

AGENDA CITY OF DAYTON REGULAR SESSION

DATE: TUESDAY, SEPTEMBER 5, 2023
 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 Zoom Meeting at: <https://us06web.zoom.us/j/88249371403>

Dayton – Rich in History . . . Envisioning Our Future

ITEM	DESCRIPTION	PAGE #
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	ROLL CALL	
C.	APPEARANCE OF INTERESTED CITIZENS The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods: <ul style="list-style-type: none"> • Email – any time up to 5:00 p.m. the day of the meeting to rroaden@daytonoregon.gov. The Mayor will read the comments emailed to the City Manager. • 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. • Appear by Telephone only – please sign up prior to the meeting by emailing the City Manager at rroaden@daytonoregon.gov. (The chat function is not available when calling by phone into Zoom.) • Appear virtually via Zoom – once you are in the meeting, send a chat directly to the City Manager, Rochelle Roaden, use the raise hand feature in Zoom to request to speak during public comment. The City Manager will need your first and last name, address, and contact information (email or phone number) before you are invited to speak. When it is your turn, the Mayor will announce your name and your microphone will be unmuted. 	
D.	CONSENT AGENDA 1. Regular Session Minutes of August 7, 2023	1-5
E.	ACTION ITEMS 1. Donation Request – Dayton Pirate Preschool, Tiffany Ashley 2. Sewer Rate Study Presentation – Tim Tice, OAWU 3. Approval of Supervisory Control and Data Acquisition (SCADA) Programmable Logic Controllers (PLCs) Upgrade Budget Increase for Water Treatment Plant 4. Approval of Appointments to the Dayton Fireworks Committee	7-9 11-48 49-56 57-66
F.	CITY COUNCIL COMMENTS /CONCERNS	
G.	INFORMATION REPORTS City Manager’s Report	67-74

H. ADJOURN

Posted: September 1, 2023
By: Rochelle Roaden, City Manager

NEXT MEETING DATE

City Council Regular Session Meeting, Monday, October 2, 2023

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

MINUTES
DAYTON CITY COUNCIL
REGULAR SESSION
August 7, 2023

PRESENT: Mayor Trini Marquez
Council President Jim Maguire
Councilor Kitty Mackin
Councilor Annette Frank
Councilor Rosalba Sandoval-Perez via Zoom

ABSENT: Councilor Luke Wildhaber
Councilor Andrew Hildebrandt

STAFF: Rochelle Roaden, City Manager
Dave Rucklos, Tourism & Economic Development Director
Don Lindow, Public Works Supervisor

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mayor Marquez called the meeting to order at 6:31 p.m. and those present gave the Pledge of Allegiance.

B. ROLL CALL

Mayor Marquez noted there was a quorum with Councilors Mackin, Frank, and Maguire attending the meeting in person. Councilor Sandoval-Perez attending the meeting via Zoom, and Councilors Wildhaber and Hildebrandt were absent.

C. APPEARANCE OF INTERESTED CITIZENS

Judy Gerrad of 305 Main Street, Dayton, Oregon was in attendance. She introduced herself and advised that she was speaking as the Dayton Historic Preservation Committee Chair. She had reviewed Dayton Planning Commission candidate Katelyn Weber Van Genderen's resume and stated that she was in support of appointing Katelyn to the commission based on her background and experience.

D. CONSENT AGENDA

Approval of Meeting Minutes

1. Work/Special Session Meeting Minutes of July 17, 2023

ANNETTE FRANK MOVED TO APPROVE THE MINUTES OF THE WORK/SPECIAL SESSION MEETING MINUTES OF JULY 17, 2023. AS AMENDED. SECONDED BY JIM MAGUIRE. Motion carried with Mackin, Frank, Maguire, Sandoval-Perez, and Marquez voting aye.

E. ACTION ITEMS

1. Donation Request - Food Pantry Construction, Dayton Baptist Church

David Hakola of 15490 SE Kreder Road, Dayton, Oregon stated that they are an independent 501(C)(3) non-profit food pantry.

Mr. Hakola gave a brief overview of the 3,000-sf food pantry and clothes closet project they were building. He presented a handout with information about the Dayton Community Food Pantry and Clothes Closet and explained the reason for requesting \$5,000 in financial support from the city.

Councilor Frank inquired if they had received funds from YCAP.

Mr. Hakola stated they had not received funds from YCAP and cited funds that they had received from various other donations.

Councilor Maguire inquired about the percentage of Dayton residents that utilized the food pantry and clothes closet.

Mr. Hakola stated that they served approximately 75% of Dayton residents.

ANNETTE FRANK MOVED TO APPROVE A \$5,000 DONATION TO THE DAYTON COMMUNITY FOOD PANTRY & CLOTHES CLOSET. SECONDED BY KITTY MACKIN. Motion carried with Mackin, Frank, Maguire, Sandoval-Perez, and Marquez voting aye.

2. Park Rules During Dayton Friday Night Events Discussion, Dawnette Bowlin and Judy Gerrad, Dayton Community Development Association (DCDA)

Rochelle Roaden, City Manager, stated that the Dayton Community Development Association (DCDA) puts on the Dayton Friday Nights concert series at the Courthouse Square Park during the summer months. This summer, there had been some activity in the park that has been difficult for event organizers to deal with involving teenagers on bikes, scooters, and skateboards.

Since the park rules are dictated by the Dayton Municipal Code, the DCDA would like to request that bikes, scooters, and skateboards not be allowed in the park during event hours of 5:30 p.m. to 8:30 p.m.

Judy Gerrad of 305 Main St., Dayton, Oregon stated that she appreciated the help and support each year of City staff during Dayton Friday Nights events.

She expressed concerns and cited examples of the dangers of youth on bikes, scooters, and skateboards at the Dayton Friday Night events. She stated that this has been an issue at each Dayton Friday Night event since 2014, and was in support of not allowing bikes, scooters, or skateboards during event hours. She submitted written testimony from several event volunteers to the mayor.

Dawnette Bowlin of 301 Flower Ln., Dayton, Oregon stated that her concerns were related to the level of disrespect that the youth had been displaying at the events. She was concerned about the youth utilizing foul language and spitting on volunteers. She felt that this had become unmanageable and felt that the youth had become defiant.

She stated that she was looking for support in being able to manage having a bike, scooter, and skateboard free experience for all Dayton Friday Nights attendees.

A discussion took place regarding the specifics of enforcement, a potential code amendment, signage, ADA compliance, and if it would include all events within the city.

3. Planning Commission Appointment Approval

Rochelle Roaden gave a brief overview of the current planning commission members and their terms. She stated there had been a vacant planning commission seat since March 2022.

Katelyn Weber Van Genderen had applied for the vacant planning commission seat and had met all the requirements to be appointed.

JIM MAGUIRE MOVED TO APPROVE THE APPOINTMENT OF KATELYN WEBER VAN GENDEREN TO THE DAYTON PLANNING COMMISSION WITH THE TERM EXPIRING DECEMBER 31, 2026. SECONDED BY ANNETTE FRANK. Motion carried with Mackin, Frank, Maguire, Sandoval-Perez, and Marquez voting aye.

4. Dayton Community Survey on Future Development Review

Dave Rucklos, Tourism & Economic Development Director, stated that at the last Dayton City Council meeting he had presented a draft of the Dayton Economic Development Questionnaire. Several updates had been discussed. He presented an updated questionnaire that reflected the changes.

A discussion took place regarding clarification of specific survey questions.

Various survey distribution methods were reviewed, and he indicated that the questionnaire would be going out within a few weeks.

F. COUNCILOR COMMENTS AND CONCERNS

Councilor Frank stated that more trees were needed to shade the playground area at Courthouse Square Park between 4th St. and Ferry St.. She would also like to see native plantings in open ditches within the city.

Rochelle Roaden stated that the request could be submitted for 2024/2025 Strategic Goal Planning next February or March, and it could be added to the Strategic Goals List at that time.

Councilor Maguire stated he would be out of state August 19-21, 2023.

G. INFORMATION REPORTS

City Manager's Report

Rochelle Roaden stated that the dog park would be closed for a couple of days for bridge excavating work to be done. Dayton residents would be notified, via social media, when the dog park would reopen.

The Highway 221 lift station project bids came in last week. The initial estimated cost was \$1.25 million. The lowest bid came in at \$1.7 million. The bids will stay open for 60 days. Funding options would be researched and brought back to council at the next city council meeting.

The Small Cities Allotment Grant of \$250,000 for the overlay project of 7th St., 9th St., and Church St. had been completed. Since completed documentation had been submitted to ODOT prior to the July 31, 2023, deadline, an additional grant had been applied for to do the 8th St. rebuild project. ODOT would notify the city if it was awarded an additional \$250,000 grant for the 8th St. project for next summer.

The entire section along Joel Palmer Way would have curbs and stop bars repainted.

Several applications had been received for the fireworks committee. Applications would be reviewed, and those selected would be brought back to council at the next city council meeting.

The National Outstanding Community Service sign that had been awarded to the Greater Yamhill County VFW Dayton Post 4015 and presented to the mayor and city council at the last council meeting, had been installed at the city's west entrance on Ferry Street.

Rocio Vargas had been hired as the new city recorder. She is a Dayton resident and her first day with the City of Dayton would be September 1, 2023.

Rochelle Roaden stated she will be on vacation August 21-25, 2023.

H. ADJOURN

There being no further business, the meeting was adjourned at 7:32 p.m.

Respectfully submitted:

APPROVED BY COUNCIL on August 7, 2023.

As Written As Amended

By:

Trini Marquez, Mayor

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City of Dayton

REQUEST FOR DONATION

Please answer all questions, incomplete answers may cause your request to be denied.

Donation Requests must be received 60 days before the event or project date.

Requests need to be submitted by the 20th day of the month prior to the City Council Meeting date.

The Dayton City Council meets on the first Monday of each month.

Date Received:

Group/Organization Contact Information

Name of Organization/Group: Dayton Pirate Preschool

Mailing Address: PO Box 219 Dayton, OR 97114

Contact Person: Tiffany Ashley

Phone #: Summer School
971-241-3860 503-864-2217

Email Address: tiffany.ashley@dayton.k12.or.us

Date of City Council Meeting you will be attending: ASAP

Name of representative attending Council Meeting: Tiffany Ashley

Sept. 2023

Check should be made out to: Dayton School District

Date Donation is needed: 2023-24 School Year

NOTE: Dayton Pirate Preschool

Request Information

Amount Requested: \$ 300 - 400

Number of Citizens who will benefit: 36 families per year ≈ 100

# of Citizens	Request Amount	Dayton City Council reserves the right to amend amounts to be donated.	# of Citizens	Request Amount
<input type="radio"/> 0 - 10	\$100		<input type="radio"/> 51 - 100	\$400
<input type="radio"/> 11 - 25	\$200		<input type="radio"/> 101 - 200	\$500
<input checked="" type="radio"/> 26 - 50	\$300		<input type="radio"/> 201 +	By Council

Out of the number of citizens who will benefit from this donation, what percentage are Dayton residents?:

How will the donated funds be used? (Be specific & itemize dollar amounts) The preschool recently acquired a building, previously owned by HeadStart, located on Dayton School District property. This building is perfectly designed for preschool age children giving us an opportunity to follow a schedule better suited for their individual needs. The space is also larger so we can offer full day classes to all families. Funding would pay for all supplies, building maintenance, family education, and single bay swingset, keeping tuition at an affordable rate for families.

Will your project or event create excess funds? Yes No maybe What will they be used for? We

will only use any excess funds for snack, supplies or possibly an educational field trip. We do not believe we will go over by much.

Fundraising

50% of your total fundraising goal amount must be raised by the date of this application

Fundraising Goal Amount? \$30,205.79

Fundraising amount earned to date: \$500

Please list all fundraising planned & estimate projected amounts to be earned: We are planning to raise \$1000 from our can and penny drive, \$3000 from our T-shirt Advertising Fundraiser, and another \$2000 from small grant we applied for through Walmart or Target, or Home Depot. We have applied for a Ford Family Foundation Grant for up to \$25,000.

Benefits of your Event or Project?

How does your project or event benefit or bring honor to the Dayton Community? By raising enough money to cover our expenses we can give all families an opportunity to afford preschool in their home community. The new building offers us a larger space so we can give our families full day options as they have been requesting since childcare is also difficult to find. Being all inclusive and meeting families needs will bring honor to our community.

Why do you think the Council should honor your request? Early childhood is the most important start for young children. During the age of 3-5 years is when young minds are developing social and emotional skills to begin to understand another persons point of view. This is crucial as they grow and mature to becoming respectful teens and adults. We want to represent all family cultures to begin a foundation of respect for all.

Are there any unique or special things about your request or your project that you feel might assist the City Council in making a decision?

We desire to provide the best education for our students. We have been awarded a 5-Star rating from Oregon's Childcare Rating System, this is the highest rating we can achieve. We have also gained interest from Chemeketa Community College, who is looking for a high quality facility to send students to observe and student teach.

How & when do you plan to advise City Council on how their donation was used & the results of your event? We plan to advertise your name on the back of at least 50 T-shirts, then we will send you a Thank You Card with the list of how your kind donation was used along with a photo of students wearing the shirts. If you should choose to donate \$500 or more we will create a banner to hang on our outdoor fence.

Is your Group or Organization willing to do a volunteer project? Yes No

List the volunteer projects you are willing to complete & the date they can be completed by:

We would love for our preschool class to serve their community. We can take a field trip during our Earth Study unit to pick up trash. We would also like to offer free childrens activities @ Friday Nights. Our teachers are also willing to assist with the Community Clean Up.

Office/City Council Use

Date Application Received:

Council Meeting Review Date:

Requested Funds Date:

Date Application Approved:

Amount Approved:

Date results are to be reported:

Date results were reported:

Volunteer Project Required:

Yes No

Date of Volunteer Project:

Type of Volunteer Project:

Date Volunteer Project Completed:

PO Box 339 - 416 Ferry Street - Dayton OR 97114

Ph# (503) 864-2221 - Email: cityofdayton@daytonoregon.gov - Website: www.daytonoregon.gov

**Community Giving Donations
City of Dayton**

	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
Dayton Community Development Assoc.	\$ -	\$ -	\$ -	\$ 4,000	\$ -
Dayton FFA	\$ -	\$ -	\$ 600	\$ 1,000	\$ -
Dayton Food Bank	\$ 7,500	\$ -	\$ -	\$ 3,500	\$ 5,000
Dayton Volunteer FireFighters	\$ -	\$ -	\$ 2,000	\$ 2,500	\$ -
DHS Cheer	\$ 400	\$ -	\$ -	\$ -	\$ -
Homeward Bound Pets	\$ 1,300	\$ 4,500	\$ 2,000	\$ -	\$ -
Provoking Hope	\$ -	\$ -	\$ -	\$ -	\$ 1,500
VFW Post	\$ -	\$ 1,000	\$ -	\$ -	\$ -
Your Community Mediators	\$ 3,000	\$ 4,000	\$ -	\$ -	\$ -
Total	\$ 12,200	\$ 9,500	\$ 4,600	\$ 11,000	\$ 6,500

**DCDA \$4000 donation for DFN was suspended in 21/22 and 22/23 due to Covid and the City hiring bands for Bands on the Run.*

23/24 Approved Budget	Community Giving	\$ 15,000
	Spent YTD	<u>\$ 6,500</u>
	Remaining Balance	<u><u>\$ 8,500</u></u>

Requested Donations	Pirate Preschool	\$ 1,500
	Remaining balance	<u><u>\$ 7,000</u></u>

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To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Sewer Rate Study Presentation, Tim Tice, Oregon Association of Water Utilities (OAWU)
Date: April 3, 2023

History/Background

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

The City Council 2022-2023 Strategic Plan Goals include completing a sewer rate study. The city contracted with Tim Tice, OAWU, to complete a sewer rate study to assess our rate structure and to confirm that our rates are supporting the cost of the sewer system and the sewer system capital improvements.

