

**AGENDA
DAYTON CITY COUNCIL
REGULAR SESSION**



DATE: MONDAY, MARCH 1, 2021

**PLACE: VIRTUAL ZOOM MEETING
HOUSE BILL 4212**

TIME: 6:30 PM

Please click the link to join the webinar: <https://zoom.us/j/94322193926> or Telephone: 1-346 248-7799
Meeting Password: 703643 Webinar ID: 943 2219 3926

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	
This time is reserved for questions or comments from persons in the audience on any topic.		
D.	CONSENT AGENDA	
	1. Regular Session Meeting Minutes of February 1, 2021	1
E.	ACTION ITEMS	
	1. OLCC Liquor License Renewal Discussion	5
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	4. Approval of Resolution 20/21-10 Equipment Surplus	29
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F.	CITY COUNCIL COMMENTS/CONCERNS	
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H.	ADJOURN	

Posted: February 25, 2021
Patty Ringnalda, City Recorder

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Dayton AT LEAST 32 WORKING HOURS (4 DAYS) prior to the meeting date in order that appropriate communication assistance can be arranged. The City Hall Annex is accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

NEXT MEETING DATE

City Council Work Session, Monday, March 15, 2021 – Virtual Meeting via Zoom

MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
February 1, 2021

PRESENT: Mayor Elizabeth Wytoski
Councilor Annette Frank
Councilor Daniel Holbrook
Councilor Kitty Mackin
Councilor Trini Marquez *arrived at 8:23 pm*
Councilor Darrick Price *left the meeting at 7:52 pm*

ABSENT: Council President Rosalba Sandoval-Perez
Councilor Trini Marquez

STAFF: Rochelle Roaden, City Manager
Patty Ringnalda, City Recorder
Steve Sagmiller, Public Works Director
Denny Muchmore, City Engineer

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:35 pm.

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Frank, Holbrook, Mackin and Price attending the meeting virtually via Zoom. Mayor Wytoski noted the absence of Councilor Sandoval-Perez and Marquez.

C. APPEARANCE OF INTERESTED CITIZENS

No one was in attendance to comment.

D. CONSENT AGENDA

a. Regular Session Meeting Minutes of January 4, 2021.

**KITTY MACKIN MOVED TO APPROVE THE CITY COUNCIL
REGULAR SESSION MEETING MINUTES OF JANUARY 4, 2021
AS AMENDED. SECONDED BY ANNETTE FRANK. Motion
carried with Frank, Holbrook, Mackin, Price and Wytoski voting aye.
Marquez and Sandoval-Perez absent.**

E. ACTION ITEMS

1. Swearing In of Elected City Councilor

Councilor Marquez was not in attendance to take the oath of office.

2. 2020 Survey Results Recap

City Manager, Rochelle Roaden reviewed the results of the City's survey focusing on the dissatisfied and very dissatisfied responses. Mayor Wytoski thanked Rochelle Roaden for her work on complying the results of the survey.

3. FY 21/22 Strategic Goals Review/Update

Rochelle Roaden facilitated the review of the FY 21/22 strategic goals, City Council reviewed and discussed at length each goal or objective and its priority level, changes were noted. A clean copy of the strategic goals document will be presented at the next City Council meeting for adoption.

4. City Council Rules Review

Council Rules were reviewed and discussed by the Council. Rochelle Roaden noted a change to section 3.6.A Telephonic/electronic Meetings, adding “except during a health emergency”, to the end of that paragraph. No additional changes were noted by the Council. A corrected copy will be presented at the next City Council meeting for adoption.

5. Approval of Resolution 2020/21-07 US Bank Signing Authority

Mayor Wytoski reviewed the proposed change to the bank signing authority.

DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 2020/21-07 A RESOLUTION CHANGING SIGNATURE AUTHORITY FOR US BANK PRIMARY CHECKING ACCOUNT. SECONDED BY KITTY MACKIN. *Motion carried with Frank, Holbrook, Mackin and Wytoski voting aye. Marquez, Price and Sandoval-Perez absent.*

Swearing In of Elected City Councilor

Patty Ringnalda, City Recorder performed the oath of office for Councilor Marquez who arrived at the meeting at 8:23 pm.

6. Approval of Resolution 2020/21-08 Safe Routes to School Grant – 9th Street to Flower Lane

Rochelle Roaden reviewed the proposed resolution to accept the Grant funds and to allow the City Manager to sign the documentation to receive the funds.

DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 2020/21-08 OF THE CITY OF DAYTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF OREGON DEPARTMENT OF TRANSPORTATION FOR A SAFE ROUTES TO SCHOOL PROGRAM GRANT. SECONDED BY KITTY MACKIN. *Motion carried with Frank, Holbrook, Mackin, Marquez and Wytoski voting aye. Price and Sandoval-Perez absent.*

7. Sewer Pond 3 Aeration Project Approval

Rochelle Roaden reviewed the Sewer pond aeration project and explained the need to add the electrical costs to the project.

ANNETTE FRANK MOVED TO APPROVE THE SEWER POND 3 PROJECT INCLUDING PHASE 3 ELECTRICAL WITH A BUDGET NOT TO EXCEED \$63,318. SECONDED BY DANIEL HOLBROOK. *Motion carried with Frank, Holbrook, Mackin, Marquez and Wytoski voting aye. Price and Sandoval-Perez absent.*

F. CITY COUNCIL COMMENTS AND CONCERNS

Councilor Holbrook announced that he attended the League of Oregon Cities (LOC), City Day Conference. During the conference Councilor Holbrook learned that if there is legislation that the Council is interested in, the Council can collectively testify about the legislation.

Mayor Wytoski shared her experience regarding the LOC's City Day conference advising that the Leagues Legislative Action Committee discussed legislative goals that are shared by cities in the State of Oregon. Meetings have been scheduled with the Governor's Office and with key legislators to help pursue those concerns. Most of the League's focus is on protecting Home Rule and cities ability to protect control over planning, zoning and right-of-way.

At the request of the Oregon Mayor's Association Board of Directors, Mayor Wytoski drafted a letter to the governor regarding data sharing, related to keeping certain key sectors closed during the COVID pandemic, and in lieu of data sharing be included in the reexamining and reconsideration of closures. The Governor's Office has responded and meetings have been scheduled for next week to further discuss the issue. The subject was picked up by the Oregonian and the Mayor was interviewed.

G. INFORMATION REPORTS

1. City Manager's Report

Within the next three to six months, Ziply fiber will be working on an infrastructure upgrade project throughout the City. City Staff met with Ziply's VIP team to review the project and the City's permitting process.

Rochelle Roaden advised the Council that whenever a City spends over \$750,000 of Federal funding on a project an additional single audit is required. Rochelle Roaden has been working with the city's auditors to complete an audit on the Main Pump Station, which has been a time consuming process. The audit has a cost \$6,000 and grant funds were used to cover the cost of the audit.

A city projects page has been added to the City's website per a request from Councilor Holbrook. The page gives an update on all of the City's current projects.

Staff is working on refreshing the City's website, going to a mega menu design, hoping to make the website easier to use.

Rochelle Roaden spoke with Recology regarding the City Wide Clean-Up and the use of the vouchers in lieu of a Clean-up Day in March or April. Recology is in the process of providing the City with 100 \$20 vouchers, which the City would then distribute to residents. Steve Sagmiller, Public Works Director attempted to schedule the Clean-up event for the summer, however Recology is not scheduling any events at this time.

Today was New Maintenance Operator, Daniel Hallock's first day. Daniel is currently enrolled at Chemeketa Community College and is getting his associates degree in water and wastewater technology. He will be taking his level one exams within the next 6 months and getting his certifications.

Rochelle Roaden reminded the Council of the up-coming Budget season and reviewed the budget meeting calendar. The Budget calendar will be available at the next Council meeting.

H. ADJOURN

There being no further business, the meeting adjourned at 8:42 pm.

Respectfully submitted:

APPROVED BY COUNCIL on March 1, 2021.

By: Patty Ringnalda
City Recorder

As Written As Amended

Elizabeth Wytoski, Mayor

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: OLCC Liquor License Renewal Discussion
Date: March 1, 2021

History/Background

Pursuant to ORS 471.166 a person applying for issuance or renewal of a liquor license through the Oregon Liquor Control Commission, **is required to seek approval from the local government** with jurisdiction and must pay an application fee, in an amount determined by the governing body of the city or county, for each application, not to exceed \$25.00 per application.

Notices to renew annual liquor licenses were mailed to all eligible businesses in Dayton on January 6, 2021, asking those businesses to respond by January 31, 2021. As of February 23, 2021, Mamma Italia Ristorante and Juanita's have *not* responded.

Each year Staff requests prior year crime stats from the Yamhill County Sheriff's Department to present to Council. Below is a snapshot of the incident activity as well as any code enforcement/noise complaints for each establishment for 2019 and 2020.

Establishment	Address	Activity				
		2019		2020		
		Incidents	Noise	Incidents with Case #'s	All Incidents	Noise
By-Pass Bar & Grill	400 Ferry Street	2	3 Complaints	1 - DUII	14	3 Complaints 2 Citations
Center Market	901 Ferry Street	4	0	3 - Traffic Hazard, Arrest Warrant, Drug Violation	12	0
Dollar General	501 7th Street	5	0	2 - Traffic Stop, Theft	16	0
Joel Palmer House	600 Ferry Street	1	0	0	3	0
Juanita's	401 Ferry Street	New	0	0	0	0
Lonestar BBQ	312 Ferry Street	0	0	0	2	0
Mamma Italia Ristorante	306 Ferry Street	1	0	0	18	0
Tienda Y Video	308 Ferry Street	0	0	0	0	0
Willamette Valley RV Park	16205 SE Kreder Rd	5	0	7 - DHS (4), Theft, Criminal Mischief, Welfare Check	44	0

For additional information, please see attached report from the Yamhill County Sheriff's Department.

