

AGENDA
CITY OF DAYTON
REGULAR SESSION

DATE: MONDAY, JANUARY 6, 2025
TIME: 6:30 PM
PLACE: DAYTON CITY HALL ANNEX - 408 FERRY STREET, DAYTON, OREGON
VIRTUAL: ZOOM MEETING - ORS 192.670/HB 2560

You may join the Council Meeting online via YouTube: <https://youtube.com/live/KxvG80at1DA?feature=share>

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	
D.	CONSENT AGENDA	
	1. December 2, 2024, Regular Session Minutes	1-7
E.	ACTION ITEMS	
	1. Swearing in of City Council	
	2. Voting for Council President	9-10
	3. OLCC Renewal Recommendations	11-13
	4. Planning Commissioner Re-Appointment	15
	5. Approval of Resolution 24/25-10 Amending the Dayton Events Committee Voting Membership	17-20
	6. Check Signing Authority Discussion	21
F.	CITY COUNCIL COMMENTS/ CONCERNS	
G.	INFORMATION REPORTS	
	1. Tourism and Economic Development	
H.	CITY MANAGER'S REPORT	23-32

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: City Hall Annex is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 864-2221 or rvargas@daytonoregon.gov.

I. ADJOURN

Posted: January 2, 2025

By: Rocio Vargas, City Recorder

NEXT MEETING

February 3, 2025, Regular Session

February 18, 2025, Work Session

Virtually via Zoom and in Person, City Hall Annex, 408 Ferry Street, Dayton, Oregon

The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods:

- a **Email - any time up to 5:00 p.m.** the day of the meeting to rvargas@daytonoregon.gov.
The Mayor will read the comments emailed to the City Recorder.
- b **Appear in person** - if you would like to speak during public comment, please sign up on the sign-in sheet located on the table when you enter the Council Chambers.
- c **Appear by Telephone only** - please sign up prior to the meeting by emailing the City Recorder at rvargas@daytonoregon.gov. (The chat function is not available when calling by phone into Zoom.)
- d **Appear virtually via Zoom** - send an email directly to the City Recorder, Rocio Vargas, prior to the meeting to request to speak during public comment. **The City Recorder will need your first and last name, address, and contact information** (email, phone number), **and topic name** you will receive the Zoom Meeting link or information. When it is your turn, the Mayor will announce your name and your microphone will be unmuted.

**MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
December 2, 2024**

PRESENT: Mayor Annette Frank
Councilor Drew Hildebrandt
Councilor Scott Hover
Councilor Kitty Mackin
Councilor Jim Maguire
Councilor Chris Teichroew
Council President Luke Wildhaber

ABSENT:

STAFF: Cyndi Park, Interim City Manager
Rocio Vargas, City Recorder
Curt Fisher, City Planner
Dave Rucklos, Tourism & Economic Development Director
Don Cutler, Public Works Supervisor

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

B. ROLL CALL

Mayor Frank noted that Councilors Hildebrandt, Hover, Mackin, Maguire, Teichroew, Wildhaber were all present in person.

C. APPEARANCE OF INTERESTED CITIZENS

None.

D. CONSENT AGENDA

1. November 4, 2024, Regular Session Minutes

Councilor Maguire noted a misspelling on page three under the Executive Session paragraph. He also inquired for clarification on the next page on what "112" represented in Sargent Eubanks statement.

**DREW HILDEBRANDT MOVED TO APPROVE THE
NOVEMBER 4, 2024; REGULAR SESSION MINUTES AS
AMENDED. SECONDED BY KITTY MACKIN. Motion**

carried with Frank, Hildebrandt, Hover, Mackin, Maguire, Teichroew, and Wildhaber voting aye.

E. PUBLIC HEARING

The Dayton City Council held a hearing to obtain citizen input on text amendments to the Dayton Land Use and Development Code to implement statute changes passed by the State Legislature during the 2023 and 2024 sessions (HB 3395 and SB 1537).

Mayor Frank opened the public hearing at 6:33 pm.

F. ACTION ITEMS

1. Text Amendments to the Dayton Land Use and Development Code

Curt Fisher, City Planner presented the staff report with the proposed text amendment to chapter 7 in accordance with HB 3395 and SB 1537.

