



## AGENDA STAYTON CITY COUNCIL

**Monday, June 1, 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/4KG6SgOEvVQ>

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.

If you wish to testify as part of the Public Hearing on the FY 2020-21 Budget or State Shared Revenues, 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 in the manner dictated for each individual public body. Submit your written testimony to [cityofstayton@ci.stayton.or.us](mailto: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. Contact staff at [cityofstayton@ci.stayton.or.us](mailto: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.

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](mailto: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](mailto: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.

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## **CALL TO ORDER**

**7:00 PM**

## **CONSENT AGENDA**

- a. May 18, 2020 City Council Minutes

## **PUBLIC HEARING**

### **Certifying Eligibility and Electing to Receive State Revenue Sharing Funds**

- a. Staff Report – Susannah Sbragia
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1005 and Resolution No. 1006

### **City of Stayton 2019-2020 Fiscal Year Budget**

- a. Staff Report – Susannah Sbragia
- b. Open Public Hearing
- c. Public Hearing
- d. Close of Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1007, Adopting the F.Y. 2020-21 City Budget, Making Appropriations, and Levying Property Taxes for the Fiscal Year

## **GENERAL BUSINESS**

### **Results of Local Option Levy for Support of the Library, Parks, and Pool**

**INFORMATIONAL**

- a. Staff Report – Susannah Sbragia
- b. Council Discussion

**Resolution Authorizing Submittal of a CDBG Emergency Business Assistance Grant**

**ACTION**

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

**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

### JUNE 2020

Monday	June 1	City Council	7:00 p.m.	<a href="https://youtu.be/4KG6SgOEvVQ">https://youtu.be/4KG6SgOEvVQ</a>
Tuesday	June 2	Parks & Recreation Board	Cancelled	
Tuesday	June 9	Commissioner's Breakfast	Cancelled	
Monday	June 15	City Council	7:00 p.m.	<a href="https://youtu.be/87H8RYlcpbE">https://youtu.be/87H8RYlcpbE</a>
Wednesday	June 17	Library Board	Cancelled	
Monday	June 29	Planning Commission	7:00 p.m.	<a href="https://youtu.be/ykOi3FYICRg">https://youtu.be/ykOi3FYICRg</a>

### JULY 2020

Friday	July 3	<b>CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY</b>		
Monday	July 6	City Council	7:00 p.m.	<a href="https://youtu.be/2Oooxb2u1Vc">https://youtu.be/2Oooxb2u1Vc</a>
Tuesday	July 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	July 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 20	City Council	7:00 p.m.	<a href="https://youtu.be/IP2rQ79AzgE">https://youtu.be/IP2rQ79AzgE</a>
Monday	July 27	Planning Commission	7:00 p.m.	<a href="https://youtu.be/nwyyMqTIAK4">https://youtu.be/nwyyMqTIAK4</a>

### AUGUST 2020

Monday	August 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	August 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 27	Planning Commission	7:00 p.m.	Community Center (north end)

### SEPTEMBER 2020

Tuesday	September 1	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 7	<b>CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY</b>		
Tuesday	September 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	September 8	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 21	City Council	7:00 p.m.	Community Center (north end)
Monday	September 28	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton  
City Council Minutes  
May 18, 2020**

