



# AGENDA

## STAYTON CITY COUNCIL MEETING

**Monday, June 3, 2019**  
Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

**CITY COUNCIL EXECUTIVE SESSION**  
**6:30 p.m. in the Stayton Community Center**  
*The purpose of the session is pursuant to Oregon Revised Statutes (ORS) 192.660.2(d), to discuss labor negotiations.*

### CALL TO ORDER

**7:00 PM**

**Mayor Porter**

### FLAG SALUTE

### ANNOUNCEMENTS

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

### APPOINTMENTS

#### Library Board Reappointments

- a. Michelle Wonderling
- b. Susan Brandt

### CITIZEN COMMENTS

*If you wish to address the Council, please fill out a "Request for Recognition" form on the table near the door. Speakers are limited to 3 minutes and must state their name and residence.*

### CONSENT AGENDA

- a. May 20, 2019 City Council Minutes

### PUBLIC HEARING

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

- a. Staff Report – Andy Parks
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 989 and Resolution No. 990

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

- a. Staff Report – Andy Parks
- b. Open Public Hearing
- c. Public Hearing
- d. Close of Public Hearing
- e. Council Deliberation

- f. Council Decision on Resolution No. 991, Adopting the F.Y. 2019-2020 City Budget, Making Appropriations, and Levying Property Taxes for the Fiscal Year

**GENERAL BUSINESS**

**Resolution No. 988, Adopting Appropriation Adjustments to the Fiscal Year 2018-19 Budget** **Action**

- a. Staff Report – Andy Parks
- b. Citizen Comment
- c. Council Deliberation
- d. Council Decision

**Resolution No. 992, Selecting a Replacement Inflation Index for the City’s Retirement Plan** **Action**

- a. Staff Report – Andy Parks
- b. Citizen Comment
- c. Council Deliberation
- d. Council Decision

**Second Consideration of Ordinance No. 1033, Amending Land Use Code Regarding Fences in the Commercial and Downtown Zones** **Action**

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

**COMMUNICATIONS FROM MAYOR AND COUNCILORS**

**COMMUNICATION FROM CITY STAFF**

**ADJOURN**

**FUTURE AGENDA ITEMS**

- a. Public Hearing – Transportation Master Plan
- b. Public Hearing – Annexation
- c. FY 2019-20 Fee Schedule

*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 Deputy City Recorder Alissa Angelo at (503) 769-3425.*

# CALENDAR OF EVENTS

## JUNE 2019

Monday	June 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	June 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 24	Planning Commission	7:00 p.m.	Community Center (north end)

## JULY 2019

Monday	July 1	City Council	7:00 p.m.	Community Center (north end)
Thursday	July 4	<b>CITY OFFICES CLOSED IN OBSERVANCE OF THE FOURTH OF JULY</b>		
Tuesday	July 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	July 9	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 29	Planning Commission	7:00 p.m.	Community Center (north end)

## AUGUST 2019

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

## SEPTEMBER 2019

Monday	September 2	<b>CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY</b>		
Tuesday	September 3	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	September 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 30	Planning Commission	7:00 p.m.	Community Center (north end)

## OCTOBER 2019

Tuesday	October 1	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	October 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 21	City Council	7:00 p.m.	Community Center (north end)
Monday	October 28	Planning Commission	7:00 p.m.	Community Center (north end)



# CITY OF STAYTON

Received  
City of Stayton

## APPLICATION FOR COMMISSION/COMMITTEE

MAY 20 2019

NAME OF COMMISSION/COMMITTEE:

Library Board

PLEASE CHECK ONE:

City Hall  
362 N Third Ave., Stayton, OR 97383

New Applicant

Application for reappointment

Years resided in Stayton: 25

PLEASE PRINT

Name Michelle Wonderling

Address 1323 E Jefferson St, Stayton, OR 97383 Home Ph# 503-769-9403

Email Address mmwonder@wvi.com Cell Ph# 503-580-0902

Occupation Pharmacy Technician

Place of Employment Salem Health

Business Address 665 Winter St, Salem, OR 97301

Phone 503-814-6337 Email michelle.wonderling@salemhealth.org

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)  
I have been serving on the Library Board for the past two years. I have also served on the Planning Commission in the past. I am a long-term resident of Stayton and a frequent user of the library.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?  
I have been serving on the Board already and I would like to continue to do so.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

My main concern regarding the library is adequate access for all, and growth in the programs that foster literacy in our community.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I have been serving on the Library Board, and I spent 5 years serving on the Planning Commission in the past.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?  
I'm currently on the Library Board.

6. How did you learn about this vacancy?

\_\_\_\_\_ Our Website \_\_\_\_\_ Word of mouth \_\_\_\_\_ Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

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Signature of Applicant Michelle Wardenly Date 5-16-19

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PLEASE RETURN TO: City of Stayton  
362 N. Third Avenue  
Stayton, OR 97383

*It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.*

**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**



# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Library Board

PLEASE CHECK ONE:

- New Applicant  
 Application for reappointment

Years resided in Stayton: 50<sup>+</sup>

PLEASE PRINT

Name Swan Brandt

Address 625 N 7<sup>th</sup> Ave Home Ph# 503-385-6844

Email Address brandt@wvi.com Cell Ph# ↑

Occupation Retired Teacher

Place of Employment \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I am being re-appointed so I have some experience. I have served on the Library Board in the past.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I love the library and hope to continue to make a contribution to its well being and relevance in the community.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed. *Ongoing relevance. The librarian and her staff work very hard at keeping the community involved, in the library and the library involved in the community. Its good to be a part of that involvement.*

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) *As I mentioned, I've served on the Library Board in the past. I spent ten years on the Library Foundation and am a lifetime member of the Friends of the Library. I am also a volunteer at the library. A few years ago I was on the LSTA advisory board.*

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones? *Well, I was on the PEG Commission but I'm not too sure it exists anymore.*

6. How did you learn about this vacancy? *Its a re-appointment.*

Our Website     Word of mouth     Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment? *No.*

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Signature of Applicant

*Susan M Brandt*

Date

*May 21, 2019*

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**PLEASE RETURN TO:**

City of Stayton  
362 N. Third Avenue  
Stayton, OR 97383

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**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**

**City of Stayton  
City Council Meeting Action Minutes  
May 20, 2019**

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

**Time Start:** 7:00 P.M.

**Time End:** 8:34 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Paige Hook	Keith Campbell, City Manager (excused)
Councilor Christopher Molin	Dan Fleishman, Director of Planning & Development
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
Councilor Brian Quigley	Rich Sebens, Chief of Police

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b> a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None. None.
<b>Presentations / Comments from the Public</b> a. Vickianne Vlossak	Ms. Vlossak represents the estate of Terry Holley who owned the property at 485 W. Ida Street. She provided a handout to the Council and requested they grant waiver for sidewalk improvements on Evergreen Street.
<b>Consent Agenda</b> a. April 15, 2019 City Council Minutes b. OLCC – Change of Ownership – 7-Eleven Stores	Motion from Councilor Patty, seconded by Councilor Hook, to approve the consent agenda as presented. <b>Motion passed 5:0.</b>
<b>Business from the Mayor</b> a. Committee and Commission Reappointments <ul style="list-style-type: none"> <li>• Wendy Nau</li> <li>• Sam Duke</li> </ul>	Motion from Councilor Hook, seconded by Councilor Patty, to ratify the appointment of Sam Duke and reappointment of Wendy Nau to the Public Safety Commission. <b>Motion passed 5:0.</b>
<b>Public Hearing</b> <b>Ordinance No. 1032, Amending Land Use Code to Provide Flexibility from Development and Improvement Standards for Properties on the National Register of Historic Places</b> a. Commencement of Public Hearing b. Staff Report – Dan Fleishman c. Questions from the Council	Mayor Porter opened the hearing at 7:19 p.m.  Mr. Fleishman reviewed the staff report.  Council questions and discussion on property owner input, and potential exemptions from certain standards (including

