



AGENDA STAYTON CITY COUNCIL

Monday, May 6, 2024

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:

7:00 p.m. – City Council Regular Session – <https://youtube.com/live/Pi87xJhlfGE>

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.

1. CALL TO ORDER

7:00 PM

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. April 15, 2024 City Council Work Session Minutes
- b. April 15, 2024 City Council Regular Session Minutes
- c. April 29, 2024 City Council Work Session Minutes
- d. Resolution No. 1104, Directing and Authorizing the Submittal of a Grant to the Oregon State Marine Board and Authorizing the Signing of a Contract with Marion County for the Use of ARPA Funds

6. PRESENTATIONS

7. PUBLIC HEARING

8. GENERAL BUSINESS

1. **Resolution No. 1101, Authorizing City Manager to Sign Safety Action Plan Grant Agreement** **ACTION**
 - a. Staff Report – Jennifer Siciliano
 - b. Public Comment
 - c. Council Discussion
 - d. Council Decision

2. **Resolution No. 1102, Ida Street Sewer Phase 2 Contract Approval** **ACTION**
 - a. Staff Report – Lance Ludwick
 - b. Public Comment
 - c. Council Discussion
 - d. Council Decision

3. **Resolution No. 1103, Budget Adjustments, Repeal Resolution No. 1081** **ACTION**
 - a. Staff Report – James Brand
 - b. Public Comment
 - c. Council Discussion
 - d. Council Decision

4. **Quarter 3 Financial Update** **INFORMATIONAL**
 - a. Staff Report – James Brand
 - b. Public Comment
 - c. 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

MAY 2024				
Monday	May 6	City Council	7:00 p.m.	https://youtube.com/live/Pi87xJhlfGE
Tuesday	May 7	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	May 13	Budget Committee	6:00 p.m.	https://youtube.com/live/WaaC5XqnNYU
Wednesday	May 15	Budget Committee	6:00 p.m.	https://youtube.com/live/YzpXF3YeNo0
Tuesday	May 16	Budget Committee	6:00 p.m.	https://youtube.com/live/D2qXMn2uS_E
Monday	May 27	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY		
Tuesday	May 28	Planning Commission	7:00 p.m.	Stayton Community Center
JUNE 2024				
Monday	June 3	City Council	7:00 p.m.	https://youtube.com/live/gAhI3Aa0qQk
Tuesday	June 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	June 17	City Council	7:00 p.m.	https://youtube.com/live/CbxRQKofXts
Wednesday	June 19	Library Board	6:00 p.m.	Stayton Public Library
Monday	June 24	Planning Commission	7:00 p.m.	Stayton Community Center
JULY 2024				
Monday	July 1	City Council	7:00 p.m.	https://youtube.com/live/ObstG7px_s8
Tuesday	July 2	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Thursday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY HOLIDAY		
Monday	July 15	City Council	7:00 p.m.	https://youtube.com/live/Ho-DcNPeKFY
Wednesday	July 17	Library Board	6:00 p.m.	Stayton Public Library
Monday	July 29	Planning Commission	7:00 p.m.	Stayton Community Center
AUGUST 2024				
Monday	August 5	City Council	7:00 p.m.	https://youtube.com/live/Lj-mxqCQ5SQ
Tuesday	August 6	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	August 19	City Council	7:00 p.m.	https://youtube.com/live/srIRGhfmTvM
Wednesday	August 21	Library Board	6:00 p.m.	Stayton Public Library
Monday	August 26	Planning Commission	7:00 p.m.	Stayton Community Center
SEPTEMBER 2024				
Monday	September 2	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 3	City Council	7:00 p.m.	https://youtube.com/live/X4qI09p4SII
Wednesday	September 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	September 16	City Council	7:00 p.m.	https://youtube.com/live/bUyCXZQ77A8
Wednesday	September 18	Library Board	6:00 p.m.	Stayton Public Library
Monday	September 30	Planning Commission	7:00 p.m.	Stayton Community Center

**Stayton City Council
Work Session
April 15, 2024**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON

Time Start: 6:02 P.M.

Time End: 6:57 P.M.

MEETING ATTENDANCE LOG

	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald	James Brand, Finance Director
Councilor Jordan Ohrt	Gwen Johns, Police Chief (excused)
Councilor David Patty	Lance Ludwick, Public Works Director
Councilor Steve Sims	Janna Moser, Library Director (excused)
	Jennifer Siciliano, Community & Economic Development
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
Joint work session of the Council and Santiam Water Control District	<p>Mr. Stevenson discussed the Santiam Water Control District facilities and operations, and grant opportunities.</p> <p>Mr. Stevenson and Ms. Hajduk discussed the desire to develop a cooperative and beneficial relationship.</p> <p>Attendees representing the Santiam Water Control District: Brent Stevenson, District Manager David Dalke, Board President Gary Butler, Board Vice-President Marty Dozler, Board Member Steve Keudell, Board Member</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 6th DAY OF May 2024, 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
April 15, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:05 P.M. **Time End:** 8:40 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald	Lance Ludwick, Public Works Director
Councilor Jordan Ohrt	Gwen Johns, Police Chief
Councilor David Patty	Janna Moser, Library Director
Councilor Stephen Sims	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Public Comment	None.
Consent Agenda	
a. April 1, 2024 City Council Work Session Minutes	Motion from Councilor Ohrt, seconded by Councilor Patty, to accept the Consent Agenda as presented. Motion passed 5:0.
b. April 1, 2024 City Council Regular Session Minutes	
c. Resolution No. 1100, Appointing Lucas Joyce to the Planning Commission's Student Position	
Presentations	
a. Republic Services Update – Cindy Rogers and Travis Comfort	Ms. Rogers provided an update on the recent bulky waste event and a brief overview of the solid waste and recycling industry. Mr. Comfort provided a presentation on the Recycling Modernization Act.
b. Library Update – Janna Moser	Ms. Moser provided updates on library goals and activities.
Public Hearing	
Ordinance No. 1066, Vacation of Right of Way Between 1732 and 1660 N. 6th Ave.	
a. Commencement of Public Hearing	Mayor Quigley read a brief opening statement and opened the hearing at 7:37 p.m.
b. Staff Report – Jennifer Siciliano	Ms. Siciliano reviewed the staff report.

<p>Resolution No. 1099, Ida Street Pavement and Water System Improvement Contract Award</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p>	<p>Mr. Ludwick reviewed the staff report.</p> <p>None.</p> <p>Council and staff discussed project timeline and scope.</p> <p>Motion from Councilor Patty, seconded by Councilor Giglio, to approve Resolution 1099 as presented. Motion passed 5:0.</p>
<p>Communications from City Staff</p>	<p>Ms. Hajduk announced that volunteer appreciation week is next week.</p> <p>Ms. Hajduk reminded Council about the special work session scheduled for April 29, 2024.</p> <p>Ms. Hajduk provided a recap of the Police Forum.</p>
<p>Communications from Mayor and Council</p>	<p>Mayor Quigley thanked Council for their participation in a joint County Commissioner work session and Chamber awards attendance.</p> <p>Mayor Quigley requested the Charter review be added to the agenda.</p> <p>Councilor Ohrt spoke about child abuse awareness month.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF MAY 2024, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager

**Stayton City Council
Work Session
April 29, 2024**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON

Time Start: 5:04 P.M.

