

**AGENDA
DAYTON CITY COUNCIL
REGULAR SESSION**



DATE: MONDAY, APRIL 2, 2018
PLACE: CITY HALL ANNEX, 408 FERRY STREET
TIME: 6:30 PM

Dayton – Rich in History.... Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS	

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

D. ACTION ITEMS

- | | |
|--|----|
| 1. Approval of Replacement and Repair of Laurie Lane Water Line | 1 |
| 2. Approval of Resolution 17/18-12 Appoint City Manager to City of Dayton's YCAHC Board Position | 7 |
| 3. Adoption of FY 2018/19 Strategic Plan Goals | 11 |
| 4. Adoption of City Manager Expectations | 15 |

E. CITY COUNCIL COMMENTS/CONCERNS

F. INFORMATION REPORTS

- | | |
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| 1. City Manager's Report | 19 |
|--------------------------|----|

G. ADJOURN

Posted: 03/29/18
Rochelle Roaden, 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 Special/Work Session, April 16, 2018
City Hall Annex, 408 Ferry St, Dayton

Council Meeting Date: April 2, 2018

To: Honorable Mayor and City Councilors

From: Zoe Monahan, City Manager

Issue: Approval of Replacement and Repair of the Laurie Lane Waterline

Background and Information

Laurie Lane is currently served by an aging and shallow water line as described in the attached memo from Stephen Sagmiller, Public Works Director. This line has undergone multiple repairs over the last two (2) years due to the age, depth, and composition of the service lines.

Staff followed the Intermediate Procurement Process (OAR 137-049-0106) to solicit quotes for this project. The quotes ranged from \$37,950 - \$73,880. Staff has recommended contracting with Leo's Excavation for the replacement and repair of the water main and service lines on Laurie Lane and suggests a 10% contingency for a total project cost of \$41,745.

City Manager Recommendation: I recommend approval of full replacement and repair of the Laurie Lane Waterline awarding the project to Leo's Excavating.

Relevant Council Goal: Goal A – Develop and maintain infrastructure to improve livability and support operations and growth.

Potential Motion to Approve: "I move approval of replacement and repair of the Laurie Lane Waterline and awarding the project to Leo's Excavating with a budget of \$41,745."

Council Options:

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

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

**THROUGH: ZOE MONAHAN
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: LAURIE LANE WATER LINE REPLACEMENT

BACKGROUND:

Homes on Laurie Lane are currently serviced by an aging and shallow water line. The water main in this area was installed in 1975 and the streets were cut in and improved after the water lines were installed.

ISSUE

The water main in this area actually lies above street grade in many spots. During the last 2 years staff has had to make a number of repairs on the service lines to the homes due to age, depth, and composition. The failing service lines is a source for water loss and has caused negative impacts to the street serving the properties.

The Intermediate Procurement process (competitive quotes from select contractors), as provided under OAR 137-049-0106, was used to provide quotes for this project. Quotes received ranged in price from \$37,950.00 to \$73,880.00. The low bid for this project was received from Leo's Excavating at \$ 37,950.00.

<u>Contractor</u>	<u>Quote</u>
Leo's Excavating	\$37,950.00
Haworth Inc.	\$61,760.00
Kizer Excavating	\$73,880.00

STAFF RECOMMENDATION:

In order to insure continued operation and reduce water loss and cost associated with repair staff recommends replacing the existing line with new C-900 water line installed at the proper depth with new HDPE service lines.

Staff recommends contracting with Leo's Excavating for the replacement of the water main and service lines on Laurie Lane for \$37,950.00 with a contingency of 10% for a total of \$41,745.00

RECOMMENDED MOTION:

Move to approve the replacement and repair of the Laurie Lane water line at a cost of \$41,745.00

QUOTE

7520 NW SODA SPRING RD

may-14-17

JOB LAURIE LN WATER REPLACEMENT

DESCRIPTION	AMOUNT
EXCAVATOR LABOR AND TRUCKING	\$13,800.00
PARTS INCLUDING HOT TAP	\$8,600.00
160 TONS ROCK	\$3,300.00
PAVING INCLUDING SAW CUTTING	\$6,100.00
DUMP FEES	\$700.00
FIRE HYD INCLUDING INSTALL	\$4,550.00
TEST AND CHLORINATE	\$900.00

THANK YOU LEO HESSELGESSER
503-758-5748

3

Kizer Excavating Co.

