



*Photo Credit: John Collins*

*City of Dayton*  
2021-2022 Proposed Budget



# City of Dayton Oregon



## BUDGET COMMITTEE

### **CITY COUNCIL MEMBERS**

Beth Wytoski, Mayor  
Annette Frank  
Daniel Holbrook  
Kitty Mackin  
Trini Marquez  
Darrick Price  
Rosalba Sandoval-Perez

### **CITIZEN MEMBERS**

Christopher Dahlvig  
Angie Gonzalez  
Michael Howard  
Steve Hopper  
Debra Lien  
Carlos Mejia  
Christopher Wytoski

Rochelle Roaden, City Manager  
Patty Ringnalda, City Recorder

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## Mission Statement

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

## Vision Statement

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

## Motto

*Rich in History...Envisioning our Future*

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# **CITY OF DAYTON, OREGON**

## **BUDGET MESSAGE FY 2021-2022**

The budget submitted herein is the proposed budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The budget has been prepared to satisfy the legal requirements of the Dayton City Charter and the State of Oregon local budget law. This financial plan for the City is balanced and is within all the statutory property tax limitations. The proposed budget is the link between public policy, values, and available resources.

The budget was developed to continue existing traditional services provided by the City of Dayton. We anticipate that the proposed budget will require use of reserves in the General Fund this year to maintain services at current levels. This has been true for the last several budgets, however, the City has benefitted from efforts to reduce costs to maintain a healthy amount of working capital. The 2020-2021 budget reflects responsible fiscal policy to maintain the Water Utility Fund and Sewer Utility Fund to meet operational expenses, debt service payment obligations and future anticipated costs for improvements.

The 2021-2022 budget is a modified line-item budget with separate appropriation pages for each function. The budget is presented in a format to describe the department's activities and the revenue sources and provide explanation of the proposed expenditures in a manner that is understandable to the public. The City uses a cash basis of accounting for all revenue and expenditures for the City.

This year's budget includes a prudent cost of living adjustment for employee wages. However, any actual cost of living adjustment will be decided by the City Council in a public meeting. The cost of health insurance benefits is projected to be flat for 2021. Employees will continue to contribute 10% of the overall cost for insurance in 2021-2022. The City's rate for the Public Employees Retirement System (PERS) increased significantly for the 2021-2022 fiscal year. While the increasing PERS rates affects the City's budget, this effect on the City has been somewhat mitigated by our small staff size as well as the fact that most of our small staff are new enough to PERS to be on the Oregon Public Service Retirement Plan (OPSRP). This plan has significantly lower rates than Tier 1 and Tier 2 employees.

With the uncertainty of when the pandemic will end, it has been difficult to feel confident in estimating revenues and expenses for the upcoming year. Or hoping for pre-pandemic revenue levels to return. Overall, FY2020-2021 actuals have been used when possible and appropriate.

### **Strategic Plan Goals**

The Strategic Plan Goals for FY 2021-22 are included in this budget document on page 7. This budget incorporates those goals and reflects the long-term priorities of the Dayton City Council.

### **General Fund Highlights**

The appraised taxable value of all the property within the Dayton City Limits increased from an estimated \$135,689,575 in December 2019 to \$140,075,192 in December 2020, which is a 3% increase in appraised value. We estimate that the General Fund will receive approximately \$220,000 in property taxes for City operations. This is in line with the actual tax revenue

received in FY20-21 during the pandemic. Under the rate-based system with Measure 50 property tax limitations, the City can levy \$1.7057 per \$1,000 on all property which is limited to a three (3) percent increase in the general property tax levy plus an increase for new property value.

Our beginning fund balance projected for 2021-22 reflects an increase of \$29,000 from the prior year. The City continues to strive to find cost-saving opportunities as each year we anticipate a drop in our beginning fund balance. The General Fund has an unappropriated ending fund balance is \$52,080. This is lower than usual due to the reduction in revenue and increase in expenses during the pandemic. The Community Center rentals, Library Use Based Reimbursement, Franchise Fees, and property tax revenue are lower due to the current economic condition. Additionally, Marijuana Tax revenue has diminished significantly due to the passing of Measure 110.

Expenses associated with the pandemic are expected to continue into the new year. The American Rescue Plan Act will be helping offset the loss of revenues due to covid and will hopefully provide for a higher ending fund balance in FY21-22. The unappropriated ending fund balance plays two main roles for the City's General Fund: first, having a healthy unappropriated ending fund balance ensures that we do not run into a cash flow issue at the beginning of the fiscal year prior to receiving property taxes and other significant revenues; and second, it helps the City ensure that it will continue to have healthy working capital from year to year.

Personnel services are distributed in the General Fund and other funds based on the anticipated assignment of duties of employees. City Hall was closed to foot traffic for most of the year due to Oregon Health Authority (OHA) risk sector guidance. We purchased a new Voice over IP phone system to allow for staff working remotely to have better access to calls and voice mails. New laptops and equipment were purchased to allow for remote working which was funded through the Covid Relief Fund dollars. Dayton received approximately \$80,000 which was used for office modifications, remote equipment, and funded the Dayton Dollars Grant Program.

The Library has been closed since March of 2020 due to the pandemic. Some small libraries are starting to open for small periods of time, but we do not have the staff to handle the activity with the covid precaution measures. The FY2021-22 budget includes one addition in personnel with the hiring of a part-time Library Assistant. The Library Director has taken on more duties with the new smart phone app and city website. Along with her planning coordinator role, this position is spread very thin, and assistance is needed. The Library Assistant will work 20 hours a week and help with daily library duties, covering for the Director when she has CCRLS meetings, helping with summer reading and other programming, and helping reopen the library in a safe and cautious manner.

Materials and services appropriations are generally flat this year compared to last year. Increases are shown for workers compensation and professional services. The City will start publishing a quarterly newsletter called the *Ferry Street News* and its costs are increasing the Professional Services line across the funds. A substantial increase is in Park Maintenance due to the handicap bathroom rentals quadrupling over the last year. This is due to required cleaning once a week per OHA covid guidelines.

A reduction is shown in the Community Center Maintenance because it is not likely we will be able to start renting it again during the pandemic. Several line items have been adjusted up or down according to the changing needs of the City.

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

A 3-year levy for Public Safety services was approved by voters in the November 2018 election. The 2021-22 budget will mark the third year of the renewed levy. Tax revenue is forecasted flat with the FY20-21 actuals due to the current economic situation. Additionally, Citations & Bail and Traffic School Fees are down due to the economy and the downward trend over the last few years. Adding the speed signs onto the Highway 221 bridge coming into town has made it much safer and reduced the number of speeders coming into town.

Anticipated expenditures for the 2021-2022 budget are higher than prior year due to Yamhill County Sheriff's Office updating their Deputy salaries to bring them in line with industry standards. This added an 8.5% increase which is the last step of the salary update. The levy will allow the City to contract for one full-time Deputy again this year, as well as 911 services, Code Enforcement, Court and other support services. Additionally, increased expenditures are budgeted in Legal Services to accommodate code enforcement litigation.

### **Transient Lodging Tax Fund**

All tax revenue since the City enacted the tax in 2016 has been transferred to the new fund. This includes funds from both the General Fund and the State Shared Revenue Fund. The pandemic has caused a slowing in revenues for this fund as well. Revenue has been budgeted flat in FY21-22.

### **American Rescue Plan Fund**

The American Rescue Plan (ARP) Fund has been created. In March of 2021, President Biden signed the American Rescue Plan Act of 2021 which will provide \$350 billion in new Coronavirus Relief Funds for states, cities, and Tribes. The State of Oregon will receive an estimated \$4.2 billion in funds with an allocation of approximately \$560,000 for the City of Dayton. These funds can be used to respond to negative economic impacts and revenue shortfalls due to the pandemic. Funds can also be used for necessary investments in water, sewer, or broadband infrastructure.

The FY21-22 budget includes transfers to the General Fund, the Local Option Tax Fund, the Water and Sewer Funds to address reduction in revenues and to set up a \$75,000 grant program for utility assistance as directed by the City Council. The City Council will determine the use of the remaining ARP funds once they are received. The City should receive the ARP funds in two payments. One in late June/early July of 2021 and the remaining balance in 12 months from that date. ARP funds must be spent by December 31, 2024.

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

The City's Street Fund has been more active over the last couple of fiscal years, and this will continue in the 2021-2022 budget, mainly regarding street patching and capital projects. For this activity to become sustainable and significant, an alternative revenue source for maintenance and improvements to the street system (streets, sidewalks, and storm drains) is needed. The City has been able to find efficiencies and made plans for addressing maintenance

and improvement issues, but only on a small scale. In the 2017 budget, the City pursued a Pavement Management Plan for the Transportation System. Currently, there is no guaranteed funding mechanism to improve City infrastructure with any kind of regularity, but the plan outlines the conditions of our current infrastructure and the amount of funding needed to keep up with needed maintenance.

The City was awarded a \$750,000 grant in December of 2020 for the 9<sup>th</sup> to Flower Sidewalk Improvement Project. This is through Oregon Department of Transportation's Safe Route to School grant program and will fund 100% of this project. A new sidewalk will be installed along Ferry Street between 9<sup>th</sup> and Flower Street so Dayton children walking to school will have a much safer route. In FY 2021-22 the City will apply for a Small City Allotment grant to complete another street overlay.

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

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

The Water Utility Fund contains programs that are mandated by the EPA and Oregon Health Authority. With recent significant capital investment in the City's infrastructure the Council has set fiscally responsible rates to pay for operating, capital, and debt services. The Water Utility Fund does not anticipate any rate increases for FY 2021-22. As the infrastructure continues to be upgraded, additional increases will be required to ensure that fees are covering the cost of the system and any additional debt service. A water rate study was completed in 2021. It has been determined that changing our rate structure to use 200 cubic feet as our base instead of 400 will be an effective way to provide water services in a more equitable manner. Rate changes in the Fall of 2021 have caused a reduction in revenue for the upcoming year.

In August 2015, the City Council made the decision to withdraw from the Yamhill Regional Water Authority. The City has been able to secure additional water resources without the need for regional water. Over the next several years, the City anticipates replacing the main transmission line between the watershed springs and the footbridge, as well as developing newly acquired wells and tying them into the water system.

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

The City has established plans for addressing the City's most pressing wastewater needs. The challenge now is to put those plans into action. A major challenge for the City's wastewater system is Inflow and Infiltration of water into the system, which causes a capacity problem for the City's sewer lagoon system. The City continues to evaluate options. The Sewer Utility Fund does not anticipate any rate increases for FY2021-22.

The Dayton bridge over the Yamhill River which carries our water mainline into the City and our sewer mainline out to the sewer ponds has been closed since 2018. Last year the City Council approved a steel truss bridge replacement option and infrastructure upgrades. The Department of Environmental Quality will be financing the sewer mainline and supporting bridge portion of the project. The water mainline upgrade portion will be funded through a Business Oregon loan program. The project will take a year to two for permitting and design/engineering and then another 9-12 months for construction.

## **Other Highlights**

Building activity has ramped up significantly in FY 2020-21 with a new subdivision ramping up and remodeling at the Dayton Elementary, Middle and High Schools. The City's empty in-fill lots and available space for new development is quickly dwindling, so building activity will slow down soon. The City is working with the Mid-Willamette Valley of Governments Planning team and Oregon's Department of Land Conservation and Development (DLCD) to look at the possibility of completing an Urban Growth Boundary (UGB) swap. Work on this will be commencing in May of 2021 and continue through December of 2021.

The impact from COVID-19 still continues on national and local economies. Having a very healthy beginning balance has provided stabilization for the City. The City's budget will still have ability to provide local services. Regardless of the state of the economy, the City must remain prudent and strategic in our budget practices and pursuits.

The enclosed budget maintains City service levels for the 2021-22 fiscal year and allows the City to prepare for long-term needs as well.

I commend the staff, Mayor, City Council, and Budget Committee for their continued efforts in helping move the City forward, especially as tough decisions must be made. City staff stand ready to assist the Mayor, City Council, and Budget Committee in finalizing a budget for City operations for another year.

Sincerely,

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

Rochelle Roaden, City Manager and Budget Officer



# City of Dayton

## *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.

## *STRATEGIC PLAN GOALS 2021-2022*

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

- Complete Sidewalk Improvements on Ferry Street – 9th to Flower Lane.
- Develop five-year plan consisting of finance strategy, design, and construction for the building of new City Hall and Library in 3-5 years.
- Evaluate funding models for establishing Pavement Management Program.
- Begin design of HWY 221 Lift Station.
- Adopt prioritized list of sewer line replacements to be completed on annual basis.

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

- Develop a strategy and complete land zoning analysis for an urban growth boundary swap for residential property.
- Establish a Mural Policy to acquire murals as public art.
- Research Brownfield's Integrated Planning Grant for Economic Development.

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

- Set up Site Visit/Video of Country Heritage Estates Phase 2 pedestrian/bike trail with wayfinding signs.

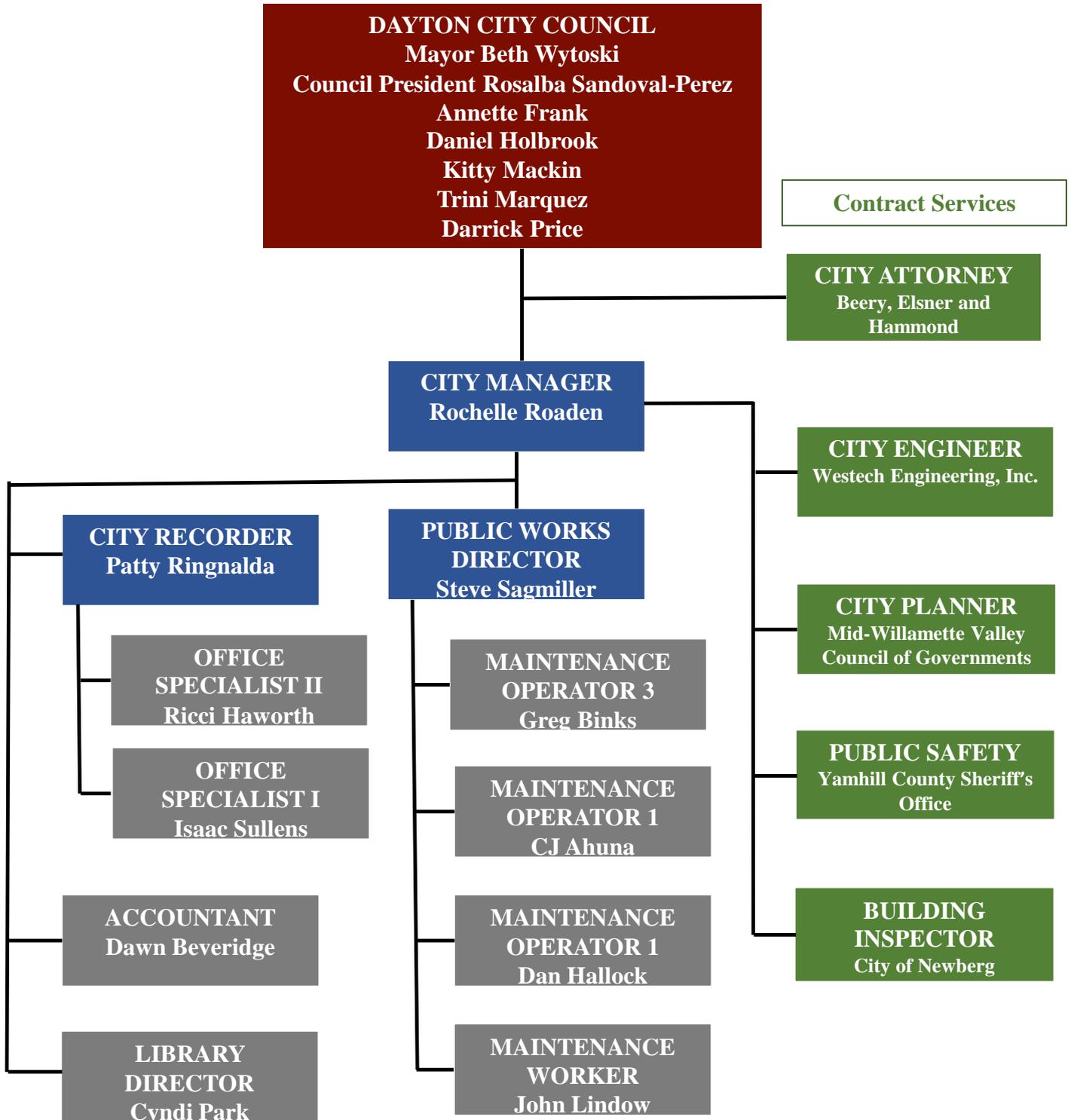
### *Goal E Engage in efficient and effective activities to promote community safety and wellness.*

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

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City of Dayton, Oregon  
Organizational Chart  
2021

**DAYTON CITIZENS**



# CITY OF DAYTON

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

The 2020-2021 tax base of the City of Dayton (that amount within the statutory three percent limitation) is \$140,075,192; which is \$4,385,617 more than in the previous year. The City can levy \$1.7057 Per \$1,000 on all property. Under the Measure 50 property tax limitations, there is a three (3) percent limit on the increase in value to existing individual properties each year unless improvements are made to the property.