The sewer rates are currently a base rate of \$44.51 per month. The last sewer rate increase was in 2017/18 for \$4.51. This increase was to fund the \$2.3 million debt payment on the \$3.2 million Main Pump Station and Ferry Street Trunk Sewer project completed in 2019. *(The City received \$910,000 in grant funds for this project.)*

On April 3, 2023, Tim Tice presented an update to the City Council on the rate study including a proposed rate and methodology change for sewer rates which is in alignment with the water rate structure that was adopted in January of 2022 after completing a water rate study. The Council asked to see updated numbers that included the cost of the loan payment for the bridge and sewer line upgrade project (\$5,500,000). Additionally, to update the methodology using a base allowance to provide an equitable cost to all users.

Mr. Tice will be presenting the Sewer Rate Study to the City Council and be available to answer any questions you have.

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Wastewater Rate Study

City of Dayton

Final Report
September 2023



Prepared by:
Oregon Association of Water Utilities

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Executive Summary:

Oregon Association of Water Utilities is pleased to present this report on the wastewater cost of service, rate design and water rate study to the City of Dayton. We are confident that the results developed, based on a cost-of-service analysis, when implemented, will result in fair sewer rates for the City's users. Secondly with equal priority, the revenue program will be in aligned with the operations of the wastewater department.

The wastewater rate study involved a review of the City's financial budget, rate structure, and usage characteristics. In addition, the study also included a review of the City's capacity in relation to the flows generated in the winter months and its relationship to water consumption.

Background:

Through the Oregon Association of Water Utilities' membership services, the City of Dayton entered into an agreement in June 2021 to update the cost of services for wastewater rates. A rate design to ensure a continued fair rate structure of user fees associated with wastewater services. A review of the capital improvement planning (both short-term and long-term) using a single line-item expense to obtain said monthly rates.

To meet the annual operating expenses required by the City's adopted budget, the City of Dayton should consider a billing format developed on a strength-based generated waste, which at the time of developing this study was not completed. Strength-based waste reviews the levels of Biological Oxygen Demands (BODs) and Total Suspended Solid (TSSs) in certain waste streams and the impact of potential added cost for treatment.

Objectives:

- Revenue sufficient to meet operations and maintenance costs, capital outlay, and debt service.
- Revenues to supply adequate operating funds and short-term capital reserves.
 - Smaller projects that can be completed within the timeframe of this study.
 - Revenues to cover the cost of short-term small projects to be completed annually.
- Create rates that are fair for all users.
- Produce rates that meet the criteria of lending agencies for future long-term capital projects and loans.
 - Large projects that are funded through low-interest loans, grants, possible principal forgiveness.

The four major processes are as follows:

Financial Planning: Revenue requirements are projected for a three-year period from FY 2022 through FY 2025. Financial planning involves the city using a single line item for the annual O&M and capital expenditures, annual debt service and reserve requirements, and capital revenue sources and the determination of required revenues from annual user rates.

Utility Fee Basis: Generate enough revenue through user fees to cover all the costs of running the wastewater infrastructure in theory as a business. In addition to staff time, equipment

maintenance, materials and supplies needed to provide the direct services of each utility, other costs, such as debt service payments and funding for capital improvements, must also be recovered through the rates. Utility funds are not supported by property taxes; revenue is generated from user fees.

Cost of Service: Cost of service involves the apportioning of required annual revenues to the different user classes proportionate to their contributions of flows and loadings. Since the City has not completed the Significant Users Industrial Survey (SUID), a uniform rate can be applied for all users.

Rate Design: Rate design involves the development of a fixed and variable schedule of rates for each of the different user classes to equitably recover the costs attributable to them. The units of service for sanitary sewage flow and strength are a direct measure of a customer’s wastewater discharge and, therefore, a direct measure of the level of service.

Averaging Winter Water (AWW) Consumption:

The average winter water (AWW) consumption is found in residential customers during October through March. Most water used indoors during this time of year enters the sewer system as a 1:1 return factor. Since much of the water used in warmer months waters lawns and gardens and doesn’t enter the sewer system, the city can use the AWW as the fairest way of deciding sewer volume. AWW use during these months is used as the wastewater use charge for the remaining part of the year from April through September. The City bills customers the AWW consumption or may apply an actual water consumption, whichever is less.

AWW provides a general measurement that is indicative of the amount of water that goes directly into the wastewater system from a SFR dwelling. If no water consumption is established, a citywide per month average will be used for the SFR dwelling. The city will recalculate the average winter water on an annual basis, during the springtime, prior to budget discussions.

<i>Averaging Water Consumption</i>		
Month	Units Generated	Six-month Average
October	7	6.5 units
November	5	
December	6	
January	7	
February	7	
March	7	

Sewer Cap Calculations:

In an attempt to determine sewer caps, as it relates to wastewater billing, essentially sets a cap (total volume of water), that residential (SFR) can be charged for the sewage generated. The total number of units consumed is based on the 2021 water rate study which estimated the average

water usage for all consumers was 7,100 gallons or 9.5 units. Forming the sewer cap at 6.0 units (4,488 gallons) corroborates the cap with the average winter water use.

If a customer has an unusual, high level of water consumption for a single month, then that month can be excluded from the average, recalculate the equation applying the new charges for the upcoming spring and summer months. If an individual's monthly AWW is over the sewer cap of six (6) units, then an appropriate adjusted sewer cap will (should) be established until the following annual review.

Minimum use average during the winter months billing period, accounts that have zero water consumption will be billed solely on an allowance of 6 units or 4,488 gallons per month, paying only the base rate.

Commercial and industrial accounts will not have a sewer cap applied to the accounts as the sewer flows will be centered on the current month water meter readings. The city should consider incorporating a 95 percent flow to set the billing cost.

Assumptions:

Following are the assumptions used in the study:

- Annual O&M and capital expenditures, revenues from the customer base, and reserve requirements are based on the City's adopted budget.
 - \$832,530.00
- The above budget figure was adopted to secure funding for capital improvement projects and increase the 2022 budget by \approx \$300k. Additionally, the timing of the Ferry Street bridge project had finalized monies at \approx \$215K annual debt service. Adopted 2023-24 budget is:
 - \$1,092,031.70 including bridge funding
- Annual average wastewater system flow is based on the City's Wastewater Treatment Plant (WWTP) "Daily Monitoring Reports".
- Annual wastewater collected at the WWTP is approximately 91.25 million gallons (MG)
- Hypothetical water sold that will eventually enter the sewer collection system 75.5 MG
 - Figure based on ninety-five percent of water sold.
- Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) strength assignment for the different user classes is currently not being used.
- Current base rates are labeled a "flat rate" with a monthly cost at \$44.51 per equivalent dwelling unit, or EDU.
- Existing rate structure on EDUs total 1,027, while actual sewer connections are 877.

Annual Rate Review: Perform an annual review of current rates and compare those revenues against the cost of services to manage the city's wastewater system.

- Review basic services needed to meet system demands and the impact on the capital improvement plan (CIP), adjust wastewater rates accordingly.
- Adjust monthly user rates based on CIP or use the consumer price index (CPI) in comparison to the various scenarios, whichever is less.

- Wastewater rates are based upon water consumption. Summer wastewater rates are effective April 1 through September 30. Wastewater bills are based on the earlier winter month's average water consumption or upon actual consumption, whichever is less.
- Applying the new fixed monthly fee to SFR users, then adjust base rates for larger sized service connections to align with meter ratios, creating impartiality.
- Consider a 95 percent return factor be applied to commercial, industrial accounts for water use that is not returned as sewer flow. This step may complicate the billing and understanding of the rate structure.
- Consider using the established SFR class sewer cap at 6.0 units.
- A Significant Industrial Users Survey (SIUS) has not been performed and considered not a priority nor necessary to create added charges for total suspended solids (TSS) or biological oxygen demand (BOD).
- Other classification of users (commercial/industrial) applies a single (previous) month water usage to bill as wastewater generated from the customer.
- Update and review overall operating costs, annual changes to the CIP to develop proposed budgets.
- Review future system upgrades necessary to meet system volume limitations or added flows as the community expands.

Current Rate Structure:

The City of Dayton uses a flat rate structure based on equivalent dwelling units (EDU) based on zero gallons per unit per month. Current billing practices are monthly. Total number of EDUs is 1,027 deciphered on the basis of a single-family residence. A single-family residence is considered one EDU, while multi-family residence is considered one EDU per unit.

Current rate for all users (residential, commercial, and industrial) is \$44.51 per equivalent dwelling unit (EDUs)

- Existing EDUs total 1,027
- Service connections total 877

Table 1: Current Wastewater Rates					
Current Base Rates				Adopted budget *	\$ 1,092,031.70
	Residential	Commercial	Outside	Flat Rate	Allowances
5/8"- 3/4"	\$ 44.51	\$ 44.51	\$ -	NA	800
5/8"- 3/4" out	\$ -	\$ -	\$ 44.51		800
1"	\$ 44.51	\$ 50.51	\$ 44.51		800
1 1/2"	\$ 44.51	\$ 44.51	\$ -		800
2"	\$ 44.51	\$ 44.51	\$ -		800
3"	\$ 44.51	\$ -	\$ -		800
4"	\$ -	\$ 44.51	\$ -		800
Current rate structure is considered a flat base rate, with no consumption rate					
Tiers	Generation Units			Tier Cost per Unit **	
Tier One	NA			\$	-

The variances in the billing of EDUs are the schools, and RV parks which are billed based on equations formulated during an earlier wastewater rate study. All EDUs are billed at \$44.51 per, with the exception of commercial entities classified as restaurants, taverns and single laundries that are billed at \$28.51 and or \$50.51 per.

Proposed Rate Structure:

Based on our review of the City's existing residential and commercial/industrial rate structures, we propose the following:

Residential Class:

SFR water consumption includes two types of water usage: domestic use (water used inside the home) and irrigation use (water used in the yard). While the level of domestic water usage is expected to remain fairly stable throughout the year, fluctuation in irrigation usage could occur due to seasonal changes. Therefore, for SFR users it is appropriate to use AWW usage as a direct approximation of annual wastewater flows returned to the sewer. The six-month period from October through March is deemed as the SFR average winter water usage period. The average monthly usage during this period is used for billing purposes.

- Base charge rates for all users will be converted from EDUs to actual water service connections with single-family residential (SFR) user charges based on an average six-month winter timeframe (October 1 – March 30). The base rate will include two hundred cubic feet (2 units) (4,488) per month
- Wastewater charges for these months are based on the earlier average winter water (AWW) monthly use.
- SFR (5/8-inch by 3/4-inch) users monthly base rate will remain the same at \$44.51.
 - Usage over the allowance of 6.0 units will be charged \$6.00 per unit
- Meters larger than 5/8-inch by 3/4-inch will be charged based on the meter multiplier used in the water rate study 2021. See table Proposed Rate Structure
- A volume charge (if needed) is multiplied by average winter water consumption, and if the average is over six units, exceeding the sewer cap a new average will be billed until the annual review of the AWW is demonstrated.
 - Example: Six winter month allowance total 36 units, 40 units of water would create added fees for the four units above the 36 units at \$7.50 per unit.
- Sewer charges for residential accounts are calculated on an average of the water billed in October through March (26,928 gallons maximum) or the actual month's water consumption, whichever is less
- Commercial user's sewer charges for general services and optional general services accounts are based on the month's water consumption for the entire year using the single monthly in arrear for the current monthly bill
- The City of Dayton applies a flow-based averaging procedure that acknowledges that some of the water used during summer months (April 1 through September 30) will not enter the wastewater system, thus applying the same averages through the spring and summer months discrepancy

- Bridge funding will create an annual debt of ≈\$240,000.00 or a monthly increase of \$22.81 to every wastewater service connection. This increase will be applied in a two-step, two-year process of \$12.00 per month, starting in July 2023, and the second increase of \$12.00 per month in July 2024.
- The table on the following page outlines the key points in this study:
 - Comparison of new rates beginning in September / October 1, 2023
 - Cost per unit for generation of wastewater over the allowed limit of 4,488 gallons
 - Distinction of unit charges per residential and commercial accounts
 - Bridge funding annual debt (\$259,501.70) and monthly impacts
 - Average monthly rate for a SFR consumer for each year

Proposed Rates for 2023-24 Fiscal Year			
Discharge w/ base (100 cu. ft.)		Residential	Commercial
2.00	5/8" by 3/4"	\$44.51	\$53.41
2.80	1"	\$62.31	\$74.78
3.60	1 1/2"	\$80.12	\$96.14
5.80	2"	\$129.08	\$154.89
22.00	3"	\$489.61	\$587.53
28.00	4"	NA	NA
42.00	6"	NA	NA
Discharge Fee per Unit	per 100 cu. ft.	\$7.50	\$9.00 ¹
1 - Unit discharge fee increase (20%) to cover treatment costs from commercial, industrial waste streams			
Monthly Rate Comparison			
		Current	Proposed
	Cubic Feet	Res. Water Bill	Res. Water Bill
	544	\$44.51	\$70.31
	700	\$44.51	\$82.01
	1,000	\$44.51	\$104.51
Bridge Funding			
	Interest	1.00%	
	Approximate Annual Payment	\$240,000.00	
	New Budget	\$1,029,031.70	
	Monthly Cost	\$22.81 ²	
2 - \$22.81 will be applied two consecutive years as a monthly increase of \$12.00 increase each year			
New Monthly Rate Schedule July 1 -Single Family Residential Service			
	Cubic Feet	2023	2024
	544	\$82.31	\$94.31
	700	\$94.01	\$106.01
	1,000	\$116.51	\$128.51
Prices reflect increase debt for funding of bridge project, but does not include annual inflationary adjustments			

Proposed Generation Fees:

Relating to the per unit generation fee, in order to better align the cost of treatment with the per unit charge, it is recommended that the City of Dayton incorporate a per unit charge at \$7.50 per unit (SFR) and the commercial/industrial per unit charge from \$9.00.

Conclusions:

The City of Dayton has been consistent in their application of wastewater rates with small routine incremental increases, the last being in December 2019. Current base rates produce approximately 57 percent of operating cost based on a figure \$832,530.00. If the inclusion of the bridge funding debt service, the base rates produce 50.2 percent of operating costs. The Council asked to understand the impact of the bridge funding on its constituents, and the debt service analysis estimated a monthly increase of \approx \$22.81, which will be applied over a two-year timeframe, or \$12.00 each year.

Analysis shows a per unit (748 gallons) treatment cost at \$6.82 which includes all expenditures to manage the effluent to the lagoons, disinfection treatment and eventually through the outfall into the Yamhill River. That treatment cost is increased to \$8.95 per unit when adding the funding for the Ferry Street bridge project.

Based on zero units of allowed wastewater generation, base rates should be \$51.52 to meet the range of 60-75 percent of budget as fixed expenses.

The new rates will provide two units to support two positions simultaneously, a) generate added revenues through the per unit generation charges, b) allow those conservation minded users another tool to keep a lower monthly cost. Additional cost for funding of the bridge will be part of the base.

Annual adjustment based on consumer price index relating to the basket of services (water, wastewater maintenance) – averaging approximately 3.48 percent annually since 2019, the last increase in wastewater rates.

The current rate at \$44.51 per SFR consumer will remain in effect due to the increase of \$12.00 per month to fund the Ferry Street bridge project. The \$51.52 recommended base rate should be considered in the 2024-25 budget. An alternative to the percentage rate and timeline since the last rate increase would move the base rate to a monthly 5/8-inch by 3/4-inch service connection to \$49.32.

The link given allows the City of Dayton to stay abreast on changes in utility's cost as it relates to inflation pointed at the services affecting to water and wastewater.

