



2024-2025  
FISCAL YEAR

# CITY OF STAYTON, OREGON ANNUAL BUDGET



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

The Government Finance Officers Association of the United States and Canada (GFOA) again, for the eighth consecutive year, presented the Award for Distinguished Budget Presentation to the City of Stayton, Oregon for its annual budget for the fiscal year beginning July 1, 2023.

To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award.





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# BUDGET 2024-25

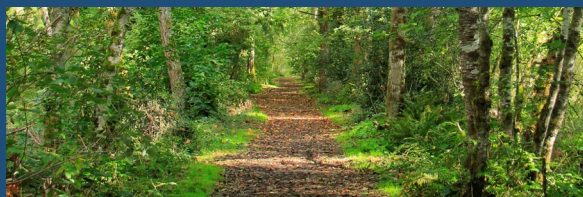
## BUDGET COMMITTEE

### ELECTED OFFICIALS

Mayor Brian Quigley  
Councilor David Giglio  
Councilor Ben McDonald  
Councilor Jordan Ohrt  
Councilor David Patty  
Councilor Steve Sims

### CITIZENS

Denise Busch  
Damian Centanni  
Luke Cranston  
Leonard Hays  
Jonathan Penrice  
Brent Walker





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# CITY MANAGER'S BUDGET MESSAGE

May 6, 2024

Honorable Mayor Quigley, members of the Stayton City Council, citizen members of the Budget Committee, and citizens of the City of Stayton:

It is my pleasure to present to you my proposed budget for the fiscal year ending June 30, 2025. This budget has been prepared in alignment with the City's financial policies, Government Finance Officers Association (GFOA) guidelines, and in consideration of the Council's goals and community needs. We have a lot of wonderful and exciting projects that we are planning to deliver over the next several years and this budget reflects that. I encourage the reader to take the time to review and understand what their City is doing and how we are utilizing our resources. This is our eighth GFOA best practices budget, however even in the GFOA framework, our budget continues to evolve, and we continue to refine the data and information.

## **Budget Development Overview**

The development of this budget has gone through multiple levels and lenses of review. First, directors prepare a budget based on their department needs, taking into consideration rising costs, Council goals, community needs, etc. Then it goes through a series of iterative reviews by me, the City Manager, to make sure the budget allocations are vetted, necessary, and make sense. The next review occurs after the budget is finalized in our budget software. We add projections of how the current year will end which generate beginning balances for the new budget. We rebalance the transfers and make sure each fund meets its requirements for contingencies and reserves. At that point, if the expenditure exceeds revenues, or transfers are higher than acceptable, additional cuts are made. While a lot of thought and work goes into the development of this proposed budget, it is only a staff recommendation. This budget should be examined, considered, discussed, and questioned. Your review and input will improve the quality of the final product. This budget should be the narrative and reflection of the community's values, as expressed with the approval of the Budget Committee.

As budget requests were reviewed, we carefully looked at projected ending fund balances to ensure what was being proposed was not only balanced for this fiscal year but was sustainable over future fiscal years. While we do see a reduction in some ending fund balances, most are attributed to one-time costs and not ongoing operational costs. While the budget does see a decline in the unappropriated and contingency in the General Fund to 13% (half of the 27% in last year's budget), we have carefully examined the reasons for this to ensure it is attributed to one-time expenses. The budget before you is a balanced budget, which means the requirements do not exceed the resources.

The budget is the City's single most important policy document. Its purposes are to provide a comprehensive overview of all City funds and services, and to give residents a better understanding of the City's operating and fiscal programs. The proposed fiscal year 2024-25

City of Stayton budget totals \$38,206,525 with a proposed General Fund budget of \$8,393,346. The budget also lays out the goals and values of the community, and the short-term and long-term opportunities and challenges. We have an obligation to the stakeholders of our community to be as open and as transparent as we can in this process and to make the budget accessible to everyone in our community. It is posted on our website and there is a copy at City Hall as well.

### **Council Goals**

In March 2023, the Council met for a full day of goal setting to validate or revise their Council goals. In addition to the goals, Council adopted several action items that they would like to see accomplished over a two-year period. The goals adopted by Council are to:

- Improve the City's infrastructure and support maintenance with sustainable funding.
- Align housing policies with the community's needs.
- Increase communication, engagement, and transparency.
- Foster a diverse and balanced economy to support a vibrant and prosperous community.
- Implement modern governance systems that improve service to the community.

Each department and fund budget has been prepared with these Council goals, desired outcomes, and objectives in mind. Throughout the budget, whether it is a capital project or a contract services budget, we have planned to make progress on the council's goals and objectives.

### **Highlights of changes in the 2024-25 budget:**

- Additional Position in Public Works. We have many infrastructure improvement needs and we have funding in place for many planned infrastructure projects for the next several years. As a result, this budget proposes to add a Civil Engineer position in Public Works to ensure we are able to deliver those projects. This position will help Public Works to continue all their existing hard work, including planning for and acquiring funds for infrastructure projects, and aid in the delivery of:
  - Street improvements and maintenance projects (the proposed budget allocates \$750,000 towards rehabilitation and reconstruction projects).
  - \$3 million wastewater project funded by the State grant.
  - \$1.8 million for a regional stormwater facility funded by Federal funds.
  - \$250,000 for park improvements at Riverfront Park south and Community Center Park funded through County ARPA funds.
  - \$120,000 for Safety Action Plan funded by Federal Government.
  - The \$5.1 million Aquifer Storage and Recovery project was funded through Water funds and a \$3.8 million grant from the Water Resources Department.
  - In addition, we have funding requests for numerous other infrastructure projects.
- Resource Assistance for Rural Environments (RARE) intern – We have submitted a proposal for an intern through the RARE program. If we are selected to have an intern through this



program, they will help to reevaluate and prioritize economic development strategies as one of their core projects. They will also support the economic growth of the community and assist with grant applications. In the event we are successful, we have allocated \$26,000 towards our share of this position in addition to materials and services to support the housing of the position.

- Increase Court Budget – the Court budget has been increased to allow for our Municipal Court to hear low level criminal cases rather than the County. This change will allow for local control and accountability that benefits the community.
- Transfers from General Fund – We worked hard to keep transfers from the General Fund as low as possible to maintain the fund’s stability.
  - Transfer to the Library did not change.
  - The Pool transfer decreased slightly from \$145,000 to \$131,000 this year.
  - The final transfer of note is an increase in the General Fund transfer to Parks from \$190,000 to \$262,000. The primary contributing factor for this increase was the need to replace a tractor. The new tractor is estimated to be \$60,000.

#### **Revenue/expenditure assumptions**

This budget assumes a cost-of-living adjustment (COLA) in accordance with the American Federation of State, County, and Municipal Employees (AFSCME) and Stayton Police Officers Association (SPOA) union contracts. Exempt staff will receive a COLA consistent with the AFSCME COLA to ensure wages stay proportionally balanced.

The Council adopted Resolution No. 1098 in March which adopted the fee changes that will be effective July 1, 2024. The only fee not changed of note is the street fee. Currently, the rate is \$4 per month for single-family homes. The budget itself does not require or assume an increase in the street fee as there are sufficient unappropriated funds to implement the proposed street budget. Separate conversations are being held to establish a long-term street funding strategy that is critical to addressing our deferred maintenance issues in streets.

#### **Thank You**

This document was the result of a team effort among City staff. I’m not sure thank you is enough when it comes to the hard work that goes into making this document a reality. I want to thank James Brand, our Finance Director, and Randi Heuberger, our Assistant Finance Director, who spearheaded this budget. Additionally, a huge thank you to department heads Lance Ludwick, Jennifer Siciliano, Gwen Johns, Janna Moser, and Assistant City Manager Alissa Angelo who all had significant roles in making this budget a reality.

Finally, I want to thank the Governing Body for their continued support and encouragement to our staff.

Respectfully submitted,

Julia Hajduk  
City Manager

# CITY OVERVIEW

## ABOUT

Stayton is a city in Marion County in the Willamette Valley. Stayton is located 14 miles southeast of the state capital, Salem, on Oregon Route 22. It is south of Sublimity and east of Aumsville. Located on the North Santiam River, Stayton is a regional agricultural and light manufacturing center. Established in 1872, Stayton was incorporated in 1891. The population was 8,295 in 2023.

## FORM OF GOVERNMENT

The City of Stayton is governed by a Mayor and five-member City Council and is a Council/Manager form of government.

The Mayor serves a 4-year term and may serve no more than two consecutive terms of office. Councilors also serve 4-year terms. Council members are elected at large. The Mayor and Council members do not receive a salary for their service.

To be eligible for an elected City office, a candidate must be a registered voter and have resided in the City for at least one year immediately preceding the election. No person may be a candidate for the offices of Mayor and Council member at the same election. The Council is the final judge of the qualifications and election of its own members.

The Mayor presides over Council deliberations and is responsible for preserving order, enforcing the rules of the Council, and determining the order of business under the rules of the Council. The Mayor votes only when it becomes necessary to break a tie.

The Stayton City Council holds regular meetings the first and third Mondays of each month at 7:00 p.m. in the Council Chambers located at the Stayton Community Center, 400 W. Virginia Street. Council meetings are live streamed on [YouTube](#) and held in a hybrid format, allowing for in-person and virtual participation by Council, staff, consultants, and the public.

The City Manager is appointed by the Mayor, and ratified by the City Council, to manage the affairs of the City. The City Manager's general responsibilities are attending all meetings of the Council and keeping the Council advised of the affairs and needs of the city, seeing that Council policy is implemented, seeing that all laws and ordinances are enforced, seeing that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed, oversight and management of the annual City budget, as well as appointing and supervising all department managers and other employees except as otherwise provided by City Charter.

The Assistant City Manager performs a variety of duties in support of the City Council, and serves as the City Elections Officer, Records Manager, and Human Resources Manager.

## HISTORY

Stayton was founded by Drury Smith Stayton who purchased the town site in 1866 and built a carding mill and sawmill on a watercourse of the North Santiam River. In 1872, he platted the town site, and that same year the community received a post office. A ferry crossing on the Santiam River operated from 1876 until a bridge was constructed in 1888. By 1880, a laundry had been established by Kee Sing and Tom. The first newspaper, *The Stayton Sun*, was published in 1889 by T. H. McGill.

The founder of Stayton originally wanted to name the city after his daughter, Florence Stayton. After his petition was denied by the post office because another city in Oregon was named Florence, he chose Stayton and named a street after his daughter. The city was incorporated as the Town of Stayton in 1891, following a failed attempt in 1884.

## CLIMATE

Stayton experiences a temperate climate that is usually described as oceanic with mild, damp winters and relatively dry, warm summers, like most of the Pacific Northwest.

Summers in Stayton are warm and relatively sunny but can, on occasion, be wet. The warmest month is August with a daytime average of 80°F and an average low of 53°F. Because of its inland location, Stayton can experience heat waves, in July and August particularly, with air temperatures sometimes rising over 90°F.

Winters are described as somewhat mild and very wet. Cold snaps can occur and last for several days, and snowfall occurs a few times throughout the winter season; the city has been known to see major snow and ice storms. Spring can bring rather unpredictable weather, resulting from brief warm spells to thunderstorms rolling off the Cascade Range. The lowest temperature ever recorded in Stayton was -7°F on December 8, 1972.

## POINTS OF INTEREST

Local attractions include Pioneer Park with the Jordan Bridge, a covered bridge. A copy of the Jordan Bridge that spanned Thomas Creek east of Scio, it was moved to the park in 1988. Destroyed by fire in 1994, it was rebuilt and painted white. It is used for social occasions such as weddings. Kingston Prairie Preserve, 3 miles southeast of Stayton, protects a remnant of the native prairie that was once common in the central Willamette Valley. Silver Falls State Park is northeast of Stayton; it is the largest state park in Oregon and a major tourist destination in the region, popular for its camping, and for its waterfalls.



## GENERAL STAYTON OVERVIEW

### STATISTICS

2000 Population (Census)	6,816
2020 Population (Census)	8,244
2023 Population (PSU)	8,295

Estimates show Stayton has grown at a rate of about 1% since 2010. Both Marion County and the State of Oregon have grown at a rate of 3% during the same period.

### 2022 AGE DISTRIBUTION

Under 5	873	11%
5-19	1,417	17%
20-29	726	9%
30-49	2,289	28%
50-69	1,884	23%
70 and over	1,021	12%

### 2022 HOUSING STATISTICS

Occupied Housing Units	3,095	
Owner Occupied Housing Units	1,919	62%
Renter Occupied Housing Units	1,176	38%
Family Households	2,322	75%
Non-Family Households	773	25%
Households 65 years and over	952	31%

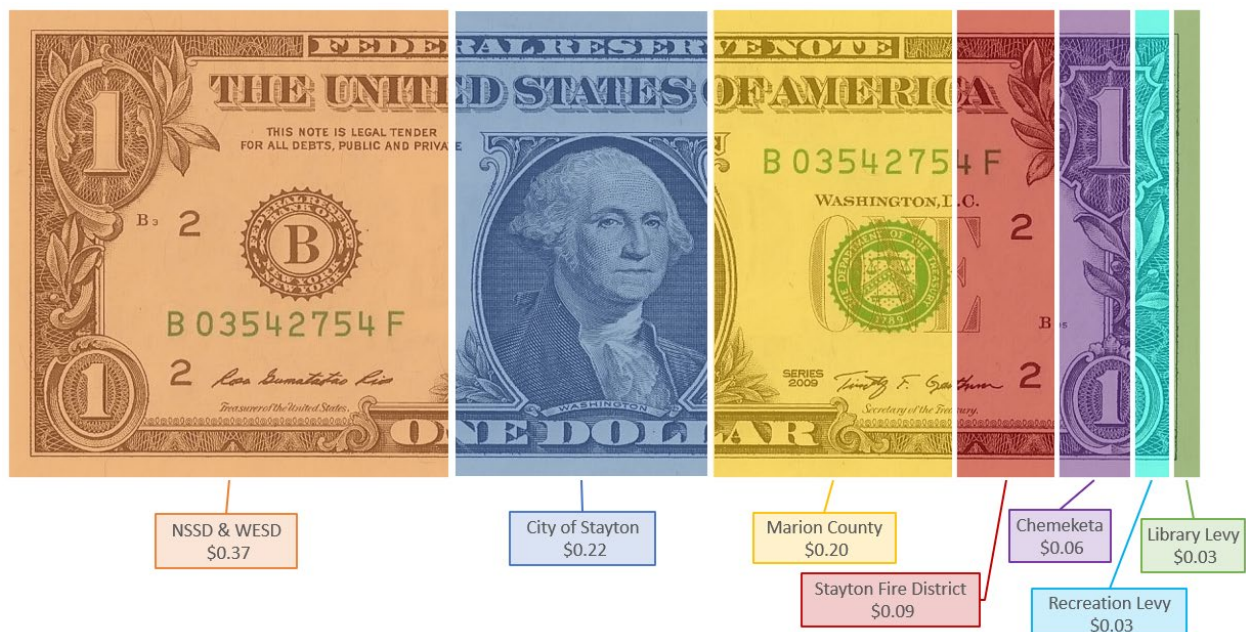
### EDUCATIONAL ATTAINMENT

Stayton is home to three public schools including Stayton Elementary, Middle, and High School, as well as two private schools which include St. Mary Catholic School and Regis High School.

10.2% of Stayton's population has less than a high school diploma. The Marion County rate is 14.3% and it is 10.2% overall for the state of Oregon.

22.3% of Stayton's population has a bachelor's degree or higher as compared to 25% for Marion County and 22.3% for the state of Oregon.

### PROPERTY TAXES PAID BY CITIZENS



## CONNECTING WITH THE COMMUNITY



## BUSINESS OVERVIEW

### EMPLOYMENT – CITY OF STAYTON (2022)

Industry	Firms	Annual Employment	Payroll (\$)	Average Wage (\$)
<b>Total Employment</b>	<b>305</b>	<b>3,357</b>	<b>172,846,899</b>	<b>51,489</b>
<b>Total Government</b>	<b>16</b>	<b>293</b>	<b>16,636,896</b>	<b>56,781</b>
<b>Total Private</b>	<b>289</b>	<b>3,064</b>	<b>156,210,003</b>	<b>50,982</b>
Agriculture, Forestry Fishing and Hunting	5	C*	C*	
Construction	30	299	25,744,142	86,101
Manufacturing	10	455	25,412,893	55,853
Wholesale Trade	7	52	2,500,265	48,082
Retail Trade	36	509	16,455,310	32,329
Transportation and Warehousing	9	86	3,238,417	37,656
Information	3	43	2,645,660	61,527
Finance and Insurance	14	55	3,504,326	63,715
Real Estate and Rental and Leasing	16	39	1,399,569	35,886
Professional, Scientific, and Technical Services	12	74	3,990,895	53,931
Management of Companies and Enterprises	2	C*	C*	
Administrative, Support, Waste Management, and Remediation Services	11	27	1,073,218	39,749
Educational Services	4	C*	C*	
Health Care and Social Assistance	50	812	53,913,904	66,396
Arts, Entertainment, and Recreation,	1	C*	C*	
Accommodation and Food Services	31	355	7,531,995	21,217
Other Services (except Public Administration)	38	124	3,754,349	30,277
Unclassified	10	1	96,943	96,943

\* C = Confidential; Data from industries with less than three firms in the industry are confidential.

# PERSONNEL

## SUMMARY

The budget includes a total of 53.95 full-time equivalent positions, an increase of 1.00 FTE. Through fiscal year 2024, the City maintained a steady workforce of approximately 43 full-time employees and 33 part-time employees.

Two unions represent City of Stayton employees: American Federation of State, County, and Municipal Employees (AFSCME), which represents public works and administrative personnel, and the Stayton Police Officers Association (SPOA), which represents police officers. The AFSCME Collective Bargaining Agreement expires June 30, 2024; and the SPOA Collective Bargaining Agreement expires June 30, 2025. Staff recently completed negotiations with AFSCME and anticipate an agreement being finalized prior to June 30<sup>th</sup>. A wage cost of living adjustment (COLA) is included in the budget for all employees.

## FULL-TIME EQUIVALENT (FTE'S) EMPLOYEES

A schedule of the full-time equivalent positions by department for the past three years and proposed budget is presented below. Similar schedules are provided in each of the departmental budgets.

