



CITY OF
JOHN DAY

CITY COUNCIL MEETING AGENDA
Tuesday February 27, 2024, 6:30 pm
John Day Fire Station
316 S Canyon Blvd, John Day, OR 97845
(541)575-0028 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. Zoom Meeting participants should use the "raise your hand" feature during these times to alert the moderator that they would like to speak.

Join Zoom Meeting

<https://zoom.us/j/9032715299?pwd=ZnBjOE9RM2tVNHA0NGlQakNLa0s5Zz09&omn=93439655295>

Meeting ID: 903 271 5299

Passcode: 776959

1. Call John Day City Council Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Amend or Accept Regular Agenda

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

Public Comments are an opportunity to present information or speak on an issue that is not on the agenda. Comments are limited to 3 minutes for each person. Visitors may state their comments and should not expect the council to engage in back and forth dialogue regarding the comment, council may either choose to add it to a follow up meeting or direct City Manager to follow up with the speaker.

6. 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.

- a. Accounts Payable through February 21, 2024

7. Presentation by Clarks Disposal regarding new automation
8. Approval of Contract with Rueben Law Enforcement Consulting for full audit and inventory of the City of John Day's former police department evidence room.
9. WWTP grant funding update; Nick Ducote

10. City of John Day financial update; Rob Gaslin
11. Discussion regarding cancellation of March 12, 2024 Council Meeting; Council President
12. City Manager Comments
13. Mayor and Council Comments
14. Adjournment: Next Meeting ?

City of John Day
 Check/Voucher Register - CHECK REGISTER
 From 2/21/2024 Through 2/22/2024

<u>Effective Date</u>	<u>Document Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>
2/22/2024	74375	ED STAUB & SONS PROPANE	1,337.60
2/22/2024	74376	ACS - ADVANCED CONTROL...	415.00
2/22/2024	74377	GOLDSTAR PRODUCTS INC.	522.69
2/22/2024	74378	GRANT COUNTY CLERK	2,737.37
2/22/2024	74379	GRANT ESD	863.86
2/22/2024	74380	John Day Polaris	299.44
2/22/2024	74381	TRIANGLE OIL	844.73
2/22/2024	74382	OREGON DEQ	8,638.00
2/22/2024	74385	OREGON TRAIL ELECTRIC C...	8,082.27
2/22/2024	74386	TEC COPIER SYSTEMS LLC	83.81
2/22/2024	74387	TIDEWATER CONTRACTORS...	76,820.65
2/22/2024	74388	UTILITY TRAILER SALES OF...	446.41
2/22/2024	74389	VERIZON	192.40
2/22/2024	74390	CASCADE FIRE EQUIPMENT ...	5,572.92
2/22/2024	74391	CLARK'S DISPOSAL	145.13
2/22/2024	74392	ALPINE ALARM	150.00
2/22/2024	74393	AMAZON CAPITAL SERVICE...	320.76
2/22/2024	74394	Baker County Pest Control LLC	185.00
2/22/2024	74395	CITYCOUNTY INSURANCE S...	1,268.69
2/22/2024	74396	CwM-H20, LLC	455.00
2/22/2024	74397	EO MEDIA GROUP	62.50
2/22/2024	74398	GRANT COUNTY FAIR	200.00
2/22/2024	74399	PECK RUBANOFF & HATFIEL...	1,291.50
2/22/2024	74400	WASTE-PRO ACCU-SHRED	254.00
Report Total			111,189.73

CITY OF JOHN DAY
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: February 27, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: February 20, 2024		Dept.: City Manager's Office	
SUBJECT: Approval of contract with Rueben Law Enforcement Consulting LLC.		Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov (541) 575 - 0028	

SUBJECT: Request for approval of contract to allow a full audit and inventory of the evidence room from the former John Day Police Department.

BACKGROUND:

On October 12, 2021 the City Council passed Resolution 21-869-17 to suspend operations of the John Day Police Department as of October 31, 2021. Since the closure, evidence room items have remained in the possession of John Day. In order to properly move the evidence to the custody of Grant County, the City is required to have a third-party inventory and audit conducted. The City's insurance carrier; CIS recommended several third-party consultants and Rueben Law Enforcement Consulting, LLC was the only available consultant. The work is slated to start in April and be completed by May 15th.

FINANCIAL IMPACT:

The City has received an award of \$5,000 from CIS to complete the inventory and audit. Additional costs if any should be minimal.

ATTACHMENTS:

1. Rueben Law Enforcement Consulting LLC Contract for Services
2. Award Letter from CIS for \$5,000.

Rueben Law Enforcement Consulting
5606 NW Fair Oaks Drive
Corvallis, OR 97330

CONSULTING SERVICES AGREEMENT

This Agreement is entered into on and dated _____, 2024, by and between RUEBEN LAW ENFORCEMENT CONSULTING, herein referred to as (RLEC), and the City of John Day, located at 450 East Main Street, John Day, Oregon, herein referred to as (CLIENT).

PROFESSIONAL SERVICES SUMMARY AND SCOPE OF WORK:

CLIENT retains RLEC to provide professional services specifically explained below. CLIENT agrees to pay all fees and costs hereinafter incurred because of these services. As such, CLIENT agrees that RLEC is empowered to perform said services for and on behalf of CLIENT, and to do all things necessary, appropriate, or advisable in performing said services for and in the best interests of CLIENT. The parties hereby agree that the following services have been requested by CLIENT under this Agreement and will be provided by RLEC, but that the actual time and method of the following services are conducted shall be left to the sole discretion of the RLEC.

