

**AGENDA
DAYTON CITY COUNCIL
WORK/SPECIAL SESSION**



DATE: MONDAY, JUNE 21, 2021
PLACE: VIRTUAL ZOOM MEETNG – HOUSE BILL 4212
TIME: 6:30 PM

Please click the link to join the webinar: <https://zoom.us/j/94944509803> or Telephone: 1 669-900-9128
Webinar ID: 949 4450 9803

Dayton – Rich in History...Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER	
B.	ROLL CALL	
C.	PUBLIC HEARING	
	<i>The City Council will hold a public hearing to obtain citizen input on the proposed 2020/2021 Supplemental Budget.</i>	
D.	APPEARANCE OF INTERESTED CITIZENS	

This time is reserved for questions or comments from persons in the audience on any topic.

E.	CONSENT AGENDA	
	1. Regular Session Meeting Minutes – June 7, 2021	1-8
	2. Ratification of Rescinding Emergency Declaration	9
F.	ACTION ITEMS	
	1. Approval of Planning Commission Appointment	11-14
	2. Adopt a Prioritized List of Pedestrian System Improvements for Funding Eligibility	15-17
	3. Approval/Award to Develop the City of Dayton’s Willamette Basin Mercury Total Maximum Daily Load Implementation Plan	19-22
	4. Approval of Resolution 2020/21-16 FY 2020/21 Supplemental Budget	23-27
	5. Approval of Resolution 2020/21-17 Authorizing Year End Transfers	29-33
	6. Approval of Resolution 2020/21-18 Election to Receive State Revenues	35-38
	7. Approval of Resolution 2020/21-19 Adopting FY 2021/22 Budget	39-123
	8. Approval of Resolution 2020/21-20 Adding Ferry Street Newsletter Advertising Fees	125-131
G.	CITY COUNCIL COMMENTS/CONCERNS	
H.	INFORMATION REPORTS	
	1. City Manager’s Report	133-134
I.	ADJOURN	

Posted: 06/17/21
Patty Ringnald, City Recorder

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

NEXT MEETING DATES
City Council Work/Special Session, Monday, July 19, 2021, Virtual Meeting via Zoom

MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION – VIRTUALLY VIA ZOOM
June 7, 2021

PRESENT: Mayor Elizabeth Wytoski
Council President Rosalba Sandoval-Perez
Councilor Annette Frank
Councilor Daniel Holbrook
Councilor Kitty Mackin
Councilor Trini Marquez *arrived at 7:55 pm*
Councilor Darrick Price *left meeting at 6:58 pm*

ABSENT:

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

A. CALL TO ORDER

Mayor Wytoski called the meeting to order at 6:33 pm.

B. ROLL CALL

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

Mayor Wytoski stated that there will be a change to the Agenda Action Items, eliminating agenda item #1 Declaring Date of Vacancy for City Council Seat and advising that Councilor Mackin has rescinded her resignation and wishes to remain on council.

DANIEL HOLBROOK MOVED TO REMOVE ACTION ITEM NUMBER 1 FROM THE AGENDA – DECLARING DATE OF VACANCY FOR CITY COUNCIL SEAT. SECONDED BY ANNETTE FRANK. *Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.*

C. PUBLIC HEARINGS

Mayor Wytoski opened the Public Hearing to obtain citizen input on the budget for the fiscal year beginning July 1, 2021 at 6:35 pm and stated that the City Council will hold a public hearing to obtain citizen input on the budget for the fiscal year beginning July 1, 2021 as approved by the City of Dayton Budget Committee.

No comments were offered.

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

Mayor Wytoski opened the Public Hearing to obtain citizen input on the proposed uses of State Revenue Sharing Funds at 6:37 pm and stated that the City Council will hold a public hearing to obtain citizen input on the proposed uses of State Revenue Sharing Funds in the City of Dayton FY 2021/2022 Budget. No comments were offered.

Mayor Wytoski closed the Public Hearing at 6:38 pm.

D. APPEARANCE OF INTERESTED CITIZENS

Larry Smurthwaite of 773 Joel Palmer Way, Dayton, spoke to the Recology yard debris proposal, stating that he would prefer to have a yard debris cart instead of the glass cart.

Brianna Provoast of 716 Bell Street, Dayton, advised that she too is in favor of adding yard debris service and that they rarely use the glass recycling service.

E. CONSENT AGENDA

1. Approval of Meeting Minutes

a. Regular Session Meeting Minutes – April 4, 2021

ANNETTE FRANK MOVED TO APPROVE THE MINUTES OF THE REGULAR SESSION MEETING OF APRIL 4, 2021 AS AMENDED. SECONDED BY ROSALBA SANDOVAL-PEREZ. Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.

F. ACTION ITEMS

1. ~~Declaring Date of Vacancy for City Council Seat - Removed from the Agenda~~

2. Temporary Occupancy Permit

City Manager, Rochelle Roaden reviewed the Temporary Occupancy Permit request, submitted by Mark and Robin Pederson and shared the history of the property and her recommendations for conditions of approval. Mark and Robin Pederson were in attendance but declined to comment.

ANNETTE FRANK MOVED TO APPROVE A 6 MONTH TEMPORARY OCCUPANCY PERMIT APPLICATION FOR MARK AND ROBIN PEDERSON, 200 7TH STREET, DAYTON, OREGON, STARTING JULY 1, 2021, WITH THE CONDITION THAT THE MOBILE HOME IS DEMOLISHED WITHIN 30 DAYS OF THE “BUILDING PERMIT FINAL DATE” AND THE DEMOLITION OF THE MOBILE HOME AND BARN MUST OCCUR BEFORE THE FINAL CERTIFICATE OF OCCUPANCY IS ISSUED. SECONDED BY DANIEL HOLBROOK. Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.

3. Liquor License Request – Foster’s Craft Cooking – 301 Main Street, Dayton

Rochelle Roaden reviewed the proposed requested liquor license, advising that Oregon law requires applicants seeking liquor licenses to obtain a written recommendation from the local governing body. Councilor Frank asked if the new business was going to be catering only. Jaret

Foster advised that the kitchen will be used as their catering business kitchen and that they will eventually open the dining area as a private event space.

ANNETTE FRANK MOVED TO APPROVE RECOMMENDING APPROVAL OF THE LIQUOR LICENSE APPLICATION FOR FOSTER'S CRAFT COOKING DBA BRICK HALL 1886 AT 301 MAIN STREET, DAYTON. SECONDED BY DANIEL HOLBROOK. *Motion carried with Frank, Holbrook, Mackin, Price, Sandoval-Perez and Wytoski voting aye. Marquez absent.*

4. Your Community Mediators Donation Request – Chuck Pattishall, Executive Director

Chuck Pattishall, Executive Director of Your Community Mediators (YCM), reviewed their mediation program and its history with the Council, noting the highly successful mediation program that Cathy Beckwith runs at the Dayton Grade School. Mr. Pattishall advised that they are preparing for a surge of property owner/tenant issues due to COVID and the lack of housing in our area. Mr. Pattishall advised that YCM does not charge for services to the residents of the City of Dayton, due to the City's donations. Discussion continued regarding which budget year to donate funds from.

ANNETTE FRANK MOVED TO APPROVE A DONATION TO YOUR COMMUNITY MEDIATORS IN THE AMOUNT OF \$4,000 TO BE PAID OUT OF THE FY 2020/2021 BUDGET. SECONDED BY KITTY MACKIN. *Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez and Price absent.*

5. Homeward Bound Donation Request – Ronnie Vostinak, Executive Director

Jennifer Choate DVM, Clinic Manager, was in attendance representing Homeward Bound and she presented Homeward Bounds request for donation to the Council. Ms. Choate advised that there was a decrease in dog/cat spray and neutering in the Dayton area, therefore their request was less than last year.

Mayor Wytoski recommended that the Council donate \$3,000 out of the current year's budget to Homeward Bound.

KITTY MACKIN MOVED TO APPROVE A DONATION TO HOMEWARD BOUND IN THE AMOUNT OF \$3,000 TO BE PAID OUT OF FY 2020/2021 BUDGET. SECONDED BY ANNETTE FRANK. *Motion carried with Frank, Holbrook, Mackin, Sandoval-Perez and Wytoski voting aye. Marquez and Price absent.*

Councilor Sandoval-Perez inquired about services for rabbits, which have been an issue in Dayton. Ms. Choate stated that they do provide services for rabbits and they would be happy to provide rabbit services for the City of Dayton.

ROSALBA SANDOVAL-PEREZ MOVED TO AMEND THE MOTION ADDING \$1,000 OF THE DONATED \$3,000 TO BE USED TOWARD RABBIT SERVICES. SECONDED BY ANNETTE FRANK. *Motion carried with Frank, Mackin, Sandoval-Perez and Wytoski voting aye. Holbrook opposed. Marquez and Price absent.*

6. Approve Recology Debris Box Collection Rate Increase, Dave Larmouth

Rochelle Roaden advised that Recology is not requesting a rate increase for our residential users this year, but is asking to increase the debris box collection rate by 1.26% effective July 1, 2021 which will effect large construction and demolition jobs.

Dave Larmouth, representing Recology Western Oregon, stated that this proposed rate increase will not affect most residents most of the time, only those requiring large box rentals.

DANIEL HOLBROOK MOVED TO APPROVE THE RECOLOGY WESTERN OREGON RATE INCREASE FOR DEBRIS BOX DISPOSAL RATES AS PROPOSED EFFECTIVE JULY 1, 2021. SECONDED BY ROSALBA SANDOVAL-PEREZ. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

7. Recology Lawn Debris Program expansion Discussion/Approval, Dave Larmouth

Dave Larmouth, representing Recology Western Oregon, spoke to the proposed addition of yard debris collection to the services already provided by Recology in Dayton. Mr. Larmouth advised that Dayton's collection numbers are 763 trash carts in Dayton, one for each home and some businesses; currently there are 681 glass carts in service. The glass collection "set out rate" is about 25% of the carts available in Dayton. Mr. Larmouth reviewed the proposed collection options stating that option A would include service for every customer in Dayton and he recommended this option. Option B would add yard debris collection on a subscription basis, with only those customers who want yard debris collection, adding the service. Mr. Larmouth stated that this proposal is a pilot project and Recology is asking that the City of Dayton give them a year to try out the program. Discussion continued.

Mayor Wytoski inquired if yard debris and glass collection could be collected on a different schedule or less times during a month. Mr. Larmouth stated that all options could be possible.

Mayor Wytoski allowed those residents who joined the meeting late to speak to the yard debris collection proposal:

Mandy Stahl of 709 Main Street, Dayton, asked if there is the ability to pick up glass service less times during the month and what would be the impact of that to the community. Ms. Stahl stated that she is in favor of adding yard debris collection.

Rick Luger of 623 Ash Street, Dayton, stated that he would be in favor of adding yard debris to his collection service.

Anna Lundgren of 631 Ash Street, Dayton stated that she too would like to have yard debris collection.

Larry Smirthwaite of 733 Joel Palmer Way, Dayton, inquired about the investment for the glass collection carts, advising that they have not used their glass collection services, and wanted to know if the glass collection carts could be swapped out for the yard debris carts?

Mayor Wytoski noted that glass collection services were added as a request from the community and are not the subject of tonight's agenda item, she reiterated that the discussion is to add yard debris collection. Mayor Wytoski stated that she would be willing to discuss the glass collection at a later time and would not be in favor of removing the glass collection service at this time. Discussion continued.

Councilor Holbrook stated that to add another collection cart would make the total number of carts four and he is concerned that not all residents will have enough space to store four carts. Councilor Holbrook stated that he would be in favor of option B.

Councilor Frank stated that she would also support option B.

Councilor Marquez stated that her neighbors could all benefit from adding yard debris collection.

Mayor Wytoski stated that the Council chose to spread the cost of the glass collection service to the whole community which lowered the cost for everyone, she also is in favor of spreading the cost of the yard debris collection service, thus keeping the cost lowest for all customers.

Council Mackin stated her concern for space with four collection carts.

Councilor Sandoval-Perez inquired if the issue could be surveyed on the City's app.

DANIEL HOLBROOK MOVED TO APPROVE EXPANDING RECOLOGY WESTERN OREGON'S YARD DEBRIS COLLECTION PROGRAM TO OPTION B WITH THE ASSOCIATED RATE AND A SCHEDULED REVISIT OF THE YARD DEBRIS COLLECTION SERVICE IN 12 MONTHS. SECONDED BY TRINI MARQUEZ. Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.