Councilor Maguire inquired if a subdivision application would now be approved by staff and not Planning Commission.

Curt confirmed that it would be a staff decision and if there was an appeal then it would be directed to Planning Commission.

Councilor Maguire inquired if City Council members could be included in the notice period for public comments. He stated that as a Councilor he would like to attend and make sure the development meets the code.

Mayor Frank requested to specify City Manager and a specific title for the decision maker instead of leaving it open to interpretation as "staff".

Councilor Hover inquired if the measure intended to remove the quasi-judicial if the required criteria is met.

Curt stated the reasoning is that the clear and objective standards set are applied and if met then there is no room for public input.

Councilor Hover inquired if the standards are not met who is responsible to make the determination.

Curt stated that (he) the City Planner is who would decide if the required standards were met or not.

Councilor Maguire inquired if the decision would now be made by the City Manager and the City Planner then how does the City Council as elected official body review to make sure it is done correctly if City Council does not get to review the applications.

Curt stated that if the City Council and the Planning Commission are added to the notice list then they would have the ability to comment and ask to review the application as a City Council and add an extra step to the process for review.

Councilor Maguire stated that he wants to add more eyes reviewing applications.

Mayor Frank stated that for the same reason she would like to specify who will be making the decision - City Manager and who else.

Curt suggested City Manager or designee.

Councilor Hildebrandt inquired if adding City Council to the notice list and having the Council more involved in the review be a risk in the future.

Curt stated that City Council review question can be left up to the applicant to challenge it. He stated the law allows the challenge of the question for causing unreasonable delay.

Councilor Mackin stated that with the new changes it will be important that the requirements are all in writing to be able to depend on the code to be followed with less review steps.

Curt offered to bring the text amendments back for another review before performing the first reading of the ordinance.

Councilor Maguire went through a list of edits to the proposed text amendments.

There was discussion about veterinary shops being allowed or not in the Commercial Residential or Commercial zones.

Mayor Frank closed the public hearing at 7:07pm.

Councilor Hover inquired if another public hearing at the next meeting.

Curt stated that City Council could continue the hearing.

JIM MAGUIRE MOVED THAT THE CITY COUNCIL CONTINUE THE HEARING DATE TO MONDAY, JANUARY 6, 2025, AT 6:30PM TO OBTAIN ADDITIONAL INFORMATION AND A REVISED STAFF REPORT. SECONDED BY DREW HILDEBRANDT. Motion carried with Frank, Hildebrandt, Hover, Mackin, Maguire, Teichroew, and Wildhaber voting aye.

2. First Reading of Ordinance 665 Amending Chapter 7 (DLUDC) of the Dayton Municipal Code

Moved to the next meeting on Monday, January 6, 2025.

3. Yamhill County Sheriff's Office Annual Stats for FY 23/24 and FY 24/25 Projections

Sheriff Elliott presented the annual stats for FY 23/24.

Councilor Maguire stated that the numbers on the chart do not add up.

Sheriff stated that the numbers are reflecting the reportable incidents not the total number of calls for service but would review the numbers.

Councilor Hildebrandt thanked Sheriff Elliott for the presentation. He inquired about the top 20 calls for service by type if it was possible to get more years included in the report. He also inquired about the statistics of other cities and the availability of those statistics.

Sheriff Elliott stated that Lafayette also asked for the same information and will compile the information for all five cities they service. He inquired how far back statistics Councilor Hildebrandt wants the top 20 calls for service by types.

Councilor Hildebrandt stated 2021.

Mayor Frank thanked Sheriff Elliott for his presentation.

4. Approval of Resolution 24/25-08 Changing the Signing Authority for US Bank

Cyndi Park, Interim City Manager stated that this resolution is to remove her as an authorized signer and add the new City Manager Jeremy Caudle to the authorized signer list.

DREW HILDEBRANDT MOVED TO APPROVE RESOLUTION 24/25-08, A RESOLUTION CHANGING THE SIGNATURE AUTHORITY FOR US BANK PRIMARY CHECKING ACCOUNT. SECONDED BY CHRIS TEICHROEW. Motion carried with Frank, Hildebrandt, Hover, Mackin, Maguire, Teichroew, and Wildhaber voting aye.