DETAILED SCOPE OF WORK

Melissa Bethel, the City Manager for the City of John Day, has formally requested a full audit and inventory of the City of John Day's former police department evidence room. It is the understanding of RLEC that the John Day police department was disbanded in 2022, and the evidence room was essentially left unattended. Melissa Bethel has not entered the evidence room since starting her employment and is unsure of the number of evidence items that are currently stored in the room. It appears from recent interviews of employees that the room also contains log-books of evidence currently and formally stored in the room, but evidence records were never stored on a computer system.

Based on this information, RLEC will conduct an inventory of the John Day Police Department's evidence room. This inventory will be comprised of an examination of all items in the room, including routine evidence items, and "high risk" items including controlled substances, guns, cash and jewelry. The items currently in the room will be compared to the evidence log-books.

RLEC will compile a digital log of all evidence currently in the John Day Police Department evidence room.

At the completion of the physical inventory, RLEC will provide the CLIENT with a written report, outlining all RLEC actions during the inventory process, along with recommendations for future storage and/or destruction of current evidence items.

With the approval of the City Manager, RLEC will assist with the transfer of all evidence items located in the evidence room to representatives of the Grant County Sheriff's Department.

In the event that evidence items appear to be missing (e.g. noted in the log-books, but not found in the evidence room) RLEC will not conduct an investigation into the current location of those items. All discrepancies between the evidence log-books and the physical evidence on hand will be listed in the final report.

RATES

The hourly rate for work performed/surveillance is billed at **\$150.00** per hour, with a (3) three-hour minimum per day fee. Travel time is billed at **\$75.00** per hour. Hourly billing will start and end at Corvallis, Oregon 97330. RLEC will forward CLIENT statements and/or invoices listing in detail all time and expenses incurred during service rendered. CLIENT agrees to compensate RLEC at the agreed upon rates for any court appearances or depositions prior to or after the completion of the services rendered, whether under order of subpoena or not and regardless of the party requesting the appearance. If courtroom testimony or deposition regarding this matter or any matter related to this project is required, the fee will be **\$150.00** per hour, with a (5) five-hour minimum per day fee.

EXPENSES

CLIENT recognizes that RLEC will likely incur expenses directly associated with conducting said services rendered. As such, CLIENT shall be responsible for all reasonable expenses, including, but not limited to mileage, (\$0.65 per mile) tolls, parking, overnight accommodations, meals*, admission fees, videotapes, CD's, DVD's, photographic film and processing, long distance telephone charges, public/private transportation, confidential source fees, or any unforeseen expenses necessary to acquire information as requested by CLIENT. Mileage shall be invoiced at the rate of \$0.65/mile starting from the RLEC place of business. *Daily per-diem for food on overnight assignments is \$65.00.

CANCELLATION

CLIENT must provide RLEC with a minimum **Twenty-four (24) hour notice** in case of any cancellation of scheduled activity.

PAYMENT

RLEC will bill CLIENT at the conclusion of services rendered and any expenses incurred during the project. Payment is due in full at completion of work, within 15 days of receipt of invoice. Checks can be made payable and mailed to: Rueben Law Enforcement Consulting, 5606 NW Fair Oaks Drive Corvallis, OR 97330

DISCLAIMER

CLIENT expressly acknowledges that RLEC'S fees for services are NOT contingent on the outcome or results of the above referenced services rendered. **RLEC MAKES NO WARRANTIES OR GUARANTEES OF ANY KIND, EXPRESS OR IMPLIED, ABOUT THE RESULTS OF THIS INVENTORY AND/OR SERVICES RENDERED.** No illegal or unethical services will be knowingly provided by RLEC and CLIENT certifies that she is not knowingly requesting any illegal services. RLEC reserves the right to decline or terminate without advance notice any assignment it deems to be illegal or unethical or in RLEC's sole opinion detrimental to RLEC. RLEC will perform services in compliance with all state and federal laws, regulations, and best practices.

REPORTS

RLEC will generate a written report of the services provided in a timely manner at the completion of the services rendered. Every reasonable effort will be made to ensure that the quality of the information will be accurate. Reports may also include photographs and videotapes.

Original notes or documents considered "work product" will not be released and remain the property of RLEC. Only the written final report is released to the CLIENT.

CLIENT MISREPRESENTATION

CLIENT attests that they have not misrepresented themselves, their company, organization, or purpose for requesting the services that RLEC provides. CLIENT understands that misrepresentation in this agreement, in RLEC's sole opinion, may result in civil and criminal action against the CLIENT and/or their organization as well as all monies paid to be forfeited. RLEC reserves the right to refuse service to the CLIENT for any issue of security, safety, unlawful, unethical, or immoral reasons. CLIENT agrees to and shall indemnify and save harmless RLEC, its employees and agent(s) from damages, losses, cost, and expenses, including any attorney or legal fees, suffered/incurred in connection with or arising out of claims based on services provided to CLIENT. This also includes any civil or criminal actions, claims, third party claims, lawsuits, disciplinary actions, or any losses alleged to be caused by RLEC resulting from any activity performed by either CLIENT or RLEC.



citycounty insurance services
cisoregon.org

February 14, 2024

City of John Day
450 E. Main Street
John Day, OR 97845

RE: **CIS Public Safety Grant Award Notification – Evidence Audit/Inventory**

Dear City Manager Melissa Bethel,

On behalf of CIS, I would like to congratulate the City of John Day on being awarded a CIS Public Safety Grant for Fiscal Year 2023-2024. This grant has been awarded for the purpose of an independent, comprehensive audit/inventory of your now disbanded police department's evidence room.

The total grant amount being awarded is **\$5,000.00** and does not require matching funds. These funds are to be used to help offset the total project cost of an estimated \$5,000.00. This grant is a one-time award for this project. No other grant funds from CIS can be awarded in subsequent years to the City of John Day towards this specific project.

