



AGENDA STAYTON CITY COUNCIL

Monday, August 3, 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.

Please use the following option to view the meeting:

- Live Stream on the City of Stayton YouTube – <https://youtu.be/u1AkMnaXa4M>

To maintain compliance with public meeting laws, a limited number of chairs will be provided in the building for citizens to listen to the meeting; however, social distancing is essential in reducing the spread of COVID-19 and no more than 10 people total will be allowed in the building at one time. City officials strongly encourage all citizens to utilize YouTube to view the Council meeting rather than attending in person.

Public comment will be accepted as follows:

- **Public Comment on Items not on the Agenda**: There will be no verbal public comment. All parties interested in providing general public comments may email the comments to cityofstayton@ci.stayton.or.us and they will be distributed to the City Council.
- **Public Comments on Action Items**: There will be no verbal public comment on action items. All parties interested in providing public comments on action items 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 City Council in advance of the meeting.

CALL TO ORDER

7:00 PM

CONSENT AGENDA

- July 20, 2020 City Council Minutes

PUBLIC HEARING – None

GENERAL BUSINESS

Budget to Actual 2019-20 Fiscal Year as of June 30, 2020

INFORMATIONAL

- Staff Report – Susannah Sbragia
- Council Discussion

ADJOURN

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

CALENDAR OF EVENTS

AUGUST 2020

Monday	August 3	City Council	7:00 p.m.	https://youtu.be/u1AkMnaXa4M
Tuesday	August 4	Parks & Recreation Board	Cancelled	
Tuesday	August 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	August 17	City Council	7:00 p.m.	https://youtu.be/d9In8A2UsQc
Wednesday	August 19	Library Board	Cancelled	
Monday	July 27	Planning Commission	7:00 p.m.	https://youtu.be/ahx6PzXkcCg

SEPTEMBER 2020

Tuesday	September 1	Parks & Recreation Board	Cancelled	
Monday	September 7	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	September 8	City Council	7:00 p.m.	https://youtu.be/mJhtN8cp5bM
Wednesday	September 16	Library Board	Cancelled	
Monday	September 21	City Council	7:00 p.m.	https://youtu.be/XkcVfy-cb4k
Monday	September 28	Planning Commission	7:00 p.m.	https://youtu.be/XfzeuiCP5Ww

OCTOBER 2020

Monday	October 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 6	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	October 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 26	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2020

Monday	November 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 3	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	November 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Monday	November 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November 26	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 27			
Monday	November 30	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Minutes
July 20, 2020**

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

Time Start: 7:00 P.M.

Time End: 8:30 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter (via Zoom)	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (via Zoom)	Keith Campbell, City Manager
Councilor Ben McDonald (via Zoom)	Dan Fleishman, Director of Planning & Development (via Zoom)
Councilor Christopher Molin (via Zoom)	David Frisendahl, Police Chief (excused)
Councilor Jordan Ohrt (excused)	Lance Ludwick, Public Works Director (via Zoom)
Councilor David Patty (via Zoom)	Janna Moser, Library Director (via Zoom)
	Susannah Sbragia, Finance Director (via Zoom)

AGENDA	ACTIONS
TELECONFERENCE MEETING	
Consent Agenda a. July 6, 2020 City Council Minutes	Motion from Councilor Patty, seconded by Councilor Hook, to approve the consent agenda as presented. Motion passed 4:0.
Public Hearing Annexation and Comprehensive Plan Map Amendment Applications from Stealth Development, LLC at the Northwest Corner of Shaff and Golf Club Roads a. Commencement of Public Hearing b. Staff Introduction c. Applicant Presentation d. Staff Report e. Questions from Council f. Proponents' Testimony g. Opponents' Testimony h. Governmental Agencies	Mayor Porter read the opening statement and opened the hearing at 7:03 p.m. Councilor Hook declared ex parte contact but it will not influence her decision. Mr. Fleishman provided an introduction. The applicant gave a brief presentation and review of their application. Mr. Fleishman reviewed the staff report and public testimony received. Discussion of the proposed High Density zone. None. Staff received public testimony via email from Susan Hatten and the Santiam Water Control District. None.

<ul style="list-style-type: none"> i. General Testimony j. Questions from the Public k. Questions from the Council l. Applicant Summary m. Staff Summary n. Close of Hearing o. Council Deliberation p. Council Decision on Ordinance No. 1045 	<p>None.</p> <p>None.</p> <p>Question and discussion on affordable housing for the property.</p> <p>The applicant provided a brief summary.</p> <p>Mr. Fleishman gave a brief summary.</p> <p>Mayor Porter closed the hearing at 7:55 p.m.</p> <p>Brief discussion on the application and Council support.</p> <p>Motion from Councilor Hook, seconded by Councilor Patty, to approve the applications of Stealth Development, LLC (Land Use File #5-04/20) for annexation and comprehensive plan amendment and assign Commercial General Zoning to the Commercial portion of the property and High Density Residential to the Residential portion of the property by enacting Ordinance No. 1045, as revised. Motion passed 4:0.</p>
<p>General Business Resolution No. 1012, Five-Year Local Option Tax for Partial Support of the Library, Pool, and Parks Programs</p> <ul style="list-style-type: none"> a. Staff Report – Keith Campbell b. Council Discussion c. Council Decision <p>Cooperative Agreement with Marion County for Community Development Block Grants</p> <ul style="list-style-type: none"> a. Staff Report – Dan Fleishman b. Council Discussion c. Council Decision 	<p>Mr. Campbell reviewed the staff report.</p> <p>Discussion on the November 2020 election versus the May 2021 election.</p> <p>Motion from Councilor Patty, seconded by Councilor Molin, to approve Resolution No. 1012 as presented.</p> <p><i>Discussion:</i> Council members thanked stakeholders for input and expressed their willingness to assist in outreach.</p> <p>Motion passed 4:0.</p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Brief discussion of the program and City representative.</p> <p>Motion from Councilor Patty, seconded by Council McDonald, to authorize the City Manager to enter into a cooperative agreement with Marion County for administration of Community Development Block Grants for the 2021, 2022, and 2023 federal fiscal years. Motion passed 4:0.</p>

