



AGENDA STAYTON CITY COUNCIL MEETING

Monday, September 19, 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. August 15, 2016 City Council Minutes
- b. City Administrator’s Employment Agreement

Purpose of the Consent Agenda:

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

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

PUBLIC HEARING

Resolution No. 949, Rate Increase for Solid Waste Management

- a. Staff Report – Keith Campbell
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 949

UNFINISHED BUSINESS

Ordinance No. 997, Zone Map Amendment for 1510 E. Santiam Street **Action**

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

NEW BUSINESS

Resolution No. 950, a Resolution Setting Forth Stayton’s Commitment to Put Healthy Options within Reach of All Residents **Action**

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

Community Grant Applications **Action**

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

Ordinance No. 999, Amending SMC Chapter 10.12 “Stopping, Standing, and Parking” **Action**

- a. Staff Report – Chief Rich Sebens
- b. Council Deliberation
- c. Council Decision

Comprehensive Fiscal Policies **Informational**

- a. Staff Report – Andy Parks

STAFF/COMMISSION REPORTS

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

- a. August 2016 Monthly Finance Department Report

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

- a. August 2016 Statistical Report

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

- a. August 2016 Operating Report

Planning & Development Director's Report – Dan Fleishman

Informational

- a. August 2016 Activities Report

Library Director's Report – Janna Moser

Informational

- a. August 2016 Activities

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – Monday, October 3, 2016

- a. Zone Conditions
- b. Property Maintenance Code

ADJOURN

CALENDAR OF EVENTS

SEPTEMBER 2016

Monday	September 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 21	Library Board	<i>Cancelled</i>	
Monday	September 26	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2016

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

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	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
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	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 25	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
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	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		

JANUARY 2017

Monday	January 2	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY		
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	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY		
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
August 15, 2016**

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

Time Start: 7:00 P.M.

Time End: 8:59 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell (7:05 p.m.)	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
	Wallace Lien, Special Counsel Land Use

AGENDA	ACTIONS
REGULAR MEETING	
Announcements a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None. Councilor Quigley declared a possible a bias but will announce it when the agenda item comes forward.
Presentations / Comments from the Public a. Bill Martinak, Phillips Subdivision	Mr. Martinak spoke about storm drainage in the Phillips Subdivision, stating it's time for the Council to help. Mr. Campbell responded that attorneys for both the City and Mr. Martinak have been in communication with each other. Mr. Lien provided an update on this issue and stressed this is not a public project and the City can't condemn property outside their jurisdiction.
Unfinished Business Second Consideration of Ordinance No. 997 a. Reopening of Public Hearing	Prior to public comment, Mr. Lien stated if the Council was going to hear more public comment regarding the zone change, they should reopen the record. Motion from Councilor Quigley, seconded by Councilor Glidewell to reopen the record for the Zone Change for 1510 E. Santiam Street. Motion passed 5:0.

Mark MacCauley, 935 Highland Drive: Mr. MacCauley is opposed to the zone change.

Mr. Lien stated prior to further discussion the Council should declare any Ex Parte Contact or Bias.

Councilors Niegel and Quigley indicated they had both received an email regarding this issue. Councilor Glidewell has spoken with two affected residents. Councilor Quigley also declared a possible bias.

Dorothy Haynes, 1004 Brody Court: Ms. Haynes spoke in opposition of the zone change and expressed concern as to how future construction will affect property values.

Richard Vohs, 998 Cooper Court: Mr. Vohs spoke in opposition of the zone change.

Jessica Johnson, 1005 Highland Street: Ms. Johnson spoke in opposition of the zone change. And provided photos of the general area.

David Hov, 1028 Brody Court: Spoke in opposition of the zone change.

Jennifer Linton, 1066 Highland Drive: Spoke in opposition of the zone change.

Richard Koenig, 44 NW Hartman Avenue, Sublimity: Owns property at 1510 E. Santiam Street and spoke in favor of the zone change. As applicants, they have completed and met all requirements of the City's municipal code.

Mr. Vohs felt there had not been proper notification given to surrounding properties. Mr. Fleishman spoke about how notifications were done and who received them.

Justin Johnson, 1005 Highland Street: Mr. Johnson spoke in opposition of the zone change.

Mr. Fleishman gave a brief review of staff report and explained the Council is acting as a quasi-judicial body.

b. Staff Report – Dan Fleishman

<p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Business Survey</p> <p>a. Staff Report – Keith Campbell</p>	<p>Brief discussion if there is a match requirement. Mr. Campbell responded no, he does not believe there is one from what is listed in the criteria.</p> <p>Motion from Councilor Glidewell, seconded by Councilor Usselman, to authorize the City Administrator to submit a letter of intent and apply for the Big Jump Project. Motion passed 5:0.</p> <p>Mr. Campbell reviewed a presentation on the Business Survey Results.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. July 2016 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens</p> <p>a. July 2016 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick</p> <p>a. July 2016 Operating Report</p> <p>Planning & Development Director’s Report – Dan Fleishman</p> <p>a. July 2016 Activities Report</p> <p>Library Director’s Report – Janna Moser</p> <p>a. July 2016 Activities</p>	<p>Council discussion of shut-offs.</p> <p>Brief review of the report and discussion of the recent National Night Out events.</p> <p>Mr. Ludwick gave a brief update on the dog park project, which is temporarily on hold.</p> <p>Mr. Fleishman informed the Council that it’s possible in a future meeting they may be looking at floodplain management.</p> <p>Ms. Moser provided a brief update.</p>
<p>Presentations / Comments From the Public</p> <p>a. Bill Martinak</p> <p>b. Rese Bourdeau, 525 Mill Stream Woods</p>	<p>Mr. Martinak briefly spoke about out-of-town developers.</p> <p>Ms. Bourdeau invited the public to the next Friends of Old Town Stayton Meeting which will be held at the Oddfellows Lodge at 6:30 p.m. on Monday, September 22nd.</p>
<p>Business from the City Administrator</p>	<p>Mr. Campbell stated the next Council meeting may be cancelled as Mr. Martinak was the main agenda item for the meeting. However, because he chose to speak this evening on his issue, there may not be a need to hold the meeting. A confirmation will be sent out when finalized.</p>
<p>Business from the Mayor</p>	<p>None.</p>
<p>Business from the Council</p>	<p>None.</p>

Future Agenda Items – Monday, September 6, 2016

a. To be determined.

APPROVED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF SEPTEMBER 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: Stayton Councilors

FROM: Mayor Henry A. Porter and
David A. Rhoten, City Attorney

DATE: September 19, 2016

SUBJECT: City Administrator's Employment Agreement
(effective October 1, 2016)

Attachment: Redline Employment Agreement

Attached to this Memorandum is the proposed revised Employment Agreement for Keith D. Campbell, City Administrator, the draft of which was circulated some time ago to the Council for its review.

It is timely that this matter comes before the Council for action, as the current Employment Agreement expires at the end of January, 2017.

The form of Employment Agreement attached is in "redline" format which reflects the changes from Campbell's current Employment Agreement. In the event of Council's approval of the form of the attached Employment Agreement, it shall forthwith be prepared in final form and signed as indicated therein. Any modifications to the attached form, upon approval by the Council and Campbell, will be made; whereupon the Employment Agreement shall be signed as indicated.

EMPLOYMENT AGREEMENT

This Employment Agreement, hereafter referred to as "Agreement," is made and entered into by and between the CITY OF STAYTON, an Oregon municipal corporation, hereinafter referred to as "City," and Keith Campbell, hereinafter referred to as "Administrator" both whom understand and agree as follows:

RECITALS

Whereas, City is a municipal corporation, duly organized under the statutory authority of the State of Oregon;

Whereas, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Administrator; and,

Whereas, Keith Campbell desires to ~~become~~ continue to be employed as City Administrator for the City of Stayton;

NOW, THEREFORE, In consideration of the mutual covenants herein contained, the parties agree to the above recitals and as follows:

1. **Duties.** City agrees to employ Administrator to perform, on a continuing basis, the functions and duties of the position which are generally described in the Stayton City Charter, Chapter 2.08 of the Stayton Municipal Code ("SMC"), and other applicable provisions, and the proper duties and functions as the City Council shall from time to time assign.
2. **Term and Effective Date.** The term of this Agreement shall be for three (3) years commencing on the effective date of ~~August 1, 2016~~ February 1, 2014. This agreement once executed will supersede any and all previous agreements between the parties.
3. **Termination.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Mayor, with the consent of the City Council, for any reason whatsoever, with or without cause, to terminate the services of Administrator at any time prior to the expiration of said Agreement, subject to the provisions of this Agreement.
4. **Termination for Cause.** If Administrator is terminated during the term of this Agreement for cause, City shall have no obligation in respect to the severance pay described in Section 6. For the purposes of this Agreement, "cause" is defined as follows:
 - A. Indictment for an illegal act. If such indictment does not ultimately result in a conviction, then the Administrator shall receive severance pay. If the indictment does ultimately result in a conviction, the Administrator shall not receive severance pay; or,
 - B. Abandonment by the Administrator of his position as City Administrator; or,

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C. The determination that the Administrator has committed an act of fraud, dishonesty, act of misconduct or failure to perform his duties on behalf of the City. Such determination shall be made in accordance with the disciplinary and grievance procedures set forth in the adopted personnel policies of the City in force or effect on the date of the alleged misconduct. Provided, however, that a determination by the City Council that the Administrator has committed an act of fraud, dishonesty, act of misconduct or failure to perform shall, upon the written election of the Administrator, delivered to the City Council within ten (10) days of receiving notice of such determinations, be submitted to arbitration pursuant to the terms and provisions of ORS 36.300 to ORS 36.365.

5. **Voluntary Resignation.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Administrator to voluntarily resign at any time from this position. In the event the Administrator does voluntarily resign prior to the expiration of this Agreement, the Administrator shall give the City a minimum of thirty (30) days written notice, unless the parties mutually agree otherwise. In the event of the Administrator's voluntary resignation, the Administrator shall not be entitled to severance pay as provided herein at Section 6.

6. **Severance Pay.**

A. Except for the Administrator's termination for cause, as defined in Section 4 and 5 of this Agreement, the Administrator shall be entitled to receive either a lump sum or monthly severance payments (as mutually agreed) and ~~six (6)~~three (3) month family health insurance coverage in the event the Administrator is terminated by the City prior to the expiration of this Agreement. Termination by the City, as used in this Section, means The Administrator's discharge or dismissal by the City, for reasons other than cause, or the Administrator's forced resignation following the request to him by the Mayor, subject to the consent of a majority of the City Council (SMC 2.08.180 (1)), that he do so for reasons other than cause.

B. The lump sum or monthly severance payment described in this Section shall be equal to ~~three (3)~~six (6) months base salary at the time of termination.

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C. As used in this Section, base salary shall be the base monthly compensation in effect at the time of termination, including any merit or cost of living increases applied since the inception of this Agreement. Said severance pay shall be paid to the Administrator within thirty (30) days after the effective date of termination unless otherwise agreed in writing.

7. **Compensation.** Beginning with the effective date of this Agreement, the City agrees to pay the Administrator, compensation for his services to the City, as follows:

A. Base salary shall be ~~\$97,500.00~~\$106,685 annually. The Administrator shall be paid at the same place and time as other City employees are paid.

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- B. In addition to the base salary, the Administrator shall be entitled to any cost of living salary increases that are received by other City employees who are not subject to separate bargaining agreement. This shall include any cost of living increases applicable on the effective date of this Agreement that would have the effect of increasing the base compensation stated in 7.A above.
 - C. Annually, following a satisfactory performance evaluation by the City Council, an increase in base salary, or other forms of remunerations, based solely on merit, may be mutually negotiated with the City Council.
 - D. All compensation described in this Section shall be subject to customary withholdings of income taxes and shall be subject to usual employment taxes required with respect to compensation paid by the City to an employee.
- 8. Acceleration of Compensation.** The City Administrator is the chief executive officer of the City government and should be compensated accordingly. The City shall ensure that the Administrator continues to be the highest paid City employee throughout the course of this Agreement.

9. Retirement. The Administrator shall, as required by State Law, participate in the City Retirement Program. There is a 6% employee contribution portion required by law. The City will pay (1/2) 3% of the 6% contribution for retirement.

9.A. If the Administrator is terminated without cause, as prescribed in Section 3 of this agreement, the Administrator shall have the option to receive a lump sum payment for all monies that the Administrator has paid during employment with the City into the City's retirement plan. The Administrator will not be eligible if the Administrator is Terminated with Cause (Section 4), or if the Administrator Voluntarily Resigns (Section 5).

10. Paid Leave. The Administrator shall be entitled to earn, accumulate and utilize certain types of paid leave time as follows and shall maintain any leave accumulated during his tenure as Interim City Administrator:

A. Sick Leave. Throughout the term of this Agreement, the Administrator shall earn paid sick leave at the rate of one day eight (8) hours per month credited monthly. The Administrator may utilize earned and accumulated sick leave at any time following the effective date of this Agreement. Sick leave shall be utilized subject to the terms and conditions of Section 6.3 of the City Personnel Manual to the extent that such terms and conditions do not conflict with the terms of the Agreement, in which case this Agreement shall govern. In the event of the Administrator's resignation or termination for any reason, all remaining earned and unused sick leave shall be forfeited.

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- B. Vacation. Throughout the term of this Agreement, the Administrator shall earn paid vacation at the rate of three weeks per year (10 hours per month), credited monthly. The Administrator may utilize earned and accumulated vacation leave at any time following the effective date of this Agreement. In addition, in the event of the Administrator's resignation or termination for any reason, all earned and unused vacation leave, up to a maximum of ~~15-25~~ 15-25 days (~~120-200~~ hours), shall be paid in a lump sum at the time of termination, and in addition to, and independent of, any applicable severance pay as described in Section 6 of this Agreement.
- C. Personal Leave. The Administrator shall receive seven (7) days of paid personal leave annually which may be used in any combination or at any time. Award of subsequent years' personal leave shall coincide with the anniversary date of this Agreement. Personal leave days, if not used within twelve (12) months from the date of entitlement, must be used in the first three (3) months of the new anniversary year or will be lost.
- D. Management Leave. It is understood by the parties that the Administrator is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and that the position may frequently require far in excess of a standard 40-hour work week to accomplish the duties of the position. It is similarly understood, however, that nothing in this Agreement shall be construed as to prevent the Administrator from compensating for periods of long hours, when City business permits, by taking occasional and reasonable management leave to rest, take care of personal business or further his professional development.