Please forward a copy of the paid invoice, including a copy of a cleared check to Joleen Wallace at jwallace@cisoregon.org as well as myself at dbrown@cisoregon.org so we can process your reimbursement. Please remember, all paid invoices must be received by **May 15, 2024** or your awarded grant funds will be forfeited. If you have any questions, please do not hesitate to contact me.

Sincerely,

Daniel Brown, MPA
Law Enforcement Risk Management Consultant

CC: Jeremy Green, City Attorney for the City of John Day
Mark Jennings, CIS Director of Risk Management
Joleen Wallace, CIS Administrative Support Manager
Lisa Masters, CIS Senior Risk Management Consultant

CLAIMS OFFICE • PO Box 1469, Lake Oswego, OR 97035 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 503-763-3901

A membership service of:



To: Melissa Bethal, John Day City Manager
From: Nick Ducote, Ducote Consulting
Re: FY2025 Congressionally Directed Spending/Community Initiated Project Memo
Date: February 23, 2024

Request

The City of John Day has submitted a request for \$3,000,000 from the EPA Clean Water Revolving Loan Fund account. This request would be 85-100% grant, depending on waivers and applicability. Staff may ask us to reduce our request amount.

The City also submitted a funding request to DEQ through the Clean Water State Revolving Loan Fund in December 2023 for \$4,000,000. These two requests are the City's best chance for additional grants outside of the USDA funding package that will be finalized in 2024. It is possible to combine State Revolving Fund money with EPA/federal Revolving Fund money on the same project.

Process Explanation

Congressionally Directed Spending/Community Initiated Projects are a mechanism for local communities, districts, other public entities, and some non-profits to request grants to be appropriated directly from the US federal budget. The current intake process is for projects that would potentially be included in FY 2025's budget.

In order to end up included in the federal budget, this request has to go through a number of steps:

1. The request is reviewed by local staff for Senators Merkley and Wyden, and then by DC and other state staff. They ask follow-up questions, get more information, may ask for a decrease in the ask amount.
2. If selected for advocacy by Oregon's two senators, the project is then horse traded with every other state's project requests at the sub-committee and committee level.
3. If the project makes it into a bill at the sub-committee level, it then has to pass the full committee. Once it passes committee, it must be adopted by the House of Representatives and the US Senate. Then signed by the President.
4. Once the President signs the bill, with your project included, then your project **will** be funded, but it can take another 6-9 months. The agency that is handling your project – in this case it will be EPA – will have to write and adopt their FY Community Projects rules, assign staff, and send you preliminary documents.
5. Once the agency is ready to accept documents, you have to complete a full grant application with budgets and descriptions. EPA staff reviews and reconciles that paperwork with project realities and grant rules.
6. After what can take several months, your grant application is eventually accepted and the agency finalizes the grant contract and you can start drawing down the grant.



This process can take 12-24 months from when we submit the request. An important note, this is an entirely political process. The federal budget is often a political football thrown around, delayed, and Continuing Resolutions are used to fund the federal government in the absence of adopting the new FY's budget. If the FY 2024 budget is never passed, I'm not sure how the staff would handle all those requests going into FY 2025.



Fiscal Year 2025 Community Initiated Project (CIP) Appropriations Request

Form (John Day Wastewater Treatment Plant)

Name & Contact Info	Mailing Address	Permanent Address
Melissa Bethel Work: 5415750028 ex 4224 bethelm@grantcounty-or.gov	450 E Main St John Day OR 97845-1238	450 E Main St John Day OR 97845-1238

* indicates a required field.

Section 1. Organization Information

These questions refer to the organization/government entity that is requesting the funds.

1. Recipient Organization *

This should be the name of the organization that would apply for the grant with a federal agency to receive funds, if awarded.

City of John Day

2. Tax Identification Number (EIN) *

A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. Please format as XX-XXXXXXX.

93-6002192

3. Organization's Mailing Address *

Please include the requesting organization's mailing address. For example, 121 SW Salmon Street., Ste. 1400, Portland, OR 97204

450 East Main Street John Day, Oregon 97845

4. Contact's Name at Organization *

This should be the name of the person that either Senate office or federal agency staff can contact with questions or to notify of the award, if awarded.

City Manager Melissa Bethel

5. Contact's Email *

bethelm@grantcounty-or.gov

6. Contact's Phone *

5415750028

Section 2. Project Overview

The questions in this section concern the project that your organization is seeking funding for.

1. Title of Project *

Please provide a brief title to identify your request by. This should be how the project would appear in the bill or in a grant application. For example, HWY 101 Bridge Repair.

John Day Wastewater Treatment Plant Project

2. What is the amount of funding being requested? *

Number, not in thousands. No commas, decimals or numbers with leading zeros. For example if you want to request two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

3000000

3. Please describe your project in one sentence. *

Please frame this brief, short description (30 words or less) as: "Funds will be used to..."

You will be asked to provide a more detailed description later in this application. This brief sentence should be generalized and emphasize the ultimate goal for this project.

To construct a new wastewater treatment plant outside of the floodplain that will bring the City's utility into compliance with regulations and revitalize the economy through creative water reuse.

4. Subcommittee *

More information about which agencies fall under each subcommittee can be found [here](#).

Interior, Environment, and Related Agencies (Interior)

5. Account *

The accounts listed are the **anticipated Fiscal Year 2025 accounts**. CDS accounts are subject to change pending final instructions/guidance from the Senate Appropriations Committee for the Fiscal Year 2025 appropriations process. The Senators staff will provide updates of any changes.

Only specific accounts are eligible to receive congressionally-directed spending items.

If you are interested in submitting an request for a military construction, please discuss them with the Senators' staffs prior to submission.

Accounts with a cost-share are denoted with an asterisk (*). Specific information about the details of the cost-share can be found in the committee's guidance documents.

