



# JOHN DAY CITY COUNCIL

Tuesday, June 27, 2023

CITY OF  
**JOHN DAY**

**Urban Renewal Agency & Budget Hearing**  
**John Day Regular Council & Budget Hearing**

**7:00 pm**  
**7:10 pm**

John Day Fire Station Day Fire Station, 316 S Canyon Blvd, John Day, OR 97845

(541)575-0028 [www.cityofjohnday.com](http://www.cityofjohnday.com)

This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. The chat feature in Go To Meeting is only available during Public Comments portions of the meeting. Go To Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.

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## **Urban Renewal Agency Meeting and Budget Hearing 7:00 PM**

- I. Call Urban Renewal Agency Meeting to Order**
- II. Roll Call and Attendance**
- III. Amend or Accept Regular Agenda**
- IV. URA Consent Agenda**

*All matters listed within the Consent Agenda have been distributed to every member of the City Council for reading and study, are considered routine, and will be enacted by one motion of the Council. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

**V. Public Comments (Please Limit to 3-5 Minutes)**

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**VI. Public Hearing – 2023-2024 URA Budget**

*Rick Allen, Budget Officer & Anna Bass, City Recorder/Finance Manager*

- A. Mayor Opens the Public Hearing
- B. Staff Report
- C. Comments from the Public
- D. Council Deliberations, Questions and/or Comments
- E. Mayor Closes the Public Hearing
- F. No Action Required – Formal Action by Resolution

**VII. Resolution No. 2023-2 Adopting the URA Budget**

- A. Resolution adopting the 2023-2024 budget, establishing the tax increment authority, and making appropriations and collecting 100% of the division of tax.

**VIII. Additional Department, Council or Other Comments**

**IX. Adjourn URA Meeting**

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**Regular City Council Meeting and Budget Hearing 7:10 PM**

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- I. Call Regular Council Meeting to Order**
- II. Roll Call and Attendance**
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- b. Approval of Council Minutes June 13, 2023
- c. Job Descriptions for Staff

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***AN ORDINANCE APPROVING, RATIFYING, AND DECLARING CITY OF JOHN DAY'S INTENT TO (A) CREATE A CERTAIN HOUSING AND PUBLIC IMPROVEMENT INTERGOVERNMENTAL ENTITY, COMMONLY KNOWN AS REGIONAL RURAL REVITALIZATION (R3) STRATEGIES CONSORTIUM, IN ACCORDANCE WITH ORS 190.085, AND (B) CITY OF JOHN DAY'S ADMISSION INTO THE INTERGOVERNMENTAL ENTITY; AND DECLARING AN EMERGENCY.***

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- c. Public Testimony (Oral or Written)
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- e. Mayor Closes the Public Hearing
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- g. Motion to Adopt
- h. Mayor Calls For Roll Call Vote

**XII. CyberMill & Grant County Digital Update**

*Mayor Rookstool*

**XIII. River Trail – Motorized Vehicles**

*Casey Meyers, Public Works Director*

**XIV. City Hall HVAC System Update**

*Mayor Rookstool*

**XV. Water Damage Basement Update**

*Rick Allen, Interim City Manager*

**XVI. Derelict Structures Update (Burned Out Buildings)**

*Rick Allen, Interim City Manager*

**XVII. City Hall / Fire Station Cleaning Contract**

*Mayor Rookstool*

**XVIII. Council Leadership Discussion**

*Councilor Labhart and Rininger*

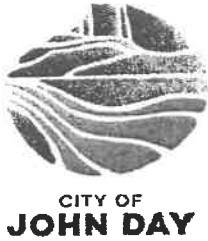
**XIX. Invoice Approval Process**

*Councilor Labhart*

**XX. Additional Department, Council or Other Comments**

**XXI. Adjourn Council Meeting**





## John Day URA Budget Committee Meeting

Tuesday, June 6, 2023 at 7:00 PM  
Budget Committee Meetings

John Day Fire Station Day Fire Station, 316 S Canyon Blvd, John Day, OR 97845

(541)575-0028 [www.cityofjohnday.com](http://www.cityofjohnday.com)

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### URA Meeting

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- I. Call Budget Committee Meeting to Order
- II. Roll Call and Attendance
- III. Additions or Changes to Regular Agenda
- IV. Election of Officers
  - a. Chair
  - b. Vice Chair (optional)
  - c. Secretary

**V. Budget Message**

*Rick Allen, Budget Officer*

**VI. Budget Presentation & Committee Review**

*Rick Allen, Budget Officer & Anna Bass, City Recorder/Finance*

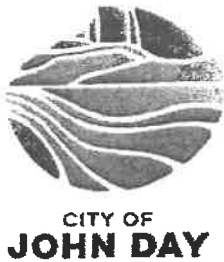
**VII. Public Comment on Proposed Budget**

*3 Minute Time Limit*

**VIII. Budget Committee Deliberations**

**IX. Approval of Budget**

**XII. Adjourn Budget Meeting**



**CITY OF JOHN DAY URA  
FY-2023-2024 BUDGET CALENDAR**

<b>Appoint Budget Officer &amp; Budget Committee Members</b>	<b>March 2023</b>
<b>Prepare Proposed Budget</b>	<b>March, April, May 2023</b>
<b>Publish 1<sup>st</sup> Notice of Budget Committee Meeting</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>May 24, 2023</b>
<b>Publish 2<sup>st</sup> Notice of Budget Committee Meeting</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>May 31, 2023</b>
<b>1<sup>st</sup> Budget Committee Meeting</b>	<b>June 6, 2023</b>
<b>2<sup>nd</sup> Budget Committee Meeting (If Needed)</b>	<b>June 7, 2023</b>
<b>Publish Notice of Budget Hearing</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>June 14, 2023</b>
<b>Budget Hearing (City Council)</b> <b>Resolution to Adopt Budget</b> <b>Resolution Appropriate Budget</b> <b>Resolution to Categorize and Impose Taxes</b>	<b>June 27, 2023</b>
<b>Submit Tax Certification Documents to the County Assessor</b>	<b>July 15, 2023</b>
<b>Submit Copy of Budget Document to County Clerk</b>	<b>September 30, 2023</b>



# City of John Day

May 28, 2023

## Budget Message URA

**To:** Mayor, City Council and Budget Committee Members

**From:** Rick Allen, Interim City Manager

**Subject:** City of John Day Urban Renewal Agency Fiscal Year 2023-24

Ordinance No. 18-172-02 of the City of John Day established the John Day Urban Renewal Agency (URA). The agency is managed by the John Day City Council pursuant to ORS 457.045(3) and John day Ordinance No. 18-173-03, which vests the council with the authority to act as the John Day Urban Renewal Agency board and administer incentive programs to promote new housing development within the city limits.

The John Day Urban Renewal board is authorized to use urban renewal tax increment revenues (TIF) derived from a division of taxes pursuant to Section 1c, Article IX of the Oregon Constitution and ORS 457.440, and other available funding as more fully described in Sections III, IV, V, VI, and VII of the John Day Urban Renewal Report.

This budget message details the URA programs and incentives currently in place, estimates incentive payments for fiscal year 2023-2024, and recommends motions to approve TIF revenues and expenditures.

### **PROGRAM BACKGROUND**

The URA currently offers two different housing incentive programs – one for new home construction and one for major renovations. Eligible properties must be located within the boundaries of the urban renewal area.

The New Home Incentive Program provides a seven percent cash rebate on new home construction based on the increase in the property's assessed value. It also includes payment of system development charges (SDCs) on behalf of the property owner, which are \$2,235 for water and \$5,119 for sewer.

The Existing Home Remodel Incentive Program provides a 15 percent cash rebate based on the increase in the property's assessed value on substantial improvements to home facades, structural repairs, major remodels and new additions that add additional rooms and living space. The minimum increase in assessed value to qualify for this program is \$10,000.



# City of John Day

## EXPECTED PROJECTS

The projects that were approved for this current fiscal year in various stages of completion. Both Mahogany Ridge and Ironwood Estates have put in water, sewer and related infrastructure to serve those developments. We expect paving and completion during this next budget year.

No new large projects are expected in 2023-24 at this time. The balance of the projects will be part of the single family home construction or smaller remodel projects that fall within our guidelines.

## FUTURE DEBT SERVICE

The URA took out a loan with Business Oregon to fund large projects like Mahogany Ridge and Ironwood Estates. The line of credit loan gave a 2 year forbearance on payments of interest or principal. Those payments will begin in the next budget 2024-25. Currently the taxes paid into the URA from the program are less than the requirement. This proposed budget has included a \$150,000 contingency fund that will mitigate any shortage should that occur. The annual payment in the future will be \$122,370 if the line of credit is used to its full amount.

I have outlined a few items I wanted to share with you, however other questions or comments are expected as these few brief pages are not meant to explain them in detail by any means. If you have any questions, please feel free to contact me via phone or email. [rallen@grantcounty-or.gov](mailto:rallen@grantcounty-or.gov) or 541-815-4380 (Cell).

  
Rick Allen, Budget Officer  
Interim City Manager

## RECOMMENDED MOTIONS

- 1) *I move that the John Day Urban Renewal District budget committee approve the presented/amended budget for fiscal year 2023-24*
  
- 2) *I move to approve the request of the Grant County Assessor for the John Day Urban Renewal District area for the maximum amount of revenue that may be raised by dividing the taxes under section 1C article 9 of the Oregon Constitution ORS Chapter 457.*

JOHN DAY URBAN RENEWAL AGENCY							
DEPT: 010 - ADMINISTRATION							
for Budget Committee							
DETAIL EXPENDITURES							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
711	1,047	750	-	62100	ADVERTISING	750	
1,866	4,140	2,500	8,500	62300	AUDIT	9,500	
56,712	276,881	1,298,118	917,350	62495	DEVELOPMENT INCENTIVES	1,411,592	
415	525	630	295	63300	INSURANCE	360	23% increase advised
	6,593	7,000	7,000	63360	ADMINISTRATION	7,000	
	185	-	-	63420	LAND USE PLANNING EXPENSE	-	
	300	3,000	20,000	63450	LEGAL	20,000	
40	88	100	-	63460	LICENSES AND FEES	100	
	-	100	-	63650	OFFICE SUPPLIES	100	
1,470	6,487	500	49,650	63825	OTHER PROFESSIONAL SERVICES	15,000	
	759	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	500	
20,937	7,354	-	-	64115	SDC PD FOR OWNER	-	
<b>82,150</b>	<b>304,359</b>	<b>1,312,698</b>	<b>1,002,795</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,464,902</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	277,464	5,320	13,500	66423	CHAROLAIS HEIGHTS EXTENSION	-	
-	<b>277,464</b>	<b>5,320</b>	<b>13,500</b>		<b>TOTAL CONTINGENCY FUND</b>	-	-
				<b>5</b>	<b>CONTINGENCY - NON DEPARTMENTAL</b>		
-	-	58,844	-	67100	OPERATING CONTINGENCY	150,000	loan pmt next year
-	-	<b>58,844</b>	-		<b>TOTAL CONTINGENCY FUND</b>	<b>150,000</b>	-
				<b>7</b>	<b>DEBT SERVICE</b>		
-	-	13,719	13,777	67275	INTEREST PAYMENT - JOHN DAY WTR FUND	-	
64,688	-	-	-	68900	CITY OF JOHN DAY	-	
7,600	33,468	-	-	68510	OWFCU LOC	-	
9,428	52,243	-	-	68515	OWFCU LOAN	-	
-	-	-	-	68930	BIZOR - URA - PRINCIPAL	-	pmts due in fy 2025
-	-	-	-	68935	BIZOR - URA - INTEREST	-	
<b>81,716</b>	<b>85,711</b>	<b>13,719</b>	<b>13,777</b>		<b>TOTAL DEBT SERVICE</b>	-	-
<b>163,866</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,030,072</b>		<b>DEPT. TOTAL EXPENDITURES</b>	<b>1,614,902</b>	-
				<b>9</b>	<b>REVENUES</b>		
15,210	2,855	50,393	598,677	40110	NET WORKING CAPITAL	591,605	
1,300	-	-	-	45287	APPLICATION FEES	-	
50,066	60,900	61,750	70,000	42100	PROPERTY TAXES - CURRENT (89%)	62,300	
	4,800	-	1,800	42200	PROPERTY TAXES - PRIOR YR	-	
-	-	1,278,438	891,000	44520	BIZOR LOAN	960,797	
-	-	-	60,000	44661	DLCD GRANT	-	
99,960	-	-	-	45275	DEBT PROCEEDS - LOC - OWFCU	-	
-	25	-	-	45290	REFUND PRIOR YEAR EXPENSES	-	
185	276	-	200	45450	INTEREST INCOME	200	
<b>166,721</b>	<b>68,856</b>	<b>1,390,581</b>	<b>1,621,677</b>		<b>TOTAL REVENUES</b>	<b>1,614,902</b>	-
					<b>SUMMARY</b>		
<b>163,866</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,030,072</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>1,614,902</b>	-
						-	-
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**JOHN DAY URBAN RENEWAL AGENCY  
JOHN DAY, OREGON**

**RESOLUTION NO. 2023-02**

**BE IT RESOLVED;**

**Section 1. Adopt the Budget.** That the Urban Renewal District Budget was approved by the Budget Committee and presented to the Board of Directors of the John Day Urban Renewal Agency at their June 27, 2023 meeting is adopted as the budget for fiscal year 2023-2024 in the amount of: \$1,614,902

**Section 2. Declaration of Tax Increments.** That the Board of Directors of the John Day Urban Renewal Agency resolves to certify to the Grant County Assessor a request for the John Day Urban Renewal District Area for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article IX of the Oregon Constitution and ORS 457.

**Section 3. Make Appropriation.** That the Board of Directors makes appropriations for the purposes shown below for the fiscal year 2023-2024

URBAN RENEWAL AGENCY OPERATING FUND:

Materials & Services: \$	1,464,902
Contingency: \$	<u>150,000</u>
Total: \$	1,614,902

This resolution is effective on July 1, 2023.

**PASSED AND ADOPTED** by the Board of Directors of the John Day Urban Renewal Agency this 27th day of June, 2023.

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Heather Rookstool, Chairperson

ATTEST:

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Rick Allen, Interim Executive Director

**JOHN DAY URBAN RENEWAL AGENCY**

A meeting of the Board of Directors of the John Day Urban Renewal Agency will be held on June 27, 2023 at 7:00 p.m. at 316 S. Canyon Blvd, John Day, Oregon. The purpose of this meeting is to discuss the budget for the year beginning July 1, 2022 as approved by the Budget Committee. A summary of budget is presented below. A copy may be inspected or obtained at the City of John Day City Hall, located at 450 East Main Street, John Day Oregon between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday. The budget was prepared on a basis of accounting that is consistent with the basis used by similar agencies.

**JOHN DAY URBAN RENEWAL AGENCY  
PROPOSED 2023-2024 BUDGET SUMMARY**

	<u>Actual</u> <u>FY 2021-2022</u>	<u>Adopted</u> <u>FY 2022-2023</u>	<u>Budget Committee</u> <u>Approved</u> <u>FY 2023-2024</u>
<b><u>RESOURCES</u></b>			
Net Working Capital	2,855	50,393	591,605
Revenue from Bonds & Other Debt	0	1,278,438	960,797
Other Current Resources	301	0	200
Estimated Resources other than Property Taxes	3,156	1,328,831	1,552,602
Revenue from Division of Tax	65,700	61,750	62,300
Revenue from Special Levy	0	0	0
<b>Total Resources</b>	<b>68,856</b>	<b>1,390,581</b>	<b>1,614,902</b>

**REQUIREMENTS BY OBJECT CLASSIFICATION**

Materials & Services	304,359	1,312,698	1,464,902
Capital Outlay	277,464	5,320	0
Debt Service	85,711	13,719	0
Contingencies	0	58,844	150,000
<b>TOTAL REQUIREMENTS</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,614,902</b>

**REQUIREMENTS BY ORGANIZATIONAL UNIT**

Administration	667,534	1,390,581	1,614,902
FTE	0.00	0.00	0.00
<b>TOTAL REQUIREMENTS</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,614,902</b>
<b>TOTAL FTE</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SIGNIFICANT CHANGES:**

\* Reflects \$1,411,592 slated for Development Incentives

**PROPERTY TAX LEVY**

	<u>Rate or Amount</u> <u>Imposed</u>	<u>Rate or Amount</u> <u>Imposed</u>	<u>Rate or Amount</u> <u>Approved</u>
Local Tax Increment Finance	65,700	61,750	62,300

**STATEMENT OF LONG-TERM INDEBTEDNESS**

	<u>Estimated Debt</u> <u>Outstanding on July 1</u>	<u>Estimated Debt</u> <u>Authorized, but not</u> <u>incurred on July 1</u>
BizOregon	924,699	927,098





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**IX. Adjourn URA Meeting**

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**XII. CyberMill & Grant County Digital Update**

*Mayor Rookstool*

**XIII. River Trail – Motorized Vehicles**

*Casey Meyers, Public Works Director*

**XIV. City Hall HVAC System Update**

*Mayor Rookstool*

**XV. Water Damage Basement Update**

*Rick Allen, Interim City Manager*

**XVI. Derelict Structures Update (Burned Out Buildings)**

*Rick Allen, Interim City Manager*

**XVII. City Hall / Fire Station Cleaning Contract**

*Mayor Rookstool*

**XVIII. Council Leadership Discussion**

*Councilor Labhart and Rininger*

**XIX. Invoice Approval Process**

*Councilor Labhart*

**XX. Additional Department, Council or Other Comments**

**XXI. Adjourn Council Meeting**



# Job Description: Fire Chief

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** City Manager  
**DEPARTMENT:** Fire Department  
**FLSA:** Full-Time, Non-Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** Range 9 (\$4,848 to \$6,516 per month)

## GENERAL POSITION SUMMARY

To protect the community from fire, hazmat and natural disasters. Oversees the everyday functions of the fire department and is responsible for the safety of all fire fighters and community awareness.

## DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*The following examples of duties and responsibilities do not encompass all job requirements.*

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Responds and takes appropriate action to all potential fire calls.
2. Maintains good working relations with other local agencies.
3. Supervises the use and maintenance of all equipment used by the department in ensure high standards of efficiency and safety.
4. Ensures all fire trucks, equipment and work stations are kept in a clean, orderly and working condition.
5. Maintains work proficiency by participating in all required training and meetings
6. Is available to respond to emergency situations 24 hours a day, 7 days a week.
7. Communicates effectively with personnel and the public.
8. Complies with all state mandated regulations
9. Motivates department and keeps morale high.
10. Must respond to various problems and questions which subordinates may have and interpret department policy, procedures, rules and regulations.
11. Performs other duties as necessary for proper functioning of the department.

### NON-ESSENTIAL FUNCTIONS:

1. Washing of vehicles.
2. Driving

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Basic knowledge of computer operations and report writing.
2. Phone skills.
3. Ability to make reasonable and sound decisions in stressful situations.

### CONFIDENTIALITY:

Access to confidential information during the course of fire investigations.

### PUBLIC INTERACTION:

Contact with the public on a daily basis.

## MINIMUM QUALIFICATIONS

### EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

1. High school diploma or equivalent experience.
2. At least 21 years of age and a US citizen. Ability to pass state mandated requirements.
3. Firefighter 1 certification.
4. NFPA Instructor 1 certification.
5. Apparatus Operator 2 certification.
6. Fire Chief's Tool Box training.
7. Hazmat training.
8. Terrorism training.
9. Grant writing experience.
10. Obtain basic DPSST Certificate within 1 year.
11. Must be able to obtain and maintain 1<sup>st</sup> Aid/CPR Certificate.

## PHYSICAL REQUIREMENTS

### FREQUENCY DEFINITIONS:

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

### WORKING CONDITIONS:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration – extremity (arm, let ,hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

### MATERIALS AND EQUIPMENT USED:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	

MATERIALS AND EQUIPMENT USED CONTINUED:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heavy Equipment (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input checked="" type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

PHYSICAL DEMANDS:						
N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 80 Avg. 30 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dragging	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: )	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching forward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Administration Approval/Date





# Job Description: Public Works Director

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** City Manager  
**DEPARTMENT:** Public Works  
**FLSA:** Full-Time, Non-Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** \$17.02/hr - \$24.40/hr

## GENERAL POSITION SUMMARY

The person in this position administers, plans and directs the functions of the Public Works Departments; responsible for assigning, directing and inspecting work including construction, maintenance and operation in the area of streets, parks, sewer collection and sewer plant operation, storm drainage, water distributions system and building and vehicle maintenance. Is part of the City management team and does related work as required.

## DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*The following examples of duties and responsibilities do not encompass all job requirements.*

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Plans, schedules, and implements construction, maintenance and operation and construction activities designed to provide quality water, sewer, street, park and storm drainage service for the City; oversees construction and maintenance work to determine acceptability and conformance to standards. Reviews engineering plans.
2. As department head, performs the appropriate role as defined by City personnel policies relating to hiring, discharge, discipline, suspension, promotion, demotion and commendation of all Public Works Department personnel. Prepares and updates job descriptions and evaluates the performance of department personnel. Monitors the training program needs of department and ensures those recognized and defined needs are met.
3. Prepares water, sewer, street, parks and agribusiness departmental budgets for submission to the City Manager; monitors and controls departmental expenditures to ensure compliance with the City's policies and procedures and local budget law. Analyzes annual operating costs and makes recommendations for budget.
4. Assists in the development and implementation of capital improvement plans, coordinates with other agencies as needed in the construction of capital improvements and department operations. Analyzes and projects the needs of the City for equipment, capital infrastructure (water/sewer/stormwater/street and transit), and materials for the completion of the same.
5. Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and sewer flow data. Evaluates issues and situations to determine if liability lies within the City or the property owner.
6. Supervises, instructs and assists assigned crews in all aspects of the department including operation, maintenance and construction projects.
7. Responsible for implementation and enforcement of all rules and regulations pertaining to public health and safety. Responds to inquires and complaints from the general public regarding Public Works activities, and responsible for enforcement of the City cross-connection program. Ensure compliance with all regulations from OSHA, EPA, OSHD, DEQ and DHS that apply to the Public Works Department.
8. Is subject to "call out" after normal working hours to respond to emergency situations.
9. Works with engineering firms, multiple agencies - private and public, and the public at large.
10. Other duties as assigned.

**NON-ESSENTIAL FUNCTIONS:**

1. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals and meeting with others in areas of responsibility.
2. Maintain work area in a clean and orderly manner.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Computerized record keeping; use of computers for reports, spreadsheets and databases.
2. Knowledge of materials, methods and techniques used in the construction and maintenance of public sewer, water, streets, storm drains, parks and publicly owned buildings.
3. Knowledge of all equipment and projects and their occupational hazards and safety precautions.
4. Knowledge of the principles of supervision and personnel practices, budget methods and procedures.
5. Knowledge of water systems, sewer systems, stormwater systems, street systems, contracts, interpretation of design blue prints, as-builts and regulations.
6. Ability to guide, direct and motivate employees.
7. Work within and prepare budget.
8. Organize and prioritize work.
9. Establish and maintain good working relationships with employees, contractors, other departments and the public.
10. Ability to communicate effectively, orally and in writing with employees, consultants, other government agency representatives, City officials and the general public.
11. Conduct necessary engineering research and compile comprehensive reports.

**CONFIDENTIALLY:**

Access to employee performance and disciplinary documentation.

**SUPERVISORY RESPONSIBILITY:**

Supervises personnel in the public works department, typically 6 FTE plus seasonal workers.

**PUBLIC INTERACTION:**

Handles citizen complaints by problem solving and following correct City procedures.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. High school diploma or equivalent experience.
2. 10 years' experience in supervision and management of infrastructure projects of similar scope and complexity to city assets.
3. Must possess a valid driver's license from Oregon State.
4. CPR Certified
5. Water distribution and sewer collection certifications, or ability to successfully obtain within one-year of hire date.

**PHYSICAL REQUIREMENTS****FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<b>WORKING CONDITIONS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Condition</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>MATERIALS AND EQUIPMENT USED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Condition</b>	<b>Comments/Detail</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Department specific equipment (specify): Backhoe, VacTruck	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>PHYSICAL DEMANDS:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Description (if O, F, or C checked)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 50 Avg. 25 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 50 Avg. 25 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 50 Avg. 25 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 50 Avg. 25 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Description (if O, F, or C checked)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date



CITY OF  
**JOHN DAY**

# **Job Description: Public Works Foreman**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Public Works Director  
**DEPARTMENT:** Public Works  
**FLSA:** Full-Time, Non-Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** Range 10 \$31.07/hr - \$41.76/hr

### **GENERAL POSITION SUMMARY**

Participates with and supervises personnel in the performance of operation and maintenance tasks to maintain the infrastructure (sewer, streets and water systems) within the City. Operate, maintain, and repairs various public works facilities and equipment, which may require additional training or licensing in order to perform assigned tasks.

### **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. As a working foreman provides leadership, direction and training to subordinate staff ensuring quality, safe, and efficient results.
2. May construct and/or install streets and water/sewer lines as projects and needs arise.
3. Implements City water, sewer, stormwater, and sStreet projects and storm drains.
4. Maintains work proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
5. Is subject to "call out" after normal working hours to respond to emergency situations.
6. Prepares reports, evaluations, and documentation of staff in a timely and efficient manner.
7. As directed, works with outside department staff, contractors and engineers when necessary to perform assigned tasks.
8. Maintains positive communication with City employees and the general public.
9. Follows all safety rules, procedures, and City policies.
10. Performs maintenance and minor repair to all City Equipment
11. Operates all equipment necessary for City infrastructure operation and maintenance.
12. Maintains appropriate certifications and training for subordinate staff.
13. Ability to estimate time, materials and equipment needed for specific projects and is able to read and interpret plans and specifications.
14. Other duties as assigned.

#### **NON-ESSENTIAL FUNCTIONS:**

1. Computer skills.
2. Participates in the development and management of budget as appropriate to assigned tasks.
3. Effective work relationships with City employees and the general public.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Knowledge of materials, methods and techniques used in the construction and maintenance of City infrastructure.
2. Knowledge in supervisory practices; i.e. training, evaluations, documentation and supervision.

3. Extensive knowledge of materials, methods and techniques used in construction, operation and maintenance of City infrastructure.
<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIRED CONTINUED:</b>
4. Maintains a certification in one of the three departments; sewer, water or streets.
<b>CONFIDENTIALITY:</b>
Access to employee evaluations.
<b>PUBLIC INTERACTION:</b>
Contact with the public regarding <del>interruption of services during repair.</del>
<b>SUPERVISORY RESPONSIBILITY:</b>
Responsible for three utility workers.

**MINIMUM QUALIFICATIONS**

<b>EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:</b>
1. High school diploma or equivalent experience.
2. 5 years experience in the above listed job duties.
3. Must possess a valid driver's license from <u>State of Oregon</u> <del>State.</del>
4. Possess or of the ability to obtain a certification in one of the three departments; sewer, water or streets.
5. Possess a class B CDL with tank and air brake endorsements.
6. CPR Certified.

**PHYSICAL REQUIREMENTS**

**FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.
- (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.
- (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

<b>WORKING CONDITIONS:</b>					<b>Condition</b>	<b>Comments/Detail (if applicable)</b>
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – extremity (arm, let ,hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED:					Condition	Comments/Detail
N	R	O	F	C		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

PHYSICAL DEMANDS:					Physical Requirement	Description (if O, F, or C checked)
N	R	O	F	C		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 80 Avg. 30 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dragging	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: )	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching forward	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date





CITY OF  
**JOHN DAY**

# **Job Description: Utility Worker I**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Public Works Director  
**DEPARTMENT:** Public Works  
**FLSA:** Full-Time, Non-Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** Range 4 (\$17.53 – 23.57 per hour)

## **GENERAL POSITION SUMMARY**

The employee in this position works primarily in the day to day operation, maintenance and repair activities of the water distribution system, sewer collection system, street system and parks. The Utility Worker I also performs maintenance and repair work at the water wells, pump stations, reservoirs and wastewater treatment plants as well as other city-owned facilities on a more limited basis. This employee will always be under the direct supervision of the Utility Worker II or higher. The Utility Worker takes day to day direction from the Public Works Director or his or her designee.

## **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

<b>ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:</b>
<ol style="list-style-type: none"> <li>1. Performs maintenance on existing and installs new water distribution lines including meters, fire hydrants, service lines and mains. The employee is assigned to in-house projects and operates the backhoe, dump truck, and other City equipment.</li> <li>2. The Utility Worker performs maintenance of the City's street system including streets, alleys and rights-of-ways. The employee is assigned to patching potholes, maintaining storm lines and storm drains, sanding City streets during inclement weather, mowing and maintaining road side shoulders, weed reduction in designated sites, maintaining sidewalks and walkways, maintaining street regulatory, directional and informational signs, and operates and maintains all City owned light and heavy equipment.</li> <li>3. Also assists in performing maintenance and repair to the sewer collection system including lines, lift stations, laterals and manholes. Occasionally assists in performing maintenance and repair to the wastewater treatment plant.</li> <li>4. Performs routine maintenance and clean-up on City building and properties, parks and vehicles.</li> <li>5. Works with hazardous chemicals (including chlorine gas) involving personal, public and environmental health risks. Comes in contact with noxious substances including raw sewage and sludge that pose personal health hazards.</li> <li>6. Assists in the maintenance and reading of water meters.</li> <li>7. Is subject to "call out" after normal working hours to respond to emergency situations.</li> <li>8. Follow all safety rules, procedures, and City policies.</li> <li>9. Performs other duties as assigned.</li> </ol>
<b>NON-ESSENTIAL FUNCTIONS:</b>
<ol style="list-style-type: none"> <li>1. Computer skills.</li> <li>2. Maintains effective work relationships with City employees and the general public.</li> </ol>
<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:</b>

1. Knowledge of materials, methods and techniques used in the construction and maintenance of City infrastructure.
2. Extensive knowledge of materials, methods and techniques used in construction, operation and maintenance of City infrastructure.

**PUBLIC INTERACTION:**

Contact with the public regarding interruption of services during repair.

**MINIMUM QUALIFICATIONS**

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. High school diploma or equivalent experience.
2. Must possess a valid driver's license from Oregon State.
3. CPR Certified
4. Possess a class B CDL with tank and air brake endorsements.

**PHYSICAL REQUIREMENTS**

**FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – extremity (arm, let ,hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**MATERIALS AND EQUIPMENT USED:**

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment (specify)	

**MATERIALS AND EQUIPMENT USED CONTINUED:**

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**PHYSICAL DEMANDS:**

N	R	O	F	C	Physical Requirement	Description (if O, F, or C checked)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 80 Avg. 30 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dragging	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: )	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching forward	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date

# John Day, Oregon

## Position Description

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**Job Title:**

**Department:**

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### General Statement of Responsibilities

#### Supervision Received

Works under the general supervision of the .

#### Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

### Examples of Duties - Essential Functions

1. .
2. .
3. .
4. .
5. .
6. .
7. .
8. .

### Screening Criteria

#### Education and Experience:

- An Degree in or related area;
- AND xxx years' experience ;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

#### Knowledge of:

Skills: .

Ability to: .

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and driving; and while moving equipment, using tools, scaling ladders, and crawling in restricted spaces. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. daily, 5-60 lbs. frequently, and over 60 lbs. occasionally. This position requires both verbal and written communication abilities.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. Occasionally subject to outside conditions, restricted spaces under buildings, from ladders, or in attics. The noise level in the work environment is usually moderate and lighting is adequate.

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**SIGNATURES:**

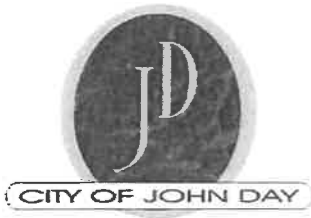
This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: December, 2017

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*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*



# Job Description: Water System Operator

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Public Works Director  
**DEPARTMENT:** Public Works  
**FLSA:** Full-Time, Non-Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** \$13.75/hr - \$18.77/hr

## GENERAL POSITION SUMMARY

The employee in this position is responsible for the operation and maintenance of the City's water system including pump stations, reservoirs, chemical treatment and distribution system. Oversees all work related on the water system. This position is the certified Operator of Record with the Department of Human Services Drinking Water Section.

## DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*The following examples of duties and responsibilities do not encompass all job requirements.*

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Plans, schedules and implements maintenance and operation activities designed to provide quality water.
2. Conducts and performs daily inspection, maintenance and operational checks to insure safe, reliable and proper operation of pumps, wells, reservoirs, distribution lines.
3. Ensures that water quality meets all requirements of Department of Human Services Drinking Water Section and the Safe Drinking Water Act.
4. Performs sampling and testing of raw and treated water, maintains daily operating logs and reports; prepares and submits reports to the Department of Human Services Drinking Water Section.
5. Works with hazardous chemicals (including chlorine gas) involving personal, public and environmental health risks.
6. Maintains water meters and the reading for use, maintenance for all fire hydrants, valves, pumps and reservoirs.
7. Occasionally assists the public works crew as needed on construction and repairs to the City's infrastructure.
8. Is subject to "call out" after normal working hours to respond to emergency situations.
9. Follows all safety rules, procedures, and City policies.
10. Operates and maintains radio telemetry system.
11. In charge of the City's cross connection program, including annual cross connection inspections as needed and backflow device testing.
12. Other duties as assigned.

### NON-ESSENTIAL FUNCTIONS:

1. Computer skills
2. Participates in the development and management of budget as appropriate to assigned tasks
3. Positive interaction with the public.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of materials, methods and techniques used in the construction and maintenance of City infrastructure.
2. Mechanically inclined, solid troubleshooting and problem solving skills.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED CONTINUED:**

3. Maintains all certifications pertaining to specified job title.

**PUBLIC INTERACTION:**

Contact with the public regarding water quality issues, water meter leaks and other related issues.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. High school diploma or equivalent experience.
2. 5 years experience in the above listed job duties.
3. Must possess a valid driver's license from Oregon State.
4. Level II certification in water distribution
5. Cross connection specialist certification
6. Backflow device testing certification
7. Possess a class B CDL with tank and air brake endorsements.
8. CPR Certified

**PHYSICAL REQUIREMENTS****FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration - whole body	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration - extremity (arm, let ,hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**MATERIALS AND EQUIPMENT USED:**

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	



**MATERIALS AND EQUIPMENT USED CONTINUED:**

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**PHYSICAL DEMANDS:**

N	R	O	F	C	Physical Requirement	Description (if O, F, or C checked)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 80 Avg. 30 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dragging	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: )	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching forward	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Administration Approval/Date



# Job Description: Records Specialist

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Chief of Police

**DEPARTMENT:** Police Department, Administrative

**FLSA:** Part-Time, Non-Exempt, Non-Collective Bargaining Unit

**BARGAIN UNIT:** N/A

**PAY RANGE:** Range 2 (\$14.35 - \$19.29 per hour)

## GENERAL POSITION SUMMARY

The Records Specialist performs customer service assistance to both internal and external customers; complex record keeping in accordance with Oregon laws including: compiling statistics, data entry, filing, proofreading, scanning, retrieval of police reports and other forms; maintenance of computerized records management system, queries state and national criminal justice information systems, and other clerical work as needed. Depending on the assignment, the Records Specialist may also make entries to state and national criminal justice information systems. Records Specialist will also assist the John Day Police Department and Administrative Department with code enforcement activities, including performing field inspections, responding to citizen reports, and evaluating properties and projects for compliance with the city's development code and local ordinances.

## DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

*The following examples of duties and responsibilities do not encompass all job requirements.*

### ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Enters, queries, and retrieves information on various computer systems.
2. General clerical duties including typing, filing, and answering phones. Receiving and processing requests for information.
3. Administers Law Enforcement Data System (LEDS) functions following national and state mandates and instructions.
4. Provides electronic records management support. Proofreads police documents for validity, accuracy and completeness. Enters, corrects, changes, retrieves, loads, downloads and updates information using an automated records management system.
5. Scans documents into records management systems. Verifies information, documents entry and indexes images. Provides quality control checks. Maintains equipment.
6. Ensures compliance with Records Retention processes, schedules and laws.
7. Redacts and provides reports according to policy.
8. Provides customer service to the public, departmental personnel and other agencies.
9. Responds to incoming telephone calls by routing them to the appropriate department member or by researching various paper and computer files to respond to inquiries.
10. Handle situations which may occur with difficult persons either by telephone or personal contact.
11. Assists administrative staff with special projects and other duties as assigned.

### NON-ESSENTIAL FUNCTIONS:

1. Driving within local area for on-site inspections, follow-up verifications.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Typing and online data entry in records retention/law enforcement databases and information systems.
2. Experience with Microsoft Word, Outlook and Excel and Adobe Acrobat Professional.
3. Telephone skills and customer relations.

**PUBLIC INTERACTION:**

1. Greet customers in person and on phone.
2. Respond to resident complaints/inquiries on potential code violations.
3. Issues letters and notice of violations to property owners/occupants found in violation of local ordinances.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. High school diploma or equivalent experience; Associates Degree or higher preferred.
2. Two-years' experience in clerical role and/or general secretarial background.
3. Must possess a valid driver's license from Oregon State.
4. Must be bondable.
5. Must be LEADS certified or have ability to become LEADS certified within six months of employment.

**PHYSICAL REQUIREMENTS****FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	Going outside for field inspections.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	Flex time available for work up to 40-hours per week
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	May travel for training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	Radios, telephones, people talking in office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	People coming into office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	Cleaning supplies.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	Only if necessary.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Hostile Public Interaction)	Police escort for site inspections available upon request.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**MATERIALS AND EQUIPMENT USED:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	Office machinery

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input checked="" type="checkbox"/> )	Training and field inspections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>PHYSICAL DEMANDS:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 10 Avg. 5 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Cases of paper/supplies – have hand cart if necessary.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 10 Avg. 5 lbs.)	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 3ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	Break room/restroom is located downstairs.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date





CITY OF  
**JOHN DAY**

## **Job Description: Senior Accounts Clerk**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Office Manager

**DEPARTMENT:** Administration

**FLSA:** Full-Time, Non-Exempt

**BARGAIN UNIT:** N/A

**PAY RANGE:** Range 4: \$17.53 - \$23.57 per hour (\$36,468-\$49,032 per year)

### **GENERAL POSITION SUMMARY**

The Senior Account Clerk is responsible for all accounts payable and accounts receivable function, including recording all entries into the general ledger. They are responsible for ensuring recording of revenues and expenditures. The Clerk ensures vendor payments and customer billing, and payroll processing is completed in a timely manner. This position also assists and serves as the back up to the Secretary/Cashier and must be knowledgeable and able to perform those job duties if assigned. The Clerk also assists with a variety of clerical tasks including; agenda and minutes, data entry and reporting for the various departments, managing public records, and confidential human resource tasks.

### **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Accounts Payable.
2. Accounts Receivable, including backup/verification for Secretary/Cashier.
3. Administers Payroll and some related human resource tasks.
4. Records, Track, Archives, and Maintains all public records; fulfills all public records requests.
5. Assists in administering various projects of the city including those of the URA and Grant County Digital.
6. Customer relations, including answering phones and responding to emails; requires updating website, social media and a working knowledge of City Code and current projects.
7. Clerical duties such as data entry, drafting correspondences, reports, notices, and statistical data analysis.
8. Maintain records of equipment, facilities, and materials for the various department.
9. Develop procedures for implementing process improvements in organization and administrative systems.
11. Other duties as assigned.

#### **NON-ESSENTIAL FUNCTIONS:**

1. Cleaning.
2. Driving.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Typing.
2. 10-key.
3. Experience with Microsoft Word, Excel and Outlook and Adobe Acrobat.
4. Telephone and electronic communication skills.
5. Customer relations.

#### **PUBLIC INTERACTION:**

Greet customers in person, via phone and e-mail.

## MINIMUM QUALIFICATIONS

### EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

1. High school diploma or equivalent experience.
2. 3 years experience in accounting/office background.
3. Must possess a valid driver's license from Oregon State.
4. Must be bondable.

## PHYSICAL REQUIREMENTS

### FREQUENCY DEFINITIONS:

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

### WORKING CONDITIONS:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	Going outside to retrieve payments from drop-box.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	May travel for training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	Radios, telephones, people talking in office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	People coming into office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	Cleaning supplies.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	Only if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

### MATERIALS AND EQUIPMENT USED:

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input checked="" type="checkbox"/> )	Training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

### PHYSICAL DEMANDS:

N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max. 10 Avg. 5 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 3ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	Break room/restroom downstairs.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hearing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date



CITY OF  
**JOHN DAY**

## **Job Description: Secretary/Cashier**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS To:** Office Manager

**DEPARTMENT:** Administration

**FLSA:** Full-Time, Non-Exempt

**BARGAIN UNIT:** N/A

**PAY RANGE:** Range 3: \$15.94 - \$21.42 per hour (\$33,156-\$44,556 per year)

### **GENERAL POSITION SUMMARY**

This position is the first point of contact for the city and its residents, particularly utility customers. As first contact, the secretary must possess working knowledge of city operations to best answer or direct inquiries. Professionalism and good communication skills are imperative for success as this position communicates with a variety of city departments and community members. The cashier receives all payments to the city and must keep a detailed and accurate record of these receipts. This position utilizes a computer for all job functions, requires flexibility for changing technology, and proficiency in digital records management. While under the general direction of the Office Manager, the cashier works independently and is expected to execute tasks without direction.

### **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Utility account management, including billing, payment remittance, and collection procedures.
2. Front desk customer relations, along with answering phones and responding to emails; requires updating website, social media and a working knowledge of City Code and current projects.
3. Receipt of all cash – daily deposits, accurate posting of utility receipts, and recording of monies received.
4. Business license – annual renewal process, new business applications.
5. Monthly closing process, including reporting for utilities, licenses, and postage funds.
6. Agenda review and preparation; recording of official meeting minutes; review of agenda items and minutes prior to City Manager approval and have approval authority for certain types of agenda items.
7. Review outgoing mail, write letters, and perform analysis for special projects.
8. Develop procedures for implementing process improvements in organization and administrative systems.
9. Attendance of evening and night meetings to document official actions of the council and boards.
9. Other duties as assigned.

#### **NON-ESSENTIAL FUNCTIONS:**

1. Cleaning.
2. Driving.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Typing and 10-key.
2. General knowledge of grammar and arithmetic.
3. Experience with Microsoft Word, Outlook and Excel and Adobe Acrobat.
4. Telephone and electronic communication skills.
5. Customer relations.

#### **PUBLIC INTERACTION:**

Greet customers in person, via phone and e-mail.

### MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:
1. High school diploma or equivalent experience.
2. 2 years experience in accounts receivable and/or general secretarial background.
3. Must possess a valid driver's license from Oregon State.
4. Must be bondable.

### PHYSICAL REQUIREMENTS

#### FREQUENCY DEFINITIONS:

- (N) Never: Not required and not done on the job.
- (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.
- (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	Going outside to retrieve payments from drop-box.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	May travel for training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low background noise	Radios, telephones, people talking in office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	People coming into office.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	Cleaning supplies.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	Only if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

MATERIALS AND EQUIPMENT USED:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input checked="" type="checkbox"/> )	Training.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>PHYSICAL DEMANDS:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 10 Avg. 5 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Cases of paper/supplies – have hand cart if necessary.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 10 Avg. 5 lbs.)	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 3ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	Break room/restroom is located downstairs.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date

## **Job Description: Senior Code Enforcement Officer**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Fire Chief / Director of Public Safety

**DEPARTMENT:** Administration

**FLSA:** Full-Time, Non-exempt

**BARGAIN UNIT:** N/A

**PAY RANGE:** Range 7: \$23.34/hr - \$31.37/hr

### **GENERAL POSITION SUMMARY**

Under general direction, assigns and supervises code enforcement activities; to participate in the work of technical staff engaged in the enforcement of various State and City codes and ordinances; and performs related duties as required. This is the supervisory level position reporting to the Director of Public Safety/Fire Chief. The Senior Code Enforcement Officer is responsible for the day to day supervision of code enforcement staff and implementation of State and City codes and ordinances related to use, maintenance and safety of land and structures. Methods of performing assigned responsibilities are largely at the discretion of the incumbent within the framework of Department policy, rules and regulations. Particularly sensitive matters are referred to and jointly decided with the Director of Public Safety. The position is required to be fully trained in all procedures and policies related to the code enforcement program. When not engaged in code enforcement activities, the position is detailed to the Public Works Department and works under the direction of the Public Works Director.

### **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

#### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Plan, schedule, assign work and evaluate the performance of those engaged in code enforcement for commercial, industrial and residential property, to ensure compliance with codes, regulations and ordinances. Participate in the selection of full-time and temporary employees. Supervise subordinate staff.
2. Review, monitor and provide technical expertise; code interpretation assistance; develop enforcement strategies on more complex incidents, and manage administrative matters.
3. Assist staff and other departments with the interpretation and application of relevant ordinances.
4. Respond in person or by letter to inquiries regarding complaints and investigations and maintain records of responses and communications regarding such.
5. Explain to superiors and to elected officials the status of, or issues involved in, complaints or investigations.
6. Participate in the investigation, preparation and presentation in cases for legal action. Supervise the scheduling of and preparation for administrative appeal hearings.
7. Participate in hearing and court activities related to case prosecution.
8. Consult with staff in other departments to resolve interdepartmental conflicts or concerns.
9. Coordinate enforcement efforts with other City departments and outside agencies.
10. Provide information and serve as liaison to representatives from state, federal and other local agencies.
11. Meet with representatives of the community to explain functions; policies and operations and to mediate/resolve conflicts and/or respond to questions, clarify policies and regulations.
12. Conduct or direct the conduct of special projects.

**NON-ESSENTIAL FUNCTIONS:**

1. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, participating as a member of professional societies, and meeting with others in areas of responsibility.
2. Maintain work areas in a clean and orderly manner.
3. Driving.
4. Learn and apply City procedures, interviewing, investigative and safety techniques and practices;
5. Learn, interpret, apply and explain applicable codes (including the City's Municipal Code of Ordinances, Land Use Development Code, Uniform Electrical, Mechanical, Plumbing, and Building codes, etc.)

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Principles and practices of code enforcement;
2. Investigation techniques and practices;
3. Evidence collection and preservation;
4. Principles of land use planning;
5. Public speaking techniques;
6. Property owner rights, property descriptions, assessor's map systems;
7. Goals and functions of code enforcement;
8. Techniques and methodologies used in making and resolving difficult public contacts with individuals from diverse socio-economic and cultural backgrounds;
9. Research practices and techniques;
10. Technical report writing, written and verbal English grammar, spelling and construction, and photography.

**CONFIDENTIALLY:**

Responsible to develop or present management positions on enforcement matters that may lead to legal action taken by the city or in response to legal action filed against the city.

**PUBLIC INTERACTION:**

Most duties of this classification involve working with community leaders, department heads of the City, and the general public.

**SUPERVISORY RESPONSIBILITY:**

Operational direction and supervision of assigned staff, between 1-5 staff and contractors involved in specialized code enforcement projects and activities.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. Associate's degree or related equivalent experience.
3. At least ten year(s) experience in enforcement of ordinances, codes and compliance at the local, state or federal level.
4. Must possess a valid driver's license from Oregon State, be bondable, and reside within 20 miles of the John Day city limits.

**PHYSICAL REQUIREMENTS****FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.
- (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.
- (O) Occasional: Occurs between 1% - 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
---	---	---	---	---	-----------	---------------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	

**WORKING CONDITIONS CONTINUED:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**MATERIALS AND EQUIPMENT USED:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**PHYSICAL DEMANDS:**

N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 80 Avg. 30 lbs.) with assistive equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 80 Avg. 30 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 50ft.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hearing	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

**APPROVALS:**

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Employee Approval/Date

\_\_\_\_\_  
Department Head Approval/Date

\_\_\_\_\_  
Administration Approval/Date





CITY OF  
**JOHN DAY**

# **Job Description: City Manager**

*The job description does not constitute an employment agreement between the City and employee and is subject to change.*

**REPORTS TO:** Mayor and/or City Council  
**DEPARTMENT:** Administration  
**FLSA:** Full-Time, Exempt  
**BARGAIN UNIT:** N/A  
**PAY RANGE:** \$80,000 - \$125,000 Depending on Qualifications

## **GENERAL DUTIES**

The city manager is the administrative head of the City of John Day and is responsible for the city's overall management and administration. The city manager assists the council with the development of city policies and carries out policies established by ordinances, resolutions, and council directives. The city manager exercises supervision over the city's general affairs and all employees, contractors, and agents, except the city attorney and municipal judge. The city manager must plan, organize, and direct the overall city government, monitor the city's activities, and ensure that council policies and directives are properly implemented and monitored. The city manager will work closely with the mayor as the mayor will often serve as a liaison between the city manager and council.

## **DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

*The following examples of duties and responsibilities do not encompass all job requirements.*

### **ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

Responsibility for all city operations, including administrative services and public works programs.

- Direct and participate in the implementation of city goals, objectives, policies, priorities, and procedures.
- Responsible for seeing that city ordinances and resolutions are properly enforced, including code enforcement.
- General supervision over all city property and equipment.
- Ensure that all city franchises, leases (including airport leases), contracts, permits, and privileges are fully observed and properly enforced.
- Establish, within city policy, appropriate service and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Allocate resources.
- Plan, direct, and coordinate, through staff, the work plan for city projects and programmatic area of responsibility. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement and additional responsibilities.
- Make, or cause to be made, studies and surveys of the duties, responsibilities, and work of city personnel.
- Develop and properly administer the city's budget. Ensure financial soundness and integrity of the city to ensure its capability to meet commitments and to maximize the delivery of services to citizens. Review and balance city books and accounts.

- Maintain positive contact with community groups to represent the city. Develop community relations programs and policies. Properly represent the city to neighboring jurisdictions, governmental bodies, organizations, and the news media.
- Meet with citizens to review and resolve customer service and other issues.
- Communicate with federal, state, and local officials and legislators to present the city's viewpoint on pending administrative and legislative actions.
- Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between the city, state, and county governments and private interest as issues arise.
- Provide leadership and direction in such areas as major projects and long-range capital programs.
- Direct the preparation of plans and specifications for council policies.
- Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in city affairs or concerns.
- Provide support to the council. Assist council members with a variety of activities, providing leadership and information as requested. Assist council members in drafting policies, facilitating the development of city plans, regulations, and ordinances. Attend council meetings. Make monthly written reports to the council on activities occurring that month.
- Provide staff support to boards and commissions.
- Attend and participate in professional group meetings. Stay abreast of new trends and innovations in the field of public administration and management.
- Perform such related duties and responsibilities directed by the council from time to time.
- Serve as Chief Planning Official with administrative responsibility of land use and development.
- Serve as Director of John Day Urban Renewal Agency with administrative responsibility for the URA.
- Perform other duties as assigned.

**NON-ESSENTIAL FUNCTIONS:**

- Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, participating as a member of professional societies, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Driving.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Strong management skills and ability to develop, lead, and nurture high performance and a professional atmosphere.
- Ability to lead and manage employees and select, supervise, train, and evaluate personnel according to the city's personnel policies and procedures.
- Highly collaborative, organized, and efficient. Strong work ethic and demonstrated conflict resolution skills.
- Excellent writing and communication skills (including interpersonal communication). Ability to prepare clear and concise reports; prepare and administer budgets; and research, analyze, and evaluate new service delivery methods and techniques. Ability to read, interpret, apply, and explain federal, state, and local laws, regulations, ordinances, and policies.
- Strategic thinker and planner, problem solver, and ability to lead the council and staff in ongoing strategic planning and implementation efforts.
- Ability to plan, organize, and direct municipal operations, services, and activities. Analyze situations accurately and adopt an effective course of action. Develop and administer departmental goals, objectives, and procedures.
- Ability to identify and respond to community and council concerns and needs. Ability to establish and maintain effective and important community partnerships.
- Proficiency in Excel.
- Excellent communication skills and experience working closely with elected officials. Experience facilitating conflict management and resolution. Ability to collaborate and develop effective community partnerships.

- Knowledge and general understanding of federal, state, and local laws, regulations, and ordinances governing Oregon municipalities.

**CONFIDENTIALLY:**

Responsible to develop or present management positions on collective bargaining and duties that normally require access to confidential information that contributes significantly to the development of management positions on collective bargaining.

**PUBLIC INTERACTION:**

Most duties of this classification involve working with community leaders, department heads of the City, and the general public.

**SUPERVISORY RESPONSIBILITY:**

Responsible for all City employees, directly or through subordinate department heads, between 15-30 staff.

**MINIMUM QUALIFICATIONS**

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

1. Bachelor's degree (e.g., business administration, accounting, finance, public administration, public policy, or related field) or combination of skills, training, and five years public or municipal administration experience. Master's degree or equivalent experience in public or municipal administration is preferred.
2. Leadership experience in public or municipal administration. Knowledge and significant experience in municipal operations, services, and finance, including, without limitation, budget development and implementation.
3. Managerial and personnel administration experience in the public and/or private sectors.
4. Education (e.g., associate's or bachelor's degree) or five years or more job experience in accounting.
5. Must possess a valid driver's license from Oregon State.
6. Must be bondable.

**PHYSICAL REQUIREMENTS**

**FREQUENCY DEFINITIONS:**

- (N) Never: Not required and not done on the job.  
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.  
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.  
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.  
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

**WORKING CONDITIONS:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	

**WORKING CONDITIONS CONTINUED:**

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>MATERIALS AND EQUIPMENT USED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Condition</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input type="checkbox"/> )	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<b>PHYSICAL DEMANDS:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 10 Avg. 5 lbs.) with assistive equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 3ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing	
<b>PHYSICAL DEMANDS CONTINUED:</b>						
<b>N</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Physical Requirement</b>	<b>Comments/Detail (if applicable)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

The city manager is a salaried exempt employee under state and federal laws. The city manager will work on a regular full-time basis, with the ability to work irregular hours, including nights and weekends, as necessary or appropriate. The city manager is employed on an at-will basis.

**APPROVALS:**

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Employee Approval/Date

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Administration Approval/Date



## **City of John Day**

**2023-2024**

### **City Budget & Urban Renewal Agency**

#### **Budget Committee**

#### **Index**

**Section One (1)**

**Section Two (2)**

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**Section Four (4)**

**Section Five (5)**

**Section Six (6)**

**Agenda and Budget Calendar**

**Budget Message**

**Budget, Employee Matrix & SDC Funds**

**URA Agenda & Calendar**

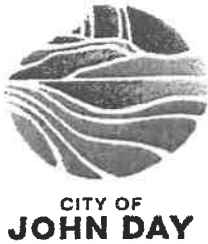
**URA Budget Message**

**URA Budget**



**CITY OF JOHN DAY**  
**FY-2023-2024 BUDGET CALENDAR**

<b>Appoint Budget Officer &amp; Budget Committee Members</b>	<b>March 2023</b>
<b>Prepare Proposed Budget</b>	<b>March, April, May 2023</b>
<b>Publish 1<sup>st</sup> Notice of Budget Committee Meeting</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>May 24, 2023</b>
<b>Publish 2<sup>st</sup> Notice of Budget Committee Meeting</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>May 31, 2023</b>
<b>1<sup>st</sup> Budget Committee Meeting</b>	<b>June 6, 2023</b>
<b>2<sup>nd</sup> Budget Committee Meeting (If Needed)</b>	<b>June 7, 2023</b>
<b>Publish Notice of Budget Hearing</b> <i>(No More Than Thirty (30) Days before/Not Less Than Five (5) Days Before)</i>	<b>June 14, 2023</b>
<b>Budget Hearing (City Council)</b> <b>Resolution to Adopt Budget</b> <b>Resolution Appropriate Budget</b> <b>Resolution to Categorize and Impose Taxes</b>	<b>June 27, 2023</b>
<b>Submit Tax Certification Documents to the County Assessor</b>	<b>July 15, 2023</b>
<b>Submit Copy of Budget Document to County Clerk</b>	<b>September 30, 2023</b>



## **John Day Budget Committee Meeting**

**Tuesday, June 6, 2023 at 7:00 PM  
Budget Committee Meetings**

John Day Fire Station Day Fire Station, 316 S Canyon Blvd, John Day, OR 97845

(541)575-0028 [www.cityofjohnday.com](http://www.cityofjohnday.com)

This meeting is open to the public. This agenda includes a list of the principal subjects anticipated to be considered at the meeting. However, the agenda does not limit the ability of the Council to consider additional subjects. Meetings may be canceled without notice. The chat feature in Go To Meeting is only available during Public Comments portions of the meeting. Go To Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.

**Please join meeting from your computer, tablet or smartphone**

<https://global.gotomeeting.com/join/333257157>

**Join via teleconference:**

From a phone: +1 (646) 749-3122

Meeting ID: 333257157

New to GoToMeeting? Get the app now and be ready when the meeting starts:

<https://global.gotomeeting.com/install/333257157>

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### **City Council Meeting**

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- I. Call Budget Committee Meeting to Order**
- II. Roll Call and Attendance**
- III. Additions or Changes to Regular Agenda**
- IV. Election of Officers**
  - a. Chair**
  - b. Vice Chair (optional)**
  - c. Secretary**



**V. Budget Message**

*Rick Allen, Budget Officer*

**VI. Budget Presentation & Committee Review**

*Rick Allen, Budget Officer & Anna Bass, City Recorder/Finance*

**VII. Public Comment on Proposed Budget**

*3 Minute Time Limit*

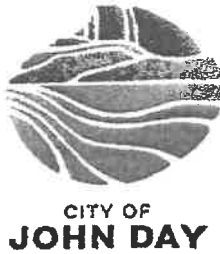
**VIII. Budget Committee Deliberations**

**IX. Approval of Budget**

**X. Approval of Property Tax Rate**

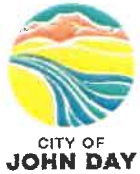
**XI. Approval to Accept State Shared Revenues**

**XII. Adjourn Budget Meeting**



**CITY OF JOHN DAY**  
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# City of John Day

May 28, 2023

## Budget Message

**To:** Mayor, City Council and Budget Committee Members

**From:** Rick Allen, Interim City Manager

**Subject:** City of John Day Budget Fiscal Year 2023-24

The budget that I am proposing for the next fiscal year 2023-24 is built around completing capital projects that have been in process, closing out capital projects that have been completed and moving forward on a few projects that had been planned but not yet begun.

The resources (income) projected in the General Fund is very close to last year, most income sources are stable with a projected increase in property taxes around \$10,000. Expenses continue to rise at a faster rate than resources. Most everything a City requires to operate such as utilities, labor, insurance, fuel, materials and equipment in the past couple years has seen record increases as inflation has been between 7%-8%, well above the increase in revenues.

This requires the City as they move forward into the next year, to evaluate how all departments are providing services. Some internal restructuring will be required to meet the needs of the City and its residents. Dr Fred Boyle, long time President of Central Oregon College reminded me years ago, "free is not always a good price". What he was saying is just because you get a grant or free land in their case, that alone does not make it a wise decision to accept. There are long term costs and consequences for chasing things that seem free on the surface that over time increases the operating costs beyond ability to sustain the operations.

The sewer treatment facility has long needed to be replaced due to many factors, not the least of which is the age and condition of the actual plant, the location in the flood plain along the John Day River and how the reclaimed water is stored and used. This is and has been a priority of the City Council in the past and today. The project includes a solar array to provide the energy needed to operate the plant, roads are being built to serve the plant and the first phase of trails along the river to enhance the livability for residents and visitors to the community has been completed. All of this has been built into the Innovation Gateway master plan. A very progressive and bold plan to allow John Day to grow, thrive and become a desired place to live, work and play. The plan will work in my mind, its exactly what this community and Grant County needed. You have the natural beauty, location and a river running through the heart of your city, now you have a plan and a road map to capitalize on what nature has given you.



# City of John Day

Having said that, there are pieces that have been overlooked in the effort to move forward at a rapid pace. It is now imperative that we look at the *“foundation of the City from a financial, internal capacity and governance perspective”*. It shows cracks, fractures, and strains. For the Innovation Gateway to be successful moving forward, more time and effort must be taken to ensure the City has the capacity to manage what they are proposing today and into the future.

As you know I arrived in John Day on March 1, working part time since. Normally I would have met with staff and discussed priorities and begun to build the budget based off needs presented to me by the department heads. Each City has its way of managing the creation of the budget and who participates. The Budget Officer is responsible for submitting the budget to the Budget Committee who is made up of the City Council and an equal number of private citizens appointed by the Council. The budget I submit must be balanced and at that time the entire group hears the budget message and reviews the budget. That is the place for budget committee members to discuss what they would like to see funded and related comments on the budget. At the end of the process the committee will recommend a budget to the City Council to approve or amend at the hearing later in June.

Due to my late arrival into John Day, the process was not what I have been accustomed to, but it works, as an Interim you must go with the flow as you are working in that capacity. Fortunately, Anna Bass was a longtime City employee as the Recorder and more recently the contract finance manager who oversees our budgets, payroll and financial reporting. With her long tenure and experience I have not been worried. I owe her gratitude for all her work on the budget, its her budget, her numbers and she gave me a balanced budget based on meetings she held with past management, current elected officials and at times myself.