Mayor Wytoski stated that if the use rate for yard debris is equal to the glass use rate, she feels that they should add the yard debris collection for the entire community. Mayor Wytoski stated that she intends to bring the glass collection service back to the Council for further discussion and a possible change to the frequency that glass is collected.

8. Approval of Resolution 2020/2021-13 MWVCOG Land Use and Planning Services 2021/2022

Rochelle Roaden advised that this is a renewal of the current contract for land use and planning services and there are no significant changes to the contract for services, other than planner per/hour charges.

ANNETTE FRANK MOVED TO APPROVE RESOLUTION 2020/2021-13 A RESOLUTION APPROVING A CONTRACT FOR LAND USE AND PLANNING SERVICES WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, JULY 1, 2021 THROUGH JUNE 30, 2022. SECONDED BY KITTY MACKIN. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

9. Approval of Resolution 2020/2021-14 Police Services Contract 2021/2022

Rochelle Roaden reviewed the renewal of the Police Services contract with the Council, advising that there were no significant changes to the contract other than a wage increase due to a cost of living increase. This is the last year of a three year contract.

ANNETTE FRANK MOVED TO APPROVE RESOLUTION 2020/2021-14 A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN YAMHILL COUNTY AND THE CITY OF DAYTON FOR POLICE SERVICES FOR FY 2021/2022 AS AMENDED. SECONDED BY ROSALBA SANDOVAL PEREZ. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

10. Approval of Resolution 2020/2021-15 CCRLS Library Services Contract 2021/2022

Rochelle Roaden advised that the City is currently in year four of a five year contract with Chemeketa Cooperative Regional Library Service (CCRLS), this amendment adds funding for the 2021/2022 fiscal year.

DANIEL HOLBROOK MOVED TO APPROVE RESOLUTION 2020/2021-15 A RESOLUTION APPROVING AMENDMENT #03 OF THE INTERGOVERNMENTAL AGREEMENT BETWEEN CHEMEKETA COMMUNITY COLLEGE AND THE CITY OF DAYTON FOR THE CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE (CCRLS). SECONDED BY ROSALBA SANDOVAL-PEREZ. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

11. Approval of Bridge Design and Permitting Budget

Rochelle Roaden stated that on April 5, 2021 the City Council approved awarding engineering services for phase I design of the Utility Bridge to DOWL Inc. with a budget of \$550,000, this is being brought back to Council, because the scope of work has been finalized and the budget has increased to \$643,650, a 5% contingency was added, so this contract will not need to come back to Council.

DANIEL HOLBROOK MOVED TO APPROVE THE PHASE I DESIGN OF DAYTON'S UTILITY BRIDGE WITH INFRASTRUCTURE UPGRADES PROJECT TO DOWL, INC., WITH AN AMOUNT NOT TO EXCEED \$643,650. SECONDED BY ROSALBA SANDOVAL-PEREZ. *Motion carried with Frank, Holbrook, Mackin, Marquez, Sandoval-Perez and Wytoski voting aye. Price absent.*

G. CITY COUNCIL COMMENTS AND CONCERNS

Annette Frank stated that she was concerned about the speeding on Ferry Street. Discussion continued.

Councilor Mackin, asked about an update regarding the safe routes to school project and the vacancy in the Planning Commission. Mayor Wytoski stated that she has not been able to meet with applicants due to lack of time, however she will be scheduling interviews in the near future.

Councilor Holbrook thanked staff for the mulch in the park and the projects tab on the City's website.

Mayor Wytoski, stated that she has received lots of positive feedback regarding the City's first newsletter and thanked staff for a job well done.

H. INFORMATION REPORTS

1. City Manager's Report

Rochelle Roaden stated that the City was supposed to be getting \$560,000 from the American Rescue Program stating that reports from the US Treasury indicated that the City may be getting \$600,000. The State is going to ask for an extension, due to inability to distribute the funds at this time, therefore there is no way to know when the City will be receiving the funds. Discussion continued.

Steve Sagmiller, Public Works Director updated the Council on the City's water production stating that the City's numbers are staying the same and Lafayette's numbers have gone down, due to the McMinnville inter-tie. Well production is stable and the Springs are producing water at acceptable rates. Public Works is in the process of testing the water for lead and copper.

Commissioner Kulla held a water task force meeting in May asking City Managers to provide any projects that the Cities are working on, that County ARP funds could possibly be used for. Rochelle Roaden and Steve Sagmiller presented the Utility Bridge Project with Infrastructure Upgrades hoping that County funds could be obtained in helping offset City costs for the project.

Mayor Wytoski updated the Council on the Dayton Boat Landing advising that she went on a walkthrough with the current parks liaison Commissioner Berschauer to show her the condition of the Boat Landing Park. There is the possibility of a long term lease with the County, which would provide the City with the authority to apply for grants and to maintain the park and boat landing. The Commissioner and the Parks Board are going to check with the Marine Board on restoring some the elements of the original improvement project for example the lighting, pavement and bathrooms.

The first meeting for the UGB swap have been scheduled for June 23, 2021 with the technical advisory committee.

Right of Way Associates have contacted the five property owners who own property adjacent to Ferry Street, regarding the purchase of property for the 9th to Flower Street project.

Rochelle Roaden has been working with Steve Sugg, School District Superintendent on the EOC to connect the generator, they are in the process of getting quotes for the electrical work. Rochelle Roaden will be putting together a team that will be responsible for getting the generator to the High School Gym and getting it hooked up in the case of an emergency.

Rochelle Roaden requested that the July Council meeting be moved from July 6, 2021 to July 19, 2021 due to a conflict in her schedule, and making that meeting a working/special session. No concerns were brought forth by the Council. Starting with the July 19, 2021 Council meeting, Rochelle Roaden proposed a hybrid meeting that would allow Councilors, staff and attendees to attend the meeting either in person or by remote. Rochelle Roaden asked Councilors to email her with their preference.

The update to the Sign code is currently waiting for a planning commission public hearing. The previously scheduled meeting was cancelled due to a lack of quorum, therefore the new sign code will not be brought to Council for vote this month.

The National Night Out is scheduled for August 3, 2021, after a brief hiatus the City will be bringing back this important event.

The survey to gather data regarding the addition of a deputy to the City's Safety levy is in the process of being completed and will be mailed, emailed and noticed through the City's app in an attempt to reach as many residents as possible.

The resolution for the new local option tax levy for police services will be brought to the June 19th Council meeting, in order to meet deadlines for the November 2021 election. The current police levy will expire in June 2022.

I. ADJOURN

There being no further business, the meeting adjourned at 8:54 pm.

Respectfully submitted:

By: Patty Ringnalda
City Recorder

APPROVED BY COUNCIL on June 21, 2021.

As Written **As Amended**

Elizabeth Wytoski, Mayor

CITY OF DAYTON, OREGON
Rescinding a Local State of Emergency

WHEREAS, the most significant threat to public health and safety regarding COVID-19 appears to be over; and

WHEREAS, The Oregon risk metrics and related OSHA and OHA guidance provide protocols to mitigate the ongoing public health and safety threats; and

WHEREAS, The City of Dayton is preparing to return to normalized processes and services; and

WHEREAS, the State of Oregon, pursuant to ORS 401.309(1), authorizes the governing body of Oregon cities and counties to manage local emergencies; and

WHEREAS, The City of Dayton, pursuant to Dayton Municipal Code 1.05.01B(9) authorizes the Mayor to declare and rescind local emergencies; and

WHEREAS, The Mayor of the City of Dayton finds that our current conditions no longer require a state of emergency,

NOW, THEREFORE, the Mayor of the City of Dayton, rescinds the local state of emergency which discontinues the special powers of the City Manager.

Dated and effective this 21st day of June, 2021.



Elizabeth A. Wytoski, Mayor of the City of Dayton

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Planning Commission Appointment
Date: June 21, 2021

Background and Information

The Planning Commission is comprised of five members who serve four year terms. Currently, the Planning Commission members are Jim Maguire, Ann-Marie Anderson, Tim Parsons, and Larry Smurthwaite, leaving one seat open. Planning Commissioner Smurthwaite has also informed staff recently that he will need to step down due to work commitments. This will be announced at the June 24th meeting and leave an additional seat open.

We have received two applications. Due to a scheduling conflict, Mayor Wytoski was only able to meet with one applicant, Rob Hallyburton, prior to this meeting. Mayor Wytoski will meet with the other applicant as soon as possible.

Mr. Hallyburton's application is attached.

Mayor Wytoski recommends appointment of Mr. Hallyburton to the Planning Commission.

City Manager Recommendation: n/a

Potential Motion to Appoint: "I move to approve the appointment of Rob Hallyburton to the Dayton Planning Commission with a four year term expiring December 31, 2024."

City Council Options:

- 1 – Move to appoint Planning Commission member as recommended.
- 2 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.

From: cityofdayton@ci.dayton.or.us
To: [Cyndi Park](#); [Rochelle Roaden](#)
Subject: Application for Consideration for Appointment to Planning Commission
Date: Saturday, June 12, 2021 7:52:06 PM

Name of Applicant:
Rob Hallyburton

Street Address:
304 Mill St.

Mailing Address:
PO Box 117

Telephone Number:
505-560-0599

Email
rob.a.hallyburton@gmail.com

Current Occupation:
Retired

Please provide a brief description of your education, work or volunteer experience, skills, or interests that you feel would be useful as a member of the Planning Commission?

I had a 32-year career as a land-use planner with Oregon counties and the state. Served two years on the Yamhill County planning commission. I am currently on the board of Friends of Yamhill County.

Why do you want to serve as a member of the Commission?

To be involved in my community in a capacity commensurate with my experience

What is your vision for the City of Dayton in 5 years?

-Slow, steady population growth. -Some redevelopment downtown, with one or two empty storefronts filled.

What is your vision for the City of Dayton in 20 years?

-Slow, steady population growth. -A new building on the opera house site. -A broader choice of housing options. -Riverfront park at least partially complete. -City-owned and -operated electric utility relying on nearby solar farm(s). -Winery incubator in partnership with Chemeketa CC and Linfield on the city-owned property at Lafayette Hwy.

What steps do you feel need to be taken by local leaders, city staff, and community members to achieve these visions?

First, ensure the city has the plans and codes in place to allow the desired developments. Next, ensure the community and its leaders are aligned regarding goals. Then seek funding.

By typing my name below, I certify that I am at least 18 years of age and have read the additional requirements to which my application may be subject as set forth in Section 1.09.01(B) of the Dayton Municipal Code.

Robert Hallyburton



To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Adopt a Prioritized List of Pedestrian System Improvements for Funding Eligibility
Date: June 21, 2021

History/Background

At the March 15, 2021, Work Session, the Council reviewed a proposed list of pedestrian system improvements. It was suggested that one side of each street should receive sidewalks to reach more areas in a shorter time frame. The list has been updated to reflect this change.

Prioritized List of Pedestrian System Improvements for Funding Eligibility:

- 1) 5th Street, west side, from Ferry to Church,
- 2) Church Street, from 5th to 6th
- 3) 6th Street, east side, from Ferry to Church to Ash
- 4) Church Street from 6th to 7th
- 5) 7th Street, west side, from Ferry to Church to Ash
- 6) Church Street from 7th to 8th
- 7) 8th Street, east side, from Ferry to Church
- 8) 9th Street, west side from Ferry to Church to Ash
- 9) Church Street from 9th to Flower
- 10) Flower Street from Ferry to Church

Strategic Goal: *Adopt a prioritized list of pedestrian system improvements for funding eligibility.*

City Manager Recommendation: I recommend adoption.

Potential Motion: “I move to adopt the prioritized list of pedestrian system improvements for funding eligibility.”

City Council Options:

- 1 – Adopt this prioritized list of pedestrian improvements as recommended.
- 2 – Adopt this prioritized list of pedestrian improvements with amendments.
- 3 – Take no action and ask staff to do more research and bring further options back to the City Council.

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval/Award to Develop the City of Dayton’s Willamette Basin Mercury Total Maximum Daily Load (TMDL) Implementation Plan
Date: June 21, 2021

Background and Information

In November of 2019, DEQ issued the Final Revised Willamette Basin Mercury Total Maximum Daily Load which was submitted to the EPA for action. The EPA issued a final plan on February 4, 2021. Cities are now responsible to develop an implementation plan to reduce “human-caused sources of mercury”.

