

MINUTES
DAYTON CITY COUNCIL
WORK / SPECIAL SESSION
FEBRUARY 21, 2017

PRESENT: Mayor Elizabeth Wytoski
Councilor John Bixler
Councilor Kitty Brown
Councilor John Collins
Councilor Darrick Price
Councilor Trini Marquez

ABSENT: Councilor Erin Taylor

STAFF: Scott Pingel, City Manager
Rochelle Roaden, City Recorder
Steve Sagmiller, Public Works Director

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

B. ROLL CALL

Mayor Wytoski noted there was a quorum with Councilors Bixler, Brown, Collins, Marquez and Price. Mayor Wytoski noted the absence of Councilor Taylor.

C. APPEARANCE OF INTERESTED CITIZENS

No one present.

D. CONSENT AGENDA

1. Approval of Meeting Minutes
 - a. Regular Session of January 3, 2017

**KITTY BROWN MOVED TO APPROVE THE MINUTES OF
THE REGULAR SESSION OF JANUARY 3, 2017.
SECONDED BY TRINI MARQUEZ. *Motion carried with
Bixler, Brown, Collins, Price, Marquez and Wytoski voting aye.
Taylor absent.***

E. ACTION ITEMS

1. Approval of Resolution 16/17-7 Inclusive City

Mayor Wytoski presented a draft which is based off of the McMinnville ordinance. Discussion continued. Council consensus is to rework this resolution shaving down some of the language, reordering and eliminating the repetitiveness.

2. **Approval of a Generator Purchase**

JOHN BIXLER MOVED TO APPROVE PURCHASING THE CITY OF GERVAIS GENERATOR FOR \$15,537. SECONDED BY DARRICK PRICE. *Motion carried with Bixler, Brown, Collins, Price, Marquez, and Wytoski voting aye. Taylor absent.*

3. **Food Cart Ordinance Draft Discussion**

Scott Pingel, City Manager, presented a draft of a Food Carts ordinance. John Collins commented that defining a food cart and a food truck with the food truck being a mobile unit allowed on a temporary basis is a good idea. Mayor Wytoski remarked that parking is already an issue around the park during events, so being mindful of where the trucks are allowed is advisable. Discussion continued.

4. **Sewer Lagoons Options Discussion**

Scott Pingel gave a brief overview of Triplepoint Water and their products which could address the aeration and phosphorous issues at the sewer lagoons. Triplepoint Water quotation would be just under \$400k. This is another option that is available. Steve Sagmiller, Public Works Director, commented that even if Suez were to come in and take over the MBR that it would still take a few years to get to a solution. Discussion continued.

5. **Goal Setting for Fiscal Year 2017-18**

Scott Pingel reviewed the Strategic Plan Goals objectives for 2017-2018. Top priorities for Goal A (develop and maintain infrastructure to improve livability and support operations and growth) include completing the main pump station, completing the sewer main trunk mainline replacement, completing the 9th street life station improvements, and updating the transportation system priorities. Changes to the objectives for Goals B through G were reviewed and discussed. John Collins inquired about adding an objective to establish a Historic Area Overlay. Discussion continued and consensus is to add this as an objective.

F. **CITY COUNCIL COMMENTS AND CONCERNS**

Kitty Brown announced that she is in the process of officially changing her name to Kitty Mackin. She also would like to form a Service Learning Committee to involve school age kids to do a public service regarding safe driving or dogs running around town. Mayor Wytoski stated that forming a

Youth Advisory Committee is a possibility to handle these types of issues. This would need to be added to a work session as an agenda item to discuss.

G. INFORMATION REPORTS

1. City Manager Report

Scott Pingel reviewed the 2017-2018 Budget Calendar noting the Budget Committee Meetings will meet at 6:30 pm on the first and third Mondays in May and Council Meetings will then start at 7:00 pm like last year.

Scott attended a solar eclipse meeting where most state and county agencies attended including the FBI. August 21st is the total eclipse at approximately 9:45 am. The zone of totality is just north of Eugene to just north of Dayton so we will have a large number of visitors which will cause transportation issues once it is over. Events are being planned to help delay the exodus and help lessen the transportation issues. One issue – all the Porto potties in the state have been reserved already.

Scott will have preliminary budget numbers at the March 6th meeting.

H. ADJOURN

There being no further business, the meeting adjourned at 8:58 pm.

Respectfully submitted:

By: Rochelle Roaden
City Recorder

APPROVED BY COUNCIL on March 20, 2017.

As Written As Amended

Elizabeth Wytoski, Mayor

Applicant Name
Daniel Holbrook

Physical Address
601 Kallapuya St. Dayton, OR 97114

Mailing Address
601 Kallapuya St. Dayton, OR 97114

Phone Number
7723420579

Email:
Danoholbrook@icloud.com

Current Occupation
Program & Policy Coordinator, Business Oregon's Infrastructure Finance Authority

Experience
Experience: I have a master's degree in city and regional planning, USN veteran, 15 years experience working with local government budgets as a Planning Director and Assistant City Manager. My interest are serving the public and volunteering for humanitarian and professional organizations. My resume is available upon request.

Committee Member
Budget Advisory Committee

Applicant Name
Andrea Gonzalez

Physical Address
101 8th St. Dayton, Or. 97114

Mailing Address
P.O. Box 505 Dayton, Or. 97114

Phone Number
5038647413

Email:
andrea.gonzalez6@pcc.edu

Current Occupation
Student

Experience
I am currently a full time college student. I have worked at the front desk of hotels and after that I was a at home mom for 10 years.

