



2025-2027
FISCAL YEARS

CITY OF STAYTON, OREGON BIENNIAL BUDGET



www.staytonoregon.gov



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

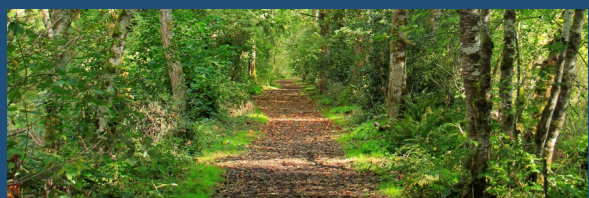
The Government Finance Officers Association of the United States and Canada (GFOA) again, for the ninth consecutive year, presented the Award for Distinguished Budget Presentation to the City of Stayton, Oregon for its annual budget for the fiscal year beginning July 1, 2024.

To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine eligibility for another award.



BUDGET 2025-27



BUDGET COMMITTEE

ELECTED OFFICIALS

Mayor Brian Quigley
Councilor Luke Bauer
Councilor Ken Carey
Councilor Jordan Ohrt
Councilor David Patty
Councilor Steve Sims

CITIZENS

Denise Busch
Damian Centanni
Luke Cranston
Leonard Hays
Jonathan Penrice
Brent Walker



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CITY MANAGER'S BUDGET MESSAGE



May 6, 2025

Honorable Mayor Quigley, members of the Stayton City Council, citizen members of the Budget Committee, and citizens of the City of Stayton:

It is my pleasure to present to you my proposed budget for the fiscal year ending June 30, 2027. This budget has been prepared in alignment with the City's financial policies, Government Finance Officers Association (GFOA) guidelines, and in consideration of the Council's goals and community needs. This budget builds upon the bold choices the Council has made in recent years to tackle deferred infrastructure projects, the intentional efforts made to increase public engagement and the continuation of many wonderful and exciting projects that we are planning to deliver over the next several years.

Budget Development Overview

The development of this budget has gone through multiple levels and lenses of review. First, directors prepare a budget based on their department needs, taking into consideration rising costs, Council goals, community needs, etc. Then it goes through a series of iterative reviews by me, the City Manager, to make sure the budget allocations are vetted, necessary, and make sense. The next review occurs after the budget is finalized in our budget software. We add projections of how the current year will end which generate beginning balances for the new budget. We rebalance the transfers and make sure each fund meets its requirements for contingencies and reserves. At that point, if the expenditure exceeds revenues, or transfers are higher than acceptable, additional cuts are made. As budget requests were reviewed, we carefully looked at projected ending fund balances to ensure what is being proposed is balanced for 2025-27 and fits with our sustainable plans over future fiscal years. A lot of thought and work goes into the development of this proposed budget, and it represents our staff recommendation. This budget should be examined, considered, discussed, and questioned. Your review and input will improve the quality of the final product.

As we transition to a biennial budget, we have taken a more cautious approach by allocating additional funds to contingency, rather than unappropriated funds. We are also budgeting to spend more general fund money rather than putting it aside in contingency or unallocated, which can be seen with the anticipated reduction in the beginning fund balance. This is something we will need to continue to be very mindful and cautious so our on-going operational needs can be accommodated within our resources. That said, the budget before you is a balanced budget, which means the requirements do not exceed the resources.

The proposed 2025-27 City of Stayton budget has a general fund budget of \$13,688,191 (approximately \$6.8 million annually). The total proposed 2025-27 City of Stayton budget is \$95,096,219. For comparison, the budget for the prior two fiscal years (24/25 and 23/24) combined was \$74,406,256. The significant increase in overall budget is primarily attributed to

projected grants and System Development Charge (SDC) revenues that may be collected if growth occurs at the rate and scale the Community and Economic Development Department projects. As development timing is very uncertain, it is unknown if the full amount of SDC revenues will be realized in this biennium. However, we have projected the revenue and associated expenditure in the event that it does.

Council Goals

In February 2025, the Council met for a full day of goal setting to validate or revise their Council goals. In addition to the goals, Council adopted several action items that they would like to see accomplished over a two-year period. The goals adopted by Council are to:

- Improve and maintain the City's infrastructure and facilities in a financially sustainable manner.
- Align housing policies with the community's needs.
- Strengthen engagement, connection and trust with the community.
- Foster a diverse and balanced economy to support a vibrant and prosperous community.
- Implement modern governance systems that improve service to the community.
- Promote a financially stable and sustainable organization equipped to meet the needs of the community.

Each department and fund budget has been prepared with these Council goals, desired outcomes, and objectives in mind. Throughout the budget, whether it is a capital project or a contract services budget, we have planned to make progress on the council's goals and objectives.

Highlights of changes in the 2025-27 budget:

- Increased focus on asset management and reducing deferred maintenance - In prior budget cycles, the Council has taken the bold step of evaluating and updating rates and fees in an effort to be sustainable in the long term. They have also made tough budget decisions to focus resources toward the failing streets. Unfortunately, the deferred maintenance we see daily in the street system, has been happening in the unseen infrastructure as well. We are beginning to identify the magnitude of this and this budget takes a foundational step toward addressing those challenges by allocating funds to update plans, additional staff resources and significant capital outlay.
- Biennial budget – This budget represents a change from a fiscal year budget (one budget per year) to a biennial budget (one budget every two years). A biennial budget provides greater efficiency, stability, and long-term planning by allowing the City to focus on strategic goals over a two-year period rather than annually. It reduces the time and resources spent on preparing and adopting a new budget each year, supports more consistent service delivery, and enables more thoughtful financial management. The approach also creates opportunities for better public engagement and helps departments plan ahead with more certainty. While there are many advantages, we acknowledge this comes with a sense of uncertainty and we are appreciative of the budget committee and Council's willingness to give it a try.

- Franchise fee allocation – In accordance with Council direction via Resolution 1122, this budget allocates 15% of the franchise fees towards street improvements. In order to achieve this transfer, \$304,228 in general fund reductions were made from the initial budget requests. We discussed and scrutinized each budget line item to identify reductions that could be made that would not impact the overall operability to the departments. Reductions were made in areas such as training, memberships, materials and services, contract services, and eliminating a cost savings project to switch our streetlights to LED's.
- Assumptions about operating levies – In order to prepare the budget, staff made assumptions that the Library, Park and Pool levies. It was assumed the levies passed at the following rates: Library at \$0.56/\$1000 assessed value, Parks at \$0.60/\$1000 assessed value and Pool at \$0.50/\$1000 assessed value. In the event these rates are not passed, the city will need to make adjustments to the budget accordingly. As a reminder, an adopted budget simply gives the authority to spend funds, but funds will not be expended if we do not believe the matching revenue will be realized.
- Reallocated building permit duties to Community and Economic Development – This budget moves the duties of building permit support, which is approximately an .25 FTE position to Community and Economic Development, and combine it with Code Enforcement to create a full time position. This will allow code enforcement presence throughout the week, and will also allow the building permit duties to be more integrated with planning, economic development and code enforcement.
- Additional Positions in Public Works
 - In alignment with two of the Council goals and to support more proactive and strategic infrastructure management, we are proposing a new Infrastructure Planning and Asset Management Coordinator position in Public Works. Over the past year, we have identified significant deferred maintenance needs—totaling in the millions—across our water, wastewater, stormwater, parks, and facility systems and at the same time, the estimated replacement cost of our infrastructure exceeds \$840 million, highlighting the critical scale of our long-term obligations. This has underscored the importance of having a dedicated staff member to oversee long-range planning, coordinate capital improvement efforts, and manage asset data. By investing in this role, we are taking a forward-looking approach to extend the life of our infrastructure, prioritize improvements, and ensure we are making the most of limited resources. The new position will lead efforts to build an asset inventory, assess system conditions, coordinate master plans, aid in grant application and coordination, and implement capital investment strategies. By improving our ability to quantify risk, track asset health, and plan reinvestment more strategically, this role will help the City avoid costlier reactive repairs, enhance service reliability, and communicate infrastructure needs more transparently with the public.
 - Increase of 0.25 FTE in Public works for Office Specialist through reallocation of existing duties to Community and Economic Development.
 - The addition of a new FTE in Public Works to be split between parks (50%), streets (25%) and water (25%).

Revenue/expenditure assumptions

This budget assumes typical cost-of-living adjustments (COLA) in accordance with the American Federation of State, County, and Municipal Employees (AFSCME) and Stayton Police Officers Association (SPOA) union contracts. Exempt staff will receive COLAs consistent with the AFSCME COLA to ensure wages stay proportionally balanced.

Although the state of the economy remains uncertain, we anticipate an increase in development-related revenues, including charges for services and system development charges. Consequently, the budget includes significant capital outlay for SDC-eligible projects; however, these funds will only be utilized if the corresponding revenue is realized.

The Council adopted Resolution No. 25-09 in March 2025 which adopted the fees that will be effective July 1, 2025.

Thank You

This document was the result of a team effort among City staff. I'm not sure thank you is enough when it comes to the hard work that goes into making this document a reality. I want to thank James Brand, our Finance Director, and Randi Heuberger, our Assistant Finance Director, who spearheaded this budget. Additionally, a huge thank you to Assistant City Manager Alissa Angelo, and department heads Gwen Johns, Janna Moser, Jennifer Siciliano, interim Public Works Director Barry Buchanan, and who all had significant roles in making this budget a reality.

Finally, I want to thank the Governing Body for their continued support and encouragement to our staff.

Respectfully submitted,

Julia Hajduk
City Manager

CITY OVERVIEW

ABOUT

Stayton is a city in Marion County in the Willamette Valley. Stayton is located 14 miles southeast of the state capital, Salem, on Oregon Route 22. It is south of Sublimity and east of Aumsville. Located on the North Santiam River, Stayton is a regional agricultural and light manufacturing center. Established in 1872, Stayton was incorporated in 1891. The population was 8,176 in 2024.

FORM OF GOVERNMENT

The City of Stayton is governed by a Mayor and five-member City Council and is a Council/Manager form of government. The Mayor serves a 4-year term and may serve no more than two consecutive terms of office. Councilors also serve 4-year terms. Council members are elected at large. The Mayor and Council members do not receive a salary for their service.

To be eligible for an elected City office, a candidate must be a registered voter and have resided in the City for at least one year immediately preceding the election. No person may be a candidate for the offices of Mayor and Council member at the same election. The Council is the final judge of the qualifications and election of its own members.

The Mayor presides over Council deliberations and is responsible for preserving order, enforcing the rules of the Council, and determining the order of business under the rules of the Council. The Mayor votes only when it becomes necessary to break a tie.

The Stayton City Council holds regular meetings the first and third Mondays of each month at 7:00 p.m. in the Council Chambers located at the Stayton Community Center, 400 W. Virginia Street. Council meetings are live streamed on [YouTube](#) and held in a hybrid format, allowing for in-person and virtual participation by Council, staff, consultants, and the public.

HISTORY

Stayton was founded by Drury Smith Stayton who purchased the town site in 1866 and built a carding mill and sawmill on a watercourse of the North Santiam River. In 1872, he platted the town site, and that same year the community received a post office. A ferry crossing on the Santiam River operated from 1876 until a bridge was constructed in 1888. By 1880, a laundry had been established by Kee Sing and Tom. The first newspaper, *The Stayton Sun*, was published in 1889 by T. H. McGill.

The founder of Stayton originally wanted to name the city after his daughter, Florence Stayton. After his petition was denied by the post office because another city in Oregon was named Florence, he chose Stayton and named a street after his daughter. The city was incorporated as the Town of Stayton in 1891, following a failed attempt in 1884.

CLIMATE

Stayton experiences a temperate climate that is usually described as oceanic with mild, damp winters and relatively dry, warm summers, like most of the Pacific Northwest.

Summers in Stayton are warm and relatively sunny but can, on occasion, be wet. The warmest month is August with a daytime average of 80°F and an average low of 53°F. Because of its inland location, Stayton can experience heat waves, in July and August particularly, with air temperatures sometimes rising over 90°F.

Winters are described as somewhat mild and very wet. Cold snaps can occur and last for several days, and snowfall occurs a few times throughout the winter season; the city has been known to see major snow and ice storms. Spring can bring rather unpredictable weather, resulting from brief warm spells to thunderstorms rolling off the Cascade Range. The lowest temperature ever recorded in Stayton was -7°F on December 8, 1972.

POINTS OF INTEREST

Local attractions include Pioneer Park with the Jordan Bridge, a covered bridge. A copy of the Jordan Bridge that spanned Thomas Creek east of Scio, it was moved to the park in 1988. Destroyed by fire in 1994, it was rebuilt and painted white. It is used for social occasions such as weddings. Kingston Prairie Preserve, 3 miles southeast of Stayton, protects a remnant of the native prairie that was once common in the central Willamette Valley. Silver Falls State Park is northeast of Stayton; it is the largest state park in Oregon and a major tourist destination in the region, popular for its camping, and for its waterfalls.

GENERAL STAYTON OVERVIEW

STATISTICS

2000 Population (Census)	6,816
2020 Population (Census)	8,244
2024 Population (PSU)	8,176

Estimates show Stayton has grown at a rate of about 1% since 2010. Both Marion County and the State of Oregon have grown at a rate of 3% during the same period.

2023 AGE DISTRIBUTION

Under 5	651	7.9%
5-19	1,536	18.7%
20-64	4,264	51.9%
65+	1,772	21.6%

2023 HOUSING STATISTICS

Number of Households	3,226	
Average Household Size	2.54	
Owner Occupied Housing Units	2,087	64.7%
Renter Occupied Housing Units	1,139	35.3%

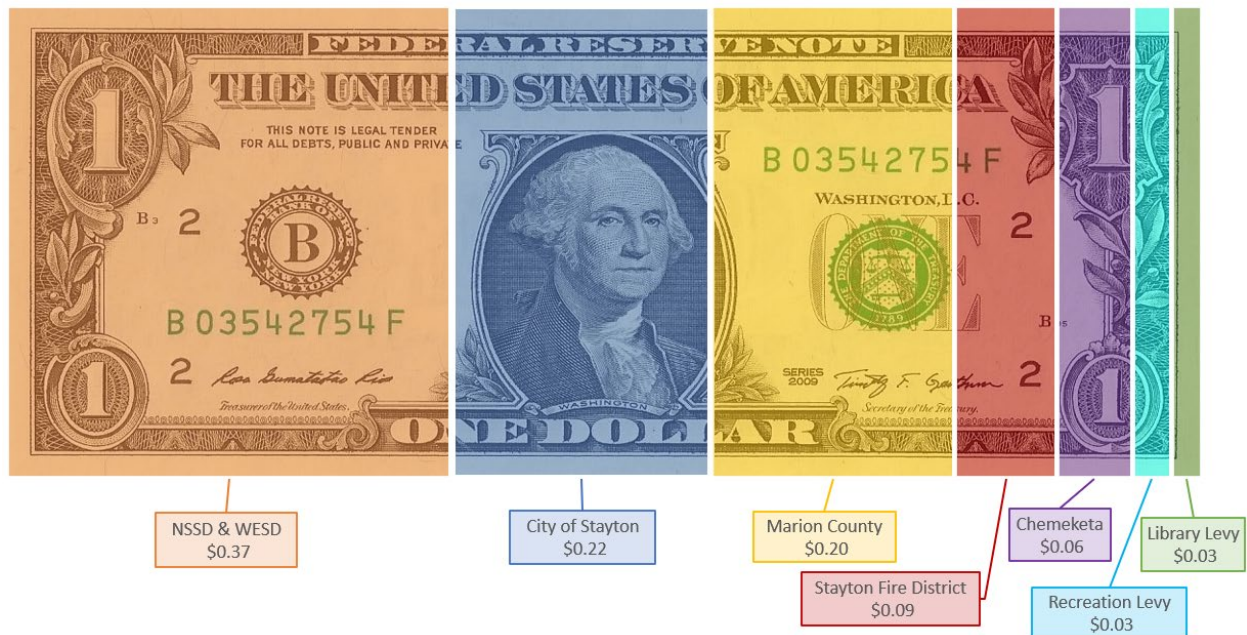
EDUCATIONAL ATTAINMENT

Stayton is home to three public schools including Stayton Elementary, Middle, and High School, as well as two private schools which include St. Mary Catholic School and Regis High School.

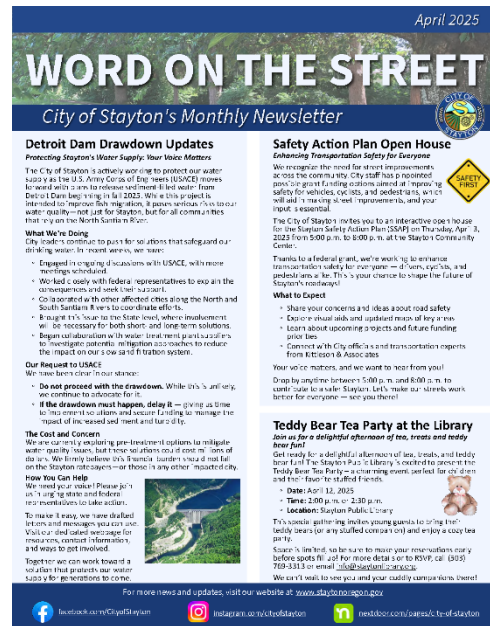
10.2% of Stayton's population has less than a high school diploma. The Marion County rate is 14.3% and it is 10.2% overall for the state of Oregon.

22.3% of Stayton's population has a bachelor's degree or higher as compared to 25% for Marion County and 22.3% for the state of Oregon.

TAXES PAID BY PROPERTY OWNERS



CONNECTING WITH THE COMMUNITY



BUSINESS OVERVIEW

EMPLOYMENT – CITY OF STAYTON (2022)

Industry	Firms	Annual Employment	Payroll (\$)	Average Wage (\$)
Total Employment	305	3,357	172,846,899	51,489
Total Government	16	293	16,636,896	56,781
Total Private	289	3,064	156,210,003	50,982
Agriculture, Forestry Fishing and Hunting	5	C*	C*	
Construction	30	299	25,744,142	86,101
Manufacturing	10	455	25,412,893	55,853
Wholesale Trade	7	52	2,500,265	48,082
Retail Trade	36	509	16,455,310	32,329
Transportation and Warehousing	9	86	3,238,417	37,656
Information	3	43	2,645,660	61,527
Finance and Insurance	14	55	3,504,326	63,715
Real Estate and Rental and Leasing	16	39	1,399,569	35,886
Professional, Scientific, and Technical Services	12	74	3,990,895	53,931
Management of Companies and Enterprises	2	C*	C*	
Administrative, Support, Waste Management, and Remediation Services	11	27	1,073,218	39,749
Educational Services	4	C*	C*	
Health Care and Social Assistance	50	812	53,913,904	66,396
Arts, Entertainment, and Recreation,	1	C*	C*	
Accommodation and Food Services	31	355	7,531,995	21,217
Other Services (except Public Administration)	38	124	3,754,349	30,277
Unclassified	10	1	96,943	96,943

* C = Confidential; Data from industries with less than three firms in the industry are confidential.

PERSONNEL

SUMMARY

The budget includes a total of 57.52 full-time equivalent positions, an increase of 3.35 FTE. Through fiscal year 2025, the City maintained a workforce of approximately 43 full-time and 29 part-time employees, though some positions became or remained vacant during this period.

Two unions represent City of Stayton employees: American Federation of State, County, and Municipal Employees (AFSCME), which represents public works and administrative personnel, and the Stayton Police Officers Association (SPOA), which represents police officers. The AFSCME Collective Bargaining Agreement expires June 30, 2026; and the SPOA Collective Bargaining Agreement expires June 30, 2025. Staff are currently negotiating with SPOA and anticipates finalizing an agreement prior to June 30th. A wage cost of living adjustment (COLA) is included in the budget for all employees.

FULL-TIME EQUIVALENT (FTE'S) EMPLOYEES

A schedule of the full-time equivalent positions by department for the past three years and proposed budget is presented below. Similar schedules are provided in each of the departmental budgets.

Department	2022-23 Actual	2023-24 Budget	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Administration	7.20	8.20	8.76	8.76	8.76
Police	14.60	14.60	14.60	14.60	14.60
Community & Economic Development	1.50	1.75	1.95	2.20	2.20
Municipal Court	0.80	0.80	0.50	0.50	0.50
Library	6.02	6.02	6.02	6.02	6.02
Public Works Administration	4.00	4.00	4.80	5.80	5.80
Parks	1.47	1.47	1.47	1.97	1.97
Water	3.37	3.37	3.37	3.62	3.62
Stormwater	0.50	0.50	0.50	0.50	0.50
Wastewater	6.84	5.84	5.84	5.84	5.84
Streets	1.50	1.50	1.50	1.75	1.75
Facilities	0.26	0.26	-	-	-
Pool	3.00	4.64	4.86	5.96	5.96
Total FTE's – Citywide	51.06	52.95	54.17	57.52	57.52

CHANGES FROM PREVIOUS YEAR

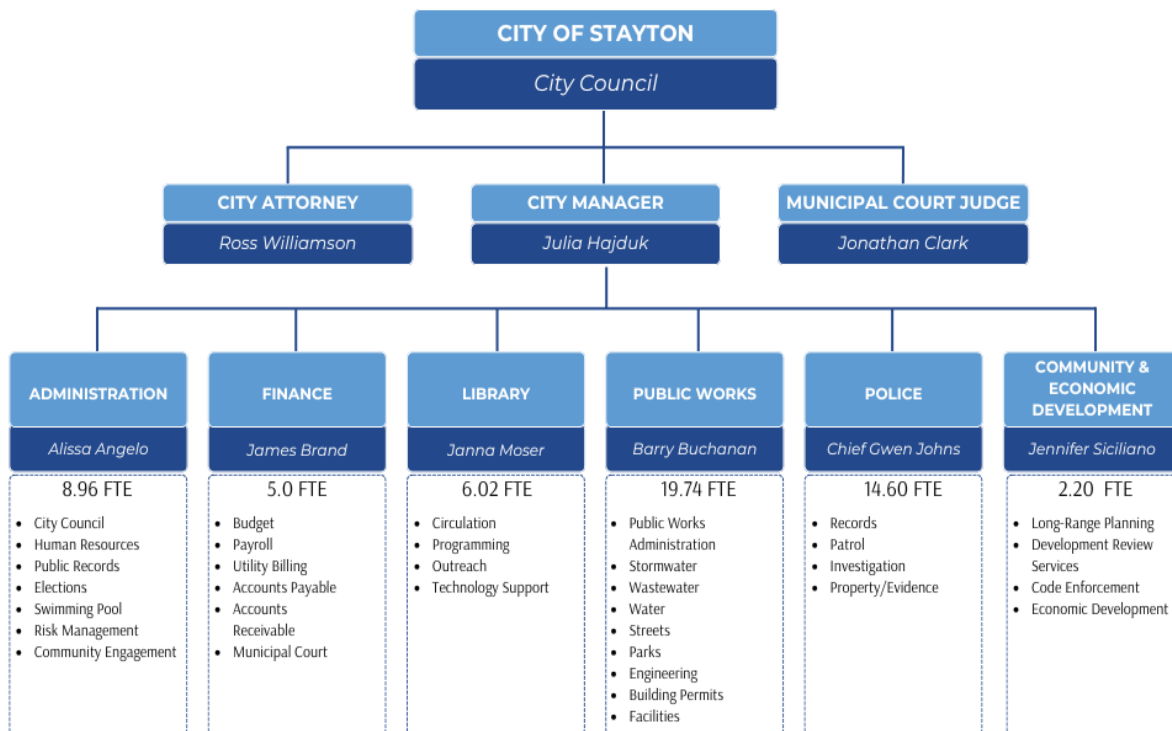
Changes in personnel proposed:

- Addition of an Asset Manager in Public Works Administration. This person will assist with assessing and managing the use and replacement of the City's \$100m+ assets. They will

also help with grant writing and developing master plans for Parks, Streets, Wastewater, Water, and Stormwater.

- The Facilities Maintenance position remains budgeted in Administration but will be managed by Public Works Administration.
- The Pool is increasing by 1.1 part time lifeguards, which is a more accurate reflection of the hours worked at the pool. This increase does not reflect the hiring of any new lifeguards or paying more salaries. There are approximately 20 part time lifeguards employed at the Pool. The 1.1 FTE increase is an adjustment of the staffing to a realistic number of the hours worked.
- Addition of a Utility Operator 1 position to help with general Park maintenance 50%, Street maintenance 25% and Water utility maintenance 25%.
- Increase of Community & Economic Development position by 0.25 FTE to take on duties formerly done by Public Works Administration who is taking on more grant and other administration duties.