The budget as required is balanced. There were challenges and tough choices to balance the budget by all parties. I had proposed some allocation for a contract to enhance our Sheriffs staffing, however that was not possible and had to be removed during the process. The 2<sup>nd</sup> major item is that I had proposed the funding of the Community Development / Planner / Gro Director as you had with Korum originally. That too had to be removed due to lack of resources available to us. The other major cuts were not filling two positions in public works, they had been vacant and have been eliminated, which allowed us to put more money into the streets fund.

Below I will provide a few brief comments on some of the funds that will help you understand more about the budget. There are several factors that impact the budget based on the requirement to submit to you a balanced budget unlike the federal budget process.

## **Personnel Salaries and Benefits**

- 📌 Cost of Living Allowance - A COLA of 3.5% has been included in this budget
- 📌 Public Employee Retirement System (PERS) –



# City of John Day

- Tier 1 or Tier 2 currently 10.3% - next fiscal year 11.5%
- OPSRP GS currently 8.4% - next fiscal year 9.83%
- OPSRP Police/Fire currently 12.76% - next fiscal year 14.62%
- Health Insurance projected to increase by 10%

## Staffing Changes

- 📍 City Hall – Office Manager (Vacant)
- 📍 Public Works – Two positions (Vacant) were not funded in this proposal
- 📍 Community Development – Director/Planner/Grow (Vacant) positions was not funded in this proposal

## Other Changes

General Fire and Liability insurance costs are estimated to increase by 23% in this proposal

Due to the elimination of the Community Development Director position, the estimated revenue from the Ford Family Foundation of \$100,000 was eliminated from this budget.

## General Fund (01)

Administration (01-10): This is the fund that property taxes show as revenue, they are estimated to be flat based on the projections given by the County Assessor, \$304,018 compared to estimated \$307,500 this current year. The elimination of the Office Manager position has significant impacts on the overall operational effectiveness of the city hall. Its been vacant for a few months but was historically a key manager level position at city hall.

The franchise fees as a total remain flat, some increase while others decrease with other shared revenues like liquor, state revenue sharing, marijuana, cigarettes and business license revenue all remain close the same.

The General Fund Administration as a whole anticipates revenue of \$882,106 projected this next year which is down from the previous three \$1,104,129; \$1,052,749; estimated this current year at \$1,045,765. The Net Working Capital that is carried over from the previous year has declined and is the largest reason for the reduction in total revenue this next year. This proposed budget has \$278,968 Net Working Capital (beginning fund balance) compared \$404,000; \$366,000; \$401,000 the last three years.

The Police / Code Enforcement Budget (01-03) This budget has been eliminated and the remaining expenses moved throughout the budget as appropriate. This will clean up the budget and eliminate this sub fund after the historical data is removed in two years.



# City of John Day

**Fire Department Budget (01-050):** This fund is stable with increase in personnel services due to the PERS and Insurance costs rising.

The materials and services are budgeted higher than historical actuals show which is normal in the fire service. Our chief is frugal and works hard to make sure he spends less than anticipated. The other factor is a fire department must plan for expenses based on the type of fire season they have, equipment that is purchased and replaced and general operating expenses based on the call volume and outside factors. Its not unusual for a fire department to budget for a worst case scenario, but not used, which in turn adds to the Net Working Capital in the General Fund (01).

## **Water Fund (02)**

This fund supports the operation of our water system that serves the community. Water sales from residents is flat at \$700,000. No rate increase was included in this budget. However its important to make note increased personnel costs, wages & benefits along with materials & services are raising between 7%-10% annually. The water system is a huge capital investment that is vital to the community, it must be safe and reliable. Be careful allowing rates to stay the same while operating costs continue to climb.

## **Sewer Fund (03)**

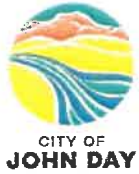
The Sewer Fund is our largest fund by far due to the large number of grants required to build a new wastewater treatment plant in the next few years in conjunction with a water reclamation project to make use of the treated affluent. This is the top priority of the City Council at this time.

One way to look at a fund like this is to break it down without all of the capital items. If you were to look at just Personnel Services and Materials & Services from one year to the next, you get a general idea of how your daily operating costs are trending. This year good news as the budgeted amount next year 1.8% less than the current year. The reason for that primarily is that 2 FTE positions were eliminated in the Public Works budget and that is spread throughout the funds like sewer, water and streets which had a net lowering of costs but actual costs per employee and materials and services increased. There is little room to make those kinds of drastic changes in the future, as the public works department is not that large.

The Project Construction section 03-075 currently has \$17,644,680 that will help fund both of the large projects. Additional funding is required to complete the wastewater treatment facility in the range of \$8,000,000, as the project alone is estimated to be around \$20,000,000.

## **Street Fund (06)**

The Street Fund is one that hits home with the public the most as its part of there daily life, driving on the streets to work, school or the store. They notice the streets when it snows or when they bounce over a pothole and after a storm with blown down trees or flooding. Yet because of how



# City of John Day

its funded, the street department always struggles to keep up and generally goes backwards on street maintenance. Many cities have adopted alternative funding sources for the streets, but John Day has not done that to date.

The main revenue sources for the fund are State Gas Tax Sharing \$120,000 and Grant County sharing federal forest receipts based on a formula that this next year will be \$170,000. Those two funds only grew 4.5% when all costs are much higher. This puts a strain on the budget each year. The General Fund is transferring \$254,560 this next year while the current year they budgeted \$414,359, however the year prior to that it was only \$150,000 (2021-22) and \$00 (2020-21).

This fund will move up and down due to paving projects in one year and none the next, it's a fund you can see large swings in revenue and expenses.

## **IT Fund (07)**

This is a transfer into the budget and out as John Day is the fiscal agent for Grant County Digital. We plan on a joint session with our partners Grant County and the City of Seneca in the near future to discuss the best structure for Grant County Digital moving forward.

No local General Fund revenue is used to support this entity which John Day has a 33% interest in. The board that manages this entity has agreed to start reviewing invoices and approving checks at each meeting, much like the City of John Day is currently doing.

The next project relating to John Day is moving forward on the Cyber Mill in downtown. The funds are a combination of the Ford Family Foundation and other federal grants.

## **Community Development Fund (10)**

This fund required a significant amount of work on the part of the accounting staff to balance this year. In order to balance this fund, it required a transfer from the General Fund of \$152,452, compared to \$00 in 2021-22 or 2022-23. The Net Working Capital was in the negative coming out of the current year of -\$463,968, which put a big strain coming into this proposed budget for next year, as we began -\$166,611 in the negative with Net Working Capital.

The main reason for this shortfall is the cost the construction drawings for the new Aquatic Center of over \$500,000, removal of the Gleason Pool that was paid out of this fund with minimal revenue to offset those costs due the rejection by the voters to the bonds in the November election.

The Agribusiness Department (10-111) is currently the Greenhouses. This part of the fund supports the debt service required to pay for the construction of the greenhouses \$21,300 per year. The current budget year its anticipated \$24,000 in revenue, however that is not for sure.





## City of John Day

There is a future prospect to lease the building greenhouses that will cover our debt service moving forward and they would cover the operating costs such as power, heat and other related costs on the structures.

I have outlined above the major items I wanted to share with you, however other questions or comments are expected as these few brief pages are not meant to explain them in detail by any means. With the support of the office staff, Stéph, Savannah and Sarah working with Aaron, Casey and Don and the entire Public Works staff makes it all work. But again the work of Anna and her staff at Solutions, along with Council President Holland, Mayor Rookstool, Nick Decote with support from others, I want to thank you for your part in preparing this budget to present to the committee and community. If you have any questions, please feel free to contact me via phone or email. [rallen@grantcounty-or.gov](mailto:rallen@grantcounty-or.gov) or 541-815-4380 (Cell)



Rick Allen, Budget Officer  
Interim City Manager



APPROVED/ADOPTED BY		CITY OF JOHN DAY		DETAIL EXPENDITURES			
BUDGET COMM:		FUND: 01 - GENERAL FUND		DEPT: 010 - ADMINISTRATION			
COUNCIL:		for Budget Committee					
HISTORICAL DATA		CURRENT YEAR				BUDGET FOR NEXT YEAR - FY 2023-24	
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
46,989	40,184	82,000	50,000	61050	WAGES AND SALARIES	57,000	
257	191	1,000	500	61150	OVERTIME	1,000	
17,609	13,146	38,000	25,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	28,000	
3,925	2,054	7,000	3,500	61252	PERS EXPENSE	5,000	
2,591	1,465	5,000	2,500	61253	PERS IAP EXPENSE	3,480	
104	1,478	3,754	3,754	61400	UNPAID COMPENSATION	328	
<b>71,474</b>	<b>58,517</b>	<b>136,754</b>	<b>85,254</b>		<b>TOTAL PERSONNEL SERVICE</b>	<b>94,808</b>	- -
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
1,710	1,686	2,000	2,000	62100	ADVERTISING	2,000	
2,996	3,057	6,250	4,130	62300	AUDIT	5,500	
2,489	-	1,000	-	62321	COVID RELATED EXPENSE	-	
738	3,504	2,000	2,500	62400	BUILDING MAINTENANCE	2,500	
-	-	-	-	62460	CODE ENFORCEMENT	1,000	
5,000	7,622	10,000	7,000	62490	COMMUNITY PROMOTION	10,000	
3,731	3,750	5,000	4,000	62650	DUES AND SUBSCRIPTIONS	5,000	
14,690	14,449	1,000	914	62710	DISPATCH SERVICES - based on Prop Tx base	3,500	increased for future bid svgs
20	81	-	-	62725	ECLIPSE EXPENSE	-	
-	4,258	500	-	62740	ELECTION EXPENSE	500	
2,399	3,684	3,220	3,300	62750	ELECTRICITY	3,795	15% increase - same as py
365	294	1,000	400	62850	EQUIPMENT LEASE AND RENTAL	1,000	
230	307	500	650	62900	EQUIPMENT MAINTENANCE	1,000	
3,640	4,289	5,016	4,650	63300	INSURANCE	5,720	23% increase advised
13,064	3,735	10,000	15,000	63420	LAND USE PLANNING EXPENSE	10,000	subdivisions
49,269	18,645	25,000	25,000	63450	LEGAL	25,000	
0	550	1,000	1,000	63460	LICENSES AND FEES	1,000	
225	7,750	4,000	5,000	63500	MEETINGS AND CONVENTIONS	5,000	
1,944	11,192	5,000	7,000	63550	MISCELLANEOUS EXPENSE	7,000	
1,254	761	2,000	1,000	63650	OFFICE SUPPLIES	2,000	
930	4,714	2,500	3,000	63800	OPERATING SUPPLIES	3,000	
13,575	25,289	35,000	60,000	63825	OTHER PROFESSIONAL SERVICES	35,000	
1,624	1,404	2,500	1,500	63950	POSTAGE	2,500	
3,239	13,833	5,000	5,000	64000	PROGRAMMER SERVICES/SOFTWARE	7,500	
-	8,525	-	-	64060	R-3 EXPENSES	-	
-	-	1,000	-	64100	RESERVE INSURANCE DEDUCTIBLE	1,000	
1,954	2,198	4,000	2,200	64350	TELEPHONE	4,000	
6	119	6,000	500	64450	TRAINING	7,003	caselle
787	2,274	3,000	6,000	64798	WATER/SEWER UTILITIES	6,000	used to charge PD also
<b>125,879</b>	<b>147,967</b>	<b>143,486</b>	<b>161,744</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>157,518</b>	- -
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
2,132	330	-	-	65200	BUILDING IMPROVEMENTS	11,200	city hall water damage fix
-	-	50,000	-	65225	COMPUTER EQUIPMENT	21,000	caselle
<b>2,132</b>	<b>330</b>	<b>50,000</b>	<b>-</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>32,200</b>	- -

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 01 GENERAL FUND							
DEPT: 010 ADMINISTRATION							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED			PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.	DESCRIPTION		
<b>NONDEPARTMENTAL</b>							
<b>4 INTERFUND TRANSFERS</b>							
56,936	-	-	-	67450	TFR TO COMMUNITY DEVELOPMENT	152,452	to balance Comm Dvlp fund
-	10,000	4,139	4,139	67870	TFR TO MOTOR POOL FUND	-	
-	150,000	414,359	414,359	67892	TFR TO STREET FUND	254,560	to balance Street fund
<b>56,936</b>	<b>160,000</b>	<b>418,498</b>	<b>418,498</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>407,012</b>	-
<b>5 CONTINGENCY - NONDEPARTMENTAL</b>							
-	-	20,000	-	67100	OPERATING CONTINGENCY	22,470	used as balancing item
-	-	<b>20,000</b>	-		<b>TOTAL CONTINGENCY FUND</b>	<b>22,470</b>	-
<b>256,421</b>	<b>366,814</b>	<b>768,738</b>	<b>665,496</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>714,008</b>	-
<b>9 REVENUES</b>							
404,729	366,364	368,119	401,660	40110	NET WORKING CAPITAL	278,968	
294,832	311,080	295,582	307,500	42100	PROPERTY TAXES - CURRENT (89%)	304,018	
18,505	32,370	12,000	12,650	42200	PROPERTY TAXES - DELINQUENT	10,000	
33,572	32,559	35,000	35,000	43000	PMT IN LIEU OF FRANCHISE FEE - WATER	35,000	
34,160	38,193	48,425	37,500	43001	PMT IN LIEU OF FRANCHISE FEE - SEWER	37,500	
92,799	94,570	86,000	90,000	43050	OR TRAIL ELECTRIC CO-OP	85,000	
8,718	8,138	8,000	8,000	43105	CENTURY LINK	8,000	
10,070	12,048	8,000	11,130	43125	CLARK'S GARBAGE DISPOSAL	10,000	
26,234	30,401	25,000	32,000	43130	OREGON TELEPHONE	30,000	
1,493	925	-	-	43150	BLUE MTN CABLE TV	-	
9,263	2,808	8,000	8,000	43350	BUSINESS LICENSE/SOCIAL	8,000	
130	140	130	120	43360	LIQUOR LICENSES	120	
4,450	4,450	5,000	3,300	43370	LAND USE FEES	10,000	
120	120	-	30	43380	SOCIAL GAMING LICENSES	-	
-	-	-	300	44200	RENTAL INCOME	-	
-	6,593	7,000	7,000	44385	ADMINISTRATION	7,000	
-	5,683	-	-	44315	R-3 COST SHARE	-	
1,662	1,485	1,600	1,125	44500	CIGARETTE TAX	1,000	
-	2,179	2,500	2,550	44505	MARIJUANA TAX	2,500	
-	-	-	11,200	44620	INSURANCE CLAIM SETTLEMENT	-	city hall water damage
35,502	104	-	-	44635	COVID 19 FUNDING	-	
-	1,000	-	-	44661	DLCD GRANT	-	
20,878	20,914	18,000	20,000	44740	STATE REVENUE SHARING	20,000	
33,880	32,411	32,000	30,000	44760	LIQUOR FEES	30,000	
55,000	30,000	-	-	45230	SALE OF LAND	-	
11,917	14,526	-	21,700	45260	MISCELLANEOUS	-	
6,216	3,687	2,000	5,000	45450	INTEREST INCOME	5,000	
<b>1,104,129</b>	<b>1,052,749</b>	<b>962,356</b>	<b>1,045,765</b>		<b>TOTAL REVENUES</b>	<b>882,106</b>	-

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 01 GENERAL FUND							
DEPT: 03 POLICE/CODE ENFORCEMENT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				1	<b>PERSONNEL SERVICES</b>		
208,309	64,087	8,200	5,000	61050	WAGES AND SALARIES	-	close dept to Administration
10,334	3,470	-	-	61150	OVERTIME	-	Code Enforcement expense
105,018	44,768	6,000	3,500	61250	EMPLOYER PAID EMPLOYEE BENEFIT	-	found in Dept 010
37,094	7,940	1,000	400	61252	PERS EXPENSE	-	
9,240	3,328	1,000	300	61253	PERS IAP EXPENSE	-	
975	9,240	635	635	61400	UNPAID COMPENSATION	-	
1,584	-	-	-	61600	UNIFORM ALLOWANCE	-	
<b>372,554</b>	<b>132,833</b>	<b>16,835</b>	<b>9,835</b>		<b>TOTAL PERSONNEL SERVICES</b>	-	-
				2	<b>MATERIALS &amp; SERVICES</b>		
487	95	100	25	62100	ADVERTISING	-	
32	-	-	-	62321	COVID RELATED EXPENSE	-	
-	-	2,000	100	62400	BUILDING MAINTENANCE	-	
13,943	1,210	10,000	500	62460	CODE ENFORCEMENT	-	
181	-	-	-	62525	CRIME PREVENTION	-	
27,250	27,300	-	-	62710	DISPATCH SERVICES - based on calls	-	
2,059	711	1,380	-	62750	ELECTRICITY	-	
632	854	300	250	62850	EQUIPMENT LEASE AND RENTAL	-	
191	386	500	100	62900	EQUIPMENT MAINTENANCE	-	
1,590	-	-	-	62920	EVIDENCE COLLECTION	-	
11,165	8,395	-	276	63300	INSURANCE	-	
8,020	3,800	5,000	500	63450	LEGAL	-	
285	-	-	-	63500	MEETINGS AND CONVENTIONS	-	
1,356	2,013	500	50	63550	MISCELLANEOUS EXPENSE	-	
854	49	150	25	63650	OFFICE SUPPLIES	-	
4,920	169	200	750	63800	OPERATING SUPPLIES	-	
4,736	-	-	-	63825	OTHER PROFESSIONAL SERVICES	-	
16	-	-	-	63925	POLICE RESERVE PROGRAM	-	
23	63	150	20	63950	POSTAGE	-	
6,848	7,226	500	30	64000	PROGRAMMER SERVICES/SOFTWARE	-	
-	14	-	-	64160	SAFETY PROGRAM	-	
4,599	355	-	-	64165	SAFETY PROGRAM - POLICE	-	
2,959	1,775	2,500	750	64350	TELEPHONE	-	
567	376	-	-	64450	TRAINING	-	
787	946	-	-	64798	WATER/SEWER UTILITIES	-	
<b>93,501</b>	<b>55,737</b>	<b>23,280</b>	<b>3,376</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	-	-
				3	<b>CAPITAL OUTLAY</b>		
4,640	-	-	-	65200	BUILDING IMPROVEMENTS	-	
<b>4,640</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>TOTAL CAPITAL OUTLAY</b>	-	-

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 01 - GENERAL FUND							
DEPT: 030 - POLICE							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT			
2020-21	2021-22	2022-23	REV/EXP	NO.	DESCRIPTION	PROPOSED	NOTES
					<b>NONDEPARTMENTAL</b>		
				4	<b>INTERFUND TRANSFERS</b>		
30,000	30,000	-	-	67870	TFR TO MOTOR POOL FUND	-	
<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>
<b>500,695</b>	<b>218,570</b>	<b>40,115</b>	<b>13,211</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>-</b>	<b>-</b>
				9	<b>REVENUES</b>		
7,974	4,288	-	1,600	44130	JUDICIAL FINES	-	
17,934	5,190	-	-	44261	ENTERPRISE FUNDS - 5% PERSONNEL	-	
45,000	10,000	-	-	44380	POLICE SERVICES	-	
9,941	23	-	-	44896	TRNS FROM 911	-	
11,073	10,852	-	1,325	45260	MISCELLANEOUS	-	
-	-	-	310	45265	CODE ENFORCEMENT REVENUE	-	
<b>91,922</b>	<b>30,354</b>	<b>-</b>	<b>3,235</b>		<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>

HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>CITY OF JOHN DAY</b>							
<b>DETAIL EXPENDITURES</b>							
<b>FUND: 01 - GENERAL FUND</b>							
<b>DEPT: 050 - FIRE</b>							
for Budget Committee							
<b>1 PERSONNEL SERVICES</b>							
20,465	22,913	20,500	20,500	61050	WAGES AND SALARIES	23,000	
40	23	300	100	61150	OVERTIME	300	
11,848	11,764	14,000	10,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	16,000	
2,399	2,453	2,000	2,400	61252	PERS EXPENSE	3,000	
1,085	1,179	1,000	1,236	61253	PERS IAP EXPENSE	1,400	
-	370	693	693	61400	UNPAID COMP	328	
<b>35,838</b>	<b>38,702</b>	<b>38,493</b>	<b>34,929</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>44,028</b>	-
<b>2 MATERIALS &amp; SERVICES</b>							
-	-	800	-	62200	ALARM SYSTEM MAINTENANCE	800	
635	852	600	750	62400	BUILDING MAINTENANCE	800	
-	-	2,600	2,000	62480	COMMUNICATIONS EQUIPMENT	2,600	replace some radios
26	130	500	200	62650	DUES AND SUBSCRIPTIONS	500	
1,290	1,380	600	1,580	62710	DISPATCH SERVICES	1,800	
5,075	4,285	5,750	4,500	62750	ELECTRICITY	5,175	15% increase - same as py
328	202	400	277	62850	EQUIPMENT LEASE AND RENTAL	400	
700	202	3,000	1,000	62900	EQUIPMENT MAINTENANCE	3,000	
-	-	5,000	-	62910	EQUIPMENT TESTING	5,000	
3,226	2,440	8,000	2,000	62950	FIRE COST	8,000	
3,860	3,288	8,000	3,500	63000	FIRE DRILLS	8,000	
165	208	500	200	63001	FIRE MEALS/REFRESHMENTS	600	
239	344	400	300	63050	FIRE PREVENTION	400	
-	-	400	-	63060	FIRE INVESTIGATION	400	
223	8,448	8,000	20	63065	FIREFIGHTING EQUIPMENT	14,980	replace out of date SCBA bottles
2,381	3,068	4,500	3,500	63200	HEATING FUEL (PROPANE)	4,500	
1,728	2,157	2,588	2,510	63300	INSURANCE	5,000	23% increase and new truck
-	-	1,000	-	63450	LEGAL	1,000	
-	-	400	-	63460	LICENSES & FEES	400	
2,373	1,778	3,000	2,800	63550	MISCELLANEOUS EXPENSE	3,000	
46	87	600	100	63650	OFFICE SUPPLIES	600	
433	1,509	3,100	500	63800	OPERATING SUPPLIES	3,100	
2	-	50	10	63950	POSTAGE	50	
16	23	600	25	64000	PROGRAMMER SERVICES/SOFTWARE	600	
293	-	2,500	3,000	64050	RADIO MAINTENANCE	2,500	
-	-	6,000	6,000	64150	SAFETY CLOTHING	6,000	2 sets of PPE
-	-	2,500	-	64160	SAFETY PROGRAM	2,500	
237	7	4,600	2,000	64260	SMALL TOOLS/EQUIPMENT	4,600	
688	666	4,000	550	64350	TELEPHONE	4,000	
5,577	1,583	3,200	2,500	64450	TRAINING	3,500	
-	-	1,500	500	64451	TRAINING PER DIEM	1,500	
22	-	-	150	64710	GENERATOR MAINTENANCE	800	
1,095	1,248	2,200	1,300	64798	WATER/SEWER UTILITIES	2,200	
<b>30,654</b>	<b>33,906</b>	<b>86,888</b>	<b>41,772</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>98,305</b>	-
<b>3 CAPITAL OUTLAY</b>							
-	-	5,000	-	65200	BUILDINGS	5,000	
-	-	8,500	-	65600	FIRE FIGHTING EQUIPMENT	8,500	AFG grant match - 5%
-	-	<b>13,500</b>	-		<b>TOTAL CAPITAL OUTLAY</b>	<b>13,500</b>	-

CITY OF JOHN DAY							
DETAIL RESOURCES							
FUND: 01 - GENERAL FUND							
DEPT: 050 - FIRE							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>NONDEPARTMENTAL</b>							
<b>4 INTERFUND TRANSFERS</b>							
42,992	42,992	42,992	42,992	67850	TFR TO WATER	42,992	pmt 6 of 10
15,000	15,000	25,000	25,000	67870	TFR TO MOTOR POOL FUND	25,000	
<b>57,992</b>	<b>57,992</b>	<b>67,992</b>	<b>67,992</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>67,992</b>	-
<b>124,484</b>	<b>130,600</b>	<b>206,873</b>	<b>144,693</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>223,825</b>	-
<b>9 REVENUES</b>							
11,198	11,183	10,572	10,570	44200	RENTAL INCOME	10,570	
5,000	-	-	-	44555	CIS GRANT	-	
27,837	22,461	42,798	42,798	44720	RURAL FIRE DISTRICT see worksheet	45,157	
55	-	-	-	45260	MISCELLANEOUS	-	
<b>44,090</b>	<b>33,644</b>	<b>53,370</b>	<b>53,368</b>		<b>TOTAL REVENUES</b>	<b>55,727</b>	-



CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 02 - WATER FUND							
DEPT: 010 - ADMINISTRATION							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
33,583	43,977	77,000	45,000	61050	WAGES AND SALARIES	67,000	
523	219	1,000	500	61150	OVERTIME	1,000	
13,626	16,119	41,000	20,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	39,000	
2,568	2,811	7,000	3,000	61252	PERS EXPENSE	6,000	
1,695	2,006	5,000	3,000	61253	PERS IAP EXPENSE	4,080	
139	1,109	3,003	3,003	61400	UNPAID COMPENSATION	535	
<b>52,134</b>	<b>66,241</b>	<b>134,003</b>	<b>74,503</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>117,615</b>	- -
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	90	-	-	62100	ADVERTISING	-	
2,534	2,441	5,000	3,590	62300	AUDIT	5,500	
661	(106)	3,500	3,500	62310	BAD DEBTS - .005 of sales	3,500	
15	-	-	-	62321	COVID EXPENSE	-	
134	181	300	150	62650	DUES & SUBSCRIPTIONS	300	
1,277	1,028	2,000	1,100	62850	EQUIPMENT LEASE AND RENTAL	2,000	
764	783	750	700	62900	EQUIPMENT MAINTENANCE	750	
8,220	-	3,000	5,000	63450	LEGAL	5,000	
-	93	100	125	63500	MEETINGS & CONVENTIONS	100	
2,020	197	500	190	63550	MISCELLANEOUS EXPENSE	500	
752	262	3,500	1,000	63650	OFFICE SUPPLIES	3,500	
365	2,534	500	500	63800	OPERATING SUPPLIES	500	
11,200	18,874	20,000	15,000	63825	OTHER PROFESSIONAL SERVICES	20,000	
2,745	3,783	5,500	4,000	63950	POSTAGE	5,500	
2,369	14,899	15,000	15,000	64000	PROGRAMMER SERVICES/SOFTWARE	15,000	
487	524	600	800	64350	TELEPHONE	800	
8	55	-	-	64450	TRAINING	1,500	casellie
<b>33,549</b>	<b>45,639</b>	<b>60,250</b>	<b>50,655</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>64,450</b>	- -
<b>85,684</b>	<b>111,880</b>	<b>194,253</b>	<b>125,158</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>182,065</b>	- -



CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 02 - WATER FUND							
DEPT: 060 - WATER DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
72,035	84,837	94,000	94,000	61050	WAGES AND SALARIES	78,000	
2,744	2,043	8,000	3,000	61150	OVERTIME	8,000	
34,977	36,663	50,000	40,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	39,000	
8,708	7,657	9,000	8,500	61252	PERS EXPENSE	8,000	
4,412	5,130	6,000	5,700	61253	PERS IAP EXPENSE	5,160	
453	4,066	8,721	8,721	61400	UNPAID COMPENSATION	2,193	
<b>123,329</b>	<b>140,395</b>	<b>175,721</b>	<b>159,921</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>140,353</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
899	10,259	6,000	2,100	62200	ALARM SYSTEM MAINTENANCE	6,000	
120	533	1,000	1,000	62350	BACKFLOW TESTING PROGRAM	1,500	
14,349	14,932	16,900	8,400	62360	CHLORINE/PHOSPHATES	19,500	10-15% increase anticipated
6,480	5,864	7,200	8,096	62361	CHLORINATOR COSTS	8,500	10-15% increase anticipated
	50	500		62400	BUILDING MAINTENANCE	1,000	more buildings to maintain
300	-	1,000	-	62460	CODE ENFORCEMENT EXPENSE	500	
6,468	11,324	5,000	4,000	62500	COST OF NEW HOOKUPS	5,000	proposed subdivisions
914	1,757	1,400	600	62650	DUES AND SUBSCRIPTIONS	1,000	
525	495	500	425	62710	DISPATCH SERVICES	500	
34,019	30,719	40,250	32,000	62750	ELECTRICITY	36,800	15% increase - same as py
73	73	150	120	62850	EQUIPMENT LEASE AND RENTAL	150	
40	-	100	100	62900	EQUIPMENT MAINTENANCE	300	
1,972	2,106	3,300	8,000	63200	HEATING FUEL	10,000	
4,754	4,784	5,742	7,975	63300	INSURANCE	9,810	23% increase advised
3,365	5,558	8,100	3,000	63400	LABORATORY TESTS	9,000	
	32	-	-	63450	LEGAL	-	
1,200	2,277	1,000	300	63460	LICENSES AND FEES	1,000	
-	212	-	-	63500	MEETINGS AND CONVENTIONS	-	
274	1,235	500	250	63550	MISCELLANEOUS EXPENSE	500	
-	-	100	50	63650	OFFICE SUPPLIES	100	
26,753	32,756	20,000	5,000	63800	OPERATING SUPPLIES	10,000	
1,195	13,530	20,000	6,000	63825	OTHER PROFESSIONAL SERVICES	20,000	
-	(689)	-	-	63950	POSTAGE	-	
265	74	3,000	1,500	64000	PROGRAMMER SERVICES/SOFTWARE	3,000	
-	-	1,000	750	64050	RADIO MAINTENANCE	1,000	
-	-	3,000	-	64125	RESERVOIR CLEANING	3,000	
336	1,178	1,000	400	64160	SAFETY PROGRAM	1,000	
76	-	-	-	64200	BUILDING MAINTENANCE	-	
64	52	400	400	64260	SMALL TOOLS/EQUIPMENT	500	
2,526	2,574	3,000	2,500	64301	TELEMETRY LINE MAINTENANCE	3,000	
1,122	1,380	1,500	1,050	64350	TELEPHONE	1,500	
1,043	1,031	2,000	650	64450	TRAINING	2,500	small school
-	47	7,000	1,500	64745	FIRE HYDRANT REPAIR	7,000	
33,572	32,559	35,000	35,000	64755	PMT IN LIEU OF FRANCHISE FEE - WATER 5%	35,000	% of water sales
341	374	500	375	64798	WATER/SEWER UTILITIES	500	
4,673	-	15,000	5,000	64800	WATER SYSTEM MAINTENANCE	25,000	
-	-	3,000	2,000	64850	WATER LINE REPLACEMENT	4,500	galvanized pipe replacement
<b>147,720</b>	<b>177,078</b>	<b>214,142</b>	<b>139,041</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>228,660</b>	-

