

AGENDA  
CITY OF DAYTON  
WORK/SPECIAL SESSION

DATE: MONDAY, JUNE 17, 2024  
TIME: 6:30 PM  
PLACE: DAYTON CITY HALL ANNEX - 408 FERRY STREET, DAYTON, OREGON  
VIRTUAL: ZOOM MEETING - ORS 192.670/HB 2560

You may join the Council Meeting online via YouTube:

<https://youtube.com/live/IVzXHH3oOGA?feature=share>

*Dayton - Rich in History . . . Envisioning Our Future*

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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
D.	CONSENT AGENDA	
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E.	ACTION ITEMS	
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	10. Approval of Resolution 23/24-23 Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments (MVCOG)	127-150
	11. Approval of Resolution 23/24-24 Dayton Fee Schedule Update	151-154
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F.	CITY COUNCIL COMMENTS/ CONCERNS	

**Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice:** City Hall Annex is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 864-2221 or [vargas@daytonoregon.gov](mailto:vargas@daytonoregon.gov).

## G. INFORMATION REPORTS

### 1. Tourism and Economic Development

## H. CITY MANAGER'S REPORT

173-174

## I. ADJOURN

Posted: May 14, 2024

By: Rocio Vargas, City Recorder

### Next Meeting

Monday, July 15, 2024, Work/Special

Monday, August 5, 2024, Regular Session

*Virtually via Zoom and in Person, City Hall Annex, 408 Ferry Street, Dayton, Oregon*

The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods:

- a **Email - any time up to 5:00 p.m.** the day of the meeting to [rvargas@daytonoregon.gov](mailto:rvargas@daytonoregon.gov). The Mayor will read the comments emailed to the City Recorder.
- b **Appear in person** - if you would like to speak during public comment, please sign up on the sign-in sheet located on the table when you enter the Council Chambers.
- c **Appear by Telephone only** - please sign up prior to the meeting by emailing the City Recorder at [rvargas@daytonoregon.gov](mailto:rvargas@daytonoregon.gov). (The chat function is not available when calling by phone into Zoom.)
- d **Appear virtually via Zoom** - send an email directly to the City Recorder, Rocio Vargas, prior to the meeting to request to speak during public comment. **The City Recorder will need your first and last name, address, and contact information** (email, phone number), **and topic name** you will receive the Zoom Meeting link or information. When it is your turn, the Mayor will announce your name and your microphone will be unmuted.

**MINUTES  
DAYTON CITY COUNCIL  
JUNE 3, 2024**

**PRESENT:** Mayor Annette Frank  
Councilor Kitty Mackin  
Councilor Jim Maguire  
Councilor Rosalba Sandoval-Perez

**ABSENT:** Councilor Drew Hildebrandt  
Council President Luke Wildhaber

**STAFF:** Rochelle Roaden, City Manager  
Rocio Vargas, City Recorder  
Dave Rucklos, Tourism & Economic Development Director  
Don Cutler, Public Works Supervisor  
Denny Muchmore, City Engineer  
Curt Fisher, City Planner

**A. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mayor Annette Frank called the meeting to order at 6:30pm and all those present gave the Pledge of Allegiance.

**B. ROLL CALL**

Mayor Frank noted there was a quorum with Councilors Mackin and Maguire present in person and Sandoval-Perez present via Zoom.

**C. APPEARANCE OF INTERESTED CITIZENS**

None.

**D. CONSENT AGENDA**

**KITTY MACKIN MOVED TO APPROVE THE CONSENT  
AGENDA AS AMENDED. SECONDED BY ROSALBA  
SANDOVAL-PEREZ.** Motion carried with Frank, Mackin,  
Maguire and Sandoval-Perez voting aye.

**E. PUBLIC HEARING**

*Mayor Frank opened the Public Hearing at 6:35pm to obtain citizen input on the budget for Fiscal Year (FY) beginning July 1, 2024, as approved by the City of Dayton Budget Committee.*

No public comment.

Mayor Frank closed the Public Hearing at 6:36pm.

*Mayor Frank opened the Public Hearing at 6:36pm to obtain citizen input on the proposed uses of State Revenue Sharing Funds in the City of Dayton FY 2024/2025 Budget.*

No public comment.

Mayor Frank closed the hearing at 6:37pm.

## **F. ACTION ITEMS**

### **1. Donation Request - Homeward Bound Pets Humane Society Spay/Neuter Clinic**

Jennifer Choate, DVM, Clinic Manager of Homeward Bound Pets presented her donation request and explained how it serves the community of Dayton.

There was a deliberation on the amount to be donated to Homeward Bound Pets.

**KITTY MACKIN MOVED TO DONATE \$3,200 TO HOMEWARD BOUND PETS. SECONDED BY JIM MAGUIRE.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

### **2. Recology Western Oregon Proposed Rate Increase**

Ernie Martin, representative from Recology Western Oregon, presented the proposed rate increase information.

**KITTY MACKIN MOVED TO APPROVE THE RECOLOGY WESTERN OREGON RATE INCREASES AS PROPOSED EFFECTIVE JULY 1, 2024. SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

### **3. Second Reading of Ordinance 660 Zoning Map Amendment**

Councilor Kitty Mackin completed the second reading of Ordinance 660 Zoning Map Amendment by title only.

**ROSALBA SANDOVAL-PEREZ MOVED TO APPROVE THE SECOND READING OF ORDINANCE 660 ZONING MAP AMENDMENT BY TITLE ONLY. SECONDED BY KITTY MACKIN.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

**KITTY MACKIN MOVED TO ADOPT ORDINANCE 660, AN ORDINANCE OF THE DAYTON CITY COUNCIL**



**AMENDING THE DAYTON ZONING MAP. SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

**4. Approval of Resolution 23/24-14 Interim City Manager Contract**

Rochelle Roaden, City Manager, presented Cyndi Park as the Interim City Manager as candidate for City Council to appoint.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 23/24-14 AUTHORIZING THE MAYOR TO SIGN AN INTERIM CITY MANAGER CONTRACT WITH CYNDI PARK. SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

**5. Approval of Resolution 23/24-15 City Manager Recruitment Services Contract**

City Manager presented the contract to be approved by City Council.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 23/24-15 FOR CITY MANAGER RECRUITMENT SERVICES CONTRACT. SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

**6. Approval of Resolution 23/24-16 Public Works Design Standards Update No. 15**

Denny Muchmore, City Engineer presented on the updates made to the Public Works Design Standards.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 23/24-16 A RESOLUTION ADOPTING PUBLIC WORKS DESIGN STANDARDS UPDATE NO. 15. SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

**7. Approval of Resolution 23/24-17 Chemeketa Cooperative Regional Library Services (CCRLS) IGA Amendment #1**

City manager presented the amendment to the Chemeketa Cooperative Regional Library Services (CCRLS) IGA.

**KITTY MACKIN MOVED TO APPROVE RESOLUTION 23/24-17 APPROVING AMENDMENT #1 TO THE INTERGOVERNMENTAL AGREEMENT BETWEEN CHEMEKETA COMMUNITY COLLEGE AND THE CITY OF**

**DAYTON FOR THE CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICES (CCRLS). SECONDED BY ROSALBA SANDOVAL-PEREZ.** Motion carried with Frank, Mackin, Maguire and Sandoval-Perez voting aye.

### **8. LOC Strategic Planning Cohort Opportunity**

Mayor Annette Frank presented the information from League of Oregon Cities for a cohort opportunity for City Council strategic planning. She stated that it seemed like a good opportunity for council, if anyone was interested it would be held online.

There was a discussion about online vs in person. No further discussion or action required.

### **G. COUNCILOR COMMENTS AND CONCERNS**

None.

### **H. INFORMATION REPORTS**

#### **1. TED**

Dave Rucklos, Tourism and Economic Development Director updated the City Council on the rebate submitted to ODOT for the EV stations.

TED Director announced the completion of the vinyl flooring installation at the community center.

TED Director is working with Twin Towers to finalize the Oregon Main Street Grant.

TED Director coordinated the "Blue Sign" highway applications for operating Dayton restaurants.

TED Director is facilitating Urban Renewal communication with taxing districts.

TED Director began working on the Small City Allotment Grant for street overlays.

### **I. CITY MANAGER'S REPORT**

Rochelle Roaden, City Manager, updated on the Inflow and Infiltration Study completion.

City Manager shared the thank you cards from the 3<sup>rd</sup> grade class to "Tommy the Trout" for the TMDL presentation.

City Manager thanked council for all the support in her years of working with the City. She stated that she would be taking some time off before her last day because it was on a use or loose time off basis.

### **J. ADJOURN**

There being no further business to discuss the meeting adjourned at 7:31pm

Respectfully submitted:

By:

Rocio Vargas, City Recorder

APPROVED BY COUNCIL on **June 17, 2024.**

☐ As Written

☐ As Amended

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Annette Frank, Mayor

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**To:** Honorable Mayor and City Councilors

**Through:** Cyndi Park, Interim City Manager

**From:** Dave Rucklos - TED Director

**Issue:** Dayton Village Affordable Housing Project-Purchase Offer Transaction Date

**Date:** June 17, 2024

### **Background and Information**

**Goal** - The Dayton City Council approved the issuance of the "intent to award" of the Dayton Village project (901 Village Place, Dayton OR, 7128 Lots 1-12) to Community Home Builders at its February 5, 2024, meeting. Staff have since worked with CHB to finalize transaction details and the sale of said property.

**Objective:** CHB uses the USDA 502 Direct Loan program to assist approved lenders in providing low-and moderate-income households the opportunity to own adequate, modest, decent, safe and sanitary dwellings as their primary residence. USDA has indicated that funds for the 2023-2024 fiscal year have been expended and the program is unable to fund new projects until fiscal year 2024-2025 (October 2024 commencement). CHB would ask that the final sales transaction be delayed until no later than December 31, 2024, to secure funds from USDA.

Neal Andrews and Teresa Smith from Community Home Builders will be at the Council meeting to answer any questions the Council may have.

**City Manager Recommendation:** I recommend approval.

**Potential Motion:** "I move to extend the closing of the Dayton Landing sales transaction with Community Home Builders to a date no later than December 31, 2024.

### **City Council Options:**

- 1 - Approve the extension of the closing date.
- 2 - Approve the extension of the closing date with exceptions.
- 3 - Take no action and ask staff to do more research and bring further options back to the City Council.

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# City of Dayton

## REQUEST FOR DONATION

JUN 7 2PM 200

Please answer all questions, incomplete answers may cause your request to be denied.

Donation Requests must be received 60 days before the event or project date.

Requests need to be submitted by the 20th day of the month prior to the City Council Meeting date.

The Dayton City Council meets on the first Monday of each month.

Date Received:

6-7-24

### Group/Organization Contact Information

Name of Organization/Group: Veteran of Foreign Wars

Mailing Address: PO Box 355 Dayton OR 97114

Contact Person: Chris Teichroew

Phone #: 971-612-2611

Email Address: greater Yamhill County VFW 4015@gmail.com

Date of City Council Meeting you will be attending: June 17th

Name of representative attending Council Meeting: Chris, Mike + Wendy Firework Co.

Check should be made out to: VFW Post 4015 Date Donation is needed:

### Request Information

Amount Requested: \$ 5,000

Number of Citizens who will benefit: 201 +

# of Citizens	Request Amount	Dayton City Council reserves the right to amend amounts to be donated.	# of Citizens	Request Amount
<input type="radio"/> 0 - 10	\$100		<input type="radio"/> 51 - 100	\$400
<input type="radio"/> 11 - 25	\$200		<input type="radio"/> 101 - 200	\$500
<input type="radio"/> 26 - 50	\$300		<input type="radio"/> 201 +	By Council

Out of the number of citizens who will benefit from this donation, what percentage are Dayton residents?:

How will the donated funds be used? (Be specific & itemize dollar amounts)

Pay half of Cost for firework display  
7/5/24

Will your project or event create excess funds?

☐ Yes ☒ No

What will they be used for?

### Fundraising

50% of your total fundraising goal amount must be raised by the date of this application

Fundraising Goal Amount? 10,000

Fundraising amount earned to date: 5,000

Please list all fundraising planned & estimate projected amounts to be earned:

Bingo  
Silent Auction  
Squeaky Feet Tamas

### Benefits of your Event or Project?

How does your project or event benefit or bring honor to the Dayton Community?

Bringing the small town of Dayton Big Town Fun

Why do you think the Council should honor your request?

Because we are Partnering up with the City of Dayton to provide this

Are there any unique or special things about your request or your project that you feel might assist the City Council in making a decision?

This is A Community wide event to Bring fireworks to the city as A whole

How & when do you plan to advise City Council on how their donation was used & the results of your event?

May + update Council after event.

Is your Group or Organization willing to do a volunteer project?

☒ Yes ☐ No

List the volunteer projects you are willing to complete & the date they can be completed by:

We are Raising Money for the firework display

### Office/City Council Use

Date Application Received:

Council Meeting Review Date:

Requested Funds Date:

Date Application Approved:

Amount Approved:

Date results are to be reported:

Date results were reported:

Volunteer Project Required:

☐ Yes ☐ No

Date of Volunteer Project:

Type of Volunteer Project:

Date Volunteer Project Completed:

PO Box 339 - 416 Ferry Street - Dayton OR 97114

Ph# (503) 864-2221 - Email: cityofdayton@daytonoregon.gov - Website: www.daytonoregon.gov



City of Dayton  
Community Giving Donations

	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>
Dayton FFA	\$ -	\$ -	\$ 600	\$ 1,000	\$ 800	
Dayton Food Bank	\$ 7,500	\$ -	\$ -	\$ 3,500	\$ 5,000	
Dayton Volunteer FireFighters	\$ -	\$ -	\$ 2,000	\$ 2,500	\$ 2,500	
DHS Cheer	\$ 400	\$ -	\$ -	\$ -	\$ -	
Homeward Bound Pets	\$ 1,300	\$ 4,500	\$ 2,000	\$ -	\$ 3,200	
VFW Post	\$ -	\$ 1,000	\$ -	\$ -	\$ -	
Yamhill Community Action Partnership	\$ -	\$ -	\$ -	\$ -	\$ -	
Your Community Mediators	\$ 3,000	\$ 4,000	\$ -	\$ -	\$ -	
Dayton Community Dev Assoc	\$ -	\$ -	\$ -	\$ 4,000	\$ -	
Dayton Preschool	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
M.E.Ch.A Club					\$ 200	
Provoking Hope	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
<b>Total</b>	<b>\$ 12,200</b>	<b>\$ 9,500</b>	<b>\$ 4,600</b>	<b>\$ 11,000</b>	<b>\$ 15,200</b>	<b>\$ -</b>

24/25 Approved Budget	Community Giving	\$ 10,000	
	Spent YTD		
	Dayton Fireworks	\$5,000	Proposed*
	PAD	\$800	Proposed*
	Remaining Balance	<u>\$ 4,200</u>	

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# City of Dayton

## REQUEST FOR DONATION

Please answer all questions, incomplete answers may cause your request to be denied.

Donation Requests must be received 60 days before the event or project date.

Requests need to be submitted by the 20th day of the month prior to the City Council Meeting date.

The Dayton City Council meets on the first Monday of each month.

Date Received:

Group/Organization Contact Information	
Name of Organization/Group:	Performing Arts of Dayton (PAD)
Mailing Address:	202 7th Street
Contact Person:	Robin Pederson
Phone #:	503-435-0816
Email Address:	rypchoir@yahoo.com
Date of City Council Meeting you will be attending:	June 3, 2024
Name of representative attending Council Meeting:	Robin and Mark Pederson
Check should be made out to:	PAD
Date Donation is needed:	prior to Sept. 2024

Request Information				
Amount Requested: \$		Number of Citizens who will benefit:		
# of Citizens	Request Amount	Dayton City Council reserves the right to amend amounts to be donated.	# of Citizens	Request Amount
<input type="radio"/> 0 - 10	\$100		<input type="radio"/> 51 - 100	\$400
<input type="radio"/> 11 - 25	\$200		<input type="radio"/> 101 - 200	\$500
<input type="radio"/> 26 - 50	\$300		<input checked="" type="radio"/> 201 +	By Council

Out of the number of citizens who will benefit from this donation, what percentage are Dayton residents?: 90%

How will the donated funds be used? (Be specific & itemize dollar amounts)

1. Fees for rental of park, OLCC licence, and community center = \$680.00  
 \* for September 21, 2024 "Fiddle's Fruit & Fungi" festival  
 2. Infrastructure costs for 9.21.24 event, including garbage bins & removal, security, close 4th street from Ferry to Main, signage (including banners, traffic, etc.) \$1320.00 TOTAL \$2000.00

Will your project or event create excess funds? ☒ Yes (?) ☐ No What will they be used for?

We will be supporting arts education in Dayton schools and bringing more live music and drama experiences to Dayton

### Fundraising

50% of your total fundraising goal amount must be raised by the date of this application

Fundraising Goal Amount? \$2000.00 from city Fundraising amount earned to date: \$1200.00

Please list all fundraising planned & estimate projected amounts to be earned: → (Total \$10,000.00 for festival)

Grants & donations being secured from sponsors (to pay artists)  
 Monthly Vibes & Vine event @ Seufert Tasting room (for expenses)  
 Donations on site (to help pay artists)

## Benefits of your Event or Project?

How does your project or event benefit or bring honor to the Dayton Community?

- ① We will only use local vendors, using only downtown restaurants, wineries, and Dayton farmers. Downtown businesses will be offering incentives through our activities for product.
- ② Workshops will be offered at the community center for patrons interested in fiddling.

Why do you think the Council should honor your request?

The performing arts will bring wonderful energy and commerce ~~the~~ to the city of Dayton and Dayton school district.

Are there any unique or special things about your request or your project that you feel might assist the City Council in making a decision?

We hope for this to be an annual event that will draw many locals and tourists to Dayton's delightful downtown. We also want to celebrate fungi, as that is a major ingredient in Hamilton County.

How & when do you plan to advise City Council on how their donation was used & the results of your event?

We will report in writing by October 21, 2024 (one month after our event).

Is your Group or Organization willing to do a volunteer project? ☒ Yes ☐ No

List the volunteer projects you are willing to complete & the date they can be completed by:

Activities committee,  
other TBD

## Office/City Council Use

Date Application Received:	Council Meeting Review Date:
Requested Funds Date:	
Date Application Approved:	Amount Approved:
Date results are to be reported:	Date results were reported:
Volunteer Project Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Volunteer Project:
Type of Volunteer Project:	
Date Volunteer Project Completed:	

PO Box 339 - 416 Ferry Street - Dayton OR 97114

Ph# (503) 864-2221 - Email: [cityofdayton@daytonoregon.gov](mailto:cityofdayton@daytonoregon.gov) - Website: [www.daytonoregon.gov](http://www.daytonoregon.gov)

**From:** [Robin Pederson](#)  
**To:** [Rocio Vargas](#)  
**Subject:** Re: Donation Request for PAD  
**Date:** Sunday, June 9, 2024 11:17:59 AM  
**Attachments:** [image001.png](#)

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Rocio-

Hello from PAD (Performing Arts of Dayton). We'd like to be included on the June 17 City Council Agenda, so that I can present my request to the council.

As you know, we are holding the first annual "Fiddles, Fruit, and Fungi" music festival in the Dayton Downtown City Park on Saturday, September 21. We have reserved the park. We've also reserved the community center as a backup venue if the weather is bad, and for possible fiddling workshops.

We would appreciate the following support from the council:

1. If possible, please waive the fees for the park and/or the community center. We will pay the OLCC application fee.
2. We are asking for \$800 from your community support fund. This money will be used to pay for one of the performing groups, garbage bins and removal, and a banner.

Thanks so much!

Robin Pederson

PAD President

[Sent from Yahoo Mail for iPad](#)

On Tuesday, May 28, 2024, 4:42 PM, Rocio Vargas <[rvargas@daytonoregon.gov](mailto:rvargas@daytonoregon.gov)> wrote:

Good afternoon Robin,

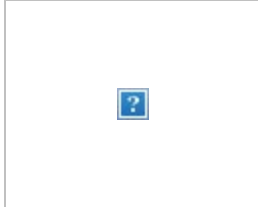
We received your donation request for PAD. However, there are a few details that are not clear on the amount you are requesting, and what the donation would cover. I understand the space provided in the application is small and it may be hard to get all the information included.

1. Please specify the amount and if you would like fees waived or if this is what you would be using the donation for:
  - Park Fees
  - OLCC License - the City Funds cannot cover these types of fees per regulation/policy.
  - Community Center
2. Just want clarification on the list below is what the donation request would cover, and not a request for city staff time or city resources.
  - Garbage bins and removal
  - Security
  - Closure/ encroachment of 4<sup>th</sup> street

- Signs, banners, traffic

Thank you for taking the time to clarify!

Rocio



Rocio Vargas  
City Recorder  
416 Ferry St  
Dayton, OR 97114  
Phone: 503-864-2221  
Cell: 503-864-0030

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City of Dayton  
Community Giving Donations

	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>
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Dayton Community Dev Assoc	\$ -	\$ -	\$ -	\$ 4,000	\$ -	
Dayton Preschool	\$ -	\$ -	\$ -	\$ -	\$ 2,000	
M.E.Ch.A Club					\$ 200	
Provoking Hope	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
<b>Total</b>	<b>\$ 12,200</b>	<b>\$ 9,500</b>	<b>\$ 4,600</b>	<b>\$ 11,000</b>	<b>\$ 15,200</b>	<b>\$ -</b>

24/25 Approved Budget	Community Giving	\$ 10,000	
	Spent YTD		
	Dayton Fireworks	\$5,000	Proposed*
	PAD	\$800	Proposed*
	Remaining Balance	<u>\$ 4,200</u>	

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**To: Honorable Mayor and City Councilors**

**From: Cyndi Park, Interim City Manager**

**Issue: Appointment of New Councilor**

**Date: June 17, 2024**

**Background Information:**

Mayor Annette Frank's City Council seat was declared open by the Dayton City Council at the May 16, 2024, council special session after she submitted her resignation as City Councilor.

A public notice ran in the News Register on May 20th with an application deadline of noon on June 7, 2024. The application was also published on the City's website on May 22<sup>nd</sup> with a deadline of June 7<sup>th</sup> at noon. Hard copies were made available at City Hall. Additionally, the City posted this information on our social media platforms.

We received four applications which are attached for your review.

- **Scott Warren Hover**, 515 SE Palmer Ln, Dayton, OR 97117 Received June 6, 2024)
- **Colt Wayne-Sterling Wilkins**, 402 Ferry St, Dayton, OR 97117 (Received May 23, 2024)
- **Gerald Wayne Stock Jr (Jerry)**, 1205 Ferry St, Dayton, OR 97114 (Received June 7, 2024)
- **Chris Teichreow**, 663 Warmcombe Dr, Dayton, OR 97114 (Received May 23, 2024)

All applicants qualify to apply for the open seat. All applicants have been invited to attend the June 17<sup>th</sup> Special Session Council meeting to answer any questions the Council may have.

Per Dayton Municipal Code 1.03.03. (B)(3), current Council members will nominate and second the appointment of an applicant considered for the open seat. Each current council member will vote, the vote will be read into the record by the City Recorder, and the applicant who receives the majority of the votes will be appointed to the open seat.

**1.03.03 Appointment by Council**

(A) In filling a vacancy, the Council may make inquiries and hold interviews as it considers necessary for the appointment. The appointment may be made at a regular or special Council meeting.

(B) The Council will use the following procedures in the appointment process:

(1) Public notice to appropriate neighborhood organizations, civic groups, a newspaper of general circulation and other recognized groups.

(2) Deadline for submitting applications at least two weeks after the notice.

(3) Appointment from those applicants nominated and seconded for consideration by members of the Council. The recorder will announce the results of each ballot and will record

each councilor's ballot. An applicant who receives a majority of the votes by the current Council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the councilors voting.

**From:** [cityofdayton@daytonoregon.gov](mailto:cityofdayton@daytonoregon.gov)  
**To:** [Rochelle Roaden](#); [rvaragas@daytonoregon.gov](mailto:rvaragas@daytonoregon.gov)  
**Subject:** Application for City Council  
**Date:** Thursday, June 6, 2024 7:59:00 PM

---

Name of Applicant  
Scott Warren Hover

Physical Address  
515 SE Palmer Ln. Dayton OR 97114

Have you lived within the city limits of Dayton continuously for the last 12 months?  
Yes

Is this your Primary Residence?  
Yes

Mailing Address:  
515 SE Palmer Ln. Dayton OR 97114

Daytime Telephone Number:  
541-659-4523

Email:  
[nrseonthemove@gmail.com](mailto:nrseonthemove@gmail.com)

Evening Telephone Number:  
same

Are you eligible to vote in the State of Oregon?  
Yes

Current Occupation?  
Registered Nurse Retired

#### Background

I've worked in the blue collar trades in the timber industry and construction for first 23 years off my work life. I entered the medical profession at age 40 recently retiring as an RN of 25 years experience. I volunteer regularly with my church. I will be volunteering with hospice soon after 10 years as a hospice RN. I come from a broad background of experiences and have been exposed to variety of life roles. I'm a family man. I value relationship building immensely. I am a bridge builder who values the working class citizen but understands the economic implications of growth in the modern world. I'm pleased with Dayton's current growth plan but would like to see those who are benefitting from development take responsibility for creating city infrastructure. I believe we need to foster the relationship between the residents of Dayton and those wishing to capitalize on Dayton's unique community and ambiance. I would hate to see us make the same mistakes as McMinnville has made in opening the floodgates to unmitigated development. This policy has altered the charm and personality of the that city forever. I love the genuine small town feel of Dayton.

### Government Experience

no government experience but have been in a variety of administrative roles in all of the fields I've been in. I was a small business owner as a roofer and handyman for many years.

### City Councilor

I believe that I have something to offer the city of Dayton with my varied and often unique life experiences.

### Important Issues

Adjusting to a change in community personality as the city expands it's hospitality industry,  
Coping with increased demands of infrastructure

Electronic signature: enter full name

Scott Hover

### \*\*\*\*\* Email Details \*\*\*\*\*

From IP address:

Submitted date: 6/6/2024 10:00:16 PM ID: 2210

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Have you ever held an elected or appointed office in local government? If so, please list what positions you have held and for how long.

NO.

Why do you wish to serve as a City Councilor for the City of Dayton?

I Love living in Dayton and would like to help improve the community.

What are the two most important issues you feel the City will be facing in the next 5 years?

1. Growth

2. Enforcing laws as the City grows.

I certify that I am a qualified elector whose primary residence is within the City limits of Dayton, that I am not a city employee, and that I have resided within the City limits of Dayton for at least one (1) year prior to January 1, 2024.

Gerald W. Stoltz

Applicants Signature

6/6/24

Date

**From:** [cityofdayton@daytonoregon.gov](mailto:cityofdayton@daytonoregon.gov)  
**To:** [Rochelle Roaden](mailto:Rochelle.Roaden); [rvaragas@daytonoregon.gov](mailto:rvaragas@daytonoregon.gov)  
**Subject:** Application for City Council  
**Date:** Thursday, May 23, 2024 1:09:35 PM

---

Name of Applicant  
Chris Teichroew

Physical Address  
663 Warmscombe Dr

Have you lived within the city limits of Dayton continuously for the last 12 months?  
Yes

Is this your Primary Residence?  
Yes

Mailing Address:  
663 warmscombe dr Dayton OR 97114

Daytime Telephone Number:  
9716122611

Email:  
[chris@rogwv.com](mailto:chris@rogwv.com)

Evening Telephone Number:  
9716122611

Are you eligible to vote in the State of Oregon?  
Yes

Current Occupation?  
Real Estate Agent

Background  
25 years in Sales & Management for Lumbermens/Builders first choice lumberyard. 2 years as Executive Director for Community Home Builders and now 3-1/2 years as a Realtor.

Government Experience  
I am currently the Vice Chair for the Fireworks committee here in Dayton. And currently on my last year as a member of the Marion County Parks Committee

City Councilor  
I want to be part of the preservation and smart growth of this community. Also now that I joined the fireworks committee I have thoroughly enjoyed working with and for the community and being able to bring a commercial Fireworks show for the first time ever to Dayton.

Important Issues

1. Business & visitor/tourism growth 2. Community involvement & buy-in

Electronic signature: enter full name  
Chris Teichroew

\*\*\*\*\* Email Details \*\*\*\*\*

From IP address:

Submitted date: 5/23/2024 3:10:18 PM ID: 2178

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**From:** [cityofdayton@daytonoregon.gov](mailto:cityofdayton@daytonoregon.gov)  
**To:** [Rochelle Roaden; rvaragas@daytonoregon.gov](mailto:Rochelle.Roaden; rvaragas@daytonoregon.gov)  
**Subject:** Application for City Council  
**Date:** Thursday, May 23, 2024 11:05:07 AM

---

Name of Applicant

Colt Wayne-Sterling Wilkins

Physical Address

402 Ferry st Dayton, OR 97114

Have you lived within the city limits of Dayton continuously for the last 12 months?

Yes

Is this your Primary Residence?

Yes

Mailing Address:

Po box 335, Dayton, OR 97114

Daytime Telephone Number:

5033511628

Email:

coltwilkins94@gmail.com

Evening Telephone Number:

5033511628

Are you eligible to vote in the State of Oregon?

Yes

Current Occupation?

Union Carpenter

Background

Im a active member of the Dayton VFW as a Patriotic Instructor/Coordinator where I help with Flag presentation on Holidays and attend meetings to insure Patriotism is upheld. I'm also on the Dayton Firework Commitee as a voting member and help with fundraising and advertising. I'm a 4th term Carpenter Apprentice where I've learned to work as a team in businesses such as Flexential and Intel

Government Experience

None

City Councilor

As a 6yr resident who has family ties to this town dating back to the 70's I feel the need to get involved in helping Dayton be the best it can be.

Important Issues

Revitalizing the Downtown Area and bringing business to help support them. Also work with other committees to help better the community

Electronic signature: enter full name  
Colt Wayne-Sterling Wilkins

\*\*\*\*\* Email Details \*\*\*\*\*

From IP address:

Submitted date: 5/23/2024 1:05:49 PM ID: 2177

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**To:** Honorable Mayor and City Councilors  
**From:** Cyndi Park, Interim City Manager  
**Issue:** Approval of Resolution 23/24-18 US Bank Signing Authority  
**Date:** June 17, 2024

### **Background and Information**

With the resignations of Mayor Trini Marquez and City Manager Rochelle Roaden; the election of Luke Wildhaber as Council President, and the appointment of Cyndi Park as Interim City Manager, this resolution adds Wildhaber and Park to the list of authorized signers on the city's bank account and removes Marquez and Roaden from the list of authorized signers on the city's bank account.

The account will have five authorized signers:

Mayor Annette Frank  
Council President Luke Wildhaber  
Councilor James Maguire  
Councilor Rosalba Sandoval-Perez  
Interim City Manager Cyndi Park

**City Manager Recommendation:** I recommend approval of Resolution 24/25-18.

**Potential Motion to Approve:** "I move to approve Resolution 24/25-18 a Resolution Changing Signature Authority for US Bank Primary Checking Account."

### **Council Options:**

- 1 - Approve Resolution 24/25-18 as recommended.
- 2 - Approve Resolution 24/25-18 with amendments.
- 3 - Take no action and direct staff to do further research or provide additional options.

