**This meeting includes topics that may increase, rates, fees, or taxes.** 1

# AGENDA
# STAYTON CITY COUNCIL
## Monday, August 4, 2025

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

**HYBRID MEETING**

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton's YouTube account. Please use the following option to view the meeting:

City Council Regular Session – https://youtube.com/live/vFBtgWLkTsM

**Public Comment and Public Hearing Testimony**: Meetings allow for in-person, virtual, or written public comment. 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.

Comments and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment**: Parties interested in providing in-person verbal public comment shall fill out a "Request for Recognition" form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call**: Parties interested in providing virtual public comment shall contact City staff at citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comments.
- **Written Comment**: Written comment submitted to citygovernment@staytonoregon.gov **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the City Council's webpage where agenda packets are posted.

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1. **CALL TO ORDER**

2. **FLAG SALUTE**

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

4. **PUBLIC COMMENT**

**5. CONSENT AGENDA**

a. July 21, 2025 City Council Work Session Minutes
b. July 21, 2025 City Council Regular Session Minutes

**6. PRESENTATIONS**

Marion Soil and Water Conservation District

**7. PUBLIC HEARING**

**Resolution No. 25-026, Adopting an Updated System Development Charge (SDC) Methodology for the Wastewater and Transportation Systems in the City of Stayton** **ACTION**

a. Staff Report – Julia Hajduk
b. Open Public Hearing
c. Public Hearing
d. Close Public Hearing
e. Council Deliberation
f. Council Decision on Resolution No. 25-026

**8. GENERAL BUSINESS**

**a. Resolution No. 25-027, Adopting Amendments to the Fiscal Year 2025-26 Fee Schedule to Update System Development Charges (SDCs) to Reflect Inflationary Adjustments and Revised SDC Methodologies for Wastewater and Transportation** **ACTION**

1. Staff Report – Julia Hajduk
2. Public Comment
3. Council Discussion
4. Council Decision

**b. Resolution No. 25-028, Calling for a Measure Election to Submit to the Electors of the City of Stayton the Question of a Five-Year Local Option Tax Levying a Tax Rate of $1.10 Per Thousand of Assessed Value, Beginning Fiscal Year 2026-2027, to be Placed on the November 4, 2025 Election Ballot, For Partial Operational Support of the City's Parks and Pool** **ACTION**

1. Staff Report – Julia Hajduk
2. Public Comment
3. Council Discussion
4. Council Decision

**c. Discussion of Transient Lodging Tax** **DISCUSSION**

1. Staff Report – Julia Hajduk
2. Public Comment
3. Council Discussion

**d. Public Works Projects/Detroit Dam Deep Drawdown Updates** **DISCUSSION**

1. Staff Report – Barry Buchanan
2. Public Comment
3. Council Discussion

**9. COMMUNICATION FROM CITY STAFF**

**10. COMMUNICATION FROM MAYOR AND COUNCIL**

**11. ADJOURN**

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

# CALENDAR OF EVENTS

| | | | | |
|---|---|---|---|---|
| **AUGUST 2025** | | | | |
| Monday | August 4 | City Council | 7:00 p.m. | https://youtube.com/live/vFBtgWLkTsM |
| Tuesday | August 5 | Parks and Recreation Board | 6:00 p.m. | Public Works / Planning Offices |
| Monday | August 18 | City Council | 7:00 p.m. | https://youtube.com/live/HX1Q2Lq8NEc |
| Wednesday | August 20 | Library Board | 6:00 p.m. | Stayton Public Library |
| Thursday | August 21 | Public Arts Commission | 6:00 p.m. | Public Works / Planning Offices |
| Monday | August 25 | Planning Commission | 7:00 p.m. | Stayton Community Center |
| **SEPTEMBER 2025** | | | | |
| Monday | September 1 | **CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY** | | |
| Tuesday | September 2 | City Council | 7:00 p.m. | https://youtube.com/live/6vwlDtLRESA |
| Wednesday | September 3 | Parks and Recreation Board | 6:00 p.m. | Public Works / Planning Offices |
| Monday | September 15 | City Council | 7:00 p.m. | https://youtube.com/live/odaMZ6zCRK0 |
| Wednesday | September 17 | Library Board | 6:00 p.m. | Stayton Public Library |
| Thursday | September 18 | Public Arts Commission | 6:00 p.m. | Public Works / Planning Offices |
| Monday | September 29 | Planning Commission | 7:00 p.m. | Stayton Community Center |
| **OCTOBER 2025** | | | | |
| Monday | October 6 | City Council | 7:00 p.m. | https://youtube.com/live/DviU6vhw2bg |
| Tuesday | October 7 | Parks and Recreation Board | 6:00 p.m. | Public Works / Planning Offices |
| Wednesday | October 15 | Library Board | 6:00 p.m. | Stayton Public Library |
| Thursday | October 16 | Public Arts Commission | 6:00 p.m. | Public Works / Planning Offices |
| Monday | October 20 | City Council | 7:00 p.m. | https://youtube.com/live/nC_6iywZb1A |
| Monday | October 27 | Planning Commission | 7:00 p.m. | Stayton Community Center |
| **NOVEMBER 2025** | | | | |
| Monday | November 3 | City Council | 7:00 p.m. | |
| Tuesday | November 4 | Parks and Recreation Board | 6:00 p.m. | Public Works / Planning Offices |
| Monday | November 11 | **CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY** | | |
| Monday | November 17 | City Council | 7:00 p.m. | |
| Wednesday | November 19 | Library Board | 6:00 p.m. | Stayton Public Library |
| Thursday | November 20 | Public Arts Commission | 6:00 p.m. | Public Works / Planning Offices |
| Monday | November 24 | Planning Commission | 7:00 p.m. | Stayton Community Center |
| Thursday | November 27 | **CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING DAY HOLIDAY** | | |
| Friday | November 28 | | | |

**Stayton City Council**
**Work Session**
**July 21, 2025**

| **LOCATION:** STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON | |
|---|---|
| **Time Start:** 6:00 P.M. | **Time End:** 6:50 P.M. |

**MEETING ATTENDANCE LOG**

| | **STAYTON STAFF** |
|---|---|
| Mayor Brian Quigley | Julia Hajduk, City Manager |
| Councilor Ken Carey (excused) | Alissa Angelo, Assistant City Manager |
| Councilor Jordan Ohrt | James Brand, Finance Director |
| Councilor David Patty | Gwen Johns, Police Chief (excused) |
| Councilor Steve Sims | Janna Moser, Library Director |
| | Jennifer Siciliano, Community & Economic Development (excused) |
| | Barry Buchanan, Public Works Director (excused) |
| | Melanie Raba, Administrative Special Projects (excused) |

| **AGENDA** | **ACTIONS** |
|---|---|
| **Recreation Levy Discussion** | Ms. Hajduk provided a presentation on the Recreation Levy. Council discussion and questions on the levy, pool, and parks. Staff responded.<br><br>A resolution referring the Recreation Levy to the voters at the November 2025 general election will be brought forward at the August 4, 2025 Council meeting. |

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF AUGUST 2025, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date:_____ By:_____
Brian Quigley, Mayor

Date:_____ Attest:_____
Julia Hajduk, City Manager

**City of Stayton**
**City Council Minutes**
**July 21, 2025**

**LOCATION:** STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
**Time Start:** 7:00 P.M. Time End: 8:12 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

| COUNCIL | STAYTON STAFF |
|---|---|
| Mayor Brian Quigley | Julia Hajduk, City Manager |
| Council President Stephen Sims | Alissa Angelo, Assistant City Manager |
| Councilor Ken Carey (excused) | Gwen Johns, Police Chief (excused) |
| Councilor Jordan Ohrt | Janna Moser, Library Director |
| Councilor David Patty | James Brand, Finance Director |
| | Jennifer Siciliano, Community & Economic Development Director |
| | Barry Buchanan, Public Works Director |
| | Melanie Raba, Administrative Special Projects (excused) |

| AGENDA | ACTIONS |
|---|---|
| **REGULAR MEETING** | |
| **Announcements**<br>a. Additions to the agenda<br><br>b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc. | None.<br><br>None. |
| **Public Comment**<br>a. Steve Frank, Stayton | Mr. Frank shared concerns about fireworks and possible alternatives to their use in Stayton. |
| **Consent Agenda**<br>a. June 16, 2025 City Council Regular Session Minutes<br>b. Resolution No. 25-025, Approval of the Stayton Police Officers Association Collective Bargaining Agreement<br>c. Resolution No. 25-021, Appointment of Michele Jungwirth and Eric Loftin to the Public Arts Commission<br>d. Resolution No. 25-022, Accepting the Abstract of Election Results from the May 20, 2025 Special District Election | Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda, as presented.<br><br>**Ohrt, Sims, Patty: Yes**<br>**Motion passed 3:0.** |
| **Presentations** | None. |
| **Public Hearing**<br>**Ordinance No. 25-005, Amending Chapter 4.12 of the Stayton Municipal Code to Readopt Updated Terms and Conditions for the Pacific Power Franchise Agreement**<br>a. Staff Report<br><br>b. Open Public Hearing | <br><br><br><br>Ms. Hajduk reviewed the staff report.<br><br>Mayor Quigley opened the hearing at 7:06 p.m. |

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|---|---|
| c. Public Hearing | None. |
| d. Close Public Hearing | Mayor Quigley closed the hearing at 7:07 p.m. |
| e. Council Deliberation | None. |
| f. Council Decision on Ordinance No. 25-005 | Motion from Councilor Sims, seconded by Councilor Patty, to approve Ordinance No. 25-005, as presented.<br><br>**Ohrt, Sims, Patty: Yes**<br>**Motion passed 3:0.** |
| **General Business**<br>**Resolution No. 25-023, Adopting the City of Stayton Emergency Operations Plan (2025 Update)** | |
| a. Staff Report | Ms. Hajduk reviewed the staff report. She also introduced Greg Walsh who works for Marion County and assisted the City with this project. |
| b. Public Comment | None. |
| c. Council Discussion | Council questions and discussion regarding failure of the dam(s), the Detroit Dam drawdown, and how often updates to the plan occur. Staff and Mr. Walsh responded. |
| d. Council Decision | Motion from Councilor Ohrt, seconded by Councilor Sims, to approve Resolution No. 25-023, as presented.<br><br>**Ohrt, Sims, Patty: Yes**<br>**Motion passed 3:0.** |
| **Resolution No. 25-024, Ida Street Sewer Change Order Adjustment** | |
| a. Staff Report – Barry Buchanan | Mr. Buchanan reviewed the staff report. |
| b. Public Comment | Leonard Hays, Stayton: Mr. Hays inquired about the impact to the City's budget. Staff responded. |
| c. Council Discussion | Councilor Patty shared staff had met with Council members prior to the meeting to discuss the reasoning for this and changes have been made to prevent this in the future. |
| d. Council Decision | Motion from Councilor Patty, seconded by Councilor Sims, to approve Resolution No. 25-024, as presented.<br><br>**Ohrt, Sims, Patty: Yes**<br>**Motion passed 3:0.** |

| | |
|---|---|
| **Discussion of ODOT Park and Ride**<br>a. Staff Report | Ms. Hajduk provided a brief history of the ODOT Park and Ride discussion. |
| b. Public Comment | None. |
| c. Council Discussion | Council questions and discussion included current usage, maintenance of the park and ride, and the bus stop.<br><br>The Council came to a consensus to direct the City Manager to write a letter of support to shut down the park and ride which will be signed by Mayor Quigley. |
| **Communications from City Staff** | Ms. Hajduk provided updates and reminders on the parklet, downtown parking grant, the upcoming Safety Action Plan open house, Ice Cream Socials, Safety Town, Summerfest, and National Night Out.<br><br>Mr. Buchanan shared there was an incident in the biosolids building which required the Stayton Fire Department to respond. |
| **Communications from Mayor and Council** | Mayor Quigley shared that he had received another letter regarding the Lone Oak Cemetery. Staff provided an update.<br><br>Additionally, Mayor Quigley announced Luke Bauer had resigned from Council. He will be accepting letters of interest through September 30th. Staff will work on promoting and getting the word out to the community.<br><br>Additional discussion and questions from Council regarding a tree and the gate at Riverfront Park south; Code Enforcement follow-up; and stop sign concerns at Marion Street and Third Avenue, as well as Second Avenue and Ida Street.<br><br>Councilor Patty provided a North Santiam School District Board update. |

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF AUGUST 2025, BY A ___ VOTE OF THE STAYTON CITY COUNCIL.

Date:_____ By:_____
Brian Quigley, Mayor

Date:_____ Attest:_____
Julia Hajduk, City Manager

**CITY OF STAYTON**

# M E M O R A N D U M

| | |
|---|---|
| **TO:** | **Mayor Quigley and the Stayton City Council** |
| **FROM:** | **Julia Hajduk, City Manager** |
| **DATE:** | **August 4, 2025** |
| **SUBJECT:** | **Adoption of Updated Wastewater and Transportation SDC Methodologies** |

**ISSUE**

The City Council is asked to consider adoption of updated System Development Charge (SDC) methodologies for the City's transportation and wastewater systems, as presented in Exhibit A and B.

**ENCLOSURE(S)**

- Resolution 25-026, Adopting Updated Wastewater and Transportation SDC Methodology
- Exhibit A – Wastewater Methodology Report (FCS Group, dated June 2025)
- Exhibit B – Transportation Methodology report (FCS Group, dated June 2025)

**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt the SDC methodology report for transportation and wastewater as Exhibit A and B to this resolution.

**BACKGROUND INFORMATION**

System Development Charges (SDCs) are one-time fees assessed on new development to help fund infrastructure improvements needed to support community growth. The City of Stayton's existing transportation and wastewater SDC methodologies have not been updated since 2014 and do not reflect current capital improvement needs, construction costs, or updated growth projections.

In accordance with ORS 223.297–223.314 ("The SDC Act"), the City initiated a process to update its SDC methodologies to ensure they remain legally defensible, financially sustainable, and consistent with adopted master plans.

The City engaged FCS Group to prepare updated SDC methodology reports for both the transportation and wastewater systems. These updates:

- Align with current master plans and long-term infrastructure needs;
- Identify capacity-increasing projects eligible for SDC funding;
- Distinguish between reimbursement and improvement fees per statute;

- Establish a maximum defensible SDC for each system;

**Transportation Methodology Highlights:**

- Improvement fee cost basis is derived from the eligible cost of planned capital projects needed to accommodate future growth.
- Calculations use updated trip generation and service area data.
- The current transportation SDC is set at $2,071 per PM peak hour person trip end. With the update, the fee will increase to $4,701. For a single family detached dwelling, which has 1.58 PM peak hour trips, this results in a change from $3,272 to $7,441 per unit charged at the time the building permits are issued.

**Wastewater Methodology Highlights:**

- Incorporates projected growth and wastewater flow assumptions from the 2021 Wastewater Master Plan.
- Reflects shared infrastructure and cost considerations related to the Stayton-Sublimity partnership.
- Includes separate SDC schedules for Stayton and Sublimity, to avoid double-counting joint projects.
- The wastewater SDC varies by water meter size. A typical residence has a 3/4-inch meter; therefore, the change would be from $3,015 to $11,743 for new residential dwellings in Stayton. Sublimity, per the IGA signed via Resolution 1113, will charge their new developments a SDC based on the shared infrastructure costs.

The draft methodology reports were made publicly available, and a 90-day notice of public hearing was issued in compliance with ORS 223.304. Council is now asked to adopt the updated methodology as provided in Exhibit A and B. Resolution 25-027 (to be considered subsequent to this resolution) will adopt the updated fee schedule and show the SDC rates for the different meter sizes and transportation uses. Staff recommends the rates be set at the maximum defensible rates established in the methodology. This ensures new development pays the full cost of their impacts to the system. While a lower rate is allowed within the SDC Act, this would mean that the rates would need to be re-assessed and the difference between the max defensible and the selected rate would need to be passed to the ratepayers.

**FISCAL IMPACT**

Adopting the updated methodologies allows the City to charge new development its proportionate share of the cost of growth-related infrastructure, preserving existing ratepayer and taxpayer resources for current system needs. These updated methodologies also protect the City's ability to legally defend its SDC program.

**OPTIONS**

1. Approve the resolution as presented.
2. Request modifications to the methodology and postpone adoption.
3. Decline to adopt the updated methodology and continue using the existing methodology (not recommended).

**MOTION(S)**

1. Motion to adopt Resolution No. 25-026 as presented.

**RESOLUTION NO. 25-026**

**A RESOLUTION ADOPTING AN UPDATED SYSTEM DEVELOPMENT CHARGE (SDC) METHODOLOGY FOR THE WASTEWATER AND TRANSPORTATION SYSTEMS IN THE CITY OF STAYTON**

**WHEREAS,** ORS 223.297 to 223.314 authorize the imposition of System Development Charges (SDCs) by local governments to fund capital improvements that support new development; and

**WHEREAS,** the City of Stayton's existing methodologies for wastewater and transportation SDCs are outdated and do not reflect current infrastructure needs, project costs, or growth projections; and

**WHEREAS,** the City retained FCS Group to prepare updated methodologies for wastewater and transportation SDCs in accordance with Oregon law, SMC 13.12.225, and industry best practices; and

**WHEREAS,** the SDC methodologies were based on the project list shown in Exhibit 2.2 of each methodology report; and

**WHEREAS**, the City has determined that the maximum defensible SDC for both wastewater and transportation is in the best interest of the existing and future residents; and

**WHEREAS,** the updated methodology reports (Exhibit A and B) identify growth-related capital projects, allocates project costs appropriately between reimbursement and improvement fees, and calculates the maximum defensible SDC for each system; and

**WHEREAS,** the City provided public notice and opportunity for comment on the proposed SDC methodology in accordance with ORS 223.304 and ORS 294.160; and

**WHEREAS,** the Stayton City Council finds that adoption of the updated methodology is in the best interest of the City to ensure adequate funding for infrastructure required by new development and to maintain the financial sustainability and legal integrity of the City's SDC program.

**NOW THEREFORE, THE CITY OF STAYTON RESOLVES:**

**SECTION 1**. The updated Wastewater System Development Charge Methodology, attached as Exhibit A and the Transportation System Development Charge Methodology, attached as Exhibit B, are hereby adopted as the basis for calculating the respective SDCs in the City of Stayton.

**SECTION 2**. A combined wastewater SDC improvement, reimbursement, and compliance fee of $11,743 per MCE, as more fully set out in the Wastewater System Development Charge Methodology, is hereby established as the City's Wastewater SDC Fee.

**SECTION 3.** A transportation SDC of $4,701 per PM Peak hour person trip end, as more full set out in the Transportation System Development Charge Methodology, is hereby established as the City's Transportation SDC Fee.

**SECTION 4**. The City Manager is authorized and directed to implement the updated SDC methodology and to ensure that fees are assessed consistent with the methodology and applicable law.

**SECTION 4.** This resolution shall become effective immediately upon adoption. The Rates established shall become effective on September 1, 2025.

**SECTION 5.** This Resolution shall be reviewed annually during the month of June and the rates amended as appropriate for the next fiscal year. Consideration shall be given to the rate of inflation for construction as reported in the Engineering News Record, published by the McGraw-Hill companies, as the 20-City Average Construction Cost Index for the period June of the preceding year through May of the current year.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 4th DAY OF August 2025.**

CITY OF STAYTON

Signed:_____, 2025 BY: _____
Brian Quigley, Mayor

Signed:_____, 2025 ATTEST: _____
Julia Hajduk, City Manager

FCS
a Bowman company

## CITY OF STAYTON

# Wastewater SDC

*Submitted by:*

FCS, a Bowman company
7525 166th Ave NE
Ste D-215
Redmond, WA 98052
P: 425.867.1802

*Submitted to:*

City of Stayton
362 N 3rd Ave
Stayton, OR 97383
P: 503.769.3425

*June 2025*

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# 1 Project Overview

## Background

The City of Stayton ("the City") is located in Marion County and serves over 8,000 residents. In 2024, the City contracted with FCS to update its wastewater system development charges (SDCs) to help provide partial funding for the construction of its planned facilities. This report documents the results of those SDC calculations. Because the City shares its wastewater treatment facility with the City of Sublimity, this report also includes the calculation of a wastewater treatment SDC to be charged in both Stayton and Sublimity.