ORGANIZATIONAL STRUCTURE



SALARY SCHEDULE – FISCAL YEAR 2025/26

Position	Annual Salary	
	Minimum	Maximum
Lifeguard	\$33,248	\$43,381
Head Guard	\$36,136	\$47,149
Library Aide	\$39,753	\$51,868
Library Assistant	\$43,728	\$57,055
Maintenance Worker 1	\$45,696	\$63,200
Utility Operator in Training*	\$45,696	\$63,200
Office Specialist	\$47,821	\$66,139
Office Specialist – Confidential*	\$47,821	\$66,139
Municipal Court Clerk / Accounting Specialist	\$47,821	\$66,139
Accounting Specialist	\$47,821	\$66,139
Library Assistant – Lead	\$47,821	\$66,139
Library Assistant - Youth Services	\$47,821	\$66,139
Evidence Clerk / Records Clerk	\$47,821	\$66,139
Pool Supervisor*	\$47,821	\$66,139
Payroll / Accounting Technician*	\$49,973	\$69,115
Maintenance Worker II	\$49,973	\$69,115
Utility Operator I	\$49,973	\$69,115
Accounting Technician*	\$52,246	\$72,260
Library Outreach Coordinator*	\$52,246	\$72,260
Code Enforcement Officer	\$52,246	\$72,260
Utility Operator II*	\$52,246	\$72,260
Wastewater Treatment Facility Operator I	\$52,246	\$72,260
Community Engagement Coordinator	\$54,859	\$75,873
Engineering Technician I	\$54,859	\$75,873
Wastewater Treatment Facility Operator II	\$54,859	\$75,873
Wastewater & Storm Collection System Operator	\$54,859	\$75,873
Wastewater Treatment Facility Technician I	\$54,859	\$75,873
Wastewater Treatment Facility Weekend Operator	\$54,859	\$75,873
Wastewater Treatment Facility Operator III*	\$56,504	\$78,149
Police Officer	\$63,651	\$85,298
Engineering Technician II	\$68,080	\$94,158
Wastewater Treatment Facility Chief Operator*	\$68,080	\$94,158
Water Treatment Plant Chief Operator*	\$68,080	\$94,158
Administrative Special Projects	\$68,080	\$94,158
Aquatics Facility Manager	\$68,080	\$94,158
Assistant Finance Director	\$80,334	\$111,106
City Planner*	\$80,334	\$111,106
Engineering Associate	\$80,334	\$111,106

Position	Annual Salary	
	Minimum	Maximum
Public Works Supervisor – Utilities	\$80,334	\$111,106
Public Works Supervisor – Wastewater	\$80,334	\$111,106
Infrastructure Planning & Asset Management Coord	\$85,957	\$118,884
Library Director	\$85,957	\$118,884
Community and Economic Development Director	\$88,536	\$122,450
City Engineer	\$88,536	\$122,450
Police Sergeant	\$90,503	\$125,171
Assistant City Manager	\$99,160	\$143,254
Finance Director	\$99,160	\$143,254
Police Lieutenant	\$99,160	\$143,254
Public Works Director	\$99,160	\$143,254
Police Chief	\$107,093	\$148,116
Public Works Director - Civil Engineer	\$107,093	\$148,116
City Manager	Established by Contract	

**These positions are currently unfunded but remain part of our official pay schedule.*

BUDGET PROCESS

SUMMARY

A budget is defined by Oregon State Law (Oregon Revised Statutes, Chapter 294), as a financial plan containing estimates of revenues and expenditures for a given period or purpose. The City is required to budget all funds and for each fund to have a balanced budget.

The State of Oregon defines a balanced budget as one in which total resources equal total requirements. Resources include beginning balances, current resources, and debt proceeds. Requirements include personal services, materials and services, capital outlay, transfers, debt service, and any other requirements such as debt service reserves and contingencies. Budgeting is critical to cities because it requires local governments to evaluate plans and establish priorities in relation to available financial resources. Also, under Oregon Revised Statutes (ORS), a legally adopted budget is necessary to establish and justify a given rate and or amount of property taxes to be levied on the property within the city.

The City of Stayton prepares and adopts its budget in accordance with the city charter and Oregon Local Budget Law (ORS 294.305-294.555, and 294.565). The budget is presented by funds and department categories. The City Manager is the Budget Officer and is responsible for the management of the overall City budget and maintaining budgetary control at the approved appropriation level. Finance and the respective operating department directors perform ongoing review and monitoring of revenues and expenditures. City Ordinance 1070 (December 2024) enabled the City to implement a two-year (biennial) budget. The proposed budget in this document covers the period July 1st, 2025 through June 30th, 2027, and will be referred to as the 2025-27 budget. This includes fiscal years 2026 and 2027. The fiscal audit will continue to occur on an annual basis.

The Citizens' Budget Committee consists of the governing body plus an equal number of legal voters appointed by the Stayton City Council. Accordingly, the City of Stayton has twelve budget committee members, in which the votes of all members are equal. The first public review of the budget occurs when the budget is presented to the Committee. At that time, the budget is made publicly available, and the Committee begins their review and discussion. The Committee may approve the proposed budget intact or change parts of it prior to final approval. After notices and publications are filed according to local budget law, the budget is forwarded to the Council for formal adoption prior to June 30. Budget amendments may be made during the budget period through adoption of a supplemental budget. This process is similar to the regular budget, including the use of public hearings but excluding the Citizens' Budget Committee.

BASIS OF BUDGETING

SUMMARY

The City budgets all funds on the modified accrual basis of accounting. Items such as depreciation, amortization, property taxes and other revenues that are not expected to be received in the current period or within sixty days after the budget period are not included in the budget. All expenditures forecasted to occur during the budget period, such as principal, interest payments and capital acquisitions are budgeted. Accruals of employee leave and other payroll costs incurred are not budgeted.

Within the City's audited financial statements, the General Fund, special revenue funds and debt service funds (none currently) are accounted for using the modified accrual basis of accounting. The enterprise and internal service funds utilize the full accrual method of accounting. The primary difference between the two methods of accounting, relative to the budget basis used, is depreciation, acquisition of capital assets and principal payments on debt are handled differently, i.e., depreciation is not budgeted, acquisition of capital assets and principal payments are budgeted, but are not shown as expenditures in full accrual accounting.

Budget appropriations for authorized spending are provided for all the funds noted below. The amounts of appropriations are presented in the "Proposed Budget" column of the budget summaries presented for each fund. Once the budget is adopted, the final appropriations will be noted in the "Adopted Budget" column.

FUND ACCOUNTING

SUMMARY

For accounting purposes, a local government is not treated as a single, integral entity. Rather, a local government is viewed instead as a collection of smaller, separate entities known as “funds.” A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, balances, and changes, all segregated for specific activities and objectives. All the funds used by a government must be classified into one of seven fund types within:

Governmental type (Governmental funds)

- General
- Special Revenue
- Capital Projects
- Debt Service

Business-type (Proprietary funds)

- Enterprise
- Internal Service

GOVERNMENTAL FUNDS

Many government services are financed through taxes and intergovernmental revenues. These are often called non-exchange revenues because there is no normal direct relationship between the cost of the service provided and the amounts being paid by either individual taxpayers or other government agencies. When a service is largely funded through non-exchange revenues it can be called a governmental-type activity. Accounting for a governmental-type activity focuses on available spendable resources and the near-term demands upon them.

A. GENERAL FUND

The General Fund accounts for services generally supported by property taxes and other non-dedicated and non-restricted revenue. These services include police, municipal court, administration, community and economic development, community center, streetlights, City Council and Council directed funding of outside agencies or other activities. General administrative costs are recovered through internal transfers from the fund or department using these services. These costs include administration personnel, network and financial software, consulting, auditing, and legal. The distributed costs of these services are at full cost, including replacement cost, thereby providing more accurate costs of providing services.

B. SPECIAL REVENUE FUNDS

Special revenue funds are a fund type used when certain revenues have been earmarked or are legally restricted to expenditures for a specific purpose.

1. STREET FUND

The Street Fund accounts for the City’s street, bike lane, and right-of-way activities. Funding sources include state highway gas tax, local gas tax,

transportation fees, grant funding, and transfers from the General Fund. Heavy equipment, vehicles and maintenance, engineering, project oversight, and public works administration and support services costs, are accounted for through transfers to internal service funds for the estimated costs of the provision of these services.

2. LIBRARY FUND

The Library Fund accounts for the activities of the City's Library. Funds for the program are provided through a voter approved local option property tax levy, Chemeketa Cooperative Regional Library Service funding, program fees, and a transfer from the City's general fund. Expenditures are for Library operations including staffing, program materials, and building occupancy.

3. PARKS FUND

The Parks Fund accounts for the activities of the City's parks operations. Funds for the program are provided through a voter approved local option property tax levy, a transfer from the City's general fund, reservation fees, and occasional grants. Expenditures are for parks maintenance including staffing, program materials, and capital improvements as funding allows.

4. POOL FUND

The Pool fund accounts for the activities of the City's pool. Funds for the program are provided through a voter approved local option property tax levy, program revenue, and a transfer from the City's general fund. Expenditures are for pool operations and maintenance including staffing, program activities and materials, maintenance, and capital improvements as funding allows.

C. CAPITAL PROJECTS FUNDS

This fund type accounts for the accumulation of resources to construct capital improvements.

1. PARKS SDC FUND

This fund accounts for the City's collection and investment of parks system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Parks Fund to reimburse that fund for qualified costs.

2. STREET SDC FUND

This fund accounts for the City's collection and investment of street System Development Charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Streets Fund to reimburse that fund for qualified costs.

3. FACILITIES FUND

This fund accounts for the operation of several City building facilities. The principal revenue source is internal transfers from departments that utilize building space. Expenditures are for building improvements and maintenance.

D. DEBT SERVICE FUNDS

This fund type accounts for the accumulation of resources for the payment of debt principal and interest. The City of Stayton does not currently have any debt service funds. The City's debt for the Water, Wastewater, and Stormwater funds is held within those Enterprise Funds.

PROPRIETARY FUNDS

Other government services are financed through user charges for which the cost to the individual, business, or non-profit, is proportionate to the benefit received by the customer. When a fund receives a significant portion of its funding through user charges, it can be referred to as a business-type activity. The accounting for a proprietary fund focuses on cost and long-term cost recovery.

A. ENTERPRISE FUNDS

Enterprise funds are used to account for operations financed and operated in a manner similar to private enterprises.

1. WATER FUND

This fund accounts for the operation of the City's water utility. The principal source of revenue is user fees. Expenditures are for operation, administration, maintenance, system betterments, and expansion of the system.

2. WATER SDC FUND

This fund accounts for the City's collection and investment of water system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Water Fund to reimburse that fund for qualified costs.

3. WASTEWATER FUND

This fund accounts for the operation of the City's sewage utility. The principal source of revenue is user fees. Expenditures are for operation, administration, maintenance, system betterments, and expansion of the system.

4. WASTEWATER SDC FUND

This fund accounts for the City's collection and investment of wastewater system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Wastewater Fund to reimburse that fund for qualified costs.

5. STORMWATER FUND

This fund accounts for the operation of the City's stormwater utility. The principal source of revenue is user fees. Expenditures are for operation, administration, maintenance, system betterments, and expansion of the system.

6. STORMWATER SDC FUND

This fund accounts for the City's collection and investment of stormwater system development charges (SDCs). The principal source of revenue is system development charges paid by builders and developers. Expenditures are for qualified system improvements. Monies are transferred to the Stormwater Fund to reimburse that fund for qualified costs.

B. INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods and services provided by one department or agency to other departments or agencies of the City, on a cost-reimbursement basis.

1. PUBLIC WORKS ADMINISTRATION FUNDS

Public works administration and support services are provided through this fund. Additionally, activity associated with vehicles and equipment utilized by more than one public works division is accounted for in this fund. Revenues are generated through fees for services to the public as well as transfers to cover the costs of providing services to the various benefiting funds. Expenditures are for administrative and supervisory staffing, operating support costs, and the public works building operation.

FUND STRUCTURE

The City budget has fifteen funds. All funds with budgetary appropriations in the 2025-27 biennium budget are presented with the fund structure below.

Fund Structure				
Governmental Funds			Proprietary Funds	
General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds
	Street	Facilities	Wastewater	Public Works Administration
	Parks	Parks SDC	Water	
	Library	Street SDC	Stormwater	
	Pool		Wastewater SDC	
			Water SDC	
			Stormwater SDC	

FUNCTIONAL UNITS

The following table provides where the City's functional units are accounted for by fund type and fund.

Functional Units				
Governmental Funds			Proprietary Funds	
General Fund	<i>Special Revenue Funds</i>	<i>Capital Projects Funds</i>	<i>Enterprise Funds</i>	<i>Internal Service Funds</i>
City Council	Street Fund	Facilities Fund	Wastewater Fund	Public Works
Public Safety	Street	City Hall	System Operations	Administration
Police Patrol	Maintenance	Police Station	Capital Investment Debt	Fund
Code	Street	Municipal Court	Service	Administration
Enforcement	Construction			Engineering
Emergency	Sidewalks			Project
Management	Bike Paths			Management
Planning/Zoning				Inspections
Municipal Court				
Outside Agency	Parks Fund	Parks SDC Fund	Water Fund	
Funding	Parks Maintenance	Parks	System Operations	
Administration	Trails	Infrastructure	Capital Investment Debt	
City Manager	Parks Construction	Expansion	Service	
Human	Jordan Bridge			
Resources	Library Fund	Street SDC	Stormwater Fund	
Finance	Materials and	Fund	System Operations	
Information	Programming	Streets	Capital Investment Debt	
Technology	Building	Infrastructure	Service	
City Recorder	Occupancy	Expansion		
Economic	Pool Fund		Wastewater SDC Fund	
Development	Swim Instruction		Wastewater	
Communications	Physical Therapy		Infrastructure	
Street Lighting			Expansion	
Community			Water SDC Fund	
Center			Water Infrastructure	
			Expansion	
			Stormwater SDC Fund	
			Stormwater	
			Infrastructure	
			Expansion	

CONSOLIDATED SCHEDULE OF RESOURCES, EXPENDITURES, AND CHANGES IN FUND BALANCE

BUDGET SUMMARY – BY FUND/CATEGORY

The City's total budget for the 2025-27 biennium is \$95,078,219. Budgeted current revenues total \$63,785,931, with total expenditures of \$62,041,827, and transfers between funds totaling \$13,899,156.

Current Revenues and Total Resources

Resources by Fund	Beginning Balance	Taxes & Levies	Charges for Services	Grants & Contributions	Franchise Fees	Fines & Forfeitures	Intergovernmental	Interest & Other	Current Revenues	Transfers In	Total Resources
General Fund	2,076,893	5,339,397	85,000	613,850	1,913,300	198,000	742,773	345,978	9,238,298	2,373,000	13,688,191
Public Works Admin	380,531	0	0	0	0	0	0	23,048	23,048	2,251,000	2,654,579
Library Fund	294,760	764,948	1,500	46,000	0	0	245,470	23,000	1,080,918	146,363	1,522,041
Parks Fund	141,964	680,028	20,000	1,000,000	0	0	0	10,738	1,710,766	1,297,271	3,150,001
Water Fund	1,414,697	0	4,776,200	3,819,750	0	0	0	114,163	8,710,113	2,880,250	13,005,060
Stormwater Fund	811,899	0	1,479,920	1,875,000	0	0	0	53,521	3,408,441	2,171,369	6,391,709
Wastewater Fund	4,655,953	0	9,032,313	7,875,000	0	0	0	302,791	17,210,104	737,000	22,603,057
Street Fund	2,334,265	1,870,000	930,000	4,732,440	0	0	0	176,211	7,708,651	1,668,995	11,711,911
Facilities Maint	748,990	0	0	0	0	0	0	56,234	56,234	100,000	905,224
Swimming Pool Fund	84,765	599,254	285,298	100,000	0	0	0	7,592	992,144	273,908	1,350,817
SDC - Water	1,052,367	0	3,129,495	0	0	0	0	73,884	3,203,379	0	4,255,746
SDC - Wastewater	619,443	0	2,825,505	0	0	0	0	37,683	2,863,188	0	3,482,631
SDC - Street	1,264,923	0	2,282,177	0	0	0	0	87,179	2,369,356	0	3,634,279
SDC - Parks	1,165,577	0	3,304,800	0	0	0	0	81,227	3,386,027	0	4,551,604
SDC - Stormwater	346,105	0	1,800,030	0	0	0	0	25,234	1,825,264	0	2,171,369
Total Resources	17,393,132	9,253,627	29,952,238	20,062,040	1,913,300	198,000	988,243	1,418,483	63,785,931	13,899,156	95,078,219

Expenditures and Total Requirements

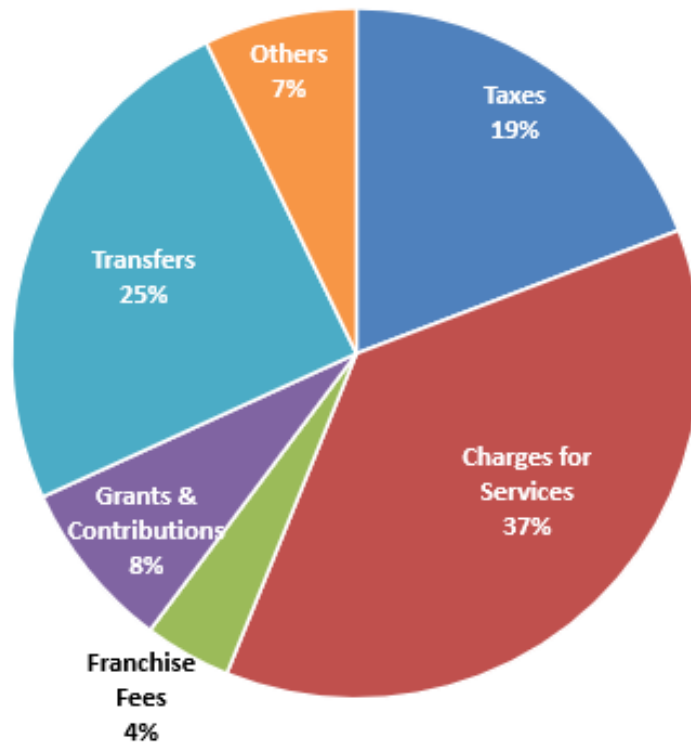
Requirements by Fund	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Total Expenditures	Transfers Out	Contingency	Unappropriated	Total Requirements
General Fund	7,933,323	3,785,109	185,773	0	11,904,205	1,268,658	436,512	78,816	13,688,191
Public Works Admin Fund	1,788,367	609,246	0	0	2,397,613	17,879	24,875	214,212	2,654,579
Library Fund	1,021,463	260,459	0	0	1,281,922	121,000	29,230	89,889	1,522,041
Parks Fund	370,716	639,762	1,815,500	0	2,825,978	283,000	40,698	325	3,150,001
Water Fund	975,745	1,841,651	6,495,000	660,000	9,972,396	1,110,000	914,555	1,008,109	13,005,060
Stormwater Fund	114,400	552,441	4,200,000	125,230	4,992,071	501,000	468,251	430,387	6,391,709
Wastewater Fund	1,347,106	2,724,138	12,200,000	1,631,082	17,902,326	1,374,000	1,713,306	1,613,425	22,603,057
Street Fund	364,660	1,354,124	7,807,440	0	9,526,224	1,057,000	463,226	665,461	11,711,911
Facilities Develop&Maint	0	49,660	55,000	0	104,660	0	250,000	550,564	905,224
Swimming Pool Fund	678,106	354,159	102,167	0	1,134,432	178,000	34,262	4,123	1,350,817
SDC - Water	0	0	0	0	0	2,880,250	0	1,375,496	4,255,746
SDC - Wastewater	0	0	0	0	0	737,000	0	2,745,631	3,482,631
SDC - Street	0	0	0	0	0	1,300,000	0	2,334,279	3,634,279
SDC - Parks	0	0	0	0	0	900,000	0	3,651,604	4,551,604
SDC - Stormwater	0	0	0	0	0	2,171,369	0	0	2,171,369
Total Requirements	14,593,886	12,170,749	32,860,880	2,416,312	62,041,827	13,899,156	4,374,915	14,762,321	95,078,219

BUDGET SUMMARY – COMPARATIVE BY CATEGORY

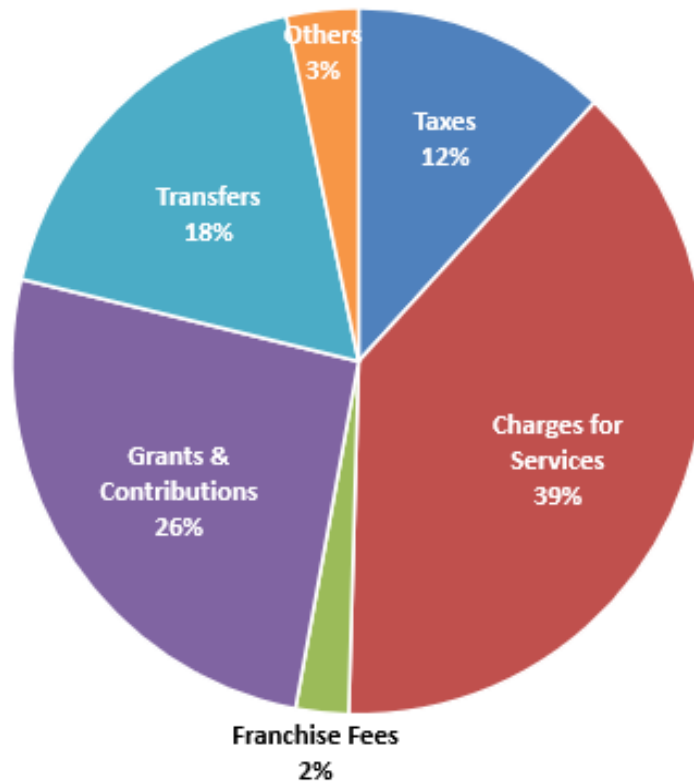
*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Full Year Actuals	2024 Full Year Actuals	2025 Annual Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources					
Beginning Fund Balance	15,455,990	18,801,785	17,202,353	17,393,132	17,393,132
Taxes & Levies	3,895,330	3,964,500	4,044,700	9,253,627	9,253,627
Fines & Forfeitures	63,969	82,538	75,000	198,000	198,000
Transfers In	2,221,533	2,553,398	5,193,243	13,917,156	13,899,156
Franchise Fees	794,971	895,954	858,650	1,913,300	1,913,300
Licenses & Permits	100,267	34,825	26,000	60,400	60,400
Charges for Services	8,243,832	7,112,057	7,784,937	29,952,238	29,952,238
Intergovernmental	743,977	1,030,550	503,302	988,243	988,243
Interest & Other	713,663	1,176,068	906,340	1,358,083	1,358,083
Grants & Contributions	210,266	285,573	1,680,833	20,062,040	20,062,040
Total Resources	32,443,797	35,937,248	38,275,358	95,096,219	95,078,219
Requirements					
Personnel Services	5,047,650	5,340,323	6,439,640	14,593,886	14,593,886
Materials and Services	3,509,038	4,233,890	6,454,615	12,155,749	12,170,749
Capital Outlay	1,618,520	3,461,435	7,648,100	32,925,880	32,860,880
Debt Service	1,222,286	1,216,436	1,223,653	2,416,312	2,416,312
Transfers	2,221,533	2,553,398	5,193,243	13,917,156	13,899,156
Contingency/Reserve			1,641,810	4,324,915	4,374,915
Unappropriated			9,674,297	14,762,321	14,762,321
Ending Balance	18,824,770	19,131,767			
Total Requirements	32,443,797	35,937,249	38,275,358	95,096,219	95,078,219

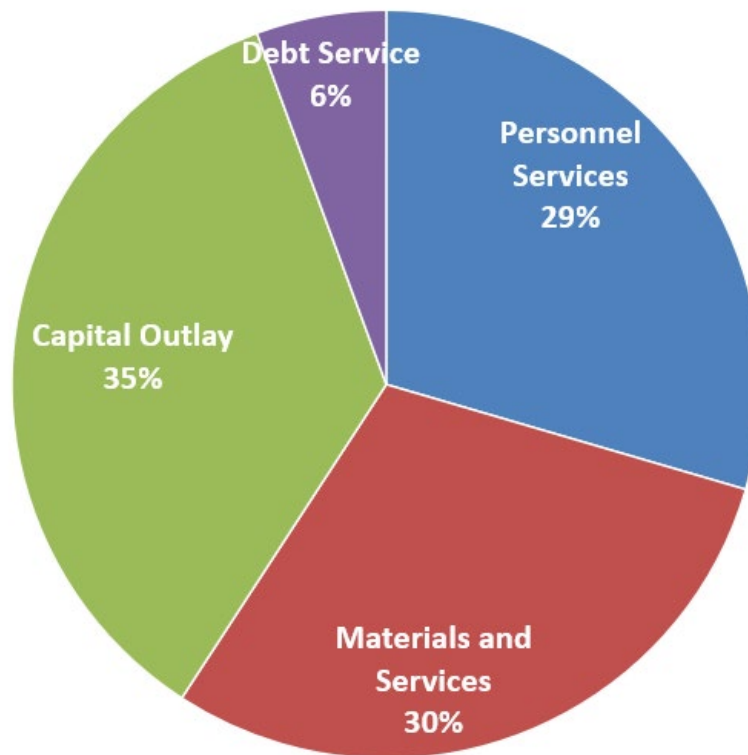
2025 ADOPTED BUDGET – REVENUES



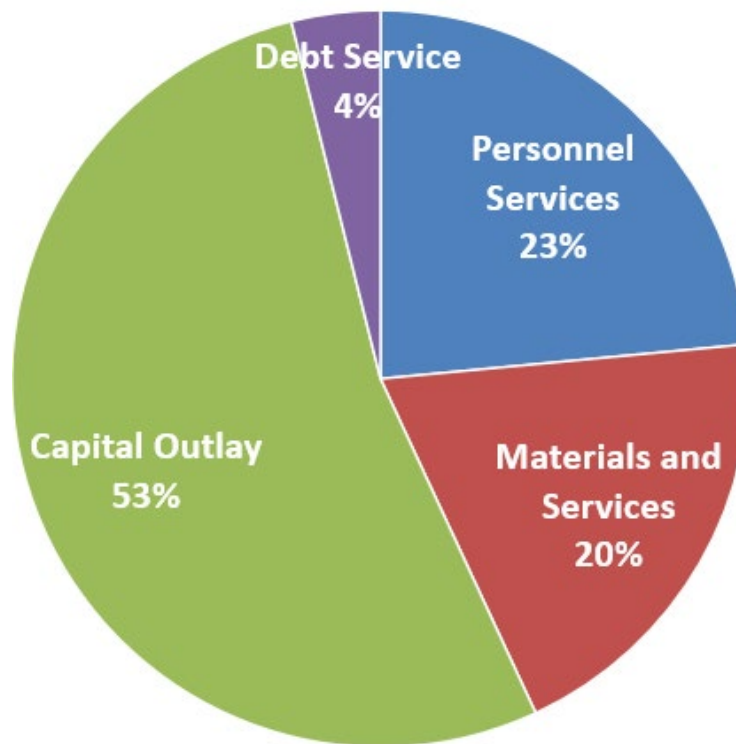
2025-27 ADOPTED BUDGET – REVENUES



2025 ADOPTED BUDGET – EXPENDITURES



2025-27 ADOPTED BUDGET – EXPENDITURES



RESOURCES

TAXES

The City's permanent property tax rate per \$1,000 of taxable value is \$3.3280 and is expected to generate \$5,321,397 for the General Fund in 2025-27. Increases to taxable assessed property valuations are limited to a maximum of three percent (3.0%) per year for existing properties. New development and improvements to existing development provide additional property tax revenue. Stayton has a \$.03 per gallon local gas tax, budgeted to generate \$370,000. The City has also budgeted to receive \$1,500,000 from state gas taxes. Occupancy taxes are budgeted at \$18,000.