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**RESOLUTION No. 23/24-18**  
**City of Dayton, Oregon**

A Resolution Changing Signature Authority for US Bank Primary Checking Account

**WHEREAS**, the City Council has designated the United States National Bank of Oregon, McMinnville Branch, as its banking depository for its primary checking account; and

**WHEREAS**, Mayor Trini Marquez was an authorized signer until their term ended on May 16, 2024; and

**WHEREAS**, City Manager Rochelle Roaden was an authorized signer until their employment ended on June 12, 2024; and

**WHEREAS**, Luke Wildhaber was elected the Council President at the May special session council meeting on May 16, 2024; and

**WHEREAS**, Cyndi Park was appointed Interim City Manager effective June 13, 2024 at the June regular session council meeting on June 3, 2024;

**The City of Dayton resolves as follows:**

- 1) **THAT** the City Council hereby agrees to abide by the regulations established by the banking institution for this type of account; and
- 2) **THAT** the City Council requires each check written for the primary checking account to have signatures from any two (2) of the following:

Annette Frank, Mayor  
Luke Wildhaber, Council President  
James Maguire, Councilor  
Rosalba Sandoval-Perez, Councilor  
Cyndi Park, Interim City Manager

- 3) **THAT** this resolution rescinds Resolution #22/23-08, adopted February 6, 2023; and
- 4) **THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED this 17<sup>th</sup> day of June 2024.**

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Annette Frank, Mayor**

\_\_\_\_\_  
**Date Signed**

**ATTEST:**

\_\_\_\_\_  
**Rocio Vargas, City Recorder**

\_\_\_\_\_  
**Date of Enactment**

**To:** Honorable Mayor and City Councilors

**From:** Cyndi Park, Interim City Manager

**Issue:** Approval of Resolution 23/24-19 Authorizing Year End Transfers

**Date:** June 17, 2024

**Background Information:** Transfers between funds were budgeted in the FY 23/24 budget. The City Council, however, is required to take action authorizing the actual transfers to be made.

**City Manager Recommendation:** I recommend approval of Resolutions 23/24-19.

**Potential Motion:** "I move to approve Resolution 23/24-19 a Resolution Authorizing Year End Transfer of Funds in the FY 2023/24 Budget."

**City Council Options:**

- 1 - Move to approve the Resolution.
- 2 - Move to approval the Resolution with certain changes.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council at a later date, but not after June 30, 2024.

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**RESOLUTION No. 23/24-19**  
**City of Dayton, Oregon**

A Resolution Authorizing Year End Transfer of Funds in the FY 2023/24 Budget.

**WHEREAS**, on June 20, 2023, the City Council adopted the FY 2023/24 budget, made appropriations, and levied taxes with adoption of Resolution No. 22/23-19; and

**WHEREAS**, said FY2023/24 budget included various transfers from one fund to another: and

**WHEREAS**, sufficient revenues were raised during FY2023/24 to fund all the transfers budgeted.

**The City of Dayton resolves as follows:**

- 1) THAT** it authorizes the transfer of funds as set forth in Exhibit A (attached hereto and made a part hereof); and
- 2) THAT** this resolution will be effective immediately upon adoption by the City Council.

**ADOPTED** this 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Annette Frank, Mayor**

\_\_\_\_\_  
**Date Signed**

**ATTEST:**

\_\_\_\_\_  
**Rocio Vargas, City Recorder**

\_\_\_\_\_  
**Date of Enactment**

**Attachment: Exhibit A**

**2024/2025 SUMMARY OF TRANSFERS**

FUND TRANSFERRED FROM		Amount	FUND TRANSFERRED TO														
			General 100-100	ARPA 106-106	LOT 101-101	TLT 105-105	Water 300-300	Sewer 400-400	SSR 500-500	Water Cap 600-600	Sewer Cap 700-700	Equip Res 750-750	Bldg Res 760-760	Street Cap 770-770	Parks Cap 780-780	Debt 850-850	
General Fund	100-100																0
Transient Lodging Tax Fund	105-105	24,000	19,000						5,000								24,000
ARPA Fund	106-106	3,200									3,200						3,200
Street Fund	200-200	70,000										10,000	10,000	50,000			70,000
Water Utility Fund	300-300	350,000								100,000		30,000	10,000			210,000	350,000
Sewer Utility Fund	400-400	175,380									50,000					125,380	175,380
State Revenue Sharing	500-500	0															0
Totals		622,580															622,580

American Recovery Plan Act  
Local Option Tax  
Transient Lodging Tax  
State Shared Revenue

**To:** Honorable Mayor and City Councilors  
**From:** Cyndi Park, Interim City Manager  
**Issue:** Approval of Resolution 23/24-20 Election to Receive State Revenues  
**Date:** June 17, 2024

**Background Information:**

To receive the City's share of State Revenue Sharing Funds, the Council is required to pass a resolution declaring the City's election to receive such funds.

**City Manager Recommendation:** I recommend approval of Resolution 23/24-20.

**Potential Motion:** "I move to approve Resolution 23/24-20 a Resolution Declaring the City of Dayton's Election to Receive State Revenues for Fiscal Year 2024/25."

**City Council Options:**

- 1 - Move to approve the Resolution.
- 2 - Move to approval the Resolution with certain changes.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council at a later date, but not after June 30, 2024.

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**RESOLUTION No. 23/24-20**  
**City of Dayton, Oregon**

A Resolution Declaring the City of Dayton's Election to Receive State Revenues for Fiscal Year 2024/2025

**WHEREAS,** ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse funds only if the city provides four or more of the following services:

- 1) Police protection
- 2) Fire protection
- 3) Street construction, maintenance, and lighting
- 4) Sanitary sewer
- 5) Storm sewers
- 6) Planning, zoning, and subdivision control
- 7) One or more utility services

and

**WHEREAS,** city officials recognize the desirability of assisting the state office responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

**WHEREAS,** in order to receive State Revenue Sharing Funds, the City Council must hold two public hearings to allow the public to comment on possible uses of these funds and the proposed uses of these funds in the FY 2024-25 Budget; and

**WHEREAS,** these hearings were held by the Budget Committee on May 6, 2024 and May 20, 2024; and by the City Council on June 3, 2024; and

**WHEREAS,** another requirement to receive these funds is that the City must enact a resolution each year stating that they wish to receive them.

**Now, therefore, the City of Dayton resolves as follows:**

- 1) **THAT** pursuant to ORS 221.770, the City of Dayton hereby elects to receive state revenues for fiscal year 2024/2025; and
- 2) **THAT** the City of Dayton hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:
  - Police protection
  - Street construction, maintenance, & lighting
  - Sanitary sewer
  - Storm sewers

- Planning, zoning, and subdivision control
- Drinking water; and

3) **THAT** this resolution will be effective immediately upon adoption by the City Council.

**ADOPTED** this 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

---

**Annette Frank, Mayor**

---

**Date Signed**

**ATTEST:**

---

**Rocio Vargas, City Recorder**

---

**Date of Enactment**

**To:** Honorable Mayor and City Councilors

**From:** Cyndi Park, Interim City Manager

**Issue:** Approval of Resolution 23/24-21 Adopting the FY 2024-2025 Budget

**Date:** June 17, 2024

**Background Information:**

The Budget Committee approved the attached budget at the May 20<sup>th</sup> Budget Committee meeting.

A summary of the budget with appropriations is attached in Resolution 23/24-21.

The Approved Budget for FY 2024-2025 is attached.

**City Manager Recommendation:** I recommend approval of Resolution 23/24-21.

**Potential Motion Verbiage:** "I move to approve Resolution 23/24-21, a Resolution Adopting the City of Dayton Budget for the Fiscal Year 2024/2025; Making Appropriations; and Categorizing and Levying Ad Valorem Taxes."

**City Council Options:**

- 1 - Move to approve the Resolution.
- 2 - Move to approve the Resolution with certain changes.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council at a later date, but not after June 30, 2023.

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**RESOLUTION No. 23/24-21**  
**City of Dayton, Oregon**

A Resolution adopting the City of Dayton Budget for the Fiscal Year 2024/2025;  
Making Appropriations; and Categorizing and Levying Ad Valorem Taxes

The City Council of the City of Dayton, Oregon, on the 17<sup>th</sup> day of June 2024, sat in special session for the transaction of City business.

**BE IT RESOLVED THAT** the City Council of the City of Dayton, Oregon, hereby adopts the FY 2024/2025 Budget approved by the Budget Committee on May 20, 2024, in the amount of \$15,278,996 of which \$490,165 is in Unappropriated Ending Fund Balances. Copies of said budget are on file at City Hall, 416 Ferry Street, Dayton, Oregon, and on the City website at [www.daytonoregon.gov](http://www.daytonoregon.gov).

**BE IT FURTHER RESOLVED:**

- 1) **THAT** the amounts for the purpose of operating the City of Dayton for the FY 2024/2025 budget year be appropriated as follows, beginning July 1, 2024:

<b><u>GENERAL FUND</u></b>	
Administration	\$ 249,376
Parks Department	\$ 180,120
Library	\$ 158,285
Planning Department	\$ 94,449
Building Program	\$ 119,670
Transfer to Local Option Tax	\$ 10,000
Transfer to State Shared Revenue	\$ -
Contingency	\$ 50,763
<b>FUND TOTAL</b>	<b>\$ 862,663</b>
<b>UNAPPROPRIATED</b>	<b>\$ -</b>
<b><u>LOCAL OPTION TAX FUND</u></b>	
Personnel Services	\$ 79,804
Materials and Services	\$ 259,772
Capital Outlay	\$ 1,750
Contingency	\$ 492
<b>FUND TOTAL</b>	<b>\$ 341,818</b>

<b><u>TRANSIENT LODGING TAX FUND</u></b>	
Personnel Services	\$ 65,748
Materials & Services	\$ 82,743
Capital Outlay	\$ 25,000
Contingency	\$ 82,482
Transfer to Parks General Fund	\$ 10,000
Transfer to State Shared Revenue	\$ 8,000
<b>FUND TOTAL</b>	<b>\$ 273,973</b>
<b>UNAPPROPRIATED</b>	<b>\$ 100,000</b>
<b><u>American Rescue Plan Fund</u></b>	
Materials & Services	\$ -
Transfer to Sewer Capital Fund	\$ 490,255
Contingency	\$ -
<b>FUND TOTAL</b>	<b>\$ 490,255</b>
<b><u>STREET FUND</u></b>	
Personnel Services	\$ 65,392
Materials and Services	\$ 103,250
Capital Outlay	\$ 22,500
Transfer to Equipment Replacement Reserve	\$ 10,000
Transfer to Building Reserve	\$ 10,000
Transfer to Street Reserve	\$ 100,000
Contingency	\$ 2,600
<b>FUND TOTAL</b>	<b>\$ 313,742</b>
<b>UNAPPROPRIATED</b>	<b>\$ 50,000</b>
<b><u>WATER UTILITY FUND</u></b>	
Personnel Services	\$ 392,906
Materials & Services	\$ 473,214
Capital Outlay	\$ 33,000
Transfer to Building Reserve	\$ 10,000
Transfer to Equipment Replacement Reserve	\$ 30,000
Transfer to Water System Capital Project Fund	\$ 415,000
Transfer to Debt Service Fund	\$ 150,000
Contingency	\$ 53,234
<b>FUND TOTAL</b>	<b>\$ 1,557,354</b>
<b>UNAPPROPRIATED</b>	<b>\$ 75,000</b>

<b><u>SEWER FUND</u></b>	
Personnel Services	\$ 299,073
Materials & Services	\$ 282,836
Capital Outlay	\$ 16,500
Transfer to Building Reserve	\$ 5,000
Transfer to Equipment Replacement Reserve	\$ 30,000
Transfer to Debt Service	\$ 86,000
Transfer to Sewer Reserve	\$ 150,000
Contingency	\$ -
<b>FUND TOTAL</b>	<b>\$ 869,409</b>
<b>UNAPPROPRIATED</b>	<b>\$ 35,718</b>
<b><u>STATE REVENUE SHARING FUND</u></b>	
Materials & Services	\$ 65,900
Capital Outlay	\$ 1,000
<b>FUND TOTAL</b>	<b>\$ 66,900</b>
<b><u>WATER UTILITY CAPITAL FUND</u></b>	
Capital Outlay	\$ 1,293,201
Contingency	\$ 28,464
<b>FUND TOTAL</b>	<b>\$ 1,321,665</b>
<b>UNAPPROPRIATED</b>	<b>\$ 50,000</b>
<b><u>SEWER UTILITY CAPITAL FUND</u></b>	
Materials and Services	\$ 10,000
Capital Outlay	\$ 7,190,000
Contingency	\$ 37,443
<b>FUND TOTAL</b>	<b>\$ 7,237,443</b>
<b>UNAPPROPRIATED</b>	<b>\$ -</b>
<b><u>EQUIPMENT REPLACEMENT RESERVE FUND</u></b>	
Capital Outlay	\$ 85,000
Contingency	\$ 26,443
<b>FUND TOTAL</b>	<b>\$ 111,443</b>

<b><u>BUILDING RESERVE FUND</u></b>	
Capital Outlay	\$ 135,000
Contingency	\$ 5,203
<b>FUND TOTAL</b>	<b>\$ 140,203</b>
<b>UNAPPROPRIATED</b>	<b>\$ 100,000</b>
<b><u>STREET CAPITAL PROJECTS FUND</u></b>	
Materials & Services	\$ -
Capital Outlay	\$ 400,000
Contingency	\$ -
<b>FUND TOTAL</b>	<b>\$ 400,000</b>
<b>UNAPPROPRIATED</b>	<b>\$ 26,124</b>
<b><u>PARK CAPITAL PROJECTS FUND</u></b>	
Materials & Services	\$ 75,000
Capital Outlay	\$ 159,500
Contingency	\$ -
<b>FUND TOTAL</b>	<b>\$ 234,500</b>
<b>UNAPPROPRIATED</b>	<b>\$ 10,860</b>
<b><u>DEBT SERVICE FUND</u></b>	
Debt Service	\$ 342,666
Reserve for Sewer Improvement (MPS FSTS) loan	\$ 82,248
Reserve for Bridge DEQ Loan payment	\$ 118,924
Reserve for Lafayette loan payoff	\$ 23,625
<b>FUND TOTAL</b>	<b>\$ 567,463</b>
<b>UNAPPROPRIATED</b>	<b>\$ 42,463</b>
<b>TOTAL APPROPRIATIONS FOR ALL FUNDS FOR 2023-2024</b>	<b>\$ 14,788,831</b>
<b>UNAPPROPRIATED FUNDS</b>	<b>\$ 490,165</b>
<b>TOTAL FY 2023/2024 BUDGET FOR CITY OF DAYTON</b>	<b>\$ 15,278,996</b>

- 2) **THAT** the Dayton City Council hereby imposes and categorizes the taxes provided for in the adopted budget at the rate of \$1.7057 per \$1,000 of assessed value for tax year 2024/2025 upon the assessed value of all taxable property within the City of Dayton:

	<b><u>General Government</u></b>	<b><u>Excluded from Limitations</u></b>
<b>Permanent Rate</b>	<b>\$1.7057/\$1,000</b>	

- 3) **THAT** the Dayton City Council hereby imposes and categorizes the Local Option Tax provided for in the adopted budget at the rate of \$1.85 per \$1,000 of assessed value for tax year 2024/2025 upon the assessed value of all taxable property within the City of Dayton.

	<b><u>General Government</u></b>	<b><u>Excluded from Limitations</u></b>
<b>Permanent Rate</b>	<b>\$1.85/\$1,000</b>	

- 4) **THAT** the Interim City Manager is authorized to prepare and submit any certifications of the taxes levied that may be deemed necessary by the Oregon Department of Revenue and Yamhill County.
- 5) **THAT** this resolution shall become effective July 1, 2024.

**ADOPTED** by the City Council of Dayton, Oregon, on this 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

\_\_\_\_\_  
**Annette Frank, Mayor**

\_\_\_\_\_  
**Date Signed**

**ATTEST:**

\_\_\_\_\_  
**Rocio Vargas, City Recorder**

\_\_\_\_\_  
**Date of Enactment**



# **CITY OF DAYTON**

## **2024-2025**

# **APPROVED BUDGET**





## **BUDGET COMMITTEE**

### **CITY COUNCIL MEMBERS**

Annette Frank, Mayor  
Luke Wildhaber, Council President  
Andrew Hildebrandt  
Kitty Mackin  
Jim Maguire  
Rosalba Sandoval-Perez

### **CITIZEN MEMBERS**

Angie Gonzalez  
Steve Hopper  
Michael Howard  
Larry Pederson  
Christopher Wytoski

### **DAYTON STAFF MEMBERS**

Rochelle Roaden, City Manager, Budget Officer  
Rocio Vargas, City Recorder





## **Mission Statement**

The City of Dayton will provide inclusive, responsive, efficient, and ethical municipal government services to facilitate the health, safety, and livability of our community.

## **Vision Statement**

Dayton is an authentic, family-friendly small town with deep historic roots and cultural diversity surrounded by rich agriculture. Our City is a vibrant place to live, work, and play. There is a strong sense of community in Dayton where people value creativity, health, and learning.

## **Motto**

Rich in History...Envisioning our Future



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## **BUDGET MESSAGE FY 2024-2025**

The budget submitted herein is the proposed budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025. The budget has been prepared to satisfy the legal requirements of the Dayton City Charter and the State of Oregon local budget law. This financial plan for the City is balanced and is within all the statutory property tax limitations. The proposed budget is the link between public policy, values, and available resources.

The budget was developed to continue existing traditional services provided by the City of Dayton. We anticipate that the proposed budget will require use of reserves in the General Fund this year to maintain services at current levels. This has been true for the last several budgets, however, the City has benefited from efforts to reduce costs to maintain a healthy amount of working capital. The 2024-2025 budget reflects responsible fiscal policy to maintain the Water Utility Fund and Sewer Utility Fund to meet operational expenses, debt service payment obligations and future anticipated costs for improvements.

The 2024-2025 budget is a modified line-item budget with separate appropriation pages for each function. The budget is presented in a format to describe the department's activities and the revenue sources and provide explanation of the proposed expenditures in a manner that is understandable to the public. The City uses a cash basis of accounting for all revenue and expenditures for the City.

This year's budget includes a 3% cost of living adjustment. However, any actual cost of living adjustment will be decided by the City Council in a public meeting in July. The cost of health insurance benefits is projected to increase by 10% for medical, 7% for dental, 6% for vision and 5% for long term disability. Employees will continue to contribute 10% of the overall cost for insurance in 2024-2025. The City's rate for the Public Employees Retirement System (PERS) increased from 18% to 23% in the upcoming year.

### **Strategic Plan Goals**

The Priority 1 Strategic Plan Goals for 2024-2025 are included in this budget document on page 7. This budget incorporates those goals and reflects the long-term priorities of the Dayton City Council. A full listing of the Dayton City Council strategic goals can be found on the City's website at [www.daytonoregon.gov](http://www.daytonoregon.gov).

### **General Fund Highlights**

The appraised taxable value of all the property within the Dayton City Limits increased from an estimated \$153,407,389 in December of 2023 to \$159,743,377 which is a 3% increase in appraised value. We estimate that the General Fund will receive approximately \$258,000 in property taxes for City operations. Under the rate-based system with Measure 50 property

tax limitations, the City can levy \$1.7057 per \$1,000 on all property which is limited to a three (3) percent increase in the general property tax levy plus an increase for new property value. Dayton has the lowest tax levy in the county.

The beginning fund balance is lower than last year due to increased costs across the board especially as companies start to true up their increases during the pandemic that they did push down to their customers in 22/23 and 23/24. With Measures 5 and 50 holding property tax revenues at 3% and expenses increasing from 5-20%, additional revenue streams are needed. The city staff will continue to research additional funding streams.

The unappropriated ending fund balance in the General Fund is \$44,175. With reduced spending through the fourth quarter of 2023/24, this total should see an increase at the start of FY24-25. The unappropriated ending fund balance plays two main roles for the City's General Fund: first, having a healthy unappropriated ending fund balance ensures that we do not run into a cash flow issue at the beginning of the fiscal year prior to receiving property taxes and other significant revenues; and second, it helps the City ensure that it will continue to have healthy working capital from year to year. The City will continue to strive to find cost-saving opportunities as each year we anticipate a drop in our beginning fund and unappropriated ending fund balance.

Personnel services are distributed in the General Fund and other funds based on the anticipated assignment of duties of employees. As previously noted, PERS is up 5% and health insurance another 10%. The City Accountant is retiring in July of 2024, so personnel services includes a month overlap so the new accountant can receive training and the annual audit can be accomplished before the current city accountant retires. The new accountant's health insurance is an additional increase in FY24-25.

Materials and services appropriations are elevated this year compared to last year. Insurance is up 19%, as well as utilities at 17% for electric. In 2023, the City Council approved a large increase for the City's IT/cybersecurity support contract. Cybersecurity threats are at an all-time high and with the active threats from international bad actors, it is imperative that we respond with heightened security for our water and water treatment systems as well as the administrative network. The City is also moving to online permitting or E-permitting due to a state requirement to allow online processing of building permits and payments by the end of 2024. The annual cost for this software is \$7000 and will allow all our building and regular permits (park permits, Community Center rentals, and special event permits for example) to be done online. This will be a game changer for our residents and developers.

Additionally, several line items have been adjusted up or down according to the changing needs of the City.

### **Local Option Tax Fund/Public Safety**

A 6-year levy for Public Safety services at \$1.85/\$1000 property valuation was approved by voters in the May 17, 2022, election. Dayton residents voted down a levy in November of 2021 which included an increase of \$.45/\$1000 to help cover increased costs over the prior 12 years. The \$1.85 levy has been in place for 13 years now and is not covering the fund expenses mostly comprised of our Public Safety contract with the Yamhill County Sheriff's Office. The beginning fund balance in the Local Option Tax Fund is diminishing year over year as expenses are increasing. A strategic goal of the Dayton City Council is to educate the community regarding the public safety levy prior to the expiration of the current levy.

Citations & Bail revenue is up, and Traffic School fees are down due to activity levels.

Anticipated expenditures for the 2024-2025 budget are slightly higher than the prior year due to Yamhill County Sheriff's Office increase of 3%. The increases are offset slightly by the reduced 911 services through YCOM. The 911 tax went into effect in 2021 and has resulted in increased revenue for YCOM which then means a reduction in dues for the cities of Yamhill County.

The City's new app includes a code enforcement management tool which will allow the Code Enforcement Officer to process code complaints more efficiently and expeditiously. With only .50 FTE code enforcement funded through the Local Option Tax, finding efficiencies has a large impact on the service levels the city can provide.

The levy allows the City to contract for one full-time Deputy again this year, as well as 911 services, Code Enforcement, Court, and other support services.

### **Transient Lodging Tax Fund**

All tax revenue since the City enacted the transient lodging tax in 2016 is in this fund with 70% required to be used for Tourism related expenses. Revenues were recovering in 23/24 from the impacts of the pandemic in 20-22.

Material and services costs are increased in FY24-25 to fund strategic goals and tourism, branding for the City, and the development of a new destination Dayton website.

### **American Rescue Plan Fund**

The American Rescue Plan Act (ARPA) Fund was created last year. In March of 2021, President Biden signed the American Rescue Plan Act of 2021 which provided \$350 billion in new Coronavirus Relief Funds for states, cities, and Tribes. The State of Oregon received an estimated \$4.2 billion in funds with an allocation of approximately \$609,000 for the City of Dayton. The city received the first 50% in August of 2021 and the second half in August of 2022. These funds can be used to respond to negative economic impacts and revenue shortfalls due to the pandemic. Funds can also be used for necessary investments in water, sewer, or broadband infrastructure. ARPA funds must be spent by December 31, 2024.

The FY24-25 budget includes a transfer of the remaining interest balance to the Sewer Capital Fund to be used for the HWY 221 Lift Station Replacement project. The City was awarded a \$511,000 Water and Sewer grant through Yamhill County for 50% of the cost of the Highway 221 Lift Station Replacement. The City is required to match the other 50% and will use the remainder of the ARPA fund allocation to complete this project.

### **Street Fund and Capital Highlights**

The City's Street Fund has been more active over the last couple of fiscal years, and this will continue in the 2024-2025 budget, mainly regarding a Transportation System Plan Update, street patching and capital projects. For this activity to become sustainable and significant, an alternative revenue source for maintenance and improvements to the street system (streets, sidewalks, and storm drains) is needed. The City has been able to find efficiencies and made plans for addressing maintenance and improvement issues, but only on a small scale. In the 2024/25 budget includes a Pavement Management Plan for the Transportation System to access the roads since our last review in 2017. Currently, there is no guaranteed funding mechanism to improve City infrastructure with any kind of regularity, but the plan

outlines the conditions of our current infrastructure and the amount of funding needed to keep up with needed maintenance.

The City was awarded a \$200,000 Transportation System Update through Oregon Department of Transportation. This grant is being managed through ODOT's consultant so the City has budgeted for the labor for our engineer and planner that will be used as the grant match.

The City was awarded a \$250,000 Small City Allotment (SCA) Grant from ODOT and the overlay of 7<sup>th</sup>, 9<sup>th</sup> and part of Church Street was completed in the summer of 2023. The City applied for another SCA grant for 8<sup>th</sup> Street but were not awarded. The City will apply for another grant in the summer of 2024.

The City will continue to evaluate funding options to invest in future street infrastructure improvements.

### **Water Utility Fund and Capital Highlights**

The Water Utility Fund contains programs that are mandated by the EPA and Oregon Health Authority. With recent significant capital investment in the City's infrastructure the Council has set fiscally responsible rates to pay for operating, capital, and debt services. The Water Utility Fund does not anticipate any rate increases for FY 2024-2025. As the infrastructure continues to be upgraded, additional increases will be required to ensure that fees are covering the cost of the system and any additional debt service. A water rate study was completed in 2021. It was determined that changing our rate structure to use 200 cubic feet as our base instead of 400 will be an effective way to provide water services in a more equitable manner.

In August 2015, the City Council made the decision to withdraw from the Yamhill Regional Water Authority. The City has been able to secure additional water resources without the need for regional water. Over the next several years, the City anticipates replacing the main transmission line between the watershed springs and the footbridge, as well as developing newly acquired wells and tying them into the water system. The City has applied for a \$3 million Congressional Direct Spending grant for the main transmission line project in 2024. Also, a grant application has been submitted through Rep. Scharf's office for the Fisher Farms Well Tie-In project and this project funding needs to continue to be pursued.

The waterline upgrade for the bridge project was initially estimated at \$400,000 and covered by the ARPA grant we received from Yamhill County. It is now estimated at \$750-800,000. The Water Utility Fund transfer to the Water Utility Capital Fund is increased this year to help cover the additional cost of this portion of the project that our DEQ loan cannot cover. The beginning fund balance in the Water Utility Capital Fund is strong this year and this project will use some of those funds as well.

The City also needs to upgrade our PLC's at the Water Treatment Plant. Lafayette's water usage since completing their tie-in with McMinnville Water and Light has reduced the amount of water they are using from the joint wellfield so revenue for processing the water from the wellfields is budgeted flat again this year.

### **Sewer Utility Fund and Capital Highlights**

The City has established plans for addressing the City's most pressing wastewater needs. The FY24/25 Budget proposes a \$5.00/mth increase in October to cover increased costs.

This is in addition to the \$13/mth that will be implemented in February of 25/26 to cover the capital project debt for the utility bridge and the Hwy 221 pump station. The Dayton bridge over the Yamhill River which carries our water mainline into the City and our sewer mainline out to the sewer ponds has been closed since 2018 and will be completed early this summer and the bridge will be reopened to pedestrian traffic.

A major challenge for the City's wastewater system is Inflow and Infiltration of water into the system, which causes a capacity problem for the City's sewer lagoon system. The City completed the Ferry Street Trunk Sewer replacement and Main Pump Station project in 2020 which has made an impact on infiltration. The City continues to evaluate options for continued improvement. The City completed an Inflow and Infiltration Study with Keller and Associates in 2024 which was required by DEQ. A result of this study is that the City needs to complete CCTV of our sewer basins on an annual basis which is budgeted for FY24-25. The City has also applied for a \$2 million Congressional Direct Spending grant to replace 1965 sewer pipe from the MPS up to Church Street as well as applied for the Water Resources Development Act for \$10 million in funding to replace 85% of our old sewer system pipes. Congress will vote on this in the fall of 2024.

The City's Wastewater Master Plan is up for renewal in a few years and was budgeted in FY23/24 but due to sewer capital projects, was put on hold and will hopefully be completed in FY25-26.

The City secured funding for the bridge and sewer line upgrade portion through DEQ's Safe Water Revolving Loan Fund. In 2022, the City was awarded a \$1,000,000 grant through Yamhill County's Water and Sewer Grant program which will fund \$600,000 for bridge design fees and \$400,000 for the water line upgrade. The City applied for a \$2,000,000 Congressional Direct Spending grant for the bridge and sewer line upgrade in 2023 to help reduce the amount of debt that will need to be acquired. Unfortunately, we did not receive this funding. The City also applied through our State legislators and the Lottery Fund for a \$3 million grant but unfortunately, we were not awarded this funding. The City worked with DEQ and were able to acquire an interest rate reduction from 1.72% to 1% which includes \$700,000 savings.

Staff will continue to look for grant programs to assist with the cost of large infrastructure projects.

### **Other Highlights**

Having a healthy beginning balance has provided stabilization for the City. The City's budget will still have ability to provide local services. Regardless of the state of the economy, the City must remain prudent and strategic in our budget practices and pursuits. The impact of Measures 5 and 50 on property taxes is continuing to hold tax rate revenue to 3% increase each year when expenses are going up 5-20%.

The enclosed budget maintains City service levels for the 2024-2025 fiscal year and allows the City to prepare for long-term needs as well.

I commend the staff, Mayor, City Council, and Budget Committee for their continued efforts in helping move the City forward, especially as tough decisions must be made. City staff

stand ready to assist the Mayor, City Council, and Budget Committee in finalizing a budget for City operations for another year.

Sincerely,

A handwritten signature in blue ink that reads "Rochelle Roaden". The signature is written in a cursive, flowing style.