**Excavating
Pipeline Work**

McMinnville, OR 97128

(503) 472-4919
FAX (503) 472-8946
CCB # 134723
Quote

**Crane Service
Grading**

Date: 2/21/18

TO: Steve Sagmiller, Public Works Director
City of Dayton
503-437-0639
Sagmiller@ci.dayton.or.us

From: Matt Posey
503-517-0559
matt@kizerexc.com

RE: Proposal for installing a new waterline in Laurie Lane

We hereby submit estimates for:

BID ITEM	DESCRIPTION	QTY	UNITS	UNIT PRICE	TOTAL
10	Mobilization	1	LS	\$3,000.00	\$3,000.00
20	Erosion Control	1	LS	\$1,000.00	\$1,000.00
30	Traffic Control	1	LS	\$1,000.00	\$1,000.00
40	Install 8" C900 PVC Waterline Includes Backfill and Bedding	305	LF	\$96.00	\$29,280.00
50	6" Hot Tap	1	LS	\$4,300.00	\$4,300.00
60	Install Hydrant	1	EA	\$7,500.00	\$7,500.00
70	1" Water Services	8	EA	\$2,500.00	\$20,000.00
80	2" Blow Off Assembly	1	LS	\$1,800.00	\$1,800.00
90	Straddle Block	1	EA	\$1,000.00	\$1,000.00
100	Asphalt Trench Patch	25	TON	\$200.00	\$5,000.00

Bid Total \$73,880.00

We propose hereby to furnish labor, equipment and material, in accordance with the above, for the sum of **\$73,880.00**.
Payment to be made as follows: PAYMENT IS DUE THE 10TH OF THE MONTH FOLLOWING INVOICE.

Respectfully submitted,

Matt Posey

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Estimates are based on plans dated as above. Deviations or alterations involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be
withdrawn by us if not accepted within 30 days

Acceptance of Proposal - The above prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Steve Sagmiller

From: Troy Haworth <troy@haworthinc.net>
Sent: Tuesday, February 27, 2018 8:27 AM
To: Steve Sagmiller
Subject: RE: Water line

Steve the total cost of the project as per plans and specifications including asphalt patching would be \$61,760.00
This is a competitive bid so I would add a little to that and please don't give my number out in case it goes to bid.

From: Steve Sagmiller [mailto:SSagmiller@ci.dayton.or.us]
Sent: Thursday, February 22, 2018 7:22 AM
To: Troy Haworth (Troy@haworthinc.net)
Subject: Water line

Troy,

No real hurry but I was wondering if you had gotten a chance to look at those drawings and put together a quote. I am trying to see if we can do this project this fiscal year or if I need to put it into my budget for July.

Thanks,

Steve Sagmiller

Public Works Director
City of Dayton
ph 503-864-2221 ext 309
cell 503-437-0639



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Council Meeting Date: April 2, 2018

To: Honorable Mayor and City Councilors

From: Zoe Monahan, City Manager

Issue: Approval of Resolution 17-18-12 Appoint City Manager to City of Dayton's YCAHC Board Position

Background and Information

The City of Dayton has been an ongoing member of the Yamhill County Affordable Housing Corporation's Regional Housing Rehabilitation Collaborative (YCAHC) and Board of Directors. The YCHCA program assists homeowners in the county with revolving loan funds and other programs focused on sustaining affordable housing in the region.

The City of Dayton's board member position was previously held by former City Manager Scott Pingel. The board member position has been vacant since his departure. The YCAHC reached out to staff to request that the new City Manager serve on the YCAHC to represent the City of Dayton.

City Manager Recommendation: I recommend approval of Resolution 17/18-12.

Potential Motion to Approve: "I move approval of Resolution 17/18-12 a resolution supporting the City of Dayton's ongoing participation as a member of the Yamhill County Affordable Housing Corporation's (YCAHC) regional Housing Rehabilitation Collaborative and Board of Directors, and to appoint the new City Manager, Zoe Monahan as the successor to the former board member, Scott Pingel.

City Council Options:

- 1 – Move approval of Resolution 17/18-12 as recommended.
- 2 – Move approval of Resolution 17/18-12 with amendments.
- 3 – Take no action and direct Staff to do more research and bring more options back to the City Council at a later date.

RESOLUTION No. 17/18-12
City of Dayton, Oregon

A resolution supporting the City of Dayton's ongoing participation as a member of the Yamhill County Affordable Housing Corporation's (YCAHC) regional Housing Rehabilitation Collaborative and board of directors, and to appoint the new City Manager, Zoe Monahan, as the successor to the former board member, Scott Pingel.

WHEREAS, the Yamhill County Housing Rehabilitation program and the resulting county wide regional collaborative began in 1980 with its first Housing Rehabilitation Community Development Block Grant (CDBG) award. The City of Dayton has participated with the collaborative since 1994 when it received its first CDBG award.

WHEREAS, the Yamhill County Affordable Housing Corporation was created in 2002 and the program continues to assist homeowners countywide with the revolving loan fund that has resulted from past CDBG awards. This revolving fund currently has more than \$3,800,000.00 in receivables that are loaned back out to families for Housing Rehabilitation or other programs specifically focused on sustaining affordable housing in our region.

WHEREAS, the YCAHC Board makes all final decisions regarding the expenditures and use of these revolving loan funds.

WHEREAS, the former City Manager Scott Pingel left, Dayton's position on the board has been vacant.

WHEREAS, the new City Manager Zoe Monahan has volunteered to serve as a board member, and formal appointment by the City Council is required.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DAYTON, OREGON as follows:

1. The City of Dayton continues to support efforts to achieve affordable housing solutions for all of its residents.
2. The City of Dayton supports the efforts of the YCAHC programs and wishes to continue participating in the regional collaborative.
3. The City Council hereby appoints the City Manager Zoe Monahan as the new member of the YCAHC Board representing the City of Dayton.