The current Library levy tax rate is \$0.40 per \$1,000 of taxable value and the Recreation levy tax rate is \$0.50 per \$1,000 of taxable value. These two levies will expire at the end of June 2026. The 2025-27 budget assumes a Library levy in the amount of \$0.56 per \$1,000 of assessed value (on the May 2025 ballot) and a Parks and Pool levy in the amount of \$1.10 per \$1,000 of assessed value (on the November 2025 ballot).

CHARGES FOR SERVICES

An estimated \$30.0 million in revenue from charges for services is budgeted in 2025-27.

Fund	2025-27 Budget
Wastewater	\$ 9,032,313
Water	4,776,200
Stormwater	1,479,920
Street	930,000
Pool	285,298
SDC Wastewater	2,825,505
SDC Water	3,129,495
SDC Stormwater	1,800,030
SDC Street	2,282,177
SDC Parks	3,304,800
GF/Library/Parks	106,500

Utilities funds generate most of our charges for services. In February 2024, after working with a financial consultant for over a year, the City accepted the Utility Rate Study (URS). The URS laid out the recommended rate changes for the next five years. This budget proposal reflects the recommendations from the utility rate study which includes rate adjustments for water (3%), wastewater (3% residential and 6.75% commercial & industrial), and stormwater (3%).

The City Council adopted Resolution No. 1122 in November 2024 which outlined a comprehensive street improvement funding strategy. This raised the street fees by 150% effective January 1, 2025. Pool user charges have been increased by 5% per year.

System Development Charges (SDC's) for water, wastewater, stormwater, streets, and parks are budgeted higher than in the past in anticipation of pending growth and development. Charges are applied and collected when development occurs to compensate for the development's impact on the infrastructure system, therefore revenues may vary greatly from year to year depending on the amount and type of development. SDC rate studies are taking place for Wastewater and Streets which may affect the rates charged during 2025-27.

GRANTS AND CONTRIBUTIONS

The City has made efforts to obtain more grants than in the past. Applications for grants covering the Public Works Utility funds, Streets, and Parks, as well as Police and Administration. The Grants range from Federal, State, County, and private organizations. Grants of at least \$100k are listed in the following table and the three in italics (totaling \$7,875,000) have not been awarded yet. Some of these projects require additional matching funds from the City.

Grant Name & Project	Fund	2025-27 Budget
US Department of Housing and Urban Development - downtown	General	\$ 425,000
Safe Streets For All - Safety Action Plan	General	100,000
Oregon Parks & Recreation Department - Mill Creek	Parks	1,000,000
Oregon Water Resources Department - Aquifer Storage Recovery	Water	3,819,750
USDA Rural Development - Regional Detention Facility	Stormwater	1,875,000
Post SBR EQ Basin Selector Cell	Wastewater	1,000,000
Oregon Lottery SB1530 - Ida Street pipe upsizing	Wastewater	3,000,000
<i>Oregon Department of Environmental Quality - collections</i>	<i>Wastewater</i>	<i>2,000,000</i>
<i>Congressional Directed Spending CPF - Jetters Way force main</i>	<i>Wastewater</i>	<i>1,875,000</i>
<i>Congressional Directed Spending CPF - Shaff roundabout</i>	<i>Streets</i>	<i>4,000,000</i>
ODOT Safe Routes to School - Third St. & Fern Ridge	Streets	542,440
ODOT Statewide Transportation Program - street improvements	Streets	190,000
Santiam Community Endowment - capital projects	Pool	100,000
Other miscellaneous grants and contributions	Various	134,850
		<u>\$20,062,040</u>

INTERGOVERNMENTAL

Most of the recurring intergovernmental revenues are distributed from the state and are based on the population of the recipient. Allocations of the State's taxes on liquor, marijuana, cigarettes, and state revenue sharing make up \$702,773. Intergovernmental also includes \$245,470 in Chemeketa Cooperative Regional Library Service (CCRLS) funds for the City's library.

In previous years Intergovernmental included the state gas tax (now budgeted under Taxes) and the HUD, ODOT, and OWRD grants (now budgeted under Grants).

FRANCHISE FEES

The City has seven franchise agreements with utilities operating within the City's right-of-way. A new agreement with Comcast Xfinity is in place with no revenue budgeted yet as this service is not active and as it becomes active it is uncertain to what extent these revenues will be offset by reductions to other cable franchises.

Franchise	2025-27 Budget
Electricity	\$1,350,000
Natural Gas	260,000
Sanitary Service	240,000
Telephone	33,300
Cable	30,000
	\$1,913,300

FINES AND FORFEITURES

The City has budgeted \$198,000 during 2025-27 for traffic citations, parking violations, and prosecutions of misdemeanors.

LICENSES AND PERMITS

Between the Community and Economic Development Department and Public Works Administration, \$60,400 in licenses and permit fees is budgeted.

MISCELLANEOUS

Citywide, revenue comes from miscellaneous sources with the two major sources being interest income (\$1.2m) and building rental (\$145k). Interest income is earned from the City's cash reserves held at the Local Government Investment Pool and Umpqua Bank. The interest rate has fallen over the last year and is anticipated to fall further but is still higher than in recent history.

TRANSFERS

Most transfers will represent a "double counting" of expenditures. The sending fund has the budgeted transfer out (expense) and the receiving fund budgets a corresponding transfer in (revenue) and expense. Enterprise funds and special revenue funds transfer funds to the General Fund (\$2,373,000) and the Public Works Administration Fund (\$2,251,000) for the services they provide. General Fund subsidies are distributed to the Parks (\$397,271), Pool (\$273,908), and the Library (\$146,363) to help fund their operations. The Facilities Fund receives \$100,000 in transfers from General Fund Divisions, the Library, and Public Works Admin for a capital building reserve. There is also a transfer from the General fund of \$286,995 to the Street Fund which

represents 15% of the franchise fee revenues as directed by Resolution 1122 (Nov 2024). The Parks, Water, Wastewater, Stormwater, and Street Funds have budgets to receive transfers from their respective System Development Charges (SDC) funds for various infrastructure improvements.

SDC Transfers for Projects	2025-27 Budget
Water	\$2,630,250
Wastewater	737,000
Stormwater	1,410,000
Streets	1,300,000
Parks	750,000
	<u>\$6,827,250</u>

DEBT PROCEEDS

The 2025-27 budget does not include any planned issuance of debt.

GENERAL FUND

SUMMARY

The General Fund includes multiple departments and functions including the Police, Municipal Court, Community & Economic Development, Administration, City Council, Community Center, and Street Lighting. These departments are described individually in more detail in the following pages. The General Fund also transfers subsidies to the Parks, Streets, Pool, and Library funds.

The primary revenue sources include property taxes, franchise fees, intergovernmental distributions from the state (liquor, marijuana and state shared revenues), grants, fines, and interest earnings. The General Fund also receives fund transfers from the enterprise and special revenue funds for administrative services benefiting those funds. General Fund revenues are unrestricted and can be used for any City purpose.

CHANGES FROM PREVIOUS YEARS

- The beginning fund balance as of July 1, 2025, is projected to be \$2.1 million (down from \$2.8m on July 1, 2024).
- Council Resolution No. 1122 (Nov 2024) directs the City to budget 15% of franchise fee revenues (\$287k in 2025-27) to be transferred to the Street fund.
- A realignment has been done to move some individual account codes to more logical category (i.e. taxes are under the “taxes” category and grants are under the “grants” category). This may cause confusion when comparing reports to prior reports.
- General Fund transfers totaling \$1.1m to subsidize the Parks, Pool, and Library are now inflated by 3% annually to reflect the 3% projected increase in assessed values assumed in General Fund revenue.
- We continue modernizing our city passenger vehicle fleet for the Police and Public Works Departments. Instead of sporadic large vehicle purchases, we will have monthly capital leases through Enterprise, who are able to source vehicles at discounts. This provides newer, safer, vehicles with better gas mileage and lower maintenance costs. It also results in a steady predictable expense stream. This transition should nearly be completed by the end of 2025-27.
- A Community Prosperity Initiative Grant (funded by Marion County) has been allocated to fund the City’s existing Community Improvement Grant. This will stabilize the funding to \$20k per year for 2025-27.
- The budget includes \$157k for multiple grants the City may receive for various uses.
- \$163k is included for improvements to the Community Center including new audio/video technical equipment, new flooring, and painting.
- \$75k is included in the Police Department for the Marion County Radio project.

- \$65k is included to convert the City's streetlights to LEDs.
- \$30k is included for a "Sustainable City Year Program" through the University of Oregon which will provide assistance on a variety of projects.
- \$25k is included for the Stayton Municipal Code to have a legal review and audit and set up the code for online hosting.
- \$23k is included for new furniture (dais and tables) for the City Council.

REVENUES

- Property and other taxes are budgeted with guidance from the Marion County Assessor's office. As advised, we anticipate collecting 97% of the assessed taxes.
- There is \$425k for the completion of the downtown Housing and Urban Development (HUD) grant. This \$500k grant has been budgeted in previous years in case the project was ready to move forward but it has had delays, so it is re-budgeted again. This shows as grant revenue which is offset by an equal expenditure in the General Operations budget.
- The City is not expecting substantial changes in other General Fund revenue categories. Interest earnings are expected to be lower due to forecasted reductions in interest rates.

EXPENDITURES

Budgeted expenditures and transfers, excluding contingency and unappropriated, total \$13.2 million. Most Materials and Services and Capital Outlay budgets are inflated by standard inflation averaging 2% to 5%. Personal services include cost of living increases for all employees plus annual increases in accordance with the respective union contracts and City practices related to exempt employees. Increase in medical related benefits increased about 10%. The contribution rate of the City's retirement plan is unchanged. The General Fund personal services budget has:

- Administration with \$2.7m with the same 8.76 FTE;
- Police with \$4.5m with the same 14.6 FTE (one Sergeant being up classed to a Lieutenant);
- Community & Economic Development with \$636k with 2.2 FTE (an increase of .25 FTE to add building permits); and
- Municipal Court with \$120k with the same .50 FTE.

The General Fund includes \$82k in transfers to the Facilities Fund for a building reserve. There is an operating contingency of \$437k and an Unappropriated ending fund balance of \$79k.

GENERAL FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

GENERAL FUND	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	7,680,296	8,242,512	8,483,846	13,688,191	13,688,191
Beginning Balance	2,637,764	3,044,935	2,608,681	2,076,893	2,076,893
Taxes & Levies	2,400,077	2,476,558	2,522,500	5,339,397	5,339,397
Charges for Services	6,010	31,427	31,500	85,000	85,000
Grants & Contributions	455	52,397	542,000	613,850	613,850
Franchise Fees	794,971	895,954	858,650	1,913,300	1,913,300
Licenses, Permits, Fees	70,080	26,055	21,000	44,400	44,400
Fines & Forfeitures	63,969	82,538	75,000	198,000	198,000
Intergovernmental	474,160	390,785	387,075	742,773	742,773
Interest & Other	254,810	275,363	271,040	301,578	301,578
Transfers In	978,000	966,500	1,166,400	2,373,000	2,373,000
Requirements	4,603,042	5,465,227	8,483,846	13,688,191	13,688,191
Administration	1,354,549	1,394,756	1,658,755	3,670,621	3,593,285
Police	2,290,389	2,525,692	2,842,269	6,121,222	6,075,229
Economic Development	216,602	232,695	424,877	992,634	985,603
Community Center	39,804	79,309	111,432	344,708	279,708
Municipal Court	124,132	119,100	120,269	258,742	256,982
Street Lighting	94,813	104,223	115,093	236,156	301,156
Mayor/City Council	14,397	39,349	43,615	57,794	57,794
General Operations	468,356	970,103	1,763,764	1,541,106	1,623,106
Contingency	-	-	586,000	386,512	436,512
Unappropriated	-	-	817,772	78,696	78,816

POLICE

SUMMARY



The Stayton Police Department works to provide visible, impartial, high-quality law enforcement services to reduce crime and the fear of crime. We work in partnership with the community, local schools, businesses, civic groups, and regional law enforcement agencies to create a safe environment for the city of Stayton's citizens, businesses, and visitors.

We are guided by our core values of Teamwork, Service, Leadership, Integrity, and Attitude. Our mission is "To Protect with Courage, Serve with Compassion, and Lead with Integrity."

In order to effectively deliver police services, we must instill public trust in our profession and department. We must hold ourselves to the highest standards. Stayton Police strives to have officers of the highest professionalism and behaviors consistent with our mission. We are afforded great authority and power; therefore, we must uphold the law enforcement code of ethics.

Our department is responsive to the public interest, transparent and inclusive in our operation, innovative in our ability to adapt to change, and conscientious of our service and responsibility to the citizens and the community. The Stayton Police Department has well-trained employees who are committed to service and teamwork. Our employees act with professionalism and dedication to serve our city and create a safe community for all. The department strives to create an enjoyable and fulfilling work environment where employees are challenged to be their best, to always increase their professionalism, be empowered, have a voice, and be a part of the community they serve.

Our department provides police coverage 24 hours a day, seven days a week. Uniformed officers respond to emergency and non-emergency calls for service. The Police Department consists of a Chief, three Sergeants, and nine patrol officers. Additionally, the department is supported by one full-time records/evidence specialist and one part-time support specialist.

The Stayton Police Department will continue to look for new ways to be innovative and partner with the citizens, public, and private organizations. The police department looks to enhance public safety and be a proactive partner in local and regional municipal and county goals. Our



department will continue to provide a high level of service to the Stayton community.

Service to our community and our department is of utmost importance. We are well informed of the idea of providing the highest quality of professional law enforcement service for our community and our agency. We strive to be proactive, trusted partners with our community, and increase the quality of life for our citizens and to improve the capabilities of our agency.

ACCOMPLISHMENTS FOR 2024-25

- METCOM Dispatch Center receives phone calls and dispatches radio calls for the Stayton Police Department. Based on measures by our dispatch center, in 2024 we had 6,179 dispatched calls for service. Citizen-reported incidents include such things as assaults, burglaries, thefts, disturbances, harassments, death investigations, trespass, suspicious circumstances, crashes, parking issues, noise disturbances, and welfare checks to name a few.
- In 2024, Stayton had 8,482 Computer Automated Dispatch (CAD) calls for service with 2,303 self-initiated activities and 6,179 dispatched calls. Officer-initiated incidents included activities like traffic stops, after-hours business checks, foot patrols in the parks and schools, and walkthroughs for safety and security at places like the hospital and the post office lobby.
- During 2024, the Police Department staff received 2,316 hours of training. Department personnel attended classes ranging from investigative interviewing, use of force, resiliency, leadership, DUI refreshers, responding to people in crisis, bias, ethics, autism, firearms, emergency vehicle operations, defensive tactics, first aid, AED/CPR, incident command, peer support, search warrant writing, and much more.
- Our department worked hard towards our goal of being an accredited agency. We applied for, and were awarded, a grant to assist with costs for software, memberships, and an accreditation manager. In March of 2024, Stayton Police Department began the accreditation process by matching their policies with the NWAA standards and providing “proofs” of compliance. This was followed by an initial inspection of our proofs and documentation by the NWAA assessor and an on-site inspection in December. Accreditation is currently not a mandate for all law enforcement agencies in Oregon. Of the 174 Oregon police agencies, there are currently 61 accredited with Northwest Accreditation Alliance (NWAA) and 4 with CALEA. Stayton chose to pursue accreditation as it strengthens the Stayton Police Department’s ability to serve its community while adhering to recognized best practices in law enforcement.
- In 2024, we had a homicide which resulted in many hours of investigation and collaboration with other local agencies. We were able to develop a suspect and have him in custody in less



than 12 hours. Sergeant Butler and Officer Leonard did an outstanding job and were the primary investigators assigned to the case along with a Marion County Sheriff's office detective. Thanks to their phenomenal dedication to the case, they were each presented with an Achievement Award. These awards are few and far between and require performance well above our normal standards.

- The Stayton Police Department continued supporting the community through the various events and partnerships outlined below:

- ✓ Held events such as Coffee with a Cop, Safety Town Camp, Public Safety Forum, and Chamber Greeters.
- ✓ Participated in community events such as First Responder Saturday, Santiam Summerfest, Downtown trick or treating, National Night Out, 4th of July events and activities, and Covered Bridge Community Dinner.
- ✓ Partnerships continued with the Santiam Service Integration Team, Family Building Blocks "Hope for the Holidays" campaign, school threat response protocol program called "I Love You Guys," Shop with a Cop, and a new this year a partnership with Kindness 911.
- ✓ Participated in "No Shave November" with proceeds going to the Can Cancer fund administered by Santiam Service Integration Team.
- ✓ Participated in Special Olympics/Law Enforcement Torch Run events which included handing out medals to athletes, the torch run, and Polar Plunge.



CHANGES FROM PREVIOUS YEAR

- In 2024, the City reversed the City Hall / Police Department driveway and parking area to allow officers to back into spots and pull out, which is much safer and had been a suggestion from our insurance carrier, City-County Insurance Services (CIS).
- During 2024, we had a recruit not complete probation. We have spent much of late 2024 into 2025 working to fill that vacant position.
- The Police Department hosted a Public Safety Forum for the community to learn more about the Stayton Police Department. Our presentation from this forum was also shared at Chamber of Commerce and Rotary events to further engage the community and local business leaders.
- During Summer 2024, the Police Department partnered with the library and many other community professionals to bring our first annual Kid's Safety Town



weeklong summer camp to Stayton. Kindergarten and first grade kids learned safety lessons. Local middle and high school students volunteered as counselors and mentored the campers for the week.

- During the December 2024 downtown holiday festival, the Police Department participated in First Responder Saturday. Community members were invited to decorate free ornaments which were then hung on the City's holiday tree.
- The Police Department began a partnership with Kindness 911 to recognize kind acts in our community and people doing great things. The feedback has been powerful and the social media posts have gained good engagement.
- Stayton Police Department worked collaboratively with the Municipal Court staff to begin prosecuting some misdemeanors locally that would not otherwise be prosecuted at the circuit court level due to an overburdened justice system. This required a lot of research hours working with jail staff, dispatch staff, courts, and other agencies to fine tune our process.
- The Police Department successfully secured grant funding to purchase a NarcRanger for drug testing and a Livescan machine for electronic fingerprint processing.
- Staff have dedicated significant time to the County radio project, aimed at transitioning all first responders to a unified countywide 700/800 MHz tri-band trunked radio system.
- Continue to increase police awareness and transparency with monthly Police Blotter, crosswalk education and focus, and speed radar signs.

POLICE BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Police	2,290,389	2,525,692	2,842,269	6,121,222	6,075,229
Personnel Services	1,744,050	1,841,490	2,166,268	4,461,528	4,461,528
Materials and Services	499,339	566,060	676,001	1,567,707	1,567,707
Capital Outlay	-	71,142	-	-	-
Transfers	47,000	47,000	-	91,987	45,994

PERFORMANCE MEASURES

Patrol Measure	2022	2023	2024
Police Activity	7,518	8,258	8,487
Offenses	1,218	1,106	1069
NIBRS	696	647	631
Citations/Warnings	1,038	1,468	1,481
Arrests	359	293	354

** NIBRS crimes include murder and non-negligent manslaughter, rape, robbery, aggravated assault, burglary, larceny-theft, motor vehicle theft, and arson.*

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Chief of Police	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	1.0	-	-	1.0	1.0
Sergeants	2.0	3.0	3.0	2.0	2.0
Police Officers	9.0	9.0	9.0	9.0	9.0
Records Clerk	1.6	1.6	1.6	1.6	1.6
Total FTE's	14.6	14.6	14.6	14.6	14.6

CAPITAL OUTLAY

No capital outlay is budgeted for the Police Department in 2025-27.

COMMUNITY & ECONOMIC DEVELOPMENT

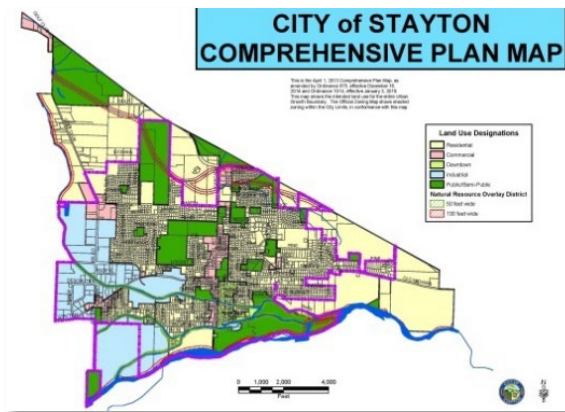
SUMMARY

The Community and Economic Development (Planning) Department is a state-mandated function responsible for administering state land use laws and ordinances specific to the City of Stayton. The Department supports and advises the City Council and Planning Commission regarding all planning and land use matters and is staffed by a full-time Community and Economic Development Director.



The Community and Economic Development Department is responsible for long-range planning for the future of the City, preparation of amendments to land use regulations, and administration of land use ordinances for the City of Stayton. The Department serves under the direction of the City Manager, City Council, and the Planning Commission. Some land use applications regularly handled by the Community and Economic Development Department include site plan reviews,

partitions, subdivisions, planned unit developments, right-of-way or alley vacations, annexations, comprehensive plan and zone map amendments, and conditional uses.



overgrown vegetation, trailer violations, vehicle abandonment, signs, and sidewalk issues.

