



CITY OF  
**JOHN DAY**

**CITY COUNCIL MEETING AGENDA**  
**Tuesday April 23, 2024, 6:30 pm**  
**John 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. 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**

City of John Day is inviting you to a scheduled Zoom meeting.

<https://zoom.us/j/95867942253?pwd=dHE5c3djSEx4OFBuZndPQU5HMGN3QT09>

Meeting ID: 958 6794 2253

Passcode: 776959

**Call to Order: Regular Meeting 6:30 pm.**

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 April 9, 2024
- b. Minutes of March 26, 2024

**7. Hope 4 Paws presentation and donation request – Paul Smith**

**8. Approval of Agreement for Grant County Farmers Market to use the “Pit Stop”**

9. Approval of draft RFP for Water and Wastewater Utility Rate Study and SDC methodology update.
10. Ducote Consulting update
  - a. 241 W Main building; EDA/Cybermill discussion
11. Gaslin LLC financial update
12. City Manager Comments:
13. Mayor and Council Comments
14. Adjournment: Next Meeting May 14, 2024

City of John Day  
 Check/Voucher Register - CHECK REGISTER  
 From 3/28/2024 Through 3/28/2024

*Handwritten initials and scribbles on the left margin.*

<u>Effective Date</u>	<u>Document Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>
3/28/2024	74465	ACS - ADVANCED CONTROL...	415.00
3/28/2024	74466	AMANDA JOHNSON & RAND...	123.33
3/28/2024	74467	AMAZON CAPITAL SERVICE...	75.99
3/28/2024	74468	BOX R WATER ANALYSIS	100.00
3/28/2024	74469	CARLEEN JAYO	86.33
3/28/2024	74470	CNA SURETY DIRECT BILL	100.00
3/28/2024	74471	CwM-H2O, LLC	2,729.18
3/28/2024	74472	ED STAUB & SONS PROPANE	1,422.90
3/28/2024	74473	GRANT ESD	209.02
3/28/2024	74474	TRESSA RANFT & DUANE S...	113.80
3/28/2024	74475	TRIANGLE OIL	577.60
3/28/2024	74476	USA BLUEBOOK	212.08
Report Total			6,165.23

City of John Day  
Check/Voucher Register - CHECK REGISTER  
From 3/28/2024 Through 3/28/2024

<u>Effective Date</u>	<u>Document Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>
3/28/2024	73780	HIGH DESERT AGGREGATE ...	<u>414,449.00</u>
Report Total			<u>414,449.00</u>

City of John Day  
 Check/Voucher Register - CHECK REGISTER  
 From 4/9/2024 Through 4/9/2024

R.R.P.

R.R.P.

<u>Effective Date</u>	<u>Document Number</u>	<u>Vendor Name</u>	<u>Check Amount</u>
4/9/2024	750000	ACTIVE911, INC.	26.67
4/9/2024	750001	AMAZON CAPITAL SERVICE...	24.98
4/9/2024	750002	ANALYTICAL LABS	80.93
4/9/2024	750003	BOX R WATER ANALYSIS	100.00
4/9/2024	750004	CHESTERS	108.24
4/9/2024	750005	CITY OF SENECA	141.43
4/9/2024	750006	CLARK'S DISPOSAL	145.13
4/9/2024	750007	CONSOLIDATED SUPPLY CO...	668.17
4/9/2024	750008	CWM-H2O, LLC	1,482.99
4/9/2024	750009	DUCOTE CONSULTING, LLC	6,525.00
4/9/2024	750010	ED STAUB & SONS PROPANE	941.66
4/9/2024	750011	GASLIN ACCOUNTING CPAS...	4,037.00
4/9/2024	750012	GIBCO	35.00
4/9/2024	750013	JOHN DAY AUTO PARTS	139.21
4/9/2024	750014	JOHN DAY FIREFIGHTERS A...	1,078.00
4/9/2024	750015	JOHN DAY TRUE VALUE HA...	163.69
4/9/2024	750016	KJDY	399.00
4/9/2024	750017	MMW ELECT MOTOR & PUM...	741.25
4/9/2024	750018	NYDAM'S ACE HARDWARE	17.15
4/9/2024	750019	PECK RUBANOFF & HATFIEL...	4,567.50
4/9/2024	750020	TY'S MOBILE WELDING	712.73
4/9/2024	750021	VISA	185.26
4/9/2024	750022	WELLS FARGO FINANCIAL L...	200.13
Report Total			22,521.12

CITY OF JOHN DAY  
CITY COUNCIL MINUTES MARCH 26, 2024

**COUCILORS PRESENT:**

David Holland, Councilor  
Chris Labhart, Councilor  
Eric Bush, Councilor  
Edwin Newby, Councilor  
Ron Phillips, Councilor  
Sherrie Rininger, Council President

**COUNCILORS ABSENT**

**STAFF PRESENT:**

Melissa Bethel, City Manager  
Rob Gaslin – Contract Finance  
Jeremy Green—City Attorney  
Casey Myers, Public Works Director  
Don Gabbard, Fire Chief

**Agenda Item No. 1—Call Meeting to Order**

The City Council meeting was called to order at 6:30 pm.

**Agenda Item No. 2—Pledge of Allegiance**

The City Council stood for the Pledge of Allegiance.

**Agenda Item No. 3—Roll Call and Attendance**

All councilors were present.

**Agenda Item No. 4—Amend or Accept Regular Agenda**

The Council added an RFP for Hydrological and Water Quality Monitoring Services to the agenda.

**Agenda Item No. 5—Public Comments**

**Bruce Ward:** Mr. Ward elaborated on issues that have been brought to Council’s attention that are worth talking about. One being the City handing over projects to contractors when there are contractors in the area and believes it is an unethical way to do business along with other issues.

**Agenda Item No. 6—Consent Agenda**

Items on the consent agenda for approval:

- a) Accounts Payable through March 19, 2024
- b) Minutes of February 13 and 27, 2024
- c) Reappointment of Neale Ledgerwood to the Planning Commission term to expire January 2028

Councilor Holland brought up concerns regarding the amount of information portrayed in the minutes.

Councilor Phillips inquired what Central Square is on the check register. Council was informed that this is the Utility Billing program.

***Councilor Bush moved and Councilor Newby second to approve the consent agenda. Motion passes unanimously.***

**Agenda Item No. 7—Approval of draft RFP for Engineering of Final Design and Construction for Wastewater System improvements**

Mr. Green, City attorney recommended council approve the RFP subject to any final legal revisions and City Manager approval.

Councilor Holland asked about the terminology on the RFP where it states “City of John Day Request for Proposal- Wastewater System’s Owner’s Rep Engineering Services.” Mr. Green stated that is a placeholder until final revisions are made.

***Councilor Bush moved and Councilor Philips second to approve the RFP for Engineering of Final Design and Construction for Wastewater System improvements subject to final legal review and City Manager approval. Motion passes unanimously.***

**Agenda Item No. 8—Approval of draft RFP for Hydrological and Water Quality Monitoring Services**

Green recommends council approve this RFP subject to any final legal revisions and City Manager approval. Green advised the RFP is time sensitive.