ADOPTED this 2nd day of April, 2018.

In Favor:

Opposed:

Absent:

Abstained:

Elizabeth Wytoski, Mayor

Date Signed

ATTEST:

Rochelle Roaden, City Recorder

Date of Enactment

Council Meeting Date: April 2, 2018
To: Honorable Mayor and City Councilors
From: Zoe Monahan, City Manager
Issue: Approval of City Council Goals

Background and Information

At the March 19, 2018 City Council Work Session, the City Council discussed their 2018-2019 Strategic Plan Goals. The conversation was facilitated by Sean O'Day from the Mid – Willamette Valley Council of Governments (MWVCOG). The Council discussed previous goals, made modifications, and added new goals as appropriate. The Strategic Goals will be used to guide the City's work program and planning for the 2018 – 2019 budget.

City Manager Recommendation: I recommend approval of Strategic Plan Goals (2018-2019).

Relevant Council Goal: Adopting the Council Goals.

Potential Motion to Approve: "I move approval of the City Council Strategic Plan Goals for fiscal year 2018-2019."

Council Options:

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

Strategic Plan Goals 2018-19

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

OBJECTIVE	PRIORITY
Obtain funding for the water system's short-term capital improvement needs including: the Fisher Farms Wells and replacing the Main Transmission Line from the Springs to the Footbridge.	2
Complete Chlorine Generator Improvements.	2
Complete Main Pump Station Upgrade.	1
Complete Ferry Street Trunk Sewer Replacement.	1
Complete 9 th Street lift station improvements.	1
Make system improvements consistent with the MAO and; That are necessary to obtain year-round effluent discharge permit from DEQ.	2 3
Evaluate funding models for establishing Pavement Management Program.	1
Identify potential land for industrial use.	2
Complete sidewalk improvements: <ul style="list-style-type: none"> On Ferry Street (9th to Flower Lane) <ul style="list-style-type: none"> Design and engineer improvements On Church Street West of 9th Street On School Routes 	2 1 3 3
Restore the Multi-Modal (bike and ped) function of the Dayton Foot Bridge by replacing the decking and handrails.	1
Relocate water and sewer lines attached to the Dayton Foot Bridge (in conjunction with the By-Pass).	3
Adopt prioritized list of pedestrian system improvements (for funding eligibility).	1
Install sewer aeration in lagoon 3 to increase waste water treatment capacity.	2
Adopt joint resolution between cities of Lafayette and Dayton relating to water use management.	1

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

OBJECTIVE	PRIORITY
Update the Dayton Municipal Code <ul style="list-style-type: none"> Establish Historic Overlay Zone with Design Standards Establish a General Sign Code Establish an ordinance addressing vehicular homeless and long term RV stays. 	4 1 2 2
Continue Yard of the Month/Mayor's Beautification Program.	4
Coordinate public signage within the City.	4
Continue Holiday Lights Competition.	4
Establish a strategy with timelines for effectuating an urban growth boundary swap for residential property.	1

Complete transfer of tax foreclosed real property from the county to the city to facilitate the development of affordable housing.	1
Develop five year plan consisting of finance strategy, design, and construction for the building of new City Hall and library.	1
Establish a Mural Policy to acquire murals as public art (similar to City of Salem, Metro area Regional Arts Council).	2
Establish a Transient Lodging Tax Revenue Plan.	1

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

OBJECTIVE	PRIORITY
Acquire other half of Legion Field for development of a recreational facility.	1
Review existing sewer access easement in Country Heritage Estates Phase 2 for additional permissible use as pedestrian and bike trail with wayfinding signs; if not permissible, evaluate options for doing so.	1
Support and advocate for improvement of the County’s Dayton Landing Park and boat ramp to include: permitting, funding, and construction of improvements.	4
Acquire Brookside Cemetery from school district.	1

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

OBJECTIVE	PRIORITY
Promote Friday Nights and Old Timers Weekend.	4
Review and update as necessary the map of historic resources, and increase distribution.	4

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

OBJECTIVE	PRIORITY
Evaluate options for renewing or replacing existing three-year public safety levy.	1

Goal F – Enhance communications to actively engage the community

OBJECTIVE	PRIORITY
Coordinate communication with community groups.	4
Increase public awareness of public library hours, programs, and services.	4
Develop community newsletter.	1

Explore smartphone application or other mobile/electronic social media based means for notification of community events, emergencies, and other matters of public interest.	2
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KEY TO PRIORITY RATINGS

- 1 – Do now – budget in the forth-coming budget year
- 2 – Look at accomplishing 2-3 years in the future
- 3 – Nice to have – not to look at funding for at least 3 – 5 years in the future
- 4 – Routine – on-going from year to year

Council Meeting Date: April 2, 2018
To: Honorable Mayor and City Councilors
From: Zoe Monahan, City Manager
Issue: Approval of City Manager Expectations

Background and Information

At the March 19, 2018 City Council Work Session, the City Council discussed City Manager Expectations to provide the City Manager with clear performance guidelines. The City Council will conduct a six month evaluation as well as a one year evaluation.

City Manager Recommendation: I recommend approval of the City Manager Expectations.