## Policy

SDCs are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution.

### State Statutes

Oregon Revised Statutes (ORS) 223.297 to 223.316 enable local governments to establish SDCs, which are one-time fees on development that are paid at the time of development or redevelopment that creates additional demand for system facilities. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future users (growth).

ORS 223.299 allows for two types of SDC:

- A reimbursement fee that is designed to recover "costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists"
- An improvement fee that is designed to recover "costs associated with capital improvements to be constructed"

ORS 223.304(1) states, in part, that a reimbursement fee must be based on "the value of unused capacity available to future system users or the cost of existing facilities" and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must "promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities." A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed).

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or that do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed).

In addition to the reimbursement and improvement fees, ORS 223.307(5) states, in part, that "system development charge revenues may be expended on the costs of complying" with state statutes concerning SDCs,

including "the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures."

### Local Ordinance

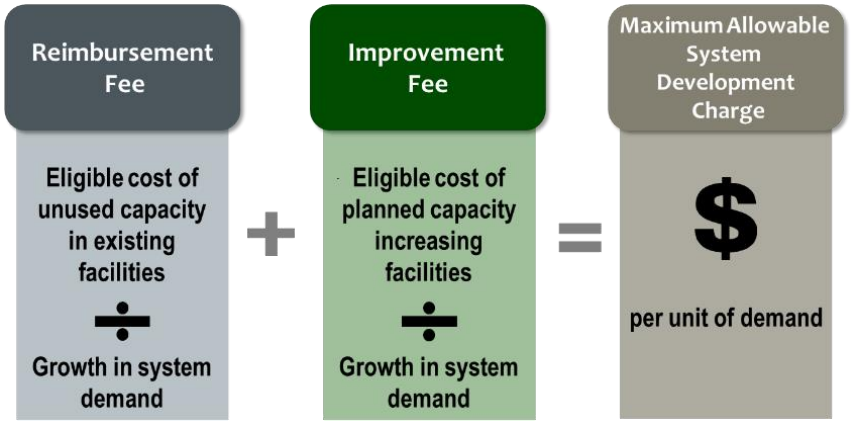
Chapter 13.12 of the Stayton Municipal Code authorizes and governs the imposition and expenditure of SDCs in Stayton. The City may need to modify its code to allow for the proposed changes to the SDCs.

### United States Constitution

The United States Supreme Court has determined that SDCs, impact fees, or other exactions that comply with state and/or local law may still violate the United States Constitution if they are not proportionate to the impact of the development. The SDCs calculated in this report are designed to meet all constitutional requirements.

## Calculation Overview

In general, SDCs are calculated by adding an existing facilities fee component (called the reimbursement fee) and a future facilities fee component (called the improvement fee)—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. The diagram below summarizes the basic outline of an SDC calculation, and more detail is provided in the following bullets.




- **The eligible cost of capacity in existing facilities** is the cost of existing facilities that will serve growth. The cost of those facilities are usually found in a city's schedule of fixed assets which records the original cost of assets purchased by the city. System capacity information, usually found in a comprehensive plan, can provide estimates of the available capacity in the system.
- **The eligible portion of capacity-increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not increase system capacity, and some serve the City's current *and* future populations. Only the share that is allocable to growth is includable.
- **The growth in system demand** is the anticipated growth in the demand associated with each system. Growth is measured in different ways for different systems. For example, growth for wastewater SDCs is sometimes measured in meter capacity equivalents. The unit of growth becomes the charging basis for the SDC.

Finally, summing the reimbursement fee and the improvement fee with a small allowance for compliances costs yields the full SDC.

# 2 Wastewater SDC Analysis

This section describes the detailed calculations of both the maximum defensible shared wastewater treatment SDC to be charged in both Stayton and Sublimity, as well as the total maximum defensible wastewater SDC to be charged in Stayton.

## Growth

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the wastewater SDC calculation.

### Unit of Measurement

For wastewater SDCs, the water meter size necessary for a development is broadly used as a measure of its potential wastewater flows. To compare meters and calculate the total demand of the system, meters are often compared by their flow rates and measured by their meter capacity equivalents (MCEs). In this system, the smallest meter employed by the City is one MCE, and every larger meter is assigned a larger number of MCEs based on their relative flow rates. Flow rates are most often based on the American Water Work Association (AWWA) flow rates assuming either a 5/8" or 3/4" base meter. The City uses 3/4" meters as their smallest meter size, so that is the minimum size for this SDC calculation.

### Growth in Demand

The City of Stayton shares its treatment facility with the City of Sublimity. As such, growth in both the City of Stayton and the City of Sublimity will require capacity in the wastewater treatment facility, and so growth for both cities is documented here.

According to the 2021 Wastewater Facilities Planning Study (the master plan), the combined population of the Stayton-Sublimity area is expected to grow from 11,260 in 2024 up to 12,697 in 2040 at a rate of about 0.75 percent per year. According to City staff, the City of Stayton served 3,471 MCEs in 2024. If MCEs grow proportionally with population, the City will serve 3,914 MCEs in 2040, for a total growth of 443 MCEs.

According to Sublimity's wastewater SDC calculation, Sublimity was expected to serve about 1,294 MCEs, with new MCEs being added at a rate of 0.84 percent per year. This means Sublimity is expected to serve about 1,479 MCEs in 2040 for a total growth of 185 MCEs. Therefore, the combined total of Stayton-Sublimity MCEs will increase from 4,765 up to 5,393, for a growth of 628 MCEs.

For projects and existing assets that benefit both Stayton and Sublimity, 628 MCEs will be the denominator of the SDC calculation. For projects and existing assets that benefit only Stayton, 443 MCEs will be the denominator of the SDC calculation.

**Exhibit 2.1** below summarizes these calculations:

**Exhibit 2.1 – Growth in Wastewater Demand**

| | 2024 | 2040 | CAGR | 2024-2040 Growth | 2024-2040 Growth Share |
|---|---|---|---|---|---|
| Combined Stayton-Sublimity Population | 11,260 | 12,697 | 0.75% | 1,437 | 11.32% |
| Stayton MCEs | 3,471 | 3,914 | 0.75% | 443 | 11.32% |
| Sublimity MCEs | 1,294 | 1,479 | 0.84% | 185 | 12.53% |
| **Combined Total MCEs** | **4,765** | **5,393** | | **628** | **11.65%** |

***Source:*** *Table 2-7 of Wastewater Facilities Planning Study (population); City billing data (Stayton MCEs); 2018 Sublimity SDC Calculation (Sublimity MCEs)*

## Improvement Fee

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth (denominator) above, we will focus here on the improvement fee cost basis (numerator).

### Eligibility

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. The master plan provided SDC eligibility calculations for most of the projects included in the improvement fee. However, two versions of the analysis are present in the master plan with somewhat different estimates of eligibility. For the purposes of this methodology, the more conservative estimates of eligibility shown in Table 1-5 were used, though the eligibility was decreased slightly to account for the growth that occurred between the Master Plan's completion and the calculation of the SDC. For projects that did not appear in the master plan, the City's engineer provided guidance on the eligibility of the projects.

### Calculated Improvement Fee Cost Basis

**Exhibit 2.2** below shows all the projects in the wastewater system improvement fee cost basis. Costs are given in 2025 dollars and were escalated using the March 2025 value of the Engineering News-Record (20-City Average) Construction Cost Index (equal to 13,789.28). Outside funding is noted in the following column, which applies for only one project. The eligibility for each project is shown in the Eligibility column. Finally, the SDC-Eligible Costs column shows that the full amount of the improvement fee cost basis is $4.7 million.

Next, the SDC eligible costs are split into two cost bases. Projects assigned 100 percent to the "Shared Allocation" represent projects that benefit the entire Stayton-Sublimity area. Projects assigned 100 percent to the "Stayton-Only Allocation" represent projects the benefit Stayton only. As shown, the eligible costs for the entire Stayton-Sublimity area total $3.4 million, and the eligible costs for the Stayton-Only area total $1.4 million.

**Exhibit 2.2 – Improvement Fee Cost Basis**

| Plan ID# | SDC# | Description | Timing | 2025 Cost | Outside Funding | Eligibility | SDC-Eligible Costs | Shared Allocation | Stayton-Only Allocation | Shared Eligible Costs | Stayton-Only Eligible Costs |
|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | 1 | Ida Street 18-inch Pipe | 2027 | $ 3,000,000 | $ 3,000,000 | 4.06% | $ - | 0.00% | 100.00% | $ - | $ - |
| N/A | 2 | First Avenue 18-inch Pipe, (4%) | 2028 | 2,100,000 | - | 22.00% | 462,000 | 0.00% | 100.00% | - | 462,000 |
| N/A | 3 | Marion Street, 18-inch pipe | 2029 | 2,612,696 | - | 10.00% | 261,270 | 0.00% | 100.00% | - | 261,270 |
| N/A | 4 | Replace PD Blower with Turbo | 2025 | 275,641 | - | 11.32% | 31,195 | 0.00% | 100.00% | - | 31,195 |
| N/A | 5 | Short Term Pump Station Upgrades | 2025 | 174,926 | - | 17.86% | 31,242 | 0.00% | 100.00% | - | 31,242 |
| N/A | 6 | Post SBR Equalization | 2025 | 159,023 | - | 11.32% | 17,997 | 100.00% | 0.00% | 17,997 | - |
| N/A | 7 | Misc. Parts Replacement | 2026 | 259,738 | - | 11.32% | 29,395 | 100.00% | 0.00% | 29,395 | - |
| N/A | 8 | SBR Basins Scum Remover, piping cover | 2027 | 238,535 | - | 11.32% | 26,995 | 100.00% | 0.00% | 26,995 | - |
| N/A | 9 | Influent Screen | 2028 | 530,078 | - | 11.32% | 59,989 | 100.00% | 0.00% | 59,989 | - |
| 1.3 | 10 | Winter Equalization | 2025-2029 | 14,491,899 | - | 11.32% | 1,640,063 | 100.00% | 0.00% | 1,640,063 | - |
| 1.4 | 11 | Influent Pump Control | 2025-2029 | 123,873 | - | 11.32% | 14,019 | 100.00% | 0.00% | 14,019 | - |
| 1.7 | 12 | Turbo Blower Replacement | 2025-2029 | 1,190,621 | - | 11.32% | 134,744 | 100.00% | 0.00% | 134,744 | - |
| 1.8 | 13 | Misc. SBR Improvements | 2025-2029 | 200,842 | - | 11.32% | 22,730 | 100.00% | 0.00% | 22,730 | - |
| 2.1 | 14 | Mill Creek Force Main Extension | 2030-2035 | 1,431,150 | - | 17.86% | 255,606 | 0.00% | 100.00% | - | 255,606 |
| 2.2 | 15 | Gardner Pump Station Displacement | 2030-2035 | 939,267 | - | 11.32% | 106,298 | 0.00% | 100.00% | - | 106,298 |
| 2.3 | 16 | Pipeline Upsizing on Evergreen | 2030-2035 | 1,690,922 | - | 8.12% | 137,274 | 0.00% | 100.00% | - | 137,274 |
| 2.6 | 17 | Dryer Replacement | 2030-2035 | 9,344,569 | - | 11.32% | 1,057,535 | 100.00% | 0.00% | 1,057,535 | - |
| 2.7 | 18 | Utility Water Storage | 2030-2035 | 1,395,071 | - | 11.32% | 157,882 | 100.00% | 0.00% | 157,882 | - |
| 2.8 | 19 | Generator | 2030-2035 | 1,262,780 | - | 11.32% | 142,910 | 100.00% | 0.00% | 142,910 | - |
| 2.9 | 20 | Sludge Storage Pond Repairs | 2030-2035 | 620,566 | - | 11.32% | 70,230 | 100.00% | 0.00% | 70,230 | - |
| 3.1 | 21 | Long Term Pump Station Upgrades | 2036-2040 | 584,487 | - | 11.32% | 66,147 | 0.00% | 100.00% | - | 66,147 |
| | | | **Total** | **$42,732,697** | **$ 3,000,000** | **$ -** | **$ 4,737,517** | | | **$ 3,386,486** | **$ 1,351,031** |

## Reimbursement Fee

A reimbursement fee is the eligible cost of the wastewater facilities available for future users per unit of growth that such facilities will serve. Since growth was calculated above, we will focus on the eligible cost of the wastewater facilities available for future users.

### Eligibility

To the extent that capacity remains in the wastewater system and is available for growth, the original cost of the capacity (net of any outside funding or outstanding debt) can be collected in the reimbursement fee. For the wastewater system reimbursement fee cost basis, such capacity was measured for the individual treatment functions of the City's treatment facility as well as for the City's collection system as a whole.

The master plan provides capacity estimates for the treatment functions listed in **Exhibit 2.3** below. As shown, each function has a listed firm capacity, estimated current capacity, and 2040 capacity needs. Firm capacity and 2040 capacity estimates come directly from Table 1-4 of the master plan, whereas the current capacity need comes from estimates of the governing flow in 2024 using the population growth estimates describe above.

Where the current capacity need exceeds the firm capacity, no capacity is available for growth. Where the firm capacity surpasses the current capacity need, capacity available for growth exists. That capacity is calculated as the difference between the current capacity need and the 2040 capacity need. As shown, capacity available for growth exists for the Influent Screen, Influent Pump Station, Grit Removal/Classifier, Filtration, and UV Disinfection functions.

For collection assets and for other general facility assets, capacity is available for growth due to the general presence of capacity throughout the collection system, and is therefore assigned an eligibility equal to the growth share of 11.65 percent. Finally, for one project recently completed by the City, the estimated improvement fee eligibility of that project was used as the estimated capacity remaining for growth after a reduction to account for some growth that has occurred since it was completed.

**Exhibit 2.3 – Available Wastewater Treatment Capacity**

| Treatment Category | Governing Flow | Firm Capacity (MGD) | Current Capacity Need (MGD) | 2040 Capacity Need (MGD) | Capacity Available for Growth (MGD) | Capacity Available for Growth (%) |
|---|---|---|---|---|---|---|
| Influent Screen | PIF | 10.20 | 8.53 | 9.18 | 0.65 | 6.33% |
| Influent Pump Station | PIF | 9.30 | 8.53 | 9.18 | 0.65 | 6.94% |
| Grit Removal/Classifer | PIF | 9.30 | 8.53 | 9.18 | 0.65 | 6.94% |
| SBR Basins | MMWWF | 4.10 | 4.19 | 4.54 | - | 0.00% |
| Post-SBR Equalization | PDAF | 7.20 | 7.32 | 7.82 | - | 0.00% |
| Filtration | PDAF | 6.00 | 5.49 | 5.87 | 0.38 | 6.25% |
| UV Disinfection | PIF | 10.20 | 8.53 | 9.18 | 0.65 | 6.33% |
| All Other Treatment | MMWWF | 4.10 | 4.19 | 4.54 | - | 0.00% |

***Source:*** *Table 1-4 of the Wastewater Facilities Planning Study*

## Calculated Reimbursement Fee Cost Basis

The original cost of the City's fixed asset listing was sorted into the treatment and collection system categories as shown in **Exhibit 2.4** below. The outstanding principal of the City's related debt obligations was assigned to each category based on general assumptions of how the City's debt was used to finance the overall system. The Adjusted Original Cost column shown in **Exhibit 2.4** removes the outstanding principal to ensure that growth does not pay for the existing capacity twice; once in the SDCs, and again in the ongoing wastewater rates.

The next three columns describe the eligible cost and the allocations to either the Stayton-Sublimity area ("Shared Allocation") or to Stayton alone ("Stayton-Only" allocation). The capacities for growth are based on the discussions above. All the treatment assets were assigned the Shared Allocation. For the Collection System, only the Mill Creek Sewer, Mill Creek Lift Stations, and a small number of other sewer mains were assigned to the Stayton-Sublimity area, as those mains convey both cities' flows to the treatment facility. The General Plant allocation was based on the cost-weighted average of the other functions allocations. Finally, as shown, the total eligible reimbursable costs is $913,839 for the Shared charge, and $1,185,069 for the Stayton-Only charge.

**Exhibit 2.4 – Reimbursement Fee Cost Basis**

| | Original Cost Estimates | Outstanding Principal | Adjusted Original Cost | Capacity Available for Growth (%) | Shared Allocation | Stayton-Only Allocation | Shared Eligible Costs | Stayton-Only Eligible Costs |
|---|---|---|---|---|---|---|---|---|
| Treatment | | | | | | | | |
| Influent Screen | $ 220,555 | $ 112,670 | $ 107,885 | 6.33% | 100.00% | 0.00% | $ 6,830 | $ - |
| Influent Pump Station | 172,169 | 87,952 | 84,217 | 6.94% | 100.00% | 0.00% | 5,848 | - |
| Grit Removal/Clarifier | - | - | - | 6.94% | 100.00% | 0.00% | - | - |
| SBR Basins | 1,166,695 | 596,001 | 570,694 | 0.00% | 100.00% | 0.00% | - | - |
| Post-SBR Equalization | 130,526 | 66,679 | 63,847 | 0.00% | 100.00% | 0.00% | - | - |
| Filtration | - | - | - | 6.25% | 100.00% | 0.00% | - | - |
| UV Disinfection | 58,054 | 29,657 | 28,397 | 6.33% | 100.00% | 0.00% | 1,798 | - |
| All Other Treatment | 13,512,493 | 6,902,800 | 6,609,692 | 0.00% | 100.00% | 0.00% | - | - |
| Treatment Total | $ 15,260,492 | $ 7,795,758 | $ 7,464,733 | | | | $ 14,476 | $ - |
| Collection | | | | | | | | |
| Sewer Main Infrastructure | $ 7,461,948 | $ 467,497 | $ 6,994,451 | 11.65% | 21.27% | 78.73% | $ 173,321 | $ 641,458 |
| Infrastructure-Mill Creek Sewer | 4,397,719 | 275,521 | 4,122,198 | 11.65% | 100.00% | 0.00% | 480,192 | - |
| Mill Creek Lift Station- # 3 (2016 Upgrades) | 78,452 | 4,915 | 73,537 | 11.65% | 100.00% | 0.00% | 8,566 | - |
| Other Pumping | 632,261 | 39,612 | 592,649 | 11.65% | 0.00% | 100.00% | - | 69,037 |
| Recent Ida Street Improvements | 5,455,972 | - | 5,455,972 | 4.06% | 0.00% | 100.00% | - | 221,465 |
| All Other Collection | 997,282 | 62,481 | 934,801 | 11.65% | 0.00% | 100.00% | - | 108,894 |
| Collection Total | $ 19,023,634 | $ 850,025 | $ 18,173,609 | | | | $ 662,080 | $ 1,040,855 |
| General Plant | $ 3,493,851 | $ 218,893 | $ 3,274,959 | 11.65% | 62.20% | 37.80% | $ 237,283 | $ 144,214 |
| **System Total** | **$ 37,777,977** | **$ 8,864,676** | **$ 28,913,301** | | | | **$ 913,839** | **$ 1,185,069** |

***Source:*** *Previous tables (available capacity); City staff (original cost and outstanding principal); FCS estimates (allocations between "Shared" and "Stayton-Only")*

## Calculated Wastewater SDC

This section combines the eligible cost from the improvement and reimbursement fee cost bases. It also removes the outstanding improvement fee fund balance held by the City of Stayton to avoid double-charging for projects that were included on the City's original SDC list but not completed. It also includes a small cost basis of $42,496 for the costs of calculating the SDC and administering the SDC program. The estimate was based on the cost of the SDC methodology is assumed to occur once every five years from 2024 through 2040. **Exhibit 2.5** below summarizes the wastewater SDC calculation.