Per the State of Oregon:

The Total Maximum Daily Load, or clean water plan, is a science-based approach to cleaning up polluted water so that it meets state water quality standards. A TMDL is a numerical value that represents the highest amount of a pollutant a surface water body can receive and still meet the standards.

The federal Clean Water Act requires states, or the U.S. Environmental Protection Agency, to develop a TMDL for each water body on the state’s polluted waters list, also known as the 303(d) list ([Integrated Report](#)). The TMDL process is just one strategy used to clean up polluted waters.

With my current project load, I would like to hire an outside contractor to complete the development of this implementation plan.

Elizabeth Sagmiller is a consultant who has over 10 years of experience in designing and implementing a TMDL for the City of Keizer. Attached in your packet is the Scope of Work for this project. Elizabeth will be in attendance at Monday night’s meeting to answer any questions the Council may have regarding this project and her scope of work.

Because this is a new statewide requirement from DEQ, I was unable to find any other consulting firms that provide this type of work. This is a sole-source situation.

City Manager Recommendation: I recommend approval.

Potential Motion: “I move to approve awarding the development of Dayton’s Willamette Basin Mercury Total Maximum Daily Load (TMDL) Implementation Plan to Elizabeth Sagmiller with a not to exceed amount of \$15,000.”

City Council Options:

- 1 – Approve this as recommended.
- 2 – Approve this with amendments.
- 3 – Take no action and ask staff to do more research and bring further options back to the City Council.

DATE: June 14, 2021
TO: Rochelle Roaden, Dayton City Manager
FROM: Elizabeth Sagmiller
RE: SCOPE OF WORK – TMDL IMPLEMENTATION PLAN

BACKGROUND

According to the *Final Revised Willamette Basin Mercury Total Maximum Daily Load, 11/22/2019 Executive Summary* 'A Willamette Basin Mercury TMDL was first issued in 2006,' The Final Water Quality Management Plan (WQMP) and the revised evaluations included in the document are far more robust than the 2006 study.

The current EPA approved TMDL specifies needed mercury reductions in two ways: nonpoint source load allocations and point source allocations, Mercury minimization measures will be applied for both point and nonpoint source activities. DEQ has specified that the primary focus will be on reducing runoff and erosion from nonpoint source activities and urban stormwater. Effectiveness of these measures will be tracked, evaluated and improved as warranted to meet the standards.

PURPOSE

The purpose of this scope of work is to apply the contractor's qualifications, education, and demonstrated proficiency in working with DEQ to develop an approved an approved TMDL Implementation Plan for the City of Dayton. To the best of my knowledge, DEQ wastewater and TMDL Implementation are two different divisions and therefore my activities will be as directed by DEQ.

TMDL Implementation Plans are generally a set of best management practices and strategies that the agency follows in order to demonstrate reductions in mercury to receiving waters.

PRODUCTS

- 2 copies of the DEQ approved TMDL Implementation Plan properly formatted. Be aware that should you decide to work with the contractor, the final document will require your input to determine if good choices are being made for your community; with the contractor's guidance and support of course. Please see tables 13-2 and 13-11 in the WQMP.
- Any conversations with DEQ will be reported including date, time, location, and subject.
- Invoices will be submitted on a monthly basis.
- The contractor will be available to talk or present to City Council when notified by the City Manager. This would include informational communication.
- Meetings with Dayton staff will be scheduled in advance and approved by all invitees. The contractor will keep notes of meetings.

COST BREAKDOWN

Contractor rate \$52.00 per hour

Meetings with DEQ	20 hrs	\$ 1,040.00
Research	100 hrs	\$ 5,200.00
Plan Organization and Development	60 hrs	\$ 3,120.00
Meetings with Staff	80 hrs	\$ 4,160.00
Council Communication	2 hrs	\$ 104.00
Total		\$13,624.00

- The City is responsible for all necessary engineering costs
- The contractor is not responsible for collected any needed field data collection such as discharge points, erosion problem spots, ditch run etc.
- The City is responsible and liable for all conditions of the approved TMDL Implementation Plan. Records and documentation must be kept by the City for 5 years in the event of a DEQ audit.

**** Development of required annual reports can be arranged under a separate agreement.**

Contractor: Elizabeth Sagmiller
sagmillere@gmail.com
503-510-9605

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-16 FY2020-21 Supplemental Budget
Date: June 21, 2021

Background Information:

The Supplemental Budget for FY 2020/2021 includes the following:

1. Increased appropriations in the General Fund which include increased revenue in Building Permits, Plan Check Fees, Type A Permit Fees, and Planning Fees due to increased construction; Covid-19 Relief Funds from the State of Oregon, Property Taxes Collected and Franchise Fees – Electric.
2. Increased appropriations in General Fund – Parks for the Donovan Award for Brookside Cemetery and Park Maintenance due to increased COVID safety protocol.
3. Increased appropriations in the General Fund – Building for Plan Check Fees and Local Government Surcharges also due to increased construction.
4. Additional revenue in the General Fund is increasing Contingency from \$0 to \$104,273.
5. In the Sewer Fund, the transfer of \$13,318 from Contingency to Capital – Equipment for the Pond 3 Aeration project previously approved by the City Council.
6. In the Equipment Replacement Fund, a transfer of \$21,123 from Contingency to Capital – Equipment for the purchase of the vacuum truck previously approved by the City Council.

City Manager Recommendation: I recommend approval of Resolution 20/21-16.

Potential Motion Verbiage: “I move to approve Resolution 20/21-16 a Resolution adopting the Fiscal Year 2020/21 Supplemental Budget.”

City Council Options:

- 1 – Move to approve the Resolution.
- 2 – Move to approve the Resolution with certain changes.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date but not after June 30, 2021.

RESOLUTION No. 20/21-16
City of Dayton, Oregon

A Resolution adopting the Fiscal Year 2020/21 Supplemental Budget

WHEREAS, on June 15, 2020, the City Council adopted the FY 2020/21 Budget, made appropriations and levied taxes with adoption of Resolution Number 19/20-24; and

WHEREAS, Fiscal Year 2020/21 will end on June 30, 2021; and

WHEREAS, the budget is reviewed periodically to determine if any adjustments are required; and

WHEREAS, the City of Dayton received COVID-19 Relief Funds (CRF); and

WHEREAS, certain adjustments are necessary to ensure adequate funds are available within the General Fund for Administration, Parks and Building; the Sewer Utility Fund and the Equipment Replacement Fund to pay for increased expenses; and

WHEREAS, the amount of the increased appropriations in the General Fund is more than 10% percent requiring a public hearing; and

WHEREAS, a public hearing for the FY 20/21 Supplemental Budget was held on June 21, 2021.

The City of Dayton resolves as follows:

- 1) **THAT** the City Council authorizes the Fiscal Year 2020/21 Supplemental Budget and appropriates the FY 2020/21 Line-Item Adjustments attached hereto as Exhibit A and by this reference made a part hereof; and
- 2) **THAT** this resolution will be effective immediately upon adoption by the City Council.

ADOPTED this 21st day of June 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment

Attachment: Exhibit A

EXHIBIT A

Appropriations

Increase Appropriations

	<u>From</u>		<u>To</u>
General Fund Revenues			
Donovan Award - Brookside	\$ -		\$ 500
Building Permits	\$ 11,131		\$ 150,000
Plan Check Fees	\$ 5,000		\$ 9,500
Type A Permit Fees	\$ 1,500		\$ 4,000
Planning Fees	\$ 3,000		\$ 9,500
Covid Relief Funding (CRF)	\$ -		\$ 80,545
Taxes Collected	\$ 208,000		\$ 224,000
Franchise - Electric	\$ 57,596		\$ 69,000
Total General Fund Revenue	\$ 741,983		\$ 1,002,801
General Fund Administration Expenditures			
Materials and Services			
Covid Relief Expense	\$ -		\$ 80,545
Total Admin Expenditures	\$ -		\$ 80,545
General Fund Parks Expenditures			
Donovan Award - Brookside	\$ -		\$ 500
Park Maintenance	\$ 11,000		\$ 25,000
Total Parks expenditures	\$ 11,000		\$ 25,500
General Fund Building Expenditures			
Materials and Services			
Local Govt Surcharge	\$ 3,500		\$ 10,000
Plan Check Services	\$ 15,000		\$ 70,000
Total Building Expenditures	\$ 18,500		\$ 80,000
General Fund Transfers			
General Fund Contingency	\$ -		\$ 104,273
Total General Fund Contingency	\$ -		\$ 104,273
Total General Fund Expenditures	\$ 741,983		\$ 1,002,801
Sewer Fund Revenue	\$ 797,619		\$ 797,619
Sewer Fund			
Capital Outlay			
Sewer Pond Improvements	\$ 50,000		\$ 63,318
Contingency	\$ 80,299		\$ 66,981
Total Sewer Fund Expenditures	\$ 797,619		\$ 797,619
Equipment Replacement Reserve Fund	\$ 97,483		\$ 97,483
Equip Replacement Reserve Fund			
Capital Outlay			
Equipment	\$ 10,000		\$ 31,123
Contingency	\$ 52,483		\$ 31,360
Total Sewer Fund Expenditures	\$ 97,483		\$ 97,483

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20-21-17 Authorizing Year End Transfers
Date: June 21, 2021

Background Information:

Transfers between funds were budgeted in the FY 20/21 budget. The City Council, however, is required to take action authorizing the actual transfers to be made.

City Manager Recommendation: I recommend approval of Resolutions 20/21-17.

Potential Motion: “I move to approve Resolution 20/21-17 a Resolution Authorizing Year End Transfer of Funds in the FY 2020/21 Budget.”

City Council Options:

- 1 – Move to approve the Resolution.
- 2 – Move to approval the Resolution with certain changes.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date but not after June 30, 2021.

RESOLUTION No. 20/21-17
City of Dayton, Oregon

A Resolution Authorizing Year End Transfer of Funds in the FY 2020/21 Budget.

WHEREAS, on June 15, 2020, the City Council adopted the FY 2020/21 budget, made appropriations and levied taxes with adoption of Resolution Number 19/20-27; and

WHEREAS, said FY 2020/21 Budget included various transfers from one fund to another: and

WHEREAS, sufficient revenues were raised during FY 2020/21 to fund all of the transfers budgeted.

The City of Dayton resolves as follows:

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

ADOPTED this 21st day of June 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnald, City Recorder

Date of Enactment

Attachment: Exhibit A

2020/2021 SUMMARY OF TRANSFERS														
Transferred From	Amount	Transferred to											Total	
		Gen Fund 100-100	LOT Fund 101-101	TLT Fund 105-105	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	25,000					10,000			5,000				5,000	25,000
Street Fund	40,000							5,000	10,000	25,000				40,000
Water Utility Fund	425,000						250,000	15,000	10,000				150,000	425,000
Sewer Utility Fund	116,000							15,000	5,000				86,000	116,000
Totals	606,000													606,000

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-18 Election to Receive State Revenues
Date: June 21, 2021

Background Information:

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

City Manager Recommendation: I recommend approval of Resolution 20/21-18.

Potential Motion: "I move to approve Resolution 20/21-18 a Resolution Declaring the City of Dayton's Election to Receive State Revenues for Fiscal Year 2021/22."

City Council Options:

- 1 – Move to approve the Resolution.
- 2 – Move to approval the Resolution with certain changes.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date but not after June 30, 2021.

RESOLUTION No. 20/21-18
City of Dayton, Oregon

A Resolution Declaring the City of Dayton's Election to Receive State Revenues for Fiscal Year 2021/2022

WHEREAS, ORS 221.760 provides as follows:

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

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

and

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

WHEREAS, in order to receive State Revenue Sharing Funds, the City Council must hold two public hearings to allow the public to comment on possible uses of these funds and the proposed uses of these funds in the FY 2021-22 Budget; and

WHEREAS, these hearings were held by the Budget Committee on May 3, 2021; and by the City Council on June 7, 2021; and

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

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

- 1) **THAT** pursuant to ORS 221.770, the City of Dayton hereby elects to receive state revenues for fiscal year 2021-22; and
- 2) **THAT** the City of Dayton hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:
 - Police protection
 - Street construction, maintenance, & lighting
 - Sanitary sewer
 - Storm sewers
 - Planning, zoning, and subdivision control
 - Drinking water

and

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

ADOPTED this 21st day of June 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnald, City Recorder

Date of Enactment

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-19 Adopting the FY 2021-2022 Budget
Date: June 21, 2021

Background Information:

The budget has one change from the budget that was approved by the Budget Committee on May 17, 2021. In the General Fund Capital Outlay, the EOC Generator Connection Project was budgeted at \$10,000 which is 50% of the project total. (*Note: The School District is paying 50% of the total cost.*) The estimates came in higher than expected at approximately \$30,000 in total so I have increased this line item from \$10,000 to \$15,000 to cover our cost and reduced Contingency in the General Fund by \$5,000.