Time End: 6:35 P.M.

MEETING ATTENDANCE LOG

	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager
Councilor Ben McDonald	James Brand, Finance Director
Councilor Jordan Ohrt	Gwen Johns, Police Chief (excused)
Councilor David Patty	Lance Ludwick, Public Works Director
Councilor Steve Sims	Janna Moser, Library Director (excused)
	Jennifer Siciliano, Community & Economic Development (excused)
	Melanie Raba, Office Specialist
	Christian Smithrud, Community Engagement Coordinator

AGENDA	ACTIONS
Streets	<p>Ms. Hajduk presented on the condition of the streets. Council and the Budget Committee discussed funding options for street repairs.</p> <p>Attendees representing the Budget Committee: Denise Busch Luke Cranston Leonard Hays Jonathan Penrice</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 6th DAY OF May 2024, 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 Brian Quigley and the Stayton City Council
FROM: Julia Hajduk, City Manager
DATE: May 6, 2024
SUBJECT: Resolution No. 1104, Directing and Authorizing the Submittal of a Grant to the Oregon State Marine Board and Authorizing the Signing of a Contract with Marion County for the Use of ARPA Funds

BACKGROUND

The City has requested funds from Marion County through a special round of their American Rescue Plan Act (ARPA) 2021 funding for park improvements to Community Center Park to allow for holiday light displays and to Riverfront Park South to provide for parking, access to the river, and a kayak launch. During a work session with Marion County Board of Commissioners, the City was encouraged to apply for a State Marine Board grant for a portion of the planned improvements with the understanding that if successful, funds would be reallocated to make improvements to the northern parking area of Riverfront Park.

The County has requested a formal commitment from the City to apply for the Marine Board Grant as a condition of being allocated the requested ARPA funds. This resolution will make it clear that the Council supports the submittal of a Marine Board grant and will authorize the City Manager to sign a contract with the County for use of the ARPA funds, rather than having to come back to Council for further authorization.

FISCAL IMPACT

There will be no negative fiscal impact with the passage of this resolution. If we are awarded a grant from the Marine Board, the ARPA funds will count as the required match. By receiving the ARPA funds from Marion County, we will have the authority to spend \$250,000 that we would not otherwise have available.

OPTIONS AND MOTIONS

Consent agenda approval; no motion necessary.

If discussion is desired, remove from consent.



**RESOLUTION NO. 1104
DIRECTING AND AUTHORIZING THE SUBMITTAL OF A GRANT TO THE OREGON STATE
MARINE BOARD AND AUTHORIZING THE SIGNING OF A CONTRACT WITH MARION
COUNTY FOR THE USE OF ARPA FUNDS**

WHEREAS, the City has requested funds from Marion County through a special round of their American Rescue Plan 2021 funding; and

WHEREAS, the project will include improvements to Community Center Park and the area south of the Water Treatment Plant that we are referring to as Riverfront Park South as it will provide parking and access to Riverfront Park from the south; and

WHEREAS, the proposed improvements to Riverfront Park South include parking lot improvements, clearing of vegetation, a picnic area and a kayak launch; and

WHEREAS, during a work session with Marion County Board of Commissioners, the City was encouraged to apply for a State Marine Board grant for a portion of the planned improvements with that understanding that if successful, funds would be reallocated to make improvements to the northern parking area, which is currently the main parking and entrance into Riverfront Park; and

WHEREAS, the County has requested a formal commitment from the City to apply for the Marine Board Grant as a condition of being allocated the requested ARPA funds.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The Stayton City Council directs and authorizes staff to apply for the Oregon State Marine Board Grant for grant eligible improvements at Riverfront Park. It is understood that the County ARPA funds would be considered to meet any match requirements.

SECTION 2. The City Manager is authorized to sign the contract with Marion County to receive the ARPA funds for the park improvements.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6th DAY OF May 2024.

CITY OF STAYTON

Signed: _____, 2024

BY: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Jennifer Siciliano, Community and Economic Development Director

DATE: May 6, 2024

SUBJECT: Authorizing the City Manager to Execute a Grant Agreement with the Federal Highway Administration for a Safe Streets and Roads for All Grant

ISSUE

The issue before the Council is authorizing the City Manager to execute a grant agreement with the Federal Highway Administration to secure reimbursable funds to develop and complete a Stayton Safety Action Plan.

ENCLOSURE(S)

- Draft Resolution 1101 authorizing the City Manager to execute a grant agreement with the Federal Highway Administration for a Safe Streets and Roads for All Grant
- Grant Agreement between the City and the Federal Highway Administration

STAFF RECOMENDATION

Staff recommends the city authorize the City Manager to execute the grant agreement with the Federal Highway Administration for the development and completion of a Stayton Safety Action Plan.

BACKGROUND INFORMATION

Stayton was awarded federal funding of \$120,000 to develop a Stayton Safety Action Plan (SSAP) as part of the FY 2023 Safe Streets and Roads for All grant program. The goal of the SSAP is to identify and prioritize strategies to enhance the safety of all transportation modes throughout Stayton. Federal funding will allow Stayton to develop a plan guided by data and informed by community engagement with the school district, residents, local businesses, and other stakeholders. The SSAP will outline a series of priority projects, which the city can pursue construction funding for future rounds of this grant program.

The SSAP is budgeted to cost \$150,000 and the city is required to provide a 20% match which would be \$30,000. \$25,000 will be a cash match and \$5,000 will be provided with in-kind staff and volunteer time. The overall timetable for the SSAP is after the grant agreement is signed by the City Manager, the agreement will be sent back to the Federal Highway Administration for signature. Once the grant agreement is fully executed by both parties, the city will solicit a consultant to develop and complete the SSAP. A draft SSAP will be due by July 1, 2025, for review by the city, and various stakeholders in the community. The final SSAP will be due by September 1, 2025, and it will be brought for adoption to the City Council by October 6, 2025. A final grant report is due to the Federal Highway Administration by November 1, 2025.

FISCAL IMPACT

Executing this grant will enable the City to receive \$120,000 in reimbursable funds to complete a Stayton Safety Action Plan. The city will be responsible for a cash match of \$25,000 and an in-kind match of \$5,000.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve Resolution 1101 authorizing the City Manager to execute a grant agreement with the Federal Highway Administration for a Safe Streets and Roads for All Grant.