Rochelle Roaden, City Manager and Budget Officer



## **FY 2023-2024 Major Accomplishments**

- Completed Utility Bridge Infrastructure Project
- Completed Inflow And Infiltration Report For Department Of Environmental Quality (DEQ)
- Completed Supervisory Control And Data Acquisition (SCADA) Upgrade At Water Treatment Plant
- Completed Overlay Of 7th And 9th Street (Between Ferry And Ash)
- Completed Bathroom Installation And Pedestrian Ramp Patching At Andrew Smith Park
- Developed Request For Proposals (RFP) For Dayton Village Property As Affordable Housing
- Completed Strategic Planning For Future Tourism Such As Branding And Development Of Dayton Tourism Website
- Created And Administered Community Survey To Gauge Citizen Opinion On Future Development And Tourism.
- Updated The Dayton Municipal Code:
  - Clear Vision Code
  - Design Code In The Central Business Overlay Zone
  - Sunset Clause In Land Use Planning Chapter 7
  - Parks Operation Policy
  - Urban Renewal Agency
- Completed Property Line Adjustment For Legion Field And City Hall Properties
- Completed Palmer Creek Lodge Community Events Center Rental Analysis
- Brought Back Cinco De Mayo Annual Event With Parade
- Researched Offering Bilingual Classes At The Palmer Creek Lodge Community Events Center
- Completed And Implemented E-Permitting Software Installation With Online Payment Options

## **PRIORITY 1 STRATEGIC PLAN GOALS FOR 2024-2025**

### **Goal A - Develop and maintain resilient infrastructure to support operations and meet growth.**

- Complete Construction of a Steel Truss Bridge Main Span Replacement with Infrastructure Upgrades
- Complete HWY 221 Lift Station
- Research Transfer of Ownership of Ferry Street from ODOT to the City
- Add aeration to Sewer Ponds 1 and 3
- Ponds 2 and 3 Transfer Pipe Repair/Replacement



- Update Wastewater Master Plan
- Transportation System Plan Update (TSP)
- Complete Road Overlays East of 3rd Street through Small City Allotment Grant
- Complete System Development Charge (SDC) Review
- Complete Building and Permitting Fee Review

**Goal B - Create a livable community that is aesthetically pleasing, affordable, inviting, and with a vibrant and diverse economy.**

- Complete the Sale of Dayton Village Property for Affordable Housing Development
- Complete Urban Renewal District
- Complete Housing Policy Update
- Work with ODOT to Install a Hwy 18 Welcome Sign
- Explore Special Event Permit for private property.
- Update the Dayton Municipal Code:
  - Update Sign Code to include Temporary Signs

**Goal C - Capitalize on Dayton's facilities and resources to provide recreational and cultural opportunities.**

- Develop Strategy for Ownership of the County's Dayton Landing Park and Boat Ramp
- Research Shading Options of Playground Equipment at Courthouse Square Park
- Purchase and Installation of Post Clock in Courthouse Square Park
- Acquire Funding to Complete a Parks and Recreation Master Plan
- Update Park Reservation to Prohibit Sidewalk Blockage
- Remodel Historic Bandstand and Upgrade Utilities

**Goal D - Use Dayton's heritage and historic resources to forward our image as an authentic and charming town.**

- GIS Historical Story Map for Dayton and Brookside Cemetery - "Tales of Dayton's Pioneers" through certified local government grant

**Goal E - Engage in efficient and effective activities to promote community safety and wellness.**

- Establish an Emergency Operations Response Team partnering with the Dayton School District.

**Goal F - Enhance communication to actively engage the community.**

- Update Online Bilingual Communications to Include Audio
- Host Town Hall for Spanish Speaking Community Regarding City Services & Community Partners

## DAYTON RESIDENTS

### DAYTON CITY COUNCIL



**ANNETTE FRANK**

Mayor



**LUKE WILDHABER**

Council President



**ANDREW HILDEBRANDT**

Councilor



**KITTY MACKIN**

Councilor



**JIM MAGUIRE**

Councilor



**ROSALBA SANDOVAL-PEREZ**

Councilor



**VACANT**

Councilor



**ROCHELLE ROADEN**

City Manager

**BEERY, ELSNER & HAMMOND**

City Attorney

**WESTECH ENGINEERING, INC.**

City Engineer

**MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS**

City Planner

**YAMHILL COUNTY SHERIFF'S OFFICE**

Public Safety

**CITY OF NEWBERG**

Building Inspector



**ROCIO VARGAS**

City Recorder



**DAWN BEVERIDGE**

Accountant



**RICCI HAWORTH**

OS II - Utility Billing / Court



**JASON SHIRLEY**

OS II - Code / Building



**DAVE RUCKLOS**

Tourism/Econ. Dev. Director



**CYNDI PARK**

Library Director



**TREVA GENTRY**

Library Assistant



**DON CUTLER II**

Public Works Supervisor



**REBECCA EASTMAN**

Maintenance Operator I



**JOHN LINDOW**

Maintenance Operator II



**ERICK STEADMAN**

Maintenance Operator I



**JAKE TAIJALA**

Maintenance Operator 1



UPDATED: MAY, 2024

# CITY OF DAYTON

The City of Dayton is in the heart of the beautiful Willamette Valley. It is situated just off Highway 18 between McMinnville and Newberg and is centrally located 55 miles from the Pacific Ocean, 24 miles from the State Capital and 60 miles from Mt. Hood.

The 2023-2024 tax base of the City of Dayton (that amount within the statutory three percent limitation) is \$159,743,377 which is \$6,335,988 more than in the previous year. The City can levy \$1.7057 Per \$1,000 on all property. Under the Measure 50 property tax limitations, there is a three (3) percent limit on the increase in value to existing individual properties each year unless improvements are made to the property.



Photo Credit John Collins

## Budget Overview

The City of Dayton budget is comprised of several funds including the General Fund (comprised of Administration, Parks, Library, Planning, and Building), Transient Lodging Tax Fund, American Recovery Act Fund, Local Option Tax Fund, Transient Lodging Tax Fund, Street Fund, Water Utility Fund, Sewer Utility Fund, State Revenue Sharing Fund, various Capital Funds, and the Debt Service Fund. The following page identifies the total revenue and expenditures estimates for all funds.

ACTUAL		2023/2024			2024/2025		
2021/2022	2022/2023	Adopted	Projected	Revenues	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council
1,091,594	1,058,773	862,663	881,524	General Fund	749,805	749,805	
386,912	383,678	341,818	377,385	Local Option Tax Fund	357,892	357,892	
393,770	463,292	373,973	406,244	Transient Lodging Tax Fund	334,497	334,497	
304,570	490,304	490,255	3,200	American Rescue Plan Fund	3,200	3,200	
435,938	425,404	363,742	397,983	Street Fund	324,275	324,275	
1,767,984	1,869,699	1,632,354	1,884,540	Water Utility Fund	1,508,101	1,508,101	
984,526	1,006,863	905,127	839,566	Sewer Utility Fund	836,873	836,873	
81,251	102,381	66,900	75,877	State Revenue Sharing Fund	66,017	66,017	
902,283	1,027,867	1,371,665	1,337,037	Water Utility Capital Projects Fund	574,845	574,845	
1,468,890	1,627,656	7,237,443	5,230,615	Sewer Utility Capital Projects Fund	3,208,690	3,208,690	
119,085	87,852	111,443	84,420	Equipment Replacement Reserve Fund	76,409	76,409	
228,991	237,195	240,203	246,802	Building Reserve Fund	477,726	477,726	
364,446	993,781	426,124	521,704	Street Capital Projects Fund	491,665	491,665	
66,915	212,332	245,360	189,834	Parks Capital Projects Fund	110,793	110,793	
570,534	595,987	609,926	626,001	Debt Service Fund	756,419	756,419	
9,167,687	10,583,063	15,278,996	13,102,732		9,877,208	9,877,208	-

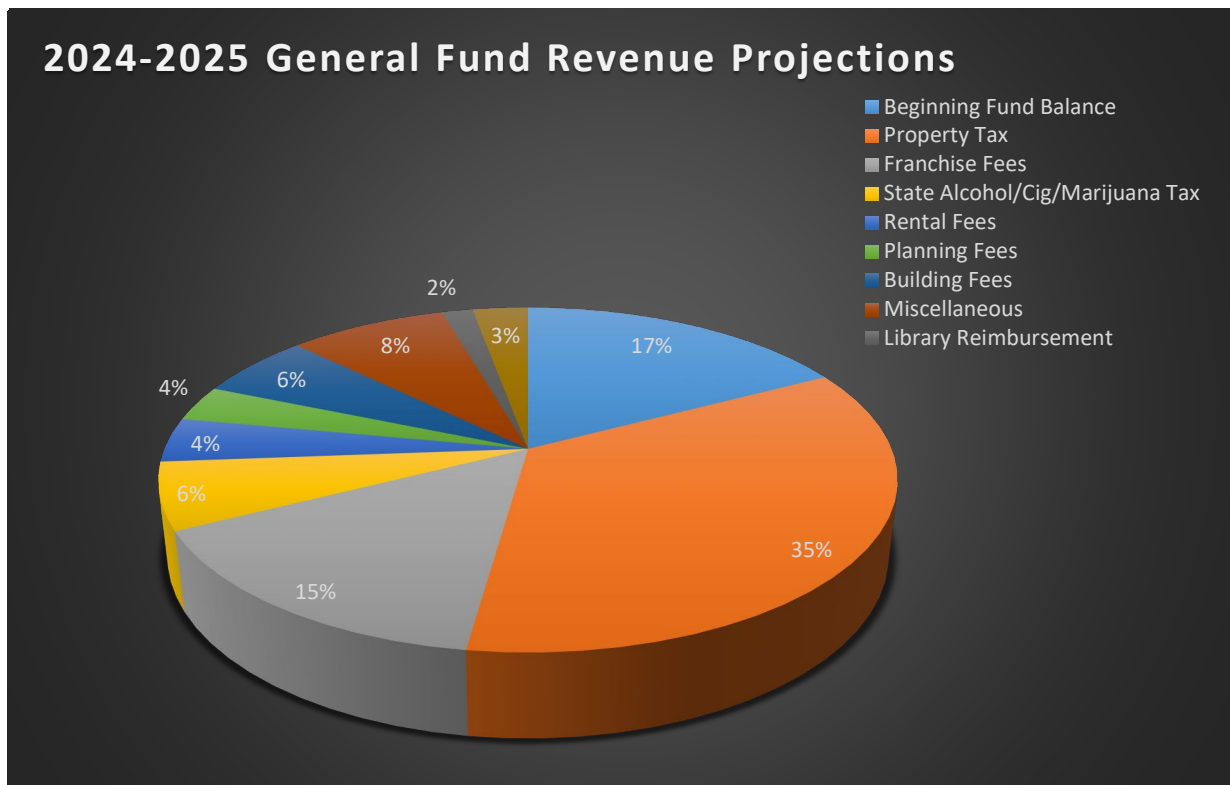
2021/2022	2022/2023	Adopted	Projected	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council
725,761	773,993	862,663	751,855	General Fund	749,805	749,805	
302,311	318,261	341,818	322,993	Local Option Tax Fund	357,892	357,892	
2,083	144,841	373,973	406,244	Transient Lodging Tax Fund	334,497	334,497	
120,250	488,990	490,255	-	American Rescue Plan Fund	3,200	3,200	
224,459	239,822	363,742	278,808	Street Fund	324,275	324,275	
991,694	1,174,876	1,632,354	1,466,138	Water Utility Fund	1,508,101	1,508,101	
525,248	796,401	905,127	794,342	Sewer Utility Fund	836,873	836,873	
35,429	65,606	66,900	52,660	State Revenue Sharing Fund	66,017	66,017	
145,490	128,748	1,371,665	899,160	Water Utility Capital Projects Fund	574,845	574,845	
470,215	560,898	7,237,443	5,053,254	Sewer Utility Capital Projects Fund	3,208,690	3,208,690	
37,588	45,387	111,443	48,011	Equipment Replacement Reserve Fund	76,409	76,409	
22,013	23,275	240,203	94,076	Building Reserve Fund	477,726	477,726	
110,898	882,621	426,124	342,289	Street Capital Projects Fund	491,665	491,665	
-	35,069	245,360	139,441	Parks Capital Projects Fund	110,793	110,793	
243,211	243,211	609,926	243,211	Debt Service Fund	756,419	756,419	
3,956,653	5,921,997	15,278,996	10,892,483		9,877,208	9,877,208	-



# General Fund

The General Fund receives and distributes money for general operations of the City of Dayton. Revenues include all property taxes, franchise payments, fines, fees and reimbursements. The General Fund also includes Working Capital, which is the amount carried over from the previous fiscal year. It distributes money to support the administration, parks, library, planning, and building functions of the City.

The chart below identifies the projected sources of funds for the General Fund in the Fiscal Year 2024-2025:



## Fund Assumptions:

The General Fund relies on franchise fees, state taxes for alcohol and cigarettes, and property taxes to maintain services. Revenues were down in 19/20 and 20/21 due to the COVID-19 pandemic. State Marijuana taxes were reduced substantially In 2021 due to Measure 110. Building permit and planning fees were up the last two years due to the Dayton School District's remodel, the Sweeney Street subdivision completion and the Twin Towers - 300 Ferry Street Project which correlates to the increased building and planning expenses in 23/24.

In the pages that follow, expenditures of each of the departments are described.

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100.000	General Fund Revenue			
532,487	365,833	263,138	284,780	400.000	Working Capital (Accrual)	129,669	129,669	
7,387	1,754	2,000	4,304	402.000	Levied Taxes (Prior Years)	4,000	4,000	
3,305	17,999	15,000	27,883	404.000	Interest	25,000	25,000	
3,025	2,930	2,500	2,575	410.000	Bus/Amusement/Special Event	2,500	2,500	
18,094	12,696	18,000	11,819	412.000	Franchise-Cable TV	10,000	10,000	
10,948	11,259	10,000	10,121	412.100	Franchise-Solid Waste	10,000	10,000	
74,627	82,887	82,000	89,576	412.200	Franchise-Electric Service	87,500	87,500	
11,166	5,522	7,000	7,322	412.300	Franchise-Telecommunications	7,000	7,000	
29,528	111,815	30,000	21,438	416.000	Building Permits	30,000	30,000	
14,201	46,145	20,000	6,482	416.010	Plan Check Fees	20,000	20,000	
1,250	-	1,500	5,749	416.020	Type A Permit Fees	5,000	5,000	
-	25,713	10,000	11,045	416.030	Type B Permit Fees	10,000	10,000	
7,347	1,803	10,000	4,650	416.100	Planning Fees	5,000	5,000	
212	-	100	-	416.200	Construction Excise Tax	100	100	
25	25	25	50	416.300	Encroachment Permit Fee	25	25	
51,053	53,047	50,000	43,259	426.000	State Alcohol Taxes	42,000	42,000	
2,340	1,974	1,750	1,765	428.000	State Cigarette Taxes	1,700	1,700	
2,621	3,472	3,000	3,711	428.100	State Marijuana Taxes	3,500	3,500	
13,369	12,628	11,000	12,528	430.000	CCRLS Use Based Reimbursement	12,000	12,000	
104	33	-	40	430.100	Library Fees/Fines	-	-	
9,584	13,254	12,000	12,230	432.000	Dayton Rural FD Shared Costs	12,000	12,000	
					Oregon Heritage Grant	2,611	2,611	
1,000	1,000	1,000	1,000	436.000	Library Grant	1,000	1,000	
-	1,860	13,500	3,579	444.000	CLG Grant	10,000	10,000	
-	-	3,000	-	447.000	Dollar General Summer Reading Grant	3,000	3,000	
-	-	5,000	-	449.000	General Library Grant	5,000	5,000	
9,782	716	1,000	5,267	480.000	Miscellaneous Revenue	1,000	1,000	
19,825	27,558	30,000	24,125	480.300	Community Center Rental Fees	30,000	30,000	
438	-	-	-	485.000	Public Contributions	100	100	
238,950	256,624	250,000	262,229	499.300	Taxes Collected	258,000	258,000	
425	225	150	-	499.500	Newsletter Advertising Sales	150	150	
-	-	-	-	499.510	Park Reservation Rental Fees	1,200	1,200	
-	-	-	-	499.515	Special Event Permit Fees	750	750	
-	-	-	-	499.520	Vendor Participation Fees	1,000	1,000	
28,500	-	-	-	499.600	Transfer from American Rescue Plan Fund	-	-	
-	-	10,000	24,000	499.700	Transfer from Transient Lodging Tax Fund	19,000	19,000	
1,091,594	1,058,773	862,663	881,524		Total General Fund Revenue	749,805	749,805	-

# Administration

The Administration budget supports all City management, city recording and elections as well as financial management and general operations of the City.

This fund includes a portion of the City Manager's salary. The City Manager is the chief administrative officer of the City. The manager is responsible to the Mayor and City Council for the administration of all city business, assists in the development of city policies and carries out policies established by ordinances and resolutions.

Also included in the Administration budget is a portion of the Accountant's salary for the maintenance of accounting records for the City, payroll and internal audit controls. The department staff is also responsible for receipting all cash, recording revenues, and maintaining bank accounts. A portion of the City Recorder's salary is also included.

There are also proportional shares of salaries included in this budget for other duties carried out by departmental staff attributable to administration, the Mary Gilkey Library and City facilities including the Community Center.

## Dayton Management Team



*Dave Rucklos  
Tourism &  
Economic  
Development  
Director*



*Rocio Vargas,  
City Recorder*



*Don Cutler  
Public Works  
Supervisor*



*Cyndi Park  
Library  
Director*



*Dawn Beveridge,  
Accountant*

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100-100	Administration - Expenditures			
					Personnel Services			
71,346	71,940	87,700	87,439		Salaries	98,301	98,301	
38,415	38,972	47,973	43,605		Fringe Benefits	57,503	57,503	
109,761	110,913	135,673	131,044		Total Personnel Services	155,804	155,804	-
					Materials and Services			
1,522	1,626	1,750	1,799	600.000	Electricity	2,100	2,100	
5,569	8,505	8,000	9,335	600.001	Electricity - Community Center	8,400	8,400	
2,014	1,282	2,000	2,000	600.100	Propane	1,500	1,500	
2,385	2,639	2,500	2,500	600.101	Propane - Community Center	2,500	2,500	
4,442	6,247	5,000	5,000	601.000	Office Expense	5,000	5,000	
346	410	450	450	601.100	Postage	450	450	
679	1,002	700	836	602.000	Telephone & Related	850	850	
1,124	1,356	1,293	1,621	604.000	Insurance	1,945	1,945	
1,265	1,502	1,500	2,136	608.000	Audit	2,350	2,350	
2,537	3,825	4,000	4,185	611.000	Travel & Meeting	4,000	4,000	
555	837	500	500	614.000	Equipment Repair & Maintenance	500	500	
898	965	1,000	1,000	614.100	Fuel	1,000	1,000	
78	70	500	500	616.100	Safety/Uniforms	500	500	
33	110	125	125	617.000	Small Tools/Shop Supplies	125	125	
1,084	1,364	4,000	1,002	700.000	Legal Services	2,000	2,000	
225	232	500	500	700.100	Misc Legal (Non Attorney)	500	500	
6,661	6,171	6,000	3,341	705.000	Professional Services	5,000	5,000	
1,596	2,146	3,685	3,685	705.300	Data Processing/IT Support & Security	4,000	4,000	
352	333	500	500	706.000	Dues & Certifications	500	500	
4,145	7,161	7,200	3,170	707.000	City Hall Maintenance	5,000	5,000	
-	4	300	300	707.200	City Hall Annex Maintenance	300	300	
25,142	27,078	30,000	20,685	707.300	Community Center Maintenance	22,000	22,000	
50	-	100	-	708.100	Tool & Equipment Rental	100	100	
-	-	100	-	725.000	Election Expense	100	100	
8,830	14,200	10,000	8,870	750.200	Community Center Rental Refund	8,000	8,000	
2,795	2,217	1,000	235	799.000	Miscellaneous Expense	500	500	
74,328	91,284	92,703	74,275		Total Materials and Services	79,220	79,220	-
					Capital Outlay			
1,029	730	2,000	888	903.000	Equipment	2,000	2,000	
-	-	1,000	-	904.000	City Hall Improvements	500	500	
13,223	-	5,000	4,639	904.400	City Hall Annex/Community Center	500	500	
-	-	3,000	-	940.000	Entry Areas for the City	1,000	1,000	
560	1,125	10,000	12,063	950.000	Holiday Lighting/Banners	8,000	8,000	
17,738	-	-	-	955.000	EOC Generator Hookup at High School Gym	-	-	
32,549	1,854	21,000	17,591		Total Capital Outlay	12,000	12,000	-
216,639	204,051	249,376	222,909		Total Administration Expenditures	247,024	247,024	-



# Parks

The City's Public Works Department maintains all park facilities, including picnic tables and benches, playgrounds, ball fields, picnic shelter, restroom facilities, and numerous trees, shrubs and flower beds.

The Historic Preservation Committee received a CLG (Certified Local Government) grant in 22/23 to continue with restoration projects for Brookside Cemetery which the City gained ownership of in 2018. They have been awarded another CLG for 23/24 to create a GIS Historical Story Map for Dayton and Brookside Cemetery - "Tales of Dayton's Pioneers".

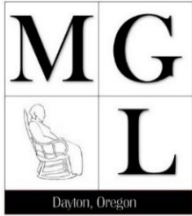


*Photo Credit: John Collins*

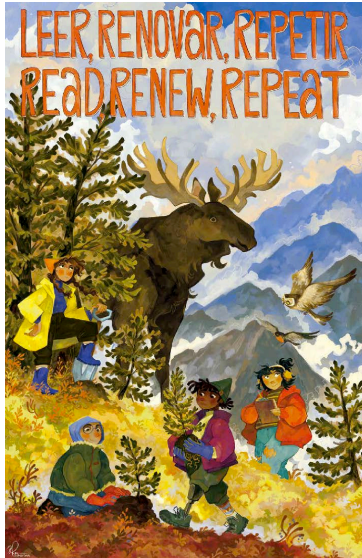
Legion Field was owned by both the City and the Dayton School District. In 2022, DSD Board of Directors agreed to transfer their ownership to the City as the City had been maintaining the property. As a result, the Dayton City Council has directed staff to complete a Parks Master Plan which is included in this budget. The City is hoping to fund this with a grant from the State of Oregon Parks Grant program.

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100-103	Parks Expenditures			
					Personnel Services			
76,173	35,131	57,672	57,672		Salaries	55,461	55,461	
43,303	34,079	31,548	31,548		Fringe Benefits	34,603	34,603	
119,475	69,210	89,220	89,220		Total Personnel Services	90,064	90,064	-
					Materials and Services			
1,749	2,270	2,000	2,647	600.000	Electricity	3,000	3,000	
473	384	500	500	600.100	Propane	500	500	
656	1,088	800	890	601.000	Office Expense	1,000	1,000	
102	349	150	150	601.100	Postage	150	150	
271	409	500	500	602.000	Telephone & Related	500	500	
2,205	2,364	3,000	3,000	603.000	Garbage/Sanitation	2,500	2,500	
3,756	4,533	5,000	5,420	604.000	Insurance	6,500	6,500	
471	559	575	795	608.000	Audit	575	575	
981	1,486	1,500	1,500	611.000	Travel & Meeting	1,500	1,500	
1,664	2,511	2,500	802	614.000	Equipment Repair & Maintenance	2,500	2,500	
3,236	3,477	4,000	4,000	614.100	Fuel	3,000	3,000	
1,432	1,316	1,200	1,895	616.100	Safety/Uniforms	2,000	2,000	
1,092	2,245	2,500	482	617.000	Small Tools/Shop Supplies	1,000	1,000	
23,226	31,648	30,000	30,000	619.000	Park Maintenance	28,000	28,000	
129	0	1,000	-	619.100	Brookside Maintenance	500	500	
120	1,064	525	525	700.000	Legal Services	525	525	
99	1,748	200	200	700.100	Misc Legal (Non Attorney)	200	200	
3,356	2,419	12,150	3,587	705.000	Professional Services	5,000	5,000	
947	1,318	2,000	2,000	705.300	Data Processing/IT Support & Security	2,000	2,000	
143	180	350	350	706.000	Dues & Certifications	350	350	
1,193	2,149	2,000	917	707.000	City Hall Maintenance	500	500	
0	4	1,000	-	707.200	City Hall Annex Maintenance	500	500	
100	0	200	-	708.100	Tool & Equipment Rental	200	200	
19	153	1,000	169	799.000	Miscellaneous Expense	500	500	
47,420	63,673	74,650	60,330		Total Materials and Services	63,000	63,000	-
					Capital Outlay			
304	888	2,250	2,250	903.000	Equipment	500	500	
-	-	500	500	904.000	City Hall Improvements	500	500	
-	-	500	500	904.200	City Yards/ Shop Improvements	500	500	
7,095	5,770	4,000	4,206	910.000	Park Improvements	500	500	
-	-	500	294	910.100	Alderman Park Improvements	500	500	
-	-	500	500	913.000	Signs	500	500	
11,049	7,088	8,000	2,118	915.000	Christmas Tree & Bandstand Lighting	5,000	5,000	
18,448	13,746	16,250	10,368		Total Capital Outlay	8,000	8,000	-
185,343	146,630	180,120	159,917		Total Parks Expenditures	161,064	161,064	-

# Library



The Mary Gilkey City Library is located next to Dayton City Hall and serves the community as an information resource. The Library is housed in a space that is approximately 1,300 square feet. Our collection includes approximately 12,000 books and other materials, including many resources for children in both English and Spanish. The library also provides a variety of in-person programs, take-and-make kits, a vibrant Summer Reading Program and an annual Halloween Party.



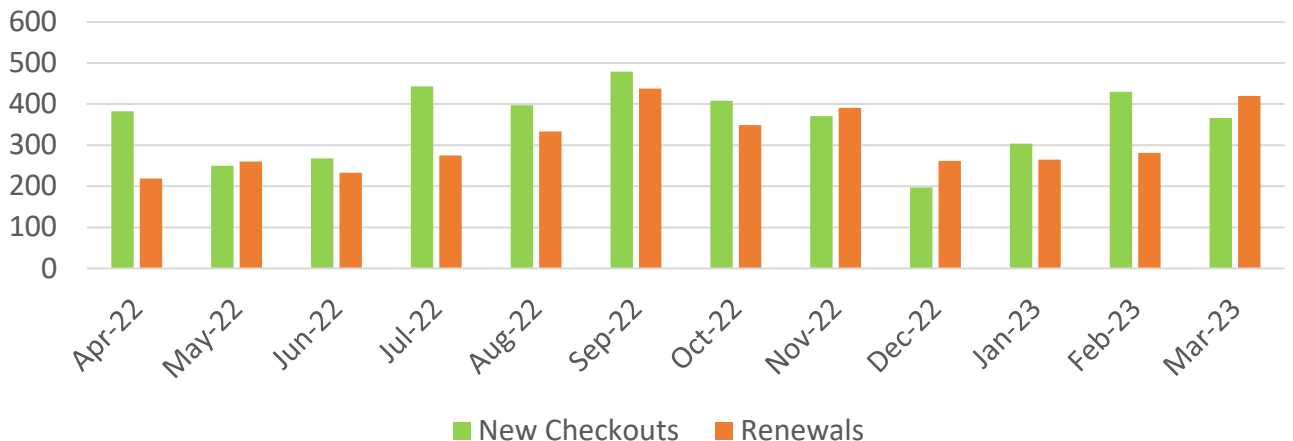
2024 SRP THEME



International  
Candy & Snack  
Tasting

RECENT PROGRAM OFFERINGS

## Monthly Circulation Trends



In both 2023 and 2024 we have seen a decline in media lending (DVDs and audio books), and an increase in the circulation of graphic/illustrated novels. The Mary Gilkey Library is a net lending library, meaning we loan more materials to our patrons, rural patrons, and other CCRLS patrons than our patrons borrow from other CCRLS libraries.

*The City of Dayton holds membership in the Chemeketa Cooperative Regional Library System (CCRLS). Benefits of our membership include computer networking and equipment, centralized software administration and support, cataloging services, and payment for numerous online services such as downloadable audio and eBooks, readers advisory services, language learning software, and access to online databases available through the Oregon State Library.*

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100-104	Library Expenditures			
					Personnel Services			
55,060	56,158	73,318	72,707		Salaries	39,167	39,167	
27,566	28,911	40,106	34,235		Fringe Benefits	22,912	22,912	
82,626	85,070	113,424	106,942		Total Personnel Services	62,079	62,079	-
					Materials and Services			
375	473	600	600	600.000	Utilities Electricity	600	600	
1,482	1,054	1,500	1,500	600.100	Utilities Propane	1,500	1,500	
2,727	3,611	4,000	4,000	601.000	Library & Office Expense	4,000	4,000	
294	358	375	375	601.100	Postage	375	375	
271	409	400	400	602.000	Telephone & Related	400	400	
988	1,193	1,136	1,426	604.000	Insurance	1,136	1,136	
706	838	850	1,192	608.000	Audit	850	850	
572	892	2,000	2,000	611.000	Travel & Meeting	2,000	2,000	
16	10	100	130	616.100	Clothing/Safety	100	100	
48	61	250	250	700.000	Legal Services	250	250	
74	68	150	150	700.100	Misc. Legal (Non-Atty)	150	150	
3,314	2,801	4,000	1,358	705.000	Professional Services	3,000	3,000	
949	1,318	3,500	1,945	705.300	Data Processing/IT Support & Security	3,000	3,000	
587	620	1,000	591	706.000	Dues & Certificates	750	750	
99	337	500	125	706.100	Subscriptions	250	250	
1,592	2,865	2,500	1,834	707.000	Library Maintenance	2,000	2,000	
18	30	500	10	710.000	CCLRS Expenses	500	500	
4,996	5,949	6,000	6,000	715.000	Books Audio/Visual	6,000	6,000	
669	1,623	2,000	2,000	730.000	Summer Reading Program	2,000	2,000	
472	912	1,000	1,000	730.100	Ready to Read Program	1,000	1,000	
336	827	1,000	1,000	730.200	Programming	1,000	1,000	
-	-	-	-	730.300	Covid Grant Program	-	-	
-	-	3,000	-	730.400	Dollar General Summer Reading Grant	3,000	3,000	
-	-	-	-	730.500	ALA Grant (Libraries Transforming Communities)	-	-	
-	-	5,000	-	730.600	General Library Grant	5,000	5,000	
43	892	1,000	1,000	799.000	Miscellaneous Expense	1,000	1,000	
20,629	27,138	42,361	28,885		Total Materials and Services	39,861	39,861	-
					Capital Outlay			
1,127	552	1,500	1,500	903.000	Equipment	1,500	1,500	
104	113	1,000	1,000	906.000	Library Improvements	1,000	1,000	
1,232	665	2,500	2,500		Total Capital Outlay	2,500	2,500	-
104,487	112,874	158,285	138,327		Total Library Expenditures	104,440	104,440	-



# Planning

The Planning Commission is comprised of five citizen members nominated by the Mayor and appointed by the City Council. The Planning Commission is a quasi-judicial body that reviews and processes land use applications including development proposals, land divisions, variance requests, conditional use requests, zone changes, and more.

The Historic Preservation Committee, an advisory committee to the Planning Commission, assists in preserving resources on the National Register of Historic Places within our community.

The City of Dayton utilizes the services of a contracted professional planner through the Mid-Willamette Valley Council of Governments (COG) to administer the planning program, as well as Dayton employee staff time.

In 2023, the City of Dayton amended the Dayton Municipal Code Chapter 7 with Clear Vision Standards, Design Code in the Central Business Overlay Zone, and added a Sunset Clause to the Dayton Land Use and Development Code (DLUDC).

The planning staff processed a Historic Demolition Permit, a Property Line Adjustment, and a Zone Change Application.