City Manager Recommendation: I recommend approval of Resolution 20/21-19.

Potential Motion Verbiage: “I move to approve Resolution 20/21-19 a Resolution Adopting the City of Dayton Budget for the Fiscal Year 2021/2022; Making Appropriations; and Categorizing and Levying Ad Valorem Taxes.”

City Council Options:

- 1 – Move to approve the Resolution.
- 2 – Move to approve the Resolution with certain changes.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date but not after June 30, 2021.

RESOLUTION No. 20/21-19
City of Dayton, Oregon

A Resolution adopting the City of Dayton Budget for the Fiscal Year 2021/2022; Making Appropriations; and Categorizing and Levying Ad Valorem Taxes

The City Council of the City of Dayton, Oregon, on the 21st day of June 2021, sat in special session for the transaction of City business.

BE IT RESOLVED THAT the City Council of the City of Dayton, Oregon, hereby adopts the FY 2021/2022 Budget approved by the Budget Committee on May 17, 2021, in the amount of **\$8,729,317 of which \$695,257 is in Unappropriated Ending Fund Balances**. Copies of said budget are on file at City Hall, 416 Ferry Street, Dayton, Oregon, and on the City website at www.ci.dayton.or.us.

BE IT FURTHER RESOLVED:

- 1) **THAT** the amounts for the purpose of operating the City of Dayton for the FY 2021/2022 budget year be appropriated as follows, beginning July 1, 2021:

<u>GENERAL FUND</u>	
Administration	\$ 220,729
Parks Department	\$ 208,338
Library	\$ 126,656
Planning Department	\$ 103,187
Building Program	\$ 95,853
Transfer to Equipment Replacement	\$ 5,000
Transfer to State Revenue Sharing	\$ 10,000
Transfer to Park Reserve	\$ 5,000
Transfer to Building Reserve	\$ 5,000
Contingency	\$ 47,080
FUND TOTAL	\$ 826,843
UNAPPROPRIATED	\$ -
<u>LOCAL OPTION TAX FUND</u>	
Personnel Services	\$ 67,452
Materials and Services	\$ 254,900
Capital Outlay	\$ 2,000
Contingency	\$ 2,488
FUND TOTAL	\$ 326,840

<u>TRANSIENT LODGING TAX FUND</u>	
Materials & Services	\$ 2,810
Capital Outlay	\$ -
Contingency	\$ 258,437
FUND TOTAL	\$ 261,247
UNAPPROPRIATED	\$ 100,000
<u>American Rescue Plan Fund</u>	
Materials & Services	\$ -
Transfers	\$ 120,250
Contingency	\$ 439,750
FUND TOTAL	\$ 560,000
<u>STREET FUND</u>	
Personnel Services	\$ 61,981
Materials and Services	\$ 87,937
Capital Outlay	\$ 21,500
Transfer to Equipment Replacement Reserve	\$ 5,000
Transfer to Building Reserve	\$ 10,000
Transfer to Street Reserve	\$ 50,000
Contingency	\$ 106,255
FUND TOTAL	\$ 342,673
<u>WATER UTILITY FUND</u>	
Personnel Services	\$ 325,932
Materials & Services	\$ 429,250
Capital Outlay	\$ 30,000
Transfer to Building Reserve	\$ 10,000
Transfer to Equipment Replacement Reserve	\$ 20,000
Transfer to Water System Capital Project Fund	\$ 250,000
Transfer to Debt Service Fund	\$ 150,000
Contingency	\$ 40,111
FUND TOTAL	\$ 1,255,293
UNAPPROPRIATED	\$ 75,000
<u>SEWER FUND</u>	
Personnel Services	\$ 228,869
Materials & Services	\$ 243,325
Capital Outlay	\$ 94,000
Transfer to Building Reserve	\$ 5,000
Transfer to Equipment Replacement Reserve	\$ 20,000
Transfer to Debt Service	\$ 86,000
Transfer to Sewer Reserve	\$ 10,000
Contingency	\$ 34,357
FUND TOTAL	\$ 721,551
UNAPPROPRIATED	\$ 100,000

<u>STATE REVENUE SHARING FUND</u>	
Materials & Services	\$ 54,940
Capital Outlay	\$ 6,400
FUND TOTAL	\$ 61,340
<u>WATER UTILITY CAPITAL FUND</u>	
Capital Outlay	\$ 369,000
Contingency	\$ 11,494
FUND TOTAL	\$ 380,494
<u>SEWER UTILITY CAPITAL FUND</u>	
Capital Outlay	\$ 1,665,000
Contingency	\$ 43,051
FUND TOTAL	\$ 1,708,051
UNAPPROPRIATED	\$ 100,000
<u>EQUIPMENT REPLACEMENT RESERVE FUND</u>	
Capital Outlay	\$ 64,000
Contingency	\$ 20,868
FUND TOTAL	\$ 84,868
<u>BUILDING RESERVE FUND</u>	
Capital Outlay	\$ 40,000
Contingency	\$ 83,275
FUND TOTAL	\$ 123,275
UNAPPROPRIATED	\$ 100,000
<u>STREET CAPITAL PROJECTS FUND</u>	
Materials & Services	\$ -
Capital Outlay	\$ 925,000
Contingency	\$ 50,760
FUND TOTAL	\$ 975,760
UNAPPROPRIATED	\$ -
<u>PARK CAPITAL PROJECTS FUND</u>	
Capital Outlay	\$ 45,000
Contingency	\$ 11,743
FUND TOTAL	\$ 56,743

DEBT SERVICE FUND	
Debt Service	\$ 243,211
Reserve for Sewer Improvement (MPS FSTS) loan	\$ 82,248
Reserve for Lafayette loan payoff	\$ 23,625
FUND TOTAL	\$ 349,084
UNAPPROPRIATED	\$ 220,256
TOTAL APPROPRIATIONS FOR ALL FUNDS FOR 2021/2022	\$ 8,034,062
UNAPPROPRIATED FUNDS	\$ 695,257
TOTAL FY 2021/2022 BUDGET FOR CITY OF DAYTON	\$ 8,729,317

- 2) **THAT** the Dayton City Council hereby imposes and categorizes the taxes provided for in the adopted budget at the rate of \$1.7057 per \$1,000 of assessed value for tax year 2021/2022 upon the assessed value of all taxable property within the City of Dayton:

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

- 3) **THAT** the Dayton City Council hereby imposes and categorizes the Local Option Tax provided for in the adopted budget at the rate of \$1.85 per \$1,000 of assessed value for tax year 2021/2022 upon the assessed value of all taxable property within the City of Dayton;

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

- 4) **THAT** the City Manager is authorized to prepare and submit any certifications of the taxes levied that may be deemed necessary by the Oregon Department of Revenue and Yamhill County.

- 5) **THAT** this resolution shall become effective July 1, 2021.

ADOPTED by the City Council of Dayton, Oregon, on this 21st day of June, 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment



Photo Credit: John Collins

City of Dayton
2021-2022 Approved 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 2021-2022 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 9th 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 9th 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.

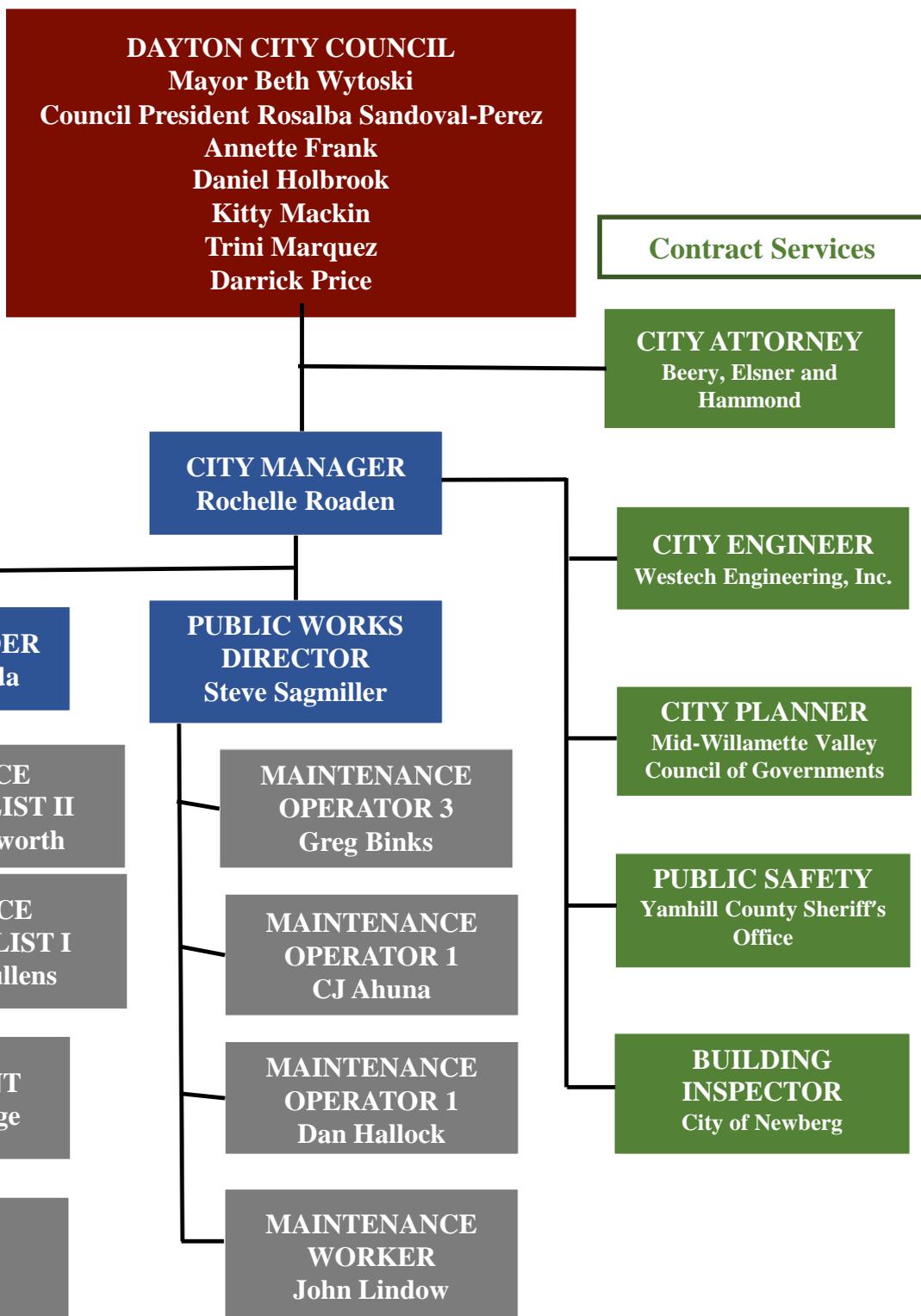
Goal E Engage in efficient and effective activities to promote community safety and wellness.

- 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 pervious 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.