Deputy Broyles will attend the March 1st Council meeting to explain the activity and answer any questions the Council may have.

Per OLCC, governing bodies have until March 10th to make a recommendation. Here are the recommendation options:

- A. Do Nothing: If a recommendation is not submitted the OLCC will process the renewal as a favorable recommendation.
- B. Make a Denial Recommendation: (must meet the denial criteria)
 - 1. File an unfavorable recommendation, stating the grounds for the unfavorable recommendation; or
 - 2. Make a written request for additional time (45-day extension) to complete an investigation. The request must state:
 - a.) The reasons why you are considering an unfavorable recommendation.
 - b.) The specific grounds being considered. OAR 845-005-0308(3).

Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

Denial Criteria

The following is a list of problems relating to the APPLICANT or BUSINESS that OLCC *can* consider refusing or restrict a license:

- 1) Applicant has a habit of using alcohol or drugs to excess.
- 2) Applicant makes a false statement to OLCC (must be related to a refusal basis).
- 3) Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license.
- 4) Applicant has demonstrated poor moral character.
- 5) Applicant has a poor record of compliance when previously licensed by OLCC.
- 6) Applicant is not the legitimate owner of the business.
- 7) The business has a history of serious and persistent problems at this location. The problems can include:
 - o Obtrusive or excess noise, music or sound vibrations
 - o Public drunkenness
 - o Fights or altercations
 - o Harassment
 - o Unlawful drug sales
 - o Alcohol or related litter

OLCC is *not* able to consider the following issues when deciding to renew a liquor license:

- 1) Lack of parking
- 2) Increase in traffic
- 3) Too many licenses in a specific area (saturation)
- 4) Entertainment type - nude dancing, gambling, live bands, etc.
- 5) Increased noise
- 6) Zoning issues

OLCC REASONS TO DENY OR RESTRICT A LICENSE

ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-0325, 845-005-0326(4)(5) OR 845-005-0035

<u>Business</u>	<u>Address</u>	<u>Incidents where case numbers are issued</u>			<u>"Other" incidents using same address</u>	
		2019	2020	2021	2020	2021
Block House Café	301 Main St	closed	0		0	0
By-Pass Bar and Grill	400 Ferry St	2	1		14	will be deleted from chart
Center Market	901 Ferry St	4	3		12	
Dollar General	501 7th St	5	2		16	
Joel Palmer House	600 Ferry St	1	0		3	
Juanita's	401 Ferry St	0	0		0	
Lonestar BBQ	312 Ferry St	0	0		2	
Mama's Italian Restaurant	306 Ferry St	1	0		18	
Tienda Y Video	308 Ferry St	0	0		0	
Wine Country RV	16205 SE Kreder Rd	5	7		44	

Case numbers taken, reports written details in 2020

Block House Café	301 Main St	0	
By-Pass Bar and Grill	400 Ferry St	1	DUII
Center Market	901 Ferry St	3	Traffic hazard, arrest warrant service, drug violation
Dollar General	501 7th St	2	Traffic stop, Theft
Joel Palmer House	600 Ferry St	0	
Juanita's	401 Ferry St	0	
Lonestar BBQ	312 Ferry St	0	
Mama's Italian Restaurant	306 Ferry St	0	
Tienda Y Video	308 Ferry St	0	
Wine Country RV	16205 SE Kreder Rd	7	DHS (4), theft, criminal mischief, welfare check

There were (9) DUII's written within Dayton zip code 97114 in 2020.

Location notes for "Other" incidents

Block House Café	0	
By-Pass Bar and Grill		included area checks, traffic stops, alarms, noise, follow up and field investigations
Center Market		included follow up, disabled vehicles, alarms, traffic stop, suspicious activity, reckless driver
Dollar General		included follow up, alarm, suspicious, animal nuisance, suspicious activity, field investigation
Joel Palmer House		all events were alarms
Juanita's	0	
Lonestar BBQ		included suspicious, premise unsecure
Mama's Italian Restaurant		all events were "test" events inputed by YCOM dispatch center
Tienda Y Video	0	
Wine Country RV		included disturbances, civil service, follow up, suspicious, fraud, custodial interference, extra patrol impound, welfare check, domestic, repossessions, unwanted, etc.

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of City Council Strategic Goals for 2021-2022
Date: March 1, 2021

Background and Information

At the January 19, 2021, City Council Work Session, the City Council discussed their 2021-2022 Strategic Plan Goals. The Council discussed previous goals, made modifications, and added new goals. At the top of the document are the objectives the City has achieved or will achieve in the current fiscal year.

For Goal E (*engage in efficient and effective activities to promote community safety and wellness*), with the Council’s approval, I would like to add the following goal: Establish an Emergency Operations Response Team partnering with the Dayton School District.

City Manager Recommendation: I recommend approval of the 2021-2022 Strategic Plan Goals.

Potential Motion to Approve: “I move to approve the City Council Strategic Plan Goals for fiscal year 2021-2022.”

Council Options:

- 1 – Approve the strategic goals as recommended.
- 2 – Approve the strategic goals with amendments.
- 3 – Take no action and direct staff to do further research or provide further options.

Strategic Plan Goals 2021-2022

FY 2020-2021 Major Accomplishments

- Install sewer aeration in Lagoon 3 to increase wastewater treatment capacity.
- Develop Request for Proposals (RFP) for Dayton Village property as affordable housing.
- Adopt prioritized list of pedestrian system improvements for funding eligibility.
- Establish a General Sign Code.
- Review existing sewer access easement in Country Heritage Estates Phase 2 for additional permissible use as pedestrian and bike trail with way finding signs.
- Evaluate options for renewing or replacing existing three-year public safety levy.
- Develop Community Newsletter.
- Develop and implement an annual survey to obtain community feedback to be used for goal setting.
- Explore Youth Advisory Council models.

Goal A – Develop and maintain resilient infrastructure to support operations and meet growth.

OBJECTIVE	PRIORITY
Complete Sidewalk Improvements on Ferry Street – 9 th to Flower Lane.	1
Develop five-year plan consisting of finance strategy, design, and construction for the building of new City Hall and Library in 3-5 years.	1
Evaluate funding models for establishing Pavement Management Program.	1
Begin design of HWY 221 Lift Station.	1
Adopt prioritized list of sewer line replacements to be completed on annual basis (3-4 blocks at a time).	1
Design and permitting on utility bridge with infrastructure upgrades.	2
Complete construction of a steel truss bridge main span replacement with infrastructure upgrades.	2
Create framework for resiliency plan.	2
Add aeration to Sewer Ponds 1 and 2.	3
Update Water Master Plan in next 5 years.	3
Update Wastewater Master Plan in next 5 years.	3
Obtain funding for replacing the water system main transmission line from Springs to the Footbridge.	3
Complete feasibility study for Fisher Farms Wells intertie in 3-5 years.	3
Make sewer system improvements consistent with DEQ’s MAO.	4

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

OBJECTIVE	PRIORITY
Develop a strategy and complete land zoning analysis for an urban growth boundary swap for residential property.	1
Establish a Mural Policy to acquire murals as public art (similar to the City of Salem’s program).	1
Research Brownfield’s Integrated Planning Grant for Economic Development.	1
Establish a Transient Lodging Tax Revenue Plan.	3
Coordinate Wayfinding/Tourism Signage.	3
Update the Dayton Municipal Code	4
Continue Yard of the Month/Mayor’s Beautification Program.	4
Continue Holiday Lights Competition.	4

Goal C – Capitalize on Dayton’s facilities and resources to provide recreational and cultural opportunities.

OBJECTIVE	PRIORITY
Set up Site Visit/Video of Country Heritage Estates Phase 2 pedestrian/bike trail with wayfinding signs.	1
Develop strategy for ownership of the County’s Dayton Landing Park and boat ramp.	2
Acquire other half of Legion Field for development of a recreational facility.	2

Goal D – Use Dayton’s heritage and historic resources to forward our image as an authentic and charming town.

OBJECTIVE	PRIORITY
Promote Friday Nights and Old Timers Weekend.	4
Research the possibility of a cell phone app for a historic tour or in a downloadable format.	4

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

OBJECTIVE	PRIORITY
Establish an Emergency Operations Response Team partnering with the Dayton School District.	1

Goal F – Enhance communications to actively engage the community.

OBJECTIVE	PRIORITY
Form Youth Advisory Council Pilot Program.	2
Complete annual city survey.	4
Coordinate communication with community groups.	4

- Priority Ratings:**
- 1 – Begin/Budget in the next fiscal year
 - 2 – Accomplish/Budget for in 2-3 years
 - 3 – Accomplish/Budget for in 3-5 years
 - 4 – Routine – Ongoing from year to year

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-09 City Council Rules Amendment #7
Meeting: March 1, 2021

Background and Information

Per the Dayton City Charter, Section 10, “The council must by resolution adopt rules to govern its meetings”. In May 2005, the Dayton City Council adopted Resolution 04/05-31 “A Resolution Adopting City Council Rules” which are to be reviewed by the Council in January of even numbered years.

Amendment #7 only has two changes. Adding “except during a health emergency” to the last line of section 3.6 Telephonic/Electronic Meetings. (see below)

3.6 Telephonic/Electronic Meetings

Council members may participate in Council meetings by telephone. The provisions of the Oregon state statutes governing public meetings apply. All Council members, whether attending the meeting in person or by telephonic means have the same voting rights. A quorum must be physically in attendance in Council chambers **except during a health emergency**.

The second change is removing a comma in section 5.2.(I).

City Manager Recommendation: I recommend approving Resolution 20/21-09.

Potential Motion to Approve: “I move to approve Resolution 20/21-09 a Resolution Adopting Amendment #7 to Resolution 04/05-31, a Resolution Adopting City Council Rules.”