Move to approve Resolution 1101 authorizing the City Manager to execute a grant agreement with the Federal Highway Administration for a Safe Streets and Roads for All Grant.

2. Take no Action. No motion is necessary.



RESOLUTION NO. 1101
A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT AGREEMENT WITH THE FEDERAL HIGHWAY ADMINISTRATION FOR A SAFE STREETS AND ROADS FOR ALL GRANT

WHEREAS, the City of Stayton was awarded \$120,000 in reimbursable funds from the Federal Highway Administration through the FY 2023 Safe Street and Road Grant program to complete a Safety Action Plan for the city;

WHEREAS, the goal of the Stayton Safety Action Plan is to identify and prioritize strategies to enhance the safety and security of all transportation modes throughout the city;

WHEREAS, the city has experienced traffic fatalities in the past five years; and

WHEREAS, the FY 2023 Safe Street and Road Grant program requires a 20% match from the City of Stayton.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The City of Stayton authorizes the City Manager to execute a grant agreement with the Federal Highway Administration to complete a Stayton Safety Action Plan.

SECTION 2. The City of Stayton will contribute a 20% match comprised of cash and in-kind staff and volunteer time towards the completion of the Stayton Safety Action Plan.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6 DAY OF MAY 2024.

CITY OF STAYTON

Signed: May 6, 2024

BY: _____
Brian Quigley, Mayor

Signed: May 6, 2024

ATTEST: _____
Julia Hajduk, City Manager

- 1. Federal Award No.**
693JJ32440305
- 2. Effective Date**
See No. 16 Below
- 3. Assistance Listings No.**
20.939

- 4. Award To**
City of Stayton
362 N Third Ave
Stayton, OR 97383

Unique Entity Id.: HFTJF5P1G7B3
TIN No.: 93-6002260
- 5. Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

- 6. Period of Performance**
Effective Date of Award – 20
months from the effective date of
award
- 7. Total Amount**

Federal Share:	\$120,000
Recipient Share:	\$30,000
Other Federal Funds:	\$0
Other Funds:	\$0
Total:	\$150,000

- 8. Type of Agreement**
Grant
- 9. Authority**
Section 24112 of the Infrastructure Investment
and Jobs Act (Pub. L. 117–58, November 15,
2021; also referred to as the “Bipartisan
Infrastructure Law” or “BIL”)

- 10. Procurement Request No.**
HSA240149PR
- 11. Federal Funds Obligated**
\$120,000

- 12. Submit Payment Requests To**
See Article 5.
- 13. Accounting and Appropriations Data**
15X0173E50.0000.055SR10500.5592000000.41010.61006600

- 14. Description of the Project**
Developing the Stayton Safety Action Plan.

RECIPIENT

15. Signature of Person Authorized to Sign

Signature Date
Name: Julia Hajduk
Title: City Manager

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

Signature Date
Name: Hector Santamaria
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT UNDER THE
FISCAL YEAR 2023 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation’s (the “**USDOT**”) Federal Highway Administration (the “**FHWA**”) and the City of Stayton, Oregon (the “**Recipient**”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“**SS4A**”) Grant for the Stayton Safety Action Plan.

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2023 Safe Streets and Roads for All (“**SS4A**”) Grant Program,” which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under “Fiscal Year 2023.” Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2
APPLICATION, PROJECT, AND AWARD**

2.1 Application.

Application Title: Stayton Safety Action Plan

Application Date: July 10, 2023

2.2 Award Amount.

SS4A Grant Amount: \$120,000

2.3 Federal Obligation Information.

Federal Obligation Type: Single

2.4 Budget Period.

Budget Period: See Block 6 of Page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

**ARTICLE 3
SUMMARY PROJECT INFORMATION**

3.1 Summary of Project’s Statement of Work.

The goal of this proposal is to develop a City-wide Safety Action Plan to identify and prioritize low-cost, high-impact strategies to enhance the safety and security of all transportation modes throughout Stayton.

The project will be completed in one phase.

3.2 Project’s Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	November 1, 2024
Planned Draft Plan Completion Date:	July 1, 2025
Planned Final Plan Completion Date:	September 1, 2025
Planned Final Plan Adoption Date:	October 6, 2025
Planned SS4A Final Report Date:	November 1, 2025

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$120,000
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds:	\$25,000
In-Kind Match:	\$5,000
Other Funds:	\$0
Total Eligible Project Cost:	\$150,000

(b) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient Contact(s).

Jennifer Siciliano
 Community and Economic Development Director
 City of Stayton
 362 N Third Avenue, Stayton, OR 97383
 (503) 769-2998
jsiciliano@staytonoregon.gov

4.2 Recipient Key Personnel.

Name	Title or Position
Julia Hajduk	City Manager
James Brand	Finance Director
Jennifer Siciliano	Community and Eco. Dev. Director

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
 Federal Highway Administration
 Office of Safety
 HSSA-1, Mail Stop: E71-117
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
 202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
 Federal Highway Administration
 Office of Acquisition and Grants Management
 HCFA-33, Mail Stop E62-310
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
 202-493-2402
HCFASS4A@dot.gov

and

Division Administrator – Oregon
 Agreement Officer’s Representative (AOR)
 530 Center St. NE, Suite 420
 Salem, OR 97301
 503-399-5749
Oregon.FHWA@dot.gov

and

Ashley Bryers
 Oregon Division Office Lead Point of Contact
 Planning Program Manager
 530 Center St. NE, Suite 420
 Salem, OR 97301
 503-316-2556
ashley.bryers@dot.gov

ARTICLE 5 USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327. Note: This clause is only applicable to grants that do not include construction.

In accordance with 2 CFR 200.308(c)(6), unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient’s share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer’s Representative (the “AOR”) may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2.** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.
- 6.5** There are no other special grant requirements.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: City of Stayton, Oregon

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	Within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

**ATTACHMENT B
CHANGES FROM APPLICATION**

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" in Section 3.3 of the table.

Scope:

Schedule:

Budget: The grant application budget signifies that the Stayton Safety Action Plan will use \$30,000 of local matching funds to complete its development. There will continue to be \$30,000 worth of local match, but \$25,000 will be from local funds and \$5,000 will be in-kind match supplied by local volunteers and municipal staff towards the development of the Stayton Safety Action Plan.

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				N/A

ATTACHMENT C
RACIAL EQUITY AND BARRIERS TO OPPORTUNITY

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table align with the application:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but intends to take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

As part of the community outreach for the development of Stayton Safety Action Plan, the city will ensure input from underserved communities and various racial groups. The Plan will also include action items to increase racial equity in the implementation section.