***Councilor Bush moved and Councilor Philips second to approve the RFP for the Hydrological and Water Quality Monitoring Services subject to final legal review and City Manager approval. Motion passes unanimously.***

**Agenda Item No. 8—Approval of lease for a portion of city owned building at 300 Barnes Ave in Seneca with Grant County Cybermill**

Green advised council approve this subject to appropriate legal revisions. He pointed out the lease agreement should be made effective no later than the date that the tenant obtains possession of the premises.

Chantal Desjardin; Cybermill representative: Desjardin wanted to clarify the lease was not signed not due to the nonprofit. Grant County Cybermill has expressed revisions that were needed for the Agreement. There still is not clarity that the IT server room is shared by all parties so she asked for that to be remedied before signing that contract. She wanted to clarify if the intent of the effective date is to receive back payment of rent to the date of occupation. Green said he would be happy to consider any revisions that get sent to him to include those in the lease.

Green suggested that Bethel and himself work with the nonprofit over the next couple weeks to figure out the appropriate rental amount.

Council came to a consensus to table this discussion until all of the information is obtained.

**Agenda Item No. 9—Approval of Invoice for High Desert Aggregate & Paving, Inc. for East 7<sup>th</sup> Street project (\$414,449)**

Myers, Public Works Director stated this project was approved and passed unanimously by Council in May of 2023. The minutes stated all of the funding for this project is there and appointed to the correct places. The project is complete.

Councilor Holland has concerns that delay of payment has happened multiple times within the last 2 years. He hopes in the future, delays like this won’t happen.

***Councilor Bush moved and Councilor Holland second to approve the payment of \$414,449 to High Desert Aggregate & Paving, Inc for the East 7<sup>th</sup> Street project. Motion passes unanimously.***

**Agenda Item No. 10—City of John Day financial update**

There has been so much changeover in the City that project tracking and payments have been one of the most stressful parts for Gaslin. He provided the amount of cash the City has as of today, which doesn't include the checks going out. Gaslin gave an update on where the City stands financially.

The City was awarded a SCA grant for the East 7<sup>th</sup> Street Project so there will be some funds reimbursed from that project.

Councilor Holland brought up the trouble that Public Works has had with their wells working properly. The equipment is wearing out and not functioning properly. Last year council made sure there was money budgeted for this issue and asked where the City is at with that. Bethel stated the money might have been budgeted but revenue might have been overinflated for some of the funds and the money might not actually be there.

**Agenda Item No. 11—City Manager Comments**

Bethel's goal is to be more transparent with Canyon City so they feel more comfortable with what they are going to pay. In April she is hoping to get a rate study RFP on the agenda. Bethel and Gaslin are going to start working on the budget.

**Agenda Item No. 12—Mayor and Council Comments**

Councilor Rininger said the Chamber of Commerce has talked about getting the Cities to do a clean up day.

Desjardin would like to see the planning commission undergo some training regarding their goals and responsibilities.

**Adjourn:**

There being no further business before council the meeting was adjourned. At 7:33 pm The next regular scheduled meeting is April 9<sup>th</sup>, 2024

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Melissa Bethel, CM





## HOPE 4 PAWS

GRANT COUNTY

April 8, 2024

City of John Day  
450 East Main St.  
John Day, Or 97845

Re: Funding Request

Dear City Council Members:

Thank you for your support for Hope 4 Paws Programs in Grant County.

Hope 4 Paws is a pet rescue and advocacy nonprofit operating in and for Grant County, and our operations are solely funded by grants, donations, and fundraisers. Our work is managed by an all-volunteer board, with no paid staff.

As Grant County has no shelter, animal control office or impound facility, we fill a critical gap in county services. Our funding supports spay/neuter discount vouchers and spay/neuter clinics, stray/abandoned rescue, foster care and supplies, emergency veterinary aid, transport to shelter partners, and Trap-Neuter-Return operations to control feral cat colonies countywide. We work in partnership with the Grant County Sheriff's Office, Dispatch, John Day River Veterinary Center, countywide community volunteers and a network of pet rescue organizations across Eastern Oregon.

**Highlighting 2023 Hope 4 Paws Activities:** Over **\$40,000.00** was expended for direct service cat and dog programs as described above. Of that amount, over **\$28,000.00 on spay/neuter programs was expended alone, with 560 cats and dogs provided services.** Hope 4 Paws continues to see significant increase in demand for such services each year.

**On behalf of the Hope 4 Paws Board of Directors, thank you for your consideration of our \$1 per person" (per city population) fund raising effort which would greatly assist sustaining our present/future work for vulnerable cats and dogs and healthy pet populations in Grant County.**

Sincerely,

Paul Smith  
Board of Directors, Hope 4 Paws: Grant County





# Hope4Paws Grant County

## **ABOUT US:**

We are a pet rescue and advocacy nonprofit operating in Grant County, an area of Oregon that has no pet shelters or government-run animal control. Our mission is to see pets living in safe, nurturing homes. A primary goal is to stem pet overpopulation, which is a root cause of pet neglect and even abuse.

## **What our volunteers do:**

- We rescue and rehome stray and abandoned dogs and cats
- We offer discount vouchers to help local owners afford to spay and neuter their pets
- We use trap-neuter-return to help control feral cat colonies
- We promote responsible pet ownership through community outreach and education

*Hope4Paws is a 501c(3) nonprofit operated entirely by volunteers,  
and funded by donations from generous supporters like  
**YOU!***

For more information, contact our  
volunteers, visit us on  
Facebook or our website:  
[www.hope4pawsgrantcounty.com](http://www.hope4pawsgrantcounty.com).

Donation checks are welcome and  
may be sent to:  
Hope4Paws  
PO Box 912  
John Day, Oregon 97845  
Credit card donations also are  
welcome by calling  
541-421-3031.



**HOPE 4 PAWS**  
GRANT COUNTY

*Thank you for your support!*

## SPECIAL EVENT AGREEMENT

This Special Event Agreement (this "Agreement") is dated effective April \_\_\_\_, 2024 (the "Effective Date") and is entered into between City of John Day ("City"), whose address is 450 East Main Street, John Day, Oregon 97845, and Grant County Farmers Market ("Promoter"), whose address is PO Box 584 John Day, Oregon 97845.

### RECITAL:

City grants Promoter permission to hold the Event (as defined below) at the Event Location (as defined below) subject to and in accordance with this Agreement.

### AGREEMENT:

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained in this Agreement, and for good and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Permission. Subject to the terms and conditions contained in this Agreement, City grants Promoter revocable permission to hold the John Day Farmers Market (the "Event"), which Event is more particularly described on the attached Exhibit A. Promoter will hold the Event within City only at the location described on the attached Exhibit A (the "Event Location"). Promoter will hold the Event during only those periods described on the attached Exhibit A. The Event will not be held at any other location(s) and/or time(s) other than that described on the attached Exhibit A. Notwithstanding the immediately preceding sentence, Promoter may hold the Event during subsequent calendar years under the same terms and conditions contained in this Agreement (except for the Event dates) if Promoter first obtains City's prior written consent, which consent City may condition and/or withhold in its sole discretion.

2. Representations, Warranties, and Covenants. Promoter represents, warrants, and covenants the following to City:

2.1 Promoter has full power and authority to sign and deliver this Agreement and to perform all Promoter obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Promoter, enforceable against Promoter in accordance with its terms. The Event will not interfere with or detract from the promotion of the public's health, welfare, and/or safety. The Event will not substantially interrupt the safe and orderly movement of traffic. The Event is not reasonably likely to cause injury or damage to persons or property or to incite violence, crime, or disorderly conduct.