Council Options:

- 1 – Approve Resolution 20/21-09 as recommended.
- 2 – Approve Resolution 20/21-09 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

**RESOLUTION NO. 20/21-09
CITY OF DAYTON, OREGON**

A Resolution Adopting Amendment #7 to Resolution #04/05-31, a Resolution Adopting City Council Rules

WHEREAS, on May 2, 2005, the Dayton City Council adopted Resolution #04/05-31, “A Resolution Adopting City Council Rules” (hereinafter called “Rules”) and subsequently amended same by Resolution #05/06-14, adopted March 6, 2006; by Resolution #06/07-28 adopted March 5, 2007; and by Resolution #07/08-26 adopted March 3, 2008; by Resolution 10/11-13 adopted November 1, 2010; and by Resolution 11/12-16 adopted February 13, 2012; by Resolution 18/19-13 adopted March 4, 2019; and

WHEREAS, pursuant to Section 1.1 of the Rules, Council has conducted its review and desires to amend various language;

The City of Dayton resolves as follows:

- 1) **THAT** the City Council hereby adopts the language modifications to the Rules outlined in Exhibit A, attached hereto and made a part hereof; and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 1st day of March 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date of Signing

ATTESTED BY:

Patty Ringnalda, City Recorder

Date of Enactment

Attachment – Exhibit A

**CITY OF DAYTON, OREGON
City Council Rules**

SECTION 1 AUTHORITY

1.1 City Charter Section 10 provides that the Council must, by resolution, adopt rules to govern its meetings. The Council will review its rules at its first meeting in January of even numbered years. Amendments to the rules will be made by majority vote. The Council will have clear and simple procedures for considering agenda matters. Council rules are not intended to replace or supersede applicable federal or state laws, the City Charter or City ordinances.

SECTION 2 DEFINITIONS As used in these Rules, the following mean:

- **City Committees:** All City committees, commissions, task forces, and advisory bodies.
- **Council and Council members:** The Mayor, the Council President, and the Councilors.
- **Councilors:** The Council President and the Councilors.

SECTION 3 COUNCIL MEETINGS

3.1 Council Meetings

- A. Regular Session Council meetings will generally be held at the City Hall Annex on the first Monday of each month for the purpose of conducting business or developing policy.
- B. Work Session or Special Session meetings will normally be on the 3rd Monday of each month.
- C. Council Regular Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. Work Session or Special Session meetings will normally begin at 6:30 p.m. and adjourn no later than 10 p.m. For any meeting to continue past the normal adjournment time, a majority of the Council members present at the meeting must agree.
- D. If possible, only one or two major topics (defined as issues of special interest, controversial, or difficult) will be scheduled per meeting.

3.2 Work Sessions

- A. Work Session meetings will be to develop policy, review programs, and receive progress reports, where no action is expected.

Each agenda shall contain a segment that is reserved for the Mayor and Councilors to comment on ideas, exchange information, and make announcements.

3.3 Special or Emergency Meetings

- A. Special Session Meetings

Special Session meetings may be held on any evening. Special Session meetings may be called by the Mayor or upon the request of three City Councilors. Action can be taken where at least 72 hour

notice is possible, but not less than a 24 hour notice. Required notifications will be given in accordance with the Attorney General's Public Records and Meetings Manual.

B. Emergency Meetings

An Emergency meeting is a Special meeting called on less than 24 hours' notice. An actual emergency must exist, and the minutes of the meeting must describe the emergency justifying less than 24 hours' notice. City staff will attempt to contact the media and other interested persons to inform them of the meeting. Emergency meetings may be held on any evening and may be called by the Mayor, or in his/her absence, the Council President. Action can be taken.

3.4 Executive Session

- A. An Executive Session meeting (meeting closed to the general public) must be held in accordance with the terms of Oregon's Public Meetings Law (ORS 192.610 to ORS 192.690). Executive Session meetings may be held during Regular Session or Special Session meetings provided relevant statutory limitations are met.
- B. Only the Council, City Attorney, specific staff members, media representatives, and those invited by the Mayor or a majority of the Council can attend.
- C. No formal decisions can be taken during an Executive Session. When the Council reconvenes in open session, formal action may be taken.
- D. The Council needs to specify that Executive Session meeting information may not be reported. In accordance with Oregon Public Meetings Law, only the subject of the Executive Session may be disclosed.
- E. Media representatives are allowed to attend Council Executive Sessions subject to the understanding that information from such meetings that consider proper Executive Session subjects will not be reported.

3.5 **Minutes.** Only the Mayor and Councilors have the authority to make revisions to the minutes subject to a majority vote of the Council. If a citizen wishes to suggest an amendment, the request must be made through the Mayor or a Councilor.

3.6 Telephonic/Electronic Meetings

- A. Council members may participate in Council meetings by telephone. The provisions of the Oregon state statutes governing public meetings apply. All Council members, whether attending the meeting in person or by telephonic means have the same voting rights. A quorum must be physically in attendance in Council chambers except during a health emergency.
- B. Executive Sessions are exempt.

3.7 **Attendance.** Councilors will inform the Mayor if they are unable to attend any Council meeting. Lack of notification will constitute an unexcused absence. The Mayor will inform the Council President and City Manager of any absence of the Mayor.

SECTION 4 AGENDA

- 4.1** A. The Mayor or in his/her absence, the Council President, will work with the City Manager to schedule agenda items.
- B. Items may be placed on the Council agenda by any of the following methods: (1) the Mayor; (2) any Councilor by advising the Mayor, or City Manager; (3) vote of the Council, or (4) the City Manager or City Attorney.

4.2 Headings

The agenda headings will generally be as follows:

- CALL TO ORDER & PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC HEARING (when scheduled)
- APPEARANCE OF INTERESTED CITIZENS (on any topic except a public hearing held that night)
- CONSENT AGENDA (any item may be removed from the Consent Agenda for discussion at the request of a Councilor)
- ACTION ITEMS
- CITY COUNCIL COMMENTS/CONCERNS
- INFORMATION REPORTS
- CITY MANAGER REPORT
- CITY ATTORNEY REPORT
- ADJOURN

4.3 Preparation

- A. The City Manager will prepare an agenda for each Council meeting specifying the time and place of the meeting, and a brief general description of each item to be considered by the Council.
- B. Agenda materials will generally be available to the Council, media, and public a minimum of three calendar days before all meetings with the exception of Emergency Sessions.

4.4 Scheduling

- A. The agenda may be amended to add additional items after the agenda is printed and the notice published if the Mayor, Councilor, or City Manager explains the necessity and receives Council consent. The City Manager will notify the media and any known interested citizens as soon as possible after receiving information about proposed agenda additions.
- B. Agenda items that are continued from one meeting to another will have preference on the subsequent agenda.
- C. With the consent of the Council, the Mayor may consider agenda items out of order.

SECTION 5 COUNCIL DISCUSSIONS AND DECORUM

- 5.1** Council should conduct themselves so as to bring credit upon the government of the City by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the

matters coming before the Council and abiding by all decisions of the Council, whether or not the member voted on the prevailing side.

5.2 Councilors will assist the Presiding Officer to preserve order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or Council rules. When addressing staff or members of the public, Councilors will confine themselves to questions or issues then under discussion and not:

- engage in personal attacks; or
- impugn the motives of any speaker.

5.3 The following ground rules should be followed in order to maintain order and decorum during Council members discussions, Council members will:

- A. Gather necessary information and have questions answered from staff before a meeting.
- B. Speak for themselves and not for other Council members.
- C. Not state they represent the Council, unless they have been asked by Council to do so.
- D. During public meetings, Council members should not attempt to substantially rewrite prepared ordinances. Editing an ordinance may be appropriate but comprehensive changes should follow staff research.
- E. Be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on a single issue or topic at any one time.
- F. Focus on City issues and priorities and avoid becoming involved in extra-territorial issues outside the City's jurisdiction.
- G. Give all members an opportunity to express their views on the issues before the Council.
- H. Avoid disguising a statement as a question or using repetition as a way to convince others.
- I. Keep the discussion ~~moving, and~~moving and call for a process check if the Council becomes bogged down in discussions.
- J. If a Council member wishes to discuss a major policy issue, it should be suggested as a future agenda item and not raised as an addendum.

5.4 Public Comment

- A. Public comment sign-up forms will be available at each meeting. At the time on the agenda designated for public comment, and during any public hearing, any member of the public desiring to address the Mayor and the Council shall first request to be recognized by the Presiding Officer and then state his or her name and address for the record. If necessary, the Council may limit comments to three minutes. The Council may request that groups with like comments choose a spokesperson to present their joint remarks.
- B. During public hearings, all public comment should be directed to the question under discussion and addressed to the Presiding Officer representing the Council as a whole.

- C. In general, Council will not respond to any comment made during the time on the agenda for public comment, except to provide information and ask clarifying questions.

SECTION 6 MOTIONS

6.1 General

- A. Council members should clearly and concisely state their motions. The Mayor will state the name of the Council member who made the motion and the Council member who made the second. The Mayor may make a motion or a second, provided that he or she first designates the Council President or, in his or her absence or inability to act, a senior member of the Council as the Presiding Officer during consideration of the matter.
- B. *If so requested*, the motion maker, Mayor, or City Manager should repeat the motion prior to voting.
- C. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, a point of order, and inquires of any kind do not require a second. Any motion on which a second is not made but on which discussion begins is automatically seconded by the Council member beginning the discussion.
- D. The Mayor will ask for a voice vote for all final decisions. The City Recorder will maintain a record of the votes. Any Council member may request an oral roll call vote on any decision.
- E. At the conclusion of any vote, the Mayor will announce the results.

6.2 Withdrawal. A motion may be withdrawn by the mover at any time without the consent of the Council.

6.3 Tie. A motion that receives a tie vote fails.

6.4 Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the matter may be taken from the table only by adding it to a future agenda at which time discussion may continue

6.5 Postpone

- A. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.
- B. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion is not to postpone, but to reject the matter without a direct vote.

6.6 Call for Question. A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a two-thirds' vote. Debate may continue if the motion fails.

6.7 Amendment

- A. A motion to amend may be made to a previous motion that has been seconded but not voted on. An amendment is made by adding, striking out, or substituting words.
- B. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.