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

**Time Start:** 7:02 P.M.

**Time End:** 8:54 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 (excused)	David Frisendahl, Police Chief
Councilor Jordan Ohrt (via Zoom)	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
<b>TELECONFERENCE MEETING</b>	
<b>Consent Agenda</b>	
a. April 20, 2020 City Council Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the consent agenda as presented. <b>Motion passed 4:0.</b>
b. Renewal of Chemeketa Community Regional Library Service Contract	
<b>Public Hearing</b>	
<b>Ordinance No. 1044, Extending Land Use Approvals</b>	
a. Commencement of Public Hearing and Opening Statement	Mayor Porter opened the hearing at 7:05 p.m.
b. Staff Summary	Mr. Fleishman reviewed the staff report.
c. Questions from the Council	Council and staff discussion of whether the timeline of the Ordinance could be extended beyond the end of 2020.
d. Persons in favor	Mr. Fleishman referenced the letters in support included in the Council packet from ES-O-EN Management LLC, Santiam Hospital, AFR Properties, LLC, and Hillyer's Stayton Ford.
e. Persons opposed	No testimony in opposition was received by staff.
f. Other interested persons	No other testimony or request to provide testimony was received by staff.
g. Questions from the Council	No further questions or discussion.
h. Staff Summary	Mr. Fleishman provided a brief summary.
i. Close of hearing	Mayor Porter closed the hearing at 7:15 p.m.

<p>j. Council deliberation</p> <p>k. Council decision on Ordinance No. 1044</p>	<p>Nothing further.</p> <p>Motion from Councilor Hook, seconded by Councilor Patty, to approve Ordinance No. 1044 as presented.</p> <p><i>Council discussion:</i> Councilor Hook thanked staff for the work put into Ordinance No. 1044.</p> <p><b>Motion passed 4:0.</b></p>
<p><b>General Business</b></p> <p><b>Resolution No. 1004, Adopting the City of Stayton Employee Handbook and Repealing Resolutions Related to the Previous Personnel Manual</b></p> <p>a. Staff Report – Alissa Angelo</p> <p>b. Council Discussion</p> <p>c. Council Decision</p> <p><b>Business Oregon Matching Grant for Emergency Assistance to Small Businesses</b></p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Ms. Angelo reviewed the staff report.</p> <p>Brief Council discussion on employee review.</p> <p>Motion from Councilor Patty, seconded by Councilor McDonald, to approve Resolution No. 1004 as presented.</p> <p><b>Motion passed 4:0.</b></p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Council discussion and questions on inclusion of food trucks; City funds being used for the match; explanation of the determination on 15 employees or less; outreach to the local business community, specifically minority and women owned businesses; possible translation of documents and advertising into different languages; and when an announcement will be made by Business Oregon.</p> <p>Motion from Councilor Hook, seconded by Councilor Ohrt, to approve the establishment of an Emergency Business Assistance Fund and submission of a proposal to Business Oregon. <b>Motion passed 4:0.</b></p>
<p><b>Communications from Mayor and Councilors</b></p>	<p>Motion from Councilor Patty to direct staff to speak with legal counsel regarding the recent judgement out of Baker County overturning the Governor’s Executive Order and if the Oregon Supreme Court does not take the case, schedule an emergency City Council meeting. <b>Motion died due to lack of a second.</b></p> <p>Council discussion of liability for the City and businesses.</p> <p>Motion from Councilor Hook, seconded by Councilor Ohrt, to direct staff to speak with legal counsel regarding the recent judgement out of Baker County overturning the Governor’s</p>

Executive Order, and regardless of whether or not the Oregon Supreme Court takes the case, schedule an emergency City Council meeting to decide the City's course of action for reopening.

*Discussion:* Council discussion surrounding whether a meeting would be needed if the Oregon Supreme Court takes the case.

**Motion passed 4:0.**

Councilor Ohrt reminded viewers to vote in the upcoming election and the new location of the ballot box in Stayton.

Motion from Councilor Ohrt, seconded by Councilor Hook, to direct staff to pursue the placement of a permanent ballot box to be in place by the November 2020 election.

*Discussion:* Council discussion on process of placing a permanent ballot box.

**Motion passed 4:0.**

Councilor Ohrt requested the temporary COVID-19 meeting procedures be modified to allow verbal public comment back.

Councilor Hook shared she had received notification the Oregon Supreme Court had issued a stay on the Governor's Executive Order.