## Budget Overview

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

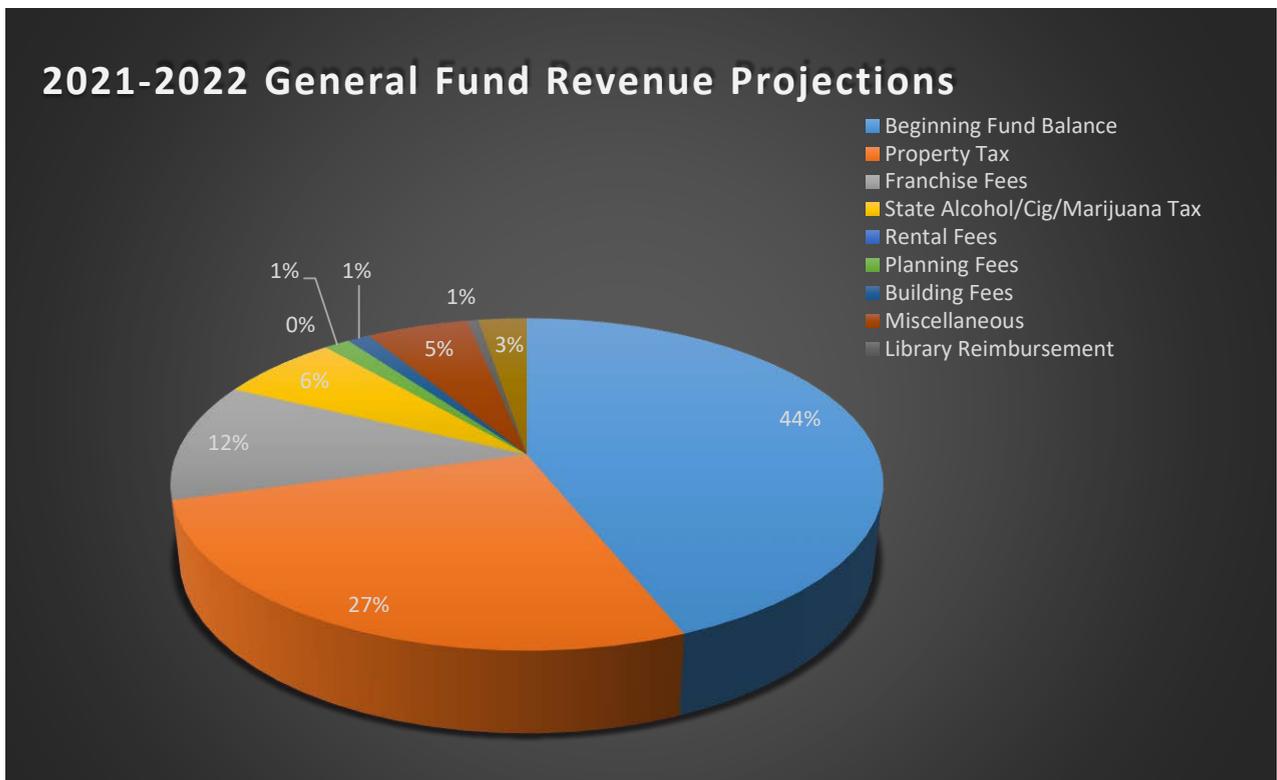
ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET			
2018/2019	2019/2020	Adopted	Projected	Revenues	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council
1,250,053	1,167,792	741,983	1,172,480	General Fund	826,842		
453,499	446,694	333,484	390,289	Local Option Tax Fund	326,840		
-	255,665	296,613	305,111	Transient Lodging Tax Fund	361,247		
-	-	-	-	American Rescue Plan Fund	560,000		
304,634	340,920	278,450	349,756	Street Fund	342,673		
1,591,535	1,655,366	1,318,329	1,564,727	Water Utility Fund	1,330,293		
830,184	831,639	797,619	911,200	Sewer Utility Fund	821,551		
168,370	182,089	50,940	65,502	State Revenue Sharing Fund	61,340		
252,443	499,400	411,501	493,024	Water Utility Capital Projects Fund	380,494		
2,075,199	3,699,618	1,236,604	403,877	Sewer Utility Capital Projects Fund	1,808,051		
33,391	57,066	97,483	97,371	Equipment Replacement Reserve Fund	84,868		
173,356	180,456	196,946	200,479	Building Reserve Fund	223,275		
231,553	281,752	460,843	466,078	Street Capital Projects Fund	975,760		
50,337	59,342	56,682	66,743	Parks Capital Projects Fund	56,743		
529,411	2,767,784	566,912	552,302	Debt Service Fund	569,340		
7,943,965	12,425,582	6,844,389	7,038,938		8,729,317	-	-

2018/2019	2019/2020	Adopted	Projected	Expenditures	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council
589,012	668,131	741,983	809,387	General Fund	826,842		
313,272	300,768	333,484	304,450	Local Option Tax Fund	326,840		
-	10,746	296,613	2,164	Transient Lodging Tax Fund	361,247		
-	-	-	-	American Rescue Plan Fund	560,000		
159,053	177,470	278,450	187,683	Street Fund	342,673		
917,559	1,029,700	1,318,329	1,148,634	Water Utility Fund	1,330,293		
425,289	423,188	797,619	618,149	Sewer Utility Fund	821,551		
36,053	158,470	50,940	44,762	State Revenue Sharing Fund	61,340		
75,248	313,502	411,501	381,498	Water Utility Capital Projects Fund	380,494		
1,994,820	3,500,531	1,236,604	137,582	Sewer Utility Capital Projects Fund	1,808,051		
7,143	-	97,483	63,052	Equipment Replacement Reserve Fund	84,868		
35,445	10,676	196,946	7,704	Building Reserve Fund	223,275		
3,885	6,422	460,843	395,817	Street Capital Projects Fund	975,760		
-	-	56,682	11,000	Parks Capital Projects Fund	56,743		
242,469	2,475,993	566,912	243,211	Debt Service Fund	569,340		
4,799,247	9,075,599	6,844,389	4,355,094		8,729,317	-	-

# General Fund

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

The chart below identifies the projected sources of funds for the General Fund in the Fiscal Year 2021-2022:



## Fund Assumptions:

The COVID-19 pandemic continues to impact our economy. Property tax revenue, franchise fees, state tax revenue, CCRLS Use Based reimbursement, and Community Center rental fees have all been affected substantially. Uncertainty of when the pandemic will subside has made it difficult to make confident estimations of revenues for the upcoming year. Last year, the budget planned for a substantial decrease in revenues not knowing what exactly would be affected. This year the revenue estimates, in most cases, are flat with actuals of FY20-21.

Additionally, Measure 110 has had a significant impact on Marijuana tax revenue.

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

ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				100.000	General Fund Revenue			
668,889	661,079	334,092	499,661	400.000	Working Capital (Accrual)	363,092		
7,953	3,320	1,000	1,541	402.000	Levied Taxes (Prior Years)	1,000		
11,815	9,386	5,000	2,580	404.000	Interest	2,500		
3,545	3,682	2,000	2,722	410.000	Bus/Amusement License	2,000		
18,584	18,047	15,796	20,543	412.000	Franchise-Cable TV	18,000		
7,089	8,115	6,025	7,516	412.100	Franchise-Solid Waste	6,500		
67,760	69,972	57,596	69,845	412.200	Franchise-Electric Service	65,000		
5,623	25,005	4,780	11,584	412.300	Franchise-Telecommunications	6,000		
13,914	10,535	11,131	145,117	416.000	Building Permits	10,000		
4,055	3,322	5,000	9,676	416.010	Plan Check Fees	5,000		
1,250	1,255	1,500	3,250	416.020	Type A Permit Fees	1,500		
11,308	7,339	5,000	-	416.030	Type B Permit Fees	5,000		
13,669	4,794	3,000	6,300	416.100	Planning Fees	5,000		
25	10	100	215	416.200	Construction Excise Tax	100		
-	-	100	50	416.300	Encroachment Permit Fee	100		
47,390	43,695	40,280	53,354	426.000	State Alcohol Taxes	48,000		
3,088	3,033	2,624	2,537	428.000	State Cigarette Taxes	2,000		
7,775	9,772	6,609	7,753	428.100	State Marijuana Taxes	3,600		
73,509	-	-	-	429.000	Transient Lodging Tax Collected	-		-
10,785	10,167	7,800	5,167	430.000	CCRLS Use Based Reimbursement	5,000		
226	122	-	134	430.100	Library Fees/Fines	100		
7,895	5,904	5,000	5,608	432.000	Dayton Rural FD Shared Costs	5,000		
1,000	1,000	1,000	1,000	436.000	Library Grant	1,000		
12,465	9,675	-	-	444.000	CLG Grant	11,600		
1,000	-	-	-	445.000	DLCD Grant	-		
-	-	3,000	2,652	446.000	Library COVID-19 Grant	3,000		
					Dollar General Summer Reading Grant	3,000		
					ALA Grant (Libraries Transforming Communities)	3,000		
3,315	3,277	500	8,844	480.000	Miscellaneous Revenue	1,000		
31,793	28,215	15,000	6	480.300	Community Center Rental Fees	-		
200	5	50	-	485.000	Public Contributions	50		
214,131	227,065	208,000	224,279	499.300	Taxes Collected	220,000		
-	-	-	80,545	499.400	COVID Relief Fund	-		
					Newsletter Advertising Sales	1,200		
					Transfer from American Rescue Plan Fund	28,500		
<b>1,250,053</b>	<b>1,167,792</b>	<b>741,983</b>	<b>1,172,480</b>		<b>Total General Fund Revenue</b>	<b>826,842</b>	<b>-</b>	<b>-</b>

# Administration

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

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

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

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



*Rochelle Roaden  
City Manager*



*Steve Sagmiller,  
Public Works  
Superintendent*



*Patty Ringnalda  
City Recorder*



*Dawn Beveridge,  
Accountant*



*Cyndi Park  
Library Director*



*Isaac Sullens,  
Office Specialist I*



*Ricci Haworth,  
Office Specialist II*

ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>100-100</b>	<b>Administration - Expenditures</b>			
					<b>Personnel Services</b>			
48,947	57,496	60,900	60,900		Salaries	72,241		
21,037	25,441	36,967	36,501		Fringe Benefits	44,378		
<b>69,984</b>	<b>82,937</b>	<b>97,867</b>	<b>97,401</b>		<b>Total Personnel Services</b>	<b>116,619</b>	-	-
					<b>Materials and Services</b>			
1,347	1,229	1,500	1,500	600.000	Electricity	1,500		
7,442	9,935	10,000	10,000	600.001	Electricity - Community Center	10,000		
807	999	1,000	1,000	600.100	Propane	1,000		
2,237	1,659	2,500	2,500	600.101	Propane - Community Center	2,500		
4,862	4,147	5,000	5,000	601.000	Office Expense	5,000		
384	383	450	450	601.100	Postage	450		
422	571	700	700	602.000	Telephone & Related	700		
1,457	1,013	1,800	1,800	604.000	Insurance	1,800		
1,273	1,175	1,400	1,400	608.000	Audit	1,400		
1,256	925	2,000	2,000	611.000	Travel & Meeting	2,000		
217	368	500	500	614.000	Equipment Repair & Maintenance	500		
556	493	750	750	614.100	Fuel	750		
13	3	50	50	616.100	Safety/Uniforms	50		
40	11	125	125	617.000	Small Tools/Shop Supplies	125		
6,186	1,660	4,800	4,800	700.000	Legal Services	4,800		
118	73	500	500	700.100	Misc Legal (Non Attorney)	500		
6,583	2,537	5,200	5,200	705.000	Professional Services	5,700		
1,104	1,607	2,085	2,085	705.300	Data Processing	2,085		
540	540	1,000	1,000	706.000	Dues & Certifications	1,000		
4,022	6,032	4,000	6,772	707.000	City Hall Maintenance	7,200		
214	8	300	300	707.200	City Hall Annex Maintenance	300		
23,915	25,670	15,000	16,389	707.300	Community Center Maintenance	11,500		
-	9	100	100	708.100	Tool & Equipment Rental	100		
-	-	100	100	725.000	Election Expense	100		
13,238	15,255	6,300	1,066	750.200	Community Center Rental Refund	50		
2,379	561	1,000	1,000	799.000	Miscellaneous Expense	1,000		
-	-	-	82,984	799.100	COVID Relief Expense (CRF)	-		
<b>80,612</b>	<b>76,864</b>	<b>68,160</b>	<b>150,071</b>		<b>Total Materials and Services</b>	<b>62,110</b>	-	-

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ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Capital Outlay</b>			
848	2,066	1,500	830	903.000	Equipment	2,000		
1,084	4,296	1,000	(690)	904.000	City Hall Improvements	1,000		
6,466	7,938	1,000	913	904.400	City Hall Annex/Community Center	16,000		
-	-	3,000	3,000	940.000	Entry Areas for the City	3,000		
1,417	5,910	500	19	950.000	Holiday Lighting/Banners	5,000		
-	-	-	-		EOC Generator Hookup at High School Gym	10,000		
<b>9,815</b>	<b>20,210</b>	<b>7,000</b>	<b>4,072</b>		<b>Total Capital Outlay</b>	<b>37,000</b>	-	-
<b>160,410</b>	<b>180,011</b>	<b>173,027</b>	<b>251,543</b>		<b>Total Administration Expenditures</b>	<b>215,729</b>	-	-

# Parks

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

In 2018, the Dayton School District transferred ownership of Brookside Cemetery to the City. The Historic Preservation Committee and the City, through a Certified Local Government (CLG) grant, updated the Brookside Cemetery sign.