	2021-22	2022-23	2023-24	2024-25
Department	Actual	Budget	Budget	Proposed
Administration	6.80	7.20	8.20	8.76
Police	14.50	14.60	14.60	14.60
Planning	1.50	1.50	1.75	1.95
Municipal Court	0.80	0.80	0.80	0.50
Library	5.60	6.02	6.02	6.02
Public Works Administration	4.00	4.00	4.00	4.80
Parks	1.70	1.47	1.47	1.47
Water	3.60	3.37	3.37	3.37
Stormwater	0.50	0.50	0.50	0.50
Wastewater	5.80	6.84	5.84	5.84
Streets	1.50	1.50	1.50	1.50
Facilities	0.20	0.26	0.26	-
Pool	6.00	3.00	4.64	4.64
<b>Total FTE's – Citywide</b>	<b>52.50</b>	<b>51.06</b>	<b>52.95</b>	<b>53.95</b>

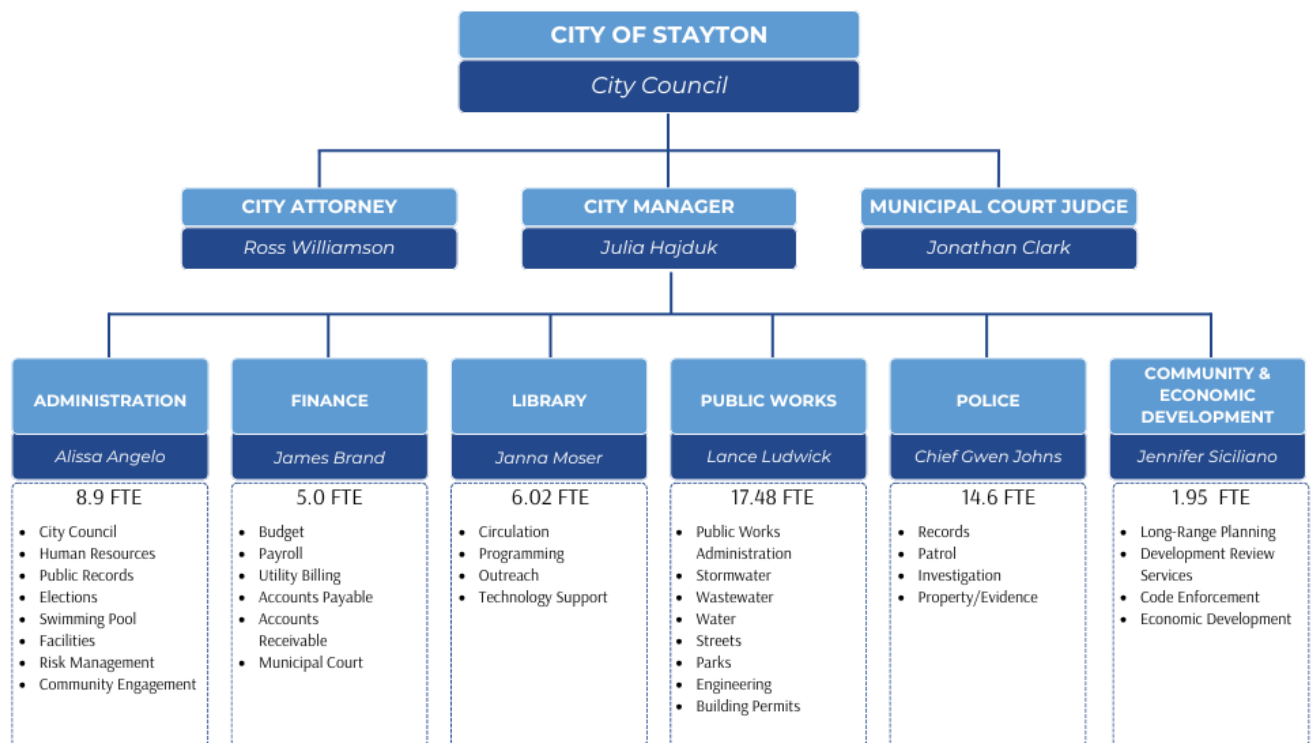


## CHANGES FROM PREVIOUS YEAR

Changes in personnel proposed:

- Addition of a Civil Engineer in Public Works Administration.
- The Municipal Court Clerk position was reduced from 0.8 to 0.5 FTE to capture the actual Court workload of the employee more accurately. The other 0.5 FTE for this position is in the Administration budget.
- The Facilities Maintenance position was moved from Facilities to the Administration budget.

## ORGANIZATIONAL STRUCTURE



## SALARY SCHEDULE – FISCAL YEAR 2024/25

Position	Annual Salary	
	Minimum	Maximum
Lifeguard	\$32,124	\$41,915
Library Aide	\$38,408	\$50,114
Library Assistant	\$42,249	\$55,125
Maintenance Worker 1	\$46,800	\$61,063
Utility Operator in Training	\$46,800	\$61,063
Office Specialist	\$48,976	\$63,902
Municipal Court Clerk / Accounting Specialist	\$48,976	\$63,902
Accounting Specialist	\$48,976	\$63,902
Library Assistant – Lead	\$48,976	\$63,902
Library Assistant - Youth Services	\$48,976	\$63,902
Evidence Clerk / Records Clerk	\$48,976	\$63,902
Office Specialist	\$48,976	\$63,902
Pool Supervisor	\$48,976	\$63,902
Payroll / Accounting Technician	\$51,180	\$66,778
Maintenance Worker II	\$51,180	\$66,778
Utility Operator I	\$51,180	\$66,778
Accounting Technician	\$53,508	\$69,816
Library Outreach Coordinator	\$53,508	\$69,816
Code Enforcement Officer	\$53,508	\$69,816
Utility Operator II	\$53,508	\$69,816
Wastewater Treatment Facility Operator I	\$53,508	\$69,816
Community Engagement Coordinator	\$56,184	\$73,307
Engineering Technician I	\$56,184	\$73,307
Wastewater Treatment Facility Operator II	\$56,184	\$73,307
Wastewater & Storm Collection System Operator	\$56,184	\$73,307
Wastewater Treatment Facility Technician I	\$56,184	\$73,307
Wastewater Treatment Facility Weekend Operator	\$56,184	\$73,307
Wastewater Treatment Facility Operator III	\$57,869	\$75,506
Police Officer	\$63,651	\$85,298
Engineering Technician II	\$69,724	\$90,974
Wastewater Treatment Facility Chief Operator	\$69,724	\$90,974
Water Treatment Plant Chief Operator	\$69,724	\$90,974
Administrative Services Manager	\$69,724	\$90,974
Aquatics Facility Manager	\$69,724	\$90,974
Assistant Finance Director	\$82,274	\$107,349
City Planner	\$82,274	\$107,349
Engineering Associate	\$82,274	\$107,349
Public Works Supervisor - Utilities	\$82,274	\$107,349

Public Works Supervisor - Wastewater	\$82,274	\$107,349
Library Director	\$88,033	\$114,864
Community and Economic Development Director	\$90,674	\$118,310
Civil Engineer	\$90,674	\$118,310
Police Sergeant	\$92,689	\$120,938
Assistant City Manager	\$101,555	\$132,507
Finance Director	\$101,555	\$132,507
Police Captain	\$101,555	\$132,507
Public Works Director	\$101,555	\$132,507
Police Chief	\$109,680	\$143,107
Public Works Director - Civil Engineer	\$109,680	\$143,107
City Manager	Established by Contract	

# BUDGET PROCESS

## SUMMARY

A budget is defined by Oregon State Law (Oregon Revised Statutes, Chapter 294), as a financial plan containing estimates of revenues and expenditures for a given period or purpose, such as the fiscal year. The City is required to budget all funds and for each fund to have a balanced budget.

The State of Oregon defines a balanced budget as one in which total resources equal total requirements. Resources include beginning balances, current resources, and debt proceeds. Requirements include current year expenditures, capital outlay, transfers, debt service, and any other requirements such as debt service reserves and contingencies. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also, under Oregon Revised Statutes (ORS), a legally adopted budget is necessary to establish and justify a given rate and or amount of property taxes to be levied on the property within the city.

The City of Stayton prepares and adopts its annual budget in accordance with the city charter and Oregon Local Budget Law (ORS 294.305-294.555, and 294.565). The budget is presented by fund and department categories. The City Manager is the Budget Officer and is responsible for the management of the overall City budget and maintaining budgetary control at the approved appropriation level. Finance and the respective operating department directors perform ongoing review and monitoring of revenues and expenditures.

The Citizens' Budget Committee consists of the governing body plus an equal number of legal voters appointed by the Stayton City Council. Accordingly, the City of Stayton has twelve budget committee members in which the votes of all members are equal. The first public review of the budget occurs when the budget is presented to the Committee. At that time, the budget is made publicly available, and the Committee begins their review and discussion. The Committee may approve the proposed budget intact or change parts of it prior to final approval. After notices and publications are filed according to local budget law, the budget is forwarded to the Council for formal adoption prior to June 30. Budget amendments may be made during the fiscal year through adoption of a supplemental budget. This process is similar to the regular budget including the use of public hearings but excluding the Citizens' Budget Committee.

# BASIS OF BUDGETING

## SUMMARY

The City budgets all funds on the modified accrual basis of accounting. Items such as depreciation, amortization, property taxes and other revenues that are not expected to be received in the current period or within sixty days of fiscal year end are not included in the budget. All expenditures forecast to occur during the year, such as principal, interest payments and capital acquisitions are budgeted. Accruals of employee leave and other payroll costs incurred are not budgeted.

Within the City's audited financial statements, the General Fund, special revenue funds and debt service funds (none currently) are accounted for using the modified accrual basis of accounting. The enterprise and internal service funds utilize the full accrual method of accounting. The primary difference between the two methods of accounting, relative to the budget basis used, is depreciation, acquisition of capital assets and principal payments on debt are handled differently, i.e., depreciation is not budgeted, acquisition of capital assets and principal payments are budgeted, but are not shown as expenditures in full accrual accounting.

Budget appropriations for authorized spending are provided for all the funds noted below. The amounts of appropriations are presented in the "Proposed Budget" column of the budget summaries presented for each fund. Once the budget is adopted, the final appropriations will be noted in the "Adopted Budget" column.



# FUND ACCOUNTING

## SUMMARY

For accounting purposes, a local government is not treated as a single, integral entity. Rather, a local government is viewed instead as a collection of smaller, separate entities known as “funds.” A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes, all segregated for specific activities and objectives. All the funds used by a government must be classified into one of seven fund types within:

### Governmental type (Governmental funds)

- General
- Special Revenue
- Capital Projects
- Debt Service

### Business-type (Proprietary funds)

- Enterprise
- Internal Service

## GOVERNMENTAL FUNDS

Many government services are financed through taxes and intergovernmental revenues. These are often called non-exchange revenues because there is no normal direct relationship between the cost of the service provided and the amounts being paid by either individual taxpayers or other government agencies. When a service is largely funded through non-exchange revenues it can be called a governmental-type activity. Accounting for a governmental-type activity focuses on available spendable resources and the near-term demands upon them.

### A. GENERAL FUND

The General Fund accounts for services generally supported by property taxes and other non-dedicated and non-restricted revenue. These services include police, municipal court, administration, community and economic development, community center, streetlights, City Council and Council directed funding of outside agencies or other activities. General administrative costs are recovered through internal transfers from the fund or department using these services. These costs include administration personnel, network and financial software, consulting, auditing, and legal. The distributed costs of these services are at full cost, including replacement cost, thereby providing more accurate costs of providing services.

### B. SPECIAL REVENUE FUNDS

Special revenue funds are a fund type used when certain revenues have been earmarked or are legally restricted to expenditure for a specific purpose.

#### 1. STREET FUND

The Street Fund provides the accounting of the City’s street, bike lane, and right-

of-way activities. Funding sources include state highway gas tax, local gas tax, street fees, and grant funding. Heavy equipment, vehicles and maintenance, engineering, project oversight, and public works administration and support services costs, are accounted for through transfers to internal service funds for the estimated costs of the provision of these services.

## **2. LIBRARY FUND**

The Library Fund accounts for the activities of the City's Library. Funds for the program are provided through a voter approved local option property tax levy, Chemeketa Cooperative Regional Library Service funding, program fees, and a transfer from the City's general fund. Expenditures are for Library operations including staffing, program materials, and building occupancy.

## **3. PARKS FUND**

The Parks Fund accounts for the activities of the City's parks operations. Funds for the program are provided through a voter approved local option property tax levy and a transfer from the City's general fund. Expenditures are for parks maintenance including staffing, program materials, and capital outlay as funding allows.

## **4. POOL FUND**

This fund accounts for the activities of the City's pool. Funds for the program are provided through a voter approved local option property tax levy, program revenue, and a transfer from the City's general fund. Expenditures are for pool operations and maintenance including staffing, program activities and materials, maintenance, and capital outlay as funding allows.

# **C. CAPITAL PROJECTS FUNDS**

This fund type accounts for the accumulation of resources to construct capital improvements.

## **1. PARKS SDC FUND**

This fund accounts for the City's collection and investment of parks system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Parks Fund to reimburse that fund for qualified costs.

## **2. STREET SDC FUND**

This fund accounts for the City's collection and investment of street system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Streets Fund to reimburse that fund for qualified costs.

#### **D. DEBT SERVICE FUNDS**

This fund type accounts for the accumulation of resources for the payment of debt principal and interest. The City of Stayton does not currently have any debt service funds.

### **PROPRIETARY FUNDS**

Other government services are financed through user charges for which the cost to the individual, business, or non-profit, is proportionate to the benefit received by the customer. When a fund receives a significant portion of its funding through user charges, it can be referred to as a business-type activity. The accounting for a proprietary fund focuses on cost and long-term cost recovery.

#### **A. ENTERPRISE FUNDS**

Enterprise funds are used to account for operations financed and operated in a manner similar to private enterprises.

##### **1. WATER FUND**

This fund accounts for the operation of the City's water utility. The principal source of revenue is user fees. Expenditures are for operation, administration, maintenance, system betterments, and expansion of the system.

##### **2. WATER SDC FUND**

This fund accounts for the City's collection and investment of water system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Water Fund to reimburse that fund for qualified costs.

##### **3. WASTEWATER FUND**

This fund accounts for the operation of the City's sewage utility. The principal source of revenue is user fees. Expenditures are for operation, administration, maintenance, system betterments, and expansion of the system.

##### **4. WASTEWATER SDC FUND**

This fund accounts for the City's collection and investment of wastewater system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Wastewater Fund to reimburse that fund for qualified costs.

##### **5. STORMWATER FUND**

This fund accounts for the operation of the City's stormwater utility. The principal source of revenue is user fees. Expenditures are for operation,

administration, maintenance, system betterments, and expansion of the system.

**6. STORMWATER SDC FUND**

This fund accounts for the City's collection and investment of stormwater system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Stormwater Fund to reimburse that fund for qualified costs.

**B. INTERNAL SERVICE FUNDS**

Internal service funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City, on a cost-reimbursement basis.

**1. PUBLIC WORKS ADMINISTRATION FUNDS**

Public works administration and support services are provided through this fund. Additionally, activity associated with vehicles and equipment utilized by more than one public works division is accounted for in this fund. Revenues are generated through fees for services to the public as well as transfers to cover the costs of providing services to the various benefitting funds. Expenditures are for administrative and supervisory staffing, operating support costs, and the public works building operation.

**2. FACILITIES FUND**

This fund accounts for the operation of several City building facilities. The principal revenue source is internal transfers from departments that utilize space. Expenditures are for building improvements and maintenance.

## FUND STRUCTURE

The City budget has fifteen funds. All funds with budgetary appropriations in the fiscal year 2024-25 budget are presented with the fund structure below.

Fund Structure				
Governmental Funds			Proprietary Funds	
General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds
Fund Structure at a Glance	Street	Parks SDC	Water	Public Works Administration
	Library	Street SDC	Water SDC	Facilities
	Parks		Wastewater	
	Pool		Wastewater SDC	
			Stormwater	
			Stormwater SDC	



## FUNCTIONAL UNITS

The following table provides where the City's functional units are accounted for by fund type and fund.

Functional Units				
Governmental Funds			Proprietary Funds	
General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds
City Council	<b>Street Fund</b>	<b>Parks SDC Fund</b>	<b>Water Fund</b>	<b>Public Works Administration Fund</b>
Public Safety	Street	Parks	System Operations	Administration
Police Patrol	Maintenance	Infrastructure	Capital Investment Debt Service	Engineering
Code	Street	Expansion		Project
Enforcement	Construction			Management
Emergency	Sidewalks			Inspections
Management	Bike Paths			
Planning/Zoning				
Municipal Court				
Outside Agency	<b>Library Fund</b>	<b>Street SDC Fund</b>	<b>Water SDC Fund</b>	<b>Facilities Fund</b>
Funding	Materials and	Fund	Water Infrastructure	City Hall
Administration	Programming	Streets	Expansion	Police Station
City Manager	Building	Infrastructure		Municipal Court
Human	Occupancy	Expansion		
Resources	<b>Parks Fund</b>		<b>Wastewater Fund</b>	
Finance	Parks Maintenance		System Operations	
Information	Trails		Capital Investment Debt Service	
Technology	Parks Construction			
City Recorder	Jordan Bridge		<b>Wastewater SDC Fund</b>	
Economic			Wastewater	
Development	<b>Pool Fund</b>		Infrastructure	
Communications	Swim Instruction		Expansion	
Street Lighting	Physical Therapy		<b>Stormwater Fund</b>	
Community			System Operations	
Center			Capital Investment Debt Service	
			<b>Stormwater SDC Fund</b>	
			Stormwater	
			Infrastructure	
			Expansion	

# CONSOLIDATED SCHEDULE OF RESOURCES, EXPENDITURES, AND CHANGES IN FUND BALANCE

## BUDGET SUMMARY – BY FUND/CATEGORY

The City's total budget for fiscal year 2024-25 is \$38,206,525. Planned spending totals \$21,767,604, with transfers between funds totaling \$5,165,910.

### Resources

City of Stayton Resources by Fund	Beginning Fund Balance	Taxes & Levies	Charges for Services	Intergovern- mental	Franchise Fees	Grants & Contributions	Interest & Other Revenues	Current Revenues	Transfers In	Total Resources
General Fund	\$ 2,608,681	\$2,632,500	\$ 6,500	\$ 699,075	\$858,650	\$ 120,000	\$ 392,040	\$ 4,708,765	\$1,075,900	\$ 8,393,346
Public Works Admin	298,405	-	-	-	-	-	18,746	18,746	850,600	1,167,751
Library	360,798	300,600	700	116,227	-	23,000	18,674	459,201	70,000	889,999
Parks	219,601	187,800	-	-	-	250,000	14,642	452,442	1,012,000	1,684,043
Water	972,056	-	2,388,000	686,333	-	-	45,953	3,120,286	239,688	4,332,030
Stormwater	158,541	-	700,000	40,000	-	-	18,583	758,583	700,000	1,617,124
Wastewater	5,171,461	-	4,165,385	-	-	-	215,463	4,380,848	983,222	10,535,531
Street	1,881,369	180,000	190,000	771,000	-	-	84,308	1,225,308	3,500	3,110,177
Facilities Development & Maint	871,110	-	-	-	-	-	31,784	31,784	100,000	1,002,894
Swimming Pool	158,025	187,800	132,750	-	-	-	7,692	328,242	131,000	617,267
SDC - Water	883,910	-	39,880	-	-	-	41,948	81,828	-	965,738
SDC - Wastewater	839,074	-	29,700	-	-	-	31,324	61,024	-	900,098
SDC - Street	1,190,183	-	32,240	-	-	-	44,882	77,122	-	1,267,305
SDC - Parks	1,081,535	-	38,300	-	-	-	40,381	78,681	-	1,160,216
SDC - Stormwater	507,604	-	36,482	-	-	-	18,920	55,402	-	563,006
<b>Total Resources</b>	<b>\$ 17,202,353</b>	<b>\$3,488,700</b>	<b>\$7,759,937</b>	<b>\$2,312,635</b>	<b>\$858,650</b>	<b>\$ 393,000</b>	<b>\$1,025,340</b>	<b>\$15,838,262</b>	<b>\$5,165,910</b>	<b>\$ 38,206,525</b>