Relevant Council Goal: N/A

Potential Motion to Approve: “I move approval of the City Manager Expectations.”

Council Options:

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

City Manager Expectations

The City Manager, being the chief administrative officer, directs the overall administrative activities and operations of the City; advises and assists the City Council; and represents the City's interests.

The Dayton City Council, being the governing body, establishes the following expectations to be used in evaluations and employment considerations for City Manager.

Professional Skills

- Maintains current knowledge of local government management
- Demonstrates capacity for innovation and creative solutions
- Demonstrates effective approaches for problem solving
- Operates with ethical standards to promote trust and positive results
- Analyzes challenges for in-depth understanding
- Handles affairs in a fair and impartial manner
- Communicates with regional counterparts

Management Skills

- Recruits and maintains competent personnel
- Manages staff performance through at least annual evaluations, setting goals and objectives, periodically reviewing progress, and providing appropriate feedback
- Applies appropriate intervention for substandard performance
- Promotes training and development opportunities for all levels of staff
- Supports department heads in decision making
- Supports subordinates and promotes confidence while monitoring all operations
- Manages compensation and benefits plans professionally
- Considers creative suggestions from Council and staff
- Encourages teamwork, innovation, and effective problem solving among all staff

Organizational fit

- Demonstrates diligent and thorough dedication to the discharge of duties
- Pursues understanding of community history and culture
- Exercises good judgement
- Displays enthusiasm, cooperation, and flexibility for carrying out city goals
- Demonstrates appropriate mental and physical stamina
- Exhibits composure, appearance, and attitude appropriate for executive leadership

Council Relations

- Attends all Council and budget meetings
- Reviews committee meeting minutes as appropriate
- Carries out the directives of the governing body
- Initiates long-term plans to address future needs
- Disseminates timely, complete, and accurate information to all Councilors
- Provides research, options, and complexities related to meeting agendas
- Facilitates discussion and decision making without usurping authority
- Responds well to questions, advice, and constructive criticism
- Responds to Council requests for special reports
- Supports the actions and decisions of the Council
- Understands, supports, and enforces local ordinances, policies, and law
- Reviews local ordinances, policies and law to suggest updates and improvements
- Provides regular progress and informational reports to Councilors
- Produces accurate, concise, comprehensive reports, appropriately written for their intended audience
- Conveys positive messaging for publicly scrutinized affairs and decisions of the Council
- Communicates absences to City Recorder, Public Works Director and Mayor with absences beyond two business days communicated to Council

Public Relations

- Responds to questions and concerns from residents
- Demonstrates dedication to service of the community
- Maintains a nonpartisan approach in news media interaction
- Makes appropriate effort to achieve or maintain resident satisfaction with services
- Shares responsibility for addressing community challenges
- Avoids unnecessary controversy
- Cooperates with regional, state, and federal agencies
- Serves on external boards and/or committees as necessary to promote city goals

Fiscal Management

- Prepares a balanced budget to provide services as directed by Council
- Prepares a strategic budget in an accessible format
- Advises the best uses of available funds to operate the city effectively and efficiently
- Monitors and manages fiscal activities of the city appropriately
- Prioritizes projects according to Council goals and expectations
- Strategically plans bid and construction timing to maximize community progress
- Demonstrates responsible financial planning and accountability

Council Meeting Date: April 2, 2018
To: Honorable Mayor and City Councilors
From: Zoe Monahan, City Manager
Subject: Staffing Update

The City is experiencing a change in staffing due to the retirement of our long time Librarian/Community Development Specialist. Debra Lien has served the City for 24 years and had a specific skill set, knowledge and history of the city which will not be easily replaced.

Additionally, as the City has grown, the needs have changed. The City has an opportunity to increase the focus on the library, community programming and communication with our community while maintaining the other essential services provided by the administrative staff.

In order to better serve our community, staff plans to modify our current staffing. The Community Services Assistant will become a full time (1.0 FTE) position and take on the planning administrative functions. The Librarian position will remain at 28 hours (0.70 FTE), and focus on library circulation, programming and communication efforts. This change will increase the focus on the library while maintaining essential city services.

Staff is in the process of revising job descriptions and evaluating pay scales. We intend to start the recruitment of the City's next Librarian in early April.