The Department also includes a part-time Code Enforcement Officer who has over the recent financial year sent out 174 notices of violations with all full compliance. The Officer proactively enforces many regulations throughout the city as well as responds to complaints. The Officer has sent out proactive notices regarding rubbish,

New in 2025, the Community and Economic Development Department will begin processing building permits which were previously managed by the Public Works Department. The responsibilities will transition with existing staff who previously handled permit processing under Public Works to staff with the Community and Economic Development Department (changing personnel numbers from Public Works Administration to General Fund).

Additionally, the Department is advancing economic development by partnering with organizations such as Revitalize Downtown Stayton (RDS), the Stayton Sublimity Chamber of Commerce, Travel Salem, and SEDCOR to promote the city's assets and overall economic vitality. This includes attending networking events, workshops, and regular meetings.

The Community and Economic Development Department manages and administers several

grants, including the Stayton Safety Action Plan, and a HUD HOPE VI Main Street Grant. The City is currently developing the Stayton Safety Action Plan through a Safe Streets and Roads for All grant from the Federal Highway Administration. The Plan aims to identify and prioritize strategies to improve transportation safety across all modes, while actively engaging the community to inform future infrastructure funding applications. In addition, the Department continues to administer a \$500,000 HOPE VI Main Street Grant from the U.S. Department of Housing and Urban Development to renovate and restore five residential units in the downtown area. The Department also plans to prepare a grant application for the Sustainable City Year Program to support the development of housing policies aligned with community need, a key City Council goal.

Planning Commission		Public Arts Commission	
Members	Terms	Members	Terms
Vacant	12/2026	Mark Kronquist	12/2026
Peter Bellas	12/2025	Nicholas Raba	12/2026
Melissa Sutowski	12/2026	Kim Dwyer	12/2027
Larry McKinley	12/2025	Vacant	12/2027
Amy McKenzie Watt	12/2025	Vacant	12/2027
Lucas Joyce	Student		

HIGHLIGHTS

- Stayton Veterinary Hospital Ongoing Development of 6,005 square feet of commercial space.
- Ty Hart Memorial Fitness Center construction.
- Groundbreaking on the Family Building Blocks Project.
- Industrial expansion at 1840 Pacific Court of 3,440 square feet.
- Started developing the Stayton Safety Action Plan to future implementation grants to fix streets in the city and problem areas regarding traffic, pedestrian, and bicycle safety.
- Administered the Neighborhood Improvement Grant program.

CHANGES FROM PREVIOUS YEAR

- The Community and Economic Development Department will assume responsibility for building permit administration, previously managed by Public Works. The City of Stayton will continue to handle permit administration and zoning reviews, while Marion County will conduct plan reviews and building inspections.
- The Code Enforcement position will be expanded to full-time, combining responsibilities as the primary Building Permit Technician with Code Enforcement duties, to ensure 40 hours per week of Code Enforcement availability. The Office Specialist will take on additional duties within the department and be cross trained to provide backup support to the Building Permit Technician.

- The proposed budget includes funding to update the City's Economic Development Strategy.
- \$30,000 is allocated for participation in the "Sustainable City Year Program" with the University of Oregon, supporting projects that align housing policies with community needs, economic development, annexation policy, engagement and many other City Council Goals.
- An additional \$10,000 is set aside to incorporate updated demographic data into the Economic Development Strategy, which currently does not reflect the NORPAC plant closure. This is also a City Council Goal.

COMMUNITY AND ECONOMIC DEVELOPMENT BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Community & Economic Development	216,602	232,695	424,877	992,634	985,603
Personnel Services	177,421	163,171	226,685	636,127	636,127
Materials and Services	21,681	52,424	198,192	342,445	342,445
Transfers	17,500	17,100	-	14,062	7,031

PERFORMANCE MEASURES

Effectiveness Measures	2021-23 Actuals	2023-25 Projected	2025-27 Projected
% of land use applications processed within 120 days of the application being deemed complete	100%	92%**	100%
% of land use applications processed within 90 days (including final appeal, if any) of the applications being determined complete	100%	92%**	100%
Land Use Preapplication Meetings	N/A*	26	36
Applications			
• Staff decisions and Planning Commission Decisions	15	12	30
• City Council Land Use Decisions	10	3	7

**New performance measure, therefore, historical data is not readily available.*

***Applicant requested an extension.*

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Community & Economic Development Director	1.0	1.00	1.00	1.00	1.00
Code Enforcement Officer/Building Permit Tech	0.5	0.75	0.75	1.00	1.00
Office Specialist	-	-	0.20	0.20	0.20
Total FTE's	1.5	1.75	1.95	2.20	2.20

CAPITAL OUTLAY

No capital outlay is budgeted for the Community and Economic Development Department budget in 2025-27.

COMMUNITY CENTER

SUMMARY

The Community Center Complex consists of 7.65 acres of park located along the Salem Ditch off N. First Avenue. This site contains the Community Center building, the Stayton Family Memorial Pool, three tennis courts, horseshoe pits, a playground, library, parking, a picnic area, and an open recreation field.



The City of Stayton Community Center was dedicated in 1979 and located at 400 W. Virginia Street near the Stayton Public Library. The Community Center is the official meeting place for the City Council and other groups. This facility brings people together for social and civic functions throughout the year. The Community Center's location and floor plan are available from [links on the City's website](#).

The Community Center has a total of 3,337 square feet available for events. There is also a kitchen facility and restrooms.

The Community Center is available for dances, weddings, receptions, parties, meetings, and concerts as well as for other events. Under certain circumstances and with additional fees, alcoholic beverages may be served in the building. Security may be required at events and there is a key deposit required for the facility.

HIGHLIGHTS

- A remodel of the Community Center Kitchen was completed earlier this year thanks partially to grant funding from the State of Oregon and Pacific Power. The foyer area also received a fresh coat of paint during fall 2024.
- The Community Center is used for private rentals which include birthday parties, health screenings, memorial services, wedding receptions, community fundraising events, and church services.
- The NorthWest Senior and Disability Services continues to serve the senior community with the Senior Meal Program for lunch every Monday, Wednesday, and Friday.
- The Community Center also serves as the meeting center for various City meetings including City Council, Planning Commission, Budget Committee, and other meetings as necessary.

CHANGES FROM PREVIOUS YEARS

- The proposed budget includes the installation of a new audio-visual system, removal of asbestos tiles, new flooring, and interior painting at the Community Center. These much-needed improvements will refresh the building, which has not seen major interior updates since its construction in 1979—aside from a recent kitchen remodel. The upgrades will also enhance the appeal of the facility, potentially increasing rental opportunities by providing a more modern and welcoming space. The Budget Committee reduced the overall budget for these improvements by \$65,000.

COMMUNITY CENTER BUDGET

Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts. This layout is required by the State.

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Community Center	39,804	79,309	111,432	344,708	279,708
Materials and Services	39,804	79,309	58,932	116,935	116,935
Capital Outlay	-	-	52,500	227,773	162,773

STAFFING

- Facility rental support is provided by Public Works Administration.
- Moonlight Maintenance assists with cleaning, as well as meeting and event set-up.

CAPITAL OUTLAY

Audio-Video Technology Upgrades	\$83,273
Community Center Flooring – Asbestos Mitigation	48,500
Community Center Flooring – New Flooring	25,000
Community Center Interior Painting	6,000
Total	\$162,773

MUNICIPAL COURT

SUMMARY

Stayton's Municipal Court program was initiated in 2014 when Marion County closed the East Marion Justice Court. The Court has jurisdiction over traffic citations and violations of the Municipal Code.

In 2024, the City began prosecuting certain low-level crimes to increase accountability. Previously, these cases were sent to Marion County and were routinely dismissed due to lack of staffing and space considerations. Due to this, the City now has contracts with a prosecuting attorney and defense attorney who work on an as needed basis.



The Judge is appointed by the Mayor, and ratified by the City Council, and works under contract for the City. This fund also covers the cost of a Municipal Court Clerk (0.5 FTE) A Stayton Police Officer also serves as the Bailiff about once per month when the court is scheduled to prosecute misdemeanors. Court is held most Wednesday afternoons.

HIGHLIGHTS

- The budgeted revenue for court fines and fees is \$198k for 2025-27.
- Started prosecuting misdemeanors in November 2024.

CHANGES FROM PREVIOUS YEARS

- This budget is fully phased up to accommodate for the prosecution of low-level crimes at the Municipal Court which started about halfway through the previous year. This includes an increase of monthly funds for the Municipal Court Judge, City Prosecutor, Bailiff, and a Defense Attorney in the event a defendant requests representation.
- A one-time expense of \$8,000 is included to fix a water leak in the foundation of the building.

PERFORMANCE MEASURES

Activity Measures	2022-23 Actuals	2023-24 Actuals	2024-25 Projected
Number of Court Days	41	45	37
Trials Held	42	37	55
Cases Processed	336	445	500
Ordinance Violations	8	2	10
Traffic Violations*	450	563	650
Misdemeanors	-	-	35

* Note: Not all traffic violations go to the Municipal Court if there are crimes associated with the violation.

MUNICIPAL COURT BUDGET

Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Municipal Court	124,132	119,100	120,269	258,742	256,982
Personnel Services	73,514	75,781	54,703	119,557	119,557
Materials and Services	50,618	43,319	65,566	135,665	135,665
Transfers	-	-	-	3,520	1,760

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Court Clerk	0.8	0.8	0.5	0.5	.5
Total FTE's	0.8	0.8	0.5	0.5	.5

CAPITAL OUTLAY

No capital outlay is budgeted for the Municipal Court in 2025-27.

MAYOR AND COUNCIL

SUMMARY

The City of Stayton is governed by a Mayor and five-member City Council and is a Council/Manager form of government.

The Mayor and City Council serve as the organization's "board of directors," providing governance, appointing the City Manager, establishing rules and regulations, policy, approving contracts, adopting the budget, and setting the direction of the organization.



HIGHLIGHTS

- City Council goal setting retreat with department heads took place in February 2025. The goals were refined during this meeting which happens every two years.
- Continued funding for training and relationship development for Mayor and Councilors.

CHANGES FROM PREVIOUS YEAR

- The Community Improvement Grant program (reinstated during FY24) is budgeted at \$20,000 per year with funding provided by the Marion County Community Prosperity Initiative Grant. This is now budgeted under Community & Economic Development.
- The Budget includes \$23,000 for a Council dais and tables for use during Council meetings.
- Membership in the Small Municipalities Advocacy Coalition (SMAC) was started in the previous budget but is removed for 2025-27 due to the future uncertainty of this organization.

MAYOR AND CITY COUNCIL BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Mayor/City Council	14,397	39,349	43,615	57,794	57,794
Materials and Services	14,397	39,349	43,615	34,794	34,794
Capital Outlay	-	-	-	23,000	23,000

CAPITAL OUTLAY

Council Dais and Tables \$23,000

ADMINISTRATION

SUMMARY

The Administration Department represents leadership and overhead functions of the City organization. Administration includes the City Manager, Assistant City Manager, Elections, Human Resources, Finance, Community Engagement, Information Technology, and Legal. A significant portion of the administration costs in the General Fund are recovered through interfund transfers for services provided to those funds, consistent with a cost allocation reviewed and updated for each budget.



HIGHLIGHTS

- The City received its ninth distinguished budget award from the Government Finance Officers Association (GFOA) for the fiscal year 2024-25 budget document.
- The Community Engagement Coordinator and associated activities have strengthened the City's connection with residents through strategic outreach and increased visibility. Key achievements include a significant rise in social media engagement, higher attendance at City events like the Holiday Tree Lighting (new) and National Night Out, and the introduction of City facility tours. The expanded City newsletter and the Streets 2.0 informational video have improved public awareness of City initiatives, while the new centralized Public Works Project Page offers residents easy access to project updates.

CHANGES FROM PREVIOUS YEAR

- The Facilities Maintenance position is funded through the Administration budget but moving forward will be managed by the Public Works department.

ADMINISTRATION BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Administration	1,354,549	1,394,757	1,658,755	3,670,621	3,593,285
Personnel Services	787,407	985,881	1,209,407	2,716,111	2,716,111
Materials and Services	487,488	382,876	449,348	899,838	849,838
Capital Outlay	53,654	-	-	-	-
Transfers	26,000	26,000	-	54,672	27,336

PERFORMANCE MEASURES

Administration

Activity Measures	2022-23 Actuals	2023-24 Actuals	2024-25 Projected
City Council meetings	20	19	18
City Council executive sessions	1	4	3
City Council special sessions	1	1	2
City Council work sessions	9	13	12
Resolutions adopted	28	36	35
Ordinances adopted	7	5	6
City of Stayton YouTube Channel video views	2,541	2,600	3,200
Facebook page follows	7,359	7,817	8,350
Facebook posts	239	275	296
Instagram follows	-	260	298
Instagram posts	-	105	248
StaytonOregon.gov Unique Visits	23,604	23,806	40,000
Email Subscribers		300	368
Public record requests	273	216*	226
Number of new hires/orientations	17	16	4

* Requests from other agencies removed from this count during the most recent fiscal year.

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	-	1.00	1.00	1.00	1.00
Payroll / Account Technician	1.00	-	-	-	-
Accounting Specialist	2.20	2.20	2.50	2.50	2.50
Administrative Special Projects	1.00	1.00	1.00	1.00	1.00
Community Engagement Coordinator	-	1.00	1.00	1.00	1.00
Facilities Maintenance	-	-	0.26	0.26*	0.26*
Total FTE's	7.20	8.20	8.76	8.76	8.76

*Position funded in Administration but managed by Public Works

CAPITAL OUTLAY

No capital outlay is budgeted for the Administration Department in 2025-27.

GENERAL OPERATIONS & OTHER REQUIREMENTS

SUMMARY

The General Operations area of the General Fund accounts for transfers to other funds to support their operations, non-recurring expenditures not specific to a department or other specific fund, General Fund operating contingency, and the unappropriated ending fund balance (“Unappropriated”).

Operating Contingency is an estimate of spending that may be necessary for goods or services that are not specifically identified at the time the budget is prepared.

Unappropriated Ending Fund Balance provides the City with a cash or working capital balance with which to begin the following budget. City policy requires this amount to be a minimum of negative cash flow for July 1 – October 31st of the subsequent year to cover any operating deficit until the receipt of property taxes in late October or November.

HIGHLIGHTS

- Subsidy transfers to the Library, Pool, and Parks are expected to total \$817,542. These have been inflated by 3% over the previous transfers. Operating contingency and unappropriated amounts meet City Policy minimum requirements.

CHANGES FROM PREVIOUS YEAR

- The one-time \$921,222 ARPA funds transferred to Stormwater and Wastewater projects were not repeated in 2025-27.
- The HUD Urban Revitalization Downtown Grant is budgeted at \$425k and this project is expected to be finished during 2025-27. Portions of it were budgeted twice in the 2023-25 budgets which is double budgeting of the grant. Delays (as well as wanting to have the expenditure authority in place) have caused this to be budgeted repeatedly.
- A budgeted transfer of \$286,995 to the Street fund is the result of Resolution 1122 (Nov 2024). This represents an estimated 15% of franchise revenues and is part of the City’s street improvement funding strategy. The Budget Committee also added an additional transfer of \$82,000 from the General Fund to the Street Fund.

NON-DEPARTMENTAL BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Operating	468,356	970,102	3,161,536	2,006,314	2,138,434
Materials and Services	118,356	24,557	439,642	436,569	436,569
Capital Outlay	-	40,545	-	-	-
Transfers	350,000	905,000	1,324,122	1,104,537	1,186,537
Contingency	-	-	580,000	386,512	436,512
Unappropriated	-	-	817,772	78,696	78,816

STREETLIGHTS

SUMMARY

The Streetlights budget provides funds for electricity costs related to Stayton's streetlights. Pacific Power & Light maintains the streetlights and the City pays a monthly fee for each streetlight.



HIGHLIGHTS

- The City is taking advantage of an Energy Trust of Oregon subsidy as we migrate our streetlights to LED's. This transition will save electricity and money every month. An analysis from PacifiCorp shows a one-time cost of about \$65,000 and a payback period of about three years due to lower ongoing electricity costs. Due to limited General Funds available, this project was eliminated by management in the proposed budget but was added back by the Budget Committee in the Adopted Budget for 2025-27.

CHANGES FROM PREVIOUS YEARS

- \$65,000 included to migrate to LED bulbs.

STREETLIGHTS BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Street Lighting	94,813	104,223	115,093	236,156	301,156
Materials and Services	94,813	104,223	115,093	236,156	301,156

LIBRARY FUND

SUMMARY

The Stayton Public Library fulfills a vital role by keeping people connected, both inside the Library and out in the community. The Library provides information and entertainment through our physical and electronic resources. We build relationships and advocate for lifelong learning. Library staff are actively evaluating and redesigning services so the Library can continue to foster a community space with opportunities to explore and a safe place to make connections.



HIGHLIGHTS



- Continued to imagine and implement new ways to provide service to the community.
- Re-envisioned spaces, programs, and materials exploring opportunities for all ages.
- Invented new ways to encourage community building and for staff to hone their range of skills with events of all sizes.
- Explored new opportunities for open-ended STEAM projects for all ages in our discovery alcove.
- Continued to expand the walls of the Library, establishing us as an active community partner and increasing access to literacy in a variety of locations.
- Created the opportunity for record-breaking participation in our Summer Reading Program.
- Continued participation in Chemeketa Cooperative Regional Library Service (CCRLS) to enhance the Library's ability to meet community needs.



CHANGES FROM PREVIOUS YEARS



- Expanded the use of the play-first model used as the premise for activities in our discovery alcove to other spaces in the children's area.
- Experimented with a collective rather than competitive all-age Winter Reading Challenge culminating in a Penguin Ball to celebrate its successful completion.
- Created, developed, and implemented the framework and curriculum for Safety Town in partnership with the Police Department and City staff.

LIBRARY FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	928,375	953,314	912,399	1,522,041	1,522,041
Beginning Fund Balance	356,600	405,149	360,798	294,760	294,760
Taxes	291,975	289,704	300,600	764,948	764,948
Charges for Services	934	910	700	1,500	1,500
Grants & Contributions	23,000	23,000	23,000	46,000	46,000
Intergovernmental	167,754	139,765	116,227	245,470	245,470
Interest & Miscellaneous	18,113	24,786	18,674	23,000	23,000
Transfers	70,000	70,000	92,400	146,363	146,363
Requirements	523,226	577,227	912,399	1,522,041	1,522,041
Personnel Services	380,255	409,586	461,521	1,021,463	1,021,463
Materials and Services	112,371	106,121	113,605	260,459	260,459
Capital Outlay	-	10,920	33,600	-	-
Transfers	30,600	50,600	52,900	121,000	121,000
Contingency	-	-	31,000	29,230	29,230
Unappropriated	-	-	219,773	89,889	89,889

PERFORMANCE MEASURES

Why are these measures important?

- Circulation is a traditional indicator of library use and helps to verify that local collection development is addressing community needs. Our circulation has consistently outpaced other area libraries serving similar populations.
- Circulation of downloadable materials shows recognition of a current trend and the Library's ability to meet that need, as well as the community's awareness and use of library services.
- Library visits show that the Library's collection, outreach, and programming are relevant and utilized by the community.

Activity Measures	2022-23 Actuals	2023-24 Actuals	2024-25 Projected	2025-26 Projected	2026-27 Projected
Circulation of library materials	138,168	147,875	150,879	155,406	160,068
Circulation of downloadable materials	22,240	25,196	25,699	26,470	27,264
Library visits	38,718	43,993	45,143	46,497	47,892
% change in circulation – library materials	5.1%	7.0%	2.0%	3.0%	3.0%
% change in circulation – downloadables	6.0%	13.3%	2.0%	3.0%	3.0%
% change Library visits – all ages	38.0%	13.6%	2.6%	3.0%	3.0%

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Library Director	1.00	1.00	1.00	1.00	1.00
Library Assistant – Lead	1.00	1.00	1.00	1.00	1.00
Library Youth Services	1.00	1.00	1.00	1.00	1.00
Library Assistant	1.26	1.26	1.26	1.26	1.26
Library Aide	1.76	1.76	1.76	1.76	1.76
Outreach Youth Services	-	-	-	-	-
Library Page	-	-	-	-	-
Total FTE's	6.02	6.02	6.02	6.02	6.02

CAPITAL OUTLAY

No capital outlay is budgeted for the Library in 2025-27.

POOL FUND

SUMMARY



The Swimming Pool Fund accounts for the operations of Stayton's indoor swimming pool located at 333 W. Burnett Street. The pool budget provides annual operation and maintenance objectives (chemicals, pump repair, supplies, electrical, gas expenses, etc.).

Revenues are received from a combination of local option Recreation tax levy funds, user fees, memberships, and General Fund subsidy. Attendance and participation in activities has continued to climb following reopening after COVID closures.

The pool continues to see an increase in patrons returning to the pool over the past year. Swim lessons are underway and continue to hit capacity quickly. We continue to see an increase in private pool rentals, attendance at water movement classes, and open swims. Our Pool Supervisor continues to forge new partnerships with local schools and businesses who use the pool for classes, swim teams, and swim meets, year-end school parties, physical therapy, etc.

HIGHLIGHTS

- Swimming lessons continue to be extremely popular. During 2024, lesson offerings were increased due to staff availability. Students range from children to adults. Each session fills up within hours of opening. April set a record by filling in 2 minutes. We offered 785 spots for swim lessons during swim season, which runs from April through October.
- Continued partnership with ProMotion Physical Therapy to utilize the pool for patients with mobility issues.
- Kiwanis continues to provide funding for third grade swim lessons in the spring. This provides water safety lessons for third graders in the area.
- Spring Break special open swim time brought the pool more than 100 swimmers each day to enjoy family pool time, as well as additional slide days to add more fun.
- In addition to private rentals for birthday parties, the pool also provided a place for schools to host their end of year parties.
- Water aerobics classes continue to see increased attendance.



- This last year we offered a lifeguard certification class, which allows people in our area and surrounding areas to become certified lifeguards.
- The National Guard began using the pool to do their in-water training.
- Added a \$2 one-hour family swim in the evening during July which brought in 110 patrons.
- Completed a Pool Facility Audit.

CHANGES FROM PREVIOUS YEAR

- Increase in FTE to accurately represent the actual employees and hours needed to operate the pool facility.
- Projects during the next biennium include:
 - Replacement of the overhead lights and electrical panel have been carried over from the current fiscal year.
 - During the fall 2025 maintenance closure of the pool, we plan to resurface the pool bottom and locker room floors, paint the building interior and the exterior of the slide room.
 - Other biennium projects include rebuilding of a pump motor and caulking the pool deck.
- The City will need to pursue an update to the Recreation Operating Levy (which funds Parks and the Pool) to sustain current service levels.

POOL FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	546,365	600,731	623,167	1,350,817	1,350,817
Beginning Fund Balance	166,181	132,165	158,025	84,765	84,765
Taxes	180,370	183,630	187,800	599,254	599,254
Charges for Services	105,389	131,577	132,750	285,298	285,298
Grants & Contributions	-	-	34,500	100,000	100,000
Interest & Miscellaneous	4,425	8,359	7,692	7,592	7,592
Transfers	90,000	145,000	102,400	273,908	273,908
Requirements	414,200	428,436	623,167	1,350,817	1,350,817
Personnel Services	185,553	225,977	236,155	678,106	678,106
Materials and Services	149,209	142,259	193,744	354,159	354,159
Capital Outlay	15,839	-	22,000	102,167	102,167
Transfers	63,600	60,200	79,200	178,000	178,000
Contingency	-	-	23,000	34,262	34,262
Unappropriated	-	-	69,068	4,123	4,123

PERFORMANCE MEASURES

Activity Measures	2022-23	2023-24	Projected 2024-25
New Membership Sign-Ups			
Residents	203	197*	270
Non-resident	352	213	184*
Non-Members (Drop-In's)			
Resident	2,345	2,345	3,276
Non-resident	1,398	1,398	1,596

**While this number decreased, we saw an increase in health insurance paid memberships.*

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Aquatics Facility Manager	1.00	1.00	1.00	1.00	1.00
Maintenance Worker	0.29	0.29	0.29	0.25	0.25
Lifeguards	1.71	3.35	3.57	4.71	4.71
Total FTE's	3.00	4.64	4.86	5.96	5.96

CAPITAL OUTLAY

Pool Bottom Resurfacing	\$40,000
Slide Suction	25,000
Locker Room Floors	20,000
Interior Pool Facility Painting	17,167
Total	\$102,167

PARKS FUND

SUMMARY

The City of Stayton owns and maintains pedestrian trails, mini-parks, neighborhood parks, community parks, and natural open spaces. The City maintains 13.7 acres of neighborhood parks, 2.4 acres of community parks, 2.1 acres of mini-parks, and 119.75 acres of open space parks. The City's parks system is highly valued by residents and visitors because they contribute to the livability of Stayton.