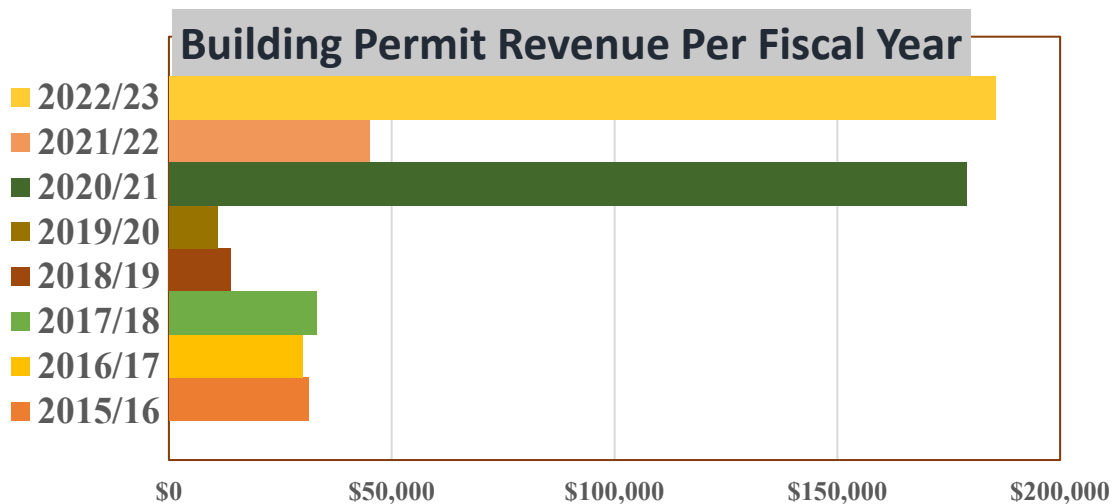
ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100-105	Planning Expenditures			
					Personnel Services			
24,417	31,428	30,736	27,827		Salaries	19,359	19,359	
14,426	17,826	16,813	16,813		Fringe Benefits	11,325	11,325	
38,844	49,254	47,549	44,640		Total Personnel Services	30,684	30,684	-
					Materials and Services			
279	421	500	500	600.000	Utilities Electricity	500	500	
221	179	300	300	600.100	Utilities Propane	300	300	
1,666	1,872	2,000	2,000	601.000	Office Expense	2,000	2,000	
90	117	150	150	601.100	Postage	150	150	
316	477	500	500	602.000	Telephone & Related	500	500	
988	1,193	1,500	1,500	604.000	Insurance	1,500	1,500	
1,205	1,431	1,450	2,035	608.000	Audit	2,240	2,240	
926	1,460	1,000	1,192	611.000	Travel & Meeting	1,200	1,200	
-	158	-	-	612.000	Training	-	-	
723	920	3,200	1,168	700.000	Legal Services	1,500	1,500	
247	227	1,000	411	700.100	Misc. Legal (Non-Atty)	500	500	
1,168	1,070	2,150	2,150	705.000	Professional Services	2,000	2,000	
8,883	28,539	10,000	15,861	705.100	Engineering Services	10,000	10,000	
28,397	34,745	15,000	40,953	705.200	Planning Services	15,000	15,000	
1,305	1,813	3,650	3,650	705.300	Data Processing/IT Support & Security	3,650	3,650	
204	192	500	200	706.000	Dues & Certificates	500	500	
557	991	1,000	428	707.000	City Hall Maintenance	500	500	
-	2	500	-	707.200	City Hall Annex Maintenance	500	500	
-	-	500	-	752.000	Planning Commission Expense	500	500	
4,904	147	1,000	109	799.000	Miscellaneous Expense	500	500	
52,078	75,953	45,900	73,108		Total Materials and Services	43,540	43,540	-
					Capital Outlay			
443	-	500	-	903.000	Equipment	500	500	
-	-	500	-	904.000	City Hall Improvements	500	500	
443	-	1,000	-		Total Capital Outlay	1,000	1,000	-
91,364	125,206	94,449	117,748		Total Planning Expenditures	75,224	75,224	-

# Building

Building Department staff assist homeowners and builders in complying with City, State and Federal code requirements. Staff offers essential information for businesses, homeowners, landlords, tenants, contractors and developers. In addition to processing and issuing building permits, staff assists applicants in the issuance of Type A and B construction permits.

The City of Dayton contracts for professional building inspection services with the City of Newberg. All fees are assessed and collected by the City of Dayton and a proportional share is paid to the City of Newberg. Staff salaries are proportional based on time spent on building related activities.

The last two fiscal year building permit revenue and expenses show significant increases due to School District Bond projects at the Grade School, Jr High and High School. The residential activity also was steady through the last two years with the completion of the Filbert Pointe subdivision (Sweeney & Ferry Streets), which offered 16 single family lots with 9 of those lots dedicated as single family attached affordable housing. In the current year, the Twin Towers 300 Ferry Street Project has continued the trend and building permit revenue and expenses are elevated this year.



ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100-106	Building Expenditures			
					Personnel Services			
20,514	29,549	35,020	33,620		Salaries	38,634	38,634	
12,448	16,396	19,156	19,156		Fringe Benefits	22,600	22,600	
32,962	45,946	54,176	52,776		Total Personnel Services	61,234	61,234	-
					Materials and Services			
93	118	200	200	600.000	Utilities Electricity	200	200	
157	128	200	200	600.100	Utilities Propane	200	200	
1,260	1,658	1,500	1,500	601.000	Office Expense	1,500	1,500	
210	256	275	275	601.100	Postage	275	275	
271	409	300	354	602.000	Telephone & Related	300	300	
1,299	1,567	1,494	1,874	604.000	Insurance	1,494	1,494	
890	1,056	1,050	1,502	608.000	Audit	1,050	1,050	
616	909	1,000	1,000	611.000	Travel & Meeting	1,000	1,000	
120	152	525	525	700.000	Legal Services	525	525	
74	68	300	123	700.100	Misc. Legal (Non-Atty)	300	300	
5,474	9,031	3,500	2,137	700.350	Local Government Surcharge Fee	2,000	2,000	
1,055	1,170	2,300	1,034	705.000	Professional Services	2,300	2,300	
-	108	1,000	1,000	705.100	Engineering Services	1,000	1,000	
949	1,318	5,500	5,500	705.300	Data Processing/IT Support & Security	5,500	5,500	
81	76	200	200	706.000	Dues & Certificates	200	200	
397	713	500	305	707.000	City Hall Maintenance	500	500	
17,629	3,390	15,000	108	716.000	Building Inspection Services	5,000	5,000	
38,845	76,112	15,000	14,181	716.100	Plan Check Services	15,000	15,000	
-	-	500	-	716.200	Type A Permit Inspections	500	500	
134	1,928	3,000	23,130	716.300	Type B Permit Inspections	3,000	3,000	
50	3,973	10,000	3,779	717.000	CLG Project	10,000	10,000	
-	-	-	-	780.000	Oregon Heritage Grant Newspaper Project	2,800	2,800	
19	146	1,000	99	799.000	Miscellaneous Expenses	1,000	1,000	
69,623	104,286	64,344	59,027		Total Materials and Services	55,644	55,644	-
					Capital Outlay			
343	-	750	750	903.000	Equipment	500	500	
-	-	400	400	904.000	City Hall Improvements	500	500	
343	-	1,150	1,150		Total Capital Outlay	1,000	1,000	-
102,927	150,232	119,670	112,953		Total Building Expenditures	117,878	117,878	-



ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
216,639	204,051	249,376	222,909		Total Administration Expenditures	247,024	247,024	-
185,343	146,630	180,120	159,917		Total Parks Expenditures	161,064	161,064	-
104,487	112,874	158,285	138,327		Total Library Expenditures	104,440	104,440	-
91,364	125,206	94,449	117,748		Total Planning Expenditures	75,224	75,224	-
102,927	150,232	119,670	112,953		Total Building Expenditures	117,878	117,878	-

					Transfers			
-	-	-	-	830.000	Tfr to Transient Lodging Tax Fund	-	-	
-	15,000	10,000	-	830.100	Tfr to Local Option Tax	-	-	
5,000	-	-	-	840.000	Tfr to Equipment Replace Fund	-	-	
10,000	20,000	-	-	886.000	Tfr to State Revenue Sharing Fund	-	-	
5,000	-	-	-	876.000	Tfr to Park Reserve Fund	-	-	
5,000	-	-	-	870.000	Tfr to Building Reserve Fund	-	-	
25,000	35,000	10,000	-		Total Transfers	-	-	-
-	-	50,763	-	880.000	Contingency	44,175	44,175	
-	-	-	-	999.000	Unappropriated Ending Fund Balance			

725,761	773,993	862,663	751,855		Total General Fund Expenditures	749,805	749,805	-
1,091,594	1,058,773	862,663	881,524		Total General Fund Revenue	749,805	749,805	-

## Local Option Tax Fund

The Local Option Tax Fund is that part of the budget that provides public safety services to the City of Dayton. The City assesses \$1.85 per \$1,000 of tax valuation for these services. FY 2021/22 was the third year of the 3-year levy for the local option tax. Dayton voters approved a 6-year levy with the same assessment values of \$1.85 per \$1,000 of tax valuation in the May 17, 2022, election.

The City currently contracts with the Yamhill County Sheriff's Department to provide our City policing, criminal law enforcement, issuance of citations based on City Ordinances, traffic enforcement, preparation of reports and related services. This contract provides for one full time Deputy, a vehicle, training and certification, equipment, communication facilities and supplies.

Budgeted in this fund are the expenses required to support the 911 dispatch service administered by Yamhill County. Additionally, this fund includes our code enforcement program and court operations. Code enforcement is that part of the City that responds to Municipal Code and Land Use complaints.

City of Dayton Crime Stats, Supplied by Yamhill County Sheriff's Office			City of Dayton Code Enforcement Stats		
Complaint	2023	2022	Complaint	2023	2022
Animal Problems	6	0	Animals	23	38
Arson	0	0	Building	6	14
Assault [Aggravated Rape, Sex Offenses, Stalker, Harassment, Intimidation]	64	33	Noxious veg	10	9
Burglary/Robbery [Resident, Non-Residence, Business, Auto]	9	20	Clear vision	3	8
Curfew	0	0	Encroachment	5	2
Disorderly Conduct [Public Disturbance, Fighting]	6	3	Junk	7	41
Drug & Paraphernalia [Drug Law]	21	17	Noise	5	5
DUII, Liquor Law violations	22	23	Parking	57	101
Fraud [Forgery, NSF Check, Credit Card, Deception, Id Theft]	10	6	Attractive Nuisance	0	1
Larceny [Simple Theft, Shoplifting, Stolen Property]	33	49	Posting/Signs	8	16
Runaway/Family Offenses	3	2	Camping	3	23
Traffic Crime [Hit & Run, Reckless, Eluding]	0	0	Sidewalks	2	2
Trespass/Prowler	16	10	Towed	1	1
Vandalism	32	32	Land Use	1	2
Weapon Complaints	5	8	Citations	1	4
All Other Types of Complaints	101	92	Right-of-Way	70	50
Non-Reportable Offenses	167	133	Other	0	19
Total Complaints for Dayton	574	428	Total Complaints	202	336
Citations Written into Dayton Municipal Court	66	30	Citations Written	1	4

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				101-000	Local Option Tax Fund Revenue			
114,787	84,600	61,918	65,417	400.000	Working Capital (Accrual)	54,392	54,392	
7,689	1,825	1,500	4,455	402.000	Levied Taxes (Prior Years)	3,500	3,500	
1,397	7,677	1,400	11,949	404.000	Interest	11,000	11,000	
8,071	6,852	6,000	22,654	418.000	Citations & Bail	18,000	18,000	
390	190	500	100	418.110	Fix-It-Ticket Fees	500	500	
775	435	500	-	418.200	Traffic School Fees	500	500	
100	-	-	-	418.300	Towing Fees	-	-	
-	15,000	10,000	-	459.400	Transfer from General Fund	-	-	
5,000	-	-	-	459.500	Transfer from American Rescue Plan Fund	-	-	
248,703	267,099	260,000	272,810	499.300	Taxes Collected	270,000	270,000	
386,912	383,678	341,818	377,385		Total Local Option Tax Fund Revenue	357,892	357,892	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				101-101	Local Option Tax Fund Expenditures			
					Personnel Services			
38,801	48,248	51,586	48,884		Salaries	53,588	53,588	-
23,077	24,688	28,218	23,118		Fringe Benefits	31,348	31,348	-
61,878	72,936	79,804	72,002		Total Personal Services	84,936	84,936	-
					Materials and Services			
432	521	500	500	600.000	Electricity	500	500	
189	154	400	400	600.100	Propane	400	400	
3,324	3,950	3,500	3,500	601.000	Office Expense	3,500	3,500	
253	313	350	350	601.100	Postage	350	350	
271	409	700	434	602.000	Telephone & Related	700	700	
1,561	1,884	2,072	2,252	604.000	Insurance	2,478	2,478	
785	932	950	1,326	608.000	Audit	950	950	
750	1,049	1,500	1,520	611.000	Travel & Meeting	3,000	3,000	
1,557	1,674	1,600	1,600	614.100	Fuel	1,600	1,600	
16	10	100	124	616.100	Safety/Uniforms	300	300	
3,347	2,270	2,500	724	700.000	Legal Services	1,000	1,000	
124	389	250	250	700.100	Misc (Legal) Non-Atty	250	250	
1,401	569	1,400	1,129	700.350	Court Assessments	1,400	1,400	
247	96	1,000	1,000	700.500	Code Enforcement & Abatement	5,500	5,500	
2,288	6,559	4,000	3,000	700.510	Community-Wide Clean-up	3,000	3,000	
1,951	2,021	1,850	764	705.000	Professional Services	1,850	1,850	
179,443	183,889	191,000	191,000	705.100	Sheriff's Contract	197,557	197,557	
-	-	-	-	705.200	Dayton School District	-	-	
4,151	5,767	7,800	7,800	705.300	Data Processing/IT Support & Security	7,800	7,800	
2,750	3,250	6,000	5,500	705.400	Judge Services	6,000	6,000	
286	344	700	2,343	706.000	Dues & Certifications	500	500	
477	859	800	332	707.000	City Hall Maintenance	200	200	
-	4	300	-	707.200	City Hall Annex Maintenance	200	200	
5,396	-	-	-	752.000	Election Expense	-	-	
28,203	27,560	30,000	23,885	770.000	9-1-1 Services (YCOM)	27,000	27,000	
614	156	500	64	799.000	Miscellaneous Expense	500	500	
239,817	244,629	259,772	249,796		Total Materials and Services	266,535	266,535	-
					Transfers			
-	-	-	-			-	-	-
-	-	-	-		Total Transfers	-	-	-
					Capital Outlay			
617	695	1,000	1,195	903.000	Equipment	500	500	
-	-	250	-	904.000	City Hall Improvements	-	-	
-	-	250	-	904.200	City Shops/Yards Improvements	-	-	
-	-	250	-	904.300	City Hall Annex Improvements	-	-	
617	695	1,750	1,195		Total Capital Outlay	500	500	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
-	-	492	-	880.000	Contingency	5,921	5,921	
-	-	-	-	999.000	Unappropriated Ending Fund Balance	-	-	-
302,311	318,261	341,818	322,993		Total Local Option Tax Fund Expenditures	357,892	357,892	-
386,912	383,678	341,818	377,385		Total Local Option Tax Fund Revenue	357,892	357,892	-

# Transient Lodging Tax Fund

In 2015, the City enacted an 8% Transient Lodging Tax (TLT) and started receiving revenue in 2016. This revenue was recorded in the General Fund and 70% of the funds were transferred to the State Shared Revenue Fund for tourism. In FY2019-20 the TLT Fund was created and all TLT tax revenue was transferred into the fund. Up until 2023 no expenditures were made with TLT funds received since the tax had been imposed.

Per Oregon State law, any local governments that imposed a TLT after July 1, 2003, may only spend TLT tax dollars in three ways:

- (1) For “tourism promotion” or “tourism-related facilities” as those terms are defined in ORS 320.300;
- (2) For city and county services; or
- (3) To finance or re-finance the debt on tourism-related facilities and pay associated administrative costs, with some restrictions. In addition, if the local government imposes a new tax, it must comply with the 70/30 distribution.

In 2023 the City committed to budgeting funds for a new Tourism/Economic Development Director (TED) along with three major strategic goals for 23/24 that included development and distribution of a city-wide Economic Development Questionnaire, development of a tourism website and a branding project.

For 24/25, the City will again support the same initiatives with the intent to complete website development, putting more emphasis on branding and marketing of Dayton’s tourism assets (including the addition of Merchant Block amenities and cooperative efforts with Dayton’s 14 wineries), and enhancement of its public amenities (parks).



		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Transient Lodging Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				105-000	Transient Lodging Tax Revenue			
311,944	391,687	303,773	318,451	400.000	Working Capital	252,697	252,697	
226	1,242	100	1,898	404.000	Interest	1,800	1,800	
81,600	70,364	70,000	85,872	429.000	Transient Lodging Tax	80,000	80,000	
-	-	-	-	459.700	Transfer from State Shared Revenue Fund	-	-	
-	-	-	-	459.400	Transfer from the General Fund	-	-	
-	-	100	23	480.000	Miscellaneous Revenue	-	-	
393,770	463,292	373,973	406,244		Total Transient Lodging Tax Revenue	334,497	334,497	

				105-105	Transient Lodging Tax Expenditures			
					Personnel Services			
-	3,104	42,500	40,344		Salaries	42,988	42,988	
-	-	23,248	20,506		Fringe Benefits	25,147	25,147	
-	3,104	65,748	60,850		Total Personnel Services	68,135	68,135	
					Materials and Services			
-	1,974	3,000	111	601.000	Office Expense	500	500	
-	0	600	23	602.000	Telephone and Related	600	600	
437	528	503	631	604.000	Insurance	700	700	
150	178	200	253	608.000	Audit	400	400	
118	87	5,000	4,651	611.000	Travel & Meetings	5,000	5,000	
527	0	500	-	700.000	Legal Services	1,000	1,000	
21	116	500	36	700.100	Misc. Legal (Non-Atty)	500	500	
182	326	440	356	705.300	Data Processing/IT Support & Security	440	440	
58	54	1,000	808	706.000	Dues & Certifications.	1,000	1,000	
590	560	30,000	26,372	710.000	Tourism - Strategic Planning	45,000	45,000	
-	0	25,000	-	711.000	Tourism - Website Development	15,000	15,000	
-	0	15,000	15,000	712.000	Tourism - Events	15,000	15,000	
-	1,109	1,000	18,922	799.000	Miscellaneous Expense	45,000	45,000	
2,083	4,932	82,743	67,162		Total Materials & Services	130,140	130,140	-
					Capital Outlay			
-	-	10,000	-	105.800	Tourism Promotion	10,000	10,000	
-	-	10,000	-	105.810	Tourism Facilities	10,000	10,000	
-	-	5,000	1,535	105.903	Equipment	5,000	5,000	
-	-	25,000	1,535		Total Capital Outlay	25,000	25,000	
					Transfers			
-	-	10,000	24,000	840.100	Transfer to General Fund	19,000	19,000	
-	-	8,000	-	840.350	Transfer to State Shared Revenue Fund	5,000	5,000	
-	136,806	-	-	840.400	Transfer to the Parks Capital Fund	-	-	
-	136,806	18,000	24,000		Total Transfers	24,000	24,000	
-	-	82,482	-	880.000	Contingency	37,222	37,222	
-	-	100,000	-	999.000	Unappropriated Ending Fund Balance	50,000	50,000	
2,083	144,841	373,973	153,547		Total Transient Lodging Tax Fund Expenditures	334,497	334,497	
393,770	463,292	373,973	406,244		Total Transient Lodging Tax Fund Revenue	334,497	334,497	

# American Rescue Plan Fund

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. Funds have been allocated to cities and states to offset the loss of revenue due to the COVID-19 pandemic.. The City of Dayton is received half of our allocation in August of 2021 amounting to \$304,670. We will receive the remainder of in August of 2022.

## What uses are not allowed for the funds?

- Reducing taxes by legislation, regulation or administration.
- Deposits into pension funds.

Yamhill County allocated \$6 million of its ARPA allocation to a water and sewer grant program. The City was awarded \$511,000 for the HWY 221 Lift Station Project which is 50% of the project total. The City is required to match \$511,000 which will be funded by the remainder of the City's ARPA direct allocation and is shown as a transfer to the Sewer Utility Capital Fund for that project.

The funds can be used until December 31, 2024.





ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	American Rescue Plan Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				106-000	American Rescue Plan Revenue			
-	184,320	490,255	1,314	400.000	Working Capital	3,200	3,200	
-	1,242	-	1,886	404.000	Interest	-	-	
304,570	304,742	-	-	429.000	American Rescue Act	-	-	
-	-	-	-	480.000	Miscellaneous Revenue	-	-	
304,570	490,304	490,255	3,200		Total American Rescue Plan Revenue	3,200	3,200	-

				106-106	American Rescue Plan Revenue			
					Materials and Services			
-	-							
-	-							
-	-							
-	-	-	-		Total Materials & Services	-	-	-
					Capital Outlay			
-	-							
-	-							
-	-							
-	-	-	-		Total Transfers	-	-	-
					Transfers			
28,500	-	-	-	830.000	Transfer to General Fund	-	-	
5,000	-	-	-	830.100	Transfer to Local Option Tax Fund	-	-	
55,500	-	-	-	830.200	Transfer to Water Utility Fund	-	-	
31,250	-	-	-	830.300	Transfer to Sewer Utility Fund	-	-	
-	488,990	490,255	-	830.400	Transfer to Sewer Capital Fund	3,200	3,200	
120,250	488,990	490,255	-		Total Transfers	3,200	3,200	-
-	-	-	-	880.000	Contingency			
-	-	-	-	999.000	Unappropriated Ending Fund Balance			
120,250	488,990	490,255	-		Total American Rescue Plan Fund Expenditures	3,200	3,200	-
304,570	490,304	490,255	3,200		Total American Rescue Plan Fund Revenue	3,200	3,200	-

# Street Fund

The Street Fund provides for the operations and maintenance of the City's street and storm system, bikeways, and pedestrian element. The major funding for these operations is State Highway appropriations. State Highway revenues are paid to cities from net receipts collected by the Motor Vehicles Division and other State agencies.

The City has approximately 11 miles of transportation facilities to maintain. Ferry Street and 3<sup>rd</sup> Street are both State Highways. The City partners with Oregon Department of Transportation (ODOT) for maintenance and upkeep of these streets.

Over the last five years, the City has been awarded Small City Allotment grants from ODOT to complete the overlays of several city streets including Main Street between 3<sup>rd</sup> and 5<sup>th</sup>, 5<sup>th</sup> Street, 6<sup>th</sup> Street, and in FY23-24, the City has been awarded a \$250,000 grant from ODOT to complete the overlay of 7<sup>th</sup> Street between Ferry and Church as well as a portion of 9<sup>th</sup> Street and Church Street.



*Photo Credit: John Collins*

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				200-000	Street Fund Revenue			
217,806	211,479	161,142	185,582	400.000	Working Capital	119,175	119,175	
752	4,136	2,500	6,322	404.000	Interest	5,000	5,000	
217,379	209,789	200,000	205,953	438.000	State Highway Revenue	200,000	200,000	
-	-	100	125	480.000	Miscellaneous Revenue	100	100	
435,938	425,404	363,742	397,983		Total Street Fund Revenue	324,275	324,275	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				200-200	Street Fund Expenditures			
					Personnel Services			
36,995	50,395	42,270	42,270		Salaries	53,188	53,188	
20,391	22,177	23,122	23,122		Finge Benefits	31,113	31,113	
57,385	72,572	65,392	65,392		Total Personnel Services	84,301	84,301	-
					Materials and Services			
16,409	26,371	25,000	25,000	600.000	Utilities - Electricity	25,000	25,000	
221	179	600	600	600.100	Utilities - Propane	600	600	
1,672	3,605	3,000	3,000	601.000	Office Expense	3,000	3,000	
406	358	350	350	601.100	Postage	350	350	
541	833	1,000	1,000	602.000	Telephone & Related	1,000	1,000	
1,442	1,546	1,800	1,800	603.000	Garbage/Sanitation	1,800	1,800	
3,127	3,773	4,150	4,511	604.000	Insurance	4,150	4,150	
1,676	1,990	2,000	2,831	608.000	Audit	2,000	2,000	
549	793	1,000	1,000	611.000	Travel & Meeting	1,000	1,000	
-	440	-	-	612.000	Training	-	-	-
3,597	5,022	5,000	3,362	614.000	Equipment Repair & Maintenance	5,000	5,000	
3,835	4,122	3,500	3,500	614.100	Fuel	3,500	3,500	
-	-	7,000	-	614.300	Footbridge Repair & Maintenance	7,000	7,000	
14,189	3,171	20,000	12,163	614.400	Street/Alley Repair & Maintenance	20,000	20,000	
190	182	2,000	1,138	614.410	Gravel	2,000	2,000	
580	960	1,500	603	616.000	Supplies	1,500	1,500	
876	801	1,000	1,600	616.100	Clothing/Safety	1,000	1,000	
3,346	2,113	3,000	3,000	616.200	Signs & Related	3,000	3,000	
586	1,349	1,500	289	617.000	Shop Supplies & Small Tools	1,500	1,500	
361	455	1,500	334	700.000	Legal Services	1,500	1,500	
173	188	350	350	700.100	Misc. Legal (Non-Atty)	350	350	
					Transportation System Plan Update	25,000	25,000	
1,705	4,525	5,500	2,598	705.000	Professional Services	16,700	16,700	
448	2,482	7,500	4,870	705.100	Engineering Services	7,500	7,500	
1,067	1,483	2,050	2,050	705.300	Data Processing/IT Support & Security	2,050	2,050	
143	162	350	350	706.000	Dues & Certifications	350	350	
557	1,002	1,000	428	707.000	City Hall Maintenance	1,000	1,000	
-	4	100	-	707.200	City Hall Annex Maintenance	100	100	
251	-	500	-	708.100	Tool & Equipment Rental	500	500	
23	150	1,000	143	799.000	Miscellaneous Expense	1,000	1,000	
57,970	68,056	103,250	76,870		Total Material and Services	139,450	139,450	-
					Transfers			
41,000	5,000	10,000	10,000	840.000	Tfr to Equipment Replacement Res	10,000	10,000	
10,000	10,000	10,000	10,000	870.000	Tfr to Building Reserve	10,000	10,000	
50,000	75,000	100,000	100,000	875.000	Tfr to Street Reserve	50,000	50,000	
101,000	90,000	120,000	120,000		Total Transfers	70,000	70,000	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Transfers</b>			
41,000	5,000	10,000	10,000	840.000	Tfr to Equipment Replacement Res	10,000	10,000	
10,000	10,000	10,000	10,000	870.000	Tfr to Building Reserve	10,000	10,000	
50,000	75,000	100,000	100,000	875.000	Tfr to Street Reserve	50,000	50,000	
<b>101,000</b>	<b>90,000</b>	<b>120,000</b>	<b>120,000</b>		<b>Total Transfers</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>
					<b>Capital Outlay</b>			
7,502	7,738	15,000	196	903.000	Equipment	10,000	10,000	
-	-	1,000	-	904.000	City Hall Improvements	500	500	
-	-	1,000	-	904.100	City Hall Annex Improvements	500	500	
-	-	1,000	-	904.200	City Shops/Yards Improvements	500	500	
602	-	2,500	16,350	904.300	Street Trees	2,500	2,500	
-	1,455	2,000	-	910.000	Street Improvements	2,000	2,000	
<b>8,104</b>	<b>9,193</b>	<b>22,500</b>	<b>16,546</b>		<b>Total Capital Outlay</b>	<b>16,000</b>	<b>16,000</b>	<b>-</b>
-	-	2,600	-	880.000	Contingency	14,524	14,524	
-	-	50,000	-	999.000	Unappropriated Ending Fund Balance			
<b>224,459</b>	<b>239,822</b>	<b>363,742</b>	<b>278,808</b>		<b>Total Street Fund Expenditures</b>	<b>324,275</b>	<b>324,275</b>	<b>-</b>
<b>435,938</b>	<b>425,404</b>	<b>363,742</b>	<b>397,983</b>		<b>Total Street Fund Revenue</b>	<b>324,275</b>	<b>324,275</b>	<b>-</b>



# Water Utility Fund

The Water Utility Fund provides for operations of the City's water treatment, pumping, and distribution system. The City owns seven wells, co-owns a well with Lafayette, operates two additional wells in partnership with the City of Lafayette, and operates the Breyman Watershed Area, which is comprised of natural spring water. The City will continue significant infrastructure investment into the City's drinking water system this year.

The City operates a Water Treatment Facility in accordance with an Intergovernmental Agreement with the City of Lafayette. The facility is located in Dayton, but both cities use the facility to treat water. The operation and maintenance of the facility is shared, based on the water usage.

In 2014, the City purchased the former Dayton Nursery for the water rights and wells on the property. There are four wells that the City can potentially tie-in to the City's water system. The City has obtained the water rights and is currently looking for funding for this project.

Improvements to the City's main water source at the Breyman Watershed Springs were completed in the summer of 2014. In FY 2015-16, the City implemented a Well Maintenance Program for the wells shared with the City of Lafayette in order to get as much production as possible out of the wells, which will further improve the amount of water available to the City. In FY2019-2020, the City completed a meter replacement project for the entire system changing over to radio read meters. In 2021 the City completed a water rate study and changed to a meter-size rate methodology and reduced the base usage from 400 cubic square feet to 200 which positively impacted households with lower usage.

The City will be doing a Water Master Plan Update in FY2025-2026.