Motion from Councilor Hook, seconded by Councilor Patty, to rescind the motion directing staff to speak with legal counsel regarding the recent judgement out of Baker County overturning the Governor's Executive Order, and regardless of whether or not the Oregon Supreme Court takes the case, schedule an emergency City Council meeting to decide the City's course of action for reopening. **Motion passed 4:0.**

Motion from Councilor Ohrt, seconded by Councilor Hook, to schedule an emergency meeting of the City Council within 24 hours of the Oregon Supreme Court's ruling on the Governor's Executive Order.

*Discussion:* Council discussion of also seeking guidance from the City's legal counsel.

*Motion from Councilor Ohrt, seconded by Councilor Hook, to amend the motion to include directing staff to consult with legal counsel prior to the meeting.*  
**Motion passed 4:0.**

**Amended motion passed 4:0.**

Councilor Ohrt inquired about a parade Stayton High School had proposed for 2020 graduates. Chief Frisendahl responded.

APPROVED BY THE STAYTON CITY COUNCIL THIS 1<sup>ST</sup> DAY OF JUNE 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:** June 1, 2020

**SUBJECT:** Resolution No. 1005 and Resolution No. 1006 Certifying Eligibility and Electing to Receive State Revenue Sharing Funds

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**ISSUE**

Compliance with Oregon Revised Statutes in order to receive State Shared Revenues.

**STAFF RECOMMENDATION**

Staff recommends that Council approve Resolution No. 1005 certifying the City's eligibility to receive state-shared revenues and Resolution No. 1006, electing to receive these funds.

**BACKGROUND INFORMATION**

ORS 221.760 provides that cities located within a county having more than 100,000 inhabitants must provide four or more of the following municipal services to be eligible to receive state-shared revenues:

- Police protection
- Fire protection
- Street construction, maintenance, and lighting
- Sanitary sewers
- Storm sewers
- Planning, zoning, and subdivision control
- One or more utility services

Resolution No. 1006 certifies the City's eligibility to receive state-shared revenues.

ORS 221.770 requires cities to annually pass a resolution requesting state revenue sharing money. Resolution No. 1005 declares the City's election to receive state revenues. Along with this resolution, the City also certifies, on a State provided form, attested to by the Deputy City Recorder, the two required public hearings were held, one by the budget committee and the other by the City Council.

## **FACTS AND FINDINGS**

On May 12, 2020, a public hearing was held at the budget committee meeting to receive citizen input on possible uses of State Revenue Sharing funds. Earlier this evening, a public hearing was held to receive citizen input on proposed uses of State Revenue Sharing funds. Oregon Revised Statutes (ORS) further require that the Council pass two separate resolutions in order to receive these funds.

## **FISCAL IMPACT**

The FY 2020-21 budget includes estimated revenue of \$9,300 from cigarette taxes, \$147,700 from liquor taxes, \$79,500 from State revenue sharing, for a total of \$236,500 in the General Fund and \$485,300 in state gas taxes in the Street Fund. Total State shared revenues total an estimated \$721,313. The monies received in the General Fund are budgeted for police, planning, and other governmental services, while the monies in the Street Fund are restricted to street maintenance.

## **OPTIONS**

1. Approve the attached Resolutions to comply with State Revenue Sharing Law and be eligible to receive these funds
2. Not approve the attached Resolutions to comply with State Revenue Sharing Law and be ineligible to receive these funds

## **MOTION(S)**

For Option 1: Offer a motion to approve Resolution No. 1005, Certifying the City of Stayton's Eligibility to Receive State-Shared Revenues by Providing the Necessary Municipal Services.

Offer a motion to approve Resolution No. 1006, Declaring the City's Election to Receive State Revenues.

For Option 2: No motion necessary.