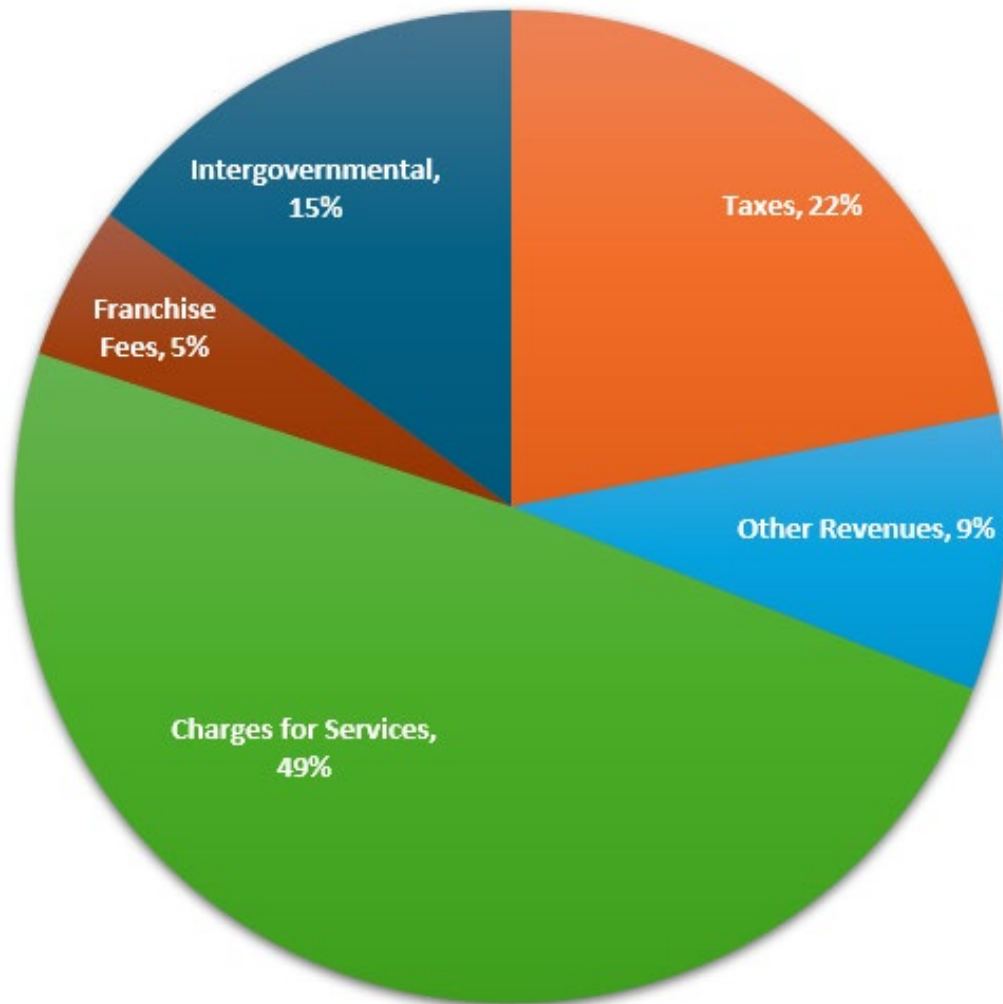
### Expenditures and Other Requirements

City of Stayton Requirements by Fund	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Total Expenditures	Transfers Out	Operating Contingency	Unappro- priated	Total Other Requirements	Total Requirements
General Fund	\$3,657,063	\$2,103,022	\$ 52,500	-	\$ 5,812,585	\$1,468,889	\$ 291,000	\$ 820,872	\$ 1,111,872	\$ 8,393,346
Public Works Admin	679,730	270,979	-	-	950,709	15,333	48,000	153,709	201,709	1,167,751
Library	461,521	113,605	11,200	-	586,326	51,800	30,000	221,873	251,873	889,999
Parks	145,052	222,801	1,060,000	-	1,427,853	123,100	72,000	61,090	133,090	1,684,043
Water	409,019	860,681	1,700,000	330,100	3,299,800	456,400	149,000	426,830	575,830	4,332,030
Stormwater	48,065	591,396	500,000	70,460	1,209,921	225,500	57,000	124,703	181,703	1,617,124
Wastewater	634,835	1,681,080	3,350,000	819,456	6,485,371	571,300	629,447	2,849,413	3,478,860	10,535,531
Street	145,200	457,691	800,000	-	1,402,891	425,100	71,000	1,211,186	1,282,186	3,110,177
Facilities Development & Maint	-	10,249	130,000	-	140,249	-	8,000	854,645	862,645	1,002,894
Swimming Pool	236,155	181,244	34,500	-	451,899	73,300	23,000	69,068	92,068	617,267
SDC - Water	-	-	-	-	-	239,688	-	726,050	726,050	965,738
SDC - Wastewater	-	-	-	-	-	362,000	-	538,098	538,098	900,098
SDC - Street	-	-	-	-	-	3,500	-	1,263,805	1,263,805	1,267,305
SDC - Parks	-	-	-	-	-	750,000	-	410,216	410,216	1,160,216
SDC - Stormwater	-	-	-	-	-	400,000	-	163,006	163,006	563,006
<b>Total Requirements</b>	<b>\$6,416,640</b>	<b>\$6,492,748</b>	<b>\$7,638,200</b>	<b>\$1,220,016</b>	<b>\$21,767,604</b>	<b>\$5,165,910</b>	<b>\$1,378,447</b>	<b>\$9,894,564</b>	<b>\$ 11,273,011</b>	<b>\$ 38,206,525</b>

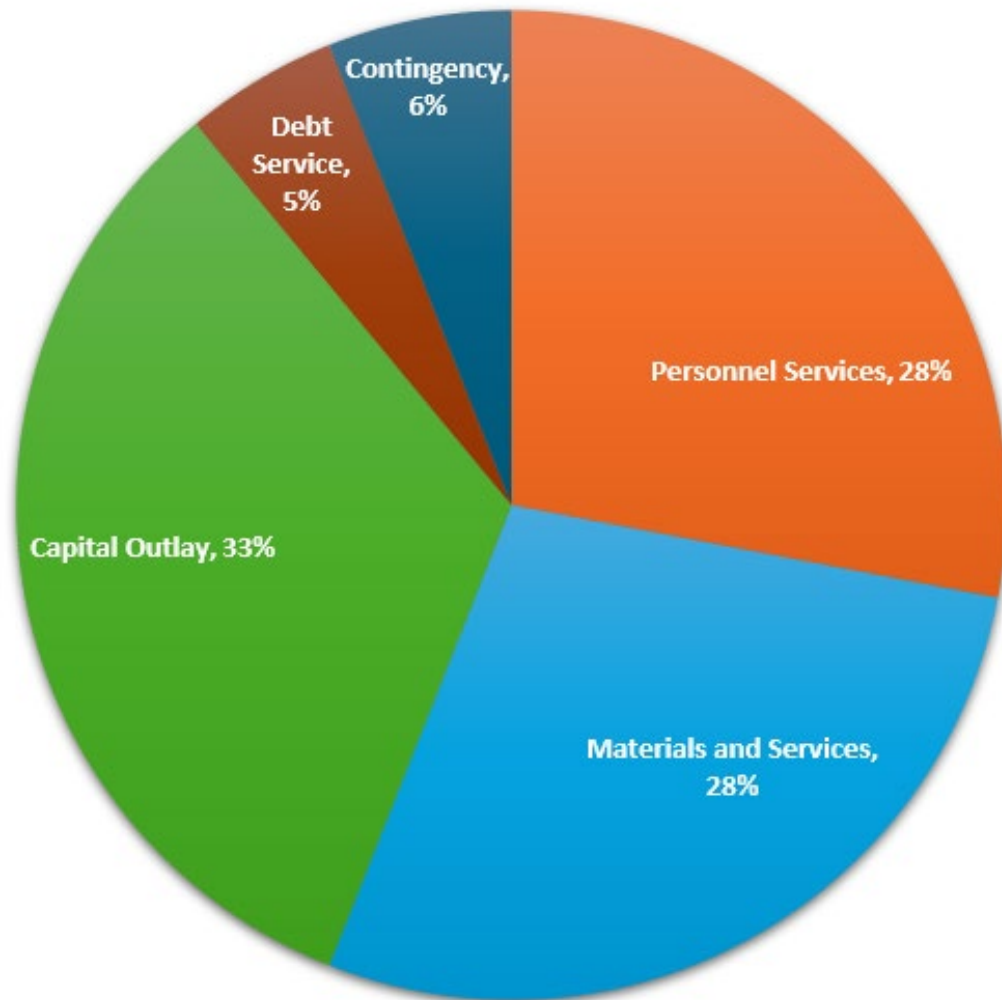
## BUDGET SUMMARY – COMPARATIVE BY CATEGORY

	2022 Full Year Actuals	2023 Full Year Actuals	2024 Annual Budget
<b>Revenue</b>			
Beginning Fund Balance	13,830,449	15,455,990	17,997,600
Taxes	3,205,015	3,350,729	3,446,300
Charges for Services	5,847,693	8,243,832	7,156,960
Grants & Contributions	81,748	23,455	23,000
Franchise Fees	735,060	794,971	737,000
Licenses, Permits & Fees	66,261	100,267	37,500
Fines & Forfeitures	70,499	63,969	112,500
Intergovernmental	1,977,974	1,475,388	2,636,560
Interest & Miscellaneous	271,220	713,663	416,690
Transfers	2,486,216	2,221,533	3,566,788
<b>Total Revenue</b>	<b>\$ 28,572,134</b>	<b>\$ 32,443,797</b>	<b>\$ 36,130,898</b>
<b>Expenditure</b>			
Personnel Services	(4,111,347)	(5,047,650)	(6,009,951)
Materials and Services	(3,038,507)	(3,509,038)	(5,357,240)
Capital Outlay	(2,241,866)	(1,618,520)	(5,858,413)
Debt Service	(1,219,059)	(1,222,286)	(1,218,200)
Transfers	(2,486,216)	(2,221,533)	(3,566,788)
Contingency/Reserve	-	-	(2,784,421)
Unappropriated	-	-	(11,535,885)
Other	-	-	-
<b>Total Expenditure</b>	<b>\$ (13,096,994)</b>	<b>\$ (13,619,027)</b>	<b>\$ (36,330,898)</b>
<b>Ending Fund Balance</b>	<b>\$ 15,475,140</b>	<b>\$ 18,824,770</b>	<b>\$ 11,335,885</b>

## PROPOSED BUDGET – CURRENT REVENUES



## PROPOSED BUDGET – CURRENT EXPENDITURES





# RESOURCES

## TAXES

The City's permanent tax rate per \$1,000 of taxable value is \$3.3280. Increases to taxable assessed property valuations are limited to a maximum of three percent (3.0%) per year for existing properties. New development and improvements to existing development provide additional property tax revenue. The Recreation levy tax rate is \$0.50 per \$1,000 of taxable value and the Library levy tax rate is \$0.40 per \$1,000 of taxable value.

In the fiscal year 2024-25, total property taxes are projected at \$2,502,500. There is a levy of \$300,600 to operate the Library and a recreational levy of \$187,800 each for the Parks and the Swimming Pool. Stayton has a \$.03 per gallon local gas tax, budgeted at \$180,000.

## INTERGOVERNMENTAL

Most of the recurring intergovernmental revenues are distributed from the state and are based on the population of the recipient. This includes \$666,000 for state gas taxes which must be spent on street improvements, and allocations of the State's liquor, cigarette, and state revenue sharing. Intergovernmental also includes \$114,727 in funds for the City's library and targeted grants for police programs.

Intergovernmental also includes one-time grants of \$415,000 for a Housing and Urban Development (HUD) downtown grant and \$686,333 for the Aquifer Storage Recovery project from the Oregon Water Resources Department.

## FRANCHISE FEES

The City has six franchise agreements with utilities operating within the City's right-of-way. Electricity and natural gas revenues have increased as those rates have risen recently. Cable and telephone franchise revenue continues to decline as consumers move away from cable television to internet service and landline telephone service to cell phones.

Franchise	Budget
Cable	\$ 21,000
Telephone	17,650
Sanitary Service	103,000
Electricity	600,000
Natural Gas	117,000
	<u>\$ 858,650</u>

## CHARGES FOR SERVICES

An estimated \$7.76 million in revenue from charges for services is budgeted in 2024-25. Utilities generate the vast majority of these charges:

Utility	2024-25 Budget
Wastewater	\$ 4,165,385
Water	2,388,000
Stormwater	700,000

In February 2024, after working with a financial consultant for over a year, the City accepted the Utility Rate Study (URS). The URS laid out the recommended rate changes for the next five years. This budget proposal reflects the recommendations from the utility rate study which includes rate adjustments for water (3%), wastewater (3% residential and 6.75% other), and stormwater (40%). The street fee is still being evaluated. Therefore, the base budget proposed of \$190,000 does not reflect a change to the street fee.

Pool charges have been increased by 5% for the fiscal year 2024-25 and amount to \$132,750.

System Development Charges for water, wastewater, stormwater, streets, and parks are budgeted at \$176,602. Charges are applied and collected when development occurs to compensate for the development's impact on the infrastructure system, therefore revenues may vary greatly from year to year depending on the amount and type of development.

## LICENSES AND PERMITS

Between the Community and Economic Development Department and Public Works Administration, \$51,000 in licenses and permit fees is budgeted.

## MISCELLANEOUS

Citywide, approximately \$899,340 in revenue comes from miscellaneous sources, including interest income and building rental. Interest income is earned on the City's cash reserves held at the State's Local Government Investment Pool and Umpqua bank. The interest rate has climbed from 4.11% to 5.2% over the last year and is currently 5.45% at Umpqua Bank.

## TRANSFERS

Transfers between funds are expected to be \$5,165,910 in fiscal year 2024-25. Enterprise funds and special revenue funds transfer funds to the General Fund and the Public Works Administration Fund for the services they provide. The Parks, Pool, and Library Funds receive annual operational subsidies from the General Fund. There are also one-time transfers from the

General fund of \$300,000 to the Stormwater Fund and \$621,222 to the Wastewater fund for infrastructure improvements funded by the American Rescue Plan Act (ARPA). These were funds given to the City by the federal government from the COVID-19 pandemic.

The Parks, Water, Wastewater, Stormwater, and Street Funds have budgeted to receive transfers of System Development Charges (SDC) funds. SDC transfers will be used for system planning and various infrastructure improvements.

<b>SDC Transfers for Projects</b>	<b>2024-25 Budget</b>
Parks	\$750,000
Water	239,688
Wastewater	362,000
Streets	3,500
Stormwater	400,000

## DEBT PROCEEDS

The fiscal year 2024-25 budget does not include any planned issuance of debt.

# GENERAL FUND

## SUMMARY

The General Fund accounts for the City's police, municipal court, planning, administration, city council, community center, street lighting, and discretionary non-departmental activities.

The primary revenue sources include property taxes, intergovernmental such as state shared revenues, cigarette and liquor taxes and various grants, franchise fees, licenses and permits, charges for services, transfers from other funds for administrative services benefitting those funds, and miscellaneous.

## HIGHLIGHTS

### Programs

- The \$500,000 HUD HOPE VI Main Street grant is expected to continue into 2024-25.
- Funding of \$40,000 is included in the City Council budget to continue the Community Improvement Grant program.

### Other Requirements

- Subsidy transfers to operating funds including Library, Pool, and Parks are expected to total \$463,000.
- Operating Contingency and Unappropriated amounts meet or exceed City Policy minimum requirements.

## CHANGES FROM PREVIOUS YEARS

- A decrease in the subsidy transfer to the Stayton Family Memorial Pool from \$145,000 to \$131,000.
- An increase in the subsidy transfer to the Parks from \$190,000 to \$262,000 which is mostly to help fund the purchase of a new tractor.
- Fines and forfeitures for the Municipal Court are expected to return to normal levels. Fiscal years 2022-23 and 2023-24 both had write-offs totaling over \$84,000 because of Oregon House Bill 4210 (2020) which forgave many fines relating to traffic violations.
- We are changing our city passenger vehicle fleet for the Police and Public Works Departments. Instead of buying vehicles, we will have capital leases through Enterprise. The result is a steady predictable expense stream instead of sporadic large purchases.

- There is about \$16,000 budgeted for a Resource Assistance for Rural Environments (RARE) intern. There are grant funds to help pay for this intern who will assist the Community and Economic Development Department.
- An increase of about \$20,000 is included for the Municipal Court to allow the City to begin prosecuting misdemeanors criminal cases.

## REVENUES

- The projected budgeted beginning fund balance as of July 1, 2024, is approximately \$2.6 million.
- Property and other taxes are budgeted with guidance from the Marion County Assessor's office. As advised, we anticipate collecting 97% of the assessed taxes.
- Two notable grants are budgeted including \$120,000 for a Safe Streets For All grant from the Department of Transportation and \$415,000 for the continuation of the downtown Housing and Urban Development (HUD) grant.
- The City is not expecting substantial changes in other General Fund revenue categories.

## EXPENDITURES

Budgeted expenditures, including transfers, excluding contingency and unappropriated, total \$7.3 million, an increase of \$777,000 over 2023-24.

The primary drivers of the increase include:

- In all departments with personnel:
  - Cost of living adjustments for all employees plus annual step increases in accordance with respective union contracts and City practices relative to exempt employees.
  - Increase in medical related benefit costs of about 9%.
  - The contribution rate of the City's retirement plan is unchanged.
- The total personal services budget increase for the General Fund was \$143,000 with no FTE changes.
- Overall net increase of \$361,000 in non-departmental (operating) spending resulting from the following changes:
  - Increase of \$921,000 related to allocation of ARPA funds. The City is allocating \$300,000 to the Stormwater Fund and \$621,000 to the Wastewater Fund.
  - Increase of \$72,000 for the General Fund subsidy transferred to the Parks Fund.
  - The removal of a one-time \$500,000 transfer in the 2023-24 budget from the General Fund to the Street Fund.
  - A reduction of \$50,000 for the HUD grant to reflect portions of the grant already



used.

- A removal of \$83,000 for one-time projects that were completed or eliminated.
- Increase of \$145,000 in the Planning Department for a Street Safety Grant.
- Increase of \$52,000 in the Community Center for building improvements (\$26,000 grant funded).
- Increase of \$25,000 in the Street Lights budget for additional costs to Pacific Power.

## GENERAL FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>GENERAL FUND</b>	<b>\$ 2,656,914</b>	<b>\$ 3,077,254</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Revenue</b>	<b>6,700,514</b>	<b>7,680,296</b>	<b>8,884,290</b>	<b>8,393,346</b>
Beginning Fund Balance	2,015,667	2,637,764	3,600,000	2,608,681
Taxes	2,400,460	2,507,876	2,591,100	2,632,500
Charges for Services	2,828	6,010	5,000	6,500
Grants & Contributions	69,722	455	-	120,000
Franchise Fees	735,060	794,971	737,000	858,650
Licenses, Permits & Fees	49,001	70,080	37,500	46,000
Fines & Forfeitures	70,499	63,969	112,500	75,000
Intergovernmental	364,829	366,362	717,000	699,075
Interest & Miscellaneous	86,749	254,810	117,690	271,040
Transfers	905,700	978,000	966,500	1,075,900
<b>Expenditure</b>	<b>4,043,600</b>	<b>4,603,042</b>	<b>8,884,290</b>	<b>8,393,346</b>
Operating	279,300	468,356	1,462,900	1,823,864
Administration	1,036,412	1,354,549	1,575,753	1,689,507
Police	2,299,209	2,290,389	2,817,762	2,892,745
Community and Economic Development	195,436	216,602	275,213	455,329
Community Center	36,098	39,804	92,960	111,432
Court	104,159	124,132	133,747	122,256
Street Lighting	86,442	94,813	90,000	115,093
Mayor City Council	6,544	14,397	56,250	71,248
Contingency	-	-	300,000	291,000
Unappropriated	-	-	2,079,705	820,872

# POLICE

## SUMMARY



The Stayton Police Department works to provide visible, impartial, high-quality law enforcement services to reduce crime and the fear of crime. We work in partnership with the community, educational institutions, businesses, civic groups, and regional law enforcement agencies to create a safe environment for the city of Stayton's citizens, businesses, and guests.

We are guided by our core values of Teamwork, Service, Leadership, Integrity, and Attitude. Our mission is "To Protect with Courage, Serve with Compassion, and Lead with Integrity."

We accomplish our goal by providing the highest quality of law enforcement, community outreach, and in-person service. Our department is responsive to the public interest, transparent and inclusive of our operation, innovative in our ability to adapt to change, and conscientious in expending public funds. The Stayton Police Department has well-trained employees who are committed to service and teamwork. The department strives to create an enjoyable and fulfilling work environment where employees are challenged to be their best, to always increase their professionalism, be empowered, have a voice, and be a part of the community they serve.

Our department provides police coverage 24 hours a day, seven days a week. Uniformed officers respond to emergency and non-emergency calls for service. The Police Department consists of a Chief, three Sergeants, and nine patrol officers. Additionally, the department is supported by one full-time records/evidence specialist and one part-time support specialist.

The Stayton Police Department will continue to look for new ways to be innovative and partner with the citizens, public, and private organizations. The police department looks to enhance public safety and be a proactive partner in local and regional municipal and county goals. Our department will continue to provide a high level of service to the Stayton community.

Service to our community and our department is of utmost importance. We are well-informed of the idea of providing the highest



quality of professional law enforcement service to our community and our agency. We strive to be proactive, trusted partners with our community, and increase the quality of life for our citizens and to improve the capabilities of our agency.