Committee Member
I would love to volenteer and learn more about our wonderful city and the future of our town.

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: Approval of Resolution 16/17-8 Declaring the City of Dayton an Inclusive City

Background and Information

The Council has discussed this resolution a few occasions now. The resolution reflects the Mayor's draft discussed at the March 20th City Council meeting.

City Manager Recommendation: I recommend approval of Resolution 16/17-8.

Potential Motion to Approve: "I move approval of Resolution 16/17-8 A Resolution declaring the City of Dayton an inclusive city for all persons consistent with the laws of the State of Oregon and City Charter."

Council Options:

- 1 – Approve Resolution 16/17-8 as recommended.
- 2 – Approve Resolution 16/17-8 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

RESOLUTION No. 16/17-8
City of Dayton, Oregon

TITLE: A Resolution declaring the City of Dayton an Inclusive City for all persons consistent with the laws of the State of Oregon and City Charter.

WHEREAS, Dayton is and must remain a welcoming, inclusive, and compassionate place for all contributing members of our civic community; and

WHEREAS, all people, regardless of race, color, national origin, immigration or refugee status, religion, age, economic status, sex, gender identity, sexual orientation, mental, emotional or physical ability contribute to the general welfare of our community; and

WHEREAS, promotion of the general welfare of our community is a core obligation of the City; and

WHEREAS, all residents of the City of Dayton need to feel safe to contact law enforcement, city government, or school officials to access critical services without fear; and

WHEREAS, integration of all residents is a vital concern of the City and discrimination is a violation of public policy of the City of Dayton and State of Oregon; and

WHEREAS, the City's ongoing prosperity requires the inclusion of all available labor, skills, and ideas to grow the City's economy and expand opportunities for residents.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF DAYTON, AS A STATEMENT OF OUR COMMITMENT TO ALL MEMBERS OF OUR COMMUNITY, THE FOLLOWING:

1. The City of Dayton, as an Inclusive City, embraces and celebrates the collective contributions to the prosperity of the City of all persons; and
2. The use of City services or benefits shall not be conditioned upon a resident's race, color, national origin, immigration or refugee status, religion, age, economic status, sex, gender identity, sexual orientation, mental, emotional or physical ability; and
3. This Resolution will take effect immediately upon passage and shall continue in perpetuity until revoked or replaced.

ADOPTED this 3rd day of April 2017.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

**Rochelle Roaden
City Recorder**

Date of Enactment

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: Approval of Resolution 16/17-9 Declaring certain vehicles as surplus

Background and Information

Exhibit A of the resolution is a memo from Public Works Director Steve Sagmiller with the details of the vehicles that are being recommended as surplus. Staff recommends that these vehicles be declared surplus with minimal value and staff will get as much value from them as possible. Judging from Kelly Blue Book values for these vehicles, I think getting a few thousand dollars total for all 4 vehicles is optimistic. We will use the proceeds from these vehicles towards a new truck replacing the 1997 F-150 half ton, which is used by the City's Maintenance Worker.

City Manager Recommendation: I recommend approval of Resolution 16/17-9.

Potential Motion to Approve: "I move approval of Resolution 16/17-9 A Resolution declaring certain vehicles as surplus and authorizing their transfer, sale, or other disposition."

Council Options:

- 1 – Approve Resolution 16/17-9 as recommended.
- 2 – Approve Resolution 16/17-9 with amendments.
- 3 – Take no action and direct staff to do further research or provide additional options.

Memorandum

To: Scott Pingel, City Manager
From: Steve Sagmiller, Public Works Director
Date: 3/29/2017
Re: Vehicle Surplus

The City of Dayton currently has 4 pieces of equipment that are candidates for surplus.

1) 1994 Ford ¾ ton 4x4 pickup with 176,782 miles. This vehicle is not used on a daily basis due to extensive repairs needed to make it functional. Repair cost and poor fuel mileage make this truck a candidate to be designated surplus.

2) 1997 Ford F150 ½ ton 4x4 with 156,000 miles. This truck gets approximately 8 to 10 miles per gallon of gas. This truck is used on a daily basis. Repair costs, which are becoming more frequent and costly, and poor fuel mileage make this truck a candidate to be designated surplus.

3) 1986 Ford F700 Street Sweeper. The City no longer uses this piece of equipment. Extensive repairs to the truck and replacement of the sweeper unit would be needed to make this vehicle operational. This vehicle is a candidate for surplus.

4) Polaris ATV. The City no longer uses this piece of equipment. Extensive repairs would be needed to make this equipment functional. This vehicle is a candidate for surplus.

Staff recommends designating these pieces of equipment as surplus.

RESOLUTION No. 16/17-9
City of Dayton, Oregon

TITLE: A Resolution declaring certain vehicles as surplus and authorizing their transfer, sale, or other disposition.

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

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

The City of Dayton resolves as follows:

- 1) **THAT** the vehicles listed and depicted in Exhibit A, attached hereto and by this reference made a part hereof, are hereby declared surplus to the needs of the City; and
- 2) **THAT** the vehicles referred to in Exhibit A shall be disposed of at the discretion of the City Manager in the manner deemed to be in the best interests of the City; and
- 3) **THAT** this resolution shall take effect immediately upon its adoption.