**RESOLUTION NO. 1005**

**A RESOLUTION CERTIFYING THE CITY OF STAYTON'S ELIGIBILITY TO RECEIVE STATE-SHARED REVENUES BY PROVIDING THE NECESSARY MUNICIPAL SERVICES**

WHEREAS, ORS 221.760, Section 1., provides that the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820, and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance, and lighting
4. Sanitary sewers
5. Storm sewers
6. Planning, zoning, and subdivision control
7. One or more utility services

WHEREAS, City officials recognize the desirability of assisting the state office responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

NOW THEREFORE, be it resolved by the Stayton City Council that the City of Stayton hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

1. Police protection
2. Street construction, maintenance, and lighting
3. Sanitary sewers
4. Storm sewers
5. Planning, zoning, and subdivision control
6. Water utility service

Approved by the Stayton City Council this 1<sup>st</sup> day of June, 2020.

**CITY OF STAYTON**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Keith D. Campbell, City Manager



**RESOLUTION NO. 1006**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

WHEREAS, State of Oregon revenue sharing statutes require that a city may not be included in apportionments or receive distributions of State Revenue Sharing unless it elects to receive distributions by enactment of an ordinance or resolution expressing that election.

WHEREAS, a public hearing before the Budget Committee was held on the 12<sup>th</sup> day of May, 2020 and a public hearing before the City Council was held on the 1<sup>st</sup> day of June, 2020, giving the citizens an opportunity to comment on use of State Revenue Sharing.

NOW THEREFORE, be it resolved by the Stayton City Council that, pursuant to ORS 221.770, the City of Stayton hereby elects to receive state revenues for the 2020-21 fiscal year.

Approved by the Stayton City Council this 1<sup>st</sup> day of June, 2020.

**CITY OF STAYTON**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Keith D. Campbell, City Manager





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

**TO:** Henry A. Porter and the Stayton City Council  
**FROM:** Susannah Sbragia, Finance Director  
**DATE:** June 1, 2020  
**SUBJECT:** Resolution No. 1007, Adopting the 2020-21 City Budget, making appropriations and levying and categorizing property taxes for the fiscal year.

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**ISSUE**

Resolution No. 1007 Adopting the Budget, Making Appropriations and Levying Property Taxes for Fiscal Year 2020-21

**STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 1007 as presented or as may be amended.

**BACKGROUND INFORMATION**

On May 12, 2020, the City of Stayton Budget Committee approved a City Budget for Fiscal Year 2020-21, including levying the City's established permanent tax rate of \$3.328/\$1,000 of assessed value and a local option property tax at the rate of \$0.60/\$1,000 as approved by Stayton voters on May 17, 2016.

Scheduled at the beginning of this meeting is a public hearing before the Stayton City Council, as required by Oregon Budget Law, to receive public input regarding the Budget as approved by the Budget Committee.

Local Budget Law allows the governing body to make changes to the Approved Budget during adoption, as long as the appropriations in a fund are not increased by more than \$5,000 or 10 percent of the appropriations, whichever is greater.

**FACTS AND FINDINGS**

The fiscal year 2020-21 budget as presented in the attached resolution has been approved by the Stayton Budget Committee.

The Budget Committee approved levying the full amount of the City's general tax rate of \$3.328 and the voter approved special levy of \$0.60 per thousand of assessed value.

**CORRECTIONS**

The Pension Stabilization Fund had \$185,800 under contingency accounting to Oregon budget law the fund does not qualify to have contingency because the fund does not have expenses in personnel and or material and services. The result of this change reduces the appropriation spending by \$185,800 and placing that amount into reserved for future expenses.

**FISCAL IMPACT**

The total City Budget is \$24,925,430, including total adjusted appropriations of \$19,718,275, and a General Fund appropriation amount of \$5,338,250.

**OPTIONS**

1. Adopt the 2020-21 Budget as presented.
2. Adopt the 2020-21 Budget with further specific amendments.

**MOTION**

Offer a motion to approve Resolution No. 1007, Adopting the 2020-21 Budget, Making Appropriations for the 2020-21 Fiscal Year and Levying Taxes and Categorizing Taxes for the Fiscal Year (either as presented or as further specifically amended).