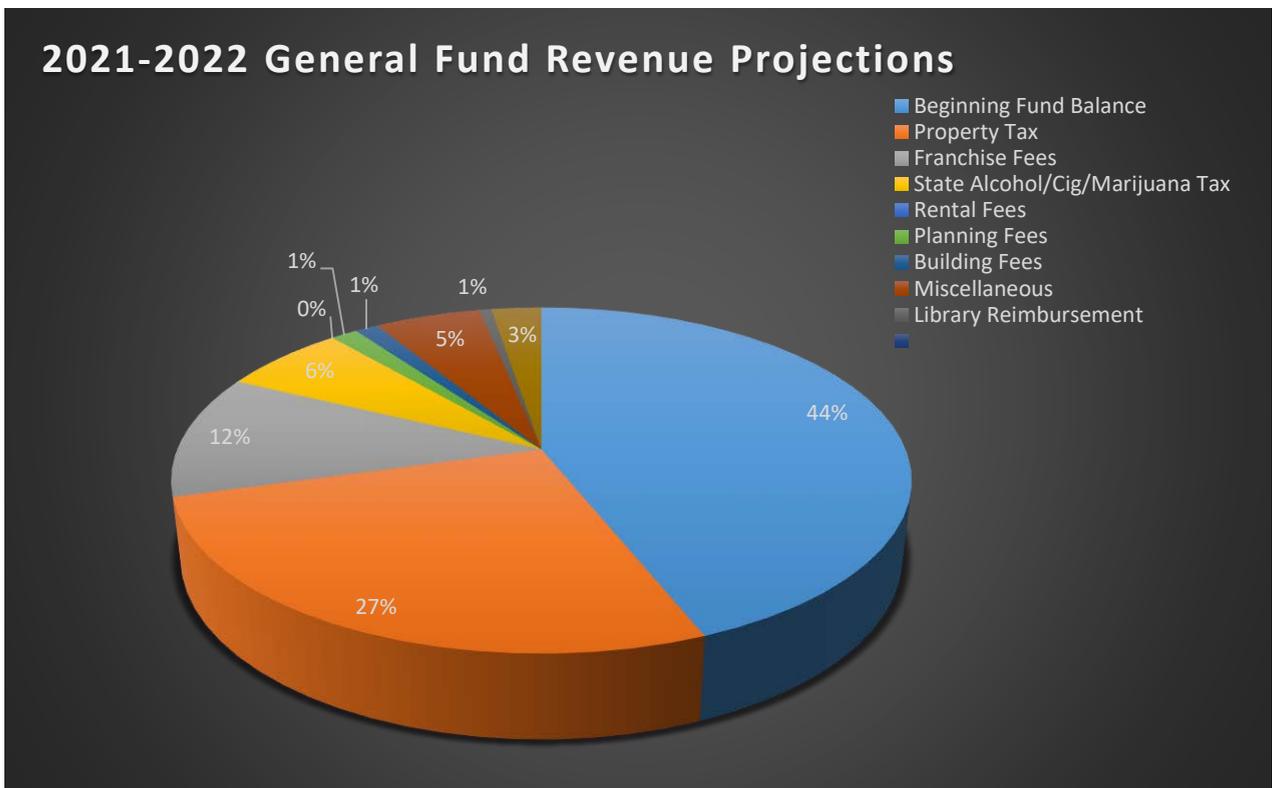
ACTUAL		2020/2021 BUDGET		2021/2022 BUDGET			
2018/2019	2019/2020	Adopted	Projected	Revenues	Proposed by Budget Officer	Approved by Budget Committee	Adopted by City Council
1,250,053	1,167,792	741,983	1,172,480	General Fund	826,842	826,842	
453,499	446,694	333,484	390,289	Local Option Tax Fund	326,840	326,840	
-	255,665	296,613	305,111	Transient Lodging Tax Fund	361,247	361,247	
-	-	-	-	American Rescue Plan Fund	560,000	560,000	
304,634	340,920	278,450	349,756	Street Fund	342,673	342,673	
1,591,535	1,655,366	1,318,329	1,564,727	Water Utility Fund	1,330,293	1,330,293	
830,184	831,639	797,619	911,200	Sewer Utility Fund	821,551	821,551	
168,370	182,089	50,940	65,502	State Revenue Sharing Fund	61,340	61,340	
252,443	499,400	411,501	493,024	Water Utility Capital Projects Fund	380,494	380,494	
2,075,199	3,699,618	1,236,604	403,877	Sewer Utility Capital Projects Fund	1,808,051	1,808,051	
33,391	57,066	97,483	97,371	Equipment Replacement Reserve Fund	84,868	84,868	
173,356	180,456	196,946	200,479	Building Reserve Fund	223,275	223,275	
231,553	281,752	460,843	466,078	Street Capital Projects Fund	975,760	975,760	
50,337	59,342	56,682	66,743	Parks Capital Projects Fund	56,743	56,743	
529,411	2,767,784	566,912	552,302	Debt Service Fund	569,340	569,340	
7,943,965	12,425,582	6,844,389	7,038,938		8,729,317	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	826,842	
313,272	300,768	333,484	304,450	Local Option Tax Fund	326,840	326,840	
-	10,746	296,613	2,164	Transient Lodging Tax Fund	361,247	361,247	
-	-	-	-	American Rescue Plan Fund	560,000	560,000	
159,053	177,470	278,450	187,683	Street Fund	342,673	342,673	
917,559	1,029,700	1,318,329	1,148,634	Water Utility Fund	1,330,293	1,330,293	
425,289	423,188	797,619	618,149	Sewer Utility Fund	821,551	821,551	
36,053	158,470	50,940	44,762	State Revenue Sharing Fund	61,340	61,340	
75,248	313,502	411,501	381,498	Water Utility Capital Projects Fund	380,494	380,494	
1,994,820	3,500,531	1,236,604	137,582	Sewer Utility Capital Projects Fund	1,808,051	1,808,051	
7,143	-	97,483	63,052	Equipment Replacement Reserve Fund	84,868	84,868	
35,445	10,676	196,946	7,704	Building Reserve Fund	223,275	223,275	
3,885	6,422	460,843	395,817	Street Capital Projects Fund	975,760	975,760	
-	-	56,682	11,000	Parks Capital Projects Fund	56,743	56,743	
242,469	2,475,993	566,912	243,211	Debt Service Fund	569,340	569,340	
4,799,247	9,075,599	6,844,389	4,355,094		8,729,317	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	363,092	
7,953	3,320	1,000	1,541	402.000	Levied Taxes (Prior Years)	1,000	1,000	
11,815	9,386	5,000	2,580	404.000	Interest	2,500	2,500	
3,545	3,682	2,000	2,722	410.000	Bus/Amusement License	2,000	2,000	
18,584	18,047	15,796	20,543	412.000	Franchise-Cable TV	18,000	18,000	
7,089	8,115	6,025	7,516	412.100	Franchise-Solid Waste	6,500	6,500	
67,760	69,972	57,596	69,845	412.200	Franchise-Electric Service	65,000	65,000	
5,623	25,005	4,780	11,584	412.300	Franchise-Telecommunications	6,000	6,000	
13,914	10,535	11,131	145,117	416.000	Building Permits	10,000	10,000	
4,055	3,322	5,000	9,676	416.010	Plan Check Fees	5,000	5,000	
1,250	1,255	1,500	3,250	416.020	Type A Permit Fees	1,500	1,500	
11,308	7,339	5,000	-	416.030	Type B Permit Fees	5,000	5,000	
13,669	4,794	3,000	6,300	416.100	Planning Fees	5,000	5,000	
25	10	100	215	416.200	Construction Excise Tax	100	100	
-	-	100	50	416.300	Encroachment Permit Fee	100	100	
47,390	43,695	40,280	53,354	426.000	State Alcohol Taxes	48,000	48,000	
3,088	3,033	2,624	2,537	428.000	State Cigarette Taxes	2,000	2,000	
7,775	9,772	6,609	7,753	428.100	State Marijuana Taxes	3,600	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	5,000	
226	122	-	134	430.100	Library Fees/Fines	100	100	
7,895	5,904	5,000	5,608	432.000	Dayton Rural FD Shared Costs	5,000	5,000	
1,000	1,000	1,000	1,000	436.000	Library Grant	1,000	1,000	
12,465	9,675	-	-	444.000	CLG Grant	11,600	11,600	
1,000	-	-	-	445.000	DLCD Grant	-	-	
-	-	3,000	2,652	446.000	Library COVID-19 Grant	3,000	3,000	
					Dollar General Summer Reading Grant	3,000	3,000	
					ALA Grant (Library Grant)	3,000	3,000	
3,315	3,277	500	8,844	480.000	Miscellaneous Revenue	1,000	1,000	
31,793	28,215	15,000	6	480.300	Community Center Rental Fees	-	-	
200	5	50	-	485.000	Public Contributions	50	50	
214,131	227,065	208,000	224,279	499.300	Taxes Collected	220,000	220,000	
-	-	-	80,545	499.400	COVID Relief Fund	-	-	
					Newsletter Advertising Sales	1,200	1,200	
					Transfer from American Rescue Plan Fund	28,500	28,500	
1,250,053	1,167,792	741,983	1,172,480		Total General Fund Revenue	826,842	826,842	-

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

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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
					Capital Outlay			
848	2,066	1,500	830	903.000	Equipment	2,000	2,000	
1,084	4,296	1,000	(690)	904.000	City Hall Improvements	1,000	1,000	
6,466	7,938	1,000	913	904.400	City Hall Annex/Community Center	16,000	16,000	
-	-	3,000	3,000	940.000	Entry Areas for the City	3,000	3,000	
1,417	5,910	500	19	950.000	Holiday Lighting/Banners	5,000	5,000	
-	-	-	-		EOC Generator Hookup at High School Gym	10,000	10,000	
9,815	20,210	7,000	4,072		Total Capital Outlay	37,000	37,000	-
160,410	180,011	173,027	251,543		Total Administration Expenditures	215,729	215,729	-

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: 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!

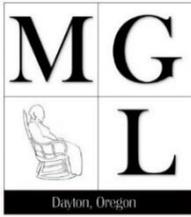
The departmental focus in fiscal year 2021-2021 will be continued maintenance within the park system as well as minor improvements. COVID-19 protocol has substantially increased costs for cleaning and bathroom maintenance.



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

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

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

Building

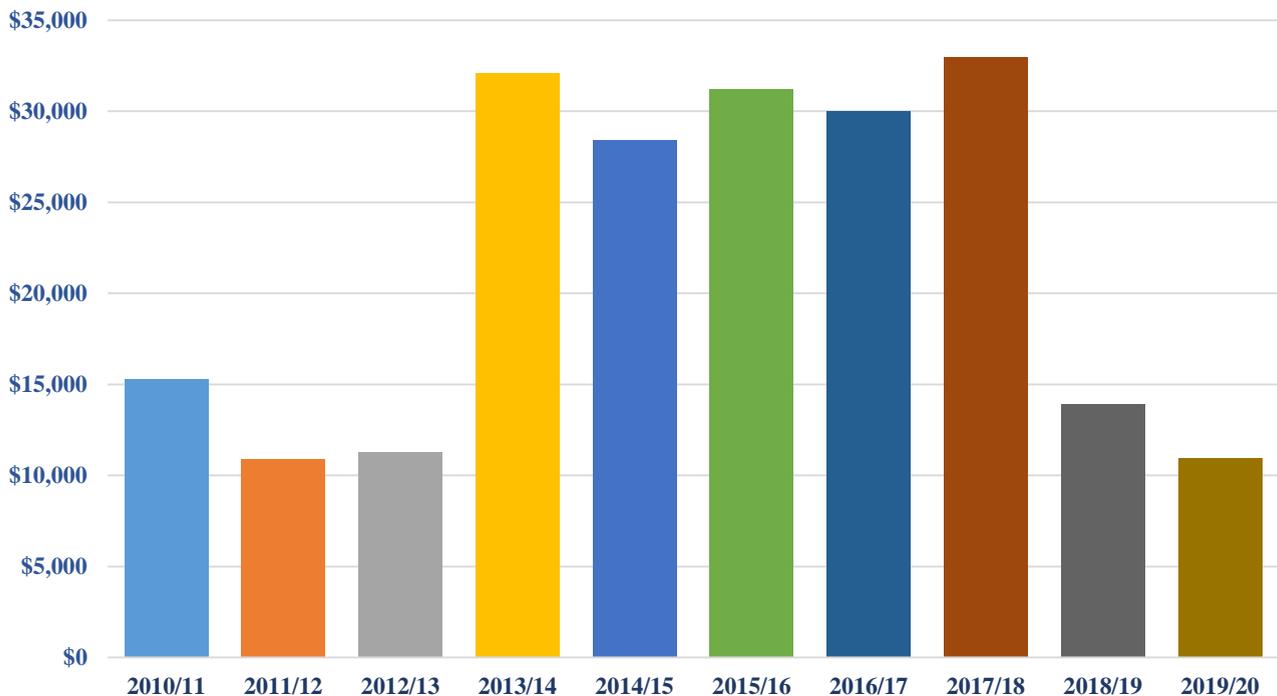
Building Department staff assist homeowners and builders in complying with City, State and Federal code requirements. Staff offers essential information for businesses, homeowners, landlords, tenants, contractors and developers. In addition to processing and issuing building permits, staff assists applicants 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
				100-106	Building Expenditures			
					Personnel Services			
17,394	17,818	20,048	20,048		Salaries	21,714	21,714	
7,753	10,164	12,169	12,016		Fringe Benefits	13,339	13,339	
25,146	27,982	32,217	32,064		Total Personnel Services	35,053	35,053	-
					Materials and Services			
106	97	200	200	600.000	Utilities Electricity	200	200	
79	84	200	200	600.100	Utilities Propane	200	200	
1,476	1,088	1,500	1,500	601.000	Office Expense	1,500	1,500	
237	239	275	275	601.100	Postage	275	275	
181	239	300	300	602.000	Telephone & Related	300	300	
1,212	1,170	1,600	1,600	604.000	Insurance	1,600	1,600	
800	824	900	910	608.000	Audit	1,000	1,000	
219	211	500	500	611.000	Travel & Meeting	500	500	
154	109	525	525	700.000	Legal Services	525	525	
35	24	300	300	700.100	Misc. Legal (Non-Atty)	300	300	
1,368	890	3,500	16,078	700.350	Local Government Surcharge Fee	3,500	3,500	
104	314	2,000	2,000	705.000	Professional Services	2,300	2,300	
-	407	5,000	1,000	705.100	Engineering Services	5,000	5,000	
577	937	1,200	1,200	705.300	Data Processing	1,200	1,200	
103	113	200	200	706.000	Dues & Certificates	200	200	
364	601	250	476	707.000	City Hall Maintenance	250	250	
4,648	2,219	15,000	15,000	716.000	Building Inspection Services	15,000	15,000	
13,896	5,698	15,000	87,755	716.100	Plan Check Services	15,000	15,000	
-	-	500	500	716.200	Type A Permit Inspections	500	500	
3,682	9,929	10,000	1,725	716.300	Type B Permit Inspections	5,000	5,000	
17,930	9,675	5,000	100	717.000	CLG Project/Façade Improvements	5,000	5,000	
6	70	200	200	799.000	Miscellaneous Expenses	200	200	
47,178	34,939	64,150	132,545		Total Materials and Services	59,550	59,550	-
					Capital Outlay			
291	750	750	633	903.000	Equipment	750	750	
-	574	-	(507)	904.000	City Hall Improvements	500	500	
291	1,323	750	126		Total Capital Outlay	1,250	1,250	-
72,615	64,245	97,117	164,734		Total Building Expenditures	95,853	95,853	-