ADOPTED this 3rd day of April 2017.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Rochelle Roaden
City Recorder

Date of Enactment

To: Honorable Mayor and City Councilors

From: Scott Pingel, City Manager

Issue: 2017-2018 Preliminary Budget Discussion – Water and Sewer Funds

Overall Budget Assumptions

In preparing the 2017-18 budget, as usual I have assumed a 3% COLA (since it is unlikely that I will be requesting anything over a 3% COLA) as well as a merit increase for those eligible. It is also assumed that the City will continue to provide Health Benefits at the same level as we currently provide. The increase from CIS for health benefits will not exceed 5% for 2018. We did see a good jump in PERS rates, but the increase is within what the City projected for rates a few years ago when a big jump was initially expected. While it does affect the budget, it is something we have been prepared for. Another big jump in PERS rates is expected for FY 19-20. Also, you will notice that most of the funds do not balance yet as far as expenditures vs. resources. They may just be slightly off, which is only because I will continue to adjust our projections until it is time to finalize a budget recommendation for the Budget Committee. With most of the funds this will just take some minor adjusting of the contingency line item to balance the fund.

Water Utility Fund

Fund Synopsis – The Water Utility Fund provides for operations of the City’s water treatment, pumping, and distribution system. The City owns several wells, operates additional wells in partnership with the City of Lafayette, and operates the Breyman Watershed Area, which is comprised of natural spring water.

Revenues – The Water Utility Fund is projected to again carry forward substantial working capital. Water Service Charges revenue is higher than expected, and so is the share we will receive from Lafayette. Staff will not be recommending any rate changes to the City’s current water rate.

Expenditures – Materials and Services expenditures are essentially in line with the current year. Our transfers will be less than the current year mostly due to reducing what is transferred for capital projects. The transfer to the Equipment Replacement Reserve and Building Reserve are increased, however. The Contingency and Unappropriated amounts continue to be strong. This will be important a few years down the road when the City pursues more significant capital projects such as replacing the Main Transmission Line from the Springs to the Footbridge as well as tying in the Fisher Farms wells.

Water Capital Fund

Assumptions – For the Water Capital Fund, staff would like to replace a section of mainline. Staff will be evaluating older mainline sections to determine which section would be most beneficial to replace.

Sewer Utility Fund

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

Revenues – The working capital for the Sewer Utility Fund will be higher than in the current year. This is due in large part to ending the relationship with AquaArray and suspending any funding of the MBR/RO system at this time. Sewer Service Charges assumes a \$1.00 increase to the City's sewer rate, which would move it from \$37 to \$38. While the increase is modest, it is necessary in preparation for paying on the debt service for the Sewer System Improvements. The City has been stepping up the sewer rate by a couple of dollars a year, and staff anticipates continuing to step up the rate as necessary. While it may not be necessary yet, as the City moves forward, it may be worth discussing the sewer flat rate. I, personally, love a flat rate because they are easy to predict since they don't depend on usage. However, as the rate continues to increase, it may be worth looking at other options so that there is a usage component. Such an approach would help slow the increases necessary on the base sewer rate. We can discuss this more in council meeting.

Expenditures – Materials and Services expenditures for 17-18 are up slightly from the current year budget to adjust for where expenditures are high in the current year. Electricity, Lift Station Repair and Maintenance, and Supplies are all high in the current year either due to the crazy winter rainfall or due to operation of the MBR/RO System. Each of the last couple of years, we have transferred \$100,000 to the Sewer Capital Fund, which has helped us pay for the MBR/RO System without using debt. In suspending operation of the MBR/RO system, the transfer for the current year will be reduced, and the recommended transfer for FY 17-18 will also be much lower.

Sewer Capital Fund

Assumptions – The Sewer Capital Fund assumes the full cost of the sewer system improvements (\$2,500,000), though it is quite likely that the sewer system improvements cost will be split between FY 17-18 and FY 18-19, and then we will start paying on the improvements in FY 19-20. The Sewer Capital Fund assumes we will not spend any money on the MBR/RO system. It is also assumed that the City will upgrade the 9th Street lift station, for which we recently purchased a generator.

		2016/2017 BUDGET		2017/2018 Budget				
2014/2015	2015/2016	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-000	Water Utility Revenue			
317,192	369,388	447,671	536,704	400.000	Working Capital	465,550		
1,571	1,936	1,500	2,850	404.000	Interest	1,600		
15,876	12,062	12,000	11,500	421.300	Late Fees	12,000		
749,228	786,635	765,000	788,000	450.000	Water Service Charges	785,000		
9,201	6,984	5,500	6,000	451.000	Water Deposit	6,000		
265	182	100	227	451.100	NSF Fees	100		
995	3,570	250	2,550	451.200	Water On/Off Fees	250		
2,420	2,640	2,000	2,500		Backflow Testing	2,500		
112,518	74,131	60,000	75,000	459.999	City of Lafayette	70,000		
5,555	1,011	1,000	850	480.000	Miscellaneous Revenue	1,000		
	13,720	13,500	13,920		Fisher Land Lease/Caretaker Rent	13,500		
1,603	2,435	1,000	3,480	480.100	Water Meters	1,000		
1,216,424	1,274,694	1,309,521	1,443,581		Total Water Utility Fund Revenue	1,358,500	-	-

