



## AGENDA STAYTON CITY COUNCIL MEETING

Monday, October 17, 2016

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

**CALL TO ORDER**

**7:00 PM**

**Mayor Porter**

**FLAG SALUTE**

**ROLL CALL/STAFF INTRODUCTIONS**

### **ANNOUNCEMENTS – PLEASE READ CAREFULLY**

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

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

### **PRESENTATIONS / COMMENTS FROM THE PUBLIC**

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

### **CONSENT AGENDA**

- a. October 3, 2016 City Council Minutes
- b. OLCC Change of License Type – Happy Dragon Restaurant and Lounge
- c. Resolution No. 951, Fees and Fines Schedule Update 2016-17

#### ***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**

**Suggested Addition to Criteria for Approval of Applications for Zone Map Amendments**

**Informational**

- a. Staff Report – Dan Fleishman
- b. Council Discussion

**Comprehensive Fiscal Policies**

**Action**

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

**NEW BUSINESS**

**Pension Funding Policies**

**Action**

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

**STAFF/COMMISSION REPORTS**

**Finance Department Report – Cindy Chauran & Elizabeth Baldwin**

**Informational**

- a. September 2016 Monthly Finance Department Report

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

**Informational**

- a. September 2016 Statistical Report

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

**Informational**

- a. September 2016 Operating Report

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

**Informational**

- a. September 2016 Activities Report

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

**Informational**

- a. September 2016 Activities

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

*Recommended time for presentations is 10 minutes.*

*Recommended time for comments from the public is 3 minutes.*

**BUSINESS FROM THE CITY ADMINISTRATOR**

**BUSINESS FROM THE MAYOR**

- a. Appointment of Laurie Steele to the Library Board

**Action**

## **BUSINESS FROM THE COUNCIL**

### **FUTURE AGENDA ITEMS – Monday, November 7, 2016**

- a. Street Overview
- b. Public Hearing – Rental Property
- c. Public Works Exemption

## **ADJOURN**

# CALENDAR OF EVENTS

## OCTOBER 2016

Monday	October 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 31	Planning Commission	7:00 p.m.	Community Center (north end)

## NOVEMBER 2016

Tuesday	November 1	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	November 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	November 11	<b>CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY</b>		
Wednesday	November 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 21	City Council	7:00 p.m.	Community Center (north end)
Thursday	November 24	<b>CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY</b>		
Friday	November 25	<b>CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY</b>		
Monday	November 28	Planning Commission	7:00 p.m.	Community Center (north end)

## DECEMBER 2016

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

## JANUARY 2017

Monday	January 2	<b>CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY</b>		
Tuesday	January 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	January 13	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	January 16	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY</b>		
Tuesday	January 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 30	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton  
City Council Meeting Action Minutes  
October 3, 2016**

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

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

**Time End:** 7:50 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

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

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>	None.
<b>Consent Agenda</b>	
a. September 19, 2016 City Council Meeting Minutes	Motion from Councilor Lewis, seconded by Councilor Usselman, to approve the Consent Agenda. <b>Motion passed 4:0.</b>
<b>Public Hearing</b>	None.
<b>Unfinished Business</b>	
<b>Consideration of Adoption of a Property Maintenance Code</b>	
a. Staff Report – Dan Fleishman	Mr. Fleishman reviewed the report included in the Council packet.
b. Council Deliberation	Council discussion on the draft proposed ordinance. A public hearing will be held prior to adoption of the new ordinance.
c. Council Decision	No formal decision. Public hearing will be scheduled as next step.
<b>New Business</b>	
<b>Criteria for Approval of Applications for Official Zone Map Amendments</b>	
a. Staff Report – Dan Fleishman	Mr. Fleishman reviewed the staff report.
b. Council Deliberation	Council discussion of options to amend the criteria of approval of applications for zone map amendments.

c. Council Decision	No formal decision. Staff will return to a future City Council meeting with the Council's recommended suggestions.
<b>Staff / Commission Reports</b>	None.
<b>Presentations / Comments From the Public</b> Rese Bourdeau, 525 Mill Stream Woods	Ms. Bourdeau shared her thoughts on making modifications to the criteria of approval discussed by the Council.
<b>Business from the City Administrator</b>	Adjustments will be made to future agenda items to enable staff to bring the two topics discussed this evening back before the Council as soon as possible.
<b>Business from the Mayor</b>	None.
<b>Business from the Council</b>	None.
<b>Future Agenda Items – Monday, October 17, 2016</b>	
a. Cost and Revenue Alternatives	
b. Financial Policies	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17<sup>TH</sup> DAY OF OCTOBER 2016, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Transcribed by: \_\_\_\_\_  
Alissa Angelo, Deputy City Recorder



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

**TO:** Mayor Henry Porter and the Stayton City Council  
**FROM:** Rich Sebens, Chief of Police  
**DATE:** October 17, 2016  
**SUBJECT:** Consent Agenda – OLCC Liquor License “Change of License Type” Application for Off-Premises Sales

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**ISSUE**

Janson Chen is the owner of “Happy Dragon Restaurant and Lounge.” This is a Chinese food restaurant and lounge located at 951 N. 1<sup>st</sup> Ave. in Stayton. Mr. Chen has requested approval to add an additional license type to his current OLCC license for this location. The license is currently for “Full On-Premises Sales.” Mr. Chen is requesting to add “Off-Premises Sales” for the purposes of selling alcoholic beverages with take-out and delivery food orders.

**BUSINESS NAME**

Happy Dragon Restaurant and Lounge  
951 N. First Avenue  
Stayton, Oregon 97383  
B: (503) 769-5899

**BACKGROUND INFORMATION**

Mr. Chen has owned the restaurant since 2012. The restaurant has had “Full On-Premises Sales” with its meals.

**FACTS AND FINDINGS**

Based on the application and background investigation, I find no legal authority to recommend denial of this application. I therefore recommend forwarding this application to the Oregon Liquor Control Commission (OLCC) with a recommendation for approval.

**MOTION(S)**

No Motions are needed as this is a consent agenda item.



**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 17, 2016**  
**SUBJECT: Resolution 951, Adopting Fees and Charges for Various City Services**

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**ISSUE**

Recent practice has been to move any fines and fees out of the Stayton Municipal Code and have them approved by the City Council each fiscal year by resolution.

It was discovered recently by staff that there were three fees not listed in the previous resolutions. These include the following:

Violation of Promotional/Processional Event Permit	SMC 10.36	\$1000
Event Street Marking Deposit	SMC 10.36	\$200
Violation of Animal Control	SMC 6.04	\$500 (Not to Exceed)

**MOTION(S)**

No Motions are needed as this is a consent agenda item.

**RESOLUTION NO. 951**

**A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES**

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

WHEREAS, City staff recently discovered three fees that were not included in the most recent update of the fee schedule; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Council directs that the following fees will be charged for services:

**ADMINISTRATIVE/CITY WIDE**

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

**POLICE**

		<b>2016-17 Fees &amp; Fines</b>
Open Records check		\$15.00
Copies of Police Reports; 1 <sup>st</sup> 10 pages		\$10.00
Per page thereafter		\$.25
Copies of Digital Photos	Per Page	\$1.00