## ACCOMPLISHMENTS FOR 2023-24

- The Stayton Police Department saw an increase in calls for service from the public. Based on measures by our dispatch center, in 2022, Stayton had 6,047 dispatched calls for service and in 2023, we had 6,460 dispatched calls for service. Citizen-reported incidents include such things as assaults, burglaries, thefts, disturbances, harassments, death investigations, trespass, suspicious circumstances, crashes, parking issues, noise disturbances, and welfare checks to name a few.
- METCOM dispatch center processed 7,745 CAD calls for service for our police department in 2022 to include dispatched and officer-initiated activities. Of these CAD calls, 1,698 were officer-initiated and 6,047 originated in the dispatch center. This was an increase of almost 600 from the year previous. As noted, our dispatched calls increased in 2023. Our officer-initiated calls also increased in 2023 to 2,126 activities bringing our total field activities to 8,586 in 2023, which was an increase of 841 from 2022. Officer-initiated incidents included activities like traffic stops, after-hours business checks, foot patrols in the parks and schools, and walk throughs for safety and security at places like the hospital and the post office lobby.
- During 2023, the Police Department staff received 2,179 hours of training. Department personnel attended classes ranging from investigative interviewing, use of force, resiliency, leadership, DUII refreshers, responding to people in crisis, bias, ethics, autism, firearms, emergency vehicle operations, defensive tactics, first aid, AED/CPR, incident command, peer support, search warrant writing, and much more.
- Our department is responsive to the public interest, transparent and inclusive of our operation, innovative in our ability to adapt to change, and conscientious of our service and responsibility to the citizens and the community. The Stayton Police Department has well-trained employees who are committed to service and teamwork.
- The Stayton Police Department continued supporting the community through the various events and partnerships outlined below:
  - ✓ Return of Coffee with a Cop event.
  - ✓ Summerfest
  - ✓ Downtown trick or treating
  - ✓ National Night Out

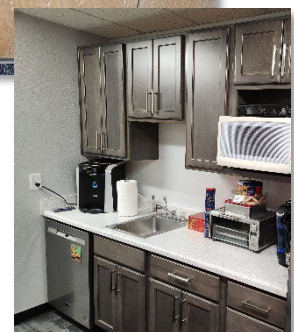


- ✓ Partnership with the Santiam Service Integration Team.
- ✓ Participated in many library events including Read Across Stayton, Summer Reading, and the murder mystery.
- ✓ Assisted with the annual Covered Bridge Community Dinner.
- ✓ Continued partnership with Family Building Blocks “Hope for the Holidays” campaign.
- ✓ Continued partnership with local school staff on the school threat response protocol program called “I Love You Guys.”
- ✓ Participated with neighboring law enforcement agencies for the annual “Shop with a Cop” holiday shopping event.
- ✓ Participated in “No Shave November” with proceeds going to the Can Cancer fund administered by Santiam Service Integration Team.
- ✓ 4<sup>th</sup> of July events including the fun run, parade, and city festivities surrounding fireworks display
- ✓ Participated in Special Olympics/Law Enforcement Torch Run events which included handing out medals to athletes and volunteering at the LETR Plane Pull. Chief had the honor of being a team leader for the Final Leg in Berlin culminating at the Special Olympics World Game.



## CHANGES FROM PREVIOUS YEAR

- Over the past year, we purchased tactical “go bags” equipped with items for critical incidents like tourniquets, first aid shears, door jacks, quick clot, trauma bandages, chest seals and other items that could prove advantageous should we respond to an active tactical call where time and resources are imperative. Each car now has one of these bags.
- The City now has a contract with Enterprise for fleet management and has moved away from outright purchasing vehicles. This will allow us to have newer vehicles on the road with less mileage and ultimately less big-ticket maintenance costs or down time for vehicles in the shops.
- Updated cabinets and countertops in the Department’s kitchenette. Removal of the old water-stained cabinets (most likely installed in the 1960’s) and outdated countertops improved the aesthetic value in our building as well as pride in our workspace and increased morale





as we now have a nice break area for officers during their scheduled 10-hour shifts.

- In 2023, we hired Officer Taran Trumbly who attended the 16-week academy. He graduated and is now working to complete over 22 weeks of field training alongside a field training officer to obtain solo patrol status. In addition, we hired Sgt. Sofia Bielenberg in July and added her to our supervisory team and welcomed Officer Edward Babcock to our team in January. We ended 2023, finally fully staffed with all our approved positions filled.



## POLICE FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Police</b>	<b>2,299,209</b>	<b>2,290,389</b>	<b>2,817,762</b>	<b>2,892,745</b>
Personnel Services	1,587,703	1,744,050	2,113,052	2,166,268
Materials and Services	501,179	499,339	577,710	676,501
Capital Outlay	74,427	-	80,000	-
Transfers	135,900	47,000	47,000	49,976

## PERFORMANCE MEASURES

Patrol Measure	2021	2022	2023
Police Activity	7,796	7,518	8,258
Offenses	2,257	1,218	1,106
NIBRS	649	696	647
Citations/Warnings	1,303	1,038	1,468
Arrests	326	359	293

\* NIBRS crimes include murder and non-negligent manslaughter, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Chief of Police	1.0	1.0	1.0	1.0
Police Captain	1.0	1.0	-	-
Sergeants	2.0	2.0	3.0	3.0
Police Officers	9.0*	9.0	9.0	9.0
Records Clerk	1.5	1.6	1.6	1.6
FTE's – Police		14.5	14.6	14.6

*\* 1 position being used as funding for Pension Stabilization fund.*

## CAPITAL OUTLAY

There is no capital outlay in the Police Department budget.



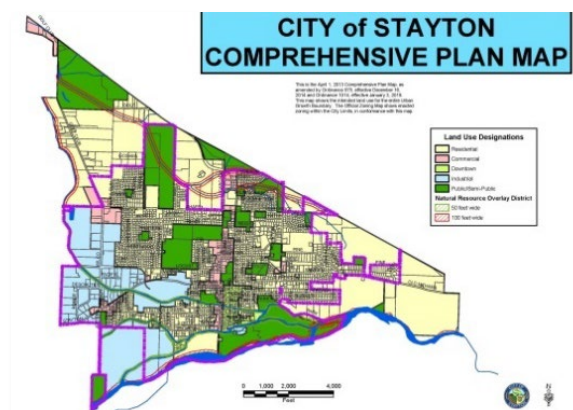
# COMMUNITY & ECONOMIC DEVELOPMENT

## SUMMARY

The Community and Economic Development (Planning) Department is a state-mandated function responsible for administering state land use laws and ordinances specific to the City of Stayton. The Department supports and advises the City Council and Planning Commission regarding all planning and land use matters and is staffed by a full-time Community and Economic Development Director.



The Community and Economic Development Department is responsible for long-range planning for the future of the City, preparation of amendments to land use regulations, and administration of land use ordinances for the City of Stayton. The Department serves under the direction of the City Manager, City Council, and the Planning Commission. Some land use applications regularly handled by the Community and Economic Development Department include annexation, comprehensive plan and zone map amendments, site plan review, conditional use, partitions, subdivisions, and planned unit developments.



The completion of 172 units of new multi-family housing is imminent after about 20 years lull of new multi-family construction.

Long-range planning programs currently in progress include fostering long-term sustainable economic development through implementation of the adopted Economic Development Strategies, and continued improvement of the Land Use and Development Code. The

department has prepared a grant application to facilitate a Resource Assistance for Rural Environments (RARE) intern to reevaluate and prioritize economic development strategies as one of their core projects. Additionally, our department is working with Revitalize Downtown Stayton to promote the vitality of the downtown area as a non-voting board member.

The City was awarded a grant for \$120,000 from the Federal Highway Administration to complete a Safety Action Plan through the Safe Streets and Roads for All grant program. The goal of the Plan is to identify and prioritize strategies to enhance safety of all transportation modes throughout Stayton. The Plan will also engage community members obtaining their input to make roads safer and allow for the ability to apply for future construction funding.

In 2021, the City received a \$500,000 HOPE VI Main Street grant from the federal Department

of Housing and Urban Development. Funds will be used to help create seven dwelling units in the second story of two downtown buildings. The City is still making its way through the environmental review process before construction may commence.

The Code Enforcement Officer made significant strides in proactively enforcing many regulations throughout the city. The Officer has sent out notices regarding rubbish, overgrown vegetation, trailer violations, vehicle abandonment, signs, and sidewalk issues.

#### **Planning Commission Members & Terms**

Dixie Ellard	12/2024
Peter Bellas	12/2025
Richard Lewis	12/2024
Larry McKinley	12/2025
Amy McKenzie Watt	12/2025
Lucas Joyce	Student

## **HIGHLIGHTS**

- Reuse of the old NORPAC building to the Santiam Industrial Center, bringing jobs and revitalization to the city.
- The completion of 172 residential units of new multifamily housing.
- Renewing the Public Art Commission to help facilitate arts within the City of Stayton.

## **CHANGES FROM PREVIOUS YEAR**

- Proposed budget includes funding for continued implementation of economic development strategies and plan.
- The Planning and Public Works Office Specialist was added to the personnel budget at 0.20 FTE and decreased from the Public Works Administration budget to improve transparency.
- A Safe Streets and Roads for All program grant for \$120,00 from the Federal Highway Administration with a \$25,000 cash match from the City to complete a Safety Action Plan.
- A RARE AmeriCorps intern grant program which requires a match of \$26,000 will provide a full-time intern to assist in prioritizing and implementing economic development strategies.

## COMMUNITY AND ECONOMIC DEVELOPMENT FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Community and Economic Development</b>	<b>195,436</b>	<b>216,602</b>	<b>275,213</b>	<b>455,329</b>
Personnel Services	152,441	177,421	213,663	226,685
Materials and Services	25,194	21,681	44,450	223,192
Transfers	17,800	17,500	17,100	5,452

## PERFORMANCE MEASURES

Effectiveness Measures	2021-22 Actual	2022-23 Actual	2023-24 Projected	2024-25 Projected
% of land use applications processed within 120 days of the application being deemed complete	100%	100%	100%	100%
% of land use applications processed within 90 days (including final appeal, if any) of the applications being determined complete	100%	100%	100%	100%
Land Use Preapplication Meetings	N/A*	N/A*	15	18
Applications				
• Staff decisions and Planning Commission Decisions	11	4	5	8
• City Council Land Use Decisions	7	3	3	6

*\*New performance measure, therefore, historical data is not readily available.*

## STAFFING

Position	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Proposed
Community and Economic Development Director	1.0	1.0	1.00	1.00
Code Enforcement Officer	0.5	0.5	0.75	0.75
Office Specialist	-	-	-	0.20
<b>Total FTE's - Planning</b>	<b>1.5</b>	<b>1.5</b>	<b>1.75</b>	<b>1.95</b>

## CAPITAL OUTLAY

There is no capital outlay in the Community and Economic Development Department budget.

# COMMUNITY CENTER

## SUMMARY

The Community Center Complex consists of 7.65 acres of park located along the Salem Ditch off N. First Avenue. This site contains the Community Center building, the Stayton Family Memorial Pool, three tennis courts, horseshoe pits, a playground, library, parking, a picnic area, and an open recreation field.



The City of Stayton Community Center was dedicated in 1979 and located at 400 W. Virginia Street near the Stayton Public Library. The Community Center is the official meeting place for the City Council and other groups. This facility brings people together for social and civic functions throughout the year. The Community Center's location and floor plan are available from links on the City's website.

The Community Center has a total of 3,337 square feet available for events. There is also a kitchen facility and restrooms.

The Community Center is available for dances, weddings, receptions, parties, meetings, and concerts as well as for other events. Under certain circumstances and with additional fees, alcoholic beverages may be served in the building. Security may be required at events and there is a key deposit required for the facility.

## HIGHLIGHTS

- In fiscal year 2023-24, the City received a \$1,000 grant from the Pacific Power foundation and a \$25,000 grant from the State of Oregon Department of Human Services Aging and People with Disabilities Program to assist with funding a remodel of the Community Center Kitchen.
- The Community Center is used for private rentals which include fitness classes, birthday parties, health screenings, memorial services, wedding receptions, community fundraising events, and church services.
- The NorthWest Senior and Disability Services continues to serve the senior community with the Senior Meal Program for lunch every Monday, Wednesday, and Friday.
- The main entrance doors at the Community Center were replaced during FY24.
- The Community Center also serves as the meeting center for various City meetings including City Council, Planning Commission, Budget Committee, and other meetings as necessary.

## CHANGES FROM PREVIOUS YEARS

- The Community Center kitchen remodel project is proposed in the fiscal year 2024-25 budget in the amount of \$40,000 with the bulk of the funding coming from a \$25,000 grant from the State of Oregon and a \$1,000 grant from the Pacific Power Foundation. The project will include new cabinets, countertops, appliances, lighting, and flooring.
- The fiscal year 2024-25 budget includes funds to paint the entryway of the Community Center building.
- Also included in the budget is funds to remove and replace the trees along the east side of the Community Center building.

## COMMUNITY CENTER FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Community Center</b>	<b>36,098</b>	<b>39,804</b>	<b>92,960</b>	<b>111,432</b>
Materials and Services	36,098	39,804	92,960	58,932
Capital Outlay	-	-	-	52,500

## STAFFING

- Facility rental support is provided by Public Works Administration.
- Moonlight Maintenance assists with cleaning, as well as meeting and event set-up.

## CAPITAL OUTLAY

Kitchen Remodel	40,000
Community Center Kitchen Flooring Replacement	10,000
Community Center Lobby Painting	2,500
<b>Total</b>	<b><u>\$52,500</u></b>

# MUNICIPAL COURT

## SUMMARY

Stayton's Municipal Court program was initiated in 2014 when Marion County closed the East Marion Justice Court. The Court has jurisdiction over traffic citations and violations of the Municipal Code. The Judge is appointed by the Mayor and works under contract for the City. This fund also covers the cost of a Municipal Court Clerk.



The proposed budget plans for and accommodates a change to allow for low level crimes to be held at the Stayton Municipal Court. Previously, these cases were sent to Marion County and are routinely dismissed due to lack of staffing and space considerations. This will help ensure low level crimes which are routinely dismissed at the County level, are heard and the person is held accountable.

## HIGHLIGHTS

- The budgeted revenue in court fines is \$75k for 2024-25 and this may increase as additional misdemeanors are prosecuted.
- The remission order in Oregon House Bill 4210 (2020) forgiving fines and fees related to traffic violations has continued to impact Stayton's Municipal Court. A total of \$84,231 in fines has been written off in the last two years.

## CHANGES FROM PREVIOUS YEARS

- This budget is increased to accommodate for the prosecution of low-level crimes at the Municipal Court. The budget increases funds for the Municipal Court Judge and allocates funds for a City Prosecutor and Defense Attorney in the event a defendant requests representation.
- The Municipal Court Clerk is being reduced from 0.8 FTE to 0.5 FTE based on the actual time currently and anticipated to be needed to perform Court duties.

## PERFORMANCE MEASURES

Activity Measures	Actual 2021-22	Actual 2022-23	Projected 2023-24
Number of Court Days	39	41	39
Trials Held	13	42	37
Cases Processed	212	336	400
Ordinance Violations	7	8	3
Traffic Violations*	281	450	522

\* Note: Not all traffic violations go to the Municipal Court if there are crimes associated with the violation.

## MUNICIPAL COURT FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Court</b>	<b>104,159</b>	<b>124,132</b>	<b>133,747</b>	<b>122,256</b>
Personnel Services	62,034	73,514	84,947	54,703
Materials and Services	42,125	50,618	48,800	65,566
Transfers	-	-	-	1,987

## STAFFING

Position	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Proposed
Court Clerk	0.8	0.8	0.8	0.5
Total FTE's - Municipal Court	0.8	0.5	0.8	0.5

## CAPITAL OUTLAY

No capital outlay is budgeted in Municipal Court.



# ADMINISTRATION

## SUMMARY

The Administration Department represents the core function of the City organization. Administration includes the Mayor and City Council, City Manager, Assistant City Manager, Human Resources, Finance, Community Engagement, and Information Technology. A significant portion of the administration costs recorded in the General Fund are recovered through interfund transfers for services provided to those funds, consistent with a cost allocation reviewed and updated annually.



## MAYOR AND CITY COUNCIL

The Mayor and City Council serve as the organization’s “board of directors,” providing governance, appointing the City Manager, establishing rules and regulations, policy, approving contracts, adopting the budget, and setting the direction of the organization.

## HIGHLIGHTS

- Continued funding for training and relationship development for Mayor and Councilors.
- Continue the Community Improvement Grant program in FY25.

## CHANGES FROM PREVIOUS YEAR

- The Community Improvement Grant program was reinstated during FY24. The program is proposed to continue in FY25 in the amount of \$40,000.
- City Council Goal Setting is scheduled for early February 2025.
- Funding includes membership in the Small Municipalities Advocacy Coalition (SMAC)

## MAYOR AND CITY COUNCIL BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
Mayor City Council	6,544	14,397	56,250	71,248
Materials and Services	6,544	14,397	56,250	71,248

## CITY MANAGER

The City Manager is appointed by the Mayor, and ratified by the City Council, to manage the affairs of the City. The City Manager's general responsibilities include:

- Attending all meetings of the Council
- Keeping the Council advised of the affairs and needs of the City
- Seeing that Council policy is implemented
- Seeing that all laws and ordinances are enforced
- Seeing that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed
- Oversight and management of the annual City budget
- Appointing and supervising all department managers and other employees except as otherwise provided by City Charter

## ASSISTANT CITY MANAGER

The Assistant City Manager performs a variety of duties in support of the City Council, and serves as the City Elections Officer, Records Manager, and Human Resources Manager. Additionally, this position also oversees Community Engagement, Facilities, and the Pool.

## COMMUNITY ENGAGEMENT

The Community Engagement Coordinator position was a new addition in the 2023-24 fiscal year. The purpose of this position is to coordinate, plan, and execute communication and community engagement strategies, plans, and initiatives. Additionally, the position focuses on raising the visibility of the City and promoting awareness and understanding of City services, policies, programs, and issues.

## FINANCE

Finance related activities include City-wide support for budget development and preparation, accounting, financial reporting, billing and collection, accounts payable, and payroll. The City's annual financial statements are prepared and audited by an independent auditor.

## HIGHLIGHTS

- The City received its eighth distinguished budget award from the Government Finance Officers Association (GFOA) for the fiscal year 2023-24 budget document.
- The Community Engagement Coordinator position was filled in fall 2023. With the addition

of this position, the City has successfully expanded our outreach efforts to the community. These efforts include establishing a City of Stayton Instagram, moving our newsletter from bi-monthly to monthly, launch of a monthly email update for residents who may not receive a utility bill with the newsletter enclosed, coordinating with Aumsville and Sublimity for the “If I Were Mayor” student contest, and creating the first of a three-part educational video series on streets. Also, over the past year, the City’s reach on Facebook (the number of people who saw a post at least once) has increased by approximately 50,000 and we’ve seen our external link clicks (surveys, websites, application links, etc.) double. We have also found new and fun ways to engage more community members through activities such as the Student Recognition and the Stayton Adventure Log.

## CHANGES FROM PREVIOUS YEAR

- The Facilities Maintenance position was moved to Administration where it is currently managed.

## ADMINISTRATION FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Administration</b>	<b>1,036,412</b>	<b>1,354,549</b>	<b>1,575,753</b>	<b>1,689,507</b>
Personnel Services	564,017	787,407	1,102,493	1,209,407
Materials and Services	447,395	487,488	447,260	452,848
Capital Outlay	-	53,654	-	-
Transfers	25,000	26,000	26,000	27,252

## PERFORMANCE MEASURES

### Administration

Activity Measures	2021-22 Actual	2022-23 Actual	2023-24 Projected
City Council meetings	21	20	19
City Council executive sessions	5	1	4
City Council special sessions	1	1	1
City Council work sessions	1	9	13
Resolutions adopted	12	28	36
Ordinances adopted	5	7	5
City of Stayton YouTube Channel video views	1,928	2,541	2,600
Facebook page follows	7,084	7,359	7,817
Facebook posts	128	239	275

Instagram follows	-	-	260
Instagram posts	-	-	105
StaytonOregon.gov Unique Visits	23,937	23,604	24,000
Public record requests	243	273	230*
Number of new hires/orientations	17	17	16

\* Requests from other agencies removed from this count during the most recent fiscal year.