C. Amendments are voted on first, then the main motion as amended.

6.8 Reconsideration. When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

SECTION 7 COUNCIL CONDUCT

7.1 Representing City. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state: 1) whether the statement reflects personal opinion or is the official position of the City; 2) whether the statement is supported by a majority of the Council. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.

7.2 Censure Process

7.2.1 Internal Oversight. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council member act in any manner constituting a substantial violation of these rules, City Ordinance or Charter, or other general laws, the remaining Council members may issue a censure or memorandum of concern pursuant to the following procedure:

- A. The process is initiated by a written statement by a Council member explaining the alleged misconduct of a Council member and if true, why disciplinary action is needed. Two Council members must date and sign the statement and deliver the original to the City Manager. The City Manager shall then place the matter before the Council at the next Regular Session meeting if the written statement is submitted to the City Manager not later than five (5) calendar days prior to such meeting, otherwise the matter shall be placed on the agenda for the following Council meeting.
- B. An affirmative vote by five (5) or more members of the Council shall initiate an investigation. An affirmative vote by a Council member shall not indicate that such member believes the truth of the statement and/or the reasoning behind a proposed sanction, but merely that further investigation is warranted under the criteria set forth in subsection C) below. The Council member in question shall not take part in the discussion or the vote.
- C. If initiated, an investigation shall be conducted by a committee consisting of three Council members appointed by the Council. Two additional Dayton residents shall be included if the Council member being investigated makes such request. Such residents shall be selected by the Council. The investigation shall be completed within 30 days of being initiated by the Council. The Committee shall review whether the alleged misconduct occurred, and if so whether the alleged misconduct occurred while acting in their official capacity as a City Council member, including, but not limited to the following instances:
 - 1) During a city meeting or while representing the City of Dayton;
 - 2) City Council member announced that they were a City Council member (and therefore infers that conduct is as a City Council member);
 - 3) Conduct occurred in writing available to the public (social media, newspaper) as identified as a City Council member.

- D. If misconduct is found unanimously by the members of the City Council Committee, the Committee would present the investigation conclusion to the Council with a recommendation of any sanctions. Sanctions could include:
 - 1) A memo of concern from the full City Council, or
 - 2) Censure
- E. The Council shall vote on the Committee recommendation. A memorandum of concern would require a four (4) member vote of the Council; a censure would require at least a five (5) member vote. The Council member in question shall not take part in the discussion or the vote.
- F. If misconduct is not found unanimously by the City Council Committee, a public report of the Committee findings will be presented to the City Council during a Council meeting. A copy of that report will be given to the Council member who was investigated.

SECTION 8 CONFIDENTIALITY

- 8.1 The Council will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager, or City Attorney.
- 8.2 In Executive Sessions, Council members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion unless directed.
- 8.3 All public statements, information or press releases relating to a confidential matter should be handled by designated staff or a designated member of Council.
- 8.4 The Council may censure a member who discloses a confidential matter or otherwise violates the terms of these rules. (Subject to Section 7.2)

SECTION 9 COMMUNICATION WITH STAFF

- 9.1 The Council members will respect the separation between policy-making (Council function) and administration (City Manager function) by:
 - A. Working with the staff as a team within a spirit of mutual respect and support.
 - B. Except in Council meetings, not attempting to influence a city employee or the City Manager concerning personnel matters, purchasing issues, the award of contracts and/or the selection of consultants, the processing of applications or granting of City licenses and permits. However sharing information on these matter is appropriate.
 - C. Limiting individual contacts with staff so as not to influence staff decisions or recommendations; to interfere with their work performance; to undermine the authority of supervisors; or to prevent the full Council from having benefit of any information received.
 - D. Except in a Council meeting, staff will not attempt to influence individual Council members concerning City business.

E. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

9.2 All written informational material requested by individual members of Council will be submitted by staff to the entire Council with a notation indicating who requested the information.

9.3 The Presiding Officer will refer any comments or questions regarding city personnel or administration to the City Manager. The Presiding Officer may redirect other questions to a Council member or the City Manager, as appropriate. Councilors may also address questions directly to the City Manager, who may either answer the inquiry or ask a staff member to do so

SECTION 10 MINUTES

10.1 Minutes shall be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

- The name of Council members and staff present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- The result of all votes, including ayes and nays and the names of the Council members who voted.
- The substance of the discussion on any matter.
- Reference to any document discussed at the meeting.

10.2 The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, the Council member should read and submit any changes, additions or corrections to the City Manager so that a corrected copy can be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.

SECTION 11 ADJOURNMENT

11.1 Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment may be for a period longer than until the next regular meeting.

11.2 Upon the request of two or more Council members a short break may be taken.

11.3 A motion to adjourn will be in order at any time except as follows:

- When made as an interruption of a member while speaking; or
- While a vote is being taken.

SECTION 12 DISQUALIFICATION

12.1 Bias

12.1.1 Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Such challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded

the Council member cannot participate and make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Presiding Officer will give the challenged member an opportunity to respond. A motion to accept or deny the challenge will be accepted and voted upon by the Council. Such challenges and the Council's decision will be incorporated into the record of the hearing.

12.1.2 In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether they can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, they have a duty to disqualify themselves from participating in proceedings and leave the Council table.

12.1.3 If the City Council believes that the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.

12.2 Conflict of Interest

12.2.1 Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated. A relative means the spouse, children, siblings or parents of the public official or public official's spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

12.3 Ex Parte Contacts

12.3.1 For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing, including conversations with other Councilors. *Ex parte* contacts are those contacts by a party on a fact in issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts can be made orally when the other side is not present, or they can be in the form of written information that the other side does not receive. A site visit is not in and of itself an *ex parte* contact unless there is communication from an outside party or information is gleaned from the visit that will be used for a future decision. Even if the site visit is not classified as an *ex parte* contact, it should still be disclosed during any applicable hearing.

12.3.2 If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and prior to the hearing. The Council member shall describe the substance of the contact and the Presiding Officer shall announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether he or she will participate or abstain.

- 12.3.3** For quasi-judicial hearings, a Council member who was absent during the presentation of evidence cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidence and testimony received.

SECTION 13 OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING

- 13.1** Council members shall review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
- 13.2** Council members shall give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
- 13.3** In accordance with ORS 244.195, it is each Council member's responsibility to file annual statements of economic interest with the Oregon Government Ethics Commission.

SECTION 14 LEGAL ADVICE

- 14.1** Requests to the City Attorney for advice requiring legal research shall not be made by a Councilor except with concurrence of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager.

SECTION 15 ROBERT'S RULES

- 15.1** Robert's Rules of Order Revised shall be used as the guideline for conduct of Council meetings.

SECTION 16 COMMITTEES, ORGANIZATIONS & MEDIA

16.1 Citizen Appointment and Removal

- A. The Mayor will appoint City committees, with the consent of the Council. The Mayor may request assistance from Councilors in making recommendations.
- B. Council members will encourage broad participation on City committees by generally limiting the number of terms a citizen may serve on the same City committee.
- C. A citizen may not serve on more than two City committees simultaneously. Any citizen serving on two City committees may not be chairperson of both City committees simultaneously.
- D. With the consent of the Council, the Mayor may remove a citizen from a City committee prior to the expiration of the term of office.

- 16.2 Council Member Participation.** Council members shall encourage City committee member participation.

16.3 Councilor Liaison

- A. The Mayor will appoint Councilors to liaison positions on any or all City committees, including ad hoc or limited term committees, as the Mayor deems necessary.

- B. Councilors, serving as Committee liaisons, shall not have a vote.

16.4 Organizations, Media

- A. If the Mayor or a Councilor represents the City before another governmental agency, a community organization, or the media, the Council member should first state the Council majority position. Personal opinions and comments should be expressed only if the Council member makes clear that he or she does not express the Council position.
- B. Council members should obtain the appropriate permission before.

SECTION 17. CITY MANAGER EVALUATION PROCESS

- 17.1 Criteria.** The job expectations and goals used in the evaluation of the City Manager will be adopted at a regular Council meeting in accordance with state law.

17.2 Form

- A. Council members and the City Manager will mutually agree on the form of the annual evaluation.

SECTION 18. COUNCIL EXPENSES

- 18.1 Reimbursement.** Council members will follow the same rules and procedures for reimbursement as City employees.
- 18.2 Budget.** Council will review and discuss its proposed annual budget as coordinated by the Mayor and Council President and as presented by City staff during a public meeting.
- 18.3 Guests.** Under Oregon Government Ethics Commission rules, expenses for one guest per Councilor will be covered for attendance at official City functions.

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-10 Equipment Surplus
Date: March 1, 2021

Background Information:

City staff has been cleaning up our basement and we have several pieces of office equipment, IT equipment that either no longer work or we no longer use. Several pieces have been in the basement for quite some time. Additionally, we replaced our phones in December with Voice Over IP (VoIP) system so we are no longer using the old phones.

Alexonet, our IT service provider, will be handling the disposal of all IT equipment especially PCs/laptops with sensitive data. This equipment will be taken to their office, cleaned of all data, and destroyed.

Exhibit A attached to the Resolution includes a photo and description of all equipment.

City Manager Recommendation: I recommend approval of Resolution 20/21-10.

Potential Motion Verbiage: “I move approval of Resolution 20/21-10 A Resolution Declaring Certain Property as Surplus & Authorizing its Transfer, Sale or Other Disposition.”

City Council Options:

- 1 – Move approval of Resolution 20/21-10.
- 2 – Move approval of Resolution 20/21-10 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.

**RESOLUTION #20/21-10
CITY OF DAYTON, OREGON**

A Resolution Declaring Certain Property as Surplus & Authorizing its Transfer, Sale or Other Disposition

WHEREAS, the City of Dayton owns the item listed and depicted in Exhibit A, attached hereto and by this reference made a part hereof, that is no longer needed or useful for city purposes: and

WHEREAS, the City has the authority to dispose of such property in the manner in which it deems to be in the best interest of the citizens of the community.