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
02/18	02/15/2018	23543	329	Alexonet Inc	1488	10	400.400.705.30	.00	463.70
02/18	02/15/2018	23544	215	Baker Rock Resources	298698	2	400.400.799.00	.00	113.86
02/18	02/15/2018	23545	255	Cascade Columbia	Multiple	3	300.300.616.00	.00	5,300.32
02/18	02/15/2018	23546	166	Cascade Form Systems	2155	2	300.300.601.00	.00	319.93
02/18	02/15/2018	23547	105	City of Dayton	Multiple	1	300.301.707.00	.00	2,325.51
02/18	02/15/2018	23548	169	City of Yamhill	00306	1	101.101.705.40	.00	250.00
02/18	02/15/2018	23549	860	City Sweepers, LLC	10862	1	200.200.614.40	.00	693.02
02/18	02/15/2018	23550	1127	Copiers Northwest, Inc	INV1701796	10	400.400.601.00	.00	370.22
02/18	02/15/2018	23551	150	Debra Lien	REIMB 0209	1	100.104.611.00	.00	28.85
02/18	02/15/2018	23552	180	DND Electrical Contractors	1413	11	300.301.707.00	.00	120.00
02/18	02/15/2018	23553	789	Edge Analytical	Multiple	1	300.300.751.00	.00	291.00
02/18	02/15/2018	23554	839	Ferguson Enterprises Inc. #3011	0625692	1	200.200.614.40	.00	698.60
02/18	02/15/2018	23555	543	Ferrellgas	Multiple	1	300.301.600.10	.00	1,200.48
02/18	02/15/2018	23556	261	First Aid Plus	Multiple	10	400.400.601.00	.00	127.40
02/18	02/15/2018	23557	614	Frontier	85643275 01	1	400.400.602.00	.00	83.99
02/18	02/15/2018	23558	780	Guardian Fire Protection Inc	135818	1	100.100.707.30	.00	127.00
02/18	02/15/2018	23559	134	Iron Mountain Records Mgmt	PSY7970	10	400.400.601.00	.00	57.62
02/18	02/15/2018	23560	1462	Laurie Smith	REFUND JU	1	101.101.799.00	.00	50.00
02/18	02/15/2018	23561	108	Les Schwab	2020092155	6	400.400.614.00	.00	497.98
02/18	02/15/2018	23562	139	Lowe's	Multiple	6	400.400.617.00	.00	191.75
02/18	02/15/2018	23563	121	McMinnville Water & Light	67508 01261	1	300.300.600.00	.00	262.73
02/18	02/15/2018	23564	124	Mid-Willamette Valley COG	1718230	10	400.400.705.00	.00	4,565.50
02/18	02/15/2018	23565	110	Northwest Logging Supply	248798	6	400.400.617.00	.00	38.75
02/18	02/15/2018	23566	163	Oregon Dept of Revenue	JAN 2018	1	101.101.700.35	.00	375.00
02/18	02/15/2018	23567	621	Portland Engineering, Inc	7558	2	300.300.705.00	.00	60.00
02/18	02/15/2018	23568	106	Recology Western Oregon	08393639	2	200.200.603.00	.00	245.91
02/18	02/15/2018	23569	224	Ridgeway Supply	0046500-IN	1	300.301.617.00	.00	25.16
02/18	02/15/2018	23570	937	Schulz-Clearwater Sanitation, Inc	476261	1	100.103.619.00	.00	141.00
02/18	02/15/2018	23571	171	Terminix Processing Center	372447827	10	100.104.707.00	.00	73.00
02/18	02/15/2018	23572	154	Westech Engineering, Inc	Multiple	1	700.700.910.40	.00	9,596.97
02/18	02/15/2018	23573	112	Wilco	Multiple	6	400.400.616.10	.00	1,491.13
02/18	02/15/2018	23574	114	Yamhill County Sheriff	FEB 2018	1	101.101.705.10	.00	10,922.42
02/18	02/15/2018	23575	115	Yamhill County Sheriff	18-001	1	101.101.700.35	.00	143.00
02/18	02/15/2018	23576	117	YCOM	FY18-09-DA	1	101.101.770.00	.00	2,426.25
02/18	02/15/2018	23577	1464	Zoe Monahan	REIMB 01/31	1	500.500.752.00	.00	23.87
02/18	02/28/2018	23578	238	A&E Security & Electronic	158413	1	100.100.601.00	.00	29.25
02/18	02/28/2018	23579	1465	Able Heating and Cooling	DA180001 O	1	100.100.799.00	.00	8.88
02/18	02/28/2018	23580	190	AFLAC	481466	1	100.000.220.00	.00	189.52
02/18	02/28/2018	23581	127	Baker & Taylor	4012139292	1	100.104.715.00	.00	1,012.14
02/18	02/28/2018	23582	151	Beery, Elsner & Hammond	16192	4	400.400.700.00	.00	623.50
02/18	02/28/2018	23583	1351	Breann Arguello	REFUND 02	1	100.100.750.20	.00	200.00
02/18	02/28/2018	23584	166	Cascade Form Systems	2198	10	400.400.601.00	.00	376.89
02/18	02/28/2018	23585	1466	Chris and Robyn Pekarek	DEPOSIT RE	1	300.300.750.00	.00	45.21
02/18	02/28/2018	23586	189	CIS Trust	MARCH 201	22	400.400.594.00	.00	7,014.12
02/18	02/28/2018	23587	860	City Sweepers, LLC	10936	1	200.200.614.40	.00	1,068.02
02/18	02/28/2018	23588	519	Comcast Cable - phone	5130011596	10	400.400.602.00	.00	304.56
02/18	02/28/2018	23589	466	Copy Cats	402927	10	400.400.601.00	.00	92.50
02/18	02/28/2018	23590	219	Dayton High School	DEP REF-A	1	100.100.750.20	.00	200.00
02/18	02/28/2018	23591	111	DCBS Fiscal Services	JAN 2018	1	100.106.700.35	.00	107.22
02/18	02/28/2018	23592	789	Edge Analytical	Multiple	1	400.400.751.00	.00	163.00
02/18	02/28/2018	23593	1467	Elizabeth Withnell	REFUND DE	1	100.100.750.20	.00	200.00
02/18	02/28/2018	23594	1029	Federal Safety Compliance	D1773	10	400.400.601.00	.00	298.50
02/18	02/28/2018	23595	839	Ferguson Enterprises Inc. #3011	0626178	1	300.300.616.20	.00	4,721.64