CD of digital photos	Each CD	\$5.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional/Processional Event	Per Event SMC 5.44 Per Event SMC 10.36	\$50.00
Recurring Events	Per Event	\$25.00
<a href="#">Event Street Marking Deposit</a>	<a href="#">Per Event</a>	<a href="#">\$200.00</a>
Camping Permit	Each	\$0.00
Solicitor	One Year	\$150.00
Each Additional Employee	One Year	\$25.00
Renewal of Solicitor License	One Year	\$25.00
OLCC / OHA License		
Processing Fee	Per Application	\$100.00
Change of Ownership	Per Application	\$75.00
License Privilege Change	Per Application	\$75.00
OLCC / OHA Background and Renewal	Per Year	\$35.00
Temporary	Per Application	\$35.00
Temp. for OLCC Licensed Business	Per Application	\$15.00
Junk Dealers / Second Hand	Per Year	\$50.00
<b>Police Ordinance Bail for Violations</b>		
Business Regulations	SMC 5.08	\$1,000.00
Medical Marijuana Facilities	SMC 5.12	\$1,000.00
Garage Sales	SMC 5.16	\$500.00
Solicitors	SMC 5.20	\$1,000.00
Private Security Enterprises	SMC 5.28	\$1,000.00
Secondhand Dealers and Pawnbrokers	SMC 5.32	\$1,000.00
<a href="#">Animal Control</a>	<a href="#">SMC 6.04</a>	<a href="#">\$500 (not to exceed)</a>
Nuisances	SMC 8.04	Minimum of \$500.00 Maximum of \$1,000.00
Alarms		
Alarm Permit	SMC 8.08	\$20.00
Late Permit Fee	SMC 8.08	\$25.00
False Alarm	First 5 Alarms	\$0.00
	Alarms 6-15	\$25.00 each
	Alarms 16+	\$50.00 each
Any other Violation of 8.08 Not previously listed	SMC 8.08	\$500.00
Use of Public Parks, Public Property and Waterways	SMC 8.12	\$500.00
Violation of Public Peace and Welfare	SMC 9	\$1,000.00
Violation of Prohibited Parking Parking in Alley	SMC 10.12.240 ORS 811.550	\$110.00

No Parking Zone		
Violation of Loading Zone	SMC10.12.340	\$110.00
<a href="#">Violation of Promotional / Processional / Event Permit</a>	<a href="#">SMC 10.36</a>	<a href="#">\$1,000.00</a>
Parking on a Sidewalk Damaging Sidewalks and Curbs	SMC 10.40.1040 ORS 811.570(1)	\$110.00 Or Cost of repairs
Crossing Private Property	SMC 10.40.1010	\$110.00
Violation of Truck Routes	SMC 10.40.1060	\$110.00
Parking for Certain Purposes Prohibited Displaying a Vehicle for Sale Repairing a Vehicle Displaying Temporary Advertising Selling from a Vehicle	SMC 10.12.310	\$110.00
Unlawful Storage on the Street	SMC 10.12.320	\$110.00
Violation of Bus and Taxi SMC	SMC 10.12.360/10.12.37 0	\$110.00
Skateboards, Skis, Toboggans, and Sleds	SMC 10.40.1030	\$25.00
Violation of Bicycle SMC	SMC 10.28	\$25.00
Violation of Pedestrian SMC	SMC 10.32	\$25.00
Overtime Parking	SMC 10.12.240	\$25.00
Parking Permit Violation	SMC 10.12.240	\$25.00
Parking Spaces – Correct Use Required/Wrong Direction	SMC 10.12.220	\$25.00
Other Violations of Title 10 Not Specifically Listed	SMC 10	\$25.00
Impound Charge Per Day for City Owned Storage	SMC 10.16.340	\$50.00 + Tow Fees

## PLANNING

<b>Pre-Application Meeting</b>		<b>2016-17 Fees</b>
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1050.00
<b>Applications requiring two public hearings</b>		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1300.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1550.00
Major Annexation	Deposit	\$4500.00
<b>Other Planning Department Applications</b>		
Sign Permits	Per Application	\$25.00
Temporary Sign	Per Application	No Charge
Change of Use Permits	Per Application	\$25.00

<b>Appeals</b>		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$400.00
Vacation of Streets and Alleys	Per Application	\$500.00

## **MUNICIPAL COURT**

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

## **LIBRARY**

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

	Two Card	\$20.00
	Three Cards	\$28.00
Meeting Room key deposit (after hours)		\$25.00
Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$15.00
Fee for civic group, both sides	Per hour	\$20.00
Fee for Private group, one side	Per hour	\$20.00
Fee for Private group, both sides	Per hour	\$25.00
Fee for Commercial group, one side	Per hour	\$25.00
Fee for Commercial group, both sides	Per hour	\$30.00

## PUBLIC WORKS

<b>Site Development Permit: Engineering, Plan Reviews, and Inspections (for on-site and off-site public improvements) includes ROW permit. Prior to Permit issuance, actual plan review costs will be paid by applicant.</b>		
<b>2016-17 Fees</b>		
Water, sewer, storm drainage, and street improvements where excavation or utility cuts of pavement are required.	Deposit	\$250.00
Minor Partition (1 – 3 lots)	Deposit	\$500.00
Subdivision (4 – 10 lots)	Deposit	\$2,500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4,500.00
Water Quality and Detention Plan and Calculation Review (infill lots only)	Actual	\$80.00
<b>Right of Way (ROW) Permits</b>		
Type 1: Street tree replacement or installation	No Charge	
Type 2: Repair/replace sidewalk and/or driveway approach	\$65.00	
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00	
Type 4: Franchise Utility (NW Natural, SCTC, PacifiCorp, etc.)	Per Franchise Agt. or \$40.00	
Type 5: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$65.00	
Vehicles, per hour	FEMA rate	
Water Service Deposit	\$75.00	
Sewer Deposit	\$75.00	
¾" Meter	Actual Costs (\$350.00 Minimum)	
1" Meter or larger	Actual Costs	
Late Fee	\$15.00	

Delinquent Shut-off Fee for Non Payment of Bill	\$20.00
Water On/Off Service Fee	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Storm Water	Resolution-908
Street Maintenance Fee	Resolution-864
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
<b>System Development Charges</b>	
Parks – per dwelling unit	\$2,975
Water – per 3/4" meter equivalent	\$3,097
Wastewater – per 3/4" meter equivalent	\$2,307
Transportation – per peak hour trip in downtown area	\$344
per peak hour trip elsewhere	\$2,504
Stormwater	\$0.5481

## FACILITY RENTALS

	2016-17 Hourly Rate	2016-17 Cleaning
Community Center		
Civic Organization		
Entire Building	\$18.00	\$80.00
South End	\$14.00	\$50.00
North End	\$10.00	\$30.00
Private Individuals		
Entire Building	\$23.00	\$100.00
South End	\$18.00	\$65.00
North End	\$13.00	\$35.00
Commercial		
Entire Building	\$28.00	\$100.00
South End	\$23.00	\$65.00
North End	\$18.00	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	+25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		<b>2016-2017</b>
Alcohol Beverage Cleaning Fee	Each event	\$300.00

(\$150 refundable if properly cleaned)		
Security (3 hour Min.) (Per officer)	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00
Jordan Bridge	1 <sup>st</sup> 3 hrs.	\$100.00
Each additional hour	Per hour	\$20.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00

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

ADOPTED BY THE STAYTON CITY COUNCIL this 17<sup>th</sup> day of October, 2016.

CITY OF STAYTON

Signed: \_\_\_\_\_, 2016

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

Signed: \_\_\_\_\_, 2016

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

APPROVED AS TO FORM:

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



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: October 17, 2016**  
**SUBJECT: Suggested Addition to Criteria for Approval of Applications  
for Zone Map Amendments**

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**ISSUE**

The issue before the City Council is a discussion of possible additional criteria for approval of amendments to the Official Zoning Map.

**BACKGROUND INFORMATION**

At the City Council's October 3 meeting the City Council discussed a number of options for amendments. The Council requested staff return with suggested language to add a criterion addressing the impact of the proposed amendment on the character of the neighborhood.

**ANALYSIS**

Section 17.12.180.6 currently contains six criteria for the approval of an application for a zone map amendment. These criteria are

- 1) The proposed zone is consistent with the Comprehensive Plan map designation for the subject property unless a Comprehensive Plan Map amendment has also been applied for and is otherwise compatible with applicable provisions of the Comprehensive Plan.
- 2) Existing or anticipated services (water, sanitary sewers, storm sewers, schools, police and fire protection) can accommodate potential development in the subject area without adverse impact on the affected service area.
- 3) Existing or anticipated transportation facilities are adequate for uses permitted under the proposed zone designation and the proposed amendment is in conformance with the Oregon Transportation Planning Rule (OAR 660-012-0060).
- 4) The purpose of the proposed zoning district satisfies the goals and policies of the Comprehensive Plan.
- 5) Balance is maintained in the supply of vacant land in the zones affected by the zone change to meet the demand for projected development in the Comprehensive Plan. Vacant land in the proposed zone is not adequate in size, configuration or other characteristics to support the proposed use or development. A Zone Map

Amendment shall not eliminate all available vacant land from any zoning designation.