2.2 Promoter will obtain and maintain liability insurance with limits of no less than \$1,000,000 combined single limit for coverage of bodily injury and property damage, \$2,000,000 in the aggregate. The liability insurance will name City and its officers, employees, agents, and representatives as additional insureds and will apply to, and provide coverage for, all claims for bodily injury and property damage arising from, whether directly or indirectly, the Event and will be primary coverage. The insurance policy will be in form and content satisfactory to City and will be provided to City for inspection no later than 30 days prior to the first day the Event is scheduled to be held as identified on the attached Exhibit A.

2.3 Promoter will conduct and operate the Event in compliance with all applicable federal, state, and local laws, regulations, codes, ordinances, and directives (including, without limitation, those of the State Fire Marshall). Promoter will obtain and maintain all licenses, permits, registrations, and other governmental authorizations required to hold the Event. Promoter will defend and indemnify City, and each present and future employee, officer, agent, and authorized representative of City, for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, reasonable attorney fees and costs, resulting from or arising out of, whether directly or indirectly, the following: (a) the Event; (b) any injury or damage to person or property (whether or not such

property is City property or under the control of City); and/or (c) Promoter's breach and/or failure to perform any representation, warranty, obligation, and/or covenant contained in this Agreement. Promoter's indemnification obligations provided in this Section 2.3 will survive the earlier termination or expiration of this Agreement.

2.4 Promoter will keep and maintain the Event Location in a neat, broom-clean condition and will clean and remove from the Event Location all waste, materials, and debris caused directly or indirectly by the Event and/or Event attendees or participants. If Promoter fails to comply with this Section 2.4, City may perform (or contract with another to perform) such clean-up as City deems necessary or appropriate, at the expense of Promoter. Any costs or expenses incurred by City to perform Promoter's maintenance and clean-up obligations under this Section 2.4 will be payable by Promoter immediately upon City's demand.

2.5 Subject to the terms and conditions contained in this Agreement, wine may be sold at the Event by the bottle in sealed containers for consumption off of the Event Location. Wine will be sold in accordance with all applicable federal, state, and local laws, regulations, codes, ordinances, and directives and only by vendors properly licensed by the Oregon Liquor Control Commission (the "OLCC"). Each licensed and authorized wine vendor may conduct limited wine tasting at the vendor's booth, provided all wine tasting is consumed in the area immediately adjacent to the vendor's booth. Only persons 21 years of age or older may purchase and/or taste the wine products. Promoter and wine vendors will check identification to ensure persons under the age of 21 do not purchase and/or consume any wine at the Event. Promoter will ensure that all wine vendors (a) are properly licensed by the OLCC, and (b) obtain and maintain the insurance required under Section 2.2, including, without limitation, naming City and its officers, employees, agents, and representatives as additional insureds. Except as specifically authorized under this Section 2.5, Promoter will not permit any person to bring and/or serve alcohol (including, without limitation, wine) on or at the Event Location.

2.6 Promoter will not permit any person to bring on and/or into the Event Location any narcotic or dangerous drug, nor permit any narcotic or dangerous drugs to be used and/or consumed on and/or in the Event Location. Promoter will ensure that no animal is brought and/or placed onto the Event Location; provided, however, this prohibition does not apply to service animals utilized by persons with disabilities.

3. Miscellaneous. Promoter will pay all costs and expenses directly or indirectly related to the Event and performance of Promoter's obligations under this Agreement. Promoter has the burden of preserving order of the Event and persons attending or participating in the Event. If, at any time, City determines (in its sole discretion) that the Event is not being operated in accordance with this Agreement and/or Promoter is otherwise failing to perform any obligation hereunder, City may, in addition to all other rights and remedies City may have at law or in equity, terminate this Agreement and the permission granted by City hereunder. The termination of this Agreement, regardless of how it occurs, will not relieve a party of obligations that have accrued before the termination. If arbitration or other legal action is instituted to enforce or interpret any of the terms or conditions of this Agreement, the losing party will pay to the prevailing party, in addition to the costs and disbursements, the prevailing party's reasonable attorney fees in the arbitration or legal action, and any appeal therefrom, together with additional fees to cover the anticipated costs of collection. City and/or its designee or authorized representatives will have the right to go on the Event Location for the purpose of inspection and enforcement. Any exhibits, schedules, and other attachments referenced in this Agreement are part of this Agreement.

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

**CITY:**  
City of John Day  
an Oregon municipal corporation

**PROMOTER:**  
Grant County Farmers Market

\_\_\_\_\_  
By: Melissa Bethel, City Manager

\_\_\_\_\_  
By: Scott Harrison, President

Exhibit A  
Grant County Farmers Market

Description of Event

The Event is a farmers market that will be held to promote local farmers of Grant, and surrounding counties. Artisans, crafters, nonprofit organization informational tables, and food vendors will be encouraged to participate.

Event Location

The Event will be held at certain City owned property located at 330 W. Main Street "Pit Stop" in John Day, Oregon.

Event Time(s) and Date(s)

The Event will be held each Saturday during the months of June through October. On each Saturday, the Event will start at 9:00 a.m. and will end at 1:00 p.m.

**City of John Day**

Wastewater and Water Utility Rate Model and System

Development Charges Methodology Update

**REQUEST FOR PROPOSALS**

**PROPOSALS DUE:**

**May 30, 2024**

**4:00 p.m.**

**at**

**John Day City Hall**

**450 E. Main Street, John Day, Oregon 97845**

**or**

[bethelm@grantcounty-or.gov](mailto:bethelm@grantcounty-or.gov)

*Work under this project is funded in full with federal grant funds from the Oregon Community Development Block Grant program.*

**CITY OF JOHN DAY**

Proposal Advertisement

Request for Proposals – Consulting Financial Services for:  
John Day Wastewater and Water Utility Rate Model and System  
Development Charges Methodology Update

NOTICE IS HEREBY GIVEN that City of John Day (“City”) is requesting sealed proposals from qualified consultants to conduct a comprehensive water and wastewater rate study and an update to existing System Development Charge methodology. The goal of the study is to independently assess and evaluate the City’s existing water delivery and wastewater service cost structure and to evaluate potential debt scenarios to fund the City’s \$20,000,000+ Wastewater System improvement project. The broad objective of the study is to develop a model that will adequately fund water and wastewater utility operations, debt related to capital construction, and infrastructure costs while promoting conservation and minimizing rates to the greatest degree possible.

The study will be based on a comprehensive review of the City of John Day’s water and wastewater funds and budgets, customer classes, current usage data, future planned growth of the City pursuant to the Comprehensive Plan, Water and Sewer Master Plans, the 2019 Preliminary Engineering Report and 2021 Addendum #1, and any other information deemed necessary. The study shall also include a review of existing Systems Development Charges (SDC’s) for Water and Wastewater.

Interested parties may obtain a copy of the Request for Proposals (the “RFP”) (and related documents) by downloading a copy from City’s website at <http://www.cityofjohnday.com/rfps> . Interested parties may receive a hardcopy of the RFP (and related documents) at John Day City Hall, 450 East Main Street, John Day, Oregon 97845.

