 5.2+5.4+5.6+5.8+5.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.) | 4,905  | 3,977  |

**SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION**

E-books

|      |  |        |        |
|------|--|--------|--------|
| 5.13 | Number of units (Library2Go statewide listed here)                                   | 33,516 | 30,806 |
| 5.14 | Number of units added (Library2Go statewide listed here)                             | 2,710  | 5,045  |
| 5.15 | Number of units owned locally or by consortia not part of statewide Library2Go       | 423    | 64     |
| 5.16 | Number of units owned locally or by consortia added not part of statewide Library2Go | 82     | 64     |
| 5.17 | Total units of e-books (Sum of 5.13 and 5.15)  | 33,939 | 30,870 |
| 5.18 | Total units of e-books added (Sum of 5.14 and 5.16)                                  | 2,792  | 5,109  |

Downloadable Audio Materials

|      |   |        |        |
|------|---|--------|--------|
| 5.19 | Audio materials- downloadable units   | 19,082 | 21,575 |
| 5.20 | Number of downloadable units added (Library2Go statewide listed here)                       | 1,012  | 1,468  |
| 5.21 | Number of downloadable units owned locally or by consortia not part of statewide Library2Go | 71     | 33     |
| 5.22 | Number of downloadable units owned locally or by consortia added not part of statewide      | 37     | 33     |
| 5.23 | Total of downloadable audio units (Sum of 5.19 and 5.21)                                    | 19,153 | 21,608 |
| 5.24 | Total of downloadable audio units added (Sum of 5.20 and 5.22)                              | 1,049  | 1,501  |

Downloadable Video Materials

|      |   |       |       |
|------|---|-------|-------|
| 5.25 | Number of downloadable units (Library2Go statewide listed here)   | 1,285 | 1,285 |
| 5.26 | Number of downloadable units added (Library2Go statewide listed here)                                     | 0     | 0     |
| 5.27 | Number of downloadable units owned locally or by consortia not part of statewide Library2Go               | 0     | 0     |
| 5.28 | Number of downloadable units owned locally or by consortia locally added not part of statewide Library2Go | 0     | 0     |

|   |   |         |         |
|---|---|---------|---------|
| 5.29  | Total downloadable video units (Sum of 5.25 and 5.27)   | 1,285   | 1,285   |
| 5.30  | Total downloadable video units added (Sum of 5.26 and 5.28)   | 0       | 0       |
| Licensed databases through statewide database licensing (Gale and Learning Express)                                   |   |         |         |
| 5.31  | Number of licensed databases  | 24      | 24      |
| 5.32  | Number of licensed databases added  | 0       | 0       |
| Licensed databases through cooperatives, consortia, or local libraries within the state or region (Freegal goes here) |   |         |         |
| 5.33  | Number of licensed databases  | 5       | 16      |
| 5.34  | Number of licensed databases added  | 0       | 3       |
| 5.35  | Electronic Collections  | 5       |         |
| Total licensed databases  |   |         |         |
| 5.36  | Total licensed databases (Sum of 5.31 and 5.33) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)       | 29.00   | 40.00   |
| 5.37  | Total licensed databases added (Sum of 5.32 and 5.34) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.) | 0       | 3       |
| 5.38  | Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)   | 54,377  | 53,803  |
| 5.39  | Total digital or downloadable units added (Sum of 5.18, 5.20, 5.26, 5.32, 5.34)   | 3,804   | 6,613   |
| 5.40  | Circulation of Electronic Materials-total annual circulation of all electronic materials  | 7962    |         |
| 5.41  | Total physical and digital units (Sum of 5.11, 5.17, 5.23, 5.29)  | 111,914 | 115,455 |
| 5.42  | Total physical and digital units added (Sum of 5.12 and 5.39)   | 8,709   | 10,590  |

## Part 6 - LIBRARY SERVICES

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053348>

### Hours - Typical schedule of main library

#### Monday

|     |                  |            |            |
|-----|------------------|------------|------------|
| 6.1 | Open             | 10:00 A.M. | 10:00 A.M. |
| 6.2 | Close            | 7:00 P.M.  | 5:30 P.M.  |
| 6.3 | Total hours open | 9          | 7.5        |

#### Tuesday

|     |                  |            |            |
|-----|------------------|------------|------------|
| 6.4 | Open             | 10:00 A.M. | 10:00 A.M. |
| 6.5 | Close            | 7:00 P.M.  | 5:30 P.M.  |
| 6.6 | Total hours open | 9          | 7.5        |