5. Approval of Resolution 24/25-09 Dissolution of the Existing Community Events Committee and Fireworks Committee establishing Dayton Events Committee

Mayor Frank stated that the goal of this resolution is to streamline the event planning process and make efficient use of the volunteers.

SCOTT HOVER MOVED TO APPROVE RESOLUTION 24/25-09, A RESOLUTION DISSOLVING THE EXISTING

COMMUNITY EVENTS COMMITTEE AND FIREWORKS COMMITTEE AND ESTABLISH THE DAYTON EVENTS COMMITTEE. SECONDED BY JIM MAGUIRE. Motion carried with Frank, Hildebrandt, Hover, Mackin, Maguire, Teichroew, and Wildhaber voting aye.

6. Certification of Election Results

Rocio Vargas, City Recorder stated the latest report from the County Clerk's Office of the elections is as follows:

Drew Hildebrandt - 758

Robin Pederson - 532

Kitty Mackin - 529

KITTY MACKIN MOVED TO APPROVE THE CERTIFICATION OF ELECTIONS RESULTS. SECONDED BY SCOTT HOVER. Motion carried with Frank, Hildebrandt, Hover, Mackin, Maguire, Teichroew, and Wildhaber voting aye.

7. Public Meetings Law Update and OGEC Training Requirements

Rocio stated that in 2023 HB 2805 gave the Oregon Government Ethics Commission authority to investigate and enforce Public Meetings Law. She stated that with the change in the law there is a required training for Elected Officials for every term of office.

Rocio stated that the grievance process for Public Meetings Law violations will be posted on the city website.

G. COUNCILOR COMMENTS AND CONCERNS

Councilor Hover thanked Council and stated it has been a pleasure. He stated that if he doesn't move out of Dayton he would like to return.

Councilor Mackin inquired about keeping a notebook for notes if it was available in case there was a records request it would be ok.

Rocio confirmed.

Councilor Hildebrandt inquired about the leak a couple of weeks ago.

Don Cutler, Public Works Supervisor explained the situation and stated it was fixed within 6-7 hours.

Councilor Hover inquired about the lead contamination letter.

Don stated that it is a federal mandate and there haven't been any issues on the tested locations so far.

H. INFORMATION REPORTS

1. TED

Dave Rucklos, Tourism and Economic Development Director stated that he met with State Representative Ana Scharf to discuss the City's water issues. He stated that she was very supportive and gave some ideas that would help the City of Dayton. He stated that the Day of the Capital in January will be very important to gain support.

Dave updated on the bridge - the new sections are ready to be put in and they also quoted the new railings as well. Soon will be able to set a ribbon cutting date.

The URD becomes official next week. No meetings are necessary for the URA immediately since there are no funds yet, but planning discussions can begin.

Will be attending the first Parks and Rec Master Plan meeting.

Courthouse Square Park looks great thanks to Public Works and Cyndi's idea of adding candy canes. The public was very receptive to the park decorations.

Thanked Cyndi for her time as Interim City Manager she did a great job keeping the City running.

I. CITY MANAGER'S REPORT

Cyndi Park, Interim City Manager thanked the patience while she was learning how to navigate her role. Thanked all staff for all the work they put in behinds the scenes.

J. ADJOURN

There being no further business to discuss the meeting adjourned at 7:51pm.

Respectfully submitted:

APPROVED BY COUNCIL on **Date**

By:

As Written

As Amended

Rocio Vargas, City Recorder

Annette Frank, Mayor

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To: Honorable Mayor and City Councilors
From: Jeremy Caudle, City Manager
Issue: Election of the Council President
Date: January 6, 2025

Background Information:

Per Section 9 of the Dayton City Charter, ***"At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties."***

Per our Dayton Municipal Code, here are the duties of the Mayor, Council President, and Councilors for your reference.