All proposals must be sealed in an opaque envelope or package and must be submitted to City Manager Melissa Bethel by mail or hand delivery at 450 East Main Street, John Day, Oregon 97845 by **4:00 p.m., May 30, 2024**. Sealed proposals will be publicly opened at 5:00 p.m. on **May 30, 2024**. City will not consider any proposal received after the stated date and time, that is incomplete, and/or that is not submitted in the proper manner and format. Proposals must be clearly marked “City of John Day Request for Proposal – Utility Rate Study and SDC Analysis.”

## REQUEST FOR PROPOSALS

### Consulting Financial Services for: John Day Wastewater and Water Utility Rate Model and System Development Charges Methodology Update

#### I. PURPOSE OF REQUEST FOR PROPOSALS

The City of John Day is requesting proposals from qualified consultants to conduct a comprehensive water and wastewater rate study and an update to existing System Development Charge methodology. The goal of the study is to independently assess and evaluate the City's existing water delivery and wastewater service cost structure and to evaluate potential debt scenarios to fund the City's \$20,000,000+ Wastewater System improvement project. The broad objective of the study is to develop a model that will adequately fund water and wastewater utility operations, debt related to capital construction, and infrastructure costs while promoting conservation and minimizing rates to the greatest degree possible.

The study will be based on a comprehensive review of the City of John Day's water and wastewater funds and budgets, customer classes, current usage data, future planned growth of the City pursuant to the Comprehensive Plan, Water and Sewer Master Plans, the 2019 Sewer Preliminary Engineering Report and 2021 Addendum #1, and any other information deemed necessary. The study shall also include a review of existing Systems Development Charges (SDC's) for Water and Wastewater. The City has, or will soon, solicit for a qualified engineering firm(s) to provide Final Design and Construction engineering services for its wastewater project, with work to begin in Spring or Summer 2024.

It is the City's desire to bring on a consultant specifically to provide a Utility Rate and System Development Charge methodology that will also consider the City's existing and planned debt to fund the Wastewater System Improvements project. Some of the funding already secured and planned is listed below:

#### **Committed/Secured:**

- \$2,500,000 CDBG (100% grant)
- \$1,750,000 Water/Wastewater Finance Program loan; 1% over 30 years
- \$750,000 Water/Wastewater Finance Program grant
- Additional funding has been applied for, but not committed, through DEQ-CWSRF, Congressionally Directed Spending, and USDA-WEP.

Where funding parameters are uncertain, the selected contractor is expected to be able to provide a range of potential debt service scenarios and how it will impact ratepayers based on the spectrum of potential funding scenarios.

#### **Community Background**



John Day is located in rural Eastern Oregon in the heart of Grant County with 1,750 residents. John Day also provides public sewer service to the City of Canyon City, located directly to the south. John Day and Canyon City's Portland State University certified population together was 2,284 in 2023.

The City's wastewater collection system is composed of approximately 84,145 lineal feet (LF) of gravity sewer pipe ranging from 4 to 18 inches in diameter, approximately 10,528 LF of pressure sewer pipe ranging from 4 to 8 inches in diameter, three lift stations, manholes, and cleanouts. The entire system serves an estimated 1,000 connections, including residential households, businesses, public agencies, and industries.

The City of John Day's water supply sources include four basalt wells (Wells No. 2, 3, 4, and 5), and Long Gulch Spring. The wells are located on the North side of the John Day River, and the spring located on the South. John Day services approximately 1900 users inside and outside of the city limits. Existing water storage consists of six storage reservoirs (Res 1, 2, 3, 4, 5, and 6) located in areas surrounding the City, North and South of Highway 26 and Res #6 being to the Southwest of the City. The distribution system consists of various sizes and types of pipe. It also consists of three booster stations that supply water to the elevated storage tanks on the south side of Highway 26.

Budgeted (FY2023-24) utility charges for services for water are roughly \$650,000 and for wastewater are \$454,679. This document is intended to provide interested consultants with sufficient information to prepare and submit a proposal for consideration by the City of John Day.

## **II. SCOPE OF WORK**

### Objectives

1. Propose a rate schedule that is fair and objective, reflects costs of service, and promotes conservation.
2. Propose a fee schedule for new service connections that is fair and objective and fully recovers the cost of construction, engineering, and planning.
3. Develop a sound financial rate structure for ten years of operation, maintenance, capital replacement, and future regulatory requirements. Consider the spectrum of potential debt service and its impact on potential rates.
4. Provide guidelines for rate definitions of customer classes, including non standard connections, i.e. multi-family properties on one meter, mobile home parks, mixed use, and commercial customers without pretreatment devices (e.g. a FSE without a grease interceptor).
5. Produce a utility rate model for water and wastewater (preferably based in Microsoft Excel) that allows for annual updates by staff. At minimum, the model should
  - a. Project rates and SDC on a ten year horizon.

- b. Allow for projection of major operating cost categories (personnel, materials & services and capital maintenance).
  - c. Incorporate changes to a ten year Capital Improvement Plan and allow for annual updates to project timing, amounts, and duration.
  - d. Include debt coverage ratios from proposed City loan funding.
6. Review Systems Development Charges (SDC's) for Wastewater and Water and make recommendations, if needed, in order to fully fund future improvements to the utility systems that are needed as a result of new development and regulatory requirements

**Requirements:**

- 1. The recommended rate structure shall be based on cost of service, proposed debt service, and shall be sufficient to meet the long-term revenue requirements of the City of John Day water and wastewater utility.
- 2. The study shall recommend rate structures that consider and make provision for the following factors:
  - a. Current and future cost of providing utility service in accordance with established and anticipated standards and regulations.
  - b. Projected demand.
  - c. Age and condition of the system and the need to fund long-term capital improvement and replacement for the supply, treatment, and distribution infrastructure.
  - e. Two to three proposed rate structures.
- 3. The recommended rate structures shall provide identification of revenues appropriated to major funded activities and infrastructure.
- 4. The recommended rate structures shall be consistent with industry best practice for utility rates in the State of Oregon.
- 5. The recommended rate structure shall result in no decrease in stability of the revenue stream to the utility, as compared to the current structure.
- 6. The recommended rate structure shall be easy to administer and understand.
- 7. The proposed rate structure must work with the City's automated billing system (the City is currently in the process of switching to Caselle).
- 8. The recommended rate structure shall be planned for at least ten years.

**III. Services Provided**

- 1. Review of Existing Conditions and Documents: Collaborate with City staff or perform necessary field work to obtain information and data needed for modeling and analysis.
  - a. Review current rate structure, utility billing information, financial history (including operating and capital costs),
  - b. Review existing and prior intergovernmental agreements with the City of Canyon City for wastewater collection, conveyance, and treatment.
  - c. Assess current and probable future regulations that will affect the operation and maintenance of the wastewater system through the planning horizon.

2. Draft Report: Prepare a preliminary proposal (3 hard copies and one electronic) and attend one meeting (evening) with City Council for a working session to present the proposal and obtain their input.
3. Final Report: Incorporate changes based on comments from draft report presentation, present final report (3 hard copies and one electronic) and recommended rate structure to City Council and public at a regular Council Meeting.