- 6) The proposed zone amendment satisfies applicable provisions of Oregon Administrative Rules.

Based on the October 3 discussion, staff proposes the following as new criterion:

- (7) The physical characteristics of the property proposed for rezoning are appropriate for the proposed zone and the potential uses allowed by the proposed zone will not have an adverse impact on the surrounding land uses.

#### **NEXT STEPS**

Staff will revise the suggested amendment to reflect the comments of the City Council prior to forwarding the amendment to the Planning Commission. The Planning Commission must hold a public hearing on any proposed amendments prior to the City Council's hearing and consideration of those amendments.



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Andy Parks, Contract Finance Director**  
**VIA: Keith Campbell, City Administrator**  
**DATE: October 17, 2016**  
**SUBJECT: Comprehensive Fiscal Policies**

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**ISSUE**

Consider approving comprehensive fiscal policies.

**ENCLOSURE(S)**

Proposed comprehensive fiscal policies.

**STAFF RECOMMENDATION**

Staff recommends the City Council approve the proposed comprehensive fiscal policies.

**BACKGROUND INFORMATION**

The Government Finance Officers Association recommends cities establish fiscal policies to provide a framework for financial management and decisions of the organization.

Presently, the City of Stayton does not have Council approved fiscal policies. During the budget process for fiscal year 2016-17 draft comprehensive fiscal policies were included in the budget. These policies provided a framework for the development of the budget. At the City Council's September 19, 2016 Council meeting, staff reviewed the policies with the Council and addressed questions presented.

**FISCAL IMPACT**

Adoption of these policies is anticipated to improve the efficiency and effectiveness of the City.

**OPTIONS**

The Council may amend, defer or take no official action on the policies if desired.

**MOTION**

- 1) Motion to approve the comprehensive fiscal policies as presented.
- 2) Motion to approve the comprehensive fiscal policies as amended \_\_\_\_\_.

**City of Stayton  
Fiscal Policies  
2016**

## Purpose

The City of Stayton is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and full disclosure. The broad purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by the City Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

1. Provide an adequate financial base to sustain the desired level of municipal services to maintain the social wellbeing and physical conditions of the City.
2. Deliver cost effective and efficient services to citizens.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating so as to obtain the lowest cost of borrowing and assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents and businesses.
6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
7. Fully comply with finance related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, pension funding, accounting and financial reporting, reserves and internal controls. These policies are reviewed annually by management, the Finance Committee, and City Council and amended as necessary, as part of the budget process.

Policies are addressed in ten areas:

- **Revenue**, which deals with taxes, user fees and other revenues by which the city generates income to fund programs and services.
- **Operating expenditures**, which relates to budgeting guidelines.
- **Expenditure control**, which addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.
- **Capital equipment and improvements**, which relates to establishing a 5-year capital equipment and improvement plans for all major equipment and infrastructure systems provided and maintained by the city.
- **Accounting and financial reporting**, which relates to accounting and reporting financial transactions and preparing financial reports.
- **Financial planning**, addresses longer term financial forecasting to help inform decisions.
- **Debt**, which addresses long-term financing of the city's capital needs and maintaining its bond rating.
- **Pension funding**, addresses the funding policies of the City's pension obligations.
- **Reserves**, establishes minimum working capital balances, required reserves and operating contingency as needed for routine cash flow and responding to unexpected expenditures or increases in service delivery costs.
- **Management of fiscal policy**, sets forth the administration of fiscal policies on a continuing basis.

## 1 Revenue Policies

- 1.1. The City will strive for and maintain diversified and stable revenue sources to prevent undue or unbalanced reliance on any one source of funds. Diversified revenue sources will also reduce risk to the City from short-term fluctuations in any one revenue source.
- 1.2. Significant one-time and or temporary revenue sources will not be used to fund continuing programs and services, but rather to fund one-time expenditures or fund reserves.
- 1.3. The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).
  - 1.3.1. The Council will determine what amount of SDCs to impose.
- 1.4. The City will use users' charges in lieu of property taxes and subsidies from other non-obligated (i.e., generally available) City funds, for services that can be identified and where costs are directly related to the level of service provided.
  - 1.4.1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's utility funds, including operating contingency, reserve requirements, and capital replacement. Consideration will be given to return on investment and existing and or anticipated debt to insure debt coverage ratios are sufficient to meet or exceed requirements of lenders and rating agencies to maintain desired credit rating.
  - 1.4.2. User charges shall be sufficient to finance all City costs to perform development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
  - 1.4.3. Other reimbursable work performed by the City (full labor costs, overhead, contracted services, equipment and other indirect expenses) shall be billed at total actual or estimated total actual cost.
  - 1.4.4. Charges for services shall accurately reflect the total actual or estimated total cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, indicating when the fees were last reviewed and/or recalculated.
- 1.5. The City shall pursue a timely and firm policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
- 1.6. All potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submittal of the application. Grant applications will be approved as follows prior to their submittal: a. By the City Administrator for grants that require matching funds up to the amount of the City Administrator's spending authority, and b. By the City Council for grants with matching requirements above the City Administrator's spending authority. The City Council will be provided the evaluation with the request for their acceptance of the grant.
- 1.7. Revenues will be estimated realistically and prudently. Revenue of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best

practices as defined by the Government Finance Officers Association.

## 2 Operating Budget Policies

- 2.1 The City will prepare an annual budget guided by City Council goals and work plan to accomplish goals. Budget development will be coordinated with all departments and will incorporate Government Finance Officers Association (GFOA) recommendations relative to budgeting for results and outcomes.
  - 2.1.1 The amount of funding available will be determined for each fund. The budget will be built on expected revenues. This includes base revenues, any new revenue sources, and the potential use of existing resources.
  - 2.1.2 Conduct analysis to determine what strategies, programs, and activities will best achieve desired results.
  - 2.1.3 Budget available dollars to the most significant programs and activities. The objective is to maximize the benefit of the available resources.
  - 2.1.4 The City shall maintain an automated accounting system to monitor expenditures and revenues, relative to budget, on a monthly basis, with a thorough analysis and adjustment (if required) no less than quarterly.
- 2.2 All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.
  - 2.3 The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget.
  - 2.4 The cost allocation plan, previously developed, will be reviewed and updated annually and serve as the basis for distributing general government and internal service costs to other funds and capital projects.
  - 2.5 The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
  - 2.6 Long-term debt or bond financing may be used for the acquisition of land, capital improvements, vehicles, and equipment with a cost greater than \$100,000, if current and or existing resources are insufficient. Long-term debt or bond financing shall not be used to finance current operating expenditures.
  - 2.7 Every City fund, department, program or activity shall start each year's budget cycle with no predetermined appropriation amount. Budget appropriation decisions and the allocation of resources shall be based on direction provided by the City Council and implementation of that direction by the City Administrator.
  - 2.8 The City will submit the Adopted Budget Document to the Government Finance Officer's Association (GFOA) to obtain the Award for Distinguished Budget Presentation.
  - 2.9 A budget calendar will be prepared detailing the key elements in the development of the budget. (Please see exhibit 1).

### **3 Expenditure Control Policies**

- 3.1 Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.
- 3.2 The City Administrator is to administer budgetary expenditure control at the appropriation level. Any increase in a budget appropriation requires City Council approval.
- 3.3 All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
- 3.4 All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. City management will only propose operating personnel costs that can be supported by continuing operating revenues.
- 3.5 City staff shall make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.

### **4 Capital Improvement Policies**

- 4.1 Annually, the City will approve a 5-year Capital Improvement Plan (CIP), congruent with the adoption of its annual budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the

needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.

### **5 Accounting and Financial Reporting Policies**

- 5.1 The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the Government Finance Officers Association (GFOA) and Government Accounting Standards Board (GASB).
- 5.2 An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- 5.3 Full disclosure shall be provided in the financial statements and bond representations.
  - 5.3.1 Upon request, all departments will provide notice of all significant events and financial and related matters to the Finance Director for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax exempt status of bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance Director will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.

5.3.2 The City's asset capitalization policy is to capitalize and depreciate assets greater than \$10,000 with a useful life beyond one year. Capital assets costing less than \$10,000 or having a useful life of one year or less will be treated as operating expenditures.