*Photo Credit: Councilor John Collins*

In 2019, the Historic Preservation Committee received another CLG grant to help fund the Brookside Cemetery Restoration project which included the restoration of remaining headstones, ground penetrating radar assessment, and other maintenance needs. This project work was completed, and the project was selected by the Oregon Parks and Recreation Department to receive an Oregon Heritage Excellence Award in 2020!

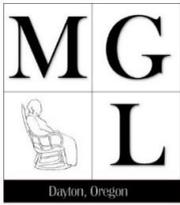
The departmental focus in fiscal year 2021-2021 will be continued maintenance within the park system as well as minor improvements. COVID-19 protocol has substantially increased costs for cleaning and bathroom maintenance.



*Photo Credit: Councilor John Collins*

ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>100-103</b>	<b>Parks Expenditures</b>			
					<b>Personnel Services</b>			
38,629	60,835	70,961	70,961		Salaries	78,525		
13,216	23,331	43,075	42,532		Fringe Benefits	48,238		
<b>51,845</b>	<b>84,166</b>	<b>114,036</b>	<b>113,493</b>		<b>Total Personnel Services</b>	<b>126,763</b>	-	-
					<b>Materials and Services</b>			
1,896	1,785	2,700	1,597	600.000	Electricity	2,000		
238	251	400	400	600.100	Propane	400		
541	738	800	800	601.000	Office Expense	800		
115	120	150	150	601.100	Postage	150		
181	239	300	300	602.000	Telephone & Related	400		
1,848	2,769	2,600	2,600	603.000	Garbage/Sanitation	2,600		
3,505	3,385	4,100	3,618	604.000	Insurance	4,100		
424	436	475	482	608.000	Audit	500		
355	334	400	400	611.000	Travel & Meeting	400		
947	1,163	2,000	2,000	614.000	Equipment Repair & Maintenance	2,000		
2,002	1,776	2,700	1,686	614.100	Fuel	2,700		
59	10	150	150	616.100	Safety/Uniforms	150		
2,082	516	2,500	2,500	617.000	Small Tools/Shop Supplies	2,500		
9,741	11,820	11,000	19,235	619.000	Park Maintenance	20,000		
	0	1,000	230	619.100	Brookside Maintenance	1,000		
233	109	525	35	700.000	Legal Services	525		
47	32	200	200	700.100	Misc Legal (Non Attorney)	200		
4,051	4,792	5,000	7,246	705.000	Professional Services	12,150		
562	937	1,140	1,140	705.300	Data Processing	1,200		
277	111	350	350	706.000	Dues & Certifications	350		
1,113	1,819	1,000	1,582	707.000	City Hall Maintenance	2,000		
214	0	250	250	707.200	City Hall Annex Maintenance	250		
0	19	200	-	708.100	Tool & Equipment Rental	200		
0	0	-	-	750.000	Cemetery Grant - Brookside	-		
406	38	1,000	1,000	799.000	Miscellaneous Expense	1,000		
<b>30,836</b>	<b>33,199</b>	<b>40,940</b>	<b>47,950</b>		<b>Total Materials and Services</b>	<b>57,575</b>	-	-
					<b>Capital Outlay</b>			
90	266	1,000	961	903.000	Equipment			
-	1,071	500	256	904.000	City Hall Improvements	500		
465	-	1,000	1,000	904.200	City Yards/ Shop Improvements	1,000		
3,600	2,600	6,000	6,000	910.000	Park Improvements	6,000		
-	-	2,000	2,000	910.100	Alderman Park Improvements	2,000		
-	-	3,000	3,000	913.000	Signs	3,000		
					Christmas Tree & Bandstand Lighting	11,500		
<b>4,154</b>	<b>3,937</b>	<b>13,500</b>	<b>13,217</b>		<b>Total Capital Outlay</b>	<b>24,000</b>	-	-
<b>86,836</b>	<b>121,302</b>	<b>168,476</b>	<b>174,660</b>		<b>Total Parks Expenditures</b>	<b>208,338</b>	-	-

# Library



The Mary Gilkey City Library is located next to Dayton City Hall and serves the community as an information resource. The Library is housed in a space that is approximately 1,300 square feet. The inventory consists of approximately 13,000 books and materials. The majority of our collection for adults is in English, along with many children's resources in Spanish.



*Grab & Go Bin*



*Books Given Away on Halloween*



*New Outside Book Return*

The library building has not been open to the public this fiscal year due to the COVID-19 pandemic. The widespread prevalence of the disease in our communities and our limited space for patrons to social distance from one another has not afforded an opportunity to resume normal in-person services. We have adapted to offering our patrons and community services outside of our walls. We're offering many services online such as library card registration, streaming movies, workshops, and magazine checkouts. Our Summer Reading Program was comprised of weekly themed "Grab and Go" kits that were available contact free 24 hours a day in our brand-new red newspaper bin. Participation increased week over week. Our Halloween celebration was an outdoor event this year as well. We prepared Trick or Treat bags filled with goodies for 150 kids and gave away over 300 books to the members of the Dayton community. The Tree of Giving moved online this year. Community members visited the library's website to select a virtual tag that contained the details and wishes of a child in need. We were out of tags in record time!

During the closure we have been revamping our collection, making the space easier for patrons to browse. Movies are now out on the shelves rather than behind the counter. We have all kinds of new non-fiction books for children, many in non-traditional formats such as graphic novels and You Choose. We've been removing books that no longer circulate to make room for new books for our patrons. We will continue to offer services to our patron online and contact free. We have a chat interface setup online for people that have quick questions. We have forms online for people to fill out to get suggestions about what books to read next. Our patrons are able to place orders for books on the CCRLS website, via email, or phone, and then pick them contact free outside of our building. Our Wi-Fi has been on and accessible outside of our building for the entirety of the pandemic, and we will soon be able to start checking our Wi-Fi hotspots to our community thanks to a grant program administered by CCRLS. As conditions improve, we will once again be offering kits for patrons to take home, we'll start some online program options – including an exciting Oregon animal adventure – and soon we'll be preparing for this year's summer reading program.

*The City of Dayton holds membership in the Chemeketa Cooperative Regional Library System (CCRLS). Benefits of our membership include access to regional on-line catalog, ability of patrons to use electronic databases, including a full text periodicals database and the Oregonian Index.*

ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>100-104</b>	<b>Library Expenditures</b>			
					<b>Personnel Services</b>			
36,900	37,474	41,723	41,723		Salaries	54,284		
23,848	20,091	25,328	25,009		Fringe Benefits	33,347		
<b>60,748</b>	<b>57,565</b>	<b>67,051</b>	<b>66,732</b>		<b>Total Personnel Services</b>	<b>87,631</b>	-	-
					<b>Materials and Services</b>			
424	387	450	450	600.000	Utilities Electricity	450		
955	824	800	800	600.100	Utilities Propane	800		
5,131	2,796	4,000	4,000	601.000	Library & Office Expense	4,000		
320	334	375	375	601.100	Postage	375		
476	239	300	300	602.000	Telephone & Related	300		
922	891	1,250	1,250	604.000	Insurance	1,250		
635	654	700	722	608.000	Audit	700		
706	265	1,000	1,000	611.000	Travel & Meeting	1,000		
-	7	100	100	616.100	Clothing/Safety	100		
141	44	250	250	700.000	Legal Services	250		
35	24	150	150	700.100	Misc. Legal (Non-Atty)	150		
313	1,173	1,200	1,200	705.000	Professional Services	1,600		
545	1,024	2,550	2,550	705.300	Data Processing	2,550		
392	401	500	500	706.000	Dues & Certificates	500		
411	342	500	500	706.100	Subscriptions	500		
1,445	2,401	2,500	2,500	707.000	Library Maintenance	2,500		
154	180	500	500	710.000	CCLRS Expenses	500		
5,090	4,948	6,000	6,000	715.000	Books Audio/Visual	6,000		
381	1,076	1,500	1,500	730.000	Summer Reading Program	1,500		
996	205	1,000	1,000	730.100	Ready to Read Program	1,000		
-	556	1,000	1,000	730.200	Programming	1,000		
-	-	3,000	2,652	730.300	Covid Grant Program	3,000		
-	-	-	-		Dollar General Summer Reading Grant	3,000		
-	-	-	-		ALA Grant (Libraries Transforming Communities)	3,000		
63	523	1,000	1,000	799.000	Miscellaneous Expense	1,000		
<b>19,536</b>	<b>19,295</b>	<b>30,625</b>	<b>30,299</b>		<b>Total Materials and Services</b>	<b>37,025</b>	-	-
					<b>Capital Outlay</b>			
1,729	3,504	1,000	772	903.000	Equipment	1,000		
1,013	1,969	1,000	247	906.000	Library Improvements	1,000		
<b>2,743</b>	<b>5,472</b>	<b>2,000</b>	<b>1,019</b>		<b>Total Capital Outlay</b>	<b>2,000</b>	-	-
<b>83,026</b>	<b>82,333</b>	<b>99,676</b>	<b>98,050</b>		<b>Total Library Expenditures</b>	<b>126,656</b>	-	-

# Planning

The Planning Commission is composed of five citizen members nominated by the Mayor and appointed by the City Council. The Planning Commission reviews and processes land use applications including development proposals, land divisions, variance requests, conditional use requests, and zone changes.

The Historic Preservation Committee, an advisory committee to the Planning Commission, assists in preserving historic resources in our community.

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

As expected, due to little developable land available within the city limits, 2020 planning actions were focused on making changes to existing lots. 2020 was also the year for applications that have never been filed in Dayton before, including Floodplain Development and Similar Use permit applications. Although only eight applications were completed in the 2020 calendar year, countless other phone calls, emails and visits from citizens made for a very busy year.

Land Use Actions	2020	2019	2018	2017	2016
Annexation	0	0	0	0	0
Comprehensive Plan Text Amendment	0	0	0	0	0
Conditional Use Permit	1	0	0	0	0
Development Code Amendment	0	0	1	0	0
Floodplain Development	1	0	0	0	0
Historic Alteration	1	2	2	3	2
Historic Demolition	0	0	0	0	0
Historic Relocation	0	0	0	0	0
Land Use Regulation Amendment (new)	0	0	0	0	2
Minor Partition	1	1	3	1	0
Major Variance	1	0	0	0	0
Minor Variance	1	0	0	1	0
Property Line Adjustment	1	2	0	1	2
Request to Amend Conditions of Approval	0	0	0	0	0
Similar Use	1	0	0	0	0
Site Plan Review	0	0	0	0	0
Subdivision	0	0	1	1	0
Zone Change	0	0	0	0	0
Vacation	0	0	0	0	0
Totals	8	5	7	7	6

ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>100-105</b>	<b>Planning Expenditures</b>			
					<b>Personnel Services</b>			
23,214	19,731	23,486	23,486		Salaries	24,749		
8,501	10,759	14,257	14,076		Fringe Benefits	15,203		
<b>31,715</b>	<b>30,490</b>	<b>37,743</b>	<b>37,562</b>		<b>Total Personnel Services</b>	<b>39,952</b>	-	-
					<b>Materials and Services</b>			
284	256	300	300	600.000	Utilities Electricity	300		
111	117	175	175	600.100	Utilities Propane	175		
1,058	1,930	1,500	1,500	601.000	Office Expense	1,500		
103	109	150	150	601.100	Postage	150		
211	279	350	350	602.000	Telephone & Related	350		
922	891	1,250	952	604.000	Insurance	1,250		
1,084	1,117	1,250	1,233	608.000	Audit	1,500		
428	333	500	500	611.000	Travel & Meeting	500		
346	652	3,200	1,010	700.000	Legal Services	3,200		
118	80	1,000	1,000	700.100	Misc. Legal (Non-Atty)	1,000		
114	407	2,000	2,000	705.000	Professional Services	2,150		
17,215	14,367	16,000	19,556	705.100	Engineering Services	20,000		
21,353	12,479	25,000	25,000	705.200	Planning Services	25,000		
1,111	1,288	1,560	1,560	705.300	Data Processing	1,560		
273	159	500	500	706.000	Dues & Certificates	500		
511	844	1,000	1,000	707.000	City Hall Maintenance	1,000		
107	-	200	200	707.200	City Hall Annex Maintenance	200		
424	-	700	500	752.000	Planning Commission Expense	700		
6	70	1,200	225	799.000	Miscellaneous Expense	1,200		
<b>45,779</b>	<b>35,378</b>	<b>57,835</b>	<b>57,711</b>		<b>Total Materials and Services</b>	<b>62,235</b>	-	-
					<b>Capital Outlay</b>			
142	497	750	633	903.000	Equipment	500		
-	574	-	(507)	904.000	City Hall Improvements	500		
<b>142</b>	<b>1,071</b>	<b>750</b>	<b>126</b>		<b>Total Capital Outlay</b>	<b>1,000</b>	-	-
<b>77,635</b>	<b>66,938</b>	<b>96,328</b>	<b>95,399</b>		<b>Total Planning Expenditures</b>	<b>103,187</b>	-	-

# Building

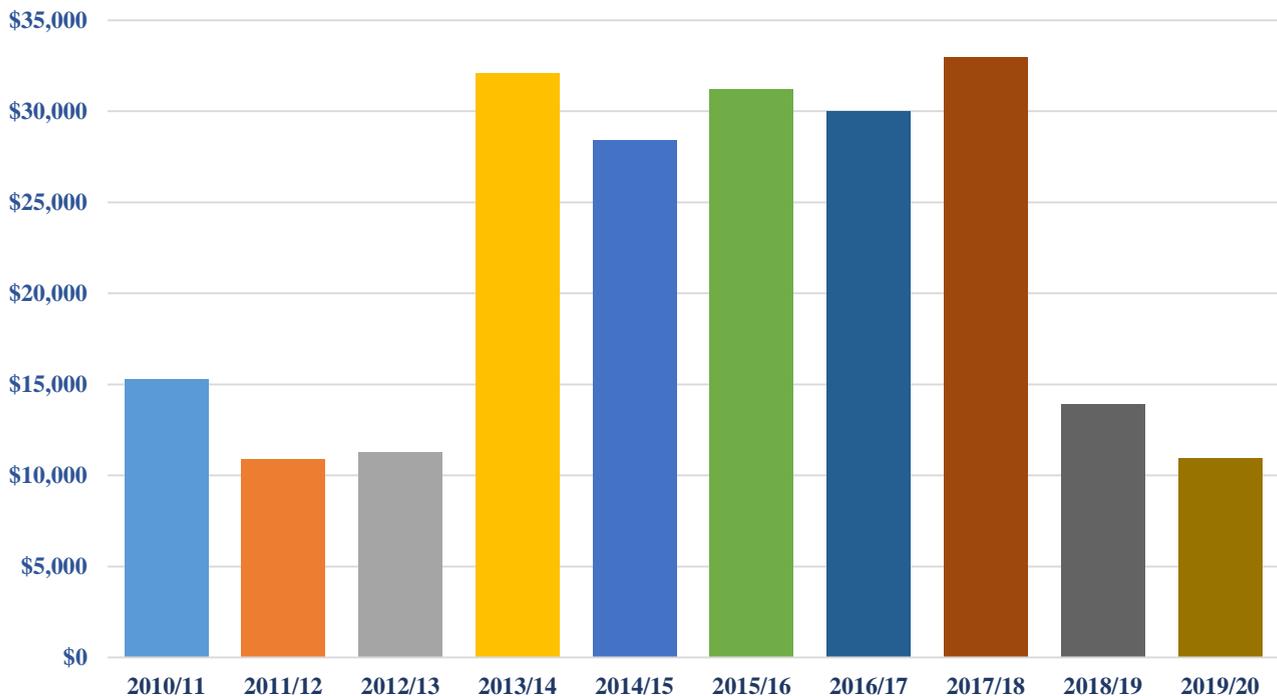
Building Department staff assist homeowners and builders in complying with City, State and Federal code requirements. Staff offers essential information for businesses, homeowners, landlords, tenants, contractors and developers. In addition to processing and issuing building permits, staff assists applicants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

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

The 2020/2021 fiscal year building permit revenue and expenses will show significant increases due to interior remodels at the Grade School, Jr High and High School.