#### **IV. Meetings**

The Consultant shall be required to attend, as a minimum, a study kickoff meeting, monthly progress meetings, a draft Plan submission meeting, a draft Plan review meeting and a City Council meeting. Additional meetings may be required, as needed, for collaboration and information sharing between Consultant, engineering firm(s) and City and/or to resolve unforeseen issues or to discuss problematic study obstacles that arise.

#### **V. Communication**

The Consultant selected will be required to communicate with the City, as needed, concerning project-related issues via telephone, email, and post mail.

#### **VI. Project Milestones**

Listed below are dates by which the City desires to meet project milestones. However, these are subject to change, and the firm is strongly encouraged to submit a schedule it is confident it can meet based on its own judgment.

- A. Submittal of Proposal May 30, 2024.
- B. Notice of Intent to Award June 11, 2024.
- C. Execute contract/Notice to Proceed week of June 17, 2024.
- D. Deliver finalized Plan no later than December 1, 2024.

#### **VII. Proposal Format**

The proposal shall contain the following:

- A. Introduction - A cover letter affirming your firm's interest in performing these services and confirming the primary contact person for this project (with phone number and email address) and who is entitled to represent the firm and sign a contract (if awarded) with the City on behalf of the firm.
- B. Description of Study Understanding - A project scope and understanding section describing what the Consultant understands are the requirements for the project, major issues specific to this project, the major tasks that will be performed.
- C. Work History - Submittal of not more than four projects that have been completed within the last five years of similar size (city population 1,500-10,000 people) and scope (source water from one to six wells) from the western United States. These documents should also contain contact information of person(s) you would use as reference for the project.

- D. Personnel - A section identifying the individuals that will be assigned to the project and their roles. Include experience and qualification of the primary person(s) assigned to the project in performing similar work; list their education, training, credentials, and demonstrated abilities in assigned roles. Include project references and representative projects completed by members of project team, as well as a ratio of overhead to direct base salary for each individual.
- E. Schedule - A study schedule section consisting of a complete schedule, incorporating all tasks under the design Scope of Work. The dates indicated in section VI reflect the schedule the City desires to meet. However, the consultant should submit a schedule it is confident it can meet.
- F. Cost Estimate of Consulting Fee – Each proposal shall include a costs estimate for providing services. A level-of-effort summary table listing total hours proposed for each class of personnel that will be assigned to the project and billing rate.

This proposal shall not exceed fifteen (15) pages including cover letters and appendices.

#### **VIII. Proposal Submittal**

Proposals should be marked “Water and Sewer Rate Study – City of John Day” and submitted to: Melissa Bethel, [bethelm@grantcounty-or.gov](mailto:bethelm@grantcounty-or.gov); (541) 575-0028; 450 E Main St, John Day, OR 97845, **no later than 4:00 p.m. on May 30, 2024**. Proposals can be submitted via hard copy, read-only USB flash drive or electronically via email. Any proposal received after the specified date and time will be rejected and will not receive any further consideration by the City. The City of John Day reserves the right to reject any and all proposals and to terminate the selection process at any time if, at its sole discretion, it determines such action would be in the best interest of the City of John Day.

#### **IX. Questions and Protests**

Substantive questions regarding this RFP must be submitted in writing to Melissa Bethel at the address above or at [bethelm@grantcounty-or.gov](mailto:bethelm@grantcounty-or.gov) not less than five days prior to the deadline for submitting proposals. Protests of this solicitation, if any, must be submitted in writing not later than ten days prior to the deadline for submitting Proposals and shall be administered in accordance with John Day Municipal Code. Protests of award of this contract must be submitted no later than seven days following award and shall be administered in accordance with John Day Municipal Code.

#### **X. Proposal Review**

The consultant selection team will consist of: City Manager, Public Works Director, two City Council Members, and the City’s contract grant writer/project manager. Selection will be based on the following criteria:

- A. Team Member Qualifications – 25 Points - Experience and qualifications of the primary person(s) assigned to the project in performing similar work; demonstrated abilities in the individuals’ assigned roles, education, training, and credentials. This

information will be taken from the Statement of Qualifications except in the case of team members that have been added in the Proposal.

- B. Past Projects and References – 20 Points - The quality of work performed and applicability to the City’s needs demonstrated in the example projects listed per VII-C. Referenced clients may be contacted for additional information to be considered in this evaluation.
- C. Project Approach – 45 Points - The firm’s plans and capacity to deliver on the project goals. This includes resources and support staff available to the project team, the proposed project schedule, and the firm’s concurrent workload or potential conflicting projects. Review team will examine the Consultants understanding of the City’s desires and general approach to the project as described in the project description and scope of work.
- D. Other Factors – 10 Points

Reviewing Team:      City Manager – Melissa Bethel  
                                 Public Works Director – Casey Myers  
                                 City Grant-Writer – Ducote Consulting

The City reserves the right to seek clarifications of the proposed project approach, projected costs, or the assignment of resources, the right to negotiate a final contract which is in the best interest of the City, and the right to reject any or all proposals.

**XI. Funding Compliance**

This project is funded by a combination of Community Development Block Grant funds and Water/Wastewater Financing Program, both administered by Business Oregon, and will also be funded later by other federal agencies and federal funding. The selected contractor agrees to include any required federal contract clauses in their final executed contract for services with the City. These documents will be dictated by the funding agencies and communicated to the contractor by the City.

## John Day Sewer & Oregon Pine Improvements March 2023 Progress Report for City Council

John Day's Sewer Improvements Project and the Oregon Pine Companion Projects have six primary tracks that are the focus of our efforts:

1. Section 7/Environmental Compliance
2. USDA and Other Funding Applications
3. DEQ Permitting Compliance
4. Preliminary Site Preparation for Companion Projects
5. Engineering Design and Package Plant Procurement
6. Community Engagement and Outreach

This memo provides a progress summary for all six tracks over March 2024. Our top priorities currently are Task 1) environmental compliance and Task 2) completing the funding application(s); Task 4b) Purple Pipe; and Task 5) Services Procurements.

### High Notes:

- Task 1: Biological Opinion USFWS received in March. Final Environmental Assessment sent to USDA and Biz OR in late-March.
- Task 2: Final Design Engineering RFP approved by Council, will be published in April.
- Task 4b: Purple Pipe Final Design work is 100% completed; need final Council direction on project.
- Task 5: Final Design Engineering scope of work will be finalized after the Council awards the Final Design Engineering contract. Rate Study RFP drafted.
- Task 6: Rate Study will be conducted when costing information is updated.

Task %	Task
100%	WWTF Complete!
90%	Construct the WWTF
80%	Bid the WWTF Construction
70%	Package Plant Procurement
60%	Construction Funding Secured
50%	Final Design Engineering
40%	Environmental Clearance
30%	Preliminary Engineering
20%	Procuring Engineers and
10%	Securing Final Design Funding

### Council Action – WWTP Design/Project:

1. Approve Rate Study RFP
2. Purple Pipe Routing and Design Revision Decision

### 1. SECTION 7/NEPA ENVIRONMENTAL COMPLIANCE (TASK 1)

USDA initiated Formal Consultation on the Biological Assessment for the new WWTF on October 26, 2023 with National Marine Fisheries Service (NMFS) and the US Fish and Wildlife Service (USFWS). We have received the Biological Opinion back from both NMFS and USFWS. The final Environmental Assessment has been sent to USDA and Business Oregon for review.