Interior - EPA, STAG, Clean Water SRF*

6. Please provide a description of the project. *

Please include a description of the project or activity you are requesting funds for. It should not be the name of an existing program, project, or activity, but rather a description unique to your project request.

This description should provide a brief summary (250 words or less) of the project including its purpose, goals, history, current status, and a justification for the project (i.e., why funding is in the interest of taxpayers). The justification should also state what performance standards will be used to measure whether this project has achieved its objectives. This description must be complete on its own and may not simply incorporate supporting materials by reference. You may make a longer case for your project in the supplemental materials.

The purpose of the City's wastewater system improvement project is to maintain the system's compliance with the Clean Water Act (CWA) and Oregon Department of Environmental Quality (DEQ) rules and regulations regarding wastewater systems. DEQ has recently approved the permit pathway for the planned new WWTF after over a decade of being without a permit. The existing wastewater treatment facility is well past its useful life and in need of a complete replacement. Relocating the facility to its new location will place it outside of the FEMA 100-year floodplain, as updated through a FEMA Letter of Map Revision effective October 17, 2019. The proposed project will construct a new WWTP outside of the floodplain and will include at least Class B effluent. This project is essential to ensure human health and safety for residents within the City of John Day as well as complying with environmental regulations and CWA standards.

This treatment plant, originally constructed in 1949, serves both the communities of John Day and Canyon City, Oregon. Both communities are majority low-income, rural towns in Eastern Oregon. They are the center of the 20th century dredge mining operations that environmentally devastated the John Day River Valley. The proposed WWTF project not only brings the City's utility into compliance, but it also provides innovative opportunities to maximize the value of the reclaimed water. This sort of long-term business model creates a value-add piece of infrastructure that reaches beyond a simple WWTF.

7. What is the total cost of the project? *

This number is used to calculate any potential cost-shares.

Use a whole number, not an amount in thousands. No commas, decimals or numbers with leading zeros. For example, if the total project cost is two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

19850000

8. Do you have the ability to meet the applicable matching or non-federal cost-share requirements? *

Not every account requires a local match. Please consult the guidance document.

Yes

9. How much funding from non-federal sources can you provide as a match for this project? *

The purpose of this question is to assess whether or not the project can meet potential cost-share requirements. Not every account requires a cost-share. Please consult the guidance document.

Number, not in thousands. No commas, decimals or numbers with leading zeros. For example if the total project cost is two-hundred twenty-million, three hundred thousand dollars you would put 220300000.

5000000

10. Please provide a short summary of the budget for this project.

Please provide one or two sentences about where funds for the project will be coming from and, specifically, what the funds requested for in this project will be used for. This serves as a summary for your full budget document, which must be uploaded with this application. Please be specific when describing the activities and expenditures.

For example: This project will be funded with \$XX state grant funding, \$XX from private donations, and \$XX from this funding request. The funding requested will be used on \$XX for salaries, \$XX for programming, and \$XX for equipment.

Project estimated total: \$19,850,000

\$2,500,000 - State Administered HUD-CDBG (awarded). Being used for Final Design and Package Plant procurement.

\$2,500,000 - Oregon State Water/Wastewater Financing Program (awarded). Being used for Final Design and Package Plant procurement.

\$7,850,000 - USDA-WEP (request pending). Will be used for construction and package plant procurement.

\$4,000,000 - DEQ-CWSRF (state administered, pending). Will be used for construction.

\$3,000,000 - This CIP/CDS request. Will be used for construction.

11. What is the primary purpose of the requested funding? *

Construction,

12. If applicable, please include a link to the project website.

NOTE: For THUD projects, a project website is **required**.

<https://www.cityofjohnday.com/planning/page/new-wastewater-treatment-plant>

13. Project Location (City): *

Please indicate the closest city to the project. If the project has multiple locations, please put the city of the recipient organization for the purposes of complying with disclosure rules.

City of John Day

14. Project Location (s) (County): *

Please put the name of the county that the project occurs within. If multiple counties, please list the county where the recipient organization is located. The project city and county must match.

Grant

15. What area or areas are served by this project? *

Please include a description of the areas served if different than the project location. For example, you might list multiple cities or counties where the project will be active.

City of John Day and City of Canyon City

16. Can grantee begin spending the requested funding within 12 months of the award? *

Yes

17. If funds were awarded, when would project activities occur? *

The purpose of this question is to determine whether or not funds would likely be available prior to when projects plan to begin and to ensure that project activities will be completed during the window funds are available. For a construction project, it would be the start and end dates of construction. For a research or service project, it would be the beginning and end of the research or service activities.

04/01/25 to 12/31/2026

18. What is the status of the required planning and environmental review work? *

CDS funding is a type of federal funding and normal rules for the use of federal funding apply. The purpose of this question is to ensure that the applicant understands these requirements and is able to meet them. For planning purposes, construction should not begin until the environmental review work is complete.

Complete

19. Given that these awards are not a recurring or permanent source of funding, what is the grantee's plan to sustain the work long-term? *

The capital construction will be a one-time expense. On-going operational expenses will be paid for with user rates, revenues from the sale of reclaimed water, and

20. Is the amount requested scalable to a lower amount? *

Yes

20.1 If so, what is the minimum amount?

1000000

20.2 If so, what would the minimum amount cover?

The funding is very flexible and scalable. The City has three different financing agencies - DEQ, Business Oregon, and USDA - where additional funds can be requested if grants like this are not successful.

21. If you are submitting multiple projects, please rank this request in order of priority. *

If you are only submitting one project, put "1"

1

Section 3. Account or Bill Specific Questions

The Senate Appropriations Committee requires different specific information between the different subcommittees and for some accounts within an agency or subcommittee. Please answer the questions in this section that are relevant to the project that you are requesting funding for.