**Exhibit 2.5 – Calculated Wastewater SDC**

| | Shared SDC | Stayton-Only SDC | Stayton Total SDC |
|---|---|---|---|
| Cost Basis | | | |
| Improvement Fee | $ 3,386,486 | $ 1,351,031 | |
| Outstanding Improvement Fee Fund Balance | (363,459) | (145,001) | |
| Reimbursement Fee | 913,839 | 1,185,069 | |
| Compliance Fee | 26,438 | 16,058 | |
| **Total** | **$ 3,963,305** | **$ 2,407,156** | |
| | | | |
| Growth in MCEs | **628** | **443** | |
| | | | |
| Improvement Fee per MCE | $ 4,812 | $ 2,723 | $ 7,535 |
| Reimbursement Fee per MCE | 1,455 | 2,675 | 4,130 |
| Compliance Fee per MCE | 42 | 36 | 78 |
| **Calculated SDC per MCE** | **$ 6,308** | **$ 5,434** | **$ 11,743** |

***Source:*** *Previous tables; FCS estimates (compliance fee); City staff (outstanding balance)*

As shown above, the maximum allowable SDC for the shared treatment charge is $6,308 per MCE (which is also the maximum that the City of Sublimity can charge for the treatment portion of its wastewater SDC). For the Stayton-Only charge, the maximum is $5,434 per MCE. Therefore, in the City of Stayton, the maximum allowable wastewater SDC is $11,743. The rate per MCE can be applied to the City of Stayton's different meter sizes using the schedule shown in **Exhibit 2.6** below. The City of Sublimity can use the "Shared SDC" column of **Exhibit 2.6** to charge the shared treatment SDC.

**Exhibit 2.6 – Wastewater SDC Schedule**

| Meter Size | MCEs | Shared SDC | Stayton-Only SDC | Stayton Total SDC |
|---|---|---|---|---|
| 3/4" | 1.00 | $ 6,308 | $ 5,434 | **$ 11,743** |
| 1" | 1.67 | 10,514 | 9,057 | **19,571** |
| 1 1/2" | 3.33 | 21,028 | 18,115 | **39,143** |
| 2" | 5.33 | 33,645 | 28,984 | **62,629** |
| 3" | 10.67 | 67,290 | 57,967 | **125,257** |
| 4" | 16.67 | 105,140 | 90,574 | **195,714** |
| 6" | 33.33 | 210,280 | 181,148 | **391,428** |
| 8" | 53.33 | 336,449 | 289,836 | **626,285** |

# 3 Implementation

This section addresses practical aspects of implementing SDCs and provides comparisons to other jurisdictions.

## Setting the SDC

The calculations shown in the previous sections represent the maximum defensible SDCs. The City has the liberty to set the SDC for each service at any level up to the maximum defensible charge by resolution; so long as follows the procedures laid out in ORS 223.297 through ORS 223.316. The City may also decide to phase in either or both SDCs to the maximum or a lower target charge over a period of time.

## Indexing

ORS 223.304 allows for the periodic indexing of SDCs for inflation, as long as the index used is:

> (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
> (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
> (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.

In accordance with Oregon statutes, we recommend that the City index its charges to the *Engineering News Record* Construction Cost Index for the 20-City Average and adjust its charges annually. This will help to mitigate – if not fully eliminate – the burdens of construction cost inflation. The March 2025 value of that index used to determine the construction costs was 13,789.28.

## Comparisons

**Exhibit 3.1** below shows a comparison of wastewater SDCs calculated for single-family homes for some relevant jurisdictions. As shown, if the City adopted the maximum defensible SDC, its charge would exceed those of the relevant comparison jurisdictions.

**Exhibit 3.1 – Wastewater SDC Comparisons**

| | Wastewater |
|---|---|
| **Stayton (Maximum)** | **$ 11,743** |
| Independence | 10,422 |
| Silverton* | 7,788 |
| Aumsville | 7,577 |
| Sublimity | 5,303 |
| **Stayton (Current)** | **3,015** |

***Source:*** *FCS GROUP Survey, 4/2/2025*
**Assumes a 2,605 SF house*

FCS
a Bowman company

## CITY OF STAYTON

# Transportation SDC

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*June 2025*

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# 1 Project Overview

## Background

The City of Stayton ("the City") is located in Marion County and serves over 8,000 residents. In 2024, the City contracted with FCS to update its transportation system development charge (SDC) to help provide partial funding for the construction of its planned transportation facilities. This report documents the results of that SDC calculation.

## Policy

SDCs are enabled by state statutes, authorized by local ordinance, and constrained by the United States Constitution.

### State Statutes

Oregon Revised Statutes (ORS) 223.297 to 223.316 enable local governments to establish SDCs, which are one-time fees on development that are paid at the time of development or redevelopment that creates additional demand for system facilities. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future users (growth).

ORS 223.299 allows for two types of SDC:

- A reimbursement fee that is designed to recover "costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists"
- An improvement fee that is designed to recover "costs associated with capital improvements to be constructed"

ORS 223.304(1) states, in part, that a reimbursement fee must be based on "the value of unused capacity available to future system users or the cost of existing facilities" and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must "promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities." A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed).

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or that do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed).

In addition to the reimbursement and improvement fees, ORS 223.307(5) states, in part, that "system development charge revenues may be expended on the costs of complying" with state statutes concerning SDCs, including "the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures."

### Local Ordinance

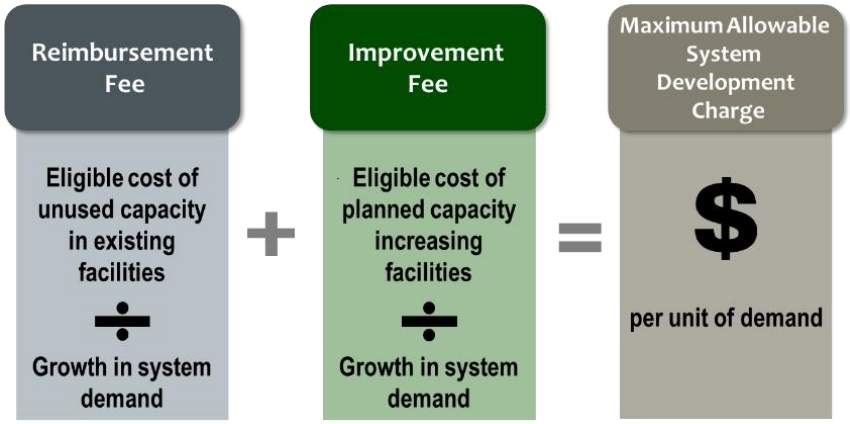
Chapter 13.12 of the Stayton Municipal Code authorizes and governs the imposition and expenditure of SDCs in Stayton. The City may need to modify its code to allow for the proposed changes to the SDCs.

### United States Constitution

The United States Supreme Court has determined that SDCs, impact fees, or other exactions that comply with state and/or local law may still violate the United States Constitution if they are not proportionate to the impact of the development. The SDCs calculated in this report are designed to meet all constitutional requirements.

## Calculation Overview

In general, SDCs are calculated by adding an existing facilities fee component (called the reimbursement fee) and a future facilities fee component (called the improvement fee)—both with potential adjustments. Each component is calculated by dividing the eligible cost by growth in units of demand. The unit of demand becomes the basis of the charge. The diagram below summarizes the basic outline of an SDC calculation, and more detail is provided in the following bullets.




- **The eligible cost of capacity in existing facilities** is the cost of existing facilities that will serve growth. The cost of those facilities are usually found in a city's schedule of fixed assets which records the original cost of assets purchased by the city. System capacity information, usually found in a comprehensive plan, can provide estimates of the available capacity in the system.
- **The eligible portion of capacity-increasing projects** is the cost of future projects that will serve growth. Some projects are intended to only serve growth, some projects do not increase system capacity, and some serve the City's current *and* future populations. Only the share that is allocable to growth is includable.
- **The growth in system demand** is the anticipated growth in the demand associated with each system. Growth is measured in different ways for different systems. For example, growth for transportation SDCs is most often measured in "trip ends". The unit of growth becomes the charging basis for the SDC.

Finally, summing the reimbursement fee and the improvement fee with a small allowance for compliances costs yields the full SDC.

# 2 Transportation SDC Analysis

This section describes the detailed calculations of the maximum allowable transportation SDC for the City of Stayton.

## Growth

The calculation of projected growth begins with defining the units by which current and future demand will be measured. Then, using the best available data, we quantify the current level of demand and estimate a future level of demand. The difference between the current level and the future level is the growth in demand that will serve as the denominator in the transportation SDC calculation.

### Unit of Measurement

For transportation SDCs, demand is often measured in terms of PM peak hour person trip ends (trips), where one trip represents one person either entering or leaving a development during the PM peak travel hour. Using person trips recognizes that the City's transportation system includes both pedestrian and bicycle infrastructure. To calculate the demand incurred by a specific development type, trips can be assigned based on the Institute of Transportation Engineers' (ITE's) *Trip Generation Manual*.

### Growth in Demand

Based on the City's 2019 Transportation System Plan (TSP), there were an estimated 4,777 PM peak hour vehicle trip ends in 2018. Because many of the projects on the improvement fee cost basis were sized for much more capacity than the City will expect to need in the next 20 years, the future year considered for this analysis is that of "Buildout," that is, a theoretical point where the City can expect no more demands to be added to its transportation system. Based on discussions with Kittelson & Associates, Inc. (the engineers who prepared the TSP), the expected number of PM peak hour vehicle trip ends at that point is 13,199. That means that vehicle trip ends are expected to grow by about 8,421 between 2018 and Buildout.

To adjust the vehicle trip ends to person trip ends, a conversion factor of 1.68 is used. That factor comes from the U.S. Department of Transportation's 2017 National Household Travel Survey which contains estimates of the total number of vehicle trip ends and person trips ends on an average day. That factor applied to the growth in vehicle trip ends yields a growth in person trip ends of 14,148 – the denominator for the transportation SDC calculation.

**Exhibit 2.1** below summarizes these calculations:

**Exhibit 2.1 – Growth in PM Peak Hour Person Trip Ends**

| | 2018 | Buildout | 2018-Buildout Growth | 2018-Buildout Growth Share |
|---|---|---|---|---|
| PM Peak Hour Vehicle Trip Ends | 4,777 | 13,199 | 8,421 | 63.80% |
| **PM Peak Hour Person Trip Ends** | **8,026** | **22,174** | **14,148** | **63.80%** |

***Source:*** *Table 10: Stayton Population and Employment Growth Summary from 2019 TSP (PM peak hour vehicle trip ends 2018-2040); FCS estimates (buildout); U.S. Department of Transportation, 2017 National Household Travel Survey (person trip conversion factor of 1.68).*

## Improvement Fee

An improvement fee is the eligible cost of planned projects per unit of growth that such projects will serve. Since we have already calculated growth above, we will focus here on the improvement fee cost basis.

### Eligibility

A project's eligible cost is the product of its total cost and its eligibility percentage. The eligibility percentage represents the portion of the project that creates capacity for future users. Where possible, specific details about a project can provide an eligibility percentage. Such specific details were available for some of the projects on the project list, per discussions with Kittelson & Associates, Inc. and information available in the TSP. However, when this is not possible, projects can still be sorted into three broad categories. Projects dedicated solely to new growth are assigned 100 percent. Projects assigned solely to existing users are assigned 0 percent. Projects expected to benefit both existing and future users are assigned growth's share of future users, or 63.80 percent.

### Calculated Improvement Fee Cost Basis

**Exhibit 2.2** below summarizes the transportation improvement fee cost basis. Projects in the improvement fee cost basis were taken from the 2019 TSP with costs adjusted to 2025 dollars using the March 2025 value of the Engineering News-Record (20-City Average) Construction Cost Index (equal to 13,789.28), and with updates from Kittelson & Associates, Inc. for a few of the projects. The eligibility for each project is shown in the SDC Eligibility column. Finally, the SDC-Eligible Costs column shows that the full amount of the improvement fee cost basis is $67.7 million.

**Exhibit 2.2 – Transportation Improvement Fee Cost Basis**

| Project Type | Project | Priority | Timing | 2025 Cost | Eligibility | SDC-Eligible Costs |
|---|---|---|---|---|---|---|
| Pedestrian | Tier 1 Projects | High | 2025-2030 | $ 467,458 | 100.00% | $ 467,458 |
| Pedestrian | Tier 1 Crosswalk Studies | High | 2025-2030 | 872,588 | 63.80% | $ 556,747 |
| Pedestrian | Tier 2 Projects | Medium | 2031-2035 | 4,381,640 | 63.80% | 2,795,667 |
| Pedestrian | Tier 3 Projects | Medium | 2031-2035 | 11,300,020 | 63.80% | 7,209,879 |
| Pedestrian | Tier 4 Projects | Low | 2036-2040 | 7,092,897 | 63.80% | 4,525,561 |
| Bicycle | Tier 1 Projects | High | 2025-2030 | 4,475,132 | 88.17% | 3,945,774 |
| Bicycle | Tier 2 Projects | Medium | 2031-2035 | 10,570,785 | 63.80% | 6,744,597 |
| Bicycle | Tier 3 Projects | Medium | 2031-2035 | 1,470,935 | 63.80% | 938,517 |
| Bicycle | Tier 4 Projects | Low | 2036-2040 | 11,954,461 | 63.80% | 7,627,439 |
| Motor Vehicle | Golf Club Road/Shaff Road Roundabout (M1) | High | 2025-2030 | 9,150,000 | 42.39% | 3,879,073 |
| Motor Vehicle | Stayton Road/Wilco Road-Roundabout (M2) | High | 2025-2030 | 2,044,350 | 61.90% | 1,265,416 |
| Motor Vehicle | Realign Golf Lane (M3) | High | 2025-2030 | 4,138,562 | 0.00% | - |
| Motor Vehicle | Sixth Street S-Curves-All-Way Stop Control (M4) | High | 2025-2030 | 785,330 | 77.65% | 609,799 |
| Motor Vehicle | Tenth Street S-Curves-Mini-Roundabout (M5) | High | 2025-2030 | 4,000,000 | 81.54% | 3,261,637 |
| Safety Projects | First Avenue/Washington Street Projected Lefts (M6) | High | 2025-2030 | 24,931 | 20.88% | 5,206 |
| Safety Projects | Cascade Highway SE/OR 22 EB Ramps Signalization | Low | 2036-2040 | - | 0.00% | - |
| Safety Projects | OR 22/Fern Ridge Road and Old Mehama Road Access Restrictions (M12) | Low | 2036-2040 | - | 0.00% | - |
| New Roadway Projects | Golf Lane Extension (M7) | Low | 2036-2040 | 10,277,845 | 100.00% | 10,277,845 |
| New Roadway Projects | Kindle Way Extension (M8) | Low | 2036-2040 | 1,776,341 | 100.00% | 1,776,341 |
| New Roadway Projects | Dawn Drive Extension (M9) | Low | 2036-2040 | 10,464,828 | 100.00% | 10,464,828 |
| New Roadway Projects | Highland Drive Extension (M10) | Low | 2036-2040 | 1,358,745 | 100.00% | 1,358,745 |
| Major Maintenance | Wyatt Avenue Mill Overlay-Gardner to West end | High | 2025-2030 | 318,047 | 0.00% | - |
| Major Maintenance | Slurry Seals | Ongoing | 2025-2040 | 106,016 | 0.00% | - |
| Major Maintenance | Pavement Management Plan | Ongoing | 2025-2040 | 22,195,141 | 0.00% | - |
| | | | **Total** | **$ 119,226,053** | | **$ 67,710,531** |

## Calculated Transportation SDC

For the transportation SDC, no reimbursement fee was calculated, as no available capacity could be reliably estimated. This section calculates the transportation SDC using the improvement fee cost basis but removes the

outstanding improvement fee fund balance held by the City of Stayton to avoid double-charging for projects that were included on the City's original SDC list but not yet completed. It also includes a small cost basis of $39,840 for the costs of calculating the SDC and administering the SDC program. **Exhibit 2.3** below summarizes the transportation SDC calculation.

**Exhibit 2.3 – Calculated Transportation SDC**

| SDC Calculation | |
|---|---|
| Cost Basis | |
| Improvement Fee | $ 67,710,531 |
| Outstanding Improvement Fee Fund Balance | (1,235,222) |
| Reimbursement Fee | - |
| Compliance Fee | 39,840 |
| **Total** | **$ 66,515,149** |
| | |
| Growth in Trip Ends | **14,148** |
| | |
| Improvement Fee per Trip End | $ 4,699 |
| Reimbursement Fee per Trip End | - |
| Compliance Fee per Trip End | 3 |
| **Calculated SDC per Trip End** | **$ 4,701** |

As shown above, the maximum allowable SDC is $4,701 per PM peak hour person trip end. The City may adopt any SDC up to that amount. The rate per trip end can be applied to the City's land uses using the fee schedule provided in **Appendix A**. The fee for a single-family residence would be $7,441 under this approach.

# 3 Implementation

This section addresses practical aspects of implementing SDCs and provides comparisons to other jurisdictions.

## Setting the SDC

The calculations shown in the previous sections represent the maximum defensible SDCs. The City has the liberty to set the SDC for each service at any level up to the maximum defensible charge by resolution; so long as follows the procedures laid out in ORS 223.297 through ORS 223.316. The City may also decide to phase in either or both SDCs to the maximum or a lower target charge over a period of time.

## Indexing

ORS 223.304 allows for the periodic indexing of SDCs for inflation, as long as the index used is:

> (A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
> (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
> (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.

In accordance with Oregon statutes, we recommend that the City index its charges to the *Engineering News Record* Construction Cost Index for the 20-City Average and adjust its charges annually. This will help to mitigate – if not fully eliminate – the burdens of construction cost inflation. The March 2025 value of that index used to determine the construction costs was 13,789.28.

## Comparisons

**Exhibit 3.1** below shows a comparison of transportation SDCs calculated for single-family homes for some relevant jurisdictions. As shown, if the City adopted the maximum defensible SDC, its charge would exceed most of the relevant comparison jurisdictions.