### Additional Task Updates:



- USFWS Biological Opinion issued on 3/11/2024. This **CONCLUDES** Section 7 Biological consultations!
- After the Environmental Assessment is approved, USDA and Business Oregon will initiate multiple comment periods, that will total 45 to 60 days until we have formal environmental clearance. However, that clearance will allow us a way forward all the way through construction. Environmental will be done.

## 2. USDA, COSTS, AND OTHER FUNDING APPLICATIONS (TASK 2)

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The City applied for Congressionally Directed Spending/Community Initiated Project for the wastewater treatment plant project in Q1 2024 and also DEQ-CWSRF funding in Q4 2023. This funding would be earmarked for construction.

### **Task Updates:**

- Latest project estimate is \$19,850,000 – 20,000,000. Costs will vary and potentially escalate/deescalate over the next two years as materials prices experience volatility.
- USDA funding application will be finalized after the Environmental is cleared and the application is updated.
  - a. Final USDA application will require an updated Preliminary Engineering Report, cost estimate, and a final funding request figure from the City.
- 4/23/24 discussion planned with Business Oregon and USDA about the CDBG funding extension and finalizing the Environmental Assessment.

## 3. DEQ PERMITTING (TASK 3)

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The Department of Environmental Quality (DEQ) issued a new wastewater pollution control facility (WPCF) permit effective on May 1, 2022 (Permit Number: 103281; File Number: 127619). The permit is good for ten years and expires December 31, 2032.

### **Status:**

- Purple Pipe Draft Preliminary Engineering Report and Draft Recycled Water Plan submitted to DEQ 8/25, Received RWP comments 10/27, PER comments pending.
- Ongoing discussions between City, CwM-H2O, and DEQ regarding surface and groundwater testing.

## 4. PRELIMINARY AREA PREPARATION FOR COMPANION PROJECTS (TASK 4)

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### a. AREA IMPROVEMENTS

#### 7<sup>th</sup> St West Improvements

- **Project Status:** Preparing closeout documents and final financial reports for OPRD – Recreational Trails Program (RTP) and Oregon DAS-8154 grant.

## b. PURPLE PIPE SYSTEM

**Project:** To design and construct an alternative disposal system for the new WWTP, which will convey Class A or Class B effluent to certain end users around the City.

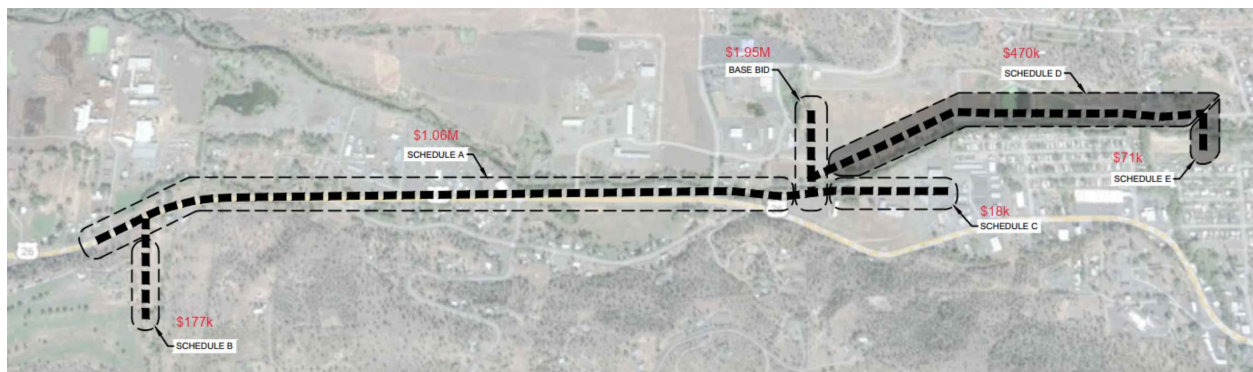
### Updates:

- Project is currently on hold. No end user agreement has been negotiated for the western run of the Purple Pipe. Parson’s Easement negotiations have also not produced an easement agreement. No users committed on the western end.
- HECO’s design on the eastern end was stopped in Fall of 2023. This would be the 7<sup>th</sup> St. Park complex, Innovation Gateway trails.
- DEQ recently was given the as-built plans for 900’ of Purple Pipe on the eastern portion of the planned area, with routing to Hill Family Park.
- December 2024 deadline is at risk – engineers expected to be out to bid by now on the western portion. Eastern portion was not designed. No user agreements to send the Purple Pipe water.

### Next steps:

- City Council needs to decide whether to direct HECO Engineering to design the eastern portion of the Purple Pipe, with end segments at Hill Family Park and the 7<sup>th</sup> St Complex.
  - This change ensures that at least one end user (the City) will be able to use Purple Pipe reuse water because no agreement has been reached with Malheur Lumber.
  - HECO would provide updated costs on a project that integrates the 900 feet of installed lines and design/construction to 7<sup>th</sup> St Complex.

### **HECO Exhibits from December 2023:**





BASE BID: TANK, PUMP STATION, AND PIPE SOUTH ACROSS WEST BRIDGE CROSSING.

SCHEDULE A: PIPE FROM SOUTH OF BRIDGE WEST TO MALHEUR LUMBER.

SCHEDULE B: PIPE SOUTH TO GOLF COURSE.

SCHEDULE C: SERVICE PIPE EAST TO GREENHOUSES.

\*SCHEDULE D: PIPE EAST ALONG FUTURE 7TH STREET ALIGNMENT TO EXISTING PIPE NORTH OF HILL FAMILY CITY PARK.\*

\*SCHEDULE E: PIPE ACROSS EAST BRIDGE TO HILL FAMILY CITY PARK.

\* STOP DESIGN - PER DAVE HOLLAND

## c. INSTREAM WATER RIGHTS TRANSFERS

### Next steps:

- Ducote and CwM-H2O need to get in writing from WRD that the transfer applications are all that is needed to meet the project requirements. Waiting for overall Purple Pipe direction from City Manager/City Council.

## d. SOLAR ARRAY

**Project Focus:** Feasibility study of using a \$10-20m solar array with pipe and storage system located northeast of the City as a “battery.” The solar array would power pumps that would convey the water up a hill to a storage tank. The tank would then release water through micro-hydropower generators through a second pipe down the hill. A secondary focus is powering the normal functions of the treatment plant.

**Status:** Tetra Tech is working on the solar feasibility study. They are currently focused on siting analysis and coordinating with the City’s engineering teams.

**Funding:** The City was awarded a design contract for \$100,000 by the Oregon Department of Energy (ODE) under its Community Renewable Energy Program (CREP). The city council approved the grant agreement at its May 9, 2023 meeting. Expiration deadline – May 2024.

### Status:

- Tetra Tech is working on the project.

## 5. ENGINEERING DESIGN, SERVICES PROCUREMENT, AND PACKAGE PLANT PROCUREMENT (Task 5)

Business Oregon and USDA will allow the City to use its existing funding to proceed with Final Design Engineering. The next milestone that will require the completed environmental and USDA application will be the Package Plant Procurement, which will be handled by the chosen engineering firm at the 30% point of Final Design.