1. If you are applying for transportation funding, projects must be on the State Transportation Infrastructure Plan (STIP) or applicants must have an eligibility letter from the Oregon Department of Transportation (ODOT). Do you meet these requirements? *

No, I am not applying for a transportation project

2. If you are applying for transportation funding, please include the link to the relevant transportation planning document. *

This could include the Statewide Transportation Improvement Plan, the Transportation Improvement Plan, and Statewide Rail Plan, or the relevant Airport master plan.

N/A

3. If you are applying for State and Private forestry funding, how does this project contribute to the state's Forest Action Plan? *

If you are not applying for State and Private forestry funding, please put N/A

N/A

4. If you are applying for State and Private Forestry funding, describe how this project will conserve and steward working forests/open space, protect forest health from insects and disease, meet urban and community forestry goals, create opportunities. *

If you are not applying for SPF funding, write N/A

N/A

5. If applying for Historic Preservation Fund funding, is the property listed, at the appropriate level, for the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district? *

No

6. If you are applying for Economic Development Initiative funding, explain how the project is included or complements planned or current projects within the HUD five year Consolidated Plan or Annual Action Plan? *

N/A

7. If you are applying for Economic Development Initiative funding, please provide a link to the relevant HUD five year Consolidated Plan or Annual Action Plan. *

N/A

8. If you are applying for Economic Development Initiative funding, which of the National Objectives of the broader Community Development Block Grant program does the project meet? *

No answer.

9. For projects applying for Economic Development Initiatives funding, explain how the projects meets one or more of the National Objective(s). *

This should be a short and generalized one-sentence description.

N/A

10.If you are applying for EPA Water or Wasterwater Infrastructure funding, only projects that meet the eligibility requirements for the Drinking Water and Clean Water State Revolving Funds are eligible. Do you meet these requirements? *

Yes, I have uploaded the required eligibility letter from the state agency

11.If you are applying for EPA Water or Wasterwater Infrastructure funding, is the project on the state's most recent finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan? *

Yes

12.For projects applying for Indian Health Service Sanitation Facilities Construction funding, is the project on the IHS Sanitation Deficiency Systems list? *

No

13.For projects applying for Indian Health Service (IHS) Sanitation Facilities Construction funding, is the project eligible under the Criteria for the Sanitation Facilities Construction Program? *

No

14.If you are applying for funding from the Army Corps or Bureau of Reclamation, has the project been funded in a prior fiscal year? *

Before you finalize your request please ensure that you verify with the appropriate local Corps of Engineers or Bureau of Reclamation office that the project or program you are requesting has been funded in a prior fiscal year.

No

Section 4. Additional Information

The questions in this section will help our offices coordinate with other Congressional Offices on requests.

1. Have you submitted this project for funding with another Congressional Office? *

No

1.1 If yes, which office(s)?

Please note: Rep. Bentz (OR-02) is not included below because his office does not participate in this process.

No answer.

2. Has this project received funding via a CIP award in previous years? *

This question does not refer to any other federal awards or competitive grants that your organization may have applied for.

Community Initiated Project (CIP) award refers to an award in the House or in the Senate via Congressionally Directed Spending or Community Project funding.

No

2.1 If yes, which year?

No answer.

2.2 How are the intended uses of these funds different from previous awards?

No answer.

3. Have you submitted this project for other funding opportunities? *

This is distinct from whether or not the proposed project has matching funds.

Yes

3.1 If so, where else have you submitted this project for funding?

State funds, Federal competitive grant,

City of John Day: WWTF Construction Budget

Costs	Amount	Status of Phase	Comments and/or Details
Ground/Surface Water Monitoring	\$ 300,000	Will begin in Q1 2024, annual \$100,000 cost for 3 years	This work is already beginning under the supervision of CwM-H20
Grant Admin, Legal, Permits, Labor Compliance, Proj. Mng., Bond Counsel, Training, Initial Ops, Interim Loan Interest	\$ 750,000	Ongoing	Ducote Consulting is the City's Grant Administrator, Environmental Reviewer, and Labor Standards compliance consultant. Bryant, Lovelin, Jarvis is our City Attorney
PER/Final Design Engineering	\$ 3,200,000	PER is completed, Final Design is starting in earnest in 2024	Flagline Engineering is providing Final Design/Construction Admin support.
Construction Admin/Inspections/Engineering	\$ 1,000,000	Will begin at the bidding stage pre-construction	
Construction of the WWTP and System Upgrades	\$ 5,500,000	Planned for 2025-2026	A prime contractor will be procured after the plans are 100% completed and the package treatment plant is finished.
Package Treatment Plant & Installation	\$ 7,600,000	Will be procured and built off-site in 2024-2025	This "engine" of the treatment plant is proprietary based on a competitive selection at 30% Final Design, built off-site, and will be delivered to the project site prior to construction.
Construction Contingency	\$ 1,500,000		
Total Cost	\$ 19,850,000		

Funding	Amount	Status of Funding	Comments and/or Details
<i>Funding, HOME funding, federal tax credits, etc.)</i>			
USDA-WEP	\$ 7,850,000	Applied for, waiting on final Environmental Clearance to proceed	USDA-WEP will fund starting at Package Treatment Plant procurement through the end of construction.
<i>Local or State Government Funding (eg: bond votes, tax credits, etc.)</i>			
HUD-CDBG (State administered) Program	\$ 2,500,000	Awarded, committed	HUD-CDBG is funding Final Design activities & Package Plant
	\$ 2,500,000	Awarded, committed	W/WW is funding Final Design, environmental, & Package Plant
DEQ-CWSRF (BIL)	\$ 4,000,000	Applied for, pending inclusion on Intended Use Plan	Will be earmarked for use in construction activities only.