*Public Works Staff: Rebecca Eastman, Jake Taijala, John Lindow, Don Cutler, and Erick Steadman*

ACTUAL		2023/2024		2024/2025				
2021/2022	2022/2023	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-000	Water Utility Revenue			
682,853	776,289	567,054	694,823	400.000	Working Capital	418,401	418,401	
3,673	20,124	4,000	31,633	404.000	Interest	20,000	20,000	
3,017	9,289	7,000	10,991	421.300	Late Fees	9,000	9,000	
904,237	961,049	900,000	988,384	450.000	Water Service Charges	970,000	970,000	
3,052	3,658	3,000	1,991	451.000	Water Deposit	1,500	1,500	
356	311	100	289	451.100	NSF Fees	100	100	
2,520	3,480	2,000	2,070	451.200	Water On/Off Fees	2,000	2,000	
3,694	5,300	3,000	5,615	451.300	Backflow Testing	5,000	5,000	
93,099	76,810	130,000	130,962	459.999	City of Lafayette	65,000	65,000	
-257	329	1,000	1,051	480.000	Miscellaneous Revenue	1,000	1,000	
1,840	0	200	2,230	480.100	Water Meters	500	500	
14,400	13,060	15,000	14,500	480.200	Fisher Land Lease/Caretaker Rent	15,600	15,600	
0	0	-	-	480.300	Transfer from TLT Fund	-	-	
55,500	0	-	-	480.400	Transfer from American Rescue Plan Fund	-	-	
1,767,984	1,869,699	1,632,354	1,884,540		Total Water Utility Fund Revenue	1,508,101	1,508,101	-

ACTUAL		2023/2024		2024/2025				
2021/2022	2022/2023	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-300	Water Department Expenditures			
					Personnel Services			
139,262	186,950	196,345	196,345		Salaries	240,606	240,606	
87,949	98,736	107,403	107,403		Fringe Benefits	140,748	140,748	
227,210	285,687	303,748	303,748		Total Personnel Services	381,354	381,354	-
					Materials and Services			
22,499	24,540	35,000	35,000	600.000	Utilities - Electricity	35,000	35,000	
208	-	3,500	3,500	600.001	Utilities - Electricity Well #5	3,500	3,500	
284	1,007	1,000	1,000	600.100	Utilities - Propane	1,000	1,000	
8,443	16,514	13,000	14,206	601.000	Office expense	16,000	16,000	
3,370	4,096	4,300	4,300	601.100	Postage	4,300	4,300	
4,374	5,921	5,000	5,000	602.000	Telephone & Related	5,500	5,500	
9,891	11,938	13,132	14,271	604.000	Insurance	17,125	17,125	
4,400	5,224	5,500	7,431	608.000	Audit	8,174	8,174	
6,255	9,331	7,500	7,500	611.000	Travel & Meeting	7,500	7,500	
-	953	-	-	612.000	Training	-	-	-
8,973	12,284	10,000	10,000	614.000	Equipment Repair & Maintenance	10,000	10,000	
4,193	4,507	4,500	4,500	614.100	Fuel	4,500	4,500	
-	-	4,000	4,000	614.300	Footbridge Repair & Maintenance	4,000	4,000	
16,401	19,504	45,000	32,311	614.400	Wells & Springs Maintenance	45,000	45,000	
130	-	2,500	2,500	614.410	Gravel	2,500	2,500	
11,818	7,669	17,000	17,000	614.600	Water Line Repair & Maintenance	17,000	17,000	
12,724	12,954	30,000	22,233	616.000	Supplies	30,000	30,000	
2,332	2,132	1,000	5,038	616.100	Clothing/Safety	5,000	5,000	
-	7,544	10,000	10,000	616.200	Water Meters	10,000	10,000	
1,301	4,086	4,000	4,000	617.000	Shop Supplies & Small Tools	4,000	4,000	
3,375	3,042	7,500	7,500	700.000	Legal Services	7,500	7,500	
501	421	1,000	1,000	700.100	Misc. Legal (Non-Atty)	1,000	1,000	
23,471	58,157	30,000	34,238	705.000	Professional Services	65,000	65,000	
5,284	1,916	25,000	15,247	705.100	Engineering Services	25,000	25,000	
-	-	-	-	705.110	Water Master Plan	-	-	
15,610	21,059	23,700	23,700	705.300	Data Processing/IT Support & Security	25,000	25,000	
7,451	9,421	9,000	9,920	706.000	Dues/Certifications	11,000	11,000	
-	245	-	-	706.100	Dues/Fees/Certifications	-	-	
715	1,287	1,000	1,000	707.000	City Hall Maintenance	1,000	1,000	
-	4	500	500	707.200	City Hall Annex Maintenance	500	500	
2,000	2,000	2,000	2,000	708.000	Land Rental	2,000	2,000	
251	-	500	500	708.100	Tool & Equipment Rental	500	500	
-	-	5,000	5,000	710.000	Water Conservation Education	5,000	5,000	
5,000	4,500	10,000	12,475	720.000	Leak Detection	10,000	10,000	
1,781	2,143	3,500	594	750.000	Water Deposit Refunds	3,500	3,500	
2,072	5,537	5,000	2,699	751.000	Water Analysis	5,000	5,000	
862	1,941	1,000	1,830	799.000	Miscellaneous Expense	1,000	1,000	
185,970	261,879	340,632	321,992		Total Material and Services	393,099	393,099	-



ACTUAL		2023/2024		2024/2025				
2021/2022	2022/2023	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Transfers</b>			
20,000	30,000	30,000	30,000	840.000	Tfr to Equipment Replacement Res	30,000	30,000	
250,000	250,000	415,000	415,000	860.000	Tfr to Water System Capital Project	100,000	100,000	
150,000	150,000	150,000	150,000	860.100	Tfr to Debt Service Fund	210,000	210,000	
10,000	10,000	10,000	10,000	870.000	Tfr to Building Reserve Fund	10,000	10,000	
<b>430,000</b>	<b>440,000</b>	<b>605,000</b>	<b>605,000</b>		<b>Total Transfers</b>	<b>350,000</b>	<b>350,000</b>	-
					<b>Capital Outlay</b>			
2,357	464	1,000	2,546	903.000	Equipment	20,000	20,000	
-	-	1,000	-	904.000	City Hall Improvements	1,000	1,000	
-	-	1,500	-	904.100	City Hall Annex Improvements	1,500	1,500	
-	-	1,500	5,000	904.200	City Shop/Yards Improvements	1,500	1,500	
-	-	2,000	-	910.000	System Improvements	2,000	2,000	
-	-	1,000	-	910.200	Wellhouse Improvements	1,000	1,000	
-	-	-	-	920.000	Land Acquisition	-	-	
<b>2,357</b>	<b>464</b>	<b>8,000</b>	<b>7,546</b>		<b>Total Capital Outlay</b>	<b>27,000</b>	<b>27,000</b>	-
-	-	53,234	-	880.000	Contingency	24,634	24,634	
-	-	75,000	-	999.000	Unappropriated Ending Fund Balance	50,000	50,000	
<b>845,538</b>	<b>988,029</b>	<b>1,385,614</b>	<b>1,238,286</b>		<b>Total Water Department Expenditures</b>	<b>1,226,087</b>	<b>1,226,087</b>	-

ACTUAL		2023/2024		2024/2025				
2021/2022	2022/2023	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-301	Water Treatment Facility Expenditures			
					Personnel Services			
50,733	63,529	57,632	57,632		Salaries	83,023	83,023	
29,835	34,869	31,526	31,526		Fringe Benefits	48,566	48,566	
80,568	98,398	89,158	89,158		Total Personnel Services	131,589	131,589	-
					Materials and Services			
17,970	19,165	25,000	25,000	600.000	Electricity	25,000	25,000	
3,438	1,440	3,500	3,500	600.100	Utilities - Propane	3,500	3,500	
487	811	600	600	601.000	Office Expense	600	600	
189	230	225	225	601.100	Postage	225	225	
2,932	4,189	5,000	5,000	602.000	Telephone	5,000	5,000	
10,941	13,204	12,582	15,786	604.000	Insurance	19,000	19,000	
471	559	575	795	608.000	Audit	1,000	1,000	
805	1,236	5,000	5,000	611.000	Travel & Meeting	5,000	5,000	
2,063	6,922	10,000	10,000	614.000	Equipment Repair & Maintenance	10,000	10,000	
3,236	3,479	5,000	5,000	614.100	Fuel	5,000	5,000	
5,064	6,310	15,000	15,000	616.000	Supplies	15,000	15,000	
865	796	1,000	1,008	616.100	Clothing/Safety	2,000	2,000	
429	1,807	1,500	1,500	617.000	Shop Supplies & Small Tools	1,500	1,500	
181	152	600	600	700.000	Legal Services	600	600	
247	256	500	500	700.100	Misc Legal (Non-Att)	500	500	
1,882	4,975	10,000	2,995	705.000	Professional Services	10,000	10,000	
360	8,609	10,000	2,925	705.100	Engineering Services	10,000	10,000	
7,013	9,233	10,500	10,500	705.300	Data Processing	10,500	10,500	
409	412	1,000	1,000	706.000	Dues & Certifications.	1,000	1,000	
477	859	1,000	1,000	707.000	City Hall Maintenance	1,000	1,000	
5,971	3,472	12,000	8,194	707.001	Water Treatment Facility Maint	12,000	12,000	
0	6	1,000	1,000	707.200	City Hall Annex Maintenance	1,000	1,000	
24	160	1,000	1,000	799.000	Miscellaneous Expense	1,000	1,000	
65,452	88,280	132,582	118,127		Total Material and Services	140,425	140,425	-
					Capital Outlay			
136	168	25,000	20,567	903.000	Equipment	10,000	10,000	
-	-	-	-	910.300	Security Improvements	-	-	-
136	168	25,000	20,567		Total Capital Outlay	10,000	10,000	-
146,157	186,846	246,740	227,852		Total Water Treatment Facility Expenditures	282,014	282,014	-

991,694	1,174,876	1,632,354	1,466,138		Total Water Utility Fund Expenditures	1,508,101	1,508,101	-
1,767,984	1,869,699	1,632,354	1,884,540		Total Water Utility Fund Revenue	1,508,101	1,508,101	-

## Sewer Utility Fund

The Sewer Utility Fund includes administrative, engineering, and inspection related to the sanitary sewer system and lagoons. It includes expenditure funds for sanitary sewer line repair and maintenance, lift station repair and maintenance, lagoon maintenance and the de-chlorination system maintenance.

In FY2018-2019, the City completed the Ferry Street Trunk Sewer and Main Pump Station project which upgraded a large portion of our system. In FY22-23, the City completed a sewer rate study and started a Sewer Master Plan Update. The infrastructure expansion needed due to the UGB Swap completed in 2022 will require a new Sewer Master Plan to help in acquiring future funding.

With a system of 1965 porous concrete pipes, storm water seeps into our sewer system and elevates the levels at the sewer ponds. City staff are working to mitigate this issue and seeking additional funding through a Congressional Direct Spending request through Senator Wyden and Merkley's offices for \$2 million.

The Sewer Rates in the 2024/25 budget include a monthly increase to each system user of \$18. Five dollars a month will be used to cover increased costs the Sewer Fund has experienced in 2024 and thirteen dollars a month will be used to pay for the Footbridge and Hwy 221 Lift Station Replacement projects.



*Photo Credit: John Collins*

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				400-000	Sewer Utility Revenue			
418,860	459,278	231,965	210,462	400.000	Working Capital	45,223	45,223	
2,635	14,484	1,000	22,308	404.000	Interest	20,000	20,000	
528,335	525,943	646,812	574,419	450.000	Sewer Service Charges	765,000	765,000	
1,875	1,970	1,500	1,505	450.100	Sewer Service Deposits	1,500	1,500	
201	168	100	208	451.100	NSF Fees	100	100	
1,370	5,022	3,500	5,298	451.300	Late Fees	4,800	4,800	
0	0	20,000	20,000	460.000	Grant - Business Oregon for I & I	-	-	
0	0	250	5,365	480.000	Miscellaneous Revenue	250	250	
0	0	-	-	490.100	Transfer from TLT Fund	-	-	
31,250	0	-	-	490.200	Transfer from American Rescue Plan Fund	-	-	
984,526	1,006,863	905,127	839,566		Total Sewer Utility Fund Revenue	836,873	836,873	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				400-400	Sewer Utility Fund Expenditures			
					Personnel Services			
135,031	179,396	193,323	180,837		Salaries	214,759	214,759	-
82,682	97,328	105,750	91,519		Fringe Benefits	137,329	137,329	-
217,714	276,724	299,073	272,356		Total Personnel Services	352,088	352,088	-
					Materials and Services			
15,376	36,153	36,000	40,919	600.000	Utilities - Electricity	45,000	45,000	
1,389	1,128	1,500	1,500	600.100	Utilities - Propane	1,500	1,500	
10,648	9,272	10,000	10,522	600.200	Utilities - Water	24,000	24,000	
8,744	16,968	15,000	15,000	601.000	Office Expense	15,000	15,000	
3,808	4,608	5,000	5,000	601.100	Postage	5,000	5,000	
2,882	4,273	3,500	4,512	602.000	Telephone & Related	4,500	4,500	
8,929	10,682	9,822	12,770	604.000	Insurance	11,786	11,786	
2,724	3,234	3,500	4,601	608.000	Audit	5,061	5,061	
3,427	6,387	7,500	3,640	611.000	Travel & Meeting	7,500	7,500	
7,249	14,035	10,000	6,330	614.000	Equipment Repair & Maintenance	7,500	7,500	
4,794	5,153	5,000	5,000	614.100	Fuel	5,000	5,000	
-	-	4,000	1,041	614.300	Footbridge Repair & Maintenance	4,000	4,000	
7,500	11,989	17,500	14,641	614.400	Sewer Pond Repair & Maintenance	10,000	10,000	
317	-	1,000	-	614.410	Gravel	1,000	1,000	
1,477	2,651	10,000	5,894	614.500	Liftstation Repair & Maintenance	5,000	5,000	
1,970	6,578	10,000	720	614.600	Sewer Lines Repair & Maintenance.	5,000	5,000	
14,960	23,864	20,000	21,541	616.000	Supplies	20,000	20,000	
1,763	1,613	1,750	4,479	616.100	Clothing/Safety	3,500	3,500	
862	3,217	3,000	509	617.000	Shop Supplies/Small Tools	1,000	1,000	
181	228	1,000	1,000	700.000	Legal Services	1,000	1,000	
494	521	1,000	1,114	700.100	Misc. Legal (Non-Atty)	1,000	1,000	
12,710	33,356	15,000	29,072	705.000	Professional Services	40,000	40,000	
4,060	12,033	15,000	10,437	705.100	Engineering Services	10,000	10,000	
5,450	18,085	37,714	36,274	705.200	I & I Project/Study Required by DEQ	-	-	
4,678	6,925	7,800	7,800	705.300	Data Processing/IT Support & Security	7,800	7,800	
-	-	-	12,000	705.600	Sewer Rate Study	-	-	
9,662	22,215	10,000	10,797	705.800	TMDL Implementation Plan	2,500	2,500	
3,294	3,020	4,250	2,202	706.000	Dues & Certifications	2,500	2,500	
3,578	6,300	5,500	2,690	707.000	City Hall Maintenance	500	500	
-	8	1,000	-	707.200	City Hall Annex Maintenance	500	500	
502	-	1,000	-	708.100	Tool & Equipment Rental	500	500	
745	1,163	1,500	1,500	750.000	Sewer Deposits Refund	1,500	1,500	
3,795	5,084	7,000	5,383	751.000	Sewer Analysis	7,000	7,000	
309	3,814	1,000	1,044	799.000	Miscellaneous Expense	1,000	1,000	
148,276	274,556	282,836	279,929		Total Materials & Services	257,148	257,148	-

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Transfers</b>			
20,000	30,000	30,000	-	840.000	Tfr to Equipment Replacement	-	-	
10,000	50,000	150,000	150,000	850.000	Tfr to Sewer Reserve Fund	50,000	50,000	
86,000	86,000	86,000	86,000	861.100	Tfr to Debt Service	125,380	125,380	
5,000	5,000	5,000	5,000	870.000	Tfr to Building Reserve Fund	-	-	
<b>121,000</b>	<b>171,000</b>	<b>271,000</b>	<b>241,000</b>		<b>Total Transfers</b>	<b>175,380</b>	<b>175,380</b>	<b>-</b>
					<b>Capital Outlay</b>			
6,492	8,473	5,000	1,057	903.000	Equipment	1,000	1,000	
-	-	500	-	904.000	City Hall Improvements	500	500	
-	-	500	-	904.001	City Hall Annex Improvements	500	500	
-	-	500	-	904.200	City Shops/Yards Improvements	500	500	
31,766	65,648	5,000	-	905.000	Sewer Pond Improvements	1,000	1,000	
-	-	5,000	-	910.000	System Improvements	1,000	1,000	
<b>38,259</b>	<b>74,121</b>	<b>16,500</b>	<b>1,057</b>		<b>Total Capital Outlay</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
-	-	-	-	880.000	Contingency	47,758	47,758	
-	-	35,718	-	999.000	Unappropriated Ending Fund Balance			
<b>525,248</b>	<b>796,401</b>	<b>905,127</b>	<b>794,342</b>		<b>Total Sewer Utility Fund Expenditures</b>	<b>836,873</b>	<b>836,873</b>	<b>-</b>
<b>984,526</b>	<b>1,006,863</b>	<b>905,127</b>	<b>839,566</b>		<b>Total Sewer Utility Fund Revenue</b>	<b>836,873</b>	<b>836,873</b>	<b>-</b>

# State Revenue Sharing Fund

In the early 1970's Federal and State governments developed a system to return some of the State and Federal funds to the local level. These funds were distributed to the Cities and were used for a variety of activities or purchases. The Revenue Sharing Fund receives receipts under the State Revenue Sharing program which distributes a portion of the State Liquor Tax to local government.

The State Revenue Sharing Fund is a discretionary fund that supports community events and activities as directed by the City Council. It can also be used to support other Funds within the budget that enhance other projects that are important to the community.

Events this fund supports are Old Timers Weekend, National Night Out, Christmas Tree Lighting at Courthouse Square Park, Breakfast with Santa and Bazaar, the City-Wide Spring Clean-up week, and the return of a Carnaval de Cinco de Mayo.





ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	State Revenue Sharing Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				500-000	State Revenue Sharing Fund Revenue			
38,550	45,822	25,900	36,775	400.000	Working Capital	23,217	23,217	
113	621	500	964	404.000	Interest	800	800	
32,588	32,518	32,000	34,316	424.000	State of Oregon	33,000	33,000	
10,000	20,000	-	-	429.000	Transfer from General Fund			
-	-	8,000	-	459.000	Transfer from Transient Lodging Tax Fund	5,000	5,000	
-	3,420	500	3,822	480.000	Miscellaneous Revenue	4,000	4,000	
81,251	102,381	66,900	75,877		Total State Revenue Sharing Fund Revenue	66,017	66,017	-

				500-500	State Revenue Sharing Fund Expenditures			
					Materials and Services			
765	924	1,000	1,104	604.000	Insurance	1,217	1,217	
209	249	300	354	608.000	Audit	400	400	
1,962	10,114	7,500	4,080	611.000	Travel & Meeting	5,000	5,000	
0	427	3,000	-	611.100	Travel - Legislative/Economic Development	1,500	1,500	
1,205	1,516	3,000	4,340	700.000	Legal Services	4,000	4,000	
372	356	600	411	706.000	Dues & Certifications.	600	600	
3,892	8,645	6,500	3,835	752.000	City Council Expense	4,000	4,000	
0	6,797	4,000	-	752.100	City/County Dinner	4,000	4,000	
4,600	11,000	15,000	11,800	752.200	Community Giving	10,000	10,000	
					Language Classes and Town Hall	6,500	6,500	
2,523	2,500	2,500	-	752.220	Downtown Revitalization/DCDA	2,500	2,500	
0	1,500	1,500	-	752.240	YCTA Contribution	1,500	1,500	
18,185	18,944	20,000	22,630	752.600	Community Events	23,000	23,000	
0	0	500	-	752.700	Youth Advisory Council Expense	500	500	
492	0	500	3,822	799.000	Miscellaneous Expense	500	500	
34,205	62,971	65,900	52,376		Total Materials & Services	65,217	65,217	-
					Transfers			
-	-	-	-	830.000	Transfer to Transient Lodging Tax Fund		-	
-	-	-	-	840.000	Transfer to General Fund	-	-	-
-	-	-	-		Total Transfers	-	-	-
					Capital Outlay			
1,224	1,235	500	-	903.000	Council Chamber Furnishings	400	400	
-	1,400	500	284	903.100	Community Center Furnishings	400	400	
1,224	2,635	1,000	284		Total Capital Outlay	800	800	-
35,429	65,606	66,900	52,660		Total State Revenue Sharing Fund Expenditures	66,017	66,017	-
81,251	102,381	66,900	75,877		Total State Revenue Sharing Fund Revenue	66,017	66,017	-



# Capital Funds

The City's Capital Funds represent those monies being spent on Capital Improvements for the City.

The following pages highlight our Capital Funds that include the Water Capital Fund, the Sewer Capital Fund, the Street Capital Fund, the Parks Capital Fund, the Equipment Replacement Fund, and the Building Reserve Fund. These funds receive transfers from the other funds and the money is then used to finance the construction or purchase of new or upgraded assets for the City.

Also included in the Water, Sewer, Street, and Parks capital funds are revenues from System Development Charges (SDC's) associated with new development. These charges are to be used to pay for the cost of extra capacity or extension of improvements for water, sanitary or storm sewer facilities, streets, or parks. System Development Charges are contributed as the priority revenue source to these projects, then transfers from other funds.

## Water Utility Capital Fund

The Water Capital Fund primarily receives money from the Water Utility Fund, from grant sources, and from System Development Charges (SDCs) for improvements to the City's water system and treatment facilities.

### **Major Projects to be completed for fiscal year 2024-2025 include:**

- Waterline Upgrade for the Utility Bridge
- PLC Upgrades for the Water Treatment Plant
- Waterline Replacements
- Reservoir Maintenance

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Water Utility Capital Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				600-000	Water Utility Capital Fund Revenue			
228,086	756,793	936,697	899,119	400.000	Working Capital	437,877	437,877	
2,687	14,769	3,000	22,918	404.000	Interest	20,000	20,000	
21,510	6,305	16,968	-	420.000	System Development Charges	16,968	16,968	
400,000	-	-	-	450.000	Utility Bridge Waterline Upgrade Grant	-	-	
250,000	250,000	415,000	415,000	459.000	Transfer from Water Fund	100,000	100,000	
<b>902,283</b>	<b>1,027,867</b>	<b>1,371,665</b>	<b>1,337,037</b>		<b>Total Water Utility Capital Fund Revenue</b>	<b>574,845</b>	<b>574,845</b>	<b>-</b>

				600-600	Water Utility Capital Fund Expenditures			
					Materials and Services			
					Total Materials & Services			
					Capital Outlay			
17,096	9,523	10,000	10,000	910.100	Engineering Services	5,000	5,000	
-	1,566	30,000	-	920.100	Fisher Farms Intertie	10,000	10,000	
-	-	130,000	130,000	920.200	SCADA PLC Upgrade	-	-	
-	-	-	-	920.300	Replace Pumps at WTP	25,000	25,000	
-	30,834	800,000	435,959	920.350	Utility Bridge Waterline Upgrade	185,000	185,000	
-	14,790	100,000	100,000	920.400	Water Mainline Replacements	25,000	25,000	
-	-	50,000	50,000	930.100	Wells & System Improvements	85,000	85,000	
56,360	7,050	30,000	30,000	930.200	Wells Maintenance	30,000	30,000	
-	-	10,000	10,000	930.300	McDougal Wells Perimeter Fence	10,000	10,000	
72,035	64,984	133,201	133,201	930.600	Reservoir Maintenance	150,000	150,000	
<b>145,490</b>	<b>128,748</b>	<b>1,293,201</b>	<b>899,160</b>		<b>Total Capital Outlay</b>	<b>525,000</b>	<b>525,000</b>	<b>-</b>
-	-	28,464	-	880.000	Contingency	49,845	49,845	
-	-	50,000	-	999.000	Unappropriated			
<b>145,490</b>	<b>128,748</b>	<b>1,371,665</b>	<b>899,160</b>		<b>Total Water Utility Capital Fund Expenditures</b>	<b>574,845</b>	<b>574,845</b>	<b>-</b>
<b>902,283</b>	<b>1,027,867</b>	<b>1,371,665</b>	<b>1,337,037</b>		<b>Total Water Utility Capital Fund Revenue</b>	<b>574,845</b>	<b>574,845</b>	<b>-</b>

# Sewer Capital Projects Fund

The Sewer Utility Capital Fund receives money from the Sewer Utility Fund and System Development Charges (SDCs).

The next big capital project coming up is be the Dayton Utility Bridge with Infrastructure upgrades. Also known in town as “The Footbridge”, this bridge carries our water and sewer infrastructure across the Yamhill River. The City and Council spent considerable time researching the possible replacement options before settling on a steel midspan replacement between the A frames. Financing has been secured through DEQ for \$6 million. This debt will have to funded through user rate increases so the City has been applying for grant funding to reduce the amount of loan needed. Recession increased the cost of the project from \$4.2 million to \$7.5 million. The City acquired a grant in 2021 for \$1,000,000 from a Yamhill County ARPA grant program which has been used for bridge design and the waterline replacement which the DEQ loan cannot fund.

Building on the bridge will start in May of 2023 with anticipated completion in the summer of 2024 barring no substantial delays due to supply chain issues. The temporary work bridge will remain after for a short period of time.

## **Major Projects to be completed for fiscal year 23-24 include:**

- Construction of the Utility Bridge Mid-Span Replacement with Infrastructure Upgrades
- Construction of the HWY 221 Lift Station
- Aerator Installation



The 220-foot steel midspan replacement before it is assembled and craned over the Yamhill River and attached to the concrete abutments. It weighs approximately 225,000 lbs.

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Sewer Utility Capital Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				700-000	Sewer Utility Capital Fund Revenue			
308,422	998,674	1,080,060	1,066,759	400.000	Working Capital	177,362	177,362	
1,647	9,055	2,000	13,857	404.000	Interest	10,000	10,000	
37,820	80,937	15,128	-	420.000	System Development Charges	15,128	15,128	
-	-	5,500,000	4,000,000	425.000	Utility Bridge with Sewer Line Upgrade DEQ Loan	1,500,000	1,500,000	
600,000	-	-	-	429.000	Utility Bridge with Sewer Line Upgrade Grants	500,000	500,000	
511,000	-	-	-	430.000	HWY 221 Lift Station Replacement Grant/Loan	953,000	953,000	
-	488,990	490,255	-	431.000	Transfer from ARPA Fund	3,200	3,200	
10,000	50,000	150,000	150,000	459.300	Transfer from Sewer Fund	50,000	50,000	
1,468,890	1,627,656	7,237,443	5,230,615		Total Sewer Utility Capital Fund Revenue	3,208,690	3,208,690	-

				700-700	Sewer Utility Capital Fund Expenditures			
					Materials and Services			
-	10,000	10,000	-	608.000	Single Audits - Federal Funding Requirements			
	10,000	10,000			Total Materials & Services	-	-	-
					Transfers			
-	-	-	-	850.000	Transfer to Debt Service Fund	-	-	-
-	-	-	-		Total Transfers	-	-	-
					Capital Outlay			
42,093	52,011	100,000	47,804	910.000	System Improvements	20,000	20,000	
					CCTV Sewer Lines for Inflow & Infiltration	20,000	20,000	
391,808	381,841	5,900,000	4,000,000	910.410	Utility Bridge with Sewerline Upgrade	2,000,000	2,000,000	
-	-	15,000	-	910.450	Short-lived Assets Reserve	30,000	30,000	
26,677	85,533	1,025,000	985,225	920.000	Hwy 221 Lift Station Replacement	1,064,775	1,064,775	
-	16,414	130,000	15,224	921.000	Sewer Master Plan Update	-	-	
-	-	15,000	-	921.100	Installation of Aerators	50,000	50,000	
9,638	15,099	5,000	5,000	930.300	Lift Station Improvement and/or Replacement	5,000	5,000	
470,215	550,898	7,190,000	5,053,254		Total Capital Outlay	3,189,775	3,189,775	-
-	-	37,443	-	880.000	Contingency	18,915	18,915	
-	-	-	-	999.000	Unappropriated			
470,215	560,898	7,237,443	5,053,254		Total Sewer Utility Capital Fund Expenditures	3,208,690	3,208,690	-
1,468,890	1,627,656	7,237,443	5,230,615		Total Sewer Utility Capital Fund Revenue	3,208,690	3,208,690	-

# Equipment Replacement Reserve

This fund is used for the purchase or major improvement of the City's equipment and vehicles. It receives revenue from transfers from the Street Fund, the Water Fund, the Sewer Fund, and the General Fund.

In the Spring of 2022, the City had an opportunity to purchase a used street sweeper for \$60,000. The Public Works staff took over the cleaning of our streets in April of 2022. Streets are cleaned twice a month when weather allows.

In the current fiscal year, the City needs to trade in the current tractor and purchase a new larger one.

## **FY 2023-2024 Capital Investments include:**

- 1 new tractor



ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Equipment Replacement Reserve Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				750-000	Equipment Replacement Reserve Fund Revenue			
32,780	21,175	40,893	42,465	400.000	Working Capital	36,409	36,409	
305	1,677	500	1,955	404.000	Interest			
41,000	5,000	10,000	10,000	459.100	Transfer from Street Fund	10,000	10,000	
20,000	30,000	30,000	30,000	459.200	Transfer from Water Fund	30,000	30,000	
20,000	30,000	30,000	-	459.300	Transfer from Sewer Fund	-	-	
5,000	-	-	-	459.400	Transfer from General Fund	-	-	
-	-	50	-	459.800	Miscellaneous Revenue			
119,085	87,852	111,443	84,420		Total Equipment Replacement Reserve Fund Revenue	76,409	76,409	-

				750-750	Equipment Replacement Reserve Fund Transfers			
					Transfers			
					Total Transfers			
					Capital Outlay			
5,606	14,404	15,000	2,757	903.000	Equipment	10,000	10,000	
31,982	30,983	45,000	45,254	903.100	Replace Pickup	-	-	
-	-	25,000	-	903.402	Replace Tractor	50,000	50,000	
37,588	45,387	85,000	48,011		Total Capital Outlay	60,000	60,000	-
-	-	26,443	-	880.000	Contingency	16,409	16,409	
-	-	-	-	999.000	Unappropriated	-	-	-
37,588	45,387	111,443	48,011		Total Equipment Replacement Reserve Fund Expenditures	76,409	76,409	-
119,085	87,852	111,443	84,420		Total Equipment Replacement Reserve Fund Revenue	76,409	76,409	-

# Building Reserve Fund

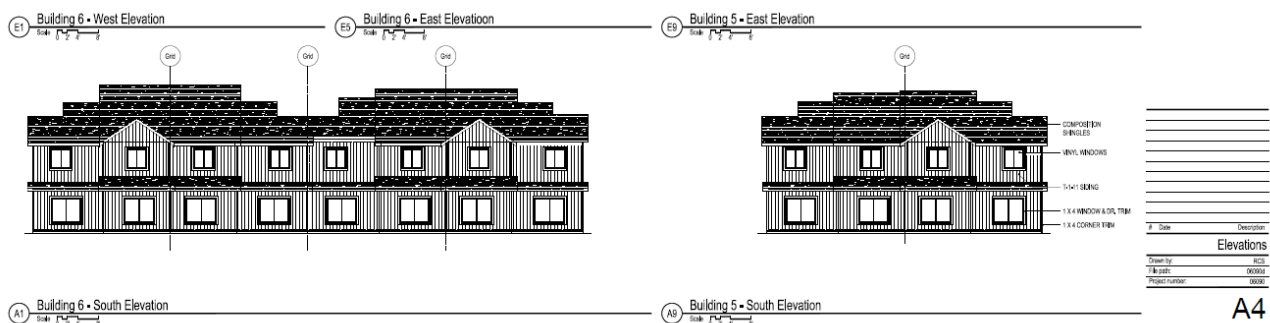
The Building Reserve Fund is used for all major construction of City facilities. As the City Council has made it a goal to build a new City Hall, fund transfers to the Building Reserve Fund will continue to increase over the next fiscal year.

## Dayton Village

In 2018, the City of Dayton took ownership of Dayton Village, a property located off Ferry Street between 9th and 10 Streets. The acquisition required that any ensuring development be deemed “affordable” for lower-income purchasers.

The City created a request for proposal (RFP) in November 2024, and received interest from Community Home Builders (CHB), a Yamhill County Community Development Corporation. CHB has been assisting low-income individuals and families with obtaining home ownership since 1994. Their mutual Self-Help Program requires participants to work together building each other’s homes creating a sense of ownership beyond simple purchase. To make loans affordable, CHB facilitates 502 Direct Loans where a portion of a buyer’s loan payment is paid by USDA Rural Development.

Building is expected to begin as early as the summer of 2024. A total of 10 units will be built on the property with additional parking space designated for homeowner use. The project will be completed within a one-year period from the start of construction. In exchange for referenced property, the city will receive 310,000 dollars.



