



CITY OF
JOHN DAY

CITY COUNCIL MEETING AGENDA

Tuesday June 24, 2025

REGULAR MEETING: 6:30 pm (or directly after the URA meeting if later)

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

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

Regular Meeting:

Call to Order: Regular John Day Council 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. AP through 6-10-25
- b. Budget Committee Minutes
 - i. May 12, 2025
 - ii. May 27, 2025

- c. Minutes of CC Mtg 5-27-25
 - d. Minutes of CC Mtg 6-10-25
7. Ordinance No 25-03; An Ordinance Amending Title 7, Chapter 4 of the John Day City Code, Which Chapter Concerns the City of John Day Water System Utility Rules and Regulations. To Address Temporary Water Services, Including Fees and Charges Concerning Temporary Services; and Declaring an Emergency.
 8. Ordinance No.25-04; An Ordinance Amending Title 7, Chapter 5 of the John Day City Code, Which Chapter Concerns the City of John Day Sewer System Utility Rules and Regulations, To Address Temporary Sewer Services, Including Fees and Charges Concerning Temporary Services; and Declaring an Emergency.
 9. FY25-26 Budget as recommended by the Budget Committee on May 27, 2025 (receive public comment).
 - a. Approval of Resolution 25--01 A Resolution to Adopt FY25-26 Budget
 - b. Approval of Resolution 25--02 A Resolution to Accept State Shared Revenues
 - c. Approval of Resolution 25--03 A Resolution to Impose Taxes for FY25-26
 - d. Approval of Resolution 25- 04 A Resolution to Appropriate FY25-26 Budget
 - e. Approval of Resolution 25- 05 A Resolution setting in place a Master Fee Schedule
 10. Finance Report – Rob Gaslin; Gaslin Accounting
 11. City Manager Comments:
 12. Mayor and Council Comments
 13. Adjournment: Next Regular Meeting: July 8th, 2025

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment" {AND} {<>} "EFT"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AA & L							
06/10/2025	760225	17705	AA & L	001	26-050-64701	1,010.00	1,010.00
Total 760225:							1,010.00
BADGER METER INC.							
06/10/2025	760226	1041	BADGER METER INC.	80195406	02-000-66306	191.24	191.24
Total 760226:							191.24
Baker County Pest Control LLC							
06/10/2025	760227	1042	Baker County Pest Control LLC	6884	01-050-62900	185.00	185.00
Total 760227:							185.00
CANYON HOUSE LLC							
06/10/2025	760228	17700	CANYON HOUSE LLC	BONNIE WAT	03-000-20130	121.13	121.13
Total 760228:							121.13
CASEY MYERS							
06/10/2025	760229	1084	CASEY MYERS	REIMB 05052	02-000-62900	7.49	7.49
Total 760229:							7.49
CHESTERS							
06/10/2025	760230	1097	CHESTERS	008094680957	03-000-63400	13.99	13.99
06/10/2025	760230	1097	CHESTERS	008096341402	03-000-63400	113.40	113.40
Total 760230:							127.39
CLARK'S DISPOSAL							
06/10/2025	760231	1109	CLARK'S DISPOSAL	1144-053125	01-050-64798	145.15	145.15
Total 760231:							145.15
CONSOLIDATED SUPPLY COMPANY							
06/10/2025	760232	1118	CONSOLIDATED SUPPLY COMPANY	S012425295.0	02-000-62900	184.55	184.55
Total 760232:							184.55
CwM-H20, LLC							
06/10/2025	760233	1125	CwM-H20, LLC	2894	03-000-66230	2,521.25	2,521.25
Total 760233:							2,521.25
DEPT OF CONSUMER & BUSINESS SERVICES							
06/10/2025	760234	17695	DEPT OF CONSUMER & BUSINESS SE	PERMIT 0000	03-000-62900	44.80	44.80
Total 760234:							44.80
DUBOIS CHEMICALS, INC							
06/10/2025	760235	1162	DUBOIS CHEMICALS, INC	IN-30439354	02-000-63800	2,180.70	2,180.70