1.05.01 Mayor Duties

1. The mayor is chair of the Council and the political head of the city government.
2. The duties of the mayor include:
 1. Preside over all Council deliberations and with authority to preserve order, enforce rules of the Council, and determine council order of business;
 2. Vote on all questions before the Council;
 3. Sign all records of proceedings approved by the Council;
 4. Meet with manager to prepare Council agendas and review items for presentation to the Council
 5. Represent the city at county, regional, state and other meetings of elected officials
 6. Appoint City committees and commissions with the consent of Council
 7. Appoint Council liaisons to City committees;
 8. Respond to correspondence directed to the mayor or Council on topics relating to Council policy; and
 9. Declare a state of emergency due to disaster and request state and federal assistance without a special meeting of the Council.

1.05.02 Council President Duties

1. The council president is a member of the Council elected from its membership at its first meeting each year.
2. The duties of the council president include the following:

1. Attend and participate at Council meetings;
2. Vote on all questions before Council;
3. Preside at Council meetings in the absence of mayor;
4. Act as mayor whenever the mayor is unable to perform the functions of that office;
5. In absence of mayor, declare state of emergency due to disaster and request state and federal assistance without a special meeting of the Council; and
6. Represent city in absence of mayor.

1.05.03 Councilor Duties

1. Each councilor is a member of the Council.
2. The duties of each councilor include the following:
 1. Attend and participate at Council meetings;
 2. Vote on all questions before Council;
 3. Represent Council as liaison at committee meetings; and
 4. Represent city in absence of mayor and council president.

Nominations:

Per Council Rules Section 6.1.(C), Motions for nominations do not require a second.

Council President Election:

After nominations are made, each Council member will vote by writing the name of the Council member they are voting for on a ballot. The ballots will be passed to the City Recorder who will read each vote out loud into the record. The nominated Council member who receives a majority of the votes will be appointed the Council President.

To: Honorable Mayor and City Councilors

From: Rocio Vargas, City Recorder

Through: Jeremy Caudle, City Manager

Issue: OLCC Liquor License Renewals

Date: January 6, 2025

History/Background

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

Notices to renew annual liquor licenses were mailed to all eligible businesses in Dayton on November 18, 2024, asking those businesses to respond by December 13, 2024. On December 17, 2024, a second notice was mailed out. As of January 2, 2025, Juanita's Café y Neveria and Tienda Zu Kaza have not responded.

Each year Staff requests prior year crime stats from the Yamhill County Sheriff's Department to present to Council. Attached is a snapshot of the incident activity as well as any code enforcement/noise complaints for each establishment for 2022-2024.

Per OLCC, governing bodies have until January 15th to make a recommendation. Here are the recommendation options:

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

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

Denial Criteria

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

- 1) Applicant has a habit of using alcohol or drugs to excess.
- 2) Applicant makes a false statement to OLCC (must be related to a refusal basis).
- 3) Applicant has been convicted of local, state, or federal laws that are substantially related to the fitness of holding a liquor license.
- 4) Applicant has demonstrated poor moral character.
- 5) Applicant has a poor record of compliance when previously licensed by OLCC.
- 6) Applicant is not the legitimate owner of the business.
- 7) The business has a history of serious and persistent problems at this location.

The problems can include:

- Obtrusive or excess noise, music, or sound vibrations
- Public drunkenness
- Fights or altercations
- Harassment
- Unlawful drug sales
- Alcohol or related litter