ATTACHMENT D
CLIMATE CHANGE AND ENVIRONMENTAL JUSTICE IMPACTS

1. Consideration of Climate Change and Environmental Justice Impacts.

The Recipient states that rows marked with “X” in the following table align with the application:

	The Project directly supports a Local/Regional/State Climate Action Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Equitable Development Plan that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Project directly supports a Local/Regional/State Energy Baseline Study that results in lower greenhouse gas emissions. <i>(Identify the plan in the supporting narrative below.)</i>
	The Recipient or a project partner used environmental justice tools, such as the EJScreen, to minimize adverse impacts of the Project on environmental justice communities. <i>(Identify the tool(s) in the supporting narrative below.)</i>
X	The Project supports a modal shift in freight or passenger movement to reduce emissions or reduce induced travel demand. <i>(Describe that shift in the supporting narrative below.)</i>
	The Project utilizes demand management strategies to reduce congestion, induced travel demand, and greenhouse gas emissions. <i>(Describe those strategies in the supporting narrative below.)</i>
	The Project incorporates electrification infrastructure, zero-emission vehicle infrastructure, or both. <i>(Describe the incorporated infrastructure in the supporting narrative below.)</i>
	The Project supports the installation of electric vehicle charging stations. <i>(Describe that support in the supporting narrative below.)</i>
	The Project promotes energy efficiency. <i>(Describe how in the supporting narrative below.)</i>
	The Project serves the renewable energy supply chain. <i>(Describe how in the supporting narrative below.)</i>
	The Project improves disaster preparedness and resiliency <i>(Describe how in the supporting narrative below.)</i>
	The Project avoids adverse environmental impacts to air or water quality, wetlands, and endangered species, such as through reduction in Clean Air Act criteria pollutants and greenhouse gases, improved stormwater management, or improved habitat connectivity. <i>(Describe how in the supporting narrative below.)</i>
	The Project repairs existing dilapidated or idle infrastructure that is currently causing environmental harm. <i>(Describe that infrastructure in the supporting narrative below.)</i>
	The Project supports or incorporates the construction of energy- and location-efficient buildings. <i>(Describe how in the supporting narrative below.)</i>

	The Project includes recycling of materials, use of materials known to reduce or reverse carbon emissions, or both. <i>(Describe the materials in the supporting narrative below.)</i>
	The Recipient has taken other actions to consider climate change and environmental justice impacts of the Project, as described in the supporting narrative below.
	The Recipient has not yet taken actions to consider climate change and environmental justice impacts of the Project but will take relevant actions described in the supporting narrative below.
	The Recipient has not taken actions to consider climate change and environmental justice impacts of the Project and will not take those actions under this award.

2. **Supporting Narrative.**

The Stayton Safety Action Plan will particularly focus on planning to make pedestrian and bicycle riding safer within the city. This will lead to people in the city feeling safer when walking and/or biking and changing their transportation mode from automobile travel to a mode of travel with lower carbon emissions.

**ATTACHMENT E
LABOR AND WORKFORCE**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

X	The Recipient demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of local and economic hiring preferences in the overall delivery and implementation of the Project. <i>(Describe the relevant provisions in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted the use of registered apprenticeships in the overall delivery and implementation of the Project. <i>(Describe the use of registered apprenticeship in the supporting narrative below.)</i>
	The Recipient or a project partner will provide training and placement programs for underrepresented workers in the overall delivery and implementation of the Project. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will support free and fair choice to join a union in the overall delivery and implementation of the Project by investing in workforce development services offered by labor-management training partnerships or setting expectations for contractors to develop labor-management training programs. <i>(Describe the workforce development services offered by labor-management training partnerships in the supporting narrative below.)</i>
	The Recipient or a project partner will provide supportive services and cash assistance to address systemic barriers to employment to be able to participate and thrive in training and employment, including childcare, emergency cash assistance for items such as tools, work clothing, application fees and other costs of apprenticeship or required pre-employment training, transportation and travel to training and work sites, and services aimed at helping to retain underrepresented groups like mentoring, support groups, and peer networking. <i>(Describe the supportive services and/or cash assistance provided to trainees and employees in the supporting narrative below.)</i>
	The Recipient or a project partner has documented agreements or ordinances in place to hire from certain workforce programs that serve underrepresented groups. <i>(Identify the relevant agreements and describe the scope of activities they cover in the supporting narrative below.)</i>

	<p>The Recipient or a project partner participates in a State/Regional/Local comprehensive plan to promote equal opportunity, including removing barriers to hire and preventing harassment on work sites, and that plan demonstrates action to create an inclusive environment with a commitment to equal opportunity, including:</p> <ol style="list-style-type: none"> a. affirmative efforts to remove barriers to equal employment opportunity above and beyond complying with Federal law; b. proactive partnerships with the U.S. Department of Labor’s Office of Federal Contract Compliance Programs to promote compliance with EO 11246 Equal Employment Opportunity requirements and meet the requirements as outlined in the Notice of Funding Opportunity to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women and goals that vary based on geography for construction work hours and for work being performed by people of color; c. no discriminatory use of criminal background screens and affirmative steps to recruit and include those with former justice involvement, in accordance with the Fair Chance Act and equal opportunity requirements; d. efforts to prevent harassment based on race, color, religion, sex, sexual orientation, gender identity, and national origin; e. training on anti-harassment and third-party reporting procedures covering employees and contractors; and f. maintaining robust anti-retaliation measures covering employees and contractors. <p><i>(Describe the equal opportunity plan in the supporting narrative below.)</i></p>
	<p>The Recipient has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i></p>
	<p>The Recipient has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the project, will take relevant actions described in the supporting narrative below.</p>
	<p>The Recipient has not taken actions related to the Project to improving good-paying jobs and strong labor standards and will not take those actions under this award.</p>

2. Supporting Narrative.

The City of Stayton has two collective bargaining agreements in effect with employees who are free to join their respective unions. There is the AFSCME Collective Bargaining Agreement in effect until June 30, 2024 and in the process of negotiation for a new agreement for after that date. The Stayton Police Officers Association collective bargaining agreement is also in effect until June 30, 2025, when it will be negotiated. The City of Stayton provides good-paying jobs with free choice to join a union.



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Lance S. Ludwick, P.E. Public Works Director

DATE: May 6, 2024

SUBJECT: Resolution No. 1102, Award of Contract for the W. Ida Street Sanitary Sewer Replacement Phase 2 Project

ISSUE

Should the Council approve Resolution No. 1102, awarding a contract for the West Ida Street Sanitary Sewer Replacement Phase 2 project to The Saunders Company in the amount of \$2,758,888.00?

ENCLOSURE(S)

1. Minutes from Bid Opening & Bid Tabulation Sheet
2. Resolution No. 1102

BACKGROUND INFORMATION

In 2020 the City hired Keller Associates to perform Wastewater Facilities Planning Study (Master Plan) for the City's wastewater system. The Wastewater Facilities Planning Study was adopted by the City Council in February 2021. The planning study looks at the impacts of growth over a 20-year period and identifies areas where growth is most likely to occur. The study identified deficiencies in the sanitary sewer system. A priority list of projects was created and is shown in Table 12.1 in the Wastewater Facilities Planning Study document (master plan).