The City of Dayton resolves as follows:

- 1) **THAT** this item is hereby declared surplus to the needs of the City, and
- 2) **THAT** the equipment shall be disposed of at the discretion of the City Manager in the manner deemed to be in the best interests of the City; and
- 3) **THAT** this resolution shall take effect immediately upon its adoption.

ADOPTED this **1st** day of **March 2021**.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date of Signing

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment

Attachment - Exhibit A

EXHIBIT A

	<p>18 CPU's 14 Keyboards 9 Mice 8 Monitors 3 Laptops</p>
	<p>Hewlett-Packard Color LaserJet printer Model 3600n</p>
	<p>Hewlett-Packard Color LaserJet printer Model CP2025</p>
	<p>Hewlett-Packard Color LaserJet printer Model 2600n</p>

		<p>Sony Bravia Television Model KDL-40V3000</p>
		<p>VIQ DVD Player (Old meeting recording system)</p>
		<p>Sony VHS/DVD Recorder Model RDR-VX555</p>
		<p>Martin Yale Auto Folder</p>
		<p>Key Telephone System</p>



8 Avaya Telephones
5 Avaya Telephone Bases



Miscellaneous Cords/Cables



Bookcase, 3 shelves

***CITY OF DAYTON, OREGON
FEDERAL COMPLIANCE REPORT
Year Ended June 30, 2020***



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and Members of the City Council
City of Dayton
P.O. Box 339
Dayton, Oregon 97114

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Dayton (the City), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 17, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CERTIFIED PUBLIC ACCOUNTANTS

December 17, 2020

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE
UNIFORM GUIDANCE**

Honorable Mayor and Members of the City Council
City of Dayton
P.O. Box 339
Dayton, Oregon 97114

Report on Compliance for Each Major Federal Program

We have audited the City of Dayton, Yamhill County, Oregon (the City)'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2020. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

CERTIFIED PUBLIC ACCOUNTANTS
February 8, 2021

CITY OF DAYTON, OREGON
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2020

<u>Federal Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Expenditures</u>
<u>U.S. Department of Agriculture</u>			
Water and Waste Disposal Systems for Rural Communities	10.760	N/A	\$ 893,851
<u>U.S. Department of the Treasury</u>			
<i>Passed through Oregon Department of Administrative Services</i>			
Coronavirus Relief Funds	21.019	1076	2,580
<u>U.S. Environmental Protection Agency</u>			
<i>Passed through Oregon Department of Environmental Quality</i>			
Clean Water State Revolving Loans Cluster			
Capitalization Grants for Clean Water State Revolving Funds	66.458	R26750	237,451
<i>Total Federal Expenditures</i>			<u>\$ 1,133,882</u>

CITY OF DAYTON, OREGON

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2020

Purpose of the Schedule

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the City under programs of the federal government for the year ended June 30, 2020. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”). Because the Schedule presents only a selected portion of the activities of the City, it is not intended to and does not present either the financial position, changes in fund balances, or the operating funds’ revenues and expenditures for the City.

SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

Expenditures reported on the Schedule are reported on the modified cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Indirect Cost Rate

The City has not elected to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

Federal Financial Assistance

Pursuant to Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance or direct appropriations. Accordingly, nonmonetary federal assistance, including federal surplus property, is included in federal financial assistance and, therefore, is reported on the Schedule, if applicable. Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between the state and federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

Major Programs

Uniform Guidance establishes criteria to be used in defining major federal financial assistance programs. Major programs for the City of Dayton are those programs selected for testing by the auditor using a risk assessment model, as well as certain minimum expenditure requirements, as outlined in the Uniform Guidance. Programs with similar requirements may be grouped into a cluster for testing purposes.

Reporting Entity

The reporting entity is fully described in the notes to the financial statements. Additionally, the Schedule includes all federal programs administered by the City for the year ended June 30, 2020.

Revenue and Expenditure Recognition

The receipt and expenditure of federal awards are accounted for under the modified cash basis of accounting. Revenues are recorded as received in cash or on the accrual basis where measurable and available. Expenditures are recorded when the liability is incurred.

CITY OF DAYTON, OREGON
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2020

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major federal programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	No

Identification of major federal program:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
10.760	Water and Waste Disposal Systems for Rural Communities

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as low-risk auditee?	No

FINANCIAL STATEMENT FINDINGS

None.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

CITY OF DAYTON 2021-2022 BUDGET CALENDAR

April 23, 2021	Publish first Legal Notice of Budget Committee meeting of May 3 rd in <i>The McMinnville News-Register</i> for the purpose of receiving 2021-2022 proposed budget and State Revenue Sharing.
April 23, 2021	Publish second Legal Notice of Budget Committee meeting by no later than April 23, 2021 for the May 3 rd budget meeting on the City of Dayton website.
May 3, 2021 6:30 pm Monday	General meeting of the total Budget Committee (City Council and Citizen Committee members) <ol style="list-style-type: none"> 1. Budget Committee Chair is elected (Not a Council member) and Secretary is elected (City Recorder). 2. City Manager presents proposed budget and budget message. 3. <i>Hear public comment</i> on the proposed budget and public hearing on State Revenue Sharing.
May 17, 2021 6:30 pm Monday	First deliberation meeting of the total Budget Committee. <ol style="list-style-type: none"> 1. Reports and recommendations are given and Budget Committee makes changes where necessary. 2. The Budget Committee passes a motion recommending to the City Council a budget for Fiscal Year 2021/2022 and approving an amount or rate of total property taxes to be certified for collection. Dinner will be served at 6:00 pm if the meeting is held in Council Chambers.
May 19, 2021 6:30 pm Wednesday	Continued deliberation meeting of the Budget Committee (if necessary).
June 1, 2021	Publish “Financial Summary and Notice of Budget Hearing” of the June 7 th meeting and advertisement of Budget including summary budget statements.
June 7, 2021	Public Hearing – in the City Council Chambers on the recommended 2021/2022 Budget and proposed use of State Revenue Sharing Funds.
June 21, 2021	City Council adopts a Resolution adopting budget, making appropriations and levying property taxes for general fund and special operating funds (public safety) and a resolution regarding receiving State Revenue Sharing Funds.
June 25, 2021	Certify Property Tax Levy to County Assessor on or before July 15.

