



AGENDA STAYTON CITY COUNCIL MEETING

Monday, October 15, 2018

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

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

ANNOUNCEMENTS – PLEASE READ CAREFULLY

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

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

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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

CONSENT AGENDA

- a. October 1, 2018 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 – None

NEW BUSINESS

Intergovernmental Agreement for Bus Shelter **Action**

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

Award of Contract for Consultant Services for Economic Development Strategies **Action**

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

Reclassification of Finance Director **Action**

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

STAFF/COMMISSION REPORTS

Finance Department Report **Informational**

- a. September 2018 Monthly Finance Department Report

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

- a. September 2018 Statistical Report

Public Works Director’s Report – Lance Ludwick **Informational**

- a. September 2018 Operating Report

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

- a. September 2018 Activities Report

Library Director’s Report – Janna Moser **Informational**

- a. September 2018 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 MANAGER

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – November 5, 2018

- a. Ordinance No. 1019 – Downtown Ordinances Public Hearing

ADJOURN

CALENDAR OF EVENTS

OCTOBER 2018

Monday	October 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 29	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2018

Monday	November 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 6	Parks & Recreation Board	<i>Cancelled</i>	
Monday	November 12	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY		
Tuesday	November 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	November 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November 22	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 23			
Monday	November 26	Planning Commission	7:00 p.m.	Community Center (north end)

DECEMBER 2018

Monday	December 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 4	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	December 24	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Tuesday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 31	Planning Commission	7:00 p.m.	Community Center (north end)

JANUARY 2019

Tuesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS HOLIDAY		
Monday	January 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	January 8	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Wednesday	January 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 21	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING DAY		
Tuesday	January 22	City Council	7:00 p.m.	Community Center (north end)
Monday	January 28	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2019

Monday	February 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	February 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 18	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY		
Tuesday	February 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 25	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
October 1, 2018**

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

Time Start: 7:00 P.M.

Time End: 8:54 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell (joined at 7:06 p.m.)	Keith Campbell, City Manager
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin (excused)	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman	Rich Sebens, Chief of Police

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. Standard Response Protocol Presentation	Officer Dean Butler provided a presentation on the Standard Response Protocol which is implemented in the local schools.
b. James McGrory	Mr. McGrory spoke in opposition of Ordinance No. 1019. He also expressed concern of a pedestrian crosswalk sign which is blocked by a tree limb on First Avenue near the Library.
c. Steve Poisson	Mr. Poisson provided a handout to the Council which included information about the recent Friday Nite Fusion Downtown event and other Revitalize Downtown Stayton activities. He also introduced Emily Connor, the organization's new RARE Intern.
Consent Agenda	
a. September 17, 2018 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve the consent agenda as submitted. Motion passed 4:0.
Public Hearing	None.
Unfinished Business	
Second Consideration of Ordinance No. 1026, Repealing Stayton Municipal Code 9.20.020 Begging, and Amending Stayton Municipal Code 10.12.040(5) Relating to Prohibited Parking and Standing	
a. Staff Report – Chief Rich Sebens	Chief Sebens provided a brief review of his staff report.
b. Council Deliberation	None.

<p>c. Council Decision</p>	<p>Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve the second consideration of Ordinance No. 1026 as presented.</p> <p><i>Council Discussion: Discussion of requirements for ice cream vendors.</i></p> <p>Motion passed 4:0.</p>
<p>New Business Safe Routes to School Grant</p> <p>a. Staff Report – Lance Ludwick & Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Village Creek No Parking</p> <p>a. Staff Report – Lance Ludwick, Chief Rich Sebens, and Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report.</p> <p>Discussion of project scope and funding.</p> <p>Motion from Councilor Quigley, seconded by Councilor Kronquist, to approve Resolution No. 983 to support submitting an application for a Safe Routes to School Construction Grant. Motion passed 4:0.</p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Council discussion of the petition submitted at the last meeting, amount of complaints, and history of the no parking signs being installed.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Quigley, to schedule a public hearing to modify the Condition of Approval from Land Use File #21-09/01 at the City Council meeting on November 19, 2018.</p> <p><i>Council Discussion:</i> Discussion of Council members visiting the neighborhood to make sure they are aware of the upcoming public hearing.</p> <p>Motion passed 4:0.</p>
<p>Staff / Commission Reports</p>	<p>None.</p>
<p>Presentations / Comments from the Public</p>	<p>None.</p>
<p>Business from the City Manager</p>	<p>None.</p>
<p>Business from the Mayor</p>	<p>None.</p>
<p>Business from the Council</p>	<p>Councilor Glidewell commended the Revitalize Downtown Stayton group for their work in the downtown area.</p> <p>Councilor Kronquist asked Ms. Moser to provide details on the upcoming Friends of the Library Used Book Sale.</p> <p>Councilor Quigley commended Officer Butler on his addition to the Standard Response Protocol. Additionally, he commended Revitalize Downtown Stayton and made a</p>

recommendation to add a City Council Liaison.

Future Agenda Items – Monday, October 15, 2018

- a. Shaff Road Water Line
- b. Economic Development RFP
- c. CARTS Bus Stop Agreement

APPROVED BY THE STAYTON CITY COUNCIL THIS 15TH DAY OF OCTOBER 2018, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____
Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: October 15, 2018
SUBJECT: Intergovernmental Agreement for Bus Shelter

ISSUE

Should the City Council approve a proposed intergovernmental agreement between the City and the Salem Area Mass Transit District for a proposed bus shelter at the City of Stayton Public Works located at 1820 N. First Avenue?

ENCLOSURE(S)

1. Copy of the proposed Intergovernmental Agreement
2. Mockup of the final design

BACKGROUND INFORMATION

For several years the Cherriots System has been looking for an adequate location to place a bus shelter on First Avenue in Stayton. The desire is to place the bus shelter as close as possible to the Safeway parking lot. At this time the only viable, and available, location for a bus shelter is on property owned by the City of Stayton. The City was approached to consider and approve this option.

FISCAL IMPACT

The City will not incur any costs for the purchase and installation of the bus shelter. The City will allow Salem Area Mass Transit to install the shelter on City property without consideration. The City will incur the long-term costs of maintaining the shelter. The City will be required to provide a certificate of insurance, which can be done without any additional costs to the City.

OPTIONS

1. Approval the proposal as presented
2. Approve the proposal with changes, additions, retractions, or modifications.
3. Reject proposed agreement
4. Take no action

STAFF RECOMMENDATION

Staff recommends approval of the Intergovernmental Agreement.

MOTION(S)

1. Motion to authorize the City Manager to enter into an intergovernmental agreement with Salem Area Mass Transit for placement of a bus shelter at 1820 N. First Avenue.
2. Motion to authorize the City Manager to enter into an intergovernmental agreement with Salem Area Mass Transit for placement of a bus shelter at 1820 N. First Avenue, as modified _____.
3. Deny request. No motion necessary.