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
02/18	02/28/2018	23596	543	Ferrellgas	Multiple	10	400.400.600.10	.00	1,228.77
02/18	02/28/2018	23597	614	Frontier	Multiple	1	300.300.602.00	.00	454.87
02/18	02/28/2018	23598	542	Grainger	9692525752	1	300.301.616.00	.00	62.98
02/18	02/28/2018	23599	1473	Harter Construction	BUS REG R	1	100.100.799.00	.00	25.00
02/18	02/28/2018	23600	321	Industrial Welding Supply, Inc	949734	6	400.400.617.00	.00	52.00
02/18	02/28/2018	23601	1468	Jillanne Wauters	DEP REFUN	1	100.100.750.20	.00	200.00
02/18	02/28/2018	23602	845	John Deere Financial	05306082	3	400.400.614.00	.00	2,913.00
02/18	02/28/2018	23603	1463	MAILFINANCE	N6967074	10	400.400.601.10	.00	413.97
02/18	02/28/2018	23604	124	Mid-Willamette Valley COG	1718246	1	100.105.705.20	.00	138.25
02/18	02/28/2018	23605	832	Newman Paving & Curbin	5050	1	200.200.614.40	.00	2,122.50
02/18	02/28/2018	23606	871	Office Depot, Inc	Multiple	10	400.400.601.00	.00	148.59
02/18	02/28/2018	23607	244	OreVac West Inc.	3676	1	400.400.614.40	.00	600.00
02/18	02/28/2018	23608	103	PGE	Multiple	1	400.400.600.00	.00	7,565.20
02/18	02/28/2018	23609	1388	Pitney Bowes	1006475186	10	400.400.601.10	.00	169.98
02/18	02/28/2018	23610	621	Portland Engineering, Inc	7590	1	300.301.705.00	.00	1,054.00
02/18	02/28/2018	23611	224	Ridgeway Supply	Multiple	6	400.400.617.00	.00	58.46
02/18	02/28/2018	23612	1469	Ronald Hayes	DEP REFUN	1	300.300.750.00	.00	56.26
02/18	02/28/2018	23613	892	Spaniol's Stripping & Signs	120517	1	200.200.614.40	.00	150.00
02/18	02/28/2018	23614	119	Sprint	414585229-1	10	400.400.602.00	.00	343.42
02/18	02/28/2018	23615	141	Staples Credit Plan	Multiple	1	500.500.752.00	.00	85.23
02/18	02/28/2018	23616	417	Stevens Water Monitoring	230362	1	300.300.616.00	.00	125.30
02/18	02/28/2018	23617	228	Supplyworks	427561196	10	400.400.601.00	.00	522.87
02/18	02/28/2018	23618	171	Terminix Processing Center	372911256	1	100.100.707.30	.00	60.00
02/18	02/28/2018	23619	129	The Library Store	314301	1	100.104.601.00	.00	242.69
02/18	02/28/2018	23620	1006	US Bank	SAGMILLER	21	100.100.799.00	.00	607.33
02/18	02/28/2018	23621	225	USA Bluebook	478052	1	300.300.616.00	.00	315.65
02/18	02/28/2018	23622	186	VFW post # 10626	18-001	1	101.101.705.00	.00	37.50
02/18	02/28/2018	23623	1470	Vicki Durand	REIMB MILE	3	500.500.752.00	.00	23.98
02/18	02/28/2018	23624	112	Wilco	Multiple	6	400.400.616.10	.00	742.72
02/18	02/28/2018	23625	1471	William C Brooker	DEP REFUN	1	300.300.750.00	.00	1.34
02/18	02/28/2018	23626	1472	WIN-911 Software	114XT408-20	1	300.301.705.30	.00	495.00
02/18	02/28/2018	23627	256	Oregon Dept of Revenue	PR 022818	1	100.000.212.00	.00	1,906.55
Grand Totals:								.00	83,280.28