Report Criteria:
 Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount	
01/21	01/29/2021	25825	193	DMV	REGISTRATI	5	400.400.614.00	.00	127.50-	V
01/21	01/27/2021	26443	1767	Alacrity LLC	12.07.2020	2	100.100.799.10	.00	225.00-	V
01/21	01/04/2021	26449	1391	Withnell Motor Company	NEW TRUCK	1	750.750.903.10	.00	25,686.58	
01/21	01/15/2021	26506	127	Baker & Taylor	2035684630	1	100.104.715.00	.00	23.49	
01/21	01/15/2021	26507	215	Baker Rock Resources	Multiple	10	400.400.707.00	.00	150.24	
01/21	01/15/2021	26508	151	Beery, Elsner & Hammond	Multiple	1	101.101.700.00	.00	2,937.44	
01/21	01/15/2021	26509	1497	C3 Intelligence, Inc.	ORSTA6915	10	400.400.705.00	.00	250.70	
01/21	01/15/2021	26510	1771	Christine Low	DEPOSIT RE	3	001.000.175.00	.00	208.18	
01/21	01/15/2021	26511	105	City of Dayton	Multiple	1	300.301.707.00	.00	2,393.87	
01/21	01/15/2021	26512	362	City of Newberg	DECEMBER	4	100.106.716.00	.00	7,908.70	
01/21	01/15/2021	26513	423	Comcast Cable	8778105130	1	300.301.602.00	.00	104.85	
01/21	01/15/2021	26514	904	Consolidated Supply Co.	S010065854.	1	300.300.614.60	.00	1,256.73	
01/21	01/15/2021	26515	111	DCBS Fiscal Services	DECEMBER	1	100.106.700.35	.00	954.23	
01/21	01/15/2021	26516	231	DOWL	2860.80118.0	1	700.700.910.41	.00	225.00	
01/21	01/15/2021	26517	789	Edge Analytical	Multiple	1	400.400.751.00	.00	390.40	
01/21	01/15/2021	26518	513	Elizabeth Wytoski	JANUARY 20	1	500.500.752.00	.00	50.00	
01/21	01/15/2021	26519	1247	ezTask.com, Inc.	07911048	10	400.400.705.30	.00	1,500.00	
01/21	01/15/2021	26520	543	Ferrellgas	1113825598	1	100.100.600.10	.00	135.23	
01/21	01/15/2021	26521	637	ICMA	JAN 2021	12	500.500.706.00	.00	765.39	
01/21	01/15/2021	26522	1624	Jim Doran Auto Center, Inc	78409	5	400.400.614.00	.00	131.75	
01/21	01/15/2021	26523	1772	Kindra Croxford & Justin Hunt	DEPOSIT RE	2	400.400.750.00	.00	126.63	
01/21	01/15/2021	26524	139	Lowe's	Multiple	11	400.400.707.00	.00	887.65	
01/21	01/15/2021	26525	1714	McMinnville Sunrise Rotary	272	12	500.500.706.00	.00	8.00	
01/21	01/15/2021	26526	124	Mid-Willamette Valley COG	2021259	1	100.105.705.20	.00	2,199.00	
01/21	01/15/2021	26527	1685	Municode	00353426	10	400.400.705.30	.00	1,700.00	
01/21	01/15/2021	26528	109	News Register	117649	7	400.400.705.00	.00	161.60	
01/21	01/15/2021	26529	758	OHA - Cashier	41-00252 20	1	300.300.706.00	.00	75.00	
01/21	01/15/2021	26530	173	One Call Concepts, Inc.	0120356	2	400.400.799.00	.00	26.46	
01/21	01/15/2021	26531	163	Oregon Dept of Revenue	DEC 2020	1	101.101.700.35	.00	45.00	
01/21	01/15/2021	26532	272	Oregon Dept of Revenue	L067735827	1	400.400.706.00	.00	388.00	
01/21	01/15/2021	26533	256	Oregon Dept of Revenue	FORM OQ Q	1	100.000.214.00	.00	92.33	
01/21	01/15/2021	26534	244	OreVac West Inc.	6021	1	300.300.614.60	.00	780.00	
01/21	01/15/2021	26535	103	PGE	Multiple	1	300.301.600.00	.00	5,825.93	
01/21	01/15/2021	26536	1388	Pitney Bowes	1017097983	10	400.400.601.10	.00	22.94	
01/21	01/15/2021	26537	621	Portland Engineering, Inc	10010	3	400.400.705.10	.00	90.00	
01/21	01/15/2021	26538	240	Print NW	21368	10	400.400.601.00	.00	93.00	
01/21	01/15/2021	26539	106	Recology Western Oregon	Multiple	1	100.103.619.00	.00	882.80	
01/21	01/15/2021	26540	680	State of Oregon	NOTARY - RI	1	100.100.706.00	.00	40.00	
01/21	01/15/2021	26541	171	Terminix Processing Center	Multiple	1	100.100.707.30	.00	164.00	
01/21	01/15/2021	26542	1763	Terrence D. Mahr	20-003	1	101.101.705.40	.00	250.00	
01/21	01/15/2021	26543	228	The Home Depot Pro	592494207	10	400.400.601.00	.00	222.39	
01/21	01/15/2021	26544	937	United Site Services	Multiple	1	100.103.619.00	.00	856.39	
01/21	01/15/2021	26545	1006	US Bank	Multiple	27	400.400.705.30	.00	1,841.99	
01/21	01/15/2021	26546	1001	Utility Service Co., Inc	526485	1	600.600.930.60	.00	6,351.75	
01/21	01/15/2021	26547	154	Westech Engineering, Inc	Multiple	1	770.770.910.20	.00	3,185.00	
01/21	01/15/2021	26548	112	Wilco	Multiple	6	400.400.617.00	.00	890.99	
01/21	01/15/2021	26549	114	Yamhill County Sheriff	JANUARY 20	1	101.101.705.10	.00	13,438.26	
01/21	01/15/2021	26550	115	Yamhill County Sheriff	20-012	1	101.101.700.35	.00	16.00	
01/21	01/15/2021	26551	614	Ziplyfiber	Multiple	1	300.300.602.00	.00	308.96	
01/21	01/15/2021	26552	256	Oregon Dept of Revenue	OR TRANSIT	1	100.000.215.00	.00	133.85	
01/21	01/15/2021	26553	289	Oregon Mayors Association	MEMBERSHI	1	500.500.706.00	.00	106.00	
01/21	01/29/2021	26554	190	AFLAC	254728	1	100.000.220.00	.00	245.24	
01/21	01/29/2021	26555	1767	Alacrity LLC	12.07.2020	2	100.100.799.10	.00	225.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
01/21	01/29/2021	26556	329	Alexonet Inc	1639	11	105.105.705.30	.00	631.75
01/21	01/29/2021	26557	151	Beery, Elsner & Hammond	Multiple	1	101.101.700.00	.00	1,681.37
01/21	01/29/2021	26558	1064	Botten's Equipment Rental	1-598226	1	100.100.950.00	.00	769.00
01/21	01/29/2021	26559	125	Canon Solutions America	26034839	10	400.400.601.00	.00	373.58
01/21	01/29/2021	26560	255	Cascade Columbia	796581	3	300.301.616.00	.00	2,887.16
01/21	01/29/2021	26561	1771	Christine Low	REFUND CR	1	001.000.175.00	.00	58.18
01/21	01/29/2021	26562	189	CIS Trust	FEBRUARY	22	400.400.594.00	.00	10,234.92
01/21	01/29/2021	26563	519	Comcast Cable - phone	8778105130	10	400.400.602.00	.00	34.23
01/21	01/29/2021	26564	193	DMV	RANGER PL	5	400.400.614.00	.00	171.50
01/21	01/29/2021	26565	543	Ferrellgas	Multiple	1	100.100.600.10	.00	803.93
01/21	01/29/2021	26566	247	Grove, Mueller & Swank	95222	1	700.700.910.40	.00	6,000.00
01/21	01/29/2021	26567	989	Leo's Excavating & Trucking, Inc	1312	1	200.200.614.40	.00	3,850.00
01/21	01/29/2021	26568	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	181.82
01/21	01/29/2021	26569	256	Oregon Dept of Revenue	PR 013121	1	100.000.212.00	.00	3,335.98
01/21	01/29/2021	26570	244	OreVac West Inc.	6057	1	400.400.614.60	.00	600.00
01/21	01/29/2021	26571	1245	PBS Engineering and Environmen	0075319.003	1	700.700.910.41	.00	1,021.23
01/21	01/29/2021	26572	103	PGE	2901721000	1	300.300.600.00	.00	452.56
01/21	01/29/2021	26573	1762	PSI Water Technologies	B0001132	1	600.600.920.30	.00	88,640.00
01/21	01/29/2021	26574	236	PumpTech Systems, Inc	21237	1	400.400.616.00	.00	79.00
01/21	01/29/2021	26575	224	Ridgeway Supply	Multiple	1	300.301.616.00	.00	302.70
01/21	01/29/2021	26576	615	Schneider Water Services	11829	1	300.300.614.40	.00	2,171.39
01/21	01/29/2021	26577	119	Sprint	414585229-2	10	400.400.602.00	.00	535.37
01/21	01/29/2021	26578	680	State of Oregon	NOTARY FE	1	100.100.706.00	.00	40.00
01/21	01/29/2021	26579	117	YCOM	FY21-08-DA	1	101.101.770.00	.00	2,777.42
01/21	01/29/2021	26580	1773	Ricci Haworth	RETRO PAY	1	100.000.201.00	.00	596.40
Grand Totals:								.00	214,629.93

City of Dayton
Budget vs Actual for FY 2020-2021
as of December 31,2020

	07/20-06/21 Cur YTD Actual	2020-2021 Cur Year Budget	YTD % of Budget	2019-20 Pri Year Actual
GENERAL FUND				
Revenue	888,289	741,983	119.7%	1,167,792
Admin				
Personnel Services				
Salaries	29,866	60,900	49.0%	57,496
Benefits	13,484	36,967	36.5%	25,441
Material and Services	110,357	68,160	161.9%	76,864
Capital Outlay	-1,865	7,000	-26.6%	20,210
Total Administration	151,842	173,027	87.8%	180,011
Parks				
Personnel Services				
Salaries	33,743	70,961	47.6%	60,835
Benefits	15,717	43,075	36.5%	23,331
Material and Services	26,296	40,940	64.2%	33,199
Capital Outlay	-400	13,500	-3.0%	3,937
Total Parks	75,357	168,476	44.7%	121,302
Library				
Personnel Services				
Salaries	20,510	41,723	49.2%	37,474
Benefits	9,242	25,328	36.5%	20,091
Material and Services	10,250	30,625	33.5%	19,295
Capital Outlay	-1,227	2,000	-61.3%	5,472
Total Library	38,776	99,676	38.9%	82,333
Planning				
Personnel Services				
Salaries	11,528	23,486	49.1%	19,731
Benefits	5,197	14,257	36.5%	10,759
Material and Services	18,330	57,835	31.7%	35,378
Capital Outlay	-740	750	-22.2%	574
Total Planning	34,314	96,328	35.6%	66,442
Building				
Personnel Services				
Salaries	8,832	20,048	44.1%	17,818
Benefits	4,438	12,169	36.5%	10,164
Material and Services	16,161	64,149	25.2%	30,854
Capital Outlay	-740	750	-22.2%	574
Total Building	28,690	97,116	29.5%	59,410
Transfers	0	25,000	0.0%	153,302
Contingency	0	0	0.0%	0
Unappropriated Ending Fund Balance	0	82,360	0.0%	245,000
Total Fund 100 Revenue	888,289	741,983	119.7%	1,167,792
Total Fund 100 Expenses	328,979	741,983	44.3%	907,799
General Fund Balance	559,310			259,993

City of Dayton
Budget vs Actual for FY 2020-2021
as of December 31,2020

	07/20-06/21 Cur YTD Actual	2020-2021 Cur Year Budget	YTD % of Budget	2019-20 Pri Year Actual
LOCAL OPTION TAX				
Revenue	382,922	333,484	114.8%	446,694
Personnel Services				
Salaries	16,328	37,893	43.1%	32,769
Benefits	8,385	23,001	36.5%	22,201
Material and Services	121,666	244,525	49.8%	243,354
Capital Outlay	-1,490	2,000	-74.5%	2,444
Total	144,889	307,419	47.1%	300,768
Contingency	0	26,065	0.0%	0
Total Fund 101 Revenue	382,922	333,484	114.8%	446,694
Total Fund 101 Expenses	144,889	333,484	43.4%	300,768
Local Option Tax Fund Balance	238,033			145,925
Transient Lodging Fund				
Revenue	291,287	296,613	98.2%	255,665
Material and Services	1,308	2,410	17.0%	747
Capital Outlay	0	0	0.0%	0
Total	1,308	2,410	54.3%	747
Transfers	0	0	0.0%	10,000
Contingency	0	224,203	0.0%	0
Unappropriated Ending Fund Balance	0	70,000	104.1%	0
Total Fund 105 Revenue	291,287	296,613	98.2%	255,665
Total Fund 105 Expenses	1,308	296,613	0.4%	10,747
Transient Lodging Fund Balance	289,979			244,918
Street Fund				
Revenue	254,613	278,450	91.4%	340,920
Personnel Services				
Salaries	15,664	34,611	45.3%	30,360
Benefits	7,669	21,009	36.5%	19,408
Material and Services	25,707	86,768	29.6%	61,249
Capital Outlay	-628	6,500	-9.7%	1,453
Total	48,411	148,888	32.5%	112,470
Transfers	0	40,000	0.0%	0
Contingency	0	89,562	0.0%	0
Total Fund 200 Revenue	254,613	278,450	91.4%	340,920
Total Fund 200 Expenses	48,411	278,450	17.4%	112,470
Street Fund Balance	206,202			228,451