				300-300	Water Department Expenditures			
					Personnel Services			
92,813	101,092	108,770	104,500		Salaries	115,015		
46,872	47,931	62,592	56,500		Fringe Benefits	67,374		
139,685	149,023	171,362	161,000		Total Personal Services	182,389	-	-
					Materials and Services			
22,945	32,246	35,000	28,500	600.000	Utilities - Electricity	35,000		
-	-	3,500	3,500	600.001	Utilities - Electricity Well #5	3,500		
348	117	850	450	600.100	Utilities - Propane	850		
6,134	7,838	8,000	7,500	601.000	Office expense	8,000		
4,114	3,124	4,200	4,200	601.100	Postage	4,300		
3,140	3,472	3,500	3,500	602.000	Telephone & Related	3,500		
7,630	8,349	9,500	8,818	604.000	Insurance	9,500		
3,741	3,752	4,200	3,782	608.000	Audit	4,200		
2,691	2,522	2,750	4,000	611.000	Travel & Meeting -09/10 travel/trai	3,500		
2,899	4,891	7,000	7,750	614.000	Equipment Repair & Maintenance	8,000		
2,847	2,048	3,500	2,500	614.100	Fuel	3,500		
-	2,018	4,000	-	614.300	Footbridge Repair & Maintenance	4,000		
28,897	12,165	35,000	42,000	614.400	Wells & Springs Maintenance	35,000		
-	-	2,500	700	614.410	Gravel	2,500		
3,600	7,688	17,000	11,000	614.600	Water Line Repair & Maintenance	17,000		
8,678	13,609	15,000	21,000	616.000	Supplies	20,000		
201	237	500	250	616.100	Clothing/Safety	500		
10,661	6,922	7,500	12,500	616.200	Water Meters	10,000		
2,987	1,104	4,000	2,250	617.000	Shop Supplies & Small Tools	4,000		
4,961	696	9,000	2,000	700.000	Legal Services	7,500		

2014/2015	2015/2016	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-000	Water Utility Revenue			
885	126	750	1,000	700.100	Misc. Legal (Non-Atty)	1,000		
21,741	17,930	25,000	13,000	705.000	Professional Services	20,000		
7,974	17,610	25,000	12,000	705.100	Engineering Services	22,500		
-	-	-	-	705.110	Water Master Plan	-		
7,714	8,366	11,000	11,000	705.300	Data Processing	11,000		
8,688	6,064	6,500	7,000	706.000	Dues/Certifications	7,000		
321	353	450	400	707.000	City Hall Maintenance	450		
-	-	100	100	707.200	City Hall Annex Maintenance	100		
-	4,542	4,542	4,542	707.300	City Hall Annex Rental	4,542		
2,000	2,000	2,050	2,000	708.000	Land Rental	2,100		
38	11	500	300	708.100	Tool & Equipment Rental	500		
-	-	5,000	-	710.000	Water Conservation Education	5,000		
2,805	3,429	3,500	3,500	750.000	Water Deposit Refunds	3,500		
1,896	1,723	5,000	5,500	751.000	Water Analysis	5,000		
-	-	-	-	790.100	Contract Services	-		
836	168	750	750	799.000	Miscellaneous Expense	750		
171,372	175,120	266,642	227,292		Total Material and Services	267,792	-	-
					Transfers			
2,500	3,000	3,000	3,000	840.000	Tfr to Equipment Replacement Res	7,000		
250,000	80,000	190,000	210,000	860.000	Tfr to Water System Capital Projec	150,000		
165,000	220,000	225,000	225,000	860.100	Tfr to Debt Service Fund	235,000		
1,500	3,000	5,000	5,000	870.000	Tfr to Building Reserve Fund	7,000		
419,000	306,000	423,000	443,000		Total Transfers	399,000	-	-
					Capital Outlay			
-	-	5,000	3,500	903.000	Equipment	5,000		
-	-	-	-	904.000	City Hall Improvements	-		
-	539	1,500	500	904.100	City Hall Annex Improvements	1,500		
1,225	-	1,500	1,000	904.200	City Shop/Yards Improvements	1,500		
-	-	-	-	904.300	City Hall Curb/Sidewalk Improve	-		
-	-	1,500	-	910.000	System Improvements	1,500		
-	-	1,000	500	910.200	Wellhouse Improvements	1,000		
-	-	-	-	920.000	Land Acquisition	-		
1,225	539	10,500	5,500		Total Capital Outlay	10,500	-	-
-	-	150,000		880.000	Contingency	201,500		
-	-	125,621		999.000	Unappropriated Ending Fund Balance	125,000		
731,282	630,682	1,147,125	836,792		Total Water Department Expenditures	1,186,181	-	-

2014/2015	2015/2016	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-000	Water Utility Revenue			
				300-301	Water Treatment Facility Expenditures			
					Personnel Services			
32,476	34,713	36,930	36,930		Salaries	39,645		
15,432	16,988	22,091	20,000		Fringe Benefits	23,233		
47,908	51,701	59,021	56,930		Total Personal Services	62,878	-	-
					Materials and Services			
25,088	18,309	27,500	28,000	600.000	Electricity	28,000		
718	1,202	3,500	2,500	600.100	Utilities - Propane	3,500		
273	383	600	400	601.000	Office Expense	600		
220	175	225	225	601.100	Postage	225		
3,253	3,417	3,700	3,500	602.000	Telephone	3,700		
8,844	9,235	10,500	9,754	604.000	Insurance	10,500		
398	402	450	405	608.000	Audit	450		
127	253	500	400	611.000	Travel & Meeting -09/10 travel/trai	500		
1,914	1,744	10,000	2,250	614.000	Equipment Repair & Maintenance	10,000		
2,384	1,580	2,700	2,000	614.100	Fuel	2,700		
11,222	9,760	13,500	13,500	616.000	Supplies	13,500		
75	80	150	100	616.100	Clothing/Safety	150		
1,203	431	1,500	1,000	617.000	Shop Supplies & Small Tools	1,500		
-	17	500	150	700.000	Legal Services	500		
125	84	500	150	700.100	Misc Legal (Non-Att)	500		
1,364	999	6,500	1,500	705.000	Professional Services	6,000		
120	270	6,500	1,500	705.100	Engineering Services	6,000		
2,556	2,971	4,500	4,000	705.300	Data Processing	4,500		
595	490	1,000	825	706.000	Dues & Certifications.	1,000		
150	236	300	450	707.000	City Hall Maintenance	400		
7,214	3,107	7,000	11,000	707.001	Water Treatment Facility Maint	8,000		
-	-	150	50	707.200	City Hall Annex Maintenance	150		
-	54	100	100	799.000	Miscellaneous Expense	100		
67,843	55,199	101,875	83,759		Total Material and Services	102,475	-	-
					Capital Outlay			
-	516	1,500	550	903.000	Equipment	1,500		
-	-	-	-	910.300	Security Improvements			
-	516	1,500	550		Total Capital Outlay	1,500	-	-
115,751	107,416	162,396	141,239		Total Water Treatment Facility Expenditures	166,853	-	-