**Exhibit 3.1 – Transportation SDC Comparisons**

| | Transportation SDC |
|---|---|
| Independence | $ 12,258 |
| **Stayton (Maximum)** | **7,441** |
| Silverton | 5,904 |
| Aumsville | 5,175 |
| **Stayton (Current)** | **3,272** |
| Sublimity | 2,315 |

***Source:*** *FCS GROUP Survey, 4/2/2025*

# Appendix A: Transportation SDC Schedule

| | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | Pass-by Trip Reduction Factor | Person Trip Conversion Factor | New PM Peak Hour Person Trip | Transportation SDC |
|---|---|---|---|---|---|---|---|
| General Light Industrial | 110 | 1,000 SFGFA | 0.65 | 1.00 | 1.68 | 1.09 | $5,145 |
| Industrial Park | 130 | 1,000 SFGFA | 0.34 | 1.00 | 1.68 | 0.57 | $2,691 |
| Manufacturing | 140 | 1,000 SFGFA | 0.74 | 1.00 | 1.68 | 1.25 | $5,858 |
| Warehousing | 150 | 1,000 SFGFA | 0.18 | 1.00 | 1.68 | 0.30 | $1,425 |
| Mini-Warehouse | 151 | 1,000 SFGFA | 0.15 | 1.00 | 1.68 | 0.25 | $1,187 |
| Utility | 170 | 1,000 SFGFA | 2.16 | 1.00 | 1.68 | 3.64 | $17,099 |
| Specialty Trade Contractor | 180 | 1,000 SFGFA | 1.93 | 1.00 | 1.68 | 3.25 | $15,278 |
| Single-Family Detached Housing | 210 | Dwelling Units | 0.94 | 1.00 | 1.68 | 1.58 | $7,441 |
| Multifamily Housing (Low-Rise, not close to rail transit) | 220 | Dwelling Units | 0.51 | 1.00 | 0.95 | 0.48 | $2,269 |
| Multifamily Housing (Mid-Rise, not close to rail transit) | 221 | Dwelling Units | 0.39 | 1.00 | 1.18 | 0.46 | $2,167 |
| Mobile Home Park | 240 | Dwelling Units | 0.58 | 1.00 | 1.68 | 0.98 | $4,591 |
| Senior Adult Housing - Detached | 251 | Dwelling Units | 0.30 | 1.00 | 1.68 | 0.51 | $2,375 |
| Senior Adult Housing - Attached | 252 | Dwelling Units | 0.25 | 1.00 | 1.68 | 0.42 | $1,979 |
| Congregate Care Facility | 253 | Dwelling Units | 0.18 | 1.00 | 2.44 | 0.44 | $2,069 |
| Assisted Living | 254 | 1,000 SFGFA | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Recreational Homes | 260 | Dwelling Units | 0.29 | 1.00 | 1.68 | 0.49 | $2,296 |
| Timeshare | 265 | Dwelling Units | 0.63 | 1.00 | 1.68 | 1.06 | $4,987 |
| Residential Planned Unit Development | 270 | Dwelling Units | 0.69 | 1.00 | 1.68 | 1.16 | $5,462 |
| Hotel | 310 | Rooms | 0.59 | 1.00 | 1.68 | 0.99 | $4,670 |
| Motel | 320 | Rooms | 0.36 | 1.00 | 1.68 | 0.61 | $2,850 |
| Campground/Recreational Vehicle Park | 416 | Acres | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Multipurpose Recreational Facility | 435 | 1,000 SFGFA | 3.58 | 1.00 | 1.68 | 6.03 | $28,339 |
| Multiplex Movie Theater | 445 | Movie Screens | 13.96 | 1.00 | 1.68 | 23.51 | $110,508 |
| Ice Skating Rink | 465 | 1,000 SFGFA | 0.17 | 1.00 | 1.68 | 0.29 | $1,346 |
| Soccer Complex | 488 | Fields | 16.43 | 1.00 | 1.68 | 27.66 | $130,061 |
| Health/Fitness Club | 492 | 1,000 SFGFA | 3.45 | 1.00 | 1.68 | 5.81 | $27,310 |
| Recreational Community Center | 495 | 1,000 SFGFA | 2.50 | 1.00 | 1.51 | 3.78 | $17,757 |
| Elementary School | 520 | 1,000 SFGFA | 0.16 | 1.00 | 1.68 | 0.27 | $1,267 |
| Middle School/Junior High School | 525 | 1,000 SFGFA | 0.15 | 1.00 | 1.68 | 0.25 | $1,187 |
| High School | 530 | 1,000 SFGFA | 0.14 | 1.00 | 1.68 | 0.24 | $1,108 |
| Junior/Community College | 540 | 1,000 SFGFA | 0.11 | 1.00 | 1.68 | 0.19 | $871 |
| Church | 560 | 1,000 SFGFA | 0.49 | 1.00 | 1.68 | 0.83 | $3,879 |
| Day Care Center | 565 | 1,000 SFGFA | 11.12 | 1.00 | 1.68 | 18.72 | $88,027 |
| Prison | 571 | Beds | 0.08 | 1.00 | 1.68 | 0.13 | $633 |
| Fire and Rescue Station | 575 | 1,000 SFGFA | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Library | 590 | 1,000 SFGFA | 8.16 | 1.00 | 1.68 | 13.74 | $64,595 |
| Hospital | 610 | 1,000 SFGFA | 0.86 | 1.00 | 1.67 | 1.44 | $6,753 |
| Nursing Home | 620 | 1,000 SFGFA | 0.59 | 1.00 | 1.68 | 0.99 | $4,670 |
| Clinic | 630 | 1,000 SFGFA | 3.69 | 1.00 | 2.48 | 9.17 | $43,106 |
| Animal Hospital/Veterinary Clinic | 640 | 1,000 SFGFA | 3.53 | 1.00 | 1.68 | 5.94 | $27,944 |
| General Office Building | 710 | 1,000 SFGFA | 1.44 | 1.00 | 1.30 | 1.88 | $8,830 |
| Small Office Building | 712 | 1,000 SFGFA | 2.16 | 1.00 | 1.68 | 3.64 | $17,099 |
| Single Tenant Office Building | 715 | 1,000 SFGFA | 1.76 | 1.00 | 1.68 | 2.96 | $13,932 |
| Medical-Dental Office Building | 720 | 1,000 SFGFA | 3.93 | 1.00 | 1.14 | 4.50 | $21,147 |
| Government Office Building | 730 | 1,000 SFGFA | 1.71 | 1.00 | 1.68 | 2.88 | $13,536 |
| United States Post Office | 732 | 1,000 SFGFA | 11.21 | 1.00 | 1.68 | 18.87 | $88,739 |
| Office Park | 750 | 1,000 SFGFA | 1.30 | 1.00 | 1.68 | 2.19 | $10,291 |
| Research and Development Center | 760 | 1,000 SFGFA | 0.98 | 1.00 | 1.45 | 1.42 | $6,676 |
| Business Park | 770 | 1,000 SFGFA | 1.22 | 1.00 | 1.68 | 2.05 | $9,658 |
| Tractor Supply Store | 810 | 1,000 SFGFA | 1.40 | 1.00 | 1.68 | 2.36 | $11,082 |
| Construction Equipment Rental Store | 811 | 1,000 SFGFA | 0.99 | 1.00 | 1.68 | 1.67 | $7,837 |
| Building Materials and Lumber Store | 812 | 1,000 SFGFA | 2.25 | 1.00 | 1.68 | 3.79 | $17,811 |
| Free-Standing Discount Superstore | 813 | 1,000 SFGFA | 4.33 | 0.71 | 1.68 | 3.68 | $17,279 |
| Variety Store | 814 | 1,000 SFGFA | 6.70 | 0.66 | 1.68 | 4.91 | $23,103 |
| Free-Standing Discount Store | 815 | 1,000 SFGFA | 4.86 | 0.83 | 1.68 | 5.64 | $26,503 |
| Hardware/Paint Store | 816 | 1,000 SFGFA | 2.98 | 0.74 | 1.68 | 2.75 | $12,918 |
| Nursery (Garden Center) | 817 | 1,000 SFGFA | 6.94 | 1.00 | 1.68 | 11.69 | $54,937 |
| Nursery (Wholesale) | 818 | 1,000 SFGFA | 5.24 | 1.00 | 1.68 | 8.82 | $41,480 |
| Shopping Center | 820 | 1,000 SFGLA | 3.40 | 0.66 | 2.03 | 3.01 | $14,164 |
| Factory Outlet Center | 823 | 1,000 SFGFA | 2.29 | 1.00 | 1.68 | 3.86 | $18,128 |
| Automobile Sales (New) | 840 | 1,000 SFGFA | 2.42 | 1.00 | 2.11 | 5.11 | $24,019 |

| | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | Pass-by Trip Reduction Factor | Person Trip Conversion Factor | New PM Peak Hour Person Trip | Transportation SDC |
|---|---|---|---|---|---|---|---|
| Automobile Sales (Used) | 841 | 1,000 SFGFA | 3.75 | 1.00 | 1.68 | 6.31 | $29,685 |
| Recreational Vehicle Sales | 842 | 1,000 SFGFA | 0.77 | 1.00 | 1.68 | 1.30 | $6,095 |
| Automobile Parts Sales | 843 | 1,000 SFGFA | 4.90 | 0.57 | 1.68 | 2.68 | $12,602 |
| Tire Store | 848 | 1,000 SFGFA | 3.75 | 0.72 | 1.68 | 3.27 | $15,389 |
| Tire Superstore | 849 | 1,000 SFGFA | 2.11 | 1.00 | 1.68 | 3.55 | $16,703 |
| Supermarket | 850 | 1,000 SFGFA | 8.95 | 0.64 | 2.88 | 10.57 | $49,690 |
| Convenience Market | 851 | 1,000 SFGFA | 49.11 | 0.49 | 1.76 | 20.77 | $97,631 |
| Discount Club | 857 | 1,000 SFGFA | 4.19 | 0.63 | 1.68 | 2.80 | $13,164 |
| Wholesale Market | 860 | 1,000 SFGFA | 1.76 | 1.00 | 1.68 | 2.96 | $13,932 |
| Sporting Goods Superstore | 861 | 1,000 SFGFA | 2.14 | 1.00 | 1.68 | 3.60 | $16,940 |
| Home Improvement Superstore | 862 | 1,000 SFGFA | 2.29 | 0.58 | 2.03 | 1.56 | $7,352 |
| Electronics Superstore | 863 | 1,000 SFGFA | 4.25 | 0.60 | 1.68 | 2.58 | $12,112 |
| Toy/Children's Superstore | 864 | 1,000 SFGFA | 5.00 | 1.00 | 1.68 | 8.42 | $39,580 |
| Baby Superstore | 865 | 1,000 SFGFA | 1.82 | 1.00 | 1.68 | 3.06 | $14,407 |
| Pet Supply Superstore | 866 | 1,000 SFGFA | 3.55 | 1.00 | 1.68 | 5.98 | $28,102 |
| Office Supply Superstore | 867 | 1,000 SFGFA | 2.77 | 1.00 | 1.68 | 4.66 | $21,927 |
| Book Superstore | 868 | 1,000 SFGFA | 15.83 | 1.00 | 1.68 | 26.65 | $125,311 |
| Discount Home Furnishing Superstore | 869 | 1,000 SFGFA | 1.57 | 1.00 | 1.68 | 2.64 | $12,428 |
| Bed and Linen Superstore | 872 | 1,000 SFGFA | 2.22 | 1.00 | 1.68 | 3.74 | $17,574 |
| Department Store | 875 | 1,000 SFGFA | 1.95 | 1.00 | 1.68 | 3.28 | $15,436 |
| Apparel Store | 876 | 1,000 SFGFA | 4.12 | 1.00 | 1.05 | 4.32 | $20,310 |
| Arts and Crafts Store | 879 | 1,000 SFGFA | 6.21 | 1.00 | 1.68 | 10.46 | $49,159 |
| Pharmacy/Drugstore without Drive-Through Window | 880 | 1,000 SFGFA | 8.51 | 0.47 | 3.15 | 5.92 | $27,822 |
| Pharmacy/Drugstore with Drive-Through Window | 881 | 1,000 SFGFA | 10.25 | 0.51 | 1.68 | 4.49 | $21,104 |
| Marijuana Dispensary | 882 | 1,000 SFGFA | 18.92 | 1.00 | 1.68 | 31.86 | $149,772 |
| Furniture Store | 890 | 1,000 SFGFA | 0.52 | 0.47 | 1.68 | 0.19 | $909 |
| Medical Equipment Store | 897 | 1,000 SFGFA | 1.24 | 1.00 | 1.68 | 2.09 | $9,816 |
| Liquor Store | 899 | 1,000 SFGFA | 16.62 | 1.00 | 1.78 | 29.61 | $139,187 |
| Walk-in Bank | 911 | 1,000 SFGFA | 12.13 | 1.00 | 1.68 | 20.42 | $96,022 |
| Drive-in Bank | 912 | 1,000 SFGFA | 21.01 | 0.65 | 0.42 | 3.69 | $17,346 |
| Hair Salon | 918 | 1,000 SFGFA | 1.45 | 1.00 | 1.68 | 2.44 | $11,478 |
| Copy, Print, and Express Ship Store | 920 | 1,000 SFGFA | 7.42 | 1.00 | 1.68 | 12.49 | $58,737 |
| Food Cart Pod | 926 | Food Carts | 6.16 | 1.00 | 1.68 | 10.37 | $48,763 |
| Fast Casual Restaurant | 930 | 1,000 SFGFA | 12.55 | 1.00 | 1.68 | 21.13 | $99,346 |
| Quality Restaurant | 931 | 1,000 SFGFA | 7.80 | 0.56 | 1.68 | 4.12 | $19,363 |
| High-Turnover (Sit-Down) Restaurant | 932 | 1,000 SFGFA | 9.05 | 0.57 | 1.99 | 5.84 | $27,449 |
| Fast-Food Restaurant without Drive-Through Window | 933 | 1,000 SFGFA | 33.21 | 1.00 | 1.68 | 55.92 | $262,892 |
| Fast-Food Restaurant with Drive-Through Window | 934 | 1,000 SFGFA | 33.03 | 0.50 | 2.13 | 17.60 | $82,753 |
| Fast-Food Restaurant with Drive-Through Window and No Indoor Seating | 935 | 1,000 SFGFA | 59.50 | 1.00 | 1.68 | 100.18 | $471,005 |
| Coffee/Donut Shop without Drive-Through Window | 936 | 1,000 SFGFA | 32.29 | 1.00 | 2.18 | 70.33 | $330,667 |
| Coffee/Donut Shop with Drive-Through Window | 937 | 1,000 SFGFA | 38.99 | 1.00 | 0.69 | 26.94 | $126,642 |
| Coffee/Donut Shop with Drive-Through Window and No Indoor Seating | 938 | 1,000 SFGFA | 15.08 | 0.11 | 1.68 | 0.31 | $1,444 |
| Quick Lubrication Vehicle Shop | 941 | 1,000 SFGFA | 8.70 | 1.00 | 1.68 | 14.65 | $68,870 |
| Automobile Care Center | 942 | 1,000 SFGFA | 3.11 | 1.00 | 1.68 | 5.24 | $24,619 |
| Automobile Parts and Service Center | 943 | 1,000 SFGFA | 2.06 | 1.00 | 1.68 | 3.47 | $16,307 |
| Gasoline/Service Station | 944 | Vehicle Fueling Positions | 13.91 | 0.58 | 1.68 | 7.88 | $37,042 |
| Convenience Store/Gas Station | 945 | Vehicle Fueling Positions | 18.42 | 0.44 | 1.68 | 6.00 | $28,230 |
| Self-Service Car Wash | 947 | Wash Stalls | 5.54 | 1.00 | 1.68 | 9.33 | $43,855 |
| Automated Car Wash | 948 | Car Wash Tunnels | 77.50 | 1.00 | 1.68 | 130.49 | $613,494 |
| Car Wash and Detail Center | 949 | Wash Stalls | 13.60 | 1.00 | 1.68 | 22.90 | $107,658 |
| Truck Stop | 950 | Vehicle Fueling Positions | 15.42 | 1.00 | 1.68 | 25.96 | $122,066 |
| Winery | 970 | 1,000 SFGFA | 7.31 | 1.00 | 1.68 | 12.31 | $57,866 |
| Drinking Place | 975 | 1,000 SFGFA | 11.36 | 1.00 | 1.68 | 19.13 | $89,926 |

***Source**: ITE, Trip Generation Manual, 11th edition; Abbreviations: ITE = Institute of Transportation Engineers.*

**CITY OF STAYTON**

# M E M O R A N D U M

**TO:** **Mayor Brian Quigley and the Stayton City Council**

**FROM:** **Julia Hajduk, City Manager**
**James Brand, Finance Director**

**DATE:** **August 4, 2025**

**SUBJECT:** **Resolution No. 25-027, Adopting Amendments to the 2025-26 Fee Schedule to Update System Development Charges to Reflect Increases per the Construction Code Index and to Reflect Updated SDC Methodologies for Wastewater and Transportation**

---

**ISSUE**

The City Council is asked to consider amending the fee schedule to update System Development Charges to reflect increases per the Construction Code Index and to reflect updated SDC methodologies for wastewater and transportation.

**ENCLOSURE(S)**

- Resolution 25-027
- Exhibit A – Amendments to the SDC section of fee schedule
- Attachment 1 – track changes version of fee schedule with proposed changes and explanation

**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt the amendments to the SDC section of the fee schedule (track changes shown in Attachment 1 and clean version in Exhibit A) by adopting Resolution 25-027.

**BACKGROUND INFORMATION**

The majority of the Fiscal Year 2025-26 fees were adopted in Resolution 25-009 on April 7, 2025. The fee schedule did not include updates to system development charges (SDC) because of the timing outlined in the adopting resolutions for updates which states: “This resolution shall be reviewed annually during the month of June and the rates amended as appropriate for the next fiscal year. Consideration shall be given to the rate of inflation for construction as reported in the Engineering News Records, published by the McGraw-Hill companies, as the 20-City Average Construction Cost Index for the period June of the preceding year through May of the current year.”

Per the Engineering News Record, the 20-City Average Construction Cost Index (Cost Data) for June 2025 is 2.4%.

In addition, the City has updated the SDC methodology for wastewater and transportation which establishes new maximum defensible SDC rates. It is anticipated that Resolution 25-026 formally adopting the methodologies will be adopted prior to consideration of this resolution updating the fee schedule.

The attached resolution formally adopts amendments to the SDC section of the fee schedule to increase the water, stormwater and parks SDC in accordance with the construction code index (2.4%) and adopts updated wastewater and transportation SDCs in accordance with the SDC methodologies, anticipated to be adopted via Resolution 25-026.

**FISCAL IMPACT**
Adoption of the amended SDC's will help ensure new development pays for its impact on the associated infrastructure systems. Fees are paid at time of building permit issuance; therefore, it is challenging to predict with certainty the actual revenues at this time.

**OPTIONS AND MOTIONS**
The City Council is presented with the following options.

1. **Adopt Resolution No. 25-027 as presented.**

   Motion to approve Resolution No. 25-027 as presented.

2. **Adopt Resolution No. 25-027 as amended.**

   Motion to amend the fees and adopt Resolution 25-027 as amended. (*note, while Council may reduce the SDC rates below the maximum defensible, the rate must be applied consistently among users*)

**RESOLUTION NO. 25-027**
**ADOPTING AMENDMENTS TO THE FISCAL YEAR 2025-26 FEE SCHEDULE TO UPDATE SYSTEM DEVELOPMENT CHARGES (SDCs) TO REFLECT INFLATIONARY ADJUSTMENTS AND REVISED SDC METHODOLOGIES FOR WASTEWATER AND TRANSPORTATION**

**WHEREAS**, the City of Stayton has adopted a fee schedule for various permits, applications, and services, including System Development Charges (SDCs), to support the provision of infrastructure and services associated with new development; and

**WHEREAS**, Resolution No. 25-009 adopted the Fiscal Year 2025-26 fee schedule, excluding updates to SDCs pending the annual review required each June and updates to the SDC methodologies for certain infrastructure systems; and

**WHEREAS,** the existing adopted SDC methodology allows for annual inflationary adjustments based on the 20-City Average Construction Cost Index published by Engineering News Record; and

**WHEREAS,** the Construction Cost Index for June 2025 reflects an increase of 2.4%, which shall be applied to the water, stormwater, and parks SDCs; and

**WHEREAS,** the City has completed an update to the SDC methodologies for wastewater and transportation, establishing new maximum defensible SDC rates for each; and

**WHEREAS,** it is the intent of the City Council to ensure that development continues to contribute its proportionate share toward infrastructure improvements through updated and legally defensible SDCs.

**NOW THEREFORE, THE CITY OF STAYTON RESOLVES:**

**SECTION 1.** The City of Stayton hereby adopts the amendments to the Fiscal Year 2025-26 fee schedule to Apply a 2.4% increase to the water, stormwater, and parks SDCs, consistent with the 20-City Average Construction Cost Index; and update the wastewater and transportation SDCs consistent with the updated methodologies adopted by the Council via Resolution No. 25-026.

**SECTION 2**. The amended SDC section of the fee schedule, attached as Exhibit A, is hereby adopted and incorporated by reference.