City of Dayton
Budget vs Actual for FY 2020-2021
as of December 31,2020

	07/20-06/21 Cur YTD Actual	2020-2021 Cur Year Budget	YTD % of Budget	2019-20 Pri Year Actual
Water Fund				
Revenue	1,072,377	1,318,329	81.3%	1,655,366
Personnel Services				
Salaries	66,645	152,006	43.8%	120,590
Benefits	33,653	92,270	36.5%	72,043
Material and Services	73,515	293,385	25.1%	189,737
Capital Outlay	-3,253	10,500	-31.0%	6,394
Total	170,560	548,161	31.1%	388,764
Water Treatment Facility				
Personnel Services				
Salaries	20,319	50,472	40.3%	37,160
Benefits	11,180	30,636	36.5%	24,460
Material and Services	45,347	112,101	40.5%	88,815
Capital Outlay	-66	1,500	-4.4%	502
Total	76,780	194,709	39.4%	150,937
Transfers	0	425,000	0.0%	490,000
Contingency	0	50,000	0.0%	0
Unappropriated Ending Fund Balance	0	100,459	0.0%	0
Total Fund 300 Revenue	1,072,377	1,318,329	81.3%	1,655,366
Total Fund 300 Expenses	247,340	1,318,329	18.8%	1,029,700
Water Fund Balance	825,037			625,666
Sewer Fund				
Revenue	659,712	797,619	82.7%	831,639
Personnel Services				
Salaries	62,860	142,249	44.2%	117,935
Benefits	31,490	86,346	36.5%	69,309
Material and Services	56,254	213,725	26.3%	114,286
Capital Outlay	-3,438	59,000	-5.8%	8,658
Total	147,167	501,320	29.4%	310,188
Contingency	0	296,299	0.0%	113,000
Total Fund 400 Revenue	659,712	797,619	82.7%	831,639
Total Fund 400 Expenses	147,167	797,619	18.5%	423,188
Sewer Fund Balance	512,546			408,451
State Revenue Sharing				
Revenue	40,910	50,940	80.3%	182,089
Material and Services	11,426	46,940	24.3%	156,934
Capital Outlay	0	4,000	0.0%	1,536
Total	11,426	50,940	22.4%	158,470
Total Fund 500 Revenue	40,910	50,940	80.3%	182,089
Total Fund 500 Expenses	11,426	50,940	22.4%	158,470
State Revenue Sharing Fund Balance	29,484			23,619

City of Dayton
Budget vs Actual for FY 2020-2021
as of December 31,2020

	07/20-06/21 Cur YTD Actual	2020-2021 Cur Year Budget	YTD % of Budget	2019-20 Pri Year Actual
Water Utility Capital				
Revenue	225,619	411,501	54.8%	499,400
Material and Services	0	0	0.0%	0
Capital Outlay	147,690	411,501	35.9%	313,502
Total	147,690	411,501	35.9%	313,502
Total Fund 600 Revenue	225,619	411,501	54.8%	499,400
Total Fund 600 Expenses	147,690	411,501	35.9%	313,502
Water Utility Capital Fund Balance	77,929			185,898
Sewer Utility Capital				
Revenue	346,604	1,236,604	28.0%	3,699,618
Material and Services	0	0	0.0%	0
Capital Outlay	78,377	1,095,000	7.2%	3,500,531
Contingency	0	41,604	7.2%	0
Unappropriated	0	100,000	0.0%	0
Total	78,377	1,236,604	6.3%	3,500,531
Total Fund 700 Revenue	346,604	1,236,604	28.0%	3,699,618
Total Fund 700 Expenses	78,377	1,236,604	6.3%	3,500,531
Sewer Utility Capital Fund Balance	268,226			199,086
Equipment Replacement Reserve Fund				
Revenue	57,241	97,483	58.7%	57,066
Capital Outlay	0	45,000	0.0%	0
Contingency	0	52,483	0.0%	0
Total	0	97,483	0.0%	0
Total Fund 750 Revenue	57,241	97,483	58.7%	57,066
Total Fund 750 Expenses	0	97,483	0.0%	0
Equipment Utility Capital Fund Balance	57,241			57,066
Building Reserve Fund				
Revenue	170,325	196,946	86.5%	180,456
Capital Outlay	2,704	20,000	0.0%	10,676
Contingency	0	76,946	0.0%	0
Unappropriated	0	100,000	0.0%	0
Total	2,704	196,946	0.0%	10,676
Total Fund 760 Revenue	170,325	196,946	86.5%	180,456
Total Fund 760 Expenses	2,704	196,946	0.0%	10,676
Building Reserve Capital Fund Balance	167,621			169,780
Streets Capital Projects Fund				
Revenue	286,330	460,843	62.1%	281,752
Material and Services	0	0	0.0%	0
Capital Outlay	302,385	435,843	69.4%	6,422
Contingency	0	25,000	0.0%	0
Total	302,385	460,843	65.6%	6,422
Total Fund 770 Revenue	286,330	460,843	62.1%	281,752
Total Fund 770 Expenses	302,385	460,843	65.6%	6,422
Street Capital Fund Balance	-16,056			275,330

City of Dayton
Budget vs Actual for FY 2020-2021
as of December 31,2020

	07/20-06/21	2020-2021	YTD	2019-20
	Cur YTD	Cur Year	% of	Pri Year
	Actual	Budget	Budget	Actual
Park Capital Projects				
Revenue	61,100	56,682	107.8%	59,342
Material and Services	0	0	0.0%	0
Capital Outlay	0	35,000	0.0%	0
Contingency	0	21,682	0.0%	0
Total	0	56,682	147.0%	0
Total Fund 780 Revenue	61,100	56,682	107.8%	59,342
Total Fund 780 Expenses	0	56,682	0.0%	0
Park Capital Fund Balance	61,100			59,342

Debt Service				
Revenue	316,024	566,912	55.7%	2,767,784
Material and Services	243,211	286,336	84.9%	2,475,993
Reserve for MPS FSTS USDA Loan	0	82,248	0.0%	0
Reserve for Lafayette Loan Payoff	0	23,625	0.0%	0
Total	243,211	392,209	62.0%	2,475,993
Unappropriated Ending Fund Balance	0	174,703	0.0%	0
Total Fund 850 Revenue	316,024	566,912	55.7%	2,767,784
Total Fund 850 Expenses	243,211	566,912	42.9%	2,475,993
Debt Service Capital Fund Balance	72,812			291,791

Total Balance for the year

Note: 50% of the fiscal year has elapsed.
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**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 1/1/2021 to 1/31/2021**

City	UCR Description	1/2/2020 to 2/1/2020	1/1/2021 to 1/31/2021	Percentage Change	YTD	Prior Year
DAYTON						
Part 1						
	Aggravated Assault	0	0			3
	Arson	0	0			1
	Burglary-Business	0	0			5
	Burglary-Non-Residence	0	1		1	5
	Burglary-Residence	0	0			2
	Larceny	2	2		2	44
	Motor Vehicle Theft-Auto	0	0			6
	Rape	0	0			1
	Robbery	0	0			1
	Part 1 Total	2	3	50.00 %	3	68
Part 2						
	All Other	0	2		2	12
	Animal Problems	0	0			1
	Disorderly Conduct	0	0			5
	Drug Laws	0	1		1	12
	DUII	1	0			12
	Forgery	2	0			3
	Fraud	0	0			4
	Liquor Laws	0	0			1
	Runaway	0	0			4
	Sex Offenses	0	0			1
	Simple Assault	0	0			22
	Stolen Property	0	0			5
	Trespass/Prowler	0	4		4	17
	Vandalism	0	0			18
	Weapons	0	0			5
	Part 2 Total	3	7	133.33 %	7	122
	Total For DAYTON	20	17	-15.00 %	17	375

Report run date: 2/1/2021



**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 1/1/2021 to 1/31/2021**

City	UCR Description	1/2/2020 to 2/1/2020	1/1/2021 to 1/31/2021	Percentage Change	YTD	Prior Year
DAYTON						
Part 3						
	All Other	6	3	-50.00 %	3	57
	Non-Reportable Offenses	9	4	-55.56 %	4	128
	Part 3 Total	15	7	-53.33 %	7	185
	Total For DAYTON	20	17	-15.00 %	17	375

STAFF REPORT

TO: Honorable Mayor and City Councilors
 Through: Rochelle Roaden, City Manager
 From: Isaac Sullens, Code Enforcement Officer
 Subject: Code Enforcement Activities Report February 2021
 Date: February 22, 2021

Type of Violation	February 2021	January 2021	October 2020	September 2020	August 2020
Animals	2	3	3	0	0
Building	0	1	1	6	0
Burning	0	0	0	0	0
Clear vision	0	0	0	1	3
Encroachment	0	0	0	0	0
Junk	0	3	3	9	5
Noise	0	5	5	1	0
Noxious Vegetation	0	0	0	0	11
Parking	2	3	3	4	0
Attractive Nuisance	0	0	0	1	1
Posting	1	10	10	0	0
RV	0	0	0	0	0
Sidewalks	0	0	0	0	5
Towed	0	0	0	0	1
Land Use	0	4	4	3	6
Citations Issued	0	0	0	0	0
Right-of-Way	1	16	16	1	10
Other	0	0	0	0	0
TOTAL	6	45	45	26	42

Please Note: The monthly statistics are calculated from the Dayton City app, phone calls, emails, written notes, in person and code compliance officer observation.