**Intergovernmental Agreement
for
Transit Services**

THIS AGREEMENT is entered into this ____ day of _____, 2018 by and between the City of Stayton, Oregon a political subdivision of the State of Oregon, with a mailing address of 362 N.Third Ave, Stayton, OR 97383 ("City"), and SALEM AREA MASS TRANSIT DISTRICT, a municipal corporation of the State of Oregon, with a mailing address of 555 Court St. NE, Ste. 5230, Salem, OR 97301 ("District").

WHEREAS, the District is a mass transit system organized pursuant to ORS 267.107 and having the powers enumerated in ORS 267.200 to operate a mass transit system within the District's geographic boundaries which are the boundaries of the urban growth boundary established by the City of Salem (the "District's territory"); and

WHEREAS, the District territory is within geographic portions of Marion County, which are described in ORS 201.240, and Polk County, which are described in ORS 201.270; and

WHEREAS, the City is authorized to regulate matters within its local affairs pursuant to ORS 221.410(1);

WHEREAS, the City and the District are authorized to enter into intergovernmental agreements pursuant to ORS 190.010; and

WHEREAS the District seeks to place bus shelter(s) within the City limits, subject to the terms of this Agreement:

NOW, THEREFORE, the parties make the following agreements, which incorporate the above recitals.

1. Subject to the limitations and conditions of this Agreement, the City authorizes the District to locate and operate the District's bus shelter(s) at the Shelter Site(s), and confers on the District such authority and jurisdiction as may be necessary to accomplish the purpose of this Agreement.
2. The City agrees that the District, or the District's authorized agent, shall install the bus shelter(s) and bear the cost of the installation.
3. The City agrees that the District shall obtain all appropriate land use and/or construction permits for the bus shelter(s).
4. The City agrees that it shall maintain the bus shelter(s) in good condition and repair. In addition, the City will provide regular cleaning of the shelter structure and glass as well as removal of trash collected in the trash receptacle(s). At all times while this Agreement is in effect, the City agrees

to maintain casualty insurance coverage in effect for the bus shelter(s) for the full insurable value thereof. In the event of any casualty to the bus shelter(s) any insurance proceeds will be paid to the District to the extent of funds expended by the District in connection with acquisition of the bus shelter(s).

5. The City agrees to permit the District and the District's patrons access to the Shelter Site(s) for use of the bus shelter(s).
6. The City agrees, should they develop objections to the shelter's function or location, to confer with the District on mutually-agreeable measures to mitigate those objections. If the parties are unable to reach an agreement, the City may request in writing permission to remove the shelter in which event the shelter(s) must be removed by the City, or its agents, within ninety (90) of the submission of the request and the bus shelter(s) shall be returned to the District.
7. The City agrees that, if the bus shelter is no longer needed at a Shelter Site(s) to provide District patrons with shelter coverage, the City shall remove the bus shelter(s) and the bus shelter(s) shall be returned to the District.
8. City and District shall save and hold harmless each other and their officers, agents, and employees from all claims, suits, or actions of whatever nature arising out of this Agreement, including court costs and attorney's fees, growing out of or resulting directly or indirectly from the performance of this Agreement, except that each party shall be responsible for claims arising out of their own negligent acts or omissions or those acts or omissions of their respective employees, agents, or representatives.
9. Nothing in this Agreement, including any provisions for hold harmless, is intended to create any liability or obligations to pay claims on any single incident in excess of the amounts set forth in the Oregon Tort Claims Act. Specifically as to actions to which the Tort Claims Act would apply, neither party, by this Agreement, is assuming a contractual liability in any form in excess of those limitations.
10. Each party agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of its obligations under this Agreement.
11. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor

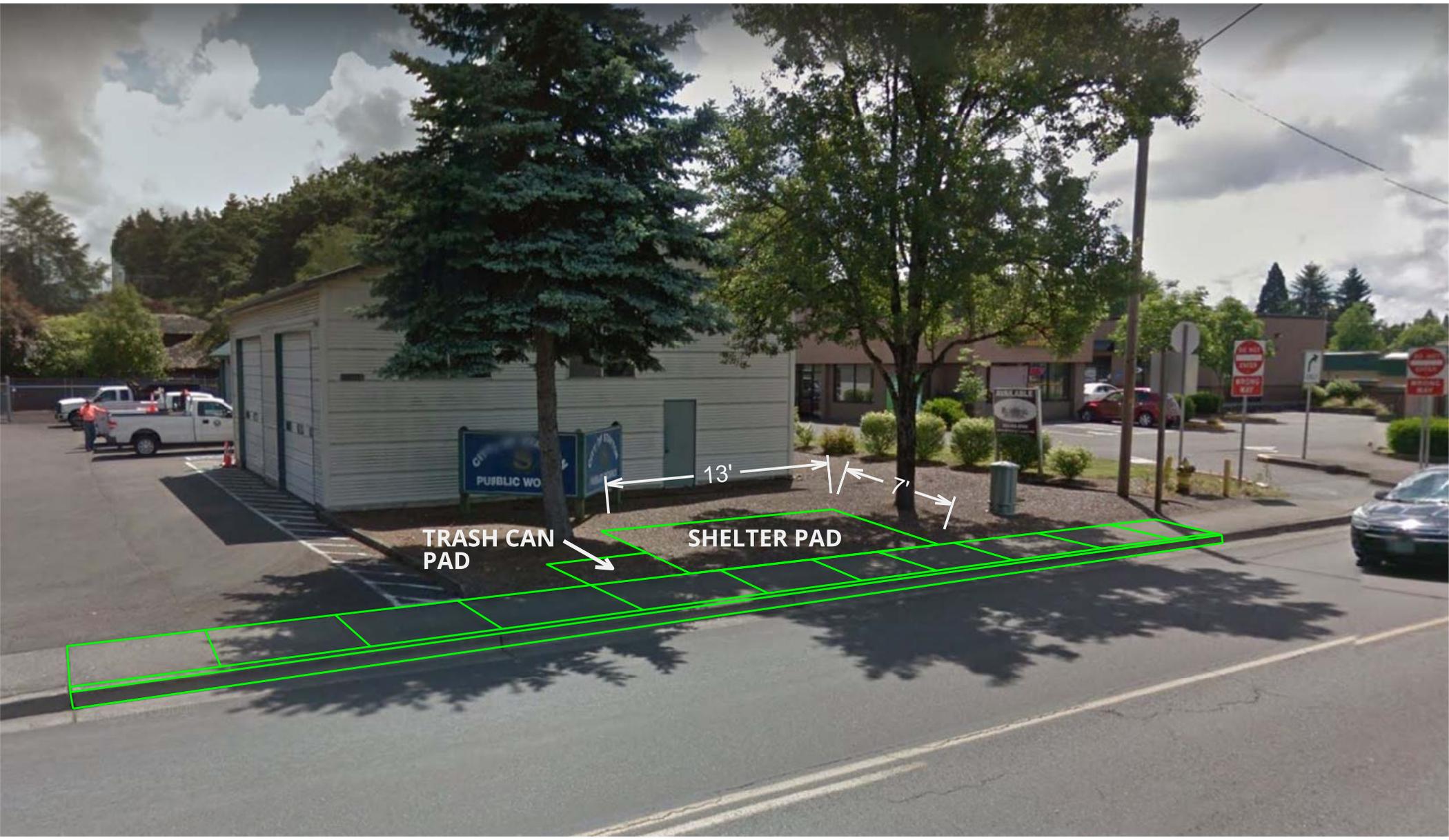
shall any waiver constitute a continuing waiver. No waiver shall be enforceable unless in writing and signed by the party against whom enforcement is sought.

