



AGENDA STAYTON BUDGET COMMITTEE

Monday, May 11, 2020

Stayton Community Center

400 W. Virginia Street

Stayton, Oregon 97383

TELECONFERENCE MEETING

City officials request all citizens that are able, to view the live stream on the City of Stayton's YouTube account to view the meeting from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure. The meeting will be live streamed on YouTube:

- May 11, 2020 Meeting: <https://youtu.be/0MGd6OCFu08>

A public hearing will be held at the May 11th meeting for the purpose of hearing public testimony with regard to the proposed use of state shared revenues, i.e., liquor, cigarette, gas tax, and state shared revenue. If you wish to testify as part of the Public Hearing, please read the following:

- **Written Testimony**: It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided via email to cityofstayton@ci.stayton.or.us.
- **Conference Call**: Should it be necessary to provide verbal testimony, it is recommended that interested parties participate via an established City conference call line. Parties interested in participating in this manner shall contact City staff at least two hours prior to the meeting start time with their name, address, and phone number they will be calling from. If you wish to call in, contact staff via email at cityofstayton@ci.stayton.or.us.
- **Participate in Person**: Although it is **strongly encouraged that people not attend the meeting in person**, the opportunity will still exist to participate in the meeting at a designated meeting location. The method of this participation may include in person public testimony, access to a phone to call into meeting via a conference call line, or other available public testimony method as allowed by the Oregon State Public Meetings law. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.

There will be no verbal public comment. All parties interested in providing public comments on the proposed budget may do so in written form. Written comments should be submitted to cityofstayton@ci.stayton.or.us. Comments received at least two hours prior to the meeting start time will be provided to the Stayton Budget Committee in advance of the meeting.

A copy of the FY 2020-21 Proposed City of Stayton budget document is posted on the City's website at www.staytonoregon.gov/page/finance_budgets. If you would like a hard copy of the document, please contact City staff at cityofstayton@ci.stayton.or.us. Meetings are open to the public with the guidelines stated above.

CALL TO ORDER – 6:00 P.M.

- Councilor David Patty, Chair

ROLL CALL

APPROVAL OF MINUTES FROM THE MAY 4, 2020 BUDGET COMMITTEE MEETING

Motion Options:

- Motion to approve the minutes from the May 4, 2020 Budget Committee Meeting as presented.
- Motion to approve the minutes from the May 4, 2020 Budget Committee meeting as modified _____.

PUBLIC HEARING

Proposed Use of State Shared Revenues (i.e. liquor, cigarette, gas tax, and state shared revenue)

- a. Commencement of Hearing
- b. Staff Report – Susannah Sbragia
- c. General Testimony
- d. Public Testimony
- e. Close Public Hearing (no specific decision necessary)

BUDGET OVERVIEW

- Susannah Sbragia

BUDGET REVIEW

- Management Team

NEXT MEETING

- Tuesday, May 12 at 6:00 p.m.
- Wednesday, May 13 at 6:00 p.m. (if needed)

ADJOURN

**City of Stayton
Budget Committee Minutes
May 4, 2020**

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

Time Start: 6:05 P.M.

Time End: 6:25 P.M.

COUNCIL MEETING ATTENDANCE LOG

BUDGET COMMITTEE		STAYTON STAFF
Mayor Henry Porter	Luke Cranston	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook	Connie Dominguez	Keith Campbell, City Manager
Councilor Ben McDonald	Ralph Lewis	Dan Fleishman, Director of Planning & Development (excused)
Councilor Christopher Molin	Brent Walker	David Frisendahl, Police Chief (excused)
Councilor Jordan Ohrt		Lance Ludwick, Public Works Director (excused)
Councilor David Patty		Janna Moser, Library Director (excused)
		Susannah Sbragia, Finance Director

AGENDA	ACTIONS
REGULAR MEETING	
Election of Chair and Vice-Chair	
a. Election of Chair	Motion from Councilor Hook, seconded by Councilor Molin, to appoint Councilor Patty as Chair of the Budget Committee. Motion passed 9:0 (Patty abstained).
b. Election of Vice-Chair	Motion from Councilor Hook, seconded by Councilor Molin, to appoint Connie Dominguez as Vice-Chair of the Budget Committee. Motion passed 10:0.
Approval of Minutes	
a. May 14, 2019 Budget Committee Meeting	Motion from Mr. Lewis, seconded by Mr. Walker, to approve the minutes of the May 14, 2019 Budget Committee meeting and March 9, 2020 Budget Committee Work Session, as presented. Motion passed 10:0.
b. March 9, 2020 Budget Committee Work Session	
BUDGET MESSAGE	Mr. Campbell read the budget message.
NEXT MEETING	
<ul style="list-style-type: none"> • Monday, May 11 at 6:00 p.m. • Tuesday, May 12 at 6:00 p.m. • Wednesday, May 13 at 6:00 p.m. (if needed) 	