5.4 Up-to-date accounting and budgeting information is available online to all management and authorized support staff. Quarterly actual-to-budget reports showing the current status of revenues and expenditures shall be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.

## **6 Financial Planning Policies**

6.1 The Finance Department, collaborating with other departments, will prepare a long-term financial plan for each fund to promote responsible planning for the use of resources. The long-term financial plans will include projected revenues, expenditures and reserve balances for the next five years for all funds, except the water, wastewater and stormwater funds, which shall include twenty-year financial plans.

6.2 The City's financial plans should be strategic, reflecting the City Council and community priorities for service while providing resources that fund desired service levels.

6.3 Long-term projections of revenues and expenditures will be based upon disclosed assumptions, and prepared consistent with best practices established by the Government Finance Officers Association.

6.4 The long-term financial plans will be integral to the development of the annual budget.

## **7 Debt Policy**

7.1 The City may use debt proceeds to finance costs associated with capital infrastructure, equipment, vehicles and other purposes that provide long-term benefits to the community, i.e., benefits that extend more than one year.

7.2 Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project or (b) is less than five years.

7.3 Financing for non-capital purposes shall not extend beyond the amortization period available for the respective type of obligation, e.g., retirement unfunded liabilities include an amortization period of twenty-five years.

7.4 The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual arrangements that obligate the City to make future principal and interest payments.

7.5 No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. Such revenue sources can include internal sources, such as charges to personnel costs, that are transferred to a debt service fund for debt repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.

7.6 The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the use of debt is otherwise determined to be in the best interest of the City.

7.7 The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows, such as may result from delay in receipting grant proceeds or other revenues and delay in issuance of long-term debt.

7.8 When issuing long-term debt, the City will ensure that the debt is soundly financed by:

7.8.1 Incurring debt only when necessary for capital improvements too large to be financed from current available resources.

7.8.2 Insuring that capital projects financed through long-term debt shall be financed for a period not to exceed the useful life of the project.

7.8.3 Determining that the benefits of the project financed exceed the cost of financing including interest costs.

7.8.4 Analyzing the source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long-term debt.

7.9 All bond issuances, promissory notes, and capital leases will be authorized by resolution of the City Council.

7.10 The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

## 8 Pension Funding Policies

8.1 The City participates in two separate retirement programs: The Police Department participates in the State of Oregon Public Employees Retirement System (PERS) and is a member of the State and Local Government Rate Pool. All

other eligible City employees participate in a Defined Benefit Plan.

The City will fund its required pension contributions to each plan timely.

## 9 Reserve Policies

9.1 The City shall maintain adequate working capital reserves in all funds.

9.1.1 The general fund shall maintain sufficient working capital to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing.

9.1.2 The City's utility funds shall maintain, at a minimum, a working capital balance sufficient for sixty days operating expenses, together with an adequate emergency repair reserve and required debt service reserves.

9.1.3 The City's internal service funds shall maintain, at a minimum, a working capital balance sufficient for thirty days operating expenses and any required debt service reserves.

9.1.4 The City's debt service funds shall maintain adequate working capital to pay required debt service without borrowing and fund required debt service reserves.

9.1.5 The City's other operating funds shall maintain a minimum working capital balance sufficient for sixty days operating expenses and any required debt service reserves.

9.1.6 The City shall establish a contingency budget to provide for unanticipated expenditures of a nonrecurring nature. The contingency shall be a minimum

of five percent (5%) of a fund's operating and capital expenditure estimates for the fiscal year. The budgeted contingency does not apply to debt service, internal service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.

material variations from policy in the ensuing year's budget.

- 9.2 The City may use reserves on a one-time or temporary basis for purposes described above. In the event that reserve funds are presently or decrease to levels below the levels desired by this policy, City management will develop a plan to restore reserves to the desired levels.

## **10 Management of Fiscal Policy**

- 10.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution after a public hearing is held (the approval may be inclusive of the annual budget adoption process and the associated resolutions to that process).

10.1.1 The City Administrator or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.

10.1.2 The Audit Committee shall review the City's fiscal policies annually.

- 10.2 The City Administrator shall implement fiscal policies and monitor compliance.

10.2.1 If the City Administrator discovers a material deviation from policy, he/she shall report it in writing to the City Council in a timely manner.

10.2.2 As a part of the City's annual budget document, the City Administrator's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any

## **Definition of Terms**

*Budget Committee* – is a committee consisting of the mayor and six city councilors and an equal number of citizen members appointed by the city council.

*Government Finance Officers Association (GFOA)* – is the national finance officers organization whose purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

*Category level* – for budget control purposes, categories include personal services, materials and services, capital outlay, debt service, transfers, contingency, reserves and unappropriated.

*Program level* – for budget control purposes, programs may include library services, community services, administration, finance, human resources, etc.

*Divisional level* – for budget control purposes, divisional level would include water, street, storm water, and wastewater divisions within the public works department. Other divisions may include the

police field services, police administration, and police support services within the police department.

*Capital Improvement Plan (CIP)* – The CIP is a schedule of capital projects including estimated cost and timing. There is a separate CIP for each major infrastructure system in the City, e.g., water, streets, sidewalks, storm water, wastewater, information technology, City facilities and vehicles.

*Debt Coverage Ratio (DCR)* – represents the ratio of “net revenues” available to pay scheduled debt service. A ratio of 1.0 reflects “net revenues” equal to scheduled debt service. A ratio greater than 1.0 reflects “net revenues” in excess of scheduled debt services and a ratio less than 1.0 indicates “net revenue” is less than scheduled debt service.

*Oregon Revised Statutes (ORS)* – Oregon’s compilation of state laws including rules of civil procedure.

**Exhibit 1  
Budget Calendar**

<b>Description</b>	<b>Parties</b>	<b>Suggested Date</b>	<b>Latest Date</b>
Council Goal Setting	Mayor, Council, City Administrator, dept heads	Dec.	End of Jan
Update CIP	Dept heads	End of Jan	End of Feb
Estimate current year-end revenue and expenditures (ORS 294.361 and 294.352)	Dept heads	End of Jan	Mid-Feb
Review December financials, preliminary year-end estimates, five-year financial projections and budget process with Budget Committee	Dept heads	End of Feb	Mid-Mar
<b>Requested budget prepared and provided to finance</b>	Dept heads	Mid- Mar	March 31
<b>Updates to five-year financial plan, e.g., staffing and other assumptions provided to finance director</b>	Dept heads	Mid-Mar	March 31
<b>Dept meetings with City Administrator and Finance Director</b>	Dept heads, staff and City Administrator	Mid- to end of Mar	Mid- April
<b>Budget narratives completed</b>	Dept heads	Early April	Late April
<b>Update year-end revenue and expenditure estimates</b>	Dept heads	Late March	Mid- April
<b>Publish "Notice of Budget Committee Meeting" (ORS 294.401)</b>	Finance Dir	Xx days before meeting	Xx days before meeting
<b>Publish "Second Notice of Budget Committee Meeting" (ORS 294.401)</b>	Finance Dir	Xx days before meeting	Xx days before meeting
<b>Provide Proposed Budget (ORS 294.396) and Five-Year Financial Projections to Budget Committee</b>	Finance Dir	End of April	Mid-May
<b>First Budget Committee meeting (ORS 294.401)</b>	Budget Committee, City Administrator and dept heads	1 <sup>st</sup> Council meeting in May	2 <sup>nd</sup> Council meeting in May
<b>Additional Budget Committee meetings (ORS 294.406)</b>	Budget Committee, City Administrator and dept heads	Week following 1 <sup>st</sup> Council meeting in May	Week following 2 <sup>nd</sup> Council meeting in May
<b>Budget Committee approves budget (ORS 294.406)</b>	Budget Committee	Mid-May	End of May
<b>Publish "Notice of Budget Hearing" (ORS 294.413, 416, 418)</b>	Finance Dir	Xx days before meeting	Xx days before meeting
<b>City Council holds public hearing; adopts budget; levies taxes (ORS 294.430, 435)</b>	City Council	1 <sup>st</sup> Council meeting in June	June 30
<b>Adopted Budget goes into effect</b>	City-wide	July 1	July 1
<b>Adopted Budget submitted to County Assessor and Department of Revenue (ORS 294.555)</b>	Finance Dir	July 1	July 15



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Andy Parks, Contract Finance Director**  
**VIA: Keith Campbell, City Administrator**  
**DATE: October 17, 2016**  
**SUBJECT: Pension Funding Policy**

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**ISSUE**

Consider adoption of pension funding policy.