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

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF AUGUST 2025.**

CITY OF STAYTON

Signed:_____, 2025 BY: _____
Brian Quigley, Mayor

Signed:_____, 2025 ATTEST: _____
Julia Hajduk, City Manager

| **Permits** | |
|---|---|
| Building permits | per Marion County fee schedule |
| Building Structural Permit Driveway/Sidewalk Inspections | $150 |
| **System Development Charges** | |

| Wastewater-Stayton Total (shared and Stayton only) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8+" |
| Reimbursement | $7,535 | $12,558 | $25,116 | $40,186 | $80,372 | $125,582 | $251,163 | $401,861 |
| Improvement | $4,130 | $6,883 | $13,767 | $22,027 | $44,053 | $68,832 | $137,665 | $220,264 |
| compliance | $78 | $130 | $260 | $416 | $832 | $1,300 | $2,600 | $4,160 |
| Total | $11,743 | $19,571 | $ 39,143 | $62,629 | $125,257 | $195,714 | $391,428 | $626,285 |

| Wastewater - Sublimity shared SDC | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8+" |
| Reimbursement | $4,812 | $8,021 | $16,041 | $25,666 | $51,332 | $80,205 | $160,410 | $256,657 |
| Improvement | $1,455 | $ 2,425 | $4,850 | $7,761 | $15,521 | $24,252 | $48,503 | $77,605 |
| compliance | $42 | $68 | $137 | $219 | $437 | $683 | $1,367 | $2,187 |
| Total | $6,308 | $10,514 | $21,028 | $ 33,645 | $67,290 | $105,140 | $210,280 | $336,449 |

| Water | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8+" | Mult fam/unit |
| Reimbursement | $1,409.00 | $2,353.21 | $4,692.15 | $7,511.20 | $ - | $ - | $ - | $ - | $1,126.99 |
| Improvement | $2,735.12 | $4,568.00 | $9,108.30 | $14,580.57 | $ - | $ - | $ - | $ - | $2,187.69 |
| Total | $4,144.13 | $6,921.22 | $13,800.45 | $22,091.78 | $ - | $ - | $ - | $ - | $3,314.69 |

| Parks | per residential unit |
|---|---|
| Reimbursement | $251.33 |
| Improvement | $3,729.99 |
| Total | $3,981.31 |

| Stormwater | |
|---|---|
| New dwelling on existing (2014) street based on assumed avg impervious area of 3500 sq ft. | $2,580.48 |
| New dwelling on new street (built after 2014) based on assumed avg impervious area of 5020 sq ft. | $3,682.30 |
| multi-family and non-residential development (per sq ft of impervious surface) | $0.74 |

| Transportation | |
|---|---|
| $4701 per PM Peak trip end - See Appendix A for full Transportation SDC Schedule based on ITE code | |
| | |
| Single Family Detached | $7,441/unit |
| Multi-family (low rise) | $2,269/unit |

**For informational purposes only – The SDC for a typical Single Family Detached home would be:**

| | Wastewater | Water | Parks | Stormwater | Transportation | Total |
|---|---|---|---|---|---|---|
| ¾" meter, home on new street | $11,743 | $4,144.13 | $3,981.31 | $3,682.30 | $7,441 | **$30,991.74** |
| ¾" meter, new home on "existing" street | $11,743 | $4,144.13 | $3,981.31 | $2,580.48 | $7,441 | **$29,856.92** |

## School Construction Excise Tax (Rate set by North Santiam School District)

| | Cost per Square Foot | Type |
|---|---|---|
| Residential | $1.63 | • All new or relocated single or multiple unit housing, including manufactured housing units<br>• Conversion of non-residential to residential<br>• Addition of living space to an existing residential structure |
| Commercial | $0.82 | • $40,800 Maximum |

# Appendix A: Transportation SDC Schedule

| | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | Pass-by Trip Reduction Factor | Person Trip Conversion Factor | New PM Peak Hour Person Trip | Transportation SDC |
|---|---|---|---|---|---|---|---|
| General Light Industrial | 110 | 1,000 SFGFA | 0.65 | 1.00 | 1.68 | 1.09 | $5,145 |
| Industrial Park | 130 | 1,000 SFGFA | 0.34 | 1.00 | 1.68 | 0.57 | $2,691 |
| Manufacturing | 140 | 1,000 SFGFA | 0.74 | 1.00 | 1.68 | 1.25 | $5,858 |
| Warehousing | 150 | 1,000 SFGFA | 0.18 | 1.00 | 1.68 | 0.30 | $1,425 |
| Mini-Warehouse | 151 | 1,000 SFGFA | 0.15 | 1.00 | 1.68 | 0.25 | $1,187 |
| Utility | 170 | 1,000 SFGFA | 2.16 | 1.00 | 1.68 | 3.64 | $17,099 |
| Specialty Trade Contractor | 180 | 1,000 SFGFA | 1.93 | 1.00 | 1.68 | 3.25 | $15,278 |
| Single-Family Detached Housing | 210 | Dwelling Units | 0.94 | 1.00 | 1.68 | 1.58 | $7,441 |
| Multifamily Housing (Low-Rise, not close to rail transit) | 220 | Dwelling Units | 0.51 | 1.00 | 0.95 | 0.48 | $2,269 |
| Multifamily Housing (Mid-Rise, not close to rail transit) | 221 | Dwelling Units | 0.39 | 1.00 | 1.18 | 0.46 | $2,167 |
| Mobile Home Park | 240 | Dwelling Units | 0.58 | 1.00 | 1.68 | 0.98 | $4,591 |
| Senior Adult Housing - Detached | 251 | Dwelling Units | 0.30 | 1.00 | 1.68 | 0.51 | $2,375 |
| Senior Adult Housing - Attached | 252 | Dwelling Units | 0.25 | 1.00 | 1.68 | 0.42 | $1,979 |
| Congregate Care Facility | 253 | Dwelling Units | 0.18 | 1.00 | 2.44 | 0.44 | $2,069 |
| Assisted Living | 254 | 1,000 SFGFA | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Recreational Homes | 260 | Dwelling Units | 0.29 | 1.00 | 1.68 | 0.49 | $2,296 |
| Timeshare | 265 | Dwelling Units | 0.63 | 1.00 | 1.68 | 1.06 | $4,987 |
| Residential Planned Unit Development | 270 | Dwelling Units | 0.69 | 1.00 | 1.68 | 1.16 | $5,462 |
| Hotel | 310 | Rooms | 0.59 | 1.00 | 1.68 | 0.99 | $4,670 |
| Motel | 320 | Rooms | 0.36 | 1.00 | 1.68 | 0.61 | $2,850 |
| Campground/Recreational Vehicle Park | 416 | Acres | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Multipurpose Recreational Facility | 435 | 1,000 SFGFA | 3.58 | 1.00 | 1.68 | 6.03 | $28,339 |
| Multiplex Movie Theater | 445 | Movie Screens | 13.96 | 1.00 | 1.68 | 23.51 | $110,508 |
| Ice Skating Rink | 465 | 1,000 SFGFA | 0.17 | 1.00 | 1.68 | 0.29 | $1,346 |
| Soccer Complex | 488 | Fields | 16.43 | 1.00 | 1.68 | 27.66 | $130,061 |
| Health/Fitness Club | 492 | 1,000 SFGFA | 3.45 | 1.00 | 1.68 | 5.81 | $27,310 |
| Recreational Community Center | 495 | 1,000 SFGFA | 2.50 | 1.00 | 1.51 | 3.78 | $17,757 |
| Elementary School | 520 | 1,000 SFGFA | 0.16 | 1.00 | 1.68 | 0.27 | $1,267 |
| Middle School/Junior High School | 525 | 1,000 SFGFA | 0.15 | 1.00 | 1.68 | 0.25 | $1,187 |
| High School | 530 | 1,000 SFGFA | 0.14 | 1.00 | 1.68 | 0.24 | $1,108 |
| Junior/Community College | 540 | 1,000 SFGFA | 0.11 | 1.00 | 1.68 | 0.19 | $871 |
| Church | 560 | 1,000 SFGFA | 0.49 | 1.00 | 1.68 | 0.83 | $3,879 |
| Day Care Center | 565 | 1,000 SFGFA | 11.12 | 1.00 | 1.68 | 18.72 | $88,027 |
| Prison | 571 | Beds | 0.08 | 1.00 | 1.68 | 0.13 | $633 |
| Fire and Rescue Station | 575 | 1,000 SFGFA | 0.48 | 1.00 | 1.68 | 0.81 | $3,800 |
| Library | 590 | 1,000 SFGFA | 8.16 | 1.00 | 1.68 | 13.74 | $64,595 |
| Hospital | 610 | 1,000 SFGFA | 0.86 | 1.00 | 1.67 | 1.44 | $6,753 |
| Nursing Home | 620 | 1,000 SFGFA | 0.59 | 1.00 | 1.68 | 0.99 | $4,670 |
| Clinic | 630 | 1,000 SFGFA | 3.69 | 1.00 | 2.48 | 9.17 | $43,106 |
| Animal Hospital/Veterinary Clinic | 640 | 1,000 SFGFA | 3.53 | 1.00 | 1.68 | 5.94 | $27,944 |
| General Office Building | 710 | 1,000 SFGFA | 1.44 | 1.00 | 1.30 | 1.88 | $8,830 |
| Small Office Building | 712 | 1,000 SFGFA | 2.16 | 1.00 | 1.68 | 3.64 | $17,099 |
| Single Tenant Office Building | 715 | 1,000 SFGFA | 1.76 | 1.00 | 1.68 | 2.96 | $13,932 |
| Medical-Dental Office Building | 720 | 1,000 SFGFA | 3.93 | 1.00 | 1.14 | 4.50 | $21,147 |
| Government Office Building | 730 | 1,000 SFGFA | 1.71 | 1.00 | 1.68 | 2.88 | $13,536 |
| United States Post Office | 732 | 1,000 SFGFA | 11.21 | 1.00 | 1.68 | 18.87 | $88,739 |
| Office Park | 750 | 1,000 SFGFA | 1.30 | 1.00 | 1.68 | 2.19 | $10,291 |
| Research and Development Center | 760 | 1,000 SFGFA | 0.98 | 1.00 | 1.45 | 1.42 | $6,676 |
| Business Park | 770 | 1,000 SFGFA | 1.22 | 1.00 | 1.68 | 2.05 | $9,658 |
| Tractor Supply Store | 810 | 1,000 SFGFA | 1.40 | 1.00 | 1.68 | 2.36 | $11,082 |
| Construction Equipment Rental Store | 811 | 1,000 SFGFA | 0.99 | 1.00 | 1.68 | 1.67 | $7,837 |
| Building Materials and Lumber Store | 812 | 1,000 SFGFA | 2.25 | 1.00 | 1.68 | 3.79 | $17,811 |
| Free-Standing Discount Superstore | 813 | 1,000 SFGFA | 4.33 | 0.71 | 1.68 | 3.68 | $17,279 |
| Variety Store | 814 | 1,000 SFGFA | 6.70 | 0.66 | 1.68 | 4.91 | $23,103 |
| Free-Standing Discount Store | 815 | 1,000 SFGFA | 4.86 | 0.83 | 1.68 | 5.64 | $26,503 |
| Hardware/Paint Store | 816 | 1,000 SFGFA | 2.98 | 0.74 | 1.68 | 2.75 | $12,918 |
| Nursery (Garden Center) | 817 | 1,000 SFGFA | 6.94 | 1.00 | 1.68 | 11.69 | $54,937 |
| Nursery (Wholesale) | 818 | 1,000 SFGFA | 5.24 | 1.00 | 1.68 | 8.82 | $41,480 |
| Shopping Center | 820 | 1,000 SFGLA | 3.40 | 0.66 | 2.03 | 3.01 | $14,164 |
| Factory Outlet Center | 823 | 1,000 SFGFA | 2.29 | 1.00 | 1.68 | 3.86 | $18,128 |
| Automobile Sales (New) | 840 | 1,000 SFGFA | 2.42 | 1.00 | 2.11 | 5.11 | $24,019 |

| | ITE Code | Unit of Measure | PM Peak Hour Vehicle Trip Ends | Pass-by Trip Reduction Factor | Person Trip Conversion Factor | New PM Peak Hour Person Trip | Transportation SDC |
|---|---|---|---|---|---|---|---|
| Automobile Sales (Used) | 841 | 1,000 SFGFA | 3.75 | 1.00 | 1.68 | 6.31 | $29,685 |
| Recreational Vehicle Sales | 842 | 1,000 SFGFA | 0.77 | 1.00 | 1.68 | 1.30 | $6,095 |
| Automobile Parts Sales | 843 | 1,000 SFGFA | 4.90 | 0.57 | 1.68 | 2.68 | $12,602 |
| Tire Store | 848 | 1,000 SFGFA | 3.75 | 0.72 | 1.68 | 3.27 | $15,389 |
| Tire Superstore | 849 | 1,000 SFGFA | 2.11 | 1.00 | 1.68 | 3.55 | $16,703 |
| Supermarket | 850 | 1,000 SFGFA | 8.95 | 0.64 | 2.88 | 10.57 | $49,690 |
| Convenience Market | 851 | 1,000 SFGFA | 49.11 | 0.49 | 1.76 | 20.77 | $97,631 |
| Discount Club | 857 | 1,000 SFGFA | 4.19 | 0.63 | 1.68 | 2.80 | $13,164 |
| Wholesale Market | 860 | 1,000 SFGFA | 1.76 | 1.00 | 1.68 | 2.96 | $13,932 |
| Sporting Goods Superstore | 861 | 1,000 SFGFA | 2.14 | 1.00 | 1.68 | 3.60 | $16,940 |
| Home Improvement Superstore | 862 | 1,000 SFGFA | 2.29 | 0.58 | 2.03 | 1.56 | $7,352 |
| Electronics Superstore | 863 | 1,000 SFGFA | 4.25 | 0.60 | 1.68 | 2.58 | $12,112 |
| Toy/Children's Superstore | 864 | 1,000 SFGFA | 5.00 | 1.00 | 1.68 | 8.42 | $39,580 |
| Baby Superstore | 865 | 1,000 SFGFA | 1.82 | 1.00 | 1.68 | 3.06 | $14,407 |
| Pet Supply Superstore | 866 | 1,000 SFGFA | 3.55 | 1.00 | 1.68 | 5.98 | $28,102 |
| Office Supply Superstore | 867 | 1,000 SFGFA | 2.77 | 1.00 | 1.68 | 4.66 | $21,927 |
| Book Superstore | 868 | 1,000 SFGFA | 15.83 | 1.00 | 1.68 | 26.65 | $125,311 |
| Discount Home Furnishing Superstore | 869 | 1,000 SFGFA | 1.57 | 1.00 | 1.68 | 2.64 | $12,428 |
| Bed and Linen Superstore | 872 | 1,000 SFGFA | 2.22 | 1.00 | 1.68 | 3.74 | $17,574 |
| Department Store | 875 | 1,000 SFGFA | 1.95 | 1.00 | 1.68 | 3.28 | $15,436 |
| Apparel Store | 876 | 1,000 SFGFA | 4.12 | 1.00 | 1.05 | 4.32 | $20,310 |
| Arts and Crafts Store | 879 | 1,000 SFGFA | 6.21 | 1.00 | 1.68 | 10.46 | $49,159 |
| Pharmacy/Drugstore without Drive-Through Window | 880 | 1,000 SFGFA | 8.51 | 0.47 | 3.15 | 5.92 | $27,822 |
| Pharmacy/Drugstore with Drive-Through Window | 881 | 1,000 SFGFA | 10.25 | 0.51 | 1.68 | 4.49 | $21,104 |
| Marijuana Dispensary | 882 | 1,000 SFGFA | 18.92 | 1.00 | 1.68 | 31.86 | $149,772 |
| Furniture Store | 890 | 1,000 SFGFA | 0.52 | 0.47 | 1.68 | 0.19 | $909 |
| Medical Equipment Store | 897 | 1,000 SFGFA | 1.24 | 1.00 | 1.68 | 2.09 | $9,816 |
| Liquor Store | 899 | 1,000 SFGFA | 16.62 | 1.00 | 1.78 | 29.61 | $139,187 |
| Walk-in Bank | 911 | 1,000 SFGFA | 12.13 | 1.00 | 1.68 | 20.42 | $96,022 |
| Drive-in Bank | 912 | 1,000 SFGFA | 21.01 | 0.65 | 0.42 | 3.69 | $17,346 |
| Hair Salon | 918 | 1,000 SFGFA | 1.45 | 1.00 | 1.68 | 2.44 | $11,478 |
| Copy, Print, and Express Ship Store | 920 | 1,000 SFGFA | 7.42 | 1.00 | 1.68 | 12.49 | $58,737 |
| Food Cart Pod | 926 | Food Carts | 6.16 | 1.00 | 1.68 | 10.37 | $48,763 |
| Fast Casual Restaurant | 930 | 1,000 SFGFA | 12.55 | 1.00 | 1.68 | 21.13 | $99,346 |
| Quality Restaurant | 931 | 1,000 SFGFA | 7.80 | 0.56 | 1.68 | 4.12 | $19,363 |
| High-Turnover (Sit-Down) Restaurant | 932 | 1,000 SFGFA | 9.05 | 0.57 | 1.99 | 5.84 | $27,449 |
| Fast-Food Restaurant without Drive-Through Window | 933 | 1,000 SFGFA | 33.21 | 1.00 | 1.68 | 55.92 | $262,892 |
| Fast-Food Restaurant with Drive-Through Window | 934 | 1,000 SFGFA | 33.03 | 0.50 | 2.13 | 17.60 | $82,753 |
| Fast-Food Restaurant with Drive-Through Window and No Indoor Seating | 935 | 1,000 SFGFA | 59.50 | 1.00 | 1.68 | 100.18 | $471,005 |
| Coffee/Donut Shop without Drive-Through Window | 936 | 1,000 SFGFA | 32.29 | 1.00 | 2.18 | 70.33 | $330,667 |
| Coffee/Donut Shop with Drive-Through Window | 937 | 1,000 SFGFA | 38.99 | 1.00 | 0.69 | 26.94 | $126,642 |
| Coffee/Donut Shop with Drive-Through Window and No Indoor Seating | 938 | 1,000 SFGFA | 15.08 | 0.11 | 1.68 | 0.31 | $1,444 |
| Quick Lubrication Vehicle Shop | 941 | 1,000 SFGFA | 8.70 | 1.00 | 1.68 | 14.65 | $68,870 |
| Automobile Care Center | 942 | 1,000 SFGFA | 3.11 | 1.00 | 1.68 | 5.24 | $24,619 |
| Automobile Parts and Service Center | 943 | 1,000 SFGFA | 2.06 | 1.00 | 1.68 | 3.47 | $16,307 |
| Gasoline/Service Station | 944 | Vehicle Fueling Positions | 13.91 | 0.58 | 1.68 | 7.88 | $37,042 |
| Convenience Store/Gas Station | 945 | Vehicle Fueling Positions | 18.42 | 0.44 | 1.68 | 6.00 | $28,230 |
| Self-Service Car Wash | 947 | Wash Stalls | 5.54 | 1.00 | 1.68 | 9.33 | $43,855 |
| Automated Car Wash | 948 | Car Wash Tunnels | 77.50 | 1.00 | 1.68 | 130.49 | $613,494 |
| Car Wash and Detail Center | 949 | Wash Stalls | 13.60 | 1.00 | 1.68 | 22.90 | $107,658 |
| Truck Stop | 950 | Vehicle Fueling Positions | 15.42 | 1.00 | 1.68 | 25.96 | $122,066 |
| Winery | 970 | 1,000 SFGFA | 7.31 | 1.00 | 1.68 | 12.31 | $57,866 |
| Drinking Place | 975 | 1,000 SFGFA | 11.36 | 1.00 | 1.68 | 19.13 | $89,926 |