CITY OF JOHN DAY									
DETAIL EXPENDITURES									
FUND: 02 - WATER FUND									
DEPT: 060 - WATER DEPT									
for Budget Committee									
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24				
ACTUAL		BUDGET	ESTIMATED	ACCT					
2020-21	2021-22	2022-23	REV/EXP	NO.	DESCRIPTION	PROPOSED	NOTES		
				<b>3</b>	<b>CAPITAL OUTLAY</b>				
85,120	36,026	88,345	24,055	65175	PROPERTY PURCHASE	64,290	brownfield remediation Triangle caselle		
-	-	-	-	65225	COMPUTER	23,000			
-	-	35,000	8,000	66306	WATER METER REPLACEMENT	35,000			
-	-	-	-	66400	WATER SYSTEM IMPROVEMENTS	100,000			
	12,074	14,000	8,000	66406	WELL REHAB	70,000	rfd for 3&4		
<b>85,120</b>	<b>48,100</b>	<b>137,345</b>	<b>40,055</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>292,290</b>	-	-	
					<b>NONDEPARTMENTAL</b>				
				<b>4</b>	<b>INTERFUND TRANSFERS</b>				
35,000	35,000	74,000	74,000	67870	TFR TO MOTOR POOL FUND	45,000			
-	-	145,970	145,970	67892	TFR TO STREET FUND	17,000	wtr utilities part of E 7th St Prj		
5,978	1,730	-	-	67875	TFR TO POLICE	-			
<b>40,978</b>	<b>36,730</b>	<b>219,970</b>	<b>219,970</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>62,000</b>	-	-	
				<b>5</b>	<b>CONTINGENCY</b>				
-	-	831,213	-	67100	OPERATING CONTINGENCY	726,466	\$45700 SDC \$\$\$		
-	-	<b>831,213</b>	-		<b>TOTAL CONTINGENCY FUNDS</b>	<b>726,466</b>	-	-	
				<b>7</b>	<b>DEBT SERVICE</b>				
155,400	155,400	175,000	155,400	68650	DEBT REFINANCE - PRINCIPAL - 74%	170,000			
43,573	38,382	40,000	36,000	68850	DEBT REFINANCE - INTEREST - 74%	35,000			
-	-	22,600	22,570	68910	BUSINESS OR - PRINCIPAL - PATTERSON	23,050			
-	8,473	10,150	10,140	68920	BUSINESS OR - INTEREST - PATTERSON	9,700			
<b>198,973</b>	<b>202,255</b>	<b>247,750</b>	<b>224,110</b>		<b>TOTAL DEBT SERVICE</b>	<b>237,750</b>	-	-	
<b>596,119</b>	<b>604,558</b>	<b>1,826,141</b>	<b>783,097</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>1,687,519</b>	-	-	
				<b>9</b>	<b>REVENUES</b>				
347,257	980,021	1,161,557	1,130,900	40110	NET WORKING CAPITAL	1,045,302			
6,340	15,000	12,000	6,250	44200	RENTAL INCOME	-			
1,150	-	-	-	44635	COVID 19 FUNDING	-			
42,992	42,992	42,992	42,992	44820	TFR FROM GENERAL	42,992			
689,664	651,177	700,000	700,000	45020	WATER SALES	700,000			
11,688	12,970	14,000	14,000	45021	WATER SALES - CITY	14,000			
100	160	-	60	45030	TURN ON FEES	-			
2,530	4,222	-	320	45080	NEW HOOKUP FEES	-			
-	226	-	-	45085	NEW SERVICE INSTALLATION	-			
440	-	500	-	45090	BACKFLOW WATER TESTING FEES	500			
4,523	11,500	-	447	45100	SYSTEM DEVELOPMENT CHARGES	-			
11,797	122,426	-	12,495	45230	SALE OF LAND	-			
25,194	-	-	-	45245	BROWNFIELDS GRANT	-			
5,015	1,382	-	762	45260	MISCELLANEOUS	-			
506,655	-	88,345	24,055	45275	DEBT PROCEEDS	64,290			
253	-	-	-	45290	REFUND PRIOR YEAR EXPENSES	-			
4,260	5,265	1,000	21,276	45450	INTEREST INCOME	2,500			
<b>1,659,858</b>	<b>1,847,340</b>	<b>2,020,394</b>	<b>1,953,557</b>		<b>TOTAL REVENUES</b>	<b>1,869,584</b>	-	-	
					<b>FUND: 02 - WATER FUND SUMMARY</b>				
<b>681,803</b>	<b>716,438</b>	<b>2,020,394</b>	<b>908,255</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>1,869,584</b>	-	-	
							-	-	
<b>1,659,858</b>	<b>1,847,340</b>	<b>2,020,394</b>	<b>1,953,557</b>		<b>FUND TOTAL REV. BUDGET</b>	<b>1,869,584</b>	-	-	

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 03 - SEWER FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
39,689	48,728	77,000	50,000	61050	WAGES AND SALARIES	66,000	
523	219	1,000	500	61150	OVERTIME	1,000	
15,306	17,286	41,000	21,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	39,000	
3,123	3,184	7,000	3,000	61252	PERS EXPENSE	6,000	
2,061	2,272	5,000	3,000	61253	PERS IAP EXPENSE	4,020	
139	1,478	3,003	3,003	61400	UNPAID COMPENSATION	570	
<b>60,841</b>	<b>73,166</b>	<b>134,003</b>	<b>80,503</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>116,590</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	122	-	100	62100	ADVERTISING	100	
2,546	2,454	3,500	3,190	62300	AUDIT	6,750	
647	8,491	3,750	3,750	62310	BAD DEBITS - .005 of sales	3,750	
15	-	-	-	62321	COVID RELATED EXPENSE	-	
182	245	1,500	200	62650	DUES & SUBSCRIPTIONS	1,000	
1,277	1,028	1,500	1,100	62850	EQUIPMENT LEASE AND RENTAL	1,500	
764	800	1,000	500	62900	EQUIPMENT MAINTENANCE	1,000	
3,865	500	4,000	9,000	63450	LEGAL	7,500	
-	97	-	150	63500	MEETINGS AND CONVENTIONS	200	
56	206	500	200	63550	MISCELLANEOUS EXPENSE	500	
752	262	1,500	250	63650	OFFICE SUPPLIES	1,500	
461	2,592	2,000	2,000	63800	OPERATING SUPPLIES	2,000	
11,200	18,946	20,000	20,000	63825	OTHER PROFESSIONAL SERVICES	20,000	
2,745	3,783	4,500	3,000	63950	POSTAGE	4,500	
2,633	14,862	5,000	5,000	64000	PROGRAMMER SERVICES/SOFTWARE	5,000	
527	568	600	950	64350	TELEPHONE	1,000	
9	75	-	-	64450	TRAINING	1,500	caselle
<b>27,677</b>	<b>55,032</b>	<b>49,350</b>	<b>49,390</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>57,800</b>	-
<b>88,518</b>	<b>128,199</b>	<b>183,353</b>	<b>129,893</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>174,390</b>	-

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 03 - SEWER FUND							
DEPT: 070 - SEWER DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
62,921	97,223	103,000	75,000	61050	WAGES AND SALARIES	99,000	
49	368	5,000	500	61150	OVERTIME	5,000	
29,611	34,654	57,000	35,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	51,000	
9,036	8,707	9,000	7,000	61252	PERS EXPENSE	10,000	
3,727	5,546	6,000	4,500	61253	PERS IAP EXPENSE	6,240	
279	2,587	8,201	8,201	61400	UNPAID COMPENSATION	2,831	
<b>105,622</b>	<b>149,084</b>	<b>188,201</b>	<b>130,201</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>174,071</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	-	2,500	1,000	62200	ALARM SYSTEM MAINTENANCE	2,500	
5,233	-	1,000	500	62500	COST OF NEW HOOKUPS	1,000	
828	1,467	1,000	250	62650	DUES AND SUBSCRIPTIONS	500	
525	495	500	425	62710	DISPATCH SERVICES	600	
3,695	3,773	4,370	4,750	62750	ELECTRICITY	5,463	15% increase - same as py
33	33	100	65	62850	EQUIPMENT LEASE AND RENTAL	100	
40	-	1,500	1,000	62900	EQUIPMENT MAINTENANCE	1,500	
1,760	2,106	2,300	2,000	63200	HEATING FUEL	2,500	
4,157	4,326	5,191	8,155	63300	INSURANCE	10,030	23% increase advised
-	-	1,800	900	63400	LABORATORY TESTS	2,000	
1,228	8	2,100	4,500	63450	LEGAL	5,000	
-	220	500	150	63460	LICENSES AND FEES	500	
-	102	500	200	63500	MEETINGS AND CONVENTIONS	500	
223	371	500	500	63550	MISCELLANEOUS EXPENSE	500	
4,613	1,347	1,000	500	63800	OPERATING SUPPLIES	1,000	
64,937	7,295	15,000	5,000	63825	OTHER PROFESSIONAL SERVICES	15,000	
-	(689)	-	-	63950	POSTAGE	-	
265	74	5,000	250	64000	PROGRAMMER SERVICES/SOFTWARE	5,000	
-	-	100	100	64050	RADIO MAINTENANCE	200	
290	716	2,000	700	64160	SAFETY PROGRAM	2,000	
-	326	4,500	3,500	64200	SEWER LINE MAINTENANCE	5,000	TV lines
8,752	-	6,000	3,000	64220	LIFT STATION REPAIR/MAINT	6,000	
-	-	1,000	3,000	64250	SEWER CHEMICALS & CHLORINE	5,000	
-	-	500	200	64260	SMALL TOOLS/EQUIPMENT	500	
1,397	2,379	2,000	2,000	64301	TELEMETRY LINE MAINTENANCE	2,000	
596	685	600	400	64350	TELEPHONE	600	
414	2,143	3,000	500	64355	PROPERTY CLEANUP COSTS	3,000	
188	248	1,000	1,000	64450	TRAINING	1,000	
29,377	32,846	43,125	32,250	64756	PMT IN LIEU OF FRANCHISE FEE - SEWER	32,250	
341	374	500	400	64798	WATER/SEWER UTILITIES	500	
<b>128,890</b>	<b>60,643</b>	<b>109,186</b>	<b>77,195</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>111,743</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	-	-	-	65225	COMPUTER	23,000	caselle
-	12,500	-	-	66250	SEWER SYSTEM IMPROVEMENTS	250,000	sewer camera / cutter / lining svcs
-	<b>12,500</b>	-	-		<b>TOTAL CAPITAL OUTLAY</b>	<b>273,000</b>	-

CITY OF JOHN DAY									
DETAIL EXPENDITURES									
FUND: 03 - SEWER FUND									
DEPT: 070 - SEWER DEPT									
for Budget Committee									
<b>NONDEPARTMENTAL</b>									
<b>4 INTERFUND TRANSFERS</b>									
184,220	263,805	254,802	254,802	67700	TFR TO JOINT SEWER FACILITIES FUND	306,428			
30,000	30,000	73,000	73,000	67870	TFR TO MOTOR POOL FUND	45,000			
-	-	10,134	10,134	67892	TFR TO STREET FUND	30,000	swr utilities part of E 7th St		
5,978	1,730	-	-	67875	TFR TO POLICE	-			
<b>220,198</b>	<b>295,535</b>	<b>337,936</b>	<b>337,936</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>381,428</b>	-	-	
<b>5 CONTINGENCY - NONDEPARTMENTAL</b>									
-	-	220,336	-	67100	OPERATING CONTINGENCY	192,748	\$64200 SDC \$\$\$		
-	-	<b>220,336</b>	-		<b>TOTAL CONTINGENCY FUNDS</b>	<b>192,748</b>	-	-	
<b>7 DEBT SERVICE</b>									
14,055	14,587	15,200	15,138	68200	OR PINE LOAN - PRINCIPAL	15,800			
17,738	17,207	17,000	16,660	68500	OR PINE LOAN - INTEREST	16,500			
54,600	54,600	60,000	54,600	68650	DEBT REFINANCE - PRINCIPAL - 26%	60,000			
15,309	13,486	12,500	12,500	68850	DEBT REFINANCE - INTEREST - 26%	14,000			
<b>101,703</b>	<b>99,879</b>	<b>104,700</b>	<b>98,898</b>		<b>TOTAL DEBT SERVICE</b>	<b>106,300</b>	-	-	
<b>556,414</b>	<b>617,641</b>	<b>960,359</b>	<b>644,230</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>1,239,290</b>	-	-	
<b>9 REVENUES</b>									
3,519	147,135	127,165	620,222	40110	NET WORKING CAPITAL	223,533			
66,554	122,303	-	-	44210	SURPLUS PROPERTY SALES	-			
-	340	-	-	44240	EQUIPMENT RENT-CITY EQUIPMENT	-			
66,554	-	-	-	44635	COVID 19 FUNDING	-			
685,963	763,865	750,000	750,000	45060	SEWER USER FEES	750,000			
2,692	3,898	3,000	4,000	45061	SEWER USER FEES - CITY	4,000			
199	-	-	-	45080	NEW HOOKUP FEES	-			
10,358	6,237	-	1,025	45100	SYSTEM DEVELOPMENT CHARGES	-			
2,838	29,448	-	3,005	45230	SALE OF LAND	-			
64,986	-	-	-	45245	BROWNFIELDS GRANT	-			
863	-	-	44	45260	MISCELLANEOUS	-			
3,742	-	-	-	45285	FEMA GRANT	-			
253	-	-	-	45290	REFUND PRIOR YEAR EXPENSES	-			
597	3,461	200	7,000	45450	INTEREST INCOME	200			
58,857	-	-	-	46666	BUSINESS OREGON	-			
<b>967,973</b>	<b>1,076,687</b>	<b>880,365</b>	<b>1,385,296</b>		<b>TOTAL REVENUES</b>	<b>977,733</b>	-	-	



CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 04 - JOINT SEWER FACILITY FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
24,845	32,785	49,000	35,000	61050	WAGES AND SALARIES	42,000	
172	195	1,000	300	61150	OVERTIME	1,000	
9,941	10,744	23,000	10,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	20,000	
2,198	2,224	4,000	2,500	61252	PERS EXPENSE	4,000	
1,451	1,588	3,000	2,100	61253	PERS IAP EXPENSE	2,580	
70	739	2,137	2,137	61400	UNPAID COMPENSATION	363	
<b>38,676</b>	<b>48,276</b>	<b>82,137</b>	<b>52,037</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>69,943</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	90	-	-	62100	ADVERTISING	-	
1,311	1,483	2,500	1,790	62300	AUDIT	4,050	
2	-	-	-	62321	COVID RELATED EXPENSE	-	
134	181	300	-	62650	DUES & SUBSCRIPTIONS	300	
-	49	75	-	62900	EQUIPMENT MAINTENANCE	100	
-	-	2,000	1,000	63450	LEGAL	3,000	
-	93	50	100	63500	MEETINGS & CONVENTIONS	150	
14	173	1,000	250	63550	MISCELLANEOUS EXPENSE	1,000	
98	82	250	100	63650	OFFICE SUPPLIES	250	
527	1,775	1,000	750	63800	OPERATING SUPPLIES	1,000	
6,280	13,812	10,000	10,000	63825	OTHER PROFESSIONAL SERVICES	10,000	
1,548	6,171	3,000	3,000	64000	PROGRAMMER SERVICES/SOFTWARE	3,000	
166	200	350	450	64350	TELEPHONE	500	
8	55	-	-	64450	TRAINING	1,000	caselle
<b>10,088</b>	<b>24,163</b>	<b>20,525</b>	<b>17,440</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>24,350</b>	-
<b>48,764</b>	<b>72,440</b>	<b>102,662</b>	<b>69,477</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>94,293</b>	-



CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 04 - JOINT SEWER FACILITY FUND							
DEPT: 070 - SEWER DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR		BUDGET FOR NEXT YEAR - FY 2023-24			
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
99,885	120,934	102,000	102,000	61050	WAGES AND SALARIES	121,000	
2,802	2,727	7,000	7,000	61150	OVERTIME	7,000	
36,332	40,647	37,000	37,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	47,000	
10,807	12,009	10,000	10,000	61252	PERS EXPENSE	13,000	
6,161	7,409	7,000	7,000	61253	PERS IAP EXPENSE	7,680	
522	5,544	9,876	9,876	61400	UNPAID COMPENSATION	4,506	
<b>156,509</b>	<b>189,270</b>	<b>172,876</b>	<b>172,876</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>200,186</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	-	5,000	4,000	62200	ALARM SYSTEM MAINTENANCE	5,000	
	1,796		-	62350	BACKFLOW TESTING PROGRAM	-	
1,620	-	2,500	2,500	62361	CHLORINATOR COSTS	2,500	
492	-	2,500	500	62400	BUILDING MAINTENANCE	2,500	
-	1,499	5,000	3,000	62550	DISPOSAL PLANT REPAIR/MTNCE	5,000	
137	142	300	400	62650	DUES & SUBSCRIPTIONS	400	
16,082	16,523	19,550	19,000	62750	ELECTRICITY	21,850	15% Increase - same as py
7,109	11,594	12,000	15,000	63200	HEATING FUEL	16,000	
4,769	5,355	6,426	7,400	63300	INSURANCE	9,100	23% Increase advised
-	13	5,000	4,500	63370	GROUND WATER TESTING	6,000	
1,919	2,044	6,000	6,000	63380	LABORATORY SUPPLIES	7,000	
2,508	1,436	4,000	2,000	63400	LABORATORY TESTS	4,000	
2,545	2,753	3,000	10,800	63460	LICENSES AND FEES	3,000	
-	-	100	75	63500	MEETINGS AND CONVENTIONS	100	
473	443	750	500	63550	MISCELLANEOUS EXPENSE	1,000	
20	-	1,300	300	63650	OFFICE SUPPLIES	1,500	deq
1,900	7,977	2,000	1,500	63800	OPERATING SUPPLIES	2,000	
2,618	568	3,250	1,500	63990	PREVENTIVE MAINTENANCE PROGRAM	3,250	
-	36	500	400	64000	PROGRAMMER SERVICES/SOFTWARE	500	
-	-	1,000	750	64050	RADIO MAINTENANCE	1,000	
249	383	2,000	500	64160	SAFETY PROGRAM	2,000	
8,172	7,501	7,000	7,000	64250	SEWER CHEMICALS & CHLORINE	7,500	
-	-	250	200	64260	SMALL TOOLS/EQUIPMENT	250	
1,397	2,379	1,000	5,000	64301	TELEMETRY LINE MAINTENANCE	1,500	
531	391	350	450	64350	TELEPHONE	500	
-	2,143	2,500	500	64355	PROPERTY CLEANUP COSTS	2,500	
330	1,764	2,000	1,000	64450	TRAINING	2,000	
4,782	5,347	5,300	5,250	64757	PMT IN LIEU OF FRANCHISE FEE (14% of 5%)	5,250	
11,407	11,999	17,000	14,000	64798	WATER/SEWER UTILITIES	17,000	
<b>69,059</b>	<b>84,085</b>	<b>117,576</b>	<b>114,025</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>130,200</b>	-
				<b>NONDEPARTMENTAL</b>			
				<b>4</b>	<b>INTERFUND TRANSFERS</b>		
25,000	25,000	30,000	30,000	67870	TFR TO MOTOR POOL FUND	30,000	
5,978	1,730	-	-	67875	TFR TO POLICE	-	
<b>30,978</b>	<b>26,730</b>	<b>30,000</b>	<b>30,000</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>30,000</b>	-
				<b>5</b>	<b>CONTINGENCY - NONDEPARTMENTAL</b>		
-	-	-	-	67100	OPERATING CONTINGENCY	-	
-	-	-	-		<b>TOTAL CONTINGENCY FUNDS</b>	-	-
<b>256,546</b>	<b>300,085</b>	<b>320,452</b>	<b>316,901</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>360,386</b>	-





CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 06 - STREET FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
26,096	39,374	51,000	35,000	61050	WAGES AND SALARIES	47,000	
120	195	1,000	300	61150	OVERTIME	1,000	
9,873	12,685	26,000	13,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	24,000	
2,383	2,721	5,000	2,500	61252	PERS EXPENSE	4,000	
1,573	1,944	4,000	2,100	61253	PERS IAP EXPENSE	2,880	
35	739	2,714	2,714	61400	UNPAID COMPENSATION	432	
<b>40,079</b>	<b>57,658</b>	<b>89,714</b>	<b>55,614</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>79,312</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	84	50	-	62100	ADVERTISING	100	
1,837	1,757	3,750	2,190	62300	AUDIT	2,700	
-	-	200	-	62310	BAD DEBTS WRITTEN OFF	200	
125	168	500	200	62650	DUES & SUBSCRIPTIONS	500	
228	184	500	200	62850	EQUIPMENT LEASE AND RENTAL	500	
135	177	100	150	62900	EQUIPMENT MAINTENANCE	100	
(1,935)	-	6,000	5,000	63450	LEGAL	5,000	
-	92	50	150	63500	MEETINGS & CONVENTIONS	150	
10	1,602	500	100	63550	MISCELLANEOUS EXPENSE	150	
56	110	750	200	63650	OFFICE SUPPLIES	250	
277	1,877	150	150	63800	OPERATING SUPPLIES	150	
6,280	13,797	15,000	15,000	63825	OTHER PROFESSIONAL SERVICES	15,000	
1,950	6,515	4,000	4,000	64000	PROGRAMMER SERVICES/SOFTWARE	5,000	
147	206	200	600	64350	TELEPHONE	750	
7	51	-	-	64450	TRAINING	1,000	caselle
<b>9,117</b>	<b>26,621</b>	<b>31,750</b>	<b>27,940</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>31,550</b>	-
<b>49,197</b>	<b>84,279</b>	<b>121,464</b>	<b>83,554</b>		<b>DEPT TOTAL EXPENDITURES</b>	<b>110,862</b>	-

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 06 - STREET FUND							
DEPT: 080 - STREET DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
60,939	82,285	109,000	75,000	61050	WAGES AND SALARIES	104,000	
256	525	5,000	1,000	61150	OVERTIME	5,000	
34,535	34,629	63,000	32,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	55,000	
9,456	7,580	9,000	6,000	61252	PERS EXPENSE	10,000	
3,598	4,626	6,000	4,500	61253	PERS IAP EXPENSE	6,540	
-	-	100	-	61350	SAFETY AWARDS PROGRAM	-	
418	3,696	8,432	8,432	61400	UNPAID COMPENSATION	3,159	
<b>109,203</b>	<b>133,340</b>	<b>200,532</b>	<b>126,932</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>183,699</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
267	900	1,000	1,400	62650	DUES AND SUBSCRIPTIONS	1,500	
25,694	25,793	31,625	28,000	62750	ELECTRICITY	32,200	15% increase - same as py
-	-	2,000	1,000	62800	ENGINEER EXPENSE	1,000	
-	-	2,000	700	62850	EQUIPMENT LEASE AND RENTAL	1,000	
996	-	1,000	600	62900	EQUIPMENT MAINTENANCE	2,000	old equipment - more maintenance
-	-	1,000	1,000	63200	HEATING FUEL	1,000	
4,166	4,475	5,370	8,200	63300	INSURANCE	10,090	23% increase advised
14	1,680	2,000	500	63450	LEGAL	2,000	
-	84	500	100	63500	MEETINGS & CONVENTIONS	500	
1,209	1,524	3,000	1,500	63550	MISCELLANEOUS EXPENSE	1,500	
4,860	1,469	3,000	1,500	63700	TRAIL/IRRIGATION MAINTENANCE	1,500	
763	1,058	1,000	1,000	63800	OPERATING SUPPLIES	1,000	
17,872	15,992	9,000	4,000	63825	OTHER PROFESSIONAL SERVICES	5,000	
2,712	2,177	3,000	1,500	63875	POCKET PARKS/BEAUTIFICATION	1,500	
-	-	-	20,000	63877	PARKS MAINTENANCE	19,000	
-	9	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	-	
-	112	500	150	64150	SAFETY CLOTHING	500	
304	566	1,000	400	64160	SAFETY PROGRAM	500	
672	466	500	20	64260	SMALL TOOLS/EQUIPMENT	500	
1,028	2,520	1,000	1,600	64275	STREET SIGNS REPLACEMENT	1,000	
18,931	31,238	113,427	25,000	64300	STREET REPAIR/MAINTENANCE	5,000	
41	118	1,000	400	64325	BUILDING IMPROVEMENTS	1,000	
262	371	500	400	64350	TELEPHONE	550	
10	157	500	250	64450	TRAINING	500	
133	1,972	1,500	500	64550	TRAFFIC SAFETY SUPPLIES	1,500	
3,007	3,650	2,000	1,000	64560	WEED & VEGETATION MGMT	2,000	
341	374	500	400	64798	WATER/SEWER UTILITIES	500	
<b>83,283</b>	<b>96,704</b>	<b>187,922</b>	<b>101,120</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>94,340</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
147,491	514,972	-	2,150	65111	INTEGRATED PARK PROJECT	-	
-	-	127,117	-	65175	PROPERTY PURCHASE	-	received in 085
162,562	87,939	1,350,000	1,350,000	65235	4TH STREET REPAIR	-	
-	-	-	850	65350	COMMUNICATIONS EQUIPMENT	-	
10,317	328,777	-	3,376	65400	CHAROLAIS HTS INTERSECTION	-	
-	-	250,000	-	65550	EAST 7TH ST	421,000	project not completed in py
21,449	53,080	20,000	19,000	65700	395 S PROJECT	-	
17,810	-	-	-	65701	CANTON STREET PROJECT	-	
-	-	64,478	23,978	65850	INNOVATION GATEWAY TRAILS (RTP PHASE 2)	42,100	DEQ/MLC Grant Project
4,991	145,692	-	-	66411	RESTROOMS	-	
<b>364,621</b>	<b>1,130,460</b>	<b>1,811,595</b>	<b>1,399,354</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>463,100</b>	-

CITY OF JOHN DAY							
DETAIL RESOURCES							
FUND: 06 - STREET FUND							
DEPT: 080 - STREET DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>NONDEPARTMENTAL</b>							
<b>4 INTERFUND TRANSFERS</b>							
29,583	30,000	40,000	40,000	67870	TFR TO MOTOR POOL FUND	40,000	
<b>29,583</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>		<b>TOTAL INTERFUND TRANSFERS</b>	<b>40,000</b>	-
<b>586,690</b>	<b>1,390,504</b>	<b>2,240,049</b>	<b>1,667,406</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>781,139</b>	-
<b>9 REVENUES</b>							
210,769	97,597	340,504	(458,427)	40110	NET WORKING CAPITAL	332,441	
325	1,200	-	-	44210	SURPLUS PROPERTY SALES	-	
	462,277	-	537,723	44250	HB 5006	-	deferred in py
	20	-	-	44260	DONATIONS	-	
135,945	297,753	-	-	44263	OPRD INTEGRATED PARK SYSTEM GRANT	-	
-	-	-	40,000	44390	ODOT CAPITAL REIMBURSEMENT	-	395 project - water line work
-	83,522	-	64,400	44396	RTP GRANT PROCEEDS	-	
6,150	-	-	-	44635	COVID 19 FUNDING	-	
118,099	136,091	120,000	110,040	44640	GASOLINE TAX	120,000	
157,347	146,187	157,346	168,569	44650	GRANT COUNTY FOREST RECEIPTS	170,000	
4,000	-	440,000	331,250	44665	GRANT PROCEEDS - 4TH ST	-	
36,900	4,100	-	-	44685	RESTROOM GRANT	-	
25,000	-	25,000	25,000	44690	SCA GRANT - 4TH ST	-	
25,000	75,000	-	-	44691	SCA GRANT - CHAROLAIS HEIGHTS	-	
-	-	-	-	44692	SCA GRANT - TIMBER WAY	-	
-	-	250,000	-	44693	SCA GRANT - PATTERSON BRIDGE / 7TH ST	250,000	
-	150,000	414,359	414,359	44820	TFR FROM GENERAL	254,560	
-	-	145,970	145,970	44830	TFR FROM WATER	17,000	wtr utility part of E 7th St
-	-	10,134	10,134	44840	TFR FROM SEWER	30,000	swr utility part of E 7th St
-	-	100,000	100,000	44846	TFR FROM COMM DVL/P	-	
-	-	42,000	42,100	44916	DEQ/MLC SEP GRANT	-	
536	24,683	-	550	45260	MISCELLANEOUS	-	
-	-	885,000	993,750	45285	FEMA GRANT	-	
971	-	-	-	45290	REFUND PRIOR YEAR EXPENSES	-	
865	249	200	-	45450	INTEREST INCOME	-	
<b>721,906</b>	<b>1,478,678</b>	<b>2,930,513</b>	<b>2,525,418</b>		<b>TOTAL REVENUES</b>	<b>1,174,001</b>	-

CITY OF JOHN DAY							
FUND: 06 - STREET FUND							
DEPT: 085 - INTEGRATED PARK SYSTEM							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
-	7,500	-	-	61050	WAGES AND SALARIES	-	
-	1,413	-	-	61250	EMPLOYER PAID EMPLOYEE BENEFIT	-	
-	630	-	-	61252	PERS EXPENSE	-	
-	450	-	-	61253	PERS IAP EXPENSE	-	
-	<b>9,993</b>	-	-		<b>TOTAL PERSONNEL SERVICES</b>	-	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	-	-	117,500	62100	ADVERTISING	-	Straw to Gold contract - kwc
-	-	300,000	20,000	63355	BUSINESS GRANTS	280,000	rolled over to ending 6/30/24
-	1,940	2,000	2,000	63450	LEGAL	2,000	
-	43,632	-	-	63825	OTHER PROFESSIONAL SERVICES	-	
-	21,345	-	-	63875	POCKET PARKS / BEAUTIFICATION	-	
-	-	-	5,000	63877	PARKS MAINTENANCE	-	
-	<b>66,917</b>	<b>302,000</b>	<b>144,500</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>282,000</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	43	-	127,117	65175	PROPERTY PURCHASE	-	
-	17,468	175,000	90,000	65210	MAIN STR IMPROVEMENTS/PARKING	-	
-	1,402	-	15,400	65255	DOWN TOWN REVITALIATION	-	
-	254,900	92,000	53,000	65257	LANDSCAPING IMPROVEMENTS	-	
-	-	-	12,000	66422	INTEGRATED GATEWAY TRAILS	-	
-	111,597	-	-	65850	INTEGRATED GATEWAY TRAILS	-	
-	<b>385,411</b>	<b>267,000</b>	<b>297,517</b>		<b>TOTAL CAPITAL OUTLAY</b>	-	-
-	<b>462,322</b>	<b>569,000</b>	<b>442,017</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>282,000</b>	-
					<b>FUND: 06 - STREET FUND</b>		
					<b>SUMMARY</b>		
<b>635,887</b>	<b>1,937,105</b>	<b>2,930,513</b>	<b>2,192,977</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>1,174,001</b>	-
<b>721,906</b>	<b>1,478,678</b>	<b>2,930,513</b>	<b>2,525,418</b>		<b>FUND TOTAL REV. BUDGET</b>	<b>1,174,001</b>	-

