



AGENDA

BUDGET COMMITTEE

May 12, 2025 at 6:00 p.m.

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

HYBRID MEETING

The Stayton Budget Committee will be holding a 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:

- May 12, 2025 Live Stream – https://youtube.com/live/VtmBNqa59_k

Public Comment and Public Hearing Testimony: The May 12th, 2025 meeting will allow for public comment and testimony regarding:

- 2025-27 Biennium Proposed Budget
- State Shared Revenues Public Hearing

Public comment and testimony can be done in-person, virtual, or written 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.

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 prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing verbal 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 comment.
- **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 public body's webpage where agenda packets are posted.

CALL TO ORDER

6:00 P.M.

- Damian Centanni, Chair

ROLL CALL

ELECTION OF CHAIR AND VICE CHAIR

- Motion to appoint _____ as Chair of the Budget Committee.
- Motion to appoint _____ as Vice-Chair of the Budget Committee.

APPROVAL OF MINUTES FROM THE MAY 15, 2024 BUDGET COMMITTEE MEETING

Motion Options:

- Motion to approve the minutes from the May 15, 2024 Budget Committee meeting, as presented (or as amended).

PUBLIC COMMENT

PUBLIC HEARING

Proposed Use of State Shared Revenues (i.e. liquor, cigarette, gas tax, and state shared revenue)

- a. Opening Statement – Read by Budget Committee Chair
- b. Staff Report – James Brand, Finance Director
- c. Open Public Hearing
- d. Public Testimony
- e. Close Public Hearing (no specific decision necessary)

BUDGET MESSAGE

- Julia Hajduk, City Manager

BUDGET OVERVIEW

- James Brand, Finance Director

BUDGET REVIEW

- Management Team

ADJOURN

Upcoming 2025-27 Budget Committee Meetings

Subsequent meetings will be held at 6:00 p.m. as follows:

- May 13, 2025 at 6:00 p.m.: <https://youtube.com/live/YzpXF3YeNo0>
- May 15, 2025 at 6:00 p.m.: https://youtube.com/live/D2qXMn2uS_E

**City of Stayton
Budget Committee Minutes
May 15, 2024**

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

Time Start: 6:05 P.M.

Time End: 10:07 P.M.

MEETING ATTENDANCE LOG

BUDGET COMMITTEE		STAYTON STAFF
Brian Quigley	Denise Busch	Julia Hajduk, City Manager
David Giglio	Damian Centanni (excused)	Alissa Angelo, Assistant City Manager
Ben McDonald	Luke Cranston	Gwen Johns, Police Chief
Jordan Ohrt (joined at 6:56)	Leonard Hays	Lance Ludwick, Public Works Director
David Patty	Jonathan Penrice	Janna Moser, Library Director
Steve Sims	Brent Walker	James Brand, Finance Director
		Jennifer Siciliano, Community & Economic Development Director
		Randi Heuberger, Assistant Finance Director
		Melanie Raba, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
APPROVAL OF MINUTES May 13, 2024 Budget Committee Meeting	Motion from Luke Cranston, seconded by David Giglio, to approve the minutes from the May 13, 2024 Budget Committee meeting, as presented. Motion passed 10:0.
FY25 BUDGET REVIEW CONTINUED a. Management Team	<p>Management team members reviewed the budget presentation including Streets, Water, Wastewater, Public Works Administration, System Development Charges and Facilities fund. Questions and discussion from the Committee regarding the condition of the streets, standards for street repairs, funding of street repairs, Shaff Road roundabout, consultant fees, Public Works Administration staffing, acceptable uses of unappropriated funds, City Hall remodel, permissible spending of the Facilities fund, franchise fees, Community Improvement Grant, and the Community Engagement Coordinator position. Staff responded.</p> <p>Motion from Brent Walker to adopt the budget with cuts from the General Fund as proposed by Staff in the budget modification table that was presented, moving \$300,887 to the General Fund Contingency. Motion died due to lack of a second.</p> <p>Motion from Luke Cranston, seconded by Jordan Ohrt, to transfer \$33,600 from the Facilities Fund to the Library Fund for the purpose of A.C. unit replacements.</p>

Discussion: Questions and discussion from the Committee regarding transferring of funds. Staff responded.