## Finance

Performance Measures	2021-22 Actual	2022-23 Actual	2023-24 Projected
Timely filing of Annual Financial Report	Yes	Yes	Yes
Clean opinion from independent auditor	Yes	Yes	Projected
Timely completion of the budget	Yes	Yes	Yes
Timely and accurate processing of vendor payments	100%	100%	100%
Timely and accurate processing of employee payments and tax filings	100%	100%	100%
Timely and accurate processing of accounts receivable	100%	100%	100%

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	-	-	1.00	1.00
Payroll / Account Technician	1.00	1.00	-	-
Accounting Specialist	2.30	2.20	2.20	2.50
Office Specialist	0.50	1.00	1.00	1.00
Community Engagement Coordinator	-	-	1.00	1.00
Facilities Maintenance	-	-	-	0.26*
Total FTE's – Administration	6.80	7.20	8.20	8.76

\* Position moved from Facilities Fund to Administration

## CAPITAL OUTLAY

No capital outlay anticipated for the fiscal year 2024-25.

# GENERAL OPERATIONS & OTHER REQUIREMENTS

## SUMMARY

The General Operations area of the General Fund accounts for transfers to other funds to support their operations, non-recurring expenditures not specific to a department or other specific fund, General Fund operating contingency, and the unappropriated ending fund balance (“Unappropriated”).

Operating Contingency is an estimate of spending that may be necessary during the year for goods or services that are not specifically identified at the time the budget is prepared. City policy requires a minimum of 5% of the funds’ operating and capital expenditure estimates for the fiscal year.

Unappropriated Ending Fund Balance provides the City with a cash or working capital balance with which to begin the fiscal year following the one for which this budget is being prepared. City policy requires this amount to be a minimum of negative cash flow for July 1 – October 31<sup>st</sup> of the subsequent fiscal year to cover any operating deficit until the receipt of property taxes in late October or November.

## HIGHLIGHTS

- Subsidy transfers to operating funds including Library, Pool, and Parks are expected to total \$463,000.
- Operating contingency and unappropriated amounts meet City Policy minimum requirements.

## CHANGES FROM PREVIOUS YEAR

- A decrease in the subsidy transfer to the Stayton Family Memorial Pool from \$145,000 to \$131,000.
- The \$921,222 ARPA funds received in fiscal year 2022-23 were identified by Council in February 2024 to go towards Stormwater and Wastewater projects. This budget reflects the appropriation of those funds.

## NON-DEPARTMENTAL BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Operating</b>	<b>279,300</b>	<b>468,356</b>	<b>3,842,605</b>	<b>2,935,736</b>
Materials and Services	4,300	118,356	474,900	439,642
Capital Outlay	-	-	83,000	-
Transfers	275,000	350,000	905,000	1,384,222
Contingency/Reserve	-	-	300,000	291,000
Unappropriated	-	-	2,079,705	820,872

# STREETLIGHTS

## SUMMARY

The Streetlights budget provides funds for maintenance and power costs related to Stayton's streetlights. Pacific Power & Light maintains the streetlights and the City pays a monthly fee for each streetlight, the amount of which is dependent on the type of streetlight installed.



## HIGHLIGHTS

- None for the 2023-24 fiscal year.

## CHANGES FROM PREVIOUS YEARS

- Actual streetlighting costs for the current fiscal year were higher than anticipated. Due to this, the proposed budget is recommended at a higher amount than the previous year.

## STREETLIGHTS FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Street Lighting</b>	<b>86,442</b>	<b>94,813</b>	<b>90,000</b>	<b>115,093</b>
Materials and Services	86,442	94,813	90,000	115,093



# LIBRARY FUND

## SUMMARY

The Stayton Public Library fulfills a vital role by keeping people connected, both inside the Library and out in the community. The Library provides information and entertainment through our physical and electronic resources. We build relationships and advocate for lifelong learning. Library staff are actively evaluating and redesigning services so the Library can continue to foster a community space with opportunities to explore and a safe place to make connections.



## HIGHLIGHTS

- Continued to imagine and implement new ways to provide service to the community.
- Re-envisioned spaces, programs, and materials exploring opportunities for all ages.
- Invented new ways to encourage community building and for staff to hone their range of skills with events of all sizes from storytimes to the Murder Mystery Fundraiser.
- Created an open-ended STEAM project space that allows for discovery opportunities for all ages.
- Continued to expand the walls of the Library by partnering with the school district, preschools, daycares, and other groups, helping them see the Library as an active community partner and increasing access to books in a variety of locations.
- Developed a monthly service opportunity for teen volunteers.
- Provided both a Summer and Winter Reading program to give more than one opportunity for people to explore new ways of reading and learning throughout the year.
- Continued to partner with the Stayton Public Library Foundation to work to increase access to books for children at home by being a Dolly Parton Imagination Library affiliate. This program sends a free book to children ages 0-5 living in Stayton, Sublimity, Gates, Mehama, Detroit, and Idanha.
- Continued to circulate and expand our collection of STEAM-based Library of Things available for checkout.



- Continued participation in Chemeketa Cooperative Regional Library Service (CCRLS) to enhance the Library's ability to meet community needs.

## CHANGES FROM PREVIOUS YEARS

- Created a discovery alcove and provided a variety of open-ended STEAM projects to explore.
- Started a group of younger teen volunteers expanding the age range of our core of volunteers.
- Refreshed the central area of the Library responding to how the community uses the space.



## LIBRARY FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>807,634</b>	<b>928,375</b>	<b>901,015</b>	<b>889,999</b>
Beginning Fund Balance	385,659	356,600	370,000	360,798
Taxes	269,687	291,975	293,400	300,600
Charges for Services	954	934	700	700
Grants & Contributions	12,026	23,000	23,000	23,000
Intergovernmental	107,256	167,754	136,915	116,227
Interest & Miscellaneous	7,052	18,113	7,000	18,674
Transfers	25,000	70,000	70,000	70,000
<b>Expenditure</b>	<b>451,035</b>	<b>523,226</b>	<b>901,015</b>	<b>889,999</b>
Personnel Services	320,965	380,255	440,009	461,521
Materials and Services	90,304	112,371	106,800	113,605
Capital Outlay	11,265	-	11,200	11,200
Transfers	28,500	30,600	50,600	51,800
Contingency/Reserve	-	-	30,000	30,000
Unappropriated	-	-	262,406	221,873

## PERFORMANCE MEASURES

Why are these performance measures important?

- Circulation is a traditional indicator of library use and helps to verify that local collection development is addressing community needs. Our circulation has consistently outpaced other area libraries serving similar populations.
- Circulation of downloadable materials shows recognition of a current trend and the Library's ability to meet that need, as well as the community's awareness and use of library services.
- Library visits show that the Library's collection, outreach, and programming are relevant and utilized by the community.

Activity Measures	2021-22 Actuals	2022-23 Actuals	2023-24 Projected	2024-25 Projected
Circulation of library materials	131,500	138,168	143,695	150,879
Circulation of downloadable materials	20,980	22,240	24,475	25,699
Library visits	28,055	38,718	41,799	45,143
% change in circulation – library materials	80.2%	5.1%	4.0%	5.0%
% change in circulation – downloadable materials	-4.7%	6.0%	10.0%	5.0%
% change Library visits – all ages	3131.7%	38.0%	8.0%	8.0%

## STAFFING

Position	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Proposed
Library Director	1.00	1.00	1.00	1.00
Library Assistant – Lead	1.00	1.00	1.00	1.00
Library Youth Services	0.80	1.00	1.00	1.00
Library Assistant	1.30	1.26	1.26	1.26
Library Aide	1.00	1.76	1.76	1.76
Outreach Youth Services	0.50	-	-	-
Library Page	-	-	-	-
<b>Total FTE's - Library</b>	<b>5.60</b>	<b>6.02</b>	<b>6.02</b>	<b>6.02</b>

## CAPITAL OUTLAY

HVAC Unit Replacement	11,200
<b>Total</b>	<b>\$11,200</b>

# POOL FUND

## SUMMARY



The Swimming Pool Fund accounts for the operations of Stayton's indoor swimming pool located at 333 W. Burnett Street. The pool budget provides annual operation and maintenance objectives (chemicals, pump repair, supplies, electrical, gas expenses, etc.).

Revenues are received from a combination of local option Recreation tax levy funds, user fees, memberships, and General Fund subsidy. After being

closed during the COVID-19 pandemic, the pool reopening was initially off to a slower start but has since been increasing and attendance has climbed.

The pool continues to see an increase in patrons returning to the pool over the past year. Swim lessons are underway and continue to hit capacity quickly. We continue to see an increase in private pool rentals, attendance at water movement classes, and open swims. Our Pool Supervisor continues to forge new partnerships with local schools and businesses who use the pool for classes, swim teams, and swim meets, year-end school parties, physical therapy, etc.

## HIGHLIGHTS

- Swimming lessons continue to be extremely popular. During summer 2023, lesson offerings were increased due to increased staffing. Students range from children to adults. Each session fills up within hours of opening.
- Partnership with Pro Motion Physical Therapy to utilize the pool for patients with mobility issues.
- Kiwanis continues to provide funding for third grade swim lessons in the spring. This provides water safety lessons for third graders in the area.
- Spring Break special open swim time brought the pool more than 80 families each day to enjoy family pool time.
- In addition to private rentals for birthday parties, the pool also provided a place for schools to host their end of year parties.
- Water movement classes continue to see increased attendance.
- Worked with local high schoolers to build swimming knowledge and abilities.



## CHANGES FROM PREVIOUS YEAR

- Funds to complete a Facility Audit of the Pool are included in the fiscal year 2024-25 budget.
- Projects during the next fiscal year include replacement of a water heater and the original electrical panel, rebuilding a pool pump, and painting the walls in the slide area.

## POOL FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>667,476</b>	<b>546,365</b>	<b>535,440</b>	<b>617,267</b>
Beginning Fund Balance	313,399	166,181	102,600	158,025
Taxes	170,344	180,370	183,400	187,800
Charges for Services	63,072	105,389	102,440	132,750
Interest & Miscellaneous	30,661	4,425	2,000	7,692
Transfers	90,000	90,000	145,000	131,000
<b>Expenditure</b>	<b>501,294</b>	<b>414,200</b>	<b>535,440</b>	<b>617,267</b>
Personnel Services	100,730	185,553	211,667	236,155
Materials and Services	119,488	149,209	149,340	181,244
Capital Outlay	219,576	15,839	20,000	34,500
Transfers	61,500	63,600	60,200	73,300
Contingency/Reserve	-	-	19,000	23,000
Unappropriated	-	-	75,233	69,068

## PERFORMANCE MEASURES

Activity Measures	2021-22	2022-23	Projected 2023-24
<b>New Membership Sign-Ups</b>			
Residents	103	203	270
Non-resident	108	352	184
<b>Non-Members (Drop-In's)</b>			
Resident	610	2,345	3,276
Non-resident	574	1,398	1,596
<i>*Drop-ins include repeating Patrons</i>			



## STAFFING

<b>Position</b>	<b>2021-22 Actual</b>	<b>2022-23 Actual</b>	<b>2023-24 Budget</b>	<b>2024-25 Proposed</b>
Pool Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	0.29	0.29	0.29	0.29
Lifeguards	4.71	1.71	3.35	3.35
<b>Total FTE's - Pool</b>	<b>6.00</b>	<b>3.00</b>	<b>4.64</b>	<b>4.64</b>

## CAPITAL OUTLAY

Water Heater Replacement	12,000
Electrical Panel Replacement	10,000
Pool Pump #1	5,000
Slide Room Painting	7,500
<b>Total</b>	<b>\$34,500</b>

# PARKS FUND

## SUMMARY

The City of Stayton owns and maintains pedestrian trails, mini-parks, neighborhood parks, community parks, and natural open spaces. The City maintains 13.7 acres of neighborhood parks, 2.4 acres of community parks, 2.1 acres of mini-parks, and 104.2 acres of open space parks. The City's parks system is highly valued by residents and visitors because they contribute to the livability of Stayton.



### **Parks and Recreation Board Members and Terms**

Dan Brummer	12/2024
Pam Pugsley	12/2025
AJ Westlund	12/2025
Tricia Hafner	12/2024
Andrea Kline	12/2024
Nicholas Raba	12/2025
Richard Lewis	12/2025

## HIGHLIGHTS

### **Highlights for Fiscal Year 2023-24**

- Paint pickleball court lines at the Community Center tennis courts. Initial installation is a trial of one or two courts.
- New roof installed on Mill Creek Park barn.
- Clear brush out of Riverfront Park just south of the Water Treatment Plant.
- Received new Parks Maintenance Truck via the Enterprise contract.

### **Highlights for Fiscal Year 2024-25**

- Purchase replacement tractor for mowing Riverfront Park, Mill Creek Park, and Open Spaces.
- Riverfront Park - brush removal, hazard tree removal and grading.
- Hazard tree removal in Parks.
- Replace / repair rubber matting in the Santiam Park play area.
- The Community Garden, located just north of W. High Street and south of the Salem Ditch on Evergreen Avenue has 15 plots available to rent. The property is owned by 3H Rocket Holdings, LLC and they have recently agreed to a 3-year extension of the Temporary Easement for the Community Garden. However, each November, after the typical home



garden growing season, the Grantor or the Grantee can vacate the easement at their discretion without penalty.

## CHANGES FROM PREVIOUS YEAR

- Rates for the 2024-25 fiscal year were increased per Resolution No. 1098.

## ACTIVITY MEASURES

Activity Measures	2021-22	2022-23	2023-24
Total acres of neighborhood, community, and open space parks	203	203	203
Number of restrooms maintained daily	3	3	3
Playground equipment repairs/replacements	9/2	17/2	61/3
Dog waste bags supplied	12,800	13,000	13,000
Irrigation repairs (hours)	155	64	138
Lawn maintenance hours (mowing, edging, herbicide application)	-	482	340
Debris cleaned from parks (tons)	68	30	27
Playground equipment inspection (hours)	96	178	140
Path and trail maintenance (hours)	130	271	178
Garbage collection in parks (cubic yards)	172	96	103
Park structure maintenance (hours)	130	178	227
Vandalism repairs (each)	29	20	65

## PARKS FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>513,058</b>	<b>582,993</b>	<b>608,900</b>	<b>1,684,043</b>
Beginning Fund Balance	181,031	204,780	230,000	219,601
Taxes	166,569	178,889	183,400	187,800
Grants & Contributions	-	-	-	250,000
Interest & Miscellaneous	5,458	9,324	5,500	14,642
Transfers	160,000	190,000	190,000	1,012,000
<b>Expenditure</b>	<b>308,278</b>	<b>345,945</b>	<b>608,900</b>	<b>1,684,043</b>
Personnel Services	95,202	104,885	144,284	145,052
Materials and Services	104,769	104,149	181,600	222,801
Capital Outlay	65,206	89,012	35,100	1,060,000
Transfers	43,100	47,900	73,900	123,100
Contingency/Reserve	-	-	50,000	72,000
Unappropriated	-	-	124,016	61,090

## STAFFING

<b>Position</b>	<b>2021-22 Actual</b>	<b>2022-23 Budget</b>	<b>2023-24 Budget</b>	<b>2024-25 Proposed</b>
Maintenance Worker II	1.30	1.30	1.00	1.00
Utility Operator I	-	-	0.30	0.30
Weekend Operator	0.17	0.17	0.17	0.17
Seasonal Maintenance Worker I	0.23	-	-	-
<b>Total FTE's – Parks</b>	<b>1.70</b>	<b>1.47</b>	<b>1.47</b>	<b>1.47</b>

## CAPITAL OUTLAY

Kubota Tractor	60,000
Riverfront Park Parking Lot and Kayak Launch	170,000
Riverfront Park Clearing, Hazard Tree Removal, Grading, and Mulching	30,000
Mill Creek Park Improvements	750,000
Holiday Lighting in Community Center Park	50,000
<b>Total</b>	<b>\$1,060,000</b>

# STREET FUND

## SUMMARY

The City of Stayton maintains 34.6 miles of streets. There are 26.3 miles of fully improved streets (curb and gutter on both sides, partially improved), 3.1 miles of partially improved streets (only one curb and gutter), and 3.87 miles of unimproved streets (paving, but no curb or gutter).

In May 2017, the voters of Stayton approved a local gas tax of \$0.03 per gallon of gas sold in Stayton. The net revenue of the gas tax is to be used only for activities related to the construction, reconstruction, improvement, repair, and maintenance of public highways, roads, and streets within the city.



**Wyatt Avenue Mill and Overlay Project 2023**



**Douglas Street ADA Sidewalk Ramp 2023**

Each year the City receives a portion of state gasoline taxes (\$600,000 per year) to help pay for the ongoing maintenance of the City's Street system. State gas taxes pay for personnel, materials, vehicles, the public works shop facility, and administrative and capital expenses related to the 34.6 miles of City-owned streets within Stayton city limits. The City has 1.5 full-time public works employees assigned to street operations and maintenance. Services include regular street sweeping, traffic signal maintenance, sign installation and replacement, striping, sanding, and minor street repair, and improvements.

For 2024-25 we are forecasting a 4.1% increase in our state gas tax revenue due to an increase in the state gas tax occurring in 2024. We are not projecting a change in the local gas tax revenue. Annually, the City spends approximately \$110,000 for gravel and paved street maintenance, and approximately \$750,000 annually for slurry seals and overlay projects.

The Transportation Maintenance Fee (TMF) is charged monthly to every utility customer in Stayton. The key concept of a TMF is that everyone benefits from the transportation system (we all use city streets), and everyone should pay part of the cost of preserving them. The amount of the fee is based on the impact a property has on the transportation system. For example, a single-family home generates an average of 10 vehicle trips per day in and out of a house; an apartment generates 6 vehicle trips per day. A typical business would pay more than a residence because it generates more traffic and has more of an impact on the system. The current rate is \$4.00 per month for single family homes and commercial, industrial, and non-

residential uses are capped at \$20.00 per month. The Council is looking at increasing these rates to generate more revenue for necessary street repairs. The revenue projections show an increase; however, the expenditures do not factor in additional revenues because we are waiting for Council approval of the rate increase.

The most common street rating platform and rating system used throughout the United States is the Pavement Condition Index (PCI). In 2021, the City began using the PCI Street Rating System to be more aligned with other cities and counties in the state. The City hired GRI, a geotechnical engineering firm, to conduct a study to implement a pavement management program (PMP) for the pavement network in Stayton. GRI developed a pavement inventory using the StreetSaver PMP software, performed a baseline pavement condition index (PCI) survey, conducted analyses, and prepared a PMP Report.

The report summarizes and documents 1) current and projected pavement surface conditions; 2) remaining service life based on functional condition; 3) budget needs and consequence analysis; and 4) five-year preservation and major Maintenance and Rehabilitation (M&R) project list.

Experience has shown us there are four (4) useful steps in managing our local streets:

- 1) Inventory of all local roads and streets.
- 2) Periodically evaluate the condition of all pavements (every 5 years).
- 3) Use the condition evaluations to set priorities for projects and select alternative treatments.
- 4) Determine what other types of infrastructure a street needs before it is placed on the paving schedule.

The proposed budget and projects planned for improvement are based on the outcomes and recommendations from the PMP report.

Staff have been working on creating a new decision-making process to be more transparent and inclusive when deciding which streets to perform construction and maintenance activities on. The street project decision making process will be presented to the City Council for vetting thence a list of the high priority streets derived for the decision-making process will be presented to the Stayton City Council and Budget Committee for their approval.

A brand-new street has the expected service life of between 20 to 40 years, which is how long the street will hold up before full reconstruction is typically needed. However, with proper application of pavement maintenance processes (such as crack sealing, slurry sealing or grind/inlay) at the proper time, the service life can be extended two to three times longer. Once a street deteriorates to the point that it requires major repairs, it is typically five to six times costlier to fix it than to do timely pavement maintenance. And even though pavement maintenance is done on more frequent intervals than reconstruction, it still saves money.

**What breaks a street surface down?** Vehicle traffic and weather break down the surface of a street, causing cracks to appear. The cracks allow water to get below the surface, to the

structure of the street, weakening it and breaking it down. As the subsurface erodes, “alligator” cracks appear on the surface, indicating the foundation is beginning to fail. When the damage reaches the critical stage, potholes appear, meaning the subsurface has fallen apart causing the surface to collapse. Even though temporary pothole patches are done, by the time potholes appear, the surrounding paving and subsurface are so deteriorated that patching materials will not properly adhere or withstand traffic loads, and the patches quickly fail. Regular pavement maintenance can add life to a street by repairing the surface layer to prevent water from getting to the substructure below. Since pavement maintenance costs a fraction of street reconstruction, action now saves a lot of money later.