SALEM AREA MASS TRANSIT DISTRICT

CITY OF STAYTON

General Manager, Salem Area Mass Transit District

City Manager, City of Stayton



TRASH CAN
PAD

SHELTER PAD

13'

7'





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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: October 15, 2018
SUBJECT: Award of Contract for Consultant Services for Economic Development Strategies

ISSUE

The issue before the City Council is awarding a contract for consulting services for the creation of economic development strategies.

BACKGROUND INFORMATION

The City Council included in its biennial goals the development of strategies to promote economic development activity within the City. In May, the Council reviewed a draft RFT and provided feedback on its content. In July, the RFP was issued to a number of consultants and the City did not receive any proposals. In September, the RFP was again distributed and though a half dozen or so consultants expressed interest, only one proposal was received.

The proposal received is from Bridge Economic Development of Portland, in conjunction with MacKenzie, and Leland Consulting Group.

Staff and reviewed the proposal and contacted the references provided.

RECOMMENDATION

Staff recommends awarding the contract to Bridge Economic Development for an amount not to exceed \$98,615.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Authorize the City Manager to execute a Contract with Bridge Economic Development

Move to authorize the City Manager to execute a contract with Bridge Economic Development for an amount not to exceed \$98,615.

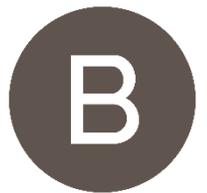
2. Direct Staff to modify and reissue the Request for Proposals

Move that staff modify the RFP and reissue it.

October 3, 2018



Proposal for Services:
Economic Development Strategy



Prepared for:
City of Stayton
362 N. Third Avenue
Stayton, OR 97383

Prepared by:
Bridge Economic Development
2406 NE 9th Avenue
Portland, OR 97212



Bridge Economic Development

October 3, 2018

Mr. Dan Fleishman
Planning & Development Director

CITY OF STAYTON

362. N. Third Avenue
Stayton, OR 97383

Re: Proposal for Services: Economic Development Strategy

Dear Mr. Fleishman,

Bridge Economic Development is pleased to submit the enclosed proposal in response to the City of Stayton's Request for Proposals for an Economic Development Strategy that complies with the terms and conditions of this RFP. During the course of this contract, we will provide the City with:

- The right combination of national experience and local familiarity. Bridge team members have a broad understanding of economic development trends and opportunities unique to different communities across the U.S. Our team will bring outside perspectives along with our local familiarity with the Oregon economic development landscape and will not lose valuable time getting up to speed on the issues, the players, and the community culture.
- A proactive approach to solving problems rather than simply analyzing them. Our team is made up of strategic advisors who honed their skills implementing plans that turn strategies into action.
- A project engagement and collaboration process that is focused on candid advice to decision-makers and implementers, coupled with broader stakeholder buy-in to the emerging strategy.
- Deliverables that are clear, attractive, compelling, and complete so that they can serve as both technical documents and communications tools. Information is presented to enlighten and inspire decision-makers, and clearly convey the competitive advantages of a community.

I will serve as project manager and the City of Stayton's day-to-day contact throughout the process. Bridge Economic Development (Federal ID# 82-5248640) has a policy of nondiscrimination in employment, and employment positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation. Please do not hesitate to contact me at 503.504.8678 or alisa@bridgeed.com with any questions.

Sincerely,

BRIDGE ECONOMIC DEVELOPMENT

Alisa Pyszka
President

Table of Contents

Project Team and Experience	1
Firm Introduction.....	1
Team Members.....	2
Prior Experience.....	4
Scope and Understanding of the Work	6
Scope of Work.....	7
References	11
Project Schedule.....	12

Project Team and Experience

Firm Introduction



At Bridge Economic Development (Bridge) we provide exceptional data-driven analysis coupled with honest conversations and our

grounded experience to shape a strategy that is distinct for each client. We couple that work with 20 years of experience in real estate development to provide meaningful insights and recommendations to attract the desired private investment that ultimately grows the economic base. We are passionate about collaborating with our clients to deliver actionable steps to grow an economy that serves the entire community.

We know that meaningful change requires meaningful partnerships dedicated to action, and we seek clients that desire genuine implementation in addition to analysis. We also understand that each community has different needs when it comes to local economic development and strive to provide the following services at various scales of analysis needed.

- Economic Development Strategy
- Industry Cluster Analysis
- Workforce Occupation Analysis
- Economic Development Action Plan
- Key Performance Indicators
- Economic Development Marketing
- Private Investment Strategy
- Restaurant Attraction Strategy

Bridge Economic Development is a Women Business Enterprise (WBE) of skilled and experienced economic development professionals. As such we are personally and professionally committed to integrating equity into all our work. It is our belief that a community will only thrive if it is one in which all people can participate, prosper, and achieve equitable outcomes.

MACKENZIE. Established in 1960,

Mackenzie has grown in the Pacific Northwest as a quality provider of professional services, including architecture, interiors, structural engineering, civil engineering, land use planning, transportation planning, and landscape architecture. Firmly grounded in its roots as an engineering consultancy and recognized for their ability to create implementation strategies that target market realities, Mackenzie brings a detail-oriented, performance-driven philosophy to delivering design excellence. Mackenzie has a proven reputation—gained over more than 53 years of practice—for creating planning, design and engineering solutions that meet clients' needs, provide flexibility, and enhance communities.



Exceptional public and private leaders have bold visions for their downtowns, neighborhoods, employment centers, and cities. Leland Consulting Group helps to refine and realize those visions.

Proposal for Services: Economic Development Strategy

In more than 250 communities across the country, our strategies have resulted in built projects that immediately improve residents' quality of life: thriving downtowns, bustling shopping districts, inviting neighborhoods, and productive employment centers. As urban strategists, our role is to keep the big picture in sight, while simultaneously providing deep expertise in the strategic, market, financial, and economic elements that make projects possible and successful. We recognize that special and economically viable places result not just from one factor, but from the combination of quality design, supportive markets, developer capacity, and financial strength. During every assignment, we engage the public and private champions essential to rallying support and overcoming obstacles.

Team Members

Bridge has curated a project team that matches substantial local familiarity with Oregon as well as national experience in economic development and strategic planning. Our team members are passionate about making great economically resilient places and we share an excitement for facilitating the creation of a strategy that leverages regional partnerships. All team members are available between November 2018 and June 2019 to complete the anticipated scope of work.