#### Wednesday

|     |                  |            |            |
|-----|------------------|------------|------------|
| 6.7 | Open             | 10:00 A.M. | 12:00 P.M. |
| 6.8 | Close            | 7:00 P.M.  | 8:30 P.M.  |
| 6.9 | Total hours open | 9          | 8.5        |

#### Thursday

|      |      |            |            |
|------|------|------------|------------|
| 6.10 | Open | 10:00 A.M. | 10:00 A.M. |
|------|------|------------|------------|

|          |                  |            |               |
|----------|------------------|------------|---------------|
| 6.11     | Close            | 7:00 P.M.  | 8:30 P.M.     |
| 6.12     | Total hours open | 9          | 10.5          |
| Friday   |                  |            |               |
| 6.13     | Open             | 10:00 A.M. | 12:00 P.M.    |
| 6.14     | Close            | 5:30 P.M.  | 5:30 P.M.     |
| 6.15     | Total hours open | 7.5        | 5.5           |
| Saturday |                  |            |               |
| 6.16     | Open             | 10:00 A.M. | 10:00 A.M.    |
| 6.17     | Close            | 4:00 P.M.  | 4:00 P.M.     |
| 6.18     | Total hours open | 6          | 6             |
| Sunday   |                  |            |               |
| 6.19     | Open             | Closed     | <i>closed</i> |
| 6.20     | Close            | Closed     | <i>closed</i> |
| 6.21     | Total hours open | 0          | 0             |

(NOTE: For libraries with branches this question refers to central library only)

|      |  |        |        |
|------|--|--------|--------|
| 6.22 | Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this l | 49.5   | 45.5   |
| 6.23 | Public service hours for main library for the fiscal year  | 2,504  | 2,288  |
| 6.24 | Number of weeks main library is open (do not subtract for holidays)  | 52     | 52     |
| 6.25 | Total annual public service hours for all public outlets for the fiscal year. (sum of 6.23 and 9.15 repeating)   | 2,504  | 2,288  |
| 6.26 | Library visits (total annual attendance at all library facilities, including meeting rooms) in the fiscal year. (Please refer to instructions)   | 85,386 | 99,391 |

Circulation of library materials at all facilities for the fiscal year: (NOTE: Do not include books checked out to other libraries on interlibrary loan, or interbranch loans.)

|      |  |        |        |
|------|--|--------|--------|
| 6.27 | Number of first-time circulation of adult materials (Enter n.c. here if using lines 6.34-35, if not able to separate first circulation and renewal, enter all circulation here.  | 53,543 | 57,682 |
| 6.28 | Number of renewals of adult materials  | 8,629  | 11,714 |
| 6.29 | Number of first-time circulation of young adult (YA) materials (enter n.c. here if using lines 6.34-35)  | 6,998  | 8,397  |
| 6.30 | Number of renewals of young adult (YA) materials   | 1,371  | 1,908  |
| 6.31 | Number of first-time circulation of children's materials (enter n.c. here if using lines 6.34-35)  | 44,735 | 52,166 |
| 6.32 | Number of renewals of children's materials   | 7,022  | 10,627 |
| 6.33 | Number of circulations of electronic materials (record Library2Go here). Includes downloadable e-book, e-audio and e-video that have to be "returned" to the library. Count the circulation of e-book readers with titles loaded on them as one circulation. | 7,476  | 7,073  |