Parks and Recreation Board Members and Terms

Dan Brummer	12/2026
Pam Pugsley	12/2025
AJ Westlund	12/2025
Tricia Hafner	12/2026
Marco Levario	12/2026
Nicholas Raba	12/2025
Jared Burns	12/2026

HIGHLIGHTS

Highlights for Fiscal Year 2024-25

- The City received a grant from Marion County for the construction of a new parking lot and the clearing of Riverfront Park South.
- Received a grant from the Oregon Parks and Recreation Department for Mill Creek Park, phase 1 development.
- Hazard tree removal in parks.
- Repaired the rubber matting in the Santiam Park play area.
- Community Garden lease was not renewed for the existing location north of W. High and south of Salem Ditch on Evergreen.

Planned Work Highlights for the 2025-27 Biennium

- Increased focus on asset management planning for deferred maintenance and replacement costs.
- The City will pursue an update to the Recreation Operating Levy (which funds Parks and the Pool) to sustain current service levels. However, to adequately address growing maintenance demands, reduce the backlog of deferred work, and ensure our parks remain safe, clean, and accessible, the Council may consider increasing the levy beyond the amount required for existing services. This would allow for additional staffing for parks—an essential step toward maintaining park conditions at a standard the community expects. It would also support the

future opening and upkeep of Wilderness Park, which will further expand the City's recreational offerings and long-term maintenance responsibilities.

- Mill Creek Park Phase 1 improvements and continue to identify opportunities to add additional amenities and phases through grants, donations and other funding mechanisms.
- Continuing to identify opportunities to add amenities at Riverfront Park South through grants, donations and other funding mechanisms.

CHANGES FROM PREVIOUS YEAR

- Rental rates for park facilities effective July 1, 2025 were changed in Resolution No. 25-009.
- This budget assumes an increased operating levy beginning in July 2026 to allow for the addition of 1 FTE that will be funded 0.5 from parks and 0.25 from water and 0.25 from streets.

ACTIVITY MEASURES

Activity Measures	2022-23	2023-24	2024-25
Total acres of neighborhood, community, and open space parks	120	120	120
Number of restrooms maintained daily	3	3	3
Playground equipment repairs/replacements	17/2	61/3	71/3
Dog waste bags supplied	13,000	13,000	13,000
Irrigation repairs (hours)	64	138	140
Lawn maintenance hours (mowing, edging, herbicide application)	482	340	170
Debris cleaned from parks (tons)	30	27	30
Playground equipment inspection (hours)	178	140	163
Path and trail maintenance (hours)	271	178	165
Garbage collection in parks (cubic yards)	96	103	115
Park structure maintenance (hours)	178	227	170
Vandalism repairs (each)	20	65	7

PARKS FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	582,993	632,608	1,694,743	3,150,001	3,150,001
Beginning Fund Balance	204,780	237,048	219,601	141,964	141,964
Taxes	178,889	182,580	187,800	680,028	680,028
Charges for Services	-	-	-	20,000	20,000
Grants & Contributions	-	-	250,000	1,000,000	1,000,000
Interest & Miscellaneous	9,324	22,980	21,642	10,738	10,738
Transfers	190,000	190,000	1,015,700	1,297,271	1,297,271
Requirements	345,945	385,021	1,694,743	3,150,001	3,150,001
Personnel Services	104,885	120,976	145,052	370,716	370,716
Materials and Services	104,149	198,250	222,801	639,762	639,762
Capital Outlay	89,012	997	1,060,000	1,815,500	1,815,500
Transfers	47,900	64,798	133,800	283,000	283,000
Contingency	-	-	72,000	40,698	40,698
Unappropriated	-	-	61,090	325	325

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Maintenance Worker II	1.30	1.00	1.00	1.00	1.00
Utility Operator I	-	0.30	0.30	0.80	0.80
Weekend Operator	0.17	0.17	0.17	0.17	0.17
Total FTE's	1.47	1.47	1.47	1.97	1.97

CAPITAL OUTLAY

Mill Creek Park improvements	\$1,750,000
Replace 4 posts at Santiam Park Gazebo	40,000
Stand-on mower	12,500
Truck mounted leaf vacuum	13,000
Total	\$1,815,500

STREET FUND

SUMMARY

The City of Stayton is responsible for maintaining approximately 34.6 miles of public streets. Of this total, 26.3 miles are fully improved with curb and gutter on both sides, 3.1 miles are partially improved with curb and gutter on only one side, and 3.87 miles are unimproved, consisting of pavement without curbs or gutters. The City's Street Saver program reports that the pavement condition index (PCI) has dropped to 52 (out of 100).

- 29% of City streets are in very good condition
- 21% of City streets are in good condition
- 33% of City streets are in poor condition
- 17% of City streets are in very poor condition

This indicates a concerning trend—street surfaces are deteriorating at a rate that exceeds the City's current capacity to maintain them in good condition. Without additional investment or strategic intervention, the condition of the street network will continue to decline, reducing overall usability, increasing long-term costs, and impacting transportation safety and efficiency.

Street funding comes from the following sources:

- Stayton approved a local gas tax of \$0.03 per gallon of gas sold in Stayton. The net revenue of the gas tax is to be used only for activities related to the construction, reconstruction, improvement, repair, and maintenance of public highways, roads, and streets within the city.
- Each year the City receives a portion of state gasoline taxes (\$600,000 per year) to help pay for the ongoing maintenance of the City's Street system.
- The Transportation Maintenance Fee (TMF) is charged monthly to every utility customer in Stayton. The key concept of a TMF is that everyone benefits from the transportation system (we all use city streets), and everyone should pay part of the cost of preserving them. The current rate is \$10.00 per month for single family homes and commercial, industrial, and non-residential uses are proportionately increased based on the trip category they are in

In addition, in November 2024 the Council approved Resolution 1122 which directed 15% of the Franchise fee revenue to be allocated towards streets.



Ida Street Improvement Project



Douglas Street Improvement Project

This budget reflects all the above noted revenue streams and a package of projects to maximize maintenance while moving forward on improving the condition of existing streets in poor condition. These revenues pay for personnel, materials, vehicles, the public works shop facility, and administrative and capital expenses related to the 34.6 miles of City-owned streets within Stayton city limits. The City has 1.5 full-time public works employees assigned to street operations and maintenance. Services include regular street sweeping, traffic signal maintenance, sign installation and replacement, striping, sanding, and minor street repairs, and improvements.

HIGHLIGHTS

Highlights for Fiscal Year 2024-2025

- Completed the Ida Street Paving and Waterline Improvement Project in July.
- The design of a roundabout at Golf Club Road is close to completion but was paused to address stormwater concerns that are being addressed through the update of the Stormwater Master Plan.
- Completed design and began construction of a major improvement project of Westown Drive from Shaff Road to West Brett Court. This project includes improving the pavement condition, as well as installing ADA access ramps at the intersections.
- Slurry sealed Sierra Court and Heritage loop and a portion of Westown that is not included in the improvement project.
- Received State Routes to School grant award to construct pedestrian crossing improvements at the Fern Ridge/Third Ave intersection.
- Leveraged sewer funds to improve travel lanes on Ida.

Planned Work Highlights 2025-27 Biennium

- City to invest up to \$1,250,000 on street overlay projects.
- \$600,000 in slurry seal and crack seal of selected streets.
- Design and construct the pedestrian crossing improvements at the Fern Ridge/Third Ave intersection.
- Design of Kindle Way and one other reconstruction/improvement project.

CHANGES FROM PREVIOUS YEAR

- Rate increase to \$10 per Single Family Dwelling approved by Council via Resolution No. 1122.
- 15% of Franchise fee revenue directed towards streets per Resolution No. 1122.
- This budget assumes an increased Park operating levy beginning in July 2026 to allow for the addition of 1 FTE that will be funded 0.5 from parks and 0.25 from water and 0.25 from streets.

STREET FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Resources	2,826,589	3,814,484	3,110,177	11,629,911	11,711,911
Beginning Fund Balance	1,648,765	1,918,123	1,881,369	2,334,265	2,334,265
Gas Taxes	844,019	832,028	846,000	1,870,000	1,870,000
Charges for Services	93,677	187,790	190,000	930,000	930,000
Grants & Contributions	179,946	210,176	105,000	4,732,440	4,732,440
Interest & Miscellaneous	51,781	152,133	84,308	176,211	176,211
Transfers	8,400	514,234	3,500	1,586,995	1,668,995
Requirements	908,466	1,557,487	3,110,177	11,629,911	11,711,911
Personnel Services	114,320	140,083	145,200	364,660	364,660
Materials and Services	100,286	139,935	457,691	1,354,124	1,354,124
Capital Outlay	351,559	1,018,318	800,000	7,807,440	7,807,440
Transfers	342,300	259,151	447,600	1,057,000	1,057,000
Contingency	-	-	71,000	463,226	463,226
Unappropriated	-	-	1,188,686	583,461	665,461

PERFORMANCE MEASURES

ACTIVITY MEASURES	2022-23	2023-24	2024-25
Streets paved overlays (lane miles)	0.53	1.03	0.30
Slurry seals application (lane miles)	0	0	1.4
Street Signs replaced/installed (each)	50	48	45
Streets cleaned/swept (curb miles)	2,221	1,192	1,602
Street sweepings hauled to Coffin Butte (cy)	375	311	335
ADA Ramps Constructed (each)	10	10	10
Asphalt Cold Mix used for pothole repair (lbs)	24,750	18,900	22,000
Gravel applied to gravel roads (cy)	185	54	150
Dust control applied to gravel roads (gallons)	4,600	4,718	4,700
Fall Cleanup debris received (cy)	60	110	105
Food donated to food bank (lbs)	213	240	200
Food bank donations (\$)	\$15.00	\$30.00	-
Striping - Parking stalls (each)	397	397	415
Striping-curb (ft)	3,477	3,532	3,500

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Utility Operator	1.1	1.1	1.1	1.35	1.35
Public Works Supervisor	0.4	0.4	0.4	0.40	0.40
Total FTE's	1.5	1.5	1.5	1.75	1.75

CAPITAL OUTLAY

Pedestrian improvements at Fern Ridge Road and Third Avenue	\$542,440
Street overlays	2,000,000
Shaff Road Roundabout (assuming Federal Grant Funding)	5,000,000
Street reconstruction Design (to be selected by Council from list provided by staff in accordance with Resolution 1122)	250,000
Vehicle upfitting	15,000
Total	\$7,807,440

Some capital outlay is contingent on projected SDC revenues; if actual revenues fall short of projections, the associated expenditures will not be made.

WATER FUND

SUMMARY

The Water Department is responsible for the treatment and distribution of clean, safe drinking water to residential, commercial, and industrial customers throughout the City. Raw water is sourced from the North Santiam River and delivered via the Santiam Water Control District's Stayton Power Canal to the City's water treatment facility, which utilizes a direct on-line slow sand filtration system.



Slow sand filtration is a highly effective method for treating low-turbidity, high-organic-load water. However, it requires a large surface area and is less effective during periods of high turbidity or elevated algae levels. As the biological layer known as the schmutzdecke (German for "dirty layer") forms on the surface of the filter, periodic cleaning becomes necessary. This involves draining the filter and mechanically skimming the top layer to restore performance.

Following filtration, the water is stabilized with soda ash to adjust pH and then disinfected using sodium hypochlorite. The treated water is then distributed through a system comprising 44.5 miles of water mains, along with reservoirs and booster pump stations that ensure consistent pressure and supply.

This budget supports the full scope of the Water Department's operational and maintenance activities, including water line repairs, meter reading and replacement, new meter installations, hydrant maintenance, slow sand filter cleaning, treatment plant upkeep, pump repairs, chemical treatment, and billing services. The Water Enterprise Fund also finances capital improvement projects related to both the treatment facility and the distribution network.

Revenues for the Water Fund are generated through water utility fees collected from Stayton's water customers.

HIGHLIGHTS

Highlights for Fiscal Year 2024-2025

- Completed construction of 10-inch water line in Ida. Abandoned section of 4-inch water main on Ida and connected services to the 16-inch water main.
- Completed design and bid for construction of 16-inch water line in Shaff Road Phase 1 of ASR Project.
- The City had the challenge this year of responding to the USACE proposal to do a deep drawdown of the Detroit Dam. This provided the opportunity to better understand and articulate our water insecurity issues. It also allowed us to explore interim and long-term

fixes. Finally, it provided the foundation for additional understanding and information related to our deferred maintenance and replacement costs. It's important to note that the City does not have adequate resources or funds to deal with the likely ramifications of a deep drawdown.

- Rebuilt Pumps at Water Treatment Plant.
- Finished installing security fence around Regis Water Tank property.

Planned Work Highlights 2025-27 Biennium

- Increased focus on asset management planning for deferred maintenance and replacement costs.
- The City will continue to monitor, participate and respond to on-going discussions related to the Detroit Dam drawdown.
- Design and begin construction of ASR project.
- Update Water Master Plan; including asset management planning.

CHANGES FROM PREVIOUS YEAR

- Rates for the 2024-25 fiscal year were increased per Resolution No. 25-009.
- Detroit Dam Drawdown discussion.
- This budget assumes an increased operating levy beginning in July 2026 to allow for the addition of 1 FTE that will be funded 0.5 from parks and 0.25 from water and 0.25 from streets. The additional staff in the Water Enterprise Fund will support expanded field operations.
- The contingency includes \$485,000 that may be used for additional projects or to pay down the principal debt balance.

WATER FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Resources	2,866,769	3,425,132	4,332,030	13,005,060	13,005,060
Beginning Fund Balance	856,563	1,018,185	972,056	1,414,697	1,414,697
Charges for Services	1,860,307	2,312,397	2,388,000	4,776,200	4,776,200
Grants & Contributions	-	-	686,333	3,819,750	3,819,750
Intergovernmental	108,928	-	-	-	-
Interest & Miscellaneous	40,971	94,550	45,953	114,163	114,163
Transfers	-	-	239,688	2,880,250	2,880,250
Requirements	1,848,584	2,114,057	4,332,030	13,005,060	13,005,060
Personnel Services	300,449	364,236	409,019	975,745	975,745
Materials and Services	524,856	667,521	860,681	1,841,651	1,841,651
Capital Outlay	207,329	366,203	1,700,000	6,495,000	6,495,000
Debt Service	332,850	329,700	330,100	660,000	660,000
Transfers	483,100	386,397	472,500	1,110,000	1,110,000
Contingency	-	-	149,000	914,555	914,555
Unappropriated	-	-	410,730	1,008,109	1,008,109

ACTIVITY MEASURES

	2022-23	2023-24	2024-25
Potable water production (gallons)	559,732,000	601,501,000	601,768,000
Water Usage Billed (gallons)	378,012,000	453,490,000	425,553,000
Water meters replaced (each)	123	125	101
Fire hydrants repaired	-	2	2
Water service lines repaired / replaced	21	9	34

STAFFING

	2022-23	2023-24	2024-25	2025-27	2025-27
Position	Actuals	Actuals	Budget	Proposed	Adopted
Public Works Supervisor	0.60	0.60	0.60	0.60	0.60
Chief Water Treatment Plant Operator	1.00	1.00	1.00	1.00	1.00
Public Works Utility Operator	1.77	1.77	1.77	2.02	2.02
Total FTE's	3.37	3.37	3.37	3.62	3.62

CAPITAL OUTLAY

Aquifer Storage and Recovery System	\$5,250,000
Water Valve and Pine Street VFD Project	200,000
System Improvements	1,000,000
Shop roof replacement	18,000
Vehicle upfitting	27,000
Total	\$6,495,000

Some capital outlay is contingent on projected SDC revenues; if actual revenues fall short of projections, the associated expenditures will not be made.

WASTEWATER FUND

SUMMARY

The Wastewater Enterprise Fund supports the collection, conveyance, and treatment of sewage generated by residential, commercial, and industrial customers in both Stayton and Sublimity. The system includes approximately 39 miles of sanitary sewer collection lines, and four wastewater lift stations within Stayton, which transport sewage to the City's Wastewater Treatment Facility.

Due to incomplete separation between the sanitary and stormwater systems, as well as infiltration through aging infrastructure, stormwater inflow and infiltration (I&I) significantly increase the volume of wastewater requiring treatment—often tripling flows during wet weather compared to dry conditions. This added volume places substantial operational and financial demands on the system.

The Wastewater Treatment Facility is the largest capital asset in the City's infrastructure, with an estimated value of approximately \$300 million. The plant treats wastewater by separating solids from liquids and disinfecting both to meet environmental and regulatory standards for safe disposal. The treatment process includes flow measurement, screening, primary sedimentation, biological digestion, filtration, ultraviolet (UV) disinfection, sludge conditioning, pasteurization, drying, and final disposal.

Annual maintenance objectives for the Wastewater Fund include cleaning, televising, repairing, and replacing sewer lines; maintaining lift stations and pumps; managing sludge processing and disposal; and maintaining the treatment facility itself. The fund also supports billing operations and customer service. Revenue is generated through wastewater user fees collected from Stayton residents and businesses, along with monthly flow-based charges billed to the City of Sublimity.

HIGHLIGHTS

Highlights for Fiscal Year 2024-25

- Gate at Wilco lift station and Wastewater Treatment Plant (WWTP).
- Installed fall protection at influent pumps.
- A used TV inspection van and smoke tester were purchased for the Collections Division. This enables the City to perform its own pipeline cleaning, video inspections, and smoke testing, eliminating the need for outside contractors. These activities support compliance with TMDL requirements.
- We purchased a used 65' lift for maintenance on building roofs, gutters and silos. Will also be used for lights, tree trimming and pressure washing.
- The Plant had not used recycled water for the past 12 years, relying instead on an average of

170,000 gallons of potable water per day. Following system repairs and restoration, potable water usage has now been reduced to less than 1,000 gallons per day.

- Wastewater Treatment Plant roof replacements on the headworks and blower buildings.
- Completed construction of Phase 2 of the Ida Street Sanitary Wastewater 30-inch Trunkline Project (Priority 1.1 Master Plan Project).
- Began negotiation with the City of Sublimity for a new Wastewater Contract based on Utility Rate Study results.
- Contract for design of Priority 2.4 Master Plan project (State funded).

Planned Work Highlights for the 2025-27 Biennium

- Increased focus on asset management planning for deferred maintenance and replacement costs.
- Priority 2.4 Master Plan project design completion and put out to bid to be constructed spring – summer 2026.
- Priority 2.3 and Priority 2.2 Master Plan Projects designed and may be constructed depending on timeline.
- Post SBR Equalization (Priority 1.5, Master Plan Project).
- Mill Creek Force Main.

CHANGES FROM THE PREVIOUS YEAR

- Implementation of a lateral assistance program to assist customers to repair broken laterals with the goal of reducing water inflow and infiltration into our wastewater collection systems.
- Rates for the 2024-25 fiscal year were increased per Resolution No. 25-009.
- The contingency includes \$310,000 that may be used for additional projects or to pay down the principal debt balance.

WASTEWATER FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	9,276,898	10,571,381	10,535,531	22,603,057	22,603,057
Beginning Fund Balance	5,412,967	5,773,353	5,171,461	4,655,953	4,655,953
Charges for Services	3,627,363	3,927,495	4,165,385	9,032,313	9,032,313
Grants & Contributions	-	-	-	7,875,000	7,875,000
Intergovernmental	-	500,000	-	-	-
Interest & Miscellaneous	165,235	272,969	215,463	302,791	302,791
Transfers	71,333	97,564	983,222	737,000	737,000
Requirements	3,503,545	4,876,520	10,535,531	22,603,057	22,603,057
Personnel Services	379,748	463,486	634,835	1,347,106	1,347,106
Materials and Services	841,103	1,200,241	1,681,080	2,724,138	2,724,138
Capital Outlay	826,098	1,910,200	3,350,000	12,200,000	12,200,000
Debt Service	818,196	816,197	819,456	1,631,082	1,631,082
Transfers	638,400	486,396	590,200	1,374,000	1,374,000
Contingency	-	-	629,447	1,713,306	1,713,306
Unappropriated	-	-	2,830,513	1,613,425	1,613,425

ACTIVITY MEASURES

	2022-23	2023-24	2024-25
Wastewater Treated (gallons)	561,680,000	606,110,000	645,000,000
Wastewater Treated from Sublimity (gallons)	115,300,000	141,374,000	115,000,000
Biosolids Produced (tons)	293	258	269
Manholes cleaned, sealed, repaired (each)	3	62	62
Sanitary Wastewater Lines Cleaned (lineal feet)	22582	102,702	111,900
Sanitary Wastewater Lines CCTV'd (lineal feet)	20483	44811	38,000
Pipe Repairs (each or l.f.)	53	497	1605
Wastewater Locates per One Call Requests (each)	412	564	1045

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Public Works Wastewater Supervisor	1.00	1.00	1.00	1.00	1.00
Wastewater Treatment Operators	5.34	4.34	4.34	4.34	4.34
Wastewater & Storm Collections Operator	0.50	0.50	0.50	0.50	0.50
Total FTE's	6.84	5.84	5.84	5.84	5.84

CAPITAL OUTLAY

Jetters Way Force Main	\$2,500,000
Master Plan Priority 2.2 Project Design and Construction	2,000,000
Master Plan Priority 2.3 Design	100,000
Master Plan Priority 2.4 Construction	3,000,000
Post SBR Equalization Basin / Selector Cell	1,000,000
Electrical Upgrades	3,000,000
Equipment Including Pumps	50,000
Building Improvements to the Dryer Room	50,000
Purchase VacCon Truck	500,000
Total	\$12,200,000

Some capital outlay is contingent on projected SDC revenues; if actual revenues fall short of projections, the associated expenditures will not be made.

STORMWATER FUND

SUMMARY

The City's stormwater system is often underestimated and overlooked, despite its critical role in overall infrastructure performance. One of the most significant impacts of an underperforming stormwater system is its contribution to inflow and infiltration (I&I) within the wastewater collection system. This becomes especially apparent when comparing seasonal treatment demands: during the summer months, the wastewater treatment plant typically processes between 1.5 to 2 million gallons per day (MGD), while peak winter flows rise dramatically to between 4 and 5 MGD.

By improving the integrity of the wastewater collection system and effectively diverting inflow to the stormwater system, the city can potentially avoid costly upgrades to the wastewater treatment plant.

The stormwater system includes a range of infrastructure such as stormwater and sanitary sewer separation facilities, piped collection systems with pollution control structures, street curbs and gutters, open channels, ditches, swales, culverts, catch basins, and discharge points to streams and drainageways.

The Stormwater Fund supports the operation and maintenance of this essential system. Annual objectives include system cleaning, debris clearing, structural repairs and replacements, tracking infrastructure performance, and billing for stormwater utility charges. Revenues for this fund are solely generated through stormwater user fees within the City of Stayton, which limits the financial capacity to address growing maintenance and capital needs.

Strengthening the City's stormwater management program is not only vital for protecting water quality and reducing flooding risk, it also plays a strategic role in minimizing pressure on the wastewater treatment system and managing long-term capital costs.

HIGHLIGHTS

Highlights for Fiscal Year 2024-2025

- Storm drain / catch basin upgrades for the Ida Street improvements project.
- Storm drain / catch basin upgrades for the Douglas Avenue improvements project.
- Continued work on the Stormwater System Master Plan Update, including modeling of Salem Ditch.
- Completed feasibility study for the Wilco Road Industrial Area Stormwater Planning and Design.
- Storm drain / catch basin upgrades for Westown.

- Jetters Way catch basin project.
- Water quality manholes at evergreen and Maple and in Westown.

Planned Work Highlights for the 2025-27 Biennium

- Increased focus on asset management planning for deferred maintenance and replacement costs.
- Stormwater Master Plan – ongoing through 2025-2026.
- Design of a regional stormwater management facility in the Wilco Road Industrial area with the Congressionally Directed Spending funds through USDA’s Water and Wastewater Disposal Grant Program.
- Addition of at least one water quality manhole in compliance with TMDL goals.

CHANGES FROM PREVIOUS YEAR

- Rates for the 2025-26 fiscal year were increased per Resolution No. 25-009.
- Increased focus on asset management planning for deferred maintenance and replacement costs.
- The contingency includes \$229,179 that may be used for additional projects or to pay down the principal debt balance.