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 07 - IT FUND							
DEPT: 112 - IT DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>1 PERSONNEL SERVICES</b>							
16,925	25,593	3,000	2,500	61050	WAGES AND SALARIES	3,500	
-	84	100	70	61150	OVERTIME	1,000	
5,178	6,223	2,000	1,500	61250	EMPLOYER PAID EMPLOYEE BENEFIT	2,000	
1,539	2,050	200	175	61252	PERS EXPENSE	240	
1,015	1,464	200	150	61253	PERS IAP EXPENSE	200	
70	739	173	173	61400	UNPAID COMPENSATION	35	
<b>24,727</b>	<b>36,153</b>	<b>5,673</b>	<b>4,568</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>6,975</b>	- -
<b>2 MATERIALS &amp; SERVICES</b>							
-	129	-	-	62100	ADVERTISING	-	
2,384	2,292	8,000	4,036	62300	AUDIT	5,000	
1,455	1,446	1,500	1,500	62650	DUES AND SUBSCRIPTIONS	1,500	
26	71	150	-	62900	EQUIPMENT MAINTENANCE	150	
-	700	4,000	1,000	63450	LEGAL	4,000	
352	365	500	370	63460	LICENSES AND FEES	500	
90	56	500	500	63500	MEETINGS AND CONVENTIONS	500	
733	39	1,379	250	63550	MISCELLANEOUS EXPENSE	1,000	
384	16	400	100	63650	OFFICE SUPPLIES	400	
-	238	400	100	63800	OPERATING SUPPLIES	400	
2,460	2,820	8,000	1,000	63825	OTHER PROFESSIONAL SERVICES	3,106	
3,883	5,510	2,500	2,500	64000	PROGRAMMER SERVICES/SOFTWARE	2,500	
209	204	500	225	64350	TELEPHONE	500	
5	79	-	-	64450	TRAINING	-	
<b>11,981</b>	<b>13,966</b>	<b>27,829</b>	<b>11,581</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>19,556</b>	- -
<b>3 CAPITAL OUTLAY</b>							
761	-	-	-	65450	EQUIPMENT PURCHASES	-	
-	-	1,624,475	-	66408	BROADBAND PROJECT - FDA	1,624,475	
115,972	1,113,729	-	50,000	66413	BROADBAND PROJECT - DAS	-	
<b>116,734</b>	<b>1,113,729</b>	<b>1,624,475</b>	<b>50,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>1,624,475</b>	- -
<b>153,441</b>	<b>1,163,848</b>	<b>1,657,977</b>	<b>66,149</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>1,651,006</b>	- -
<b>9 REVENUES</b>							
1,449,001	1,288,386	46,057	1,810	40110	NET WORKING CAPITAL	(118,469)	
52,400	-	-	-	44665	GRANT PROCEEDS	145,000	OR Broadband Office BTAP
-	-	1,804,475	-	44680	GRANT INCOME - EDA	1,624,475	
130	-	-	-	45260	MISCELLANEOUS	-	
10,117	4,366	2,000	50	45450	INTEREST INCOME	-	
<b>1,511,649</b>	<b>1,292,752</b>	<b>1,852,532</b>	<b>1,860</b>		<b>TOTAL REVENUES</b>	<b>1,651,006</b>	- -

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 07 - IT FUND							
DEPT: 115 - JOHN DAY CYBERMILL							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
3,264	950	2,000	-	62400	BUILDING MAINTENANCE	-	
325	-	-	-	62750	ELECTRICITY	-	15% increase - same as py
	4,007			63300	INSURANCE	-	23% increase advised
4,400	-	-	-	63430	LEASE EXPENSE	-	
-	820	1,500	-	63450	LEGAL	-	
-	5	25	-	63550	MISCELLANEOUS EXPENSE	-	
-	168	150	-	63800	OPERATING SUPPLIES	-	
-	-	1,000	-	63825	OTHER PROFESSIONAL SERVICES	-	
804	-	-	-	64025	PROPANE	-	
917	-	1,200	-	64798	WATER/SEWER UTILITIES	-	
<b>9,711</b>	<b>5,949</b>	<b>5,875</b>	<b>-</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>-</b>	<b>-</b>
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	47,301	180,000	30,000	65200	BUILDING IMPROVEMENTS	490,000	Cybermill Renovation
-	11,251	-	20,000	66413	BROADBAND PROJECT	-	
90,633	-	-	-	65175	PROPERTY PURCHASE	-	
<b>90,633</b>	<b>58,553</b>	<b>180,000</b>	<b>50,000</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>490,000</b>	<b>-</b>
				<b>9</b>	<b>REVENUES</b>		
-	-	-	-	45245	GRANT PROCEEDS - BizOr	60,000	Brownfield
-	-	-	-	44265	GRANT PROCEEDS - Ford Family	250,000	Ford Family Foundation
50,000	-	-	-	44665	GRANT PROCEEDS	-	
-	-	-	-	44680	GRANT INCOME - EDA	180,000	
<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>TOTAL REVENUES</b>	<b>490,000</b>	<b>-</b>

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 07 - IT FUND							
DEPT: 116 - SENECA CYBERMILL OPERATING							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	9,275	-	-	62100	ADVERTISING	-	
-	3,930	5,000	500	62400	BUILDING MAINTENANCE	500	
-	640	-	-	62490	COMMUNITY PROMOTIONS	-	
-	724	1,150	1,150	62750	ELECTRICITY	1,323	15% increase - same as py
-	277	-	-	62900	EQUIPMENT MAINTENANCE	-	
-	1,651	-	-	63300	INSURANCE	1,750	
-	6,600	-	-	63430	LEASE EXPENSE	-	
-	1,765	-	-	63450	LEGAL	-	
(352)	600	-	-	63460	LICENSES AND FEES	-	
-	842	-	-	63550	MISCELLANEOUS EXPENSE	-	
-	442	-	-	63650	OFFICE SUPPLIES	-	
	5,294	-	-	63800	OPERATING SUPPLIES	-	
12,875	4,201	-	-	63825	OTHER PROFESSIONAL SERVICES	-	
-	4,500	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	-	
-	655	575	575	64025	PROPANE	750	
-	52	-	-	64260	SMALL TOOLS/ EQUIPMENT	-	
-	1,556	1,955	1,955	64798	WATER/SEWER UTILITIES	1,677	
<b>12,523</b>	<b>43,003</b>	<b>8,680</b>	<b>4,180</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>6,000</b>	- -
				<b>9</b>	<b>REVENUES</b>		
-	-	-	-	44200	RENT INCOME	6,000	Rally & GC Cybermill
2,400	-	-	-	44665	GRANT PROCEEDS	-	
<b>2,400</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>TOTAL REVENUES</b>	<b>6,000</b>	- -
					<b>FUND: 07 - IT FUND</b>		
					<b>SUMMARY</b>		
<b>266,308</b>	<b>1,290,941</b>	<b>1,852,532</b>	<b>120,329</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>2,147,006</b>	- -
							- -
<b>1,564,049</b>	<b>1,292,752</b>	<b>1,852,532</b>	<b>1,860</b>		<b>FUND TOTAL REV. BUDGET</b>	<b>2,147,006</b>	- -



CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 09 - DEBT SERVICE FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>7</b>	<b>DEBT SERVICE</b>		
41,000	42,000	44,000	44,000	68150	FIRE HALL GO BOND - PRINCIPAL	45,000	
13,912	12,698	12,500	11,912	68450	FIRE HALL GO BOND - INTEREST	11,500	
<b>54,912</b>	<b>54,698</b>	<b>56,500</b>	<b>55,912</b>		<b>TOTAL DEBT SERVICE</b>	<b>56,500</b>	- -
				<b>8</b>	<b>UNAPPROPRIATED</b>		
-	-	27,052	-	69050	UNAPPROPRIATED	30,097	
-	-	<b>27,052</b>	-		<b>TOTAL UNAPPROPRIATED</b>	<b>30,097</b>	- -
<b>54,912</b>	<b>54,698</b>	<b>83,552</b>	<b>55,912</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>86,597</b>	- -
				<b>9</b>	<b>REVENUES</b>		
23,310	31,003	33,352	39,459	40110	NET WORKING CAPITAL	36,397	
58,159	56,714	50,000	50,000	42150	PROPERTY TAXES - GO - CURRENT	50,000	
3,600	6,177	-	2,500	42200	PROPERTY TAXES - DELINQUET	-	
323	264	200	350	45450	INTEREST INCOME	200	
<b>85,392</b>	<b>94,157</b>	<b>83,552</b>	<b>92,309</b>		<b>TOTAL REVENUES</b>	<b>86,597</b>	- -
					<b>FUND: 09 - DEBT SERVICE FUND</b>		
					<b>SUMMARY</b>		
<b>54,912</b>	<b>54,698</b>	<b>83,552</b>	<b>55,912</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>86,597</b>	- -
<b>85,392</b>	<b>94,157</b>	<b>83,552</b>	<b>92,309</b>		<b>FUND TOTAL REV. BUDGET</b>	<b>86,597</b>	- -

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 10 - COMMUNITY DEVELOPMENT FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
25,060	39,784	38,000	12,000	61050	WAGES AND SALARIES	25,000	
184	544	1,000	100	61150	OVERTIME	1,000	
10,107	11,390	17,000	3,600	61250	EMPLOYER PAID EMPLOYEE BENEFIT	12,000	
2,143	2,400	3,000	1,000	61252	PERS EXPENSE	3,000	
1,414	1,714	2,000	700	61253	PERS IAP EXPENSE	1,560	
35	739	809	809	61400	UNPAID COMPENSATION	311	
<b>38,943</b>	<b>56,572</b>	<b>61,809</b>	<b>18,209</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>42,871</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
-	3,199	2,500	2,800	62100	ADVERTISING	2,500	
1,189	1,260	1,500	979	62300	AUDIT	1,350	
4,784	-	-	-	62321	COVID RELATED EXPENSES	-	
1,510	5,114	5,000	10,000	62490	COMMUNITY PROMOTION	5,000	
86	116	250	150	62650	DUES & SUBSCRIPTIONS	250	
25	32	100	30	62900	EQUIPMENT MAINTENANCE	100	
-	-	-	1,075	63300	INSURANCE	1,100	23% increase advised
900	400	3,000	750	63450	LEGAL	2,000	
50	441	1,000	400	63500	MEETINGS AND CONVENTIONS	500	
42	4,096	3,000	200	63550	MISCELLANEOUS EXPENSE	1,000	
153	72	250	100	63650	OFFICE SUPPLIES	250	
208	1,204	1,500	225	63800	OPERATING SUPPLIES	1,000	
6,280	81,239	10,000	8,000	63825	OTHER PROFESSIONAL SERVICES	10,000	
-	13	-	-	63950	POSTAGE	-	
695	3,778	4,000	1,000	64000	PROGRAMMER SERVICES/SOFTWARE	1,500	
-	-	-	1,000	64110	TAX EXPENSE - PROPERTY	-	
117	252	300	200	64350	TELEPHONE	300	
-	54,000	5,000	5,000	64420	OR RAIN CONSULTING	5,000	
6	36	-	-	64450	TRAINING	-	
<b>16,046</b>	<b>155,253</b>	<b>37,400</b>	<b>31,909</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>31,850</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	-	75,000	50,000	65050	ACTIVATIONS	-	
-	56,800	108,688	14,586	65200	BUILDING IMPROVEMENTS	-	
-	-	25,000	-	65460	KWC PARKING	-	
-	-	25,000	10,531	65900	LIBRARY	-	
-	-	100,000	50,000	66420	WAYFINDING & SIGNAGE	-	
-	-	160,000	1,875	66422	PITSTOP PHASE II	-	
-	<b>56,800</b>	<b>493,688</b>	<b>76,992</b>		<b>TOTAL CAPITAL OUTLAY</b>	-	-
				<b>6</b>	<b>INTERFUND TRANSFERS</b>		
-	-	100,000	100,000	67892	TRANSFER TO STREETS	-	
-	-	<b>100,000</b>	<b>100,000</b>		<b>TOTAL CONTINGENCY FUND</b>	-	-
				<b>7</b>	<b>DEBT SERVICE</b>		
-	-	64,000	-	68270	PRINCIPAL PMT	-	s/b URA not Comm Dev
-	-	24,000	-	68275	INTEREST PMT	-	
-	-	<b>88,000</b>	-		<b>TOTAL DEBT SERVICE</b>	-	-
<b>54,989</b>	<b>268,625</b>	<b>780,897</b>	<b>227,110</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>74,721</b>	-

CITY OF JOHN DAY							
DETAILED EXPENDITURES							
FUND: 10 - COMMUNITY DEVELOPMENT FUND							
DEPT: 010 - ADMINISTRATION DEPT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>9 REVENUES</b>							
(5,336)	13,381	2,987,968	(463,956)	40110	NET WORKING CAPITAL	(166,611)	
-	17,759	20,000	55,000	42250	TRANSIENT ROOM TAX	35,000	
	30,000	30,000	100,000	44265	FORD FAMILY FOUNDATION GRANT	-	
62,500	-	-	-	44320	URA LOAN PMT	-	
-	185,584	185,500	185,688	44635	COVID 19 FUNDING	-	
-	49,000	-	-	44701	USDA GRANT	-	
52,905	-	-	-	44820	TFR FROM GENERAL FUND	152,452	
78,286	79,143	76,000	79,000	45050	ECONOMIC DEVELOPMENT FEE	79,000	
-	-	-	221,567	45230	SALE OF LAND	-	
113	5,000	-	709	45260	MISCELLANEOUS	-	
2,296	364	500	-	45450	INTEREST INCOME	100	
<b>190,763</b>	<b>380,231</b>	<b>3,299,968</b>	<b>178,008</b>		<b>TOTAL REVENUES</b>	<b>99,941</b>	-
CITY OF JOHN DAY							
FUND: 10 - COMMUNITY DEVELOPMENT FUND							
DEPT: 020 - AQUATIC CTR							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>2 MATERIALS &amp; SERVICES</b>							
-	-	117,000	114,862	64470	GLEASON POOL DEMO	-	-
-	-	<b>117,000</b>	<b>114,862</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	-	-
<b>3 CAPITAL OUTLAY</b>							
-	503,667	2,351,000	-	66424	AQUATIC CENTER	-	-
-	<b>503,667</b>	<b>2,351,000</b>	-		<b>TOTAL CAPITAL OUTLAY</b>	-	-
-	<b>503,667</b>	<b>2,468,000</b>	<b>114,862</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	-	-

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 10 - COMMUNITY DEVELOPMENT FUND							
DEPT: 111 - AGRIBUSINESS DEPARTMENT							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>1 PERSONNEL SERVICES</b>							
49,065	21,926	-	-	61050	WAGES AND SALARIES	-	
736	184	-	-	61150	OVERTIME	-	
15,900	6,869	-	-	61250	EMPLOYER PAID EMPLOYEE BENEFIT	-	
3,653	1,620	-	-	61252	PERS EXPENSE	-	
2,070	1,087	-	-	61253	PERS IAP EXPENSE	-	
35	1,478	-	-	61400	UNPAID COMPENSATION	-	
<b>71,459</b>	<b>33,164</b>	-	-		<b>TOTAL PERSONNEL SERVICES</b>	-	- -
<b>2 MATERIALS &amp; SERVICES</b>							
304	66	-	-	62100	ADVERTISING	-	
3	3	-	-	62300	AUDIT	-	
50	-	-	-	62321	COVID RELATED EXPENSE	-	
10,232	1,507	-	50	62400	BUILDING MAINTENANCE	100	
10	13	-	-	62650	DUES AND SUBSCRIPTIONS	-	
5,435	3,724	-	3,000	62750	ELECTRICITY	3,450	15% Increase - same as py
100	100	-	-	62850	EQUIPMENT LEASE AND RENTAL	-	
3,804	162	-	-	62900	EQUIPMENT MAINTENANCE	-	
3,788	129	-	-	62940	FERTILIZER	-	
2,239	2,809	3,371	1,070	63300	INSURANCE	1,320	23% Increase advised
3,920	-	-	-	63450	LEGAL	-	
-	100	-	-	63460	LICENSES AND FEES	-	
327	106	-	-	63500	MEETINGS & CONVENTIONS	-	
4,796	2,223	-	-	63550	MISCELLANEOUS EXPENSE	-	
20	8	-	-	63650	OFFICE SUPPLIES	-	
2,336	964	-	50	63800	OPERATING SUPPLIES	-	
5,425	3,450	-	500	63825	OTHER PROFESSIONAL SERVICES	-	
4,188	2,852	-	-	63850	PACKAGING	-	
1,638	52	-	-	63852	PESTICIDES	-	
84	-	-	-	63950	POSTAGE	-	
156	1,288	-	100	64000	PROGRAMMER SERVICES SOFTWARE	-	
15,850	5,694	-	750	64025	PROPANE	1,000	
1,301	935	-	-	64180	SEEDS/PLANTS	-	
896	290	-	50	64350	TELEPHONE	50	
2	4	-	-	64450	TRAINING	-	
<b>66,902</b>	<b>26,479</b>	<b>3,371</b>	<b>5,570</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>5,920</b>	- -
<b>7 DEBT SERVICE</b>							
9,554	9,882	10,300	10,222	68700	GREENHOUSE CONST - PRINCIPAL	10,600	
11,521	11,193	11,000	10,855	68750	GREENHOUSE CONST - INTEREST	10,700	
<b>21,075</b>	<b>21,075</b>	<b>21,300</b>	<b>21,077</b>		<b>TOTAL DEBT SERVICE</b>	<b>21,300</b>	- -
<b>8 UNAPPROPRIATED</b>							
-	-	26,400	-	69050	UNAPPROPRIATED	22,000	required by BizOR
-	-	<b>26,400</b>	-		<b>TOTAL UNAPPROPRIATED</b>	<b>22,000</b>	- -
<b>159,437</b>	<b>80,718</b>	<b>51,071</b>	<b>26,647</b>		<b>DEPT TOTAL EXP. AND TRANSFERS</b>	<b>49,220</b>	- -





CITY OF JOHN DAY							
DETAIL EXPENDITURES AND RESOURCES							
FUND: 26 - MOTOR POOL							
DEPT: 050 - FIRE							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
<b>2 MATERIALS &amp; SERVICES</b>							
2,258	3,211	4,200	5,000	63100	GAS-OIL-LUBE	5,500	
13,771	15,078	18,094	20,050	63300	INSURANCE	24,660	23% increase advised
-	-	-	500	63550	MISCELLANEOUS EXPENSE	500	
-	-	500	100	63800	OPERATING SUPPLIES	500	
38	37	100	40	64000	PROGRAMMER SERVICES/SOFTWARE	100	
33	-	2,500	2,000	64701	MTNCE 93 FIRE TRUCK #5213	2,500	needs pump work
-	466	2,000	500	64702	MTNCE 16 CHEV TAHOE #5201	2,000	
1,788	-	2,000	1,500	64709	MTNCE 97 FIRE ENGINE #5211	2,000	
612	615	800	800	64710	GENERATOR MAINTENANCE	200	
587	-	1,500	-	64735	MTNCE 96 FORD F450 4x4 #5262	1,500	
1,558	484	-	-	64758	MTNCE 03 CHEV TAHOE #5201 (SOLD)	-	
<b>20,645</b>	<b>19,892</b>	<b>31,694</b>	<b>30,490</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>		<b>39,460</b>	-
<b>3 CAPITAL OUTLAY</b>							
-	-	28,249	-	66370	FIRE TRUCK REPLACEMENT	29,660	5% Increase
-	-	28,249	-	<b>TOTAL CAPITAL OUTLAY</b>		<b>29,660</b>	-
<b>20,645</b>	<b>19,892</b>	<b>59,943</b>	<b>30,490</b>	<b>DEPT TOTAL EXPENDITURES</b>		<b>69,120</b>	-
<b>9 REVENUES</b>							
40	-	-	-	44240	EQUIPMENT RENT - CITY EQUIPMENT	-	
5,803	6,352	6,986	5,211	44720	RURAL FIRE DISTRICT (INSURANCE)	6,410	23% increase advised
15,000	15,000	25,000	25,000	44820	TFR FROM GENERAL FUND	25,000	
894	-	-	-	45260	MISCELLANEOUS	-	
<b>21,737</b>	<b>21,352</b>	<b>31,986</b>	<b>30,211</b>	<b>TOTAL REVENUES</b>		<b>31,410</b>	-

CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 26 - MOTOR POOL							
DEPT: 110 - MOTOR POOL							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>1</b>	<b>PERSONNEL SERVICES</b>		
27,469	40,734	60,000	55,000	61050	WAGES AND SALARIES	62,000	
-	78	1,000	-	61150	OVERTIME	1,000	
12,169	17,916	33,000	23,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	27,000	
3,392	3,527	5,000	4,500	61252	PERS EXPENSE	6,000	
1,637	2,300	3,000	3,000	61253	PERS IAP EXPENSE	3,780	
244	2,587	5,602	5,602	61400	UNPAID COMPENSATION	1,657	
<b>44,911</b>	<b>67,142</b>	<b>107,602</b>	<b>91,102</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>101,437</b>	-
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
	126	-	50	62400	BUILDING MAINTENANCE	100	
1,393	1,244	1,610	1,600	62750	ELECTRICITY	1,840	15% increase - same as py
33	33	100	50	62850	EQUIPMENT LEASE AND RENTAL	100	
408	200	2,000	1,000	62900	EQUIPMENT MAINTENANCE	2,000	
8,184	14,025	14,500	20,000	63100	GAS-OIL-LUBE	20,000	
1,821	2,106	3,000	2,300	63200	HEATING FUEL	3,000	
9,748	10,822	12,884	14,855	63300	INSURANCE	18,270	23% increase advised
1,129	506	1,000	400	63550	MISCELLANEOUS EXPENSE	1,000	
1,597	178	1,000	600	63800	OPERATING SUPPLIES	1,200	
362	926	500	600	64000	PROGRAMMER SERVICES/SOFTWARE	600	
269	1,551	1,000	750	64160	SAFETY PROGRAM	1,000	
-	500	500	100	64260	SMALL TOOLS & EQUIPMENT	1,000	new battery charger needed
152	124	200	260	64350	TELEPHONE	300	
10	-	4,034	-	64450	TRAINING	5,000	CDL
301	124	1,000	200	64700	MTNCE 04 CHEV K2500	1,000	
-	-	500	75	64703	MTNCE SMALL CASE ROLLER	500	
-	-	1,000	-	64705	MTNCE DONATED 03 TAHOE	1,000	
161	95	1,000	100	64706	MTNCE 99 F 550 DUMP	1,000	
1,242	47	1,000	-	64708	MTNCE 04 CHEV K1500	1,000	
13,195	8,063	8,500	6,000	64710	GENERATOR MAINTENANCE	9,000	anticipated increase in svdng
-	-	1,500	500	64711	MTNCE 17 LS TRACTOR	1,500	
-	-	1,000	800	64713	MTNCE 08 DODGE 1500	1,000	
39	171	2,000	6,800	64715	MTNCE 00 DODGE 1-TON	2,000	
417	38	500	-	64716	MTNCE 90 GMC CAMERA TRUCK	500	
310	-	500	200	64717	MTNCE 04 HONDA 300 4-WHLR	500	
125	-	1,000	-	64719	MTNCE 76 FORD SLUDGE TRUCK	1,000	
-	5	2,000	400	64727	MTNCE 20 MINI EXCAVATOR	2,000	
-	14	1,000	250	64728	MTNCE 19 POLARIS RANGER	1,000	
-	-	1,000	100	64732	MTNCE INGRSL-RAND COMPRESSOR	1,000	
-	-	100	-	64733	MTNCE SEWER RODDER	-	gone
-	-	1,000	1,000	64734	MTNCE CAT GENERATOR	1,200	
197	416	1,000	300	64736	MTNCE ALL SANDERS	5,000	upgrade cutting edges
203	399	2,000	4,000	64737	MTNCE 17 410L BACKHOE	2,500	tires
110	249	3,000	200	64738	MTNCE 93 BACKHOE	3,000	
-	-	1,000	-	64740	MTNCE 98 FORD TAURUS	-	gone
780	1,391	2,100	700	64742	MTNCE 84 FORD WATER TRUCK	2,500	needs upgrades
4	-	1,000	400	64743	MTNCE 99 CASE	1,000	
-	1,611	1,000	-	64744	MTNCE 98 DUMP TRUCK	1,000	
-	-	1,000	400	64751	MTNCE 00 CHEV 1 TON	1,000	
-	-	500	100	64752	MTNCE 04 POLARIS 4 WHLR	500	
23,288	-	6,000	2,500	64754	MTNCE 99 VAC-CON TRUCK	6,000	
251	1,851	1,500	200	64759	MTNCE 11 CHEV 1 TON	1,500	
<b>65,729</b>	<b>46,816</b>	<b>87,028</b>	<b>67,790</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>104,610</b>	-









CITY OF JOHN DAY							
DETAIL EXPENDITURES							
FUND: 34 - URBAN RENEWAL AGENCY							
DEPT: 010 - ADMINISTRATION							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT	DESCRIPTION	PROPOSED	NOTES
2020-21	2021-22	2022-23	REV/EXP	NO.			
				<b>2</b>	<b>MATERIALS &amp; SERVICES</b>		
711	1,047	750	-	62100	ADVERTISING	750	
1,866	4,140	2,500	8,500	62300	AUDIT	9,500	
56,712	276,881	1,298,118	917,350	62495	DEVELOPMENT INCENTIVES	1,411,592	
415	525	630	295	63300	INSURANCE	360	23% increase advised
	6,593	7,000	7,000	63360	ADMINISTRATION	7,000	
	185	-	-	63420	LAND USE PLANNING EXPENSE	-	
	300	3,000	20,000	63450	LEGAL	20,000	
40	88	100	-	63460	LICENSES AND FEES	100	
	-	100	-	63650	OFFICE SUPPLIES	100	
1,470	6,487	500	49,650	63825	OTHER PROFESSIONAL SERVICES	15,000	
	759	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	500	
20,937	7,354	-	-	64115	SDC PD FOR OWNER	-	
<b>82,150</b>	<b>304,359</b>	<b>1,312,698</b>	<b>1,002,795</b>		<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>1,464,902</b>	-
				<b>3</b>	<b>CAPITAL OUTLAY</b>		
-	277,464	5,320	13,500	66423	CHAROLAIS HEIGHTS EXTENSION	-	
-	<b>277,464</b>	<b>5,320</b>	<b>13,500</b>		<b>TOTAL CONTINGENCY FUND</b>	-	-
				<b>5</b>	<b>CONTINGENCY - NON DEPARTMENTAL</b>		
-	-	58,844	-	67100	OPERATING CONTINGENCY	150,000	loan pmt next year
-	-	<b>58,844</b>	-		<b>TOTAL CONTINGENCY FUND</b>	<b>150,000</b>	-
				<b>7</b>	<b>DEBT SERVICE</b>		
-	-	13,719	13,777	67275	INTEREST PAYMENT - JOHN DAY WTR FUND	-	
64,688	-	-	-	68900	CITY OF JOHN DAY	-	
7,600	33,468	-	-	68510	OWFCU LOC	-	
9,428	52,243	-	-	68515	OWFCU LOAN	-	
-	-	-	-	68930	BIZOR - URA - PRINCIPAL	-	pmts due in fy 2025
-	-	-	-	68935	BIZOR - URA - INTEREST	-	
<b>81,716</b>	<b>85,711</b>	<b>13,719</b>	<b>13,777</b>		<b>TOTAL DEBT SERVICE</b>	-	-
<b>163,866</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,030,072</b>		<b>DEPT. TOTAL EXPENDITURES</b>	<b>1,614,902</b>	-
				<b>9</b>	<b>REVENUES</b>		
15,210	2,855	50,393	598,677	40110	NET WORKING CAPITAL	591,605	
1,300	-	-	-	45287	APPLICATION FEES	-	
50,066	60,900	61,750	70,000	42100	PROPERTY TAXES - CURRENT (89%)	62,300	
	4,800	-	1,800	42200	PROPERTY TAXES - PRIOR YR	-	
-	-	1,278,438	891,000	44520	BIZOR LOAN	960,797	
-	-	-	60,000	44661	DLCD GRANT	-	
99,960	-	-	-	45275	DEBT PROCEEDS - LOC - OWFCU	-	
-	25	-	-	45290	REFUND PRIOR YEAR EXPENSES	-	
185	276	-	200	45450	INTEREST INCOME	200	
<b>166,721</b>	<b>68,856</b>	<b>1,390,581</b>	<b>1,621,677</b>		<b>TOTAL REVENUES</b>	<b>1,614,902</b>	-
					<b>FUND: 34 - URBAN RENEWAL AGENCY SUMMARY</b>		
<b>163,866</b>	<b>667,534</b>	<b>1,390,581</b>	<b>1,030,072</b>		<b>FUND TOTAL EXP. BUDGET</b>	<b>1,614,902</b>	-
<b>166,721</b>	<b>68,856</b>	<b>1,390,581</b>	<b>1,621,677</b>		<b>FUND TOTAL REV. BUDGET</b>	<b>1,614,902</b>	-

CITY OF JOHN DAY							
TOTAL EXPENDITURES AND RESOURCES							
for Budget Committee							
HISTORICAL DATA		CURRENT YEAR			BUDGET FOR NEXT YEAR - FY 2023-24		
ACTUAL		BUDGET	ESTIMATED	ACCT			
2020-21	2021-22	2022-23	REV/EXP	NO.	DESCRIPTION	PROPOSED	NOTES
4,342,021	8,045,726	32,433,443	8,233,447		TOTAL CITY EXPENDITURE BUDGET	26,479,007	-
7,549,460	8,986,934	32,433,443	10,759,209		TOTAL CITY REVENUE BUDGET	26,479,007	-