11. Other Benefits. The Administrator shall receive all other employee benefits regarding wages, hours and other terms and conditions of employment as other permanent management employees of the City. These shall include, but are not limited to, standard medical, dental, vision, accidental death & dismemberment or long-term disability insurance coverages, all customary paid holidays and participation, at the Administrator's own expense, in the City's deferred compensation programs or any other payroll savings program offered by the City.

12. Professional Development.

- A. City agrees to budget and pay for professional fees, dues and subscriptions on behalf of the Administrator which are reasonably necessary to the continuation and participation in organizations necessary and desirable for continued professional growth and advancement.
- B. City agrees to budget and pay for travel and subsistence expenses of the Administrator for official travel, meetings and occasions reasonably adequate to continue the professional development of the Administrator, and reasonably pursue other necessary official functions for the City.

C. The City agrees to budget and pay travel and subsistence for travel to, and attendance ~~at various of the OCCMA and ICMA conferences, and other conferences~~ as deemed appropriate and relevant for the Administrator.

13. Vehicle Use/Expenses. The City agrees to reimburse the Administrator for all business-related travel expenses, using his personal vehicle, at the rate specified by state and federal guidelines.

14. Residency. The City Administrator will become a resident of the City of Stayton unless circumstances change that may require the Administrator to move. In that event the Administrator shall not live more than twenty miles (20) from the City of Stayton.

15. Performance Evaluation. An annual written performance evaluation shall be performed ~~after the first six (6) months of employment, in addition an Annual review~~ on or near the anniversary date ~~of hire each year of this contract effective date.~~ The City Council shall conduct a written performance evaluation of the Administrator, based on performance standards established in advance by the City Council. The performance evaluation shall be reviewed with the Administrator in Executive Session, unless the Administrator invokes his statutory right to have the performance evaluation reviewed in open session.

16. Professional Liability. The City agrees to defend, hold harmless and indemnify, at its expense, the Administrator from all demands, claims, losses, damages, suits, actions, errors or other omissions, charges, expenses or attorney's fees in any proceeding brought against the Administrator individually or in his official capacity as an agent or employee of the City, provided the incident arose while the Administrator was acting within the scope of his employment, excepting there from criminal acts or acts of gross negligence on the part of the Administrator.

17. Bonding. City shall bear the full cost of any fidelity or other bond required of the Administrator under any law or City Ordinance.

18. Interference. The Administrator, having been appointed by the Mayor with City Council confirmation, is employed by the collective Mayor and City Council of the City of Stayton. No Mayor or individual Councilor shall unduly interfere in the Administrator's ability to carry out his duties or attempt to influence the Administrator's actions in respect to hiring or firing of other City employees, purchasing, or administration of other City business in carrying out the direction of the City Council. The City Council shall afford the Administrator an open forum to review and discuss any alleged act or interference or undue attempt to influence the Administrator's actions or administrative decisions.

19. Other Terms and Conditions.

A. Applicable Law. This Agreement is construed under the laws of the State of Oregon, the City of Stayton Charter and the Stayton Municipal Code.

- B. Attorney Fees. In the event of any action or proceeding herein, including mediation or arbitration, the prevailing party in such action or proceeding shall be entitled to reasonable attorney fees to be fixed by the presiding party, and if an appeal is taken from the decision, such further sums as may be fixed by the appellate court as reasonable attorney fees, together with prevailing party costs and disbursement incurred therein.
- C. Performance of Duties. Administrator shall perform his duties in accordance with all applicable laws, ordinances, rules and regulations applicable to his position.
- D. Entire Agreement. This Agreement, except as herein expressly provided to the contrary, constitutes the entire Agreement between the parties. The provisions of this Agreement are solely for the benefit of the parties and not for the benefit of any other person, persons or legal entities.
- E. Communications. All communications regarding this Agreement shall be sent to the City, unless the Administrator is notified to the contrary in writing. The Administrator shall advise the City, in writing, of his residence address for forwarding any communications regarding this Agreement. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to any addresses stated in this Agreement or hereafter specified by notice in writing. In lieu of mailing, written notice shall become effective as of the date it is personally delivered to the addressee.
- F. Inducements and Representations. The Administrator acknowledges that he has not been induced to enter into this Agreement by any representations or statements, oral or written, not expressly contained herein or guarantees, expressed or implied, other than the expressed representations, warranties and guarantees contained in this Agreement.
- G. Assignment. This Agreement may not be assigned by either the City or the Administrator.
- H. Dispute Resolution. In the event a dispute arises under the terms of this Agreement, it shall be resolved by mandatory mediation; if it is not settled thereby, the dispute shall be resolved by binding arbitration in accordance with the Uniform Trial Court Rules of Oregon, whereupon the prevailing party may be awarded reasonable attorney's fees.
- I. Representation. The City has been represented by its City Attorney in the preparation of this Agreement. The Administrator has the right to independent counsel at his own expense regarding to the preparation of this Agreement.

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20. Severability. It is understood and agreed by the parties that if any part, term, portion or provision of this Agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portion of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, portion or provision.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below:

“CITY”

“ADMINISTRATOR”

Signed: ~~December/July~~ _____ ~~2013/2016~~
~~2013-2016~~

Signed: ~~December/July~~ _____

~~A. Scott Vigli~~ Henry A. Porter, Mayor

Keith D. Campbell

ATTEST: _____
Alissa Angelo, Deputy City Recorder

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: Keith Campbell, City Administrator
DATE: September 19, 2016
SUBJECT: Public Hearing – Resolution No. 949, Establishing Rates for Solid Waste Management in the City Of Stayton as Requested by United Disposal Services (dba Republic Services of Marion County)

ISSUE

United Disposal Services (dba Republic Services of Marion County) is proposing an 11.8% increase to cover the per ton increase in solid waste disposal fees implemented by Marion County. A copy of the request, including the proposed new rates is included as an attachment to this memo.

BACKGROUND INFORMATION

Republic Services of Marion County provides solid waste collection service for the City of Stayton through an exclusive franchise granted in July 1999. The most recent rate increase proposal was passed by the City Council on September 16, 2013. This resulted in a 5% increase to rates.

On August 24, 2016, the City received official notification from Republic Services that they were requesting a rate increase.

Stayton Municipal Code (SMC) 4.08.030 dictates that the rates for solid waste disposal shall be considered by the City Council and set by Resolution. In setting the rates, the Council shall give consideration to, among other things, the cost of providing the service by the Franchisee, any anticipated increases in cost, and a reasonable operating margin for providing service under the Franchise Agreement.

MOTION(S)

- 1) Move to approve Resolution No. 949.
- 2) Move to approve Resolution No. 949 as modified.
- 3) Decline to approve Resolution, no motion necessary.

RESOLUTION NO. 949

A RESOLUTION ESTABLISHING RATES FOR SOLID WASTE MANAGEMENT IN THE CITY OF STAYTON AS REQUESTED BY UNITED DISPOSAL SERVICES (DBA REPUBLIC SERVICES OF MARION COUNTY)

WHEREAS, Stayton Municipal Code Chapter 4.08.020(1)(b) permits the establishment of rates for the collection of solid waste;

WHEREAS, the Franchisee, United Disposal Services (dba Republic Services of Marion County), has requested an increase to the current rates due to increased operational costs;

WHEREAS, the Stayton City Council conducted a public hearing on September 19, 2016 to receive public testimony regarding the proposed new rates; and,

WHEREAS, the Stayton City Council determined that the rate schedules addressed herein are fair, reasonable, and competitive.

NOW THEREFORE, BE IT RESOLVED:

Rates for monthly Solid Waste Management Services, as requested by United Disposal Services (dba Republic Services of Marion County), effective October 1, 2016, shall be as detailed in Attachment A to this resolution.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF SEPTEMBER, 2016.

CITY OF STAYTON

Dated: _____, 2016

By: _____
Henry A. Porter, Mayor

Dated: _____, 2016

By: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



Environmental Services

funding a safe and responsible solid-waste system

What Environmental Services Does

Environmental Services oversees a nationally recognized integrated solid waste system that promotes waste reduction and recycling activities in the county, as well as ensures the safe and sanitary disposal of solid waste.

Environmental Services owns two active disposal sites in the county, the North Marion County Disposal Facility located northwest of Woodburn and the Brown's Island Demolition Landfill in southwest Salem. The county staffs the scale house at these facilities as well as two contracted facilities, the Covanta Energy-from-Waste Facility in Brooks and the Salem-Keizer Recycling and Transfer Station. The Household Hazardous Waste Facility located at the Salem-Keizer Recycling and Transfer Station is also owned by Marion County.

The county maintains one of the highest recycling rates in the state, and our communities recycled 59.7% of all waste generated in 2014. The division sponsors many programs to reduce, waste which helps satisfy the educational and promotional requirements for cities set by the State of Oregon. Some of the more notable programs include: the Master Recycler/Composter training program, which trains citizens how to be better stewards of the environment; the Paint Recycling program, which recycles latex paint for use by anyone in the community; and the Save the Food campaign that promotes food waste reduction.

Environmental Services Funding

The solid waste portion of the division is funded primarily from disposal fees that are charged to customers who dispose of their waste at county-owned and contracted facilities. Revenue is also generated from garbage hauler franchise fees, the sale of electrical power produced at the Covanta Energy-from-Waste Facility, and metal recovered at Covanta.

Funding Changes

Economic impacts to Environmental Services programs include declining revenues and increased expenses. It has been more than 20 years since the last tipping fee increase in 1992. There has been a recent change in the way electrical markets are valued, and metal prices have also dropped sharply in the last two years.



Energy From Waste

75% of Marion County's garbage is processed at the Energy-from-Waste Facility in Brooks, which creates enough electricity to power a city the size of Woodburn.

59.7%

RECOVERY RATE

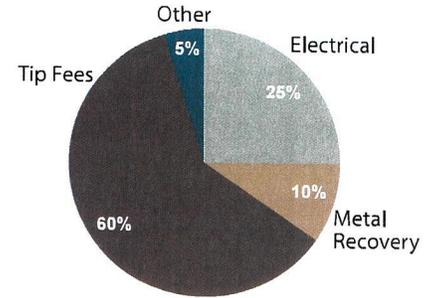
Marion County continues to lead the way nationally in recovery and recycling.



Marion County's Cost Reduction Efforts

Marion County has reacted to these economic changes by reducing non-essential services. Some projects and programs that were suspended include: a metal recovery project, the school coordinator position, waste reduction community grants, a summer intern/scholarship program, and reducing the advertising budget by more than half.

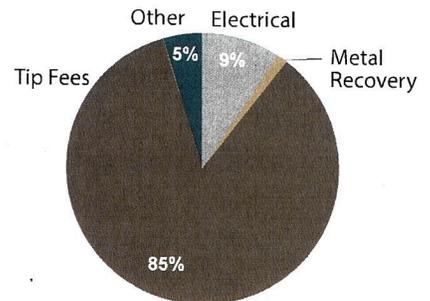
Marion County has reduced operational and program costs, however there are mandatory reserves required for the two active disposal sites in the county. There are also fixed costs to manage solid waste that are essential to the safety and sanitation of the county.



Revenue by Source
FY 13-14

Proposed Rate Increase

Under consideration are proposed increases in solid waste disposal fees including a \$20 increase in the per ton tip fee for franchised garbage haulers at the Energy-from-Waste Facility and transfer stations. The proposal would increase the fee for the garbage haulers from \$67.45 per ton to \$87.45 per ton and for the transfer stations from \$87.45 per ton to \$107.45 per ton, effective October 1, 2016.



Revenue by Source
FY 15-16

Proposed Tip Fees:

Salem-Keizer Recycling & Transfer Station and North Marion Transfer Station

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Solid Waste	\$87.45/ton	\$107.45/ton
Yard Waste	\$47.00/ton	\$47.00/ton
Wood Waste*	\$47.00/ton	\$47.00/ton
Appliances with Freon	\$5.50 each	\$20.00 each
Appliances w/out Freon	\$5.50 each	\$5.50 each
Tire (small)	\$1.25 each	\$2.00 each
Tire on Rim (small)	\$2.75 each	\$4.00 each
Tire (Medium)	\$10.00 each	\$10.00 each
Tire on Rim (Medium)	\$11.50 each	\$20.00 each
Licensed Contractor Waste	\$75.45/ton	\$95.45/ton

* Wood waste is accepted at the Salem-Keizer Recycling & Transfer Station only.

Browns Island Demolition Landfill

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Asbestos (non-friable)	\$30.00/yard	\$75.00/yard
Asbestos (friable)	\$75.00/yard	\$75.00/yard
Demolition Material	\$10.15/yard	\$13.00/yard
Sheetrock	\$5.00/yard	\$7.00/yard
Government Yard Debris	\$3.00/yard	\$5.00/yard

Covanta Energy-from-Waste Facility

WASTE TYPE	CURRENT RATE	PROPOSED RATE
Franchised Compacted	\$67.45/ton	\$87.45/ton
Cannery Waste	\$10.12/yard	\$13.00/yard
Drop Box Loose	\$10.12/yard	\$13.00/yard
Medical Waste (In County)	\$67.45/ton	\$87.45/ton
Medical Waste (Out-of-County)	\$300.00/ton	\$400.00/ton

City of Stayton

Tons Collected - 2015

7,825

Covanta Per Ton Increase

\$ 20.00

Increase in Disposal Cost (required PI)

\$ 156,503

Total Revenue - 2015

1,329,535

Percentage Increase to Cover Disposal Increase

11.8%

STAYTON RATE SHEET AREA-4 Proposed Rates

COMMERCIAL RATES

Line of business: 11

SIZE	COMM. CART	EXTRA TRIP(EXT)
35 gallon	\$20.10	\$20.03
65 gallon	\$33.10	\$23.28
90 gallon	\$43.90	\$25.98
CBB	\$6.80	
Add. Rec cart	\$5.60	
Yard cart	\$11.80	\$17.95

*1x90gal RC cart per customer at no charge w/garbage service.

