



AGENDA

BUDGET COMMITTEE

May 13, 2024 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 13, 2024 Live Stream – <https://youtube.com/live/WaaC5XqnNYU>

Public Comment and Public Hearing Testimony: The May 13th, 2024 meeting will allow for public comment and testimony regarding:

- 2024-25 Fiscal Year 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.

- Brian Quigley, 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 24, 2023 BUDGET COMMITTEE MEETING

Motion Options:

- Motion to approve the minutes from the May 24, 2023 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 Fiscal Year 2024-25 Budget Committee Meetings

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

- May 15, 2024 at 6:00 p.m.: <https://youtube.com/live/YzpXF3YeNo0>
- May 16, 2024 at 6:00 p.m.: https://youtube.com/live/D2qXMn2uS_E

**City of Stayton
Budget Committee Minutes
May 24, 2023**

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

Time Start: 6:00 P.M.

Time End: 9:53 P.M.

MEETING ATTENDANCE LOG

BUDGET COMMITTEE		STAYTON STAFF
Brian Quigley	Damian Centanni	Julia Hajduk, City Manager
David Giglio	Luke Cranston	Alissa Angelo, Assistant City Manager (via Zoom)
Ben McDonald	Ralph Lewis	Gwen Johns, Police Chief
Jordan Ohrt	Tim Sing	Lance Ludwick, Public Works Director
David Patty	Brent Walker	Janna Moser, Library Director
Steve Sims		James Brand, Finance Director (excused)
		Dan Fleishman, Director of Planning & Development
		Summer Sears, Finance Consultant
		Randi Heuberger, Assistant Finance Director (via Zoom)
		Tammy Bennett, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
APPROVAL OF MINUTES May 22, 2023 Budget Committee Meeting	Motion from Brent Walker, seconded by Ralph Lewis, to approve the minutes from the May 22, 2023 Budget Committee meeting, as presented. Motion passed 11:0.
BUDGET REVIEW CONTINUED a. Management Team	<p>Management team members reviewed the budget presentation including Parks, Street Fund, Water Fund, Sewer Fund, Public Works Administration, System Development Charges and Facilities Fund. Questions and discussion from the Committee regarding Parks, Shaff & Golf Club Road roundabout design, street maintenance, street capital outlay and transferring money between funds. Staff responded.</p> <p>Motion from David Giglio, seconded by Brent Walker, to remove the Community Engagement Coordinator position and to divert investment to the street fund.</p> <p><i>Discussion:</i> Questions and discussion from the Committee regarding the Community Engagement Coordinator position. Staff responded. Motion rescinded.</p> <p>Motion from David Patty, seconded by Luke Cranston, to increase the Neighborhood Improvement Grant Program from \$25,000 to \$40,000.</p> <p><i>Discussion:</i> Questions and discussion from the Committee regarding the Neighborhood Improvement Program. Staff</p>

	<p>responded.</p> <p>Motion passed 6:5 (Lewis, Ohrt, Quigley, Sims, Walker).</p> <p>Motion from David Giglio, seconded by Steve Sims, to move \$330,000 from the unappropriated general fund to the street fund for a total of \$630,000.</p> <p><i>Discussion:</i> Questions and discussion from the Committee. Staff responded.</p> <p>Motion was amended to move \$200,000 from the unappropriated general fund to the street fund for a total of \$500,000.</p> <p>Motion passed 11:0.</p> <p>Mr. Sims spoke about allocating SDC money to Mill Creek Parks Phase #1. Project discussion was tabled.</p> <p>Motion from Brian Quigley, seconded by Tim Sing, to direct staff to complete the requested adjustment to the pool fund which would increase the property tax gap reserve by \$10,000 and in order to make that adjustment move \$2,400 from the unappropriated ending fund balance and add \$7,600 to the beginning fund balance. Motion passed 11:0.</p> <p>Motion from Ben McDonald, seconded by Tim Sing, to increase the revenue in the pool fund by \$8,100 and to increase salaries by \$5,400 and the remainder go into unappropriated with the intent to increase 0.17 FTE to provide swim lessons. Motion passed 11:0.</p> <p>Questions and discussion from the Committee regarding staffing at the Stayton Library. Staff responded.</p> <p>Motion from Brent Walker, seconded by David Giglio, to take the Shaff Road and Golf Club Road roundabout design money and transfer it to the street fund. Motion failed 3:7 (Cranston abstained; Centanni, Lewis, McDonald, Ohrt, Patty, Quigley, Sims voted in opposition).</p>
<p>CONCLUDE AND VOTE</p>	<p>Motion from David Patty, seconded by Brent Walker, to approve the 2023-24 Fiscal Year Budget in the amount of \$35,915,198, as amended. Motion passed: 7:4 (Giglio, Ohrt, Sing, Walker).</p> <p>Motion from David Patty, seconded by Ben McDonald, to approve levying the City’s statutory permanent tax rate of \$3.3280 of Taxable Assessed Value. These taxes are hereby categorized for the purposes of Article XI section 11b as subject to and within the General Government limitation. Motion passed 11:0.</p>

Motion from David Patty, seconded by Tim Sing, 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 as subject to and within the General Government limitation.

Motion passed 11:0.

Motion from Jordan Ohrt, seconded by Tim Sing, to approve levying the City's local option tax 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 11b as subject to and within the General Government limitation. **Motion passed 11:0.**

Motion from Jordan Ohrt, seconded by David Giglio, to approve receipt of and uses of State Shared revenues. **Motion passed 11:0.**