<https://www.in2013dollars.com/Water-and-sewerage-maintenance/price-inflation/2021-to-2022?amount=20>

With many considerations and decisions being calculated with this rate study, it is a goal of Oregon Association of Water Utilities to aid the City of Dayton towards a sufficient wastewater rate to meet the needs of the system, supply fair rates for all consumers and to ensure the wastewater system is poised for future growth.

Wastewater Rate Study

Introduction:

In the summer of 2021, the City of Dayton authorized the Oregon Association of Water Utilities to review current wastewater rates and decide upon any adjustments to be considered. This study coincides with aspects of system operations and capital improvement planning. Procedures to conduct a wastewater summary began during late summer in conjunction with the review and modification in the City of Dayton's water rates.

The approach of this study includes financial strategies and rates that:

- Adjust current wastewater utility revenues due to inflation, operations and maintenance modifications, and capital improvement planning
- Review capital expenses as they relate to operational costs of the wastewater system and adopted Capital Improvement Plan projects
- Are relatively simple to understand and implement, being consistent with industry standards and practices

The rate summary proposal is based upon all expenditures placed into a single total line item. These budgeted amounts are obtained from the City of Dayton's documents. This figure includes personnel services, materials and services, contingency funding, and capital improvement. During the process and discussions with the City Council, it was asked to review the wastewater rates when adding the bridge funding costs to the overall budget or per service connection.

Oregon Association of Water Utilities is pleased to present this wastewater rate study to the City of Dayton. When conducting a rate study, the consideration that the best results are based on the most correct data obtained, equity among the consumers and revenues that sustain a budget allowing the wastewater system to be managed according to State regulations.

Assumptions:

- Annual O&M and capital expenditures, revenues from the customer base and reserve requirements are based on the City's adopted budget
- Annual average wastewater system flow is based on the City's annual report on projected flows
- Wastewater strength assignment for the different user classes has been concluded as non-applicable as the city has no need for a Significant Industrial Users Survey. (SIUS)
- Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS) strength assignment for the different commercial/industrial SIC classes were not part of this wastewater rate study

Billing for sewer service coincides with the volume of wastewater a user will discharge to the sewer system. Discharge is measured by comparing water usage over a specific period as it relates to the classification of generator. These measurements aid in defining the difference of the discharge of sewage by the users and the total volume of wastewater received at the wastewater treatment plant (WWTP). The variance between the two consists of the inflow and infiltration. Inflow and infiltration (I&I) are defined as groundwater and stormwater that enter a sewer system.

Wastewater Fees:

User fees are a result of monthly charges of all residences, businesses and other users that are connected to the sewer system. These fees are instituted by resolution and can be changed to account for an increase in expenditure related to system management.

User fees can be based on the metered volume of water consumed by the users. This is contrary to the equivalent dwelling unit (EDU) method that aims to appoint sewer rates based on the types of users, strength of waste stream and impact of flows.

Using water meters to decide the wastewater charges, a fair approach in recovering sewer system costs is applied uniformly to all users. Flat fees and unmetered connections should be avoided when deciding total revenues. Large water users pay a larger part of the wastewater systems costs, since a higher volume of waste stream would be generated. Currently, the City of Dayton has a uniformed class of users and the variation in wastewater flows strengths is negligible.

To decide metered rates for wastewater, the City must be able to standardize consumption usage during the winter months (October through March). The amount of water recorded at the meter during these months will be applied (ratio 1:1), considered the return factor to the discharge side of the sewer system during the remaining year.

Since the sewer customers are mostly residential, and in theory, water usage is uniformed the amount of water consumed can be matched with the same amount of generated wastewater, which can be applied to the operational cost divided by the number of connections. The City of Dayton has understood the consistency of the wastewater as it relates to BODs and TSSs, using metered volume of water is a more practical approach.

Written materials provided by the City of Dayton and discussions with personnel support the key points necessary to meet the following goals:

- Establish revenues to meet budgeted expenditures
- Changes in necessary monies for capital improvement
- Creation of a contingency fund for emergency purposes
- Existing revenues based on water meter readings as outlined in section Costs of Services
- Apply industry standards for adjustments in revenue/expenditure relations

One point of discrepancy is the comparison of actual influent into the Wastewater Treatment Plant (WWTP) and how the units of measure are derived. Currently, the City of Dayton's wastewater system is made up of 877 connections, all inside the city limits.

Current wastewater fees are stipulated in EDUs, formulated using eight units at 748 gallons per unit or a total allowance at 5,984 gallons (8 units). This single figure is skewed in the determination as the majority of users (SFR) customers will not consume 5,984 gallons of water, unlikely generating the same amount of wastewater, particularly during the winter months.

Wastewater System:

The City of Dayton manages a wastewater system that serves approximately fifty percent of all available acreage both inside the City limits and potential growth within the urban growth boundary. The collection system is designed into various basin areas that follow the topography of the landscape and its drainage patterns. Four pump stations aid the sewage to be delivered to the four facultative lagoons.¹

Review of the daily monitoring reports, dating from 2015 through 2019, the average daily flows are approximately 0.179 MGD with the maximum single day flow at 1.228 MGD, December 2015. Dry weather timeline, May through October, show average daily flows for the five-year period to equate to 0.207 MGD, while the wet weather period daily average is 0.505 MGD.

Flows into the WWTP can be summarized by those fluids being generated by users connected to the system and the I&I from rainfall or groundwater. Treatment costs are directly associated with flows (total volume) and solid loading through the WWTP.

Water - Wastewater Relationship

When discussing wastewater rates, an applicable correlation and implementation of said rates is assumed as one with the water service. Billing for sewer service is based on the volume of wastewater a user will discharge to the sewer system. Discharge is measured by comparing water usage each month and billing on a one-to-one ratio of said usage. These measurements aid in defining the difference of the discharge of sewage by the users and the total volume of wastewater received at the WWTP.

One point of discrepancy is the comparison of actual influent into the WWTP and how the units of measure are derived. An EDU is considered 5,984 gallons, and an SFR dwelling is counted as one EDU in the current base rate.

With this study, the City of Dayton will be using service connections and the wastewater system is made up of 877 connections, with 93.3 percent as residential connections and the remaining 6.7 percent commercial connections.

¹ – Wastewater Facilities Plan – Westech Engineering, Inc.

Using figures from the 2021 Water Rate Study, an average 76.3 MG (102 thousand units) of water is sold each year, which a small percentage (≈ 5) of water not entering the sewer system. Total average flows into the WWTP account for 91.25 MG annually or 0.25 MG daily.

Approximately 14.9 MG can be labeled as inflow and infiltration (I&I) and is mentioned to make aware that a surplus sixteen percent of total flows can be associated with I&I.

The 2021 Water Rate Study a Single Family Residential (SFR) dwelling is allowed two units (1,496 gallons) of water in the monthly base rate with the average monthly water usage at 5.44 units or $\approx 4,000$ gallons.

A fair approach for all customers, the sewage allowance in the wastewater monthly base rate will be two units, or 1,500 gallons. This allowance directly looks at the low volume water users and applies a monthly rate that will be consistent each month throughout the year. A sewer cap of six units (4,500 gallons) will be applied to all users that indicates an AWW average greater than six units.

The wastewater base rates will be established through two points of focus, a) percentage of fixed expenses applied to the SFR user, which will establish the larger sized (one-inch and larger) services monthly charge as it relates to the meter multiplier, b) the SFR will use a six-month average winter water (AWW) consumption flow to set monthly rate for the remainder of the fiscal year, while the larger service connections will use water meter readings per month.

This study does not include reviewing commercial users in comparison to a single-family resident or the review of monthly water consumption per user classification. This rate structure coordinates the City current billing for water over the allotment of two units (1,496 gallons), which corresponds to 5/8-3/4-inch meter service connections, while larger sized connections apply a meter cost ratio. With this wastewater rate structure, aligning the two units will better sustain costs associated with low volume customers.

The meter cost ratio will apply to setting up wastewater rates and allowances of added generated wastewater. This method will coordinate the wastewater rates with the new water rate structure as it relates to base rates and allowances. Due to the potential strength of the waste stream generated by future commercial customers, the city could implement a zero allowance on all commercial / industrial accounts to better fund treatment costs associated with the higher strength wastewater generated.

The City of Dayton receives approximately 7.6 million gallons per month of wastewater with 6.3 million gallons registering through water meters. The added flows, assumed from I&I, account for an added sixteen percent that must be treated per Federal and State rules.

The added wastewater generated does not necessarily increase added costs on a one-to-one ratio associated with treatment, but it will affect the total operating expenditures for the wastewater department. Stormwater may dilute the TSS, and BOD strengths found in some of the wastewater generated.

The System Data spreadsheets (2) outline total documented flows, total budget based on personnel, materials, annual debt service, contingency funding, and capital improvement figures. Budget figures are displayed in the table.

Current base (fixed) rates account for 56 percent of total adopted budget, not including the expenses for the funding of the bridge upgrade. The first spreadsheet shows the original figures associated with the wastewater rate study.

The second spreadsheet shows the impact of the base rates in alliance with the current rate structure. Essentially, the \$25.00 monthly increase was added to the existing monthly rates over a two-year cycle, or \$12.00 monthly.



Wastewater Rate Study

for

City of Dayton

System Data

For Year: **2023-24**
Date completed: **August-23**

Wastewater Influent ¹
Water Sold ²
Potential Infiltration ³

Gallons (annual)	100 Cu Ft. (annual)	Average Daily Flows	
91,250,000	121,992	250,000	
76,326,781	102,041		
14,923,219	19,951		16.35%

Personnel / Materials
Transfers
Contingency
Capital Outlay
Total Proposed Budget

2022-2023 Dollars		Cost per Gallon	Cost Per 1000 Gals	Cost Per 100 Cu.Ft.
\$	517,664.00			
\$	171,000.00	\$0.0120	\$11.97	\$8.95
\$	54,866.00			
\$	348,501.70			
\$	1,092,031.70	Potential Treatment Cost ⁴ \$ 178,593.19		\$ 178,593.19

Connection Information
Base Rate Only

Size	# of connections			City Owned
	Residential	Commercial	Other	
5/8" x 3/4"	824	30	0	2
5/8" x 3/4"			3	5
1"	6	2		10
1 1/2"	1	6		1
2"	2	1		
3"	1	1		
4"		0		
6"				
				Total Connections
				877

Current Rate information (base)

Size	Residential			Commercial			Other			Total EDUs
5/8"	\$44.51			\$44.51					1,027	
3/4"							\$44.51			
1"	\$44.51			\$50.51			\$44.51			
1 1/2"	\$44.51			\$44.51						
2"	\$44.51			\$44.51						
3"	\$44.51									
4"				\$44.51						
6"										
									Connections	
									Base Rate Revenues	
									\$468,033.12	
									EDUs	
									Base Rate Revenues	
									\$548,541.24	

Current Generation Rate
Per Single Family Residence ⁵

544 Cubic Feet 4,069 Gallons

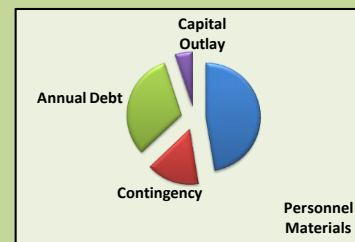
Percentage of budget without any flow-based fees

Operating Budget Outline

Personnel / Materials	\$517,664.00	47.40%
Contingency	\$171,000.00	15.66%
Capital Outlay	\$348,501.70	31.91%
Annual Debt Service	\$54,866.00	5.02%
TOTAL OPERATING EXPENDITURES	\$1,092,031.70	Base Rate % Total Cost
		42.86%

Notes:

- 1- Figure of WWTP flows from questionnaire
 - 2- Water sold from Water Rate Study 2021
 - 3 - Inflow and infiltration is relative to precipitation
1027 Equivalent Dwelling Units (EDUs)
 - 4 - Potential treatment cost is measured at a 1:1 ratio, which is unlikely. Added influent is stormwater, groundwater
 - 5 - Average monthly water consumed by SFR dwelling
- \$1,092,031.70 reflects increase of ~\$260K added debt service for bridge funding



User Classification and Loading:

In a Cost-of-Service Study, the City is currently a flat monthly fee to produce revenues to cover costs associated with the wastewater system. Aligning the wastewater fees using a water consumption method to figure out total flows and treatment costs associated with managing the wastewater system will be a newer approach. Residential users have similar characteristics and therefore, assumed to have identical discharge parameters. The commercial and industrial user waste strengths vary based on the type of business that generates the waste, displaying added parameters, total suspended solids (TSS) and biological oxygen demand (BOD) loadings. Currently, the city has never had to complete a Significant Industrial Users Survey (SIUS) to decide if there are any high strength waste generator connection to the sanitary system.

Single-Family Residential Usage:

The residential classifications are homogenous in that all the users are assumed to have the same TSS and BOD strengths. Since all residential accounts are considered the same TSS and BOD strengths, they each have a single wastewater rate that includes all three parameters and are based on metered water usage. However, the volume of wastewater flows can vary among the individual users depending upon water usage. The specific variation of the SFR water usage possibly includes significant irrigation usage for yard and garden areas while MFR water usage includes exceptionally low irrigation usage since most MFR users have a small yard area, if any. Usually, MFR complexes that have large common green areas and pools have separate irrigation meters.

One method to differentiate actual water usage to wastewater generation is looking at average winter water (AWW) months usage and applying the average volume of purchased water during October through March and applying the same figures to the monthly wastewater generation for the entire year. This will increase the level of responsibility of staff to ensure routine meter reading is completed within a narrow timeline. The AWW consumed during the “winter months” will be the basis for the remaining year.

With the SFR user class, the monthly charges will be centered on three points, a) the allowance of water (gallons included with the base rate), b) the AWW usage that sets the total monthly costs, and c) a sewer cap applied so the user will have maximum cost per month.

The previous three (6) winter (October 1 – March 31) months’ average shall determine the monthly volume charge, which will remain the same each month, for the next six-month period beginning with the customer's July billing statement. If the AWW is above the six-unit sewer cap, then the six-month average, i.e., 8-units, would be the normal charge for the remaining year, or when the winter review would establish a higher or lower average.

Examples:

- Two (2) units allowed, (matches earlier water rate study) with base fee at \$44.51
- 6.0 units (AWW) generated will be charged for the base fee plus four additional units
 - \$44.51 base fee plus four (3.4) additional units at \$6.50 per or \$70.31
- If Council adopts a \$12.00 “Bridge Funding Fee”, additional cost will be applied to the \$70.31 for a total of \$82.01
- If a SFR user generates greater than 6.0 units, the monthly costs remain at \$82.01
- Wastewater charges for April 1 through September 30 are based on the earlier average winter’s water (AWW) monthly use.

Multi-Family Residential: MFR

- MFRs, having a single meter with multiple units will be classified as commercial
- MFRs having a single meter per unit will be categorized as an SFR and will be allotted 2,000 gallons (2 units).
- Any MFR considered commercial classification will have no allowance or sewer cap.
- Sewer rates will be based on the previous month’s water consumption.

Commercial Usage:

Typically, there is significant variability in both the volume of wastewater flows and loadings strengths, among the different types of commercial/industrial users such as food service establishments, retail stores, and supermarkets. Therefore, to ensure fair determination of wastewater service charges, the City uses separate unit rates applied to flow, TSS, and BOD loadings of users. As the City’s SIUS was never a state mandate, there will be no differentiations among commercial and residential users. The City should consider developing a future outline showing parameters of normal strength waste (SFR, MFR) as well as commercial or public entities that the City decides to contribute sewage of a quality type consistent with that of domestic waste. Parameters for commercial high loading waste should be included as a guide the City can use in the future.