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

TO: Stayton Budget Committee
FROM: Susannah Sbragia, Finance Director
DATE: May 7, 2020
SUBJECT: FY 2020-21 Budget Document Revisions

There were four updates made to the proposed budget narrative document following its distribution on May 4, 2020. A new version has replaced the previous version. Below is a detailed list of modifications made:

- Page 10 – Personnel Summary – Sentence updated as follows:

There was also ~~an adjustment~~ a reduction of 0.10 FTE to Library staffing to account for staff funded by a local contribution.

- Page 28 – General Fund – Expenditures – Modified as follows:

- Increase in non-departmental (operations) spending \$664,400
 - CDBG grant remaining expenditures of \$167,000.
 - Decrease in transfers to the Library (-10%) and Parks ~~(-9%)~~ (-5%).

- Page 47 – Other Requirements – “Changes from Previous Years”

- ~~Compared to the 2019-20 budget, the excess combined total of contingency and unappropriated amounts in relation to the minimum desired fund balance increased from 107% (\$75,000) to 131% (293,000).~~
- The excess of total Other Requirements above minimum desired fund balance was \$293,000, an increase from 2019-20 budget of \$244,000.

- Page 61 – Street Fund Capital Outlay – Table updated to include missing project.

Street Reconstruction – Overlays	\$500,000
Transportation System Plan SDC Update	\$ 20,000
<u>5th Avenue Street Design</u>	<u>\$60,000</u>
Shaff Road – Golf Club Road Roundabout Design	\$325,000
Total	<u>\$845,000</u>
	<u>\$905,000</u>



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

TO: Stayton Budget Committee
FROM: Susannah Sbragia, Finance Director
DATE: May 11, 2020
SUBJECT: FY 2020-21 Budget Document Revisions

There were seven minor updates made to the proposed budget narrative document following its distribution on May 6, 2020. A new version has replaced the previous version online. Below is a detailed list of modifications made:

- Page 15 – Pension Stabilization Fund – Last sentence revised as follows:
“Funds for the program are provided through transfers from the police department ~~and~~ General Fund ~~, and the Vehicle Replacement Fund.~~”
- Page 48 – Library Summary – Second paragraph, last sentence a typo correction:
“Library staff are actively looking for new services and altering current practices so the Library can provide, from a distance, the community support that has ~~already~~ always been a priority.”
- Page 55 – Parks Activity Measures – Table updated as follows:

Activity Measures	2017-18	2018-19	Projected 2019-20
Total area of neighborhood, community and open space parks (acres)	203	203	203
Number of restrooms maintained daily	3	3	3
Playground equipment repairs	11	26	37
Dog waste bags supplied	12,000	12,500	12,800
Irrigation repairs	50	29	127
Parks mowed and edged per week	7	7	7
Debris cleaned from parks (tons)	15	24	25
Playground equipment inspection / repair (hours)	-	35	54
Path and trail maintenance (hours)	-	28	114
Garbage collection in parks (cubic yards)	-	143	102
Irrigation and park structure maintenance (hours)	-	98	347
Vandalism repairs (each)	-	12	45

- Page 57 – Streets Fund Summary – Paragraph 6, second to last sentence was corrected as follows:

“The City has ~~1.5~~ one full-time public works employees assigned to street operations and maintenance.”

- Page 61 – Streets Staffing – Table updated as follows:

Position	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Proposed
Utility Operator	1.0	1.0	1.0	1.1
<u>Public Works Supervisor</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.4</u>
Total FTE's - Streets	1.0	1.0	1.0	1.5

- Page 64 – Water Fund Capital Outlay – Table updated to include missing line:

Fire Hydrant Replacement	\$25,000
WTP Shutoff Valve/Vault	\$75,000
Aquifer Storage and Recovery Feasibility Study	\$154,000
<u>Equipment</u>	<u>\$10,000</u>
	\$254,000
	<u>\$264,000</u>

- Page 78 – Facilities Fund Highlights – Sentence revised as follows:

“A comprehensive needs assessment for City facilities including office space, pool, community center, and the Jordan Bridge project has been completed. ~~is currently in progress.~~”