|      |   |            |                   |
|------|---|------------|-------------------|
| 6.34 | First-time circulation not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation -Enter n.c. if using 6.27 - 6.32 instead)                        |            | <i>n.c.</i>       |
| 6.35 | Renewals not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation - Enter n.c. if using 6.27 - 6.32 instead)                                     | 6,881      | <i>n.c.</i>       |
| 6.36 | Total first-time circulation (adult, YA, children's materials, electronic materials and circulation not broken into material type - sum of 6.27, 6.29, 6.31, 6.33, 6.34)  | 112,752.00 | <i>125,318.00</i> |
| 6.37 | Total renewals (adult, YA, children's materials and circulation not broken into material type - sum of 6.28, 6.30, 6.32, 6.35)  | 23,903.00  | <i>24,249.00</i>  |
| 6.38 | Total circulation of adult materials (sum of 6.27 and 6.28)   | 62,172.00  | <i>69,396.00</i>  |
| 6.39 | Total circulation of young adult (YA) materials (sum of 6.29 and 6.30)  | 8,369.00   | <i>10,305.00</i>  |
| 6.40 | Total circulation of children's materials (sum of 6.31 and 6.32)  | 51,757.00  | <i>62,793.00</i>  |
| 6.41 | Total circulation not separated into adult, YA or children's materials (sum of 6.33, 6.34 and 6.35)   | 14,357.00  | <i>7,073.00</i>   |
| 6.42 | Total circulation for the fiscal year. (Sum of 6.38, 6.39, 6.40, 6.41) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)                                  | 136,655.00 | <i>149,567.00</i> |
| 6.43 | Total number OF reference transactions(Please estimate IF actual COUNT NOT available, exclude directional, policy questions OR circulation actions such AS placing holds.This does include individualized computer instruction AND reader | 5,967      | <i>12,286</i>     |

Programs or presentations for children sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)

|      |   |        |               |
|------|---|--------|---------------|
| 6.44 | Number of children's programs   | 587    | <i>644</i>    |
| 6.45 | Number of persons attending children's programs (adults and children) | 10,952 | <i>13,218</i> |

Programs or presentations for young adults sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)

|      |  |     |            |
|------|--|-----|------------|
| 6.46 | Number of young adult programs   | 68  | <i>82</i>  |
| 6.47 | Number of persons attending young adult programs (including adults and children) | 751 | <i>735</i> |

Programs or presentations for adults sponsored by the library

|      |   |     |            |
|------|---|-----|------------|
| 6.48 | Number of programs for adults                   | 24  | <i>22</i>  |
| 6.49 | Number of persons attending programs for adults | 733 | <i>172</i> |
| 6.50 | Total number of programs (Sum 6.44, 6.46, 6.48) | 679 | <i>748</i> |

|      |   |        |        |
|------|---|--------|--------|
| 6.51 | Total program attendance (Sum 6.45, 6.47, 6.49) | 12,436 | 14,125 |
|------|---|--------|--------|

Best practices for children's programming (Please refer to instructions)

|      |   |     |     |
|------|---|-----|-----|
| 6.52 | Does your library have a summer reading program | Yes | Yes |
|------|---|-----|-----|

|      |   |     |     |
|------|---|-----|-----|
| 6.53 | Does your library provide outreach to children and/or families, childcare providers, and preschool teachers | Yes | Yes |
|------|---|-----|-----|

|      |   |     |     |
|------|---|-----|-----|
| 6.54 | Does your library provide training in early literacy for parents or childcare providers | Yes | Yes |
|------|---|-----|-----|

Interlibrary loans lent to other libraries (Please refer to instructions)

|      |  |        |        |
|------|--|--------|--------|
| 6.55 | Interlibrary loans lent using a shared catalog or automation system (e.g. Sage, LINCC) | 16,627 | 17,711 |
|------|--|--------|--------|

|      |   |   |   |
|------|---|---|---|
| 6.56 | Interlibrary loans lent to all other libraries not in shared catalog or automation system | 0 | 0 |
|------|---|---|---|

|      |   |           |           |
|------|---|-----------|-----------|
| 6.57 | Total loans lent to other libraries (Sum of 6.55 to 6.56) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.) | 16,627.00 | 17,711.00 |
|------|---|-----------|-----------|

Interlibrary loans borrowed from other libraries

|      |   |       |        |
|------|---|-------|--------|
| 6.58 | Interlibrary loans borrowed using a shared catalog or automation system (e.g. Sage) | 7,850 | 17,503 |
|------|---|-------|--------|

|      |  |    |    |
|------|--|----|----|
| 6.59 | Interlibrary loans borrowed from libraries not in shared catalog or automation | 30 | 28 |
|------|--|----|----|

|      |   |          |           |
|------|---|----------|-----------|
| 6.60 | Total loans borrowed from other libraries (Sum of 6.58 to 6.59) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.) | 7,880.00 | 17,531.00 |
|------|---|----------|-----------|

## Part 7 - OTHER INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/statsfaq>

Volunteer services to the library.

|     |  |    |    |
|-----|--|----|----|
| 7.1 | Total number of volunteers (individuals) | 44 | 26 |
|-----|--|----|----|

|     |                       |       |       |
|-----|-----------------------|-------|-------|
| 7.2 | Total volunteer hours | 2,157 | 2,514 |
|-----|-----------------------|-------|-------|

Library salary schedule effective for the upcoming fiscal year

Please calculate hourly wages even if staff is paid monthly, weekly or on a salary. Please report up to two decimal places. If the library has a salary range, there is a blank for the number at low end of the range, and one for the number at the high end. If your library does not have such a position, leave the item blank. For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. For full-time positions, divide an annual salary by 2080 to calculate the hourly equivalent. Please see the instructions. Do not include the \$ symbol or commas.