**ENCLOSURE(S)**

Draft pension funding policy.

**STAFF RECOMMENDATION**

Staff recommends the City Council adopt a pension funding policy and approve changes to assumptions used to calculate the City's actuarial liability and contribution as recommended by the City's actuary, Milliman, with the exception of the Valuation Interest Rate Assumption.

**BACKGROUND INFORMATION**

The City of Stayton has a defined benefit pension plan for qualifying employees. (Police employees are members of PERS and are not part of the City's defined benefit pension plan). The Plan has a market value of approximately \$7.0 million. Periodically, Milliman, the City's actuary (Milliman is also the actuary for PERS) performs an actuarial analysis, including review of the assumptions utilized, to determine the contribution rate needed on employee earnings to adequately fund the Plan. Occasionally, Milliman will recommend changes to various assumptions to account for changes in conditions, such as life expectancy, assumed earnings rates, and so forth.

During 2015 and early 2016 Milliman performed a comprehensive analysis and review of the City's pension plan. The Plan is in relatively sound financial position based upon current assumptions. However, based on changes in market and actuarial assumptions, Milliman is recommending several changes to the City's Plan assumptions, with the following estimated annual financial impacts.

Impact of actual return on investment fiscal year 2015:	\$ 3,000
Change mortality table assumptions:	13,000
Change future mortality improvement assumption:	44,000
Change salary scale assumption	<u>( 14,000)</u>

Sub-total – actuary recommended changes with staff concurrence	\$ 46,000
Change valuation interest rate assumption	<u>\$ 51,000</u>
Total - all actuary recommended changes	\$ 97,000

Additionally, the amount of the unfunded actuarial liability (UAL), which represents the negative difference between the value of the assets of the Plan and the actuarial liability of the Plan, increases to \$1.1 million if all the actuary’s recommended policy changes are approved, and to \$650,000 if all the recommended changes are made with the exception of the valuation interest rate assumption, as Staff is recommending at this time. The amount of the UAL under either scenario is manageable and relative to other pension plans, remains in good fiscal condition.

Staff’s recommendations are based on consultations with Milliman regarding the various recommended changes. At this time, Staff advises the Council to approve all of changes with the exception of the valuation interest rate assumption. The key considerations to defer a change to the valuation interest rate assumption include; the current valuation interest rate assumption is not unreasonable and before making a change and potentially changing the rate again, Staff desires to meet with the Plan Trustee and review the investment strategy, investment performance, and potential changes including risk and projected returns, the short phase-in (two years) period to increase contributions positions the City to address subsequent adjustments, if needed. After consulting with the Plan Trustee and evaluating the City’s financial capabilities, including the evaluation of the balance of the Fleet Replacement Fund, Staff and the actuary will review and reconsider the valuation interest rate assumption, and include a change to the assumption, if needed, with the next valuation analysis in two years.

A copy of the “confidential” correspondence is provided under separate cover.

The attached pension plan policy was drafted by Milliman, reviewed and edited by myself, and reviewed by the City Administrator.

**FISCAL IMPACT**

Fiscal impacts, some significant, associated with the changes to each of the various assumptions are noted above. In total, with the approval of all recommended changes to Plan assumptions, the annual contributions for the Plan increase by approximately \$97,000 per year (from approximately \$267,000 to \$364,000). The proposed policy includes a two-year phase-in period. If the recommended policy and staff recommended changes are approved, the estimated fiscal impact in fiscal year 2018 is \$23,000 and in fiscal year 2019, \$46,000. If the valuation interest rate assumption is approved, the fiscal impact in fiscal year 2018 would increase by approximately an additional \$25,500 and in fiscal year 2019 an estimated additional \$51,000. The UAL will increase to \$650,000, which retains Plan funding of above 90%.

**OPTIONS**

The Council may amend, defer or take no official action on the policy if desired.

**MOTION**

- 1) Motion to adopt the Pension Funding Policy.
- 2) Motion to adopt the Pension Funding Policy as amended \_\_\_\_\_.

# Retirement Plan for Employees of City of Stayton, Oregon Pension Funding Policy (Effective for the July 1, 2015 Actuarial Valuation)

## Background

The Trust for the Retirement Plan for Employees of City of Stayton, Oregon is a tax exempt trust which holds assets and funds benefits under the Retirement Plan for Employees of City of Stayton, Oregon (“Pension Plan” or “Plan”), a governmental defined benefit plan. The Plan’s assets are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established by the City of Stayton (the City), and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer and employee contributions, and earnings from Pension Plan investments.

## Purpose

The purpose of this Pension Funding Policy is to document the primary components of the City’s [pension](#) funding policy. ~~The City may choose to modify the Pension Funding Policy at any time.~~

## Overview

The City intends to systematically fund the Plan’s liabilities on a sound actuarial basis. The actuarially determined contribution will be based upon the following methods:

- Actuarial Cost Method
- Asset Valuation Method
- Amortization Method

The methods chosen by the City are described below.

## Actuarial Cost Method

The Actuarial Cost Method is the method used to allocate the pension costs (and contributions) over an employee’s working career. The policy objective is to fully fund each participant’s benefit by his or her expected retirement date using a reasonable allocation method. Benefit costs will be determined as a level percentage of compensation and will include expected income adjustments. The Actuarial Cost Method used to determine the Plan’s funding requirements shall be the **Entry Age Normal (level percentage of payroll)** method.

## Asset Valuation Method

The Asset Valuation Method recognizes 20% of the annual market value investment gain or loss above or below the assumed long-term investment return assumption over five years. This smoothed value of assets is called the actuarial value of assets and will not be less than 80% or greater than 120% of the market value of assets on the valuation date.

## Amortization Method

The Amortization Method refers to the length of time and structure of the payments required to systematically fund the Plan’s liabilities not covered by the actuarial value of assets. The overall goal of the Plan’s amortization policy is to provide stable costs and intergenerational equity. As of July 1, 2014, the City amortized the unfunded actuarial liability over 23 years, as a level percent of payroll. Each year the amortization period applied to the total unfunded liability will be reduced by 1 year until the amortization period is 15 years. Once the amortization period reaches 15 years, annual changes in the unfunded actuarial liability (emerging gains or losses) will be amortized over 15 years (layered amortization bases).

## Additional funding of the Unfunded Actuarial Liability (UAL)

It is the City's desire to maintain a funded status of no less than eighty percent and no more than one-hundred twenty percent (80% - 120%) of the actuarial determined liability. In the event that the UAL exceeds twenty percent (20%) of the Actuarial Liability, the City shall budget and make additional contributions to the Plan, with such contributions made over a period of not less than five years, to reduce the UAL to no more than twenty percent (20%) of the Actuarial Liability. Conversely, if the funded status of the Plan is twenty percent (20%) or greater than the Actuarial Liability, the City shall budget and make reduced contributions to the Plan, with such contribution reductions made over a period of no more than five years, to reduce the overfunded status to no more than twenty percent (20%) above the Actuarial Liability.

### Frequency of Calculation

The actuarially determined contribution requirement based upon the above methods will be calculated ~~every other fiscal year.~~ annually.