STORMWATER FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Resources	764,390	989,329	1,617,124	6,391,709	6,391,709
Beginning Fund Balance	398,256	483,472	158,541	811,899	811,899
Charges for Services	354,412	482,555	700,000	1,479,920	1,479,920
Intergovernmental	-	-	40,000	1,875,000	1,875,000
Interest & Miscellaneous	11,722	23,302	18,583	53,521	53,521
Transfers	-	-	700,000	2,171,369	2,171,369
Requirements	280,918	509,503	1,617,124	6,391,709	6,391,709
Personnel Services	33,283	36,865	48,065	114,400	114,400
Materials and Services	80,995	239,531	591,396	552,441	552,441
Capital Outlay	-	23,609	500,000	4,200,000	4,200,000
Debt Service	71,240	70,540	70,460	125,230	125,230
Transfers	95,400	138,958	238,300	501,000	501,000
Contingency	-	-	57,000	468,251	468,251
Unappropriated	-	-	111,903	430,387	430,387

PERFORMANCE MEASURES

	2022-23	2023-24	2024-25
Lineal feet of storm drains cleaned/inspected	37,361	69,886	43,800
Number of swales/detention facilities maintained	6	6	6
Lineal feet of drainage ditches cleaned	20	134	1,465
Number of manholes cleaned	63	127	130
Number of catch basins cleaned	187	415	270
Storm TV (ft)	-	-	8,000
Storm repaired	-	-	-

STAFFING

	2022-23	2023-24	2024-25	2025-27	2025-27
Position	Actuals	Actuals	Budget	Proposed	Adopted
Wastewater & Storm Collections Operator	0.5	0.5	0.5	0.5	0.5
Total FTE's	0.5	0.5	0.5	0.5	0.5

CAPITAL OUTLAY

Wilco Road Area Regional Detention Facility	\$4,000,000
Pollution Control Manholes	100,000
Storm Systems Related to Street Improvements	100,000
Total	\$4,200,000

Some capital outlay is contingent on projected SDC revenues; if actual revenues fall short of projections, the associated expenditures will not be made.

PUBLIC WORKS ADMINISTRATION INTERNAL

SERVICE FUND

SUMMARY

The Public Works Department is responsible for the planning, operation, maintenance, and improvement of the City's core infrastructure systems and public spaces. This includes potable water abstraction, treatment, storage, and distribution; wastewater collection, treatment, and disposal; stormwater collection and conveyance; and the maintenance and improvement of public parks, streets, and municipal facilities. Public Works supports the health, safety, mobility, and overall quality of life for residents, businesses, and visitors.

The department is organized into several divisions—Administration, Streets, Water, Wastewater, Stormwater, and Parks. These divisions work collaboratively to ensure reliable, responsive service delivery across the City. Public Works also leads long-range infrastructure planning, emergency response efforts, regulatory compliance, and capital project delivery.

The Public Works Administration Fund is supported by transfers from the Water, Wastewater, Stormwater, Parks, and Street funds. It covers management and support services essential to the department's overall effectiveness. Administrative responsibilities include building permit processing, development review and inspection, engineering services, contract management, council staff report preparation, master planning, pavement management, and general oversight of utility operations and parks maintenance and construction.

This budget funds the department's core operational and maintenance activities, such as utility system repairs, preventive maintenance, capital improvements, customer service, and billing support. Strategic priorities also include addressing aging infrastructure, expanding service capacity, reducing deferred maintenance, and maintaining compliance with state and federal regulations.

The 2025-27 biennium budget reflects a balanced approach to maintaining essential services while investing in long-term system resilience. Targeted staffing additions and capital investments are proposed to support growth in parks and stormwater functions and to meet increasing service demands.

Public Works operations are funded through a combination of utility user fees (Water, Wastewater, Stormwater), the General Fund (Parks and Streets), a local operating levy (Parks) grants, and system development charges. The department remains committed to efficient resource management, infrastructure stewardship, and delivering high-quality public services to the Stayton community.

HIGHLIGHTS

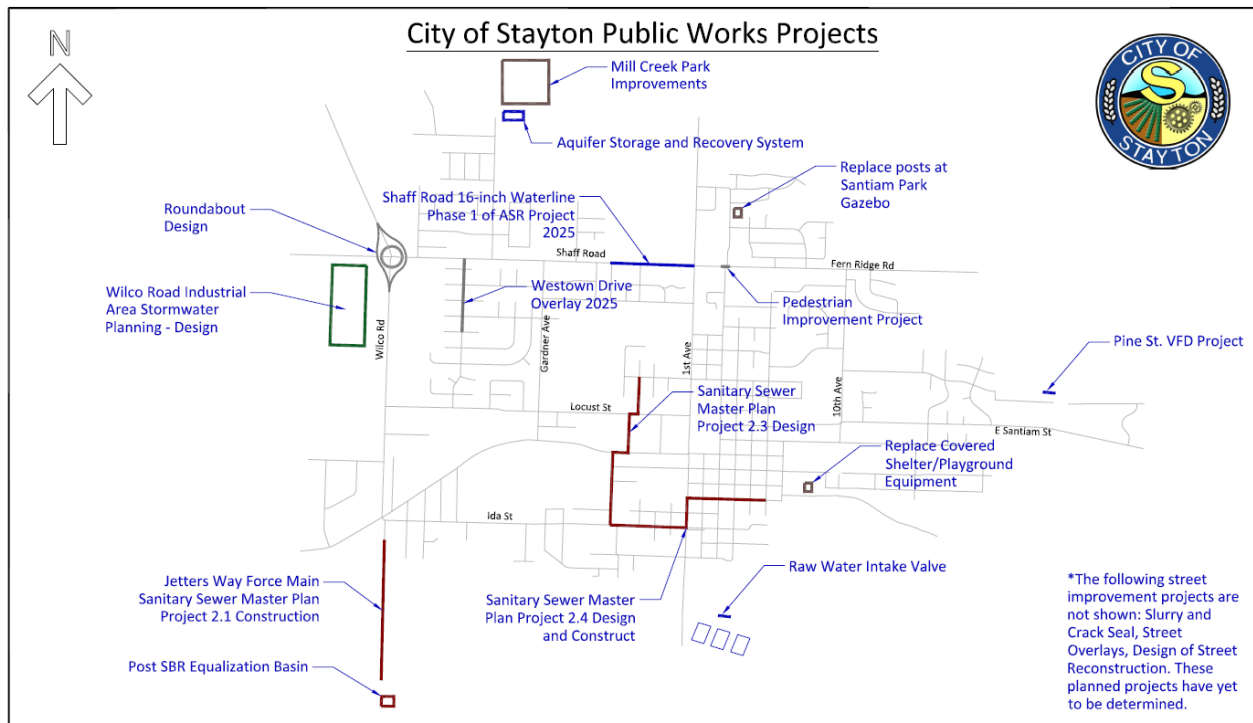
During the 2024-25 fiscal year, Public Works Administration saw two key staff positions vacant. This resulted in an increased workload on remaining staff and delayed delivery of some projects.

At present, the Public Works Director role is being supported by an external consultant, who is providing day-to-day operational oversight and addressing long-term planning needs—particularly those related to the reliability and security of the City’s water system. The consultant is also assisting with organizational development, operational optimization, and recruitment for the department’s vacant positions. With new eyes, comes the realization of hidden challenges that had been unseen in the past and this budget reflects the new understanding and issues identified, as well as the facilitation of the many projects in development.

Some of the projects we have been working on are listed below:

- ✓ Shaff Road – Golf Club Road - Roundabout Design
 - ✓ Ida Street Sanitary Wastewater Trunk Line construction – Phase 2
 - ✓ Sublimity Wastewater Delivery Operation and Maintenance Agreement
 - ✓ Annual TMDL Permit to DEQ
 - ✓ Aquifer Storage and Recovery System Construction Plans
 - ✓ Wilco Road – Industrial Area Property Stormwater Planning and Design
 - ✓ Stormwater System Master Plan – Project Lead / Manager
 - ✓ Riverfront Park – clearing, grading, parking lot design
 - ✓ Applied for and received Safe Routes to School Grant for Pedestrian improvements at the Third and Fern Ridge intersection
 - ✓ Completion of the Ida Street pavement and waterline improvement project – 1st to 4th
 - ✓ Comcast right of way permit construction and oversight
 - ✓ Applied for and received an Oregon Parks and Recreation Department grant for improvements to Mill Creek Park, and while there is still significant work to be done, we are actively working on preparing the project and getting it under contract.
- Public Works staff coordinated with the contract City Engineer for site plan review and final construction plans for expansion of a vet clinic, construction of Family Building Blocks building, a 9-unit residential infill development and multiple pre-application meetings.
 - Provided construction inspection services for land development projects, City capital projects, building permits, and right-of-way permits.

The following figure shows the construction projects that are identified to be undertaken or completed during the 2025-2027 biennium (note this includes all Fund not just the Public Works Administration fund):



CHANGES FROM PREVIOUS YEAR

- Addition of 1 FTE for a new Infrastructure Planning and Asset Management Coordinator position, funded through a partial reduction in contracted engineering services related to asset and master planning. This will be funded through all the enterprise funds.
- Reorganization in Public Works and Community & Economic Development (CED) results in the building permit processing function of the Office Specialist going to CED, thereby allowing more support for administrative functions in Public Works Administration and other funds. No change in FTE.
- The Facilities Maintenance function is moving to Public Works Administration. No change in budgeted FTE in this fund due to the general fund and pool fund work that position supports.

PUBLIC WORKS ADMINISTRATION FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Resources	1,263,874	1,048,686	1,191,751	2,654,579	2,654,579
Beginning Fund Balance	489,363	530,577	298,405	380,531	380,531
Charges for Services	100	-	-	-	-
Licenses, Permits & Fees	30,188	8,770	5,000	16,000	16,000
Interest & Miscellaneous	19,223	28,039	13,746	7,048	7,048
Transfers	725,000	481,300	874,600	2,251,000	2,251,000
Requirements	741,932	750,037	1,191,751	2,654,579	2,654,579
Personnel Services	472,358	505,435	679,730	1,788,367	1,788,367
Materials and Services	269,574	244,602	270,979	609,246	609,246
Transfers	-	-	39,333	35,759	17,879
Contingency	-	-	48,000	24,875	24,875
Unappropriated	-	-	153,709	196,332	214,212

PERFORMANCE MEASURES

ACTIVITY MEASURES	2022-23	2023-24	2024-25
Plans Examined for Public Works Requirements			
Structural permits	32	32	18
Building permits – new single-family dwellings	10	2	2
Mechanical permits	2	3	4
Plumbing permits	3	1	5
Right-of-Way permits reviewed / inspected (annually)	31	45	240
Event Permits reviewed (annually)	13	4	12
Water quality / detention / retention plan reviews (annually)	7	2	5
Backflow tests processed	11	4	376
Facility rentals (hours rented)	1,450	1,143	1,041

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Public Works Director	1.0	1.0	1.0	1.0	1.0
City Engineer	-	-	1.0	1.0	1.0
Infrastructure & Asset Planner	-	-	-	1.0	1.0
Engineering Associate	-	-	-	1.0	1.0
Engineering Technician I	1.0	1.0	1.0	-	-
Engineering Technician II	1.0	1.0	2.0	1.0	1.0
Office Specialist	1.0	1.0	0.8	0.8	0.8
Total FTE's	4.0	4.0	4.8	5.80	5.80

CAPITAL OUTLAY

No capital outlay is budgeted for Public Works Administration in 2025-27.

PARKS SDC FUND

SUMMARY

The Park System Development Fund receives revenues from parks System Development Charges (SDC) assessed against residential development only, as outlined in Chapter 13.12 of the Stayton Municipal Code. Residential developers pay a flat fee SDC in an amount based on the adopted Parks System Master Plan. Typically, the fees are collected when the building permit is issued. However, due to the nature of the development process and the biennial budgeting cycle, it can be difficult to predict which projects will progress through the necessary development permits to the point of issuing building permits, making revenue projections challenging. As a result, we project both revenues and expenditures but typically do not project spending funds that have not yet been collected. Nevertheless, the City ensures that expenditures will only be committed once the corresponding revenues are secure.

HIGHLIGHTS

- The Park SDCs will supplement grants to complete the following projects:
 - Mill Creek Park – Phase 1
 - Park Master Plan Update
- Due to potential growth, expected revenues are significantly increased. Expenditures do not exceed existing fund balance.

PARKS SDC FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	1,022,343	1,082,841	1,160,216	4,551,604	4,551,604
Beginning Fund Balance	273,757	1,022,343	1,081,535	1,165,577	1,165,577
Charges for Services	730,022	7,594	38,300	3,304,800	3,304,800
Interest & Miscellaneous	18,565	52,904	40,381	81,227	81,227
Requirements	-	-	1,160,216	4,551,604	4,551,604
Transfers	-	-	750,000	900,000	900,000
Unappropriated	-	-	410,216	3,651,604	3,651,604

STREET SDC FUND

SUMMARY

The Street System Development Fund manages the activity related to Street System Development Charges (SDCs), as defined in Chapter 13.12 of the Stayton Municipal Code. Builders pay SDCs based on the adopted Transportation System Master Plan, and the City uses the collected funds in alignment with this Plan. Typically, the fees are collected when the building permit is issued. However, due to the nature of the development process and the biennial budgeting cycle, it can be difficult to predict which projects will progress through the necessary development permits to the point of issuing building permits, making revenue projections challenging. As a result, we project both revenues and expenditures but typically do not project spending funds that have not yet been collected. Nevertheless, the City ensures that expenditures will only be committed once the corresponding revenues are secure.

HIGHLIGHTS

- Street SDC funds are planned to be expended on the design of Kindle Way.
- The City has allocated funds for an update of the Transportation System Plan.
- The City is currently updating the Street SDC methodology, which will enable a larger portion of SDCs to be applied to the Shaff Road Roundabout, as well as other projects. Funds have been budgeted for this project, contingent upon the allocation and approval of anticipated Federal funding.
- Due to potential growth, expected revenues are significantly increased. Transfers exceed the existing fund balance; therefore, if anticipated revenues are not realized, expenditures will be adjusted accordingly.

STREET SDC FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	1,146,731	1,203,546	1,267,305	3,634,279	3,634,279
Beginning Fund Balance	920,890	1,138,331	1,190,183	1,264,923	1,264,923
Charges for Services	195,524	6,391	32,240	2,282,177	2,282,177
Interest & Miscellaneous	30,316	58,824	44,882	87,179	87,179
Requirements	8,400	14,234	1,267,305	3,634,279	3,634,279
Transfers	8,400	14,234	3,500	1,300,000	1,300,000
Unappropriated	-	-	1,263,805	2,334,279	2,334,279

WATER SDC FUND

SUMMARY

The Water System Development Fund accounts for the activity associated with Water System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay Water SDCs based on the adopted Water System Master Plan and the City invests the collected funds consistent with the Plan. Typically, the fees are collected when the building permit is issued. However, due to the nature of the development process and the biennial budgeting cycle, it can be difficult to predict which projects will progress through the necessary development permits to the point of issuing building permits, making revenue projections challenging. As a result, we project both revenues and expenditures but typically do not project spending funds that have not yet been collected. Nevertheless, the City ensures that expenditures will only be committed once the corresponding revenues are secure.

HIGHLIGHTS

- The water SDCs will supplement grants and rate funds to complete the following projects:
 - Aquifer Storage Recovery (ASR) project
 - Water valve and Pine Street pump VFD project
 - Water Master Plan Update
 - Other plant and system improvements
- Due to potential growth, expected revenues are significantly increased. Transfers exceed the existing fund balance; therefore, if anticipated revenues are not realized, expenditures will be adjusted accordingly

WATER SDC FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	1,061,998	1,124,860	965,738	4,255,746	4,255,746
Beginning Fund Balance	458,252	1,061,998	883,910	1,052,367	1,052,367
Charges for Services	582,552	7,905	39,880	3,129,495	3,129,495
Interest & Miscellaneous	21,194	54,957	41,948	73,884	73,884
Requirements	-	-	965,738	4,255,746	4,255,746
Transfers	-	-	239,688	2,880,250	2,880,250
Unappropriated	-	-	726,050	1,375,496	1,375,496

WASTEWATER SDC FUND

SUMMARY

The Wastewater System Development Fund accounts for the activity associated with Wastewater System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay a Wastewater SDC based on the adopted Wastewater System Master Plan and the City invests the collected funds consistent with the Plan. Typically, the fees are collected when the building permit is issued. However, due to the nature of the development process and the biennial budgeting cycle, it can be difficult to predict which projects will progress through the necessary development permits to the point of issuing building permits, making revenue projections challenging. As a result, we project both revenues and expenditures but typically do not project spending funds that have not yet been collected. Nevertheless, the City ensures that expenditures will only be committed once the corresponding revenues are secure.

HIGHLIGHTS

- The wastewater SDCs will supplement grants and rate funds to complete the following projects:
 - Ida Street Sanitary Sewer Pipe Upsizing project
 - Master Plan project 1.5 (SBR)
 - Mill Creek Force Main
 - Influent pump and blower improvements
- The wastewater improvement projects will address current capacity needs while also accommodating future growth.
- The City is currently reviewing the wastewater SDC methodology and expects to adjust fees, with a focus on ensuring that development contributes to addressing the impacts of growth. The goal is to balance the needs of current residents and future development while maintaining economic stability.
- Due to potential growth, expected revenues are significantly increased. Transfers exceed the existing fund balance; therefore, if anticipated revenues are not realized, expenditures will be adjusted accordingly

WASTEWATER SDC FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	864,381	839,975	900,098	3,482,631	3,482,631
Beginning Fund Balance	324,685	793,048	839,074	619,443	619,443
Charges for Services	523,814	5,889	29,700	2,825,505	2,825,505
Interest & Miscellaneous	15,882	41,038	31,324	37,683	37,683
Requirements	71,333	97,564	900,098	3,482,631	3,482,631
Transfers	71,333	97,564	362,000	737,000	737,000
Unappropriated	-	-	538,098	2,745,631	2,745,631

STORMWATER SDC FUND

SUMMARY

The Stormwater System Development Fund accounts for the activity associated with Stormwater System Development Charges (SDC), as outlined in Chapter 13.12 of the Stayton Municipal Code. Builders pay a Stormwater SDC based on the adopted Stormwater System Master Plan and the City invests the collected funds consistent with the Plan. Typically, the fees are collected when the building permit is issued. However, due to the nature of the development process and the biennial budgeting cycle, it can be difficult to predict which projects will progress through the necessary development permits to the point of issuing building permits, making revenue projections challenging. As a result, we project both revenues and expenditures but typically do not project spending funds that have not yet been collected. Nevertheless, the City ensures that expenditures will only be committed once the corresponding revenues are secure.

HIGHLIGHTS

- The wastewater SDCs will supplement grants to complete the following projects.
 - Regional Industrial Area Detention Facility
 - Stormwater Master Plan update (continuing from prior fiscal year)
- Due to potential growth, expected revenues are significantly increased. Transfers exceed the existing fund balance; therefore, if anticipated revenues are not realized, expenditures will be adjusted accordingly.

STORMWATER SDC FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023	2024	2025	2025-27	2025-27
	Actuals	Actuals	Adopted Budget	Proposed Budget	Adopted Budget
Resources	472,550	507,339	563,006	2,171,369	2,171,369
Beginning Fund Balance	297,891	472,550	507,604	346,105	346,105
Charges for Services	163,728	10,128	36,482	1,800,030	1,800,030
Interest & Miscellaneous	10,931	24,661	18,920	25,234	25,234
Requirements	-	-	563,006	2,171,369	2,171,369
Transfers	-	-	400,000	2,171,369	2,171,369
Unappropriated	-	-	163,006	-	-

FACILITIES FUND

SUMMARY

This is a Capital Project fund that receives transfers from other City departments in anticipation of future building improvements and/or construction for those departments. This pertains to facilities housing City Administration, Police, Finance, Public Works Administration, Community & Economic Development, Code Enforcement, and the Municipal Court.

The funds are anticipated to be used for future building requirements and to refurbish/remodel existing facilities. It may also be used for other city owned buildings including those currently occupied by the Star Theater, Moose Lodge, and Teen Center.

HIGHLIGHTS

- During fiscal year 2025, the new City Hall conference room project was started, with a planned completion in the summer of 2025.

CHANGES FROM PREVIOUS YEAR

- The City has budgeted \$55,000 to complete the remodel of storage space on Ida Street into a new conference room. Funds are also budgeted for a new fence bordering residences behind City Hall.
- Future remodeling of the interior of City Hall is being considered.
- In FY2025, the Budget Committee cancelled the transfers from the General Fund that had been contributing to this fund. The 2025-27 Proposed budget added the transfers back in the amount of \$200,000. The Budget Committee reduced the transfers to \$100,000.
- The contingency has increased significantly if a need arises to cover potential building issues over the next two years.

FACILITIES FUND BUDGET

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	861,947	900,512	918,227	1,005,224	905,224
Beginning Fund Balance	731,975	770,509	871,110	748,990	748,990
Interest & Miscellaneous	41,171	41,203	31,784	56,234	56,234
Transfers	88,800	88,800	15,333	200,000	100,000
Requirements	91,438	30,171	918,227	1,005,224	905,224
Personnel Services	16,408	7,357	-	-	-
Materials and Services	-	3,313	10,249	49,660	49,660
Capital Outlay	75,030	19,501	130,000	55,000	55,000
Transfers	-	-	60,100	-	-
Contingency	-	-	8,000	250,000	250,000
Unappropriated	-	-	709,878	650,564	550,564

STAFFING

Position	2022-23 Actuals	2023-24 Actuals	2024-25 Budget	2025-27 Proposed	2025-27 Adopted
Facilities Maintenance	0.20	0.26	-	-	-
Total FTE's	0.20	0.26	-	-	-

CAPITAL OUTLAY

Finish storage area remodel to a City Hall conference room. \$55,000

CLOSED FUNDS

PENSION STABILIZATION FUND

This fund was closed in fiscal year 2022-23.

This fund accounted for monies set aside to either invest in a PERS side account to reduce the City's unfunded actuarial liability (UAL) or transfer funds to the General Fund to offset PERS rate increases in later years. Funds for the program were provided through transfers from the police department portion of the General Fund.

*Note: The proposed budget reflects a two-year total; all other figures represent single-year amounts.
This layout is required by the State.*

	2023 Actuals	2024 Actuals	2025 Adopted Budget	2025-27 Proposed Budget	2025-27 Adopted Budget
Resources	277,300	-	-	-	-
Beginning Fund Balance	277,300	-	-	-	-
Interest & Miscellaneous	-	-	-	-	-
Requirements	-	-	-	-	-
Personnel Services	-	-	-	-	-

CAPITAL OUTLAY - ALL FUNDS

SUMMARY

Capital outlay includes the purchase of land, buildings, structures, facilities, machinery, and equipment. It covers expenditures that add or improve fixed assets by increasing their capacity, efficiency, lifespan, or economy. To qualify, an item must: (1) have a useful life over one year; (2) cost more than \$10,000; and (3) be a betterment or improvement.

The following schedules summarize the various capital investments, by fund, for the 2025-27 biennium. Some of these projects are dependent on the receipt of grants and projected System Development Charges (SDC's) during 2025-27.

General Fund

Community Center Flooring - Asbestos Mitigation	48,500
Community Center Flooring - New Flooring	25,000
Community Center Interior Painting	6,000
Community Center Audio-Video Technology Upgrades	148,273
Community Center Budget Reduction	(65,000)
Council Dais and Tables	23,000
Total	185,773

Pool Fund

Pool Bottom Resurfacing	40,000
Slide Suction	25,000
Locker Room Floors	20,000
Interior Pool Facility Painting	17,167
Total	102,167

Parks Fund

Stand-On Mower	12,500
Truck Mounted Leaf Vacuum	13,000
Replace 4 posts at Santiam Park Gazebo	40,000
Mill Creek Park Improvements	1,750,000
Total	1,815,500

Capital Outlay continued

Street Fund

Pedestrian Improvements at Fern Ridge Road and Third Avenue	542,440
Street Overlays	2,000,000
Shaf Road Roundabout	5,000,000
Design of Street Reconstruction	250,000
Upfitting of new Service Vehicle	15,000
Total	7,807,440

Water Fund

Aquifer Storage and Recovery System	5,250,000
Upfitting for two new Service Vehicles	27,000
Shop Building Roof	18,000
Water Valve and Pine Street VFD Project	200,000
System Improvements	1,000,000
Total	6,495,000

Wastewater Fund

Jetters Way Force Main	2,500,000
Master Plan Priority 2.2 Project Design and Construction	2,000,000
Master Plan Priority 2.3 Design	100,000
Master Plan Priority 2.4 Construction	3,000,000
Post SBR Equalization Basin / Selector Cell	1,000,000
Electrical Upgrades	3,000,000
Influent Pump and other Equipment	50,000
Building Improvements Add Bay Door to the Dryer Room	50,000
Purchase VacCon Truck	500,000
Total	12,200,000

Stormwater Fund

Wilco Road Area Regional Detention Facility	4,000,000
Pollution Control Manholes	100,000
Storm Systems Related to Street Improvements	100,000
Total	4,200,000

Facilities Fund

Completion of Storage Room Remodel to a Conference Room	55,000
Total	55,000

DEBT SCHEDULES

SUMMARY

The tables below reflect the City's outstanding (ending) debt balances as of June 30, 2025, expected debt payments during 2025-27, and outstanding debt balances annually through 2031. Rates of interest vary between 2.75% and 4.21%. The City's credit ratings are A1 (Moody's) and A+ (S&P) which is the top of the "Upper medium grade". The Water, Stormwater, and Wastewater funds all have optional additional principal payments budgeted in their contingencies.