### 7.3 Library Director, hourly salary range

|    |      |         |  |
|----|------|---------|--|
| A. | Low: | \$31.78 |  |
|----|------|---------|--|

|    |       |         |  |
|----|-------|---------|--|
| B. | High: | \$40.56 |  |
|----|-------|---------|--|

|    |               |  |         |
|----|---------------|--|---------|
| C. | Fixed Amount: |  | \$30.25 |
|----|---------------|--|---------|

### 7.4 Assistant Director, hourly salary range

|    |      |  |  |
|----|------|--|--|
| A. | Low: |  |  |
|----|------|--|--|

|    |       |  |  |
|----|-------|--|--|
| B. | High: |  |  |
|----|-------|--|--|

|    |               |  |  |
|----|---------------|--|--|
| C. | Fixed Amount: |  |  |
|----|---------------|--|--|

**7.5 Department Head, hourly salary range**

- A. Low:
- B. High:
- C. Fixed Amount:

**7.6 Senior Librarian, hourly salary range**

- A. Low: \$18.00
- B. High: \$22.98
- C. Fixed Amount:

**7.7 Entry-level Librarian, hourly salary range**

- A. Low:
- B. High:
- C. Fixed Amount:

**7.8 Library Assistant (para-professional), hourly salary range**

- A. Low: \$13.78 *\$13.78*
- B. High: \$17.59 *\$17.59*
- C. Fixed Amount:

**7.9 Library Clerk, hourly salary range**

- A. Low: \$12.59 *\$12.59*
- B. High: \$16.07 *\$16.07*
- C. Fixed Amount:

## Library fees and fines

This section is designed for a sampling of the most common fees and fines. It is not comprehensive. Please choose the closest pull-down value to the actual amount.

**7.10 Fines for Overdue Books**

- A. Fines: \$0.25 *\$0.25*
- B. Time period for overdue book fines: day *day*

**7.11 Fines for overdue videos**

- A. Fines: \$0.25 *\$0.50*
- B. Time period for overdue video fines: day *day*

**7.12 Fines for other overdue material -- type of material**

- A. Type of material: childrens' materials *audio*
- B. Fines: \$0.10 *\$0.25*
- C. Time period for other overdue material fines: day *day*

**7.13 Charge for interlibrary loan**

- 7.13 Charge: as charged by other library / *as charged by other library /*  
OCLC cost *OCLC cost*

**7.14 Charge for non-resident borrowing privileges per year**

- A. Charge for individuals: \$60.00 *\$60.00*
- B. Charge for family: \$60.00 *\$60.00*

- 7.15 Number of circulations made without charge to non-residents 34,673 *17,816*

If the library does not have one of the groups below, leave the relevant items blank. If the groups below do not have a business address for mail, please consider using the library address as their contact address.

## Library Board/District Board

- 7.16 Chair, Library Board or Library District for coming year Susan Brandt *Susan Brandt*

|      |   |                              |                                     |
|------|---|------------------------------|-------------------------------------|
| 7.17 | Name of Board   | Stayton Public Library Board | <i>Stayton Public Library Board</i> |
| 7.18 | Board mailing address                                     | 515 N 1st Ave                | <i>515 N 1st Ave</i>                |
| 7.19 | City  | Stayton                      | <i>Stayton</i>                      |
| 7.20 | Zip code  | 97383                        | <i>97383</i>                        |
| 7.21 | Phone number (enter number without dashes or parentheses) | (503) 769-3313               | <i>(503) 769-3313</i>               |
| 7.22 | President/Chair email                                     | brandt@wvi.com               | <i>brandt@wvi.com</i>               |

The questions below are optional.