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760235:							2,180.70
DUCOTE CONSULTING, LLC							
06/10/2025	760236	1163	DUCOTE CONSULTING, LLC	2484	03-000-66230	4,281.25	4,281.25
06/10/2025	760236	1163	DUCOTE CONSULTING, LLC	2486	06-000-63825	600.00	600.00
Total 760236:							4,881.25
ED STAUB & SONS PROPANE							
06/10/2025	760237	1168	ED STAUB & SONS PROPANE	12523034	01-000-64798	82.99	82.99
06/10/2025	760237	1168	ED STAUB & SONS PROPANE	CL375409	26-050-63100	259.35	259.35
Total 760237:							342.34
EO MEDIA GROUP							
06/10/2025	760238	1173	EO MEDIA GROUP	I2025.0000634	06-000-62100	612.00	612.00
06/10/2025	760238	1173	EO MEDIA GROUP	I2025.0000964	34-000-63360	360.00	360.00
Total 760238:							972.00
GASLIN ACCOUNTING CPAS PC							
06/10/2025	760239	1191	GASLIN ACCOUNTING CPAS PC	1569	06-000-63825	7,047.00	7,047.00
Total 760239:							7,047.00
GENERAL PACIFIC, INC.							
06/10/2025	760240	1198	GENERAL PACIFIC, INC.	1518726	02-000-66306	15,248.00	15,248.00
Total 760240:							15,248.00
GRANT COUNTY TREASURER							
06/10/2025	760241	1218	GRANT COUNTY TREASURER	JD042025	01-000-62450	8,333.33	8,333.33
06/10/2025	760241	1218	GRANT COUNTY TREASURER	JD052025	01-000-62450	8,333.33	8,333.33
Total 760241:							16,666.66
GRANT ESD							
06/10/2025	760242	1219	GRANT ESD	2024250294	03-000-64301	214.85	214.85
Total 760242:							214.85
IUOE LOCAL 701 DUES OFFICE							
06/10/2025	760243	17685	IUOE LOCAL 701 DUES OFFICE	APRIL/MAYDU	26-000-20251	393.50	393.50
Total 760243:							393.50
JOHN DAY AUTO PARTS							
06/10/2025	760244	1273	JOHN DAY AUTO PARTS	255995	26-050-63100	107.87	107.87
06/10/2025	760244	1273	JOHN DAY AUTO PARTS	256748	03-000-64250	6,510.00	6,510.00
Total 760244:							6,617.87
JOHN DAY FIREFIGHTERS ASSOC							
06/10/2025	760245	1276	JOHN DAY FIREFIGHTERS ASSOC	JDFF MAY202	01-050-62950	330.00	330.00

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 760245:							330.00
JOHN DAY TRUE VALUE HARDWARE							
06/10/2025	760246	1280	JOHN DAY TRUE VALUE HARDWARE	625503	01-050-62900	1.20	1.20
06/10/2025	760246	1280	JOHN DAY TRUE VALUE HARDWARE	625574	06-000-63877	39.06	39.06
06/10/2025	760246	1280	JOHN DAY TRUE VALUE HARDWARE	625713	03-000-62500	2.79	2.79
06/10/2025	760246	1280	JOHN DAY TRUE VALUE HARDWARE	625791	02-000-63800	79.95	79.95
Total 760246:							123.00
KELLER ASSOCIATES							
06/10/2025	760247	1742	KELLER ASSOCIATES	0251303	03-000-66230	131,737.91	131,737.91
Total 760247:							131,737.91
KJDY							
06/10/2025	760248	1305	KJDY	CC-12505153	06-000-62100	349.00	349.00
Total 760248:							349.00
LEN'S PHARMACY							
06/10/2025	760249	1322	LEN'S PHARMACY	09014600492	06-000-63800	44.95	44.95
Total 760249:							44.95
OHA CASHIER							
06/10/2025	760250	1399	OHA CASHIER	PWS ID# 0041	02-000-63460	1,125.00	1,125.00
Total 760250:							1,125.00
OREGON SHARP ALLIANCE							
06/10/2025	760251	17690	OREGON SHARP ALLIANCE	BLUE25-0520	03-000-63200	175.00	175.00
Total 760251:							175.00
PECK RUBANOFF & HATFIELD PC							
06/10/2025	760252	1418	PECK RUBANOFF & HATFIELD PC	10642	06-000-63450	1,300.00	1,300.00
Total 760252:							1,300.00
RANCH & RODEO MUSEUM							
06/10/2025	760253	17710	RANCH & RODEO MUSEUM	RRMUUSEUM	10-000-62490	1,500.00	1,500.00
Total 760253:							1,500.00
TEC COPIER SYSTEMS LLC							
06/10/2025	760254	1500	TEC COPIER SYSTEMS LLC	220223	06-000-62900	242.81	242.81
Total 760254:							242.81
TRIANGLE OIL							
06/10/2025	760255	1524	TRIANGLE OIL	128033	26-000-63100	28.70	28.70
06/10/2025	760255	1524	TRIANGLE OIL	128301	03-000-63400	565.92	565.92
Total 760255:							594.62

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
VISA							
06/10/2025	760256	1540	VISA	VISA-0548 MA	01-050-63800	45.75	45.75
06/10/2025	760256	1540	VISA	VISA-2957 MA	01-000-63500	19.49	19.49
06/10/2025	760256	1540	VISA	VISA-2957 MA	06-000-63800	826.45	826.45
Total 760256:							891.69
WILSON'S WELDING & FABRICATION							
06/10/2025	760257	1552	WILSON'S WELDING & FABRICATION	32701	03-000-62500	550.00	550.00
Total 760257:							550.00
Grand Totals:							198,066.15