ORS 287A.050 limits general obligation (GO) bonded debt to three percent (3%) of the real market value of property within the city boundaries. For purposes of calculating the limitation, the statute excludes certain types of indebtedness, including general obligation bonds issued for water supply, treatment or distribution, or sanitary or storm sewage collection or treatment. The City is also not required to include Full Faith & Credit (FF&C) obligations as subject to limitation. For the 2024-25 fiscal year, the Marion County Assessor's office reports Stayton's total real market value to be \$1,397,695,546. Therefore, the City's limitation on issuance of general obligation Bonds is approximately \$41.9 million. None of the City's existing debt is subject to this limitation.

In addition to the tables below, there is an internal loan from the Stormwater Fund owing to the General Fund. This was originally a \$230,000 loan from 2016 at an interest rate of 1%. The final \$23,000 payment is included in the 2025-27 budget. The USDA Sewer Revenue Bond has a debt service reserve requirement of \$345,447 per year. This amount is set aside in the Wastewater Fund.

Debt Summary

Debt Issue	Fund	Original	Balance	2025-27 Payments		Total
		Issue	6/30/2025	Principal	Interest	Payments
2013 FF&C Refunding Bonds	Sewer	\$5,810,000	\$1,190,000	\$880,000	\$58,350	\$938,350
USDA Sewer Revenue Bonds	Sewer	8,316,000	6,682,320	327,813	363,081	690,894
2016 FF&C Refunding Bonds	Water	3,945,000	2,005,000	520,000	139,800	659,800
2019 FF&C Bonds	Storm	725,000	556,032	64,345	37,301	101,646
City Total		\$18,796,000	\$10,433,352	\$1,792,158	\$598,532	\$2,390,690

Outstanding Debt Fiscal Years Ending June 30, 2027 – 2031

Debt Issue	Fund	Future Annual Debt Balances				
		6/30/2027	6/30/2028	6/30/2029	6/30/2030	6/30/2031
2013 FF&C Refunding Bonds	Sewer	\$310,000	\$0	\$0	\$0	\$0
USDA Sewer Revenue Bonds	Sewer	6,354,507	6,183,809	6,008,417	5,828,202	5,643,030
2016 FF&C Refunding Bonds	Water	1,485,000	1,210,000	925,000	625,000	315,000
2019 FF&C Bonds	Storm	491,687	457,855	422,867	386,683	349,262
City Total		\$8,641,194	\$7,851,664	\$7,356,284	\$6,839,885	\$6,307,292

LONG-TERM FORECAST

GENERAL FUND

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	13,688,191	13,001,907	13,047,707
Beginning Fund Balance	2,076,893	1,126,357	205,035
Taxes	5,339,397	5,980,125	6,697,740
Charges for Services	85,000	85,000	85,000
Grants & Contributions	613,850	30,000	30,000
Franchise Fees	1,913,300	2,028,098	2,149,784
Licenses, Permits & Fees	44,400	46,176	48,023
Fines & Forfeitures	198,000	205,920	214,157
Intergovernmental	742,773	742,773	742,773
Interest, Rent, & Miscellaneous	301,578	218,348	158,348
Transfers	2,373,000	2,539,110	2,716,848
Expenditure	12,561,834	12,796,872	13,774,764
Operating	1,464,051	1,101,394	1,167,477
Administration	3,487,090	3,844,936	4,239,505
Police	5,815,161	6,332,627	6,896,141
Planning	943,002	873,593	809,293
Community Center	327,473	116,643	122,475
Court	245,805	258,614	272,090
Street Lighting	224,348	235,566	247,344
Mayor City Council	54,904	33,500	20,440
Resources - Expenses	1,126,357	205,035	(727,057)
Min Fund Balance Requirement surplus (deficit)	943,278	(2,389)	(1,042,530)
four months operating without property taxes			
Ending Fund Balance Meets Policy?	YES	NO	NO

Assumptions

95% of the budgeted expenditures are spent. (86% was spent FY23-FY25)

Personnel Services are inflated by 12% and Materials & Services by 5% per biennium.

Options to meet policy

Encourage growth more than 3% (increases tax revenue)

Increase transfers from other funds

Cut subsidies to Streets, Library, Parks, & Pool

Cut discretionary spending

Reduce personnel

PUBLIC WORKS ADMINISTRATION

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	2,654,579	2,773,119	2,823,274
Beginning Fund Balance	380,531	341,088	224,312
Charges for Services	0	0	0
Licenses, Permits & Fees	16,000	16,640	17,306
Interest & Miscellaneous	7,048	6,822	4,486
Transfers	2,251,000	2,408,570	2,577,170
Expenditure	2,313,491	2,548,808	2,810,211
Personnel Services	1,698,949	1,902,822	2,131,161
Materials and Services	578,784	607,723	638,109
Transfers	35,759	38,262	40,940
Resources - Expenses	341,088	224,312	13,063
Min Fund Balance Requirement	231,349	254,881	281,021
10% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	NO	NO

Assumptions

95% of the budgeted expenditures are spent. (An avg of 91% was spent FY23-FY25.)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

Options to meet policy

Increase transfers from other funds

Cut discretionary spending

Reduce Personnel

LIBRARY

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	1,522,041	1,591,243	1,652,756
Beginning Fund Balance	294,760	105,517	28,835
Tax Levy	764,948	1,032,528	1,160,148
Charges for Services	1,500	1,500	1,500
Grants & Contributions	46,000	46,000	46,000
Intergovernmental (CCRLS)	245,470	252,834	260,419
Interest & Miscellaneous	23,000	2,110	577
Transfers	146,363	150,754	155,277
Expenditure	1,416,524	1,562,408	1,724,471
Personnel Services	1,037,670	1,162,190	1,301,653
Materials and Services	257,854	270,747	284,284
Capital Outlay	0	0	0
Transfers	121,000	129,470	138,533
Resources - Expenses	105,517	28,835	(71,715)
Min Fund Balance Requirement	212,479	234,361	258,671
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	NO	NO	NO
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

99% of budgeted M&S are spent. (Avg 96% of all expenditures was spent 2023-25)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

FY26 Levy passes at \$.56 per \$1k assessed value.

Funds a bare minimum of building maintenance with no funding for improvements.

PARKS

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	3,150,001	5,554,845	2,055,313
Beginning Fund Balance	141,964	67,576	127,583
Tax Levy	680,028	1,056,528	1,183,311
Charges for Services	20,000	20,200	20,402
Grants & Contributions	1,000,000	0	0
Interest & Miscellaneous	10,738	1,352	2,552
Transfers	1,297,271	4,409,189	721,465
Expenditure	3,082,425	5,427,262	1,838,721
Personnel Services	376,151	486,289	544,644
Materials and Services	607,774	638,163	670,071
Capital Outlay	1,815,500	4,000,000	300,000
Transfers	283,000	302,810	324,007
Resources - Expenses	67,576	127,583	216,592
Min Fund Balance Requirement	462,364	814,089	275,808
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	NO	NO	NO
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

95% of budgeted M&S are spent. (Avg 92% of all expenditures was spent 2023-25)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

Spends nearly all available SDC's on Mill Creek Park.

Master plan budgeted in 2027-29 will determine future capital plan needs.

FY26 Levy passes at \$.60 per \$1k assessed value.

WATER

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	13,005,060	7,734,821	7,451,059
Beginning Fund Balance	1,414,697	2,125,246	1,544,514
Charges for Services	4,776,200	5,067,071	5,375,655
Grants & Contributions	3,819,750	0	0
Interest & Miscellaneous	114,163	42,505	30,890
Transfers	2,880,250	500,000	500,000
Expenditure	10,879,814	6,190,307	6,723,400
Personnel Services	975,745	1,092,834	1,223,975
Materials and Services	1,639,069	1,721,023	1,807,074
Capital Outlay	6,495,000	1,531,750	1,761,513
Debt Service	660,000	657,000	660,000
Transfers	1,110,000	1,187,700	1,270,839
Resources - Expenses	2,125,246	1,544,514	727,659
Min Fund Balance Requirement	1,631,972	928,546	1,008,510
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	YES	NO
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

89% of the budgeted M&S are spent. (Avg 79% of all expenditures was spent FY22-FY24.)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

STORMWATER

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	6,391,709	2,643,007	2,227,306
Beginning Fund Balance	811,899	953,882	354,552
Charges for Services	1,479,920	1,570,047	1,665,663
Grants & Contributions	1,875,000	0	0
Interest & Miscellaneous	53,521	19,078	7,091
Transfers	2,171,369	100,000	200,000
Expenditure	5,437,827	2,288,455	1,868,050
Personnel Services	114,400	128,128	143,503
Materials and Services	497,197	522,057	548,160
Capital Outlay	4,200,000	1,000,000	500,000
Debt Service	125,230	102,200	102,792
Transfers	501,000	536,070	573,595
Resources - Expenses	953,882	354,552	359,256
Min Fund Balance Requirement	815,674	343,268	280,207
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	YES	YES
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

90% of budgeted M&S are spent. (Avg 64% of all expenditures was spent FY22-FY24)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

All available SDC funds are planned to be spent in 2025-27.

Master plan completion in FY25 will determine the future capital plans.

WASTEWATER

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	22,603,057	14,253,509	13,909,815
Beginning Fund Balance	4,655,953	3,599,145	2,690,065
Charges for Services	9,032,313	9,582,381	10,165,948
Grants & Contributions	7,875,000	0	0
Interest & Miscellaneous	302,791	71,983	53,801
Transfers	737,000	1,000,000	1,000,000
Expenditure	19,003,912	11,563,443	11,656,822
Personnel Services	1,347,106	1,508,759	1,689,810
Materials and Services	2,451,724	2,574,310	2,703,026
Capital Outlay	12,200,000	5,000,000	5,000,000
Debt Service	1,631,082	1,010,194	690,894
Transfers	1,374,000	1,470,180	1,573,093
Resources - Expenses	3,599,145	2,690,065	2,252,992
Min Fund Balance Requirement	2,850,587	1,734,516	1,748,523
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	YES	YES
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

90% of budgeted M&S are spent. (Avg 86% of all expenditures was spent 2023-25)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

Additional funding is needed for the City to maintain its capital improvement plans.

STREETS

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	11,629,911	8,374,981	4,335,436
Beginning Fund Balance	2,334,265	1,640,178	(247,612)
Gas Taxes	1,870,000	2,620,000	2,620,000
Charges for Services	930,000	1,116,000	1,302,000
Grants & Contributions	4,732,440	266,000	266,000
Interest & Miscellaneous	176,211	32,804	(4,952)
Transfers	1,586,995	2,700,000	400,000
Expenditure	9,989,733	8,622,593	3,936,572
Personnel Services	364,660	408,419	457,430
Materials and Services	1,151,005	1,208,556	1,268,983
Capital Outlay	7,417,068	5,874,628	1,000,000
Transfers	1,057,000	1,130,990	1,210,159
Resources - Expenses	1,640,178	(247,612)	398,864
Min Fund Balance Requirement	1,498,460	1,293,389	590,486
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	NO	NO
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

85% of budgeted M&S and 95% of C/O are spent. (Avg 72% was spent FY22-FY25)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

Spends nearly all available SDC's on the Shaff roundabout.

Additional funding is needed for the City to maintain its capital improvement plans.

Will need to either borrow funds to finish the roundabout or delay its completion.

Street fee increases \$2/m SFR (& same %'s for all) July 2027 and July 2029.

FACILITIES

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	1,005,224	1,137,913	1,283,165
Beginning Fund Balance	748,990	905,797	1,033,515
Interest & Miscellaneous	56,234	18,116	20,670
Transfers	200,000	214,000	228,980
Expenditure	99,427	104,398	109,618
Personnel Services	0	0	0
Materials and Services	47,177	49,536	52,013
Capital Outlay	52,250	54,863	57,606
Resources - Expenses	905,797	1,033,515	1,173,547
Min Fund Balance Requirement	14,914	15,660	16,443
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	YES	YES	YES

Assumptions

95% of the budgeted expenditures are spent. (An avg of 64% was spent FY22-FY24.)

Materials & Services are generally inflated by 5% per biennium.

POOL

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	1,350,817	1,553,219	1,755,983
Beginning Fund Balance	84,765	30,481	122,313
Tax Levy	599,254	880,441	986,094
Charges for Services	285,298	299,563	314,541
Grants & Contributions	100,000	60,000	40,000
Interest & Miscellaneous	7,592	610	2,446
Transfers	273,908	282,125	290,589
Expenditure	1,320,336	1,430,907	1,555,322
Personnel Services	689,552	772,298	864,974
Materials and Services	350,617	368,148	386,556
Capital Outlay	102,167	100,000	100,000
Transfers	178,000	190,460	203,792
Resources - Expenses	30,481	122,313	200,661
Min Fund Balance Requirement	198,050	214,636	233,298
15% of budgeted expenditures			
Ending Fund Balance Meets Policy?	NO	NO	NO
Balance exceeds recommended maximum	NO	NO	NO

Assumptions

99% of budgeted M&S are spent. (Avg 97% of all expenditures was spent 2023-25)

Personnel Services are inflated by 12% per biennium.

Materials & Services are generally inflated by 5% per biennium.

FY26 Levy passes at \$.50 per \$1k assessed value.

Pool endowment subsidizes some capital improvements and is 100% spent by 2031.

WATER SDC

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	4,255,746	1,603,006	1,325,066
Beginning Fund Balance	1,052,367	1,375,496	1,103,006
Charges for Services	3,129,495	200,000	200,000
Interest & Miscellaneous	73,884	27,510	22,060
Expenditure	2,880,250	500,000	500,000
Transfers	2,880,250	500,000	500,000
Resources - Expenses	1,375,496	1,103,006	825,066
Min Fund Balance Requirement	0	0	0
SDC funds do not have reserve requirements			
Ending Fund Balance Meets Policy?	YES	YES	YES

WASTEWATER SDC

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	3,482,631	3,000,544	2,240,554
Beginning Fund Balance	619,443	2,745,631	2,000,544
Charges for Services	2,825,505	200,000	200,000
Interest & Miscellaneous	37,683	54,913	40,011
Expenditure	737,000	1,000,000	1,000,000
Transfers	737,000	1,000,000	1,000,000
Resources - Expenses	2,745,631	2,000,544	1,240,554
Min Fund Balance Requirement	0	0	0
SDC funds do not have reserve requirements			
Ending Fund Balance Meets Policy?	YES	YES	YES

STREETS SDC

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	3,634,279	2,480,965	182,584
Beginning Fund Balance	1,264,923	2,334,279	80,965
Charges for Services	2,282,177	100,000	100,000
Interest & Miscellaneous	87,179	46,686	1,619
Expenditure	1,300,000	2,400,000	100,000
Transfers	1,300,000	2,400,000	100,000
Resources - Expenses	2,334,279	80,965	82,584
Min Fund Balance Requirement	0	0	0
SDC funds do not have reserve requirements			
Ending Fund Balance Meets Policy?	YES	YES	YES

PARKS SDC

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	4,551,604	4,024,636	325,129
Beginning Fund Balance	1,165,577	3,651,604	24,636
Charges for Services	3,304,800	300,000	300,000
Interest & Miscellaneous	81,227	73,032	493
Expenditure	900,000	4,000,000	300,000
Transfers	900,000	4,000,000	300,000
Resources - Expenses	3,651,604	24,636	25,129
Min Fund Balance Requirement	0	0	0
SDC funds do not have reserve requirements			
Ending Fund Balance Meets Policy?	YES	YES	YES

STORMWATER SDC

	2025-27 Projected	2027-29 Projected	2029-31 Projected
Resources	2,171,369	200,000	302,000
Beginning Fund Balance	346,105	0	100,000
Charges for Services	1,800,030	200,000	200,000
Interest & Miscellaneous	25,234	0	2,000
Expenditure	2,171,369	100,000	200,000
Transfers	2,171,369	100,000	200,000
Resources - Expenses	0	100,000	102,000
Min Fund Balance Requirement	0	0	0
SDC funds do not have reserve requirements			
Ending Fund Balance Meets Policy?	YES	YES	YES

APPENDIX

- **Glossary**
- **Fiscal policies**
- **Annual Budget Calendar**
- **Budget Meeting Advertisement**

GLOSSARY

Actual

Actual, as used in the fund summaries, revenue summaries, and department and division summaries within the budget document, represents the real revenues and costs as the result of operations. This category is presented on a budgetary basis and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund and department summaries within the budget document, represents the final budget *adopted* by the City Council. The adopted budget becomes effective July 1. Subsequent to adoption, the City Council may make changes throughout the budget period.

Appropriations

Legal authorization granted by the City Council to spend public funds. Spending authority is limited to the amount of appropriations which expire at the end of the budget period. The City Council may adjust the amount of appropriations, within limits, via resolution during the fiscal year.

Approved Budget

Approved, as used in the fund and department summaries, represents the proposed budget with changes made by the budget committee, if any.

Assessed Valuation (AV)

The value set on taxable property as a basis for levying property taxes. A 1997 tax initiative reduced AV below real market value and set a three percent maximum annual growth rate in the TAV (taxable assessed value), exclusive of certain improvements.

Assets

Resources having a monetary value that are owned or held by an entity.

Audit

An examination of the financial records and financial report of the City by a licensed, independent third-party certified public accountant. As a rule, the audit shall contain a statement of the scope of the audit, explanatory comments concerning exceptions of the auditor as to the application of generally accepted auditing standards, explanatory comments concerning verification procedures, financial statements and schedules, and sometime statistical tables, supplemental comments and recommendations.

Base Budget

Cost of continuing the existing levels of service in the current budget. Base budget is also referred to as a status quo budget.

Beginning Fund Balance

The beginning balance is the residual funds brought forward from the previous biennium (ending balance).

Bond or Bond Issue

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

Budget

A budget is a plan of financial operation embodying an estimate of expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal period.

Budget Calendar

A schedule of key dates followed by governments in the preparation and adoption of the budget.

Budget Committee

A group comprised of the elected officials plus an equal number of appointed citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

Budget Document

A written report that shows a government's comprehensive financial plan for a specified period that includes all funds of the City.

Budget Message

Written explanation of the budget and the City's financial priorities for the next budget period; prepared by the City Manager.

Budgetary Basis

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP), with the exception that neither depreciation nor amortization are budgeted for proprietary funds, and bond principal in the enterprise funds is subject to appropriation.

Capital Budget

The City's budget for projects, improvements, and additions to the City's fixed assets (streets, sidewalks, streets, water, wastewater, stormwater, parks, and buildings). Capital items must have a cost greater than \$10,000 and a useful life of more than one year.

Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Project

Any project having assets of significant value and having a useful life of greater than one year. Capital improvements include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and wastewater systems and master planning.

Capital Outlay

Includes the purchase of land, the purchase and/or construction of buildings, structures and facilities of all types, in addition to machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as capital outlay it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a unit cost of more than \$10,000; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, paying down debt, and investing funds in

order to achieve the highest return available for temporary cash balances.

Charges for Service

Includes a wide variety of fees charged for services provided to the public and other agencies such as water, wastewater, stormwater, transportation fees, and planning fees.

Comprehensive Annual Financial Report

The annual audited results of the City's financial position and activity.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the City. It contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Cost Allocation

Various administrative services including city management, finance, human resources, public works staffing, and their related costs are allocated to the various funds that receive the benefit of these services via a cost allocation methodology.

Cost Center

An organizational budget/operating unit within each City department.

Debt Service

Interest and principal on outstanding bonds due and payable.

Department

Led by a manager, a section of the City sharing specific and unique sets of goals and objectives (i.e., Administration, Library, Planning, Police, Pool, Public Works, etc.).

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy, or obsolescence.

Division

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives, such as water, street, wastewater, and stormwater.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the City's share of costs for social security, Medicare, pension, medical, disability, and life insurance plans.

Encumbrance

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

Ending Fund Balance

The residual funds that are available for appropriation at the end of the fiscal period.

Enterprise Funds

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges.

Estimated

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Expenditures

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity, or imposing a fine or penalty.

Fiscal Management

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year

A 12-month period designated as the operating year for accounting purposes in an organization. The City of Stayton's fiscal year is July 1 through June 30.

Fixed Assets

Includes equipment, vehicles, furniture and fixtures, computer hardware and software, etc. with a cost basis in excess of \$10,000.

Franchise Fee

Charged to outside utilities operating within the City and is a reimbursement to the general fund for the utility's use of City's right of ways.

Full-Time Equivalent

A calculation used to convert part-time hours to equivalent full-time positions. Full-time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities, or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance

The balance of net financial resources that is spendable or available for appropriation.

General Fund

This is the primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government.

General Long-Term Debt

Represents debt payable that is not classified as a liability of a given fund or secured by a specific revenue source other than the general revenues or property taxes of the issuer. General Obligation (GO) bonds are secured by the full faith and credit of the issuer. GO bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). Usually this is issued to pay for general capital improvements such as parks and City facilities.

Goal

The result or achievement toward which effort is directed; aim; end.

Grant

A contribution that is made by a government or non-profit to the City. The contribution is usually made to aid in the support of a specified function or project such as crosswalk or seatbelt enforcement, or a stormwater detention facility.

Infrastructure

Public domain fixed assets such as roads, bridges, streets, sidewalks, pipes, and similar assets that are immovable.

Intergovernmental Revenues

Revenue received from other governments, such as the Federal Government, State of Oregon, or Marion County.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed based on the projected amount of property taxes receivable.

Line Item

Describes an individual type of expense or revenue, such as salaries, medical insurance, electricity, operating supplies, etc.

Local Improvement District

Created for the purpose of making improvements desired by a majority of property owners within a given area desiring public improvements to their properties. Debt is usually issued to finance these improvements, which are repaid by assessments on property within the local

improvement district (LID). LID debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit those properties.

Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is five years. A local option levy must be approved by a majority of voters at a general election or an election with a 50 percent voter turnout.

Long-Term Financial Plan

An estimation of revenues and expenses of the City's operations for the next six-year (three biennium) period.

Materials and Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not capitalized.

Measure 5

In November 1990, the State of Oregon voters passed a constitutional limit on property taxes. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The maximum tax rate for education jurisdictions is limited to \$5.

Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year 1995-96 and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Local voters may approve local initiatives, i.e. local option tax levies, above the permanent rates provided a majority approves.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

Non-Operating Budget

Part of the budget composed of the following items: Reserves, contingencies, capital projects, and debt service payments.

Objective

A target to be accomplished in specific, well defined and measurable terms, and that is achievable within a specific time frame.

Operating Budget

The plan for current expenditures and the proposed means of financing them. The operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

Operating Revenue

Funding received by the government as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services, capital outlay, and debt service.

Ordinance

A formal legislative decree enacted by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time which resulted from borrowing.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in fiscal year 1998. This permanent rate applies to property taxes for operations.

Personnel Services

Personnel services is an appropriation category consisting of the aggregated costs of salaries and wages paid to employees, and benefits such as retirement, social security, and health and workers' compensation insurance paid by the City.

Project Manager

An individual that is responsible for budgeting and managing projects to their completion.

Property Tax

In Oregon, property taxes are a major revenue source for the General Fund of the City. Taxes are based upon the taxable assessed value of the property. Property taxes received by the City of Stayton include the City's permanent tax rate, \$3.3280 and any local option levies.

Proposed Budget

A financial document that combines operating, non-operating and resource estimates prepared by the Budget Officer. It is submitted to the public and the Budget Committee for review and then approved by the Budget Committee and adopted by the City Council.

Resolution

A special or temporary order of the City Council.

Resources

All beginning fund balances and revenues including inter-fund transfers, borrowing proceeds and grants.

Retained Earnings

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

Revenues

Funds received by the City from either tax or non-tax sources.

Revenue Bonds

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise, or other specified non-property tax.

Special Assessment

A compulsory assessment made against certain properties to defray all or part of the cost of a capital improvement or services deemed to be beneficial primarily to those properties. (See Local Improvement District).