<ul style="list-style-type: none"> <li>d. Public Testimony</li> <li>e. Questions from the Council</li> <li>f. Staff Summary</li> <li>g. Close of Hearing</li> <li>h. Council Deliberation</li> <li>i. Council Decision on Ordinance No. 1032</li> </ul>	<p>ADA).</p> <p>None.</p> <p>None.</p> <p>Nothing further.</p> <p>Mayor Porter closed the hearing at 7:35 p.m.</p> <p>Brief discussion of potential exemptions and consideration for ADA.</p> <p>Motion from Councilor Patty, seconded by Councilor Molin, to close the public hearing and approve the first consideration of Ordinance No. 1032 as presented.</p> <p><u>Council Discussion:</u> Question regarding future applications from properties on the National Register of Historic Places.</p> <p><b>Motion passed 5:0.</b></p> <p>Mayor Porter read the closing statement.</p>
<p><b>Ordinance No. 1033, Amending Land Use Code Regarding Fences in the Commercial and Downtown Zones</b></p> <ul style="list-style-type: none"> <li>a. Commencement of Public Hearing</li> <li>b. Staff Report – Dan Fleishman</li> <li>c. Questions from the Council</li> <li>d. Public Testimony</li> <li>e. Questions from the Council</li> <li>f. Staff Summary</li> <li>g. Close of Hearing</li> <li>h. Council Deliberation</li> <li>i. Council Decision on Ordinance No. 1033</li> </ul>	<p>Mayor Porter opened the hearing at 7:40 p.m.</p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Council questions and discussion regarding types of current fencing, stakeholder feedback, fence color, and potential unintended consequences by adopting these amendments.</p> <p>None.</p> <p>Question regarding setbacks for fences.</p> <p>Mr. Fleishman reviewed the options before the Council.</p> <p>Mayor Porter closed the hearing at 7:55 p.m.</p> <p>Discussion of changing the requirement to allow more than wrought iron.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to close the hearing and approve Ordinance No. 1033 with the following amendments to eliminate 2.a.(2) and (3).</p>

	<p><u>Council Discussion</u>: Question regarding whether the removal of these two items would allow a chain link fence.</p> <p><b>Councilor Patty withdrew his motion, and Councilor Ohrt withdrew her second.</b></p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to close the hearing and approve Ordinance No. 1033 with the following amendments to 2.a.(2) to read as follows “be made of wrought iron, tubular steel, aluminum, or wood;”</p> <p><b>Motion passed 5:0.</b></p> <p>Ordinance No. 1033 will return for a second consideration at the June 3, 2019 Council meeting.</p>
<p><b>Unfinished Business</b>  <b>Ordinance No. 1031, Amending Licensing Standards for Mobile Food Units</b></p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p><b>Stayton City Council Rules Update</b></p> <p>a. Staff Report – Alissa Angelo</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed his staff report.</p> <p>Council discussion regarding how issues would be addressed; concern regarding allowing food trucks parking in front of other restaurants even if they are restricted on Third Avenue; public safety issues with food trucks parking on the street; and the possibility of involving stakeholders who could be impacted by the changes including brick and mortar business in the area and food truck owners.</p> <p>Motion from Councilor Hook, seconded by Councilor Ohrt, to schedule a public hearing at a future meeting on Ordinance No. 1031 and direct staff to reach out to business owners in the downtown area and currently licensed mobile food unit operators licensed in the City of Stayton.</p> <p><u>Council Discussion</u>: Brief Council discussion of exploring possibilities where food trucks are not allowed on the streets.</p> <p><b>Motion passed 3:2 (Molin, Quigley).</b></p> <p>Ms. Angelo reviewed the staff report.</p> <p>None.</p> <p>Motion from Councilor Hook, seconded by Councilor Molin, to approve Resolution No. 987, as presented. <b>Motion passed 5:0.</b></p>
<p><b>New Business</b></p>	<p>None.</p>
<p><b>Staff / Commission Reports</b></p>	<p>None.</p>
<p><b>Presentations / Comments from the Public</b></p>	<p>None.</p>