**RESOLUTION NO. 1007**

**A RESOLUTION ADOPTING THE 2020-21 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM TAXES FOR THE 2020-21 FISCAL YEAR**

WHEREAS, the City Budget Officer prepared the proposed budget for the City of Stayton for the 2020-21 fiscal year commencing July 1, 2020,

WHEREAS, the proposed budget was approved by the Budget Committee on May 12, 2020 in the total amount of \$24,925,430,

WHEREAS, the Stayton City Council held a public hearing for the approved budget to receive comments from citizens; and,

WHEREAS, the Stayton City Council has considered the public testimony received.

NOW, THEREFORE, BE IT RESOLVED that that the Stayton City Council hereby:

1. Adopts the budget for fiscal year 2020-2021, beginning July 1, 2020 in the total amount of \$24,925,430 and makes the following appropriations:

<b>Fund/Program/Organization Unit/Object Classification</b>	<b>Approved Budget</b>	<b>Change</b>	<b>Amended Budget</b>
<b>General Fund</b>			
Police	\$ 2,298,100	\$ -	\$ 2,298,100
Planning	239,100	-	239,100
Community Center	53,650	-	53,650
Municipal Court	73,200	-	73,200
City Council & Admin	1,227,800	-	1,227,800
Non-Dept (Operations)	187,000	-	187,000
Street Lights	115,000	-	115,000
<i>Not Allocated to Org Unit.</i>			
Transfers	659,100	-	659,100
Contingency	485,300	-	485,300
<b>Total</b>	<b>\$ 5,338,250</b>	<b>\$ -</b>	<b>\$ 5,338,250</b>
<b>Library Fund</b>			
<i>Library</i>			
Library	\$ 534,300	\$ -	\$ 534,300
<i>Not Allocated to Org Unit.</i>			
Transfers	32,900	-	32,900
Contingency	109,690	-	109,690
<b>Total</b>	<b>\$ 676,890</b>	<b>\$ -</b>	<b>\$ 676,890</b>
<b>Pool Fund</b>			
<i>Pool</i>			
Pool	\$ 505,800	\$ -	\$ 505,800
<i>Not Allocated to Org Unit.</i>			

Transfers		26,500		-	26,500
Contingency		122,400		-	122,400
<b>Total</b>	<b>\$</b>	<b>654,700</b>	<b>\$</b>	<b>-</b>	<b>\$ 654,700</b>
<b>Public Works Administration Fund</b>					
<i>Public Work Administration</i>					
Public Work Administration	\$	596,400	\$	-	\$ 596,400
<i>Not Allocated to Org Unit.</i>					
Transfers		-		-	-
Contingency		207,800		-	207,800
<b>Total</b>	<b>\$</b>	<b>804,200</b>	<b>\$</b>	<b>-</b>	<b>\$ 804,200</b>
<b>Street Fund</b>					
<i>Public Work Administration</i>					
Street	\$	1,330,800	\$	-	\$ 1,330,800
<i>Not Allocated to Org Unit.</i>					
Transfers		275,300		-	275,300
Contingency		601,900		-	601,900
<b>Total</b>	<b>\$</b>	<b>2,208,000</b>	<b>\$</b>	<b>-</b>	<b>\$ 2,208,000</b>
<b>Parks Fund</b>					
<i>Public Work Administration</i>					
Parks	\$	457,628	\$	-	\$ 457,628
<i>Not Allocated to Org Unit.</i>					
Transfers		32,200		-	32,200
Contingency		40,672		-	40,672
<b>Total</b>	<b>\$</b>	<b>530,500</b>	<b>\$</b>	<b>-</b>	<b>\$ 530,500</b>
<b>Water Fund</b>					
<i>Public Work Administration</i>					
Water	\$	1,025,800	\$	-	\$ 1,025,800
<i>Not Allocated to Org Unit.</i>					
Transfers		491,700		-	491,700
Debt Service		329,200		-	329,200
Contingency		762,000		-	762,000
<b>Total</b>	<b>\$</b>	<b>2,608,700</b>	<b>\$</b>	<b>-</b>	<b>\$ 2,608,700</b>
<b>Wastewater Fund</b>					
<i>Public Work Administration</i>					
Wastewater	\$	2,327,000	\$	-	\$ 2,327,000
<i>Not Allocated to Org Unit.</i>					
Transfers		505,700		-	505,700
Debt Service		823,900		-	823,900
Reserved for Debt Services		527,924		-	527,924
Contingency		453,700		-	453,700
<b>Total</b>	<b>\$</b>	<b>4,638,224</b>	<b>\$</b>	<b>-</b>	<b>\$ 4,638,224</b>