Residential building permit activity will be steady for FY 2020/2021 with the continued development of the Filbert Pointe subdivision (Sweeney & Ferry Streets), which offers 16 single family lots with 9 of those lots to be dedicated to single family attached affordable housing. Seven permits from the Filbert Pointe subdivision were issued in 20/21. There are no new residential building possibilities currently in the planning stages for the City of Dayton.

## Building Permit Revenue Per Fiscal Year



ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>100-106</b>	<b>Building Expenditures</b>			
					<b>Personnel Services</b>			
17,394	17,818	20,048	20,048		Salaries	21,714		
7,753	10,164	12,169	12,016		Fringe Benefits	13,339		
<b>25,146</b>	<b>27,982</b>	<b>32,217</b>	<b>32,064</b>		<b>Total Personnel Services</b>	<b>35,053</b>	-	-
					<b>Materials and Services</b>			
106	97	200	200	600.000	Utilities Electricity	200		
79	84	200	200	600.100	Utilities Propane	200		
1,476	1,088	1,500	1,500	601.000	Office Expense	1,500		
237	239	275	275	601.100	Postage	275		
181	239	300	300	602.000	Telephone & Related	300		
1,212	1,170	1,600	1,600	604.000	Insurance	1,600		
800	824	900	910	608.000	Audit	1,000		
219	211	500	500	611.000	Travel & Meeting	500		
154	109	525	525	700.000	Legal Services	525		
35	24	300	300	700.100	Misc. Legal (Non-Atty)	300		
1,368	890	3,500	16,078	700.350	Local Government Surcharge Fee	3,500		
104	314	2,000	2,000	705.000	Professional Services	2,300		
-	407	5,000	1,000	705.100	Engineering Services	5,000		
577	937	1,200	1,200	705.300	Data Processing	1,200		
103	113	200	200	706.000	Dues & Certificates	200		
364	601	250	476	707.000	City Hall Maintenance	250		
4,648	2,219	15,000	15,000	716.000	Building Inspection Services	15,000		
13,896	5,698	15,000	87,755	716.100	Plan Check Services	15,000		
-	-	500	500	716.200	Type A Permit Inspections	500		
3,682	9,929	10,000	1,725	716.300	Type B Permit Inspections	5,000		
17,930	9,675	5,000	100	717.000	CLG Project/Façade Improvements	5,000		
6	70	200	200	799.000	Miscellaneous Expenses	200		
<b>47,178</b>	<b>34,939</b>	<b>64,150</b>	<b>132,545</b>		<b>Total Materials and Services</b>	<b>59,550</b>	-	-
					<b>Capital Outlay</b>			
291	750	750	633	903.000	Equipment	750		
-	574	-	(507)	904.000	City Hall Improvements	500		
<b>291</b>	<b>1,323</b>	<b>750</b>	<b>126</b>		<b>Total Capital Outlay</b>	<b>1,250</b>	-	-
<b>72,615</b>	<b>64,245</b>	<b>97,117</b>	<b>164,734</b>		<b>Total Building Expenditures</b>	<b>95,853</b>	-	-

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ACTUAL		2020/2021				2021/2022 Budget		
2018/2019	2019/2020	Adopted	Projected	General Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
160,410	180,011	173,027	251,543		Total Administration Expenditures	215,729	-	-
86,836	121,302	168,476	174,660		Total Parks Expenditures	208,338	-	-
83,026	82,333	99,676	98,050		Total Library Expenditures	126,656	-	-
77,635	66,938	96,328	95,399		Total Planning Expenditures	103,187	-	-
72,615	64,245	97,117	164,734		Total Building Expenditures	95,853	-	-

						Transfers		
-	58,302	-	-	830.000	Tfr to Transient Lodging Tax Fund	-		
-	50,000	-	-	830.100	Tfr to Local Option Tax	-		
5,000	5,000	5,000	5,000	840.000	Tfr to Equipment Replace Fund	5,000		
48,000	20,000	10,000	10,000	886.000	Tfr to State Revenue Sharing Fund	10,000		
5,000	5,000	5,000	5,000	876.000	Tfr to Park Reserve Fund	5,000		
50,489	15,000	5,000	5,000	870.000	Tfr to Building Reserve Fund	5,000		
<b>108,489</b>	<b>153,302</b>	<b>25,000</b>	<b>25,000</b>		<b>Total Transfers</b>	<b>25,000</b>	-	-
-	-	-	-	880.000	Contingency	52,080		
-	-	82,359	-	999.000	Unappropriated Ending Fund Balance			

589,012	668,131	741,983	809,387		Total General Fund Expenditures	826,842	-	-
1,250,053	1,167,792	741,983	1,172,480		Total General Fund Revenue	826,842	-	-

# Local Option Tax Fund

The Local Option Tax Fund is that part of the budget that provides public safety services to the City of Dayton. The City assesses \$1.85 per \$1,000 of tax valuation for these services. FY 2021/22 is the third year of the 3-year levy for the local option tax.

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

Budgeted in this fund are the expenses required to support the 911 dispatch service administered by Yamhill County. Additionally, this fund includes our code enforcement program and court operations. Code enforcement is that part of the City that responds to Municipal Code and Land Use complaints. The City of Dayton budgets for a 20 hours per/week Code Enforcement Officer and a part time Court Clerk.

<i>City of Dayton Crime Stats, Supplied by Yamhill County Sheriff's Office</i>				<i>City of Dayton Code Enforcement Stats</i>	
<b>Complaint</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>Complaint</b>	<b>2020</b>
Animal Problems	1	0	9	Animals	23
Arson	1	2	1	Building	10
Assault [Aggravated Rape, Sex Offenses, Stalker, Harassment, Intimidation]	27	38	41	Burning	0
Burglary/Robbery [Resident, Non-Residence, Business, Auto]	17	11	26	Clear vision	10
Curfew	0	0	1	Encroachment	0
Disorderly Conduct [Public Disturbance, Fighting]	5	4	16	Junk	45
Drug & Paraphernalia [Drug Law]	12	13	18	Noise	16
Domestic Disturbance/Family Offenses	0	n/a	n/a	Noxious veg	36
DUII, Liquor Law violations	13	7	19	Parking	88
Fraud [Forgery, NSF Check, Credit Card, Deception, Id Theft]	7	5	9	Attractive Nuisance	2
Larceny [Simple Theft, Shoplifting, Bicycle, Stollen Property]	48	66	63	Posting	10
Runaway/Family Offenses	4	5	4	RV	5
Traffic Crime [Hit & Run, Reckless, Eluding]	0	n/a	10	Sidewalks	16
Trespass/Prowler	17	21	17	Towed	3
Vandalism	18	19	41	Land Use	23
Weapon Complaints	5	8	3	Citations	6
All Other Types of Complaints	69	56	83	Right-of-Way	43
Non-Reportable Offenses	127	128	157	Other	24
<b>Total Complaints for Dayton</b>	<b>371</b>	<b>383</b>	<b>518</b>	<b>Total Complaints</b>	<b>360</b>
Citations Written (All Deputies)	36	55	55	Citations Written	6

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>101-000</b>	<b>Local Option Tax Fund Revenue</b>			
200,961	140,228	103,484	145,925	400.000	Working Capital (Accrual)	85,840		
8,278	3,456	2,000	1,604	402.000	Levied Taxes (Prior Years)	1,500		
4,326	3,745	2,000	1,029	404.000	Interest	1,000		
13,383	11,595	8,000	7,858	418.000	Citations & Bail	8,000		
375	-	-	-	418.110	Fix-It-Ticket Fees	-		
3,305	1,263	2,000	440	418.200	Traffic School Fees	500		
-	75	-	-	418.300	Towing Fees	-		
-	50,000	-	-	459.400	Transfer from General Fund	-		
					Transfer from American Rescue Plan Fund	5,000		
222,871	236,333	216,000	233,433	499.300	Taxes Collected	225,000		
<b>453,499</b>	<b>446,694</b>	<b>333,484</b>	<b>390,289</b>		<b>Total Local Option Tax Fund Revenue</b>	<b>326,840</b>	-	-

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				101-101	Local Option Tax Fund Expenditures			
					Personnel Services			
39,467	32,769	37,893	37,490		Salaries	41,784		-
16,118	22,201	23,001	22,710		Fringe Benefits	25,668		-
<b>55,584</b>	<b>54,970</b>	<b>60,894</b>	<b>60,200</b>		<b>Total Personal Services</b>	<b>67,452</b>	<b>-</b>	<b>-</b>
					Materials and Services			
397	390	400	400	600.000	Electricity	400		
95	101	200	200	600.100	Propane	200		
3,690	3,387	3,000	3,000	601.000	Office Expense	3,000		
274	294	350	350	601.100	Postage	350		
181	239	350	350	602.000	Telephone & Related	350		
1,457	1,407	2,000	1,503	604.000	Insurance	2,000		
706	727	800	803	608.000	Audit	800		
293	1,224	350	350	611.000	Travel & Meeting	350		
964	855	1,300	1,300	614.100	Fuel	1,300		
-	222	100	100	616.100	Safety/Uniforms	100		
72,847	35,954	20,000	20,000	700.000	Legal Services	10,000		
59	40	250	250	700.100	Misc (Legal) Non-Atty	250		
2,012	1,836	3,000	2,208	700.350	Court Assessments	3,000		
1,819	7	1,000	1,000	700.500	Code Enforcement & Abatement	1,000		
2,211	3,738	4,000	4,000	700.510	Community-Wide Clean-up	4,000		
799	966	1,500	1,500	705.000	Professional Services	1,850		
131,361	149,995	162,000	162,000	705.100	Sheriff's Contract	180,000		
2,628	4,099	4,865	4,865	705.300	Data Processing	5,000		
2,675	2,050	3,000	3,000	705.400	City of Yamhill	3,000		
278	348	700	700	706.000	Dues & Certifications	700		
439	723	550	673	707.000	City Hall Maintenance	800		
214	0	300	300	707.200	City Hall Annex Maintenance	300		
-	-	300	300	707.300	City Hall Annex Rental	-		
-	-	500	500	752.000	Election Expense	500		
30,398	34,626	32,960	32,960	770.000	9-1-1 Services (YCOM)	34,650		
27	126	750	750	799.000	Miscellaneous Expense	1,000		
<b>255,825</b>	<b>243,354</b>	<b>244,525</b>	<b>243,363</b>		<b>Total Materials and Services</b>	<b>254,900</b>	<b>-</b>	<b>-</b>
					Transfers			
-	-	-	-			-	-	-
-	-	-	-		<b>Total Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>
					Capital Outlay			
475	1,114	500	345	903.000	Equipment	500		
-	1,329	500	(458)	904.000	City Hall Improvements	500		
465	-	500	500	904.200	City Shops/Yards Improvements	500		
924	-	500	500	904.300	City Hall Annex Improvements	500		
<b>1,863</b>	<b>2,444</b>	<b>2,000</b>	<b>887</b>		<b>Total Capital Outlay</b>	<b>2,000</b>	<b>-</b>	<b>-</b>

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Local Option Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
-	-	26,065	-	880.000	Contingency	2,488		
-	-	-	-	999.000	Unappropriated Ending Fund Balance	-	-	-
<b>313,272</b>	<b>300,768</b>	<b>333,484</b>	<b>304,450</b>		<b>Total Local Option Tax Fund Expenditures</b>	<b>326,840</b>	<b>-</b>	<b>-</b>
<b>453,499</b>	<b>446,694</b>	<b>333,484</b>	<b>390,289</b>		<b>Total Local Option Tax Fund Revenue</b>	<b>326,840</b>	<b>-</b>	<b>-</b>

# Transient Lodging Tax Fund

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

In FY2020-21, revenue for this tax is budgeted with a 20% reduction due to the impacts of COVID-19 on the industry.

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

- (1) For “tourism promotion” or “tourism-related facilities” as those terms are defined in ORS 320.300;
- (2) For city and county services; or
- (3) To finance or re-finance the debt on tourism related facilities and pay associated administrative costs, with some restrictions.

In addition, if the local government imposes a new tax, it must comply with the 70/30 distribution.

The City Council will be establishing a Transient Lodging Tax Revenue Plan in the future.



ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Transient Lodging Tax Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>105-000</b>	<b>Transient Lodging Tax Revenue</b>			
-	-	239,218	244,918	400.000	Working Capital	302,947		
-	606	300	150	404.000	Interest	200		
-	76,257	56,995	60,043	429.000	Transient Lodging Tax	58,000		
-	120,500	-	-	459.700	Transfer from State Shared Revenue Fund	-		
-	58,302	-	-	459.400	Transfer from the General Fund	-		
-	-	100	-	480.000	Miscellaneous Revenue	100		
-	<b>255,665</b>	<b>296,613</b>	<b>305,111</b>		<b>Total Transient Lodging Tax Revenue</b>	<b>361,247</b>	-	-

				<b>105-105</b>	<b>Transient Lodging Tax Fund</b>			
					<b>Materials and Services</b>			
-	394	460	421	604.000	Insurance	460		
-	136	200	153	608.000	Audit	200		
-	45	300	300	611.000	Travel & Meetings	300		
-	0	300	300	700.000	Legal Services	400		
-	7	50	50	700.100	Misc. Legal (Non-Atty)	50		
-	150	150	150	705.300	Data Processing	200		
-	15	100	100	706.000	Dues & Certifications.	100		
-	0	750	590	710.000	Tourism Facilities and Promotion	1,000		
-	0	100	100	799.000	Miscellaneous Expense	100		
-	<b>746</b>	<b>2,410</b>	<b>2,164</b>		<b>Total Materials &amp; Services</b>	<b>2,810</b>	-	-
					<b>Capital Outlay</b>			
-	-	-	-		Tourism Promotion	-	-	-
-	-	-	-		Tourism Facilities	-	-	-
-	-	-	-		<b>Total Transfers</b>	-	-	-
					<b>Transfers</b>			
-	-	-	-	840.000	Transfer to Debt Service	-	-	-
-	-	-	-	840.100	Transfer to General Fund	-	-	-
-	3,500	-	-	840.300	Transfer to Sewer Fund	-	-	-
-	6,500	-	-	840.200	Transfer to Water Fund	-	-	-
	<b>10,000</b>	-	-		<b>Total Transfers</b>	-	-	-
-	-	224,203	-	880.000	Contingency	258,437		
-	-	70,000	-	999.000	Unappropriated Ending Fund Balance	100,000		
-	<b>10,746</b>	<b>296,613</b>	<b>2,164</b>		<b>Total State Revenue Sharing Fund Expenditures</b>	<b>361,247</b>	-	-
-	<b>255,665</b>	<b>296,613</b>	<b>305,111</b>		<b>Total State Revenue Sharing Fund Revenue</b>	<b>361,247</b>	-	-

# American Rescue Plan Fund

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021. Funds have been allocated to cities and states to offset the loss of revenue due to the COVID-19 pandemic. U.S. Representative Suzanne Bonamici’s office distributed a report with estimated allocations. The City of Dayton is expected to receive \$560,000. However, until the US Treasury confirms this amount, it is just an estimate. The City should receive the first payment no later than 60 days after enactment (late June 2021) and a second payment no earlier than 12 months after first payment. The funds can be used until December 31, 2024.