Commercial – Industrial:

- Meters larger than 5/8-inch by 3/4-inch will be charged a base rate founded on the meter multiplier used in the water rate study 2021. See table Proposed Rate Structure page VI.
- No winter average is considered for either commercial or industrial customers, actual water usage from the previous month will be the defining factor for the sewer bill.
- The City of Dayton is using a flow-based procedure that acknowledges that some of the water used during summer months (April 1 through September 30) will not enter the wastewater system. These spring and summer months should adopt a 95 percent return factor of the previous month’s water bill to be applied to the spring-summer-fall cycle.

Example:

- Winter months (November through January) water usage at 100 percent of water meter read from previous month and billed as wastewater
- February through October, water usage at 95 percent of water, optional, meter read from previous month and billed as wastewater.

Revenue Requirements:

Revenue requirements from rates are the total of all expenditures, including reserve requirements for debt service. The City has a few principal sources of revenue to recover operating costs which include the base rate and unit generation rate. The annual revenue requirements for the wastewater operation and maintenance budget were proven at \$832,530.00 dollars, prior to the addition of an annual bridge funded payment at \$259,501.70. Total annual required revenues to fund all expenses is \$1,092,031.70

Existing Rate Structure:

The City's existing wastewater rate structures for the community include a fixed base fee associated with equivalent dwelling units (EDUs). These EDUs offer 800 cubic feet (5,984 gallons) which is approximately twice the total gallons than is normally generated per user per month.

The current structure is considered a "flat rate" which does not review total volumes of generated wastewater. Looking at water metered charges, a fair system in recovering sewer system costs is used. Flat fees and unmetered connections should be avoided when figuring out total revenues. Large water users pay a larger part of the wastewater systems costs. Through higher rates and metered billing, using a meter multiplier, this can help in meeting budgetary requirements.

Base – Generation Fees:

In the existing rate structure, the base fee is identical for every user class including the commercial accounts. Residential or single family residential (SFR) fee is \$44.51, multi-family residential fee is \$44.51 per unit and commercial accounts have a base rate of \$44.51 which includes 5,984 gallons (eight-units) of wastewater discharged. Restaurants and taverns have a small added fee for the assumed increase in wastewater generation.

The sewer flows (generation) wastewater treatment cost per unit equates to \$8.95 or \$0.01197 per gallon. The existing base rates match approximately 42 percent of the adopted budget.

The City of Dayton has been diligent with managing wastewater rates in the aspect of annual rate adjustments. A small incremental annual adjustment is a recommended best management practice that the city can implement.

See Existing Spreadsheets:



Wastewater Rate Study

Existing Rates

for
City of Dayton

For Year: **2023-24**
Date completed: **August-23**

Wastewater Influent ¹
Water Sold ²
Potential Infiltration

100 Cu. Ft. (Annual)	Million Gallons (Annual)	Gals per day / Connection
121,992	91,250,000	238.44
102,041	76,326,781	
19,951	16.35%	

Annual Operating Budget
Contingency
Total Annual Budget

Dollars

\$1,037,165.70
\$54,866.00
\$1,092,031.70

Monthly Cost per Connection
\$103.77

Treatment Costs

Per 1,000 gallons	\$ 11.97
Per 100 Cubic Feet	\$ 8.95

Connection information

Size	# of connections		
	Residential	Commercial	Other
5/8" by 3/4"	824	30	0
5/8" by 3/4"	0	0	3
1"	6	2	0
1 1/2"	1	6	0
2"	2	1	0
3"	1	1	0
4"	0	0	0
6"	0	0	0
Discharge allowed - Sewer Base	0	0	0

EDUs
1,027
Total Connections
877

Discharge allowed - Sewer Base
Current Rate information

	Residential	Commercial	Other
5/8" by 3/4"	\$44.51	\$44.51	\$0.00
5/8" by 3/4"	\$0.00	\$0.00	\$44.51
1"	\$44.51	\$50.51	\$44.51
1 1/2"	\$44.51	\$44.51	\$0.00
2"	\$44.51	\$44.51	\$0.00
3"	\$44.51	\$0.00	\$0.00
4"	\$0.00	\$44.51	\$0.00
6"	\$0.00	\$0.00	\$0.00

Discharge Cost Rate

per 100 cu. ft.	\$0.00	\$0.00	\$0.00	\$ 45,711.77
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Current Base Revenue

	Residential	Commercial	Other	Totals
5/8" by 3/4"	\$36,676.24	\$1,335.30	\$0.00	\$ 38,011.54
5/8" by 3/4"	\$0.00	\$0.00	\$133.53	\$ 133.53
1"	\$267.06	\$101.02	\$0.00	\$ 368.08
1 1/2"	\$44.51	\$267.06	\$0.00	\$ 311.57
2"	\$89.02	\$44.51	\$0.00	\$ 133.53
3"	\$44.51	\$0.00	\$0.00	\$ 44.51
4"	\$0.00	\$0.00	\$0.00	\$ -
6"	\$0.00	\$0.00	\$0.00	\$ -
Total/month	\$37,121.34	\$1,747.89	\$133.53	\$ 39,002.76
12 mo. Total	\$445,456.08	\$20,974.68	\$1,602.36	\$468,033.12

Base Rate Totals

% of operating budget

	40.79%	1.92%	0.15%	42.86%
	The two percentages show revenues from service connections and EDUs, showing a discrepancy of 9.69 percent			\$ 548,541.24
				50.23%

Wastewater allowed in base rate

Total/month	0	0	0	0
12 mo. Total	0	0	0	0

Total Wastewater in Base Rate ³

Additional Discharge (units)

12 mo. Total	0	0.00%	Monthly Increase ⁴	\$59.26
	102,041	Generation Rates		

I&I Units

19,951

Total Revenue Generated	\$468,033.12
Annual Gain/(Shortfall)	(\$623,998.58)
	-57.14%

Notes:

- 1- influent recorded at wastewater treatment plant
 - 2- water sold, taken from water rate study in 2021
 - 3- 82.51 percent of all water collected is in allowance with base rate
 - 4- monthly increase per connection with current budget or \$79.11 monthly charge
- The two percentages show revenues from service connections and EDUs, showing a difference of 9.69%

Gallons	Typical Residential Water Bill	
	Generation	Residential Wastewater Bill
2,992	5.44	\$44.51
4,069	7.00	\$44.51
8,976	10.00	\$44.51

Bridge Funding Scenario:

To better understand the impact of large, scaled projects, funding of the bridge, its support of water and wastewater infrastructure improvements, the \$7.5M project's cost anticipates an annual debt service payment to the community at \approx \$240,000.00 dollars.

Looking at various scenarios, using low interest loan monies, possible grants, terms of repayment, the City reviewed a detailed option of a single monthly increase for all users or dispersed the additional cost proportioned by both base rates and generation rates.

The timing of the wastewater rate study and the completion of bridge funding paperwork, a decision was to keep the funding of the bridge as a single line item, removing the added monthly cost from the annual expenses incurred by the wastewater department.

The completion date of the bridge upgrade and the first loan payment due is speculated to commence late 2024. The estimated monthly cost associated with all users is \$22.81 per month. The Council will be asked to implement a two-step increase at \$12.00 per step to align proper funding with the completion of the bridge project.

Base rates should consistently be estimated to range from 60-75% of the adopted annual budgets, which currently comes to 42 percent, and the size of the City of Dayton should be approximately 65 percent.

Initially presented were a set of base rate figures that moved the base rate dollars closer to the standard operating range, increasing the base rate from \$44.51 to \$51.42. This monthly cost includes two units of wastewater at the base rate with an additional cost of \$6.50 per unit with a cap at 6 units per month.

A comparison of the above figures to a simple implementation of the \$12.00 increase will minimize the impact of the overall wastewater cost for the SFR user. Collection of specific data points will allow for future development of wastewater rates to best align with the goals presented in this wastewater rate study. Those goals are:

- Adjust current wastewater utility revenues due to inflation, operations and maintenance modifications, and capital improvement planning
- Review capital expenses as they relate to operational costs of the wastewater system and adopted Capital Improvement Plan projects
- Are relatively simple to understand and implement, being consistent with industry standards and practices

Bridge Funding Spreadsheet:



Wastewater Rate Study

Bridge Scenario

for
City of Dayton

For Year: **2023-24**
Date completed: **August-23**

Wastewater Influent ¹
Water Sold ²
Potential Infiltration

Annual Operating Budget
Contingency
Total Annual Budget

Connection information

Discharge allowed - Sewer Base
Current Rate information

Discharge Cost Rate

Current Base Revenue

Base Rate Totals

% of operating budget

Wastewater allowed in base rate

Total Wastewater in Base Rate ³

Additional Discharge (units)

I&I Units

Notes:

100 Cu. Ft. (Annual)	Million Gallons (Annual)	Gals per day / Connection
121,992	91,250,000	238.44
102,041	76,326,781	
19,951	16.35%	

Dollars	Monthly Cost per Connection	Treatment Costs
\$688,664.00	\$103.77	Per 1,000 gallons
\$54,866.00		Per 100 Cubic Feet
\$1,092,031.70		\$ 11.97

Size	# of connections			EDUs 1,027 Total Connections 877
	Residential	Commercial	Other	
5/8" by 3/4"	824	30	0	
5/8" by 3/4"	0	0	3	
1"	6	2	0	
1 1/2"	1	6	0	
2"	2	1	0	
3"	1	1	0	
4"	0	0	0	
6"	0	0	0	
	2	0	2	

	Residential	Commercial	Other
5/8" by 3/4"	\$44.51	\$53.41	\$0.00
5/8" by 3/4"	\$0.00	\$0.00	\$80.94
1"	\$62.31	\$74.78	\$0.00
1 1/2"	\$80.12	\$96.14	\$0.00
2"	\$129.08	\$154.89	\$0.00
3"	\$489.61	\$587.53	\$0.00
4"	\$0.00	\$0.00	\$0.00
6"	\$0.00	\$0.00	\$0.00

per 100 cu. ft.	\$7.50	\$9.00	\$9.00
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	Residential	Commercial	Other	Totals
5/8" by 3/4"	\$36,676.24	\$1,602.36	\$0.00	\$ 38,278.60
5/8" by 3/4"	\$0.00	\$0.00	\$242.81	\$ 242.81
1"	\$373.88	\$149.55	\$0.00	\$ 523.44
1 1/2"	\$80.12	\$576.85	\$0.00	\$ 656.97
2"	\$258.16	\$154.89	\$0.00	\$ 413.05
3"	\$489.61	\$587.53	\$0.00	\$ 1,077.14
4"	\$0.00	\$0.00	\$0.00	\$ -
6"	\$0.00	\$0.00	\$0.00	\$ -
Total/month	\$37,878.01	\$3,071.19	\$242.81	\$ 41,192.01
12 mo. Total	\$454,536.12	\$36,854.28	\$2,913.74	\$ 494,304.14

	41.62%	3.37%	0.27%	45.26%
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	Total/month	1,668	0	6	1,674
12 mo. Total	20,016	0	72	20,088	

12 mo. Total	20,088	19.69%
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81,953	Generation Rates	\$614,648.63
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Potential Additional Costs	56.28%
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101,904	\$912,210.59	Total Revenue Generated	\$1,108,952.78
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Annual Gain/(Shortfall)	\$16,921.08
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1.55%

Gallons	Typical Residential Water Bill	
	Generation	Residential Wastewater Bill
	2,992	\$70.31
	4,069	\$82.01
8,976	\$104.51	

1- influent recorded at wastewater treatment plant

2- water sold, taken from water rate study in 2021

3- 82.51 percent of all water collected is in allowance with base rate

4- monthly increase per connection with current budget or \$103.77 monthly charge

Cost of Service Evaluation:

If the total operating expenditures were equally segregated according to the number of service connections, the revenue necessary per connections required by the authority would be \$103.77 per month.

$$\text{\$1,092,031.70 divided by 12 months divided by 877 service connections} = \text{\$103.77}$$

When deciding cost for wastewater, fairness (residential compared to business) based upon the treatment of wastewater expenses are applied, and this is carried out by figuring out the price per unit and the amount of generation per month. Other factors, such as strength of waste stream measured in BOD and TSS can affect treatment costs. Believed to be one of the highest priorities about wastewater rates, is that consumers should pay for their costs associated with services rendered.

If the City of Dayton looked at adopted budgets as a single line item of total required revenues, the figure can be calculated against the number of total units being processed. The adopted budget used in this wastewater study was originally \$832,530.00 but was increased to \$1,092,031.70 (revenues essential from user rates) and the average annual volume of wastewater treated at the WWTP is 91.25 MG (7.6 MG/mo.).

The 91.25 MG converted to 100 cubic feet equates to 121,992 units of wastewater. This figure is taken from the wastewater daily monitoring reports for 2016-2019 is 16 percent higher than the wastewater generated by customers. Customer generated wastewater, in line with total meter reading (water sales) sees 102,041 units of water sold. The treatment costs per unit is:

Financial Review:

- Current base rates equal 50 percent using EDUs, 43 percent using service connections
 - MFR charged per unit.
 - Hotels, Motels charged per unit/room.
- Generation rates from consumers equal zero percent, no surcharge on excess waste.
- Capital outlay is figured at \$348,000.00 in preparation for future upgrades to support the existing wastewater system with ≈\$240K for bridge funding. These monies account for only 54 percent of the entire adopted budget.

Technical Review:

- Total connections 877 billed monthly, average water consumption 5.44 units.
- Average monthly (actual) discharge per connection 5.44 units. (4,069 gallons.)
- Average annual influent into WWTP = 91.25 MG (2016-2019).
- Total average monthly influent into WWTP = 7.61 MG.
- Consumer generated average monthly influent = 6.36 MG.
- Treatment cost per unit, total influent = \$6.82 per unit or \$0.0091 per gallon.
- Treatment cost with Bridge funding = \$8.95 per unit or \$0.01197 per gallon.

Note: The discrepancy of consumer generated annual flows compared to total annual WWTP flow measurements is figured on the infiltration and inflows of groundwater and confirmed from WWTP operations. Infiltration and inflows account for an added 16 percent of total sewer flows.

Capital improvement planning, and the funds necessary to complete future upgrades, stem from recommended improvements outlined in the City of Dayton Capital Improvement Plan (CIP). The City has been working diligently in obtaining alternative funding for the upcoming planning cycle focused on expenses associated with the bridge funding upgrades.

Capital Improvement planning priority is based on a two-fold purpose, as capital improvements (increased capacities) or as a maintenance item (support existing capacities). With CIP, discrepancies between estimated and actual costs for construction projects will vary, depending upon several factors. These variations in construction costs may lengthen or shorten the timeline in which to continue, affecting the allotment of funds. Alternative funding in the forms of grants can also play a significant role towards completion of prioritized upgrades

An annual review of the projects completed, projects not completed and those not listed, but developed over time will aid in figuring out the single line item dedicated to meeting the goals in CIP planning.

Preliminary Observations:

With the City of Dayton, cost for treatment is \$8.95 per unit, which associates to \$48.68 of expenditures per month founded on the average usage at 5.44 units, assuming the water becomes wastewater, therefore it must be treated. Since the City collects approximately 42.86 percent of total budget from the base rate, which uses 1,027 units to achieve its goal when there are 877 units defined as connections. The 1,027 units is a measurement defined on parameters that are subjective and unsubstantiated. While restructuring the rates using service connections, a review to supply an allowance and the impact on the overall monthly charge but keeping in mind the overall revenues from both base and generative (produced wastewater) rates.

With this point, the best approach to wastewater billing continues to be based on monthly water usage that includes both a fixed monthly base rate and a per unit flow rate. Essentially the water meters will be the measurement for the wastewater bill.

If the city made no decision to restructure the rates (increase), a charge a per unit rate at \$7.61 for any unit (100 CF, 748 gallons) that flows past the water meter after two units, SFR only. This does not include the \$12.00 dollars per month, per user to fund the bridge project.