*Request to change or switch container:\$35.00

*Contamination fee: \$10.00 (applies to all commodities)

*Cardboard: \$0,available w/weekly garbage service

*Return trip fee: \$15.00/trip

SIZE	ONE X/WEEK	TWO X/ WEEK	EXTRA TRIP (EXT)	EACH ADD. PICK UP PER WEEK	
1 yard	\$105.80	\$211.60	\$41.45	\$105.80	EXTRA YARDAGE (EXY): \$27.95
1.5 yard	\$131.40	\$262.80	\$47.85	\$131.40	
2 yard	\$172.70	\$345.40	\$58.18	\$172.70	
3 yard	\$245.40	\$490.80	\$76.35	\$245.40	
4 yard	\$306.60	\$613.20	\$91.65	\$306.60	
5 yard	\$355.20	\$710.40	\$103.80	\$355.20	
6 yard	\$393.90	\$787.80	\$113.48	\$393.90	
8 yard	\$515.80	\$1,031.60	\$143.95	\$515.80	

***PULL OUT RATE: \$17.00/month, per cont.**

*Compacted containers charged @ 3 X's loose rate

*Extra p/u-off route return: monthly rate/4 plus \$15

TEMPORARY CONTAINERS-FL

SIZE	TOTAL	DISPOSAL	DELIVERY	EXY
3 yard	\$128.88	\$88.88	\$40.00	\$27.95

RENT: \$5.00/DAY, \$25.00/MONTH (charged 7 days from delivery date)

FRF (Fuel Recovery Fee): baseline rate is \$4.00, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for comm is is .78 per .25 increase in fuel rate, *only applies to garbage services, this is a monthly fee.*

*A late fee of 18% per annum with a \$ monthly minimum will be charged for non-payment after 45 days from invoice

STAYTON RATE SHEET AREA-4 Proposed Rates

INDUSTRIAL-DROP BOX RATES

Rent charge (after 4 days):
Day: \$10.00
Month: \$125.00

***All boxes C.O.D**

***All boxes C.O.D**

Dry run charge: \$50.00
Screen box, per haul: \$35.00
Relocate, per box: \$40.00
Overweight: \$125.00 (per box)
Liner: \$40.00 (per liner)

Driver time port to port, \$125/hour (one person, one truck)
Driver time port to port, \$170/hour (two persons, one truck)

Compactors (customer supplies box):
Haul = \$6.20/yard minimum 25 yards
plus disposal @ 111% + mileage from burner (beyond 5 mile radius from Burner)

**Concrete/brick/dirt only in 10 yards-must be clean, can have rebar inside concrete-concrete/brick/dirt must be placed in box, not dropped.*

SIZE	TOTAL	DELIVERY	HAUL	DISPOSAL	FRF
*weight limit is 10 tons/ 20,00 pounds					
10 yard*					
GARBAGE	\$334.80	\$35.00	\$169.80	\$130.00	
20 yard*					
GARBAGE	\$464.80	\$35.00	\$169.80	\$260.00	
30 yard*					
GARBAGE	\$594.80	\$35.00	\$169.80	\$390.00	
40 yard*					
GARBAGE	\$724.80	\$35.00	\$169.80	\$520.00	

***Refer to operations manager for market fluctuations**

FRF (Fuel Recovery Fee): baseline rate is \$2.75, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for comm is is 1.09(per haul) per .25 increase in fuel ratet--this is a per haul fee, every commodity.

STAYTON RATE SHEET AREA-4

RESIDENTIAL RATES

Pick-up dates: Monday through Friday
Included with service weekly: Trash and 65 Yard Debris
Every other week: 90g Commingle Recycling/Bin

SIZE	PKG PRICE	NO COMMINGL CART	ADD. YARD CART
20 gallon			
REGULAR	\$23.30	\$21.10	\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
35 gallon			
REGULAR	\$27.40		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
65 gallon			
REGULAR	\$37.30		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			
90 gallon			
REGULAR	\$41.80		\$6.30
NON-CURB			
HARDSHIP			
OWN CAN			

Return fee: \$20.00
 On-call pick-up: \$10.00
 Sharps: \$14.30
 Recycle only: \$9/month (90g Cart/Bin)
 Extra can/bag/box: \$5.65
 Premium drive-in service (per cart): N/A
 Request to change or switch container: \$15.00 (after allowed one change @ n/c)
 RC or Yard cart contamination fee: \$10.00/cart
 Senior discount upon approval: N/A

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date.

FRF (FUEL RECOVERY FEE) baseline fuel rate is \$4.00, increases with each .25 cent increment of the average fuel rate for the most recent fiscal quarter, for resi it is .09 cents per .25 cent increase in fuel rate
only for garbage service, this is a monthly fee.

MFC Apts & Mobile Home Parks

(4 or more adjoining units, all on one billing)

SIZE	PRICE	90g RC& 65g YD
20 gallon	\$19.40	\$19.80
35 gallon	\$23.40	\$23.90
65 gallon	\$32.60	\$33.30
90 gallon	\$36.80	\$37.60



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: September 19, 2016
**SUBJECT: Zone Map Amendment, 1510 E Santiam St
Ordinance 997**

120 DAYS ENDS: September 22, 2016

ISSUE

The issue before the City Council is the second consideration of Ordinance 997 to amend the zoning for the property at 1510 E Santiam St. Following the public hearing held on August 1, the Council approved the first consideration of the Ordinance. Because it was not a unanimous decision, the City Charter requires the Ordinance be brought back for a second consideration. On August 15, the Council voted to reopen the public hearing and heard additional testimony regarding the application. Following the close of the public hearing, the Council voted to approve the application and directed staff to modify the Ordinance to reflect the additional testimony and more fully address the approval criteria.

Revised Ordinance 977 is presented for your consideration after review by the City's land use attorney and modification to address concerns he raised.

RECOMMENDATION

The staff also recommends adoption of the proposed Ordinance as revised.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the second consideration of Ordinance 997

Move to approve the second consideration of Ordinance No 997 as revised.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If a majority of the Council votes in the affirmative, Ordinance No. 997 is enacted and will be presented to the Mayor for his approval.

2. Modify Ordinance 997.

Move to approve the second consideration of Ordinance No 997 with the following modifications...

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If a majority of the Council votes in the affirmative, Ordinance No. 997 is enacted and will be presented to the Mayor for his approval.

ORDINANCE NO. 997
AN ORDINANCE CHANGING THE ZONING OF
THE PROPERTY AT 1510 E SANTIAM ST

WHEREAS, the Richard and Diane Koenig Trust is the owner of 1510 E Santiam St, Stayton, Oregon and has submitted an application for a Zone Map Amendment from Low Density Residential (LD) to Medium Density Residential (MD) as to that property (“subject property”);

WHEREAS, the property can be identified as tax lot 202, township 9, Range 1 West of the Willamette Meridian, Section 11CB, in Stayton, Oregon;

WHEREAS, the subject property is 18,001 square feet or 0.41 acres in size with 112 feet of frontage on E Santiam St;

WHEREAS, the subject property was formerly used as the shop of a construction contracting company and is developed with a 1,416 square foot building and gravel-surfaced storage area;

WHEREAS, the neighboring properties to the south are zoned LD and MD and are developed with single family dwellings. The neighboring property to the west is zoned MD and is developed with a duplex. The neighboring properties to the north, across E Santiam St, are zoned MD and LD and are developed with single family dwellings. The adjacent property to the east is zoned LD and is developed with a single family dwelling;

WHEREAS, applications for an amendment to the Official Zoning Map are required to satisfy approval criteria contained within Stayton Municipal Code (SMC) Title 17, Section 17.12.180.5;

WHEREAS, following a public hearing on June 27, 2016, the Stayton Planning Commission unanimously approved an order recommending that the City Council hold a hearing and approve the application;

WHEREAS, the City Council held a public hearing on the application on August 1, 2016 and reopened the hearing to additional testimony on August 15, 2016;

WHEREAS, pursuant to SMC Section 17.12.180.5, makes the following findings regarding each of the approval criteria:

- 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.*

Findings: The Comprehensive Plan Map designation is Residential. Applicable Comprehensive Plan Policies include HO-1 and HO-4. See finding 4 below regarding these policies.

- 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.*

Findings: There is a 12-inch water line on the north side of E Santiam St. There is an 8-inch sewer main on the south side of E Santiam St. There is a 24-inch storm drain line in an easement along the east side of the subject property with three catch basins on the south side of E Santiam St. The North Santiam School District, Stayton Police

Department and Stayton Fire District were asked to comment on the impact of the proposed zone map amendment on the services they provide. None of these service providers replied that there would be adverse impacts. See finding 3 below regarding transportation services.

- 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).*

Findings: The applicant has submitted a Transportation Planning Rule Analysis, completed by Karl Birky, PE, PTOE. The Analysis determined that during peak traffic periods there would be an estimated 1 additional vehicle using the transportation system. The Analysis concluded that the potential traffic from the zoning amendment would not significantly impact the transportation system. The Analysis was reviewed by the City's transportation engineering consultant who concurred with the methodology and conclusions. There was testimony at the public hearing from the public expressing general concerns about traffic impacts and traffic safety.

- 4) *The purpose of the proposed zoning district satisfies the goals and policies of the Comprehensive Plan.*

Findings: Policy HO-1 encourages development of housing that meets the needs of all income groups. The applicant intends to construct a triplex on the property. There has been no triplexes or multi-family housing built within the City in over 15 years. The Comprehensive Plan notes the need for 174 additional multi-family housing units in by 2030. Policy HO-4 calls for the City to encourage the maintenance, conservation and enhancement of existing residential areas and housing stock. This property has previously been used as commercial use, though the commercial use was discontinued and could not be resumed.

- 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.*

Findings: The Comprehensive Plan notes that there were 78 vacant lots zoned Low Density Residential comprising 86 acres of land in February 2011. The Plan also notes that there were 28 vacant lots, comprising 10 acres of land, zoned Medium Density Residential. The Planning Department reports development activity has resulted in a current inventory of 75 vacant lots zoned LD with total land area of 104 acres and 18 vacant lots zoned Medium Density with a total land area of 7.7 acres. At the time of the Comprehensive Plan analysis, the ratio of vacant LD land to vacant MD land was 8.6:1. It is currently 13.5:1. Changing the subject property from LD to MD would help restore the ratio of vacant land closer to what existed at the time of the comprehensive plan.

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

Findings: The only applicable administrative rule is the Transportation Planning Rule (OAR 660-012-0060). See finding 3 above regarding compliance with the TPR.

WHEREAS, pursuant to the findings above, the City Council concludes that the application is compliant with all applicable review criteria.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Official Zoning Map amended. Based on the Findings and Conclusion set forth above, the Official Zoning Map is amended as follows:

Area to be changed from Low Density Residential to Medium Density Residential

Beginning at the southeast corner of Parcel 3 in Partition Plat No 96-10 as recorded in the Marion County Deed Records and proceeding northerly to the centerline of E Santiam St; thence westerly along the centerline of E Santiam St a distance of 112 feet; thence southerly to the southwest corner of Parcel 3 in Partition Plat No 96-10; thence easterly along the south line of Parcel 3 in Partition Plat 96-10 112 feet to the southeast corner of Parcel 3 in Partition Plat No 96-10 and the point of beginning.

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

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

ADOPTED BY THE STAYTON CITY COUNCIL this 19th day of September, 2016.

CITY OF STAYTON

Signed: _____, 2016

BY:

Henry A. Porter, Mayor

Signed: _____, 2016

ATTEST:

Keith D. Campbell,
City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Administrator
DATE: September 19, 2016
SUBJECT: Resolution No. 950, a Resolution Setting Forth Stayton's Commitment to Put Healthy Options within Reach of All Residents

ISSUE

Whether or not to approve Resolution No. 950, setting forth Stayton's commitment to put healthy options within reach of all residents?

BACKGROUND INFORMATION

Councilor Glidewell has requested the City Council consider becoming a Healthy Eating Active Living (HEAL) city.

According to information the City received from the HEAL Cities Campaign, "the campaign began in 2012, when the League of Oregon Cities and the Oregon Public Health Institute agreed to partner in the HEAL Cities Campaign. The Campaign assists public officials to create healthy, fit communities through policies that expand access to options for healthy eating and active living throughout the community, and that create a culture of health at municipal workplaces. These policies have multiple benefits. A city that adopts a number of the HEAL policies will improve local livability and have a profound positive impact on the community's health and well-being."

FISCAL IMPACT

Participation in the HEAL Cities Campaign can improve the City's chances on specific grant applications.

MOTION(S)

- 1) Motion to approve Resolution No. 950.

- 2) Motion to approve Resolution No. 950 as amended.

RESOLUTION NO. 950

**SETTING FORTH STAYTON'S COMMITMENT TO PUT HEALTHY OPTIONS
WITHIN REACH OF ALL RESIDENTS**

WHEREAS, improving livability and community health are important goals;

WHEREAS, the nutrition and physical activity choices that individuals make for themselves and their families are influenced by their environment;

WHEREAS, local policies on land use and transportation, access to healthy food, and shared use determine whether options for healthy eating and active living are within reach of the people who live, work, go to school, play or worship in the city;

WHEREAS, high rates of costly chronic disease among both children and adults are correlated to environments with few or no options for healthy eating and active living;

WHEREAS, Stayton is a member of the League of Oregon Cities;

WHEREAS, in 2010, the League of Oregon Cities Board of Directors resolved to partner with and support the national *Let's Move!* Campaign headed by the First Lady of the United States, and has encouraged Oregon cities to adopt preventive measures to fight obesity;

WHEREAS, in 2012, the League of Oregon Cities Board of Directors resolved to partner with the Oregon Public Health Institute (OPHI) in the *Healthy Eating Active Living (HEAL) Cities Campaign*, and encouraged all Oregon cities to join the *HEAL Cities Campaign* and qualify as a HEAL City by accepting information, training and technical assistance from OPHI staff on policies to support healthier eating and increased physical activity levels for all residents, create more livable communities, and create a culture of wellness at municipal workplaces; and,

NOW, THEREFORE, BE IT RESOLVED that the Stayton City Council hereby recognizes that joining the HEAL Cities Campaign has the potential to improve local livability and have a positive impact on the community's health and well-being. To that end, Stayton adopts this HEAL Resolution.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF SEPTEMBER, 2016.