<b>Business from the City Manager</b>	None.
<b>Business from the Mayor</b>	None.
<b>Business from the Council</b>	None.
<b>Future Agenda Items – Monday, June 3, 2019</b>	
a. Public Hearings – 2019-20 FY Budget and Revenue Sharing	
b. AFSCME Union Contract Renewal	
c. Budget Adjustment	

APPROVED BY THE STAYTON CITY COUNCIL THIS 3<sup>RD</sup> DAY OF JUNE 2019, 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, Deputy City Recorder



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

**TO:** Mayor Henry A. Porter and the Stayton City Council

**FROM:** Andy Parks, Finance Consultant

**DATE:** May 22, 2019

**SUBJECT:** Resolution No. 989 and Resolution No. 990 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. 989 certifying the City's eligibility to receive state-shared revenues and Resolution No. 990, 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. 989 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. 990 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 13, 2019, 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 2019-20 budget includes estimated revenue of \$9,300 from cigarette taxes, \$145,700 from liquor taxes, \$79,500 from State revenue sharing, for a total of \$234,500 in the General Fund and \$582,100 in state gas taxes in the Street Fund. Total State shared revenues total an estimated \$816,600. 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. 989, 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. 990, Declaring the City's Election to Receive State Revenues.

For Option 2: No motion necessary.

**RESOLUTION NO. 989**

**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 3rd day of June, 2019.

**CITY OF STAYTON**

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

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

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

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

**RESOLUTION NO. 990**

**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 13<sup>th</sup> day of May, 2019 and a public hearing before the City Council was held on the 3<sup>rd</sup> day of June, 2019, 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 2019-2020 fiscal year.

Approved by the Stayton City Council this 3<sup>rd</sup> day of June, 2019.

**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:** Andy Parks, Finance Consultant  
**DATE:** May 23, 2019  
**SUBJECT:** Resolution No. 991, Adopting the 2019-2020 City Budget, making appropriations and levying property taxes for the fiscal year.

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**ISSUE**

Resolution No. 991 Adopting the Budget, Making Appropriations and Levying Property Taxes for Fiscal Year 2019-2020.

**STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 991 as presented or as may be amended.

**BACKGROUND INFORMATION**

On May 14, 2019, the City of Stayton Budget Committee approved a City Budget for Fiscal Year 2019-2020, 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 changed by more than \$5,000 or 10 percent of the appropriations, whichever is greater.

**FACTS AND FINDINGS**

The fiscal year 2019-2020 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 \$3.2810 and the voter approved special levy of \$0.60 per thousand of assessed value.

**FISCAL IMPACT**

The total City Budget is \$24,149,549, including total appropriations of \$20,410,204, and a General Fund Budget of \$5,228,400.

**OPTIONS**

1. Adopt the 2019-2020 Budget as presented.
2. Adopt the 2019-2020 Budget with further specific amendments.

**MOTION**

Offer a motion to approve Resolution No. 991, Adopting the 2019-2020 Budget, Making Appropriations for the 2019-2020 Fiscal Year and Levying Taxes for the Fiscal Year (either as presented or as further specifically amended).