City of John Day  
FTE Distribution

FTE	Job Title	GENERAL		WATER		SEWER		JOINT SEWER		STREET		IT		COMM DEVELOP		MOTOR POOL
		ADMIN	POLICE	ADMIN	WATER	ADMIN	SEWER	ADMIN	SEWER	ADMIN	STREET	ADMIN	IT	ADMIN	COM DVL	
1.00	City Manager	0.20		0.18		0.18		0.16		0.18				0.10		
0.60	Contract Admin - Lieuallen	0.10		0.19		0.19		0.16		0.19				0.17		
	Community Dvlp Dir - vacant	0.10		0.13		0.13		0.11		0.13				0.40		
	Planner - vacant	0.70												0.30		
	City Recorder - vacant	0.14	0.05	0.20		0.20		0.15		0.15		0.05		0.06		
1.00	Sr Acct Clerk - Allen	0.14	0.05	0.20		0.20		0.15		0.15		0.05		0.06		
0.50	Acct Assistant - Manca	0.15		0.34		0.34		0.05		0.10				0.02		
1.00	Cashier - Wright	0.15		0.34		0.34		0.05		0.10				0.02		
0.80	Admin Asst - Lovell	0.21		0.31		0.31		0.05		0.10				0.02		
1.00	Public Works Dir - Myers				0.20				0.20		0.20			0.02		0.20
1.00	Treatment Plant Op - Wyss								0.00							
	Utility Worker - vacant				0.40				0.20		0.20					0.15
1.00	Utility Worker - II - Ostberg				0.05				0.20		0.35					0.10
1.00	Utility Worker - II - Piercy				0.30				0.30		0.30					0.10
	Utility Worker - I - vacant				0.20				0.30		0.40					0.10
1.00	Utility Worker - I - Loyd				0.20				0.30		0.40					0.10
1.00	Fire / PW - Gabbard		0.20		0.10				0.20		0.10					0.20
1.00	Forman - Moore				0.30				0.30		0.30					0.10

**CITY OF JOHN DAY  
GRANT COUNTY, OREGON  
REPORT ON SDC FUNDS IN ACCORDANCE WITH ORS 223.311  
WATER SYSTEM DEVELOPMENT CHARGES  
FOR THE YEAR ENDED JUNE 30, 2022**

	54% Water System Reimbursement	46% Water System Improvements	Total Water System Charges
<b>Revenue</b>			
System Development Charges	\$ 6,209.73	\$ 5,289.77	\$ 11,499.50
Other Revenue	-	-	-
Interest	161.02	137.16	298.18
<b>Total Revenue</b>	<u>6,370.75</u>	<u>5,426.93</u>	<u>11,797.68</u>
<b>Expenditures</b>			
System Repairs	-	-	-
System Improvements	-	-	-
Other	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues over (under) expenditures</b>	6,370.75	5,426.93	11,797.68
<b>Beginning Balance</b>	26,289.33	22,394.61	48,683.94
<b>Ending Balance</b>	<u>\$ 32,660.08</u>	<u>\$ 27,821.54</u>	<u>\$ 60,481.62</u>

**CITY OF JOHN DAY  
GRANT COUNTY, OREGON  
REPORT ON SDC FUNDS IN ACCORDANCE WITH ORS 223.311  
SEWER SYSTEM DEVELOPMENT CHARGES  
FOR THE YEAR ENDED JUNE 30, 2022**

	<u>20%</u> <u>Sewer System</u> <u>Reimbursement</u>	<u>80%</u> <u>Sewer System</u> <u>Improvements</u>	<u>Total</u> <u>Sewer System</u> <u>Charges</u>
<b>Revenue</b>			
System Development Charges (1.625 EDUs)	\$ 1,247.30	\$ 4,989.20	\$ 6,236.50
Other Revenue	-	-	-
Interest	97.32	389.28	486.60
<b>Total Revenue</b>	<u>1,344.62</u>	<u>5,378.48</u>	<u>6,723.10</u>
<b>Expenditures</b>			
System Repairs	-	-	-
Reiger Filing Fees	-	-	-
System Improvements	-	-	-
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues over (under) expenditures</b>	1,344.62	5,378.48	6,723.10
<b>Beginning Balance</b>	<u>16,745.41</u>	<u>66,981.66</u>	<u>83,727.07</u>
<b>Ending Balance</b>	<u>\$ 18,090.03</u>	<u>\$ 72,360.14</u>	<u>\$ 90,450.17</u>



**CITY OF JOHN DAY  
JOHN DAY, OREGON**

**RESOLUTION NO. 23-903-03**

**A RESOLUTION TO ADOPT FISCAL YEAR 2023-2024 BUDGET**

**BE IT RESOLVED** that the City Council of the City of John Day, Oregon hereby adopts the budget approved by the Budget Committee of the City of John Day and as adjusted by the City Council for Fiscal Year 2023-2024, in the total sum of

\$26,479,007

**BE IT FINALLY RESOLVED** that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2023.

**PASSED AND ADOPTED** by the City Council of the City of John Day, Oregon this 27th day of June, 2023.

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Heather Rookstool, Mayor

ATTEST:

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Rick Allen, Interim City Manager

**CITY OF JOHN DAY  
JOHN DAY, OREGON**

**RESOLUTION NO. 23-904-04**

**A RESOLUTION TO APPROPRIATE FISCAL YEAR 2023-2024 BUDGET**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2023 and ending June 30, 2024, and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Administration Department	\$	284,526	
Fire Department	\$	155,833	
Interfund Transfers - Nondepartmental	\$	475,004	
Contingency - Nondepartmental	\$	22,470	
<b>TOTAL GENERAL FUND APPROPRIATION</b>		<b>937,833</b>	<b>\$</b>

**WATER FUND**

Personnel Services	\$	257,968	
Materials & Services	\$	293,110	
Capital Outlay	\$	292,290	
Debt Service	\$	237,750	
Interfund Transfer - Nondepartmental	\$	62,000	
Contingency - Nondepartmental	\$	726,466	
<b>TOTAL WATER FUND APPROPRIATION</b>		<b>1,869,584</b>	<b>\$</b>

**SEWER FUND**

Personnel Services	\$	290,661	
Materials & Services	\$	169,543	
Capital Outlay	\$	16,503,000	
Debt Service	\$	106,300	
Interfund Transfer - Nondepartmental	\$	381,428	
Contingency - Nondepartmental	\$	193,748	
<b>TOTAL SEWER FUND APPROPRIATION</b>		<b>17,644,680</b>	<b>\$</b>

**JOINT SEWER FACILITIES FUND**

Personnel Services	\$	270,129	
Materials & Services	\$	154,550	
Interfund Transfer - Nondepartmental	\$	30,000	
<b>TOTAL JT SEWER FACILITIES FUND APPROPRIATION</b>		<b>454,679</b>	<b>\$</b>

**STREET FUND**

Personnel Services	\$	263,011	
Materials & Services	\$	407,890	
Capital Outlay	\$	463,100	
Interfund Transfer - Nondepartmental	\$	40,000	
<b>TOTAL STREET FUND APPROPRIATION</b>		<b>1,174,001</b>	<b>\$</b>

**CITY OF JOHN DAY  
JOHN DAY, OREGON**

**RESOLUTION NO. 23-905-05**

**A RESOLUTION TO IMPOSE AND CATEGORIZE TAXES  
FOR FISCAL YEAR 2023-2024 BUDGET**

**BE IT RESOLVED** that the City Council of the City of John Day, Oregon, hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9915 per \$1,000 of the assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2023-2024 upon the assessed value of all taxable property within the district.

**General Government Limitation**

General Fund \$2.9915/\$1,000

**Excluded from Limitation**

GO Bond Debt Payment \$ 50,000.00

**BE IT FINALLY RESOLVED** that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2023.

**PASSED AND ADOPTED** by the City Council of the City of John Day, Oregon this 27th day of June, 2023.

\_\_\_\_\_  
Heather Rookstool, Mayor

ATTEST:

\_\_\_\_\_  
Rick Allen, Interim City Manager

**CITY OF JOHN DAY  
JOHN DAY, OREGON**

**RESOLUTION NO. 23-906-06**

**A RESOLUTION OF THE CITY OF JOHN DAY, GRANT COUNTY, OREGON  
APPROVING PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM**

**WHEREAS**, State Revenue Sharing Law, ORS 221.770, requires cities to pass an ordinance or resolution each year stating the elect to receive state revenue sharing money; and

**WHEREAS**, the required hearings were held on June 6, 2023 and June 27, 2023.

**BE IT RESOLVED** that the City of John Day elects to receive state revenues for Fiscal Year 2023-2024.

**PASSED AND ADOPTED** by the City Council of the City of John Day, Oregon this 27th day of June, 2023.

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Heather Rookstool, Mayor

ATTEST:

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Rick Allen, Interim City Manager

I certify that a public hearing before the budget committee was held June 6, 2023 and a public hearing before the City Council was held on June 27, 2023 giving citizens an opportunity to comment on the use of State Revenue Sharing.

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Anna Bass, Solutions CPAs, Contract City Recorder

**IT FUND**

Personnel Services	\$	6,975
Materials & Services	\$	25,556
Capital Outlay	\$	2,114,475

***TOTAL IT FUND APPROPRIATION*** **\$ 2,147,006**

**DEBT SERVICE FUND**

Debt Service	\$	56,500
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***TOTAL SEWER FUND APPROPRIATION*** **\$ 56,500**

**COMMUNITY DEVELOPMENT FUND**

Personnel Services	\$	42,871
Materials & Services	\$	37,770
Debt Service	\$	21,300

***TOTAL COMMUNITY DEVELOPMENT FUND APPROPRIATION*** **\$ 101,941**

**MOTOR POOL FUND**

Fire Department	\$	69,120
Motor Pool Department	\$	229,290

***TOTAL MOTOR POOL APPROPRIATION*** **\$ 298,410**

**UNPAID COMP FUND**

Personnel Services	\$	127,374
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***TOTAL UNPAID COMP FUND APPROPRIATION*** **\$ 127,374**

**URBAN RENEWAL AGENCY**

Materials & Services	\$	1,464,902
Contingency - Nondepartmental	\$	150,000

***TOTAL URBAN RENEWAL AGENCY*** **\$ 1,614,902**

***TOTAL APPROPRIATIONS - ALL FUNDS*** **\$ 26,426,910**

**UNAPPROPRIATED** **\$ 52,097**

**BE IT FINALLY RESOLVED** that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2023.

**PASSED AND ADOPTED** by the City Council of the City of John Day, Oregon this 27th day of June 2023.

\_\_\_\_\_  
Heather Rookstool, Mayor

ATTEST:

\_\_\_\_\_  
Rick Allen, Interim City Manager

**City of John Day  
Budget Hearing Notice**

A meeting of the John Day City Council will be held on June 27, 2023 at 7:10 p.m. at 316 S Canyon Blvd, John Day, Oregon. The purpose of this meeting is to discuss the budget for fiscal year beginning July 1, 2023 as approved by the Budget Committee. A summary of the budget is presented below. A copy may be inspected or obtained at the John Day City Hall between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. The budget was prepared on a basis of accounting that is consistent with the basis used last year.

**CITY OF JOHN DAY  
PROPOSED 2023-2024 BUDGET SUMMARY**

	<u>Actual FY 21-22</u>	<u>Adopted FY 22-23</u>	<u>Budget Committee Approved FY 23-24</u>
<b>RESOURCES</b>			
Net Working Capital	3,176,282	5,323,964	2,525,762
Federal, State and Other Grants	770,073	14,851,204	13,660,468
Revenue from Bonds & Other Debt	39,214	3,116,783	2,754,851
Interfund Transfers	637,011	1,214,396	988,432
Fees & Licenses	323,458	2,622,021	2,656,867
Other Current Resources	3,568,855	4,885,743	3,466,309
Estimated Resources other than Property Taxes	5,338,611	26,690,147	26,052,689
Revenue from Division of Tax	472,042	419,332	426,318
<b>Total Resources</b>	<b>8,986,934</b>	<b>32,433,443</b>	<b>26,479,007</b>

**REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	1,344,314	1,688,131	1,499,262
Materials & Services	1,500,120	2,977,930	2,953,214
Capital Outlay	4,100,661	24,837,172	19,471,468
Debt Service	463,619	531,969	421,850
Interfund Transfers	637,011	1,214,396	988,432
Contingencies	0	1,130,393	1,092,684
Unappropriated Ending Fund Balance	0	53,452	52,097
<b>TOTAL REQUIREMENTS</b>	<b>8,045,726</b>	<b>32,433,443</b>	<b>26,479,007</b>

**REQUIREMENTS BY ORGANIZATIONAL UNIT**

Administration	1,032,237	2,151,367	1,350,339
FTE	3.75	6.25	5.95
Police - Code Enforcement	228,398	40,115	0
FTE	4.23	0.25	0.00
Fire	150,491	266,816	292,945
FTE	0.39	0.16	0.25
Streets & Public Works	4,063,930	24,036,702	20,859,844
FTE	6.20	8.70	6.80
Broadband	1,290,941	1,852,532	2,147,006
FTE	0.00	0.00	0.00
Urban Renewal District	667,534	1,390,581	1,614,902
FTE	0.00	0.00	0.00
Non-departmental / Non-program	612,195	2,695,330	213,971
FTE	0.00	0.00	0.00
<b>TOTAL REQUIREMENTS</b>	<b>8,045,726</b>	<b>32,433,443</b>	<b>26,479,007</b>
<b>TOTAL FTE</b>	<b>14.57</b>	<b>15.36</b>	<b>13.00</b>

**SIGNIFICANT CHANGES:**

- \* Reflects a 3.5% COLA for employees
- \* Reflects anticipated increases in PERS related costs.
- \* Reflects the decrease of two FT Public Works Positions.
- \* Reflects not funding the vacant Office Manager Position.
- \* Reflects not funding the vacant Community Development Position
- \* Reflects an anticipated 15% in Electricity costs.
- \* Reflects an anticipated 23% increase in Liability Insurance costs.
- \* Reflects additional expenses associated with the purchase of new general ledger software.
- \* Reflects additional expenses associated with anticipated fuel increases.
- \* Reflects additional expense associated with anticipated chlorine increases.

**PROPERTY TAX LEVY**

	<u>Rate or Amount Imposed</u>	<u>Rate or Amount Imposed</u>	<u>Rate or Amount Approved</u>
Permanent Rate Levy (rate limit \$2.9915 per \$1,000)	2.9915	2.9915	2.9915
Levy for General Obligation Bonds	\$ 50,000	\$ 50,000	\$ 50,000

	<u>Estimated Debt Outstanding on July 1</u>	<u>Estimated Debt Authorized, but not incurred on July 1</u>
<b>STATEMENT OF LONG-TERM INDEBTEDNESS</b>		
General Fund: Fire		
Fire Hall Building Project	344,000	-
Sewer Fund		
Property Acquisition Loan Innovation Gateway	425,489	-
Greenhouse Construction Project	306,218	-
Wastewater Treatment Plant Project	-	1,750,000
Water Fund		
Property Acquisition Loan Brownsfield Project	484,088	-
Water/Sewer Funds		
Loan Refinance Package	1,337,979	-

**ORDINANCE NO. 23-903-03**

**AN ORDINANCE APPROVING, RATIFYING, AND DECLARING CITY OF JOHN DAY'S INTENT TO (A) CREATE A CERTAIN HOUSING AND PUBLIC IMPROVEMENT INTERGOVERNMENTAL ENTITY, COMMONLY KNOWN AS REGIONAL RURAL REVITALIZATION (R3) STRATEGIES CONSORTIUM, IN ACCORDANCE WITH ORS 190.085, AND (B) CITY OF JOHN DAY'S ADMISSION INTO THE INTERGOVERNMENTAL ENTITY; AND DECLARING AN EMERGENCY.**

WHEREAS, ORS 190.010 provides that units of local government may enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform; and

WHEREAS, under ORS 190.085, each party to an intergovernmental agreement creating an intergovernmental entity must enact an ordinance ratifying creation of the intergovernmental entity prior to the effective date of the intergovernmental agreement; and

WHEREAS, the city council (the "Council") of City of John Day ("City") desires to approve, ratify, and declare its intent to (a) create a certain housing and public improvement intergovernmental entity, commonly known as Regional Rural Revitalization (R3) Strategies Consortium, in accordance with ORS 190.085, and (b) City's admission into the intergovernmental entity.

NOW, THEREFORE, the City of John Day ordains as follows:

1. Findings. The above-stated findings are hereby adopted.
2. Short Title. This Ordinance No. 23-903-03 may be referred to as the "Regional Rural Revitalization (R3) Strategies Consortium Ratifying Ordinance" and will be cited and referred to herein as this "Ordinance."
3. Definitions. For purposes of this Ordinance, the following terms and phrases have the meanings assigned to them below:

"Agreement" means the First Amended and Restated Intergovernmental Agreement to Establish Regional Rural Revitalization (R3) Strategies Consortium dated effective on or about July 1, 2023 entered into between the Parties substantially in the form attached hereto as Exhibit A.

"Board" means Consortium's board of directors.

"Consortium" means the housing and public improvement consortium known as Regional Rural Revitalization Strategies (R3) Consortium.

"Services" has the meaning assigned to such term in the Agreement.

"Law(s)" mean all federal, state, and/or local laws, statutes, ordinances, and/or regulations directly or indirectly affecting Consortium, the Services, and/or the Agreement, including, without limitation, the Americans with Disabilities Act of 1990 (and the rules and regulations promulgated thereunder) and ORS chapter 190, all as now in force and/or which may hereafter be amended, modified, enacted, and/or promulgated.

"Managing Director" has the meaning assigned to such term in the Agreement.

"Party(ies)" means, individually and collectively, City of John Day, an Oregon municipal corporation, City of Burns, an Oregon municipal corporation, Town of Lakeview, an Oregon municipal corporation, and Baker City, an Oregon municipal corporation.

“Project(s)” has the meaning assigned to such term in the Agreement.

4. Intent; Effective Date. The Council approves, ratifies, and declares its intent to (a) create a certain housing and public improvement intergovernmental entity, commonly known as Regional Rural Revitalization (R3) Strategies Consortium, in accordance with ORS 190.085 by intergovernmental agreement, and (b) City’s admission into the intergovernmental entity. The effective date of the Agreement is on or about July 1, 2023. City approves the Agreement with the Parties substantially in the form attached hereto as Exhibit A.

5. Public Purposes. Consortium’s purposes include, without limitation, the following: (a) stimulating economic recovery and revitalization for each Party by pooling resources and enabling increased efficiency for each Party to complete the Projects; (b) plan for the most effective and efficient use of combined resources to complete the Projects; (c) recruit, select, and employ (or contract with) the Managing Director; (d) provide a forum for communication and consultation among the Parties; (e) provide an opportunity for a cooperative and equitable sharing of expenses, resources, data, expertise, and experience among the Parties; and (f) carry out such other necessary and/or appropriate responsibilities and functions identified by the Parties from time to time.

6. Consortium Powers; Duties; Functions. Consortium will have the authority to act in the interest of the Parties concerning the Projects (including functions related thereto) that are submitted to Consortium and such other responsibilities assigned by the Parties from time to time. Without otherwise limiting the generality of the foregoing, Consortium will have the following general powers: (a) adopt, through action of the Board, such bylaws, rules, regulations, and policies necessary to carry out Consortium’s purposes and duties under the Agreement; (b) evaluate and approve the Projects; (c) coordinate logistics for approved Projects; (d) subject to the terms of the Agreement and/or ORS chapter 190, perform such other responsibilities assigned by the Parties from time to time; and (e) enter into agreements with other public and/or private entities for the purpose of completing Projects.

7. Severability; Corrections. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by the Council to cure editorial and/or clerical errors.

8. Emergency Declaration. The Council finds that passage of this Ordinance is necessary for the immediate preservation of the peace, health, and safety of City’s citizens. The Council further finds that a delay of thirty (30) days prior to the effective date of this Ordinance may result in acts, omissions, and/or conditions detrimental to City and/or public welfare. Therefore, an emergency is declared to exist and this Ordinance will be in full force and effect as of June 30, 2023.

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This Ordinance was PASSED and ADOPTED by the John Day City Council by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against and APPROVED by the mayor on this \_\_\_\_\_ day of June, 2023.

\_\_\_\_\_  
Heather Rookstool, Mayor

ATTEST:

\_\_\_\_\_  
By: \_\_\_\_\_

Exhibit A  
Agreement

[attached]

**FIRST AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT TO  
ESTABLISH REGIONAL RURAL REVITALIZATION (R3) STRATEGIES CONSORTIUM**

This First Amended and Restated Intergovernmental Agreement to Establish Regional Rural Revitalization (R3) Strategies (this "Agreement") is dated June \_\_, 2023, but made effective for all purposes as of July 1, 2023 (the "Effective Date"), and is entered into between Town of Lakeview ("Lakeview"), an Oregon municipal corporation, whose address is 525 North 1st Street, Lakeview, Oregon 97630, City of Burns ("Burns"), an Oregon municipal corporation, whose address is 242 South Broadway Burns, Oregon 97720, City of John Day ("John Day"), whose address is 450 East Main Street, John Day, Oregon 97845, and Baker City ("Baker"), an Oregon municipal corporation, whose address is 1655 First Street, Baker City, Oregon 97814.

**RECITALS:**

A. Burns and Lakeview are parties to a certain Intergovernmental Agreement to Establish Regional Rural Revitalization (R3) Strategies Consortium dated effective May 1, 2023 (the "Original Agreement"). Burns and Lakeview entered into the Original Agreement to form and organize Regional Rural Revitalization (R3) Strategies Consortium ("Consortium"), an intergovernmental entity organized under ORS chapter 190.

B. Consortium was established to provide resources necessary to assist with the execution of the parties' housing and community improvement projects. This assistance includes, without limitation, evaluating and providing logistical assistance concerning housing and community development projects (e.g., determining the feasibility and requirements of proposed projects, sources of project funding, and assisting and managing project completion).

C. John Day and Baker desire to become part of Consortium as of the Effective Date. To facilitate John Day and Baker's admission to Consortium, the Parties desire to amend and restate the Original Agreement in its entirety by their execution of this Agreement.

D. This Agreement is made pursuant to ORS 190.010, which statute provides that units of local government may enter into agreements for the performance of any functions and activities that any party to the agreement, or its officers or agents, has the authority to perform.

**AGREEMENT:**

NOW, THEREFORE, in consideration of the Parties' respective obligations under this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Definitions; Amendment and Restatement. Unless defined elsewhere in this Agreement, capitalized terms contained in this Agreement have the meanings assigned to them in the attached Appendix A. This Agreement amends, restates, and supersedes the Original Agreement in its entirety. The Original Agreement will be of no further force and effect as of the Effective Date.

2. Housing and Public Development Consortium.

2.1 Formation; Responsibility. The Parties have created the Regional Rural Revitalization (R3) Strategies Consortium ("Consortium"), an intergovernmental entity created pursuant to ORS chapter 190. Consortium's members are the Parties. Consortium will have responsibility and authority to (a) approve and evaluate proposed Projects, (b) assist and coordinate necessary logistics to complete approved Projects (including functions related thereto), and (c) subject to the terms of this Agreement and/or ORS chapter 190, perform such other duties and responsibilities assigned by the Parties from time to time. Without otherwise limiting the

generality of the immediately preceding sentence, and subject to the Laws, Consortium will have the following general powers: (y) adopt, through action of the Board, such bylaws, rules, regulations, standards, and/or policies necessary or appropriate to carry out Consortium's purposes and/or this Agreement; and (z) perform and exercise all powers pursuant to the Laws, including, without limitation, the Oregon constitution, the principal acts of the Parties, and ORS chapter 190, which are necessary and/or appropriate to perform (or cause to be performed) the Services.

2.2 Purpose. Consortium's purposes include, without limitation, the following: (a) stimulating economic recovery and revitalization for each Party by pooling resources and enabling increased efficiency for each Party to complete the Projects; (b) plan for the most effective and efficient use of combined resources to complete the Projects; (c) recruit, select, and employ (or contract with) the Managing Director; (d) provide a forum for communication and consultation among the Parties; (e) provide an opportunity for a cooperative and equitable sharing of expenses, resources, data, expertise, and experience among the Parties; and (f) carry out such other necessary and/or appropriate responsibilities and functions identified by the Parties from time to time.

2.3 General Authority. Except as otherwise provided in this Agreement and/or ORS chapter 190, Consortium will have the authority to act in the interests of the Parties to oversee and direct operation and completion of the Projects (and such other duties and responsibilities assigned by the Parties from time to time). Without otherwise limiting the generality of the immediately preceding sentence, and subject to the Laws, Consortium will have the following general powers: (a) purchase, own, hold, appropriate, and/or condemn land, property, facilities, and/or right-of-way either in Consortium's name or in the name of individual Party(ies) in furtherance of the construction, ownership, operation, and/or maintenance of the Projects; (b) enter into agreements with other public and/or private entities for the purpose of design, construction, ownership, operation, and/or maintenance of the Projects; (c) issue, sell, and/or otherwise dispose of bonds, securities, and/or other forms of indebtedness, including, without limitation, the power to raise revenue bonds under ORS chapter 287A; and (d) exercise all powers pursuant to the Laws, including, without limitation, the principal acts of the Parties and ORS chapter 190, which are necessary and/or appropriate to carry out the purposes of Consortium and/or this Agreement.

2.4 Party Responsibilities. In addition to all other Party responsibilities contained in this Agreement, including, without limitation, the cost-sharing obligations described in Section 5, each Party will (a) require that the Party's Standing Member provide the Party's governing body with regular updates concerning Consortium activities and the Services, and (b) host required Board and/or community meetings from time to time.

2.5 Office Space. Consortium's initial office space(s), equipment, and furnishings will be located at 242 S Broadway Burns, Oregon 97720. The Board may, consistent with the terms of this Agreement, change the location of its offices as needed to serve Consortium's interests and the Parties.

2.6 Eligible Entity Admission. Subject to the Laws, including, without limitation, ORS chapter 190, one or more Eligible Entities may become a party to this Agreement and Consortium if first approved by the unanimous consent of the Standing Members. Notwithstanding the immediately preceding sentence, an Eligible Entity will not become a party to this Agreement and Consortium unless and until the Eligible Entity signs a counterpart signature page to this Agreement and executes such other documents and instruments as the Standing Members determine necessary or appropriate.

### 3. Board of Directors.

3.1 Membership. Consortium will be governed by a board of directors consisting of the following persons (the "Board"): (a) the governing body of each Party will appoint one of its elected officials to serve on the Board (each a "Standing Member"); and (b) the then-appointed Standing Members will appoint one

person to serve on the Board (the "At-Large Position"). Each Standing Member will serve at the pleasure of his or her appointing Party and may be removed and replaced by the governing body of the appointing Party. If a Standing Member vacates his or her position, the governing body of the Party that appointed the departed Standing Member will fill the vacancy. The At-large Member will be appointed, and may be removed and replaced, by the unanimous consent of the Standing Members. The At-large Member may not be an elected official, officer, and/or employee of any Party. If an At-Large Member vacates his or her position, the Standing Members will fill the vacancy. Each fiscal year the Board will elect a chairperson and vice-chairperson from its membership, each of whom will serve a one-year term; provided, however, no Board member will serve more than one year as chairperson in any four-year period. The chairperson will preside over all Board meetings and perform such other duties prescribed by the Board from time to time.

### 3.2 Meetings; Decision Matrix.

3.2.1 Subject to the terms and conditions contained in this Agreement, a majority of the then-appointed Board members will constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. Each Board member will be entitled to vote on all Board decisions, subject to applicable Laws. Regular meetings of the Board will be held no less than twice per fiscal year on such day(s), time(s), and place(s) determined by the Board. Subject to applicable Law, special meetings (with at least five days' prior written notice) and emergency meetings may be called by the chairperson or two or more Board members. All Board meetings are subject to Oregon's Public Meetings Law, ORS 192.610 – ORS 192.690, as amended. Unless otherwise provided, Robert's Revised Rules of Order will govern all procedural matters.

3.2.2 Except as this Agreement and/or applicable Law requires otherwise, the consent (approval) of a "majority" of the Standing Members is necessary to decide any question and/or take any action before the Board. For purposes of this Agreement, the term "majority" means the consent (approval) of no less than 51% of the Standing Members.

3.2.3 Except as this Agreement and/or applicable Law requires otherwise, the consent (approval) of a "supermajority" of the Standing Members is necessary to decide the following questions and/or actions taken before the Board: (a) hiring and/or contracting with the Managing Director; (b) discipline of the Managing Director; (c) termination of the Managing Director; (d) approval of Consortium's annual budget; (e) incurring Consortium indebtedness and/or obligations that exceed \$25,000.00 (individually or collectively); (f) capital expenditure(s) (or series of related capital expenditures) that exceeds \$25,000.00 (individually and/or collectively); (g) sale, lease, exchange, mortgage, assignment, pledge, encumbrance, disposition, grant of security interest, and/or other transfer of consortium assets; and/or (h) refinance, increase, consolidation, modification, and/or extension of any note, mortgage, and/or other security interest affecting consortium's assets. For purposes of this Agreement, the term "supermajority" means the consent (approval) of no less than 75% of the Standing Members.

3.2.4 Except as this Agreement and/or applicable Law requires otherwise, the consent (approval) of all Standing Members (i.e., unanimous consent) is necessary to decide the following questions and/or actions taken before the Board: (a) admitting new or substitute Consortium members; (b) merging Consortium with any other entity; and/or (c) amendments or restatements of this Agreement and/or the Bylaws. Notwithstanding the supermajority and/or unanimous approval requirements required under Section 3.2.3 and 3.2.4, the Managing Director may pursue and negotiate the terms of any matter identified under Section 3.2.3(e)-(h) and Section 3.2.4(a)-(b) prior to submitting the applicable matter to a vote of the Board.

3.3 Authority. Subject to any limitations set forth in this Agreement and/or ORS chapter 190, the Board will have the authority and responsibilities set forth in this Agreement, including, without limitation, the following:

3.3.1 The Board will have authority to perform the following: (a) oversee and have full responsibility for all matters pertaining to Consortium's operations; (b) review and approve Consortium's budget pursuant to applicable Law, including, without limitation, ORS 294.900 – ORS 294.930 (if and to the extent applicable); (c) approve capital purchase requests if not previously approved in the Budget; (d) review performance concerning implementation of Consortium's policies and the Budget; and/or (e) carry out such other activities as are necessary, required, and/or implied to accomplish Consortium's purposes, this Agreement, and/or as provided under ORS chapter 190.

3.3.2 Without otherwise limiting the generality of Section 3.3.1, the Board has the authority to perform the following: (a) recruit, select, employ, or contract with a Managing Director; (b) establish a job description, salary, and budget for the Managing Director; (c) receive and review reports from the Managing Director concerning Consortium's Projects and ancillary operations and duties; (d) approve expenditures of Consortium's assets; and (e) prepare and provide each Party with a monthly financial report consisting of an accounting of Consortium funds. Notwithstanding anything contained in this Agreement to the contrary, the Board will not have the authority to perform the following: (x) commit the taxing authority or general funds of any Party; (y) impose ad valorem property taxes or issue general obligation bonds; and/or (z) expend (or cause the expenditure of) funds exceeding (or inconsistent with) the Budget.