## FY 2024-2025 Capital Investments include:

- Roof Replacement on City Hall & Mary Gilkey Library
- Flooring Repair and Replacement at the Community Center
- Bandstand Rehabilitation
- Dayton Village Development

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Building Reserve Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				760-000	Building Reserve Fund Revenue			
198,042	206,978	213,703	213,920	400.000	Working Capital	152,726	152,726	
949	5,217	1,500	7,882	404.000	Interest	5,000	5,000	
					Dayton Village Sale Proceeds	300,000	300,000	
10,000	10,000	10,000	10,000	459.100	Transfer from Street Fund	10,000	10,000	
10,000	10,000	10,000	10,000	459.200	Transfer from Water Fund	10,000	10,000	
5,000	5,000	5,000	5,000	459.300	Transfer from Sewer Fund	-	-	
5,000	-	-	-	459.400	Transfer from General Fund	-	-	
228,991	237,195	240,203	246,802		Total Building Reserve Fund Revenue	477,726	477,726	-

				760-760	Building Reserve Fund Transfers			
					Transfers			
-	-	-	-	459.600	Transfer to General Fund	-	-	
-	-	-	-	459.700	Transfer to Sewer Fund	-	-	
-	-	-	-		Total Transfers	-	-	-
					Capital Outlay			
-	1,800	15,000	9,258	920.000	Dayton Village Development	10,000	10,000	
-	-	40,000	33,266	930.000	Building Construction	15,000	15,000	
22,013	-	5,000	-	930.100	City Maintenance Shop Improvements	5,000	5,000	
-	-	15,000	16,522	930.110	City Hall & Library and Annex ADA Doors	-	-	
					Bandstand Rehabilitation	40,000	40,000	
					City Hall Roof Replacement	25,000	25,000	
-	-	60,000	35,030	930.300	Community Center	65,000	65,000	
-	21,475	-	-	930.400	City Shops Paving	-	-	
22,013	23,275	135,000	94,076		Total Capital Outlay	160,000	160,000	-
-	-	5,203	-	880.000	Contingency	247,726	247,726	
-	-	100,000	-	999.000	Unappropriated Ending Fund Balance	70,000	70,000	
22,013	23,275	240,203	94,076		Total Building Reserve Fund Expenditures	477,726	477,726	-
228,991	237,195	240,203	246,802		Total Building Reserve Fund Revenue	477,726	477,726	-



# Street Capital Projects Fund

The Street Capital Projects Fund receives transfers from the Street Fund and General Fund as well as grant proceeds to complete upgrades to the City's streets, storm system, bikeways, and pedestrian element. The City received two Small City Allotment (SCA) grants which funded the street overlay projects on Main Street and 5<sup>th</sup> Street that were completed in 2020 and the 6<sup>th</sup> Street Overlay which was completed in 2022.

In December of 2020, the City was awarded a \$750,000 grant from the Oregon Department of Transportation's Safe Routes to School program. The City completed the sidewalk improvements from 9<sup>th</sup> to Ferry in the fall of 2022 and with project savings, extended the project to include the sidewalks from 6<sup>th</sup> to 8<sup>th</sup> Street. In 2023, the City completed a road overlay of 7<sup>th</sup> Street, a portion of 9<sup>th</sup> Street, and Church Street with a \$250,000 Small City Allotment (SCA) Grant. The City will apply for another \$250,000 SCA in July of 2024.

In FY 2024-25, the City will be developing a 50/50 Sidewalk Program for Dayton residents. Working in partnership with the city, residents will be able to seek 50% of the funding to improve their sidewalks.

## Capital Needs:

- Continued street overlays



2021/2022	2022/2023	Adopted	Projected	Street Capital Projects Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				770-000	Street Capital Projects Fund Revenue			
157,262	253,548	69,874	111,160	400.000	Working Capital	179,415	179,415	
1,523	8,372	4,000	12,760	404.000	Interest	10,000	10,000	
5,625	4,500	2,250	-	420.000	System Development Charges	2,250	2,250	
50,000	75,000	100,000	100,000	459.100	Transfer from Street Fund	50,000	50,000	
-	100,000	250,000	250,000	490.200	SCA Grant - Road Overlay	250,000	250,000	
150,036	552,362	-	47,783	490.400	Safe Routes to School Grant/9th to Flower Sidewalk	-	-	
364,446	993,781	426,124	521,704		Total Street Capital Projects Fund Revenue	491,665	491,665	-

				770-770	Street Capital Projects Expenditures			
					Materials and Services			
-	-	-	-		Total Materials and Services	-	-	-
					Capital Outlay			
-	-	25,000	25,000	910.000	Street Capital Projects	100,000	100,000	
-	-	25,000	25,000	910.200	Sidewalk Improvements	50,000	50,000	
-	-	25,000	-	910.250	Sidewalk 50/50 Program	25,000	25,000	
104,580	728,942	-	1,147	910.700	9th to Flower Sidewalk Project	-	-	
6,319	146,154	-	-	910.800	6th Street Overlay Project	-	-	
-	7,526	325,000	291,143	910.900	7th & 9th Street Overlay Project	-	-	
-	-	-	-	920.000	SCA Road Overlays	250,000	250,000	
110,898	882,621	400,000	342,289		Total Capital Outlay	425,000	425,000	-
-	-	-	-	880.000	Contingency	16,665	16,665	
-	-	26,124	-	999.000	Unappropriated Ending Fund Balance	50,000	50,000	
110,898	882,621	426,124	342,289		Total Street Capital Projects Fund Expenditures	491,665	491,665	-
364,446	993,781	426,124	521,704		Total Street Capital Projects Fund Revenue	491,665	491,665	-

# Park Capital Projects Fund

The Park Capital Projects Fund receives transfers from the General Fund and grant proceeds for the improvement of City Parks.

A City Council Strategic Goal includes developing a strategy for improvement of the County's Dayton Landing Park and boat ramp including permitting, funding, construction and possible ownership. The City is working with Yamhill County Parks and the Oregon Marine Board on this project.

In 2022, the City completed upgrades to Alderman Dog Park by adding a fence around the perimeter and a water feature for dogs and their humans.

In 2023/24, the City completed the bathroom installation at Andrew Smith Park with Transient Lodging Tax funds that residents selected through a park improvement survey in 2022.

## The major projects for fiscal year 2024-2025 include:

- Parks Master Plan (if grant funding is received)
- Courthouse Square Park Improvements - Post Clock and Playground Shading



Bathroom installation at Andrew Smith Park on 11<sup>th</sup> Street

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Parks Capital Projects Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				780-000	Parks Capital Projects Fund Revenue			
59,921	66,915	165,960	177,262	400.000	Working Capital	50,393	50,393	
1,494	8,211	4,000	12,572	404.000	Interest	10,000	10,000	
500	400	400	-	420.000	System Development Charges	400	400	
-	-	75,000	-	430.000	Grant - State of Oregon Parks Program	50,000	50,000	
5,000	-	-	-	459.400	Transfer from General Fund	-	-	
-	136,806	-	-	459.500	Transfer from TLT Fund	-	-	
66,915	212,332	245,360	189,834		Total Parks Capital Projects Fund Revenue	110,793	110,793	-

				780-780	Parks Capital Projects Expenditures			
					Materials and Services			
-	-	75,000	-	705.000	Parks Master Plan	60,000	60,000	
-	-	75,000	-		Total Materials and Services	60,000	60,000	-
					Capital Outlay			
-	-	10,000	10,000	920.200	Courthouse Square Park Improvements	30,000	30,000	
-	-	1,000	3,260	920.300	Andrew Smith Park Improvements	1,000	1,000	
-	35,069	5,000	-	920.310	Alderman Park Improvements	1,000	1,000	
-	-	8,500	8,500	920.315	Legion Field Improvements	5,000	5,000	
-	-	-	-	920.320	Dayton Landing Park Bathroom	-	-	
-	-	10,000	-	920.350	Other Park Improvements	4,000	4,000	
-	-	125,000	117,682	920.400	Andrew Smith Park Bathroom Installation	-	-	
-	35,069	159,500	139,441		Total Capital Outlay	41,000	41,000	-
-	-	-	-	880.000	Contingency	9,793	9,793	
-	-	10,860	-	999.000	Unappropriated Ending Fund Balance		-	-
-	35,069	245,360	139,441		Total Parks Capital Projects Fund Expenditures	110,793	110,793	-
66,915	212,332	245,360	189,834		Total Parks Capital Projects Fund Revenue	110,793	110,793	-



## Debt Service Fund

The Debt Service fund accumulates money for repayment of City debt. The debt can be created by any other fund with City Council approval. Debt can be of varying natures such as bonded debt, bank loans or loans from other government agencies.

Currently, the City is paying on 3 separate loans. Two for water system improvements through the Infrastructure Finance Authority of the State of Oregon, for the Water Treatment Plant and Wells as well as the Springs Rehabilitation. One loan for the Main Pump Station and Ferry Street Trunk Sewer project which was substantially completed in 2019 and the first payment made in December of 2020.

The Utility Bridge with Infrastructure Upgrades project is starting construction in May of 2023. Anticipated substantially complete is in the summer of 2024 with the temporary work bridge coming down in the late summer. The City has secured a \$5.5 million loan and \$500,000 grant from Oregon's Department of Environmental Quality Clean Water State Revolving Loan program.

The Highway 221 Lift Station project debt payment will be due the December after the project closeout date. This project is slated to be completed in 2025. The first payment will be budgeted for in the FY25/26 budget.

Debt	Project	Outstanding July 1, 2023	Rate of Interest	Outstanding July 1, 2024	Maturing 24/25 Principal	Maturing 24/25 Interest
Safe Drinking Water Revolving Loan	Water Treatment Plant	1,739,387	1.00%	1,613,448	127,199	16,134
Safe Drinking Water Revolving Loan	Springs Rehabilitation	346,620	1.00%	332,456	14,306	3,325
USDA Rural Development Loan	Main Pump Station and Ferry Street Trunk Sewer	2,180,539	1.875%	2,139,176	40,219	42,029
DEQ Clean Water State Revolving Fund Loan*	Utility Bridge with Infrastructure Upgrades		1.000%	5,500,000	161,156	70,131

ACTUAL		2023/2024				2024/2025		
2021/2022	2022/2023	Adopted	Projected	Debt Service Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				850-000	Debt Service Fund Revenue			
309,572	327,322	349,677	352,776	400.000	Working Capital	382,790	382,790	
1,713	9,416	1,000	13,977	404.000	Interest	15,000	15,000	
150,000	150,000	150,000	150,000	459.000	Transfer from Water Fund	210,000	210,000	
86,000	86,000	86,000	86,000	459.300	Transfer from Sewer Fund	125,380	125,380	
23,249	23,249	23,249	23,249	459.999	City of Lafayette	23,249	23,249	
			-					
570,534	595,987	609,926	626,001		Total Debt Service Fund Revenue	756,419	756,419	-

				850-850	Debt Service Expenditures			
123,458	124,692	123,386	125,939	774.000	Debt Service to Bond - WTP(Principal)	127,199	127,199	
19,875	18,641	19,947	17,394	776.000	Debt Service to Bond - WTP (Interest)	16,134	16,134	
13,885	14,024	13,877	14,164	778.000	Debt Service to Springs (Principal)	14,306	14,306	
3,745	3,606	3,753	3,466	778.100	Debt Service to Springs (Interest)	3,325	3,325	
42,207	43,749	43,749	40,604	785.100	Debt Service to Bond - Sewer MPS/FSTS (Principal)	40,219	40,219	
40,041	38,499	38,499	41,644	785.200	Debt Service to Bond - Sewer MPS (Interest)	42,029	42,029	
-	-	99,455	-	785.300	Debt Service to Footbridge (Principal)	161,156	161,156	
-	-	-	-	785.400	Debt Service to the Footbridge (Interest)	70,131	70,131	
243,211	243,211	342,666	243,211		Total Debt Service Fund Expenditures	474,499	474,499	-
-	-	23,625	-	900.300	Reserve for Lafayette Loan Payoff	23,625	23,625	
-	-	82,248	-	900.305	Reserve for MPS FSTS USDA Loan Payment	82,248	82,248	
-	-	118,924	-	900.310	Reserve for Bridge DEQ Loan Payment	106,275	106,275	
-	-	42,463	-	999.000	Unappropriated Ending Fund Balance	69,772	69,772	
243,211	243,211	609,926	243,211		Total Debt Service Fund Expenditures	756,419	756,419	-
570,534	595,987	609,926	626,001		Total Debt Service Fund Revenue	756,419	756,419	-

## Appendix

2024/2025 Salary Allocation Table														
POSITION	23/24 Budget	Admin 100-100	Parks 100-103	Library 100-104	Planning 100-105	Building 100-106	Total Admin	Local Option 101-101	TLT Fund 105-105	Streets 200-200	Water 300-300	WTP 300-301	Sewer 400-400	Grand Total
<b>Accountant/Finance Manager</b>	96,750	16,447	0	0	0	0	16,447	4,837	0	3,870	34,830	1,935	34,830	<b>96,750</b>
% of Total Salary	1.0 FTE	17.00%	0.00%	0.00%	0.00%	0.00%	17.00%	5.00%	0.00%	4.00%	36.00%	2.00%	36.00%	<b>100.00%</b>
<b>City Manager</b>	133,350	20,003	2,667	2,667	5,334	5,334	36,005	4,001	0	6,668	40,005	6,668	40,005	<b>133,350</b>
% of Total Salary	1.0 FTE	15.00%	2.00%	2.00%	4.00%	4.00%	27.00%	3.00%	0.00%	5.00%	30.00%	5.00%	30.00%	<b>100.00%</b>
<b>City Recorder</b>	72,000	18,000	0	0	7,200	0	25,200	10,800	0	0	18,000	0	18,000	<b>72,000</b>
% of Total Salary	1.0 FTE	25.00%	0.00%	0.00%	10.00%	0.00%	35.00%	15.00%	0.00%	0.00%	25.00%	0.00%	25.00%	<b>100.00%</b>
<b>Library Assistant</b>	18,500	0	0	18,500	0	0	18,500	0	0	0	0	0	0	<b>18,500</b>
% of Total Salary	.50 FTE	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	<b>100.00%</b>
<b>Library Director</b>	72,000	18,000	0	18,000	3,600	3,600	43,200	0	0	7,200	7,200	7,200	7,200	<b>72,000</b>
% of Total Salary	1.0 FTE	25.00%	0.00%	25.00%	5.00%	5.00%	60.00%	0.00%	0.00%	10.00%	10.00%	10.00%	10.00%	<b>100.00%</b>
<b>Maintenance Operator 1</b>	106,000	0	37,100	0	0	0	37,100	0	0	10,600	21,200	15,900	21,200	<b>106,000</b>
% of Total Salary	2.0 FTE	0.00%	35.00%	0.00%	0.00%	0.00%	35.00%	0.00%	0.00%	10.00%	20.00%	15.00%	20.00%	<b>100.00%</b>
<b>Maintenance Operator 1 - Projects</b>	61,500	0	3,075	0	0	0	3,075	0	0	6,150	21,525	11,070	19,680	<b>61,500</b>
% of Total Salary	1.0 FTE	0.00%	5.00%	0.00%	0.00%	0.00%	5.00%	0.00%	0.00%	10.00%	35.00%	18.00%	32.00%	<b>100.00%</b>
<b>Maintenance Operator 2</b>	65,000	0	6,500	0	0	3,250	9,750	0	0	6,500	16,250	16,250	16,250	<b>65,000</b>
% of Total Salary	1.0 FTE	0.00%	10.00%	0.00%	0.00%	5.00%	15.00%	0.00%	0.00%	10.00%	25.00%	25.00%	25.00%	<b>100.00%</b>
<b>Office Specialist II - Utility Mgmt</b>	69,000	3,450	0	0	0	0	3,450	3,450	0	0	31,050	0	31,050	<b>69,000</b>
% of Total Salary	1.0 FTE	5.00%	0.00%	0.00%	0.00%	0.00%	5.00%	5.00%	0.00%	0.00%	45.00%	0.00%	45.00%	<b>100.00%</b>
<b>Office Specialist II - Code/Building</b>	61,000	1,525	0	0	1,525	21,350	24,400	30,500	0	0	3,050	0	3,050	<b>61,000</b>
% of Total Salary	1.0 FTE	2.50%	0.00%	0.00%	2.50%	35.00%	40.00%	50.00%	0.00%	0.00%	5.00%	0.00%	5.00%	<b>100.00%</b>
<b>PW Director/Supervisor</b>	85,000	3,400	3,400	0	1,700	5,100	13,600	0	0	10,200	20,400	20,400	20,400	<b>85,000</b>
% of Total Salary	1.0 FTE	4.00%	4.00%	0.00%	2.00%	6.00%	16.00%	0.00%	0.00%	12.00%	24.00%	24.00%	24.00%	<b>100.00%</b>
<b>Tourism/Economic Dev. Director</b>	85,975	15,476	1,720	0	0	0	17,195	0	42,988	0	12,896	0	12,896	<b>85,975</b>
% of Total Salary	1.0 FTE	18.00%	2.00%	0.00%	0.00%	0.00%	20.00%	0.00%	50.00%	0.00%	15.00%	0.00%	15.00%	<b>100.00%</b>
% of Total Salary	0 FTE	3.00%	10.00%	0.00%	0.00%	1.00%	14.00%	0.00%		7.00%	30.00%	20.00%	29.00%	<b>100.00%</b>
Overtime	20,000	2,000	1,000				3,000			2,000	9,000	1,000	5,000	<b>20,000</b>
% of Total Allocation		10%	5%				15.00%			10%	45%	5%	25%	<b>100.00%</b>
On-Call Hourly Cost	13,000										5,200	2,600	5,200	<b>13,000</b>
% of Total Allocation											40.00%	20.00%	40.00%	<b>100.00%</b>
<b>TOTAL SALARIES</b>	<b>959,076</b>	<b>98,301</b>	<b>55,461</b>	<b>39,167</b>	<b>19,359</b>	<b>38,634</b>	<b>250,923</b>	<b>53,588</b>	<b>42,988</b>	<b>53,188</b>	<b>240,606</b>	<b>83,023</b>	<b>234,761</b>	<b>959,076</b>



FUND TRANSFERRED FROM		Amount	FUND TRANSFERRED TO														
			General 100-100	ARPA 106-106	LOT 101-101	TLT 105-105	Water 300-300	Sewer 400-400	SSR 500-500	Water Cap 600-600	Sewer Cap 700-700	Equip Res 750-750	Bldg Res 760-760	Street Cap 770-770	Parks Cap 780-780	Debt 850-850	
General Fund	100-100																0
Transient Lodging Tax Fund	105-105	24,000	19,000						5,000								24,000
ARPA Fund	106-106	3,200									3,200						3,200
Street Fund	200-200	70,000										10,000	10,000	50,000			70,000
Water Utility Fund	300-300	350,000								100,000		30,000	10,000			210,000	350,000
Sewer Utility Fund	400-400	175,380									50,000					125,380	175,380
State Revenue Sharing	500-500	0															0
Totals		622,580															622,580

ARPA

LOT

TLT

SSR

American Recovery Plan Act

Local Option Tax

Transient Lodging Tax

State Shared Revenue

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## 00 "EXHIBIT A"

### PUBLIC NOTICE

#### NOTICE OF BUDGET COMMITTEE MEETINGS & PUBLIC HEARING ON STATE REVENUE SHARING FUNDS

City of Dayton, Oregon  
www.daytonoregon.gov

The Budget Committee of the City of Dayton, Yamhill County, State of Oregon, will conduct the following public meetings to discuss the budget for the Fiscal Year July 1, 2024, to June 30, 2025. All meetings will be held at the City Hall Annex, 408 Ferry Street, Dayton, Oregon, and will begin at 6:30 pm:

Date	Purpose of Meeting
Monday, May 6, 2024	

This is a meeting where the Budget Committee will receive the Proposed FY 2024/2024 Budget & hear the Budget Message. Any person may appear at this meeting to comment on the proposed programs. At this meeting a public hearing will also be conducted on possible uses of State Revenue Sharing Funds. Monday, May 20, 2024

This is a meeting where deliberation of the Budget Committee will take place.

Tuesday, May 28, 2024  
Continued deliberations if necessary.

A copy of the budget may be inspected or obtained on or after May 6, 2024, at the Dayton City Hall, 416 Ferry Street, between the hours of 9:00 am and 5:00 pm Monday-Friday. A copy will also be available for review in the Mary Gilkey Public Library, 416 Ferry Street, between the hours of 9:00 am and 5:00 pm

### AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.  
County of Yamhill

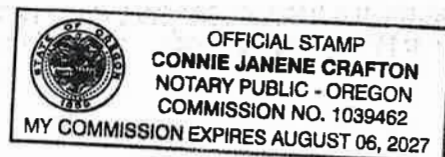
I, Terri Hartt

being first duly sworn, depose and say that I am the Legal Clerk, of the NEWS-REGISTER, a newspaper of general circulation as defined by O.R.S. 193.010 and O.R.S. 193.020 published two times each week at McMinnville, County of Yamhill, State of Oregon, and that **City of Dayton - Public Notice May 6, 2024 Budget Committee Meeting - April 5, 2024**  
Subscribed and sworn before me this **4/9/2024**.

*Terri Hartt*

*Connie Janene Crafton*

Notary Public for Oregon  
My Commission Expires 08/06/2027



**To:** Honorable Mayor and City Councilors  
**From:** Cyndi Park, Interim City Manager  
**Issue:** Approval of Resolution 23/24-22 Police Services Contract for 2024-2025  
**Date:** June 17, 2024

**Background Information:**

The city's Local Option Tax (\$1.85/\$1,000 property valuation) generates the revenue for this contract. The current levy was renewed in June of 2022 and has a 6-year term.

This resolution renews our contract with the Sheriff's Office for Police Services for 2024/2025. Our current contract expires on June 30, 2024.

This year's contract includes an increase from \$190,547 to \$197,556. This is a 9.6% increase with no other changes to the contract. The contract is attached to the resolution for your review. A detailed spreadsheet itemizing the costs is attached for your reference.

**City Manager Recommendation:** I recommend approval of Resolution 23/24-22.

**Potential Motion:** "I move to approve Resolution 23/24-22 a Resolution Approving an Intergovernmental Agreement between Yamhill County and the City of Dayton for Police Services for Fiscal Year 2024/2025."

**City Council Options:**

- 1 - Move to approve Resolution 23/24-22.
- 2 - Move to approve Resolution 23/24-22 with amendments.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council before June 30, 2024.

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**RESOLUTION No. 23/24-22**  
**City of Dayton, Oregon**

A Resolution Approving an Intergovernmental Agreement between Yamhill County and the City of Dayton for Police Services for Fiscal Year 2024/2025.

**WHEREAS,** the City of Dayton currently has no police department; and

**WHEREAS,** the Yamhill County Sheriff's Office can provide for such services under contract; and

**WHEREAS,** the City of Dayton has contracted for such services for the past fifteen years and wishes to continue these services for an additional year.

**The City of Dayton resolves as follows:**

- 1) THAT** the Mayor and Interim City Manager are authorized to execute the FY 2024-2025 Agreement for Police Services (attached hereto as Exhibit A and by this reference made a part hereof), on behalf of the City, which will be bound by its terms; and
- 2) THAT** beginning July 1, 2024, this agreement supersedes and replaces the Agreement for Police Services between the parties adopted by Resolution No. 22/23-20 for the period July 1, 2023 - June 30, 2024; and
- 3) THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED** this 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

---

**Annette Frank, Mayor**

---

**Date Signed**

**ATTEST:**

---

**Rocio Vargas, City Recorder**

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**Date of Enactment**

**Attachment - Exhibit A**

## **AGREEMENT FOR POLICE SERVICES (City of Dayton 2024-2025)**

THIS AGREEMENT is made the last dates set forth adjacent to the signatures of the parties, to be effective July 1, 2024, by and between **YAMHILL COUNTY**, Oregon, a political subdivision of the state of Oregon, acting by and through the Sheriff's Office, ("the County") and the **CITY OF DAYTON**, a municipal corporation of the State of Oregon ("the City").

### **RECITALS**

- A.** ORS 190.010 and 206.345 allow cities to contract with county sheriffs and governing bodies for the provision of county police services to incorporated cities.
- B.** The City desires to continue to contract with the County for Yamhill County Sheriff's Office to provide police services within the City. County is agreeable to providing police services on the terms and conditions set forth in this agreement from July 1, 2024, through June 30, 2025.
- C.** This agreement supersedes and replaces the prior police services agreement between the parties that expires June 30, 2024. NOW, THEREFORE,

### **AGREEMENT**

In exchange for the mutual promises and obligations as set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**SECTION 1. SCOPE OF SERVICES.** The County agrees to provide police protection within the corporate limits of the City to the extent and in the manner described in this section. The police services shall encompass duties and enforcement functions of those normally undertaken by Yamhill County Sheriff's Office under the statutes of the State of Oregon. Such services shall include public safety, criminal law enforcement, issuing of citations based on City ordinances, traffic enforcement, preparation of police reports, and/or attendance at council meetings, and related services that are within the legal authority of the Sheriff to provide.

**SECTION 2. MANAGEMENT BY COUNTY.** Subject to applicable bargaining agreements and law, the rendition of such service, standards of performance, discipline of officers, personnel issues, and other matters incident to the performance of such services shall be subject to the control of the County. However, if the City is unhappy with any such items, the parties will attempt to resolve the dispute through a joint meeting of a representative of the Sheriff's Office and the City Manager. In addition, management of deputies by the County will be subject to the following:

- a. County to provide monthly schedule.** Deputies assigned to the City shall maintain schedules on a monthly basis which will set forth the time deputies spend within the City.
- b. Scheduling of Deputies.** The City shall recommend the schedule to the extent feasible. The County agrees to exercise its best efforts to accommodate the City's desired schedule for deputies

assigned to provide police services under this agreement but retains ultimate authority to schedule.

- c. **Areas of Assignment.** The County agrees to exercise its best efforts to accommodate the City's desired target areas for police services under this agreement. The City will communicate desired target areas to County's supervisor. The supervisor will use all reasonable efforts to fulfill the City's request.
- d. **Deputies shall do Paperwork in the City.** The County and deputy(s) assigned to the City will use every reasonable effort to perform report-writing and other office-based functions of law enforcement in the City to maximize the number of hours which the assigned deputy(s) remains within the City.

**SECTION 3. COUNTY FURNISHES LABOR AND MATERIALS; CITY FURNISHES OFFICE SPACE.** For the purpose of performing these functions, County and City shall provide the following:

- a. **County's Requirements.** The County shall furnish and supply all labor, supervision, equipment, vehicles, communication facilities, and supplies necessary to provide the services described in Section 1, including any necessary secretarial or record keeping services.
- b. **City's Requirements.** The City shall provide sufficient office space within the City limits for County personnel to perform services under this agreement. The City shall provide and pay for utilities costs, except that the County shall provide and pay for its own telecommunications needs.

**SECTION 4. PERSONNEL COMMITMENTS.**

- a. **Full-Time Equivalent (FTE) Assigned to the City.** The County shall provide **ONE (1.0)** patrol deputy full-time equivalent position. All County personnel assigned to provide services under this agreement will be certified by DPSST to perform the services described in Section 1. After consultation with the City Manager, the County may assign either one deputy working full-time or two deputies working half-time to fill the 1.0 patrol deputy FTE.
- b. **Full-Time Equivalent (FTE) Defined.** As used in this section, an FTE means a full-time equivalent position. One (1) FTE constitutes approximately 2,080 hours per year, less time used for the following purposes: leaves authorized by the collective bargaining agreement or state or federal law; court time; training time related to maintenance or enhancement of proficiency; and any other function directly related to job performance as an employee of the County.
- c. **Extra Personnel to the City; Temporary Absence from the City.** When available, the County shall provide, at no cost, extra patrol for the City if emergency backup or coverage is needed. Deputies assigned to the City will not be sent out of the City to surrounding calls, unless it is necessary for the deputy(s) to provide backup or make a first response to an emergency. When response to a surrounding call is made, the deputy(s) will return to the City as soon as a rural patrol deputy or other law enforcement official has relieved the deputy(s).



- d. City Representatives Authorized to Request Emergency Patrols.** The City Manager is authorized to request special or emergency patrols or response by the Sheriff, and the Sheriff will abide by the request if adequate personnel, in the Sheriff's sole determination, is available; provided, however that the City shall reimburse the County at the County's cost for personnel time spent on special or emergency patrols or responses requested and provided under this paragraph.

**SECTION 5. PERSONNEL EMPLOYED BY THE COUNTY.** All persons employed in the performance of this agreement shall be County employees. The County acts as an independent contractor under this agreement. The City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services herein for the City. Except as otherwise specified herein, the City shall not be liable for compensation or indemnity to any County employee for any injury or sickness arising out of the employee's employment with the County. The County shall comply with ORS 656.017, which requires it to provide workers' compensation coverage for its subject workers.

**SECTION 6. THE CITY'S RECIPROCAL INDEMNIFICATION.** The County, its officers, and its employees, shall not be deemed to have assumed any liability for acts of the City, or of any officer, employee, or agent thereof, and, subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the City hereby covenants and agrees to hold and save the County and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the County, its officers, agents, or employees, by reason of any act of the City, its officers, agents, and employees.

**SECTION 7. THE COUNTY'S RECIPROCAL INDEMNIFICATION.** The City, its officers, and its employees, shall not be deemed to have assumed any liability for acts of the County, or of any officer, employee, or agent thereof, and, subject to the limits of the Oregon Tort Claims Act and the Oregon Constitution, the County hereby covenants and agrees to hold and save the City and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the City, its officers, agents, or employees, by reason of any act of the County, its officers, agents, and employees.

**SECTION 8. TERM AND TERMINATION OF AGREEMENT.**

- a. Term.** Unless terminated in accordance with subsection (b), the term of this agreement is from July 1, 2024 through June 30, 2025.
- b. Termination for Any Reason.** Either party may terminate this agreement on one hundred and eighty (180) days written notice to the other party. Termination shall not excuse liabilities incurred prior to the termination date.

**SECTION 9. COMPENSATION BY CITY.**

- a.** For the period July 1, 2024, to June 30, 2025, the City will pay to the County, for performance of the duties identified in Section 1, the sum of **\$197,556.23**, in monthly installments of **\$16,463.02**, as outlined in Exhibit A, which is incorporated herein by this reference. Such payment is due by the 15th day of the month in which services were provided.

- b. The County shall exercise its best efforts to notify the City in writing of any proposed rate adjustment for the subsequent fiscal year no later than April 30.

**SECTION 10. TRANSFER OF ORDINANCE ENFORCEMENT AUTHORITY.** Upon execution of this agreement and during its effective term, the police authority of the City for enforcing City ordinances is transferred to Yamhill County Sheriff's Office. For the limited purpose of compliance with applicable city charters, the City upon execution of this agreement hereby designates the Yamhill County Sheriff as the Chief of Police of said City.

**SECTION 11. INCORPORATION.** The introductory paragraph and recitals appearing at the beginning of this agreement are hereby incorporated into and made a part of this agreement as if fully set forth herein.

DONE the dates set forth adjacent to the signatures below.