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

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

OLCC REASONS TO DENY OR RESTRICT A LICENSE

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

Establishment	Address									
		2022			2023			2024		
		Incidents with Case #'s	All Incidents	Noise	Incidents with Case #'s	All Incidents	Noise	Incidents with Case #	All Incidents	Noise
LOAM	306 FERRY ST	n/a			None	0	0	1 - Assault suspect arrived intoxicated	1	0
STOLLER FAMILY ESTATE	16161 NE MCDUGALL RD	None	0	0	None	0	0	None	0	0
THE BY PASS BAR & GRILL	400 FERRY ST	4 Intoxicated Fighting/no arrests; 1 Fight was trespassed; 1 Fight no arrest	6	0	1 DUI (Drug Related); 2 DUI Alcohol 1 with Arrest; 2 Intoxicated;	5	0	1.) Assault; unclear if they were drinking at the location. 2.) DUI-suspect reported leaving after being refused service. 3.) Fight; reportedly was drinking at the bar. 4.) Fight; had been drinking at the bar; 2 arrests. 5.) Assault; had been drinking at the bar.	5	0
THE JOEL PALMER HOUSE RESTAURANT	600 FERRY ST	None	0		None	0	0	None	0	0
BRICK HALL 1886 / TOURNANT	301 MAIN ST	None	0		None	0	0	None	0	0
JUANITAS CAFE Y NEVERIA	401 FERRY ST # 1	None	0		None	0	0	None	0	0
CENTER MARKET #6	901 FERRY ST	2 Underage alcohol sales complaint/unfounded; Drinking in vehicle/unable to locate	2	0	2 Reports of drinking in vehicle/unable to locate	2	0	1 - Report of intoxicated subject buying beer; was not found	1	0
DOLLAR GENERAL STORE #18275	501 7TH ST	None	0	0	None	0	0	None	0	0
TIENDA Y VIDEO ZU KAZA	308 FERRY ST	1 Intoxicated/no arrests	1	0	None	0	0	None	0	0
WILLAMETTE WINE COUNTRY RV PARK	16205 SE KREDER RD	None	0	0	None	0	0	1 - Disturbance; intoxicated subject arrested for disorderly conduct; did not appear to be drinking at the vintages	1	0

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To: Honorable Mayor and City Councilors
From: Rocio Vargas, City Recorder
Through: Jeremy Caudle, City Manager
Issue: Re-Appointment of Planning Commissioners
Date: January 6, 2024

Background and Information:

The Planning Commission is comprised of five members who serve four-year terms. Currently, the Planning Commission members are Ann-Marie Anderson, David Mackin, Katelyn Van Genderen, and Rob Hallyburton, with one seat open.

Rob Hallyburton and Dave Mackin were set to expire at the end of 2024. Both Commissioners would like to be considered for another four-year term.

City Manager Recommendation: Approve reappointment of Commissioners Rob Hallyburton and Dave Mackin.

Potential Motion: "I move to approve the appointment of Rob Hallyburton and Dave Mackin to the Dayton Planning Commission with a four-year term expiring December 31, 2028."

Council Options:

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

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To: Honorable Mayor and City Councilors
From: Jeremy Caudle, City Manager
Issue: Approval of Resolution 24/2-10 Amending the Dayton Events Committee Membership
Date: January 6, 2024

Background and Information:

Mayor Frank and the Dayton Events Committee wish to increase the number of voting members on the Dayton Events Committee and increase the allowance of voting members from outside Dayton City limits.

City Manager Recommendation: Approval of Resolution 24/25-10.

Potential Motion: "I move to approve Resolution 24/25-10 a resolution amending the Dayton Events Committee altering the membership to nine voting members, not to exceed four outside of City limits voting members on the Dayton Events Committee."

Council Options:

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

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**RESOLUTION NO. 2024/25-10
CITY OF DAYTON**

A Resolution Amending the Dayton Events Committee by Altering the Membership to Nine Voting Members, Not to Exceed Four Outside of City Limits Voting Members on the Dayton Events Committee.

WHEREAS, On December 2, 2024, the Dayton City Council established the Dayton Events Committee; and

WHEREAS, the Dayton Events Committee will consist of nine (9) voting members to include a chair, co-chair, secretary and six (6) other voting members; and

WHEREAS, the Dayton City Council recognizes that county residents living outside of the Dayton City limits but spending time in Dayton proper may have interest in participating; and the Dayton City Council recognizes no more than four (4) members living outside of the City limits will have voting privileges; and

WHEREAS, due to the nature of the Dayton Events Committee there will be no limits as to the number of non-voting committee members who live in the city limits or out of City limits, and the number of months that non-voting members may serve on this committee; and

WHEREAS, the Chair, with the consent of the voting members of the Dayton Events Committee will appoint non-voting committee members.

Therefore, the City of Dayton resolves as follows:

- 1) THAT** the Dayton City Council does hereby increase the number of voting members on the Dayton Events Committee to nine, not to exceed four out of City limits voting members.
- 2) THAT** this resolution shall become effective immediately upon adoption.