#### Friends of Library

|      |   |                                |                                       |
|------|---|--------------------------------|---------------------------------------|
| 7.23 | Name of friends organization                              | Stayton Friends of the Library | <i>Stayton Friends of the Library</i> |
| 7.24 | Friends mailing address                                   | PO Box754                      | <i>PO Box754</i>                      |
| 7.25 | City  | Stayton                        | <i>Stayton</i>                        |
| 7.26 | Zip code  | 97383                          | <i>97383</i>                          |
| 7.27 | Phone number (enter number without dashes or parentheses) |                                | <i>(503) 769-3955</i>                 |

#### Library Foundation

|      |   |                           |                                   |
|------|---|---------------------------|-----------------------------------|
| 7.28 | Name of foundation  | Public Library Foundation | <i>Stayton Library Foundation</i> |
| 7.29 | Foundation mailing address                                | PO Box 810                | <i>PO Box 810</i>                 |
| 7.30 | City  | Stayton                   | <i>Stayton</i>                    |
| 7.31 | Zip code  | 97383                     | <i>97383</i>                      |
| 7.32 | Phone number (enter number without dashes or parentheses) | (503) 769-9658            | <i>(503) 769-9658</i>             |

## Part 8 - LIBRARY TECHNOLOGY

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053348>

|     |   |             |                                    |
|-----|---|-------------|------------------------------------|
| 8.1 | Total annual number of uses (sessions) of public Internet computers ( <i>If a computer is used for multiple purposes [Internet, word processing, etc.] and Internet users cannot be isolated, report all usage.</i> ) | 16,312      | <i>18,625</i>                      |
| 8.2 | Total number of Internet terminals used by general public   | 15          | <i>15</i>                          |
| 8.3 | Number of wireless sessions provided by library annually  | 4,575       | <i>2,500</i>                       |
| 8.4 | Type of Internet connection of main library   | Fiber Optic | <i>Fiber Optic</i>                 |
| 8.5 | Internet connection speed of main library   | 11M-100Mbps | <i>11M-100Mbps</i>                 |
| 8.6 | Do <b>all</b> library facilities (including branches) have a dedicated Internet connection with a connection speed over 1.5Mbps?  | Yes         | <i>Yes</i>                         |
| 8.7 | Vendor of automated system (e.g. III, Evergreen, Polaris, Sirsi/Dynix, Koha, etc.)  | Sirsi/Dynix | <i>Innovative Interfaces (III)</i> |
| 8.8 | Name of automation consortia library belongs to (e.g. Sage, CCRLS, LINCC, Linn Libraries Consortium, Lane Council of Libraries etc.)  | CCRLS       | <i>CCRLS</i>                       |

## Part 9 - LIBRARY FACILITIES

Call 503-378-5027 early and often for help! See the FAQ at

<http://libguides.osl.state.or.us/c.php?g=273450&p=1825302>

Please fill out a branch section for each branch or bookmobile. Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

|     |   |        |        |
|-----|---|--------|--------|
| 9.1 | Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles) | 12,500 | 12,500 |
| 9.2 | Total system square footage (total of 9.1+ branch sq. ft.)                            | 12,500 | 12,500 |

Note: Square footage of main library is reported in 9.1. Branch libraries are reported in 9.3-9.18 with main and branch totals in 9.2. Please contact Ann Reed at 503-378-5027 or [ann.reed@state.or.us](mailto:ann.reed@state.or.us) if the total 9.2 does not look right.

- 9.3 Name of branch
- 9.4 Branch street address
- 9.5 Branch city
- 9.6 Branch zip code (5 digits)
- 9.7 Branch phone number
- 9.8 Branch fax number
- 9.9 Branch square footage
- 9.10 Branch manager last name
- 9.11 Branch manager first name
- 9.12 Branch manager phone number
- 9.13 Branch manager phone extension
- 9.14 Branch manager e-mail address
- 9.15 Public service hours per year at this location
- 9.16 Number of weeks of the year this facility was open
- 9.17 Type of Internet connection of this facility
- 9.18 Internet connection speed of this facility

## Part 10 - DIRECTORY INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=1825302>.

Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

|      |                             |                   |                          |
|------|-----------------------------|-------------------|--------------------------|
| 10.1 | Library Director last name  | Bryk              | <i>Bryk</i>              |
| 10.2 | Library Director first name | Katinka           | <i>Katinka</i>           |
| 10.3 | Director's phone number     | (503) 769-3311    | <i>(503) 769-3313</i>    |
| 10.4 | Phone extension number      | 101               | <i>101</i>               |
| 10.5 | Director's email address    | katinka@ccrls.org | <i>katinka@ccrls.org</i> |

The section below is optional. Information in this section will be used in a future upgrade of the online directory. The intent is not to replace an in-house directory, but to provide contact information for people outside the library. Leave items blank if you do not wish to add an entry.