Alisa Pyszka, Bridge President



Building off her belief that every community possesses compelling strengths, Alisa Pyszka works with clients to realize their unique advantage and a vision

that can be amplified with strategic investments. With extensive experience working for both public agencies and private developers, Alisa delivers a range of technical and strategic skills that enable great places to get built. Alisa keeps the focus of projects on implementation, bringing to bear tools and resources from her 20 years of urban planning, real estate, and economic development experience. Alisa most recently served as the VP of Recruitment for Greater Portland Inc, a regional nonprofit economic development organization that provides support and services to companies seeking to relocate or expand in the greater Portland area. In this role, Alisa developed strategic insights regarding the most important attributes a community and region must have to attract business, as well as how to successfully message these attributes to decision-makers.

Prior to her role at GPI, Alisa served as the Manager of Economic Development at the City of Vancouver, Washington. Much of her tenure was during the "Great Recession", which provided valuable insights as to how to implement meaningful solutions with a minimal budget and staff, making her exceptionally qualified to help small and emerging cities build wealth from within the community.

Proposal for Services: Economic Development Strategy

Alisa holds a Master of Urban and Regional Planning degree from the University of Kansas and a Bachelor of Arts degree in History from Miami University. In addition, she earned her LEED AP certification from the U.S. Green Building Council.

Steven Pedigo, Bridge Senior Consulting Partner



Steven Pedigo is an expert in economic development research and strategy, marketing, and place-branding. He has advised cities, universities, real estate

developers, nonprofit organizations, Fortune 500 companies, and major media outlets across the globe. His urban development clients represent communities of all sizes: New York, Jerusalem, Vancouver, Dallas, Washington, D.C., Brisbane, the Yukon, Tulsa, Austin, Portland, Newark, San Diego-Tijuana, Miami, Sao Paulo, Monterrey, Mexico City and many others. His corporate clients include: BMW, Converse, Starwood, Philips, Cirque du Soleil, Audi, Pinewood Studios, Zappos, EDENS, Kraft, and others.

Steven is a senior consulting partner with Bridge and the faculty director of the NYU Schack Institute of Real Estate Urban Lab at New York University.

Earlier in this career, Steven was a vice president and member of the senior management team for the Initiative for a Competitive Inner City (ICIC), a national research organization founded

by Harvard Business School professor Michael Porter to encourage private-sector investment into U.S. distressed urban areas.

Todd Johnson, Planning Director



Todd is well versed with site specific as well as regional land use master plans and implementation strategies.

These projects include Miller's

Landing for the Port of Ridgefield, Regional Industrial Site Readiness for the Portland METRO, PBA, Port of Portland, and NAIOP, the Clackamas County Employment Lands Assessment Program, Deschutes County Brownfield Assessment, Kalama Development Planning for the City of Kalama, and numerous other developments for public and private clients.

Brent Ahrend, Transportation Planner/Traffic Engineer



Brent combines technical skills in transportation analysis and modeling with strong communication and demonstrated abilities to

provide efficient solutions for transportation deficiencies. Brent will provide transportation planning and design recommendations contributing to the design process.

Brian Varricchione, Planner, Civil Engineer



Brian has provided infrastructure analysis and implementation strategies for economic development plans, including the Tualatin/

Sherwood subarea infrastructure implementation strategy, North Hillsboro Industrial Development Strategy, Oklahoma City Employment Land Needs Assessment and Action Plan, and the Hillsboro Airport subarea planning. His experience as a Planner and technical background as a licensed Engineer will inform the design team to identify potential barriers and solutions.

Sam Brookham, Associate, Leland Consulting Group



Building upon a desire to pursue community-based planning that promotes civic responsibility and public engagement, Sam delivers a

range of technical, research, and analytical skills to support Leland's senior staff members on a wide range of projects.

Sam's recent work includes serving as the lead market analyst for three transit-oriented development planning projects – the Snohomish County East-West Corridor Study, the Station Area Plan Ogden Onboard BRT TOD Study, and the UTA Redwood Road Multimodal Transportation Study. For Snohomish County, Sam evaluated the market for both light rail and BRT station areas and guided the County in the

sale of a 40-acre publicly-owned property that will become a mixed-use development and park-and-ride. Sam has also worked closely on the Woodinville Civic Campus, a \$100 million public-private partnership that will break ground in early 2019.

Prior Experience

CREDC Economic Development Strategy: Clark County, Washington



Pyszka and Pedigo worked with the Columbia River Economic Development Council (CREDC) and regional stakeholders, including Washington State University Vancouver, to prepare an economic development strategy and implementation action plan. The organization required direction regarding direction on appropriate industry clusters and actions to maximize staff time and resources.

Our team prepared a strategy based on a data-driven analysis of industry and labor skills to determine targeted industry clusters based on competitive strengths aligned with global economic trends. This focus on objective data resolved conflicting opinions regarding industry cluster focus and necessary areas of focus. Building off the industry cluster analysis, the strategy focused on talent retention and attraction, equity, and placemaking. The data, findings, and recommendations developed by

Proposal for Services: Economic Development Strategy

our team were vetted through a regional Steering Committee and the CREDC Board, which includes mayors and city council members across the County. The strategy was unanimously adopted by the 30-member board.

In addition, the team prepared a five-year action plan to outline how public investment dollars, staff organization and roles, and marketing will be deployed to foster targeted economic development for the community. This plan includes timelines, metrics, specific task leads, and resources required to complete the action to ensure implementation will occur. The team extrapolated this information further to create content and framework for CREDC's new key performance indicator (KPI) or metric dashboard. Examples of implementation of specific recommendations include the following:

- New marketing materials that highlight quality of place over low-cost positing to attract talent
- Collaboration with local cities to highlight importance of place through a "Main Street" tour of five communities within the county to showcase their local efforts
- Each CREDC quarterly lunch includes a presentation from local business leaders or stakeholders tied to one of the strategy goals to report on progress of meeting objectives to broader community

Economic Development Strategy: Bozeman, Montana



Alisa Pyszka worked with City staff and local stakeholders to determine Bozeman's distinct industry strengths and opportunities to grow the economic base. As a unique community with significant growth, this strategy aligns the need to strategically grow industry balanced with increasing "no growth" sentiments. Pyszka prepared the [overall vision and the detailed, prioritized action plan](#) with clear metrics needed to achieve the vision.

Currently, the Bridge team is working with city to create marketing materials that highlight the Bozeman competitive economic development identity. The team compared the community with nine peer cities to convey the compelling data-points that indicate to business why the community is a good place to invest. Additional marketing materials pertain to the top three industry clusters and how Bozeman compares with competing regions. All information is paired with compelling graphics and data visualization to quickly convey the values and distinct qualities of the city. This information will be utilized in discussions with businesses considering an expansion to Bozeman.

Economic Development Strategy: Marion County, Oregon

Marion County is uniquely situated along Interstate 5 and home to the state capital as well as some of the most fertile agricultural land in the country. County staff and leadership embarked on their first economic development strategy, assisted by LCG. As other organizations have largely filled the needs to facilitate economic development until now, staff and leadership were very clear that defining clear stakeholder roles is an important aspect of the strategy. In addition, staff and leadership wanted to leverage their unique role tied to public services and desire to address the diverse economic base. As such, the strategy focused on leveraging authentic ties to the agriculture and timber industries integrated with a knowledge-based economy tied to innovation. Objectives include enhancing relationships with Oregon State University for technology transfer opportunities integrated with natural resources, and infrastructure investments for rural communities currently supporting these industries.