## What can ARP funds be used for?

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel and hospitality.
- To respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the city that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work.
- For the provision of government services to the extent of the reduction in revenue of the city due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- To make necessary investments in water, sewer, or broadband infrastructure.

## What uses are not allowed for the funds?

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



ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	American Rescue Plan Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>106-000</b>	<b>American Rescue Plan Revenue</b>			
-	-	-	-	400.000	Working Capital	-		
-	-	-	-	429.000	American Rescue Act	560,000		
-	-	-	-	480.000	Miscellaneous Revenue	-		
-	-	-	-		<b>Total American Rescue Act Revenue</b>	<b>560,000</b>	-	-

				<b>106-106</b>	<b>American Rescue Plan Revenue</b>			
					<b>Materials and Services</b>			
-	-	-	-		<b>Total Materials &amp; Services</b>	-	-	-
					<b>Capital Outlay</b>			
-	-	-	-		<b>Total Transfers</b>	-	-	-
					<b>Transfers</b>			
					Transfer to General Fund	28,500		
					Transfer to Local Option Tax Fund	5,000		
					Transfer to Water Utility Fund	55,500		
					Transfer to Sewer Utility Fund	31,250		
						-		
					<b>Total Transfers</b>	<b>120,250</b>	-	-
				880.000	Contingency	439,750		
				999.000	Unappropriated Ending Fund Balance			
-	-	-	-		<b>Total American Rescue Plan Fund Expenditures</b>	<b>560,000</b>	-	-
-	-	-	-		<b>Total American Rescue Plan Fund Revenue</b>	<b>560,000</b>	-	-

# Street Fund

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

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

Although the City does not have a formal conditional index rating system in place, the overall condition of the City's streets is considered poor to fair. The streets that are in good condition are attributable to growth related improvements or areas maintained by ODOT.

The FY 2021-22 budget includes funds to update the City's Transportation System capital improvement priorities.



5<sup>th</sup> Street Overlay Project



Main Street Overlay Project



Corner of Main Street and 4<sup>th</sup> before Overlay



Corner of Main Street and 4<sup>th</sup> after project completion

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>200-000</b>	<b>Street Fund Revenue</b>			
106,106	145,581	120,392	163,451	400.000	Working Capital	162,073		
2,331	2,018	1,000	555	404.000	Interest	500		
196,197	193,321	156,958	185,751	438.000	State Highway Revenue	180,000		
-	-	100	-	480.000	Miscellaneous Revenue	100		
<b>304,634</b>	<b>340,920</b>	<b>278,450</b>	<b>349,756</b>		<b>Total Street Fund Revenue</b>	<b>342,673</b>	-	-

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>200-200</b>	<b>Street Fund Expenditures</b>			
					<b>Personnel Services</b>			
32,164	30,360	34,611	34,611		Salaries	38,395		
11,198	19,408	21,009	20,745		Fringe Benefits	23,586		
<b>43,362</b>	<b>49,767</b>	<b>55,620</b>	<b>55,356</b>		<b>Total Personnel Services</b>	<b>61,981</b>	-	-
					<b>Materials and Services</b>			
14,467	14,432	17,500	17,500	600.000	Utilities - Electricity	17,500		
111	117	600	600	600.100	Utilities - Propane	600		
1,552	1,656	1,500	1,500	601.000	Office Expense	1,500		
320	334	350	350	601.100	Postage	350		
362	479	650	650	602.000	Telephone & Related	650		
1,211	1,811	1,700	1,700	603.000	Garbage/Sanitation	1,700		
2,918	2,818	3,500	3,011	604.000	Insurance	3,500		
1,508	1,553	1,680	1,715	608.000	Audit	1,800		
204	178	368	368	611.000	Travel & Meeting	367		
1,305	2,210	3,000	3,000	614.000	Equipment Repair & Maintenance	3,000		
2,373	2,105	3,200	3,200	614.100	Fuel	3,200		
-	-	2,000	2,000	614.300	Footbridge Repair & Maintenance	2,000		
11,600	26,559	25,000	26,582	614.400	Street/Alley Repair & Maintenance	25,000		
-	-	2,000	2,000	614.410	Gravel	2,000		
669	74	1,500	1,500	616.000	Supplies	1,500		
36	13	200	200	616.100	Clothing/Safety	200		
2,679	980	3,000	3,000	616.200	Signs & Related	3,000		
594	144	1,500	1,500	617.000	Shop Supplies & Small Tools	1,500		
203	326	1,575	1,575	700.000	Legal Services	1,575		
83	56	350	350	700.100	Misc. Legal (Non-Atty)	350		
477	581	5,000	5,000	705.000	Professional Services	5,500		
4,196	2,654	7,500	4,737	705.100	Engineering Services	7,500		
629	1,054	1,295	1,295	705.300	Data Processing	1,295		
146	153	350	350	706.000	Dues & Certifications	350		
481	844	350	668	707.000	City Hall Maintenance	900		
214	-	100	100	707.200	City Hall Annex Maintenance	100		
-	47	500	500	708.100	Tool & Equipment Rental	500		
27	70	500	500	799.000	Miscellaneous Expense	500		
<b>48,361</b>	<b>61,249</b>	<b>86,768</b>	<b>85,451</b>		<b>Total Material and Services</b>	<b>87,937</b>	-	-
					<b>Transfers</b>			
5,000	5,000	5,000	5,000	840.000	Tfr to Equipment Replacement Res	5,000		
10,000	10,000	10,000	10,000	870.000	Tfr to Building Reserve	10,000		
50,000	50,000	25,000	25,000	875.000	Tfr to Street Reserve	50,000		
<b>65,000</b>	<b>65,000</b>	<b>40,000</b>	<b>40,000</b>		<b>Total Transfers</b>	<b>65,000</b>	-	-

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Street Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Capital Outlay</b>			
192	497	1,000	883	903.000	Equipment	15,000		
67	929	-	493	904.000	City Hall Improvements	1,000		
857	28	1,000	1,000	904.100	City Hall Annex Improvements	1,000		
465	-	1,000	1,000	904.200	City Shops/Yards Improvements	1,000		
750	-	2,500	2,500	904.300	Street Trees	2,500		
-	-	1,000	1,000	910.000	Street Improvements	1,000		
<b>2,330</b>	<b>1,453</b>	<b>6,500</b>	<b>6,876</b>		<b>Total Capital Outlay</b>	<b>21,500</b>	-	-
-	-	89,562	-	880.000	Contingency	106,255		
-	-	-	-	999.000	Unappropriated Ending Fund Balance	-		
<b>159,053</b>	<b>177,470</b>	<b>278,450</b>	<b>187,683</b>		<b>Total Street Fund Expenditures</b>	<b>342,673</b>	-	-
<b>304,634</b>	<b>340,920</b>	<b>278,450</b>	<b>349,756</b>		<b>Total Street Fund Revenue</b>	<b>342,673</b>	-	-

# Water Utility Fund

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

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

Much of the City's system is quite old and requires high maintenance costs. Additional improvements are necessary to address the City's aging system.

These projects have been identified in the City's Water Master Plan which was updated in the winter of 2011. The City will be doing a new Water Master Plan in the next 3-5 years.

In 2014, the City purchased the former Dayton Nursery for the water rights and wells on the property. There are four wells that the City can potentially tie-in to the City's water system.

Daily operations include new services, distribution collections, and utility locations.

Improvements to the City's main water source at the Breyman Watershed Springs were completed in the summer of 2014. In FY 2015-16, the City implemented a Well Maintenance Program for the wells shared with the City of Lafayette in order to get as much production as possible out of the wells, which will further improve the amount of water available to the City. In FY2019-2020, the City completed a meter replacement project for the entire system changing over to radio read meters. In FY 2020-21 the City completed a water rate study. The reduction in water revenue in FY21-22 is due to the City moving from a base rate of 400 cubic feet to 200.

Even with the improvements made to the system so far, it will always be prudent to conserve water as much as possible.



Public Works Staff: CJ Ahuna, Greg Binks, Dan Hallock and John Lindow

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>300-000</b>	<b>Water Utility Revenue</b>			
646,331	673,976	444,829	625,666	400.000	Working Capital	416,093		
11,351	9,842	6,000	2,729	404.000	Interest	2,000		
10,884	9,302	6,000	111	421.300	Late Fees			
816,166	818,612	800,000	814,135	450.000	Water Service Charges	772,000		
5,597	2,877	2,000	3,862	451.000	Water Deposit	2,000		
348	189	-	26	451.100	NSF Fees	-		
3,420	1,920	1,800	-	451.200	Water On/Off Fees	-		
2,986	2,982	2,500	2,513	451.300	Backflow Testing	2,500		
76,741	114,132	40,000	99,034	459.999	City of Lafayette	65,000		
1,504	384	1,000	41	480.000	Miscellaneous Revenue	1,000		
1,936	230	200	2,220	480.100	Water Meters	200		
14,270	14,420	14,000	14,390	480.200	Fisher Land Lease/Caretaker Rent	14,000		
0	6,500	-	-	480.300	Transfer from TLT Fund			
					Transfer from American Rescue Plan Fund	55,500		
<b>1,591,535</b>	<b>1,655,366</b>	<b>1,318,329</b>	<b>1,564,727</b>		<b>Total Water Utility Fund Revenue</b>	<b>1,330,293</b>	<b>-</b>	<b>-</b>

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>300-300</b>	<b>Water Department Expenditures</b>			
					<b>Personnel Services</b>			
112,824	120,590	152,006	152,006		Salaries	149,774		
53,181	72,043	92,270	91,105		Fringe Benefits	92,006		
<b>166,005</b>	<b>192,633</b>	<b>244,276</b>	<b>243,111</b>		<b>Total Personnel Services</b>	<b>241,780</b>	-	-
					<b>Materials and Services</b>			
24,780	32,075	35,000	35,000	600.000	Utilities - Electricity	35,000		
-	-	3,500	3,500	600.001	Utilities - Electricity Well #5	3,500		
143	151	850	850	600.100	Utilities - Propane	850		
8,778	7,883	8,000	8,000	601.000	Office expense	8,000		
3,715	3,841	4,300	4,300	601.100	Postage	4,300		
3,246	3,905	3,500	4,623	602.000	Telephone & Related	5,000		
9,230	8,914	10,750	10,750	604.000	Insurance	10,750		
3,959	4,077	4,410	4,503	608.000	Audit	5,000		
3,471	3,066	4,000	984	611.000	Travel & Meeting	5,000		
4,063	5,654	10,000	10,000	614.000	Equipment Repair & Maintenance	10,000		
2,595	2,302	3,500	3,500	614.100	Fuel	3,500		
1,634	-	4,000	4,000	614.300	Footbridge Repair & Maintenance	4,000		
16,680	34,963	45,000	35,372	614.400	Wells & Springs Maintenance	45,000		
523	-	2,500	2,500	614.410	Gravel	2,500		
1,680	6,064	17,000	17,000	614.600	Water Line Repair & Maintenance	17,000		
12,337	12,208	30,000	26,771	616.000	Supplies	30,000		
103	33	500	500	616.100	Clothing/Safety	500		
3,177	325	1,000	2,592	616.200	Water Meters	5,000		
3,768	1,231	4,000	4,000	617.000	Shop Supplies & Small Tools	4,000		
1,116	8,798	7,875	7,875	700.000	Legal Services	7,875		
177	120	1,000	1,000	700.100	Misc. Legal (Non-Atty)	1,000		
10,719	17,267	27,000	27,000	705.000	Professional Services	30,000		
22,112	8,584	25,000	25,000	705.100	Engineering Services	25,000		
-	-	-	-	705.110	Water Master Plan	-		
11,425	13,475	15,550	15,550	705.300	Data Processing	15,550		
3,452	5,381	7,000	7,000	706.000	Dues/Certifications	7,000		
657	1,084	1,000	1,000	707.000	City Hall Maintenance	1,000		
214	-	300	300	707.200	City Hall Annex Maintenance	300		
2,000	2,000	2,100	2,100	708.000	Land Rental	2,100		
-	47	500	500	708.100	Tool & Equipment Rental	500		
-	-	5,000	5,000	710.000	Water Conservation Education	5,000		
-	-	-	-		Leak Detection	10,000		
2,168	1,048	3,500	3,500	750.000	Water Deposit Refunds	3,500		
2,635	4,784	5,000	5,000	751.000	Water Analysis	5,000		
383	457	750	750	799.000	Miscellaneous Expense	750		
<b>160,939</b>	<b>189,737</b>	<b>293,385</b>	<b>280,319</b>		<b>Total Material and Services</b>	<b>313,475</b>	-	-



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ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>300-301</b>	<b>Water Treatment Facility Expenditures</b>			
					<b>Personnel Services</b>			
40,904	37,160	50,472	50,472		Salaries	52,129		
18,770	24,460	30,636	30,250		Fringe Benefits	32,023		
<b>59,674</b>	<b>61,620</b>	<b>81,108</b>	<b>80,722</b>		<b>Total Personnel Services</b>	<b>84,152</b>	-	-
					<b>Materials and Services</b>			
22,037	22,966	30,000	30,000	600.000	Electricity	30,000		
1,546	1,750	3,500	3,500	600.100	Utilities - Propane	3,500		
592	485	600	600	601.000	Office Expense	600		
205	214	225	225	601.100	Postage	225		
3,247	4,061	3,700	4,850	602.000	Telephone	5,000		
10,210	9,860	11,800	10,537	604.000	Insurance	11,800		
424	436	475	482	608.000	Audit	500		
321	284	500	500	611.000	Travel & Meeting	500		
5,940	11,082	10,000	10,000	614.000	Equipment Repair & Maintenance	10,000		
2,002	1,776	2,700	1,818	614.100	Fuel	2,700		
58,706	13,901	13,500	13,784	616.000	Supplies	15,000		
27	10	150	150	616.100	Clothing/Safety	150		
2,018	223	1,500	1,500	617.000	Shop Supplies & Small Tools	1,500		
180	109	525	525	700.000	Legal Services	525		
118	80	500	500	700.100	Misc Legal (Non-Att)	500		
376	9,510	6,000	6,000	705.000	Professional Services	6,250		
270	1,108	6,000	6,000	705.100	Engineering Services	6,000		
4,554	6,354	6,425	6,425	705.300	Data Processing	6,425		
423	369	1,000	1,000	706.000	Dues & Certifications.	1,000		
439	723	400	573	707.000	City Hall Maintenance	1,000		
2,027	3,486	12,000	10,365	707.001	Water Treatment Facility Maint	12,000		
320	0	500	500	707.200	City Hall Annex Maintenance	500		
27	28	101	101	799.000	Miscellaneous Expense	100		
<b>116,009</b>	<b>88,815</b>	<b>112,101</b>	<b>109,935</b>		<b>Total Material and Services</b>	<b>115,775</b>	-	-
					<b>Capital Outlay</b>			
841	502	1,500	1,484	903.000	Equipment	15,000		
<b>841</b>	<b>502</b>	<b>1,500</b>	<b>1,484</b>		<b>Total Capital Outlay</b>	<b>15,000</b>	-	-
<b>176,524</b>	<b>150,937</b>	<b>194,709</b>	<b>192,140</b>		<b>Total Water Treatment Facility Expenditures</b>	<b>214,927</b>	-	-