**RESOLUTION NO. 991**

**A RESOLUTION ADOPTING THE 2019-2020 BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM TAXES FOR THE 2019-2020 FISCAL YEAR**

WHEREAS, the City Budget Officer prepared the proposed budget for the City of Stayton for the 2019-2020 fiscal year commencing July 1, 2019;

WHEREAS, the proposed budget was approved by the Budget Committee on May 14, 2019 in the total amount of \$24,149,549;

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 2019 – 2020, beginning July 1, 2019 in the total amount of \$24,149,549 and makes the following appropriations:

Fund/Program/Organization Unit/Object Classification	<u>Approved Budget</u>
<b>General Fund</b>	
Police	\$ 2,206,700
Planning	214,800
Community Center	59,300
Municipal Court	75,400
City Council and Administration	1,179,700
Non-departmental (Operations)	220,000
Street Lights	115,900
Transfers	681,300
Contingency	475,300
Total	<b>\$ 5,228,400</b>
<b>Street Fund</b>	
Personnel	\$ 92,700
Materials and Services	275,700
Capital Outlay	470,000
Transfers	264,200
Contingency	957,284
Total	<b>\$ 2,059,884</b>

Fund/Program/Organization Unit/Object Classification	<u>Approved Budget</u>
<b>Parks Fund</b>	
Personnel	\$ 103,500
Materials and Services	75,650
Capital Outlay	10,000
Transfers	130,700
Contingency	40,043
<b>Total</b>	<b>\$ 359,893</b>
<b>Library Fund</b>	
Personnel	\$ 384,100
Materials and Services	146,800
Capital Outlay	100
Transfers	31,500
Contingency	173,749
<b>Total</b>	<b>\$ 736,249</b>
<b>Pool Fund</b>	
Personnel	\$ 303,200
Materials and Services	\$ 128,100
Capital Outlay	10,000
Transfers	14,300
Contingency	146,522
<b>Total</b>	<b>\$ 602,122</b>
<b>Water Fund</b>	
Personnel	\$ 378,300
Materials and Services	558,900
Capital Outlay	149,000
Transfers	471,800
Debt Service	328,600
Contingency	756,422
<b>Total</b>	<b>\$ 2,643,022</b>
<b>Wastewater Fund</b>	
Personnel	\$ 508,200
Materials and Services	1,183,000
Capital Outlay	175,000
Transfers	598,400
Debt Service	825,300
Contingency	453,700
<b>Total</b>	<b>\$ 3,743,600</b>

Fund/Program/Organization Unit/Object Classification	<u>Approved Budget</u>
<b>Stormwater Fund</b>	
Personnel	\$ 45,600
Materials and Services	112,350
Capital Outlay	65,000
Transfers	63,100
Debt Service	72,300
Contingency	179,829
Total	<b>\$ 538,179</b>
<b>Water System Development Charge Fund</b>	
Materials and Services	\$ 55,000
Contingency	522,347
Total	<b>\$ 577,347</b>
<b>Wastewater System Development Charge Fund</b>	
Materials and Services	\$ 65,000
Transfers	175,000
Contingency	509,836
Total	<b>\$ 749,836</b>
<b>Stormwater System Development Charge Fund</b>	
Contingency	\$ 155,792
Total	<b>\$ 155,792</b>
<b>Parks System Development Charge Fund</b>	
Contingency	\$ 143,436
Total	<b>\$ 143,436</b>
<b>Street System Development Charge Fund</b>	
Transfers	\$ 7,800
Contingency	766,545
Total	<b>\$ 774,345</b>
<b>Public Works Administration Fund</b>	
Personnel	\$ 448,500
Materials and Services	90,000
Contingency	141,442
Total	<b>\$ 679,942</b>
<b>Facilities Fund</b>	
Personnel	\$ 13,700
Materials and Services	100,000
Contingency	763,057
Total	<b>\$ 876,757</b>

Fund/Program/Organization Unit/Object Classification	Approved Budget
Vehicle Replacement Internal Services Fund	
Transfers	\$ 200,000
Total	\$ 200,000
 Pension Stabilization Fund	
Personnel	\$ 250,000
Materials and Services	2,000
Contingency	89,400
Total	\$ 341,400
 <b>Total appropriations, All Funds</b>	<b>\$ 20,410,204</b>
Total unappropriated and reserve amounts, All Funds	3,739,345
<b>Total Budget</b>	<b>\$ 24,149,549</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 2019-2020:

- 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 3rd day of June, 2019.