### Actuarial Assumptions

In addition to the methods outlined in this document, the Plan's funding requirements ~~for a given year~~ are highly dependent on the actuarial assumptions used to determine the Plan's pension liability. The assumptions used for this purpose will be reviewed annually. If the City changes the Plan's assumptions, an actuarial valuation will be performed timely. ~~as part of the actuarial valuation process. The City has ultimate authority over the assumptions used to determine the Plan's funding requirements.~~

### Actuarially Determined Contribution

The actuarially determined contribution (ADC) is calculated as the sum of the annual normal cost, a provision for administrative expenses, and the total amortization payment to pay off the unfunded actuarial liability. In the fiscal year beginning July 1, 2017, the City will budget pension costs based upon the ADC rate for qualified salaries and will contribute the ADC, consistent with the phase-in policy described below. ~~However, the actual amount contributed will be determined via the annual budget process and may differ from the ADC.~~

### ~~[Two-Year]~~ Contributions under Temporary Phase-In Policy

The additional contributions resulting from the adoption of the updated actuarial assumptions in the July 1, 2015 valuation will be phased in over 2 years. The recommended contributions for the fiscal year ending June 30, 2018~~7~~ from the July 1, 2015 valuation, will reflect the temporary phase-in policy. The recommended contribution will be calculated under the assumptions from the July 1, 2014 valuation (prior assumptions) and July 1, 2015 valuation (updated assumptions). The final recommended contribution will equal the recommend contribution using the prior assumptions plus a percent of the difference between the contributions calculated using the prior and updated assumptions. The percent will equal 50% in the 2015 valuation. The recommended contribution for fiscal years ending on and after June 30, 2019~~8~~ will be calculated solely using the updated assumptions.

### ~~[Three-Year]~~ Contributions under Temporary Phase-In Policy

~~The additional contributions resulting from the adoption of the updated actuarial assumptions in the July 1, 2015 valuation will be phased in over 3 years. The recommended contributions for the fiscal years ending June 30, 2017 and 2018, from the July 1, 2015 and 2016 valuations respectively, will reflect the temporary phase-in policy. The recommended contribution in both valuations will be calculated under the assumptions from the July 1, 2014 valuation (prior assumptions) and July 1, 2015 valuation (updated assumptions). The final recommended contribution from each valuation will equal the recommend contribution using the prior assumptions plus a percent of the difference between the contributions calculated using the prior and updated assumptions. The percent will equal 33.3% in the 2015 valuation and 66.7% in the 2016 valuation. The recommended contribution for fiscal years ending on and after June 30, 2019 will be calculated solely using the updated assumptions.~~

### **~~[Four Year] Contributions under Temporary Phase-In Policy~~**

~~The additional contributions resulting from the adoption of the updated actuarial assumptions in the July 1, 2015 valuation will be phased in over 4 years. The recommended contributions for the fiscal years ending June 30, 2017, 2018, and 2019, from the July 1, 2015, 2016, and 2017 valuations respectively, will reflect the temporary phase-in policy. The recommended contribution in these valuations will be calculated under the assumptions from the July 1, 2014 valuation (prior assumptions) and July 1, 2015 valuation (updated assumptions). The final recommended contribution from each valuation will equal the recommend contribution using the prior assumptions plus a percent of the difference between the contributions calculated using the prior and updated assumptions. The percent will equal 25% in the 2015 valuation, 50% in the 2016 valuation, and 75% in the 2017 valuation. The recommended contribution for fiscal years ending on and after June 30, 2020 will be calculated solely using the updated assumptions.~~

### **~~[Five Year] Contributions under Temporary Phase-In Policy~~**

~~The additional contributions resulting from the adoption of the updated actuarial assumptions in the July 1, 2015 valuation will be phased in over 5 years. The recommended contributions for the fiscal years ending from June 30, 2017 through 2020, from the July 1, 2015 through 2018 valuations respectively, will reflect the temporary phase-in policy. The recommended contribution in these valuations will be calculated under the assumptions from the July 1, 2014 valuation (prior assumptions) and July 1, 2015 valuation (updated assumptions). The final recommended contribution from each valuation will equal the recommend contribution using the prior assumptions plus a percent of the difference between the contributions calculated using the prior and updated assumptions. The percent will equal 20% in the 2015 valuation, growing by 20% per year until reaching 80% in the 2018 valuation. The recommended contribution for fiscal years ending on and after June 30, 2021 will be calculated solely using the updated assumptions.~~



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

**TO:** Mayor Henry Porter and the Stayton City Council  
**FROM:** Cindy Chauran, Associate Accountant  
Elizabeth Baldwin, Utility Billing Clerk  
**DATE:** October 17, 2016  
**SUBJECT:** Monthly Finance Department Report

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Departmental Activity

	<b>September 2016</b>	<b>August 2016</b>
<b>Utility Billing</b>		
Number of Bills Mailed	2,665	2,658
Number of Bills Emailed	361	378
Delinquent Notices Sent Out	547	479
Courtesy Delinquent Notices Sent to Landlords	153	146
Notified of Impending Shut-Off & Penalty	131	124
Customers with Interrupted Services Non-Payment	24	21
Services Still Disconnected	2	0
<b>Accounts Payable</b>		
Number of Checks Issued	309	226
Total Amount of Checks	\$214,620.07	\$354,004.58



**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 17, 2016  
**SUBJECT:** Staff Report

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

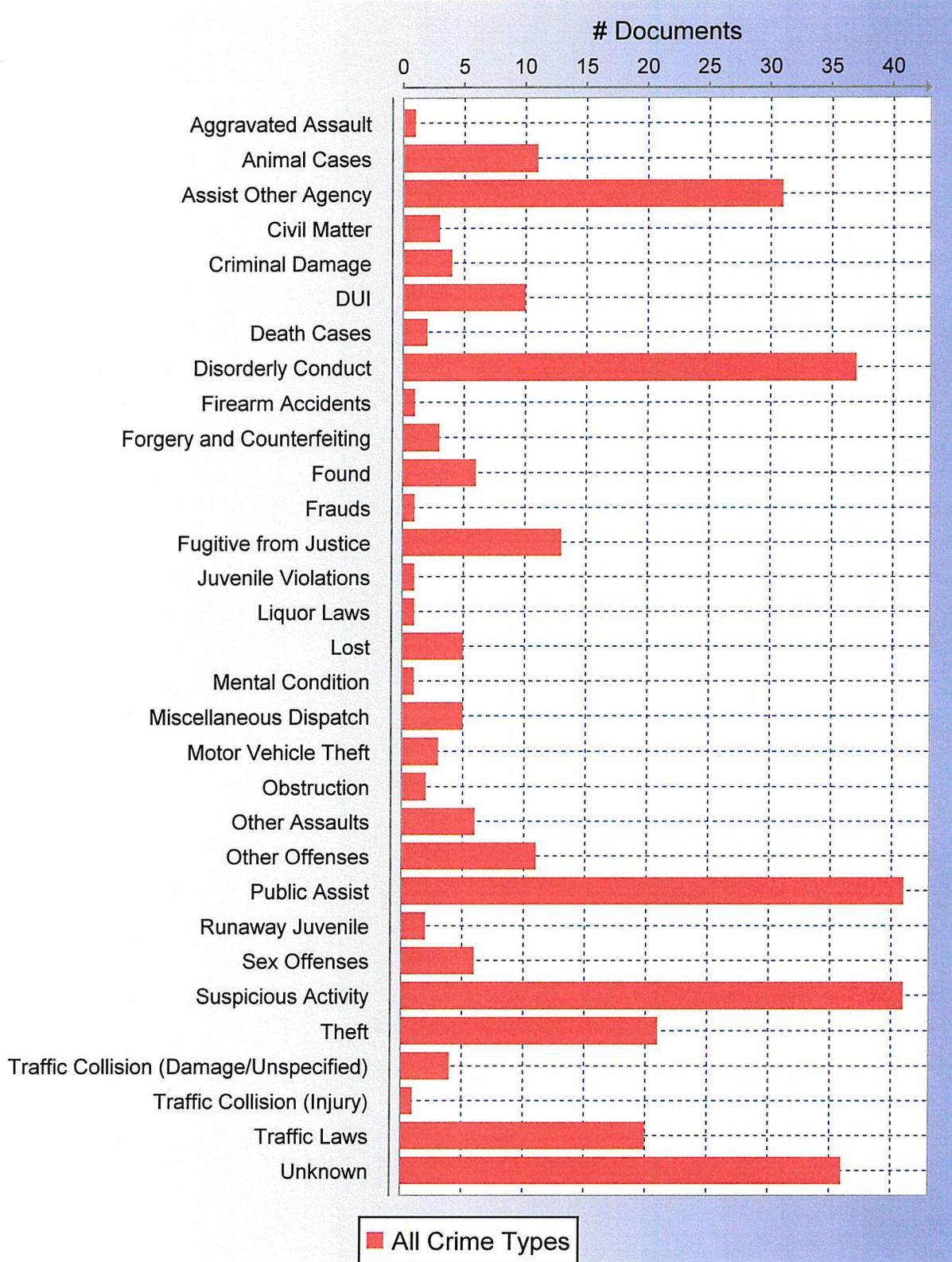
	<b>September 2016</b>	<b>Year to Date 2016</b>	<b>September 2015</b>	<b>Year to Date 2015</b>
<b>Police Activity</b>	<b>853</b>	<b>7387</b>	<b>963</b>	<b>7100</b>
<b>Investigated Incidents</b>	<b>368</b>	<b>2810</b>	<b>355</b>	<b>3012</b>
<b>Citations/Warning</b>	<b>126/201</b>	<b>988/1791</b>	<b>95/238</b>	<b>852/1560</b>
<b>Traffic Accidents</b>	<b>10</b>	<b>98</b>	<b>7</b>	<b>73</b>
<b>Juvenile Abuse</b>	<b>7</b>	<b>31</b>	<b>3</b>	<b>30</b>
<b>Arrests</b>	<b>28</b>	<b>540</b>	<b>50</b>	<b>500</b>
<b>Ordinance Complaints</b>	<b>29</b>	<b>219</b>	<b>NA</b>	<b>NA</b>
<b>Reserve Volunteer Hrs.</b>	<b>223</b>	<b>2455</b>	<b>302</b>	<b>3333</b>
<b>Citizen Volunteer Hrs.</b>	<b>38</b>	<b>486</b>	<b>NA</b>	<b>NA</b>
<b>Peer Court Referrals:</b>	<b>3</b>	<b>18</b>	<b>2</b>	<b>42</b>