Scope and Understanding of the Work

We understand that The City has experienced steady growth over the past several decades but growth has substantially slowed during the past ten years. Stayton has historically been an agricultural and manufacturing community. The historical dominant employer in the community was the Stayton Canning Cooperative, now known as NORPAC Foods, Inc. The City saw the

development of an industrial park on the west side of City in the 1970s. That industrial park still has vacant available land. There has not been any new industrial construction in the City since 2005. The City would like a Strategy to define opportunities for industry diversification that can grow the economic base and utilize the vacant business park. The anticipated Strategy will ultimately include: 1) a data-driven analysis that defines competitive industry clusters 2) analysis of city assets including infrastructure and utility rates, and 3) strategic actions to grow the economic base.

To ensure the City of Stayton's potential is reached, the Strategy must honor the current investments and strengths of the City. It should address the immediate needs as well as establish a vision and framework for long-term economic gains. Likewise, it must be a strategy that fosters collaboration between the City's partners and secures fundamental buy-in to strengthen the economic base for the region. Specifically, the Strategy must do the following:

- Communicate the long-term vision and values of the region, partners, and stakeholders for inclusive economic growth.
- Offer a demographic, social, and economic baseline for identifying the City of Stayton's assets and challenges.
- Detail industry competitive advantages, investment needs, and action strategies for today and in the future.
- Identify the region's talent clusters and workforce gaps and needs.

Proposal for Services: Economic Development Strategy

- Outline a framework for growing and scaling startups and new enterprises among key target sectors.
- Leverage and promote quality of place connected to the downtown and riverfront opportunities.

Scope of Work

Based on the above project understanding, we have outlined the following scope of work. In order to efficiently and effectively develop the Strategy, we agree with the City's proposed approach to integrate a Public Advisory Committee (PAC) that can provide feedback on draft findings, recommendations, and reports prior to review by the City Council. This proposed PAC should consist of key city and higher-education staff, business leaders of key traded-sector companies, elected officials, and community stakeholders and partners that will likely be responsible for key implementation measures established in the Implementation Plan. The following work plan assumes this PAC will be available to assist in the development of the Strategy.

Additionally, it is anticipated that the client will provide the following support throughout the project development.

- Provide key contacts at the City and other public and private sector agencies that can assist with data collection.
- Transfer relevant GIS files.
- Assist in acquiring QCEW data from the state employment department if available.
- When reviewing draft products or deliverables, the client will provide Bridge

with one consolidated set of non-conflicting comments to help the project team expeditiously undertake any necessary revisions.

- Client will develop the PAC membership with support of Bridge if desired.
- The client will assist with the logistics for the stakeholder roundtable discussions.

Task 1: Project Management

We view our role as a strategic partner and team member to City staff. As former economic development practitioners, we understand the critical importance of genuinely and effectively engaging the community as well as elected officials. To accomplish this successfully, our team provides a high level of proactive communication and project management, as well as clear and compelling deliverables tailored to each audience. This task is important to set the stage for trust and communication throughout the duration of the project.

Alisa Pyszka will work with staff to finalize the project schedule and approach, key dates for project on-site meetings and identify peer communities for data research. These peer communities are important for providing context to the data pertaining to City of Stayton region and is central for future marketing materials. Peer communities are selected by size, industry, geography, known competition, community assets and aspirational alignment.

To prepare for the stakeholder engagement (Task 4), we will work with staff and the PAC to prepare a recommended list of roundtable discussion groups that address topics pertaining

Proposal for Services: Economic Development Strategy

to workforce, industry clusters, economic development partners, higher-education, entrepreneurship and K-12 leadership.

Time to Complete: Ongoing

Deliverables:

- Kick-off meeting with staff to review project schedule, key milestone dates and peer communities
- Final schedule with key milestone meetings and presentations to city council.
- Stakeholder roundtable meeting itinerary and recommended invitations.
- Bi-weekly meetings with staff including agenda and minutes prepared by Bridge.

Task 2: Development of Economic Development Strategies

This task is central to establishing a sustainable strategy built on genuine city competitive advantages rather than aspirational ideas. The consultant team will perform the following analysis to provide the foundation for a data-driven strategic direction that is aligned with the community values.

Executive Summary (Community Assessment):

The Executive Summary synthesizes the national and regional economic trends impacting the City of Stayton, and provides a demographic, social and economic baseline for identifying the County's assets and challenges. We will prepare an initial community assessment based on publicly available data including Census, ACS, BLS that compares the region with the identified peer communities. This assessment is utilized in

our stakeholder outreach as a foundation for discussions and reactions.

Study Area Characteristics and General Scope of Work:

This analysis entails an industrial cluster and occupation analysis to determine opportunities for Stayton to diversify the economic base. For this analysis, the consultant team will utilize Pedigo's experience in developing detailed industrial and occupational evaluations. Pedigo has developed these types of analysis for communities of all sizes across the country: Washington, DC, Portland, Newark, New York City, Miami, Dallas, Fort Worth, Raleigh-Durham, San Diego and many others. The time-series industry cluster analysis will summarize City of Stayton's industry clusters (strengths, emerging, and retracting). The analysis will utilize industry cluster definitions developed by Michael Porter and Harvard's Institute Strategy for Competitiveness, as well as employing customized industry definitions (by NAIC codes) to precisely measure City of Stayton's regional cluster concentrations (e.g., food processing, etc.). The analysis will examine industry growth, employment trends and wages and include comparisons to Oregon and the U.S.

For the occupational analysis, we will utilize the most recent human capital/occupation data to formulate a time-series study and forecast of City of Stayton's regional talent pools. While industry clusters pinpoint a region's strengths in firms and companies, our occupational approach provides key insights into a region's broad talent base and skill set. Research has found that while an industrial cluster analysis

Proposal for Services: Economic Development Strategy

may offer important information for firm recruitment and economic planning, it is the clusters of talent and skills that drive long run growth and prosperity. The analysis will include comparisons to Oregon and the U.S. and do the following:

- Define skills needs based on industry cluster opportunities
- Offer a gap analysis of skills City of Stayton currently has versus what skills are needed
- Provide context of the City's skills within the context of the national trends
- Identify necessary incentives to foster business and talent growth

Based on this research, will prepare initial findings and recommendations for the Strategy. We will share this preliminary information with staff and the PAC for feedback and direction that will guide the final document.

Community outreach/workshops to identify desired development activity. Pyszka and Brookham will work with staff to finalize a public outreach strategy to tailor the most appropriate method to the desired information and target audience. In addition to the methods identified in Task 4, a community survey will be integrated into outreach to maximize input from the community.

Identify current development regulations that are detrimental to achieving development goals. Based on LCG's extensive understanding of the real estate market, they understand which regulations are most precluding development goals. Brookham will review the City's Land Use and Development Code, Public Works Design

Standards, and other municipal regulations to identify particular development regulations that restrict development activity without balancing public benefit. The team shall prepare suggested amendments to identified development regulations. for changes in land use regulations to reflect the desired types of uses or restrict those not desired in Task 6.