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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	215,729	-
86,836	121,302	168,476	174,660		Total Parks Expenditures	208,338	208,338	-
83,026	82,333	99,676	98,050		Total Library Expenditures	126,656	126,656	-
77,635	66,938	96,328	95,399		Total Planning Expenditures	103,187	103,187	-
72,615	64,245	97,117	164,734		Total Building Expenditures	95,853	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	5,000	
48,000	20,000	10,000	10,000	886.000	Tfr to State Revenue Sharing Fund	10,000	10,000	
5,000	5,000	5,000	5,000	876.000	Tfr to Park Reserve Fund	5,000	5,000	
50,489	15,000	5,000	5,000	870.000	Tfr to Building Reserve Fund	5,000	5,000	
108,489	153,302	25,000	25,000		Total Transfers	25,000	25,000	-
-	-	-	-	880.000	Contingency	52,080	52,080	
-	-	82,359	-	999.000	Unappropriated Ending Fund Balance			

589,012	668,131	741,983	809,387		Total General Fund Expenditures	826,842	826,842	-
1,250,053	1,167,792	741,983	1,172,480		Total General Fund Revenue	826,842	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>	
Complaint	2020	2019	2018	Complaint	2020
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
Total Complaints for Dayton	371	383	518	Total Complaints	360
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
				101-000	Local Option Tax Fund Revenue			
200,961	140,228	103,484	145,925	400.000	Working Capital (Accrual)	85,840	85,840	
8,278	3,456	2,000	1,604	402.000	Levied Taxes (Prior Years)	1,500	1,500	
4,326	3,745	2,000	1,029	404.000	Interest	1,000	1,000	
13,383	11,595	8,000	7,858	418.000	Citations & Bail	8,000	8,000	
375	-	-	-	418.110	Fix-It-Ticket Fees	-	-	
3,305	1,263	2,000	440	418.200	Traffic School Fees	500	500	
-	75	-	-	418.300	Towing Fees	-	-	
-	50,000	-	-	459.400	Transfer from General Fund	-	-	
					Transfer from American Rescue Plan Fund	5,000	5,000	
222,871	236,333	216,000	233,433	499.300	Taxes Collected	225,000	225,000	
453,499	446,694	333,484	390,289		Total Local Option Tax Fund Revenue	326,840	326,840	-

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

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	2,488	-
-	-	-	-	999.000	Unappropriated Ending Fund Balance	-	-	-
313,272	300,768	333,484	304,450		Total Local Option Tax Fund Expenditures	326,840	326,840	-
453,499	446,694	333,484	390,289		Total Local Option Tax Fund Revenue	326,840	326,840	-

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
				105-000	Transient Lodging Tax Revenue			
-	-	239,218	244,918	400.000	Working Capital	302,947	302,947	
-	606	300	150	404.000	Interest	200	200	
-	76,257	56,995	60,043	429.000	Transient Lodging Tax	58,000	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	100	
-	255,665	296,613	305,111		Total Transient Lodging Tax Revenue	361,247	361,247	-

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

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
				106-000	American Rescue Plan Revenue			
-	-	-	-	400.000	Working Capital	-	-	
-	-	-	-	429.000	American Rescue Act	560,000	560,000	
-	-	-	-	480.000	Miscellaneous Revenue	-	-	
-	-	-	-		Total American Rescue Act Revenue	560,000	560,000	-

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

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 3rd 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.



5th Street Overlay Project



Main Street Overlay Project



Corner of Main Street and 4th before Overlay



Corner of Main Street and 4th 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
				200-000	Street Fund Revenue			
106,106	145,581	120,392	163,451	400.000	Working Capital	162,073	162,073	
2,331	2,018	1,000	555	404.000	Interest	500	500	
196,197	193,321	156,958	185,751	438.000	State Highway Revenue	180,000	180,000	
-	-	100	-	480.000	Miscellaneous Revenue	100	100	
304,634	340,920	278,450	349,756		Total Street Fund Revenue	342,673	342,673	-

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

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
					Capital Outlay			
192	497	1,000	883	903.000	Equipment	15,000	15,000	
67	929	-	493	904.000	City Hall Improvements	1,000	1,000	
857	28	1,000	1,000	904.100	City Hall Annex Improvements	1,000	1,000	
465	-	1,000	1,000	904.200	City Shops/Yards Improvements	1,000	1,000	
750	-	2,500	2,500	904.300	Street Trees	2,500	2,500	
-	-	1,000	1,000	910.000	Street Improvements	1,000	1,000	
2,330	1,453	6,500	6,876		Total Capital Outlay	21,500	21,500	-
-	-	89,562	-	880.000	Contingency	106,255	106,255	
-	-	-	-	999.000	Unappropriated Ending Fund Balance	-	-	
159,053	177,470	278,450	187,683		Total Street Fund Expenditures	342,673	342,673	-
304,634	340,920	278,450	349,756		Total Street Fund Revenue	342,673	342,673	-

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
				300-000	Water Utility Revenue			
646,331	673,976	444,829	625,666	400.000	Working Capital	416,093	416,093	
11,351	9,842	6,000	2,729	404.000	Interest	2,000	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	772,000	
5,597	2,877	2,000	3,862	451.000	Water Deposit	2,000	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	2,500	
76,741	114,132	40,000	99,034	459.999	City of Lafayette	65,000	65,000	
1,504	384	1,000	41	480.000	Miscellaneous Revenue	1,000	1,000	
1,936	230	200	2,220	480.100	Water Meters	200	200	
14,270	14,420	14,000	14,390	480.200	Fisher Land Lease/Caretaker Rent	14,000	14,000	
0	6,500	-	-	480.300	Transfer from TLT Fund			
					Transfer from American Rescue Plan Fund	55,500	55,500	
1,591,535	1,655,366	1,318,329	1,564,727		Total Water Utility Fund Revenue	1,330,293	1,330,293	-

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

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

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

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
				400-000	Sewer Utility Revenue			
358,657	354,895	295,769	408,451	400.000	Working Capital	293,051	293,051	
8,434	7,065	4,000	1,942	404.000	Interest	1,000	1,000	
454,032	458,162	494,000	499,130	450.000	Sewer Service Charges	495,000	495,000	
3,014	2,047	1,000	1,617	450.100	Sewer Service Deposits	1,000	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	250	
0	3,500	-	-	490.100	Transfer from TLT Fund			
					Transfer from American Rescue Plan Fund	31,250	31,250	
830,184	831,639	797,619	911,200		Total Sewer Utility Fund Revenue	821,551	821,551	-

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

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

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

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: Mayor 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
				500-000	State Revenue Sharing Fund Revenue			
90,856	132,317	19,290	23,619	400.000	Working Capital	20,740	20,740	
350	303	200	83	404.000	Interest	100	100	
27,328	29,469	21,250	30,373	424.000	State of Oregon	30,000	30,000	
48,000	20,000	10,000	10,000	429.000	Transfer from General Fund	10,000	10,000	
1,836	-	200	1,427	480.000	Miscellaneous Revenue	500	500	
168,370	182,089	50,940	65,502		Total State Revenue Sharing Fund Revenue	61,340	61,340	-

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

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
				600-000	Water Utility Capital Fund Revenue			
89,878	177,195	114,081	185,898	400.000	Working Capital	111,526	111,526	
8,324	7,205	5,000	1,980	404.000	Interest	2,000	2,000	
4,242	-	42,420	55,146	420.000	System Development Charges	16,968	16,968	
150,000	315,000	250,000	250,000	459.000	Transfer from Water Fund	250,000	250,000	
252,443	499,400	411,501	493,024		Total Water Utility Capital Fund Revenue	380,494	380,494	-

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

Sewer Capital Projects Fund

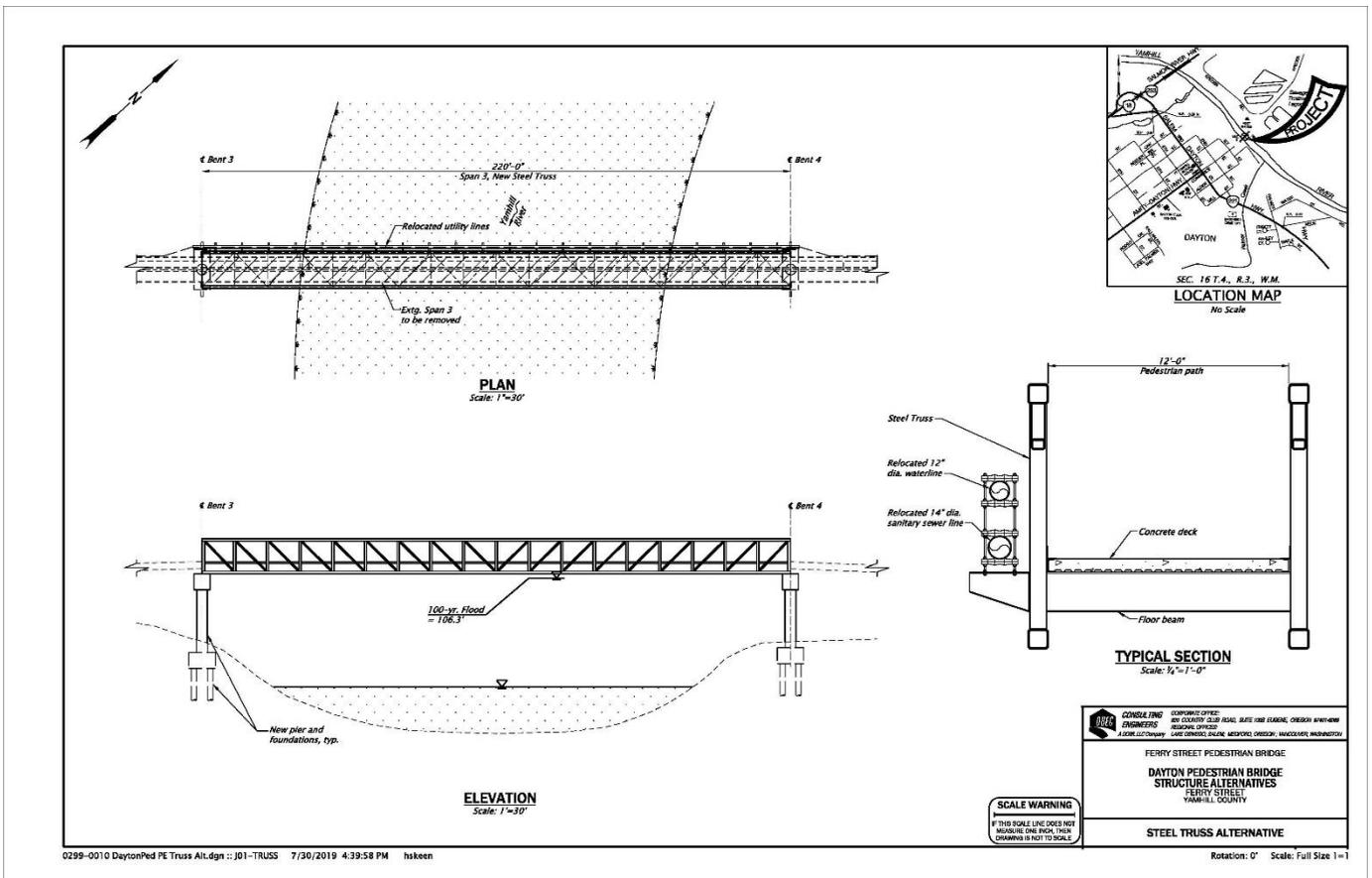
The Sewer Utility Capital Fund receives money from the Sewer Utility Fund and System Development Charges (SDCs).