# STATYON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 9/1/2016 - 9/30/2016

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	9/1/16 to 9/30/16	1/1/16 to 9/30/16	1/1/15 to 9/30/15	Change Yr to Yr %	9/1/16 to 9/30/16	1/1/16 to 9/30/15	1/1/15 to 9/30/15	9/1/16 to 9/30/16	1/1/16 to 9/30/16	1/1/15 to 9/30/15	9/1/16 to 9/30/16	1/1/16 to 9/30/15	Juv	Adult	Total	9/1/16 to 9/30/16	1/1/15 to 9/30/15
<b>NON-CRIMINAL</b>																	
ACCIDENT-INJURY	1	13	9	44.4%													
ACCIDENT-PROPERTY	4	47	35	34.3%													
ALL OTHER NON-CRIMINAL	183	1,973	2,105	-6.3%													
NON CRIM DOMESTIC DISTURB	14	109	113	-3.5%													
<b>NON-CRIMINAL TOTALS</b>	<b>202</b>	<b>2,142</b>	<b>2,262</b>	<b>-5.3%</b>													
<b>PERSON</b>																	
AGGRAVATED ASSAULT	1	10	6	66.7%	1	9	5	100.0%	90.0%	83.3%	0	1	1	10	4		
KIDNAPPING	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
OFFENSE AGAINST FAMILY	0	1	2	-50.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	1		
OTHER ASSAULTS	10	53	63	-15.9%	5	37	50	50.0%	69.8%	79.4%	1	6	7	30	57		
RAPE	0	2	2	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
RESTRAINING ORDER VIOLATION	1	5	10	-50.0%	0	3	10	0.0%	60.0%	100.0%	0	0	0	2	10		
ROBBERY	0	2	2	0.0%	0	1	2	0.0%	50.0%	100.0%	0	0	0	1	2		
SEX OFFENSES	8	19	13	46.2%	1	8	9	12.5%	42.1%	69.2%	0	1	1	3	3		
<b>PERSON TOTALS</b>	<b>20</b>	<b>93</b>	<b>98</b>	<b>-5.1%</b>	<b>7</b>	<b>59</b>	<b>76</b>	<b>35.0%</b>	<b>63.4%</b>	<b>77.6%</b>	<b>1</b>	<b>8</b>	<b>9</b>	<b>47</b>	<b>77</b>		
<b>PROPERTY</b>																	
ARSON	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	2		
BURGLARY - BUSINESS	0	2	5	-60.0%	0	0	1	0.0%	0.0%	20.0%	0	0	0	0	1		
BURGLARY - OTHER STRUCTURE	0	4	7	-42.9%	0	1	2	0.0%	25.0%	28.6%	0	0	0	1	1		
BURGLARY - RESIDENCE	0	13	20	-35.0%	0	5	4	0.0%	38.5%	20.0%	0	0	0	4	3		
COUNTERFEITING/FORGERY	0	7	2	250.0%	0	3	0	0.0%	42.9%	0.0%	0	0	0	18	2		
EXTORTION/BLACKMAIL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
FRAUD	3	31	44	-29.5%	0	7	16	0.0%	22.6%	36.4%	0	0	0	11	12		
LARCENY																	
Pickpocket	1	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0		
Purse Snatching	0	2	3	-33.3%	0	0	1	0.0%	0.0%	33.3%	0	0	0	0	1		
Shoplifting	3	37	48	-22.9%	0	20	31	0.0%	54.1%	64.6%	0	0	0	20	36		
Theft from a Motor Vehicle	6	61	60	1.7%	0	4	3	0.0%	6.6%	5.0%	0	0	0	5	3		
Theft of MV Parts/Accessories	0	0	6	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
Theft of Bicycle	2	10	27	-63.0%	0	2	4	0.0%	20.0%	14.8%	0	0	0	2	4		
Theft from Building	1	15	18	-16.7%	0	2	2	0.0%	13.3%	11.1%	0	0	0	5	3		
From Coin Operated Machine	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION					PERCENT CLEARED					PERSONS ARRESTED				
	9/1/16 to 9/30/16	1/1/16 to 9/30/16	1/1/15 to 9/30/15	% Change Yr to Yr	9/1/16 to 9/30/16	1/1/16 to 9/30/16	1/1/15 to 9/30/15	9/1/16 to 9/30/16	1/1/16 to 9/30/16	1/1/15 to 9/30/15	9/1/16 to 9/30/16	Juv	Adult	Total	1/1/16 to 9/30/16	1/1/15 to 9/30/15			
PROPERTY TOTALS	31	336	423	-20.6%	1	75	96	3.2%	22.3%	22.7%	0	1	1	112	100				
SOCIETY																			
ALL OTHER	13	121	142	-14.8%	4	42	60	30.8%	34.7%	42.3%	0	4	4	38	22				
ANIMAL	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0				
CURFEW	1	10	16	-37.5%	0	9	16	0.0%	90.0%	100.0%	0	0	0	5	24				
CUSTODY-MENTAL	1	7	5	40.0%	1	7	4	100.0%	100.0%	80.0%	0	1	1	7	5				
CUSTOMER-PROTECTIVE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0				
DISORDERLY CONDUCT	7	44	35	25.7%	6	35	32	85.7%	79.5%	91.4%	1	5	6	42	33				
DR WHILE SUSP	2	8	10	-20.0%	2	8	10	100.0%	100.0%	100.0%	0	2	2	8	10				
DRIVING UNDER INFLUENCE	6	46	39	17.9%	6	46	39	100.0%	100.0%	100.0%	0	6	6	46	39				
ELUDING	0	6	3	100.0%	0	6	2	0.0%	100.0%	66.7%	0	0	0	8	3				
ESCAPE	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1	1				
FAIL TO DISPLAY DL	0	1	5	-80.0%	0	1	5	0.0%	100.0%	100.0%	0	0	0	1	4				
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	17	17	164	127				
HIT & RUN	5	38	29	31.0%	0	5	9	0.0%	13.2%	31.0%	0	0	0	6	7				
LIQUOR LAWS	0	10	9	11.1%	0	8	8	0.0%	80.0%	88.9%	0	0	0	14	19				
MIP TOBACCO	0	3	6	-50.0%	0	3	6	0.0%	100.0%	100.0%	0	0	0	3	6				
NARCOTICS/DRUGS	1	42	47	-10.6%	0	38	46	0.0%	90.5%	97.9%	0	0	0	54	64				
PROP RECOV - FOR OTHER AGENCY	0	3	1	200.0%	0	1	0	0.0%	33.3%	0.0%	0	0	0	0	0				
RECKLESS DRIVING	3	15	1	1400.0%	2	14	0	66.7%	93.3%	0.0%	0	2	2	14	0				
RUNAWAY	2	12	11	9.1%	1	9	10	50.0%	75.0%	90.9%	1	0	1	8	10				
SEX OFFENSES	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	3				
TRESPASS	7	74	66	12.1%	6	53	46	85.7%	71.6%	69.7%	0	4	4	32	23				
VEH RECOV - FOR OTHER AGENCY	1	3	1	200.0%	0	1	1	0.0%	33.3%	100.0%	0	0	0	0	0				
WARRANT	15	126	106	18.9%	14	124	105	93.3%	98.4%	99.1%	0	0	0	2	2				
WEAPONS	0	4	3	33.3%	0	3	3	0.0%	75.0%	100.0%	0	0	0	4	3				
SOCIETY TOTALS	64	576	539	6.9%	42	416	405	65.6%	72.2%	75.1%	2	41	43	458	405				
GRAND TOTALS	317	3,147	3,322	-5.3%															