3.3.3 Within ninety (90) days after the Effective Date, the Parties will adopt the Bylaws of Regional Rural Revitalization (R3) Strategies Consortium substantially in the form attached as Exhibit A (the "Bylaws").

#### 4. Consortium; Managing Director

4.1 Responsibilities; Costs. Subject to the terms and conditions contained in this Agreement, Consortium will be responsible for, and is hereby empowered to take, all actions necessary and/or appropriate to support Consortium's operations and affairs in accordance with this Agreement and all Board policies. Without otherwise limiting the generality of the immediately preceding sentence, Consortium will provide and/or perform the following: (a) contract with or employ and terminate the Managing Director subject to and in accordance with Consortium's policies and procedures; (b) enter into contracts subject to and in accordance with this Agreement, the Laws, and all Board policies (including, without limitation, all applicable public contracting rules and procedures); and (c) carry out such other necessary and/or appropriate responsibilities and functions that the Board may impose from time to time.

#### 4.2 Managing Director

4.2.1 Consortium will employ (or contract with) a person to serve as the Managing Director. Consortium will pay all compensation, benefits, taxes, costs, and expenses arising out of or resulting from Consortium's employment of, or contracting with, the Managing Director, including, without limitation, vacation, sick leave, holidays, social security, unemployment benefits, contributions to any applicable employee retirement programs, workers' compensation insurance, medical insurance, dental insurance, and life and disability insurance (all if and to the extent applicable).

4.2.2 The Managing Director will report to the Board and be subject to the general direction and control of the Board. Subject to the terms and conditions contained in this Agreement, the Managing Director will perform those Managing Director job duties and responsibilities identified in the attached Schedule 4.2.2 (the "Services"). The Managing Director will (a) consult with and advise the Board on all matters concerning the Services reasonably requested by the Board, (b) communicate all matters and information concerning the Services to the Board and perform the Services under the general direction of the Board, (c) devote such time and attention to performance of the Services as is necessary or appropriate, and (d) perform the Services to the best of the Managing Director's ability in accordance with this Agreement and the Managing

Director's letter of employment or contract with Consortium.

4.2.3 Subject to the terms and conditions contained in this Agreement, Consortium is responsible for all personnel or contract matters concerning the Managing Director, including, without limitation, compensation, benefits, standards of service, discipline, performance of duties, working hours, and termination. The Managing Director will not be entitled to any wages and/or benefits which accrue to employees of any Party, including, without limitation, unemployment benefits, contributions to the Public Employees Retirement System, workers' compensation insurance, medical insurance, dental insurance, and life and disability insurance. Consortium employees (including, without limitation, the Managing Director) are not employees of the Parties.

5. Budget; State Grant; Contributions; Ownership; Accounting.

5.1 Operating Budget. In accordance with and subject to the Laws, including, without limitation, applicable Oregon Local Budget Law provisions, Consortium may make expenditures for the acquisition, purchase, and/or lease of materials, services, supplies, facilities, personnel, real and/or personal property, and/or equipment as necessary or appropriate to carry out Consortium's purposes and/or this Agreement. Expenditures will not exceed funds appropriated for the specific purposes and will be made in accordance with applicable Law. The Managing Director will prepare, develop, and recommend Consortium's annual operating budget (the "Budget") for the Board's review and approval. Consortium will adhere to the fiscal year budget preparation cycle and will endeavor to adopt its annual budget in May or June each year. The budget period will be on a fiscal year basis beginning on July 1 each year and ending on the immediately following June 30.

5.2 State Grant. Parties anticipate that Consortium will be initially funded through grant appropriation of \$250,000.00 from the State of Oregon (the "Grant"). If the Grant is received, the Parties anticipate applying the Grant toward Consortium's administrative, planning, and organization costs and expenses, Capital Equipment, and/or one or more Projects.

5.3 Contributions. Subject to the terms and conditions contained in this Agreement, Consortium's activities, including, without limitation, employment of or contracting with the Managing Director, will be paid by the Parties in accordance with the cost sharing percentages identified in Schedule 5.3 (the "Contribution Percentages"). The Contribution Percentages will be reviewed by the Board no less than annually. The Parties may amend or modify the Contribution Percentages from time to time if and when the Board determines necessary or appropriate.

5.4 Payment; Consortium Funds. Each Party will timely pay its Contribution amount based on the then-applicable Contribution Percentages. In September each year, Consortium will invoice each Party for the Party's Contribution amount. Each Party will pay the amount due under each invoice within thirty (30) days after the Party's receipt of the invoice. Consortium will maintain one or more bank accounts dedicated to the purpose of recording financial transactions specific to Consortium activities. All funds received by the Consortium, including, without limitation, funds contributed in accordance with this Section 5.4, will be maintained in Consortium accounts. Consortium funds will not be commingled with any Party funds.

5.5 Borrowed Employees. If a Party employee performs any services for or on behalf of Consortium (the "Borrowed Employee"), the Party employing the Borrowed Employee (the "Borrowed Employer") will charge (invoice) Consortium the Borrowed Employee's charge out rate (and all other expenses incurred by the Party) in accordance with the applicable Task Order. Consortium will pay the amount invoiced no later than thirty (30) days after invoice from the Borrowed Employer. The Project Sponsor will reimburse Consortium for all costs and expenses incurred for the Borrowed Employee within thirty (30) days after invoice from Consortium.

5.6 Consortium Consultants. If a Consortium consultant performs any services for or on behalf of a Project Sponsor (the "Consortium Consultant"), Consortium will charge (invoice) the Project Sponsor for

the Consortium Consultant's costs and expenses incurred to assist the Project Sponsor in accordance with the applicable Task Order. The Project Sponsor will pay the amount invoiced no later than thirty (30) days after invoice from Consortium.

5.7 Project Ownership. Any tangible asset created through a Community Development Project will be owned and operated by the Project Sponsor.

5.8 Accounting. In September each year, Consortium will complete an accounting of Consortium expenditures during the immediately preceding fiscal year. If Consortium's accounting determines that the Contributions identified in Contribution Schedule were insufficient to cover Consortium's expenditures during the immediately preceding fiscal year, each Party will pay the unpaid balance (on a proportionate basis consistent with the Party's percentage identified in the Contribution Schedule) within thirty (30) days after the Party's receipt of notice from Consortium. Subject to the Laws and this Agreement, contributions received exceeding budgeted operational costs may be (a) returned to the Parties when such action is made part of Consortium's adopted budget, (b) expended for other Consortium activities, and/or (c) held in a reserve account for Consortium's future needs.

5.9 Initial Projects. Consortium's initial Projects are identified in the attached Schedule 5.9.

6. Insurance; Indemnification; Relationship.

6.1 Consortium Insurance. Consortium will obtain and maintain adequate insurance to cover Consortium's operations. Without otherwise limiting the generality of the immediately preceding sentence, Consortium will obtain and maintain, in addition to all other insurance required under this Agreement, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Consortium's operations (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of no less than \$1,000,000.00 per occurrence, \$2,000,000.00 in the aggregate; (b) if applicable, employer liability insurance with limits of no less than \$500,000.00 per occurrence and in the aggregate; and (c) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law (the workers' compensation insurance policy will contain a waiver of subrogation in favor of each Party). Each liability insurance policy required under this Agreement will be in form and content satisfactory to the Board, will list each Party (and each Party's Representatives) as additional insured(s), and will contain a severability of interest clause. Notwithstanding anything in this Agreement to the contrary, the Board may increase the minimum levels of insurance (or types of insurance) Consortium is required to carry under this Agreement so that Consortium's insurance at least equals the applicable limits of liability identified under the Oregon Tort Claims Act (ORS 30.260 – ORS 30.300).

6.2 Consortium Indemnification. To the fullest extent permitted under applicable Law, Consortium will defend, indemnify, and hold the Parties and their respective Representatives harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of Consortium's operations.

6.3 Party Indemnification. To the fullest extent permitted under applicable Law, each Party will defend, indemnify, and hold Consortium and the other Parties (and their respective Representatives) harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of the Party's breach and/or failure to perform the Party's obligations contained in this Agreement. Each Party will retain all immunities and privileges granted under the Oregon Tort Claims Act (ORS 30.260 – ORS 30.300) and all other statutory rights granted due to the Party's status as a public body or agency.



6.4 Relationship. Each Party is an independent contractor of the other Parties. This Agreement does not create a joint venture and/or agency relationship between the Parties. No Party has the authority to bind the other Parties and/or represent to any person that a Party is an agent of the other Parties. No Party will provide any benefits to any other Party; each Party will be solely responsible for obtaining the Party's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Notwithstanding anything contained in this Agreement to the contrary, Consortium (or the Board) will not have the authority to bind and/or encumber a Party in any manner except as the Party agrees through both the policy and administrative authority granted to the Party's then-appointed Standing Member.

7. Term; Termination.

7.1 Term. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until June 30, 2028 (the "Initial Term"), unless sooner terminated as provided in this Agreement. Upon expiration of the Initial Term, this Agreement will automatically renew for one or more term(s) of one year each, unless sooner terminated in accordance with this Agreement. Commencing on or about July 1, 2024 and continuing on or about the same day each year thereafter during the term of this Agreement, the Parties will review this Agreement to determine whether any changes and/or modifications to this Agreement are necessary or appropriate. Any changes and/or modifications to this Agreement require the Parties' written agreement. Notwithstanding anything contained in this Agreement to the contrary, the Parties may terminate this Agreement by the Parties' written agreement.

7.2 Voluntary Withdrawal by a Party. Any Party may terminate its participation in the Consortium (and its obligations under this Agreement) by providing no less than thirty (30) days' prior written notice to the chairperson and all other Parties. The withdrawing Party will (a) continue to pay its share of, and/or be responsible for, its Contribution amounts through and until the effective date of the Party's withdrawal, and (b) defend, indemnify, and hold Consortium and the remaining Parties harmless for, from, and against those financial responsibilities and obligations attributable to the withdrawing Party and/or accruing prior to the effective date of the withdrawing Party's withdrawal. A Party's withdrawal will not relieve the withdrawing Party from any liabilities and/or obligations incurred prior to the effective date of the withdrawal.

7.3 For Cause Termination.

7.3.1 Either Party may terminate the Party's participation in Consortium immediately upon notice to the chairperson and all other Parties upon occurrence of any of the following "for cause" events: (a) continuous and repeated problems occur in connection with Consortium's performance of its obligations under this Agreement; and/or (b) Consortium and/or another Party breaches and/or otherwise fails to perform any of Consortium's and/or the other Party's representations, warranties, covenants, and/or obligations contained in this Agreement.

7.3.2 Prior to any Party's termination of this Agreement for cause under Section 7.3.1, the non-defaulting Party will provide Consortium and all other Parties prior written notice of the alleged default (the "Default Notice"), which Default Notice will specify with reasonable particularity the default the non-defaulting party believes exists. Commencing on Consortium's and the alleged defaulting Party's receipt of the Default Notice, Consortium and the alleged defaulting Party (as applicable) will have ten (10) days within which to cure or remedy the alleged default(s) (the "Cure Period"). If Consortium and/or the alleged defaulting Party (as applicable) do not cure the alleged default within the Cure Period, the non-defaulting Party may terminate this Agreement for the purpose(s) identified in the Default Notice. Notwithstanding anything contained in this Agreement to the contrary, a non-defaulting Party is not required to provide, and Consortium and/or the alleged defaulting Party is not entitled to receive, a Default Notice upon Consortium's and/or the alleged defaulting party's (as applicable) commitment of a default under this Agreement for which Consortium previously received a Default Notice within the immediately preceding twelve (12) months (commencing from the date of the previous default).

## 7.4 Dissolution.

7.4.1 The Parties may terminate this Agreement and dissolve Consortium at any time by the Parties' unanimous written consent. If all then-Parties to this Agreement agree to terminate this Agreement and dissolve Consortium, the dissolution motion will provide an estimated timeline for the dissolution and will name three Standing Members (the "Dissolution Manager(s)") responsible for overseeing the dissolution process. The Dissolution Managers may retain professional assistance as needed and will take immediate steps to permanently terminate and dissolve Consortium. These dissolution steps may include, without limitation, the following:

7.4.1.1 Providing written notice of Consortium's dissolution to the elected officials of each Party. This notice will include the proposed timeline for the dissolution and such other information the Dissolution Managers determined necessary or appropriate.

7.4.1.2 Notification of Consortium's dissolution to all neighboring agencies, all necessary state and federal agencies, and all partners.

7.4.1.3 Preparation of a budget document accounting for all Consortium funds, revenues, assets, and liabilities.

7.4.1.4 Payment of all Consortium debts and other financial responsibilities, including a final accounting of all debts and resources.

7.4.1.5 Payment and/or performance of those dissolution related tasks or responsibilities identified under Section 7.5.

7.5 Liquidation. Upon Consortium's dissolution, each Party on the date of dissolution will be responsible for its Contribution amount through the date of dissolution. Upon dissolution and subject to applicable Law, (a) Consortium's cash, if any, will be distributed to each Party in proportion to each Party's Contribution percentage, (b) all remaining Consortium assets will be distributed in the manner agreed upon by the Parties, which may include, without limitation, the sale of Consortium's facilities and equipment, and (c) Consortium personnel and employees will be transferred or terminated subject to and in accordance with applicable Oregon law.

## 8. Miscellaneous.

8.1 Coordination; Assignment; Binding Effect. The Parties will maintain adequate levels of communication to ensure maximum cooperation and coordination between the Parties. No Party may assign any of the Party's rights and/or obligations under this Agreement to any person without the prior written consent of all other Parties. Subject to the immediately preceding sentence, this Agreement will be binding on the Parties and their respective administrators, successors, and permitted assigns and will inure to their benefit. The Parties will execute all documents or instruments and will perform all lawful acts necessary or appropriate to carry out the intent of this Agreement. All exhibits, schedules, instruments, and other documents referenced in this Agreement are part of this Agreement.

8.2 Notices; Severability; Remedies. Any notice will be deemed given when personally delivered or delivered by facsimile or email transmission (with electronic confirmation of delivery), or will be deemed given three days following delivery of the notice by U.S. mail, certified, return receipt requested, postage prepaid, by the applicable Party to the address shown in Appendix A (or any other address that a Party may designate by notice to the other Parties), unless that day is a Saturday, Sunday, or legal holiday, in which event it will be deemed delivered on the next following business day. Each provision contained in this Agreement will be

treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Subject to the terms and conditions contained in this Agreement, each Party will pay all wages and benefits due the Party's personnel, including, without limitation, overtime, workers' compensation, and death benefits. If a Party breaches and/or otherwise fails to perform any of the Party's representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting Party(ies) may, in addition to any other remedy provided to the non-defaulting Party(ies) under this Agreement, pursue all rights and remedies available to the non-defaulting Party(ies) under this Agreement and/or at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

8.3 Waiver; Entire Agreement; Amendment; Counterparts. Notwithstanding anything contained in this Agreement to the contrary, no provision of this Agreement may be modified, waived, and/or discharged unless such waiver, modification, and/or discharge is agreed to in writing by the Parties. No waiver by a Party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between Parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the Parties' agreement and supersedes any other oral or written negotiations, discussions, representations, and/or agreements. No addition, modification, amendment, or alteration to this Agreement will be effective against the Parties unless specifically agreed upon in writing and signed by the Parties. The Parties may execute this Agreement by electronic means or deliver executed signature pages to this Agreement by electronic means to the other party, and the electronic signature and/or copy will be deemed to be effective as an original. This Agreement may be executed in any number of counterparts, each of which will be deemed an original and all of which together will constitute one agreement with the same effect as if the parties had signed the same signature page.

8.4 Applicable Law; Venue; Attorney Fees. This Agreement will be construed, applied, and enforced in accordance with the laws of the State of Oregon. Any action or proceeding arising out of this Agreement will be litigated in courts located in Crook County, Oregon. Each Party consents and submits to the jurisdiction of any local, state, or federal court located in Crook County, Oregon. With respect to any dispute relating to this Agreement, or if a suit, action, arbitration, or other proceeding of any nature whatsoever is instituted to interpret or enforce the provisions of this Agreement, including, without limitation, any proceeding under the U.S. Bankruptcy Code and involving issues peculiar to federal bankruptcy law or any action, suit, arbitration, or proceeding seeking a declaration of rights or rescission, the prevailing Party will be entitled to recover from the losing Party(ies) its reasonable attorney fees, paralegal fees, expert fees, and all other fees, costs, and expenses incurred in connection therewith, as determined by the judge or arbitrator at trial, arbitration, or other proceeding, or on any appeal or review, in addition to all other amounts provided by law.

8.5 Legal Representation. Bryant, Lovlien & Jarvis, P.C. ("Law Firm") has been employed by John Day to prepare and negotiate this Agreement on behalf of John Day. Law Firm only represents John Day in connection with this Agreement. The Parties have thoroughly reviewed this Agreement with their own legal counsel or have knowingly waived their right to do so. The rule of construction that a written instrument is construed against the party preparing or drafting such agreement will specifically not be applicable in the interpretation of this Agreement and any documents executed and delivered pursuant to, or in connection with, this Agreement.

8.6 Person; Interpretation; Signatures. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political subdivision, and/or any other entity. All pronouns contained herein and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the Parties may require. The singular includes the plural

and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

**LAKEVIEW:**  
Town of Lakeview,  
an Oregon municipal corporation

**BURNS:**  
City of Burns,  
an Oregon municipal corporation

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**JOHN DAY:**  
City of John Day,  
an Oregon municipal corporation

**BAKER:**  
Baker City,  
an Oregon municipal corporation

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

Appendix A  
Definitions

“Agreement” has the meaning assigned to such term in the preamble.

“At-Large Member” has the meaning assigned to such term in Section 3.1.

“Baker” has the meaning assigned to such term in the preamble.

“Board” has the meaning assigned to such term in Section 3.1.

“Borrowed Consultant” has the meaning assigned to such term in Section 5.6.

“Borrowed Employee” has the meaning assigned to such term in Section 5.5.

“Borrowed Employer” has the meaning assigned to such term in Section 5.5.

“Budget” has the meaning assigned to such term in Section 5.1.

“Burns” has the meaning assigned to such term in the preamble.

“Bylaws” has the meaning assigned to such term in Section 3.3.3.

“Capital Equipment” means an article of nonexpendable, tangible property with a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit, needed by the Parties for Consortium Services.

“Consortium” has the meaning assigned to such term in Section 2.1.

“Consortium Consultant” has the meaning assigned to such term in Section 5.6.

“Community Development Project(s)” means an undertaking or activity of a Party to improve social, economic, physical, and environment well-being within the Party’s incorporated limits, but does not include a Housing Development Project.

“Contribution” has the meaning assigned to such term in Section 5.2.

“Contribution Percentage(s)” has the meaning assigned to such term in Section 5.2.

“Cure Period” has the meaning assigned to such term in Section 7.3.2.

“Default Notice” has the meaning assigned to such term in Section 7.3.2.

“Dissolution Manager(s)” has the meaning assigned to such term in Section 7.4.1.

“Eligible Entity(ies)” means any Oregon county, city, port, school district, community college district, and all other public or quasi-public corporation (including an intergovernmental entity or council of governments) permitted to become a party to an intergovernmental agreement and ORS chapter 190 organization under applicable Oregon law.

“Effective Date” has the meaning assigned to such term in the preamble.

“Housing Development Project(s)” means an undertaking or activity that is primarily concerned with the construction of new housing and/or rehabilitation of existing housing within a Party’s incorporated limits.

"Initial Term" has the meaning assigned to such term in Section 7.1.

"John Day" has the meaning assigned to such term in the preamble.

"Lakeview" has the meaning assigned such term in the preamble.

"Law(s)" mean all federal, state, and/or local laws, statutes, ordinances, and/or regulations directly or indirectly affecting and/or applicable to this Agreement, Consortium, and/or Consortium's services and/or activities, including, without limitation, the Americans with Disabilities Act of 1990 (and the rules and regulations promulgated thereunder) and ORS chapter 190, all as now in force and/or which may hereafter be amended, modified, enacted, or promulgated.

"Law Firm" has the meaning assigned to such term in Section 8.5.

"Managing Director" means the employee or consultant responsible for Consortium's operational management and administration and implementation of Consortium's policies and directives established from time to time by the Board.

"Party(ies)" means Burns, Lakeview, Baker, and/or John Day, individually and collectively.

"Project(s)" means Community Development Projects and/or Housing Development Projects.

"Project Proposal" means a written request containing the specific scope and project background from a Party to generate a Statement of Work for a proposed Project.

"Project Sponsor" means a Party who submits a Project Proposal and executes a Task Order.

"Representative(s)" mean the officers, employees, volunteers, and authorized representatives of Consortium and/or a Party.

"Services" has the meaning assigned to such term in Section 4.2.2.

"Standing Member" has the meaning assigned to such term in Section 3.1.

"Statement of Work" means a document signed by the Party's then-appointed city or town manager and the Managing Director, which explains requirements, objectives, desired outcomes, proposed staff mix and budget estimate for the proposed Project.

"Grant" has the meaning assigned to such term in Section 5.2, and includes the grant appropriated to the Oregon Department of Administration Services in House Bill 3138 for housing development.

"Task Order" means a contract between the Consortium and a Project Sponsor that provides the specific Project's scope, cost, and schedule.

Schedule 4.2.2  
Managing Director Services

Subject to the terms and conditions contained in this Agreement, the Managing Director will provide the following project services:

I. General.

1. Annual Budget. Prepare and present Consortium's annual budget to the Board.
2. Personnel. If additional Consortium employees and/or contractors are approved by the Board, recruitment and hiring of additional employees and/or contractors.

II. Housing Development.

1. Concept Development. Assist private applicants and the Parties with housing concepts for proposed master planned communities, neighborhoods, individual home site and infill development for missed use residential/commercial and/or industrial areas.
2. Pre-development Coordination. Facilitate initial planning/scoping meetings by pre-screening Housing Development Projects to determine the types of permits, financing, and other necessary resources.
3. Land Use and Development Planning. Assist private developers and individual applicants through the development process. Duties include, but are not limited to assisting with the following:
  - a. Land use and site design reviews;
  - b. Master planned development applications;
  - c. Floodplain, geo-hazard, and other environmental permitting;
  - d. Urban renewal applications;
  - e. Zoning and annexation;
  - f. Transportation system plan updates;
  - g. Utility overlays (water, sewer, storm water, reclaimed water, power, broadband);
  - h. Community development overlays (recreation, tourism, and public benefit amenities);
  - i. Housing Development Project management (milestone planning, synchronizing public and private developments); and
  - j. Financing strategies (capital finance, economic modeling, grant and loan administration, and other advisory services)
4. Development Oversight and Risk Mitigation. Assist Parties with independent verification and validation that housing developments meet the terms of their land use agreements to ensure developments are implemented effectively and in compliance with approved plans.
5. Community Engagement. Execute housing project strategic messaging and public information through project websites, social media, public meetings/stakeholder engagement, written materials and radio broadcasts.
6. Staff Assistance. Leverage the unique skillsets and staff capabilities of each Party to provide services to the three Parties' communities.
7. Professional Service Agreements. Issue bi-annual requests for qualifications for professional services firms and leverage existing contracts of each Party on behalf of all Parties to select the optimal firm for a project.

III. Community Development.

1. Capital Improvement Project Assistance. Assemble capital improvement projects groups by identifying the appropriate mix of public staff and professional consultants to assist each Party with strategic planning, capital improvement project management, capital finance, auditing, and regulatory compliance.



Schedule 5.2.2  
Contribution Percentages

Unless and until modified in accordance with this Agreement, each Party will pay the Party's percentage of all Consortium costs and expenses identified in the approved Budget in accordance with the following:

<u>Party</u>	<u>Percentage of Operational Expenses</u>
Burns	1/4 or 25%
Lakeview	1/4 or 25%
Baker	1/4 or 25%
John Day	1/4 or 25%
Total Contribution	4/4 or 100%

Schedule 5.9  
Initial Projects

Initial projects identified by the Parties for their respective jurisdictions are identified in Table 5.9.1. Project improvements may include, but are not limited to: land acquisition of developable lands; construction of horizontal improvements in the form of water, sewer, stormwater, reclaimed water, power, broadband, and other utilities; streets, sidewalks, and multimodal paths within, and adjacent to, and connecting to each development, and; construction of vertical improvements in the form of single-family or multifamily residential dwellings or mixed-use developments.

Table 5.9.1. Initial Projects identified for inclusion in R3

Party	Project Name	Project Description	Land Area (Acres)	New Housing Units
Burns	Miller Springs	Master Planned Development	1272	675
Burns	Telos Development	New mixed-income subdivision	TBD	190
Burns	Downtown Revitalization (Multiple Properties)	Mixed-use Redevelopment	TBD	TBD
Lakeview	Lakeview Lumber Redevelopment	Master Planned Development	TBD	TBD
Lakeview	South Lakeview Annexation & Multifamily Redevelopment	Mixed-use Redevelopment	TBD	TBD
John Day	The Ridge	Master Planned Development	80	20+
John Day	Ironwood Estates - Phase 2/3	Master Planned Development	30	76
John Day	Holmstrom Heights - Phase 2	New mixed-income subdivision	30	20
John Day	Iron Ridge Subdivision	New mixed-income subdivision	24	11
John Day	Magden Development	Master Planned Development	40	20
John Day	Weaver Building	Mixed-Use downtown tenant improvements	0.15	8
John Day	CyberMill Building	Mixed-Use downtown tenant improvements	0.15	3
John Day	Blue Mountain Hospital Workforce Housing	Downtown tenant improvements	0.2	12
Baker	Baker School District Teacher Housing	New workforce housing	TBD	TBD
Baker	Pine-Eagle School District Teacher Housing	New workforce housing	TBD	TBD
Baker	New Directions NW Supportive Housing (Memory Lane Homes)	New transitional housing	0.75	12
Baker	Downtown Revitalization (Multiple Properties)	Mixed-use redevelopment	TBD	TBD

Exhibit A  
Bylaws

These Bylaws of Regional Rural Revitalization (R3) Strategies Consortium dated effective July 1, 2023 (these "Bylaws") are authorized under Section 3.3.4 of the First Amended and Restated Intergovernmental Agreement for Regional Rural Revitalization (R3) Strategies Consortium dated effective July 1, 2023 (the "Agreement").

1. NAME; FORMATION; PURPOSE; OFFICE

1.1 Name. This organization will be referred to as Regional Rural Revitalization (R3) Strategies Consortium ("Consortium").

1.2 Formation. Consortium is comprised of an association of governmental entities, established by agreement of the participating entities under the authority of the State of Oregon's Intergovernmental Cooperation Statutes, ORS 190.003 to 190.110, and formalized by the Agreement between City of John Day, City of Burns, and Town of Lakeview (each a "party" and collectively the "parties").

1.3 Purpose; Authority. Consortium has been established and organized for the purposes set forth in the Agreement. Consortium's powers and duties will be as provided in the Agreement, ORS Chapter 190, and as authorized by the parties from time to time.

1.4 Office. Consortium's office will be located at Burns, Oregon, or such other location determined by the Board (as defined below).

2. BOARD OF DIRECTORS; OFFICERS; COMMITTEES; ADVISORY BOARD

2.1 General Powers. Consortium's powers will be exercised by and under the authority of, and the affairs of Consortium managed under the direction of, the Board subject to any limitations set forth in the Agreement, these Bylaws, and/or applicable Oregon law. Without otherwise limiting the immediately preceding sentence, the Board may establish, amend, and modify rules, regulations, requirements, standards, policies, and procedures from time to time concerning Consortium's operations.

2.2 Membership. The governing body of each Party will appoint one of its elected officials to serve on the Board (each a "Standing Member"). The then-appointed Standing Members will appoint one person to serve on the Board (the "At-Large Position").

2.3 Appointment. Each Standing Member will serve at the pleasure of his or her appointing Party and may be removed and replaced by the governing body of the appointing Party. If a Standing Member vacates his or her position, the governing body of the Party that appointed the departed Standing Member will fill the vacancy. The At-large Member will be appointed, and may be removed and replaced, by the unanimous consent of the Standing Members. The At-large Member may not be an elected official, officer, and/or employee of any Party. If an At-Large Member vacates his or her position, the Standing Members will fill the vacancy.

2.4 Qualifications. The Agreement and/or these Bylaws may prescribe additional qualifications for Board members.

2.5 Terms of Office. Each Board member will serve a term of two years. Members may be appointed to serve successive terms of two years (or until their successors are duly appointed). Successive terms may be served without restriction. A decrease in the number of members or term of office does not shorten an incumbent member's term. Despite the expiration of a member's term, the member continues to serve until the member's successor is appointed.

## 2.6 Officers.

2.6.1 The Board may elect a chairperson and such other officers it deems advisable from its membership. The chairperson will preside at all meetings of the Board and perform other duties prescribed by the Board from time to time. The chairperson will have a vote on all questions before the Board. The chairperson may be a co-signer on checks.

2.6.2 The Board may elect a vice-chairperson from its membership who will perform the duties of the chairperson in the absence of the chairperson. Whenever the chairperson is unable to perform the functions of the office, the vice-chairperson will act as chairperson. If both the chairperson and vice-chairperson are absent from a Consortium meeting, the members present will select one member to perform the chairperson's functions at the meeting. The vice-chairperson will have a vote on all questions before the Board.

2.6.3 The Board may elect a secretary from its membership who will keep the official records of Consortium, attest signatures of Consortium, certify copies of Consortium documents, and perform other record-keeping duties prescribed by the Board. The secretary will have a vote on all questions before the Board. The secretary may be a co-signer on checks.

2.6.4 In addition to all other duties or responsibilities assigned to the officers under the Agreement, these Bylaws, and/or membership action, each officer must regularly attend Board meetings and must notify the chair (or vice chair in case of the chair) when he or she is unable to attend a Board meeting. Should an officer's position become vacant, the membership will promptly elect a successor from its members for the unexpired term of such office. The membership may remove an officer at any time with or without cause.

2.7 Resignation. A member may resign at any time by delivering written notice to the Board, the chairperson, vice-chairperson, or secretary. A resignation is effective upon receipt of the written notice unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the Board.

2.8 Removal. A member may be removed with or without cause, unless the Agreement or these Bylaws provides that members may be removed only for cause, by the unanimous consent of all other members then in office; provided, however, if at the beginning of a member's term on the Board, the Agreement or these Bylaws provide that the member may be removed for reasons set forth in the Agreement or these Bylaws, the Board may remove the member for such reasons.

