



City of Stayton

Administration • Finance

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-3425 • Fax (503) 769-1456

To: City of Stayton Staff and Stakeholders

From: Keith D. Campbell, City Administrator

Date: January, 2017

Fiscal Policies, Guidelines, and Internal Best Practices

No service that the City provides to its community may be more crucial than the integrity and stewardship of public funds. Clear and transparent fiscal guidelines are critical. The City should constantly strive to be transparent, honest and fair in receiving, managing and spending public funds. Our integrity should be beyond reproach.

Below is information for the Fiscal Policies, Guidelines, and Best Practices adopted by the City of Stayton and City Administrator. It is expected that all City of Stayton employees follow not only the language of these policies, but the spirit and intent of these policies. When in doubt, the employee should err on the side of caution.

- Ordinance 877
 - Amended by 959
 - Resolution 750 Provides Exemptions
- City of Stayton Fiscal Policies as adopted on October 17, 2016

City Administrator Adopted Internal Best Practices

Ordinance 877 gives significant authority and trust to the City Administrator and to staff. Internally, I want to impose additional restrictions and standards. These restrictions are done in an effort to understand that additional transparency and more conservative policies help foster, build, and maintain trust from the stakeholders of the community.

Contract Work: Schedule of approved procurement methods for various goods, services, and capital.

- All capital items above \$35,000
 - Competitive Bid with publication on City Website and Notice to ListServ
- Professional services above \$35,000
 - Qualified Pool
 - RFQ (Request for Qualifications) or RFP (Request for Proposals)

POLICE
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STAYTON, OR 97383
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FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
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(503) 769-3313
FAX (503) 769-3218



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- Goods, services and capital projects less than \$35,000, greater than \$10,000
 - Solicit prices and or quotes from no less than three firms/individuals
- Goods, services less than \$10,000
 - Utilize vendors, contractors, professionals previously selected
- Delegate authority to department heads for contracts of up to \$25,000

Notification of Governing Body and Approval

Communication with the Governing Body naturally leads to communication with all stakeholders in the community. While many items may be adopted in the budget or discussed in other forums, it is critical that the communication continues and there is direction on when this communication shall incur.

- Advise City Council prior to awarding all contracts of more than \$75,000, or
 - Projects of Council and or community interest of any dollar amount
- Capital projects not included in adopted budget
 - Advise Council of necessary change and estimated dollar amount
 - Secure Council approval to conduct procurement

City Council to consider awarding contract subject to the following

- Demonstrated need
- Value of services and or goods
- Identification of funding
- Budget adjustment if needed

Purchasing Card Limits and Authority

There have been no standards or uniformity in the issuance of City of Stayton Purchase Cards. This policy creates a hierarchy of purchasing authority germane to the employee's relative position on the organization chart. If necessary this policy can be individually adjusted with the approval of the City Administrator based on a specific long-term need.

City Administrator	\$15,000
Public Work Director	\$7,500
Director of Planning	\$7,500
Police Chief	\$7,500

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Deputy City Recorder	\$7,500
Library Director	\$7,500
Finance Director	\$7,500
Public Works Supervisor	\$5,000
Wastewater Supervisor	\$5,000
Police Lieutenant	\$5,000
Police Sergeant	\$2,000

These policies and procedures are formally adopted as the standards to be observed, utilized and practiced by all City Employees during my tenure as City Administrator or until such time as subsequent policy is adopted.

Keith D. Campbell, City Administrator

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