***Source**: ITE, Trip Generation Manual, 11th edition; Abbreviations: ITE = Institute of Transportation Engineers.*

Attachment 1

| Permits | |
|---|---|
| Building permits | per Marion County fee schec |
| Building Structural Permit Driveway/Sidewalk Inspections | $150 |

**System Development Charges**

| ~~Size of meter~~ | ~~Wastewater~~ | ~~Mill Creek Wastewater*~~ | ~~Water~~ | ~~Parks~~ | ~~Transportation**~~ | ~~Stormwater***~~ | ~~Total SDC~~ |
|---|---|---|---|---|---|---|---|
| ~~3/4"~~ | ~~$3,015~~ | ~~$924~~ | ~~$4,047~~ | ~~$3,888~~ | ~~$3,272~~ | ~~$3,596~~ | ~~$18,742~~ |
| ~~1"~~ | ~~$5,036~~ | ~~$1,543~~ | ~~$6,759~~ | ~~$3,888~~ | ~~$3,272~~ | ~~$3,596~~ | ~~$24,094~~ |
| ~~1 ½"~~ | ~~$8,978~~ | ~~$3,074~~ | ~~$13,477~~ | ~~$3,888~~ | ~~$3,272~~ | ~~$3,596~~ | ~~$36,285~~ |
| ~~2"~~ | ~~$14,752~~ | ~~$4,924~~ | ~~$21,574~~ | ~~$3,888~~ | ~~$3,272~~ | ~~$3,596~~ | ~~$52,006~~ |
| ~~Multi-family (per unit)~~ | ~~$2,411~~ | ~~$740~~ | ~~$3,237~~ | ~~$3,888 per unit~~ | ~~$2,029 per unit~~ | ~~$0.72/sq ft of imp surf~~ | |

~~*The Mill Creek Sewer SDC will be assessed only for development located in the selected areas of the City.~~

~~**Single family homes have 1.00 PM Peak Hour trips. The Transportation SDC is reduced to $443 per PM Peak Hour Trip for developments in the Downtown Revitalization Area.~~

~~***The Stormwater SDC is for a new home on a new street. For a new home on an existing street, the Stormwater SDC is $2,470. For all other uses the Stormwater SDC is $0.7056 per square foot of new impervious surface.~~

| Wastewater-Stayton Total (shared and Stayton only) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8" |
| Reimbursement | $7,535 | $12,558 | $25,116 | $40,186 | $80,372 | $125,582 | $251,163 | $401,861 |
| Improvement | $4,130 | $6,883 | $13,767 | $22,027 | $44,053 | $68,832 | $137,665 | $220,264 |
| compliance | $78 | $130 | $260 | $416 | $832 | $1,300 | $2,600 | $4,160 |
| **Total** | **$11,743** | **$19,571** | **$ 39,143** | **$62,629** | **$125,257** | **$195,714** | **$391,428** | **$626,285** |

| Wastewater - Sublimity shared SDC | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8" |
| Reimbursement | $4,812 | $8,021 | $16,041 | $25,666 | $51,332 | $80,205 | $160,410 | $256,657 |
| Improvement | $1,455 | $ 2,425 | $4,850 | $7,761 | $15,521 | $24,252 | $48,503 | $77,605 |
| compliance | $42 | $68 | $137 | $219 | $437 | $683 | $1,367 | $2,187 |
| **Total** | **$6,308** | **$10,514** | **$21,028** | **$ 33,645** | **$67,290** | **$105,140** | **$210,280** | **$336,449** |

| Water | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Meter size | 3/4" | 1" | 1 1/2" | 2" | 3" | 4" | 6" | 8" | Mult fam/unit |
| Reimbursement | $1,409.00 | $2,353.21 | $4,692.15 | $7,511.20 | $ - | $ - | $ - | $ - | $1,126.99 |
| Improvement | $2,735.12 | $4,568.00 | $9,108.30 | $14,580.57 | $ - | $ - | $ - | $ - | $2,187.69 |
| **Total** | **$4,144.13** | **$6,921.22** | **$13,800.45** | **$22,091.78** | **$ -** | **$ -** | **$ -** | **$ -** | **$3,314.69** |

| Parks | per residential unit |
|---|---|
| Reimbursement | $251.33 |
| Improvement | $3,729.99 |
| **Total** | **$3,981.31** |

| Stormwater | |
|---|---|
| **New dwelling on existing (2014) street based on assumed avg impervious area of 3500 sq ft.** | **$2,580.48** |
| **New dwelling on new street (built after 2014) based on assumed avg impervious area of 5020 sq ft.** | **$3,682.30** |
| **multi-family and non-residential development (per sq ft of impervious surface)** | **$0.74** |

| Transportation | |
|---|---|
| **$4701** per PM Peak trip end - See Appendix A for full Transportation SDC Schedule based on ITE code | |
| | |
| Single Family Detached | $7,441/unit |
| Multi-family (low rise) | $2,269/unit |

**For informational purposes only – The SDC for a typical Single Family Detached home would be:**

| | Wastewater | Water | Parks | Stormwater | Transportation | Total |
|---|---|---|---|---|---|---|
| ¾" meter, home on new street | $11,743 | $4,144.13 | $3,981.31 | $3,682.30 | $7,441 | **$30,991.74** |
| ¾" meter, new home on "existing" street | $11,743 | $4,144.13 | $3,981.31 | $2,580.48 | $7,441 | **$29,856.92** |

**CITY OF STAYTON**

# M E M O R A N D U M

**TO:** **Mayor Brian Quigley and the Stayton City Council**

**FROM:** **Julia Hajduk, City Manager**

**DATE:** **July 25, 2025**

**SUBJECT:** **Five-Year Local Option Tax Levy for Recreation (Parks and Pool)**

---

**ISSUE**

The issue before Council is Resolution No. 25-028, calling for a measure election to submit to the electors of the City of Stayton the question of a five-year local option tax, levying a tax rate of $1.10 per thousand of assessed value, beginning fiscal year 2026-2027, to be placed on the November 4, 2025 election ballot, for partial support of the City's Recreation (Parks and Pool).

**ENCLOSURES**

- Resolution No. 25-028
- Voters Pamphlet Explanatory Statement

**BACKGROUND INFORMATION**

The City has determined there will continue to be insufficient revenues to maintain service and operations for the Stayton Family Memorial Pool and local parks and trails. Stayton has relied on local option tax levies for this purpose continuously since 1999. The most recent Recreation (parks and pool) levy was approved by voters in May 2021 at a rate of $0.50 per $1,000 of assessed value. The need for local option tax levies results from the statewide tax limitation measures, Measures 47 and 50, passed in 1996 and 1997 respectively, and the desire to have a library, parks, and a pool which cannot be funded within the resulting permanent tax rate.

City Council held work sessions on February 3, February 11, April 21, and July 21 to discuss both the proposed Recreation (Parks and Pool) local option tax levy and the Library local option tax levy, the latter of which was approved by voters in the May 20, 2025 election.

With regard to the Recreation Levy, the Council was presented with the following recommendations from staff to maintain current operation levels over the five years of the next tax levy:

| | Existing | Proposed |
|---|---|---|
| Parks | $0.25 | $0.60 |
| Pool | $0.25 | $0.50 |
| **Total** | **$0.50** | **$1.10** |

At their meeting on July 21st, the Council provided direction to staff move forward with the Recreation (Parks and Pool) local option tax levy at a rate of $1.10 per $1,000 of assessed value.

It's important to note, this increase to the Recreation local option tax levy will:

- **Parks**: Allow the City to meet operational needs and expand open spaces available to residents by developing new park facilities and reopening Wilderness Park.
- **Pool**: Allow the Pool to remain operational at its current levels of service along with continuing to make necessary repairs.

**FISCAL IMPACT**

The levy currently in place provides funding through June 30, 2026. If a new levy does not pass before that date, the drop in funding will have a significant impact on the operations of the City's quality of life amenities.

Without the proposed levy, the City would not be able to expand services and would instead face reductions in park services and maintenance, limited access to parks, and significant cuts to pool, up to and including consideration of closing the pool.

The table below shows the anticipated income from the proposed levy.

| | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | Anticipated Revenue |
|---|---|---|---|---|---|---|
| Parks ($0.60) | $484,646 | $513,725 | $542,803 | $575,371 | $607,941 | $2,724,486 |
| Pool ($0.50) | $403,872 | $428,104 | $452,337 | $479,477 | $506,617 | $2,270,407 |
| **Total** | **$888,518** | **$941,829** | **$995,140** | **$1,054,848** | **$1,114,558** | **$4,994,893** |

It is important to note that even with the levy, if approved, there will continue to be a subsidy from the General Fund for both the parks and the pool.

**STAFF RECOMMENDATION**

Staff recommends the Recreation local option tax levy be referred to the voters at the November 4, 2025 election.

**MOTION(S)**

1. Motion to adopt Resolution No. 25-028 as presented.

2. Motion to approve Resolution No. 25-028, with the following modifications…

**RESOLUTION NO. 25-028**

**A RESOLUTION CALLING FOR A MEASURE ELECTION TO SUBMIT TO THE ELECTORS OF THE CITY OF STAYTON THE QUESTION OF A FIVE-YEAR LOCAL OPTION TAX, LEVYING A TAX RATE OF $1.10 PER THOUSAND OF ASSESSED VALUE, BEGINNING FISCAL YEAR 2026-2027, TO BE PLACED ON THE NOVEMBER 4, 2025 ELECTION BALLOT, FOR PARTIAL OPERATIONAL SUPPORT OF THE CITY'S PARKS AND POOL**

**WHEREAS**, the City of Stayton concluded there will continue to be insufficient revenue to ensure adequate funding of mandated City functions and still appropriately allow for other programs directed toward providing or enhancing desirable levels of recreational services to Stayton residents;

**WHEREAS**, the Stayton City Council determined that additional revenue, not presently available within the permanent tax rate created by the Oregon Constitution, is necessary over the five fiscal years starting July 2026, to partially fund the City's parks and pool operations;

**WHEREAS**, the Oregon Constitution and state statutes authorize the City Council to seek voter approval of local option taxes;

**WHEREAS**, local option tax measures, for similar purposes, were approved by Stayton voters in 1998, 2002, 2004, 2008, 2012, 2016, and 2021; and

**WHEREAS**, the City Council desires to submit a ballot measure to the registered voters of the City of Stayton for the November 4, 2025 election, a five-year local option tax for partial support of the City's parks and pool.

**NOW THEREFORE, THE STAYTON CITY COUNCIL RESOLVES AS FOLLOWS:**

1. A measure election is hereby called for the purpose of submitting to the electors of the City of Stayton the question of a five-year local option tax at the fixed rate of $1.10 per thousand of assessed value, beginning in fiscal year 2026-2027.
2. The measure election shall be held in the City on the 4th day of November, 2025. Under the direction of the County Clerk of Marion County, and the Oregon Secretary of State, the election shall be conducted by mail pursuant to applicable state law. The elections officer for Marion County is hereby directed to proceed with the election by placing the measure on the ballot and taking such other actions to carry out the intent of this resolution.
3. The City authorizes its City Manager ("Authorized Representative"), or a designee of the Authorized Representative, to act on behalf of the City and to take such further action as is necessary to carry out the intent and purposes herein in compliance with applicable law.
4. The following is approved as the ballot title:

   **Caption:** Five Year Local Option Tax for Parks and Pool Operations

   **Question:** Shall City of Stayton impose $1.10 per $1,000 of assessed value for recreational operations for five years beginning July 2026? This measure may cause property taxes to increase more than three percent.

   **Summary:** The City of Stayton is seeking a five-year local option tax of $1.10 per $1,000 of assessed value, beginning fiscal year 2026-2027, to continue funding support of city parks and the Stayton Family Memorial Pool.

   The proposed tax would replace the five-year local option tax of $0.50 per $1,000 of assessed

value which passed in 2021, and ends June 30, 2026.

If adopted, the levy will enable maintaining current levels of service and operations for the City's eleven parks and natural areas as well as the City's public pool. The levy will also help fund upcoming planned park and pool improvements.

Without the funding from this levy, the City will face immediate financial decisions that would include: cutting back operational hours or closing the pool; deferring necessary pool maintenance; reducing upkeep of city parks; canceling planned park system improvements; and park closures. With the funding provided by this proposed levy, the City plans to invest in its parks and the pool to continue providing a wide variety of recreational opportunities to City residents.

The proposed rate will raise approximately $909,729 in 2026-27, $937,021 in 2027-28, $965,131 in 2028-29, $994,085 in 2029-30, and $1,023,908 in 2030-31 for a total of $4,829,874.

5. The City Elections Officer is directed to publish in the next available edition of The Statesman Journal, or in another newspaper of general circulation within the City, a notice of receipt of the ballot title including notice that an elector may file a petition for review of the ballot title not later than the seventh business day after the title is filed with the City Elections Officer.
6. The City Elections Officer is directed to deliver the appropriate notice and the ballot title to the Marion County Elections Office after the ballot title appeal timeline has run and by September 4, 2025.
7. The Authorized Representative shall file, prior to applicable filing deadlines, an impartial explanatory statement for the County voter's pamphlet. The explanatory statement shall comply with applicable state and county requirements.

This Resolution shall take effect immediately upon its adoption by the Stayton City Council.

**ADOPTED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF AUGUST, 2025.**

Signed:_____, 2025 BY: _____
Brian Quigley, Mayor

Signed:_____, 2025 ATTEST: _____
Julia Hajduk, City Manager

**EXPLANATORY STATEMENT FOR PRINTING IN THE MARION COUNTY VOTER PAMPHLET**

**Election Date: November 4, 2025**

The Stayton City Council referred this local option tax measure to the City's voters. If approved by the voters, this measure creates a five-year local option tax of $1.10 per $1,000 of assessed value starting July 1, 2026 to fund continued operations of the City's parks and the Stayton Family Memorial Pool. This proposed tax would replace the current five-year local option tax approved in 2021, of $0.50 per $1,000 of assessed value which expires June 30, 2026.

Historically, the City funded its parks and the pool through levies that also supported other services such as the library. However, at the May 2021 election, the City introduced separate levies, one levy dedicated to library operations and a second levy dedicated to operations for the City's parks and pool.

The City currently maintains and operates 138 acres of land for developed parks and natural areas. Operation of these assets includes the staff time, equipment, and materials for keeping the properties mowed, clean, and healthy. With the increase in personnel costs, along with the increase in equipment and materials costs, the current levy rate would not fund the full extent of operational needs for the City's parks. With the proposed levy, the City will meet operational needs and hopes to expand open spaces available to City residents by developing new park facilities. Without the proposed levy, rather than expanding services, the City would be faced with the prospects of reducing park services, limiting park maintenance, and cutting back on park access.

The Stayton Family Memorial Pool operates approximately 60 hours per week and provides programing for both youth and adults. Maintaining the pool not only consists of the staff and materials for daily operations but also includes staying current on maintenance projects and improvement projects. Last year, the City commissioned a pool facility audit that will help guide the City in ensuring the pool stays operational for years to come. The audit identified several projects that would cost up to $920,000. While the pool does generate some revenue through user fees, these fees do not fully fund pool operations. Without funding from the proposed levy, the City would be faced with making significant cuts to pool operations, including reduced hours, and potentially deferring required improvements that would jeopardize the long-term functioning of the facility. Closing the pool would also be considered if the levy fails.

The City's recreational services are guided by a citizen-volunteer Parks and Recreation Board, which recommends priorities for services and spending of levy revenue. This Board helps oversee operations of the City's parks and provides input on planning recreational programs throughout the City.

The proposed tax rate of $1.10 per $1,000 of assessed value would result in an estimated annual payment from property owners of $277, based on the current average assessed home value in Stayton of $252,000. It is important to note that the assessed value is not the same as the market value of a home.

Total Words 490 (*NOTE: This statement must not exceed 500 words.)*

Authorized Signature _____ Title City Manager

Printed Name Julia Hajduk
Local Government Unit City of Stayton

# Detroit Dam Deep Drawdown – Risk, Avoidance, Minimization, Mitigation. (July 31, 2025)

The planned deep drawdown of Detroit Dam by the U.S. Army Corps of Engineers presents a significant and time-sensitive risk to the City of Stayton's potable water supply. While the drawdown supports federal mandates for fish passage and hydro power production, it is expected to cause prolonged and elevated turbidity in the North Santiam River—Stayton's sole source of drinking water. In addition, recurring summer cyanobacteria blooms further threaten raw water quality.

Stayton's primary water treatment system, a slow sand filtration (SSF) facility, is highly effective under typical, low-turbidity conditions but extremely vulnerable to high sediment or algal loading. The SSF system may experience rapid surface clogging, deep media contamination, or complete inoperability under extreme water quality degradation—resulting in a loss of drinking water, fire protection, and sanitary sewer support within hours to days.

This report outlines a three-tiered risk management strategy structured under **Avoidance, Minimization, and Mitigation**:

- **Avoidance** strategies include maximizing stored treated water, exploring interties and alternate supplies, engaging in interagency planning with the Corps and regulators, and evaluating legal avenues to ensure municipal water supply impacts are fully addressed in the federal planning process.
- **Minimization** actions focus on system preparedness: adjusting intake schedules, enhancing operational readiness, and exploring pretreatment options such as sedimentation and screening.
- **Mitigation** efforts prepare the City for emergency response, including increased filter maintenance, mobile treatment units, and public conservation messaging. Stayton is also evaluating whether a **local emergency declaration** may be warranted—particularly if such a declaration enhances access to funding or accelerates infrastructure response timelines.

In parallel with risk management efforts, the City is actively analyzing **technical alternatives** to improve system resilience. These include:

- Partnering with the **City of Salem** to secure a treated water intertie and potentially contribute to **groundwater development on Geren Island**.
- Accelerating development of **local groundwater wells** and investigating an enhanced (enlarged) **Aquifer Storage and Recovery (ASR)** system to reduce long-term reliance on surface water.

- Investing in **pretreatment infrastructure** such as **Dissolved Air Flotation (DAF)** systems to protect the SSF from sediment and algae loads. While costly (preliminary estimates range from $12M to $15M or more depending on ancillary needs), DAF offers the most self-sufficient and robust long-term protection.

A **six-phase timeline** has been established to guide the City's planning and implementation efforts—from preliminary assessment and scenario modeling, through options analysis, stakeholder engagement, and final implementation. This phased approach ensures that both short-term response and long-term system adaptation are pursued in parallel.

Ultimately, the drawdown of Detroit Dam is a regional issue with local consequences. The City of Stayton is committed to taking proactive steps to protect public health, preserve service continuity, and invest in a more resilient water system for future generations, noting, however, that the costs of such should not be borne by the Stayton water rate payers.

## Risk Treatment and Technical Option Effectiveness Table

| Risk Cat. | Technical Option | Addresses | Effectiveness | Timeline | Complexity | Notes |
|---|---|---|---|---|---|---|
| **Avoidance** | Legal/Reg. Advocacy to halt or alter drawdown schedule | Prevent excessive turbidity & biological loading | Moderate | Long-term | Moderate | Dependent on legal leverage, federal agency responsiveness |
| | City monitoring of legal avenues | Same | Low to Moderate | Ongoing | Low | Supports advocacy; not a technical fix |
| **Minimization** | Source water protection (upstream partnerships, BMPs) | Turbidity and algae reduction at intake | Low to Moderate | Long-term | Moderate | Requires regional coordination |
| | Enhanced monitoring & early warning systems | Operational readiness | Moderate | Short-term | Low | Helps anticipate treatment needs in real time |
| **Mitigation** | Pretreatment via Dissolved Air Flotation (DAF) | Removes high turbidity and algae before SSF | High | 12–24 months | Very High | Most effective pretreatment option for dual risks |
| | Declaring an emergency to access funding | Response to treatment failure or emergency need | Low to Moderate | Short-term to Immediate | Variable | Strategic pathway to external funding support and flexibility |
| | Short-term sedimentation/flocculation basins | Sediment reduction prior to SSF | Low to Moderate | 12 -18 months | Moderate | Can be integrated with future upgrades |
| | Permanent SSF replacement with membrane or rapid sand filters | Long-term filtration solution | High | 24 – 48 months | Very High | Requires comprehensive planning and funding |
| **Alternative Source Development** | Intertie/purchase water from City of Salem | Complete alternative source | High | 6 -18 months | Low | Contingent on regional infrastructure and agreements |
| | Stayton groundwater and ASR system development | Long-term supply resilience | High | 12-36 months | Very High | Capital-intensive, but improves system redundancy |

## APPENDIX

# Detroit Dam Deep Drawdown – Risk, Avoidance, Minimization, Mitigation. (July 31, 2025)

## Introduction

As part of our commitment to maintaining a safe, reliable, and resilient potable water system, we are providing the following information regarding the potential risks posed by the planned drawdown of Detroit Dam. This action, while necessary for federally mandated fish passage and structural assessments, will significantly alter water quality and availability in the North Santiam River—the source of Stayton's drinking water.