Communications from Mayor and Councilors

Discussion of the recent Utility Rates flier that was sent out to utility customers.

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF AUGUST 2020, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____

Alissa Angelo, Administrative Services Manager



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: August 3, 2020
SUBJECT: FY20 Year End Preliminary Unaudited Actuals

INFORMATIONAL UPDATE

These are preliminary unaudited budget to actuals for the fiscal year 2019-20, along with a comparison of the 2018-19 prior year actuals. These are preliminary numbers and are subject to change as the Finance Department goes through the audit process. The final year end numbers will be presented with the final draft of the audit.

This information is to inform the Council on preliminary estimates of the results fiscal year 2019-20 in relationship to what was budgeted.

REVENUE ASSUMPTIONS

Property and levy tax revenue received to date is about \$50,000 over what was budgeted, whereas the Gas Tax from ODOT and other miscellaneous taxes have come in lower than budgeted. This resulted in a net increase in overall taxes of \$35,000

The second largest type of funding the City receives is "Charge for Services." This currently shows a decrease in revenue. The impacts of the decrease are related to three factors:

1. NORPAC's closure
2. The pool closure due to COVID-19
3. The economic effects of COVID-19

EXPENDITURE ASSUMPTIONS

The expenditures are combined totals of Personnel, Material and Services, and Capital Outlay. The expenses do not include transfers, debt services, and contingency.

The COVID-19 pandemic began in March 2020. In response to the pandemic, City management began actively holding back on additional projects in order to reduce expenses with the expectation we'd be facing an economic crisis.

SUMMARY

This financial update shows the City's revenues are with in line with what was anticipated to be received since March due to the COVID-19 impacts.

Expenditures are also in line with the City's efforts to hold back capital projects, as well as planned repairs and maintenance.

MOTION(S)

Informational no approval.



**FY20 Yearend Preliminary
Unaudited Actual**

FY 2019-2020

Revenues				
	18-19 YTD	19-20 YTD	YE Budget	Difference
Beginning Fund Balance	\$11,071,655	\$10,891,745	\$10,444,180	\$447,565
Taxes	\$2,693,115	\$2,758,120	\$2,723,300	\$34,820
Franchise Fees	\$822,481	\$774,330	\$882,200	(\$107,870)
Charge for Services	\$5,744,993	\$5,456,980	\$5,987,000	(\$530,020)
License, Permits Fees	\$47,504	\$38,910	\$28,500	\$10,410
Intergovernmental	\$1,439,347	\$1,173,710	\$1,217,400	(\$43,690)
Interest & Fees	\$617,629	\$536,670	\$488,100	\$48,570
Total Revenue Received	\$11,365,069.00	\$10,738,720	\$11,326,500	(\$587,780)
Operating Budget to Actual Comparison by Fund ^				
Expenditures	18-19 YTD	19-20 YTD	YE Budget	% Spent*
General Fund				
Administration	\$1,204,351	\$1,276,090	\$1,370,700	93%
Police	\$2,037,329	\$2,118,300	\$2,245,700	94%
Planning	\$245,872	\$202,873	\$229,800	88%
Community Center	\$41,803	\$37,307	\$59,300	63%
Court	\$71,249	\$73,122	\$79,400	92%
Street Lighting	\$112,201	\$112,080	\$115,900	97%
Mayor City Council	\$29,350	\$26,367	\$46,500	57%
Total General Fund	\$3,742,155	\$3,846,139	\$4,147,300	93%
Public Works Admin				
Operations	\$450,733	\$459,396	\$538,500	85%
Library Fund				
Operations	\$418,628	\$464,644	\$531,300	87%
Parks Fund				
Operations	\$190,924	\$300,653	\$329,150	91%
Parks SDC	\$0	\$0	\$143,436	0%
Water Fund				
Operations	\$2,017,969	\$788,657	\$1,086,200	73%
Water SDC	\$0	\$0	\$577,347	0%
Storm Water Fund				
Operations	\$124,959	\$168,477	\$247,950	68%
Storm SDC	\$0	\$0	\$155,792	0%
Sewer Fund				
Operations	\$2,680,697	\$1,548,125	\$1,866,200	83%
Sewer SDC	\$0	\$0	\$749,836	0%
Street Fund				
Operations	\$891,142	\$559,060	\$838,400	67%
Street SDC	\$0	\$1,116	\$774,345	0%
Facilities Fund				
Maintenance	\$10,160	\$81,938	\$113,700	72%
Pool Fund				
Operations	\$355,762	\$381,577	\$537,832	71%
^ does not include debt service, transfers or contingency				
* % Spent is YTD Actuals divided by YE Budget.				