# Crime Types





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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Kelli Stevens, Administrative Assistant**  
**DATE: October 17<sup>th</sup>, 2016**  
**SUBJECT: Public Works Monthly Operating Report for September 2016**

- | <u>KEY ACTIVITIES</u>     | <u>STATUS</u>   |
|---------------------------|---|
| • <b>WWTP Facility</b>    | Effluent flows: 30.34 million gallons were treated during September. The highest flow was 1.18 million gallons on September 18 <sup>th</sup> and the lowest flow was 0.77 million gallons on September 4 <sup>th</sup> . The average flow was 1.01 million gallons. Total rainfall for September was 1.55 inches. |
| • <b>WTP</b>              | Highest production day was 5,906,000 gallons on September 10 <sup>th</sup> , 2016.  |
| • <b>Water System</b>     | Replaced 5 meters. Installed 2 new meters with radio reader. Replaced meter service at 326 and 312 W Hollister Street. Cleaned water filter bed #1. Installed water service for wash down and fill station for sweeper and VAC-CON at Wastewater Plant.   |
| • <b>Streets</b>          | Swept 120 curb miles and removed approximately 40 cubic yards of material. Striping around town is complete.  |
| • <b>Parks</b>            | Volunteers: Community Service - 8 hours, Volunteer – 8 hours.<br>Life skills High School Students – 0 hours. Total = 8 hours.<br>Parks Board Volunteer Hours – 6 hours total –6 Volunteers.   |
| • <b>Building Permits</b> |   |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	1	\$12,802.00
Residential Building Addition/Alter/Other	2	
Commercial Building Addition/Alter/Other	1	
Electrical		
Mechanical	1	
Plumbing		
<b>TOTAL</b>	<b>5</b>	<b>\$12,802.00</b>

*One (1) Residential SDC = \$10,883.00 + \$707.00 for Mill Creek SDC + Storm Water SDC \$1919.00 or \$2752.00*



**CITY OF STAYTON**

**M E M O R A N D U M**

**TO: Mayor Henry A Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: October 17, 2016**  
**SUBJECT: Report of Activities for September, 2016**

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Continued to work with Friends of Old Town Stayton

Planning Commission meeting reviewed one development proposal; worked on Code Amendments

Attended meeting of Valley Development Initiatives Housing Partners to discuss housing rehabilitation funds and program

Attended workshops regarding population forecasting

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: Janna Moser - Library Director**  
**DATE: October 17, 2016**  
**SUBJECT: September Library report**

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Children's programming resumed in September. Storytime Tuesdays, Motion Mondays, and Thumpin' Thursdays are increasingly popular. We also have an active Art Club and a Lego Club called Rock the Block. The library had a 100<sup>th</sup> birthday party for children's author, Roald Dahl. Children had a wonderful time looking for Golden Tickets in our children's materials. Those who found a ticket could redeem it for a Wonka Chocolate Bar at the birthday party.

Stephanie started planning the Oregon author series. Our first author visit will be Wayne Harrison, the author of *The Spark and Drive*, on October 20<sup>th</sup> at 7pm. We also submitted a grant to the Marion Cultural Development Corporation to help fund the author series.

Fandom Friday started for teens to come, do crafts and talk about their favorite fandoms. Tea Time for Booklover's, the adult book club, read *Big Little Lies* by Liane Moriarty. The library hosted an art display throughout September from the Lake Oswego Reads Art Show based on the book *Short Nights of the Shadow Catcher* by Timothy Egan. The Friends of the Stayton Library had the 8<sup>th</sup> Anniversary of the Friends of the Library Bookstore.

Lisa, our Early Literacy Outreach Coordinator, started her school year outreach. She is doing storytimes twice month in 23 classrooms at 11 sites and serving over 400 children! She also delivers a rotating collection of books to each classroom for teachers to use throughout the month. We could not do this amazing level of outreach without the support of the Stayton Library Foundation.

Upcoming events to mark on your calendars:

- Oregon Author Visit – Wayne Harrison October 20<sup>th</sup> at 7pm
- Tea Time for Booklovers October 26<sup>th</sup> at 5:30pm
- Teens: Humans vs. Zombies October 28<sup>th</sup> at 6:30
- Harry Potter Party November 10<sup>th</sup> 7pm

**2016-2017 Monthly Library Statistics**

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2016-17 YTD	2015-16 FY
<b>TOTAL CHECKOUTS</b>	11,971	11,124	9,957										33,052	125,970
<b>OTHER CIRCULATION SERVICES</b>														
Self check out	3,997	3,916	3,119										11,032	42,637
Library2Go (ebooks +)	782	825	747										2,354	8,893
<b>INCOME RECEIVED</b>														
Non-resident cards	\$465.00	\$112.00	\$200.00										\$777.00	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09	\$659.68										\$2,085.70	-\$12,478.54
Room fees	\$0.00	\$0.00	\$0.00										\$0.00	\$4,135.50
												<b>TOTAL</b>	<b>\$2,862.70</b>	<b>-\$1,347.04</b>
<b>REFERENCE QUESTIONS</b>														
In-Person, by phone and computer help	480	508	568										1,556	5,395
<b>NEW PATRON CARDS</b>														
	97	67	63										227	1,051
<b>INTERNET USE</b>														
	1,035	1,137	933										3,105	13,230
<b>PROGRAM ATTENDANCE</b>														
Children & adults at storytime	678	181	358										1,217	5,618
Teens	55	0	6										61	326
Adults	13	16	9										38	619
Outreach	17	300	218										535	6,953
												<b>TOTAL</b>	<b>1,851</b>	<b>13,516</b>
<b>MEETING ROOM ATTENDANCE</b>														
	27	65	97										189	5,889
<b>PATRON VISITS</b>														
	8,006	7,102	5,675										20,783	80,146
<b>VOLUNTEER HOURS</b>														
	212	260	188										660	2,770



# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Library Board

PLEASE CHECK ONE:

New Applicant  
 Application for reappointment

Years resided in Stayton: 11

PLEASE PRINT

Name Laurie Steele

Address 6 Norblad Lane Home Ph# 503-769-9779

Email Address abysm1@yahoo.com Cell Ph# 503-881-7296

Occupation County Treasurer

Place of Employment Marion County

Business Address 555 Court St NE, PO Box 14500, Salem, OR 97309

Phone 503-584-7750 Email lsteale@co.marion.or.us

- 
- 
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 have been actively participating in events and activities at the Stayton Library for the past 20 years. I have been a member of the Friends of the Library for many years and was recently a member of the Library Board.

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 place a very high value on reading and the role the Library plays in helping children learn to read. The Stayton library, in particular, creates an atmosphere of fun and excitement for children which encourages the learning process. I would like to look for opportunities to keep our library active and current while more people are downloading and listening to books.

**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.

I hope to put the most recent issues with the former librarian to rest and build a positive environment with our new librarian, the board and the community.

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

I have been active in the Stayton Kiwanis, Treasurer of the North Santiam Schools Foundation, Association of Oregon County Board of Directors, chair of the Marion County Council of Economic Advisors, and many other national, state and local organizations.

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

Marion County Council of Economic Advisors

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?

I am the elected Treasurer for Marion County, but I do not believe this has or will cause any conflict with service on the Library Board.

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Signature of Applicant

Laurie Steele

Date 9/2/16

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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**