CITY OF STAYTON

Dated: _____, 2016

By: _____
Henry A. Porter, Mayor

Dated: _____, 2016

By: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Administrator
DATE: September 19, 2016
SUBJECT: 2016 Community Grant Requests

ISSUE

The City has received six (6) Community Grant applications from organizations staff feels meet the qualifications to receive a grant award.

BACKGROUND INFORMATION

At the May 2, 2016 City Council meeting, the City Council adopted revised rules and an updated process for the yearly award of Community Grants. On July 1, the application process was opened and advertised to the community via the City's website and Facebook. The application process closed on Friday, July 29th and the City received a total of six (6) applications.

The applications received are attached and the total amounts requested are as follows:

Applicant	Amount Requested
Santiam Historical Society	\$1,000
Santiam Heritage Foundation	\$1,000
Stayton 4 th of July Celebration	\$1,000
Stayton Lions Club	\$300
Stayton/Sublimity Chamber of Commerce	\$500
Stayton Elementary School PTC	\$750
Total	\$4,550

Grant requests came in under the budgeted amount, therefore no distribution calculations or rankings are required per the new Council process adopted in May:

- *Scenario 1 – Total grant request is less than or equal to the budget grant allocation.*
 - *The Governing Body will review applications and award based on the eligibility of the applications.*

FISCAL IMPACT

The fiscal impact is directly related to the allocation of the grant funds which are budgeted at \$5,000 for the 2016-2017 fiscal year.

MOTION(S)

- 1) Motion to award the 2016 Community Grant applicants their requested application amount.

- 2) Motion to modify the 2016 Community Grant applicants requests as follows _____.



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Santiam Heritage Foundation

Legal Name (if different): _____

Address: PO Box 161

City / State / Zip: Stayton, OR 97383

Phone: 503-769-8860 Fax: _____ Website: www.brownhouse.org

Contact Person Regarding this Application: Anne Hernandez

Title: Board Member Phone: 503-769-7702 Email: carlos@wvi.com

Is your organization an IRS 501(c)(3) non-profit? YES NO

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: approximately 600 visitors annually

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

early 2016 for 2015: \$710, 2014: \$1,000, 2013: \$500

Funds are being requested for (check one):

General Operating Support	<input checked="" type="checkbox"/>	Project / Program Support	_____
Start-Up Costs	_____	Technical Assistance	_____
Capital	_____	Other (please specify)	_____

Project dates (if applicable): Balance of 2016

Fiscal year end: December 31, 2016

BUDGET

Dollar amount requested: \$ 1,000.00

Total annual organization budget: \$ approximately \$25,000

Total project budget: \$ \$8,000.00

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Wendy Stone Position: Foundation President

Signature:  Date: 7/25/2016

2016 City of Stayton Grant Request

Santiam Heritage Foundation is requesting \$1,000 towards annual operating costs at the Charles and Martha Brown House. In recent years the Brown House has taken its place in the community as a historical landmark and venue. 2016 events: Spring and Fall Victorian teas, plant sale, 5th graders' architectural tour, anniversary party, Summerfest open house and yard sale, quilt show, cruise-in, children's trick or treat, work parties and Christmas music program.

2016 accomplishments to date: completed dining room with new floor, woodwork and light fixture; refinished floors in parlors, hallway and bedroom; completed kitchen cabinets and woodwork, and paint removed from beautiful staircase. We expect pending grants to cover hallway, water closet and utility room walls and woodwork refurbishment yet this year.

While restoration is funded by grants, operating costs are dependent on general unrestricted donations. A combination of higher than normal maintenance costs and lesser donations have reduced our operating fund. Last fall exterior painting was necessary (\$5,000) and a winter "traveling" leak in a second floor window resulted in extensive repairs of approximately \$1500.

Annual operating costs normally average about \$8,000:

- Insurance \$4,000
- Utilities \$1,500
- Lawn care \$600
- Office & Miscellaneous \$800
- Security System \$600
- Building Maintenance \$500

After extensive research this is the least costly insurance premium available. Our Board members and volunteers are older so professional lawn care is necessary although volunteers still do all other gardening. Generous out of pocket contributions by Board members keep our office supplies and printing costs low. SCTC has generously covered the first year cost of the security system but this fall we will begin paying \$50 a month. Much additional routine maintenance is needed beyond the \$500.

We are a frugal organization. All bank transactions are reviewed and approved at monthly meetings and projects are authorized based on available funding. It is difficult to anticipate revenue from donations and grants and the cost of unforeseen larger maintenance projects. Revenue/expense and balance sheet statements are attached for your review.

The Brown House is unique as one of the few historic buildings in Oregon cared for by a local group of people; most all others are under the auspices of a governmental agency or national organization. We appreciate your on-going support allowing our group of dedicated people to continue restoration as well as increase activities in the House to benefit our community.

**Santiam Heritage Foundation
Compare Yearly Actuals**

	06/30/16						
	2010	2011	2012	2013	2014	2015	June 2016
	Actuals						
Revenue							
Donations	\$3,164.00	\$13,668.00	\$12,858.00	\$6,235.00	\$9,200.00	\$10,303.00	\$4,249.00
Fundrsg/Events	\$3,191.00	\$2,969.00	\$3,253.00	\$1,906.00	\$3,689.50	\$3,019.47	\$769.75
Memberships	\$410.00	\$1,230.00	\$1,020.00	\$1,020.00	\$930.00	\$680.00	\$60.00
Grants	\$21,700.00	\$15,300.00	\$4,875.00	\$27,500.00	\$17,000.00	\$2,500.00	\$2,463.00
Interest	\$89.59	\$69.84	\$45.85	\$28.60	\$25.94	\$29.40	\$11.09
	\$28,554.59	\$33,236.84	\$22,051.85	\$36,689.60	\$30,845.44	\$16,531.87	\$7,552.84
Expenses							
Utilities	\$431.17	\$920.39	\$1,178.67	\$1,533.22	\$1,733.14	\$1,841.21	\$864.89
Insurance	\$4,675.18	\$4,816.48	\$4,778.16	\$4,922.40	\$4,765.88	\$4,879.44	\$3,899.40
Office Sup/Print	\$473.98	\$459.66	\$575.62	\$626.80	\$686.83	\$751.58	\$181.89
Miscellaneous	\$1,438.52	\$75.00	\$75.00	\$60.00	\$224.88	\$75.00	\$150.50
Restoration	\$28,835.89	\$14,660.20	\$21,237.88	\$26,916.91	\$9,126.65	\$16,390.95	\$5,538.81
Note Repayment	\$0.00	\$3,000.00	\$5,634.20	\$0.00	\$0.00	\$0.00	\$0.00
Prof. Services	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maint-House/Grounds	\$607.74	\$832.00	\$1,286.00	\$970.98	\$2,861.40	\$7,602.03	\$1,838.52
	\$36,462.48	\$25,163.73	\$34,765.53	\$35,030.31	\$19,398.78	\$31,540.21	\$12,474.01

Balance Sheet**Santiam Heritage Foundation****06/30/16****Assets****Current Assets**

Cash	Acct 612502 Operating Acct	\$12,890.57
-------------	-----------------------------------	--------------------

Restricted Donations:

Printing	\$194.05
Floor refinissh DAR grant	\$874.00
Electrical Work	\$1,000.00
Emergency Retainer (1 year operating. Exp)	\$8,000.00
Restricted Donation Bath Floor	\$500.00
Total Restricted:	\$10,568.05
Total Available for Operations	\$2,322.52

Total Current Assets	\$12,890.57
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Fixed (Long Term) Assets

Real Property at Cost	
Land	\$98,000.00
Buildings	\$338,494.00

Total Long Term Assets	\$436,494.00
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Total Assets	\$449,384.57
---------------------	---------------------

Liabilities and Owner's Equity

Current Liabilities	\$0.00
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Long Term Liabilities

Long Term Debt	\$0.00
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Owner's Equity	\$449,384.57
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Total Liabilities and Owner's Equity	\$449,384.57
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Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Santiam Historical Society
Legal Name (if different): _____
Address: PO Box 326
City / State / Zip: Stayton, OR 97383-0326
Phone: 503-769-1406 Fax: _____ Website: www.santiamhistory.net
Contact Person Regarding this Application: Diana Maul
Title: President Phone: 503-743-2639 Email: members@santiamhistory.net
Is your organization an IRS 501(c)(3) non-profit? YES NO

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: Primarily residents of Stayton & surrounding communities, plus people across the country with connections or interest in the area.

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

2015 Veterans Oral History Projects, awarded 2016 total \$393

Funds are being requested for (check one):

General Operating Support _____	Project / Program Support <input checked="" type="checkbox"/> _____
Start-Up Costs _____	Technical Assistance _____
Capital _____	Other (please specify) _____

Project dates (if applicable): 2016-2018

Fiscal year end: December 31

BUDGET

Dollar amount requested: \$ 1000

Total annual organization budget: \$ 2835

Total project budget: \$ 2500

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Diana Maul Position: President

Signature: Diana Maul Date: 28 July 2016

CITY OF STAYTON COMMUNITY GRANT APPLICATION 2016

SANTIAM HISTORICAL SOCIETY REQUEST FOR \$1000 PROJECT GRANT

The Santiam Historical Society (SHS) requests a grant of \$1000 from the City of Stayton during the 2016 application period to supplement two other grant applications (Daughters of the American Revolution Special Projects Grant and Pacific Power Community Cultural Grant) to fund the digitization of the local historical society's newspaper collection at the University of Oregon Historic Oregon Newspapers site, <http://oregonnews.uoregon.edu>. The goal of this project is to preserve the treasure trove of local community history and heritage as recorded in its newspapers, and to make this information available free online in an easily searchable database for people everywhere. It is transitioning from a microfilmed service to a free scanned and digitalized format.

SHS wants Stayton's story to be as accessible to local residents as it is to those far away who have ties to this community. Three hundred seventeen actual hardcopy issues are held in the SHS collection. These original paper copies are deteriorating rapidly and will not survive forever, even under ideal conditions. Microfilms have preserved some of the material, but tend to discourage modern researchers because the viewing machines, as technological dinosaurs, have no search engine option, and are difficult to photocopy and print.

To date, no Stayton newspapers have been added to the Historic Oregon Newspapers collection, so putting actual issues of The Stayton Mail and The Stayton Standard online is exciting. In fact, half of the issues of the Stayton Standard in the SHS collection, are thought to be the last extant in the world. While these copies are still viable for digitalizing, the task needs to be undertaken.

Most issues in the collection consist of four folio-sized sheets (equivalent of eight pages) that escort the reader through a time warp to days when grandparents and great grandparents were growing up. SHS wants to make sure that the stories, anecdotes, and details of the daily lives of our local citizens will survive so pride and heritage can thrive. Historians, genealogists, researchers, reporters, teachers, and students will have a centralized site to access these papers, and finding specifics will be so much simpler on the computer!

Thank you.

CITY OF STAYTON COMMUNITY GRANT APPLICATION 2016

SANTIAM HISTORICAL SOCIETY REQUEST FOR \$1000 PROJECT GRANT

Newspaper Digitization Program Budget

Cost to digitalize original newspaper issues from the Stayton Mail & Stayton Standard through the University of Oregon Historic Oregon Newspaper project is estimated at \$2500.

The Santiam Historical Society is applying for grants from the City of Stayton (\$1000), the National Society Daughters of the American Revolution Special Projects Grants for Historic Preservation (\$1000), and the Pacific Power Foundation Cultural Grants for Historic Preservation (\$500). This equals \$2500.

The obligation for the SHS is to deliver the original folio-sized issues to the University of Oregon in Eugene, and to pick them up after the digitalization is completed. UO will do all the work (hurrah!). SHS will then promote the accessibility through the UO Oregon Historic Newspaper site on its Facebook page, and through newsletters, meetings, and publicity announcements. The cost of transportation to and from the site has been donated to SHS.

2016 Organizational Budget SHS

Beginning Balance: \$581

Projected Income:

Annual Memberships	\$100	
Life/Sustaining memberships	500	
Memorials/donations	100	
Grants	1500	
Fundraising		
AmazonSmile	25	
Macy's ShopforCause	250	
Goodsearch/shop	10	
Summerfest sales	<u>350</u>	
Total income		<u>\$2835</u>

Projected Expenditures:

Operational expenses	\$1440	
Project outlay 2016	<u>1250</u>	
Total Expenses		<u>\$2690</u>

\$145

Projected Ending Balance

\$726

CITY OF STAYTON COMMUNITY GRANT APPLICATION 2016

SANTIAM HISTORICAL SOCIETY REQUEST FOR \$1000 PROJECT GRANT

Contact information, including Names, Addresses, Phone numbers for members of the Board of Trustees, Santiam Historical Society, EIN # 93-1291976:

President:	Diana Maul	5550 Val View Dr SE, Turner OR 97392	503-743-2639
Vice President:	Judy Skinner	610 E Cedar, Stayton OR 97383	503-569-0146
Sec/Treas	Terri Adams	1585 Aumsville Hwy Se, Salem 97317	971-239-9259
Trustee	Charlotte Braden	Stayton	503-769-7186
Trustee	Susan Masse	610 E Cedar, Stayton OR 97383	503-269-8920

Alissa Angelo

From: DImaul@aol.com
Sent: Thursday, July 28, 2016 4:59 PM
To: !CityofStayton
Subject: 2016 Community Grant Application from Santiam Historical Society
Attachments: CITY OF STAYTON COMMUNITY GRANT APPLICATION supplemental pages 2016.docx;
Signed 2016 application page.pdf

Thank you for offering this grant opportunity to local non-profit organizations. The Santiam Historical Society is delighted to be able to submit an application for the 2016 consideration.

We have attached the signed application page (in theory, I filled it out right!) and the supplemental pages showing our request, our program and organization budgets, and ending with the listing of the names, addresses and telephone numbers of our Board of Trustees.

If you have any questions, please let me know.

You may reach me by email at dImaul@aol.com or at members@santiamhistory.net, or by telephone at 503-743-2639.

Hope your day will be delightful.