The Priority 1 project includes upsizing a 24-inch sanitary sewer pipe to a 30-inch pipe. The project starts at Jettors Way at an existing sanitary sewer vault, located just west of the Stayton Fire Department, thence north to Ida Street, thence east to Evergreen Avenue, thence north to the bridge over the Salem Ditch. The length of the entire Priority 1 project is 4,800 linear feet.

The contract before you is for construction of Phase 2 of the Priority 1 project, which includes 2,600 linear feet of the Priority 1 project. It will start at the end of the Phase 1 project completed in 2023 and will terminate at the south side of the bridge over the Salem Ditch.

The formal bid packet including the design and specifications for the sanitary sewer project was developed by City staff, which included the Public Works Director, City Engineer, Senior Engineering Technician, and an engineering consultant who designed the improvements.

The project was advertised in March 2024 and sealed bids were opened on April 23, 2024, at 2:00 PM.

The City received three bids as shown in the following table:

CONTRACTOR	BID AMOUNT
The Saunders Company	\$2,758,888.00
North Santiam Paving Company	\$3,063,733.00
K & E Excavating, Inc.	\$3,076,464.00

The Saunders Company of Dundee, OR was the apparent low bidder.

Each bidder was responsible for submitting 3 job references for work performed by the contractor that was similar in size and scope to the W. Ida Street Sanitary Sewer Replacement Phase 2 project. Staff interviewed the agencies that worked with the The Saunders Company and determined agencies were satisfied with the work performed.

Staff then interviewed the owner of The Saunders Company to get a sense of their process, the resources they would be dedicating to the project, and their overall experience with this type of project. The interview team came away from the meeting comfortable with a recommendation to award the contract to The Saunders Company.

STAFF RECOMMENDATION

City Staff reviewed the bids and interviewed past clients of The Saunders Company, and we are confident that they can perform the work as shown in the construction plans. Staff Recommends awarding a contract for the W. IDA Street Sanitary Sewer Replacement Phase 2 project to The Saunders Company in the amount of \$2,758,888.00.

OPTIONS

- 1) Award of Contract to The Saunders Company for the contract amount of \$2,758,888.00.
- 2) Reject all proposals at this time.

MOTION(S)

- 1) Motion to adopt Resolution No. 1102, awarding a contract for the construction of the W. Ida Street Sanitary Sewer Replacement Phase 2 project to The Saunders Company.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 769-2134

BID OPENING: W IDA STREET SANITARY SEWER REPLACEMENT – PHASE 2 April 23, 2024, Closed at 2:00 PM

Description: The project includes, but is not limited to, all labor, materials, and equipment necessary to construct approximately 2,010 lineal feet of 30-inch sanitary pipe, 588 lineal feet of 18-inch sanitary pipe, 78 lineal feet of 8-inch sanitary pipe, 85 lineal feet of 6-inch sanitary pipe, 1,095 lineal feet of 4-inch sanitary pipe, eight 72-inch and six 48-inch sanitary manholes, 60 lineal feet of 4-inch water main, 290 lineal feet of 1-inch copper tubing, 1,447 square feet of sidewalk and driveway, 250 lineal feet of curb, 4,637 square yards of asphalt patching, and performance of additional and incidental work as called for in the Plans and Specifications.

CONTRACTOR	BID AMOUNT
The Saunders Company	\$2,758,888.00
North Santiam Paving Company	\$3,063,733.00
K & E Excavating, Inc.	\$3,076,464.00

Prepared by:

M. Schmidt, City of Stayton

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

POLICE

386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING

362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS

362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER

950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY

515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

City of Stayton W Ida Sanitary Sewer Replacement Phase 2 Project

Bid Tabulation

Bid Date: 04/23/2024 at 2:00 PM

				The Saunders Company		North Santiam Paving Co.		K & E Excavating, Inc.		City of Stayton	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
1	Mobilization	1	LS	\$ 304,049.00	\$ 304,049.00	\$ 289,000.00	\$ 289,000.00	\$ 300,000.00	\$ 300,000.00	\$ 254,340.00	\$ 254,340.00
2	Temporary Traffic Control	1	LS	\$ 108,000.00	\$ 108,000.00	\$ 213,000.00	\$ 213,000.00	\$ 190,000.00	\$ 190,000.00	\$ 64,000.00	\$ 64,000.00
3	Temporary Bypass Pumping and Flow Control	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 63,500.00	\$ 63,500.00	\$ 60,000.00	\$ 60,000.00	\$ 132,000.00	\$ 132,000.00
4	Erosion Prevention & Sediment Control	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 24,000.00	\$ 24,000.00	\$ 31,000.00	\$ 31,000.00	\$ 15,000.00	\$ 15,000.00
5	Foundation Stabilization	100	CY	\$ 120.00	\$ 12,000.00	\$ 87.00	\$ 8,700.00	\$ 106.00	\$ 10,600.00	\$ 250.00	\$ 25,000.00
6	Cleanup and Site Restoration	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 13,250.00	\$ 13,250.00	\$ 27,000.00	\$ 27,000.00	\$ 8,600.00	\$ 8,600.00
7	Resurfacing – Asphalt Concrete Pavement	4,637	SY	\$ 62.00	\$ 287,494.00	\$ 53.50	\$ 248,079.50	\$ 64.00	\$ 296,768.00	\$ 76.00	\$ 352,412.00
8	Resurfacing – PCC Sidewalk Replacement	1,075	SF	\$ 30.00	\$ 32,250.00	\$ 24.00	\$ 25,800.00	\$ 23.00	\$ 24,725.00	\$ 24.00	\$ 25,800.00
9	Resurfacing – PCC Driveway Replacement	372	SF	\$ 40.00	\$ 14,880.00	\$ 27.75	\$ 10,323.00	\$ 33.00	\$ 12,276.00	\$ 28.00	\$ 10,416.00
10	Resurfacing – PCC Curb Replacement	250	LF	\$ 50.00	\$ 12,500.00	\$ 48.80	\$ 12,200.00	\$ 95.00	\$ 23,750.00	\$ 60.00	\$ 15,000.00
11	4-Inch Cl. 52 D.I. pipe	61	LF	\$ 350.00	\$ 21,350.00	\$ 255.00	\$ 15,555.00	\$ 197.00	\$ 12,017.00	\$ 250.00	\$ 15,250.00
12	1-Inch Water Service	292	LF	\$ 150.00	\$ 43,800.00	\$ 114.00	\$ 33,288.00	\$ 99.00	\$ 28,908.00	\$ 150.00	\$ 43,800.00
13	16 x 6 Tapping Valve and Sleeve	1	EA	\$ 11,000.00	\$ 11,000.00	\$ 11,250.00	\$ 11,250.00	\$ 9,100.00	\$ 9,100.00	\$ 7,200.00	\$ 7,200.00
14	16 x 4 Tapping Valve and Sleeve	2	EA	\$ 10,000.00	\$ 20,000.00	\$ 11,350.00	\$ 22,700.00	\$ 8,100.00	\$ 16,200.00	\$ 6,400.00	\$ 12,800.00
15	Water Service Reconnection	8	EA	\$ 4,225.00	\$ 33,800.00	\$ 1,000.00	\$ 8,000.00	\$ 1,300.00	\$ 10,400.00	\$ 600.00	\$ 4,800.00
16	Hydrant Assembly	1	EA	\$ 8,000.00	\$ 8,000.00	\$ 6,350.00	\$ 6,350.00	\$ 7,600.00	\$ 7,600.00	\$ 8,200.00	\$ 8,200.00
17	30-Inch PVC Sanitary Sewer Pipe	2,010	LF	\$ 508.00	\$ 1,021,080.00	\$ 537.00	\$ 1,079,370.00	\$ 555.00	\$ 1,115,550.00	\$ 520.00	\$ 1,045,200.00
18	18-Inch PVC Sanitary Sewer Pipe	588	LF	\$ 290.00	\$ 170,520.00	\$ 350.00	\$ 205,800.00	\$ 303.00	\$ 178,164.00	\$ 300.00	\$ 176,400.00
19	8-Inch PVC Sanitary Sewer Pipe	78	LF	\$ 215.00	\$ 16,770.00	\$ 225.00	\$ 17,550.00	\$ 221.00	\$ 17,238.00	\$ 200.00	\$ 15,600.00
20	6-Inch PVC Sanitary Sewer Lateral	85	LF	\$ 205.00	\$ 17,425.00	\$ 250.00	\$ 21,250.00	\$ 233.00	\$ 19,805.00	\$ 150.00	\$ 12,750.00
21	4-Inch PVC Sanitary Sewer Lateral	1,095	LF	\$ 155.00	\$ 169,725.00	\$ 238.50	\$ 261,157.50	\$ 217.00	\$ 237,615.00	\$ 150.00	\$ 164,250.00
22	6-Inch PVC Two-way Cleanout	3	EA	\$ 1,350.00	\$ 4,050.00	\$ 780.00	\$ 2,340.00	\$ 900.00	\$ 2,700.00	\$ 850.00	\$ 2,550.00
23	4-Inch PVC Two-way Cleanout	39	EA	\$ 675.00	\$ 26,325.00	\$ 400.00	\$ 15,600.00	\$ 500.00	\$ 19,500.00	\$ 625.00	\$ 24,375.00
24	72-Inch Standard Manhole	7	EA	\$ 18,000.00	\$ 126,000.00	\$ 21,500.00	\$ 150,500.00	\$ 21,200.00	\$ 148,400.00	\$ 16,000.00	\$ 112,000.00
25	72-Inch Outside Drop Manhole	1	EA	\$ 19,500.00	\$ 19,500.00	\$ 25,500.00	\$ 25,500.00	\$ 25,200.00	\$ 25,200.00	\$ 23,000.00	\$ 23,000.00
26	48-Inch Standard Manhole	2	EA	\$ 9,000.00	\$ 18,000.00	\$ 14,000.00	\$ 28,000.00	\$ 12,800.00	\$ 25,600.00	\$ 10,700.00	\$ 21,400.00
27	48-Inch Outside Drop Manhole	4	EA	\$ 11,000.00	\$ 44,000.00	\$ 17,900.00	\$ 71,600.00	\$ 18,100.00	\$ 72,400.00	\$ 15,000.00	\$ 60,000.00
28	Removal of Existing Manhole	3	EA	\$ 3,750.00	\$ 11,250.00	\$ 4,550.00	\$ 13,650.00	\$ 2,200.00	\$ 6,600.00	\$ 5,000.00	\$ 15,000.00
29	Abandon Existing Manhole In Place	5	EA	\$ 2,750.00	\$ 13,750.00	\$ 3,600.00	\$ 18,000.00	\$ 4,400.00	\$ 22,000.00	\$ 4,000.00	\$ 20,000.00
30	Abandonment of Existing Sanitary Sewer Pipe	1	LS	\$ 42,000.00	\$ 42,000.00	\$ 72,500.00	\$ 72,500.00	\$ 75,000.00	\$ 75,000.00	\$ 46,500.00	\$ 46,500.00
31	Connect to Existing Structures	1	EA	\$ 7,500.00	\$ 7,500.00	\$ 7,150.00	\$ 7,150.00	\$ 7,200.00	\$ 7,200.00	\$ 4,000.00	\$ 4,000.00
32	18-Inch HDPE Storm Drain Pipe	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 24,300.00	\$ 24,300.00	\$ 11,300.00	\$ 11,300.00	\$ 10,000.00	\$ 10,000.00
33	10-Inch PVC D3034 Storm Drain Pipe	10	LF	\$ 335.00	\$ 3,350.00	\$ 730.00	\$ 7,300.00	\$ 128.00	\$ 1,280.00	\$ 260.00	\$ 2,600.00
34	8-Inch PVC D3034 Storm Drain Pipe	136	LF	\$ 120.00	\$ 16,320.00	\$ 120.00	\$ 16,320.00	\$ 113.00	\$ 15,368.00	\$ 200.00	\$ 27,200.00
35	Type 3 Ditch Inlet	2	EA	\$ 6,100.00	\$ 12,200.00	\$ 2,000.00	\$ 4,000.00	\$ 3,400.00	\$ 6,800.00	\$ 4,000.00	\$ 8,000.00
36	Type CG-2 Catch Basin	1	EA	\$ 9,500.00	\$ 9,500.00	\$ 3,650.00	\$ 3,650.00	\$ 3,700.00	\$ 3,700.00	\$ 3,500.00	\$ 3,500.00
37	48-Inch Standard Manhole	1	EA	\$ 6,500.00	\$ 6,500.00	\$ 13,200.00	\$ 13,200.00	\$ 4,700.00	\$ 4,700.00	\$ 8,800.00	\$ 8,800.00
					\$ -		\$ -		\$ -		
				Total Bid Price	\$ 2,758,888.00	Total Bid Price	\$ 3,063,733.00	Total Bid Price	\$ 3,076,464.00	Total Bid Price	\$ 2,797,743.00



RESOLUTION NO. 1102

A RESOLUTION TO AWARD A CONTRACT FOR THE CONSTRUCTION OF THE W. IDA STREET SANITARY SEWER REPLACEMENT PROJECT – PHASE 2 TO THE SAUNDERS COMPANY

WHEREAS, the 2021 Wastewater Facility Planning Study identified the sanitary sewer pipe in W. Ida Street and N. Evergreen Avenue as undersized;

WHEREAS, the City of Stayton hired an engineering consultant to design the W. Ida Street Sanitary Sewer Replacement project, Phase 2;

WHEREAS, the City advertised the project for construction in the Daily Journal of Commerce with a bid opening on April 23rd, 2024;

WHEREAS, the City received 3 bids to perform the work as outlined in the Plans and Specifications;

WHEREAS, The Saunders Company was deemed the lowest apparent bidder; and,

WHEREAS, staff recommends to the City Council to award the construction contract to The Saunders Company for the W. Ida Street Sanitary Sewer Replacement project, Phase 2.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Stayton City Council awards the contract for the W. Ida Street Sanitary Sewer Replacement project, Phase 2, to The Saunders Company in the amount of \$2,758,888.00.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6th DAY OF MAY 2024.