Congressionally Directed Spending		
Request for Fiscal Year 2023	\$ 3,000,000	Will be earmarked for use in construction activities only.
Total Funding	\$ 19,850,000	



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: February 27, 2024			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>
Date Prepared: 2/22/2024		Dept.: City Manager's Office	
SUBJECT: Expenditure Budget		Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov 541 575 0028 ex 4224	

SUBJECT: Budget to actual review

BACKGROUND: The City's accounting department completely turned over on or before August 22nd, 2023. The City hired Gaslin Accounting CPAs PC to assist with certain accounting functions, however, due to inadequate City staffing significant delays occurred in bringing the City's accounting records to a point where they were sufficiently accurate to present to council. The focus of those involved in the City's accounting function were to maintain operations, specifically, keep the bills and payroll being paid. Revenue recording and non-utility billing functions were placed at a lower priority in order to keep the city functioning. This directive was given by the then acting city manager. The City is still not properly staffed in the accounting function.

The accompanying document presents the City's expenditures on their appropriation level summary. This is important as providing line item detail would likely overwhelm all who try to use the document and because the legal authority to expend City funds is limited at the appropriation level. Revenues are not presented at this time as City staff needs additional time to ensure that the information being presented for revenues is reasonably accurate. The actual expenditures presented may require some modifications and reclassifications before they are final, but we believe that the information presented is reasonably accurate, though we must remind council that these are unaudited amounts and no assurance is provided.

As this is the first budget to actual report that has been presented to Council in some time, it is important to remind readers of the limitation of a budget. A budget, while a legal requirement, is nothing more than a documented plan of revenues and expenditures under a certain set of assumptions. Additionally, due to the legal requirements of a budget, specifically that a budget balances, often expenditures plan for the complete exhaustion of all City resources in a particular fund, thereby balancing revenues to expenditures. This allows the City to legally expend more than is prudent. In the current year budget, certain expenditure amounts were budgeted along with their associated revenues, despite the revenues not being likely to be received. An example of this can be found on page 3, where \$16,230,000 was budgeted for Sewer Construction even

though the associated revenue that balanced that portion of the budget likely won't be received in the current year. It should be understood that budgetary authority to expend must also be balanced with the realities of available cash.

FINANCIAL IMPACT: Here follow the areas of the budget to actual report that I would like to draw council's attention to:

- As a base line for understanding this report, the "Total Budget" column is the entire budget for that appropriation for the entire year. Therefore, as we are 7 months into the fiscal year, we would expect to have 42% (5/12) of the budget remaining.
- Page 1:
 - o Personnel Services – Administration – 63% of the budget is remaining due to no paid City Manager for the year. Note that there is \$59,763 remaining in the budget.
 - o Materials and Services – Administration – 23% or \$36,206 over-expended. This is due to the use of legal and other professional services during the year. Amounts that were general in nature and not specifically charged to another fund were charged here during the year.
- Page 2:
 - o Personnel Services – Water – 14% of the budget remaining. The budget is based on an expectation of where hours are charged and the actual is calculated from actual time charged to a specific department. In this case water was charged to more frequently than sewer and the corresponding line item for Sewer still has 66% of budget remaining.
 - o Debt Service – Water – 22% remaining – items such as debt service don't follow a pro rata curve in this case, payments are made semi annually in different amounts. This account is moving as expected. Similar situation with the corresponding Sewer debt account on page 3.
- Page 5:
 - o Materials & Services – Streets – 22% or \$20,921 over-expended. This is the result of project remnants and administration costs being charged in the current year, beyond expectation.
- Summary of Loans Outstanding
 - o A common question of the residents of John Day historically has been how much debt does the City have. It is important for City leadership to be aware of the current debt burden especially as new projects are being considered for financing.
 - o Please note that the Y21006 loan and the new URA loan have not yet gone into repayment.

ATTACHMENTS:

Statement of Expenditures (budget to actual report)

Summary of Loans Outstanding

City of John Day
Statement of Expenditures - Unposted Transactions Included In Report
From 1/1/2024 Through 1/31/2024
01 - General

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
Administration	010	4,252.40	35,044.46	94,808.00	59,763.54	63%
Fire	050	2,949.86	24,318.19	44,028.00	19,709.81	45%
Total PERSONNEL SERVICES		7,202.26	59,362.65	138,836.00	79,473.35	57%
MATERIALS & SERVICES						
Administration	010	24,803.68	193,724.42	157,518.00	(36,206.42)	-23%
Fire	050	1,095.39	28,601.10	98,305.00	69,703.90	71%
Total MATERIALS & SERVICES		25,899.07	222,325.52	255,823.00	33,497.48	13%
CAPITAL OUTLAY						
Administration	010	0.00	2,348.80	32,200.00	29,851.20	93%
Fire	050	0.00	0.00	13,500.00	13,500.00	100%
Total CAPITAL OUTLAY		0.00	2,348.80	45,700.00	43,351.20	95%
INTERFUND TRANSFERS						
Administration	010	0.00	0.00	407,012.00	407,012.00	100%
Fire	050	0.00	0.00	67,992.00	67,992.00	100%
Total INTERFUND TRANSFERS		0.00	0.00	475,004.00	475,004.00	100%
CONTINGENCY						
Administration	010	0.00	0.00	22,470.00	22,470.00	100%
Total CONTINGENCY		0.00	0.00	22,470.00	22,470.00	100%
Total EXPENSES		<u>33,101.33</u>	<u>284,036.97</u>	<u>937,833.00</u>	<u>653,796.03</u>	70%