City of Dayton
Budget vs Actual for FY 2017-2018
as of February 28, 2018

		YTD Actual	2017-2018 Cur Year Budget	YTD % of Budget	2016-2017 Pri Year Actual
GENERAL FUND	Revenue	396,771	959,981	41.3%	1,035,446
Admin					
	Personnel Services				
	Salaries	28,546	47,465	60.1%	44,013
	Benefits	14,533	27,708	52.5%	18,643
	Material and Services	40,681	82,325	49.4%	65,894
	Capital Outlay	5,366	19,000	28.2%	7,211
	Total Administration	89,126	176,498	50.5%	135,761
Parks					
	Personnel Services				
	Salaries	20,757	33,180	62.6%	31,079
	Benefits	9,077	19,369	46.9%	11,844
	Material and Services	19,072	40,600	47.0%	30,589
	Capital Outlay	7,388	13,500	54.7%	5,811
	Total Parks	56,294	106,649	52.8%	79,323
Library					
	Personnel Services				
	Salaries	26,755	43,090	62.1%	39,733
	Benefits	16,378	25,154	65.1%	21,372
	Material and Services	10,236	19,175	53.4%	14,382
	Capital Outlay	282	3,500	8.1%	2,230
	Total Library	53,651	90,919	59.0%	77,717
Planning					
	Personnel Services				
	Salaries	9,406	17,095	55.0%	15,235
	Benefits	5,838	9,879	59.1%	7,619
	Material and Services	21,973	47,325	46.4%	25,348
	Capital Outlay	169	500	33.8%	349
	Total Planning	37,386	74,799	50.0%	48,551
Building					
	Personnel Services				
	Salaries	9,052	15,723	57.6%	13,961
	Benefits	5,325	9,178	58.0%	6,948
	Material and Services	45,297	85,075	53.2%	33,909
	Capital Outlay	449	500	89.8%	18
	Total Building	60,123	110,476	54.4%	54,836
	Transfers	0	61,000	0.0%	49,500
	Contingency	0	100,000	0.0%	0
	Unappropriated Ending Fund Balance	0	239,640	0.0%	0
	Total Fund 100 Revenue	396,771	959,981	41.3%	1,035,446
	Total Fund 100 Expenses	296,580	959,981	30.9%	445,689
	General Fund Balance	100,191			589,757

City of Dayton
Budget vs Actual for FY 2017-2018
as of February 28, 2018

	YTD Actual	2017-2018 Cur Year Budget	YTD % of Budget	2016-2017 Pri Year Actual
LOCAL OPTION TAX				
Revenue	218,522	397,051	55.0%	409,640
Personnel Services				
Salaries	20,565	33,673	61.1%	27,196
Benefits	11,069	19,656	56.3%	14,654
Material and Services	123,352	193,450	63.8%	176,765
Capital Outlay	304	3,000	10.1%	171
Total	155,291	249,779	62.2%	218,786
Contingency	0	147,272	0.0%	0
Total Fund 101 Revenue	218,522	397,051	55.0%	409,640
Total Fund 101 Expenses	155,291	397,051	39.1%	218,786
Local Option Tax Fund Balance	63,231			190,854
Street Fund				
Revenue	109,656	236,774	46.3%	255,887
Personnel Services				
Salaries	18,328	29,038	63.1%	27,084
Benefits	7,691	16,951	45.4%	10,036
Material and Services	41,997	95,971	43.8%	58,802
Capital Outlay	217	6,500	3.3%	18
Total	68,233	148,460	46.0%	95,940
Transfers	0	65,000	0.0%	0
Contingency	0	23,314	0.0%	0
Total Fund 200 Revenue	109,656	236,774	46.3%	255,887
Total Fund 200 Expenses	68,233	236,774	28.8%	95,940
Street Fund Balance	41,423			159,947
Water Fund				
Revenue	622,775	1,369,700	45.5%	1,493,369
Personnel Services				
Salaries	70,164	115,555	60.7%	103,181
Benefits	36,524	67,456	54.1%	47,661
Material and Services	101,941	271,292	37.6%	199,710
Capital Outlay	9,011	10,500	85.8%	8,503
Total	217,640	464,803	46.8%	359,056
Water Treatment Facility				
Personnel Services				
Salaries	24,843	39,825	62.4%	36,284
Benefits	12,891	23,248	55.4%	16,822
Material and Services	62,583	104,475	59.9%	86,692
Capital Outlay	115	1,500	7.7%	7
Total	100,432	169,048	59.4%	139,805
Transfers	0	402,000	0.0%	433,000
Contingency	0	208,849	0.0%	0
Unappropriated Ending Fund Balance	0	125,000	0.0%	0
Total Fund 300 Revenue	622,775	1,369,700	45.5%	1,493,369
Total Fund 300 Expenses	318,071	1,369,700	23.2%	931,860
Water Fund Balance	304,703			561,509