**CITY OF DAYTON, OREGON**

**YAMHILL COUNTY, OREGON**

\_\_\_\_\_  
ANNETTE FRANK, Mayor

\_\_\_\_\_  
LINDSAY BERSCHAUER, Chair  
Board of Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*ATTEST:*

*ATTEST:*

\_\_\_\_\_  
CYNDI PARK, Interim City Manager

\_\_\_\_\_  
SAM ELLIOTT, Sheriff

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
CHRISTIAN BOENISCH, County Counsel

Date: \_\_\_\_\_

**EXHIBIT A:  
YAMHILL COUNTY SHERIFF'S OFFICE 2024-2025 DEPUTY COSTING**

	RANGE/ STEP	BASE SALARY	MOS.	AMOUNT	CERT /LONG	TOTAL	HEALTH INS	RETIR	FICA	MEDICARE	Disability Ins	ACCID INS	UNEMP INS	W/C ASSES.	Time Loss	OR PD FML LV	TOTAL
Deputy	12/8	8,471.30	12	101,656	9,149	110,805	20,157	30,250	6,870	1,607	323	3,701	111	23	0	443	174,289
					9%												
						9,580		2,615	594	139		320	10		0	38	13,296
						120,384	20,157	32,865	7,464	1,746	323	4,021	120	23	0	482	\$187,584.23
PERSONNEL COSTS	174,288.64																
OVERTIME (1 Deputy x 10hrs/month)	13,295.59																
VEHICLE COSTS (1 vehicle x 50 miles @.69/mi x 264 days)	9,108.00																
UNIFORMS (1.0 FTE * \$72/mo.)	864.00																
<b>TOTAL COST</b>	<b>\$197,556.23</b>																
<b>Cost per month</b>	<b>\$16,463.02</b>																
Health & Life Insurance	20,157.0000																
Retirement	0.2730																
FICA	0.0620																
Medicare	0.0145																
Disability Insurance	323.0000																
Accident Insurance	0.0334																
Unemployment Insurance	0.0010																
Worker's Comp. Assessment	23.0000																
Time Loss	0.0000																
Oregon Paid Family Leave	0.0040																

2023-2024      \$    190,547.41      3.68%

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**To:** Honorable Mayor and City Councilors

**From:** Cyndi Park, Interim City Manager

**Issue:** Approval of Resolution 23/24-23 an Agreement for Land Use Planning Services with the Mid-Willamette Valley Council of Governments (MVCOG)

**Date:** June 17, 2024

**Background Information:**

This resolution will renew our contract with the Mid-Willamette Valley Council of Governments (COG) for Planning Services.

There are no significant changes to the contract for services. The COG contract is going from \$99/hour to \$107/hour for an Associate Planner, \$104/hour to \$109/hour for a Senior Planner, and from \$76/hour to \$84/hour for support staff.

**City Manager Recommendation:** I recommend approval of Resolution 23/24-23.

**Land Use Planning Services:** "I move to approve Resolution 23/24-23 a Resolution Approving a Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments, July 1, 2024 through June 30, 2025."

**City Council Options:**

- 1 - Move to approve the resolution.
- 2 - Move to approve the resolution with amendments.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.

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**RESOLUTION No. 23/24-23**  
**CITY OF DAYTON, OREGON**

A Resolution Approving a Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments, July 1, 2024 through June 30, 2025.

**WHEREAS**, the City of Dayton currently has no City Planner on staff and wishes to contract for professional planning services for fiscal year 2024-2025; and

**WHEREAS**, the Mid-Willamette Valley Council of Governments (hereinafter called "MWVCOG") a voluntary intergovernmental association of which the City of Dayton is a member, can provide land use planning services on a contract basis under the provisions of ORS 190.010;

**The City of Dayton resolves as follows:**

- 1) **THAT** the Interim City Manager is hereby authorized to execute the Contract for Land Use Planning Services (attached hereto as Exhibit A and by this reference incorporated herein) on behalf of the City, which will be bound by its terms.
- 2) **THAT** this resolution shall become effective immediately upon adoption.

**ADOPTED** this 17th day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

---

**Annette Frank, Mayor**

---

**Date of Signing**

**ATTESTED BY:**

---

**Rocio Vargas, City Recorder**

---

**Date of Enactment**



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | [www.mwvcog.org](http://www.mwvcog.org)  
T: 503.588.6177 | F: 503-588-6094 | E: [mwvcog@mwvcog.org](mailto:mwvcog@mwvcog.org)  
*An equal opportunity lender, provider, and employer*

---

April 15, 2024

Dear COG Member,

As you know, every spring COG sends service contracts for the upcoming fiscal year. We have some important changes to share about our process and rates.

### **Streamlined Services Contracting Process**

In the past, COG contracted with members for each type of service offered, creating multiple contracts which were identical except for the service description requiring redundant efforts for members and COG. To create efficiencies where possible, COG has streamlined our contracting process and now offers a Master Services Agreement for your consideration.

The Master Services Agreement allows the COG and members to agree to the terms for the delivery and payment of services for all services that the member may request from COG during the fiscal year. This reduces the processing time and cost for both the member and COG for contracts that are identical except for the service description.

### **Rate Changes**

At their March meeting, the MWVCOG Board of Directors adopted Resolution 2024-01 setting rates for our services. A description of all COG services is provided in the attached Local Services Plan. The rates were informed by a cost analysis conducted by the COG finance team and presented to the Board and were set based on cost recovery principles. The new rates are attached as part of the Master Services Agreement.

### **Member Cost Recovery**

In many cases, members are able to pass this cost on to developers or applicants who request planning services, either through direct billing or through the collection of fees. This is available for planning, legal and GIS services. We would be glad to assist you with putting such a system in place if you do not already have such a means of recovering these costs or if you would like information on a full recovery fee schedule.



### **Legal Services Change to Flat Rate Packages**

COG is pleased to continue offering legal and hearings officer services. This year we are offering a bundled rate of 10 hours of service to members for a flat rate of \$1000. Thereafter, legal services are billed at the hourly rate of **\$200/hour**. Flat rate packages will continue to be available for special projects e.g. Charter review.

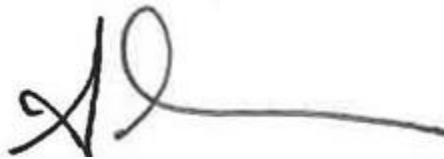
### **COG's Service Offerings**

COG staff that are assigned to work with members are a great source of information for not only their own area of expertise but other areas of expertise that a member may need. The combined knowledge and experience of the staff at COG ensure that member needs can be met on a variety of projects and services. Please don't hesitate to speak with any of our staff about our array of services.

Please sign and return both copies of the enclosed contract by **June 30th**. If you have questions or wish to discuss this further, please feel free to contact any of our COG team.

We appreciate the opportunity to provide services to you and look forward to working with you in the coming years.

Sincerely,

A handwritten signature in black ink, appearing to be 'SD', followed by a long horizontal line extending to the right.

Scott Dadson, MWVCOG Executive Director



## ABOUT MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

The Mid-Willamette Valley Council of Governments is a voluntary association of over 40 local governments. Members include Marion, Polk, and Yamhill counties, 32 cities, 7 special districts, and the Confederated Tribes of the Grand Ronde.

### MISSION

Our ongoing mission includes:

- Expanding interaction and improving dialogue among local units of government
- “Convenorship” – enhancing collective awareness of major regional issues through seminars and workshops
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to individual needs of member governments.

### GOVERNMENT

The Mid-Willamette Valley Council of Governments operates under Oregon Revised Statute 190 however; the charter has enumerated powers, so we do not have all the same powers granted to municipal corporations by State statutes. Enumerated powers limit the Board’s power to the powers expressly listed in the ORS 190 Agreement. This affects the power to issue debt, levy taxes, as well as other Board’s decisions and daily operations.

Mid-Willamette Valley Council of Governments is governed by a representational Board comprised of an appointed Chair and 19 Board members. The Board exercises policy-making and legislative authority and is responsible for COG legislation, adopting the budget, appointing committees, and hiring the Executive Director.

The Executive Director and staff are responsible for carrying out the day-to-day operations of the COG.

The COG’s fiscal year begins July 1 and ends June 30. Current information about services and projects can be found at the website [www.mwvcog.org](http://www.mwvcog.org)

## MEMBER SERVICES

The Council of Governments provides services to our members. At the core of MWVCOG programs are: Promoting regional collaboration, cooperation and dialogue among local units of government; Enhancing collective awareness of major regional issues, projects and activities through newsletters, meetings, seminars and workshops; Providing staff support, technical assistance and local services tailored to the individual needs of Mid-Willamette Valley Council of Government member jurisdictions.

## ADMINISTRATIVE SERVICES

COG provides a variety of services to support the elected leadership and central office functions. These include facilitation, recruitments, finance and accounting, and legal services.

### Facilitation

Facilitation services are available for elected leadership as well as department level efforts. Services include council goal-setting sessions, community visioning, and strategic planning.

### Recruitment Services

COG staff are available to provide recruitment services for city managers and administrators including;

- Develop a recruitment timeline based on the Council's decisions regarding the placement of advertisements and the associated deadlines; the process that the Council determines is appropriate, Council availability, etc.
- Meet with Council to draft a position profile.
- Draft and place the position advertisements.
- Receive applications and send acknowledgment letters to all applicants. Screen applications.
- Respond to inquiries from candidates during the recruitment process.
- Perform background/reference checks on finalist(s) chosen by the Council.
- Work with the Council in designing the interview process and questions.
- Facilitate the interview process.
- Send out regret letters to unsuccessful candidates at appropriate times.
- Assist in negotiating an employment agreement. MEMBER is responsible for having its legal counsel prepare or review any proposed employment contract with the person being hired as MEMBER Manager.

### Legal Services

COG provides experienced local government attorneys to provide legal services. Services include:

- Legal consultation and navigation services to assist with answering day-to-day questions such as conduct of a public meeting, public records, or the interpretation of a code or legal requirement.
- Review and drafting of contracts, intergovernmental agreements, and other documents and legal instruments.
- Drafting or resolutions, ordinances, and updates of municipal code sections as requested by MEMBER.
- Attendance at MEMBER meetings as requested by MEMBER and coordinated with the designated attorney.
- Attendance at meetings requiring legal representation either accompanying one or more MEMBER representatives or as the designated MEMBER legal representative.
- Training of MEMBER personnel, elected, and appointed officials on legal issues.
- Hearings Officer.
- Other legal services as requested by MEMBER, but does not include, litigation, bond counsel, personnel and labor negotiations, city prosecutor, or other specialized attorney services beyond agreed upon general legal representation.

### Fiscal and Budget Administration Services

COG finance staff provide services to members for budgeting, accounting, payroll administration, financial reporting, cash management, insurance, investment oversight, fiscal records management, property management, analyses, and audit support.

## TRANSPORTATION PLANNING AND GIS SERVICES

MWVCOG provides administrative services and staffing for the Metropolitan Planning Organization (MPO) responsible for transportation planning in the Salem-Keizer-Turner metropolitan planning area. Policy direction for the MPO program is provided by the Salem Keizer Area Transportation Study Policy Committee (SKATS). Participants in SKATS are: City of Salem, City of Keizer, City of Turner, Marion County, Polk County, School District 24J, Salem Area Mass Transit District, and Oregon Department of Transportation (ODOT). SKATS is responsible for the adoption and maintenance of the SKATS Metropolitan Transportation Plan (MTP), the SKATS Transportation Improvement Program (TIP), development of the regional travel demand model, and coordination and technical assistance for regional transportation studies in the SKATS boundary.

COG's Safe Routes to School program serves the Salem Keizer School district area using funding from transportation grants from ODOT the SKATS TIP, and matching funds from the Salem Keizer School District.

COG provides support and assistance to the Mid-Willamette Area Commission on Transportation (MWACT) to facilitate discussion and develop consensus on transportation issues throughout the three county-area.

### GIS Services

COG's GIS (Geographic Information System) services include specialized mapping and analysis, online web map and application development, mapping support to land use planning, census data analysis, and assisting members in establishing or expanding the use of GIS in their agencies. Ongoing projects include development and maintenance of online web map applications for Yamhill County Planning and the cities of Sheridan, Dundee, and Turner, mobile data collection application development for Yamhill County Public works and the Marion Soil and Water Conservation District, attendance boundary maintenance for the Salem-Keizer School District, quarterly building permit reports for the greater Salem-Keizer area, and production and maintenance of zoning, comp plan, address, natural resources, and other maps for member cities. Specific services include:

- Web map application development/hosting
- Planning, transportation, natural resources, demographic, utility, and many other types of mapping
- Advanced geographic processes and analyses
- Online surveys
- Mobile data collection application development
- Utility CAD data conversion
- Public participation tools, such as online public comment maps
- Story Maps
- Arc HUB sites
- Custom data analysis

## COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

Community and economic development services include land use planning, grant writing and administration, housing rehabilitation program management, small business lending, and economic development planning and activities.

### Land Use Planning

MWVCOG provides professional planners for land use planning services for current and long-range planning including code updates, UGB expansion, and related analysis. Planning staff:

- Analyzes and evaluates land use applications, development proposals and building permits; prepares appropriate public notices; evaluates data; interprets applicable laws, codes, and ordinances, and makes appropriate recommendations; coordinates reviews and negotiations with other City departments.
- Identifies and resolves critical issues affecting the feasibility and success of various development proposals and land use applications.
- Answers questions and provides information to the public on land use, sign, and public nuisance regulations; investigates complaints and recommends corrective action as necessary to resolve concerns regarding the City's land use code.
- Prepares staff reports for the City Council and Planning Commission, Hearings Official, and other committees and advisory boards; makes presentations as required.
- Participates in pre-application conferences with project teams.
- Confers with and advises engineers, surveyors, developers, architects, attorneys, landscape architects and the public regarding City development requirements and planning policies and standards; coordinates City's response on land use applications, zoning, and other planning related matters; negotiates and resolves related conflicts that arise.
- Serves as project manager or staff team member on complex land use applications and studies.
- Conducts plan review on residential, multifamily, and commercial plans for zoning development standards, such as building design, setbacks, bicycle and motor vehicle parking, and landscaping.
- Develops informational materials to provide information to the public regarding land use standards and procedures related to the City's land use code, plans, and other standards.
- May research and draft ordinances to amend the zoning and other land use development ordinances; may evaluate amendments to the comprehensive plan or neighborhood plans.
- May make presentations regarding general planning issues, or specialized planning policies and procedures to neighborhood groups, educational, civic, and professional organizations.

### Grants Administration

MWVCOG grant administration staff monitors, identifies and notifies member governments of grant and other opportunities; writes and administers grants including environmental reviews and wage monitoring; and completes reports to comply with grant requirements. These services include helping in insuring future eligibility for state and federal grants and loans by helping members with regulatory compliance in managing projects.

### Housing Rehabilitation Services

COG provides specialized assistance to members with management and administration of housing rehabilitation programs and funds. Via the HUD Community Development Block Grant (CDBG) Program, these funds provide loans or grants to low and moderate-income homeowners for home

repairs and often require extensive regulatory compliance and specialized management on the part of funded cities. Due to regulatory changes, it is advantageous for many cities to assign these CDBG funds to Valley Development Initiatives, a regional non-profit corporation, for long term management. MWVCOG provides staff services to Valley Development Initiatives (VDI) under contract.

#### Economic Development

MWVCOG coordinates and provides staff support to the activities of the Mid-Willamette Valley Community Development Partnership, an advisory Board chartered by the MWVCOG consisting of 29 members made up of both local government elected officials and private sector representatives. The Partnership provides policy direction for the regional economic development planning program. This program is supported by federal funds (EDA) and MWVCOG and Economic Development District dues.

With EDA assistance, MWVCOG provides economic development services such as urban renewal planning projects, mapping, infrastructure and employment land inventories, participation in regional economic development activities and meetings, and continued services as the Economic Development District to ensure eligibility for EDA funding and opportunities.

#### Fiduciary Funds

COG offers fiscal agent services for members. For example, COG provides fiscal agent services under an agreement with the Marion Cultural Development Corporation. Donations are received and held pending disbursement instructions from the corporation.

## **BUSINESS LENDING AND REVOLVING LOAN FUND SERVICES**

#### Revolving Loan Fund Administration

COG staff provide revolving loan fund administration services for members.

#### Business Lending

MWVCOG operates a regional loan program to help finance business facilities. This Revolving Loan Fund (RLF) program was capitalized by grants from the U.S. Economic Development Administration (EDA), member governments and the Regional Investment Program.

MWVCOG entered into intermediary relationships with the United States Department of Agriculture (USDA), the Oregon Business Development Corporation, CCD Business Development Corporation, and Business Oregon to provide loan packaging services.

Under contract with Valley Development Initiatives, MWVCOG provides staff support and fiscal services to administer an Intermediary Relending Program from the USDA Rural Business Development Loan Program and the SBA Intermediary Lending Pilot (ILP) Program.

Valley Development Initiatives applied to the U.S. Small Business Administration to become a Community Advantage lender under the SBA 7a guaranty loan program. With this program Valley Development Initiatives can lend to eligible borrowers and receive an SBA guaranty for a portion of the loan, then selling the guaranteed portion to secondary market pools, receiving a premium on the sale, servicing income and income generated from the non-guaranteed portion of each loan. The Community Advantage program targets businesses that cannot find financing elsewhere but are creditworthy.

**INTERGOVERNMENTAL AGREEMENT**  
**Between**  
**MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS**  
**And**  
**CITY OF DAYTON**

**1. PARTIES TO AGREEMENT**

This Intergovernmental Agreement (Agreement) is made pursuant to the authority found in ORS 190.010, et seq., between the *Mid-Willamette Valley Council of Governments*, an Oregon Intergovernmental Agency created under ORS Chapter 190, hereafter called COG, and City of Dayton, hereafter called MEMBER. COG and Member collectively are referred to as Parties.

**2. PURPOSE**

The purpose of this Agreement is to establish the terms and conditions under which COG will provide services as described on the Local Service Plan to MEMBER.

**3. TERM**

This Agreement shall be effective for the period of time from July 1, 2024 through and until June 30, 2025 unless sooner terminated or extended as provided herein.

**4. METHOD OF PAYMENT AND PAYMENT SCHEDULE**

- 4.1 COG agrees to submit written invoices for services to the billing contact person identified in the signature block below.
- 4.2 COG shall submit invoices for services according to the current COG "Schedule of Fee for Services."
- 4.3 MEMBER agrees to pay for services at the rates set forth in the most current COG Schedule of Fee for Services resolution schedule including as applicable, hourly staff rates, flat rates, indirect rate (if applicable), and mileage at the IRS mileage rate for travel related to providing said services.
- 4.4 MEMBER agrees to make payment to COG within 30 days of receipt of invoices from COG.

**5. ACCESS TO RECORDS**

Both parties shall maintain all records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document both parties' performance hereunder. Parties



acknowledge and agrees that the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of six (6) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

## **6. COMPLIANCE WITH APPLICABLE LAWS**

Each party agrees to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the provision of services under this Agreement, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

## **7. AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Any amendments shall be in writing and signed by duly authorized representatives of both parties.

## **8. SUSPENSION OR TERMINATION**

- 8.1 This Agreement may be extended by written agreement of the parties signed by the representatives authorized to execute this agreement.
- 8.2 This agreement may be terminated by mutual consent of the parties at any time.
- 8.3 This Agreement may also be terminated for convenience upon written notification by either party with a minimum notice of thirty (30) calendar days delivered by mail or in person. In the event of Agreement termination for convenience, COG shall be due payment for all work completed by the time of termination.
- 8.4 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

## **9. INDEPENDENT CONTRACTOR**

MEMBER has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

## **10. LIMITED WARRANTY**

In no event shall COG be liable for indirect or consequential damages. In no event regardless of theory of recovery shall COG be liable for any damages in excess of the amounts actually paid by MEMBER to COG for services provided under this agreement.

## **11. CONFLICT OF INTEREST**

No member, officer, or employee of MEMBER, or its designees or agents, no member of the MEMBER Council, and no other public official of MEMBER who exercises any function or responsibility with respect to this project during the public official's tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under the contract.

## **12. NONDISCRIMINATION**

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations in the performance of this agreement.

## **13. INSURANCE**

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

## **14. INDEMNIFICATION**

Each party shall indemnify, defend, save, and hold harmless the other party and its officers, employees, and agents from and against all claims, suits, actions, liabilities, damages, losses, or expenses, arising out of the acts or omissions of the party, its officers, agents, or employees performing under this Agreement, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of the person's official duties

## **15. MERGER CLAUSE**

The Parties concur and agree that this agreement constitutes the entire agreement between the Parties. No waiver, consent, modification or change to the terms of this agreement shall bind either party unless in writing and signed by both Parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its term and conditions.

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## **16. ASSIGNMENT, DELEGATION, SUCCESSOR**

Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

## **17. CONFLICTS**

Should a conflict arise regarding billing or quality of service, the parties shall prior to bringing a claim, action, suit or proceeding in court, meet to attempt to resolve the issue within thirty (30) days of issue identification. Each party shall designate a representative authorized to negotiate a solution to the conflict. If the conflict cannot be resolved by the parties, the parties will submit the issue for mediation. Each party shall make a good faith effort to resolve the conflict through mediation. If the conflict cannot be resolved by the parties through mediation.

## **18. GOVERNING LAW, JURISDICTION, VENUE & ATTORNEY FEES**

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a Circuit Court of the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party shall be responsible for the party's attorney fees, costs and disbursements at all times including appeals.

## **19. WAIVER**

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

## **20. COUNTERPARTS.**

This Agreement and any subsequent amendments may be executed in any number of counterparts (including by facsimile, PDF, or other electronic transmission), each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one agreement binding on all parties.

## **21. SEVERABILITY**

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

## 22. NOTICES

Any notice required to be given to COG or MEMBER under this Agreement shall be sufficient if given, in writing, by first class mail or in person as described in the signature block below.

## 23. SIGNATURES

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the Parties hereto as of the effective date set forth herein.

In witness whereof, the Parties hereto have caused this agreement to be executed on the date set forth below.

### **MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS**

By: \_\_\_\_\_

Scott Dadson, Executive Director

Date: \_\_\_\_\_

Mid-Willamette Valley Council of Governments

### **CITY OF DAYTON**

By: \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

### **BILLING CONTACT FOR INVOICES**

#### **FOR COG**

Amber Mathiesen

Finance Director

[amathiesen@mwvcog.org](mailto:amathiesen@mwvcog.org)

100 High Street SE Ste. 200

Salem, OR 97301

#### **NOTICES**

#### **For COG:**

Scott Dadson

Executive Director

[sdadson@mwvcog.org](mailto:sdadson@mwvcog.org)

100 High Street SE

Salem, OR 97301

#### **For MEMBER:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

#### **For MEMBER:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

**RESOLUTION 2024-01**

**WHEREAS**, the Mid-Willamette Valley Council of Governments (COG) is an intergovernmental entity established by agreement among the participating jurisdictions pursuant to their home rule authority and ORS 190.019.

**WHEREAS**, the agreement establishing the COG and ORS 190.020 allows the COG to enter into intergovernmental agreements for the delivery of services to its member governments

**WHEREAS**, the COG presently offers a host of fee-for-service programs on a contractual basis with its member governments to include land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services; and

**WHEREAS**, the Board of Directors for the COG desires to set rates for such services that are affordable for members and recover the COG's costs of providing such services,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS:**

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2024, and ending June 30, 2025, unless sooner amended:

**Member Services**

		COG Member Rates	Affiliate Member Rates
<b>Recruitment Services</b>			
Population - Up to 1,000		\$ 8,500	\$ 9,400
Population - 1,001 to 5,000		\$ 10,900	\$ 12,000
Population - Over 5,000		\$ 14,600	\$ 16,100
<b>Background Check Services (per background check)</b>		\$ 600	\$ 700
<b>Legal Services</b>			
Legal Service Subscription	Per year	\$ 1,000	\$ 1,200
(Includes up to 10 hours per year, unused hours do not roll forward)			
General Counsell Services	Per hour	\$ 200	\$ 230
Hearings Officer Services	Per hour	\$ 200	\$ 250

**Member Services (continued)**

		COG Member Rates	Affiliate Member Rates	Grant Contract Rates
<b>Strategic Planning/Goal Setting</b>				
Evening/Half Day (4 hours)*		\$ 2,700	\$ 2,970	
One Day (8 Hours)*		\$ 5,400	\$ 5,940	
Evening Plus full day (10 hours)*		\$ 6,450	\$ 7,095	
* hourly rates apply thereafter				
<b>Staff Services</b>				
Executive Director	per hour	\$ 187	\$ 230	\$ 225
Department Director	per hour	\$ 141	\$ 170	\$ 195
Loan Program Manager	per hour	\$ 148	\$ 180	\$ 180
Project Manager 2	per hour	\$ 114	\$ 140	\$ 165
Planner, Senior	per hour	\$ 109	\$ 130	\$ 165
Admin Services Coordinator	per hour	\$ 92	\$ 110	\$ 150
Accountant	per hour	\$ 92	\$ 110	\$ 150
Planner, Associate	per hour	\$ 107	\$ 130	\$ 150
Project Manager 1	per hour	\$ 99	\$ 120	\$ 150
Administrative Specialist	per hour	\$ 84	\$ 100	\$ 120
Planner, Assistant	per hour	\$ 84	\$ 100	\$ 120
<b>Modeling Services</b>				
Modeling Services Member Rate	per hour	\$ 100	\$ 160	
Modeling Services For Profit Rate	per hour		\$ 200	
<b>Loan Underwriting , Packaging and Closing Services*</b>				
*charged as per lender requirement		See contract	See contract	
<b>Copy</b>				
Black and White Copies (Each)		\$ 0.30	\$ 0.30	
Color Copies (Each)		\$ 0.80	\$ 0.90	
Regular Plots (Each)		\$ 39.00	\$ 42.00	
Image Plots (Each)		\$ 55.00	\$ 61.00	

**Affiliate and Business Partner Rates**

	Individual / Non-Profit Affiliate
Cost	\$500
Eligibility	<ul style="list-style-type: none"><li>i. Local governments outside of Marion, Polk and Yamhill counties</li><li>ii. Individual: Available to public employees or employees of nonprofits who work regularly with COG.</li><li>iii. Nonprofit: Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club)</li></ul>
Scope of Services	<ul style="list-style-type: none"><li>i. Affiliates are eligible for fee-for-service community development, transportation planning and GIS programs and such other services as the Executive Director may deem appropriate based on available resources.</li><li>ii. Affiliates are not eligible to participate in the COG's fee for service programs that are limited to Marion, Polk, and Yamhill local government entities (i.e. recruitments, strategic planning, etc.)</li></ul>

**ADOPTED** by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 19<sup>th</sup> Day of March 2024.

ATTEST

  
Roxanne Beltz, Vice Chair  
COG Board of Directors

  
\_\_\_\_\_  
Scott Dadson  
Executive Director



## MEMORANDUM

**TO:** Board of Directors  
Mid-Willamette Valley Council of Governments

**DATE:** March 14, 2024

**THRU:** Scott Dadson  
Executive Director

**FROM:** Amber Mathiesen  
Finance Director

**SUBJECT:** Resolution No. 2024-01 Establishing Rates for Services for FY 2024-25

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### ISSUE

Should the Mid-Willamette Valley Council of Governments (COG) Board of Directors adopt the attached resolution establishing rates for fee-for-service programs FY 2024-25?

### BACKGROUND

The COG, as an intergovernmental entity formed by agreement pursuant to ORS Chapter 190, has the authority to enter into intergovernmental agreements for the delivery of services to its member governments. The COG presently offers a host of fee-for-service programs on a contractual basis with its member governments, including but not limited to: land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services.

As part of the budget setting process, the Board adopts a rate schedule annually that sets out the fees that the COG charges for services provided to member and non-member governments.

### RECOMMENDATION

The Board adopt Resolution No. 2024-01 establishing rates for fee-for-service programs FY 2024-25.

### DISCUSSION

The following discussion summarizes the analysis that staff used to arrive at the rates on the attached resolution to include:

- Any relevant historical context for the program or service and its associated rates;
- The assumptions and methodology staff used to arrive at the recommended rate;



- Where applicable, how the recommended rate compares with private sector rates for similar work; and
- Whether the proposed rate will generate revenue in excess of expenses, only recover costs, or result in a program loss (and if so, why that is advisable).
- 

### **Member Services Rates**

Recruiting Services. The rates set forth in the attached resolution are based on an analysis that averages the number of hours spent on this service over a five-year period and tiered by entity size. The rates are well below that which recruiters charge (which based on recent recruitments in the area are \$25,000 - \$35,000 per recruitment). However, the services conducted by recruiters is markedly different, in that recruiters offer a guarantee and will also actively recruit candidates (whereas the COG's service approximates the role of an internal Human Resources staff - a passive recruitment model). The anticipated net effect of the attached rates is to be both revenue and cost neutral based on a five-year average.

Legal Services. The COG began providing legal services in 2018. The attached resolution contains two rates for attorney services. The first is for Legal Services subscriptions which allow members to get up to 10 hours of legal services for a flat rate. Then there are rates for general counsel and hearings officer services at a rate of \$200 per hour. Both rates are at or below what cities have historically paid for these services.

The COG's cost for providing this service is expected to be \$114 per hour starting July 1, 2024. On a strictly per-hour basis, this model results in a net revenue of \$86 per hour for attorney services. That net revenue goes to pay for the cost of legal services provided to the COG on internal matters. The anticipated net effect of the attached rates is to be revenue and cost neutral, with some potential for a net gain (depending on the degree to which the attorney is used for internal matters).

Strategic Planning / Goal Setting. The COG provides goal setting and strategic planning sessions through a contractor. The attached rates reflect the cost of the contractor. The net effect is to be both revenue and cost neutral.

Miscellaneous Services. The COG will occasionally provide additional member services on a fee for service basis. For example, members will contract with the COG to facilitate amendments to the city Charter, facilitate resolution of conflicts, or perform other studies within the skills and abilities of the Executive Director. The anticipated hourly cost for the Executive Director (including wages and benefits) is \$150.00. The anticipated hourly cost for administrative support is \$80.00. Staff recommends a rate of \$187 per hour for the Executive Director and \$84.00 per hour for the Administrative Support, which is the rate that most facilitators charge for similar services. Because the demand for this type of work is intermittent, it is difficult to accurately predict the revenue impact of this rate, but any revenue would be minimal.

## **Community Development Rates**

Land Use Planning. The COG provides land use planning services on a contractual, hourly basis for over twenty (20) jurisdictions throughout the region. The current contracts are set to expire on June 30, 2024.

Contract work includes current planning, special planning projects and long-range planning work, such as updating comprehensive plans, buildable land inventories and UGB expansions, code updates, mapping, etc. and this work is often shared between the local jurisdiction and private sector (if we are not successful in securing grant sources).

The staff recommended rates are intended to recover costs, however, some rates have historically been lower than cost recovery. In these cases, we are raising these rates incrementally 10% this year, and similar increases in following years)to improve recovery over time.

A market rate analysis of other planning services consultants within the region shows that, at the recommended rates, the COG proposed FY24/25 in the mid-range of other planning consultants within the region.

Program attributes that sets the COG apart, in addition to our hourly services contracts, are:

- Direct representation of our local jurisdictions with an assigned planner they can become familiar with and develop firm relationships and understandings;
- Support from the Community Development program as a whole, including support from the Community Development Director, Housing Rehabilitation Specialist, Grant Administrator, and Small Business Loan Program staff; and
- Support from a total of seven (7) Community Development staff rather than a single land use planner providing office hours that can often serve as a siloed resource.

Grants Administration. COG staff also contract with cities and other local governments throughout the year for funding application assistance, administration of public infrastructure grants and loans, and/or income surveys or other tasks needed to ensure continued eligibility for various state and federal funding programs. The recommended rate will achieve full cost recovery for this program area and is well within market rates for similar services.

Housing Rehabilitation. Community Development staff support the Valley Development Initiatives (VDI) housing rehabilitation program and contracted hourly services to support housing rehabilitation program contracts for the cities of Jefferson, Mt. Angel, Scotts Mills, Silverton, and Woodburn who maintain their own housing funds and desire COG assistance with program administration. The recommended rate will achieve full cost recovery for this program area.