The City entered into a contract with Kittelson and Associates, Inc. to design and prepare construction plans for the Golf Club Road/Shaff Road intersection roundabout. This project was shown as a Priority 1 project in the 2019 Transportation System Plan update. Staff believes the City could benefit from having shovel ready plans and specifications prepared so we can take advantage of any State or Federal Infrastructure Stimulus programs.

This project ran into numerous obstacles in the past few years, but the construction plans and specifications are now nearly 95% complete. The City can now look for local, state and federal dollars to help construct the infrastructure.

## HIGHLIGHTS

### Highlights for Fiscal Year 2023-2024

- The City paved Wyatt Avenue, Douglas Street, and started the Ida Street Paving and Water System Improvement Project.
- Finishing design of a roundabout at Golf Club Road.
- City plans to slurry seal numerous streets in the Westown subdivision during spring 2024.
- Purchased a new street sweeper.

### Highlights for Fiscal Year 2024-2025

- Complete the Ida Street Paving and Waterline Improvement Project in July.
- City to invest up to \$750,000 on street projects based on feedback from the City Council and Budget Committee.
- Roll over \$250,000 from 2023-24 FY Mill and Overlays to 2024-25 FY budget.
- Slurry seal and crack seal selected streets in Westown.

## CHANGES FROM PREVIOUS YEAR

- Rate increase alternatives for discussion (\$4.00 or \$8.00 per SFD)

## STREET FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>2,511,436</b>	<b>2,826,588</b>	<b>3,491,395</b>	<b>3,110,177</b>
Beginning Fund Balance	1,556,911	1,648,765	1,700,000	1,881,369
Taxes	197,956	191,620	195,000	180,000
Charges for Services	92,422	93,677	270,000	190,000
Intergovernmental	649,490	832,345	767,895	771,000
Interest & Miscellaneous	9,191	51,781	25,000	84,308
Transfers	5,466	8,400	533,500	3,500
<b>Expenditure</b>	<b>862,671</b>	<b>908,466</b>	<b>3,691,395</b>	<b>3,110,177</b>
Personnel Services	123,701	114,320	145,703	145,200
Materials and Services	64,406	100,286	221,375	457,691
Capital Outlay	342,664	351,559	1,607,780	800,000
Transfers	331,900	342,300	332,800	425,100
Contingency/Reserve	-	-	90,000	71,000
Unappropriated	-	-	1,293,737	1,211,186

## PERFORMANCE MEASURES

ACTIVITY MEASURES	2021-22	2022-23	2023-24
Streets paved overlays (lane miles)	0.32	0.53	1.03
Slurry seals application (lane miles)	0	0	0
Street Signs replaced/installed (each)	25	50	48
Streets cleaned/swept (curb miles)	1,840	2,221	1,192
Street sweepings hauled to Coffin Butte (cy)	440	375	311
ADA Ramps Constructed (each)	9	10	10
Asphalt Cold Mix used for pothole repair (lbs)	12,140	24,750	18,900
Gravel applied to gravel roads (cy)	79	185	54
Dust control applied to gravel roads (gallons)	4,652	4,600	4,718
Fall Cleanup debris received (cy)	60	60	110
Food donated to food bank (lbs)	231	213	240
Food bank donations (\$)	-	\$15.00	\$30.00
Striping - Parking stalls (each)	0	397	397
Striping-curb (ft)	1,030	3,477	3,532

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Utility Operator	1.1	1.1	1.1	1.1
Public Works Supervisor	0.4	0.4	0.4	0.4
<b>Total FTE's - Streets</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

## CAPITAL OUTLAY

Street reconstruction or pavement overlays	600,000
Completion of the Roundabout Design Project	50,000
Design of selected "Very Poor" street that requires reconstruction	150,000
<b>Total</b>	<b>\$800,000</b>



# WATER FUND

## SUMMARY

The Water Department provides water treatment and delivery of clean drinking water to residential, commercial, and industrial customers. Fresh water is delivered from the North Santiam River via the Stayton Power Canal, into the City's slow sand filtration system. Once the water is treated, it is then delivered to residential, commercial, and industrial customers through 44.5 miles of water distribution lines.



This budget provides funding to meet annual maintenance objectives (line repairs; meter reading; replacement and new installation of meters; repair, maintenance, and replacement of hydrants; treatment plant maintenance; pump repair; slow sand filter cleaning; treatment chemicals; tracking and billing water charges, etc.).

The Water Enterprise Fund supports all capital improvement projects at the Water Treatment Plant and for the distribution system. In fiscal year 2024-25, the City has two water line distribution construction projects scheduled: a 10-inch waterline in Ida Street (First Avenue to Fourth Avenue), and a 16-inch water line in Shaff Road (Cascade Highway to Fern Avenue). The 16-inch water line construction project is Phase 1 of the Aquifer Storage and Recovery (ASR) Project and will be constructed using Oregon Water Resources Department (OWRD) Grant Funds and Water System Development Charge Funds. The OWRD Grant funds are reimbursable funds, meaning the City will be reimbursed by the OWRD after the work is completed and verified. Water Treatment Plant will be performing much needed pump repairs and replacements this year.

Revenues for this fund are received from water utility fees.

## HIGHLIGHTS

### Highlights for Fiscal Year 2023-2024

- Design and begin construction of 10-inch water line in Ida Street (Master Plan Project).
- Design and begin construction of 16-inch water line in Shaff Road Phase 1 of ASR Project.
- Design and construct an 8-inch water line in Douglas Avenue.

### Highlights for Fiscal Year 2024-2025

- Construct 10-inch water line in Ida Street (Master Plan Project).
- Construct 16-inch water line in Shaff Road Phase 1 of ASR Project.

- Finish installing security fence around Regis Water Tank property.
- Rebuild Pumps at Water Treatment Plant.

## CHANGES FROM PREVIOUS YEAR

- Rates for the 2024-25 fiscal year were increased per Resolution No. 1098.

## WATER FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>3,533,486</b>	<b>2,866,769</b>	<b>4,037,358</b>	<b>4,332,030</b>
Beginning Fund Balance	832,826	856,563	1,050,000	972,056
Charges for Services	1,712,258	1,860,307	2,203,920	2,388,000
Intergovernmental	703,237	108,928	514,750	686,333
Interest & Miscellaneous	17,215	40,971	29,000	45,953
Transfers	267,950	-	239,688	239,688
<b>Expenditure</b>	<b>2,676,922</b>	<b>1,848,584</b>	<b>4,037,358</b>	<b>4,332,030</b>
Personnel Services	244,216	300,449	390,728	409,019
Materials and Services	456,460	524,856	651,950	860,681
Capital Outlay	1,176,946	207,329	1,451,333	1,700,000
Debt Service	329,600	332,850	329,700	330,100
Transfers	469,700	483,100	454,200	456,400
Contingency/Reserve	-	-	225,000	149,000
Unappropriated	-	-	534,447	426,830

## ACTIVITY MEASURES

	2021-22	2022-23	2023-24
Potable water production (gallons)	627,964,000	559,732,000	601,501,000
Water Usage Billed (gallons)	472,001,000	371,253,000	322,228,000
Water meters replaced (each)	120	123	125
Fire hydrants repaired	2	-	2
Water service lines repaired / replaced	11	21	9

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Public Works Supervisor	0.60	0.60	0.60	0.60
Chief Water Treatment Plant Operator	1.00	1.00	1.00	1.00
Public Works Utility Operator	2.00	1.77	1.77	1.77
<b>Total FTE's Water</b>	<b>3.60</b>	<b>3.37</b>	<b>3.37</b>	<b>3.37</b>

## CAPITAL OUTLAY

Aquifer Storage and Recovery System (Phase 1)	1,250,000
Ida Street 10-inch waterline	300,000
Install Fence Around Regis Water Tank property	30,000
Water Treatment Plant - Rebuild Pond 2 Filter Pump #2	60,000
Water Treatment Plant – Rebuild Finished Pump #4	60,000
<b>Total</b>	<b>\$1,700,000</b>

# WASTEWATER FUND

## SUMMARY

The Wastewater Enterprise Fund provides funding to transport and treat raw sewage for residential, commercial, and industrial customers in Stayton and Sublimity. Sewage is delivered to the Wastewater Treatment Plant via 33 miles of sanitary wastewater collection lines and 4 sanitary wastewater lift stations in Stayton. Annual maintenance objectives include wastewater line cleaning, televising, repair, replacement, lift station maintenance, treatment plant maintenance, pump maintenance, sludge disposal, tracking and billing wastewater charges, etc. Revenues for this fund are received from Stayton wastewater user fees as well as monthly flow-related fees from the City of Sublimity.

### ***The Sewage Collection System***

Sewage collection systems are designed to collect and transport raw sewage from residences and businesses to the municipality's wastewater treatment facility. The City of Stayton has a collection system that consists of a conventional gravity collection system and 4 lift stations serving about 11,157 people from Stayton and Sublimity.

As collection systems age, the pipes develop cracks, allowing the infiltration of groundwater. The entry of groundwater into the collection system is known as infiltration and inflow (or I & I). All the groundwater that gets into the wastewater system gets treated with the rest of the sewage, thereby costing taxpayers money to clean water that should not be cleaned.

In the Willamette Basin Total Maximum Daily Load (TMDL) Implementation Plan, the City of Stayton is listed as a Designated Management Agency (DMA) because it is bordered by Mill Creek and the North Santiam River, which are Willamette River tributaries. As a DMA, Stayton is responsible for water quality within its jurisdiction and is required to submit a TMDL Implementation Plan Annual Report to the Oregon Department of Environmental Quality (DEQ).

The City's TMDL Implementation Plan identifies requirements, tasks, and milestones the City must meet to improve water quality. To reduce the I & I and become proactive with our maintenance responsibilities, the City flushes, performs CCTV inspections and makes repairs to approximately 6.7 miles of sanitary wastewater line annually. The City repairs as many of the problem areas as the maintenance budget will allow for.

The City constructed Phase 1 of a 30-inch sanitary wastewater pipe located in Ida Street this past fiscal year. The project started at a wastewater vault in Jetters Way, thence proceeded north to Ida Street, thence east to 1207 Ida Street. Phase 1 of the wastewater project was constructed February 2023 to December 2023. This project is shown as a Priority 1.1 project in the 2021 Wastewater Facilities Planning Study.

Phase 2 of the Ida Street Sanitary Wastewater upsizing project was designed fall 2023/winter 2024. The project was put out to bid March 12<sup>th</sup>, 2024. This project is also shown as a Priority 1.1 project in the 2021 Wastewater Facilities Planning Study. Phase 2 is expected to be complete by November 2024.

The City received an allocation of \$3 million from the State of Oregon via Senate Bill 1530 towards wastewater infrastructure improvements along Ida Street and Marion from Evergreen Street to 4<sup>th</sup> Avenue. This project is also shown as a Priority 2.4 project in the 2021 Wastewater Facilities Planning Study. This project is important to address existing sanitary wastewater capacity issues and will allow for new economic/business development within the community as well as allow for new residential development. We are thankful to our local representatives for their support for this project to secure funding in the House and Senate.

City Staff applied for a loan from the Department of Environmental Quality (DEQ) Clean Water State Revolving Loan Fund to design and construct two sanitary upsizing projects. The DEQ fund program offers low interest loans with the potential of up to 50% in principal forgiveness for projects costing greater than \$4 million. Master Plan Priority Projects 2.2 and 2.3 were selected for this application and would have a potential of a \$2 million principal forgiveness.

Priority 1.5 “Post SBR Equalization” from the 2021 Wastewater Facilities Planning Study was scheduled to be completed during the 2023-24 budget cycle. Due to the lack of staff in the Public Works Administration this project was not completed as planned. We have rolled that project over to fiscal year 2024-25 to help minimize impacts of high wintertime flows.

A Mixing Zone Study was completed in January 2024 and submitted to DEQ for review. The City has not received approval or acceptance from DEQ yet.

## HIGHLIGHTS

### Highlights for Fiscal Year 2023-24

- Post SBR Equalization (Priority 1.5, Master Plan Project) (not completed).
- Wastewater Treatment Plant Outfall Mixing Zone Study (NPDES Permit requirement).
- Complete construction of Phase 1 of the Ida Street Sanitary Wastewater 30-inch Trunkline Project (Priority 1.1 Master Plan Project).
- Design Phase 2 of the Ida Street Sanitary Wastewater 30-inch Trunkline Project (Priority 1.1 Master Plan Project).
- Start Construction of Phase 2 of the Ida Street Sanitary Wastewater 30-inch Trunkline Project (Priority 1.1 Master Plan Project).
- Began negotiation with the City of Sublimity for a new Wastewater Contract based on Utility Rate Study results.

- Received funds from the State of Oregon Senate Bill 1530 for the design and construction of Master Plan Priority 2.4 project in the Ida Street Sanitary Wastewater Basin.

### Highlights for Fiscal Year 2024-25

- Phase 2 of Priority 1.1 Master Plan project, the Ida Street Sanitary Wastewater Upsizing project will be constructed by fall 2024.
- Priority 2.4 Master Plan project will be designed and put out to bid to be constructed spring – summer 2025.
- Priority 2.3 and Priority 2.2 Master Plan Projects may be designed if Public Works has the manpower to perform inspection and contract administration.
- Wastewater Treatment Plant roof replacements (headworks and blower buildings).
- Post SBR Equalization (Priority 1.5, Master Plan Project).

### CHANGES FROM THE PREVIOUS YEAR

- Rates for the 2024-25 fiscal year were increased per Resolution No. 1098.

### WASTEWATER FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>8,284,615</b>	<b>9,276,898</b>	<b>9,527,000</b>	<b>10,535,531</b>
Beginning Fund Balance	4,747,875	5,412,967	4,950,000	5,171,461
Charges for Services	3,367,286	3,627,363	3,740,000	4,165,385
Intergovernmental	-	-	500,000	-
Interest & Miscellaneous	34,454	165,235	85,000	215,463
Transfers	135,000	71,333	252,000	983,222
<b>Expenditure</b>	<b>2,871,648</b>	<b>3,503,545</b>	<b>9,527,000</b>	<b>10,535,531</b>
Personnel Services	397,768	379,748	582,620	634,835
Materials and Services	830,595	841,103	1,386,520	1,681,080
Capital Outlay	231,289	826,098	2,400,000	3,350,000
Debt Service	818,595	818,196	817,000	819,456
Transfers	593,400	638,400	565,400	571,300
Contingency/Reserve	-	-	1,990,421	629,447
Unappropriated	-	-	1,785,039	2,849,413

## ACTIVITY MEASURES

	2021-22	2022-23	2023-24
Wastewater Treated (gallons)	576,000,000	577,990,000	595,470,000
Wastewater Treated from Sublimity (gallons)	101,000,000	115,300,000	141,374,000
Biosolids Produced (tons)	309	372	122*
Manholes cleaned, sealed, repaired (each)	11	5	4
Sanitary Wastewater Lines Cleaned (lineal feet)	1,700	10,077	20,284
Sanitary Wastewater Lines CCTV'd (lineal feet)	36,501	14,517	17,960
Pipe Repairs (each or l.f.)	-	1,148	334
Wastewater Locates per One Call Requests (each)	670	430	490

\* Due to the dryer not being operational for approximately two months, this number is lower than in previous years.

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Public Works Utilities Supervisor - Wastewater	1.00	1.00	1.00	1.00
Wastewater Treatment Operators	4.50	5.34	4.34	4.34
Wastewater & Storm Collection System Operator	0.30	0.50	0.50	0.50
<b>Total FTE's – Wastewater</b>	<b>5.80</b>	<b>6.84</b>	<b>5.84</b>	<b>5.84</b>

## CAPITAL OUTLAY

Sanitary Wastewater Collection Project (Phase 2 of MP Priority 1.1 Project)	2,800,000
Sanitary Wastewater Collection Design Project (MP Priority 2.4)	150,000
Sanitary Wastewater Collection Design Project (MP Priority 2.3)	135,000
Sanitary Wastewater Collection Design Project (MP Priority 2.2)	65,000
Post SBR Equalization (Priority 1.5, Master Plan Project)	200,000
<b>Total</b>	<b>\$3,350,000</b>





# STORMWATER FUND

## SUMMARY

The Stormwater Fund accounts for the City's stormwater utility activities. Annual maintenance objectives include catch basins and storm line cleaning, repair, replacement, tracking, and billing storm charges, etc. Revenues for this fund are received from Stayton stormwater user fees.

## HIGHLIGHTS

### Highlights for Fiscal Year 2023-2024

- \$31,000 expense for annual fee to the Santiam Water Control District for use of ditches for stormwater discharge per the 2014 Memorandum of Understanding.
- Storm drain / catch basin upgrades for the Ida Street improvements project.
- Storm drain / catch basin upgrades for the Douglas Avenue improvements project.
- Storm drain / catch basin upgrades for the Wyatt Avenue improvements project.
- Total Maximum Daily Load (TMDL) and Water Quality Management Plan (WQMP) 5-Year Report to DEQ completed, submitted, and approved by DEQ.
- Started Stormwater System Master Plan Update.
- The City received a grant from the Oregon Business Development Department for the Wilco Road Industrial Area Stormwater Planning and Design.

### Highlights for Fiscal Year 2024-2025

- Storm drain / catch basin upgrades for the Ida Street improvements project.
- Storm drain / catch basin upgrades for selected Street improvement Projects.
- Stormwater Master Plan – Ongoing through 2025-2026.
- Design the Wilco Road Industrial Area Stormwater Management Facility using funds from Oregon Business Development Department Grant.
- Received Congressionally Directed Spending under USDA's Water and Wastewater Disposal Grant Program for construction of a regional stormwater management facility in the Wilco Road Industrial area.

## CHANGES FROM PREVIOUS YEAR

- Rates for the 2024-25 fiscal year were increased per Resolution No. 1098.
- Increased focus on the development of the Wilco Road Industrial Area Stormwater Management Facility via Business Oregon Grant and Congressional Directed Spending allocation

## STORMWATER FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>723,187</b>	<b>764,390</b>	<b>1,345,000</b>	<b>1,617,124</b>
Beginning Fund Balance	395,752	398,256	430,000	158,541
Charges for Services	325,172	354,412	490,000	700,000
Intergovernmental	-	-	-	40,000
Interest & Miscellaneous	2,263	11,722	75,000	18,583
Transfers	-	-	350,000	700,000
<b>Expenditure</b>	<b>324,931</b>	<b>280,918</b>	<b>1,345,000</b>	<b>1,617,124</b>
Personnel Services	40,727	33,283	47,006	48,065
Materials and Services	67,590	80,995	549,575	591,396
Capital Outlay	49,752	-	150,000	500,000
Debt Service	70,863	71,240	71,500	70,460
Transfers	96,000	95,400	159,400	225,500
Contingency/Reserve	-	-	40,000	57,000
Unappropriated	-	-	327,519	124,703

## PERFORMANCE MEASURES

	2021-22	2022-23	2023-24
Lineal feet of storm drains cleaned/inspected	29,719	37,361	69,886
Number of swales/detention facilities maintained	6	6	6
Lineal feet of drainage ditches cleaned	645	20	134
Number of manholes cleaned	60	63	127
Number of catch basins cleaned	187	187	415

## STAFFING

Position	2021-22 Actual	2022-23 Budget	2023-24 Budget	2024-25 Proposed
Wastewater & Storm Collection System Operator	0.5	0.5	0.5	0.5
<b>Total FTE's – Stormwater</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>

## CAPITAL OUTLAY

Ida Street: Storm Drain Improvements (ARPA Funds)	300,000
Future Street project– estimated storm drain improvement costs	200,000
<b>Total</b>	<b>\$500,000</b>

# PUBLIC WORKS ADMINISTRATION INTERNAL SERVICE FUND

## SUMMARY

The Public Works Administration Fund receives funding from the Water, Wastewater, Stormwater, Parks, and Street funds to pay for management and support services. Administration duties include building permits, contracts, master planning, pavement management, development review and inspection, council staff reports, engineering services, and general administration of the water, wastewater, stormwater and street utilities and parks maintenance and construction.