### Task updates

- Rate Study Consultant

- Ducote Consulting drafted and transmitted a Rate Study RFP draft in late-March to City Manager. Draft is included in the packet.
- Final Design Engineering RFP
  - RFP will be published on March 24<sup>th</sup> in the Blue Mountain Eagle and posted on the City's website.
- Well Driller Procurement
  - RFP is ready to be published or has been already.

## **6. COMMUNITY ENGAGEMENT AND OUTREACH (TASK 6)**

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### **Status:**

- The City is going to publish an RFP for a Rate Study Consultant to study the City's current utility rates, develop a methodology, examine the System Development Charges, and the associated debt service cost of a variety of cost scenarios.
- Canyon City rate negotiation are on-going, Rate Study consultant will be able to assist with that negotiation.
- Monthly John Day Council updates are being given in written and verbal format by Ducote Consulting.

### **Updates:**

- Given that the City has been able to hire and on-board a City Manager, Ducote Consulting retracts the recommendation for an expanded Citizen Advisory Committee.

# John Day Broadband Grant Updates - March 2023 Progress Report for City Council

## 1. EDA GRANT AND BROADBAND PROJECT

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**Project:** Designing and constructing last-mile fiber optic connections within John Day’s Urban Growth Boundary.

**Financial Status:**

- **John Day’s \$65,000 grant request to Business Oregon’s Broadband Technical Assistance Program** has been recommended for funding by the Grant Review Committee. Final decision to follow at the agency Board level, but City should begin to plan for spending the \$65,000 and scoping work with consultants.
- The City can currently request reimbursements from EDA, however the only funds available for request are the CyberMill property acquisition funds and administrative/legal.
  - Does the City wish to maintain ownership of the John Day CyberMill building at 241 W. Main St? Need a final decision.
- Match Status: City required to contribute 10.72% towards the project, or \$216,823 on a \$2,021,298 project.
  - City cash spent already eligible for EDA reimbursement: \$125,112
    - \$105,000 – building purchase and due diligence
    - \$20,122 – administrative and legal\*

<b>Match remaining w/building reimbursement</b>	<b>\$91,711</b>
<b>Match remaining w/o building reimbursement</b>	<b>\$196,711</b>

*\*Admin and legal reimbursement pending procurement review by EDA of the invoices in question.*

**Next Steps:**

- City Staff should begin to reach out to the broadband project consultants and develop scopes of work for resuming last mile broadband engineering, legal, and administrative work.

## 2. JD CYBERMILL PROJECT

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**Project:** To renovate and repair 241 W. Main St in John Day’s downtown for use as a Coworking Space.

**Financial Status:**

- CyberMill/Co-Works purchase reimbursement and some construction costs were originally included in the EDA grant application.

- However, the original applications’ 2020 cost estimates are \$177,342 over the available project funding for the project.
- Co-Works bldg construction was \$153,461 of the original budget (Task 3).
- Within the EDA grant, the John Day CyberMill has three different categories of potential charges:
  - ~\$177,342 is earmarked in the EDA project for these tasks: Main floor tenant improvements, Furniture, fixtures and equip.; and Demolition and removal; and architectural/engineering.
  - \$105,000 is earmarked through EDA for the reimbursement of the 241 W. Main building purchase and the due diligence needed for it to be EDA-reimbursable.
- If the City uses EDA funds for reimbursement of the CyberMill purchase or for the renovation and construction activities at 241 W. Main, then there will be a 20-year EDA lien activated on the property. This lien will restrict use for 20 years and every new tenant, lease, or a sale for the 20 years would have to be approved by EDA.
- If the City decides to remove the CyberMill from the EDA project, Richard Moore from EDA (4/11/24) was fairly confident that EDA would allow us to use those funds for the broadband project and the City would not lose the grant funds entirely.

**Project Status:**

- The overall CyberMill renovation budget for the first floor is ~\$1.4m+ (2022 \$’s).
- The vast majority of the CyberMill’s construction funding (\$750,000) will be through Congressionally Directed Spending and R3.

**Next Steps:**

- City Council should decide whether to proceed with the CyberMill as an EDA-funded portion of the project. Also, should the City **only** reimburse itself for the purchase, or also fund the Phase 1 construction?

<b>Project Funds Remaining</b>	
For Broadband and JD CyberMill (Tasks 1 and 3)	\$1,876,298
2020 Cost Estimates for Tasks 1 and 3	\$2,053,640
2020 \$s Funding and Cost Gap (delta)	\$177,342
Gap w/5% Annual Inflation	\$215,560
Co-Works Construction-only Cost (2020 \$s)	\$153,461
Gap w/o CoWorks Construction (2020 \$s)	\$23,881

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

01 - General

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	15,038.06	54,477.38	94,808.00	40,330.62	43%
Fire	050	2,933.40	30,589.07	44,028.00	13,438.93	31%
Total PERSONNEL SERVICES		17,971.46	85,066.45	138,836.00	53,769.55	39%
MATERIALS & SERVICES						
Administration	010	10,838.65	229,761.99	157,518.00	(72,243.99)	-46%
Fire	050	3,182.86	38,956.33	98,305.00	59,348.67	60%
Total MATERIALS & SERVICES		14,021.51	268,718.32	255,823.00	(12,895.32)	-5%
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		31,992.97	356,133.57	937,833.00	581,699.43	62%

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

02 - Water

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	1,970.06	39,121.60	117,615.00	78,493.40	67%
Water	060	6,284.73	145,211.93	140,353.00	(4,858.93)	-3%
Total PERSONNEL SERVICES		8,254.79	184,333.53	257,968.00	73,634.47	29%
MATERIALS & SERVICES						
Administration	010	163.14	9,803.38	64,450.00	54,646.62	85%
Water	060	5,263.21	76,976.17	228,660.00	151,683.83	66%
Total MATERIALS & SERVICES		5,426.35	86,779.55	293,110.00	206,330.45	70%
CAPITAL OUTLAY						
Water	060	1,380.90	24,620.87	292,290.00	267,669.13	92%
Total CAPITAL OUTLAY		1,380.90	24,620.87	292,290.00	267,669.13	92%
INTERFUND TRANSFERS						
Water	060	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	060	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	060	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		<u>15,062.04</u>	<u>480,762.24</u>	<u>1,869,584.00</u>	<u>1,388,821.76</u>	74%