ADOPTED this 6th day of January 2025

In Favor:

Opposed:

Absent:

Abstained:

Annette Frank, Mayor

Date Signed

Attest:

Rocio Vargas, City Recorder

Date of Enactment

To: Honorable Mayor and City Councilors
From: Jeremy Caudle, City Manager
Issue: Discussion on Check Signing Authorization Among Members of City Council
Date: January 6, 2025

History/Background

Councilor Mackin has requested placing this item on the agenda for discussion and further direction from the City Council. The topic of discussion is which members of City Council should be designated as check signers.

Given the need for timely availability during working hours, the Council may wish to establish clear guidelines for authorizing other members to sign checks. This discussion aims to improve accessibility and flexibility while maintaining accountability in the process. This item is presented as new business for Council consideration.

For background, the following individuals are the City’s designated check signers: the Mayor, the Council President, an additional member of City Council (currently Councilor Mackin), and the City Manager.

City Manager Recommendation: As this is a Councilor-requested discussion item, I have no recommendation at this time.

Potential Motion to Approve: Not applicable.

Council Options:

- 1 - Take no action and maintain the City’s current practices.
- 2 - Provide direction to staff on preparing a policy to formalize the check signer designation process.

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503-864-2221 
www.DaytonOregon.gov 

To: Mayor Frank and City Council
From: City Manager Jeremy Caudle
Re: City Manager’s report – January 6, 2025 meeting
Date: Thursday, January 2, 2025

My first day was December 16, and I’m writing this as I wrap up my third week on the job. My activities during this period have been acclimating myself to the office, transitioning account permissions, meeting with staff to receive updates on key city projects, and meeting other stakeholders.

Over the next 30 to 60 days, my top priority is to familiarize myself with the city’s infrastructure systems. With the upcoming state and federal legislative sessions, I want to be prepared to advocate for the City’s funding needs. I also want to start evaluating other grant and low-interest financing opportunities in collaboration with our state and federal partners. Understanding the joint wellfield agreement with the City of Lafayette, as well as the City’s strategy in ensuring a sustainable water supply, is also a top priority.

Budget season will be underway soon. Another priority of mine is understanding the City’s financial condition and accounting structure; our contracts, franchise agreements, and other outlays; and our progress in achieving the recommendations from our recently completed utility rate studies. I also want to understand the City’s process for approving the budget. This includes evaluating what has worked well in the past and where there might be opportunities for improvement. By the end of the month, my goal is to have a rough draft of the FY 25/26 budget calendar and process.

Several projects are in progress or wrapping up. This includes the transportation system plan, parks master plan, housing study plan, Highway 221 lift station construction, and the foot bridge construction project. I intend to collaborate with staff, our contractors, and our consulting teams to continue progress on the projects or to ensure a timely close-out for those that are wrapping up. I also intend to start assessing how to utilize the direct Congressional award that we received for the community center upgrade.

Lastly, I will continue to be proactive in meeting our contract, intergovernmental, and community stakeholder partners to start developing relationships. This includes gauging how best to communicate with and involve the public.

Audit extension

- We have requested an extension from the State Audit Division regarding the submission of our audited financial statements for FY 23/24. Audited financial statements are due by December 31 for the preceding fiscal year.
- The reason for the extension is that our external auditor, REDW (formerly known as Grove, Mueller, and Swank), has encountered delays in completing the audit engagement.

Employee handbook update

- City Recorder Rocio and Library Director Cyndi are working on an update to our employee handbook. Our last update was 10 years ago. Since then, the state's employment law has changed, and our handbook has not kept up with those changes.
- Rocio and Cyndi met with a CIS representative to review the draft. The next steps are to use the CIS model handbook as a starting point. We will tailor the model handbook based on our practices. Once staff have a next-to-final draft ready, we will schedule a review of the draft before City Council. I intend to request City Council adoption of the final draft via a resolution.

Franchise agreement update

- Our franchise agreement with Astound Broadband has expired. I intend to contact them to start negotiations on a new agreement.