**Stormwater Fund**

Public Work Administration				
Stormwater	\$	249,600	\$	- \$ 249,600
<i>Not Allocated to Org Unit.</i>				
Transfers		65,600		- 65,600
Debt Service		71,300		- 71,300
Contingency		201,840		- 201,840
<b>Total</b>	<b>\$</b>	<b>588,340</b>	<b>\$</b>	<b>- \$ 588,340</b>

**Water System Development Charge Fund (SDC)**

Public Work Administration				
Water SDC	\$	45,800	\$	45,800
<i>Not Allocated to Org Unit.</i>				
Transfers		154,000		154,000
<b>Total</b>	<b>\$</b>	<b>199,800</b>	<b>\$</b>	<b>- \$ 199,800</b>

**Wastewater System Development Charge Fund (SDC)**

Public Work Administration				
Wastewater SDC	\$	40,825		40,825
<i>Not Allocated to Org Unit.</i>				
Transfers		250,000		250,000
<b>Total</b>	<b>\$</b>	<b>290,825</b>	<b>\$</b>	<b>- \$ 290,825</b>

**Stormwater System Development Charge Fund (SDC)**

Public Work Administration				
Stormwater SDC	\$	50,146	\$	50,146
<i>Not Allocated to Org Unit.</i>				
Transfers		-		-
<b>Total</b>	<b>\$</b>	<b>50,146</b>	<b>\$</b>	<b>- \$ 50,146</b>

**Parks System Development Charge Fund (SDC)**

Public Work Administration				
Parks SDC				
<i>Not Allocated to Org Unit.</i>				
Transfers	\$	144,500		144,500
<b>Total</b>	<b>\$</b>	<b>144,500</b>	<b>\$</b>	<b>- \$ 144,500</b>

**Street System Development Charge Fund (SDC)**

Public Work Administration				
Street SDC	\$	38,000	\$	- 38,000
<i>Not Allocated to Org Unit.</i>				
Transfers	\$	202,000		- 202,000
<b>Total</b>	<b>\$</b>	<b>240,000</b>	<b>\$</b>	<b>- \$ 240,000</b>

**Facilities Fund**

<i>Administration</i>				
Facilities	\$	75,000	\$	- 75,000
<i>Not Allocated to Org Unit.</i>				
Transfers		-		-
Contingency		670,200		- 670,200
<b>Total</b>	<b>\$</b>	<b>745,200</b>	<b>\$</b>	<b>- \$ 745,200</b>

**Pension Stabilization Fund**

<i>Administration</i>				
Pension Stabilization	\$	-	\$	-
<i>Not Allocated to Org Unit.</i>				
Transfers		-		-
Contingency		185,800	(185,800)	-
<b>Total</b>	<b>\$</b>	<b>185,800</b>	<b>(185,800)</b>	<b>\$ -</b>
<b>Total appropriations, All Funds</b>	<b>\$</b>	<b>19,904,075</b>	<b>(185,800)</b>	<b>\$ 19,718,275</b>
Total unappropriated and reserve amounts, All Funds		5,021,355	185,800	<b>5,207,155</b>
<b>Total Budget</b>	<b>\$</b>	<b>24,925,430</b>	<b>\$ -</b>	<b>\$ 24,925,430</b>

2. Imposing and Categorizing Ad Valorem Property Taxes. The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the City for tax year 2020-21:

- a) At the rate of \$3.3280 per \$1,000 for permanent rate tax.
- b) At the rate of \$0.6000 per \$1,000 for voter approved local option tax levy.