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	\$ 325,675 (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
				700-000	Sewer Utility Capital Fund Revenue			
111,935	80,379	96,964	199,086	400.000	Working Capital	266,295	266,295	
5,103	4,417	4,000	1,714	404.000	Interest	1,500	1,500	
7,564	-	75,640	98,332	420.000	System Development Charges	30,256	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	1,500,000	
63,876	100,000	10,000	10,000	459.300	Transfer from Sewer Fund	10,000	10,000	
2,075,199	3,699,618	1,236,604	403,877		Total Sewer Utility Capital Fund Revenue	1,808,051	1,808,051	-

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

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 Trucks



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	34,318	
945	818	500	305	404.000	Interest	500	500	
5,000	5,000	5,000	5,000	459.100	Transfer from Street Fund	5,000	5,000	
15,000	15,000	15,000	15,000	459.200	Transfer from Water Fund	20,000	20,000	
5,000	5,000	15,000	15,000	459.300	Transfer from Sewer Fund	20,000	20,000	
5,000	5,000	5,000	5,000	459.400	Transfer from General Fund	5,000	5,000	
-	-	50	-	459.800	Miscellaneous Revenue	50	50	
33,391	57,066	97,483	97,371		Total Equipment Replacement Reserve Fund Revenue	84,868	84,868	-

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

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
				760-000	Building Reserve Fund Revenue			
94,927	137,911	164,946	169,780	400.000	Working Capital	192,775	192,775	
2,940	2,545	2,000	700	404.000	Interest	500	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	10,000	459.200	Transfer from Water Fund	10,000	10,000	
5,000	5,000	5,000	5,000	459.300	Transfer from Sewer Fund	5,000	5,000	
50,489	15,000	5,000	5,000	459.400	Transfer from General Fund	5,000	5,000	
173,356	180,456	196,946	200,479		Total Building Reserve Fund Revenue	223,275	223,275	-

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

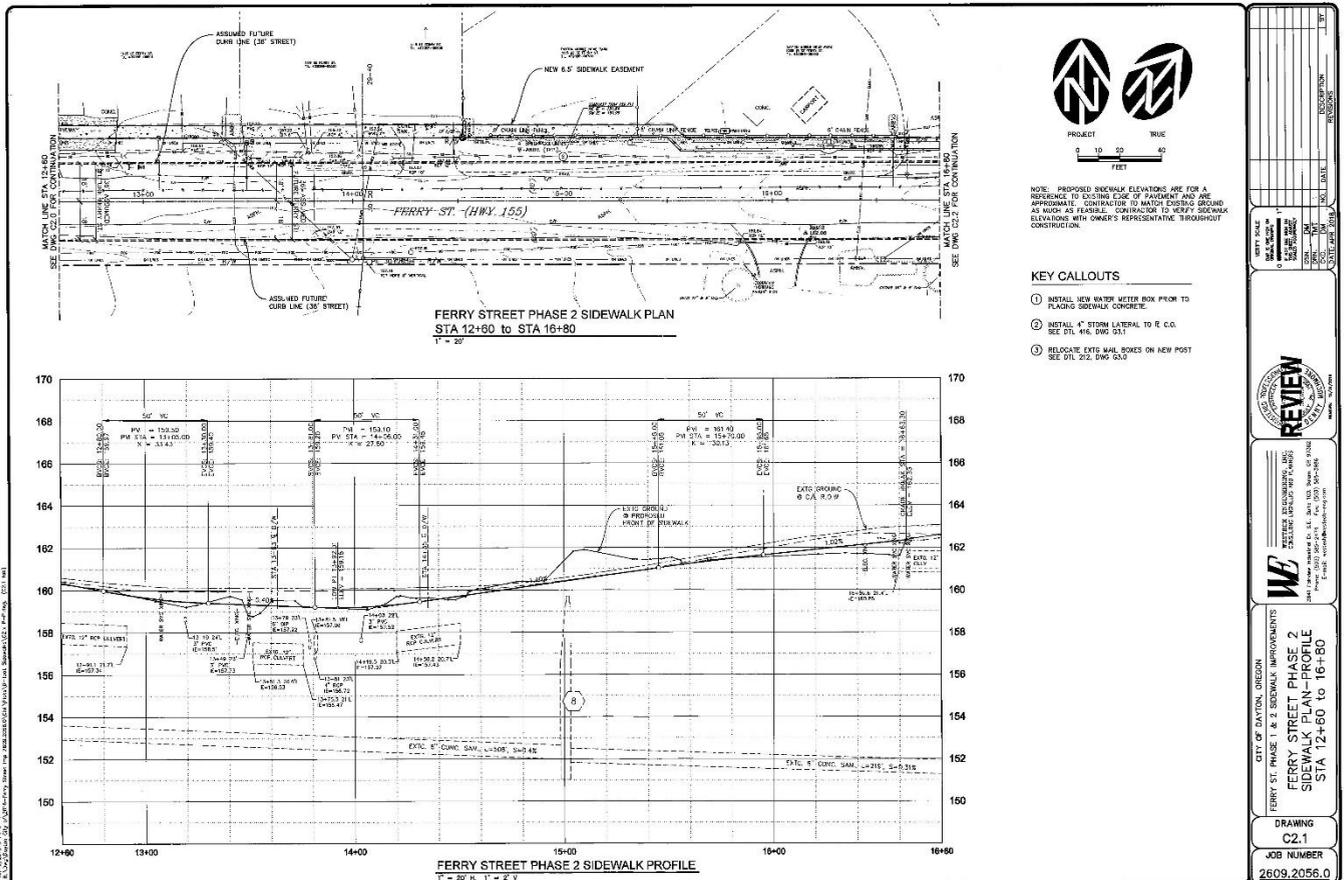
Street Capital Projects Fund

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 5th 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 9th 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	70,260	
4,718	4,084	3,000	1,123	404.000	Interest	1,000	1,000	
1,125	-	11,250	14,625	420.000	System Development Charges	4,500	4,500	
50,000	50,000	25,000	25,000	459.100	Transfer from Street Fund	50,000	50,000	
-	-	150,000	150,000	490.200	SCA Grant/ODOT Grants	100,000	100,000	
-	-	-	-	490.400	Safe Routes to School Grant/9th to Flower Sidewalk	750,000	750,000	
231,553	281,752	460,843	466,078		Total Street Capital Projects Fund Revenue	975,760	975,760	-

				770-770	Street Capital Projects Expenditures			
					Materials and Services			
-	-	-	-		Total Materials and Services	-	-	-
					Capital Outlay			
2,065	-	100,000	45,000	910.000	Street Capital Projects	50,000	50,000	
1,821	-	90,000	50,896	910.200	Sidewalk Improvements	25,000	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	750,000	
						100,000	100,000	
3,885	6,422	397,000	395,817		Total Capital Outlay	925,000	925,000	-
-	-	25,000		880.000	Contingency	50,760	50,760	
-	-	38,843		999.000	Unappropriated Ending Fund Balance	-	-	
3,885	6,422	460,843	395,817		Total Street Capital Projects Fund Expenditures	975,760	975,760	-
231,553	281,752	460,843	466,078		Total Street Capital Projects Fund Revenue	975,760	975,760	-

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

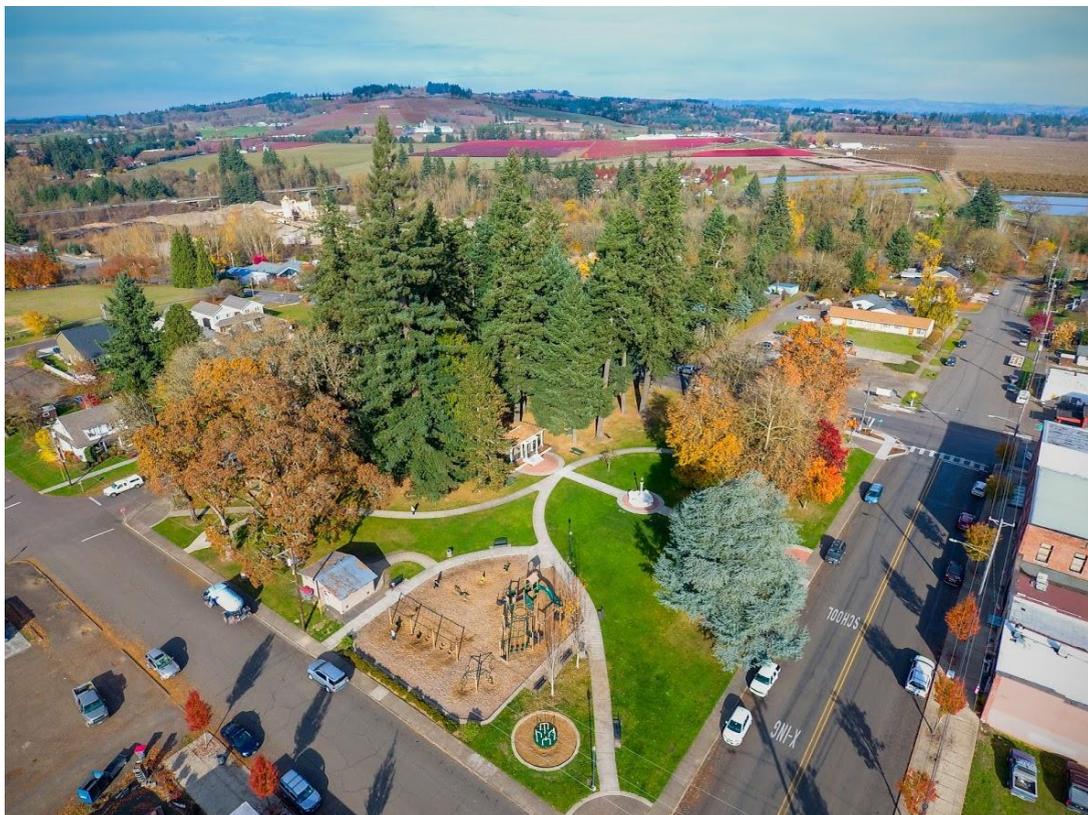


Photo Credit: Councilor John Collins

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
				780-000	Parks Capital Projects Fund Revenue			
40,610	50,337	47,682	59,342	400.000	Working Capital	50,343	50,343	
4,627	4,005	3,000	1,101	404.000	Interest	1,000	1,000	
100	0	1,000	1,300	420.000	System Development Charges	400	400	
5,000	5,000	5,000	5,000	459.400	Transfer from General Fund	5,000	5,000	
50,337	59,342	56,682	66,743		Total Parks Capital Projects Fund Revenue	56,743	56,743	-