02 - Water

City of John Day
Statement of Expenditures - Unposted Transactions Included In Report
From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget Variance	Percent Budget Remaining
	Actual	Current Year Actual			
EXPENSES					
PERSONNEL SERVICES					
Administration	6,000.48	31,065.29	117,615.00	86,549.71	74%
Water	14,333.97	121,129.02	140,353.00	19,223.98	14%
Total PERSONNEL SERVICES	20,334.45	152,194.31	257,968.00	105,773.69	41%
MATERIALS & SERVICES					
Administration	2,088.08	9,556.36	64,450.00	54,893.64	85%
Water	5,190.19	56,859.54	228,660.00	171,800.46	75%
Total MATERIALS & SERVICES	7,278.27	66,415.90	293,110.00	226,694.10	77%
CAPITAL OUTLAY					
Water	0.00	23,239.97	292,290.00	269,050.03	92%
Total CAPITAL OUTLAY	0.00	23,239.97	292,290.00	269,050.03	92%
INTERFUND TRANSFERS					
Water	0.00	0.00	62,000.00	62,000.00	100%
Total INTERFUND TRANSFERS	0.00	0.00	62,000.00	62,000.00	100%
DEBT SERVICE					
Water	0.00	185,028.29	237,750.00	52,721.71	22%
Total DEBT SERVICE	0.00	185,028.29	237,750.00	52,721.71	22%
CONTINGENCY					
Water	0.00	0.00	726,466.00	726,466.00	100%
Total CONTINGENCY	0.00	0.00	726,466.00	726,466.00	100%
Total EXPENSES	27,612.72	426,878.47	1,869,584.00	1,442,705.53	77%

City of John Day
Statement of Expenditures - Unposted Transactions Included In Report
From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
Administration	010	6,000.35	31,064.39	116,590.00	85,525.61	73%
Sewer	070	8,711.27	59,383.26	174,071.00	114,687.74	66%
Total PERSONNEL SERVICES		14,711.62	90,447.65	290,661.00	200,213.35	69%
MATERIALS & SERVICES						
Administration	010	2,057.28	9,371.46	57,800.00	48,428.54	84%
Sewer	070	1,360.21	18,107.56	111,743.00	93,635.44	84%
Total MATERIALS & SERVICES		3,417.49	27,479.02	169,543.00	142,063.98	84%
CAPITAL OUTLAY						
Sewer	070	0.00	0.00	273,000.00	273,000.00	100%
Project Construction	075	58,030.53	977,150.69	16,230,000.00	15,252,849.31	94%
Total CAPITAL OUTLAY		58,030.53	977,150.69	16,503,000.00	15,525,849.31	94%
INTERFUND TRANSFERS						
Sewer	070	0.00	0.00	381,428.00	381,428.00	100%
Total INTERFUND TRANSFERS		0.00	0.00	381,428.00	381,428.00	100%
DEBT SERVICE						
Sewer	070	0.00	96,983.94	106,300.00	9,316.06	9%
Total DEBT SERVICE		0.00	65,009.94	106,300.00	9,316.06	9%
CONTINGENCY						
Sewer	070	0.00	0.00	193,748.00	193,748.00	100%
Total CONTINGENCY		0.00	0.00	193,748.00	193,748.00	100%
Total EXPENSES		<u>76,159.64</u>	<u>1,160,087.30</u>	<u>17,644,680.00</u>	<u>16,452,618.70</u>	<u>93%</u>

04 - Joint Sewer

City of John Day
Statement of Expenditures - Unposted Transactions Included In Report
From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
Administration	010	2,888.53	12,915.00	69,943.00	57,028.00	82%
Sewer	070	15,373.60	110,961.39	200,186.00	89,224.61	45%
Total PERSONNEL SERVICES		18,262.13	123,876.39	270,129.00	146,252.61	54%
MATERIALS & SERVICES						
Administration	010	645.94	2,237.64	24,350.00	22,112.36	91%
Sewer	070	5,692.38	42,671.97	130,200.00	87,528.03	67%
Total MATERIALS & SERVICES		6,338.32	44,909.61	154,550.00	109,640.39	71%
INTERFUND TRANSFERS						
Sewer	070	0.00	0.00	30,000.00	30,000.00	100%
Total INTERFUND TRANSFERS		0.00	0.00	30,000.00	30,000.00	100%
Total EXPENSES		<u>24,600.45</u>	<u>168,786.00</u>	<u>454,679.00</u>	<u>285,893.00</u>	<u>63%</u>

06 - Street Fund

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
Administration	010	3,588.63	16,271.49	79,312.00	63,040.51	79%
Streets	080	15,644.77	55,968.63	183,699.00	127,730.37	70%
Total PERSONNEL SERVICES		19,233.40	72,240.12	263,011.00	190,770.88	73%
MATERIALS & SERVICES						
Administration	010	849.32	12,337.15	31,550.00	19,212.85	61%
Streets	080	3,045.83	115,261.44	94,340.00	(20,921.44)	-22%
Integrated Park Sys	085	0.00	25,589.06	282,000.00	256,410.94	91%
Total MATERIALS & SERVICES		3,895.15	153,187.65	407,890.00	254,702.35	62%
CAPITAL OUTLAY						
Streets	080	5,212.50	90,238.59	463,100.00	372,861.41	81%
Total CAPITAL OUTLAY		5,212.50	90,238.59	463,100.00	372,861.41	81%
INTERFUND TRANSFERS						
Streets	080	0.00	0.00	40,000.00	40,000.00	100%
Total INTERFUND TRANSFERS		0.00	0.00	40,000.00	40,000.00	100%
Total EXPENSES		28,341.05	315,666.36	1,174,001.00	858,334.64	73%