## HIGHLIGHTS

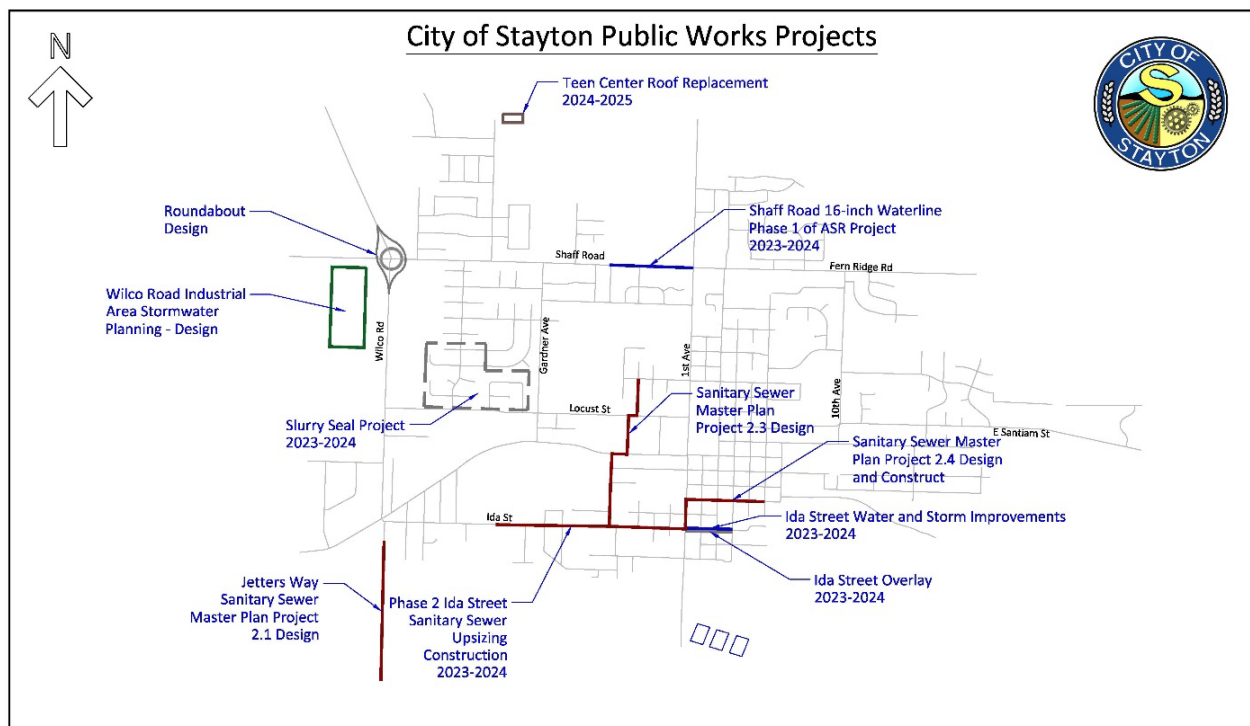
During the 2023-24 fiscal year, Public Works Administration staff have been working hard to meet department goals and represent the City in a professional manner. We wear many hats in the Public Works Administration Office; we are engineers, surveyors, project managers, plan reviewers, and long-range infrastructure planners. We seek out funding opportunities to supplement the enterprise funds to upgrade our infrastructure. The Stayton residents are an important part of our decision tree when analyzing projects. We are fiscally responsible with public funds entrusted to us and will go the extra mile to assist our citizens with their home projects. Stop by our offices at 311 N. Third Avenue and see for yourself.

Some of the projects we have been working on are listed below:

- ✓ Shaff Road – Golf Club Road - Roundabout Design
- ✓ Ida Street Sanitary Wastewater Trunk Line Design /Contract Documents – Phase 1
- ✓ Ida Street Sanitary Wastewater Trunk Line Design /Contract Documents – Phase 2
- ✓ One Stop – DEQ Clean Water State Revolving Loan Fund Applications
- ✓ Utility Rate Study - project management
- ✓ Sublimity Wastewater Delivery Contract – Team Member
- ✓ Mixing Zone Study - Project Lead / Management
- ✓ Douglas Avenue – Street and Waterline Design
- ✓ Wyatt Avenue – Street and Storm line improvement design
- ✓ Annual TMDL Permit to DEQ
- ✓ Aquifer Storage and Recovery System Construction Plans
- ✓ Wilco Road – Industrial Area Property Stormwater Planning and Design – Project Lead / Manager
- ✓ Stormwater System Master Plan – Project Lead / Manager

- ✓ Riverfront Park – clearing, grading, parking lot design
- Public Works staff coordinated with the contract City Engineer for site plan review and final construction plans for two apartment complexes and one 18-unit condominium development.
- Provided construction inspection services for land development projects, City capital projects, building permits, and right-of-way permits.
- Continue a marketing campaign to promote Santiam Green, the City's biosolids created at the Wastewater Treatment Plant.
- Managed a Utility Rate Study for water, wastewater, storm, and streets. A draft of the final report has been submitted.

The following figure shows the construction projects that will be taking place Spring 2024 and throughout the 2024-25 fiscal year:



## CHANGES FROM PREVIOUS YEAR

- Addition of a Civil Engineer on staff to assist with ongoing and upcoming projects.

## PUBLIC WORKS ADMINISTRATION FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>1,047,173</b>	<b>1,263,874</b>	<b>966,800</b>	<b>1,167,751</b>
Beginning Fund Balance	301,710	489,363	225,000	298,405
Charges for Services	-	100	-	-
Licenses, Permits & Fees	17,260	30,188	-	5,000
Interest & Miscellaneous	7,203	19,223	10,500	13,746
Transfers	721,000	725,000	731,300	850,600
<b>Expenditure</b>	<b>557,810</b>	<b>741,932</b>	<b>966,800</b>	<b>1,167,751</b>
Personnel Services	407,106	472,358	516,478	679,730
Materials and Services	150,704	269,574	277,750	270,979
Transfers	-	-	-	15,333
Contingency/Reserve	-	-	40,000	48,000
Unappropriated	-	-	132,572	153,709

## PERFORMANCE MEASURES

ACTIVITY MEASURES	2021-22	2022-23	2023-24
Plans Examined for Public Works Requirements			
Structural permits	32	32	32
Building permits – new single-family dwellings	38	10	2
Mechanical permits	3	2	3
Plumbing permits	2	3	1
Right-of-Way permits reviewed / inspected (annually)	26	31	45
Event Permits reviewed (annually)	7	13	4
Water quality / detention / retention plan reviews (annually)	62	7	2
Water line taps / sanitary wastewater taps	7	7	8
Backflow tests processed	8	11	4
Facility rentals (hours rented)	-	1,450	1,143
Sidewalk / Driveway Construction inspections	-	19	18



## STAFFING

Position	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Proposed
Public Works Director	1.0	1.0	1.0	1.0
Civil Engineer	-	-	-	1.0
Engineering Technician I	1.0	1.0	1.0	1.0
Engineering Technician II	1.0	1.0	1.0	1.0
Office Specialist	1.0	1.0	1.0	0.8
<b>Total FTE's</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.8</b>

## CAPITAL OUTLAY

No capital items budgeted in fiscal year 2024-25.

# PARKS SDC FUND

## SUMMARY

The Park System Development Fund receives revenues from parks System Development Charges (SDC) assessed against residential development only, as outlined in Chapter 13.12 of the Stayton Municipal Code. Residential developers pay a flat fee SDC in an amount based on the adopted Parks System Master Plan.

## HIGHLIGHTS

- Approximately \$8,000 collected in Parks SDCs in fiscal year 2023-24.
- The City forecasts collection of \$38,300 in Parks SDCs in fiscal year 2024-25.

## CHANGES FROM PREVIOUS YEAR

- Transfer of \$750,000 to the Parks Fund for Mill Creek Park Improvements.

## PARKS SDC FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>273,757</b>	<b>1,022,343</b>	<b>1,082,760</b>	<b>1,160,216</b>
Beginning Fund Balance	202,803	273,757	1,000,000	1,081,535
Charges for Services	69,560	730,022	75,260	38,300
Interest & Miscellaneous	1,393	18,565	7,500	40,381
<b>Expenditure</b>	<b>-</b>	<b>-</b>	<b>1,082,760</b>	<b>1,160,216</b>
Transfers	-	-	-	750,000
Unappropriated	-	-	1,082,760	410,216

# STREET SDC FUND

## SUMMARY

The Street System Development Fund accounts for the activity associated with Street System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builder's pay street SDCs based on the adopted Transportation System Master Plan and the City invests collected funds consistent with the Plan.

## HIGHLIGHTS

- Projected to collect \$7,500 in Street SDC's in 2023-24.
- The City forecasts to collect \$32,240 in Street SDC's in 2024-25.

## CHANGES FROM PREVIOUS YEAR

- No changes from previous year.

## STREET SDC FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>926,356</b>	<b>1,146,731</b>	<b>1,331,340</b>	<b>1,267,305</b>
Beginning Fund Balance	869,803	920,890	1,250,000	1,190,183
Charges for Services	51,592	195,524	63,340	32,240
Interest & Miscellaneous	4,961	30,316	18,000	44,882
<b>Expenditure</b>	<b>5,466</b>	<b>8,400</b>	<b>1,331,340</b>	<b>1,267,305</b>
Transfers	5,466	8,400	33,500	3,500
Unappropriated	-	-	1,297,840	1,263,805

# WATER SDC FUND

## SUMMARY

The Water System Development Fund accounts for the activity associated with Water System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay Water SDCs based on the adopted Water System Master Plan and the City invests the collected funds consistent with the Plan.

## HIGHLIGHTS

- The City has collected \$8,000 in Water SDC's during fiscal year 2023-24.
- The City forecasts to collect \$39,880 in Water SDC's in 2024-25.

## CHANGES FROM PREVIOUS YEAR

- Transfer of \$239,688 to the Water Fund for the 10-inch water main construction in Ida Street.

## WATER SDC FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>726,202</b>	<b>1,061,998</b>	<b>1,149,340</b>	<b>965,738</b>
Beginning Fund Balance	518,831	458,252	1,060,000	883,910
Charges for Services	50,829	582,552	78,340	39,880
Intergovernmental	153,162	-	-	-
Interest & Miscellaneous	3,380	21,194	11,000	41,948
<b>Expenditure</b>	<b>267,950</b>	<b>-</b>	<b>1,149,340</b>	<b>965,738</b>
Transfers	267,950	-	239,688	239,688
Unappropriated	-	-	909,652	726,050

# WASTEWATER SDC FUND

## SUMMARY

The Wastewater System Development Fund accounts for the activity associated with Wastewater System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay a Wastewater SDC based on the adopted Wastewater System Master Plan and the City invests the collected funds consistent with the Plan.

## HIGHLIGHTS

- The City collected \$6,000 in Wastewater SDC's in 2023-24.
- The City forecasts to collect \$29,700 in Wastewater SDC's in 2024-25.

## CHANGES FROM PREVIOUS YEAR

- Transfer of \$362,000 from SDC's for Ida Street Sanitary Wastewater Pipe upsizing

## WASTEWATER SDC FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>459,685</b>	<b>864,381</b>	<b>905,860</b>	<b>900,098</b>
Beginning Fund Balance	411,953	324,685	840,000	839,074
Charges for Services	45,362	523,814	58,360	29,700
Interest & Miscellaneous	2,370	15,882	7,500	31,324
<b>Expenditure</b>	<b>135,000</b>	<b>71,333</b>	<b>905,860</b>	<b>900,098</b>
Transfers	135,000	71,333	252,000	362,000
Unappropriated	-	-	653,860	538,098

# STORMWATER SDC FUND

## SUMMARY

The Stormwater System Development Fund accounts for the activity associated with Stormwater System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay a Stormwater SDC based on the adopted Stormwater System Master Plan and the City invests the collected funds consistent with the Plan.

## HIGHLIGHTS

- The City has collected \$11,000 in Stormwater SDC's in 2023-24.
- The City projects to collect \$36,482 in Stormwater SDC's in 2024-25.

## CHANGES FROM PREVIOUS YEAR

- Transfer \$400,000 to the Stormwater Fund for the Stormwater Master Plan Update.

## STORMWATER SDC FUND BUDGET

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>297,891</b>	<b>472,550</b>	<b>535,600</b>	<b>563,006</b>
Beginning Fund Balance	230,017	297,891	460,000	507,604
Charges for Services	66,358	163,728	69,600	36,482
Interest & Miscellaneous	1,517	10,931	6,000	18,920
<b>Expenditure</b>	<b>-</b>	<b>-</b>	<b>535,600</b>	<b>563,006</b>
Transfers	-	-	350,000	400,000
Unappropriated	-	-	185,600	163,006

# FACILITIES FUND

## SUMMARY

This fund receives transfers from other departments in anticipation of future building improvements for those departments as well as for future capital construction. This pertains to facilities housing City Administration, Finance, Public Works Admin, Community & Economic Development, Municipal Court, and the Police Department.

The transfers are intended to reflect the costs of occupying office space with accumulated funds anticipated to be used to help fund future building requirements and/or refurbish existing facilities.

## HIGHLIGHTS

- During fiscal year 2024, staff completed work with a consultant on space planning for City Hall and a new conference room.

## CHANGES FROM PREVIOUS YEAR

- The one part-time staff previously allocated to this fund has been reallocated to the Administration Department within the General Fund.
- The City has budgeted \$80,000 to complete the remodel of storage space on Ida Street into a new conference room.
- To prepare for an interior remodel of City Hall in fiscal year 2025, we have budgeted \$50,000 for consulting work to prepare estimates and construction plans.

## FACILITIES FUND BUDGET



	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>Revenue</b>	<b>822,365</b>	<b>861,947</b>	<b>828,800</b>	<b>1,002,894</b>
Beginning Fund Balance	680,430	731,975	730,000	871,110
Interest & Miscellaneous	56,235	41,171	10,000	31,784
Transfers	85,700	88,800	88,800	100,000
<b>Expenditure</b>	<b>90,389</b>	<b>91,438</b>	<b>828,800</b>	<b>1,002,894</b>
Personnel Services	14,735	16,408	17,301	-
Materials and Services	4,913	-	-	10,249
Capital Outlay	70,741	75,030	20,000	130,000
Contingency/Reserve	-	-	-	8,000
Unappropriated	-	-	791,499	854,645

## STAFFING

Position	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Proposed
Facilities Maintenance	0.30	0.20	0.26	0.00
<b>Total FTE's – Facilities</b>	<b>0.30</b>	<b>0.20</b>	<b>0.26</b>	<b>0.00</b>

## CAPITAL OUTLAY

Storage room remodel for a new City Hall conference room	80,000
<b>Total</b>	<b>\$80,000</b>

# CLOSED FUNDS

## PENSION STABILIZATION FUND

Fund closed fiscal year 2022-23.

This fund accounted for monies set aside to either invest in a PERS side account to reduce the City's unfunded actuarial liability (UAL) or transfer funds to the General Fund to offset PERS rate increases in later years. Funds for the program were provided through transfers from the police department portion of the General Fund.

	2022 Actuals	2023 Actuals	2024 Annual Budget	2025 Proposed Budget
<b>PERS STABILIZATION FUND</b>	<b>\$ 277,300</b>	<b>\$ 277,300</b>	<b>\$ -</b>	<b>\$ -</b>
Revenue	277,300	277,300	-	-
Beginning Fund Balance	185,783	277,300	-	-
Interest & Miscellaneous	1,117	-	-	-
Transfers	90,400	-	-	-
Expenditure	-	278,000	-	-
Personnel Services	-	278,000	-	-

# CAPITAL OUTLAY - ALL FUNDS

## FISCAL YEAR 2024-25

### SUMMARY

The following schedules summarize the various capital investments, by fund, for fiscal year 2024-25.

General Fund	
Description	Amount
Community Center Kitchen Remodel	40,000
Community Center Kitchen Flooring Replacement	10,000
Community Center Lobby Painting	2,500
<b>Total</b>	<b>52,500</b>

Parks	
Description	Amount
Kubota Tractor	60,000
Riverfront Park Parking Lot and Kayak Launch	170,000
Riverfront Park Clearing, Hazard Tree Removal, Grading, and Mulching	30,000
Mill Creek Park Improvements	750,000
Holiday Lighting in Community Center Park	50,000
<b>Total</b>	<b>1,060,000</b>

Street Fund	
Description	Amount
Street Reconstruction or Pavement Overlays	600,000
Completion of the Roundabout Design Project	50,000
Design of Selected "Very Poor" Street that Requires Reconstruction	150,000
<b>Total</b>	<b>800,000</b>

**Capital Outlay continued**

<b>Water Fund</b>	
Description	Amount
Aquifer Storage and Recovery System (Phase 1)	1,250,000
Ida Street 10-inch Waterline	300,000
Install Fence Around Regis Water Tank Property	30,000
Water Treatment Plant - Rebuild Pond 2 Filter Pump #2	60,000
Water Treatment Plant - Rebuild Finished Pump #4	60,000
<b>Total</b>	<b>1,700,000</b>
<b>Wastewater Fund</b>	
Description	Amount
Sanitary Sewer Collection Project (Phase 2 of MP Priority 1.1 Project)	2,800,000
Sanitary Sewer Collection Design Project (MP Priority 2.4)	150,000
Sanitary Sewer Collection Design Project (MP Priority 2.3)	135,000
Sanitary Sewer Collection Design Project (MP Priority 2.2)	65,000
Post SBR Equalization (Priority 1.5, Master Plan Project)	200,000
<b>Total</b>	<b>3,350,000</b>
<b>Stormwater Fund</b>	
Description	Amount
Ida Street: Storm Drain Improvements (ARPA Funds)	300,000
Future Street project– estimated storm drain improvement costs	200,000
<b>Total</b>	<b>500,000</b>
<b>Library Fund</b>	
Description	Amount
HVAC Unit Replacement	11,200
<b>Total</b>	<b>11,200</b>
<b>Pool Fund</b>	
Description	Amount
Water Heater Replacement	12,000
Electrical Panel Replacement	10,000
Pool Pump #1	5,000
Slide Room Painting	7,500
<b>Total</b>	<b>34,500</b>
<b>Facility Fund</b>	
Description	Amount
Outside Storage Room Remodel for City Hall Conference Room	80,000
<b>Total</b>	<b>80,000</b>
<b>TOTAL</b>	<b>\$7,588,200</b>

# DEBT SCHEDULES

## SUMMARY

The schedule below reflects the City's outstanding (ending) debt balances as of June 30, 2024, expected debt payments in fiscal year 2024-25, and outstanding debt balances for the next four fiscal years, and debt limitation/capacity.

ORS 287A.050 limits general obligation bonded debt to three percent (3%) of the real market value of property within the city boundaries. For purposes of calculating the limitation, the statute excludes certain types of indebtedness, including general obligation bonds issued for water supply, treatment or distribution, or sanitary or storm sewage collection or treatment. The City is also not required to include Full Faith & Credit (FF&C) obligations as subject to limitation.

For the 2023-24 year, the Marion County Assessor's office reports Stayton's total real market value to be \$1,311,222,800. Therefore, the City's limitation on issuance of General Obligation Bonds is approximately \$39.3 million. None of the City's existing debt is subject to this limitation.