Sincerely,
Diana Maul



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton 4th of July Celebration (operating under Stayton Lions Club)

Legal Name (if different): _____

Address: c/o Stayton Moose Lodge, PO Box 28

City / State / Zip: Stayton, OR 97383

Phone: 503-741-6973 Fax: 503-769-6050 Website: N/A

Contact Person Regarding this Application: Debi Brazelton/Jed Leeper

Title: Committee Members Phone: 503-741-6973 Email: debi.brazelton@nsantiam.k12.or.us

Is your organization an IRS 501(c)(3) non-profit? YES NO

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: Residents of Stayton and holiday visitors

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

Funds are being requested for (check one):

General Operating Support	<input checked="" type="checkbox"/>	Project / Program Support	<input checked="" type="checkbox"/>
Start-Up Costs	<input type="checkbox"/>	Technical Assistance	<input type="checkbox"/>
Capital	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Project dates (if applicable): Preparation through the year with presentation on July 4th

Fiscal year end: June 30

BUDGET

Dollar amount requested: \$ 1,000.00

Total annual organization budget: \$ _____

Total project budget: \$ 10,000.00 +/-

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Debi Brazelton Position: Committee Member

Signature: [Handwritten Signature] Date: 8/1/16



Community Grant Application

RULES AND ELIGIBILITY

On a yearly basis, by City Council action, \$5,000 is made available for area programs through a grant application process.

The City will begin accepting Community Grant applications on July 1st, and the application process will close on or before July 31st each fiscal year. For 2016, the deadline to apply for a grant is Friday, July 29, 2016.

Grant funds are provided by the City of Stayton taxpayers, so all grants must be an organization working within city limits, or their event must provide a clear, primary direct benefit to residents of Stayton.

Grant requests are limited to a maximum request of \$1,000.

Grant applications will be presented to the City Council at their second meeting in September, applicants are welcome to attend. The Council will have final say on the eligibility of each application.

APPLICATION INSTRUCTIONS

1. You can obtain a Community Grant Application from City Hall or on our website at www.staytonoregon.gov.
2. Applicants need to complete the application form and provide a summary, no longer than one page, of the purpose of their grant application and a copy of their program or agency budget.
3. Application materials must be submitted to City Hall, 362 N. Third Avenue or via email to cityofstayton@ci.stayton.or.us on or before the application deadline.
4. The City Administrator and Finance Director will review the applications. Applications viewed favorable, will be forwarded to the City Council for consideration at their second meeting in September.
5. If the application is approved by the City Council, the applicants will be notified and the funds will be dispersed.
6. If the application is denied, written notification will be forwarded to the applicant with the reason for denial.

**** ATTACHED TO INSTRUCTION SHEET IS AN APPLICATION.**

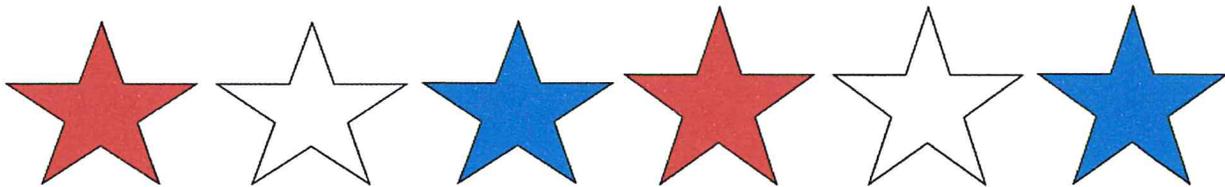


STAYTON

4TH OF JULY CELEBRATION COMMITTEE

2016 Program Budget

Fireworks (Labor, Insurance, Supplies)	\$7500.00
Portable Toilets	\$1200.00
Bounce House Rental	\$290.00
Parade Ribbons	\$160.00
Parade Printing	\$25.00
Event Flyers	\$150.00
TOTAL BUDGET	\$9325.00





STAYTON

4TH OF JULY CELEBRATION COMMITTEE

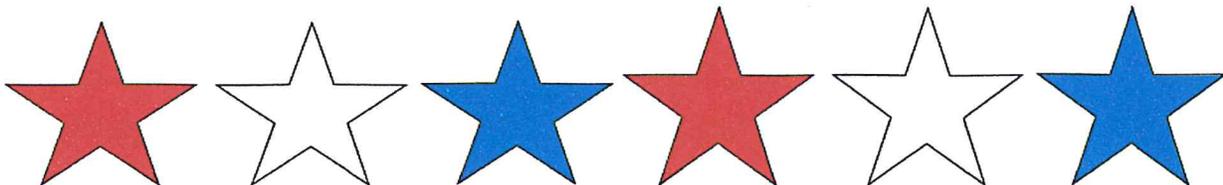
This year, in order to continue the longstanding traditions of the Stayton 4th of July parade and fireworks, a group of community members gathered to take on the work of fundraising, planning, preparing, and presenting both of these events to the Stayton Community. The group works under the umbrella of the Stayton Lions Club, which has graciously budgeted for the basic costs of the event each year (see attached). The event was very successful this year and many people came to Stayton to enjoy the Fun Run earlier in the day, the parade, and then the evening activities at Stayton High School, which included free activities for kids, music by DJ Alan Pinto, quality food offered by non-profit vendors, and a fantastic fireworks display. The events were high quality and brought people of all ages together to celebrate our country's independence.

The group, calling itself the Stayton 4th of July Celebration Committee, began a Facebook page, advertised in local papers and distributed flyers. This is a dynamic group of people who share a vision that this celebration continues in its tradition and becomes bigger and better each and every year. We are applying for this grant in order to help make that vision a reality. The money would be used to help with associated costs to increase advertising, purchase banners, pay for supplies and postage to aid in our quest for fundraising and advertising, provide games for children, provide more music, etc.

We appreciate the City's consideration in providing us this grant. Many people come from both within the City of Stayton and its neighboring towns and cities on the 4th of July. We would like to show them all how well this community can come together for such an important cause as celebrating our nation's freedom.

With sincerest thanks,

Stayton 4th of July Celebration Committee





Community Grant Application

RECEIVED
JUL 29 2016

CITY OF STAYTON

ORGANIZATION INFORMATION

Organization Name: Stayton Elementary School PTC

Legal Name (if different): _____

Address: 875 N 3rd Ave

City / State / Zip: Stayton, OR 97383

Phone: 503 769-2336 Fax: 503 769-1709 Website: northsantiam.schoolwre.net

Contact Person Regarding this Application: Melanie Newton

Title: PTC President Phone: 801 836 2019 Email: staytonelementaryptc@gmail.com
musicmelli@gmail.com

Is your organization an IRS 501(c)(3) non-profit? YES NO

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: Kindergarten - 3rd graders (age 5-9) children in Stayton
If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

Funds are being requested for (check one):

General Operating Support _____	Project / Program Support <input checked="" type="checkbox"/>
Start-Up Costs _____	Technical Assistance _____
Capital _____	Other (please specify) _____

Project dates (if applicable): 2016-2017 school year

Fiscal year end: 6/30/2017

BUDGET

Dollar amount requested: \$ 750.00

Total annual organization budget: \$ 11,277.00

Total project budget: \$ 2,000

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Melanie Newton Position: PTC President

Signature: M. Newton Date: 7/15/16

2015/16 Budget
Stayton Elementary PTC
Fiscal Year Ending June 30, 201

Beginning Cash Balance		\$3,914.70			
<u>INCOME</u>					
-all Carnival		\$2,315.54	\$951.76		\$1,363.78
Book Fairs		\$2,466.41	\$2,597.54		-\$131.13
Box Tops		\$2,312.20	\$362.85		\$1,949.35
Dinners Out		\$489.07	\$13.33		\$475.74
Movie Nights		\$1,146.32	\$441.16		\$705.16
River Run		\$2,547.46	\$602.77		\$1,944.69
	Total Income	\$11,277.00	\$4,969.41	Net Profit	\$6,307.59
<u>EXPENSES</u>					
Assemblies		\$2,244.90			
Child Care-\$10/hour per sitter		\$150.00			
Meeting Snacks		\$14.37			
Volunteer Appreciation		\$688.29			
Welcome Back Teacher Gifts		\$290.00			
Open House		\$24.87			
Teacher/Staff Appreciation		\$465.16			
-abels for Education		\$13.69			
PTC Supplies/Mailing/Copies		\$461.49			
Tax Preparation		\$0.00			
Teacher Gift		\$964.52			
Art Show		\$253.35			
Proposals		\$285.55			
Misc.		\$50.00			
	Total Expenses	\$5,906.19			
	Total	\$4,316.10			

Stayton Elementary School PTC
875 North Third Avenue
Stayton, Oregon 97383



July 20, 2016

Dear City Council,

I am writing to you on behalf of the Stayton Elementary School PTC (Parent Teacher Club) to seek a grant of \$750. We are a low income school and seek to provide cultural activities to enrich our students lives. We have been fortunate in the 2015-2016 school year to have an Artist in Residence come to the school and teach art classes to each class. They learned about oil painting, shading, color mixing and sculpture last year.

We would love to continue having this artist come to teach the students a few times a year, to enrich them and expose them to opportunities they would otherwise not receive. Your grant money of \$750 would pay for 2 sessions of art for each class at the school as well as for supplies and prep time for the instructor.

We appreciate your time reading this, and hope you will consider our proposal

Sincerely,

Melanie A Newton - PTC President
Adrienne Campbell- PTC Vice President
Steph Hatfield - PTC Secretary
Christie Sphoon -PTC Treasurer

staytonelementaryptc@gmail.com



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton Lions Club

Legal Name (if different): _____

Address: PO Box 98

City / State / Zip: Stayton, OR 97383

Phone: 503-989-8258 Fax: — Website: —

Contact Person Regarding this Application: Becky Hilkey

Title: Sight + Hearing Chair Phone: 503-989-8258 Email: rhilkey52@hotmail.com

Is your organization an IRS 501(c)(3) non-profit? YES foundation NO locally no

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: Stayton children K-8

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

Funds are being requested for (check one):

General Operating Support _____	Project / Program Support <u>✓</u>
Start-Up Costs _____	Technical Assistance _____
Capital _____	Other (please specify) _____

Project dates (if applicable): _____

Fiscal year end: _____

BUDGET

Dollar amount requested: \$ 300.00

Total annual organization budget: \$ 2300.00

Total project budget: \$ 500.00

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Glenn Hilton Position: President

Signature: Glenn Hilton Date: 7/19/16

Community Grant Application
Stayton Lions Club
July, 2016

Children Eye Screenings
North Santiam School District
St. Marys

Stayton Lions Club is requesting \$300 for the school vision screenings. In 2015-16 over 1700 students in grades K-8 at five North Santiam Schools and St. Marys were screened for vision acuity and abnormalities. The project uses specialized cameras that focus on a child's eyes. With the help of Lions and school volunteers this process was completed in less than two days. 150 children were referred to optical professionals. One child was found to have cataracts.

Our grant request would be for Stayton Elementary, Stayton Intermediate, and Stayton Middle Schools. Funds are paid to the Oregon Lions Sight and Hearing Foundation who provides the cameras, training staff, and screening results.

BUDGET

	2014-15	ACTUAL	2015-16	ACTUAL	2016-17	ACTUAL
Current cash in project fund	\$3,167.00		\$2,219.00		\$1,589.00	
Sight & Hearing	\$2,000.00	\$1,898.00	\$2,000.00	\$1,650.00	\$1,500.00	
Lions Inter						
Community:						
Scholarships	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	
Upward Bound	\$100.00	\$100.00	\$100.00	\$50.00	\$50.00	
Camp Taloali	\$250.00	\$250.00	\$250.00			
Flags (200)	\$170.00	\$175.00	\$175.00	\$150.00	\$150.00	
Stayton Fire/Burn Center	\$100.00	\$100.00	\$100.00	\$100.00		
Stayton Fire/Stairclimb	\$100.00					
Chamber/Concert						
Young Mobile Enter./Movies			\$150.00	\$150.00	\$100.00	
Community Thanksgiving				\$50.00		
	\$3,720.00	\$3,523.00	\$3,775.00	\$3,150.00	\$2,300.00	

INCOME

Bark Sale	\$2,000.00
Butterbraid Sale	\$240.00
	\$2,240.00



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton Sublimity Chamber of Commerce

Legal Name (if different): _____

Address: 175 E. High St.

City / State / Zip: Stayton, OR 97383

Phone: 503-769-3464 Fax: 503-769-3463 Website: staytonsublimitychamber.org

Contact Person Regarding this Application: Kelly Schreiber

Title: President/CEO Phone: 503-769-3464 Email: SSCOC@WVI.com

Is your organization an IRS 501(c)(3) non-profit? YES _____ NO 501(c)(6)

PROPOSAL INFORMATION

Please type a one page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: 10,000

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

2009 - \$350 2010 - \$175

Funds are being requested for (check one):

General Operating Support _____	Project / Program Support <input checked="" type="checkbox"/> _____
Start-Up Costs _____	Technical Assistance _____
Capital _____	Other (please specify) _____

Project dates (if applicable): July 29, 2017

Fiscal year end: 2017

BUDGET

Dollar amount requested: \$ 500

Total annual organization budget: \$ 85,000

Total project budget: \$ 12,600

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Kelly Schreiber Position: President/CEO

Signature: Kelly Schreiber Date: 7/12/16

City of Stayton Community Grant Application

Summary of Request from Stayton Sublimity Chamber of Commerce

July 14, 2016

The Stayton Sublimity Chamber of Commerce requests \$500 from the City of Stayton Community Grant Program.

The Chamber Mission is- “To promote a thriving business climate that enhances local economic vitality and community livability.” We are committed to working in our community to improve our economy and maintain our quality of life. We believe that working together produces the best results for the long-term economic health of our community.

July 29, 2017 marks our 22nd annual Santiam SummerFest. This festival draws thousands of people: a place where neighbors and families can connect and out-of-towners can see, first-hand, the camaraderie of our local business community and friendly citizens.

We propose to use the requested funds for renting chemical toilets for the 2017 Santiam SummerFest.

In the past, the City of Stayton has generously been able to cover the rental of the chemical toilets. We understand this can no longer be covered.

We invite you to invest with us, to be our partner as we strive to help our community thrive and prosper.