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

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
				850-000	Debt Service Fund Revenue			
215,855	286,942	306,663	291,791	400.000	Working Capital	309,091	309,091	
5,306	4,593	1,000	1,263	404.000	Interest	1,000	1,000	
285,000	150,000	150,000	150,000	459.000	Transfer from Water Fund	150,000	150,000	
-	2,303,000	86,000	86,000	459.300	Transfer from Sewer Fund	86,000	86,000	
23,249	23,249	23,249	23,249	459.999	City of Lafayette	23,249	23,249	
529,411	2,767,784	566,912	552,302		Total Debt Service Fund Revenue	569,340	569,340	-

				850-850	Debt Service Expenditures			
119,827	121,025	121,013	122,235	774.000	Debt Service to Bond - WTP(Principal)	122,200	122,200	
23,506	22,308	22,320	21,098	776.000	Debt Service to Bond - WTP (Interest)	21,133	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	13,743	
-	4,019	4,020	3,883	778.100	Debt Service to Springs (Interest)	3,887	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	42,207	
-	-	43,125	43,125	785.200	Debt Service to Bond - Sewer MPS (Interest)	40,041	40,041	
242,469	2,475,993	286,336	243,211		Total Debt Service Fund Expenditures	243,211	243,211	-
-	-	23,625	-	900.300	Reserve for Lafayette Loan Payoff	23,625	23,625	
-	-	82,248	-	900.305	Reserve for MPS FSTS USDA Loan Payment	82,248	82,248	
-	-	174,703	-	999.000	Unappropriated Ending Fund Balance	220,256	220,256	
242,469	2,475,993	566,912	243,211		Total Debt Service Fund Expenditures	569,340	569,340	-
529,411	2,767,784	566,912	552,302		Total Debt Service Fund Revenue	569,340	569,340	-

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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%	48,262 48.00%	6,033 6.00%	4,022 4.00%	18,098 18.00%	6,033 6.00%	18,098 18.00%	100,545 100.00%
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%	19,068 28.00%	8,853 13.00%	2,724 4.00%	18,046 26.50%	1,362 2.00%	18,046 26.50%	68,100 100.00%
Accountant % of Total Salary	41,600 .6 FTE	7,904 19.00%	832 2.00%	832 2.00%	832 2.00%	832 2.00%	11,232 27.00%	3,744 9.00%	1,664 4.00%	11,648 28.00%	832 2.00%	12,480 30.00%	41,600 100.00%
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%	22,152 24.00%	0 0.00%	9,230 10.00%	18,460 20.00%	18,460 20.00%	23,998 26.00%	92,300 100.00%
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%	27,195 28.00%	0 0.00%	11,655 12.00%	29,137 30.00%	9,712 10.00%	19,425 20.00%	97,125 100.00%
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%	5,830 10.00%	0 0.00%	5,830 10.00%	17,490 30.00%	11,660 20.00%	17,490 30.00%	58,300 100.00%
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%	30,636 74.00%	0 0.00%	2,070 5.00%	4,140 10.00%	2,070 5.00%	2,484 6.00%	41,400 100.00%
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%	50,500 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	50,500 100.00%
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%	15,600 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	15,600 100.00%
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%	6,503 14.00%	929 2.00%	0 0.00%	19,509 42.00%	0 0.00%	19,509 42.00%	46,450 100.00%
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%	13,335 30.00%	22,225 50.00%	0 0.00%	4,445 10.00%	0 0.00%	4,445 10.00%	44,450 100.00%
Overtime % of Total Allocation	12,000		1,200 10%				1,200 10.00%		1,200 10%	6,000 50%	600 5%	3,000 25%	12,000 100.00%
On-Call Hourly Cost	7,000									2,800 40.00%	1,400 20.00%	2,800 40.00%	7,000 100.00%
TOTAL SALARIES	675,371	72,241	78,525	54,284	24,749	21,714	251,513	41,784	38,395	149,774	52,129	141,776	675,371

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
General Fund	25,000						10,000			5,000	5,000		5,000		25,000
American Recovery Act Fund	120,250	28,500		5,000	55,500	31,250									120,250
Street Fund	65,000									5,000	10,000	50,000			65,000
Water Utility Fund	430,000							250,000		20,000	10,000			150,000	430,000
Sewer Utility Fund	121,000								10,000	20,000	5,000			86,000	121,000
Totals	761,250														761,250

To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Approval of Resolution 20/21-20 Adding Ferry Street Newsletter Advertising Fees
Date: June 21, 2021

Background and Information

In June 2021, the City of Dayton published the first edition of the Ferry Street News, a quarterly newsletter. To allow residents and businesses to advertise in the newsletter, we need to establish a fee schedule for both black/white and color advertising.

Attached in your packet is a cost sheet outlining the cost per size for various advertisements as well as announcements. Color printing is expensive, and these fees will help recoup the printing costs.

City Manager Recommendation: I recommend approval.

Potential Motion: “I move to approve Resolution 20/21-20, A Resolution Amending the City of Dayton Fee Schedule to Include Advertising Fees for the City’s Quarterly Newsletter called the Ferry Street News.”

City Council Options:

- 1 – Approve this as recommended.
- 2 – Approve this with amendments.
- 3 – Take no action and ask staff to do more research and bring further options back to the City Council.



City of Dayton

Post Office Box 339
 416 Ferry Street
 Dayton, Oregon 97114-0339
 Phone: (503) 864-2221
 Fax: (503) 864-2956
cityofdayton@ci.dayton.or.us
www.ci.dayton.or.us
Ferrystreetnews@ci.dayton.or.us

Ferry Street News Newsletter Advertising

Ad Prices

	Full Page	½ Page	¼ Page	1/8 Page (Milestone Announcement)
Black & White	\$75	\$40	\$30	\$15
Full Color (limited)	\$250	\$125	\$75	\$25

Ad Sizes

Full Page	½ horizontal	½ vertical	¼ horizontal	¼ vertical	¼ banner	Milestones 1/8 vertical or horizontal
7"x9.5"	7"x4.6"	3.33"x9.5"	4.6"x3.33"	3.33"x4.6"	7"x2.2"	2.3"x1.67"

Directions

1. Email (ferrystreetnews@ci.dayton.or.us) or call (503-864-2221) to let the Newsletter Coordinator (Ricci Haworth) know that you are interested in purchasing an ad. **Ads are available only as room allows.**
2. Ads must be paid for prior to publication.
3. Ad copy is due by the 10th of the month.
4. Ads should be sent in either a .doc, .docx, .jpg, or .png format.
5. The larger the resolution the better for picture formats.

RESOLUTION No. 20/21-20
City of Dayton, Oregon

A Resolution Amending the City of Dayton Fee Schedule to Include Advertising Fees for the City's Quarterly Newsletter called the Ferry Street News

WHEREAS, the City of Dayton City Council adopted the City of Dayton Fee Schedule per Resolution No.16/17-3; and

WHEREAS, the City of Dayton is producing a quarterly newsletter titled the Ferry Street News; and

WHEREAS, the Dayton City Council would like to offer residents and local businesses the ability to purchase advertising or place announcements in the Ferry Street News.

The City of Dayton resolves as follows:

- 1) **THAT** the City of Dayton Fee Schedule is hereby amended and adopted according to Exhibit A (attached hereto and made a part herein); and
- 2) **THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 21st day of June 2021.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Patty Ringnalda, City Recorder

Date of Enactment

CITY OF DAYTON FEE SCHEDULE (EXCERPT)

SECTION 10:

MISC FEES

Type of Charge	Current Fee	Resolution/ Code	Adopted
Photocopy Charges – Black & White	\$.25 per/page	2010/11-07	08/16/10
Photocopy Charges – Colored	\$.50 per/page	2010/11-07	08/16/13
NSF Check & Stop Payment Check Fee	\$25.00		
Records Request – Research Fees *Up to 30 minutes = Cost of Copies or \$10.00 *Over 30 minutes = \$10.00 per ½ hour – plus the cost of copies	\$10.00 per ½ hour	2010/11-07	08/16/13
Records Request – CD, DVD, VHS	\$5.00 per/disk	2010/11-07	08/16/13
Credit/Debit Card Fee	No Charge	2008/09-15	09/02/08
Notary Services – Residents (inside city limits)	No Charge	2011/12-02	07/05/11
Notary Services – Non-Residents	\$10.00 Per notary act	2011/12/02	07/05/11
Lien Search Fee	No Charge	n/a	n/a
FERRY STREET NEWSLETTER ADVERTISEMENT FEE SCHEDULE:			
Color Copy:	Cost		
Full Page – 7 x 9.5 inches	\$250.00		
Half Page – 7 x 4.6 or 3.33 x 9.5 inches	\$125.00		
Quarter Page – 4.6 x 3.33 or 3.33 x 4.6 inches	\$75.00		
1/8 page or Milestone Announcement – 2.3 x 1.67 inches	\$25.00		
Black & White Copy:	Cost		
Full Page – 7 x 9.5 inches	\$75.00		
Half Page – 7 x 4.6 or 3.33 x 9.5 inches	\$40.00		
Quarter Page – 4.6 x 3.33 or 3.33 x 4.6 inches	\$30.00		
1/8 page or Milestone Announcement – 2.3 x 1.67 inches	\$15.00		



hagan hamilton

INSURANCE SOLUTIONS

June 8, 2021

Dayton City Councilors
Beth Wytoski, Mayor
Rochelle Roaden, City Manager

Re: Insurance Programs Stewardship Report
July 1, 2021 – June 30, 2022

I would like to thank you for your continued support of Hagan Hamilton as your Agent of Record for the insurance programs. Effective July 1, 2021, I recommend the following lines of coverage for the City of Dayton:

- PROPERTY/LIABILITY (CIS)
- AUTO (CIS)
- MECHANICAL BREAKDOWN (CIS)
- WORKERS COMPENSATION (SAIF)

The proposed annual contribution for the CityCounty Insurance Services (CIS) Package is \$43,795, which represents a 4% increase over the prior year contribution of \$42,113. This an excellent renewal as it includes property value increases of 2% and compares favorably with the projected average member increase of 15%.

CIS and SAIF have negotiated a transition of all the CIS workers' compensation policies to SAIF for the 7-1-2021 renewal. The proposed SAIF premium of \$7,485 represents a significant savings from last year's deposit premium of \$18,846. In addition to a favorable rate SAIF has established the CIS Group which will provide policyholder services to the members.

CIS continues to be the best option for cities, counties, and other qualified government entities in Oregon. They have worked hard to improve their risk management and legal services while maintaining competitive pricing and comprehensive coverage for the members. Thank you again for your support of me and Hagan Hamilton.

Best Regards,

Gary E. Eastlund CIC ARM CRM
Risk Management Consultant



We want to update you on how community support helped change lives last year:

-  700 Animals welcomed to our shelter doorstep
-  2300 Yamhill county dogs licensed in the last six months
-  2200 Low-cost spay/neuter surgeries performed
-  2256 Vaccination administered
-  233 Dogs kenneled and cared for through dog control



*NOTE: Humane Societies are all independent from each other

They can't speak for themselves

Thank You!

We all deserve a loving home. Your generous donations have provided top notch care as our rescue animals await their forever families. At HBPets, 83% of our animals are from Yamhill County. We believe in taking care of our community, and you will find our dogs and cats are spayed/neutered, vaccinated, micro-chipped and treated for parasites. Our amazing staff and volunteers are passionate about rescue and work hard to rehabilitate, love and socialize our shelter animals.

They can't rescue themselves, but you can help us write their happy ending. Please consider giving monthly as a Loyal Companion (visit hbpets.org and click on Giving). HBPets is incredibly grateful to all who support us. The lifetime of love that our pets give is priceless. For more information, please contact Ronnie Vostinak, Executive Director at (503)472-0341 ext. 9, executivedirector@hbpets.org, or visit HBPets.org!

HOMeward BOUND PETS 
Humane Society

PO Box 8, McMinnville, OR 97128
Return service requested

NONPROFIT ORG
US POSTAGE PAID
MCMINNIVILLE OR 97128
PERMIT NO. 53

City of Dayton
PO Box 339
Dayton, OR 97114