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

THROUGH: ROCHELLE ROADEN, CITY MANAGER

FROM: STEPHEN SAGMILLER, PUBLIC WORKS DIRECTOR

SUBJECT: PUBLIC WORKS ACTIVITIES REPORT FEBRUARY 2021

Water:

Regulatory Samples biweekly
Treatment plant maintenance
Main repair on 2nd St
Daily rounds
Work orders
Locates
Meter reading
Turn-ons / turn-offs
Water Report to Lafayette
Water report to State
Receive chemicals at Treatment Plant
Check chlorine feed daily
Chlorine generator installation
Repairs to McDougal wells

Storm water:

Locates

Streets:

Street sweeping
Dump garbage on Ferry

Wastewater:

Regulatory Samples biweekly
Daily Rounds
Check operation of lift stations daily
Locates
DMR to DEQ
Lift station maintenance
Lift station repair

Parks:

Dump garbage all parks
Clean Restrooms at park daily
Clear storm debris from parks

Facilities:

Fire extinguisher checks
Dump garbage at CC

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	89,299	0	0	0	44,073	538,226	671,598

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	6,369.52	-	-	-	4,468.57	55,663.36	66,501.45
Sewer Amount	3,495.29	-	-	-	1,821.91	37,767.81	43,085.01
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	-	-
Late Chrg Amount	-	-	-	-	-	.92	.92
Total Charges:	9,864.81	-	-	-	6,290.48	93,432.09	109,587.38

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	13,601.71	-	-	-	8,555.92	135,043.15	157,200.78
Payments	9,708.08-	-	-	-	8,555.92-	84,676.35-	102,940.35-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	173.37-	173.37-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	9,864.81	-	-	-	6,290.48	93,432.09	109,587.38
Current Balance:	13,758.44	-	-	-	6,290.48	143,625.52	163,674.44

Year To Date: 07/01/2020 - 01/31/2021

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	939,935	1,700	0	0	314,489	5,291,316	6,547,440

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	60,528.71	171.03	-	-	26,380.64	420,697.33	507,777.71
Sewer Amount	24,379.35	-	-	-	10,883.95	263,366.64	298,629.94
Misc Amount	-	-	-	-	-	100.00	100.00
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	-	-
Late Chrg Amount	-	-	-	-	-	6.44	6.44
Total Charges:	84,908.06	171.03	-	-	37,264.59	684,170.41	806,514.09

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	11,161.98	50.00	-	-	4,912.22	120,814.45	136,938.65
Payments	82,311.60-	121.03-	-	-	35,886.33-	658,371.63-	776,690.59-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	100.00-	-	-	-	2,986.34-	3,086.34-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	1.37-	1.37-
Reallocations	-	-	-	-	-	-	-
Total Charges	84,908.06	171.03	-	-	37,264.59	684,170.41	806,514.09
Current Balance:	13,758.44	-	-	-	6,290.48	143,625.52	163,674.44

Wellfield Production and Distribution 2021

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,072,000	698,000	806,000	946,000	911,000	4,433,000	4,857,000	180,000	2,090,000	2,740,000	43%	57%	4,830,000	-397,000
Feb						0					#DIV/0!	#DIV/0!	0	0
Mar						0					#DIV/0!	#DIV/0!	0	0
Apr						0					#DIV/0!	#DIV/0!	0	0
May						0					#DIV/0!	#DIV/0!	0	0
Jun						0					#DIV/0!	#DIV/0!	0	0
Jul						0					#DIV/0!	#DIV/0!	0	0
Aug						0					#DIV/0!	#DIV/0!	0	0
Sep						0					#DIV/0!	#DIV/0!	0	0
Oct						0					#DIV/0!	#DIV/0!	0	0
Nov						0					#DIV/0!	#DIV/0!	0	0
Dec						0					#DIV/0!	#DIV/0!	0	0
Total	1,072,000	698,000	806,000	946,000	911,000	4,433,000	4,857,000	180,000	2,090,000	2,740,000	43%	57%	4,830,000	-397,000

Wellfield Production and Distribution 2020

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	2,212,000	1,352,000	2,504,000	2,571,000	1,781,000	10,420,000	10,777,000	307,000	6,480,000	3,390,000	66%	34%	9,870,000	550,000
Feb	2,605,000	1,392,000	2,727,000	2,727,000	1,795,000	11,246,000	11,503,000	324,000	6,968,000	3,606,000	66%	34%	10,574,000	672,000
Mar	1,869,000	1,346,000	2,856,000	2,858,000	2,736,000	11,665,000	11,087,000	7,290,000	3,922,000	3,922,000	65%	35%	11,212,000	453,000
Apr	2,105,000	1,542,000	4,197,000	2,229,000	2,424,000	12,497,000	13,705,000	404,000	7,856,000	3,826,000	67%	33%	11,682,000	815,000
May	2,125,000	1,251,000	3,702,000	2,196,000	2,196,000	11,470,000	13,866,000	424,000	8,919,000	2,678,000	77%	23%	11,597,000	-127,000
Jun	1,427,000	1,413,000	1,426,000	1,427,000	1,465,000	7,158,000	9,782,000	315,000	5,093,000	3,859,000	57%	43%	8,952,000	-1,794,000
Jul	1,754,000	1,593,000	1,771,000	1,773,000	1,823,000	8,714,000	11,720,000	344,000	5,027,000	5,155,000	49%	51%	10,182,000	-1,468,000
Aug	1,638,000	892,000	1,902,000	1,902,000	1,945,000	8,279,000	11,106,000	283,000	4,833,000	5,501,000	47%	53%	10,336,000	-2,057,000
Sep	1,109,000	1,177,000	1,359,000	1,359,000	1,387,000	6,391,000	7,421,000	257,000	3,383,000	4,089,000	45%	55%	7,472,000	-1,081,000
Oct	931,000	1,096,000	1,287,000	1,289,000	1,314,000	5,917,000	6,809,000	211,000	3,764,000	2,825,000	57%	43%	6,589,000	-672,000
Nov	1,293,000	1,661,000	2,001,000	1,705,000	1,733,000	8,393,000	9,077,000	304,000	5,943,000	3,071,000	66%	34%	9,014,000	-621,000
Dec	1,127,000	1,462,000	1,711,000	1,437,000	1,433,000	7,170,000	7,184,000	251,000	3,258,000	3,349,000	49%	51%	6,607,000	563,000
Total	20,195,000	16,177,000	27,443,000	23,473,000	22,032,000	109,320,000	124,037,000	3,745,000	68,816,000	45,271,000	60%	40%	114,087,000	-4,767,000

Wellfield Production and Distribution 2019

	Well 1	Well 2	Well 3	Well 4	Well 5	Total	Treatment Plant Inflow	Backwash	Lafayette Distribution	Dayton Distribution	Lafayette Percentage	Dayton Percentage	L + D	Diff Between Well Total and Distribution
Jan	1,894,000	1,827,000	1,894,000	2,144,000	2,037,000	9,796,000	11,148,000	410,000	7,724,000	2,599,000	75%	25%	10,323,000	-527,000
Feb	1,837,000	1,823,000	1,561,000	2,030,000	2,342,000	9,593,000	10,594,000	355,000	8,137,000	1,533,000	84%	16%	9,670,000	-77,000
Mar	1,462,000	1,662,000	1,718,000	2,579,000	2,566,000	9,987,000	11,659,000	255,000	8,527,000	2,081,000	80%	20%	10,608,000	-621,000
Apr	1,928,000	1,327,000	1,424,000	1,926,000	1,966,000	8,571,000	10,486,000	248,000	7,443,000	1,892,000	80%	20%	9,335,000	-764,000
May	2,865,000	1,751,000	1,928,000	2,896,000	2,502,000	11,942,000	13,352,000	307,000	9,118,000	2,299,000	80%	20%	11,417,000	525,000
Jun	2,526,000	1,350,000	1,547,000	2,797,000	1,423,000	9,643,000	10,796,000	240,000	5,615,000	3,256,000	63%	37%	8,871,000	772,000
Jul	1,889,000	891,000	1,583,000	3,004,000	2,425,000	9,792,000	10,794,000	240,000	5,097,000	4,116,000	55%	45%	9,213,000	579,000
Aug	2,045,000	1,817,000	1,630,000	3,288,000	2,926,000	11,706,000	12,452,000	318,000	6,902,000	4,582,000	60%	40%	11,484,000	222,000
Sep	1,786,000	827,000	1,446,000	1,725,000	1,506,000	7,125,000	7,227,000	203,000	4,378,000	3,249,000	57%	43%	7,627,000	-502,000
Oct	1,471,000	829,000	1,540,000	1,582,000	1,701,000	7,123,000	7,752,000	213,000	4,081,000	2,832,000	59%	41%	6,913,000	210,000
Nov	2,232,000	1,219,000	2,315,000	2,166,000	2,239,000	10,171,000	10,961,000	285,000	7,410,000	2,599,000	74%	26%	10,009,000	162,000
Dec	2,249,000	1,257,000	2,247,000	2,411,000	2,282,000	10,446,000	11,611,000	257,000	7,044,000	3,463,000	67%	33%	10,507,000	-61,000
Total	24,184,000	16,580,000	20,833,000	28,383,000	25,915,000	115,895,000	128,832,000	3,336,000	81,476,000	34,501,000	70%	30%	115,977,000	-82,000

Disposal Voucher Program for Dayton Residents

Due to current COVID-19 guidelines, the City's annual Spring city-wide cleanup event is being postponed to later this year. In the meantime, the City has partnered with Recology to offer a free disposal voucher for Dayton residents. (You must live within the Dayton city limits to participate.)

The Voucher will allow Dayton residents to dispose of:

- Up to two yards of trash, wood or furniture; **OR**
- One freon appliance (Fridge/Freezer); **OR**
- Up to two non-freon appliances

Starting March 1st, if you are interested in obtaining a voucher, please call or email City Hall at 503-864-2221 or rhaworth@ci.dayton.or.us.

No hazardous waste, sharps or electronics accepted as trash. Customer will pay for any additional trash, tires, or other items. The voucher has no monetary value.