07 - IT Fund

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
IT	180.72	1,995.43	6,975.00	4,979.57	71%	
Total PERSONNEL SERVICES	180.72	1,995.43	6,975.00	4,979.57	71%	
MATERIALS & SERVICES						
IT	522.88	7,070.52	19,556.00	12,485.48	64%	
Seneca Cyber Mill	607.56	1,348.70	6,000.00	4,651.30	78%	
Total MATERIALS & SERVICES	1,130.44	8,419.22	25,556.00	17,136.78	67%	
CAPITAL OUTLAY						
IT	3,057.50	23,742.50	1,624,475.00	1,600,732.50	99%	
John Day Cyber Mill	0.00	14,347.50	490,000.00	475,652.50	97%	
Total CAPITAL OUTLAY	3,057.50	38,090.00	2,114,475.00	2,076,385.00	98%	
Total EXPENSES	<u>4,368.66</u>	<u>48,504.65</u>	<u>2,147,006.00</u>	<u>2,098,501.35</u>	<u>98%</u>	

09 - Debt Service

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget Variance	Percent Budget Remaining
	Actual	Current Year Actual			
EXPENSES					
DEBT SERVICE					
Administration	0.00	5,076.40	56,500.00	51,423.60	91%
Total DEBT SERVICE	0.00	5,076.40	56,500.00	51,423.60	91%
CONTINGENCY					
Administration	0.00	0.00	30,097.00	30,097.00	100%
Total CONTINGENCY	0.00	0.00	30,097.00	30,097.00	100%
Total EXPENSES	<u>0.00</u>	<u>5,076.40</u>	<u>86,597.00</u>	<u>81,520.60</u>	<u>94%</u>

10 - Community Development

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance	Remaining	
EXPENSES						
PERSONNEL SERVICES						
Administration	1,578.64	7,158.66	42,871.00	35,712.34	83%	
Total PERSONNEL SERVICES	1,578.64	7,158.66	42,871.00	35,712.34	83%	
MATERIALS & SERVICES						
Administration	395.19	11,337.34	31,850.00	20,512.66	64%	
Agri Business	245.00	3,544.00	5,920.00	2,376.00	40%	
Total MATERIALS & SERVICES	640.19	14,881.34	37,770.00	22,888.66	61%	
DEBT SERVICE						
Agri Business	0.00	21,075.00	21,300.00	225.00	1%	
Total DEBT SERVICE	0.00	21,075.00	21,300.00	225.00	1%	
CONTINGENCY						
Agri Business	0.00	0.00	22,000.00	22,000.00	100%	
Total CONTINGENCY	0.00	0.00	22,000.00	22,000.00	100%	
Total EXPENSES	<u>2,218.83</u>	<u>43,115.00</u>	<u>123,941.00</u>	<u>80,826.00</u>	<u>65%</u>	

26 - Motor Pool Fund

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget		Percent Budget Remaining
	Actual	Current Year Actual		Variance		
EXPENSES						
PERSONNEL SERVICES						
Motor Pool	2,767.54	17,746.84	101,437.00	83,690.16	83%	
Total PERSONNEL SERVICES	2,767.54	17,746.84	101,437.00	83,690.16	83%	
MATERIALS & SERVICES						
Fire	264.75	24,262.94	39,460.00	15,197.06	39%	
Motor Pool	1,164.37	34,481.14	104,610.00	70,128.86	67%	
Total MATERIALS & SERVICES	1,429.12	58,744.08	144,070.00	85,325.92	59%	
CAPITAL OUTLAY						
Fire	0.00	0.00	29,660.00	29,660.00	100%	
Motor Pool	0.00	0.00	23,243.00	23,243.00	100%	
Total CAPITAL OUTLAY	0.00	0.00	52,903.00	52,903.00	100%	
Total EXPENSES	<u>4,196.66</u>	<u>76,490.92</u>	<u>298,410.00</u>	<u>221,919.08</u>	<u>74%</u>	

33 - Unpaid Comp Fund

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget Variance	Percent Budget Remaining
	Actual	Current Year Actual			
EXPENSES					
PERSONNEL SERVICES					
Administration	0.00	0.00	127,374.00	127,374.00	100.00%
Total PERSONNEL SERVICES	0.00	0.00	127,374.00	127,374.00	100.00%
Total EXPENSES	<u>0.00</u>	<u>0.00</u>	<u>127,374.00</u>	<u>127,374.00</u>	<u>100.00%</u>

City of John Day
 Statement of Expenditures - Unposted Transactions Included In Report
 From 1/1/2024 Through 1/31/2024

	Current Period		Total Budget	Total Budget Variance	Percent Budget Remaining
	Actual	Current Year Actual			
EXPENSES					
MATERIALS & SERVICES					
Administration	395.66	265,395.76	1,464,902.00	1,199,506.24	81.88%
Total MATERIALS & SERVICES	395.66	265,395.76	1,464,902.00	1,199,506.24	81.88%
CONTINGENCY					
Administration	0.00	0.00	150,000.00	150,000.00	100.00%
Total CONTINGENCY	0.00	0.00	150,000.00	150,000.00	100.00%
Total EXPENSES	<u>395.66</u>	<u>265,395.76</u>	<u>1,614,902.00</u>	<u>1,349,506.24</u>	<u>83.57%</u>

City of John Day
 2.1.2024
 Summary of Loans Outstanding

GL Account #	Name	Fund	Balance at 6/30/22	Minimum Annual Payment
03-20152-000	L17011 Oregon Pine Loan	Sewer	\$ 440,327	\$ 31,794
10-20144-000	L18006 Greenhouse Loan	Community Development	326,322	21,075
02-45275-060	N21005	Water	506,655	32,700
03-44700-075	Y21006	Sewer	98,070	NA
02-20142-000	Consolidation Loan - Water	Water	993,784	199,877
03-20142-000	Consolidation Loan - Sewer	Sewer	349,167	70,227
09-20141-000	Fire Bond	Debt Service	387,000	55,561
34-20141-000	URA Loan	URA	924,699	NA
Totals			\$ 4,026,024	\$ 411,234