Upcoming meetings

- So far, I have the following meetings scheduled for January:
 - 1/7 – City Engineer. Follow up discussion on city infrastructure needs and project status update.
 - 1/10 – CFMDC lobbyist team.
 - 1/14 – Transportation system plan – project management team.
 - 1/15 – Recology. Discuss franchise agreement.
 - 1/22 – Transportation system plan – project management team.
 - 1/28 – City Day at the Capitol
 - 1/29 – Joint City Council/Planning Commission meeting

TO: Mayor Frank and City Council Members

THROUGH: Jeremy Caudle, City Manager

FROM: Don Cutler, Public Works Supervisor

SUBJECT: Public Works Activity Report for November 2024

DATE: December 30, 2024

<p>Water:</p> <ul style="list-style-type: none"> Regulatory Samples - Bi-Weekly Treatment Plant Maintenance Daily Rounds Work Orders Locates Meter Reading Turn-Ons/Turn-Offs Water Production Reports - Dayton and Lafayette Water Reports to State - Annual and Monthly Emergency Shut-Offs - Various Chlorine Feeds - Daily Check Chlorine Generator Maintenance Springs Grounds Maintenance Numerous I Ready's for leak checks Worked on Fire Meter issues HD Fowler Lead and copper notifications sent out Fixed Water leak on Palmer lane Exercise Valves Replaced bad pumps at McDougal Wells 	<p>Wastewater:</p> <ul style="list-style-type: none"> Regulatory Samples - Bi-Weekly Daily Rounds Operation of Lift Stations - Daily Check Locates DMR to DEQ Receive Chemicals at Treatment Plant Lift Station Maintenance Maintenance at (Sewer) Lagoons Hwy 221 lift station project and inspections Discharge (chemicals, pumps, lines) Operate Charcoal Filter for smell at main lift station Replaced bad pump at Ponds
<p>Parks:</p> <ul style="list-style-type: none"> Garbage Removal - All Parks Park Restrooms - Daily Cleaning and Maintenance Regular Mowing of Parks / Leaf Removal Prep Park for reserved events Repair damage to bandstand Opened Footbridge Decorate Footbridge and Park for holiday season Cleaned up Downed Tree in Park 	<p>Storm Water:</p> <ul style="list-style-type: none"> Locates Catch Basin - Cleaning Storm Drain Grates - Clear Debris and Leaves Street Sweeping - Grate Maintenance Cleared line at 1st & Ferry Cleaned and TV Storm Lines in North Basin
<p>Facilities:</p> <ul style="list-style-type: none"> Fire Extinguisher Checks Community Center Trash Removal Clean Community Center Parking Lot Grounds Maintenance at Community Center Performed quarterly safety inspections Annual Generator Maint. Performed 	<p>Streets:</p> <ul style="list-style-type: none"> Street Sweeping Ferry Street Trash Removal Move/Charge Mobile Speed Sign Patch potholes Replaced damaged street sign

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	97,902	0	0	0	49,859	507,421	655,182
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Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	7,974.51	50.00	-	-	5,756.54	56,554.35	70,335.40
Sewer Amount	4,517.04	-	-	-	2,382.38	50,056.21	56,955.63
Misc Amount	-	-	-	-	-	-	-
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	-	-	-	-	-	108.00	108.00
Late Chrg Amount	60.00	-	-	-	-	1,420.00	1,480.00
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Total Charges:	12,551.55	50.00	-	-	8,138.92	108,138.56	128,879.03

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	13,186.81	50.00	-	-	7,522.35	140,472.36	161,231.52
Payments	10,662.68-	50.00-	-	-	7,522.35-	98,379.81-	116,614.84-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	329.57-	329.57-
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	12,551.55	50.00	-	-	8,138.92	108,138.56	128,879.03
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Current Balance:	15,075.68	50.00	-	-	8,138.92	149,901.54	173,166.14

Year To Date: 07/01/2024 - 12/31/2024

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Usage	833,141	93,600	0	1	395,505	4,297,052	5,619,299