This message outlines our current understanding of the situation and details the measures we are undertaking to assess **Risks**, and implement **Avoidance**, **Minimization**, and **Mitigation** strategies to safeguard the City's water supply throughout the duration of the drawdown.

## Background

**Stayton's SSF and Turbidity Sensitivity:** The City of Stayton relies on a SSF system for its primary drinking water treatment. This type of system is highly effective under stable, low-turbidity conditions and is well-suited to the historically clean and consistent raw water quality of the North Santiam River. However, slow sand filters are particularly vulnerable to excessive or sustained increases in turbidity.

Unlike more mechanized treatment systems, slow sand filters function through a biologically active surface layer that can become rapidly overwhelmed or clogged when faced with high sediment loads. Elevated turbidity—especially from fine particulate matter—can reduce filter effectiveness, shorten run times, increase maintenance requirements, and in extreme cases, compromise treatment capacity.

Due to this operational sensitivity, any significant degradation of source water quality, such as that which is expected to result from sediment disturbances during the Detroit Dam drawdown, poses a direct risk to the City's ability to treat and deliver potable water in compliance with public health standards.

## Risk

**Risk of Potable Water System Failure Due to Excessive Turbidity:** In the event of significantly elevated turbidity in the North Santiam River—such as anticipated to occur during the Detroit Dam drawdown—the City of Stayton's SSF system faces a substantial risk of operational failure. This risk arises from the system's inherent vulnerability to high sediment loads, which can trigger multiple failure mechanisms in rapid succession:

- **Rapid Blinding of Filter Surface:** A sudden influx of fine sediment can cause the biologically active top layer of the filter to clog or "blind" within hours, severely limiting filtration capacity and throughput.
- **Deep Bed Penetration of Sediment:** If turbidity spikes exceed the protective capacity of the surface layer, finer particles can infiltrate deeper into the filter media, compromising the entire bed's integrity and functionality.
- **Pass-Through of Untreated Sediment:** Under extreme loading conditions, particulate matter may bypass effective treatment altogether, entering the distribution system and posing a direct risk to public health and regulatory compliance.
- **Increased Cleaning and Maintenance Requirements:** Elevated turbidity will necessitate significantly more frequent scraping and cleaning of filter beds. In severe cases, cleaning may require deeper sand removal, partial media replacement, or full bed reconstruction—actions that are labor, time, and cost intensive and may result in prolonged, possibly months of system downtime.
- **Total Inoperability of the SSF System:** Should turbidity exceed manageable thresholds for a few to serval days, the entire filtration system may become inoperable. The City would then have no functional potable water supply for public consumption, fire suppression, or sanitary disposal, including flushing and sewer conveyance.

These risks are considered critical. Without alternative treatment capacity or raw water pretreatment, Stayton's ability to meet basic public health, safety, and sanitation needs would be severely compromised in a matter of hours to days under extreme turbidity conditions and would remain compromised for potentially months until turbidity was within normal ranges and beds could be brought back on-line.

## Risk Treatment

**Options for Turbidity Risk: Avoidance, Minimization, and Mitigation:** To address the serious risks posed by elevated turbidity during the Detroit Dam drawdown, the City of Stayton is evaluating and implementing a combination of **Avoidance**, **Minimization**, and **Mitigation** strategies, each designed to protect the integrity and operability of the City's potable water system:

## Avoidance

Avoidance focuses on eliminating the exposure to high turbidity events altogether by:

- **Securing Alternative Water Sources**: Exploring emergency interties with neighboring systems or temporary/permanent surface or groundwater supplies that are not affected by the drawdown.
- **Pre-Drawdown Operational Adjustment**: Maximizing treated water storage in reservoirs ahead of the turbidity event to reduce reliance on the raw water intake during peak disturbance.
- **Coordination with USACE and Regulators**: Advocating for drawdown timing, duration, or sediment management practices that avoid or minimize peak turbidity coinciding with critical periods of demand or vulnerability.
- **Exploration of Legal Avenues:** The City is actively monitoring and evaluating potential legal pathways to ensure that the impacts of the drawdown on municipal water supply are fully considered in environmental permitting, agency decision-making, and mitigation planning processes. This includes engagement in public comment periods, review of NEPA and ESA compliance, and potential pursuit of administrative or legal remedies if adverse impacts are not adequately addressed.

## Minimization

Minimization involves operational and physical strategies to reduce the severity of turbidity impacts, including:

- **Temporary/permanent Pretreatment or Bypass Structures**: Investigating installation of temporary/permanent sedimentation, screening, or chemical pre-treatment systems upstream of the SSF to remove heavier loads before they reach the filters.
- **Flow Modulation**: Adjusting intake timing to draw water during periods of lower turbidity, if diurnal or flow-based fluctuations allow for it.
- **Operational Readiness**: Enhancing staffing, training, and availability of equipment and materials for rapid filter maintenance or media handling during high-load conditions.

## Mitigation

Mitigation measures aim to respond to and recover from turbidity impacts that cannot be fully avoided or minimized:

- **Accelerated Filter Maintenance**: Increasing the frequency and depth of SSF scraping, with contingency plans for rapid sand/media replacement or full bed reconstruction if needed.

- **Emergency Treatment Alternatives**: Preparing for temporary/permanent mobile treatment units (e.g., packaged membrane or pressure filtration systems) to be deployed if SSF capacity is lost.
- **Public Communication and Demand Management**: Engaging the public and institutional users with clear communication on potential supply limitations, promoting conservation, and prioritizing essential use during emergency periods.
- **Exploration of Emergency Declaration**: The City is actively assessing the potential need to **declare a local emergency** if water treatment capacity becomes critically compromised. This includes evaluating what such a declaration would entail operationally, legally, and administratively—particularly in relation to **unlocking access to state or federal funding, mutual aid resources, or expedited permitting** for emergency infrastructure modifications.

Each of these treatment pathways requires careful coordination with regional partners, regulatory agencies, and internal operations teams to ensure readiness and continuity of service in the face of a potential raw water quality crisis.

## Potential Technical Options

**Alternative Water Supply and Treatment Investments:** In response to the identified risk of raw water turbidity overwhelming the City's existing slow sand filtration system during the Detroit Dam drawdown, the City of Stayton is evaluating several long-term and supplemental treatment solutions to ensure the reliability and resilience of its potable water system.

### Regional Partnership with the City of Salem

One of the most immediate and scalable alternatives is to secure enhanced **intertie access to the City of Salem's treated water supply** assuming they have surplus potable water from Geren Island[1]. This would involve further development of the existing purchase agreement for potable water. To support the sustainability of this option, Stayton would investigate the potential of **contributing to Salem's proposed expansion of groundwater capacity** on Geren Island. The Salem project suggests the development of additional wellfields to bolster Salem's turbidity resilience, from which Stayton could draw under established mutual aid or emergency supply agreements.

### Local Groundwater Development and ASR

Independently, the City of Stayton is also considering **accelerating the development of its own groundwater sources**, including deep wells capable of supplying a significant portion of the

[1] Geren Island is a small island located about 27 miles downstream from Detroit Dam on the North Santiam River, near Stayton, Oregon. It is the location of Salem's primary water treatment facility

City's average daily demand. In parallel, Stayton is exploring the feasibility of implementing an **Aquifer Storage and Recovery (ASR) system**, which would allow the city to store treated water in the aquifer during periods of low demand and recover it during emergencies or high turbidity events, thereby reducing reliance on the river during critical periods.

### Pretreatment Enhancements to the SSF System

To improve the resilience of the existing SSF infrastructure, the city is evaluating **pretreatment options such as Dissolved Air Flotation (DAF)**. DAF technology would remove suspended solids and organic matter before water enters the filter beds, significantly reducing turbidity loads and extending filter runtimes. Integration of such pretreatment could allow the SSF to remain functional even under moderately elevated turbidity conditions, providing a cost-effective and scalable buffer against system failure.

These investments, taken individually or in combination, represent a strategic shift toward a multi-source, risk-diversified water supply portfolio capable of withstanding the operational and environmental pressures anticipated during and after the Detroit Dam drawdown.

The costs associated with each option are being developed for further analysis and consideration. The pretreatment option is likely the most expensive but also provides the city with the most self-sufficiency for several water quality issues. The high-level cost estimate for this option is $12M-$15M but it could be double dependent on the associated ancillary requirements.

## Risk Treatment and Technical Solutions Analysis - Timeline

**Phase 1 – Initiation and Preliminary Assessment (Ongoing)**

- Define project scope and objectives
- Assemble internal team and assign responsibilities
- Identify regulatory requirements and agency coordination needs
- Review existing system performance data and raw water quality trends
- Initiate legal and emergency management consultations

**Phase 2 – Risk Characterization and Scenario Development (Ongoing)**

- Model turbidity loading scenarios during and after Detroit Dam drawdown
- Define system failure thresholds (e.g., NTU[2] limits, flow disruptions, filter overload)
- Assess vulnerability and potential consequence levels

[2] **Nephelometric Turbidity unit**, i.e. the unit used to measure the turbidity of a fluid or the presence of suspended particles in water. The higher the concentration of suspended solids in the water is, the dirtier it looks and the higher the turbidity is.

- Identify critical operational windows and seasonal constraints

**Phase 3 – Technical Options Analysis (2–4 months)**

- Evaluate pretreatment technologies (e.g., DAF, sedimentation, screening)
- Develop conceptual designs for alternative solutions (groundwater wells, ASR, intertie)
- Conduct high-level cost estimation both capital and operational (CAPEX and OPEX)
- Determine site constraints, permitting needs, and constructability
- Rank options based on effectiveness, feasibility, and timeline

**Phase 4 – Risk Treatment Planning (4–5 months)**

- Align treatment strategies under Avoidance, Minimization, and Mitigation categories
- Identify short-term emergency response measures vs. long-term capital projects
- Define roles, responsibilities, and decision-making triggers (e.g., emergency declaration)
- Refine cost estimates and identify funding strategies (state/federal grants, ARPA, SRF, etc.)

**Phase 5 – Stakeholder Engagement and Preliminary Approvals (5–6 months) (Engagement is currently underway and will be ongoing**

- Present findings and recommendations to City leadership and Council
- Engage with regional partners (City of Salem, Santiam Water Control District, etc.)
- Coordinate with regulatory and permitting agencies
- Begin funding applications and legislative briefings, if applicable

**Phase 6 – Implementation Roadmap and Project Sequencing (6–7 months)**

- Prioritize actionable items based on risk profile and resource availability
- Develop preliminary project schedules and milestones
- Prepare scopes of work and initiate design/engineering procurements
- Begin permitting and pre-construction assessments where applicable


CITY OF
STAYTON

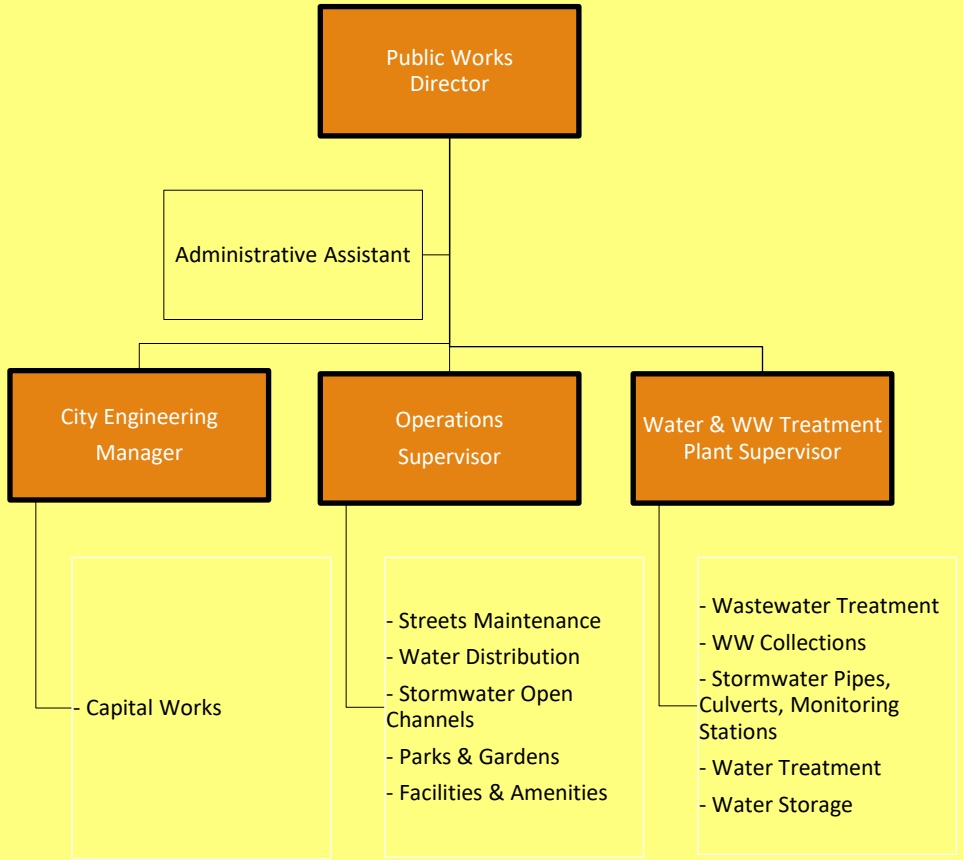
# Public Works Update

PREPARED FOR: City of Stayton City Council

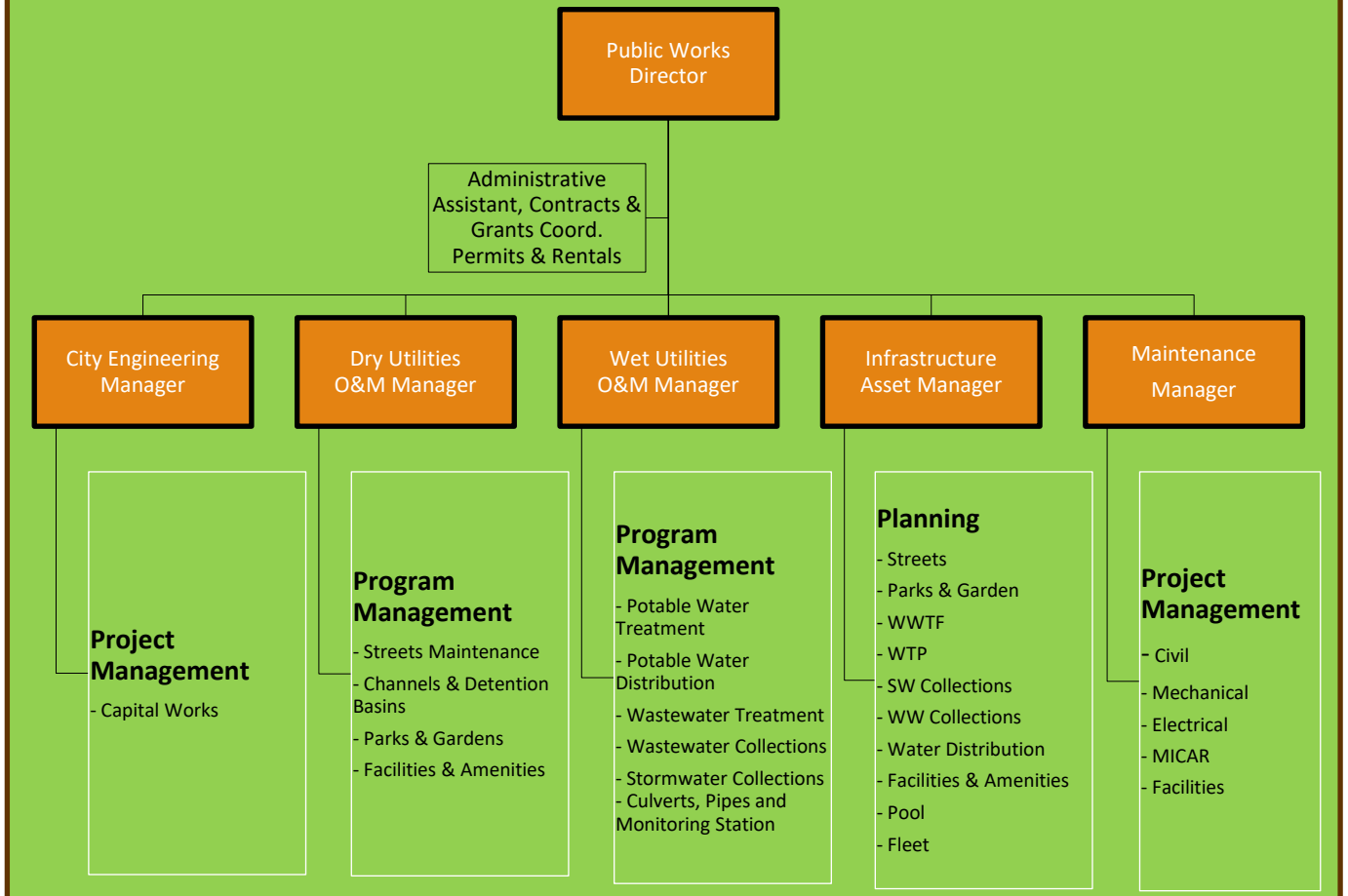
PRESENTED BY: Barry Buchanan, P.E., Interim Public Works Director