See Preliminary Observations spreadsheet



Preliminary Observations

Wastewater Rate Study
for

City of Dayton

For Year: 2023-24
Date completed: August-23

Wastewater Collected
Amount of Water Sold
Potential Infiltration

Annual Cu. Ft.	Units / Month	
121,992	10,166	
102,041		
19,951	16.35%	Inflows / Infiltration

Annual Operating Budget
Contingency
Capital Outlay
Total Annual Budget

Dollars
\$688,664.00
\$54,866.00
\$348,501.70
\$1,092,031.70

Connection information

Size	# of connections		
	Residential	Commercial	Other
5/8" by 3/4"	824	30	0
5/8" by 3/4"	0	0	3
1"	6	2	0
1 1/2"	1	6	0
2"	2	1	0
3"	1	1	0
4"	0	0	0
6"	0	0	0

Cost
Per 100 Cubic Feet
\$ 8.95

Discharge w/ base (ccf)
Discharge w/ base (gals.)

2	0	0
1,496	0	0

Connections
877

Average water usage = 5.44 units

Size	Residential	Commercial	Other
	5/8" by 3/4"	\$44.51	\$44.51
5/8" by 3/4"	\$0.00	\$0.00	\$44.51
1"	\$44.51	\$50.51	\$44.51
1 1/2"	\$44.51	\$44.51	\$0.00
2"	\$44.51	\$44.51	\$0.00
3"	\$44.51	\$0.00	\$0.00
4"	\$0.00	\$44.51	\$0.00
6"	\$0.00	\$0.00	\$0.00

Generation Charge

per 100 cu. ft.	\$7.61
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Current Base revenue

Size	Residential	Commercial	Other	Totals
	5/8" by 3/4"	\$36,676.24	\$1,335.30	\$0.00
5/8" by 3/4"	\$0.00	\$0.00	\$133.53	\$ 133.53
1"	\$267.06	\$101.02	\$0.00	\$ 368.08
1 1/2"	\$44.51	\$267.06	\$0.00	\$ 311.57
2"	\$89.02	\$44.51	\$0.00	\$ 133.53
3"	\$44.51	\$0.00	\$0.00	\$ 44.51
4"	\$0.00	\$0.00	\$0.00	\$ -
6"	\$0.00	\$0.00	\$0.00	\$ -
Total/month	\$37,121.34	\$1,747.89	\$133.53	\$ 39,002.76
12 mo. Total	\$445,456.08	\$20,974.68	\$1,602.36	\$ 468,033.12

% of operating budget

40.79%	1.92%	0.15%	42.86%
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Wastewater included in Base

Total / units / Mo.	1,668	0	0	1,668
Total / 12 mo.	20,016	0	0	20,016

Typical 5/8" Discharged (gals) ²

Average H2O Usage per Connection = 5.44			
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Total Wastewater In Base Rate

16.41%

121,992

Additional Units

12 mo. Total	Residential	Commercial	Other	Total Consumption \$
	20,016	0	0	
12 mo. Total				
12 mo. Total			0	
82,025	Charge per Unit ³		\$7.61	\$ 624,211.40

Notes:

Proposed rates set on service connection, water meter readings	Total Revenue Generated	\$ 1,092,244.52
Cost per unit received for treatment and discharge = \$8.95	Annual Gain/(Shortfall)	\$ 212.82
2- total wastewater units allowed discharged per month per connection	Typical Residential Water Bill	
3- Additional charge per unit required to meet budget at \$6.25	Gallons	Cubic Ft. Used
Water = 2 units in allowance, wastewater = 0, increase to 2 units monthly	4,069	5.44
	5,236	7.00
	7,480	10.00
		Res. Wastewater Bill
		\$70.69
		\$82.56
		\$105.39

The current base rate links revenues with 42.86 percent of the adopted budget, where normal fixed operating expenses are typically 60-75 percent of a utility budget. Applying a 65 percent founded on base rates to the 5/8-inch by 3/4-inch meter, we see a monthly connection rate proven at \$67.45, currently the monthly charge at \$44.51 dollars. When all the sized meters; using a meter multiplier are incorporated into the rate structure, the revenue percentage will be 68.45 percent of the adopted budget. This single step was considered too large of an increase, particularly when the consumption costs are not included in the total monthly bill.

Meter Multiplier Cost:

A meter multiplier is used to compare smaller water meters (3/4-inch) to larger sized meters as it relates to the replacement cost over the life span of the meter and infrastructure to support the service. Most service laterals for sewers (Residential/Commercial) are four-inch diameter. Industrial service laterals are typically sized according to the quantity of flow produced by the industry; usually 6-inch or 8-inch is needed. Quantities of flow decide the size of the infrastructure required thus added replacement costs.

Applying a meter multiplier to decide water rates, wastewater base rates can use the same formatted structure and support the idea of supplementing those expenses for larger infrastructure through said base rates. Using a meter multiplier forms a foundation in fairness that sustains a generally lower monthly rate, particularly for those users who are consistent in wastewater generation.

A cost-based review of this new structure shows this foundation incurs the exact unit cost per user regardless of the ending usage. Consumers have the ability to manage their monthly expenses as it relates to consumption and therefore wastewater generation.

Points using the Meter Multiplier:

- Base rate set using a 50 percent fixed operating expense
- 5/8-inch by 3/4-inch meter monthly rate increases from \$ 44.51 to \$51.42
- Volume cap of wastewater set at six (6) units for a 5/8-inch by 3/4-inch
- There will be no volume cap for larger service connections
- Overage charge after 2 allowed units will be surcharged at \$7.50 per unit (SFR)
- Overage charge for 1" through 3" service connections will follow meter ratios as it relates to allowances

Comparative costs of both current and proposed rates can be found in the table on the next page. Proposed base rates for larger service connections are justified by supplying the same allowance in the base rate as it relates to the meter ratios used in deciding the monthly costs. Monthly costs figure 50 percent of expenses to be fixed, sets the 5/8-inch by 3/4-inch service to the monthly cost, then extend the ratio to the larger meters. Other revenues will be generated from the overage charges. Total revenue figures are based on the sale of all 102,041 units of water annually, which is the average discovered while completing the water rate study 2021.

Table 1: Current vs Proposed Wastewater Rates - SFR					
Current Base Rates				Adopted budget *	\$ 1,092,031.70
	Residential	Commercial	Other	Flat Rate	Allowances
5/8"- 3/4"	\$ 44.51	\$ 44.51	\$ -	NA	800
5/8"- 3/4" out	\$ -	\$ -	\$ 44.51		800
1"	\$ 44.51	\$ 50.51	\$ 44.51		800
1 1/2"	\$ 44.51	\$ 44.51	\$ -		800
2"	\$ 44.51	\$ 44.51	\$ -		800
3"	\$ 44.51	\$ -	\$ -		800
4"	\$ -	\$ 44.51	\$ -		800
Current rate structure is considered a flat base rate, with no consumption rate					
Tiers		Generation Units		Tier Cost per Unit **	
Tier One		NA		\$	468,033.12
Proposed Rates				Uses Water	Allowances ²
	Residential	Commercial	Other		
5/8"- 3/4"	\$ 44.51	\$ 53.41	\$ -	1.0 - 1	200
5/8"- 3/4" out			\$ 80.94	1.0 - 1	NA
1"	\$ 62.31	\$ 74.78	\$ -	1.4 - 1	NA
1 1/2"	\$ 80.12	\$ 96.14	\$ -	1.8 - 1	NA
2"	\$ 129.08	\$ 154.89	\$ -	2.9 - 1	NA
3"	\$ 489.61	\$ 587.53	\$ -	11.0 - 1	NA
4"	\$ -	\$ -	\$ -	14.0 - 1	NA
Tiers		Consumption Units - 3/4-inch ³		Tier Cost per Unit ⁴	
Tier One		6.01 +		\$	7.50
Monthly Rate Comparison					
	Current		Proposed		Difference ⁵
Cubic Feet	Res. Water Bill		Res. Water Bill		
544	\$ 44.51		\$ 70.31		\$ 25.80
700	\$ 44.51		\$ 82.01		\$ 37.50
1,000	\$ 44.51		\$ 104.51		\$ 60.00
* - adopted budget includes inserting \$260K towards preparation of bridge project in 2024, or \$13.00 per service connection per month					
** - Rates per unit are inside city service, no outside city limits serviced					
1 - American Water Works Association standard for meter multiplier (replacement costs)					
2 - Overage charges begin after allowance has been consumed, per meter size and allocation of water, SFR only					
3 - Tier charge begins after 2 unit allowance, with max unit cap at 6 units, SFR only. Commercial, no cap, matches water meter readings					
4 - Generation rate set at \$6.50 for any wastewater generated above the allowance					
5 - Cost difference for a monthly user, using 3/4-inch service, average usage among group 5.44 units or 544 cubic feet (4,000 gallons)					
Bridge Information					
\$6 Million Loan					
Interest @ 1%					
Annual Payment			\$	213,114.62	
Monthly Cost Per Service Connection			\$	22.81	
New Budget			\$	1,092,031.70	
Monthly Rate Comparison w/ \$12.00 Bridge Funding					
	Current		Proposed		Difference ⁵
Cubic Feet	Res. Water Bill		Res. Water Bill		
544	\$ 57.51		\$ 83.31	\$	25.80
700	\$ 57.51		\$ 95.01	\$	37.50
1,000	\$ 57.51		\$ 117.51	\$	60.00

In the spreadsheet on the next page, we see the analysis of the revenues from the joint monthly base rates, (\$494,304.14) using the meter multiplier and the generation of more wastewater, those revenues associated with (\$612,128.63). A projected total of \$1,106,432.78 delivers monies that will meet the adopted 2023-24 budget.



MM Cost

WasteWater Rate Study
for

City of Dayton

For Year: 2023-24
Date completed: August-23

Wastewater Collected Amount of Water Sold Potential Infiltration	Cubic Feet				
	121,992				
	102,041				
	19,951	16.35%			
Annual Operating Budget Contingency Total Annual Budget	Dollars				
	\$1,037,165.70				
	\$54,866.00				
Connection Information Discharge w/ base (100 cu. ft.) Discharge w/ base (100 cu. ft.) 2.00 2.00 2.80 3.60 5.80 22.0 28.0 42.0 Discharge Fee per Unit Current Base Revenue	# of connections	Residential	Commercial	Other	
	Size				
	5/8" by 3/4"	824	30	0	
	5/8" by 3/4"	0	0	3	
	1"	6	2	0	
	1 1/2"	1	6	0	
	2"	2	1	0	
	3"	1	1	0	
	4"	0	0	0	
	6"	0	0	0	877
		See Allowed Units in Base Rate			
					Meter Multiplier In Use
	Residential	Commercial	Other		5/8" = 1.0
5/8" by 3/4"	\$44.51	\$53.41	\$0.00		3/4" = 1.1
5/8" by 3/4"	\$0.00	\$0.00	\$80.94		1" = 1.4
1"	\$62.31	\$74.78	\$0.00		1 1/2" = 1.8
1 1/2"	\$80.12	\$96.14	\$0.00		2" = 2.9
2"	\$129.08	\$154.89	\$0.00		3" = 11.0
3"	\$489.61	\$587.53	\$0.00		4" = 14.0
4"	\$0.00	\$0.00	\$0.00		6" = 21.0
6"	\$0.00	\$0.00	\$0.00		
per 100 cu. ft.	\$7.50	\$9.00	\$9.00		Basis on Exist Rates
					Totals
5/8" by 3/4"	\$36,676.24	\$1,602.36	\$0.00	\$	38,278.60
5/8" by 3/4"	\$0.00	\$0.00	\$242.81	\$	242.81
1"	\$373.88	\$149.55	\$0.00	\$	523.44
1 1/2"	\$80.12	\$576.85	\$0.00	\$	656.97
2"	\$258.16	\$154.89	\$0.00	\$	413.05
3"	\$489.61	\$587.53	\$0.00	\$	1,077.14
4"	\$0.00	\$0.00	\$0.00	\$	-
6"	\$0.00	\$0.00	\$0.00	\$	-
Total/month	\$37,878.01	\$3,071.19	\$242.81	\$	41,192.01
12 mo. Total	\$454,536.12	\$36,854.28	\$2,913.74	\$	494,304.14
% of operating budget	41.62%	3.37%	0.27%		45.26%
Wastewater included in Base Typical 3/4" Usage	Total/month	1,702	0	0	1,702
	12 mo. Total	20,424	0	0	20,424
Wastewater Generation	5.44				
		Residential	Commercial	Other	
	12 mo. Total	20,424			
	12 mo. Total	0			
	12 mo. Total	0			
Water Generation	40,375	Additional Wastewater	81,617		
	Potential Annual Revenues				\$ 612,128.63
Cost per 100 c.f.	\$8.95	Total Revenue Generated			\$ 1,106,432.78
		Annual Gain/(Shortfall)			\$ 14,401.08
Notes:					101.32%
	\$79.11 minimum charge per service connection to meet budget				
	Base rate increase from \$44.51 to \$ 51.42 = \$6.91				
		Gallons	Units Consumed	Res. wastewater Bill	
		2,992	5.44	\$70.31	
		4,069	7.00	\$82.01	
		8,976	10.00	\$104.51	

Annual Review:

User fees are monthly charges of all residences, businesses and other users that are connected to the sewer system. These fees are set by resolution and can be modified to account for an increase in operations and maintenance costs.

A consideration for the SFR dwelling that is not a rental unit, a six-month (October through March) basis for deciding an average monthly wastewater flow, which will base the 100 percent return of the winter water usage to the sewer system. For each SFR dwelling, the winter month's water usage should be revised annually July 1 and this usage is the basis for monthly sewer flows charges for the following twelve months. A change in the monthly base rate does not automatically change the unit generation cost. Consideration of each of the rates is dependent on the fluctuation in expenses in capital improvement planning.

A routine review of the commercial customer's water consumption will uncover any changes in sewer flows for this classification of users. This classification of city customers' wastewater bills should follow the single month in arrears when potable water is consumed, then applied to the wastewater flows. Due to the types of businesses the City serves, the majority of metered water is assumed to return to the sewer.

A wastewater utility must be monetarily self-sufficient, recuperating not only the cost of daily operations but also being able to fund capital improvements. Customers using a lot of water or those with large seasonal variations in consumption should pay their fair share, since collection networks are sized to meet peak demands.

Artificially keeping low rates will lead to deferring maintenance, rehabilitation, and replacement of deteriorating infrastructure and creating public health hazards in the future. There are ways to address affordability issues within rate structure designs without placing the utility at financial risk. A routine evaluation of these three bulleted points can substantiate rate structure designs.

- Operating Ratio: Operating revenues must meet working expenses, excluding depreciation which will equate to a ratio benchmark of 1.25 or higher. ¹
- Debt Service Coverage Ratio: is calculated as operating revenues minus operating expenses divided by principal and interest and equate to a benchmark ratio of 1.20 or higher. ¹
- Contingency Reserves (Emergency Reserves): At a minimum have appropriation funds to satisfy your billing period (e.g.: per month) or reserves to replace the single most expensive asset. ¹

Water and wastewater utilities are very capital-intensive. The majority of expenses for a utility are tied to capital improvement and administrative costs, and not tied to the cost to collect and treat wastewater.

1 – Information taken from Utility Financial Assessment Tool - NRW

Considerations:

There are ways the utility can design its rate structures to buffer against insufficient revenues, mainly through charging higher non-variable base charges. Methods cause a balance between setting revenue stability-oriented rate structures and conservation-oriented rate structures. A method could reward customers financially for reducing consumption. In order to offset some of the burden of high base charges on their customers, utilities sometimes include a minimum consumption allowance with the base charge such that any use within the consumption allowance is already paid for through the base charge.