2014/2015	2015/2016	Adopted	Projected	Water Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				300-000	Water Utility Revenue			
847,033	738,098	1,309,521	978,031		Total Water Utility Fund Expenditures	1,353,034	-	-
369,391	536,596		465,550		Working Capital	5,466	-	-
1,216,424	1,274,694	1,309,521	1,443,581		Total Water Utility Fund Revenue	1,358,500	-	-

		2016/2017 BUDGET		2017/2018 Budget				
2014/2015	2015/2016	Adopted	Projected	Water Utility Capital Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				600-00	Water Utility Capital Fund Revenue			
108,749	81,076	77,490	123,462	400.000	Working Capital	10,979		
1,150	1,410	1,000	1,800	404.000	Interest	1,000		
25,431	55,146	16,968	42,420	420.000	System Development Charges	4,242		
50,398	-	-	-	440.100	Loan/WSD Grant	-		
250,000	80,000	190,000	210,000	459.000	Transfer from Water Fund	150,000		
435,728	217,632	285,458	377,682		Total Water Utility Capital Fund Revenue	166,221	-	-
				600-600	Water Utility Capital Fund Expenditures			
					Materials and Services			
-	-	-	-	705.000	CIP & SDC Update Project	-	-	-
-	-	-	-		Total Materials & Services	-	-	-
					Capital Outlay			
-	-	-	-	910.000	Water Storage Impoundment			
25,484	-	35,000	35,000	910.100	Engineering Services	20,000		
-	-	-	-	920.000	Fisher Farms Purchase	-		
-	-	8,754	-		YRWA Expense	-		
267,464	32,466	180,000	270,000	930.100	Wells & System Improvements	84,000		
61,703	61,703	61,704	61,703	930.600	Reservoir Maintenance	61,704		
		-	-	950.000				
354,651	94,169	285,458	366,703		Total Capital Outlay	165,704	-	-
354,651	94,169	285,458	366,703		Total Water Utility Capital Fund Expenditures	165,704	-	-
123,463		10,979		Working Capital (Over/Under)		517	-	-
435,728	217,632	285,458	377,682		Total Water Utility Capital Fund Revenue	166,221	-	-

		2016/2017	BUDGET			2017/2018 Budget		
2014/2015	2015/2016	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
				400-000	Sewer Utility Revenue			
315,401	264,159	190,125	211,127	400.000	Working Capital	239,129		
1,127	1,383	1,000	2,000	404.000	Interest	1,000		
344,667	368,461	390,000	398,000	450.000	Sewer Service Charges	407,000		
3,496	3,487	2,500	2,750	450.100	Sewer Service Deposits	2,500		
80	98	50	98	451.100	NSF Fees	50		
3,641	6,479	5,000	5,500	451.300	Late Fees	5,000		
300	-	-	-	460.000	Land Rental	-		
2,790	-	250	-	480.000	Miscellaneous Revenue	250		
-	-	-	-	490.000	Technical Assistance Grant	-		
671,502	644,067	588,925	619,475		Total Sewer Utility Fund Revenue	654,929	-	-

				400-400	Sewer Utility Fund Expenditures			
					Personnel Services			
91,886	99,556	104,780	103,000		Salaries	111,268		
45,890	48,944	62,459	56,500		Fringe Benefits	65,179		
137,776	148,500	167,239	159,500		Total Personal Services	176,447	-	-
					Materials and Services			
14,416	22,599	21,500	23,000	600.000	Utilities - Electricity	23,000		
348	575	1,000	750	600.100	Utilities - Propane	1,000		
9,303	10,876	12,500	11,000	600.200	Utilities - Water	11,500		
5,912	8,574	8,000	7,500	601.000	Office Expense	8,000		
4,289	3,515	4,500	4,500	601.100	Postage	4,500		
2,921	3,246	3,500	3,250	602.000	Telephone & Related	3,500		
6,316	7,471	8,500	7,890	604.000	Insurance	8,500		
2,431	2,323	2,600	2,341	608.000	Audit	2,600		
829	1,873	2,000	3,000	611.000	Travel & Meeting -09/10 travel/training)	2,500		
1,775	4,288	5,000	6,500	614.000	Equipment Repair & Maintenance	5,000		
3,330	2,341	4,000	2,500	614.100	Fuel	4,000		
-	545	4,000	1,000	614.300	Footbridge Repair & Maintenance	4,000		
10,964	6,388	11,000	6,500	614.400	Sewer Pond Repair & Maintenance	11,000		
-	-	2,500	500	614.410	Gravel	2,500		
32,961	14,972	15,000	22,000	614.500	Liftstation Repair & Maintenance	20,000		
2,693	8,275	10,000	6,500	614.600	Sewer Lines Repair & Maintenance.	10,000		
16,581	34,725	20,000	30,000	616.000	Supplies	25,000		
151	212	500	200	616.100	Clothing/Safety	500		
3,535	754	3,000	1,800	617.000	Shop Supplies/Small Tools	3,000		
111	26	750	750	700.000	Legal Services	750		
195	168	1,000	500	700.100	Misc. Legal (Non-Atty)	1,000		
4,814	1,712	10,000	3,000	705.000	Professional Services	8,000		