2016 Proposed SummerFest Budget	
Total SF Income	14,500
SF Expense	
Advertising	95
Entertainment	825
Postage	5
Rental	800
Supplies	100
Total SF Expense	1825
Net SF Income	12,675



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police,
DATE: September 19, 2016
SUBJECT: Ordinance No. 999, Amending SMC Chapter 10.12 “Stopping, Standing, and Parking”

ISSUE

The City has a “Stopping, Standing, and Parking” section of the municipal code in place. This section of the code regulates vehicle parking.

Recently, City staff found there was not a provision in the City Code nor in the Oregon Revised Statutes that addresses parking adjacent to “yellow” and “red” curbs. This prevents officers from being able to enforce “no parking” in safety zones which includes fire lanes, loading zones, and areas where it is unsafe to park.

In reviewing this chapter of the code it was also determined the code needed to be updated with correct language, numbering, and organization.

The proposed changes were reviewed by the City attorney and placed in City Hall for public review.

OPTION AND MOTIONS

1. Approve Ordinance No. 999 as presented.

Move to approve Ordinance No. 999 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 994 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 999 will be brought before the Council for a second consideration at the October 3, 2016 meeting.

2. Approve Ordinance No. 999 with modifications.

Move to approve Ordinance No. 999 with the following changes ... and direct staff to incorporate these changes into the Ordinance.

Ordinance No. 999 will be brought before the Council for a second consideration at the October 3, 2016 meeting.

3. Retain the Code unchanged.

No motion is necessary.

ORDINANCE NO. 999

**AN ORDINANCE AMENDING THE STAYTON MUNICIPAL CODE
CHAPTER 10.12 RELATING TO STOPPING, STANDING, AND PARKING.**

WHEREAS, the City of Stayton wishes to amend Stayton Municipal Code (SMC) Chapter 10.12 relating to Stopping, Standing, and Parking;

WHEREAS, the City Stayton realized the need to amend the SMC to allow for enforcement of emergency vehicle parking and emergency vehicle lanes; and,

WHEREAS, the City of Stayton realized the need to update SMC Chapter 10.12 to fix SMC numbering and its code organization issues.

NOW THEREFORE, the City of Stayton ordains:

SECTION 1. Stayton Municipal Code Chapter 10.12 relating to Stopping, Standing and Parking is amended to read as set forth in Exhibit A, attached hereto, replacing and superseding the current text of SMC Chapter 10.12

SECTION 2. Upon enactment by the Stayton City Council and the Mayor's signature, the Ordinance shall become effective 30 days after enactment.

ADOPTED BY THE STAYTON CITY COUNCIL this 19th day of September 2016.

CITY OF STAYTON

Signed: _____, 2016

By: _____
Henry A. Porter, Mayor

ATTEST

Signed: _____, 2016

By: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

TITLE 10. VEHICLES AND TRAFFIC

CHAPTER 10.12

STOPPING, STANDING AND PARKING

SECTIONS

10.12. 20 10	Applicability of Provisions
10.12. 20 20	Parking Spaces: Use Required
10.12. 20 30	Parking Spaces: Use Priority
10.12. 20 40	Prohibited Parking or Standing
10.12.050	Parking for Certain Purposes Prohibited
10.12.060	Storage of Vehicles on Streets
10.12.070	Loading Zone Restrictions
10.12.080	Buses and Taxis: Business District Restrictions
10.12.090	Buses and Taxis: Restricted Use of Stands by Other Vehicles
10.12.100	Extension of Parking Time
10.12.110	Unattended Vehicle: Authorized Key Removal
10.12.120	Obstruction of Emergency Response
10.12. 245 130	Issuance of Residential Parking Permits
10.12. 246 140	Parking in Residential Permit Parking Zones
10.12. 247 150	Parking Permit Violations
10.12. 250 160	Parking Citation: Issuance
10.12. 260 170	Parking Citation: Forfeitures
10.12. 270 180	Parking Citation: Impoundment of Vehicles for Failure to Comply
10.12. 280 190	Parking Citation: Owner Responsibility
10.12. 290 200	Parking Citation: Registered Owner Presumption
10.12.300	Extension of Parking Time
10.12.310	Parking for Certain Purposes Prohibited
10.12.320	Storage of Vehicles on Streets
10.12.330	Obstruction of Emergency Response
10.12.340	Loading Zone Restrictions
10.12.350	Unattended Vehicle: Authorized Key Removal
10.12.360	Buses and Taxis: Business District Restrictions
10.12.370	Buses and Taxis: Restricted Use of Stands by Other Vehicles

10.12.~~20~~10 APPLICABILITY OF PROVISIONS

The provisions of this [Chapter](#)~~title~~ that regulate the parking or standing of vehicles do not apply to:

1. A city, county, state, federal, or public utility vehicle being used for official purposes.
2. A vehicle of a disabled person in compliance with Oregon Laws.

TITLE 10. VEHICLES AND TRAFFIC

10.12.2020 PARKING SPACES: USE REQUIRED

Where parking space markings are placed on a street or public lot, no person shall stand or park a vehicle outside of a marked space unless the size or shape of the vehicle makes compliance impossible. A vehicle must fit within a parking space designated as “compact” parking space regardless of the vehicle size or shape.

When vehicles are parked or stopped on the public right of way, they must be parked in the direction of travel.

10.12.030 PARKING SPACES: USE PRIORITY

The operator who first begins maneuvering a motor vehicle into a vacant parking space on a street shall have priority to park within that space, and no other vehicle operator shall attempt to interfere.

10.12.2040 PROHIBITED PARKING OR STANDING

1. No person shall park or stand any vehicle:

- A. A vehicle in violation of the Oregon Revised Statutes ~~or in violation of an official parking limitation sign or device~~;
- B. In any place adjacent to a curb which has been painted yellow either by the City or approved by the City which is on a city street, city owned public lot, property owned by the North Santiam School District, or the Stayton Fire District within the City of Stayton;
- C. Within any area designated as a fire lane or emergency vehicle parking with either red paint and/or signs whether on public property, premises open to the public, a private street, or property owned by the North Santiam School District or the Stayton Fire District within the City of Stayton;
- D. Within 15 feet of the driveway entrance to any fire station;
- E. Within 10 feet of a fire hydrant;
- F. On or over any curb, sidewalk, or roadside planting strip except to cross at an authorized permanent or temporary driveway. A person who causes damage shall be responsible for the cost of the repair to the curb, sidewalk, or street (Reference SMC 10.40.1040);
- G. Contrary to any official parking control device installed or approved by the City including temporary signage for City approved events;
- ~~A-H.~~ On or in a designated marked bicycle lane;

TITLE 10. VEHICLES AND TRAFFIC

~~I. A vehicle~~ In an alley except for a stop of not more than thirty (30) consecutive minutes for loading or unloading persons or material.

~~1.2. No person shall park any~~ A vehicle or trailer designed to be towed by a vehicle, on a street or parking strip within the ~~city~~ City at any time if the motor truck, truck tractor, trailer, or pull trailer, or any combination thereof, is longer than 40 feet, wider than 8 feet 6 inches) or weighs in excess of 26,000 Gross Vehicle Weight (GVW), or any vehicle that requires an Oregon Commercial Driver's License ("commercial licensed driver") ~~except:~~

~~a. A motor truck and/or trailer requiring a commercially licensed driver may be parked on a public street for up to 48 hours in the Industrial Park of Stayton (Rogue Ave, Willamette Ave, and Deschutes Dr.)~~

3. A trailer designed to be pulled by another vehicle that is left unattached from the tow vehicle except:
 - a. When engaged in the delivery or receipt of cargo and when no facilities for the receipt or discharge of the cargo exists except from the street or parking strip; or
 - b. When the person in charge is immediately engaged in the maintenance or repair of public or private property adjacent to a street or parking strip and no off-street parking is reasonably available; or
 - c. When a vehicle is parked in compliance with a camping permit which has been issued pursuant to SMC 8.12. ~~630020~~.
 - d. A recreational vehicle or trailer, parked in front of the residence of the owner, for a period not to exceed 72 hours for the purpose of preparation of use or clean up after use.
 - e. A utility trailer used for the purpose of a temporary construction/landscape project at the location/address it is parked at for a period not to exceed 72 hours.
4. No person in charge of any vehicle or trailer engaged in the delivery or receipt of cargo under the circumstances authorized in subsection ~~3~~4 of this section shall park in such a manner that any part thereof shall project or be more than fifteen (15) feet into the street when measured at right angles from the face of the curb nearest to the motor truck, truck tractor, trailer, or pull trailer.

10.12.050 PARKING FOR CERTAIN PURPOSES PROHIBITED

No operator shall park a vehicle, and no owner shall allow a vehicle to be parked, on a street or other public property for the principal purpose of:

TITLE 10. VEHICLES AND TRAFFIC

1. Displaying the vehicle for sale; or,
2. Repairing or servicing the vehicle except while making repairs necessitated by an emergency; or,
3. Displaying temporary advertising from the vehicle; or,
4. Selling merchandise from the vehicle except when authorized by the City.

10.12.060 STORAGE OF VEHICLES ON STREETS

1. Except as otherwise provided in SMC Title 10 and SMC Chapter 8.12 no person shall store or permit to be stored on a street or other public property, a motor vehicle or other personal property for a period in excess of 72 hours. Failure to move a motor vehicle or other personal property for a period of 72 hours constitutes prima facie evidence of storage and may be towed in accordance with this Title.
2. Discarded Vehicles as defined in SMC Chapter 8.04 may not be stored on a street for more than 24 hours.
3. Personal property which is stored in violation of the provisions of this Chapter relating to storage of personal property on streets is subject to removal and disposal in accordance with SMC Chapter 2.64 and Oregon Revised Statutes.

10.12.070 LOADING ZONE RESTRICTIONS

No person shall park or stand a vehicle in a place designated as a loading zone when the hours applicable to that loading zone are in effect for any purpose other than loading or unloading persons or material. Such a stop shall not exceed the time limits posted. If no time limits are posted, use of the zone shall not exceed thirty (30) minutes.

10.12.080 BUSES AND TAXIS: BUSINESS DISTRICT RESTRICTIONS

The operator of a bus or taxicab shall not stand or park such vehicle upon a street in a business district at a place other than a designated bus stop or taxicab stand, respectively, except that this provision shall not prevent the operator of a taxicab from temporarily stopping the taxicab outside a traffic lane while loading or unloading passengers.

10.12.090 BUSES AND TAXIS: RESTRICTED USE OF STANDS BY OTHER VEHICLES

No person shall stand or park a vehicle other than a taxicab in a taxicab stand, or a bus in a bus stop, except that the operator of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers, when stopping does not interfere with a bus or taxicab waiting to enter or about to enter the restricted space.

TITLE 10. VEHICLES AND TRAFFIC

10.12.100 EXTENSION OF PARKING TIME

Where maximum parking time limits are designated by sign, movement of a vehicle within a block shall not extend the time limits for parking.

10.12.110 UNATTENDED VEHICLE: AUTHORIZED KEY REMOVAL

The conduct described in Oregon Revised Statutes, ORS 811.585 "Failure to Secure Motor Vehicle," is an offense against the City, and applies on any premises open to the public. In the event a Stayton Police Officer who finds a vehicle in violation of this Chapter due to the vehicle not being left in a safe circumstance such as the engine left running and/or with the vehicle unlocked, the ignition keys left in the vehicle, or the brake not set on a manual transmission vehicle, the Officer may take the necessary action to secure the vehicle to render it safe. The Officer may secure the vehicle and take the keys until the owner can be located.

10.12.120 OBSTRUCTION OF EMERGENCY RESPONSE

1. Whenever the operator of a vehicle discovers the vehicle is parked close to a building to which the fire department has been summoned, the operator shall immediately remove the vehicle from the area unless otherwise directed by police or fire officers.

The Stayton Police Department, may have a vehicle towed to a safe location at the owner's expense if the owner cannot be located in a timely manner for a violation of SMC 10.12.040 subsections C through E. The vehicle would be towed under the provisions of ORS 819.120 "Hazardous Vehicle".

10.12.245130 ISSUANCE OF RESIDENTIAL PARKING PERMITS

1. A Residential Parking Permit shall be issued by the Chief of Police, or designee, upon application and without charge to the owner or operator of a motor vehicle who resides on property immediately adjacent to a street or other location within a residential permit parking zone.
2. The application for the permit shall contain the name of the owner or operator of the motor vehicle, residential address, and the motor vehicle's make and model. The owner or operator of any motor vehicle applying for a residential parking permit shall have a current and valid Oregon vehicle registration unless it is not legally required. The permit shall be renewed annually upon such conditions and procedures as the Chief of Police shall specify.
3. The Chief of Police is authorized to issue temporary residential parking permits to bona fide visitors at residences in designated residential parking zones.

TITLE 10. VEHICLES AND TRAFFIC

10.12.~~246~~140 PARKING IN RESIDENTIAL PERMIT PARKING ZONES

1. The holder of a residential parking permit which is properly displayed shall be permitted to stand or park the permitted motor vehicle operated by him in the appropriately designated residential parking zone.
2. While a motor vehicle for which a residential parking permit has been issued is so parked, such permit shall be displayed so as to be clearly visible in the vehicle's lower driver's side portion of the front windshield.
3. A residential parking permit shall not guarantee or reserve to the holder a parking space within a designated residential parking permit parking zone. A residential parking permit shall not authorize the holder thereof to stand or park a motor vehicle in a parking meter zone or in such places or during such times as the stopping, standing, or parking of motor vehicles is prohibited or set aside for specified types of vehicles, nor exempt the holder from the observance of any traffic regulation other than parking in a residential parking permit zone.

10.12.~~247~~150 PARKING PERMIT VIOLATIONS

It shall be unlawful for:

1. Any person who represents that they are a person who is entitled to a residential parking permit when not so entitled to one.
2. Any person who fails to surrender a permit when the person is no longer entitled to it.
3. Any person who parks a vehicle displaying a residential parking permit at any time when that person is not entitled to it.
4. Any person to park in a designated residential permit parking zone without displaying a permit issued pursuant to this Chapter~~title~~.