CITY OF STAYTON

Signed: _____, 2022

By: _____
Brian Quigley, Mayor

Signed: _____, 2022

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council
FROM: James Brand, Finance Director
DATE: May 6, 2024
SUBJECT: Resolution No. 1103, Adopting Changes to the FY24 Budget and Repealing Resolution No. 1081

BACKGROUND INFORMATION

We are forecasting the Street Lights General Fund appropriation will need to utilize the General Fund contingency. Street light usage has not changed this year; the reason for exceeding the budget is due to budgeted funds not being set high enough to account for the rise in electricity prices.

No fund can overspend its budget and we are likely to receive invoices for this year that will exceed the budget for Streetlights, which is in its own separate appropriation within the General Fund. The FY24 Budget (adopted in Resolution No. 1065) included a contingency for the General Fund. The transfer proposed in this resolution will ensure our expenditures do not exceed budgeted authority.

Resolution No. 1081 is repealed and fixed because utilizing unappropriated funds is only allowed in the case of an emergency which was not declared in the resolution. Resolution No. 1081 was intended to allocate the American Rescue Plan Act (ARPA) funds given by the federal government to the City to deal with the COVID-19 pandemic. However, the ARPA funds were unappropriated in the original FY24 Budget Resolution No. 1065. Our plan is to appropriate the ARPA funds in the FY25 budget instead. The project identified for the ARPA funds is occurring in both fiscal years and this budget move does not impact the timing of the projects.

The second part of Resolution No. 1081 (being repealed) is the correction of the allocation of \$200,000 from the General Fund to the Streets Fund as directed by the Budget Committee during the deliberations of the FY24 Budget in May 2023. This action will now be included in Resolution No. 1103.

FISCAL IMPACT

This resolution shifts \$15,000 budgeted in General Fund - Contingency into the General Fund – Street Lights appropriation. It does not create any new net appropriation.

SUMMARY

Resolution No. 1103 adopts appropriation adjustments for the fiscal year 2023-24 budget. It decreases the General Fund Contingency Budget and increases the General Fund – Street Lights appropriation to ensure the appropriated is not overspent.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Adopt Resolution No. 1103 as presented.

Motion to approve Resolution No. 1103 as presented.

2. Not Adopt Resolution No. 1103.

This would put the City at risk of exceeding its Street Light Appropriation, which can only be avoided by turning off the streetlights during May and June. The City could also receive a poor audit comment if the budget is not set appropriately according to budget laws.



**RESOLUTION NO. 1103
ADOPTING CHANGES TO THE FY24 BUDGET
AND REPEALING RESOLUTION NO. 1081**

WHEREAS, ORS 294.463 allows the governing body of a municipal corporation to transfer appropriations within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation; and

WHEREAS, the Council of the City of Stayton adopted its 2023-24 budget on June 21, 2023; and

WHEREAS, the City of Stayton has identified specific need for funds that were budgeted and appropriated as operating contingency; and

WHEREAS, transfers of operating contingency appropriations during the fiscal year do not exceed 15 percent of the total appropriations of each fund (reference 294.463(2)); and

WHEREAS, Resolution 1081 inappropriately allocated funds that were unappropriated.

NOW THEREFORE, THE CITY OF STAYTON RESOLVED THAT THE STAYTON CITY COUNCIL HEREBY:

SECTION 1. Adopts the following appropriation transfers, makes appropriations, and adjusts the fiscal year 2023-24 adopted budget as follows:

Fund/Program/Org Unit	Approved Budget	Change	Amended Budget
General Fund - Street Lights	\$90,000	\$15,000	\$105,000
General Fund - Contingency	\$300,000	(\$15,000)	\$285,000
Unappropriated	\$11,535,885	(\$200,000)	\$11,335,885
General Fund Transfer Out	\$995,100	\$200,000	\$1,195,100
Street Fund	\$1,774,858	\$200,000	\$1,974,858

SECTION 2. Resolution No. 1081 is hereby repealed in its entirety.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF MAY 2024.

CITY OF STAYTON

Signed: _____, 2024

BY: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Stayton City Council

FROM: James Brand, Finance Director

DATE: May 6, 2024

**SUBJECT: Fiscal Year 2023-24
Quarter 3 Financial Report as of March 31, 2023**

This is a financial summary for the City of Stayton after the third quarter of the 2024 fiscal year. The following report includes three columns of dollar amounts, including the results from the prior year and the current year (both through March) and the annual budget for the current year. The final column is a percentage representing the progress of the revenues and expenditures as compared to the full annual budget. The top section contains the revenues, which are city-wide totals. The bottom section includes the expenditures, which are grouped by fund, starting with the general fund and its sections.

The second report is a comparison of the budget and the projected spending for 2023-24. Then there are two bar charts. The first has three bars, and it compares the budget, expenses, and revenues at the nine-month mark of the year. The second has four bars, and it compares the full year projections of revenues and expenses against the budgeted amounts.

REVENUE COMMENTS

- Overall, we have collected 75% of the budgeted revenues, which is right on target.
- Transfers are under collected due to the SDC transfers that occur at the end of the year as well as a reduction to the Public Works internal admin funding transfer (to reduce an accumulated balance in this Internal Service Fund).
- Intergovernmental is under collected mainly due to two large grants that have not been received yet. Just \$17k of the \$465k HUD downtown grant has been collected. The \$515k ARPA (Aquifer Storage Recovery) grant operates on a reimbursement basis and the project is now projected for next fiscal year.
- Interest earnings are up due to the high interest earned at Umpqua bank and the Local Government Investment Pool.
- Court Fines and Forfeitures are under collected resulting from the impact of HB4210 (2020) to repeal driving privilege suspensions and eliminate the imposition of driving privilege restrictions for failure to pay fines. The City was forced to write off \$62k this year.

EXPENDITURE COMMENTS

Overall expenses are lower than budgeted (56% spent at the 75% point in the year).

- The Street Lights budget is overspent and projected to be overspent this year. A supplemental budget resolution has been prepared to move funds from the General Fund contingency to cover this.
- The Mayor/City Council Fund is underspent due to the Neighborhood Improvement Budget which has been allocated and most will be spent by the end of the year.
- The Water Fund is underspent due to the \$1.25m Aquifer Storage Recovery (ASR) project which is now projected for the next fiscal year.
- The Stormwater fund is well underspent because we have not started the \$350k budgeted master plan or the \$150k Capital projects (Ida St 1st to 3rd).