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: Andy Parks, Finance Consultant**  
**DATE: May 23, 2019**  
**SUBJECT: Resolution No. 988, Adopting Appropriation Adjustments to the Fiscal Year 2018-2019 Budget**

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**ISSUE**

Resolution No. 988 adopts needed appropriation adjustments for the fiscal year 2018-19 budget.

**STAFF RECOMMENDATION**

Staff recommends approval of Resolution No. 988 as presented.

**BACKGROUND INFORMATION**

During the 2018-19 fiscal year various unexpected events and or issues arose that require appropriation adjustment to original appropriations. The following is a brief explanation of those items:

In the Municipal Court, the Judge's contract was budgeted at \$20,000 consistent with prior years. The contract amount was increased to \$24,000, a change of \$4,000. Staff was able to save in other areas of the budget, however, was unable to save the full additional cost. An additional appropriation of \$1,800 from contingency is included.

The Police Department PERS rate increases July 1, 2019. The approved budget includes investment in a PERS side account of \$250,000 in fiscal year 2020. The 2019 fiscal year year-end estimates include a \$150,000 transfer to the Pension Stabilization Fund. The resolution includes an adjustment of \$150,000 to increase transfers and an offsetting reduction in the Police Department appropriation.

In the Library Fund, additional unexpected building maintenance items of approximately \$6,000 are needed. Capitalized building improvements were completed in the previous fiscal year, therefore an adjustment from capital outlay is proposed.

The City has moved forward with restoration of a sand filter unit at an estimated cost of approximately \$600,000. This project was not anticipated in the preparation of the fiscal year 2018-19 budget. Other capital projects were deferred, however, an additional appropriation of \$300,000 is needed. Contingency is able to provide \$291,800 with the remainder (\$8,200) coming from savings within the materials and services appropriation.

There was a change in personnel in the Stormwater Fund during the fiscal year that includes an individual that is more experienced and thus earning a greater salary than what was included in the original budget. An appropriation adjustment of \$1,000 is needed, with the amount coming from contingency.

### **FACTS AND FINDINGS**

The above information was included in the fiscal year 2018-19 year-end estimates and thus reflected in carryover estimates. The sand filter project received separate discussion at City Council meetings during the fiscal year. The other adjustments do not have a significant impact on operations.

### **FISCAL IMPACT**

As described above, the financial impact to the various funds, outside of water are not significant. The unexpected need for sand filter project and additional sand filters during the next few years have been addressed in the Water Fund 5-year forecast.

### **OPTIONS**

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.

### **MOTION**

Offer a motion to approve Resolution No. 988, Adopting appropriation adjustments to the fiscal year 2018-2019 Budget.

**RESOLUTION NO. 988**

**A RESOLUTION ADOPTING APPROPRIATION ADJUSTMENTS TO THE FISCAL YEAR 2018-2019 BUDGET**

WHEREAS, certain needs have arisen during the 2018-19 fiscal year that require adjustment to budget appropriations;

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

- Adopts appropriation adjustments to the fiscal year 2018 – 2019 budget as follows:

Fund	Appropriation Category	Original Appropriation	Adjustment	Adjusted Appropriation
General	Municipal Court	73,800	1,800	75,600
General	Contingency	498,500	(1,800)	496,700
General	Transfers	601,600	150,000	751,600
General	Police	2,297,700	(150,000)	2,147,700
Unexpected increase in Judge's contract; to transfer funds to Pension Stabilization Fund				
Library	Materials and services	130,400	6,000	136,400
Library	Capital outlay	343,700	(6,000)	337,700
Unexpected costs for building maintenance; \$3,000, gross up for training \$3,000 paid by grant				
Water	Capital outlay	380,000	300,000	680,000
Water	Materials and services	538,300	(8,200)	530,100
Water	Contingency	291,800	(291,800)	-
Unexpected sand filter project - \$600,000				
Stormwater	Personnel	49,100	1,000	50,100
Stormwater	Contingency	154,646	(1,000)	153,646
Public Works staffing reorganization				
Pool	Materials and services	119,700	6,000	125,700
Pool	Contingency	119,760	(6,000)	113,760
Unexpected operating supplies - \$6,000				

APPROVED BY THE STAYTON CITY COUNCIL this 3rd day of June, 2019.

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:** Andy Parks, Finance Consultant

**DATE:** May 29, 2019

**SUBJECT:** Resolution No. 992, Selecting a Replacement Inflation Index for the City's Retirement Plan

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**ISSUE**

The City's Retirement Plan requires a replacement inflation index to replace an index that is no longer published.

**STAFF RECOMMENDATION**

Staff recommends that Council approve Resolution No. selecting a replacement inflation index for the City's Retirement Plan.

**BACKGROUND INFORMATION**

The City's Retirement Plan includes an annual inflation adjustment based upon the average annual change to the CPI for the two calendar years preceding the date the benefit is adjusted, i.e., July 1.

The City's Retirement Plan identified the Bureau of Labor Statistics (BLS) Portland Area Index (Section 6.3) as the benchmark to make adjustments. The BLS made changes to the indexes it publishes and no longer publishes the Portland Area Index. Therefore, it is necessary for the City to replace the Index.

**FACTS AND FINDINGS**

There are several CPI alternatives that have two years of data to consider, i.e., 2017 and 2018 calendar year changes:

- National
- Western Region – Colorado and all other states west of Colorado
- Western Region – Size Class B/C (same area, limited to areas with less than 2.5 million population)

The index available that most resembles changes in inflation for the City of Stayton and its retired employees is the Western Region – size B/C.

Regardless of the index selected, the maximum annual adjustment is 2.0%. The excess or deficiency is carried over to the subsequent period(s). E.g., 3.35% – 2.00%, or 1.35% will be carried over to next year.

### **FISCAL IMPACT**

The change in index is not anticipated to have measurable fiscal impact on the City's retirement plan costs.

### **OPTIONS**

1. Approve the attached Resolution as presented.
2. Amend the Resolution to select a different inflation index.

### **MOTION(S)**

For Option 1: Offer a motion to approve Resolution No. 992, replacing the inflation index used to annually adjust the City's retirement benefits.

For Option 2: Offer a motion to approve Resolution No. 992, amending the index selected and replacing the inflation index used to annually adjust the City's retirement benefits

**RESOLUTION NO. 992**

**A RESOLUTION SELECTING A REPLACEMENT INFLATION INDEX FOR THE CITY'S RETIRMENT PLAN**

WHEREAS, the City's Retirement Plan includes an annual cost of living adjustment; and

WHEREAS, the calculation of the annual cost of living adjustment is based on an inflation index identified in the Plan; and

WHEREAS, the inflation index included in the City's Retirement Plan produced by the Bureau of Labor Statistics has been discontinued; and

WHEREAS, a replacement index must be selected.

NOW THEREFORE, be it resolved by the Stayton City Council, that the City of Stayton hereby selects the Bureau of Labor Statistics Western Region – size B/C to calculate the annual cost of living adjustments of the City's Retirement Plan.

Approved by the Stayton City Council this 3<sup>rd</sup> day of June, 2019.