Special Revenue Fund

A fund established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplemental Budget

Appropriations established to meet needs that were not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase tax levies.

System Development Charges

Charges to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, wastewater, stormwater, streets, and parks and are paid by developers and builders as part of the permit process.

Tax Levy

The total amount of property taxes needed to pay for General Fund operations or principal and interest on bonds.

Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation.

Tax Revenue

City income based on local citizen's ownership of property, hotel/motel usage, and purchases of gasoline, liquor, marijuana, and cigarettes.

Tax Roll

The official list showing the amount of taxes levied against each property.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

Transfers

An appropriation category used in the City's budget, which includes amounts distributed from one fund to pay for services provided by another fund. The general fund may also transfer funds to any other fund if desired by the City Council.

Trust Funds

A fund established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

Unappropriated Ending Fund Balance

An account which records a portion of the fund balance for future use and is not available for current appropriation or expenditure.

Unreserved Fund Balance

The portion of a fund's balance that is not restricted for a specific purpose. It is available for general appropriation.

User Fees

The fees charged for services to the party or parties who directly benefit. They are also referred to as Charges for Services.

FISCAL POLICIES

PURPOSE

The City of Stayton is committed to responsible fiscal management through financial integrity, prudent stewardship of public assets, planning, accountability and transparency. The broad purpose of the Fiscal Policies is to enable the City to achieve and maintain a long-term stable and positive financial condition. These policies are adopted by the City Council as the basic framework for overall financial management of the City, to guide day-to-day and long-range fiscal planning and decision making, and to achieve the following general financial goals:

1. Provide an adequate financial base to sustain the desired level of municipal services to maintain the social wellbeing, infrastructure, and assets of the City.
2. Deliver effective and efficient services to citizens.
3. Provide and maintain essential public facilities, utilities, and capital equipment.
4. Protect and enhance the City's credit rating to obtain the lowest cost of borrowing and assure taxpayers and the financial community that the City is well managed and financially sound.
5. Provide the financial stability needed to navigate through economic downturns, adjust to changes in the service requirements of the community and respond to other changes as they affect the City's residents and businesses.
6. Adhere to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association, the Governmental Accounting Standards Board and other professional standards.
7. Fully comply with finance-related legal mandates, laws and regulations.

To achieve these goals, fiscal policies generally cover areas of revenue management, operating and capital budgeting, financial planning and forecasting, investment and asset management, debt management, pension funding, accounting and financial reporting, reserves, and internal controls. These policies are reviewed by management, the Budget Committee, and City Council and amended as necessary, as part of the budget development process.

Policies are addressed in ten areas:

- **Revenue**, which deals with taxes, user fees and other revenues by which the city generates income to fund programs and services.
- **Operating expenditures**, which relates to budgeting guidelines.
- **Expenditure control**, which addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.

- **Capital equipment and improvements**, which relates to establishing long-term capital equipment and improvement plans for all major equipment and infrastructure systems provided and maintained by the city.
- **Accounting and financial reporting**, which relates to accounting and reporting financial transactions and preparing financial reports.
- **Financial planning**, which addresses longer term financial forecasting to help inform decisions.
- **Debt**, which addresses long-term financing of the city's capital needs and maintaining its bond rating.
- **Pension funding**, which addresses the funding policies of the City's pension obligations.
- **Reserves**, which establish minimum fund balances, required reserves and operating contingency as needed for routine cash flow and responding to unexpected expenditures or increases in service delivery costs.
- **Management of fiscal policy**, which sets forth the administration of fiscal policies on a continuing basis.

1. Revenue Policies

- 1.1. The City will strive for and maintain diversified and stable revenue sources to prevent undue or unbalanced reliance on any one source of funds. Diversified revenue sources will also reduce risk to the City from short-term fluctuations in any one revenue source.
- 1.2. Significant one-time and/or temporary revenue sources will not be used to fund continuing programs and services, but rather to fund one-time expenditures or fund reserves.
- 1.3. The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately every five years).
 - 1.3.1. The Council will determine what amount of SDCs to impose.
- 1.4. The City will use users' charges in lieu of property taxes and subsidies from other non-obligated (i.e., generally available) City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - 1.4.1. Charges for providing utility services shall be sufficient to finance all operating, capital outlay and debt service expenses of the City's utility funds, including operating contingency, reserve requirements, and capital replacement. Consideration will be given to return on investment and existing and or anticipated debt to ensure debt coverage ratios are sufficient

to meet or exceed the requirements of lenders and rating agencies to maintain a desired credit rating.

- 1.4.2. User charges shall be sufficient to finance all City costs to perform development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
- 1.4.3. Other reimbursable work performed by the City (full labor costs, overhead, contracted services, equipment and other indirect expenses) shall be billed at total estimated cost.
- 1.4.4. Charges for services shall accurately reflect the total actual or estimated total cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees, indicating when the fees were last reviewed and/or recalculated.
- 1.5. The City shall pursue a timely and firm policy of collecting delinquent accounts. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.
- 1.6. All potential grants that require matching funds, on-going resource requirements, or include new or additional continuing compliance requirements shall be evaluated and considered before submitting the application. Grant applications will be approved as follows prior to their submittal: a. By the City Manager for grants that require matching funds up to the amount of the City Manager's spending authority, and b. By the City Council for grants with matching requirements above the City Manager's spending authority. The City Council will be provided with the evaluation with a request for their acceptance of the grant.
- 1.7. Revenues will be estimated realistically and prudently. Revenue of a volatile nature will be estimated conservatively. The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.

2. Operating Budget Policies

- 2.1 The City will prepare a budget guided by City Council goals and work plan to accomplish goals. Budget development will be coordinated with all departments and will incorporate Government Finance Officers Association (GFOA) recommendations relative to budgeting for results and outcomes. The budget process will include the following steps:

- 2.1.1 The amount of funding available will be determined for each fund. The budget will be built on expected balances and revenues. This includes base revenues, any new revenue sources, and the potential use of existing resources.
 - 2.1.2 An analysis to determine what strategies, programs, and activities will best achieve desired results will be conducted.
 - 2.1.3 The available dollars will be budgeted to the most significant programs and activities. The objective is to maximize the benefit of the available resources.
- 2.2 All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: 1) the budget must be constructed in such a manner that the total resources in a fund equal the total of expenditures and requirements for that fund, and 2) the total of all resources of the entity must equal the total expenditures and all requirements for the entity.
- 2.3 The budget process will be coordinated so that major policy issues and department goals and objectives are identified and incorporated into the budget.
- 2.4 The cost allocation plan of fund transfers will be reviewed and updated and serve as the basis for distributing general government and internal service costs to other funds and capital projects.
- 2.5 The City Council shall adopt the budget at the fund, departmental or program level as a total dollar amount for all appropriations except contingency, unappropriated ending fund balance and reserves, which shall be stated separately.
- 2.6 Long-term debt or bond financing may be used for the acquisition of land, capital improvements, vehicles, and equipment with a cost greater than \$100,000, if current and or existing resources are insufficient. Long-term debt or bond financing shall not be used to finance current operating expenditures.
- 2.7 Every City fund, department, program or activity shall start each budget cycle with no predetermined appropriation amount. Budget appropriation decisions and the allocation of resources shall be based on direction provided by the City Council and implementation of that direction by the City Manager.
- 2.8 The City will submit the Adopted Budget document to the GFOA for application of the Award for Distinguished Budget Presentation.

- 2.9 A budget calendar will be prepared detailing the key elements in the development of the budget.

3. Expenditure Control Policies

- 3.1 Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each Department or Division Manager or Director will be responsible for the administration of his/her department/program budget. This includes accomplishing the goals and objectives incorporated into the budget and monitoring each department/division budget for compliance with spending limitations.
- 3.2 The City Manager is to administer budgetary expenditure control at the appropriation level. Any increase in a budget appropriation requires City Council approval.
- 3.3 All purchases of goods and services must comply with the City's Purchasing Policies, guidelines and procedures and with State laws and regulations.
- 3.4 All compensation planning and collective bargaining will include analyses of total cost of compensation, which includes analysis of salary increases, health benefits, pension contributions, and other fringe benefits. City management will only propose operating personnel costs that can be supported by continuing operating revenues.
- 3.5 City staff shall make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. Expenditures that will reduce future costs will be encouraged.
- 3.6 When available, restricted funds must be spent prior to spending unrestricted funds.

4. Capital Improvement Policies

- 4.1 The City will approve a long-term (at least six years) Capital Improvement Plan (CIP), congruent with the adoption of its budget. The CIP shall provide details on each capital project: its estimated costs, sources of financing and a description, including a statement identifying: (a) the needs, conditions and circumstances that have caused the project's creation and (b) the expected results if the project is approved and implemented.

5. Accounting and Financial Reporting Policies

- 5.1 The City shall establish and maintain its accounting systems according to generally accepted accounting practices and shall adhere to generally accepted accounting principles and standards promulgated by the GFOA and Government Accounting Standards Board (GASB).

- 5.2 An annual audit shall be performed by an independent public accounting firm, which will issue an opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary.
- 5.3 Full disclosure shall be provided in the financial statements and bond representations.
 - 5.3.1 Upon request, all departments will provide notice of all significant events and financial and related matters to the Finance Director for the City's annual disclosures to the municipal markets as required by SEC Regulation 15-C-2-12. Full disclosure will be provided in the financial statements and bond representations. Significant events include delinquencies and defaults related to the City's bonds, adverse tax opinions or events affecting the tax-exempt status of bonds, the release, substitutions or sale of property securing repayment of bonds and other events having a significant impact on the City's finances and outstanding bonds. The Finance Director will notify all Nationally Recognized Municipal Securities Information Repositories of these significant events.
 - 5.3.2 The City's asset capitalization policy applies to assets that both cost more than \$10,000 and have a useful life beyond one year. Purchases of a group of assets that bring the total cost to more than \$10,000 are generally not to be capitalized. Routine repairs or maintenance (for example large motor rebuilds) costing more than \$10,000 that does not improve the original asset by adding functionality or capacity is not capitalizable.
- 5.4 Up-to-date accounting and budgeting information is available online to all management and authorized support staff. Quarterly actual-to-budget reports showing the status of revenues and expenditures shall be prepared and distributed to the governing body, appropriate staff, and management personnel in a timely manner and made available for public inspection.
- 5.5 The City shall maintain an automated accounting system to monthly monitor expenditures and revenues, relative to budget, with a thorough analysis and adjustment (if required) no less than quarterly.

6. Financial Planning Policies

- 6.1 The Finance Department, collaborating with other departments, will prepare a long-term financial plan for each fund to promote responsible planning for the use of resources. The long-term financial plans will include projected revenues, expenditures and reserve balances for the next six years for all funds.

- 6.2 The City's financial plans should be strategic, reflecting the City Council and community priorities for service while providing resources that fund the desired service levels.
- 6.3 Long-term projections of revenues and expenditures will be based upon disclosed assumptions and prepared consistently with best practices established by the Government Finance Officers Association.
- 6.4 The long-term financial plans will be integral to the development of the budget.

7. Debt Policy

- 7.1 The City may use debt proceeds to finance costs associated with capital infrastructure, equipment, vehicles and other purposes that provide long-term benefits to the community, i.e., benefits that extend more than one year.
- 7.2 Capital projects financed through the issuance of bonds shall not be financed for a period which (a) exceeds the expected useful life of the project or (b) is less than five years.
- 7.3 Financing for non-capital purposes shall not extend beyond the amortization period available for the respective type of obligation, e.g., retirement unfunded liabilities include an amortization period of twenty-five years.
- 7.4 The Finance Director will structure all debt issuances and oversee the on-going management of all City debt. Debt includes general obligation bonds, lease purchase obligations, revenue bonds, special assessment obligations, promissory notes, equipment financing agreements and any other contractual arrangements that obligate the City to make future principal and interest payments.
- 7.5 No debt shall be issued for which the City has not identified specific revenue sources sufficient for repayment. Such revenue sources can include internal sources, such as charges to personnel costs, that are transferred to a debt service fund for debt repayment. The Finance Director shall prepare an analysis of the source of repayment prior to the issuance of any debt.
- 7.6 The City will not use long-term debt to fund current operations, to balance the budget or to fund projects that can be funded from current resources, unless the use of debt is otherwise determined to be in the best interest of the City.
- 7.7 The City may utilize short-term debt or inter-fund loans as permitted, to cover temporary cash flow deficiencies due to timing of cash flows, such as may result from delay in receipting grant proceeds or other revenues and delay in issuance of long-term debt.

7.8 When issuing long-term debt, the City will ensure that the debt is soundly financed by:

7.8.1 Incurring debt only when necessary for capital improvements too large to be financed from currently available resources.

7.8.2 Ensuring that capital projects financed through long-term debt shall be financed for a period not to exceed the useful life of the project.

7.8.3 Determining that the benefits of the project financed exceed the cost of financing including interest costs.

7.8.4 Analyzing the source of repayment, debt coverage ratios and the impact of debt service on annual fixed costs prior to issuance of long-term debt.

7.9 All bond issuances, promissory notes, and capital leases will be authorized by resolution of the City Council.

7.10 The City shall maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved.

8. Pension Funding Policies

8.1 The City participates in two separate retirement programs: The Police Department participates in the State of Oregon Public Employees Retirement System (PERS) and is a member of the State and Local Government Rate Pool. All other eligible City employees participate in a Defined Benefit Plan.

The City will fund its required pension contributions to each plan timely.

9. Reserve Policies

9.1 Reserves provide protection from risk such as revenue shortfalls during recessions and losses from natural disasters or major accidents. The City shall maintain minimum fund balance reserves in each fund to cover any required debt service reserves, plus emergency repair reserves, plus a reserve as follows:

9.1.1 The general fund and other funds relying on tax levies shall maintain a fund balance reserve to allow the City to adequately fund operations until property taxes are received in November of each year, without borrowing.

9.1.2 The City's enterprise funds shall maintain a fund balance reserve between 15 percent to 25 percent of the budgeted operating expenses plus operational transfers out. If necessary, this amount must be increased to meet an adequate amount for emergency repairs.

- 9.1.3 The City's internal service funds shall maintain a fund balance reserve between 10 percent to 20 percent of the budgeted operating expenses plus operational transfers out.
 - 9.1.4 The City's debt service funds shall maintain a reserve to pay the required debt service without borrowing.
 - 9.1.5 The City's special revenue funds shall maintain a fund balance reserve between 15 percent to 25 percent of the budgeted operating expenses plus operational transfers out. Capital project funds and all SDC funds do not have minimum balance requirements.
 - 9.1.6 The City shall establish a contingency budget to provide for unanticipated expenditures of a nonrecurring nature. The contingency shall be a minimum of five percent (5%) of a fund's budgeted materials and services and capital expenditures. (Personal services can be excluded from the contingency calculation if they are budgeted at full capacity without a vacancy factor. Capital expenditures that are funded by grants or other outside funding designated for budgeted projects can be excluded from the calculation.) The budgeted contingency does not apply to the following fund types: debt service, internal service, trust and agency, capital projects, serial levy, temporary or certain special purpose funds.
- 9.2 If reserve funds decrease to levels below the ranges desired by this policy, City management will develop a plan to restore reserves to the desired levels within three years. If reserves exceed the desired ranges, City management shall consider options to reduce the reserves including paying down debt, one-time expenditures that do not obligate long term costs, or reducing taxes or income fees.

10. Management of Fiscal Policy

- 10.1 Fiscal policies and changes in policies shall be approved by the City Council and adopted by resolution after a public hearing is held (the approval may be inclusive of the budget adoption process and the associated resolutions to that process).
- 10.1.1 The City Manager or designee shall prepare a report explaining the substantive impact of all recommendations and their impact on the City's operations, service levels and/or finances.
 - 10.1.2 The Budget Committee shall review the City's fiscal policies each budget cycle.
- 10.2 The City Manager shall implement fiscal policies and monitor compliance.

10.2.1 If the City Manager discovers a material deviation from policy, he/she shall report it in writing to the City Council in a timely manner.

10.2.2 As a part of the City's budget document, the City Manager's budget message shall identify: (a) all major changes in policy since the previous budget and (b) any material variations from policy in the ensuing budget.

11. Investment Policies

11.1 The Finance Director, in agreement with the City Manager, can invest City funds per ORS 294.035. Consideration shall be given to safety (preservation of capital) and liquidity (to meet cash flow needs) before return. The City shall avoid investments with a credit rating below Aa3 (Moody's) and AA- (S&P). The minimum investment return target shall be the higher of either the Local Government Investment Pool or the money market account at the City's local bank. The status of investments will be reported to the City Council at least quarterly.

Definition of Terms

Budget Committee – is a committee consisting of the governing body plus an equal number of legal voting citizen members appointed by the city council.

Government Finance Officers Association (GFOA) – is the national finance officer’s organization whose purpose is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and best practices and promoting their use through education, training, facilitation of member networking, and leadership.

Category level – for budget control purposes, categories include personal services, materials and services, capital outlay, debt service, transfers, contingency, reserves and unappropriated.

Program level – for budget control purposes, programs may include library services, community services, administration, finance, human resources, etc.

Divisional level – for budget control purposes, divisional level would include water, street, storm water, and wastewater divisions within the public works department. Other divisions may include the police field services, police administration, and police support services within the police department.

Capital Improvement Plan (CIP) – The CIP is a schedule of capital projects including estimated cost and timing. There is a separate CIP for each major infrastructure system in the City, e.g., water, streets, sidewalks, storm water, wastewater, information technology, City facilities and vehicles.

Debt Coverage Ratio (DCR) – represents the ratio of “net revenues” available to pay scheduled debt service. A ratio of 1.0 reflects “net revenues” equal to scheduled debt service. A ratio greater than 1.0 reflects “net revenues” in excess of scheduled debt services and a ratio less than 1.0 indicates “net revenue” is less than scheduled debt service.

Oregon Revised Statutes (ORS) – Oregon’s compilation of state laws including rules of civil procedure.

All work assigned to a specific job title is the responsibility of that organizational position. In absence the duties would fall on the direct supervisor of the position. The City Manager has the responsibility and oversight of these policies. These policies are adopted during each Budget Adoption by the Budget Committee. The last revision was in June 2025.



Annual Budget Calendar

2025-27 Biennium


Description	Responsible	Target Date
Review Fiscal Policy	Management Team	13-Nov
Finalize Budget Calendar	City Manager's Office and Finance	1-Dec
Appoint Budget Officer (City Manager per SMC 2.08.140)	City Manager's Office and Finance	1-Dec
Appoint Budget Committee Members	City Council	20-Dec
Budget Kickoff for Management Team	Finance	7-Jan
Distribute all City Rates/Fees for updates	Finance	20-Jan
Governing Body Goal Setting (odd years)	City Council and City Manager	8-Feb
Positions for Add Package Requests to Finance	Management Team	21-Feb
Update salary schedule and document COLA's by employee group; distribute to management for review	HR Office	28-Feb
Departments present Add Package Requests to City Manager	Management Team	6-Mar
Departments input final current year projections into Caselle Advantage	Management Team	14-Mar
Updated Capital Improvement Plan (CIP)	Management Team	14-Mar
Finance completes Personnel Budgets, Admin Transfers, Tax Revenues	Finance	14-Mar
All City Rates/Fees to council for approval	Management Team & City Council	17-Mar
Departments enter Proposed Budget into Caselle Advantage	Management Team	18-Mar
Budget narratives completed and submitted to Finance: include integration of department objectives, City Council goals, performance measures, etc.	Management Team	1-Apr
City Manager decisions on Add Packages: a) add to proposed budget, b) deny proposal, or c) reconsider after preparation of initial proposed budget	Management Team	3-Apr
Department meetings with City Manager and Finance	Management Team	8-Apr
Initial Budget Balancing complete	Finance	9-Apr
Long term projections	Management Team	11-Apr
Final decisions on Add Packages & other Budget Adjustments	City Manager's Office	15-Apr
All remaining sections of the Proposed Budget Book to City Manager's office	Finance	15-Apr

Final Budget Balancing complete; review and finalize with City Manager	Finance	17-Apr
Proposed Budget Book to Management Team for review	City Manager's Office	18-Apr
Proposed Budget Book review comments to Finance, City Manager's Office	Management Team	29-Apr
Orientation for new Budget Committee Members - introduce to budget process, review mid-year financials, forecasts, and discuss significant budget issues; Provide "Local Budgeting in Oregon"	City Manager, and Finance	28-Apr
Publish "Notice of Budget Committee Meeting" (ORS 294.426)	City Manager's Office	1-May
Prepare WH-118 Planned Public Improvement Summary for BOLI	Management Team	1-May
Distribute and Post Proposed Budget Book to Budget Committee and on website (ORS 294.408 and 294.426)	City Manager's Office	5-May
Budget Committee Meetings, public hearing on shared revenues, & budget approval (ORS 294.428); motions/resolutions for budget & shared revenues	Budget Committee, City Manager and Management Team	12, 14, 15 May
Election Day for Tax Levies		20-May
Publish "Notice of Budget Hearing" & Budget Summary (ORS 294.438, 294.448)	City Manager's Office	23-May
Complete LB-1, Notice of Budget Hearing	Finance	26-May
Complete Staff Report for Budget Hearing, Adoption	Finance	26-May
Public hearing; adopt budget; tax levy declared; (2) resolutions for shared revenues (ORS 294.456)	City Council	2-Jun
Adopted Budget goes into effect	Citywide	1-Jul
Form LB-50 Submitted to Marion County Assessor	Finance	15-Jul
Adopted Budget Document complete: update Budget Book from Proposed to Adopted and post to City website, upload to Caselle	Finance	31-Jul
Adopted Budget Document submitted to Marion County Clerk	Finance	30-Sep

NOTICE OF BUDGET COMMITTEE MEETINGS AND PUBLIC HEARING

THANK YOU for your submission!

Your notice has been submitted for publication. Below is a confirmation of your order. You will also receive an email confirmation.

ORDER DETAILS	PREVIEW FOR AD NUMBER LEUG02808240
Order Number: LEUG0280824 Order Status: Submitted Classification: Govt Public Notices Package: General Package Total payment: 768.96 Payment Type: Account Billed User ID: L0032740 External User ID: 1124231	NOTICE OF BUDGET COMMITTEE MEETINGS AND PUBLIC HEARING  <p>Public meetings of the Budget Committee of the City of Stayton, Marion County, State of Oregon, to review the proposed biennial budget for July 1, 2025 through June 30, 2027, will be held at the Stayton Community Center (400 W. Virginia Street, Stayton). The meetings will be held on the following dates and times. The meetings will also be live streamed on YouTube:</p> <ul style="list-style-type: none">* May 12, 2025 at 6:00 p.m.: https://youtube.com/live/VtmBNaa59_k* May 13, 2025 at 6:00 p.m.: https://youtube.com/live/DtN5XFKRtQw* May 15, 2025 at 6:00 p.m.: https://youtube.com/live/dqyJhrgH6c4 <p>The purpose of these meetings is to review the proposed budget document, receive budget presentations by City staff, and provide an opportunity to discuss and deliberate the proposed budget. Additional Budget Committee meetings, if necessary, will be held on subsequent evenings beginning at 6:00 p.m., until such time as the Budget Committee takes action to approve the proposed budget, as may be amended.</p> <p>A public hearing will be held at the May 12 meeting for the purpose of hearing public testimony regarding the proposed use of state shared revenues, i.e., liquor, cigarette, gas tax, and state shared revenue.</p> <p>Public Comment and Public Hearing Testimony: The May 12, 2025 meeting will allow for public comment and testimony regarding:</p> <ul style="list-style-type: none">* 2025-27 Proposed Biennial Budget* State Shared Revenues Public Hearing <p>Meetings allow for in-person, virtual, or written public comments. To learn more about providing comment, visit www.staytonoregon.gov/page/gov_budget_committee. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at CityGovernment@staytonoregon.gov no less than three hours prior to the meeting start time to make arrangements to participate.</p> <p>A copy of the Budget document will be posted on the City's website at www.staytonoregon.gov/page/finance_budgets on or after May 5, 2025. Meetings are open to the public. Meeting notices will be posted on the City's website calendar at www.staytonoregon.gov/page/admin_calendar. May 1 2025 LEUG0280824</p>
ACCOUNT INFORMATION Alissa Angelo 362 N 3Rd Ave Stayton, OR 97383-1726 503-769-3425 aangelo@staytonoregon.gov Stayton, City Of Contract ID:	
TRANSACTION REPORT Date April 16, 2025 3:08:22 PM EDT Amount: 768.96	
ADDITIONAL OPTIONS 1 Affidavit	
SCHEDULE FOR AD NUMBER LEUG02808240 May 1, 2025 Salem Statesman Journal	<p><< Click here to print a printer friendly version >></p>

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