<b>917,559</b>	<b>1,029,700</b>	<b>1,318,329</b>	<b>1,148,634</b>		<b>Total Water Utility Fund Expenditures</b>	<b>1,330,293</b>	-	-
<b>1,591,535</b>	<b>1,655,366</b>	<b>1,318,329</b>	<b>1,564,727</b>		<b>Total Water Utility Fund Revenue</b>	<b>1,330,293</b>	-	-



ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>400-000</b>	<b>Sewer Utility Revenue</b>			
358,657	354,895	295,769	408,451	400.000	Working Capital	293,051		
8,434	7,065	4,000	1,942	404.000	Interest	1,000		
454,032	458,162	494,000	499,130	450.000	Sewer Service Charges	495,000		
3,014	2,047	1,000	1,617	450.100	Sewer Service Deposits	1,000		
187	102	100	0	451.100	NSF Fees	-		
5,860	5,009	2,500	60	451.300	Late Fees	-		
0	859	250	-	480.000	Miscellaneous Revenue	250		
0	3,500	-	-	490.100	Transfer from TLT Fund			
					Transfer from American Rescue Plan Fund	31,250		
<b>830,184</b>	<b>831,639</b>	<b>797,619</b>	<b>911,200</b>		<b>Total Sewer Utility Fund Revenue</b>	<b>821,551</b>	<b>-</b>	<b>-</b>

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>400-400</b>	<b>Sewer Utility Fund Expenditures</b>			
					<b>Personnel Services</b>			
110,162	117,935	142,249	142,249		Salaries	141,776		-
53,068	69,309	86,346	85,256		Fringe Benefits	87,093		-
<b>163,229</b>	<b>187,243</b>	<b>228,595</b>	<b>227,505</b>		<b>Total Personnel Services</b>	<b>228,869</b>		<b>-</b>
					<b>Materials and Services</b>			
9,795	9,995	23,000	23,000	600.000	Utilities - Electricity	23,000		
700	738	1,000	1,000	600.100	Utilities - Propane	1,000		
8,265	7,172	11,500	11,500	600.200	Utilities - Water	11,500		
9,220	8,050	8,000	8,000	601.000	Office Expense	8,000		
4,152	4,306	4,500	4,500	601.100	Postage	4,500		
2,666	2,553	3,500	3,500	602.000	Telephone & Related	3,500		
8,259	7,976	10,000	10,000	604.000	Insurance	10,000		
2,451	2,524	3,000	3,000	608.000	Audit	3,250		
2,926	2,936	3,500	3,500	611.000	Travel & Meeting	5,000		
25,446	9,414	10,000	10,000	614.000	Equipment Repair & Maintenance	10,000		
2,966	2,631	4,000	4,000	614.100	Fuel	4,000		
15,254	-	4,000	4,000	614.300	Footbridge Repair & Maintenance	4,000		
14,401	11,762	11,000	11,000	614.400	Sewer Pond Repair & Maintenance	11,000		
-	-	2,500	2,500	614.410	Gravel	2,500		
19,384	3,348	20,000	11,660	614.500	Liftstation Repair & Maintenance	20,000		
944	2,038	10,000	10,000	614.600	Sewer Lines Repair & Maintenance.	10,000		
8,252	13,331	25,000	25,000	616.000	Supplies	20,000		
71	33	500	500	616.100	Clothing/Safety	500		
3,299	677	3,000	3,000	617.000	Shop Supplies/Small Tools	3,000		
141	469	850	850	700.000	Legal Services	850		
352	160	1,000	1,000	700.100	Misc. Legal (Non-Atty)	1,000		
1,221	2,670	8,000	8,000	705.000	Professional Services	13,100		
24,982	5,848	17,000	15,009	705.100	Engineering Services	15,000		
4,990	-	5,000	5,000	705.200	I & I Project	6,000		
2,793	4,102	4,875	4,875	705.300	Data Processing	4,875		
-	-	-	-	705.400	Sewer Plan Update	-		
-	-	-	-		Sewer Rate Study	12,000		
-	-	-	-		TMDL Implementation Plan	15,000		
4,228	2,046	4,250	4,250	706.000	Dues & Certifications	4,250		
3,216	5,281	3,250	5,203	707.000	City Hall Maintenance	5,500		
427	-	500	500	707.200	City Hall Annex Maintenance	500		
-	-	500	-	707.300	City Hall Annex Rental	-		
412	95	1,000	1,000	708.100	Tool & Equipment Rental	1,000		
1,150	567	1,500	1,500	750.000	Sewer Deposits Refund	1,500		
2,079	3,084	7,000	7,000	751.000	Sewer Analysis	7,000		
(553)	481	1,000	1,000	799.000	Miscellaneous Expense	1,000		
<b>183,889</b>	<b>114,286</b>	<b>213,725</b>	<b>204,848</b>		<b>Total Materials &amp; Services</b>	<b>243,325</b>		<b>-</b>

						<b>Transfers</b>		
5,000	5,000	15,000	15,000	840.000	Tfr to Equipment Replacement	20,000		
63,876	100,000	10,000	10,000	850.000	Tfr to Sewer Reserve Fund	10,000		
-	3,000	86,000	86,000	861.100	Tfr to Debt Service	86,000		
5,000	5,000	5,000	5,000	870.000	Tfr to Building Reserve Fund	5,000		
<b>73,876</b>	<b>113,000</b>	<b>116,000</b>	<b>116,000</b>		<b>Total Transfers</b>	<b>121,000</b>		<b>-</b>

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
					<b>Capital Outlay</b>			
2,213	5,124	5,000	4,486	903.000	Equipment	20,000		
-	3,039	-	(1,972)	904.000	City Hall Improvements	1,000		
1,386	496	1,500	1,464	904.001	City Hall Annex Improvements	1,500		
697	-	1,500	1,500	904.200	City Shops/Yards Improvements	1,500		
-	-	50,000	63,318	905.000	Sewer Pond Improvements	65,000		
-	-	1,000	1,000	910.000	System Improvements	5,000		
<b>4,295</b>	<b>8,658</b>	<b>59,000</b>	<b>69,797</b>		<b>Total Capital Outlay</b>	<b>94,000</b>	-	-
-	-	80,299	-	880.000	Contingency	34,357		
-	-	100,000	-	999.000	Unappropriated Ending Fund Balance	100,000		
<b>425,289</b>	<b>423,188</b>	<b>797,619</b>	<b>618,149</b>		<b>Total Sewer Utility Fund Expenditures</b>	<b>821,551</b>	-	-
<b>830,184</b>	<b>831,639</b>	<b>797,619</b>	<b>911,200</b>		<b>Total Sewer Utility Fund Revenue</b>	<b>821,551</b>	-	-

# State Revenue Sharing Fund

In the early 1970's Federal and State governments developed a system to return some of the State and Federal funds to the local level. These funds were distributed to the Cities and were used for a variety of activities or purchases. The Revenue Sharing Fund receives receipts under the State Revenue Sharing program which distributes a portion of the State Liquor Tax to local government. In FY2019-20, Transient Lodging Taxes, which a portion had previously been transferred from the General Fund to the State Revenue Sharing Fund, are now in a new Transient Lodging Tax Fund. All prior transfers from the General Fund are being transferred to the new fund.

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

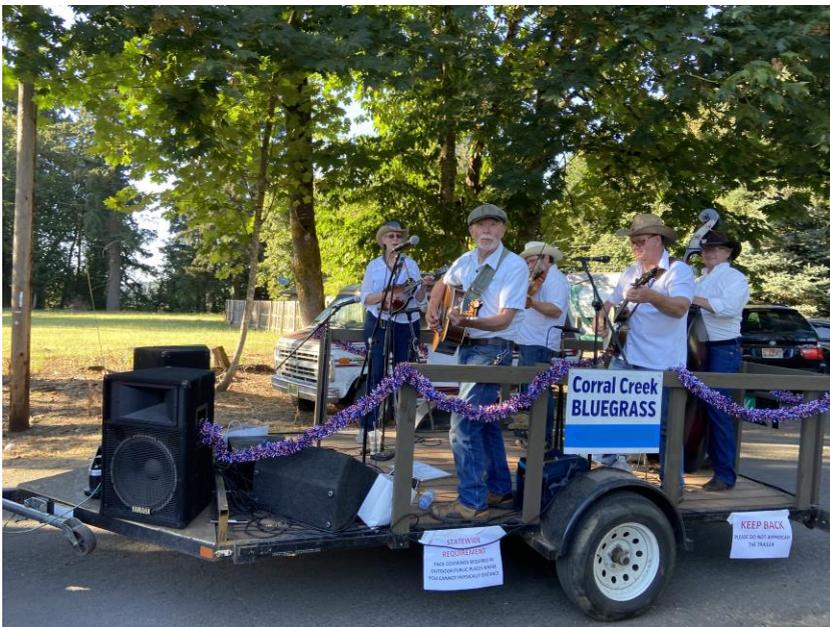


Photo Credit: Beth Wytoski

Due to Oregon Health Authority sector guidance for COVID-19, the City was unable to host Old Timer's Weekend and the DCDA was unable to hold Dayton Friday Nights. The City and DCDA partnered to bring "Bands on the Run" to Dayton. 8 bands traveled Dayton streets playing an assortment of music for residents to enjoy. Mayor Wytoski spearheaded a "Don't Stand So Close to Me" socially distanced community dinner with the Dayton Fire Department delivering the take-out orders.

In the Spring of 2021, the City staff put together "Bunny on the Run" and the Easter Bunny traveled the streets of Dayton handing out treats to children.



Photo Credit: George Wytoski



Photo Credit: George Wytoski

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	State Revenue Sharing Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>500-000</b>	<b>State Revenue Sharing Fund Revenue</b>			
90,856	132,317	19,290	23,619	400.000	Working Capital	20,740		
350	303	200	83	404.000	Interest	100		
27,328	29,469	21,250	30,373	424.000	State of Oregon	30,000		
48,000	20,000	10,000	10,000	429.000	Transfer from General Fund	10,000		
1,836	-	200	1,427	480.000	Miscellaneous Revenue	500		
<b>168,370</b>	<b>182,089</b>	<b>50,940</b>	<b>65,502</b>		<b>Total State Revenue Sharing Fund Revenue</b>	<b>61,340</b>	-	-

				<b>500-500</b>	<b>State Revenue Sharing Fund Expenditures</b>			
					<b>Materials and Services</b>			
714	690	950	950	604.000	Insurance	950		
185	190	350	350	608.000	Audit	350		
2,295	2,897	3,000	3,000	611.000	Travel & Meeting	3,000		
-	1,591	2,000	-	611.100	Travel - Legislative/Economic Development	2,000		
5,111	1,087	3,800	3,800	700.000	Legal Services	3,800		
319	313	590	590	706.000	Dues & Certifications.	590		
6,724	5,243	6,500	2,288	752.000	City Council Expense	6,500		
3,911	0	4,000	2,000	752.100	City/County Dinner	4,000		
1,767	12,200	10,750	10,750	752.200	Community Giving	10,750		
1,500	1,500	1,500	1,500	752.240	YCTA Contribution	1,500		
2,500	2,500	2,500	2,538	752.220	Downtown Revitalization/DCDA	2,500		
10,155	7,223	10,000	11,997	752.600	Community Events	15,000		
0	0	-	-		Youth Advisory Council Expense	3,000		
873	1,000	1,000	1,000	799.000	Miscellaneous Expense	1,000		
<b>36,053</b>	<b>36,434</b>	<b>46,940</b>	<b>40,762</b>		<b>Total Materials &amp; Services</b>	<b>54,940</b>	-	-
					<b>Transfers</b>			
-	120,500	-	-	830.000	Transfer to Transient Lodging Tax Fund	-	-	-
-	-	-	-	840.000	Transfer to General Fund	-	-	-
-	<b>120,500</b>	-	-		<b>Total Transfers</b>	-	-	-
					<b>Capital Outlay</b>			
-	186	2,000	2,000	903.000	Council Chamber Furnishings	3,200		
-	1,350	2,000	2,000	903.100	Community Center Furnishings	3,200		
-	<b>1,536</b>	<b>4,000</b>	<b>4,000</b>		<b>Total Capital Outlay</b>	<b>6,400</b>	-	-
<b>36,053</b>	<b>158,470</b>	<b>50,940</b>	<b>44,762</b>		<b>Total State Revenue Sharing Fund Expenditures</b>	<b>61,340</b>	-	-
<b>168,370</b>	<b>182,089</b>	<b>50,940</b>	<b>65,502</b>		<b>Total State Revenue Sharing Fund Revenue</b>	<b>61,340</b>	-	-

# Capital Funds

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

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

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

## Water Utility Capital Fund

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

**Major Projects to be completed for fiscal year 2021-22 include:**

- Waterline Replacements
- Reservoir Maintenance
- Fisher Farms Intertie Planning

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Water Utility Capital Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>600-000</b>	<b>Water Utility Capital Fund Revenue</b>			
89,878	177,195	114,081	185,898	400.000	Working Capital	111,526		
8,324	7,205	5,000	1,980	404.000	Interest	2,000		
4,242	-	42,420	55,146	420.000	System Development Charges	16,968		
150,000	315,000	250,000	250,000	459.000	Transfer from Water Fund	250,000		
<b>252,443</b>	<b>499,400</b>	<b>411,501</b>	<b>493,024</b>		<b>Total Water Utility Capital Fund Revenue</b>	<b>380,494</b>	-	-

				<b>600-600</b>	<b>Water Utility Capital Fund Expenditures</b>			
					<b>Materials and Services</b>			
					<b>Total Materials &amp; Services</b>			
					<b>Capital Outlay</b>			
-	-	10,000	5,000	910.100	Engineering Services	10,000		
-	244,262	-	4,414	910.200	Flow IQ Water Meter Replacement	-		
-	-	30,000	-	920.100	Fisher Farms Intertie	30,000		
-	-	40,000	40,000	920.200	SCADA Upgrade	-		
-	-	120,000	120,000	920.300	Chlorine Generator	-		
-	-	-	-		Water Mainline Replacements	100,000		
56,193	-	49,901	49,901	930.100	Wells & System Improvements	50,000		
-	-	25,600	26,183	930.200	Wells Maintenance	27,000		
19,055	69,240	136,000	136,000	930.600	Reservoir Maintenance	152,000		
<b>75,248</b>	<b>313,502</b>	<b>411,501</b>	<b>381,498</b>		<b>Total Capital Outlay</b>	<b>369,000</b>	-	-
				880.000	Contingency	11,494		
				999.000	Unappropriated	-		
<b>75,248</b>	<b>313,502</b>	<b>411,501</b>	<b>381,498</b>		<b>Total Water Utility Capital Fund Expenditures</b>	<b>380,494</b>	-	-
<b>252,443</b>	<b>499,400</b>	<b>411,501</b>	<b>493,024</b>		<b>Total Water Utility Capital Fund Revenue</b>	<b>380,494</b>	-	-

