



ORDINANCE NO. 1070
ADOPTING AMENDMENTS TO THE STAYTON MUNICIPAL CODE TO ENABLE A
BIENNIAL BUDGET PROCESS

WHEREAS, the Stayton City Council is responsible for ensuring sound fiscal management and transparent budgeting practices in accordance with Oregon Budget Law (ORS Chapter 294); and

WHEREAS, the City seeks to enhance long-term financial planning and improve the efficiency of limited staff resources; and

WHEREAS, the staff hours necessary to develop, produce, and present a high quality budget is significant; and

WHEREAS, the adoption of a biennial budget does not preclude the City Council from making necessary amendments during the biennium to address unforeseen circumstances, revenue fluctuations, or other changes in operational needs; and

WHEREAS, a biennial budget beginning July 2025 will align with the Council Goal Setting that occurs biennially after the election of new Councilmembers; and

WHEREAS, the Budget Committee shall continue to meet annually to review financial conditions, consider any necessary adjustments, and provide opportunities for public input on the City's fiscal priorities; and

WHEREAS, the biennial budget process will maintain transparency and compliance with all public hearing and notice requirements under Oregon Budget Law; and

WHEREAS, the City Council retains the authority to adopt supplemental budgets, revise appropriations, and make other modifications as permitted under Oregon Budget Law to respond to changing conditions during the biennium; and

WHEREAS, the biennial budget process will continue to provide opportunities for public involvement, including public hearings, timely publication of budget documents, and compliance with Oregon Budget Law requirements for notice and disclosure; and

WHEREAS, a biennial budget will require minor updates to language of existing city Ordinances which reference annual budgets processes.

NOW THEREFORE, THE STAYTON CITY COUNCIL ORDAINS AS FOLLOWS:

- SECTION 1.** The City Council hereby directs staff to prepare a biennial budget beginning with the 2025-2027 fiscal cycle. This budget cycle will be from July 1, 2025 through June 30, 2027 and the following budget cycles will be in successive two year increments, unless otherwise directed by the Council.
- SECTION 2.** The City Council will review the effectiveness of the biennial budgeting process at the conclusion of the first biennium and consider any adjustments to ensure it meets the City's financial and operational goals.
- SECTION 3.** The City Council hereby directs staff to plan for a robust budget committee meeting no less than annually to review costs, potential changes, and ensure

the committee understands their role and opportunities for changes.

SECTION 4. The Stayton Municipal Code shall be amended as follows:

- SMC Chapter 2.08.140.1 – Powers and Duties: Designated is amended as follows:
 - 1. To act as budget officer for the City, and to prepare the ~~annual~~ budget including proposals for each department for consideration by the Council and Budget Committee;
- SMC Chapter 2.48.1180.4 – Library Board: Powers and Duties is amended as follows:
 - 4. Make recommendations to the City Council for the ~~annual~~ budget, staffing levels, fees, facility improvements, contracts for library services, fundraising, program and service levels the Library Board deems necessary for the operation and improvement of the library.
- SMC 3.30 Transportation Maintenance Program is amended as follows:
 - SMC 3.30.020.2 – Administrative Officers:
 - 2. The Public Works Director shall ~~annually~~ develop and update a 5-year street maintenance program project schedule. This schedule shall be properly integrated into the City’s capital improvement program to ensure that it is coordinated with other City capital projects and projects of other agencies.
 - SMC 3.30.040.1 – Annual Transportation Maintenance Program Report
 - 1. ~~Each year t~~The Public Works Director shall prepare and present to the Budget Committee and City Council the “Annual Transportation System Maintenance Program Report” as part of the City’s ~~annual~~ budget proceedings. This document is a public record.

SECTION 5. Provisions of this Ordinance shall be incorporated into the City Code, and the City Recorder is authorized to fix and cross-reference and typographical errors.

SECTION 6. This Ordinance takes effect and becomes operative 30 days after adoption.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16th DAY OF DECEMBER 2024.

Signed: 12/16, 2024 BY: 
Brian Quigley, Mayor

Signed: 12-17, 2024 ATTEST: 
Julia Hajduk, City Manager