### Debt Summary – Fiscal Year 2024-25

Debt Issue	Fund	Original		Balance		2024-25		Total Payments
		Issue		June 30, 2024		Principal	Interest	
2013 FF&C Refunding Bonds	Sewer	\$ 5,810,000	\$	1,615,000	\$	425,000	\$ 48,450	\$ 473,450
USDA Sewer Revenue Bonds	Sewer	8,316,000		6,839,676		157,356	188,091	345,447
<b>Total Sewer Fund</b>		<b>14,126,000</b>		<b>8,454,676</b>		<b>582,356</b>	<b>236,541</b>	<b>818,897</b>
2016 FF&C Refunding Bonds	Water	3,945,000		2,250,000		245,000	85,100	330,100
2019 FF&C Bonds	Storm	725,000		586,651		30,585	16,396	46,981
<b>City Total</b>		<b>\$ 18,796,000</b>	<b>\$</b>	<b>11,291,327</b>	<b>\$</b>	<b>857,941</b>	<b>\$ 338,037</b>	<b>\$1,195,978</b>

### Outstanding Debt Fiscal Years Ending June 30, 2025 – 2028

Debt Issue	Fund	2025	2026	2027	2028
2013 FF&C Refunding Bonds	Sewer	\$ 1,190,000	\$ 755,000	\$ 310,000	\$ -
USDA Sewer Revenue Bonds	Sewer	6,682,320	6,520,637	6,354,507	6,183,809
<b>Total Sewer Fund</b>		<b>7,872,320</b>	<b>7,275,637</b>	<b>6,664,507</b>	<b>6,183,809</b>
2016 FF&C Refunding Bonds	Water	2,005,000	1,750,000	1,485,000	1,210,000
2019 FF&C Bonds	Storm	556,066	524,434	491,721	457,889
<b>City Total</b>		<b>\$ 2,561,066</b>	<b>\$ 2,274,434</b>	<b>\$ 1,976,721</b>	<b>\$ 1,667,889</b>

## **APPENDIX**

- **Glossary**
- **Fiscal policies**
- **Annual Budget Calendar**

# GLOSSARY

## Actual

Actual, as used in the fund summaries, revenue summaries, and department and division summaries within the budget document, represents the actual costs as the result of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

## Ad Valorem Tax

A tax based on the assessed value of a property.

## Adopted Budget

Adopted, as used in the fund and department summaries within the budget document, represents the final budget *adopted* by City Council. The adopted budget becomes effective July 1. Subsequent to adoption, the City Council may make changes throughout the year.

## Approved Budget

Approved, as used in the fund and department summaries, represents the proposed budget with changes made by the budget committee, if any.

## Appropriations

Legal authorization granted by the City Council to spend public funds. Spending authority is limited to the amount of appropriations, which expire at the end of the fiscal year. The City Council may adjust the amount of appropriations, within limits, via resolution during the fiscal year.

## Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a three percent maximum annual growth rate in the TAV (taxable assessed value), exclusive of certain improvements.

## Assets

Resources having a monetary value and that are owned or held by an entity.

## Audit

An examination of the financial records and financial report of the City by a licensed, independent third-party certified public accountant. As a rule, the audit shall contain a statement of the scope of the audit, explanatory comments concerning exceptions of the



auditor as to the application of generally accepted auditing standards, explanatory comments concerning verification procedures, financial statements and schedules, and sometime statistical tables, supplemental comments and recommendations.

### **Base Budget**

Cost of continuing the existing levels of service in the current budget year. Base budget is also referred to as a status quo budget.

### **Beginning Fund Balance**

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

### **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

### **Budget**

A budget is a plan of financial operation embodying an estimate of expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

### **Budget Calendar**

A schedule of key dates followed by governments in the preparation and adoption of the budget.

### **Budget Committee**

A group comprised of the elected officials plus an equal number of appointed citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

### **Budget Document**

A written report that shows a government's comprehensive financial plan for a specified period, usually one year, that includes all funds of the City.

### **Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the city manager.

## Budgetary Basis

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP), with the exception that neither depreciation nor amortization are budgeted for proprietary funds, and bond principal in the enterprise funds is subject to appropriation.

## Capital Budget

The City's budget for projects, major repairs, improvements and additions to the City's fixed assets (streets, sidewalks, roads, wastewaters, stormwater, parks, and buildings). Capital items must have a cost of \$10,000 or greater.

## Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

## Capital Improvement Project

Any project having assets of significant value and having a useful life of greater than one year. Capital improvements include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and wastewater systems and master planning.

## Capital Outlay

Includes the purchase of land, the purchase and/or construction of buildings, structures and facilities of all types, in addition to machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a unit cost of \$10,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

## Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

### **Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies such as water, wastewater, stormwater, street fees, and planning fees.

### **Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

### **Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the City. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

### **Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

### **Contingency**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

### **Cost Allocation**

Various administrative services including city management, finance, human resources, public works staffing, and their related costs are allocated to the various funds that receive the benefit of these services via a cost allocation methodology.

### **Cost Center**

An organizational budget/operating unit within each City department.

### **Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

### **Department**

Led by a general manager, this combination of divisions of the City shares specific and unique sets of goals and objectives (i.e., Administration, Library, Planning, Police, Pool, Public Works, etc.).

## **Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives, such as water, street, wastewater, and stormwater.

## **Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

## **Elderly and Disabled**

Provides funding for transportation alternatives for seniors and persons with disabilities. This includes taxi and bus services for employment, medical, shopping, and other necessary trips.

## **Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the City's share of costs for social security, Medicare, pension, medical, disability, and life insurance plans.

## **Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

## **Ending Fund Balance**

The residual, non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

## **Enterprise Funds**

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges.

## **Estimated**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

## **Expenditures**

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

## **Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity, or imposing a fine or penalty.

## **Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

## **Fiscal Year**

A 12-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Stayton's fiscal year is July 1 through June 30.

## **Five-Year Financial Plan**

An estimation of revenues and expenses of the City's operations for the next five-year period.

## **Fixed Assets**

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$10,000.

## **Franchise Fee**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City's right of ways.

## **Full-Time Equivalent**

A calculation used to convert part-time hours to equivalent full-time positions. Full-time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

## **Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities, or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## **Fund Balance**

The balance of net financial resources that is spendable or available for appropriation.

## **General Fund**

This is the primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government.

## **General Long-Term Debt**

Represents debt payable that is not classified as a liability of a given fund or secured by a specific revenue source other than the general revenues or property taxes of the issuer. General Obligation (GO) bonds are secured by the full faith and credit of the issuer. GO bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). Usually this is issued to pay for general capital improvements such as parks and City facilities.

## **Goal**

The result or achievement toward which effort is directed; aim; end.

## **Grant**

A contribution that is made by a government or non-profit to the City. The contribution is usually made to aid in the support of a specified function or project such as crosswalk or seatbelt enforcement, or a stormwater detention facility.

## **Infrastructure**

Public domain fixed assets such as roads, bridges, streets, sidewalks, and similar assets that are immovable.

## **Intergovernmental Revenues**

Revenue received from other governments, such as the Federal Government, State of Oregon, or Marion County.

## Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

## Line Item

Describes an individual type of expense or revenue, such as salaries, medical insurance, electricity, operating supplies, etc.

## Local Improvement District

Created for the purpose of making improvements desired by a majority of property owners within a given area desiring public improvements to their properties. Debt is usually issued to finance these improvements, which are repaid by assessments on property within the local improvement district (LID). LID debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit those properties.

## Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 5 years. A local option levy must be approved by a majority of voters at a general election or an election with a 50 percent voter turnout.

## Materials and Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

## Measure 5

In November 1990, the State of Oregon voters passed a constitutional limit on property taxes. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The maximum tax rate for education jurisdictions is limited to \$5.

## Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year 1995-96 and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Local voters may approve



local initiatives, i.e. local option tax levies, above the permanent rates provided a majority approves at either (1) a general election in an even numbered year; or (2) at any other election in which at least 50 percent of registered voters cast a ballot.

### **Mission**

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

### **Non-Operating Budget**

Part of the budget composed of the following items: Reserves, contingencies, capital projects, and debt service payments.

### **Objective**

A target to be accomplished in specific, well defined and measurable terms, and that is achievable within a specific time frame.

### **Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

### **Operating Revenue**

Funding received by the government as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services, capital outlay, and debt service.

### **Ordinance**

A formal legislative decree enacted by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

### **Outstanding Debt**

The balance due at any given time which resulted from borrowing.

### **Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

## Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in fiscal year 1998. This permanent rate applies to property taxes for operations.

## Personnel Services

Personnel services is an appropriation category consisting of the aggregated costs of salaries and wages paid to employees, and fringe benefits such as retirement, social security, and health and workers' compensation insurance paid by the City.

## Property Tax

In Oregon, property taxes are a major revenue source for the General Fund of the City. Taxes are based upon the taxable assessed value of the property. Property taxes received by the City of Stayton include the City's permanent tax rate, \$3.3280 and a local option levy of \$0.6000.

## Project Manager

An individual that is responsible for budgeting and managing projects to their completion.

## Proposed Budget

A financial document that combines operating, non-operating and resource estimates prepared by the Budget Officer, which is submitted to the public, budget committee and City Council for review and approval by the Budget Committee and adoption by the City Council.

## Resolution

A special or temporary order of the City Council.

## Resources

Includes revenue, inter-fund transfers, borrowing proceeds and beginning fund balance.

## Retained Earnings

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

## Revenue

Funds received by the City from either tax or non-tax sources.

## Revenue Bonds

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-property tax.

## Special Assessment

A compulsory assessment made against certain properties to defray all or part of the cost of a capital improvement or services deemed to be beneficial primarily to those properties. (See Local Improvement District)

## Special Revenue Funds

A fund established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

## Supplemental Budget

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

## System Development Charges

Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, wastewater, storm drains, streets, and parks and are paid by developers and builders as part of the permit process.

## Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

## Tax Levy

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

## Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation.

## **Tax Revenue**

Includes property taxes, hotel and motel room tax, and marijuana taxes.

## **Tax Roll**

The official list showing the amount of taxes levied against each property.

## **Transfers**

An appropriation category used in the City's budget, which includes amounts distributed from one fund to pay for services provided by another fund. The general fund may also transfer funds to any other fund if desired by the City Council.

## **Trust Funds**

A fund established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

## **Unappropriated Ending Fund Balance**

An account which records a portion of the fund balance for future use and is not available for current appropriation or expenditure.

## **Unreserved Fund Balance**

The portion of a fund's balance that is not restricted for a specific purpose. It is available for general appropriation.

## **User Fees**

The fee charged for services to the party or parties who directly benefit. They are also referred to as Charges for Service.

# FISCAL POLICIES

## Purpose

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

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

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

Policies are addressed in ten areas:

- **Revenue**, which deals with taxes, user fees and other revenues by which the city generates income to fund programs and services.
- **Operating expenditures**, which relates to budgeting guidelines.
- **Expenditure control**, which addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.
- **Capital equipment and improvements**, which relates to establishing a 5-year capital equipment and improvement plans for all major equipment and infrastructure systems provided and maintained by the city.

- **Accounting and financial reporting**, which relates to accounting and reporting financial transactions and preparing financial reports.
- **Financial planning**, addresses longer term financial forecasting to help inform decisions.
- **Debt**, which addresses long-term financing of the city's capital needs and maintaining its bond rating.
- **Pension funding**, addresses the funding policies of the City's pension obligations.
- **Reserves**, establishes minimum working capital balances, required reserves and operating contingency as needed for routine cash flow and responding to unexpected expenditures or increases in service delivery costs.
- **Management of fiscal policy**, sets forth the administration of fiscal policies on a continuing basis.

## 1 Revenue Policies

- 1.1. The City will strive for and maintain diversified and stable revenue sources to prevent undue or unbalanced reliance on any one source of funds. Diversified revenue sources will also reduce risk to the City from short-term fluctuations in any one revenue source.
- 1.2. Significant one-time and or temporary revenue sources will not be used to fund continuing programs and services, but rather to fund one-time expenditures or fund reserves.
- 1.3. The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).
  - 1.3.1. The Council will determine what amount of SDCs to impose.
- 1.4. The City will use users' charges in lieu of property taxes and subsidies from other non-obligated (i.e., generally available) City funds, for services that can be identified and where costs are directly related to the level of service provided.
  - 1.4.1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's utility funds, including operating contingency, reserve requirements, and capital replacement. Consideration will be given to return on investment and existing and or anticipated debt to insure debt coverage ratios are sufficient to meet or exceed requirements of lenders and rating agencies to maintain desired credit rating.
  - 1.4.2. User charges shall be sufficient to finance all City costs to perform development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.

- 1.4.3. Other reimbursable work performed by the City (full labor costs, overhead, contracted services, equipment and other indirect expenses) shall be billed at total actual or estimated total actual cost.
- 1.4.4. Charges for services shall accurately reflect the total actual or estimated total cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, indicating when the fees were last reviewed and/or recalculated.
- 1.5. The City shall pursue a timely and firm policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
- 1.6. All potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submittal of the application. Grant applications will be approved as follows prior to their submittal: a. By the City Manager for grants that require matching funds up to the amount of the City Manager's spending authority, and b. By the City Council for grants with matching requirements above the City Manager's spending authority. The City Council will be provided the evaluation with the request for their acceptance of the grant.
- 1.7. Revenues will be estimated realistically and prudently. Revenue of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.

## **2 Operating Budget Policies**

- 2.1 The City will prepare an annual budget guided by City Council goals and work plan to accomplish goals. Budget development will be coordinated with all departments and will incorporate Government Finance Officers Association (GFOA) recommendations relative to budgeting for results and outcomes.
  - 2.1.1 The amount of funding available will be determined for each fund. The budget will be built on expected revenues. This includes base revenues, any new revenue sources, and the potential use of existing resources.
  - 2.1.2 Conduct analysis to determine what strategies, programs, and activities will best achieve desired results.
  - 2.1.3 Budget available dollars to the most significant programs and activities. The objective is to maximize the benefit of the available resources.
  - 2.1.4 The City shall maintain an automated accounting system to monitor expenditures and revenues, relative to budget, on a monthly basis, with a thorough analysis and adjustment (if required) no less than quarterly.



- 2.2 All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.
- 2.3 The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget.
- 2.4 The cost allocation plan, previously developed, will be reviewed and updated annually and serve as the basis for distributing general government and internal service costs to other funds and capital projects.
- 2.5 The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
- 2.6 Long-term debt or bond financing may be used for the acquisition of land, capital improvements, vehicles, and equipment with a cost greater than \$100,000, if current and or existing resources are insufficient. Long-term debt or bond financing shall not be used to finance current operating expenditures.
- 2.7 Every City fund, department, program or activity shall start each year's budget cycle with no predetermined appropriation amount. Budget appropriation decisions and the allocation of resources shall be based on direction provided by the City Council and implementation of that direction by the City Manager.
- 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 Manager is to administer budgetary expenditure control at the appropriation level. Any increase in a budget appropriation requires City Council approval.

- 3.3 All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
- 3.4 All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. City management will only propose operating personnel costs that can be supported by continuing operating revenues.
- 3.5 City staff shall make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.

#### **4 Capital Improvement Policies**

- 4.1 Annually, the City will approve a 5-year Capital Improvement Plan (CIP), congruent with the adoption of its annual budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.

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

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

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

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

## **6 Financial Planning Policies**

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

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

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

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

## **7 Debt Policy**

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

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

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

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

- 7.5 No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. Such revenue sources can include internal sources, such as charges to personnel costs that are transferred to a debt service fund for debt repayment. The Finance Director shall prepare an analysis of the source of repayment prior to issuance of any debt.
- 7.6 The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the use of debt is otherwise determined to be in the best interest of the City.
- 7.7 The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows, such as may result from delay in receipting grant proceeds or other revenues and delay in issuance of long-term debt.
- 7.8 When issuing long-term debt, the City will ensure that the debt is soundly financed by:
- 7.8.1 Incurring debt only when necessary for capital improvements too large to be financed from current available resources.
  - 7.8.2 Insuring that capital projects financed through long-term debt shall be financed for a period not to exceed the useful life of the project.
  - 7.8.3 Determining that the benefits of the project financed exceed the cost of financing including interest costs.
  - 7.8.4 Analyzing the source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long-term debt.
- 7.9 All bond issuances, promissory notes, and capital leases will be authorized by resolution of the City Council.
- 7.10 The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

## **8 Pension Funding Policies**

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

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

## **9 Reserve Policies**

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

- 9.1.1 The general fund shall maintain sufficient working capital to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing.
  - 9.1.2 The City's utility funds shall maintain, at a minimum, a working capital balance sufficient for sixty days operating expenses, together with an adequate emergency repair reserve and required debt service reserves.
  - 9.1.3 The City's internal service funds shall maintain, at a minimum, a working capital balance sufficient for thirty days operating expenses and any required debt service reserves.
  - 9.1.4 The City's debt service funds shall maintain adequate working capital to pay required debt service without borrowing and fund required debt service reserves.
  - 9.1.5 The City's other operating funds shall maintain a minimum working capital balance sufficient for sixty days operating expenses and any required debt service reserves.
  - 9.1.6 The City shall establish a contingency budget to provide for unanticipated expenditures of a nonrecurring nature. The contingency shall be a minimum of five percent (5%) of a fund's operating and capital expenditure estimates for the fiscal year. The budgeted contingency does not apply to debt service, internal service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.
- 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 Manager or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
  - 10.1.2 The Audit Committee shall review the City's fiscal policies annually.
- 10.2 The City Manager shall implement fiscal policies and monitor compliance.
- 10.2.1 If the City Manager 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 Manager'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.

### **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, stormwater, 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, stormwater, 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.

All work assigned to a specific job title is the responsibility of that organization position. In absence the duties would fall on the direct supervisor of the position. The City Manager has the responsibility and oversight of these policies.



# Annual Budget Calendar

## Fiscal Year 2024-25

Description	Responsible	Target Date
Finalize Budget Calendar	City Manager's Office and Finance	1-Dec
Appoint Budget Committee Members	City Council	20-Dec
Budget Kickoff for Management Team	Finance	3-Jan
Distribute all City Rates/Fees for updates	Finance	20-Jan
Positions for Add Package Requests to Finance	Management Team	21-Feb
Governing Body Goal Setting (every two years: for even FY's)	City Council and City Manager	1-Mar
Update salary schedule and document COLA's by employee group; distribute to management for review	HR Office	1-Mar
Departments present Add Package Requests to City Manager	Management Team	6-Mar
Departments input current year projections into Caselle	Management Team	15-Mar
Updated Capital Improvement Plan (CIP)	Management Team	15-Mar
Finance completes Personnel Budgets, Admin Transfers, Tax Revenues	Finance	15-Mar
All City Rates/Fees to council for approval	Management Team	18-Mar
Budget narratives completed and submitted to Finance: include integration of department objectives, City Council goals, performance measures, etc.	Management Team	1-Apr
Departments enter Proposed Budget in Caselle Advantage	Management Team	2-Apr
City Manager decisions on Add Packages: a) add to proposed budget, b) deny proposal, or c) reconsider after preparation of initial proposed budget	Management Team	3-Apr
Initial Budget Balancing complete	Finance	8-Apr
Department meetings with City Manager and Finance	Management Team	9-12 Apr
Provide updated 5 year CIP schedules & projections	Management Team	12-Apr
Final decisions on Add Packages	City Manager's Office	15-Apr
All remaining sections of the Proposed Budget Book to City Manager's office	Finance	15-Apr
Departments update current year projections	Management Team	15-Apr
Final Budget Balancing complete; review and finalize with City Manager	Finance	17-Apr
Proposed Budget Book to Management Team for review	City Manager's Office	19-Apr
Proposed Budget Book review comments to Finance, City Manager's Office	Management Team	29-Apr
Orientation for new Budget Committee Members - introduce to budget process, review mid-year financials, forecasts, and discuss significant budget issues; Provide "Local Budgeting in Oregon"	City Manager, and Finance	29-Apr

Publish "Notice of Budget Committee Meeting" (ORS 294.426)	City Manager's Office	1-May
Prepare WH-118 Planned Public Improvement Summary for BOLI	Management Team	1-May
Distribute and Post Proposed Budget Book to Budget Committee and on website (ORS 294.408 and 294.426)	City Manager's Office	6-May
Budget Committee Meetings, public hearing on shared revenues, & budget approval (ORS 294.428); motions/resolutions for budget & shared revenues	Budget Committee, City Manager and Management Team	13, 15, 16 May
Publish "Notice of Budget Hearing" (ORS 294.438, 294.448)	City Manager's Office	24-May
Complete LB-1, Notice of Budget Hearing	Finance	27-May
Complete Staff Report for Budget Hearing, Adoption	Finance	31-May
Public hearing; adopt budget; levy taxes; (2) resolutions for shared revenues (ORS 294.456)	City Council	3-Jun
<b>Adopted Budget goes into effect</b>	<b>Citywide</b>	1-Jul
Form LB-50 Submitted to Marion County Assessor	Finance	15-Jul
Adopted Budget Document complete: update Budget Book from Proposed to Adopted and post to City website, upload to Caselle	Finance	31-Jul
Adopted Budget Document submitted to County Clerk	Finance	30-Sep