Other Economic Development Services. Community Development staff will occasionally provide other economic development services, such as urban renewal planning and other

economic development efforts as requested by member local governments to enhance the region. The recommended rates for these services will achieve full cost recovery for those activities.

### **Geographic Information Services (GIS) / Transportation Modeling Services Rates**

The COG provides various technical GIS services to member governments to include:

- Updates of zoning and comprehensive plan maps as well as other maps needed for local land use planning services;
- Requested services of a local government, such as address mapping, or assistance with Census program participation (e.g. Boundary and Annexation Survey)
- Support to Yamhill County to maintain and update the county's online GIS web application;
- Services for the Salem-Keizer School District to maintain and update data layers, update and create maps of school boundaries, and maintain the district's online GIS web application (the Salem-Keizer School Finder), and other services requested by the district; and
- Mailing list GIS services for ODOT Region 2.

The hourly member rate is the needed to cover COG's labor rate for a GIS analyst, plus indirect and material costs.

Modeling Services. On an infrequent basis (from two to four times per year), the COG transportation section will get requests for modeling forecasts from private sector companies (or their consultants) for projects associated with a private-sector land use development application. COG only provides this service only for the geographic area inside the SKATS MPO area. The proposed Transportation Modeling services hour charges of \$130/hour is higher than the "break-even" costs of \$110.00/hour for a Senior Planner- \$100/hour for an Associate Planner. In a typical year, the total amount of hours charge is less than 20 hours. Requests from our local governments within SKATS and ODOT for modeling forecasts and related outputs is not charged to those jurisdictions or ODOT since they provide local or state funds for matching the federal funds provided to the COG for SKATS.

### **Loan Program Service Rates**

The loan program bills the individual loan programs for the time spent to market, underwrite, funding and servicing the loans. The recommended staff rates are expected to achieve full cost recovery when loans are funded. However, because many prospective lending opportunities are not pursued by the business borrowers and their participating lenders, for a variety of reasons beyond the control of the loan program staff, the time spent working on these prospective projects is not billable, so the time and costs are not recovered in instances when a loan does not

fund. The costs of those activities are then borne by the carryover in program income from year to year, which derives from other program revenues.

The loan program budget is the aggregate revenues of each revenue source. For example, the SBA 504 program and the Oregon Business Development Fund generates income in excess of costs; the COG revolving loan fund and VDI loan programs fund most, to all of the revenues to cover expenses and the contract lending services provided two cities and one county is subsidized by the other COG lending activities.

The COG's rates are well below market rates and that of other public sector lenders. A true private sector comparison is problematic because a lender would reluctant to accept the liability risk and increased insurance costs inherent with a contract for lending services that are not core to the lenders activities. However, for comparisons purposes assume the COG's rate for loan officer and program manager to be doubled to match private sector salaries (loan officer and team leader) and add a factor of plus 50% for indirect costs; the loan servicing rates would be increased by an indirect increase of 50%. Public sector comparisons are limited to other Councils of Governments in the State, which either are understaffed, do not have the software capacity, and are unable to provide lending services outside of their area of operations. Typically, these public entities have higher staff rates because of their individual burden rates/indirect costs in comparison to MWVCOG, as per our prior affiliation with jointly operated (three COGs) Certified Development Company.

**To:** Honorable Mayor and City Councilors

**Through:** Cyndi Park, Interim City Manager

**From:** Dave Rucklos - TED Director

**Issue:** Approval of Resolution 23/24-24 Dayton Fee Schedule Update to include EV Charging Station Hourly Use Fee

**Date:** June 17, 2024

**Background and Information**

**Goal** - City of Dayton staff secured both ODOT and PGE rebate assistance for the installation of two Tier-2 EV Charging Stations to be located at Courthouse Square Park and the City Hall Annex. The stations have been installed and a per-hourly rate for use must be set and approved for the Courthouse Square Park station.

**Objective:** Upon staff research, public per-hourly rates are dependent upon demand, and typically range from \$1.00 to \$2.00 per hour. Staff recommend that the initial fee for said station be set at \$1.50/hour.

**City Manager Recommendation:** I recommend approval.

**Potential Motion to Approve:** "I move to approve Resolution 23/24-24 A Resolution Amending the City of Dayton Fee Schedule to Add an EV Charging Station Fee of \$1.50/hour at Courthouse Square Park."

**City Council Options:**

- 1 - Approve the issuance of the intent to accept.
- 2 - Approve the issuance of the intent to accept with amendments.
- 3 -Take no action and ask staff to do more research and bring further options back to the City Council.

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**Resolution No. 23/24-24**  
**City of Dayton, Oregon**

**A Resolution Amending the City of Dayton Fee Schedule to Set Cost for Public EV Charging Stations.**

**WHEREAS,** the City of Dayton maintains and operates public EV Charging Station(s); and

**WHEREAS,** the Dayton City Council desires to allow residents and visitors to use City of Dayton public charging stations to charge their electric or hybrid vehicle; and

**WHEREAS,** the City of Dayton public charging station(s) have the ability to assess an hourly fee for use of said station(s); and

**WHEREAS,** the Dayton City Council desires to recover the cost of electricity use associated with EV charging.

**The City of Dayton resolves as follows:**

- 1) THAT** the City of Dayton Fee Schedule is hereby amended and adopted according to Exhibit A (Attached hereto and made part herein); and
- 2) THAT** this resolution shall become effective July 1, 2024.

**Adopted this** 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

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**Annette Frank, Mayor**

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**Date Signed**

**Attest:**

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**Rocio Vargas, City Recorder**

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**Date of Enactment**

**Attachment: Exhibit A**

## MISC FEES

Type of Charge	Current Fee	Resolution/ Code	Adopted
Photocopy Charges - Black & White	\$.25 per/page	2010/11-07	08/16/10
Photocopy Charges - Color	\$.50 per/page	2010/11-07	08/16/13
NSF Check & Stop Payment Check Fee	\$36.00	Policy	
Records Request Research Fees			
Staff Research Time - First Hour	\$60.00	2021/22-06	08/02/21
Staff Research Time - Additional 15 minutes increments	\$15.00		
Record Request - Provide 16 GB USB Thumb Drive	\$10.00	2021/22-06	08/02/21
Records Request - Provide CD	\$5.00 per/disk	2010/11-07	08/16/13
Credit/Debit Card Fee	No Charge	2008/09-15	09/02/08
Notary Services - Residents (inside city limits)	No Charge	2011/12-02	07/05/11
Notary Services - Non-Residents	\$10.00 Per notary act	2011/12/02	07/05/11
Lien Search Fee	No Charge	n/a	n/a
Special Event Alcohol Permit	\$75.00	23/24-13	04/01/24
<u>EV Charging Station - Hourly Fee (Courthouse Square Park)</u>	<u>\$1.50</u>	<u>23/24-24</u>	

Ferry Street Newsletter Advertisement Fee Schedule			
Color Copy:	Cost	Resolution	Adopted
Full Page - 7 x 9.5 inches	\$250.00	2020/21-20	06/21/21
Half Page - 7 x 4.6 or 3.33 x 9.5 inches	\$125.00	2020/21-20	06/21/21
Quarter Page - 4.6 x 3.33 or 3.33 x 4.6 inches	\$75.00	2020/21-20	06/21/21
1/8 page or Milestone Announcement - 2.3 x 1.67 inches	\$25.00	2020/21-20	06/21/21
Black & White Copy:	Cost	Resolution	Adopted
Full Page - 7 x 9.5 inches	\$75.00	2020/21-20	06/21/21
Half Page - 7 x 4.6 or 3.33 x 9.5 inches	\$40.00	2020/21-20	06/21/21
Quarter Page - 4.6 x 3.33 or 3.33 x 4.6 inches	\$30.00	2020/21-20	06/21/21
1/8 page or Milestone Announcement - 2.3 x 1.67 inches	\$15.00	2020/21-20	06/21/21



**To:** Honorable Mayor and City Councilors

**From:** Cyndi Park, Interim City Manager

**Issue:** Approval of Resolution 23/24-25 IGA with ODOT for Updates to TSP

**Date:** June 17, 2024

**Background Information:** The Transportation and Growth Management (TGM) Program is a joint program between the Oregon Department of Land Conservation and Development (DLCD) and the Oregon Department of Transportation (ODOT). The City of Dayton received a grant from this program for assistance in updating our Transportation System Plan (TSP), which has not been revised since 2001.

**City Manager Recommendation:** I recommend approval of Resolutions 23/24-25.

**Potential Motion:** "I move to approve Resolution 23/24-25, a Resolution Approving the Intergovernmental Agreement between the Oregon Department of Transportation and the City of Dayton for updates to the Transportation System Plan."

**City Council Options:**

- 1 - Move to approve the Resolution.
- 2 - Move to approval the Resolution with certain changes.
- 3 - Take no action and direct Staff to do more research and bring more options back to the City Council at a later date, but not after June 30, 2024.

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**RESOLUTION No. 2023/24-25**  
**City of Dayton, Oregon**

**A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) AND THE CITY OF DAYTON FOR TRANSPORTATION GROWTH MANAGEMENT GRANTS TO PROVIDE AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN**

**WHEREAS**, the City currently has a Planning Atlas and Comprehensive Plan to identify the City's transportation needs (Chapter 10), and

**WHEREAS**, the current Chapter 10 - Transportation, of the Comprehensive Plan was last updated in 2001.

**WHEREAS**, the City of Dayton has completed an Urban Growth Boundary swap resulting in approximately 106 acres of land identified for future residential use.; and

**WHEREAS**, the State is awarding grants through the Transportation Growth Management (TGM) program to assist cities in updating their Transportation System Plans (TSP); and

**WHEREAS**, Resolution 2022/23-24 authorized the Mid-Willamette Valley Council of Governments to make the application on the City's behalf for the grant that for this agreement; and

**NOW THEREFORE BE IT RESOLVED:**

1. **THAT** the Interim City Manager and appropriate staff are hereby authorized to execute the Intergovernmental Agreement with the Oregon Department of Transportation (attached hereto as Exhibit A and by this reference incorporated herein) to support the revisions to the Transportation System Plan and to make any applicable changes to the other regulating documents for the City of Dayton; and
2. **THAT** that this resolution shall become effective immediately upon adoption.

**ADOPTED** on the 17<sup>th</sup> day of June 2024.

**In Favor:**

**Opposed:**

**Absent:**

**Abstained:**

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**Annette Frank, Mayor**

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**Date Signed**

**ATTEST:**

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**Rocio Vargas, City Recorder**

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**Date of Enactment**

**Attachment - Exhibit A**

**INTERGOVERNMENTAL AGREEMENT**  
**City of Dayton, Transportation System Plan Update**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation ("ODOT" or "Agency"), and the City of Dayton ("City" or "Grantee").

**BACKGROUND**

1. The Transportation and Growth Management ("TGM") Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development.
2. The TGM Program includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly urban development.
3. This TGM Grant (as defined below) is financed with Federal Highway Administration ("FHWA") funds. Local funds are used as match for federal funds.
4. By authority granted in Oregon Revised Statutes ("ORS") 190.110, state agencies may enter into agreements with units of local government or other state agencies to perform any functions and activities that the parties to the agreement or their officers or agents have the duty or authority to perform.
5. ODOT has awarded City an in-kind grant under the TGM Program (the "TGM Grant") which is conditional upon the execution of this Agreement.
6. The parties desire to enter into this Agreement for their mutual benefit.

**SECTION 1. DEFINITIONS**

Unless the context requires otherwise, the following terms, when used in this Agreement, shall have the meanings assigned to them below:

- A. "City's Amount" means the portion of the Grant Amount payable by ODOT to City for performing the tasks indicated in Exhibit A as being the responsibility of City.
- B. "City's Matching Amount" means the amount of matching funds which City is required to expend to fund the Project.
- C. "City's Project Manager" means the individual designated by City as its project manager for the Project.

D. “Consultant” means the personal services contractor(s) (if any) hired by ODOT to do the tasks indicated in Exhibit A as being the responsibility of such contractor(s).

E. “Consultant’s Amount” means the portion of the Grant Amount payable by ODOT to the Consultant for the deliverables described in Exhibit A for which the Consultant is responsible.

F. “Direct Project Costs” means those costs which are directly associated with the Project. These may include the salaries and benefits of personnel assigned to the Project and the cost of supplies, postage, travel, and printing. General administrative costs, capital costs, and overhead are not Direct Project Costs.

G. “Federally Eligible Costs” means those costs which are Direct Project Costs of the type listed in Exhibit B incurred by City and ODOT’s Consultant during the term of this Agreement.

H. “Grant Amount” or “Grant” means the total amount of financial assistance disbursed by ODOT under this Agreement, which disbursements consists of the City’s Amount and the Consultant’s Amount.

I. “ODOT’s Contract Administrator” means the individual designated by ODOT to be its contract administrator for this Agreement.

J. “PSK” means the personal services contract(s) executed between ODOT and the Consultant related to the portion of the Project that is the responsibility of the Consultant.

K. “Project” means the project described in Exhibit A.

L. “Termination Date” has the meaning set forth in Section 2.A below.

M. “Total Project Costs” means the total amount of money required to complete the Project.

N. “Work Product” has the meaning set forth in Section 5.I below.

## **SECTION 2. TERMS OF AGREEMENT**

A. Term. This Agreement becomes effective on the date on which all parties have signed this Agreement and all approvals (if any) required to be obtained by ODOT have been received. This Agreement terminates on September 30, 2025 (“Termination Date”), unless terminated earlier in accordance with Section 8 of this Agreement.

B. Grant Amount. The Grant Amount shall not exceed \$203,500.

- C. City's Amount. The City's Amount shall not exceed \$0.
- D. Consultant's Amount. The Consultant's Amount shall not exceed \$203,500.
- E. City's Matching Amount. The City's Matching Amount is \$23,292 or 10.27% of the Total Project Costs.

### **SECTION 3. CITY'S MATCHING AMOUNT**

A. City shall meet the Matching Amount through documentation of Direct Project Costs that City incurs after the execution of this Agreement and monetized volunteer hours. Direct Project Costs shall not be paid for with Federal funds.

B. City shall document progress toward City's Matching Amount through submission of a cost report and a progress report to ODOT's Contract Administrator no later than April 30<sup>th</sup>, July 31<sup>st</sup>, October 31<sup>st</sup> and January 31<sup>st</sup> for the prior calendar quarter, with the final cost report and progress report due 30 days after the Termination Date. Cost reports shall include 100% of City's Direct Project Costs incurred after the execution of this Agreement. Generally accepted accounting principles and definitions of ORS 294.311 shall be applied to clearly document verifiable costs that are incurred. This Section 3 survives termination of the Agreement.

C. Any travel expenses that City designates as Direct Project Costs to which City's Matching Amount will be applied must comply with State of Oregon Accounting Manual, General Travel Rules, as effective on the date the expenses are incurred.

### **SECTION 4. CITY'S REPRESENTATIONS, WARRANTIES, AND CERTIFICATION**

A. City represents and warrants to ODOT as follows:

1. It is a municipality or intergovernmental entity duly organized and existing under the laws of the State of Oregon.

2. It has full legal right and authority to execute and deliver this Agreement and to observe and perform its duties, obligations, covenants and agreements hereunder and to undertake and complete the Project.

3. All official action required to be taken to authorize this Agreement has been taken, adopted and authorized in accordance with applicable state law and the organizational documents of City.

4. This Agreement has been executed and delivered by an authorized officer(s) of City and constitutes the legal, valid and binding obligation of City enforceable against it in accordance with its terms.

5. The authorization, execution and delivery of this Agreement by City, the observation and performance of its duties, obligations, covenants and agreements hereunder, and the undertaking and completion of the Project do not and will not contravene any existing law, rule or regulation or any existing order, injunction, judgment, or decree of any court or governmental or administrative agency, authority or person having jurisdiction over it or its property or violate or breach any provision of any agreement, instrument or indenture by which City or its property is bound.

6. The statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of City.

B. City understands and agrees that ODOT's obligation hereunder is contingent on ODOT having received funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

## **SECTION 5. GENERAL COVENANTS OF CITY**

A. City shall be responsible for the portion of the Total Project Costs in excess of the Grant Amount. City shall complete the Project; provided, however, that City shall not be liable for the quality or completion of that part of the Project which Exhibit A describes as the responsibility of the Consultant.

B. City shall, in a good and workmanlike manner, perform the work on the Project, and provide the deliverables for which City is identified in Exhibit A as being responsible.

C. City shall perform such work identified in Exhibit A as City's responsibility as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform such work. City shall also be responsible for providing for employment-related benefits and deductions that are required by law, including, but not limited to, federal and state income tax withholdings, unemployment taxes, workers' compensation coverage, and contributions to any retirement system.

D. City understands and agrees that all employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126(2). Employers Liability insurance with coverage limits of not less



than \$500,000 must be included. City shall require each of its subcontractors, if any, to comply with, and shall ensure that each of its subcontractors, if any, complies with these requirements.

E. City shall not enter into any subcontracts to accomplish any of the work described in Exhibit A, unless it first obtains written approval from ODOT.

F. City agrees to cooperate with ODOT's Contract Administrator. At the request of ODOT's Contract Administrator, City agrees to:

- (1) Meet with ODOT's Contract Administrator; and
- (2) Form a project steering committee (which shall include ODOT's Contract Administrator) to oversee the Project.

G. City shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code. Without limiting the generality of the foregoing, City expressly agrees to comply with: (1) Title VI of Civil Rights Act of 1964; (2) Title V of the Rehabilitation Act of 1973; (3) the Americans with Disabilities Act of 1990 and ORS 659A.142; (4) all regulations and administrative rules established pursuant to the foregoing laws; and (5) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

H. City shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles. In addition, City shall maintain any other records pertinent to this Agreement in such a manner as to clearly document City's performance. City acknowledges and agrees that ODOT, the Oregon Secretary of State's Office and the federal government and their duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans, and writings of City that are pertinent to this Agreement to perform examinations and audits and make copies, excerpts and transcripts.

I. City shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

J. (1) All of City's work product related to the Project that results from this Agreement (collectively, "Work Product") is the exclusive property of ODOT. ODOT and City intend that such Work Product be deemed "work made for hire" of which ODOT shall be deemed the author. If, for any reason, such Work Product is not deemed "work made for hire", City hereby irrevocably assigns to ODOT all of its rights, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any

other state or federal intellectual property law or doctrine. City shall execute such further documents and instruments as ODOT may reasonably request in order to fully vest such rights in ODOT. City forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

(2) ODOT hereby grants to City a royalty free, non-exclusive license to reproduce any Work Product for distribution upon request to members of the public.

(3) City shall ensure that any Work Product produced pursuant to this Agreement includes the following statement:

“This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed Federal Highway Administration, local government, and State of Oregon funds.

“The contents of this document do not necessarily reflect the views or policies of the State of Oregon.”

K. Unless otherwise specified in Exhibit A, City shall submit all final Work Product produced in accordance with this Agreement to ODOT’s Contract Administrator in the following form:

- (1) two hard copies; and
- (2) in electronic form using generally available word processing or graphics programs for personal computers via e-mail or on compact diskettes.

L. Within 30 days after the Termination Date, City shall (1) pay to ODOT City’s Matching Amount less Direct Project Costs that are Federally Eligible Costs previously reported as City’s Matching Amount. ODOT may use any funds paid to it under this Section 5.L (1) or any of the City’s Matching Amount that is applied to the Project pursuant to Section 3 to substitute for an equal amount of the federal funds used for the Project or use such funds as matching funds; and (2) provide to ODOT’s Contract Administrator, in a format prescribed by ODOT, a completion report. This completion report shall contain:

- (a) The permanent location of Project records (which may be subject to audit);
- (b) A summary of the Total Project Costs, including a breakdown of those Project costs that are being treated by City as City’s Matching Amount. City shall attest that generally accepted accounting principles, State of Oregon Accounting

Manual, General Travel Rules and the definitions of ORS 294.311 were applied and that federal funds were not used to meet the Matching Amount;

and

- (c) A list of final deliverables.

## **SECTION 6. CONSULTANT**

If the Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with a Consultant to accomplish the work described in Exhibit A. In such a case, even though ODOT, rather than City, is the party to the PSK with the Consultant, ODOT and City agree that, as between themselves:

- A. Selection of the Consultant will be conducted by ODOT in accordance with ODOT procedures with the participation and input of City, to the extent permitted by applicable law;
- B. ODOT will review and approve Consultant's work, billings and progress reports after having obtained input from City;
- C. ODOT shall serve as the lead contracting agency and contract administrator for the PSK related to the work under this Agreement, including monitoring the work of its Consultant.
- D. City shall be responsible for prompt communication to ODOT's Contract Administrator of its comments regarding (A) and (B) above; and
- E. City will appoint a Project Manager to:
  - (1) be City's principal contact person for ODOT's Contract Administrator on all matters dealing with the Project;
  - (2) collaborate with ODOT's Contract Administrator regarding coordination of work as described in Exhibit A and City personnel, as necessary; and
  - (3) review invoices forwarded to City from ODOT's Contract Administrator on any deliverables produced by ODOT's Consultant and communicate any concerns City may have to ODOT's Contract Administrator.

## **SECTION 7. ODOT'S REPRESENTATIONS AND COVENANTS**

A. ODOT represents that, at the time ODOT executes this Agreement, sufficient funds are authorized and available for expenditure to finance ODOT's portion of this Agreement within the appropriation or limitation of its current biennial budget.

B. ODOT represents that the statement of work attached to this Agreement as Exhibit A has been reviewed and approved by the necessary official(s) of ODOT.

C. ODOT will assign a Contract Administrator for this Agreement who will be ODOT's principal contact person regarding administration of this Agreement and will participate in the selection of the Consultant, the monitoring of the Consultant's work, and the review and approval of the Consultant's work, billings and progress reports.

D. If the TGM Grant provided pursuant to this Agreement includes a Consultant's Amount, ODOT shall enter into a PSK with the Consultant to perform the work described in Exhibit A designated as being the responsibility of the Consultant, and in such a case ODOT agrees to pay the Consultant in accordance with the terms of the PSK up to the Consultant's Amount.

## **SECTION 8. TERMINATION**

This Agreement may be terminated by mutual written consent of all parties, or by ODOT effective 30 days following written notice to City. In addition, ODOT may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by ODOT, under any of the following conditions:

A. City fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, or fails to perform any of the provisions of this Agreement and does not correct any such failure within 10 calendar days of receipt of written notice or by the date specified by ODOT in such written notice.

B. Consultant fails to complete work specified in Exhibit A as its responsibility, in accordance with the terms of this Agreement and within the time specified in this Agreement, including any extensions thereof, and does not correct any such failure within 10 calendar days of receipt of written notice or by the date specified by ODOT in such written notice.

C. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or ODOT is prohibited from paying for such work from the planned funding source.

D. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

In the event of termination, ODOT shall have any remedy available to it under this Agreement, at law, or in equity, including but not limited to withholding of or setoff against any disbursements otherwise due under this Agreement. Any termination of this Agreement shall not prejudice any right or obligations accrued to the parties prior to termination.

## **SECTION 9. GENERAL PROVISIONS**

A. Time is of the essence of this Agreement.

B. Except as otherwise expressly provided in this Agreement, any notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to ODOT or City at the address or number set forth in Exhibit A to this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this Section. Any communication or notice so addressed and mailed is in effect five (5) days after the date postmarked. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. Any communication or notice delivered by email shall be deemed to be given when confirmation of the transmission is generated by the transmitting computer. To be effective against ODOT, such facsimile or email transmission must be confirmed by telephone notice to ODOT's Contract Administrator. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

C. ODOT and City are the only parties to this Agreement and are the only parties entitled to enforce the terms of this Agreement. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right not held by or made generally available to the public, whether directly, indirectly or otherwise, to third persons (including but not limited to any Consultant) unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

D. Sections 5(H), 5(I), 5(K) and 9 of this Agreement and any other provision which by its terms is intended to survive termination of this Agreement shall survive.

E. The parties agree as follows:

(a) Contribution.

(1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against ODOT or

Grantee ("Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 9(E) with respect to the Third Party Claim.

(2) With respect to a Third Party Claim for which ODOT is jointly liable with the Grantee (or would be if joined in the Third Party Claim ), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the Grantee in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of the Grantee on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of the Grantee on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.

(3) With respect to a Third Party Claim for which the Grantee is jointly liable with ODOT (or would be if joined in the Third Party Claim), the Grantee shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of the Grantee on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the Grantee on the one hand and of ODOT on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The Grantee's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including but not limited to the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

(b) Choice of Law; Designation of Forum; Federal Forum.

(1) The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Agreement, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

(2) Any party bringing a legal action or proceeding against any other party arising out of or relating to this Agreement shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

(3) Notwithstanding Section 9.E (b)(2), if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section 9.E(b)(3) applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section 9.E(b)(3) is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

(c) Alternative Dispute Resolution.

The parties shall attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding mediation or non-binding arbitration) to resolve the dispute short of litigation.

F. This Agreement and attached Exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No modification or change of terms of this Agreement shall bind either party unless in writing and signed by all parties and all necessary approvals have been obtained. Budget modifications and adjustments from the work described in Exhibit A must be processed as an amendment(s) to this Agreement and the PSK. No waiver or consent shall be effective unless in writing and signed by the party against whom such waiver or consent is asserted. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

G. This Agreement may be executed in several counterparts (facsimile or otherwise), all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original. Electronic signatures and copies of

signatures by facsimile, electronic scan, or other electronic means will be considered original signatures.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives are duly authorized, have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**City**

*City of Dayton*

By: \_\_\_\_\_  
(Official's Signature)

\_\_\_\_\_  
(Printed Name and Title of Official)

Date: \_\_\_\_\_

STATE OF OREGON, by and through its  
Department of Transportation

By: \_\_\_\_\_  
Amanda Pietz, Division Administrator or  
designee  
Policy, Data & Analysis Division

Date: \_\_\_\_\_

**ODOT**

**EXHIBIT A**

City understands that the Consultant has significant tasks related to, and involvement with the Project. As such Agency has entered into a separate PSK (B38914W8 / PO-73000-00005658:2) ("Project Contract") with the Consultant to provide Services to the Project as described in the Statement of Work and Delivery Schedule of the Project Contract. City shall work closely with Agency or it's Consultant to perform the Services related to this Project. City shall perform such work described in the Statement of Work and Delivery Schedule of the Project Contract and identified as City 's responsibility. Information regarding the Consultant deliverables and responsibilities is for informational purposes only and are not the responsibility of the City.



<b>Agency's Project Manager ("APM") for this Agreement</b> Name: Michael Duncan Address: 350 W. Marine Drive Astoria, OR 97103  Phone: 503-325-7224 Email: <a href="mailto:Michael.W.DUNCAN@odot.oregon.gov">Michael.W.DUNCAN@odot.oregon.gov</a>	<b>Agency's Contract Administrator for this Agreement</b> Name: Elizabeth Ledet Phone: 503-986-3205 Email: <a href="mailto:Elizabeth.L.ledeet@odot.oregon.gov">Elizabeth.L.ledeet@odot.oregon.gov</a>
<b>Consultant's Project Manager ("PM") for the Project Contract</b> Name: Carl Springer Address: 1050 SW 6 <sup>th</sup> AVE, Suite 600 Portland, OR 97204  Phone: 503-753-8991 Email: <a href="mailto:carl.springer@dksassociates.com">carl.springer@dksassociates.com</a>	<b>Alternate Contact for Consultant</b>  Name: N/A Phone: Email:
<b>City's Project Manager for this Agreement</b> Name: Dave Rucklos Address: 416 Ferry ST Dayton, OR 97114  Phone: 503-864-2221 Email: <a href="mailto:drucklos@daytonoregon.gov">drucklos@daytonoregon.gov</a>	<b>Alternate Contact for City</b>  Name: Curt Fisher Phone: 503-540-1616 Email: <a href="mailto:cfisher@mwvcog.org">cfisher@mwvcog.org</a>

\* ODOT may change the APM designation by promptly sending written notice (e-mail acceptable) to City, with a copy to [tgmcentral@odot.oregon.gov](mailto:tgmcentral@odot.oregon.gov). Changes to ODOT's Contract Administrator must be done by amendment to this Agreement.

\*\*Any changes to the PM or City PM must be approved in writing (e-mail acceptable) by ODOT.

**EXHIBIT B**  
**ELIGIBLE PARTICIPATING COST**

DESCRIPTION

**PERSONNEL SERVICES**

*Salaries* - Straight time pay for regular working hours in a monthly period. Includes standard labor distributions like Social Security Taxes, Workers' Compensation Assessments and Medical, Dental, Life Insurance. Excludes mass transit tax, vacation leave, sick leave and compensatory time taken.

*Overtime* - Payments to employees for work performed in excess of their regular work shift.

*Shift Differential* - Payments to employees, in addition to regular pay, for shift differential work as described in labor contracts or Personnel Rules.

*Travel Differential* - Payments to employees, in addition to regular pay, for travel time to and from work on projects in excess and beyond an 8 hour day as described in labor contracts or Personnel Rules.

**SERVICES AND SUPPLIES**

**In-State Travel - Per Rates Identified in State Travel Handbook**

*Meals & Misc.* - Payment for meals incurred while traveling within the State of Oregon.

*Lodging & Room Tax* - Payment for lodging, including room taxes, incurred while traveling within the State of Oregon. Fares, Taxi, Bus, Air, Etc.

*Per Diem* - Payment for per diem, incurred while traveling within the State of Oregon.

*Other* - Payment for other miscellaneous expense, incurred while traveling within the State of Oregon.

*Private Car Mileage* - Payment for private car mileage while traveling within the State of Oregon.

**Office Expense**

*Direct Project Expenses Including:*

*Photo, Video & Microfilm Supplies* - Payment for photography, video and microfilm supplies such as film for cameras, blank video tapes, storage folders, etc.

*Printing, Reproduction & Duplication* - Expenditures for services to copy, print, reproduce and/or duplicate documents.

*Postage* - Payment for direct project postage.

*Freight & Express Mail* - Payment for direct project freight services on outgoing shipments.

**Telecommunications**

*Phone Toll Charges (long-distance)* - Payment for telephone long distance charges.

**Publicity & Publication**

*Publish & Print Photos* - Payment for printing and publishing photographs to development of publicity and publications.

*Conferences* (costs to put on conference or seminars)

**Equipment \$250 - \$4,999**

**NOT ELIGIBLE**

**Employee Training, Excluding Travel**

**NOT ELIGIBLE**

**Training In-State Travel**

**NOT ELIGIBLE**

**CAPITAL OUTLAY**

**NOT ELIGIBLE**



# *Stars & Stripes*

## **Dayton City-Wide Decorating Contest**



**Enter your home or business in Dayton's first annual decorating contest for prizes and local glory!**



Email a photo of the decorated front of your home or business **by June 28th** to [cityofdayton@daytonoregon.gov](mailto:cityofdayton@daytonoregon.gov).

**Photos will be posted on the City of Dayton's Facebook page and voting will begin! Photo with the most likes between June 28th and July 4th will win in each category.**

**Winners will be announced on July 8th!**

**Prizes for 1st, 2nd, and 3rd place!**





*Celebrate!*

**\*HOME-TOWN\***  
**FIREWORKS SHOW**

**FRIDAY, JULY 5, 2024 | 10PM**

**BEHIND DAYTON POST OFFICE**



**FOOD**



**FIREWORKS**



**FUN**

[daytonoregon.gov/page/committee\\_fireworks](http://daytonoregon.gov/page/committee_fireworks)