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Water Amount	62,522.65	3,006.00	-	-	40,929.13	408,287.96	514,745.74
Sewer Amount	27,102.24	-	-	-	14,410.64	301,253.92	342,766.80
Misc Amount	-	-	-	-	-	1,494.26	1,494.26
Backflow Amount	-	-	-	-	-	-	-
NSFCheck Amount	36.00	-	-	-	-	360.00	396.00
Late Chrg Amount	240.00	30.00	-	-	20.00	6,740.00	7,030.00
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Total Charges:	89,900.89	3,036.00	-	-	55,359.77	718,136.14	866,432.80

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Previous Balance	26,319.26	845.00	-	90.00	10,142.90	145,331.15	182,728.31
Payments	101,144.47-	3,831.00-	-	90.00-	57,363.75-	710,987.52-	873,416.74-
Contract Adjustments	-	-	-	-	-	-	-
Assistance Applied	-	-	-	-	-	-	-
Deposits Applied	-	-	-	-	-	2,578.23-	2,578.23-

Description	Commercial	Hydrant	None	Other	Public	Residential	Totals
Interest Applied	-	-	-	-	-	-	-
Balance Transfers	-	-	-	-	-	-	-
Balance Write-offs	-	-	-	-	-	-	-
Reallocations	-	-	-	-	-	-	-
Total Charges	89,900.89	3,036.00	-	-	55,359.77	718,136.14	866,432.80
Current Balance:	15,075.68	50.00	-	-	8,138.92	149,901.54	173,166.14

FROM: Jason Shirley, Code Enforcement Officer

DATE: December 27, 2024

Code Enforcement Topic Counts
For Date Period From 11/01/2024 Through 12/27/2024

Topic	Count
Junk	2
Sidewalks	2
Animals	2
Total	6



AGENDA

CITY DAY AT THE CAPITOL

JANUARY 28, 2025

7:15 – 9:00 a.m. REGISTRATION & CONTINENTAL BREAKFAST Salem Convention Center, Willamette Foyer

7:15 – 7:45 a.m. HEADSHOTS Salem Convention Center, Willamette Foyer

9:00 – 12:00 p.m. GENERAL SESSION Salem Convention Center, Willamette Room

- Welcome from Salem Mayor Julie Hoy and LOC President Jessica Engelke
- State Elected Leaders
- Legislative Landscape & Lobbying
- LOC Legislative Priorities

11:45 – 1:15 p.m. BOXED LUNCHES AVAILABLE Salem Convention Center, Willamette Foyer

12:00 – 4:15 p.m. INDIVIDUAL LEGISLATIVE MEETINGS* State Capitol

12:00 – 4:15 p.m. YOUTH SUMMIT Salem Public Library

1:00 – 4:00 p.m. WORKSHOPS Salem Convention Center, Willamette Room

- 1-2 p.m. Lobbying at the Federal Level with NLC’s Irma Esparza Diggs, Sr. Executive & Director, Federal Advocacy
- 2-3 p.m. Revenue Reform Update
- 3-4 p.m. Lobbying 201

3:00 – 4:45 p.m. STATE AGENCY TABLES Salem Convention Center, Willamette Foyer

- Oregon Water Resources Department
- Department of Land Conservation and Development
- State Fire Marshal
- Business Oregon
- Oregon Housing and Community Services
- More will be updated as confirmed

4:45 – 5:00 p.m. LOBBYIST CHECK-IN AFTER CAPITOL MEETINGS Salem Convention Center, Willamette Foyer

5:00 – 9:00 p.m. NETWORKING RECEPTION & LOC CENTENNIAL KICK-OFF Salem Convention Center

Join us for food, beverages*, live music and dancing as we celebrate 100 years of advocating for cities. *No-host bar

*A shuttle will run between the Salem Convention Center and the State Capitol. The first bus will depart the Salem Convention Center at 1:00 p.m. and the last shuttle will depart the State Capitol at 4:45 p.m., with stops at each location approximately every 15-20 minutes throughout the afternoon. A map will be provided in your packet on the day of the event.



Pedestrian
Bridge
Closed
January 6-10

american greetings



Mayor Frank and Council and Staff

Best,
Emily

*Warmest wishes for
happiness, laughter and love
this holiday season –
and in the new year, too!*

Happy Holidays from the Jensen Strategies team!
We look forward to working with you in 2025!

Warmly,
Amelia

Emily
Swannick