The City of Dayton using past efforts has created a stable structure that combats revenue changes due to fluctuations in wastewater flows. From a perspective to keep customer satisfaction, particularly low volume customers, the City understands the high percentage of users falling into a below average wastewater generation.

A base charge is the amount a customer must pay each billing period, regardless of the amount of wastewater generated. This is oftentimes called a minimum charge. Base charges are highly stable sources of revenue for utilities since they are immune to customer use behavior. There is an incentive to charge as much of the fixed costs of running the utility in the base charge as possible yet reward those customers who are conservation minded.

A good rule of thumb is to have consistent revenues which match 60-75 percent of the total budget, pending the size of community served. With recommended base rates, percentage of revenues equal 45.26 percent of the total budget including the bridge funding.

Due to the capital-demanding nature of wastewater utility costs and because of economies of scale, large utilities can spread their costs over a large customer base and thus are often able to charge lower base charges. Smaller utilities, however, typically rely on higher base charges to recover some of their fixed costs. A utility must be wary to compare their own rates against surrounding communities, as each is unique as it relates to operational cost, debt, and monies necessary for system upgrades.

As with base charges, the higher the amount of the commodity included in the consumption allowance, (wastewater flows) the less sensitive the total bill will be to use reductions, and the less conservation-oriented the rate structure will be.

Unlike base charges, however, the utility has no revenue stability incentive to include higher amounts of water in the consumption allowance. In fact, the more water included in the consumption allowance, the less revenue the utility can expect to collect from most of its customers if the base charge is not adjusted similarly.

For the same reason, seasonal rates are like uniform rate structures, but the price for water associated with wastewater (\$/100 cubic feet) is higher in specific summertime months is unlikely to work for the city. Seasonal rates are also proper for seasonal communities (tourism) where demand for water is high in certain months and incredibly low in others.

In times of drought and mandatory watering restrictions, utilities' revenues are open to reductions in use, while the utilities' costs stay the same or increase over time. The lack of revenue linked with reductions in usage can be considerable for utilities that designed conservation-oriented rate structures.

The revenues collected for wastewater generation over the 2.0 units can be significantly reduced thus lowering the overall revenues. To recover some of the lost revenue during the times purposeful reductions exist, (i.e., drought) and to prevent a permanent increase of rates right after the drought, some utilities have considered temporarily raising rates during the mandatory restrictions period. These are sometimes called drought surcharges.

These temporary rate increases would go into effect for two simultaneous reasons:

- To recover some of the lost revenue as customers use less water (to continue paying the fixed operating costs), and
- To encourage further conservation by setting higher rates for high volume use. These temporary rate increases must be prepared for and communicated to the customers well in advance of droughts. Create an ordinance or resolution with specific rules about when the temporary rates would be implemented, when they would be removed, which blocks would be affected, and how high the rates would be constructed

As utility costs continue to increase annually, trying to circumvent routine (annual) increases only burdens the utility with prioritizing and tabling projects or routine maintenance. Eventually the consumer cost per unit increases, paying more for less water. With annual reviews of operating expenses, and relating said expenses to a per unit cost, this step correlates the allowances and revenues to the base rate and should demonstrate what the new base rate should be.

Recommended Rate Structure:

- Wastewater Base Rate for all 5/8-3/4-inch water service - \$51.42
 - Wastewater generation is decided by a winter water average usage from October through March
 - Wastewater Base Charge includes first 2 units (200 cf) of consumption
- Wastewater Base Rate for one-inch and larger service - see table "Proposed Rates"
 - Wastewater generation will match previous months water meter reading
 - Usage is applied for the month of water usage
- Wastewater Generation Flow Rate per unit - \$ 7.50
 - Generation Flow rate per unit for commercial customers could be \$9.00
 - Commercial generation can be higher strength waste that requires more treatment.
 - Revenues from this billing method will match, exceed adopted budget

- Annual adjustment based on consumer price index relating to the basket of services (water, wastewater maintenance) – averaging approximately 3.81 percent running average over ten-year cycle

With 121K units (91.25 MG) of wastewater treated annually, and the adopted budget at \$1,092,031.70, the average monthly usage correlates to 9.5 units. Actual water sales annually are 102K which equates to 9.7 units average per month per user. Using the 9.7 figure and implementing the recommendations in this study, 100 percent of the budget is matched. If the allowance for a 5/8-inch by 3/4-inch meter were reduced to two units, matching the water rate structure, the budget would be met with a monthly average consumption of 9.5 units.

The second challenge in developing wastewater rates for the City of Dayton was how to meet the financial goal of funding the Ferry Street bridge project. Variations in funding examples were provided, with considerations of potential grant monies, low interest loans and awarding of Congressional Direct Spending. The final specifics for funding the bridge project were calculated project cost at \$6M with 1 percent interest for 30-years. These reasons would add \approx \$235K annual payment to the existing wastewater operating budget for a total of \$1,092,031.00. This single project would increase the monthly base rates \approx \$25.00 per month.

Prior to the completion of the project, estimated date December 2025, the city will collect a monthly \$12.00 debt service fee in September 2023, and September 2024 to fund the first and subsequent annual payments. The city has been able to delay additional costs over two years due to reserves in place.

The chart below depicts hypothetical monthly costs associated with the various levels of consumption. The chart's monthly figures are correlated using four units (400 cf) as an allowance.

Hypothetical Usage – Monthly Costs

Water Consumption - Monthly Rate Comparison									
Connection Size	3/4	3/4	1.0	1.5	2.0	3.0	4.0	6.0	
Base Rate Wastewater Allowance	2	0	0.00	0.00	0.00	0.00	0.00	0.00	
Base Rate	\$44.51	\$53.41	\$62.31	\$80.12	\$129.08	\$489.61	\$0.00	\$0.00	
Consumer Class									
Residential	824	0	6	1	2	1	0	0	
Commercial	0	30	2	6	1	1	0	0	
Other	0	3	0	0	0	0	0	0	
Monthly Usage and Hypothetical Cost at Various Consumption Levels									
Tier Rates	Tier One	\$7.50	Tier Two			Tier Three	NA		
Consumption Levels		First level at 5.44 is average water usage discovered in wate rate study 2021							
5.44		\$ 70.31	\$ 94.21	\$ 103.11	\$ 120.92	\$ 169.88	\$ 530.41	\$ 40.80	\$ 40.80
6		\$ 74.51	\$ 98.41	\$ 107.31	\$ 125.12	\$ 174.08	\$ 534.61	\$ 45.00	\$ 45.00
7.5		\$ 85.76	\$ 109.66	\$ 118.56	\$ 136.37	\$ 185.33	\$ 545.86	\$ 56.25	\$ 56.25
8		\$ 89.51	\$ 113.41	\$ 122.31	\$ 140.12	\$ 189.08	\$ 549.61	\$ 60.00	\$ 60.00
9.5		\$ 100.76	\$ 124.66	\$ 133.56	\$ 151.37	\$ 200.33	\$ 560.86	\$ 71.25	\$ 71.25
10		\$ 104.51	\$ 128.41	\$ 137.31	\$ 155.12	\$ 204.08	\$ 564.61	\$ 75.00	\$ 75.00
11		\$ 112.01	\$ 135.91	\$ 144.81	\$ 162.62	\$ 211.58	\$ 572.11	\$ 82.50	\$ 82.50
12		\$ 119.51	\$ 143.41	\$ 152.31	\$ 170.12	\$ 219.08	\$ 579.61	\$ 90.00	\$ 90.00
13		\$ 127.01	\$ 150.91	\$ 159.81	\$ 177.62	\$ 226.58	\$ 587.11	\$ 97.50	\$ 97.50
14		\$ 134.51	\$ 158.41	\$ 167.31	\$ 185.12	\$ 234.08	\$ 594.61	\$ 105.00	\$ 105.00
15		\$ 142.01	\$ 165.91	\$ 174.81	\$ 192.62	\$ 241.58	\$ 602.11	\$ 112.50	\$ 112.50
16		\$ 149.51	\$ 173.41	\$ 182.31	\$ 200.12	\$ 249.08	\$ 609.61	\$ 120.00	\$ 120.00
17		\$ 157.01	\$ 180.91	\$ 189.81	\$ 207.62	\$ 256.58	\$ 617.11	\$ 127.50	\$ 127.50
18		\$ 164.51	\$ 188.41	\$ 197.31	\$ 215.12	\$ 264.08	\$ 624.61	\$ 135.00	\$ 135.00
19		\$ 172.01	\$ 195.91	\$ 204.81	\$ 222.62	\$ 271.58	\$ 632.11	\$ 142.50	\$ 142.50
20		\$ 179.51	\$ 203.41	\$ 212.31	\$ 230.12	\$ 279.08	\$ 639.61	\$ 150.00	\$ 150.00
25		\$ 217.01	\$ 240.91	\$ 249.81	\$ 267.62	\$ 316.58	\$ 677.11	\$ 187.50	\$ 187.50
30		\$ 254.51	\$ 278.41	\$ 287.31	\$ 305.12	\$ 354.08	\$ 714.61	\$ 225.00	\$ 225.00
35		\$ 292.01	\$ 315.91	\$ 324.81	\$ 342.62	\$ 391.58	\$ 752.11	\$ 262.50	\$ 262.50
40		\$ 329.51	\$ 353.41	\$ 362.31	\$ 380.12	\$ 429.08	\$ 789.61	\$ 300.00	\$ 300.00
45		\$ 367.01	\$ 390.91	\$ 399.81	\$ 417.62	\$ 466.58	\$ 827.11	\$ 337.50	\$ 337.50
50		\$ 404.51	\$ 428.41	\$ 437.31	\$ 455.12	\$ 504.08	\$ 864.61	\$ 375.00	\$ 375.00
55		\$ 442.01	\$ 465.91	\$ 474.81	\$ 492.62	\$ 541.58	\$ 902.11	\$ 412.50	\$ 412.50
60		\$ 479.51	\$ 503.41	\$ 512.31	\$ 530.12	\$ 579.08	\$ 939.61	\$ 450.00	\$ 450.00
65		\$ 517.01	\$ 540.91	\$ 549.81	\$ 567.62	\$ 616.58	\$ 977.11	\$ 487.50	\$ 487.50
70		\$ 554.51	\$ 578.41	\$ 587.31	\$ 605.12	\$ 654.08	\$ 1,014.61	\$ 525.00	\$ 525.00
75		\$ 592.01	\$ 615.91	\$ 624.81	\$ 642.62	\$ 691.58	\$ 1,052.11	\$ 562.50	\$ 562.50
80		\$ 629.51	\$ 653.41	\$ 662.31	\$ 680.12	\$ 729.08	\$ 1,089.61	\$ 600.00	\$ 600.00
85		\$ 667.01	\$ 690.91	\$ 699.81	\$ 717.62	\$ 766.58	\$ 1,127.11	\$ 637.50	\$ 637.50
90		\$ 704.51	\$ 728.41	\$ 737.31	\$ 755.12	\$ 804.08	\$ 1,164.61	\$ 675.00	\$ 675.00
95		\$ 742.01	\$ 765.91	\$ 774.81	\$ 792.62	\$ 841.58	\$ 1,202.11	\$ 712.50	\$ 712.50
100		\$ 779.51	\$ 803.41	\$ 812.31	\$ 830.12	\$ 879.08	\$ 1,239.61	\$ 750.00	\$ 750.00

As collected evidence presents itself during the later years, the Oregon Association of Water Utilities will return, if called upon, to review and confirm the effectiveness of the recommendations, thus assuring the goals presented in this wastewater rate study.

With many considerations and decisions being calculated with this rate study, it is a goal of Oregon Association of Water Utilities to aid the City of Dayton towards a sufficient wastewater rate to meet the needs of the system, supply fair rates for all consumers and to ensure the wastewater system is poised for future growth.

Yamhill County Water and Sewer Rates						
	Water Base Rate	Water Usage- 200 cubic feet	Sewer Base Rate	Sewer Usage - 200 cubic feet	Water/Sewer Bill Total - Base Rate + 200 cubic feet usage (if not included)	
Amity	\$ 51.77		\$ 78.07	included in base rate	\$129.84	
Carlton	\$ 64.74	\$7.82	\$ 64.74	\$14.92	\$152.22	
Dayton	\$ 48.87	included in base rate	\$ 44.51	flat rate	\$93.38	
Dundee	\$ 21.54	included in base rate	\$ 71.46	included in base rate	\$93.00	
Lafayette	\$ 64.54	included in base rate	\$ 42.00	included in base rate	\$106.54	
McMinnville	\$ 14.55	\$3.54	\$ 23.16	\$12.56	\$53.81	
Newberg	\$ 49.80*	\$8.68	\$ 31.87	\$19.36	\$109.71	
Sheridan	\$ 3.50	\$16.06	\$ 49.26	included in base rate	\$68.82	
Yamhill	\$ 73.28	included in base rate	\$ 78.96	included in base rate	\$152.24	

All calculations assume 5/8 - 3/4 inch residential meter size

*includes base rate, service charge (\$3.52), stormwater (\$15.63), Public Safety Fee (\$3.96), Communications Officer Fee (\$2.40), Transportation Utility Fee (\$5.40)

To: Honorable Mayor and City Councilors

From: Rochelle Roaden, City Manager

Issue: Approval of Supervisory Control and Data Acquisition (SCADA) Programmable Logic Controllers (PLCs) Upgrade for Water Treatment Plant

Date: September 5, 2023

Background and Information

The Fiscal Year 2023-2024 budget currently includes \$130,000 for a SCADA PLC Upgrade project. This was approved through the budget committee and funds were appropriated by the City Council when the budget was adopted.

Portland Engineering is our engineer of record for the water treatment plant. The project is to replace the industrial computers that run our water treatment facility. The proposal that we based the budget on expired in July of 2023. I asked for an updated proposal so that we could begin the project, and the new project cost is \$138,488. As with everything in our current economic situation, costs are increasing from month to month.

The City of Lafayette is paying 50% of the project costs as we share this system. The City's cost will be \$69,244 up from \$65,000. We have funds to cover the additional cost within the capital outlay budget in the Water Utility Capital Fund.

City Manager Recommendation: I recommend approval.

Potential Motion to Approve: "I move to approve increasing the budget on the SCADA PLC Upgrade project from \$130,000 to \$138,488."

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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July 13, 2023

John Lindow
City of Dayton Public Works.
416 Ferry Street, P.O. Box 339
Dayton, OR 97114
(503) 864-2221

Dear John:

This revised proposal PZ-130B is for upgrading the water treatment plant PLC and adding an additional operator computer. This proposal details hardware and PEI's engineering services for this scope of work.

We look forward to working with you on this project. Please call me at (503) 805-7642 if you have any questions or require additional information.

Sincerely,

Adam Dodge

Adam Dodge
Portland Engineering, Inc.

Proposal PZ-130B
Water System Computer Upgrade

for
City of Dayton, Oregon

July 13th, 2023

General Contractors License #135739

PROJECT SUMMARY

This proposal is to replace the obsolete water treatment plant Modicon PLC with the latest Allen Bradley (AB) ControlLogix PLC. The water treatment plant PLC has been in service for nearly 20 years. The Modicon Quantum PLC is now obsolete and will require parts on the used market to maintain. PEI will procure, install and program the latest 80 series Allen Bradley ControlLogix PLC as the replacement. PEI will create a new AB PLC program based on the existing Modicon program. PEI will move the RTU site polling (the wells, remote reservoirs, PRVs, etc.) into the existing AB Micrologix 1400 MTU which currently talks to Breyman, Main Liftstation and the Hypochlorite system. The Micrologix 1400 MTU is excellent at talking Modbus and will be able to gather data from the RTU sites. This data will be transferred to the main AB PLC via ethernet.