		2016/2017	BUDGET			2017/2018 Budget		
2014/2015	2015/2016	Adopted	Projected	Sewer Utility Fund		Proposed By Budget Officer	Approved By Budget Committee	Adopted By City Council
22,097	25,937	20,000	4,500	705.100	Engineering Services	17,000		
4,990	4,990	5,000	4,990	705.200	I & I Project	5,000		
1,805	2,223	3,500	3,500	705.300	Data Processing	3,500		
-	-	-	-	705.400	Sewer Plan Update	-		
1,946	1,532	3,500	3,000	7006.000	Dues & Certifications	3,500		
1,402	1,888	2,500	2,000	707.000	City Hall Maintenance	2,500		
-	-	200	125	707.200	City Hall Annex Maintenance	200		
-	-	4,542	-	707.300	City Hall Annex Rental	4,542		
76	22	1,000	500	708.100	Tool & Equipment Rental	1,000		
603	1,392	1,500	1,250	750.000	Sewer Deposits Refund	1,500		
5,596	4,543	7,000	5,000	751.000	Sewer Analysis	7,000		
-	-	-	-	790.100	In lieu Franchise Fee	-		
733	725	1,000	1,000	799.000	Miscellaneous Expense	1,000		
163,123	178,710	200,592	170,846		Total Materials & Services	206,592	-	-

					Transfers			
3,000	3,000	3,000	3,000	840.000	Tfr to Equipment Replacement	5,000		
100,000	100,000	100,000	40,000	850.000	Tfr to Sewer Reserve Fund	30,000		
					Tfr to Debt Service	-		
2,000	3,000	3,000	3,000	870.000	Tfr to Building Reserve Fund	5,000		
105,000	106,000	106,000	46,000		Total Transfers	40,000	-	-
					Capital Outlay			
1,367	219	2,500	3,000	903.000	Equipment	2,500		
-	-	-	-	904.000	City Hall Improvements	-		
-	-	1,500	500	904.001	City Hall Annex Improvements	1,500		
-	1,226	1,500	500	904.200	City Shops/Yards Improvements	1,500		
-	-	-	-	904.300	City Hall Curbs & Sidewalks	-		
-	-	-	-	904.400	Chlorinator House Improvements	-		
-	-	-	-	905.000	Sewer Pond Improvements	-		
-	-	-	-		Land Acquisition	-		
-	-	1,000	-	910.000	System Improvements	1,000		
-	-	-	-	910.100	Dechlorination Chamber	-		
1,367	1,445	6,500	4,000		Total Capital Outlay	6,500	-	-
-	-	90,000	-	880.000	Contingency	125,000	-	-
-	-	18,594	-	999.000	Unappropriated Ending Fund Balance	100,000	-	-
407,266	434,655	588,925	380,346		Total Sewer Utility Fund Expenditures	654,539	-	-
	209,412		239,129				-	-
671,502	644,067	588,925	619,475		Total Sewer Utility Fund Revenue	654,929	-	-

Year this reserve fund will be reviewed to be continued or abolished. Was reviewed in 2011.
Next review year: 2020

		2016/2017 BUDGET				2017/2018 Budget		
2014/2015	2015/2016	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			
144,011	58,110	23,285	69,814	400.000	Working Capital	73,564		
705	864	650	1,250	404.000	Interest	600		
8,855	45,500	20,000	42,500	420.000	System Development Charges	6,500		
	75,000	2,500,000	100,000		System Improvement Grants/Loans	2,500,000		
100,000	100,000	100,000	40,000	459.000	Transfer from Sewer Fund	30,000		
253,571	279,474	2,643,935	253,564		Total Sewer Utility Capital Fund Revenue	2,610,664	-	-
700-700 Sewer Utility Capital Fund Expenditures								
					Materials and Services			
-	-	-	-	705.000	CIP & SDC Update Project	-	-	-
-	-	-	-		Total Materials & Services	-	-	-
Capital Outlay								
172,826	134,547	135,000	60,000	910.000	System Improvements	10,000		
-	75,114	2,500,000	120,000	910.400	Footbridge Pump Station	2,500,000		
					Short-lived Assets Reserve	15,000		
22,635	-	8,935	-	930.300	Lift Station Improvement and/or Replacement	70,000		
195,461	209,661	2,643,935	180,000		Total Capital Outlay	2,595,000	-	-
-	-	-	-	880.000	Contingency	15,664	-	-
-	-	-	-	999.000	Unappropriated	-	-	-
195,461	209,661	2,643,935	180,000		Total Sewer Utility Capital Fund Expenditures	2,610,664	-	-
73,564								
253,571	279,474	2,643,935	253,564		Total Sewer Utility Capital Fund Revenue	2,610,664	-	-