CITY BUDGET VS PROJECTIONS

The City is projected to collect a little more than 95% of its revenues and to spend about 86% of its budget. Some of both shortfalls are for the same reason – delays for grant funded projects mean the expenses are not spent and the revenues are not collected. Other capital projects are being replanned for the next fiscal year.

ELIZABETH BALDWIN – ACCOUNTING SPECIALIST A/R AND COURT CLERK

Local, Servant, Dumbledore

Elizabeth is a local. She was born and raised in Stayton/Lyons area. She is a graduate of Stayton High. Married for 40 years. She lived away for 17 years and then came back to Stayton to raise her four children here. Elizabeth started with the City in 2000 making her the 4th longest serving employee. She has served the City in many roles including Cashier, Receptionist, Utility Billing, Accounts Receivable, and Court Clerk. She is a leader in her local church. Her historical knowledge helps everyone in the Finance office. Her relationships with many citizens helps provide excellent customer experience.

 Revenues*	3rd Quarter Financial Update FY 2023-24			
	FY23 Actuals as of Mar 2023	FY24 Actuals as of Mar 2024	FY24 Budget full year	% Earned
Charges for Services	\$5,606,900	\$5,318,388	\$7,156,960	74%
Transfers	\$1,614,750	\$1,893,706	\$3,566,788	53%
Property & Levied Taxes	\$3,070,356	\$3,149,084	\$3,251,300	97%
Intergovernmental	\$1,698,662	\$1,497,239	\$2,636,560	57%
Franchise Fees	\$571,715	\$644,636	\$737,000	88%
Interest & Miscellaneous	\$450,821	\$852,240	\$416,690	205%
Local Gas Tax	\$147,238	\$139,048	\$195,000	71%
Fines & Forfeitures	\$41,430	\$2,588	\$112,500	2%
Licenses & Permit Fees	\$33,926	\$37,298	\$37,500	100%
Grants & Contributions	\$18,315	\$28,296	\$23,000	123%
Total Revenue	\$13,254,113	\$13,562,523	\$18,133,298	75%
Operating Budget to Actual Comparison by Fund				
Expenditures*	Actuals as of Mar 2023	Actuals as of Mar 2024	FY24 Budget full year	% Spent
General Fund				
Police	\$1,792,162	\$1,932,491	\$2,817,762	69%
Administration	\$993,119	\$1,010,452	\$1,575,753	64%
General Operations	\$376,614	\$866,848	\$1,462,900	59%
Planning	\$160,324	\$160,558	\$275,213	58%
Municipal Court	\$90,722	\$89,737	\$133,747	67%
Community Center	\$30,806	\$65,664	\$92,960	71%
Street Lights	\$60,795	\$67,955	\$90,000	76%
Mayor/City Council	\$9,196	\$8,246	\$56,250	15%
Total General Fund	3,513,738	\$ 4,201,951	\$ 6,504,585	65%
Special Revenue Funds				
Street Fund	\$501,621	\$1,167,149	\$2,307,658	51%
Library Fund	\$382,351	\$418,234	\$608,609	69%
Pool Fund	\$301,126	\$304,518	\$441,207	69%
Parks Fund	\$247,412	\$256,300	\$434,884	59%
Internal Service Funds				
Public Works Admin	\$544,303	\$544,084	\$794,228	69%
Facilities Fund	\$21,809	\$26,036	\$37,301	70%
Enterprise Funds				
Wastewater Fund	\$1,704,241	\$3,425,526	\$5,751,540	60%
Water Fund	\$1,310,525	\$1,649,428	\$3,277,911	50%
Stormwater Fund	\$237,329	\$318,952	\$977,481	33%
Stormwater SDC	\$0	\$0	\$350,000	0%
Wastewater SDC	\$0	\$0	\$252,000	0%
Water SDC	\$0	\$0	\$239,688	0%
Capital Project Funds				
Street SDC	\$8,400	\$0	\$33,500	0%
Parks SDC	\$0	\$0	\$0	0%
Total Expenditures	8,772,855	\$ 12,312,178	\$ 22,010,592	56%

*Does not include contingency, or unappropriated funds.

 All Revenues*	Budget vs Projections FY 2023-24		
	FY24 Budget	FY24 Projections	% of Budget
Charges for Services	\$7,156,960	\$7,068,512	99%
Transfers	\$3,566,788	\$2,816,068	79%
Property & Levied Taxes	\$3,251,300	\$3,230,594	99%
Intergovernmental	\$2,636,560	\$1,874,588	71%
Franchise Fees	\$737,000	\$859,100	117%
Interest & Miscellaneous	\$416,690	\$1,128,080	271%
Local Gas Tax	\$195,000	\$182,000	93%
Fines & Forfeitures	\$112,500	\$20,000	18%
Licenses & Permit Fees	\$37,500	\$49,570	132%
Grants & Contributions	\$23,000	\$50,645	220%
Total Revenue	\$18,133,298	\$17,279,157	95%
Operating Budget to Actual Comparison by Fund			
Expenditures*	FY24 Budget	FY24 Projections	% Spent
General Fund			
Police	\$2,817,762	\$2,537,798	90%
Administration	\$1,575,753	\$1,371,226	87%
General Operations	\$1,462,900	\$1,050,184	72%
Planning	\$275,213	\$210,229	76%
Municipal Court	\$133,747	\$120,973	90%
Community Center	\$92,960	\$86,823	93%
Street Lights	\$90,000	\$103,955	116%
Mayor/City Council	\$56,250	\$51,785	92%
Total General Fund	\$ 6,504,585	\$ 5,532,973	85%
Special Revenue Funds			
Street Fund	\$2,307,658	\$1,926,882	84%
Library Fund	\$608,609	\$582,759	96%
Pool Fund	\$441,207	\$434,479	99%
Parks Fund	\$434,884	\$406,179	93%
Internal Service Funds			
Public Works Admin	\$794,228	\$745,762	94%
Facilities Fund	\$37,301	\$28,193	76%
Enterprise Funds			
Wastewater Fund	\$5,751,540	\$5,397,198	94%
Water Fund	\$3,277,911	\$2,686,556	82%
Stormwater Fund	\$977,481	\$884,904	91%
Stormwater SDC	\$350,000	\$0	0%
Wastewater SDC	\$252,000	\$0	0%
Water SDC	\$239,688	\$239,688	100%
Capital Project Funds			
Street SDC	\$33,500	\$13,020	39%
Parks SDC	\$0	\$0	0%
Total Expenditures	\$ 22,010,592	\$ 18,878,593	86%

*Does not include contingency, or unappropriated funds.