Available local and state incentives to business development. The consultant team in conjunction with staff will the tour community and business park with Colin Sears, Inbound Investment & Global Trade Officer at Business Oregon, to gain insights regarding current outside business interests and how Stayton compares to other communities. His information will help instruct the compilation of a list of available local and state incentives to business development. We shall make recommendations for local incentives that Stayton doesn't provide in the draft Economic Development Strategy provided in Task 3.

Identify comparative advantages in Stayton. Mackenzie will review Stayton's utility rate structure for sewer and water and shall compare Stayton's utility rates to similar Mid-valley communities. They will also utilize the recently completed broadband study by Marion County to compare the availability of fiber optic broadband service in Stayton to other Mid-valley communities. Mackenzie will identify differences in the comparative utility rate structures that may inform Stayton's future utility rate planning to provide information for the Utility Analysis identified in Task 3.

Proposal for Services: Economic Development Strategy

Transportation and other infrastructure constraints. Mackenzie shall identify transportation and other infrastructure constraints on development activity. They will utilize the City's TSP and any available recent analyses to assess transportation constraints and also review capital facilities plans and available utility data to develop recommendations for infrastructure improvements as part of Task 3.

Annexation Policies The team led by LCG will evaluate the annexation policies to the determine if there is an impact on growth. Findings and recommendations will be included in the draft Economic Development Strategy provided in Task 3.

Timeframe: Twelve weeks

Deliverables:

- Executive Summary (Community Assessment) presentation in PowerPoint format.
- Community outreach approach and schedule.

Task 3: Draft Reports/Documentation

The analyses performed in Task 2 will be summarized in three distinct documents: draft economic development strategy, transportation analysis, and utility analysis.

Timeframe: Twelve weeks

Deliverables:

- Draft Economic Development Strategy that includes all analysis in Task 2. Draft Strategy will include vision, goals, and objectives for

consideration by PAC, Planning Commission, and City Council.

- Draft Transportation Recommendations subject to review by City of Stayton staff.
- Draft Utility Recommendations subject to review by City of Stayton staff.

Task 4: Public Involvement and City Presentations

It is our belief that each strategy must align with a community's values and distinct culture to have meaningful results. Therefore, stakeholder engagement is a critical element in the strategy development to hear consistent themes regarding barriers and opportunities and well as vision as to how the community wants to grow.

It will be critical to receive direct and honest feedback from business and property owners regarding the opportunities and barriers to growth within the community. For this reason, we recommend holding strategic round table interviews between targeted parties and the consultant team. These meetings will be moderated by Steven Pedigo and Alisa Pyszka.

Additionally, we would like to hear from multiple business leaders beyond the focused roundtables and will prepare a survey for broader distribution. This survey not only serves as an important tool to hear from businesses, but also allows the client to convey to community members about the ongoing project to foster interest and support regarding future economic development efforts.

Time to Complete: Twelve weeks

Deliverables:

Proposal for Services: Economic Development Strategy

- Two PAC meetings. Bridge prepares presentation and agenda.
- One community open house. Bridge prepares presentation and agenda.
- Up to five stakeholder roundtable discussions. Bridge facilitates meetings. Client assists with meeting location arrangement.
- Community survey via SurveyMonkey prepared by Bridge.
- Summary of findings
- One Planning Commission presentation by Bridge
- One City Council presentation by Bridge

Task 5: Final Reports/Documentation

Based on feedback from the PAC, Planning Commission, and City Council, Bridge will finalize the Economic Development Strategy.

Timeframe: Four weeks

Deliverables:

- Final Economic Development Strategy as Word document and digital copy.
- Final Transportation Analysis in memorandum Word document format.
- Final Utility Analysis in memorandum Word document format.

Task 6: Develop Draft Policy, and Code Revisions

In order to foster economic development within the community, specific actions must occur by various stakeholders. Bridge will work with City of Stayton staff and community stakeholders to assign actions with deliverables, timelines,

metrics and responsible parties to ensure implementation occurs. Some actions may include revisions to the Stayton Comprehensive Plan and Stayton Municipal Code, Public Works Design Standards, and other City policy documents necessary to implement selected economic development strategies.

Time to Complete: Eight weeks

Deliverables:

- Implementation Plan in Word document that identifies responsible parties, timelines, deliverables and metrics.

References

Economic Development Strategy: Clark County, Washington

Brittany Bagent, Director of Research & Economic Strategy, Columbia River Economic Development Council (CREDC), 360.694.5006, bbagent@credc.org

Economic Development Strategy and Marketing Materials: Bozeman, Montana

Brit Fontenot, Economic Development Director, City of Bozeman, (406) 579-1302, bfontenot@bozeman.net

Economic Development Strategy: Marion County, Oregon

Tom Hogue, Economic Development Coordinator, Marion County, 503-589-3277, thogue@co.marion.or.us

Project Schedule

	November			December			January			February			March			April			May			June					
	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E
Task 1. Project Management																											
Kick-off meeting with client	●																										
Final schedule		●																									
Identify PAC attendees and outreach		●	●																								
Bi-weekly meetings with agent, and minutes		●	●		●	●	●		●	●	●		●	●	●		●	●	●		●	●	●		●		
Task 2. Development of Economic Development Strategies																											
Executive Summary (Community Assessment)						●		●	●																		
Study Area Characteristics and General Scope of Work				●	●	●		●	●																		
Community outreach/workshops to identify desired development activity.		●	●		●																						
Available local and state incentives to business development.				●		●	●																				
Identify current development regulations that are detrimental to achieving development goals								●		●	●																
Identify comparative advantages in Stayton								●		●	●																
Transportation and other infrastructure constraints								●		●	●																
Annexation Policies								●		●	●																
Task 3. Draft Reports/Documentation																											
Draft Economic Development Strategy												●	●	●		●	●										
Transportation analysis												●	●	●		●	●										
Utility Analysis												●	●	●		●	●										
Task 4. Public Involvement and City Presentations																											
PAC Meeting																											
Open House																											
Stakeholder Roundtable Discussion																											
Community Survey																											
Planning Commission																											
City Council																											
Task 5. Final Reports/Documentation																											
Final Economic Development Strategy																											
Task 6. Develop Draft Policy, and Code Revisions																											
Preliminary Implementation Plan Development																											
Final Implementation Plan																											



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: October 15, 2018
SUBJECT: Reclassification of Finance Director

ISSUE

Should the City Council approve an adjustment to the salary range for the Finance Director position to better align it with the marketplace, as recommended by our salary survey?

ENCLOSURE(S)

None

BACKGROUND INFORMATION

The City hired McGrath Human Resource Group to do a comprehensive Classification and Compensation study. The report has been completed and turned over to the City. In January, City staff plans to work with the Governing Body to discuss the report, the recommendations, and recommended changes. This process will be a key component of the early part of the 2019-2020 budgeting process, and will be important for upcoming bargaining with both Union organizations.

During the report, McGrath notified City staff that it would be very difficult for our organization to recruit and hire a qualified Finance Director based on our current salary range.