10.12.~~250~~160 PARKING CITATION: ISSUANCE

1. In the event there is reasonable cause to believe that a vehicle is parked in violation of any of the provisions of ~~Sections SMC Chapter~~ 10.12.~~210 through~~ 10.12.370, or applicable state law, a citation (an unsworn written notice) in conformance with Oregon Law may be issued and the original filed with the ~~City of Stayton~~, and the court with jurisdiction over municipal ordinance matters.
2. The notice (which may be a copy of the citation issued) provided for above shall either be delivered to the defendant or placed in a conspicuous place on the vehicle involved in the violation. A duplicate original of the notice shall serve as the complaint in the case when it is filed with the eCourt. In all other respects the procedure otherwise provided by law in such cases shall be followed. The issuing officer need not have observed the act of parking, but need only have observed that the vehicle appeared to be parked in violation of SMC or Oregon law.

TITLE 10. VEHICLES AND TRAFFIC

10.12.~~260~~170 PARKING CITATION: FORFEITURES

1. **Bail Forfeiture within 30 Days of Violation:** Before midnight of the thirtieth day following the date of the alleged violation, any person charged with a violation of the SMC or applicable state statute may, without personal appearance before the judge hearing municipal ordinance matters, make a forfeiture deposit in the amount stated in the ‘Fees and Charges’ resolution set by City Council for the following offenses:

Overtime Parking <u>Prohibited Parking or Standing</u>	SMC 10.12. 20 <u>40</u>
Wrong Direction	ORS 811.570 (1)
Parking within 20' of Crosswalk	ORS 811.550(17)
Parking within 10' of Fire Hydrant	ORS 811.550(16)
Parking within 50' of Traffic Control Device	ORS 811.550(18)
Displaying for Sale	SMC 10.12. 310 <u>050</u>
Displaying Advertising	SMC 10.12. 310 <u>050</u>
Loading Zone	SMC 10.12. 340 <u>070</u>
Parking on Sidewalk	ORS 811.550(4)/ <u>SMC 10.12.040</u>
Blocking Driveway	ORS 811.550(15)
Parking on Bicycle Lane/Path	ORS 811.550(23), 811.550(24)
Parking in Alley	SMC 10.12.240
No Parking Zone	SMC 10.12.240
Disabled Person Zone	ORS 811.615(1)
Parking Within Intersection	ORS 811.550(5)
Double Parking	ORS 811.550(3)
Unlawful Vehicle Storage	SMC 10. 40-950 <u>060</u>
Unlawful Repairing, Servicing	SMC 10.12. 260 <u>050</u>
Other	

2. **Bail Forfeiture 31 to 60 days from day of Violation:** After the period set forth in Subsection ~~(1)~~ of this section, and before midnight of the sixtieth day following the date of the alleged offense, any person so charged may, without personal appearance before the ~~j~~Judge hearing municipal ordinance matters, make a forfeiture deposit in the amount designated in this ~~subsection~~Chapter. If paid after the designated time, the amount doubles the amount under Subsection ~~(1)~~ of this section. For example a \$10.00 fee would become \$20.00.

3. **Bail Forfeiture 61 days or more from date of Violation:** After the period set forth in Subsection ~~(2)~~ of this section, any person so charged may, without personal appearance before the ~~j~~Judge hearing municipal ordinance matters, make a forfeiture deposit in the amount designated in this ~~subsection~~Chapter. If paid after the designated time, the amount is four times the amount under Subsection ~~(1)~~ of this section. For example a \$10.00 fee would become \$40.00 and a \$20.00 fee would become \$80.00.

TITLE 10. VEHICLES AND TRAFFIC

4. **Court's Discretion:** The ~~j~~Judge hearing municipal ordinance matters may, in the exercise of the Court's discretion and where it is deemed cause to exist thereof in a particular case, remit all or any portion of the forfeiture set forth in this ~~section~~Chapter.
5. **Effect of Forfeiture Deposit Not Accompanied by Answer:** Whenever a person charged with a violation of SMC or applicable state statute makes a forfeiture deposit in the sum fixed pursuant to ~~SMC Section 10.12.170260~~, but does not enter an answer either personally or in writing, such deposit shall be deemed an answer of "no contest," except that, if the deposit is accompanied by a writing which does not specifically state an answer, the municipal ~~j~~Judge may, in the Court's discretion, treat the writing as either an answer of "no contest" or an answer of denial, depending on the tenor of the defendant's statement as to the material facts of the alleged violation, or may require that the defendant enter a specific answer within seven (7) days, failure to enter which shall be deemed an answer of "no contest."
6. **Plea of Defendant:** Any person charged with a violation of SMC ~~Chapter 10.12~~ or applicable state statute shall plead according to the options set forth by Oregon Revised Statutes as stated on the reverse of the Oregon Uniform Traffic Citation and Complaint form.
 - a. Appearing before the municipal ~~j~~Judge and entering the plea in open court;
 - b. Entering the plea in writing, by regular mail or personal delivery, accompanied by the sum fixed as bail pursuant to SMC Section 10.12.~~170260~~;
 - c. Depositing bail without a specific plea as provided in SMC Section 10.12.260.
7. **Powers of Court Upon 'No Contest' Plea:** Upon entry of a plea of "no contest" as provided in SMC Section 10.12.~~170260~~, ~~subsection 5~~, the Court may consider any oral or written statement given by the defendant, and may, on its own motion and in the interest of justice, order the charge dismissed and any bail returned to the defendant. Unless the Court dismisses the charge, the Court shall enter a judgment of conviction upon a plea of "no contest."

~~10.12.270180~~ PARKING CITATION: IMPOUNDMENT OF VEHICLES FOR FAILURE TO COMPLY

When a vehicle is found parked in violation of SMC ~~section~~Chapter 10.12.~~210 through 10.12.370~~ or applicable state statute and the vehicle has five (5) or more outstanding citations or \$200 or more in unpaid fines, any officer charged with the enforcement of this Title pursuant to SMC Section 10.08.150 may, in addition to or in lieu of issuing a parking citation, cause such vehicle to be impounded pursuant to this section and SMC Section 10.16.~~400~~, and an impounded vehicle shall not be released until all outstanding fines and charges are paid

TITLE 10. VEHICLES AND TRAFFIC

10.12.~~280~~190 PARKING CITATION: OWNER RESPONSIBILITY

The owner of a vehicle that is in violation of a parking restriction shall be responsible for the offense unless the operator used the vehicle without the owner's consent.

10.12.~~290~~200 PARKING CITATION: REGISTERED OWNER PRESUMPTION

In a prosecution of a vehicle owner charged with a violation of a parking restriction in this title or applicable state law, proof that at the time of the alleged violation the vehicle was registered with the appropriate vehicle licensing authority of any state as belonging to the defendant shall raise a disputable presumption that the defendant was the owner in fact.

~~10.12.300 EXTENSION OF PARKING TIME~~

~~Where maximum parking time limits are designated by sign, movement of a vehicle within a block shall not extend the time limits for parking.~~

~~10.12.310 PARKING FOR CERTAIN PURPOSES PROHIBITED~~

~~No operator shall park a vehicle, and no owner shall allow a vehicle to be parked, on a street or other public property for the principal purpose of:~~

- ~~1. Displaying the vehicle for sale; or,~~
- ~~2. Repairing or servicing the vehicle except while making repairs necessitated by an emergency; or,~~
- ~~3. Displaying temporary advertising from the vehicle; or,~~
- ~~4. Selling merchandise from the vehicle except when authorized by the City Council.~~

~~10.12.320 STORAGE OF VEHICLES ON STREETS~~

- ~~1. Except as otherwise provided in SMC Title 10 and SMC Sections 8.12.620 to 8.12.640 no person shall store or permit to be stored on a street or other public property, a motor vehicle or other personal property for a period in excess of 72 hours. Failure to move a motor vehicle or other personal property for a period of 72 hours constitutes prima facie evidence of storage and may be towed in accordance with this Title.~~
- ~~2. Personal property which is stored in violation of the provisions of this title relating to storage of personal property on streets is subject to removal and disposal in accordance with SMC Sections 2.64.1600 to 2.64.1670.~~

~~10.12.330 OBSTRUCTION OF EMERGENCY RESPONSE~~

- ~~1. Whenever the operator of a vehicle discovers the vehicle is parked close to a building to which the fire department has been summoned, the operator shall immediately remove the vehicle from the area unless otherwise directed by police or fire officers.
The Stayton Police Department, for the purpose of emergency response may have~~

TITLE 10. VEHICLES AND TRAFFIC

~~a vehicle towed to a safe location at the owner's expense if the owner cannot be located in a timely manner. The vehicle would be towed under the provisions of a ORS "Hazardous Vehicle".~~

~~10.12.340~~ ~~LOADING ZONE RESTRICTIONS~~

~~No person shall park or stand a vehicle in a place designated as a loading zone when the hours applicable to that loading zone are in effect for any purpose other than loading or unloading persons or material. Such a stop shall not exceed the time limits posted. If no time limits are posted, use of the zone shall not exceed thirty (30) minutes.~~

~~10.12.350~~ ~~UNATTENDED VEHICLE: AUTHORIZED KEY REMOVAL~~

~~The conduct described in Oregon Revised Statutes, "Failure to Secure Motor Vehicle," is an offense against the City, and applies on any premises open to the public. In the event a Stayton Police Officer who finds a vehicle in violation of this Title due to the vehicle not being left in a safe circumstance such as the engine left running and/or with the vehicle unlocked, the ignition keys left in the vehicle, or the brake not set on a manual transmission vehicle, the Officer may take the necessary action to secure the vehicle to render it safe. The Officer may secure the vehicle and take the keys until the owner can be located.~~

~~10.12.360~~ ~~BUSES AND TAXIS: BUSINESS DISTRICT RESTRICTIONS~~

~~The operator of a bus or taxicab shall not stand or park such vehicle upon a street in a business district at a place other than a bus stop or taxicab stand, respectively, except that this provision shall not prevent the operator of a taxicab from temporarily stopping the taxicab outside a traffic lane while loading or unloading passengers.~~

~~10.12.370~~ ~~BUSES AND TAXIS: RESTRICTED USE OF STANDS BY OTHER VEHICLES~~

~~No person shall stand or park a vehicle other than a taxicab in a taxicab stand, or a bus in a bus stop, except that the operator of a passenger vehicle may temporarily stop for the purpose of and while actually engaged in loading or unloading passengers, when stopping does not interfere with a bus or taxicab waiting to enter or about to enter the restricted space.~~



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: September 19, 2016
SUBJECT: Comprehensive Fiscal Policies (Informational)

ISSUE

Consideration of comprehensive fiscal policies.

ENCLOSURE(S)

Draft Comprehensive Fiscal Policies.

STAFF RECOMMENDATION

Item is a work session topic. Staff requests direction from Council as whether to:

- A. Engage the budget committee to review and recommend policies to the Council,
- B. Council review and consideration of the policies.
- C. Engage a hybrid committee of members of the budget committee and City Council to review and recommend policies to the Council, or
- D. Not take formal action of the 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 adopted 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.

FISCAL IMPACT

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

OPTIONS

See staff recommendation.

MOTION(S)

None suggested.

**City of Stayton
Fiscal Policies
2016**

DRAFT

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 Budget 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 and 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 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.

goals and objectives are identified and incorporated into the budget.

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. The budget process will include the following steps:

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 An analysis to determine what strategies, programs, and activities will best achieve desired results will be conducted.

2.1.3 The available dollars will be budgeted to the most significant programs and activities. The objective is to maximize the benefit of the available resources.

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

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).
 - 5.1.1 City management shall monitor expenditures and revenues, relative to budget, on a monthly basis, with a thorough analysis and adjustment (if required) no less than quarterly.
- 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 the governing body, appropriate 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.

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 currently 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.

Administrator's budget message shall identify: (a) all major changes in policy since the previous budget year and (b) any 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 Budget 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

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**

Description	Parties	Suggested Date	Latest Date
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
Requested budget prepared and provided to finance	Dept heads	Mid- Mar	March 31
Updates to five-year financial plan, e.g., staffing and other assumptions provided to finance director	Dept heads	Mid-Mar	March 31
Dept meetings with City Administrator and Finance Director	Dept heads, staff and City Administrator	Mid- to end of Mar	Mid- April
Budget narratives completed	Dept heads	Early April	Late April
Update year-end revenue and expenditure estimates	Dept heads	Late March	Mid- April
Publish "Notice of Budget Committee Meeting" (ORS 294.401)	Finance Dir	Xx days before meeting	Xx days before meeting
Publish "Second Notice of Budget Committee Meeting" (ORS 294.401)	Finance Dir	Xx days before meeting	Xx days before meeting
Provide Proposed Budget (ORS 294.396) and Five-Year Financial Projections to Budget Committee	Finance Dir	End of April	Mid-May
First Budget Committee meeting (ORS 294.401)	Budget Committee, City Administrator and dept heads	1 st Council meeting in May	2 nd Council meeting in May
Additional Budget Committee meetings (ORS 294.406)	Budget Committee, City Administrator and dept heads	Week following 1 st Council meeting in May	Week following 2 nd Council meeting in May
Budget Committee approves budget (ORS 294.406)	Budget Committee	Mid-May	End of May
Publish "Notice of Budget Hearing" (ORS 294.413, 416, 418)	Finance Dir	Xx days before meeting	Xx days before meeting
City Council holds public hearing; adopts budget; levies taxes (ORS 294.430, 435)	City Council	1 st Council meeting in June	June 30
Adopted Budget goes into effect	City-wide	July 1	July 1
Adopted Budget submitted to County Assessor and Department of Revenue (ORS 294.555)	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: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: September 19, 2016
SUBJECT: Monthly Finance Department Report

Departmental Activity

	August 2016	July 2016
Utility Billing		
Number of Bills Mailed	2,658	2,663
Number of Bills Emailed	378	268
Delinquent Notices Sent Out	479	494
Courtesy Delinquent Notices Sent to Landlords	146	147
Notified of Impending Shut-Off & Penalty	124	129
Customers with Interrupted Services Non-Payment	21	17
Services Still Disconnected	0	0
Accounts Payable		
Number of Checks Issued	226	109
Total Amount of Checks	\$354,004.58	\$223,894.71



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: September 19, 2016
SUBJECT: Staff Report