PEI will convert the existing Modicon logic to Allen Bradley. PEI will create new PLC drawings for the new PLC system. PEI will uninstall old Modicon PLC system and install a new Allen Bradley ControlLogix PLC with Weidmuller wiring conversion kit. The conversion kit will make the PLC changeout very quick, minimizing WTP downtime. It will take approximately one hour to remove old PLC and have new one installed.

PEI will provide one new Windows 10 computer as a backup to the only HMI computer located at the water treatment plant. PEI provided three new Windows 10 computers in 2021 but two were absorbed by IT. The Allen Bradley licenses can be reset by AB and installed on the new backup computer provided in this quote. No new software will be needed for this project.

PEI will install Allen Bradley's FactoryTalk View SE (latest version 13) onto the new computer. The PLC communications software will be changed from Kepware Modicon to AB's RSLinx Enterprise. The FTView application tags will be changed from Modicon to Allen Bradley. The autodialer software WIN911 will be modified to work with the new AB PLC. The new computer will be provided with a mouse, keyboard and monitors.

PEI will work with Dayton to test all functionality during startup.

SCOPE OF WORK

Portland Engineering will provide PLC, ethernet, and computer hardware as well as software setup and start-up services to the water control system.

1. Purchase Allen Bradley ControlLogix PLC system.
2. Purchase Dell Optiplex 3260 small form computer and monitor.
3. Purchase 16-port industrial ethernet switch.
4. Purchase Weidmuller Modicon Quantum to AB ControLogix conversion kit.
5. Create new I/O drawings for Allen Bradley PLC wiring.
6. Convert Modicon PLC program to Allen Bradley ControlLogix.
7. Create new polling routine for existing AB 1400 MTU PLC to communicate with Modicon RTU sites.
8. Convert water system FTView HMI application from Modicon to Allen Bradley.
9. Convert WIN911 application to work with Allen Bradley.
10. Test FTView application with Allen Bradley PLC at PEI office.
11. Remove Modicon PLC.
12. Remove old Windows XP computer that programs the Modicon PLC.
13. Install Weidmuller conversion kit.
14. Install and wire new Allen Bradley PLC.
15. Install new spare HMI computer.
16. Install new 16-port ethernet switch and reconnect ethernet cables.
17. Download new MTU polling routine into Micrologix 1400 MTU.
18. Test all PLC inputs and outputs.
19. Commission and startup water plant with operators.
20. Test that WIN911 callouts are functioning correctly.
21. Test all computers with maintenance personnel to verify operation.

PROJECT COSTS

Allen Bradley ControlLogix PLC, Conversion Hardware, Ethernet Switch	\$45,932.00
Dell Computer and Monitor	\$1,781.00
System Engineering and Start-up	\$90,775.00
TOTAL COST	\$138,488.00

SCHEDULE

Portland Engineering is prepared to begin work on this project immediately upon receipt of a purchase order.

Most equipment suppliers are experiencing long lead times for parts with some parts not available until summer 2023. Portland Engineering will provide information to City of Dayton with regard to equipment lead times that will impact the project schedule.

PAYMENT TERMS

All payment terms are net 30 days. Pricing does not include any applicable taxes.

Hardware and Software

PEI will submit an invoice for \$45,932.00 upon receipt of the order for hardware purchasing purposes.

Engineering and Installation

Engineering and Installation task progress payment invoices will be submitted by the 25th of the month, due net 30 days.

WARRANTY

Any equipment and software warranty is provided by the manufacturer and not by Portland Engineering, Inc. No other warranty applies.

PROPOSAL IS VALID FOR 30 DAYS AFTER SUBMITTAL DATE

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To: Honorable Mayor and City Councilors
From: Rochelle Roaden, City Manager
Issue: Appointment of Dayton Fireworks Committee Members
Date: July 17, 2023

History/Background

At the July 17th City Council meeting, the council approved Resolution 23/24-01 establishing the Dayton Fireworks Committee.

Per resolution, this committee will have 5 voting members (Chair, Co-Chair, Secretary, and two other voting members). In addition, two alternates. These voting members are to be appointed by the mayor with council approval and serve 3-year terms.

The city pushed out an online application via social media and we received 9 applications. All are Dayton residents except for Cheryl Campos who lives in Dayton outside of city limits and Isidro Amaral who is a graduate of Dayton High School and lives in McMinnville. Per resolution, two of the 7 voting members can live outside of Dayton city limits.

Mayor Marquez would like to appoint the following to the 5 voting positions for three-year terms ending on December 31, 2026:

1. Cheryl Campos
2. Mike Billings
3. Colt Wilkins
4. Isidro Amaral
5. Paul Giraud

Mayor Marquez would like to appoint the following to the 2 alternate positions for three-year terms ending on December 31, 2026:

1. Wendy Stec
2. Chris Teichroew

The other two applicants will be invited to participate on the committee as non-voting members.

City Manager Recommendation: n/a

Potential Motions to Approve:

"I move to approve appointing Cheryl Campos, Mike Billings, Colt Wilkins, Isidro Amaral, and Paul Giraud to the Dayton Fireworks Committee as voting members with terms ending December 31, 2026."

"I move to approve appointing Wendy Stec and Chris Teichroew to the Dayton Fireworks Committee as alternate voting members with terms ending December 31, 2026."

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.

From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Monday, August 14, 2023 2:24:40 PM

Applicant Name/Nombre del solicitante
Cheryl Campos

Mailing Address - If different from Physical Address
Same

Email/Correo electrónico:
cecampos63@gmail.com

Experience/Experiencia
I have been a member of the VFW for 17 years lots of volunteering Helped set up bingo for the VFW and have been helping fund raise for the fireworks. I also am state & post quartermaster i take care of the finances.

Physical Address/Dirección física
16600 se stringtown rd Dayton 97114

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
No

Phone Number/Número de teléfono:
971-645-1011

Current Occupation/Ocupación actual:
VFW State of oregon Quartermaster/Adjutant

Serving on the Committee/Sirviendo en el Comité
Would like to see dayton have the fireworks and old time 4th of july

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 8/14/2023 4:24:33 PM ID: 1676

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Monday, July 24, 2023 7:26:21 PM

Applicant Name/Nombre del solicitante
Mike Billings

Mailing Address - If different from Physical Address
609 Ferry St, Dayton or 97114

Email/Correo electrónico:
Daewoodp51@gmail.com

Experience/Experiencia
12+ school Years of public service 33years military service

Physical Address/Dirección física
609 Ferry St, Dayton or 97114

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
Yes/Sí

Phone Number/Número de teléfono:
9712410531

Current Occupation/Ocupación actual:
Retired

Serving on the Committee/Sirviendo en el Comité
Community involvement

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/24/2023 9:26:12 PM ID: 1640

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From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Tuesday, July 25, 2023 8:55:29 AM

Applicant Name/Nombre del solicitante
Isidro Amaral

Mailing Address - If different from Physical Address
309 NE 27th st McMinnville Oregon 97128

Email/Correo electrónico:
Isidro.amaral@icloud.com

Experience/Experiencia

I am a graduate of Dayton high school and I have always enjoyed Dayton as a town and great community for kids and to grow up there my values and hard work were made in Dayton and I would love to help and bring joy and help organize a great part of Daytons show. Recently we have been helped cater for Independence for the last 4 years and It has been great!

Physical Address/Dirección física
309 Ne 27th st McMinnville Oregon 97128

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
No

Phone Number/Número de teléfono:
5038579055

Current Occupation/Ocupación actual:
Banker

Serving on the Committee/Sirviendo en el Comité
Help the community bring the joy and share it with surrounding neighbors for a once I'm year event!

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/25/2023 10:55:24 AM ID: 1644

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From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Tuesday, July 25, 2023 10:36:50 AM

Applicant Name/Nombre del solicitante
Colt wilkins

Mailing Address - If different from Physical Address
P.o. box 335, Dayton, oregon 97114

Email/Correo electrónico:
coltwilkins94@gmail.com

Experieince/Experiencia

As a member of a fireworks committee, my role is crucial in the successful planning and execution of fireworks displays for various events and celebrations. My responsibilities may vary depending on the size and complexity of the event, but generally, my duties will involve the following: **Planning and Organization:** Participate in meetings to discuss the event's objectives, theme, budget, and other essential details. Contribute ideas and suggestions to create a captivating fireworks display that aligns with the event's purpose. **Vendor Coordination:** Collaborate with licensed fireworks vendors to select suitable fireworks for the event. Work with vendors to ensure timely delivery and compliance with safety standards. **Permitting and Legal Compliance:** Assist in obtaining the necessary permits and ensuring that all legal requirements related to fireworks displays are met. This includes coordinating with local authorities and fire departments. **Safety Precautions:** Help develop and implement safety protocols to safeguard the pyrotechnicians, event staff, and the audience. Promote a safe environment during setup, execution, and cleanup. **Venue Preparation:** Contribute to the selection of an appropriate location for the fireworks display. I can help coordinate site setup, including ensuring adequate space, safety distances, and accessibility for the pyrotechnics team. **Public Relations and Communication:** Assist in communicating essential event information to the public, including date, time, location, safety guidelines, and any additional event details. Work with media outlets and social media teams to promote the fireworks display. **Budget Management:** Help manage the financial aspects of the fireworks display. This may involve assisting in budgeting, tracking expenses, and seeking sponsorships or fundraising opportunities. **Environmental Considerations:** Raise awareness of environmental impacts and support initiatives to minimize waste and pollution during and after the event. **Post-Event Evaluation:** Participate in debriefing sessions after the fireworks display to assess its success, gather feedback, and identify areas for improvement in future events. **Event Support:** Be available to provide support during the event itself. This could involve assisting with crowd management, addressing safety concerns, or helping with any unforeseen issues that may arise. As a committee member, I'll work closely with other team members, such as event organizers, pyrotechnicians, safety officers, and public relations specialists. Your commitment, attention to detail, and ability to collaborate effectively with others will play a vital role in creating memorable and safe fireworks displays that leave a positive impact on the audience.

Physical Address/Dirección física
402 ferry st, dayton, oregon, 97114

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
Yes/Sí

Phone Number/Número de teléfono:
5033511628

Current Occupation/Ocupación actual:
Carpenter

Serving on the Committee/Sirviendo en el Comité
I am a community member in which my family owns a couple businesses. I have grown to love this community and would like to be a positive asset.

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/25/2023 12:36:43 PM ID: 1645

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From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Friday, July 28, 2023 7:29:46 PM

Applicant Name/Nombre del solicitante
Paul Giraud

Mailing Address - If different from Physical Address
601 sweeney st

Email/Correo electrónico:
Pgiraudlions23@yahoo.com

Experience/Experiencia
Work for Dish, I'm a fireworks enthusiasts that enjoys creating shows for my family and friends each year.

Physical Address/Dirección física
601 sweeney st dayton

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
Yes/Sí

Phone Number/Número de teléfono:
5038753389

Current Occupation/Ocupación actual:
Field tech

Serving on the Committee/Sirviendo en el Comité
I would like to learn how to create bigger displays

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/28/2023 9:29:40 PM ID: 1661

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From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Monday, July 24, 2023 8:51:29 PM

Applicant Name/Nombre del solicitante
Wendy Stec

Mailing Address - If different from Physical Address
705 Rodeo Dr, Dayton, OR 97114

Email/Correo electrónico:
wendystec@gmail.com

Experience/Experiencia

I've been a volunteer in many committees over the past two decades. Mostly related to my daughter's school activities. Volunteer coordinator, concessions coordinator, and Art Literacy were a few that I enjoyed while my daughter was in school. I've been on the DCDA committee for the past year.

Physical Address/Dirección física
705 Rodeo Dr

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
Yes/Sí

Phone Number/Número de teléfono:
15038075549

Current Occupation/Ocupación actual:
Retail Merchandiser for Hallmark

Serving on the Committee/Sirviendo en el Comité
I love Dayton and believe we need an annual fireworks show.

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/24/2023 10:51:21 PM ID: 1641

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: cityofdayton@daytonoregon.gov
To: [Rochelle Roaden](#)
Subject: Fireworks Committee Application
Date: Tuesday, July 25, 2023 7:57:51 AM

Applicant Name/Nombre del solicitante
Chris Teichroew

Mailing Address - If different from Physical Address
663 Warmcombe Dr

Email/Correo electrónico:
Christeichroew@yahoo.com

Experience/Experiencia
Graduated Highschool at SWHS. 24 years with Lumbermens in sales and management. 2 years as Executive Director at CHB in McMinnville and now 3 years as a Realtor in the state of Oregon.

Physical Address/Dirección física
663 Warmcombe Dr. Dayton, OR

Do you live inside of Dayton city limits?/¿Vive dentro de los límites de la ciudad de Dayton?
Yes/Sí

Phone Number/Número de teléfono:
9716122611

Current Occupation/Ocupación actual:
Realtor

Serving on the Committee/Sirviendo en el Comité
I enjoy community involvement and believe that city/town Holiday involvement helps grow the desirability of a city/town and brings the community closer together.