### Department Contact

|      |   |                       |
|------|---|-----------------------|
| 10.6 | Department  | <i>Youth Services</i> |
| 10.7 | Phone number (enter number without dashes or parentheses) | <i>(503) 769-3313</i> |
| 10.8 | Phone extension number                                    | <i>103</i>            |

Individual Contact (Do not list directors or branch managers)

|       |                                    |                          |
|-------|------------------------------------|--------------------------|
| 10.9  | Last name                          | <i>Portner</i>           |
| 10.10 | First name                         | <i>Casle</i>             |
| 10.11 | Phone number                       | <i>(503) 769-3313</i>    |
| 10.12 | Phone extension number             |                          |
| 10.13 | Email address                      | <i>cassp@cctrls.org</i>  |
| 10.14 | Generic job description            | <i>Youth Services</i>    |
| 10.15 | Additional generic job description |                          |
| 10.16 | Actual position title              | <i>Library assistant</i> |

## **Part 11 - LIBRARY PROGRESS REPORT**

### **Library Progress Report for past fiscal year - Optional**

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries below.

|      |   |                                   |
|------|---|-----------------------------------|
| 11.1 | Progress report for this past year.<br>Please report on significant developments in your library this past fiscal year. | <i>Response has been entered.</i> |
|------|---|-----------------------------------|

## **Part 12 - STATE USE ONLY**

The following are various codes attached at the federal level to public library data. Note that Geographic Codes are based upon U.S. Census definitions. If you suspect a code is in error, please contact the Federal Programs Coordinator at 503-378-5027.

### **Administrative Entity**

|      |                                |                              |                                     |
|------|--------------------------------|------------------------------|-------------------------------------|
| 12.1 | Population served              | 11838                        | <i>11838</i>                        |
| 12.2 | FSCS ID                        | OR0083                       | <i>OR0083</i>                       |
| 12.3 | Interlibrary relationship code | ME - Fed or coop Member      | <i>ME - Fed or coop Member</i>      |
| 12.4 | Legal basis code               | CI - City                    | <i>CI - City</i>                    |
| 12.5 | Administrative structure code  | SO - Single outlet, admin in | <i>SO - Single outlet, admin in</i> |
| 12.6 | FSCS public library definition | Yes                          | <i>Yes</i>                          |
| 12.7 | Geographic code                | CI2 - City nearly            | <i>CI2 - City nearly</i>            |

### **Main Service Outlet**

|       |                             |                        |                               |
|-------|-----------------------------|------------------------|-------------------------------|
| 12.8  | Name of main service outlet | Stayton Public Library | <i>Stayton Public Library</i> |
| 12.9  | FSCS ID                     | OR0083                 | <i>OR0083</i>                 |
| 12.10 | FSCS ID sequence number     | 002                    | <i>002</i>                    |
| 12.11 | Outlet type code            | CE - Central           | <i>CE - Central</i>           |

### **Other Service Outlets**

|       |                           |  |
|-------|---------------------------|--|
| 12.12 | Name of branch (from 9.3) |  |
| 12.13 | FSCS ID                   |  |
| 12.14 | FSCS ID sequence number   |  |
| 12.15 | Outlet type code          |  |



# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Planning commission \_\_\_\_\_

PLEASE CHECK ONE:

New Applicant  
 Application for reappointment

Years resided in Stayton: 17

PLEASE PRINT

Name Nicole Servin

Address 551 Meadowbrook lane Home Ph# 5035107215

Email Address nicole.servin@student29j.net Cell Ph# 5035512188

Occupation student

Place of Employment Stayton High School

Business Address \_\_\_\_\_

Phone 5037692171 Email \_\_\_\_\_

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

I've lived here my entire life and hold a strong desire to do whatever I can for the community.

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

I'd like to learn new traits and involve myself more in the community to develop more valuable assets.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

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

The issues I would like to see addressed involve keeping the city a positive and developing environment while also maintaining the values that have led this community to it's current state.

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

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

No I am not.

6. How did you learn about this vacancy?

Our Website     Word of mouth     Other

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

No.

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Signature of Applicant     Nicole Serwin     Date 11/05/2015

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

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

**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**