Motion and second withdrawn.

Motion from Luke Cranston, seconded by Jordan Ohrt, to transfer \$33,600 from the Facilities Fund to the Library Fund, and stop the transfer of \$11,200 from the General Fund to the Library Fund.

Discussion: Clarification requested from Staff to identify where the proposed transfer would be pulled from. Discussion of the Facility Fund use.

David Giglio called for the question.

Motion passed 8:3 (Patty, Quigley, Walker).

Motion from David Giglio, seconded by Jonathan Penrice, to increase the capital expenditure authority in the Library fund by \$22,400. **Motion passed 8:3 (Patty, Quigley, Walker).**

Motion from David Giglio, to move \$292,000 into the unallocated general fund budget, based on the General Fund budget cuts as proposed by Staff in the budget modification table that was presented. **Motion withdrawn.**

Motion from David Giglio, seconded by Steve Sims, to move \$295,000 from the General Fund Expenditures to the General Fund Contingency, based on the budget reductions that were provided to the Budget Committee. **Motion and second withdrawn.**

Motion from David Giglio, seconded by Steve Sims, to amend the budget to move the budgeted expenditures identified in the staff document that was provided to the Budget Committee into the General Fund Contingency, except for \$5,887; moving a total of \$295,000 to the General Fund contingency.

Discussion: Jordan Ohrt requested clarification on the appropriate time to review specific line-item funding allocations. Staff responded. Further discussion regarding the Community Improvement Grant allocations and Community Engagement funds.

David Giglio called for the question.

Motion passed 11:0.

	<p>Motion from Jordan Ohrt to set the Community Improvement Grant at \$5,000. Motion died due to lack of a second.</p> <p>Motion from Jordan Ohrt to set the Community Improvement Grant at \$10,000.</p> <p>Motion amended by Jordan Ohrt to set the Community Improvement Grant at \$15,000.</p> <p>Motion died due to lack of a second.</p>
CONCLUDE AND VOTE	<p>Motion from Brent Walker, seconded by David Patty, to approve the 2024-25FY budget in the amount of \$38,206,525 as amended.</p> <p><i><u>Discussion:</u></i> Jordan Ohrt requested further clarification on when the appropriate time is to discuss the allocation of funds to the Community Improvement Grant. Discussion amongst the Committee and Staff indicating intent for budgeted funds.</p> <p>Brian Quigley called for the question.</p> <p>Motion passed 10:1 (Giglio).</p> <p>Motion from Jonathan Penrice, seconded by Jordan Ohrt to allocate \$10,000 to the Community Improvement Grant and \$2,500 to Community Engagement funds. Motion failed 3:8 (Bush, Cranston, Giglio, Hays, McDonald, Quigley, Sims, Walker).</p> <p>Motion from David Patty, seconded by Brent Walker, to approve levying the City's statutory permanent tax rate of \$3.3280 of Taxable Assessed Value. These taxes are hereby categorized for purposes of Article XI 11b as subject to and within the General Government limitation. Motion passed 11:0.</p> <p>Motion from David Patty, seconded by Brent Walker, to approve levying the City's local option tax rate of \$0.50 per \$1,000 of taxable assessed value for Recreation (Parks and Pool). These taxes are hereby categorized for purposes of Article XI section 11b subject to and within the General Government limitation. Motion passed 11:0.</p> <p>Motion from David Patty, seconded by Brent Walker, to approve levying the City's local option tax rate of \$0.40 per \$1,000 of taxable assessed value for the Stayton Public Library. These taxes are hereby categorized for purposes of Article XI section</p>

	<p>11b as subject to and within the General Government limitation. Motion passed 11:0.</p> <p>Motion by David Patty, seconded by Denise Busch, to approve receipt of and uses of State Shared revenues. Motion passed 11:0.</p>
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