***** Email Details *****

From IP address: [REDACTED]
Submitted date: 7/25/2023 9:57:45 AM ID: 1642

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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	
07/23	07/25/2023	28786	1667	Richard P Evans Jr LLC	8880	1	300.300.705.00	.00	5,910.00-	V
07/23	07/05/2023	28795	1064	Botten's Equipment Rental	Multiple	1	100.103.619.00	.00	243.00	
07/23	07/05/2023	28796	125	Canon Solutions America	30635525	10	400.400.601.00	.00	189.23	
07/23	07/05/2023	28797	222	Caselle, Inc	125564	10	400.400.705.30	.00	10,568.00	
07/23	07/05/2023	28798	1922	Cintas Corp	Multiple	6	400.400.616.10	.00	195.42	
07/23	07/05/2023	28799	105	City of Dayton	Multiple	1	300.301.707.00	.00	1,295.52	
07/23	07/05/2023	28800	519	Comcast Cable - internet	8778105130	11	400.400.705.30	.00	199.79	
07/23	07/05/2023	28801	1806	Crossfire Lasertag, LLC	158	1	500.500.752.60	.00	722.00	
07/23	07/05/2023	28802	789	Edge Analytical	Multiple	1	400.400.751.00	.00	337.00	
07/23	07/05/2023	28803	1810	Elizabeth Sagmiller	229	1	400.400.705.80	.00	1,900.00	
07/23	07/05/2023	28804	1247	ezTask.com, Inc.	07911579	10	400.400.705.30	.00	2,247.75	
07/23	07/05/2023	28805	839	Ferguson Enterprises Inc. #3011	Multiple	1	300.300.616.00	.00	3,406.63	
07/23	07/05/2023	28806	543	Ferrellgas	1123502718	1	300.301.600.10	.00	392.78	
07/23	07/05/2023	28807	1996	GOGov	23-281	6	400.400.705.30	.00	6,240.00	
07/23	07/05/2023	28808	845	John Deere Financial	4486587	5	400.400.614.00	.00	310.83	
07/23	07/05/2023	28809	107	League of Oregon Cities	2023-200222	12	105.105.706.00	.00	2,666.00	
07/23	07/05/2023	28810	108	Les Schwab	Multiple	6	400.400.614.00	.00	1,821.42	
07/23	07/05/2023	28811	1507	McMinnville Immediate Health Car	1365K1814	10	400.400.705.00	.00	120.00	
07/23	07/05/2023	28812	121	McMinnville Water & Light	67508 723	1	300.300.600.00	.00	272.20	
07/23	07/05/2023	28813	871	ODP Business Solutions, LLC	3187892990	10	400.400.601.00	.00	99.89	
07/23	07/05/2023	28814	758	OHA - Cashier	2023 ANNUA	1	300.300.706.00	.00	1,500.00	
07/23	07/05/2023	28815	213	Pitney Bowes Purchase Power	STATEMENT	10	400.400.601.10	.00	1,127.10	
07/23	07/05/2023	28816	218	Platt Electric Supply	4C93126	1	200.200.616.20	.00	123.92	
07/23	07/05/2023	28817	621	Portland Engineering, Inc	11855	3	400.400.705.10	.00	90.00	
07/23	07/05/2023	28818	240	Print NW	22846	1	500.500.752.60	.00	299.00	
07/23	07/05/2023	28819	106	Recology Western Oregon	21727706	2	200.200.603.00	.00	320.77	
07/23	07/05/2023	28820	1820	SAIF Corporation	100036190 2	10	400.400.592.00	.00	6,418.08	
07/23	07/05/2023	28821	615	Schneider Water Services	Multiple	1	400.400.614.40	.00	7,619.30	
07/23	07/05/2023	28822	1485	Strategic Economic Development	1048	1	105.105.706.00	.00	669.80	
07/23	07/05/2023	28823	171	Terminix Processing Center	434895132	1	100.100.707.30	.00	83.00	
07/23	07/05/2023	28824	102	Verizon	9937045287	10	400.400.602.00	.00	628.67	
07/23	07/05/2023	28825	1470	Vicki Durand	JUNE 2023	2	400.400.537.00	.00	660.00	
07/23	07/06/2023	28826	1997	Yamhill Valley Treatment	FY 23/24	1	500.500.752.20	.00	.00	V
07/23	07/06/2023	28827	1998	Hogg Renovation & Design	109	1	300.300.614.40	.00	4,100.00	
07/23	07/06/2023	28828	1194	Rochelle Roaden	DRAW 07062	1	100.000.201.00	.00	2,500.00	
07/23	07/07/2023	28829	1974	E & S Consulting	00004	6	400.400.705.00	.00	.00	V
07/23	07/06/2023	28830	1997	Provoking Hope	FY 23/24	1	500.500.752.20	.00	1,500.00	
07/23	07/07/2023	28831	1974	Stephen Sagmiller	00004	6	400.400.705.00	.00	3,760.00	
07/23	07/17/2023	28832	1757	North Santiam Paving Co	PAY ESTIMA	1	770.770.910.90	.00	269,639.45	
07/23	07/17/2023	28833	186	VFW post # 355	BINGO AT O	1	500.500.752.60	.00	200.00	
07/23	07/17/2023	28834	1194	Rochelle Roaden	07.15.2023	11	400.400.611.00	.00	391.69	
07/23	07/20/2023	28835	329	Alexonet Inc	2564	11	105.105.705.30	.00	3,075.79	
07/23	07/20/2023	28836	2000	Anthony Garcia	DEPOSIT RE	2	400.400.750.00	.00	73.47	
07/23	07/20/2023	28837	1813	ArchiveSocial	29537	10	400.400.705.00	.00	4,188.00	
07/23	07/20/2023	28838	374	Backflow Management Inc	93022-496	1	300.300.706.00	.00	505.00	
07/23	07/20/2023	28839	127	Baker & Taylor	Multiple	1	100.104.715.00	.00	247.74	
07/23	07/20/2023	28840	1064	Botten's Equipment Rental	103288-2	1	500.500.752.60	.00	196.90	
07/23	07/20/2023	28841	1878	Brightside Electric & Lighting	Multiple	11	300.301.707.00	.00	306.00	
07/23	07/20/2023	28842	125	Canon Solutions America	Multiple	10	400.400.601.00	.00	361.49	
07/23	07/20/2023	28843	1978	CFM Advocates	27446	2	400.400.705.00	.00	4,166.00	
07/23	07/20/2023	28844	258	Chemeketa Community College	S1148039	1	100.104.710.00	.00	9.85	
07/23	07/20/2023	28845	189	CIS Trust	PO-DAY=I20	12	500.500.604.00	.00	62,336.96	
07/23	07/20/2023	28846	1841	CyntrX	INV154884	5	400.400.614.00	.00	45.00	

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
07/23	07/20/2023	28847	2001	Dave Rucklos	07.07.23	2	105.105.611.00	.00	80.30
07/23	07/20/2023	28848	2003	Denton Downer	REFUND OV	1	101.000.418.00	.00	100.00
07/23	07/20/2023	28849	453	DJC Oregon	745624102	1	700.700.920.00	.00	451.00
07/23	07/20/2023	28850	193	DMV	L004643494	1	101.101.705.00	.00	1.75
07/23	07/20/2023	28851	231	DOWL	2647.80185.	1	700.700.910.41	.00	48,286.80
07/23	07/20/2023	28852	789	Edge Analytical	Multiple	1	300.300.751.00	.00	189.00
07/23	07/20/2023	28853	2002	Herminia Ornelas	DEPOSIT RE	1	100.100.750.20	.00	350.00
07/23	07/20/2023	28854	107	League of Oregon Cities	29902	10	400.400.611.00	.00	730.00
07/23	07/20/2023	28855	2005	Les a & Jim Bailes	DEPOSIT RE	2	400.400.750.00	.00	35.30
07/23	07/20/2023	28856	1999	Lil' Queenie	OLD TIMERS	1	500.500.752.60	.00	150.00
07/23	07/20/2023	28857	1572	McMinnville Commercial Cleaners	Multiple	1	100.100.707.30	.00	1,000.00
07/23	07/20/2023	28858	1714	McMinnville Sunrise Rotary	520	12	500.500.706.00	.00	608.00
07/23	07/20/2023	28859	124	Mid-Willamette Valley COG	Multiple	1	100.105.705.20	.00	5,015.25
07/23	07/20/2023	28860	1933	Mobile Modular	2437258	4	100.103.601.00	.00	904.90
07/23	07/20/2023	28861	109	News Register	140643	1	700.700.920.00	.00	492.57
07/23	07/20/2023	28862	214	OAWU	35563	1	400.400.614.40	.00	4,250.00
07/23	07/20/2023	28863	173	One Call Concepts, Inc.	3060351	2	400.400.799.00	.00	12.60
07/23	07/20/2023	28864	224	Orchard & Vineyard Supply	INV:LAF4976	1	300.300.614.60	.00	80.02
07/23	07/20/2023	28865	106	Recology Western Oregon	71267	1	300.300.614.40	.00	287.32
07/23	07/20/2023	28866	171	Terminix Processing Center	435126457	10	100.104.707.00	.00	100.00
07/23	07/20/2023	28867	937	United Site Services	Multiple	1	100.103.619.00	.00	1,395.38
07/23	07/20/2023	28868	1001	Utility Service Co., Inc	Multiple	1	600.600.930.60	.00	50,883.44
07/23	07/20/2023	28869	102	Verizon	9939411577	10	400.400.602.00	.00	582.16
07/23	07/20/2023	28870	1470	Vicki Durand	JULY 2023	2	400.400.537.00	.00	960.00
07/23	07/20/2023	28871	1577	Webster Heating	45355	1	300.300.614.60	.00	151.00
07/23	07/20/2023	28872	154	Westech Engineering, Inc	Multiple	1	700.700.921.00	.00	20,240.20
07/23	07/20/2023	28873	114	Yamhill County Sheriff	JULY 2023	1	101.101.705.10	.00	15,878.95
07/23	07/20/2023	28874	115	Yamhill County Sheriff	Multiple	1	101.101.700.35	.00	287.00
07/23	07/20/2023	28875	117	YCOM	50014002	1	101.101.770.00	.00	2,388.50
07/23	07/20/2023	28876	614	Ziplyfiber	Multiple	1	300.300.602.00	.00	334.10
07/23	07/24/2023	28877	1999	Lil' Queenie	FINAL PMT F	1	500.500.752.60	.00	1,350.00
07/23	07/24/2023	28878	1757	North Santiam Paving Co	PAY ESTIMA	1	770.770.910.90	.00	14,191.55
07/23	07/24/2023	28879	1629	Gypsy Rose Carriage Company	OTW 2023	1	500.500.752.60	.00	250.00
07/23	07/24/2023	28880	2006	Ronni K Howell	OTW 2023	1	500.500.752.60	.00	300.00
07/23	07/26/2023	28881	1916	Perch	JULY 26 202	1	100.104.730.00	.00	275.00
07/23	07/26/2023	28882	1667	Richard P Evans Jr LLC	8880	1	300.300.705.00	.00	5,910.00
07/23	07/31/2023	28883	2007	Jakus D Tajjala	PR 0731202	1	100.000.201.00	.00	140.00
Grand Totals:								.00	583,102.53



**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 8/1/2023 to 8/31/2023**

City	UCR Description	8/1/2022 to 8/31/2022	8/1/2023 to 8/31/2023	Percentage Change	YTD	Prior Year
DAYTON						
Part 1						
	Aggravated Assault	1	0		7	2
	Burglary-Business	0	0		3	1
	Burglary-Non-Residence	0	0		1	7
	Burglary-Residence	1	0		2	2
	Larceny	6	2	-66.67 %	18	49
	Motor Vehicle Theft-Auto	0	0		2	13
	Part 1 Total	8	2	-75.00 %	33	74
Part 2						
	All Other	1	0		5	13
	Animal Problems	0	0		2	
	Disorderly Conduct	0	0		3	3
	Drug Laws	2	0		11	17
	DUII	1	2	100.00 %	16	23
	Forgery	0	0		3	
	Fraud	0	0		5	6
	Kidnapping	0	0		1	1
	Liquor Laws	0	0			1
	Runaway	1	0		1	2
	Sex Offenses	0	0		5	6
	Simple Assault	1	1		25	24
	Stolen Property	1	0		1	10
	Trespass/Prowler	0	1		7	12
	Vandalism	0	0		18	32
	Weapons	0	0		4	8
	Part 2 Total	7	4	-42.86 %	107	158
Part 3						
	All Other	14	3	-78.57 %	54	92
	Total For DAYTON	40	16	-60.00 %	313	458

Report run date: 9/1/2023



**Yamhill County Sheriff's Office
Crime Summary for DAYTON
From 8/1/2023 to 8/31/2023**

City	UCR Description	8/1/2022 to 8/31/2022	8/1/2023 to 8/31/2023	Percentage Change	YTD	Prior Year
DAYTON						
	Non-Reportable Offenses	11	7	-36.36 %	119	134
	Part 3 Total	25	10	-60.00 %	173	226
	Total For DAYTON	40	16	-60.00 %	313	458

TO: Honorable Mayor and City Councilors
 Through: Rochelle Roaden, City Manager
 From: Jason Shirley
 Subject: Code Enforcement Activities Report
 Date: 08/28/2023

2023 Code Compliance Report													
Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Animals	7	1	1	3		2	1	1					
Building	2	3				1							
Clear Vision	1			1									
Encroachment Permits													
Junk – Private Property	1	2											
Noise		1				1		1					
Noxious Vegetation	1				1	1	2	3					
Parking – Right of Way	11	9	3	1	8	3	3	2					
Storing Junk - ROW	7		2			1		1					
Attractive Nuisance													
Posting - Signs	1												
Camping	1	1				1							
Sidewalks						1							
YCSO	1												
Code Citations Issued								1					
Land Use Violations			1										
Other				1									
TOTALS	32	17	6	6	9	11	6	9					

Please Note: The monthly statistics are calculated from the Dayton City app, website complaints forms, phone calls, emails, written Notes, in person and code compliance officer observations.

TO: Mayor Marquez and City Council Members
THROUGH: Rochelle Roaden, City Manager
FROM: John Lindow, Public Works Supervisor
SUBJECT: Public Works Activity Report for August 2023
DATE: August 31, 2023

<p>Water: 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 Waterline Leak Repairs Fire Flow Pump Repairs - Treatment Plant Chlorine Generator Maintenance Springs Grounds Maintenance Various I-Ready Meter Reads Received Parts to Fix Water Meter at Water Treatment Plant Completed Leak Checks on Water Meters</p>	<p>Wastewater: Regulatory Samples - Bi-Weekly Daily Rounds Operation of Lift Stations - Daily Check Locates DMR to DEQ Receive Chemicals at Treatment Plant Lift Station Maintenance Smoke Testing for Sewer Lines Maintenance at (Sewer) Ponds Submitted Plans to DEQ to change Flows at Wastewater Ponds</p>
<p>Parks: Garbage Removal - All Parks Park Restrooms - Daily Cleaning and Maintenance Clean Park Fountain Regular Mowing of Parks and Cemetery Removal of Flowers from Courthouse Park</p>	<p>Storm Water: Locates Catch Basin - Cleaning Storm Drain Grates - Clear Debris and Leaves Street Sweeping - Storm Grate Maintenance</p>
<p>Facilities: Fire Extinguisher Checks Community Center Trash Removal Clean Community Center Parking Lot Grounds Maintenance at Community Center Got Bark dust for Flower Beads at Community Center</p>	<p>Streets: Street Sweeping Ferry Street Trash Removal Move/Charge Mobile Speed Sign Regularly Painted Curbs</p>

August 1, 2023

BOARD OF DIRECTORS
DAYTON
PO BOX 339
DAYTON, OR 97114

The May election is complete and some of you are new to your official positions. Welcome! And many more of you are returning officials who have been serving your local government for quite some time. Thank you.

We are providing this letter to remind you of your responsibilities as a fiduciary of your local government.

As a governing official, you are a trustee of the local government and must exercise due diligence and oversight to ensure the local government is well-managed and its financial situation remains sound. As a trustee, you also carry some responsibility to ensure compliance with certain laws, rules, and grant or loan covenants.

Municipal Audit Law provides instructions for reports local governments are required to submit annually to the Secretary of State. Annual reporting is important for ensuring local governments are transparent and accountable to the public.

Under Municipal Audit Law (ORS 297.405-297.990), financial reports **must be filed each year** with the Oregon Audits Division. These annual filings must be filed either 90 or 180 days after fiscal year end and require a response to any findings reported by the independent auditor within 30 days of filing. Failure to file annual reports could result in dissolution.

Other areas of responsibility include the following:

1. Government Ethics for Public Officials – ORS 244¹
2. Public meetings and public records law – ORS 192
3. Local budget law – ORS 294
4. Procurement and contracting – ORS Chapters 279A-C
5. Deposit and Investment of public funds – ORS Chapters 294 and 295

¹ ORS – Oregon Revised Statutes

MUNICIPAL AUDIT LAW CHANGES effective January 1, 2024

You are receiving this letter because you are currently registered as a local government subject to Municipal Audit Law (ORS 297.405 - 297.990). Changes to Municipal Audit Law were enacted during the 2023 legislative session and impact all local governments.

House Bill 2110 A amended Municipal Audit Law; these changes become effective January 1, 2024. You can find more details on HB 2110 A online at

<https://olis.oregonlegislature.gov/liz/2023R1/Measures/Overview/HB2110>. Key changes are listed below.

1. **Updated thresholds:** Audits are required for counties and school districts and are now required for entities spending more than \$1 million annually — an increase from \$500,000. All other entities may be eligible for an audit exemption. Entities spending less than \$250,000 may be eligible to file a self-prepared report in lieu of audit.

Report Type	Thresholds as of 1/1/24
Audit	> \$1,000,000
AUP	\$250,001 - \$1,000,000
Self-Prepared	≤ \$250,000

2. **Agreed Upon Procedures (AUP) reporting:** Replacing review reports, AUP reporting directs auditors to perform and report results of procedures specified in the Oregon Minimum Standards (OAR 162-040). The procedures will address certain components of financial reporting, operations, and compliance.
3. **Filing fees:** As determined by entity spending, increased fees will range from \$40 to \$500.

Spending over	Spending Not Over	Annual Fee
\$0	\$50,000	\$40
\$50,000	\$150,000	\$80
\$150,000	\$250,000	\$150
\$250,000	\$500,000	\$250
\$500,000	\$1,000,000	\$300
\$1,000,000	\$5,000,000	\$350
\$5,000,000	\$10,000,000	\$400
\$10,000,000	\$50,000,000	\$450
\$50,000,000	-	\$500