3. Categorizing the Taxes. The taxes imposed are hereby categorized for the purposes of Article XI section 11b as:

Subject to the General Government Limitation	Excluded from Limitation
Permanent Rate Tax.....	\$3.3280 / \$1,000
Local Option Tax .....	\$0.6000 / \$1,000
<i>(Approved May 2017)</i>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 1<sup>ST</sup> DAY OF JUNE 2020.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_ Attest: \_\_\_\_\_  
Keith D. Campbell, City 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: June 1, 2020**  
**SUBJECT: Results of Local Option Levy for Library, Parks and Pool**

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**INFORMATIONAL UPDATE**

The May 2020 Primary Election ballot included Measure 24-442, the City of Stayton's proposed five-year local option tax of \$0.70 per \$1,000 of assessed value for continued operating support of the City's library, parks, and pool programs beginning in Fiscal Year 2021-22. Unfortunately, the levy failed.

Stayton's first local option tax for support of the library, pool, and parks was passed by voters in November 1998. Subsequent local option tax measures were passed in May 2002, May 2004, May 2008, May 2012, and May 2016.

**REVENUE EFFECTS**

The current levy ends June 30, 2021. The City will see a loss in revenue of \$413,400 beginning fiscal year 2021-22. These funds were to be shared between the Stayton Public Library, Stayton Family Memorial Pool, and Stayton's parks.

This is a significant revenue loss for each of these funds. Parks will lose an estimated \$41,400; the Library and Pool funds will have an estimated loss of \$186,000 each. This estimate does not take into account the effects of COVID-19 on tax collection rates.

**FUTURE PLANS**

City staff is looking at putting the levy back on the ballot in May 2021 for two reasons:

1. Historically, seeking to pass a levy during November elections has been unsuccessful.
2. This will also give City staff time to evaluate the tax rate that should be taken back to the voters in conjunction with time to assess the economic effects of COVID-19.

The Stayton Family Memorial Pool is facing over a million dollars in needed repairs which will need to be completed over the next few years, combined with annual maintenance costs and

the need to stay in compliance with codes. Historically, these repairs have been delayed too many times and now face the risk of equipment failure, making the Pool the biggest concern with the loss of the levy.

### **SUMMARY**

City staff understands this loss in revenue will greatly impact the needs of the Pool, Library, and parks, along with the current economic status of the unknown effects of COVID-19. Staff will need time to not only review all options but also see how COVID-19 will effect these funds.

Staff will bring back options to the Council for discussion once evaluation of options and the financial impact of each option has been completed.

### **MOTION(S)**

Informational no approval.



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: June 1, 2020**  
**SUBJECT: Resolution Authorizing Submittal of a CDBG Emergency Business Assistance Grant**

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**ISSUE**

The issue before the City Council is adoption of resolution authorizing the submission of an application for a CDBG 2020 Emergency Small Business and Micro-Enterprise Grant from the Infrastructure Finance Authority and authorizing the City Manager to execute a grant contract, intergovernmental agreement, and a sub-recipient agreement for implementation of the grant.

**BACKGROUND INFORMATION**

On Friday, May 22, the Oregon Business Development Department, Infrastructure Finance Authority released a modification of the Method of Distribution for the state's Community Development Block Grant program. The modification established a new grant program, allocating \$2,000,000 for grants to local governments to be used for assistance to small businesses and micro-enterprises impacted by the COVID-19 pandemic and the ensuing economic shut-down. The State began accepting applications on Tuesday, May 26 and grants will be awarded until the funds are exhausted.

The State's program requires that applications be submitted by at least two units of local government, and that the grant recipient enter into an agreement with a qualified non-profit organization to administer the business assistance program. Staff has reached out to the cities of Aumsville and Sublimity, figuring that the businesses in the three cities are all in the same market area and all served by the Stayton-Sublimity Chamber of Commerce. Both cities expressed an interest in joining with Stayton on an application.