DATE: Aug 4, 2025

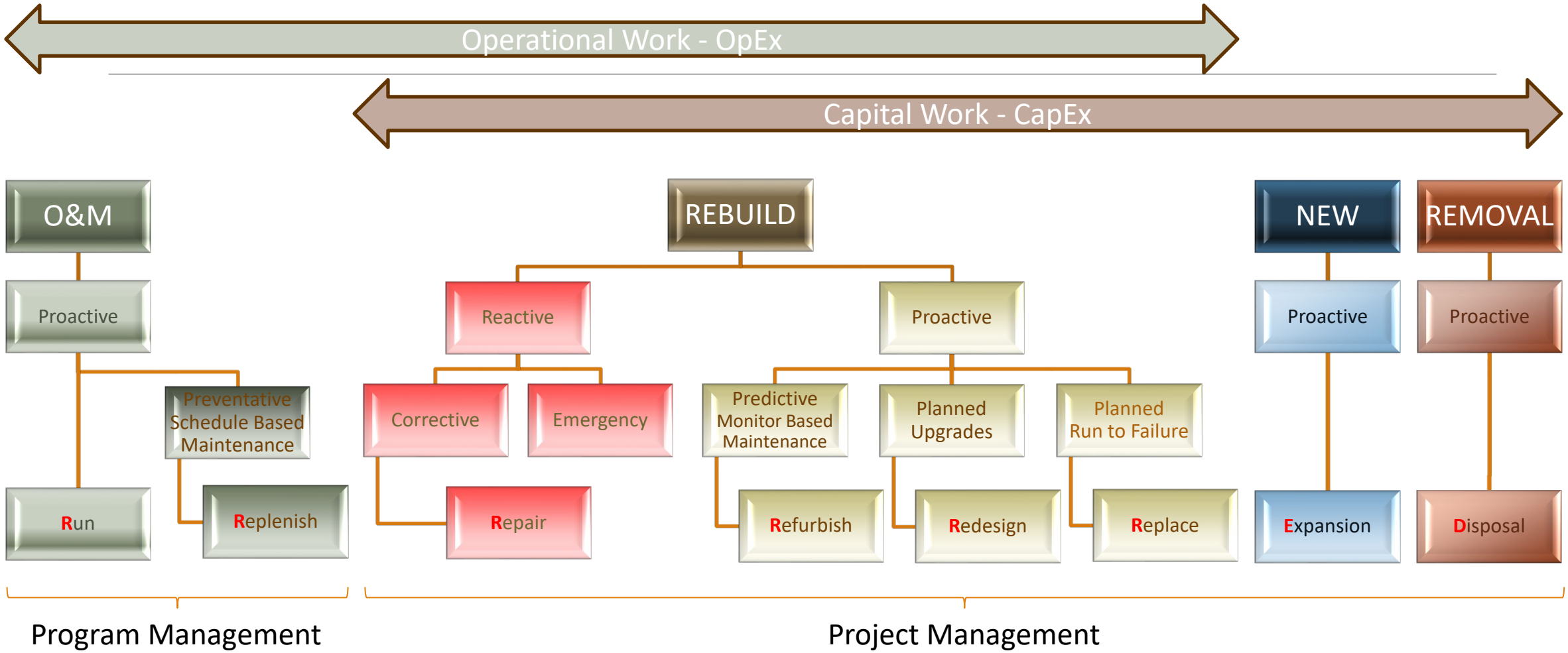
# Existing PWs Structure




# Aspiration For PWs 2025-2027



# Work Activities (6R.E.D.)



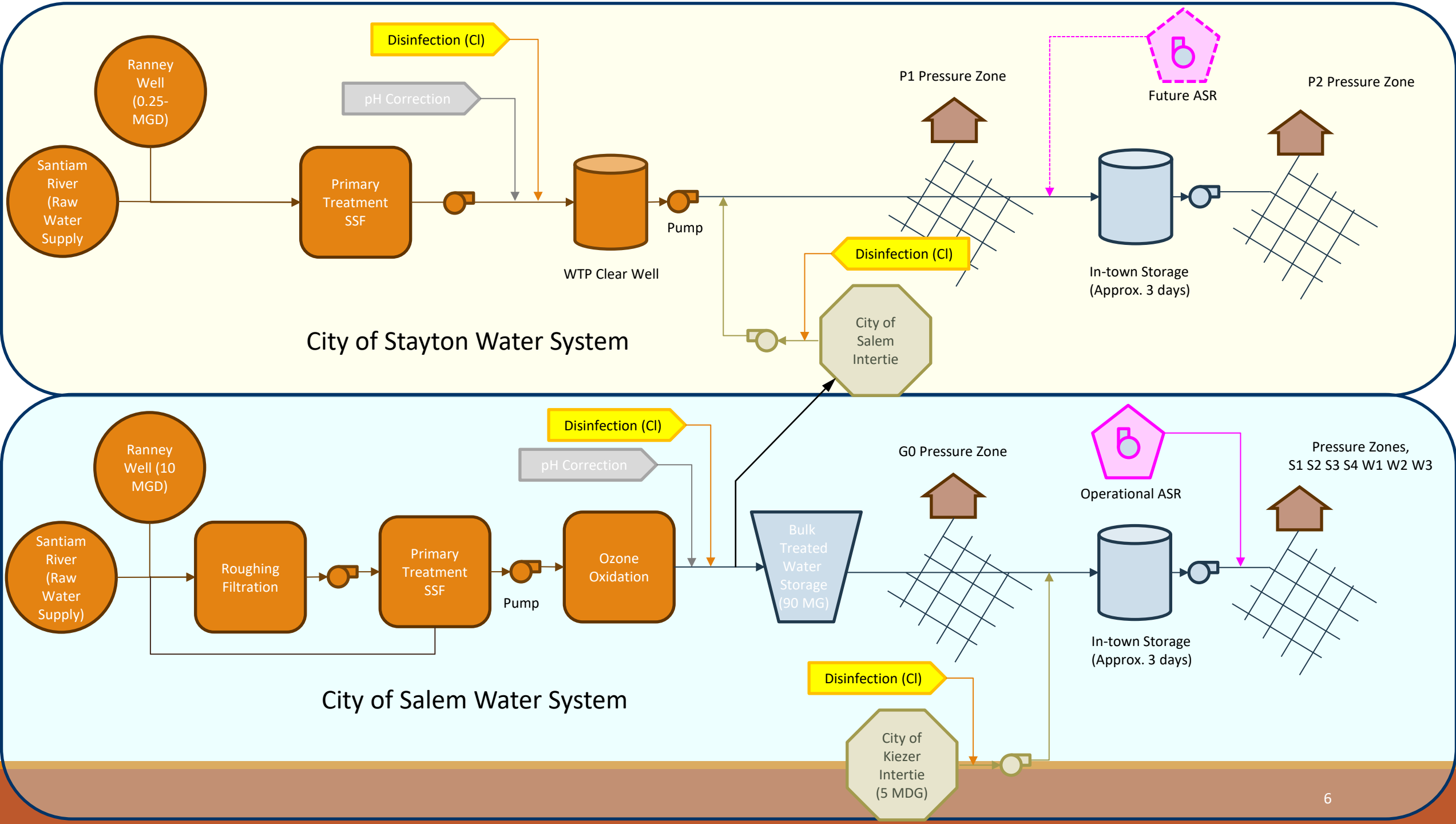
# DRAFT - PRELIMINARY SUMMARY (April 2025)

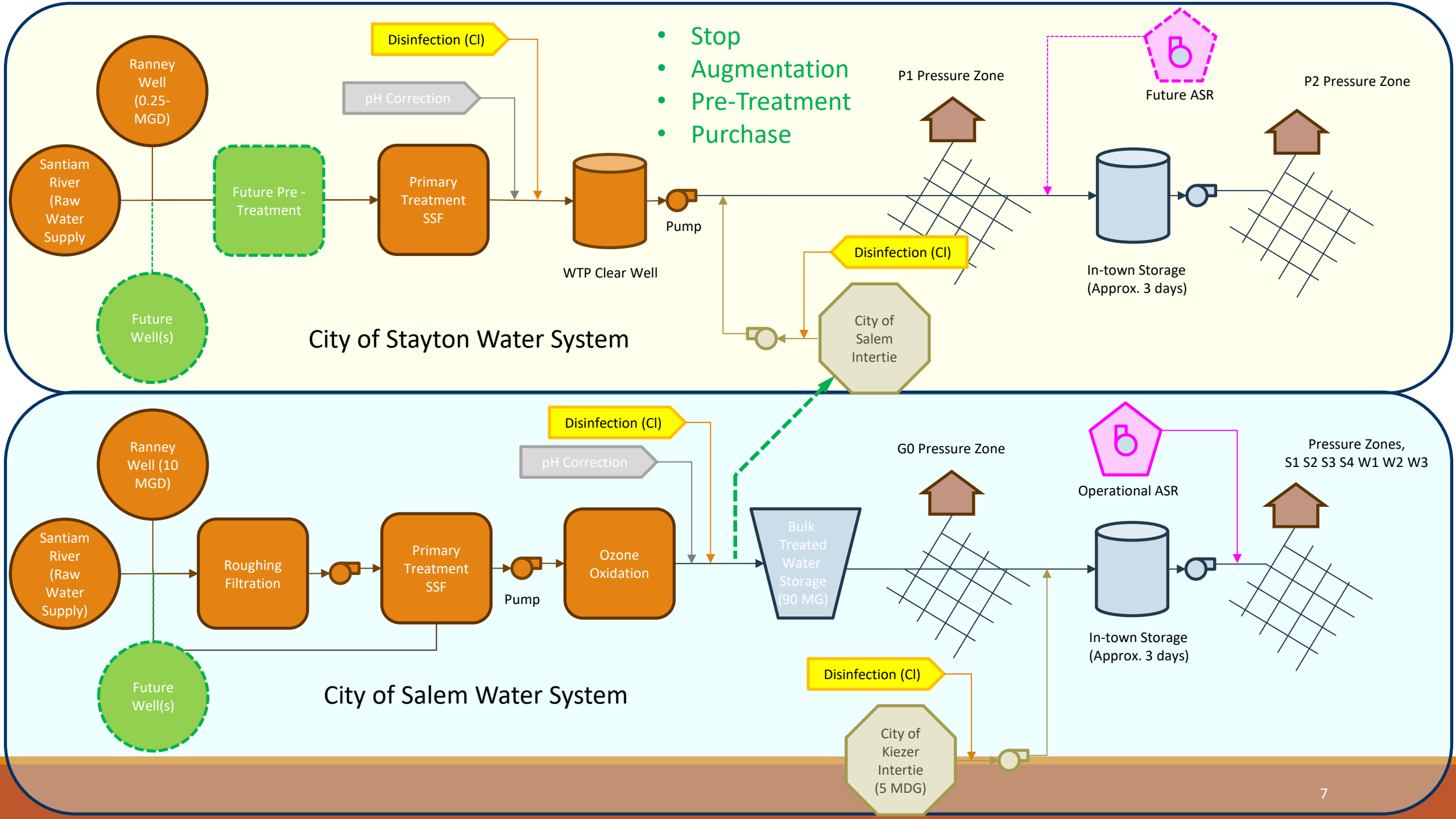
| INDEX | | REPLACEMENT COST | | Deffered Man. $M:00 | | 25-27 Budget $M |
|---|---|---|---|---|---|---|
| Utility | Sheet Name | $M | % of Total | Backlog $M | % Replacemant | |
| Plans | AM & Master etc. | $4 | 0.5% | $3.00 | 75% | $ 1.70 |
| Streets | Streets | $241 | 28.5% | $82.14 | 34% | $ 11.70 |
| Potable Water | Water Treatment Plant | $39 | 4.6% | $9.40 | 24% | |
| | Water Distribution | $46 | 5.5% | $5.13 | 11% | |
| | Reservoirs | $20 | 2.4% | $2.40 | 12% | |
| | Pump Stations | $5 | 0.6% | $0.60 | 12% | |
| | TOTAL | *$110* | *13.0%* | *$17.53* | *16%* | *$ 13.00* |
| Wastewater | Wastewater Treatment Facility | $300 | 35.5% | $69.00 | 23% | |
| | Wastewater Collections | $74 | 8.8% | $9.67 | 13% | |
| | Pump Stations | $10 | 1.2% | $1.20 | 12% | |
| | TOTAL | $384 | 45.5% | $79.87 | 21% | $ 22.60 |
| Stormwater | Stormwater Collections | $51 | 6.1% | $4.54 | 9% | $ 6.40 |
| Parks & Gardens | Parks & Gardens | $31 | 3.6% | $10.88 | 36% | $ 3.10 |
| Facilities | City Hall | $2 | 0.2% | $0.30 | 20% | |
| | Community Center | $2 | 0.2% | $0.30 | 20% | |
| | Court House | $2 | 0.2% | $0.30 | 20% | |
| | Library | $2 | 0.2% | $0.30 | 20% | |
| | Moose Lodge | $1 | 0.1% | $0.15 | 20% | |
| | Movie Theater | $2 | 0.2% | $0.30 | 20% | |
| | Police Station | $2 | 0.2% | $0.30 | 20% | |
| | Pool | $2 | 0.2% | $0.30 | 20% | |
| | PW Club House | $2 | 0.2% | $0.30 | 20% | |
| | PW Ops | $2 | 0.2% | $0.30 | 20% | |
| | Storage Shed | $2 | 0.2% | $0.30 | 20% | |
| | WTP Office/Shed | $2 | 0.2% | $0.30 | 20% | |
| | WWTF Office & Workshop | $2 | 0.2% | $0.30 | 20% | |
| | TOTAL | $19 | 2.2% | $3.75 | 20% | $ 0.37 |
| Plant | Plant | $5 | 0.6% | $1.00 | 20% | $ 0.50 |
| **Summary ($M)** | | **$845** | 100% | **$300.86** | **36%** | **$57.67** |
| | | | | **Poor - Failing State** | | |

STATE = Capacity, Condition, Compliance, Efficency

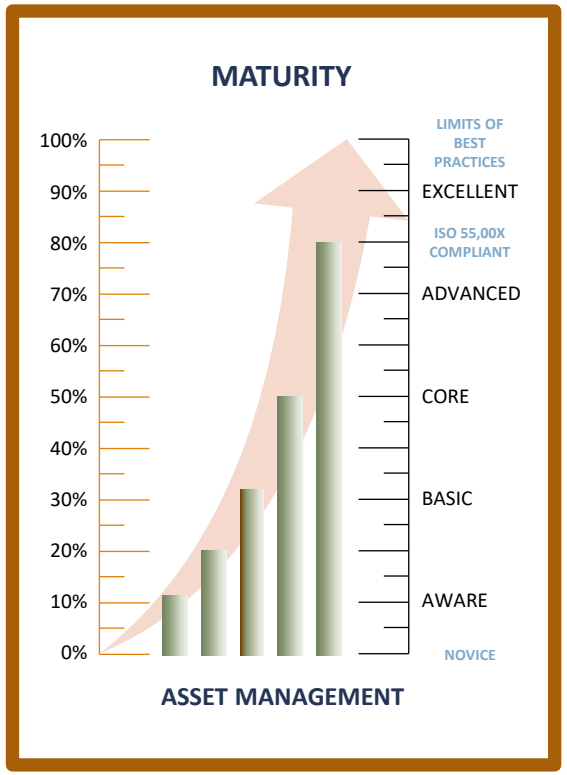
# Current Status of Capital Projects

| TITLE | STATUS | START-Date | COMPLETION-Date | Estimate $:00 |
|---|---|---|---|---|
| Shaft St Water Line | Bid Opening Tuesday | Sept 2025 | Dec. 2025 | $900K |
| Ida Phase 3 Sewer | Location Design Review | April 2026 | Nov 2026 | $3-4M |
| Mill Creek Park | Awaiting Arch. Report | June 2026 | ∞ to Available $ | $14M (Have $1.7M) |
| ASR 15 MG – 1.5 MGD | Design Agreement | June 2026 | June 2028 | $5.25M |
| Jetter's Way Force Main | Design Complete | On Hold | | |
| Westtown Overlay | Con. Survey July/Aug | May 2026 | July 2026 | $725K |
| Street Repairs | Design | Aug 2025 | Nov 2025 | $105K |
| 3rd & Fern Ridge Improvements | Contracting for Design | | | $500K |
| WWTP SBR Improvements | Source Funds | | | $3.5M - $4.5M |
| Slurry Seals | Coordinating with Other Agencies | Spring 2026 | Mid Summer 2026 | $350K |
| Shaff Rd Roundabout | Design Review/Alter. | | | $9.6M |
| Industrial SW Facility | Design Review with Kindle St Ponds | | | $4M |
| SWMP | Finalizing Modeling | 30% Oct 25, 60% March 26, 90% July 26 | Final Nov 26, Data Update May 27 | $1.25M |


Ranney Well (0.25-MGD)
Santiam River (Raw Water Supply
Disinfection (Cl)
pH Correction
Primary Treatment SSF
WTP Clear Well
Pump
P1 Pressure Zone
Future ASR
P2 Pressure Zone
Disinfection (Cl)
In-town Storage (Approx. 3 days)
City of Salem Intertie
City of Stayton Water System
Ranney Well (10 MGD)
Santiam River (Raw Water Supply)
Roughing Filtration
Primary Treatment SSF
Pump
Ozone Oxidation
Disinfection (Cl)
pH Correction
Bulk Treated Water Storage (90 MG)
G0 Pressure Zone
Operational ASR
Pressure Zones, S1 S2 S3 S4 W1 W2 W3
In-town Storage (Approx. 3 days)
Disinfection (Cl)
City of Kiezer Intertie (5 MDG)
City of Salem Water System


Ranney Well (0.25-MGD)
Santiam River (Raw Water Supply
Future Well(s)
Future Pre - Treatment
Disinfection (Cl)
pH Correction
Primary Treatment SSF
WTP Clear Well
Pump
Stop
Augmentation
Pre-Treatment
Purchase
P1 Pressure Zone
Future ASR
P2 Pressure Zone
Disinfection (Cl)
In-town Storage (Approx. 3 days)
City of Salem Intertie
City of Stayton Water System
Ranney Well (10 MGD)
Santiam River (Raw Water Supply)
Future Well(s)
Roughing Filtration
Disinfection (Cl)
pH Correction
Primary Treatment SSF
Pump
Ozone Oxidation
Bulk Treated Water Storage (90 MG)
G0 Pressure Zone
Operational ASR
Pressure Zones, S1 S2 S3 S4 W1 W2 W3
In-town Storage (Approx. 3 days)
Disinfection (Cl)
City of Kiezer Intertie (5 MDG)
City of Salem Water System


Doughnut Economics


## For more information contact …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# Annual Transient Occupancy Tax (TOT) Update

Stayton City Council – August 4, 2025

# History

- Adopted via Ordinance 803 in August 1999
- The stated purposes in the enacting "whereas" clause was to provide *"funds for urban beautification, improvements to or operation of major tourist attractions or cultural activities or facilities, transit, business development assistance or activities which promote the use of Stayton for conventions, conferences, seminars and general tourism*"
- Tax is 7% of rent charged; operator may withhold 5% of that amount for administration

# History (cont.)

- In 2003, the Oregon Legislature passed HB 2267
  - established a one percent (1%) statewide TLT and created the Oregon Tourism Commission.
  - Among other things, it preempted local control over TLTs and restricted much of a local government's decision-making in allocating funds from local TLTs.
    - Placed restrictions on any **new** or increased TLT imposed by requiring at least 70 percent (70%) of the net revenue to go towards "tourism promotion" or "tourism-related facilities"
    - Local governments with TLTs already in place were "grandfathered" and they were able to maintain the distribution ratios they had in place on July 1, 2003, but cannot decrease the percentage of total tax revenue actually expended to fund tourism promotion or tourism-related facilities.
      - Because our Ordinance pre-dated and did not have specified distribution ratios, we were grandfathered

# Exemptions

- If occupant pays rent on a monthly basis
- Occupant whose rent is less than $2 per day
- Rental of private home, vacation cabin or like facility from owner who rents the facility incidental to the owners own use
- Occupant of a paid hospital room, rehabilitation center, etc

# SMC 3.06.160 – Reporting Requirement

- All money collected under this Ordinance must be deposited into the Transient Occupancy Account
- The City Administrator must report annually to the City Council
- Reporting Date: June 30 of each year

# Accounting Change for Clarity

****Previous Accounting Practice****

- Revenues deposited into GL 10-38-49500 (General Fund Misc. Rev.)
- Mixed with other revenues – made tracking difficult

****New Practice (as of February 2025)****

- Created new dedicated account: 10-31-41300
- Exclusively for Transient Occupancy Taxes
- Improves transparency and tracking

# FY25 Collections

Total Collected: $8,786.02

- Budgeted for 2025–2027 Biennium: $18,000

Tracking 10 properties, with one not currently operating

# Key Updates & Insights

- More Airbnb-type properties are now active
- Self-reported revenue submissions – relies on trust/compliance
- Two properties previously fell behind on payments
- Both are now caught up and paying on schedule

# Looking Ahead

ACCOUNTS RECEIVABLE SPECIALIST WILL PROVIDE ANNUAL SUMMARIES

CONTINUED MONITORING OF NEW AND EXISTING RENTAL PROPERTIES

MAINTAIN CLEAR AND ACCURATE REVENUE TRACKING

# Questions & Discussion