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

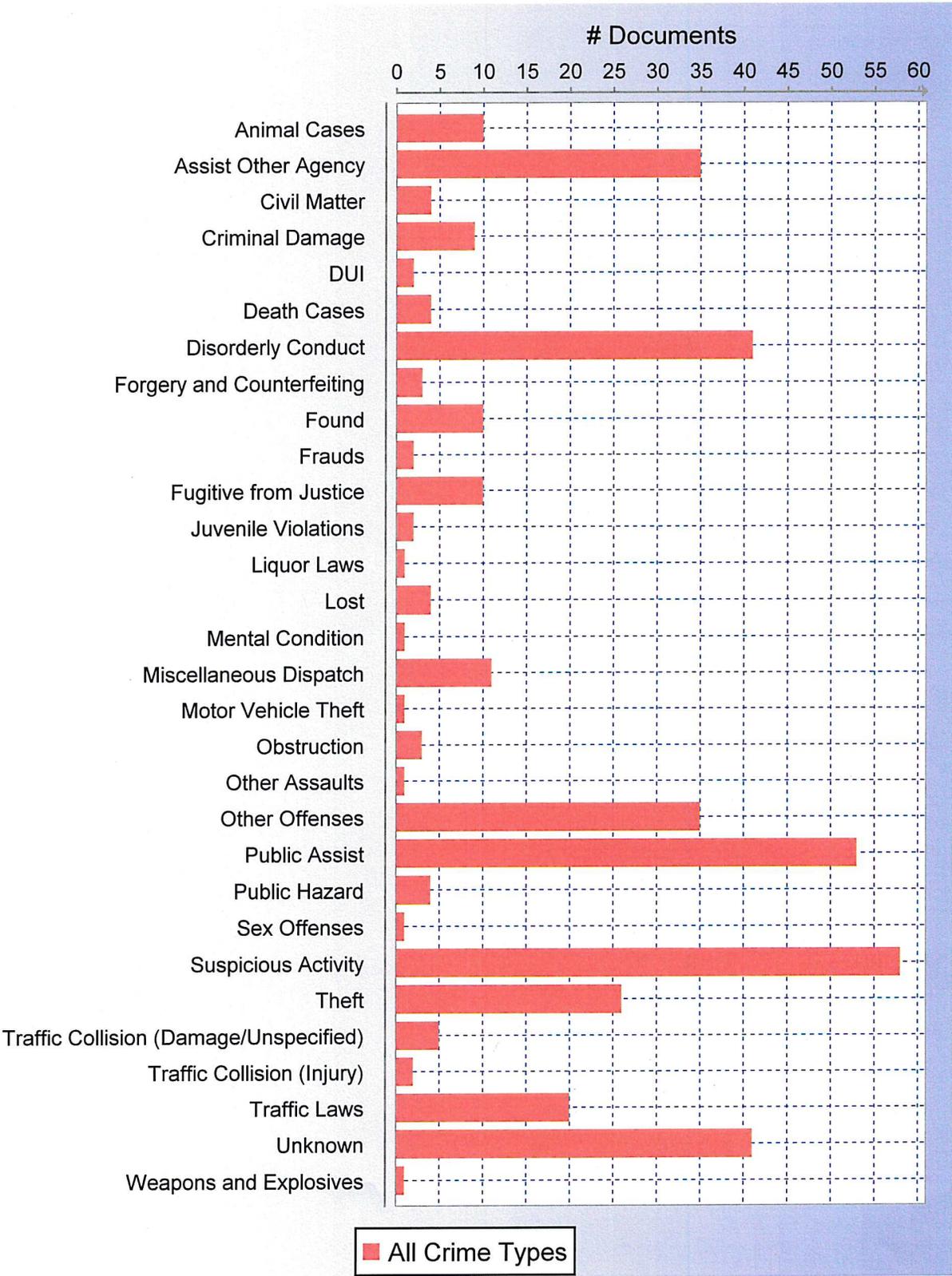
	August 2016	Year to Date 2016	August 2015	Year to Date 2015
Police Activity	928	6534	806	6137
Investigated Incidents	368	2520	396	2646
Citations/Warning	108/238	941/1588	92/137	751/1309
Traffic Accidents	12	88	9	65
Juvenile Abuse	1	24	3	22
Arrests	28	540	50	500
Ordinance Complaints	54	190	NA	NA
Reserve Volunteer Hrs.	263	2232	387.40	3031.40
Citizen Volunteer Hrs.	53.50	447.50	NA	NA
Peer Court Referrals:	4	15	1	40

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 8/1/2016 - 8/31/2016

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	% Change Yr to Yr	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	8/1/16 to 8/31/16	Juv	Adult	Total	1/1/16 to 8/31/16	1/1/15 to 8/31/15
NON-CRIMINAL																
ACCIDENT-INJURY	2	12	8	50.0%	0	0	0	0.0%	0.0%	80.0%	0	0	0	0	0	0
ACCIDENT-PROPERTY	5	43	32	34.4%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
ALL OTHER NON-CRIMINAL	276	1,786	1,873	-4.6%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	1	1
NON CRIM DOMESTIC DISTURB	11	95	103	-7.8%	0	31	43	33.3%	72.1%	78.2%	0	1	1	23	50	0
NON-CRIMINAL TOTALS	294	1,936	2,016	-4.0%												
PERSON																
AGGRAVATED ASSAULT	0	9	5	80.0%	0	8	4	0.0%	88.9%	80.0%	0	0	0	9	3	0
KIDNAPPING	0	1	0	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	0
OTHER ASSAULTS	3	43	55	-21.8%	1	31	43	33.3%	72.1%	78.2%	0	1	1	23	50	0
RAPE	0	2	1	100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
RESTRAINING ORDER VIOLATION	2	4	7	-42.9%	2	3	7	100.0%	75.0%	100.0%	0	0	2	2	7	0
ROBBERY	0	2	2	0.0%	0	1	2	0.0%	50.0%	100.0%	0	0	0	0	1	2
SEX OFFENSES	1	11	12	-8.3%	1	7	8	100.0%	63.6%	66.7%	0	1	1	2	2	0
PERSON TOTALS	6	73	84	-13.1%	4	51	64	66.7%	69.9%	76.2%	0	4	4	38	65	0
PROPERTY																
ARSON	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
BURGLARY - BUSINESS	0	2	4	-50.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
BURGLARY - OTHER STRUCTURE	0	4	6	-33.3%	0	1	2	0.0%	25.0%	33.3%	0	0	0	1	1	0
BURGLARY - RESIDENCE	0	13	15	-13.3%	0	5	3	0.0%	38.5%	20.0%	0	0	0	4	3	0
COUNTERFEITING/FORGERY	3	7	2	250.0%	1	3	0	33.3%	42.9%	0.0%	0	1	1	16	0	0
EXTORTION/BLACKMAIL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
FRAUD	3	28	37	-24.3%	0	7	12	0.0%	25.0%	32.4%	0	0	0	9	10	0
LARCENY																
Pickpocket	0	1	1	0.0%	0	0	1	0.0%	0.0%	100.0%	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	0
Shoplifting	6	34	46	-26.1%	1	20	29	16.7%	58.8%	63.0%	0	0	0	20	34	0
Theft from a Motor Vehicle	8	55	48	14.6%	0	4	3	0.0%	7.3%	6.3%	0	0	0	5	3	0
Theft of MV Parts/Accessories	0	0	5	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
Theft of Bicycle	4	8	20	-60.0%	0	2	2	0.0%	25.0%	10.0%	0	0	0	2	3	0
Theft from Building	0	14	15	-6.7%	0	2	1	0.0%	14.3%	6.7%	0	0	0	5	2	0
From Coin Operated Machine	0	1	0	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			
	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	% Change Yr to Yr	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	8/1/16 to 8/31/16	1/1/16 to 8/31/16	1/1/15 to 8/31/15	Juv	Adult	Total	1/1/16 to 8/31/16	1/1/15 to 8/31/15	
PROPERTY TOTALS	42	304	351	-13.4%	4	72	80	9.5%	23.7%	22.8%	0	3	3	103	83	
SOCIETY																
ALL OTHER	19	108	123	-12.2%	6	38	55	31.6%	35.2%	44.7%	0	3	3	33	21	
ANIMAL	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0	
CUREW	2	9	16	-43.8%	2	9	16	100.0%	100.0%	100.0%	1	0	1	5	24	
CUSTODY-MENTAL	1	6	4	50.0%	1	6	3	100.0%	100.0%	75.0%	0	1	1	6	4	
DISORDERLY CONDUCT	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0	
DR WHILE SUSP	3	37	32	15.6%	3	29	29	100.0%	78.4%	90.6%	1	3	4	36	31	
DRIVING UNDER INFLUENCE	2	6	10	-40.0%	2	6	10	100.0%	100.0%	100.0%	0	2	2	6	10	
ELUDING	2	40	38	5.3%	2	40	38	100.0%	100.0%	100.0%	0	2	2	40	38	
ESCAPE	0	6	3	100.0%	0	6	2	0.0%	100.0%	66.7%	0	0	0	8	3	
FAIL TO DISPLAY DL	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	1	1	
FUGITIVE	0	1	4	-75.0%	0	1	4	0.0%	100.0%	100.0%	0	0	0	1	3	
HIT & RUN	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	1	14	15	147	113	
LIQUOR LAWS	5	33	26	26.9%	0	5	9	0.0%	15.2%	34.6%	0	0	0	6	7	
MIP TOBACCO	1	10	9	11.1%	0	8	8	0.0%	80.0%	88.9%	0	0	0	14	19	
NARCOTICS/DRUGS	0	3	6	-50.0%	0	3	6	0.0%	100.0%	100.0%	0	0	0	3	6	
PROP RECOV - FOR OTHER AGENCY	2	41	45	-8.9%	2	38	44	100.0%	92.7%	97.8%	0	3	3	54	61	
RECKLESS DRIVING	0	3	1	200.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RUNAWAY	1	12	1	1100.0%	1	12	0	100.0%	100.0%	0.0%	0	1	1	12	0	
SEX OFFENSES	0	10	8	25.0%	0	8	7	0.0%	80.0%	87.5%	0	0	0	7	7	
TRESPASS	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	3	
VEH RECOV - FOR OTHER AGENCY	4	66	50	32.0%	0	47	36	0.0%	71.2%	72.0%	0	0	0	28	18	
WARRANT	0	2	1	100.0%	0	1	1	0.0%	50.0%	100.0%	0	0	0	0	0	
WEAPONS	8	111	94	18.1%	8	110	93	100.0%	99.1%	98.9%	0	0	0	2	1	
WEAPONS	1	4	3	33.3%	1	3	3	100.0%	75.0%	100.0%	0	1	1	4	3	
SOCIETY TOTALS	51	511	478	6.9%	28	373	367	54.9%	73.0%	76.8%	3	30	33	414	373	
GRAND TOTALS	393	2,824	2,929	-3.6%												

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: September 19th, 2016
SUBJECT: Public Works Monthly Operating Report for August 2016

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|---|
| • WWTP Facility | Effluent flows: 30.97 million gallons were treated during August. The highest flow was 1.21 million gallons on August 29 th and the lowest flow was 0.85 million gallons on August 7 th . The average flow was 1.00 million gallons. Total rainfall for August was 0.10 inches. |
| • WTP | Highest production day was 6,266,000 gallons on August 20 th , 2016. |
| • Water System | Replaced 4 meters. Installed 1 new meter with radio reader. Replace meter service at 492 E Hollister. 593 W Water replaced meter stop. Leak repair on Westwood. Replaced water services at 1436 & 1422 Westwood. Installed 35 radio readers. |
| • Streets | Swept 115 curb miles and removed approximately 48 cubic yards of material. Striping around town almost complete. Sweeping material from last year, 121 tons, was hauled off late July. 3400 pounds of cold patch was used on W. High from First to Cherry. |
| • Parks | Volunteers: Community Service - 100 hours, Volunteer – 0 hours.
Life skills High School Students – 0 hours. Total = 100 hours.
Parks Board Volunteer Hours – 4 hours total –8 Volunteers. |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling		
Residential Building Addition/Alter/Other	1	
Commercial Building Addition/Alter/Other	4	
Electrical		
Mechanical		
Plumbing	1	
TOTAL	6	

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: September 19, 2016
SUBJECT: Report of Activities for August, 2016

Continued to work with Friends of Old Town Stayton

Planning Commission meeting reviewed three development proposals

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: September 19, 2016
SUBJECT: August Library report

Summer Reading wrapped up in August with prizes for all ages. 534 children, 100 teens, and 78 adults signed up for Summer Reading. 290 children completed the program and were invited to the party for Summer Reading finishers. Thank you to all of our sponsors for making Summer Reading possible!

Children's and teen programming took a break in August but Adult programming continued. Coloring for Creativity and Comfort continues to be well attended. Tea Time for Booklover's, the adult book club, read *Emma: A Modern Retelling* by Alexander McCall Smith.

Stephanie started planning the Oregon author series. Our first author visit will be in October.

Upcoming events to mark on your calendars:

- Art display from the Lake Oswego Reads Art Show based on the book *Short Nights of the Shadow Catcher* by Timothy Egan in the library throughout September
- Tea Time for Booklovers September 28th at 5:30pm
- Friends of the Library Book Sale October 6-8
- Oregon Author Visit – Wayne Harrison October 20th at 7pm

2016-2017 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2016-17 YTD	2015-16 FY
TOTAL CHECKOUTS	11,971	11,124											23,095	125,970
OTHER CIRCULATION SERVICES														
Self check out	3,997	3,916											7,913	42,637
Library2Go (ebooks +)	782	825											1,607	9,110
INCOME RECEIVED														
Non-resident cards	\$465.00	\$112.00											\$577.00	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09											\$1,426.02	-\$12,478.54
Room fees	\$0.00	\$0.00											\$0.00	\$4,135.50
												TOTAL	\$2,003.02	-\$1,347.04
REFERENCE QUESTIONS														
In-Person, by phone and computer help	480	508											988	5,395
NEW PATRON CARDS														
	97	67											164	1,051
INTERNET USE														
	1,035												1,035	13,230
PROGRAM ATTENDANCE														
Children & adults at storytime	678	181											859	5,618
Teens	55	0											55	326
Adults	13	16											29	619
Outreach	17												17	6,953
												TOTAL	960	13,516
MEETING ROOM ATTENDANCE														
	27	65											92	5,889
PATRON VISITS														
	8,006	7,102											15,108	80,146
VOLUNTEER HOURS														
	212	260											472	2,770