# Sewer Capital Projects Fund

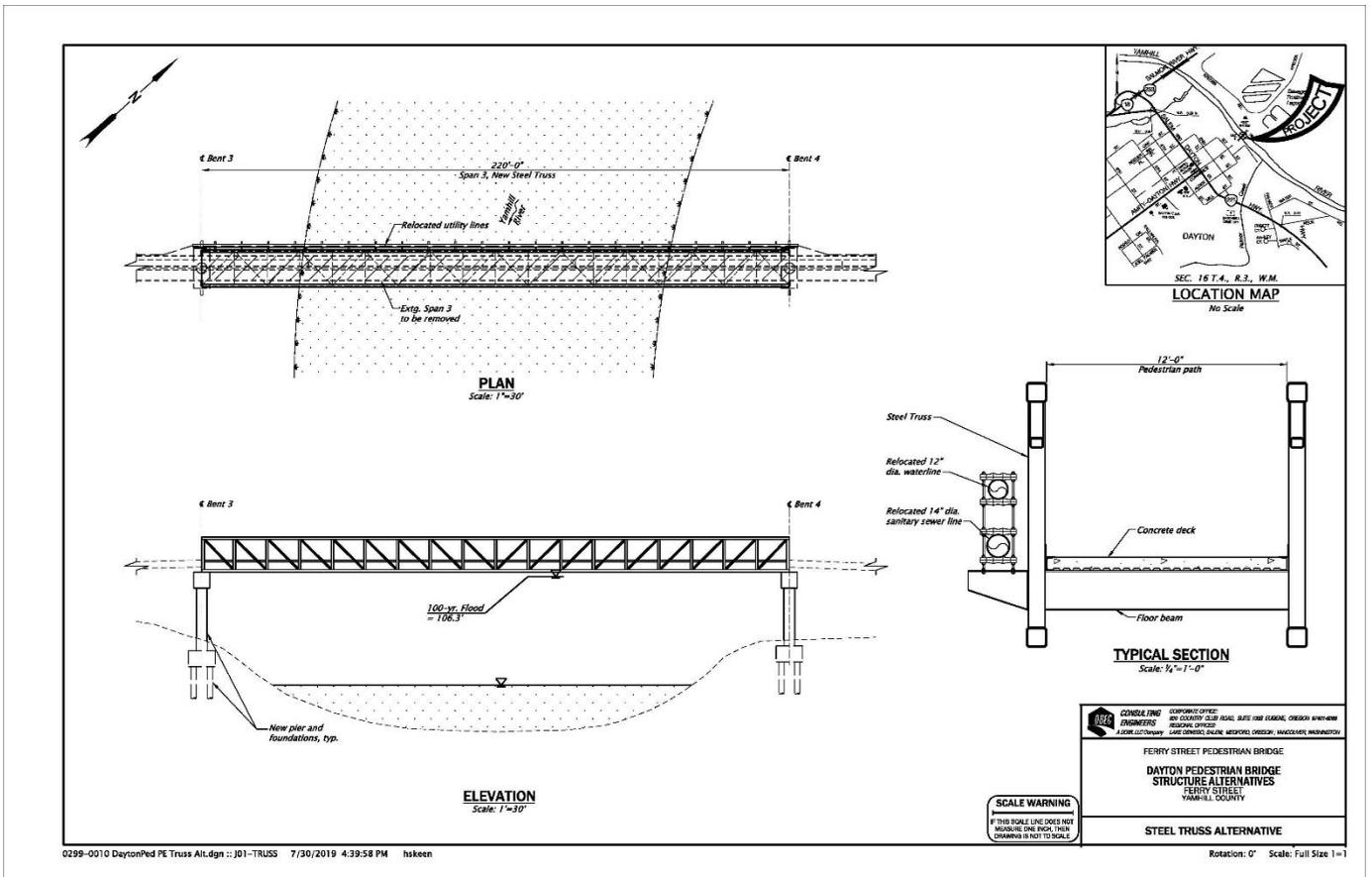
The Sewer Utility Capital Fund receives money from the Sewer Utility Fund and System Development Charges (SDCs).

With the Main Pump Station and Ferry Street Trunk Sewer Improvements project was completed in early 2020. The next big capital project coming up will be the Dayton Utility Bridge with Infrastructure upgrades. Also known in town as “The Footbridge”, this bridge carries our water and sewer infrastructure across the Yamhill River. The City and Council spent considerable time researching the possible replacement options. As you can see from the diagram below, the utility bridge will support the water and sewer mainlines on the side of the bridge. Financing has been secured through DEQ and Business Oregon for this project.

This project has many moving parts and will include the following:

A prefabricated Steel Truss Main Span	\$2,946,495	
Sewerline Replacement	\$ 319,830	
Waterline Replacement	<u>\$ 325,675</u>	(to be budgeted in the Water Capital Fund)
Total Project Cost:	\$3,592,000	

For FY2021-22, the planning and engineering portion of this project has been budgeted. It is expected to take 12-18 months for design and permitting and approximately 9 month to a year for construction.



ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Sewer Utility Capital Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>700-000</b>	<b>Sewer Utility Capital Fund Revenue</b>			
111,935	80,379	96,964	199,086	400.000	Working Capital	266,295		
5,103	4,417	4,000	1,714	404.000	Interest	1,500		
7,564	-	75,640	98,332	420.000	System Development Charges	30,256		
1,886,720	1,214,821	50,000	94,744	422.000	System Improvement Grants/Loans (MPS/FSTS)	-		
-	2,300,000	-	-	423.000	USDA Loan Proceeds	-		
-	-	1,000,000	-	425.000	Utility Bridge with Infrastructure Grants/Loans	1,500,000		
63,876	100,000	10,000	10,000	459.300	Transfer from Sewer Fund	10,000		
<b>2,075,199</b>	<b>3,699,618</b>	<b>1,236,604</b>	<b>403,877</b>		<b>Total Sewer Utility Capital Fund Revenue</b>	<b>1,808,051</b>	-	-

				<b>700-700</b>	<b>Sewer Utility Capital Fund Expenditures</b>			
					<b>Materials and Services</b>			
					<b>Total Materials &amp; Services</b>			
					<b>Transfers</b>			
-	2,300,000	-	-	850.000	Transfer to Debt Service Fund	-	-	-
-	<b>2,300,000</b>	-	-		<b>Total Transfers</b>	-	-	-
					<b>Capital Outlay</b>			
26,115	-	30,000	30,000	910.000	System Improvements	100,000		
1,855,973	1,200,531	50,000	83,612	910.400	Footbridge Pump Station	-		
-	-	1,000,000	8,969	910.410	Utility Bridge with Infrastructure Improvements	1,500,000		
-	-	15,000	15,000	910.450	Short-lived Assets Reserve	15,000		
112,732	-	-	-	930.300	Lift Station Improvement and/or Replacement	50,000		
<b>1,994,820</b>	<b>1,200,531</b>	<b>1,095,000</b>	<b>137,582</b>		<b>Total Capital Outlay</b>	<b>1,665,000</b>	-	-
-	-	41,604	-	880.000	Contingency	43,051		
-	-	100,000	-	999.000	Unappropriated	100,000		
<b>1,994,820</b>	<b>3,500,531</b>	<b>1,236,604</b>	<b>137,582</b>		<b>Total Sewer Utility Capital Fund Expenditures</b>	<b>1,808,051</b>	-	-
<b>2,075,199</b>	<b>3,699,618</b>	<b>1,236,604</b>	<b>403,877</b>		<b>Total Sewer Utility Capital Fund Revenue</b>	<b>1,808,051</b>	-	-

# Equipment Replacement Reserve

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

In Spring of 2021, the City had the opportunity to purchase a used vacuum truck (shown below). With unused funds remaining from the current budget and a transfer from Contingency, the \$38k purchase was funded. The city will now be able to handle trench repairs, water service line repairs, sanitary sewer cleaning and unclogging, sewer pond line clearing, detention basin cleaning and emergency excavations without having to bring in an outside vendor at substantial prices.

In the current fiscal year, the City needs to purchase two new pickup trucks for Public Works to replace older trucks which are in constant need of maintenance and repairs. The FY21-22 budget includes an increased transfer from the Water and Sewer funds to help with replacement costs.

## **FY 2021-2022 Capital Investments include:**

- Two new ½ ton 4x4 Pick Up Truck



ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Equipment Replacement Reserve Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				750-000	Equipment Replacement Reserve Fund Revenue			
2,446	26,248	56,933	57,066	400.000	Working Capital	34,318		
945	818	500	305	404.000	Interest	500		
5,000	5,000	5,000	5,000	459.100	Transfer from Street Fund	5,000		
15,000	15,000	15,000	15,000	459.200	Transfer from Water Fund	20,000		
5,000	5,000	15,000	15,000	459.300	Transfer from Sewer Fund	20,000		
5,000	5,000	5,000	5,000	459.400	Transfer from General Fund	5,000		
-	-	50	-	459.800	Miscellaneous Revenue	50		
<b>33,391</b>	<b>57,066</b>	<b>97,483</b>	<b>97,371</b>		<b>Total Equipment Replacement Reserve Fund Revenue</b>	<b>84,868</b>	-	-

				750-750	Equipment Replacement Reserve Fund Transfers			
					Transfers			
					Total Transfers			
					Capital Outlay			
7,143	-	10,000	36,475	903.000	Equipment	10,000		
-	-	35,000	26,577	903.100	Replace Pickups (2)	54,000		
-	-	-	-	903.200	Replace Mower	-		
-	-	-	-	903.300	Replace Tractor	-		
<b>7,143</b>	<b>-</b>	<b>45,000</b>	<b>63,052</b>		<b>Total Capital Outlay</b>	<b>64,000</b>	-	-
-	-	52,483	-	880.000	Contingency	20,868		
-	-	-	-	999.000	Unappropriated	-	-	-
<b>7,143</b>	<b>-</b>	<b>97,483</b>	<b>63,052</b>		<b>Total Equipment Replacement Reserve Fund Expenditures</b>	<b>84,868</b>	-	-
<b>33,391</b>	<b>57,066</b>	<b>97,483</b>	<b>97,371</b>		<b>Total Equipment Replacement Reserve Fund Revenue</b>	<b>84,868</b>	-	-



ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Building Reserve Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>760-000</b>	<b>Building Reserve Fund Revenue</b>			
94,927	137,911	164,946	169,780	400.000	Working Capital	192,775		
2,940	2,545	2,000	700	404.000	Interest	500		
10,000	10,000	10,000	10,000	459.100	Transfer from Street Fund	10,000		
10,000	10,000	10,000	10,000	459.200	Transfer from Water Fund	10,000		
5,000	5,000	5,000	5,000	459.300	Transfer from Sewer Fund	5,000		
50,489	15,000	5,000	5,000	459.400	Transfer from General Fund	5,000		
<b>173,356</b>	<b>180,456</b>	<b>196,946</b>	<b>200,479</b>		<b>Total Building Reserve Fund Revenue</b>	<b>223,275</b>	-	-

				<b>760-760</b>	<b>Building Reserve Fund Transfers</b>			
					<b>Transfers</b>			
-	-	-	-	459.600	Transfer to General Fund	-		
-	-	-	-	459.700	Transfer to Sewer Fund	-		
-	-	-	-		<b>Total Transfers</b>	-	-	-
					<b>Capital Outlay</b>			
-	10,676	20,000	7,704	920.000	Dayton Village Development	20,000		
35,445	-	-	-	930.000	Building Construction	-		
-	-	-	-	930.100	City Maintenance Shop Improvements	20,000		
-	-	-	-	930.300	Community Center			
<b>35,445</b>	<b>10,676</b>	<b>20,000</b>	<b>7,704</b>		<b>Total Capital Outlay</b>	<b>40,000</b>	-	-
-	-	76,946		880.000	Contingency	83,275		
-	-	100,000		999.000	Unappropriated Ending Fund Balance	100,000		
<b>35,445</b>	<b>10,676</b>	<b>196,946</b>	<b>7,704</b>		<b>Total Building Reserve Fund Expenditures</b>	<b>223,275</b>	-	-
<b>173,356</b>	<b>180,456</b>	<b>196,946</b>	<b>200,479</b>		<b>Total Building Reserve Fund Revenue</b>	<b>223,275</b>	-	-

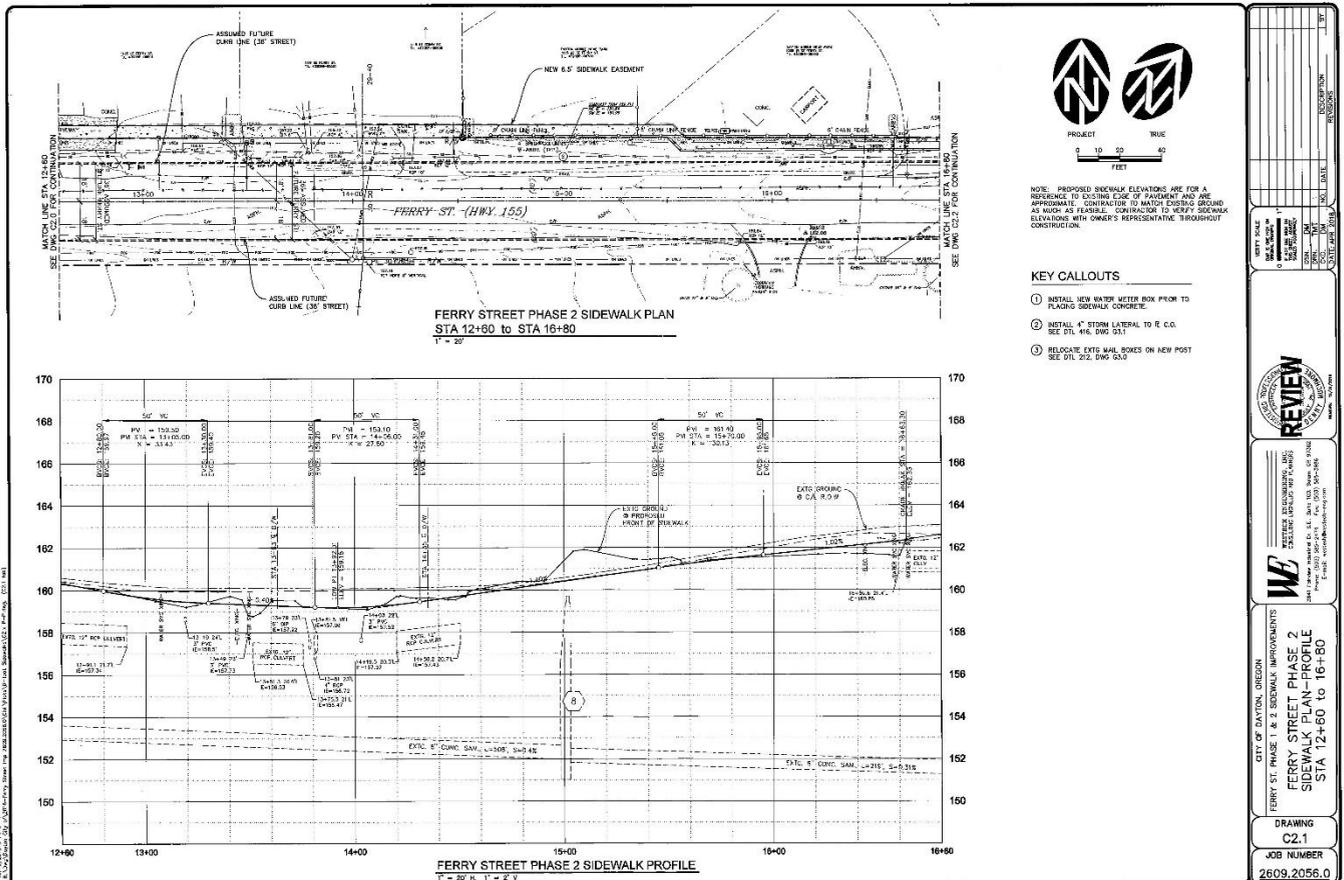
# Street Capital Projects Fund

The Street Capital Projects Fund receives transfers from the Street Fund and General Fund as well as grant proceeds to complete upgrades to the City's streets, storm system, bikeways, and pedestrian element. The City received two Small City Allotment (SCA) grants which funded the street overlay projects on Main Street and 5<sup>th</sup> Street that were completed in 2020. The City will be applying for a new SCA grant in the FY2021-2022 year to complete another overlay.