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount	
02/17	02/28/2017	20991	1176	Lone Star BBQ	08/05/15	1	500.500.752.00	.00	40.00-	V
02/17	02/28/2017	21043	1185	Scott & Carrie Hafer	082515	1	300.000.451.00	.00	26.46-	V
02/17	02/28/2017	21118	1078	Bruce & Julie Ponder	REFUND 09	2	400.000.450.00	.00	93.00-	V
02/17	02/15/2017	22523	329	Alexonet Inc	1064	10	400.400.705.30	.00	483.70	
02/17	02/15/2017	22524	179	Aramark Uniform Services	862728774	10	100.104.707.00	.00	204.96	
02/17	02/15/2017	22525	127	Baker & Taylor	4011824786	1	100.104.715.00	.00	656.44	
02/17	02/15/2017	22526	215	Baker Rock Resources	Multiple	1	770.770.910.20	.00	14,521.07	
02/17	02/15/2017	22527	151	Beery, Elsner & Hammond	0020117	1	700.700.910.40	.00	524.80	
02/17	02/15/2017	22528	255	Cascade Columbia	Multiple	3	300.301.616.00	.00	8,089.32	
02/17	02/15/2017	22529	166	Cascade Form Systems	1758	2	300.300.601.00	.00	335.97	
02/17	02/15/2017	22530	258	Chemeketa Community College	S0975350	1	100.104.710.00	.00	8.95	
02/17	02/15/2017	22531	1349	Christina Davison	REFUND 02	1	100.100.750.20	.00	350.00	
02/17	02/15/2017	22532	340	Chuck Colvin Auto Center	FOCS44223	5	400.400.614.00	.00	868.58	
02/17	02/15/2017	22533	105	City of Dayton	Multiple	1	300.301.707.00	.00	2,276.57	
02/17	02/15/2017	22534	362	City of Newberg	Multiple	1	100.106.716.00	.00	439.70	
02/17	02/15/2017	22535	169	City of Yamhill	285	1	101.101.705.40	.00	250.00	
02/17	02/15/2017	22536	860	City Sweepers, LLC	9942	1	200.200.614.40	.00	845.00	
02/17	02/15/2017	22537	423	Comcast Cable	0578164 020	1	300.301.602.00	.00	104.85	
02/17	02/15/2017	22538	519	Comcast Cable - phone	0011596 020	10	400.400.602.00	.00	303.62	
02/17	02/15/2017	22539	191	Consumer Choice POS, Inc	53748	1	100.104.601.00	.00	125.00	
02/17	02/15/2017	22540	1127	Copiers Northwest, Inc	INV1509980	10	400.400.601.00	.00	346.80	
02/17	02/15/2017	22541	585	Daily Journal of Commerce	743135581	1	200.200.700.10	.00	409.50	
02/17	02/15/2017	22542	339	Dayton School District	MAKE-A-TH	1	500.500.752.20	.00	390.30	
02/17	02/15/2017	22543	111	DCBS Fiscal Services	JAN 2017	1	100.106.700.35	.00	26.88	
02/17	02/15/2017	22544	388	Dell Marketing L.P.	1014328410	10	400.400.705.30	.00	292.50	
02/17	02/15/2017	22545	235	DEQ	BINKS G AP	1	400.400.706.00	.00	270.00	
02/17	02/15/2017	22546	120	DND Security & Communications	S22189	10	400.400.707.00	.00	401.73	
02/17	02/15/2017	22547	789	Edge Analytical	Multiple	1	300.300.751.00	.00	2,038.00	
02/17	02/15/2017	22548	513	Elizabeth Wytoski	Multiple	1	500.500.752.00	.00	60.99	
02/17	02/15/2017	22549	1102	Endress + Hauser	6001857419	1	300.300.903.00	.00	1,770.10	
02/17	02/15/2017	22550	839	Ferguson Enterprises Inc. #3011	0562958	1	300.300.616.20	.00	1,972.98	
02/17	02/15/2017	22551	543	Ferrellgas	Multiple	1	100.100.600.10	.00	682.83	
02/17	02/15/2017	22552	261	First Aid Plus	52205	10	400.400.601.00	.00	38.95	
02/17	02/15/2017	22553	614	Frontier	Multiple	1	300.300.602.00	.00	358.07	
02/17	02/15/2017	22554	660	Gale's Towing & Recovery Inc	171334	1	400.400.705.00	.00	855.00	
02/17	02/15/2017	22555	353	Gormley Plumbing	16688-01 52	1	700.700.910.40	.00	2,410.00	
02/17	02/15/2017	22556	694	GPEC Electrical Contractors	Multiple	1	300.301.707.00	.00	6,887.38	
02/17	02/15/2017	22557	178	Hach Company	10285248	1	400.400.617.00	.00	473.67	
02/17	02/15/2017	22558	134	Iron Mountain Records Mgmt	NKA8743	10	400.400.601.00	.00	55.10	
02/17	02/15/2017	22559	107	League of Oregon Cities	Multiple	1	500.500.752.00	.00	50.00	
02/17	02/15/2017	22560	989	Leo's Excavating & Trucking, Inc	020816	1	400.400.614.50	.00	3,410.00	
02/17	02/15/2017	22561	139	Lowe's	Multiple	6	400.400.617.00	.00	546.22	
02/17	02/15/2017	22562	121	McMinnville Water & Light	67508 01301	1	300.301.600.00	.00	713.30	
02/17	02/15/2017	22563	124	Mid-Willamette Valley COG	1617238	1	100.105.705.20	.00	1,583.79	
02/17	02/15/2017	22564	109	News Register	Multiple	1	200.200.700.10	.00	590.40	
02/17	02/15/2017	22565	871	OfficeMax Inc	Multiple	10	400.400.601.00	.00	89.15	
02/17	02/15/2017	22566	163	Oregon Dept of Revenue	JAN 2017	1	101.101.700.35	.00	285.00	
02/17	02/15/2017	22567	1245	PBS Engineering and Environmen	0075319.000	1	700.700.910.40	.00	3,680.65	
02/17	02/15/2017	22568	103	PGE	Multiple	1	200.200.600.00	.00	11,435.86	
02/17	02/15/2017	22569	213	Pitney Bowes Purchase Power	012317	10	400.400.601.10	.00	1,008.50	
02/17	02/15/2017	22570	621	Portland Engineering, Inc	6767	2	300.301.705.10	.00	60.00	
02/17	02/15/2017	22571	747	Protec Inc	Multiple	1	100.100.707.30	.00	732.00	
02/17	02/15/2017	22572	236	PumpTech Systems, Inc	0112603-IN	1	400.400.614.00	.00	.00	V