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

03 - Sewer

		Current Period		Total Budget	Percent Budget	
		Actual	Current Year Actual	Variance	Remaining	
<b>EXPENSES</b>						
<b>PERSONNEL SERVICES</b>						
Administration	010	1,970.01	39,120.57	116,590.00	77,469.43	66%
Sewer	070	11,037.68	78,277.50	174,071.00	95,793.50	55%
<b>Total PERSONNEL SERVICES</b>		<b>13,007.69</b>	<b>117,398.07</b>	<b>290,661.00</b>	<b>173,262.93</b>	<b>60%</b>
<b>MATERIALS &amp; SERVICES</b>						
Administration	010	134.09	9,525.95	57,800.00	48,274.05	84%
Sewer	070	6,499.09	26,017.87	111,743.00	85,725.13	77%
<b>Total MATERIALS &amp; SERVICES</b>		<b>6,633.18</b>	<b>35,543.82</b>	<b>169,543.00</b>	<b>133,999.18</b>	<b>79%</b>
<b>CAPITAL OUTLAY</b>						
Sewer	070	0.00	0.00	273,000.00	273,000.00	100%
Project Construction	075	11,954.18	1,040,243.82	16,230,000.00	15,189,756.18	94%
<b>Total CAPITAL OUTLAY</b>		<b>11,954.18</b>	<b>1,040,243.82</b>	<b>16,503,000.00</b>	<b>15,462,756.18</b>	<b>94%</b>
<b>INTERFUND TRANSFERS</b>						
Sewer	070	0.00	0.00	381,428.00	381,428.00	100%
<b>Total INTERFUND TRANSFERS</b>		<b>0.00</b>	<b>0.00</b>	<b>381,428.00</b>	<b>381,428.00</b>	<b>100%</b>
<b>DEBT SERVICE</b>						
Sewer	070	0.00	65,009.94	106,300.00	41,290.06	39%
<b>Total DEBT SERVICE</b>		<b>0.00</b>	<b>65,009.94</b>	<b>106,300.00</b>	<b>41,290.06</b>	<b>39%</b>
<b>CONTINGENCY</b>						
Sewer	070	0.00	0.00	193,748.00	193,748.00	100%
<b>Total CONTINGENCY</b>		<b>0.00</b>	<b>0.00</b>	<b>193,748.00</b>	<b>193,748.00</b>	<b>100%</b>
<b>Total EXPENSES</b>		<b><u>31,595.05</u></b>	<b><u>1,258,195.65</u></b>	<b><u>17,644,680.00</u></b>	<b><u>16,386,484.35</u></b>	<b>93%</b>

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

04 - Joint Sewer

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	650.40	16,551.23	69,943.00	53,391.77	76%
Sewer	070	16,611.61	142,277.56	200,186.00	57,908.44	29%
Total PERSONNEL SERVICES		17,262.01	158,828.79	270,129.00	111,300.21	41%
MATERIALS & SERVICES						
Administration	010	24.53	2,370.37	24,350.00	21,979.63	90%
Sewer	070	3,747.09	56,537.98	130,200.00	73,662.02	57%
Total MATERIALS & SERVICES		3,771.62	58,908.35	154,550.00	95,641.65	62%
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>21,033.63</u>	<u>217,737.14</u>	<u>454,679.00</u>	<u>236,941.86</u>	<u>52%</u>



City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

06 - Street Fund

		Current Period		Total Budget	Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	852.10	20,964.40	79,312.00	58,347.60	74%
Streets	080	11,407.91	73,725.63	183,699.00	109,973.37	60%
Total PERSONNEL SERVICES		12,260.01	94,690.03	263,011.00	168,320.97	64%
MATERIALS & SERVICES						
Administration	010	113.68	12,450.83	31,550.00	19,099.17	61%
Streets	080	3,128.78	107,159.78	94,340.00	(12,819.78)	-14%
Integrated Park Sys	085	0.00	39,636.98	282,000.00	242,363.02	86%
Total MATERIALS & SERVICES		3,242.46	159,247.59	407,890.00	248,642.41	61%
CAPITAL OUTLAY						
Streets	080	414,861.50	509,067.59	463,100.00	(45,967.59)	-10%
Total CAPITAL OUTLAY		414,861.50	509,067.59	463,100.00	(45,967.59)	-10%
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		<u>430,363.97</u>	<u>763,005.21</u>	<u>1,174,001.00</u>	<u>410,995.79</u>	35%

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

07 - IT Fund

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
IT	112	149.54	2,301.10	6,975.00	4,673.90	67%
Total PERSONNEL SERVICES		149.54	2,301.10	6,975.00	4,673.90	67%
MATERIALS & SERVICES						
IT	112	2,089.85	9,160.37	19,556.00	10,395.63	53%
Seneca Cyber Mill	116	288.87	1,713.33	6,000.00	4,286.67	71%
Total MATERIALS & SERVICES		2,378.72	10,873.70	25,556.00	14,682.30	57%
CAPITAL OUTLAY						
IT	112	262.50	24,005.00	1,624,475.00	1,600,470.00	99%
John Day Cyber Mill	115	0.00	14,347.50	490,000.00	475,652.50	97%
Total CAPITAL OUTLAY		262.50	38,352.50	2,114,475.00	2,076,122.50	98%
Total EXPENSES		<u>2,790.76</u>	<u>51,527.30</u>	<u>2,147,006.00</u>	<u>2,095,478.70</u>	<u>98%</u>

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

09 - Debt Service

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
DEBT SERVICE						
Administration	010	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	010	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		0.00	5,076.40	86,597.00	81,520.60	94%

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

10 - Community Development

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	260.10	9,075.08	42,871.00	33,795.92	79%
Total PERSONNEL SERVICES		260.10	9,075.08	42,871.00	33,795.92	79%
MATERIALS & SERVICES						
Administration	010	0.00	11,617.34	31,850.00	20,232.66	64%
Agri Business	111	245.00	4,037.67	5,920.00	1,882.33	32%
Total MATERIALS & SERVICES		245.00	15,655.01	37,770.00	22,114.99	59%
DEBT SERVICE						
Agri Business	111	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	111	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>505.10</u>	<u>45,805.09</u>	<u>123,941.00</u>	<u>78,135.91</u>	<u>63%</u>

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

26 - Motor Pool Fund

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Motor Pool	110	4,307.55	24,025.74	101,437.00	77,411.26	76%
Total PERSONNEL SERVICES		4,307.55	24,025.74	101,437.00	77,411.26	76%
MATERIALS & SERVICES						
Fire	050	292.61	24,709.28	39,460.00	14,750.72	37%
Motor Pool	110	982.57	36,953.39	104,610.00	67,656.61	65%
Total MATERIALS & SERVICES		1,275.18	61,662.67	144,070.00	82,407.33	57%
CAPITAL OUTLAY						
Fire	050	0.00	0.00	29,660.00	29,660.00	100%
Motor Pool	110	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>5,582.73</u>	<u>85,688.41</u>	<u>298,410.00</u>	<u>212,721.59</u>	<u>71%</u>

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

33 - Unpaid Comp Fund

		Current Period			Total Budget	Percent Budget
		Actual	Current Year Actual	Total Budget	Variance	Remaining
EXPENSES						
PERSONNEL SERVICES						
Administration	010	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		0.00	0.00	127,374.00	127,374.00	100.00%

City of John Day  
Statement of Expenditures - Unposted Transactions Included In Report  
From 3/1/2024 Through 3/31/2024

34 - Urban Renewal Agency

		Current Period		Total Budget	Percent Budget
		Actual	Current Year Actual	Variance	Remaining
EXPENSES					
MATERIALS & SERVICES					
Administration	010	0.00	265,415.76	1,199,486.24	81.88%
<u>Total MATERIALS &amp; SERVICES</u>		<u>0.00</u>	<u>265,415.76</u>	<u>1,199,486.24</u>	<u>81.88%</u>
CONTINGENCY					
Administration	010	0.00	0.00	150,000.00	100.00%
<u>Total CONTINGENCY</u>		<u>0.00</u>	<u>0.00</u>	<u>150,000.00</u>	<u>100.00%</u>
<u>Total EXPENSES</u>		<u>0.00</u>	<u>265,415.76</u>	<u>1,349,486.24</u>	<u>83.56%</u>