FISCAL IMPACT

For the Fiscal Year 18-19 Budget, there will be no significant budgetary concern. The budget was adopted based on a full year of service. If adopted there will be sufficient funds for the remainder of the fiscal year. The financial impact will be more of a commitment moving forward as the total cost increases in terms of salary and benefits, which will be dependent on the adjustment that is adopted by the Governing Body.

The current retirement eligible salary range based on the current 5% step increase is a range of \$5,949.47 to \$7,593.20. Based on the recommendation from McGrath to reclassify the position, the proposed salary range based on the current 5% step increase is a range of \$6,684.87 to \$8,531.78.

OPTIONS

1. Approve the reclassification of the Finance Director position as presented.
2. Approve the reclassification of the Finance Director position with changes, additions, retractions, or modifications.
3. Reject reclassification of the Finance Director position.
4. Take no action.

STAFF RECOMMENDATION

Staff recommends approval of the proposed reclassification of the Finance Director Position.

MOTION(S)

1. Motion to approve the reclassification of the Finance Director position as presented.
2. Motion to approve the reclassification of the Finance Director position with the following modifications _____.
3. No motion necessary.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Accounting Clerk
Randi Heuberger, Accounting Clerk
DATE: October 15, 2018
SUBJECT: Monthly Finance Department Report

	September 2018	August 2018
Number of Bills Mailed	2,386	2,390
Number of Bills Emailed	378	372
Number of Bills on Auto-Pay	634	642
Delinquent Notices Sent Out	501	474
Courtesy Delinquent Notices Sent to Landlords	152	153
Notified of Impending Shut-Off & Penalty	102	141
Customers Issued Payment Extensions	26	37
Customers with Interrupted Services Non-Payment	15	19
Services Still Disconnected	1	1
Number of Checks Issued	158	182
Total Amount of Checks	\$504,365.87	\$809,308.67



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: October 15, 2018
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of September 2018.

	September 2018	Year to Date 2018	September 2017	Year to Date 2017
Police Activity	728	6239	811	8530
Investigated Incidents	140	1393	405	3514
Citations/Warning	83/96	657/869	90/23	1180/1988
Traffic Accidents	4	49	5	53
Juvenile Abuse	3	25	4	39
Arrests	26	307	35	481
Ordinance Complaints	34	342	94	545
Reserve Volunteer Hrs.	49.75	325.25	85.75	1084.95
Citizen Volunteer Hrs.	0	42	0	177.70
Peer Court Referrals:	5	79	4	39

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 9/1/2018 - 9/30/2018

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED			PERSONS ARRESTED		
	9/1/18 to 9/30/18	1/1/17 to 9/30/17	% Change Yr to Yr	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17	
	Juv	Adult	Total	Juv	Adult	Total	Juv	Adult	Total	Juv	Adult	Total	
NON-CRIMINAL													
ACCIDENT-INJURY	2	10	9 11.1%										
ACCIDENT-PROPERTY	4	35	54 -35.2%										
ALL OTHER NON-CRIMINAL	71	725	2,709 -73.2%										
NON CRIM DOMESTIC DISTURB	0	21	110 -80.9%										
NON-CRIMINAL TOTALS	77	791	2,882 -72.6%										
PERSON													
AGGRAVATED ASSAULT	2	14	16 -12.5%	0	12	15	0.0%	85.7%	93.8%	0	0	11	
OFFENSE AGAINST FAMILY	0	5	7 -28.6%	0	2	7	0.0%	40.0%	100.0%	0	0	3	
OTHER ASSAULTS	0	26	69 -62.3%	0	11	46	0.0%	42.3%	66.7%	0	0	16	
RAPE	0	1	3 -66.7%	0	0	1	0.0%	0.0%	33.3%	0	0	0	
RESTRAINING ORDER VIOLATION	2	3	4 -25.0%	2	3	3	100.0%	100.0%	75.0%	0	1	2	
ROBBERY	0	0	3 -100.0%	0	0	3	0.0%	0.0%	100.0%	0	0	0	
SEX OFFENSES	2	8	14 -42.9%	0	1	7	0.0%	12.5%	50.0%	0	0	3	
PERSON TOTALS	6	57	116 -50.9%	2	29	82	33.3%	50.9%	70.7%	0	1	35	
PROPERTY													
ARSON	1	6	0 0.0%	0	2	0	0.0%	33.3%	0.0%	0	0	2	
BURGLARY - BUSINESS	2	5	2 150.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	
BURGLARY - OTHER STRUCTURE	0	4	2 100.0%	0	1	0	0.0%	25.0%	0.0%	0	0	1	
BURGLARY - RESIDENCE	2	13	16 -18.8%	0	0	5	0.0%	0.0%	31.3%	0	0	0	
COUNTERFEITING/FORGERY	0	14	9 55.6%	0	5	2	0.0%	35.7%	22.2%	0	0	10	
EXTORTION/BLACKMAIL	0	1	0 0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	
FRAUD	3	33	28 17.9%	2	9	8	66.7%	27.3%	28.6%	0	3	9	
LARCENY													
Purse Snatching	1	1	0 0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	
Shoplifting	5	39	43 -9.3%	0	21	22	0.0%	53.8%	51.2%	0	0	22	
Theft from a Motor Vehicle	5	50	37 35.1%	1	3	1	20.0%	6.0%	2.7%	0	1	2	
Theft of MV Parts/Accessories	0	5	0 0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	
Theft of Bicycle	1	14	12 16.7%	0	3	2	0.0%	21.4%	16.7%	0	0	2	
Theft from Building	0	11	7 57.1%	0	0	0	0.0%	0.0%	0.0%	0	0	0	
All Other Larceny	10	78	53 47.2%	1	14	12	10.0%	17.9%	22.6%	0	2	17	
LARCENY	22	198	152 30.3%	2	41	37	9.1%	20.7%	24.3%	0	3	44	
MOTOR VEHICLE THEFT	1	18	8 125.0%	0	3	2	0.0%	16.7%	25.0%	0	0	4	
STOLEN PROPERTY	0	0	1 -100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	1	