In December of 2020, the City was awarded a \$750,000 grant from the Oregon Department of Transportation's Safe Routes to School program. This will fund new sidewalk improvements from 9<sup>th</sup> Street to Flower Lane along Ferry Street. This project should be completed in the FY2021-22 year.

## Capital Needs:

- Continued street overlays
- Sidewalk improvements on Church Street between downtown and the High School



ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Street Capital Projects Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				770-000	Street Capital Projects Fund Revenue			
175,710	227,668	271,593	275,330	400.000	Working Capital	70,260		
4,718	4,084	3,000	1,123	404.000	Interest	1,000		
1,125	-	11,250	14,625	420.000	System Development Charges	4,500		
50,000	50,000	25,000	25,000	459.100	Transfer from Street Fund	50,000		
-	-	150,000	150,000	490.200	SCA Grant/ODOT Grants	100,000		
-	-	-	-	490.400	Safe Routes to School Grant/9th to Flower Sidewalk	750,000		
<b>231,553</b>	<b>281,752</b>	<b>460,843</b>	<b>466,078</b>		<b>Total Street Capital Projects Fund Revenue</b>	<b>975,760</b>	-	-

				770-770	Street Capital Projects Expenditures			
					<b>Materials and Services</b>			
-	-	-	-		<b>Total Materials and Services</b>	-	-	-
					<b>Capital Outlay</b>			
2,065	-	100,000	45,000	910.000	Street Capital Projects	50,000		
1,821	-	90,000	50,896	910.200	Sidewalk Improvements	25,000		
-	6,422	75,000	130,598	910.500	Fifth Street Overlay	-		
-	-	132,000	169,323	910.600	Main Street Overlay (3rd to 5th)	-		
-	-	-	-	910.700	9th to Flower Sidewalk Project Overlay Project	750,000 100,000		
<b>3,885</b>	<b>6,422</b>	<b>397,000</b>	<b>395,817</b>		<b>Total Capital Outlay</b>	<b>925,000</b>	-	-
-	-	25,000		880.000	Contingency	50,760		
-	-	38,843		999.000	Unappropriated Ending Fund Balance	-		
<b>3,885</b>	<b>6,422</b>	<b>460,843</b>	<b>395,817</b>		<b>Total Street Capital Projects Fund Expenditures</b>	<b>975,760</b>	-	-
<b>231,553</b>	<b>281,752</b>	<b>460,843</b>	<b>466,078</b>		<b>Total Street Capital Projects Fund Revenue</b>	<b>975,760</b>	-	-

# Park Capital Projects Fund

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

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

## The major projects for fiscal year 2021-2022 include:

- Various improvements to both Courthouse Square Park and Andrew Smith Park including an entrance sign for Courthouse Square Park.
- Dayton Landing Park Project



*Photo Credit: Councilor John Collins*

ACTUAL		2020/2021 BUDGET				2021/2022 BUDGET		
2018/2019	2019/2020	Adopted	Projected	Parks Capital Projects Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>780-000</b>	<b>Parks Capital Projects Fund Revenue</b>			
40,610	50,337	47,682	59,342	400.000	Working Capital	50,343		
4,627	4,005	3,000	1,101	404.000	Interest	1,000		
100	0	1,000	1,300	420.000	System Development Charges	400		
5,000	5,000	5,000	5,000	459.400	Transfer from General Fund	5,000		
<b>50,337</b>	<b>59,342</b>	<b>56,682</b>	<b>66,743</b>		<b>Total Parks Capital Projects Fund Revenue</b>	<b>56,743</b>	-	-

				<b>780-780</b>	<b>Parks Capital Projects Expenditures</b>			
					<b>Materials and Services</b>			
-	-	-	-		<b>Total Materials and Services</b>	-	-	-
					<b>Capital Outlay</b>			
-	-	14,000	10,000	920.200	Courthouse Square Park Improvements	14,000		
-	-	1,000	1,000	920.300	Andrew Smith Park	1,000		
-	-	20,000	-	920.350	Dayton Landing Park Bathroom	20,000		
-	-	<b>35,000</b>	<b>11,000</b>		<b>Total Capital Outlay</b>	<b>45,000</b>	-	-
-	-	21,682		880.000	Contingency	11,743		
-	-	-		999.000	Unappropriated Ending Fund Balance	-	-	-
-	-	<b>56,682</b>	<b>11,000</b>		<b>Total Parks Capital Projects Fund Expenditures</b>	<b>56,743</b>	-	-
<b>50,337</b>	<b>59,342</b>	<b>56,682</b>	<b>61,343</b>		<b>Total Parks Capital Projects Fund Revenue</b>	<b>56,743</b>	-	-

# Debt Service Fund

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

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

	Outstanding July 1, 2020	Rate of Interest	Outstanding July 1, 2021	Maturing 21/22 Principal	Maturing 21/22 Interest
Safe Drinking Water Revolving Loan (Water Treatment Plant)	2,231,985	1.00%	2,113,345	122,200	21,133
Safe Drinking Water Revolving Loan (Springs Rehabilitation)	402,022	1.00%	388,679	13,743	3,887
USDA Rural Development Loan (Main Pump Station and Ferry Street Trunk Sewer)	2,217,752	1.875%	2,135,504	42,207	40,041

ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET				
2018/2019	2019/2020	Adopted	Projected	Debt Service Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				<b>850-000</b>	<b>Debt Service Fund Revenue</b>			
215,855	286,942	306,663	291,791	400.000	Working Capital	309,091		
5,306	4,593	1,000	1,263	404.000	Interest	1,000		
285,000	150,000	150,000	150,000	459.000	Transfer from Water Fund	150,000		
-	2,303,000	86,000	86,000	459.300	Transfer from Sewer Fund	86,000		
23,249	23,249	23,249	23,249	459.999	City of Lafayette	23,249		
			-					
<b>529,411</b>	<b>2,767,784</b>	<b>566,912</b>	<b>552,302</b>		<b>Total Debt Service Fund Revenue</b>	<b>569,340</b>	<b>-</b>	<b>-</b>

				<b>850-850</b>	<b>Debt Service Expenditures</b>			
119,827	121,025	121,013	122,235	774.000	Debt Service to Bond - WTP(Principal)	122,200		
23,506	22,308	22,320	21,098	776.000	Debt Service to Bond - WTP (Interest)	21,133		
81,505	-	-	-	777.000	Fisher Nursery Payments	-		
17,630	13,612	13,610	13,748	778.000	Debt Service to Springs (Principal)	13,743		
-	4,019	4,020	3,883	778.100	Debt Service to Springs (Interest)	3,887		
-	2,300,000	-	-	779.100	Debt Service to DEQ (Principal) MPS Interim Financing	-		
-	15,030	-	-	779.200	Debt Service to DEQ (Interest) MPS Interim Financing	-		
-	-	82,248	39,123	785.100	Debt Service to Bond - Sewer MPS/FSTS (Principal)	42,207		
-	-	43,125	43,125	785.200	Debt Service to Bond - Sewer MPS (Interest)	40,041		
<b>242,469</b>	<b>2,475,993</b>	<b>286,336</b>	<b>243,211</b>			<b>243,211</b>	<b>-</b>	<b>-</b>
-	-	23,625	-	900.300	Reserve for Lafayette Loan Payoff	23,625		
-	-	82,248	-	900.305	Reserve for MPS FSTS USDA Loan Payment	82,248		
-	-	174,703	-	999.000	Unappropriated Ending Fund Balance	220,256		
<b>242,469</b>	<b>2,475,993</b>	<b>566,912</b>	<b>243,211</b>		<b>Total Debt Service Fund Expenditures</b>	<b>569,340</b>	<b>-</b>	<b>-</b>
<b>529,411</b>	<b>2,767,784</b>	<b>566,912</b>	<b>552,302</b>		<b>Total Debt Service Fund Revenue</b>	<b>569,340</b>	<b>-</b>	<b>-</b>

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# Appendix

2021/2022 Salary Allocation Table

POSITION	21/22 Budget	Admin 100-100	Parks 100-103	Library 100-104	Planning 100-105	Building 100-106	Total Admin	Local Option 101-101	Streets 200-200	Water 300-300	WTP 300-301	Sewer 400-400	Grand Total
City Manager % of Total Salary	100,545 1.0 FTE	22,120 22.00%	8,044 8.00%	5,027 5.00%	8,044 8.00%	5,027 5.00%	<b>48,262</b> <b>48.00%</b>	6,033 6.00%	4,022 4.00%	18,098 18.00%	6,033 6.00%	18,098 18.00%	<b>100,545</b> <b>100.00%</b>
City Recorder % of Total Salary	68,100 1.0 FTE	12,939 19.00%	1,362 2.00%	0 0.00%	2,383 3.50%	2,383 3.50%	<b>19,068</b> <b>28.00%</b>	8,853 13.00%	2,724 4.00%	18,046 26.50%	1,362 2.00%	18,046 26.50%	<b>68,100</b> <b>100.00%</b>
Accountant % of Total Salary	41,600 .6 FTE	7,904 19.00%	832 2.00%	832 2.00%	832 2.00%	832 2.00%	<b>11,232</b> <b>27.00%</b>	3,744 9.00%	1,664 4.00%	11,648 28.00%	832 2.00%	12,480 30.00%	<b>41,600</b> <b>100.00%</b>
Public Works Superintendent % of Total Salary	92,300 1.0 FTE	5,538 6.00%	9,230 10.00%	0 0.00%	3,692 4.00%	3,692 4.00%	<b>22,152</b> <b>24.00%</b>	0 0.00%	9,230 10.00%	18,460 20.00%	18,460 20.00%	23,998 26.00%	<b>92,300</b> <b>100.00%</b>
Maintenance Operator 1 % of Total Salary	97,125 2.0 FTE	2,914 3.00%	24,281 25.00%	0 0.00%	0 0.00%	0 0.00%	<b>27,195</b> <b>28.00%</b>	0 0.00%	11,655 12.00%	29,137 30.00%	9,712 10.00%	19,425 20.00%	<b>97,125</b> <b>100.00%</b>
Maintenance Operator 3 % of Total Salary	58,300 1.0 FTE	1,749 3.00%	4,081 7.00%	0 0.00%	0 0.00%	0 0.00%	<b>5,830</b> <b>10.00%</b>	0 0.00%	5,830 10.00%	17,490 30.00%	11,660 20.00%	17,490 30.00%	<b>58,300</b> <b>100.00%</b>
Maintenance Worker % of Total Salary	41,400 1.0 FTE	2,070 5.00%	28,566 69.00%	0 0.00%	0 0.00%	0 0.00%	<b>30,636</b> <b>74.00%</b>	0 0.00%	2,070 5.00%	4,140 10.00%	2,070 5.00%	2,484 6.00%	<b>41,400</b> <b>100.00%</b>
Library Director % of Total Salary	50,500 1.0 FTE	10,100 20.00%	0 0.00%	32,825 65.00%	7,575 15.00%	0 0.00%	<b>50,500</b> <b>100.00%</b>	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	<b>50,500</b> <b>100.00%</b>
Library Assistant % of Total Salary	15,600 .50 FTE	0 0.00%	0 0.00%	15,600 100.00%	0 0.00%	0 0.00%	<b>15,600</b> <b>100.00%</b>	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	<b>15,600</b> <b>100.00%</b>
Office Specialist II % of Total Salary	46,450 1.0 FTE	5,574 12.00%	929 2.00%	0 0.00%	0 0.00%	0 0.00%	<b>6,503</b> <b>14.00%</b>	929 2.00%	0 0.00%	19,509 42.00%	0 0.00%	19,509 42.00%	<b>46,450</b> <b>100.00%</b>
Office Specialist I % of Total Salary	44,450 1.0 FTE	1,334 3.00%	0 0.00%	0 0.00%	2,223 5.00%	9,779 22.00%	<b>13,335</b> <b>30.00%</b>	22,225 50.00%	0 0.00%	4,445 10.00%	0 0.00%	4,445 10.00%	<b>44,450</b> <b>100.00%</b>
Overtime % of Total Allocation	12,000		1,200 10%				<b>1,200</b> <b>10.00%</b>		1,200 10%	6,000 50%	600 5%	3,000 25%	<b>12,000</b> <b>100.00%</b>
On-Call Hourly Cost	7,000									2,800 40.00%	1,400 20.00%	2,800 40.00%	<b>7,000</b> <b>100.00%</b>
<b>TOTAL SALARIES</b>	<b>675,371</b>	<b>72,241</b>	<b>78,525</b>	<b>54,284</b>	<b>24,749</b>	<b>21,714</b>	<b>251,513</b>	<b>41,784</b>	<b>38,395</b>	<b>149,774</b>	<b>52,129</b>	<b>141,776</b>	<b>675,371</b>

**2021/2022 SUMMARY OF TRANSFERS**

Transferred From	Amount	Transferred to												Total				
		Gen Fund 100-100	ARP Fund 106-106	LOT Fund 101-101	TLT Fund 105-105	Water Fund 300-300	Sewer Fund 400-400	State Rev Sh 500-500	Water Cap 600-600	Sewer Cap 700-700	Equip Res 750-750	Bldg Res 760-760	Street Cap 770-770		Parks Cap 780-780	Debt 850-850		
General Fund	100-100	25,000						10,000			5,000			5,000				25,000
American Recovery Act Fund	106-106	120,250		5,000		55,500			31,250									120,250
Street Fund	200-200	65,000									5,000	10,000	50,000					65,000
Water Utility Fund	300-300	430,000									20,000	10,000					150,000	430,000
Sewer Utility Fund	400-400	121,000									20,000	5,000				86,000		121,000
<b>Totals</b>		<b>761,250</b>																<b>761,250</b>