Staff has had conversations with two non-profit organizations with experience in business assistance – Community Lending Works and MERIT NW – regarding program administration. We have asked each to submit a proposal for grant administration including information on how they will reach out to businesses, the services they will provide, and the fee structure for their services.

The City is required to hold a public hearing regarding the CDBG program and our application. Usually, that hearing would be held at a regular City Council meeting. However, because it is

required that the application include the approved minutes of the hearing, our application would be delayed until after the July 20 Council meeting. Therefore the hearing has been scheduled for Wednesday, June 10 at 10:00 a.m. This will allow us to submit the application later next week.

Resolution 1004 authorizes the submission of the grant application, acceptance of the grant should it be awarded to the City, entering into an intergovernmental agreement with Aumsville and Sublimity, and authorizes the City Manager to execute the necessary agreements with the selected nonprofit for program administration.

### **RECOMMENDATION**

Staff recommends adoption of Resolution 1008 as presented.

### **OPTIONS AND MOTIONS**

The City Council is presented with the following options.

**1. Approve Resolution 1008**

Move to approve Resolution 1008 as presented.

**2. Approve Resolution 1008 modifications**

Move to approve Resolution 1008 with the following changes ...

**3. Take no Action.**

No motion necessary.

## **RESOLUTION NO. 1008**

### **A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FROM THE INFRASTRUCTURE FINANCE AUTHORITY AND AUTHORIZING INTERGOVERNMENTAL AND SUB-GRANTEE AGREEMENTS**

WHEREAS, the worldwide spread of SARS Coronavirus-2 and the resultant pandemic of COVID-19 has resulted in declarations of emergencies by the federal, state and local government and significant economic disruption from the stay at home orders;

WHEREAS, small businesses and micro-enterprises within the Cities of Stayton, Sublimity, and Aumsville have been adversely affected by closure orders and other requirements necessary to preserve public health and safety;

WHEREAS, the State of Oregon Department of Business Development, Infrastructure Finance Authority has recently changed the Method of Distribution for the Community Development Block Grant program to provide for a new grant program to provide financial assistance to small businesses and micro-enterprises that have been adversely impacted from the virus-related economic disruptions;

WHEREAS, the State of Oregon Department of Business Development, Infrastructure Finance Authority requires new applications for Community Development Block Grant 2020 Emergency Small Business and Micro-Enterprise Assistance Grants to come from a partnership of at least two municipalities;

WHEREAS, the City of Stayton has proposed to the City of Aumsville, and the City of Sublimity to submit an application for a 2020 Emergency Small Business and Micro-Enterprise Assistance Grant from the Infrastructure Finance Authority;

WHEREAS, the State of Oregon Department of Business Development, Infrastructure Finance Authority requires recipients of Community Development Block Grant 2020 Emergency Small Business and Micro-Enterprise Assistance Grants to enter into agreements with qualified non-profit organizations as sub-grantees to administer the business assistance program;

NOW THEREFORE, BE IT RESOLVED that;

Section 1. The City Council does hereby authorize the submission of an application for \$150,000 for a 2020 Emergency Small Business and Micro-Enterprise Assistance Grant from the Infrastructure Finance Authority and does authorize the City Manager to execute the grant contract, should the City's application be awarded.

Section 2. The City Council does hereby authorize the execution of an intergovernmental agreement between the Cities of Stayton, Aumsville, and Sublimity for the submittal of the application and the administration of the grant.

Section 3. The City of Stayton intends to enter into an agreement with a qualified non-profit organization for the administration and implementation of the business assistance program. The City Manager is hereby authorized to enter into an intergovernmental agreement or contract with the selected organization for contract administration and implementation.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1<sup>ST</sup> DAY OF JUNE, 2020.

CITY OF STAYTON

Date: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_, 2020

Attest: \_\_\_\_\_  
Keith D. Campbell, City Manager

DRAFT