	CRIMES			CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED			PERSONS ARRESTED				
	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17 % Change Yr to Yr	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17	9/1/18 to 9/30/18	1/1/18 to 9/30/18	1/1/17 to 9/30/17		
							Juv	Adult	Total	Juv	Adult	Total		
VANDALISM	2	67	73	0	15	11	0.0%	22.4%	15.1%	0	0	0	12	15
PROPERTY TOTALS	33	359	291	4	76	67	12.1%	21.2%	23.0%	0	6	6	83	98
SOCIETY														
ALL OTHER	11	94	124	5	21	26	45.5%	22.3%	21.0%	0	5	5	20	28
ANIMAL	0	2	2	0	1	0	0.0%	50.0%	0.0%	0	0	0	3	0
CURFEW	0	12	15	0	11	13	0.0%	91.7%	86.7%	0	0	0	21	20
CUSTODY-MENTAL	2	7	5	1	6	5	50.0%	85.7%	100.0%	0	1	1	6	5
CUSTODY-PROTECTIVE	0	1	4	0	1	2	0.0%	100.0%	50.0%	0	0	0	0	1
DISORDERLY CONDUCT	4	24	37	2	21	31	50.0%	87.5%	83.8%	0	3	3	34	34
DR WHILE SUSP	0	5	19	0	5	19	0.0%	100.0%	100.0%	0	0	0	5	20
DRIVING UNDER INFLUENCE	3	33	55	3	33	55	100.0%	100.0%	100.0%	0	3	3	33	57
ELUDING	0	2	9	0	1	9	0.0%	50.0%	100.0%	0	0	0	1	10
ESCAPE	1	2	2	0	1	2	0.0%	50.0%	100.0%	0	0	0	1	3
FAIL TO DISPLAY DL	0	0	1	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1
FUGITIVE	0	0	0	0	0	0	0.0%	0.0%	0.0%	1	5	6	110	157
HIT & RUN	2	28	33	0	5	9	0.0%	17.9%	27.3%	0	0	0	5	8
LIQUOR LAWS	0	7	10	0	7	10	0.0%	100.0%	100.0%	0	0	0	12	23
MIP TOBACCO	1	6	4	1	6	4	100.0%	100.0%	100.0%	1	0	1	9	4
NARCOTICS/DRUGS	3	26	52	3	22	49	100.0%	84.6%	94.2%	2	1	3	28	80
PROP RECOV - FOR OTHER AGENCY	0	1	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0
RECKLESS DRIVING	1	7	14	1	6	14	100.0%	85.7%	100.0%	0	1	1	6	15
RUNAWAY	0	9	14	0	8	8	0.0%	88.9%	57.1%	0	0	0	9	10
TRESPASS	7	46	79	3	20	20	42.9%	43.5%	25.3%	0	3	3	24	21
VEH RECOV - FOR OTHER AGENCY	1	8	5	0	3	0	0.0%	37.5%	0.0%	0	0	0	0	0
WARRANT	7	100	127	6	96	125	85.7%	96.0%	98.4%	0	0	0	0	7
WEAPONS	0	5	5	0	5	5	0.0%	100.0%	100.0%	0	0	0	5	6
SOCIETY TOTALS	43	425	616	25	279	407	58.1%	65.6%	66.1%	4	22	26	332	510
GRAND TOTALS	159	1,632	3,905											



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lisa Meyer, Administrative Assistant
DATE: October 15, 2018
SUBJECT: Public Works Monthly Operating Report September 2018

KEY ACTIVITIES

STATUS

- **WWTP Facility** Effluent flows: 26.36 million gallons were treated during September. The highest flow was 0.94 million gallons on the 3rd and the lowest flow was 0.83 million gallons on the 28th. The average flow was 0.89 million gallons. Total rainfall for August was 0.50 inches.
- **WTP** Highest production day was 4,860,000 gallons on September 2, 2018.
- **Water System** Replaced 8 meters. Installed 2 new meters with radio readers at Wildlife Meadows. Installed irrigation meters at Northslope Park, Quail Run Park and Community Center Park. The new Kindle Way Detention Basin had 2 meters installed for irrigation. Replaced an angle meter stop and repaired a service line.
- **Streets** Swept 220 curb miles and collected 180 cubic yards of material. All striping for streets has been completed. Replaced stop sign at Gardner and Washington. Sprayed right-of-ways.
- **Parks** Volunteers:
Community Service: Total # of Volunteers = 0, Total # of hours = 0
Parks Board: total # of Volunteers = 5, Total # of hours = 3.75

• **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling- 2644 E PINE ST	1	\$13,675.00
Residential Addition	1	\$0.00
Commercial Building Addition/Alteration/Other	0	
Residential Plumbing	1	
TOTAL	3	\$13,675.00

One (1) Residential SDC = \$11,626.00 + \$755.00 for Mill Creek SDC + Storm Water SDC \$2,049.00 or \$2,939.00



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Dan Fleishman, Planning and Development Director
DATE: October 15, 2018
SUBJECT: Report of Activities for September, 2018

Worked with the Mid-Willamette Valley Council of Governments regarding environmental review for CDBG Housing Rehabilitation Grant.

Finalized publicity for Neighborhood Improvement Grants.

Reissued RFP for Economic Development Strategies consulting services.



CITY OF STAYTON

M E M O R A N D U M

TO: Mayor Porter and the Stayton City Council

FROM: Janna Moser - Library Director

DATE: October 15, 2018

SUBJECT: September Library report

In September, the library started a monthly needlecrafting program. Participants bring their own knitting, crochet, needlepoint, quilting or other projects and enjoy an evening of crafting together. Adults and teens made journals using an open thread binding at our DIY Book Binding event. Teens made rice krispie treats with a variety of yummy add-ons. Storytimes and children's book club resumed after the summer break.

Local historian Carol Zolkoske gave a presentation on women who have made a difference in Stayton history, including Martha Brown. It was a very informative local history talk, and we had a good turnout.

Library staff held a Volunteer Appreciation BBQ and shelf reading party. Volunteers from the library, the Friends of the Library, the Library Foundation and the Library Board joined together for a great time, and we put most of the library collection back in order too.

The Friends of the Library celebrated the 10th Anniversary of the FOL Used Book Store. They hosted the Chamber Greeters meeting at the store and held a Christmas craft book pop-up sale at the library.

Upcoming events to mark on your calendars:

- Children & Teens: Treat Bag Fun – October 31 starting at 3:30pm
- Art & Craft Supply Swap – November 3 at 1:00pm
- Adults & Teens: DIY String Art – November 8 at 5:30pm
- Movie: Incredibles 2 – November 9 at 3:30pm
- Teens: Perler Beads – November 14 at 4:00pm

2018-2019 Monthly Library Statistics															
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2018-19 YTD	2017-18 YTD	
TOTAL CHECKOUTS	14,656	13,960	11,305										39,921	142,290	
OTHER CIRCULATION SERVICES															
Self check out	4,530	4,778	3,747										13,055	46,557	
Library2Go (ebooks +)	1,217	1,326	1,225										3,768	11,292	
INCOME RECEIVED															
Non-resident cards	\$35.00	\$77.00	\$92.00										\$204.00	\$1,946.50	
Fines: overdue & lost books	\$2,452.23	\$1,108.86	\$662.50										\$4,223.59	\$13,179.57	
Room fees	\$180.00	\$180.00	\$0.00										\$360.00	\$1,810.75	
													TOTAL	\$4,787.59	\$16,936.82
REFERENCE QUESTIONS															
In-Person, by phone and computer help	596	444	460										1,500	5,488	
NEW PATRON CARDS	89	65	53										207	780	
INTERNET USE	934	1,154	877										2,965	11,497	
PROGRAM ATTENDANCE															
Children & adults at Children's Programs	998	357	354										1,709	7,400	
Teens	60	32	17										109	278	
Adults	36	36	63										135	1,025	
Outreach	0	0	0										0	2,542	
													TOTAL	1,953	11,245
MEETING ROOM ATTENDANCE	63	45	180										288	1,559	
PATRON VISITS	8,475	7,968	6,466										22,909	83,881	
VOLUNTEER HOURS	234	308	298										840	2,453	