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Check Amount
02/17	02/15/2017	22573	106	Recology Western Oregon	06080477	2	200.200.603.00	.00	240.38
02/17	02/15/2017	22574	1194	Rochelle Roaden	Multiple	10	400.400.611.00	.00	85.59
02/17	02/15/2017	22575	751	Roth Heating & Cooling	WW29655	10	400.400.707.00	.00	635.00
02/17	02/15/2017	22576	615	Schneider Water Services	Multiple	3	300.300.614.40	.00	6,485.00
02/17	02/15/2017	22577	937	Schulz-Clearwater Sanitation, Inc	404643	1	100.103.619.00	.00	141.00
02/17	02/15/2017	22578	903	Scott Pingel	021517	10	400.400.611.00	.00	144.34
02/17	02/15/2017	22579	171	Terminix Processing Center	362075876	10	100.104.707.00	.00	70.00
02/17	02/15/2017	22580	129	The Library Store	77000 12-13-	1	100.104.601.00	.00	164.25
02/17	02/15/2017	22581	831	Traffic Safety Supply Co	123277	1	200.200.616.20	.00	223.30
02/17	02/15/2017	22582	1006	US Bank	Multiple	1	300.300.601.10	.00	1,899.14
02/17	02/15/2017	22583	186	VFW post # 10626	17-001	1	101.101.705.00	.00	37.50
02/17	02/15/2017	22584	154	Westech Engineering, Inc	Multiple	1	600.600.910.10	.00	6,683.67
02/17	02/15/2017	22585	112	Wilco	Multiple	1	300.300.614.40	.00	708.09
02/17	02/15/2017	22586	865	Xylem Water Solutions USA	3556941332	1	400.400.614.50	.00	238.00
02/17	02/15/2017	22587	114	Yamhill County Sheriff	FEB 2017	1	101.101.705.10	.00	10,627.26
02/17	02/15/2017	22588	115	Yamhill County Sheriff	17-001	1	101.101.700.35	.00	91.00
02/17	02/15/2017	22589	117	YCOM	FY17-09-DA	1	101.101.770.00	.00	2,331.41
02/17	02/15/2017	22590	1263	PumpTech, Inc.	0112603-IN	1	300.300.616.00	.00	439.74
02/17	02/28/2017	22591	190	AFLAC	335104	1	100.000.220.00	.00	189.52
02/17	02/28/2017	22592	1351	Breann Arguello	REFUND CC	1	100.100.750.20	.00	200.00
02/17	02/28/2017	22593	189	CIS Trust	MARCH 201	22	400.400.594.00	.00	8,292.46
02/17	02/28/2017	22594	519	Comcast Cable - phone	0011596 021	10	400.400.602.00	.00	303.62
02/17	02/28/2017	22595	339	Dayton School District	REFUND CC	1	100.100.750.20	.00	190.00
02/17	02/28/2017	22596	614	Frontier	8643275 021	1	400.400.602.00	.00	81.92
02/17	02/28/2017	22597	660	Gale's Towing & Recovery Inc	170817	5	400.400.614.00	.00	126.00
02/17	02/28/2017	22598	694	GPEC Electrical Contractors	4124	1	400.400.614.30	.00	360.00
02/17	02/28/2017	22599	167	GSI Water Solutions, Inc	0107.020-1	1	300.300.705.00	.00	285.00
02/17	02/28/2017	22600	1352	Jamie Sanchez	REFUND 02	1	100.100.750.20	.00	350.00
02/17	02/28/2017	22601	1350	Jennifer Atkinson	REFUND 21	2	400.400.750.00	.00	91.72
02/17	02/28/2017	22602	312	OCCMA	NRMC CONF	10	400.400.611.00	.00	350.00
02/17	02/28/2017	22603	256	Oregon Dept of Revenue	FEB 2017	1	100.000.212.00	.00	1,844.15
02/17	02/28/2017	22604	244	OreVac West Inc.	2945	1	300.300.614.60	.00	875.00
02/17	02/28/2017	22605	685	Swanson Bark Wood Products, In	1978530	1	100.103.619.00	.00	3,475.00
02/17	02/28/2017	22606	171	Terminix Processing Center	362506285	1	100.100.707.30	.00	58.00
Grand Totals:								.00	122,471.78