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: Mayor Henry Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: June 3, 2019**  
**SUBJECT: Ordinance 1033 Amending Land Use Code regarding fences in the Commercial and Downtown Zones**

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**ISSUE**

The issue before the City Council is the second consideration of Ordinance 1033, legislative amendments to the Land Use and Development Code to allow fences in the front yards within Commercial and Downtown zones. The Council held a public hearing at its May 20 meeting and approved the first consideration of the Ordinance with an amendment. The change has been included in the draft revised Ordinance.

**RECOMMENDATION**

Staff recommends adoption of Ordinance 1033 as revised.

**OPTIONS AND MOTIONS**

The City Council is presented with the following options.

**1. Approve the second consideration of Ordinance 1033**

Move to approve Ordinance No 1033 as revised.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If a majority of the Council votes in favor, Ordinance No. 1033 is enacted and will be presented to the Mayor for his approval.

**2. Retain the Code unchanged**

Move to not enact Ordinance 1033.

**ORDINANCE NO. 1033**

**AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE  
17, AMENDING STANDARDS FOR FENCES IN THE COMMERCIAL  
AND DOWNTOWN ZONES**

WHEREAS, Oregon Revised Statutes, Chapter 197 requires municipalities to adopt and implement a comprehensive land use planning program in accordance with statewide planning goals established by the Legislature and the Oregon Land Conservation and Development Commission;

WHEREAS, the City of Stayton has adopted Title 17 of the Stayton Municipal Code (SMC) as the Land Use and Development Code;

WHEREAS, SMC Title 17, Chapter 20 of the Land Use and Development Code, includes Development and Improvements Standards for development within the City, including standards regulating fences;

WHEREAS, Section 17.20.050.2 currently prohibits fences within the front yard of properties in the Commercial and Downtown Zones;

WHEREAS, there are situations where fences may be appropriate in these zones;

WHEREAS, the Planning Commission has initiated the amendment of the Code;

WHEREAS, notice of the proposed amendment was sent to the Department of Land Conservation and Development more than 35 days in advance of the Planning Commission's public hearing;

WHEREAS, following a public hearing, the Planning Commission has recommended that the City Council enact the amendments; and

WHEREAS, the Stayton City Council, following a public hearing, does find that the amendments proposed by the Planning Commission are appropriate and are consistent with the Comprehensive Plan.

NOW, THEREFORE, the City of Stayton ordains:

**Section 1. Standards for Fences in Commercial and Downtown Zones Amended.** Stayton Municipal Code, Title 17, Chapter 12, Section 17.12.050.2 is hereby amended as follows:

**2. COMMERCIAL AND DOWNTOWN ZONES.**

- a. ~~No fences shall be allowed in the front yard.~~ Fences in the front yard must be placed on private property and not extend into or over the street right of way. Fences in the front yard shall
  - 1) be no more than 42 inches tall;
  - 2) be made of wrought iron, tubular steel or aluminum, or wood;
  - 3) have vertical members no more than 1½ inches in diameter or width;
  - 4) have vertical members no less than 4 inches apart; and
  - 5) be painted black, white, silver, brown or dark green.
- b. Fencing of outdoor service areas shall meet the standards of Section 17.20.200.3.b.4.
- c. Open fences up to 10 feet in height and solid fences up to 7 feet in height shall be allowed for screening of open storage areas.

- d. Except as provided in Section 17.20.090.13, fences located in rear and side yards shall be no more than 7 feet in height.

**Section 2. Effective Date.** This Ordinance shall not become effective until the 30<sup>th</sup> day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor. In the event of a timely appeal to LUBA, this Ordinance shall not become effective until the LUBA appeal is finally resolved, including any appeals from the decision of LUBA.

**Section 3.** A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development, as required by OAR 660-018-0040.

ADOPTED BY THE STAYTON CITY COUNCIL this 3<sup>rd</sup> day of June, 2019.

CITY OF STAYTON

Signed: \_\_\_\_\_, 2019

BY:

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

Signed: \_\_\_\_\_, 2019

ATTEST:

\_\_\_\_\_  
Keith D. Campbell,  
City Administrator