City of Dayton
Budget vs Actual for FY 2017-2018
as of February 28, 2018

	YTD Actual	2017-2018 Cur Year Budget	YTD % of Budget	2016-2017 Pri Year Actual
Sewer Fund				
Revenue	291,106	648,429	44.9%	633,556
Personnel Services				
Salaries	69,016	111,808	61.7%	101,420
Benefits	36,446	65,268	55.8%	47,560
Material and Services	103,925	206,592	50.3%	162,522
Capital Outlay	1,930	6,500	29.7%	3,370
Total	211,317	390,168	54.2%	314,870
Contingency	0	258,261	0.0%	61,000
Total Fund 400 Revenue	291,106	648,429	44.9%	633,556
Total Fund 400 Expenses	211,317	648,429	32.6%	375,870
Sewer Fund Balance	79,789			257,686
State Revenue Sharing				
Revenue	13,461	105,574	12.7%	86,861
Material and Services	18,347	98,525	18.6%	30,714
Capital Outlay	0	7,049	0.0%	47
Total	18,347	105,574	17.4%	30,761
Total Fund 500 Revenue	13,461	105,574	12.7%	86,861
Total Fund 500 Expenses	18,347	105,574	17.4%	30,761
State Revenue Sharing Fund Balance	-4,887			56,100
Water Utility Capital				
Revenue	36,624	162,171	22.6%	381,335
Material and Services	0	0	0.0%	0
Capital Outlay	83,522	162,171	51.5%	359,981
Total	83,522	162,171	51.5%	359,981
Total Fund 600 Revenue	36,624	162,171	22.6%	381,335
Total Fund 600 Expenses	83,522	162,171	51.5%	359,981
Water Utility Capital Fund Balance	-46,898			21,353
Sewer Utility Capital				
Revenue	139,148	2,613,564	5.3%	219,486
Material and Services	0	0	0.0%	0
Capital Outlay	161,915	2,600,000	6.2%	131,784
Total	161,915	2,600,000	6.2%	131,784
Total Fund 700 Revenue	139,148	2,613,564	5.3%	219,486
Total Fund 700 Expenses	161,915	2,600,000	6.2%	131,784
Water Utility Capital Fund Balance	-22,767			87,702
Equipment Replacement Reserve Fund				
Revenue	305	27,825	1.1%	12,378
Capital Outlay	25,812	26,000	99.3%	6,669
Contingency	0	1,825	0.0%	0
Total	25,812	27,825	92.8%	6,669
Total Fund 750 Revenue	305	27,825	1.1%	12,378
Total Fund 750 Expenses	25,812	27,825	92.8%	6,669
Water Utility Capital Fund Balance	-25,507			5,709

City of Dayton
Budget vs Actual for FY 2017-2018
as of February 28, 2018

		YTD Actual	2017-2018 Cur Year Budget	YTD % of Budget	2016-2017 Pri Year Actual
Building Reserve Fund	Revenue	949	93,505	1.0%	53,218
	Capital Outlay	0	90,000	0.0%	0
	Contingency	0	3,505	0.0%	0
	Total	0	93,505	0.0%	0
	Total Fund 760 Revenue	949	93,505	1.0%	53,218
	Total Fund 760 Expenses	0	93,505	0.0%	0
	Water Utility Capital Fund Balance	949			53,218
Streets Capital Projects Fund	Revenue	10,524	221,980	4.7%	307,452
	Material and Services	0	0	0.0%	0
	Capital Outlay	4,158	165,000	2.5%	129,364
	Contingency	0	56,980	0.0%	0
	Total	4,158	221,980	1.9%	129,364
	Total Fund 770 Revenue	10,524	221,980	4.7%	307,452
	Total Fund 770 Expenses	4,158	221,980	1.9%	129,364
Park Capital Projects	Revenue	2,294	30,704	7.5%	46,370
	Material and Services	0	0	0.0%	0
	Capital Outlay	10,925	29,000	37.7%	4,824
	Contingency	0	1,704	0.0%	0
	Total	10,925	30,704	147.0%	4,824
	Total Fund 780 Revenue	2,294	30,704	7.5%	46,370
	Total Fund 780 Expenses	10,925	30,704	35.6%	4,824
Debt Service	Revenue	24,963	462,786	5.4%	530,059
	Material and Services	249,452	249,451	100.0%	326,085
	Reserve for Lafayette Loan Payoff	0	23,625	0.0%	0
	Total	249,452	273,076	91.3%	326,085
	Unappropriated Ending Fund Balance	0	189,710	0.0%	0
	Total Fund 850 Revenue	24,963	462,786	5.4%	530,059
	Total Fund 850 Expenses	249,452	462,786	53.9%	326,085
	Water Utility Capital Fund Balance	-224,489			203,974

TO: MAYOR WYTOSKI AND CITY COUNCIL MEMBERS

**THROUGH: ZOE MONAHAN
CITY MANAGER**

**FROM: STEPHEN SAGMILLER
PUBLIC WORKS DIRECTOR**

SUBJECT: PUBLIC WORKS ACTIVITIES REPORT MARCH 2018

Water:

Regulatory Samples bi weekly
Daily rounds
Work orders
Locates
Water service repair
Meter reading
Meter Re Reads
Turn ons / turn offs
Repair chlorine at Treatment Plant
Water Report to Lafayette
Water report to State
Meter replacement (various)
Emergency shut offs (various)
Xylene samples at springs and wells
Receive chemicals at Treatment Plant
Replace booster pump at well 1

Wastewater:

Regulatory Samples bi weekly
Daily Rounds
Check operation of lift stations daily
Locates
DMR to DEQ
Pump repair at lagoons
Clear mainline
Clear manhole
Get quotes for 9th St. LS upgrade

Parks:

Mow parks
Clean Restrooms at park daily
Dump garbage all parks

Facilities:

Repairs at CC
Dump garbage at CC
Fire extinguisher checks

Storm water:

Locates

Streets:

Street patching (various)
Dump garbage on Ferry
Street sweeping

.

Misc:

Deliver agendas
State Fire Marshal report
Pre con for sewer project
Get drop box from Jefferson