2.9 Vacancies. Unless the Agreement or these Bylaws provide otherwise, if a vacancy occurs on the Board, whether in the event of death, resignation, removal, or otherwise, the governing body of the Party that appointed the departed member will appoint a successor to fill the unexpired term as soon as possible. A vacancy concerning an at-large member position will be filled by the unanimous vote of the party-appointed Board members

2.10 Compensation. Members will not receive any stated salaries or compensation for their services as members but may be reimbursed for reasonable expenses. Nothing herein will be construed to preclude any member from serving Consortium in any other capacity and receiving compensation therefore.

2.11 Committees; Advisory Board. Unless ORS chapter 190 or the Agreement provide otherwise, the Board may (a) create one or more committees of the Board which exercise the authority of the Board, (b) appoint members of the Board to serve on such committees, and (c) designate the method of selecting committee members. Each committee must consist of two or more Board members, who serve at the pleasure of the Board. Board members may also elect to form an advisory board made up of five independent members who are external advisors appointed for their knowledge and direct experience in the Consortium's mission. The advisory board members will provide non-binding strategic advice to the Board.

### 3. MEETINGS; ACTION OF THE BOARD

3.1 Regular Meetings. Subject to and in accordance with Oregon Public Meetings Law, the Board will hold a regular meeting at least once quarterly, at such time and at a place which it designates. A regular meeting may be continued, postponed, cancelled, or adjourned to a later date by a majority of Board members present and voting, and notice of such adjourned meeting will be given to all Consortium parties.

3.2 Special Meetings. The chairperson may, when the chairperson deems it expedient, or within seventy-two (72) hours after receiving a request from two or more members of the Board, call a special meeting of the Board to be held at the regular meeting place, unless otherwise specified in the call, for the purpose of transacting any business designated. Notice of the special meeting will be given to all Consortium parties at the time of the call and will be given to the public in accordance with Oregon's Public Meetings Law.

3.3 Open Meetings. All meetings, deliberations, and proceedings of Consortium will be public except as state law allows otherwise.

3.4 Quorum; Voting. A majority of the then-appointed Board members will constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes. Except as the Agreement and/or applicable Law requires otherwise, the unanimous consent (approval) of all Standing Members is necessary to decide any question and/or take any action before the Board. Each Board member will be entitled to vote on all Board decisions, subject to applicable Laws.

3.5 Manner of Voting. Voting will be by record vote. The ayes and nays will be entered into the minutes of such meeting. Board members present and not voting and Board members absent will be entered into the minutes of such meeting.

3.6 Order of Business. At the regular meetings of the Board, the following will be substantially the order of business: (a) call to order; (b) roll call; (c) consent agenda and approval of minutes of previous meeting; (d) Consortium business; and (e) adjourn.

3.7 Robert's Rules. Unless otherwise provided by applicable law or these Bylaws, all rules of order not herein provided for will be determined in accordance with *Robert's Rules of Order Newly Revised*.

3.8 Minutes; Resolutions. The secretary or the lead entity's designee will keep an accurate record of all Board proceedings, including written minutes or recordings of all meetings in accordance with applicable law. Board minutes are a public record available for public inspection subject to applicable law. All Board resolutions will be in writing.

### 4. STANDARDS OF CONDUCT

4.1 General Standards. Board members must discharge the member's duties (a) in good faith, (b) with the care an ordinarily prudent person in a like position would exercise under similar circumstances, and (c) in a manner the member reasonably believes to be in the best interests of Consortium. In discharging the duties of a member, a member is entitled to rely on (x) information, opinions, reports, or statements (including financial statements and other financial data) prepared or presented by one or more officers or employees of Consortium (or lead entity) whom the member reasonably believes to be reliable and competent in the matters presented, or (y) legal counsel, public accountants, or other persons as to matters the member reasonably believes are within the person's professional or expert competence. A member is not acting in good faith if the member has knowledge concerning the matter in question that makes reliance otherwise permitted under this Section 4.1 unwarranted. A member is not liable to Consortium for any action taken or not taken as a member if the member acted in compliance with this Section 4.1. A member will not be deemed a trustee with respect to Consortium or with respect to any property held or administered by Consortium, including, without limitation, property that may be subject to restrictions imposed by the donor or transferor of such property.

4.2 Member Conflict of Interest. Notwithstanding anything contained in these Bylaws to the contrary, a member will not participate in any Consortium proceeding or action in which the member is presented with an actual conflict of interest as defined under ORS Chapter 244. A transaction in which a member has a conflict of interest may be approved by vote of the Board subject to and in accordance with applicable law, including, without limitation, ORS Chapter 244.

5. CONSORTIUM RECORDS; AMENDMENTS

5.1 Consortium Records. Consortium will keep as permanent records minutes of all meetings of the Board subject to and in accordance with applicable law, including, without limitation, Oregon's Public Records Law. Consortium must maintain appropriate accounting records. Consortium must maintain its records in written form or in another form capable of conversion into written form within a reasonable time. In addition to any other records required to be maintained under applicable law, and subject to and in accordance with applicable law, including, without limitation, Oregon's Public Records Law, Consortium must keep a copy of the following records: (a) the Agreement (and all amendments to it currently in effect); (b) bylaws or restated bylaws (and all amendments to them currently in effect); (c) a list of the names and party representation of current Board members and officers; (d) the last three annual financial statements, if any, which may be consolidated or combined statements of Consortium and one or more of its subsidiaries or affiliates, as appropriate, including a balance sheet and statement of operations, if any, for that year, which must be prepared in accordance with Oregon Local Budget Law; and (e) the last three accountant's reports if annual financial statements are reported upon by a public accountant. Notwithstanding anything contained in these Bylaws to the contrary, budget procedures will follow budget law of the State of Oregon for intergovernmental entities. An annual audit of the fund(s) of Consortium will be performed in accordance with applicable law.

5.2 Bylaw Amendments. The Board may, by resolution of the Board, adopt one or more amendments to these Bylaws by vote of a majority of the entire Board, provided that the proposed amendment(s) has been submitted in writing to all parties at least five days prior to the meeting where the amendment is to be considered and that Board members have been notified of the meeting and its purpose at least ten (10) days prior to the meeting. Consortium must provide notice of any meeting of the Board at which an amendment is to be approved in accordance with Oregon's Public Meetings Law. The notice must also state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to these Bylaws and contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment.

**Grant County Digital Board Meeting  
Tuesday, June 20, 2023  
John Day Fire Hall & Virtual  
6:00 PM**

**Please join my meeting from your computer, tablet or smartphone.**

Google Meet joining info

Video call link: <https://meet.google.com/spd-gokj-dne>

Or dial: (US) +1 740-837-7483 PIN: 709 984 968#

More phone numbers: <https://tel.meet/spd-gokj-dne?pin=8758821616350>

1. **OPEN AND ROLL CALL**
2. **APPROVAL OF PRIOR BOARD MINUTES**
3. **APPEARANCE OF INTERESTED CITIZENS** – Chair Walker will welcome the public and ask if there is anything they would like to add to tonight’s agenda.

**CONSENT AGENDA**

4. **CONSENT AGENDA ITEMS**  
Attachments:
  - None

**ACTION ITEMS**

5. **TRANSITION PLANNING**  
Attachments:
  - None

**OTHER BUSINESS**

6. **OTHER BUSINESS AND UPCOMING MEETINGS**  
Attachments:
  - Catalyst Invoices

**TO:** Grant County Digital Network Coalition  
**FROM:** Nicholas Green, Executive Director  
**DATE:** June 20, 2023  
**SUBJECT:** Consent Agenda Item #4: None  
Attachment(s)

- None

**BACKGROUND**

No items on the consent agenda.

**RECOMMENDED MOTION**

N/A

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**Consent Agenda Item 1:** None.

**Recommendation:** None.

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**TO:** Grant County Digital Network Coalition  
**FROM:** Nicholas Green, Executive Director  
**DATE:** June 20, 2023  
**SUBJECT:** Action Item #5: Transition Planning Attachment(s)
 

- None

**BACKGROUND**

This memo outlines a proposed transition plan for GC Digital’s assets.

**DISCUSSION**

Grant County Digital was certified as an ORS 190 organization by the Oregon Secretary of State on May 16, 2018. The agency just completed its five-year anniversary.

Over the course of the last five years, Grant County Digital has raised over \$10M in funding for various middle-mile fiber optic projects, including fiber to Seneca, Long Creek, and Monument, as well as local distribution between critical community facilities in John Day and Canyon City.

**Capital Asset management and disposition.** Grant County Digital will need a plan for the disposition of its capital assets in the event the agency dissolves. The agency has no long-term liabilities. Current liabilities consist of pole attachment fees to OTEC.

The agency’s capital assets and proposed disposition are in the table below.

Designation	Asset	Transition Recommendation	Approval Required
F-1	John Day Fire Hall to John Day City Hall Fiber Optic Line	Transfer to ESD	John Day city council + ESD board of directors
F-2	John Day City Hall to the School Buildings (ESD, Grant School District 3 Office, GUHS, and Humbolt Elementary)	Transfer to ESD	John Day city council + ESD board of directors
F-3	Fiber Optic Cable (Planned) under EDA Grant: 1) 4 <sup>th</sup> Avenue, Airport, and Airport Industrial Park 2) Grant County Courthouse (TBD) 3) John Day EDA municipal buildouts (remaining infrastructure including Valley View Drive + Treatment Plant)	Transfer to ESD (post-construction)	John Day city council + ESD board of directors + EDA
B-1	John Day CyberMill Building	Sell to R3 or GC CyberMill or Rally	John Day city council + EDA
B-2	Seneca CyberMill Building	Sell to R3 or GC CyberMill or Rally	John Day city council

The agency currently owns fiber optic assets (designated F-1 and F2) that were built as part of the City of John Day IT Fund.

The agency also owns two facilities, the John Day CyberMill and Seneca CyberMill (designated B-1 and B-2), which were purchased for a combined \$175,000:

- The John Day CyberMill (B-1) was purchased for \$90,000 on June 18, 2021.
- The Seneca CyberMill (B-2) was purchased for \$85,000 on March 24, 2022.

All assets are held in John Day's IT Fund and were paid from the Department of Administrative Services HB5006 grant funding. The buildings are also titled in the name of the City of John Day.

An additional \$1M from HB5006 was contributed toward the construction of the middle-mile fiber optic assets that are owned by Rally. The value of this contribution is a 1 Gbps connection to each of four facilities in Grant County (John Day, Monument, Long Creek, and Seneca). The terms of this agreement are documented in the Internet Services Agreement dated May 1, 2023 between the City of John Day, Grant County Digital, and OTC (Now Rally).

The agency has planned buildouts within John Day and Canyon City under the EDA Grant that was awarded to John Day (designated F-3). These assets are planned for construction in 2023 and are currently in final design and permitting. The terms of this application are documented in EDA Grant Award No. 07-79-07789.

### **Current Liabilities.**

The Agency is projecting a negative fund balance of approximately \$118,469 (net working capital) beginning July 1, 2023. The negative fund balance is due to the timing of the disbursement receipts from the EDA versus the expenditures. The Agency also anticipated applying for BTAP technical assistance funds of approximately \$150,000 in FY24.

The sale of the CyberMill buildings at their purchase price of \$175,000 would also offset the negative fund balance and leave a modest positive balance of about \$57,000, which could be used for future O&M expenses (pole attachment costs) or administrative costs associated with the dissolution of the Agency.

If the City and Board elect to sell the John Day CyberMill building, they will need to coordinate with EDA to do an amendment to the grant agreement since \$180,000 of the \$1.8M was appropriated for the CyberMill project. These funds could be redirected toward capital construction of the fiber optic assets (F-3). This would also eliminate the requirement for the site certificate and evidence of good title for the CyberMill building (SAC 17, below) and recorded statement of federal share (SAC 27, below)

**17. EVIDENCE OF GOOD TITLE - Component 2 (Co-working space):** Prior to solicitation for construction bids for Component 2, the Recipient shall provide an opinion of counsel, satisfactory to EDA, that the Recipient has acquired good and marketable title to land, free of all encumbrances, to all real property necessary for completion of the project, as well as any necessary rights-of-way, easements, State or local government permits, or long-term lease interests necessary for the completion of the project, in accordance with 13 CFR part 314.

**27. RECORDED STATEMENT OF FEDERAL SHARE:** Prior to solicitation for construction bids for each respective component, to better memorialize and protect the Federal Share in real property acquired or improved, in whole or in part, with the funds made available under this Award, the Recipient agrees that it shall execute and cause to be recorded a first priority unsubordinated mortgage lien in favor of EDA or, when permitted by EDA due to a Recipient's legal restriction against recording a mortgage (or deed of trust), a covenant declaring EDA's interest in said real property. EDA shall advise whether the Mortgage or Covenant will be used. The Mortgage or Covenant will be duly recorded with the appropriate office where mortgages are recorded for the jurisdiction where the real property is situated. The Mortgage or Covenant shall be in a form and substance satisfactory to EDA. Upon request by EDA, Recipient shall furnish an opinion by counsel for the Recipient that the Mortgage or Covenant is a valid and enforceable agreement according to its terms, and has been duly recorded in the appropriate office where mortgages are recorded for that applicable jurisdiction. EDA may waive this requirement in writing where, in the sole judgment of EDA, the EDA investment forms only a small part of a larger project.

The Recipient further agrees that:

A. Except as provided in 13 CFR 314.3, whenever, during the expected useful life of the project, any property acquired or improved in whole or in part with grant assistance is disposed of, or no longer used for the authorized purpose of the project, the Government must be compensated by the Recipient for the Federal share of the value of the property; provided that for equipment and supplies, the standards in 2 CFR part 200 or any supplements or successors thereto, as applicable, shall apply.

B. If property is disposed of or encumbered without EDA approval, EDA may assert its interest in the property to recover the Federal share of the value of the property for the Government. EDA may pursue its rights under both paragraphs (a) and (b) of this section to recover the Federal share, plus costs and interest.

C. The Federal share of the value of the property is that percentage of the current fair market value of the property attributed to the EDA participation in the project (after deducting actual and reasonable selling and fix-up expenses, if any, incurred to put the property into condition for sale). The Federal share excludes that value of the property attributable to acquisition or improvements before or after EDA's participation in the project and not included in project costs.

D. The lien, covenant or other statement of EDA's interest must remain in effect throughout the useful life of the project which is determined to be 20 years for Component 1 (Broadband) and 15 years for Component 2 (Co-working space).

E. Component 1 (Broadband) may be appropriately covered under a security agreement as detailed in SAC 25 instead of mortgage or covenant. EDA will make a determination of whether a mortgage/covenant or security agreement is acceptable to EDA for purpose of this Award and that determination may be based on an opinion from Recipient's counsel.

#### **ORS190 Disposition Procedures.**

Section 7.2 of the intergovernmental agreement describes the dissolution process.

*7.2 Dissolution. Upon dissolution, each Party on the date of dissolution will be responsible for its share of the Operating Expenses through the date of dissolution. Upon dissolution, Agency's cash, if any, will be distributed in proportion to the Party's percentage of the Operating Expenses and all remaining Agency assets will be distributed in the manner agreed upon by the Parties, which may include, without limitation, the sale of Agency's facilities to a telecommunications provider or other utility. If the Parties are unable to agree on the manner and method in which Agency's physical assets will be distributed upon dissolution, each Party will receive those physical assets located in the Party's jurisdictional limits; provided, however, Grant County will receive only those physical assets located outside a Party's jurisdictional limits.*

No party contributed to the operating expenses of the Agency, and therefore, there are no Operating Expenses to consider except the negative fund balance and future obligations for pole attachment fees and operations and maintenance of the existing assets. Should the parties elect to sell the CyberMill buildings, the negative fund balance will be cleared.

Estoppel certificates will need to be issued to the current tenants at the Seneca CyberMill, or their lease agreements amended to reflect the new ownership before they are signed by Rally and the Grant County CyberMill Nonprofit.

As defined in the Agreement, if the Party's are unable to agree on the manner and method in which the Agency's physical assets will be distributed upon dissolution, each Party will receive those physical assets located in the Party's jurisdictional limits. As a result, the City of Seneca would receive the fiber optic assets in Seneca, and the Seneca CyberMill (if unsold); the remaining assets would default to John Day as none exist outside of the incorporated city limits except for the fiber optic lines originating from John Day and extending to the school buildings in Canyon City, which are inseparable from John Day's infrastructure.

#### **Future Grant Obligations.**

The EDA Grant and future infrastructure (F-3) is John Day's responsibility as the grant was awarded to the City of John Day.

**TO:** Grant County Digital Network Coalition  
**FROM:** Nicholas Green, Executive Director  
**DATE:** June 20, 2023  
**SUBJECT:** Action Item #9: Other Business and Upcoming Meetings  
Attachment(s)

- Catalyst Invoice XX
- Catalyst Invoice 67

## **OTHER BUSINESS**

The Catalyst agreement with the Board was made effective on June 22, 2022 and expires at 11:59:59 on June 21, 2023. The agreement included a fixed monthly fee of \$2,750.00 (the “Monthly Fee”) plus an hourly rate of \$225.00 for additional services such as grant writing and transition planning that are not included in the Monthly Fee.

The current agreement has a not-to-exceed cost of \$60,000. Total charges invoiced to date are \$40,445.50 (through June 19, 2023), leaving \$19,554 unexpended.

Invoice 67 was paid but still needs board approval  
Invoice XX will be submitted on the 19<sup>th</sup>.

I will submit a closeout progress report to the board summarizing the work completed over the past twelve months and items remaining for completion.

I am not requesting an extension to my agreement. This will be my last meeting with the board.

## **UPCOMING MEETINGS**

- Next Board Meeting – TBD at board’s discretion

**GRANT COUNTY DIGITAL NETWORK COALITION  
BOARD OF DIRECTORS MEETING MINUTES**

June 20, 2023

**BOARD MEMBERS PRESENT**

Josh Walker, Chairman  
Dan Becker, Co-Chair  
Denise Porter, At-Large  
Heather Rookstool, John Day (ex-officio)

**BOARD MEMBERS ABSENT & EXCUSED**

Deborah Oatman, Seneca

**STAFF PRESENT**

Nicholas Green, Executive Director

**GUESTS PRESENT—VIRTUALLY**

None

**GUESTS PRESENT—IN PERSON**

None

**Agenda Item No. 1—Open and Note Attendance**

Chair Walker called the meeting to order at 6:07 PM, noting everyone was in attendance except Deborah Oatman, who was absent and excused.

**Agenda Item No. 2—Approval of Prior Minutes**

**No minutes for approval.** Mayor Rookstool stated Sarah (city employee) will send Nick a link to the meetings tomorrow so he can complete minutes for the April 18, 2023 and May 16, 2023 meetings.

**Agenda Item No. 3—Appearance of Interested Citizens**

*None.*

**Agenda Item No. 4—Items for Approval on Consent Agenda (6:09 PM)**

*None.*

**Agenda Item No. 5—Transition Planning (6:10 PM)**

Chair Walker opened the discussion about transition planning, which has been on the agenda for the past several months. He indicated Nick did not wish to extend his contract. Green explained his reasoning, stating the city of Seneca and Grant County have effectively realized their benefits from the Coalition. Local distribution is scheduled to be completed in Seneca, Long Creek, and Monument imminently. The ESD will manage the 1 Gbps links at each of the four communities, which are located at school district or ESD for the most part. The only remaining work is within the city limits of John Day. They have to complete the buildout of their city under the EDA grant, but neither Seneca nor the County will have much interest in contributing to O&M costs for John Day's project. Green said he doesn't think the Coalition should incur monthly costs for a managing director when most of the work is within one city and once their project is finished, the Coalition will have met its objectives. Walker mentioned the

other potential roles for the Coalition but concurred that Seneca has other priorities and his perspective is there isn't a lot of momentum with them or the county.

Co-chair Becker said dissolution is something we should definitely consider, but things don't happen fast, and he recommends we slow roll this. He spoke with ESD and they aren't sure at this point if taking over the assets makes sense. There is a lot we need to clean up and the City (John Day) still needs to hear from us and what we are doing. We also have documents we need to archive and ensure they are available for future records requests. Becker said he isn't sure how cleaned up the building in John Day is and pending grants with the Ford Family Foundation. Becker's thoughts are we are still six months out from being done and we still need to slow-roll this so the City and Court can talk amongst themselves. Walker asked for clarification on what the six-month timeframe entails. He said he's basing it off the ongoing conversations but little actual progress that has been made towards the transition planning. Green clarified that dissolution is the responsibility of the founding parties, not the board. The default position is that if the founding parties do not reach agreement, the assets within each jurisdiction remain with those jurisdictions. Walker asked for clarification that the founders would then need to discuss how they want to transition these assets and would need to agree with the dissolution approach. If ESD concurs with the approach, they would need to be named as a beneficiary for the agreement with Rally (Oregon Telephone) for the points-of-presence and 1 Gbps connections.

Walker asked Mayor Rookstool if she has any comments. She said Nick and she spoke earlier today and that the John Day city council would like to get the Seneca building off their books. They have discussed several times why they own a building in Seneca. As far as the impact on John Day, she feels they have been the only one that has done any of the bill paying and manpower/grant administration, so she is certain council would be supportive of the approach outlined here. She didn't get a lot of communication during the transition over the last nine months but she said she'd be willing to bring this to the council meeting on Tuesday and can let you know what they decide. She asked who is going to do the transition work, if that falls on John Day or the coalition. Green said he is willing to facilitate the transition process, he just doesn't want to charge a monthly rate for a managing director when the coalition as a whole doesn't need it. There is \$20,000 remaining on his contract and he can charge for his time to help with the transition, but if the board supports this approach, he would not be charging time for managing the coalition under a new contract.

Walker said if we were to do this, he would like to see a plan of attack. Green said he thinks the next step is to have the City's attorney, Jeremy Green, outline a path to dissolve the agency, dispose of the assets, and ensure the coalition is appropriately dissolved with the Oregon Secretary of State. Becker said he would need to go back to the county for concurrence and couldn't vote on this tonight. Rookstool agreed, she would need to coordinate with her council, but if there is a consensus from the board to proceed that can get the process started. She invited any of the board members present to attend the council meeting on Tuesday. She felt R3 is a perfect solution to helping facilitate this outcome. Walker said he doesn't think it requires a motion at this time, because we need more information, but we would need to proceed with that process.

Green said if the legislature proceeds as they did last year, the Department of Administrative Services will have funds transferred to R3 by mid-August. If the County, John Day, and Seneca discussed the process over the next 2-3 weeks, they could then take all of July and August to create the appropriate documentation. Green said his role would be to coordinate the dissolution process, and ensuring the current grants in process are awarded to the receiving entities for the assets. He said the granting

agencies are more interested in the projects than who receives the funds, so he doesn't anticipate issues with changing the receiving entity if that's needed.

Green suggested a 90-day plan to be reviewed with the attorney and the founding parties that would outline the steps toward dissolution, the roles and responsibilities of each party, etc.

**(6:52 PM) Becker made a motion to extend Green's contract at his hourly rate to create a 90-day transition plan with the City's attorney, and bring that plan back to the parties for further discussion. Porter seconded and the motion passed unanimously.**

**Agenda Item No. 6—Other Business (6:54 PM)**

**Catalyst Invoices for Approval.** Green submitted a summary of invoices. Invoice 67 for May 2023 was paid this week but requires board approval for the minutes. Invoice XX (number pending) will be the final invoice for June 2023 for \$2,750. Future invoices will be billed hourly based on time committed and transition planning for final grant administration.

**(6:57 PM) Co-chair Becker moved to approve Catalyst's invoices as submitted and described. Porter seconded and the motion passed unanimously.**

The board discussed records archives and agreed to have John Day's staff archive the video records from GotoMeeting so they are retained. Though not required, they may be useful in the future.

**The meeting was adjourned by common consent at 7:02 PM.**



Rick Hanners

518 SE Hillcrest Road

John Day OR 97845

June 4, 2023

On Sunday morning, June 4, I was descending the embankment on the south side of the pedestrian bridge at Hill Family Park in John Day when a side-by-side ATV carrying a young couple and their infant baby drove through the parking lot, rounded the restroom and proceeded up toward the bridge. I stood in front and waved them to stop.

I told the man who was driving that he couldn't drive his ATV on the city trail or over the bridge, but he said he worked for the Parks And Rec Department at the Seventh Street Sports Complex, a point he repeated as if that authorized his actions. I didn't actually know the city law on this subject, and I'm not a policeman, so I stepped aside and muttered that it didn't seem right.

This is the first four-wheeled motor vehicle operated by someone in the public that I've seen on the city's river trail system in the four years or so since I started regularly walking the trails. I've seen electric bikes and some kind of electric skateboard. This particular incident got me to thinking about potential problems.

- 1) If it's OK with the city for four-wheeled motor vehicles to use the city trail system, and it's only one ATV in four years, once word gets out could it be five or ten per day during summertime?
- 2) If it's OK and no speed limit is posted, what's to stop these vehicles from going 20 or 25 mph?
- 3) If it's OK, what will be the impact on the trails, particularly preventing the soft edges of the blacktop from breaking off, but also erosion of gravel trails?
- 4) If it's OK, what are the chances of a motor vehicle one day hitting another motor vehicle, a pedestrian, a baby stroller, bicyclists including those on training wheels, or a dog? Line of sight is generally good on the river trail, but higher speeds and distracted drivers could be a problem.
- 5) If it's OK, what's that mean for the walkers, joggers, bicyclists and people with dogs who expect to comfortably travel on a trail without four-wheeled motor vehicles?
- 6) If it's not OK for four-wheeled motor vehicles to use the city trail system, shouldn't there be signs posted stating that fact at all the various entry points?

## Stephenie Allen

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**From:** Baker County Heating & Cooling LLC <noreply+7604@servicetitan.com>  
**Sent:** Wednesday, June 7, 2023 12:03 PM  
**To:** City of John Day  
**Subject:** Your Repair Quote from Grant County Heating & Cooling LLC  
**Attachments:** Invoice #31145185.pdf

Hello,

As per our conversation this morning, here is the estimate to recharge the failing unit. Please understand that this does not repair the system because there is a leak in the system of an unknown size. The system will lose charge over time, and it is unknown how long the charge will sustain the unit. Thank you.

If you have any questions regarding this quote or would like to book future services, please give our office a call at (541) 620-7246!

Sincerely,  
Rain at Grant County Heating & Cooling LLC

# GRANT COUNTY HEATING & COOLING LLC

Grant County Heating & Cooling LLC

Invoice 31145185  
Invoice Date 6/2/2023  
Completed Date 6/2/2023  
Customer PO  
Payment Term Net 30  
Due Date 7/2/2023

**Billing Address**  
City Hall of John Day  
450 East Main Street  
John Day, OR 97845 USA

**Job Address**  
City Hall of John Day  
450 East Main Street  
John Day, OR 97845 USA

## Description of Work

Technician found unit low on refrigerant (R22). Technician recommends replacement of system due to repair cost being half if not more than replacement cost. Customer wants quote for both repairs and replacement.

Task #	Description	Quantity	Your Price	Your Total
GC-Ser20	Per hour single worker commercial labor.	2.00	\$110.00	\$220.00
GC-Ser2 (1)	A service pro will come to your home to diagnose your Air Conditioner problem and/or maintenance you system.	1.00	\$149.00	\$149.00

## Materials

Material	Description	Quantity	Your Price	Your Total
FRE R22 (1)	Being phased out globally. Operates with higher system pressures but low compressor displacement. Popular in residential, commercial and industrial applications.	12.00	\$212.00	\$2,544.00

Potential Savings \$0.00

Sub-Total \$2,913.00

Tax \$0.00

Total Due \$2,913.00

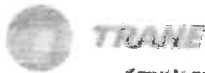
Balance Due \$2,913.00

Thank you for choosing Grant County Heating & Cooling LLC

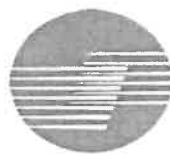
# GRANT COUNTY HEATING & COOLING LLC

Furnaces • Air Conditioning • Heat Pumps  
Mini Splits • Tankless Water Heaters • Fireplaces  
**541-620-7246**

Steven Harmon  
CCB# 201228



741 West Main Street  
John Day, OR 97845  
grantcountyheating@icloud.com



## TRANE

*It's Hard To Stop A Trane.*

**KB NAVIEN**  
The Leader in Condensing Technology



John Day City Hall 450 East Main Street John Day, OR 97845	Project Address: Same
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We hereby Propose to furnish the materials and perform the labor necessary for the completion of:

*Install new Trane, model TPH 4WCC4036E1000A, 14 seer, 36K BTU, heat pump, package unit. Install new unit in existing unit location. Connect to existing electrical, low voltage, ductwork, and thermostat. Install new filter rack and filter access door on new unit.*

*Crain is needed to remove old unit and lift new unit into place.*

*Electrician may be needed to upgrade power to new unit and is NOT included in this bid.*

Permits & Inspections Provided by: Baker County Heating & Cooling, LLC

All material is guaranteed to be as specified, and the above work to be performed in accordance with any drawings and specifications for the above work and completed in a suitable workmanlike manner for the sum of:

**FIFTEEN THOUSAND EIGHT HUNDRED SEVENTYFOUR DOLLARS and 00/100. \$15,874.00**

***With Terms Payable as follows:* 75% due before ordering materials with the remainder due upon completion**

*Any alterations or deviations from included specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry any necessary insurance for property upon the above work. Baker County Heating & Cooling LLC will carry Workman's Compensation and Public Liability on above work.*

**Respectfully Submitted By:** Steven Harmon

**Date:** 6-13-23

This proposal may be rescinded if not accepted within 30 days.

### \*\*\*ACCEPTANCE OF PROPOSAL\*\*\*

*The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing this proposal acknowledges receipt of all required notices for residential and construction projects. To view all notices visit [www.oregon.gov/ccb](http://www.oregon.gov/ccb).*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

B.B. Smith Heating & A/C LLC

225 West Railroad Ave  
Burns, OR 97720  
(541)573-7634  
CCB #157885

# Quote

DATE	Quote NO.
6/16/2023	399

NAME / ADDRESS
City Of John Day

P.O. NO.	PROJECT

QTY	DESCRIPTION	COST	TOTAL
1	Cost to install Samsung Ductless mini Split with 1) 18,000 Btu/H head in main office with 2) 9000 btu/h heads in smaller offices Cost does not include electrical modification needed for operation of the units.	10,850.00	10,850.00
		<b>TOTAL</b>	<b>\$10,850.00</b>

Due to constant changes in cost of materials prices may be subject to change after 30 days.  
SIGNATURE \_\_\_\_\_