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-20000	.00	21,296.35-	21,296.35-
01-000-20251	18.38	.00	18.38
01-000-62100	183.60	.00	183.60
01-000-62450	16,666.66	.00	16,666.66
01-000-62490	104.70	.00	104.70
01-000-62900	165.34	.00	165.34
01-000-63450	390.00	.00	390.00
01-000-63500	698.00	.00	698.00
01-000-63800	67.46	.00	67.46
01-000-63825	2,181.60	.00	2,181.60
01-000-64798	273.36	.00	273.36
01-050-62900	93.70	.00	93.70
01-050-62950	330.00	.00	330.00
01-050-63800	72.74	.00	72.74
01-050-64798	50.81	.00	50.81
02-000-20000	.00	24,047.65-	24,047.65-
02-000-20130	48.45	.00	48.45
02-000-20251	41.65	.00	41.65
02-000-62100	288.30	.00	288.30
02-000-62900	264.88	.00	264.88
02-000-63450	390.00	.00	390.00
02-000-63460	1,125.00	.00	1,125.00
02-000-63800	4,200.49	.00	4,200.49
02-000-63825	2,181.60	.00	2,181.60
02-000-64798	68.04	.00	68.04
02-000-66306	15,439.24	.00	15,439.24
03-000-20000	.00	147,721.08-	147,721.08-
03-000-20130	72.68	.00	72.68
03-000-20251	47.77	.00	47.77
03-000-62100	288.30	.00	288.30
03-000-62500	625.63	.00	625.63
03-000-62850	390.00	.00	390.00
03-000-62900	44.80	.00	44.80
03-000-63200	175.00	.00	175.00
03-000-63400	747.11	.00	747.11
03-000-63450	2,181.60	.00	2,181.60
03-000-64250	4,557.00	.00	4,557.00



CITY OF JOHN DAY
URA BUDGET MEETING MINUTES May 12, 2025

COUCILORS PRESENT:

Sherrie Rininger, Mayor
Ron Phillips, Councilor
Bradley Hale, Councilor
Eric Bush, Council President
Vern Pifer, Councilor
Heather Swank, Councilor

BUDGET COMMITTEE PRESENT:

Louis Provencher, Budget Committee
Beth Spell, Budget Committee
Tom Olson, Budget Committee
Jody Moulton, Budget Committee
Irene Jerome, Budget Committee (Virtual)
Meloni Cochran, Budget Committee

STAFF PRESENT:

Melissa Bethel, City Manager
Rob Gaslin, Contract Finance
Don Gabbard, Fire Chief

Agenda Item No. 1—Call Meeting to Order

The URA meeting was called to order at 5:30 pm.

Agenda Item No. 2—Roll Call and Attendance

All councilors and budget committee members were present besides Councilor Labhart.

Agenda Item No. 3—Election of Officers

a. **Chair**—Eric Bush, Council President

Councilor Hale nominated Councilor Bush as the chairman of the budget committee.

Agenda Item No. 4—Oregon Budget Law Overview

Local governments must adopt the budget annually and it has to be balanced. Budget law also requires giving public notice. It was published in the newspaper on April 30th and May 7th.

Agenda Item No. 5—Budget Presentation

Gaslin presented a PowerPoint of the budget to Council and Budget Committee Members giving them the opportunity to ask questions along the way.

Bethel gave recommendations to Council regarding rate adjustments. She recommends charging tax-exempt properties utilities pending legal approval. She also recommended changing the policy to ensure those who have temporary shut offs, charging base utility fees year-round. She brought up planning fee adjustments, system development charges, business license fee increase, charging for burn permits and charging for Fire Hall facility rental.

The next Budget Meeting is May 27th at 5:30 pm.

Adjourn:

There being no further business before the council, Mayor Rininger adjourned the meeting.



**CITY OF JOHN DAY
BUDGET COMMITTEE MEETING MINUTES MAY 27, 2025**

COUCILORS PRESENT:

Sherrie Rininger, Mayor
Chris Labhart, Councilor
Eric Bush, Council President
Bradley Hale, Councilor
Ron Phillips, Councilor
Vern Pifer, Councilor
Heather Swank, Councilor

BUDGET COMMITTEE PRESENT:

Beth Spell, Budget Committee
Louis Provencher, Budget Committee
Jody Moulton, Budget Committee
Irene Jerome, Budget Committee (Virtual)
Tom Olson, Budget Committee
Meloni Cochran, Budget Committee

STAFF PRESENT:

Melissa Bethel, City Manager
Rob Gaslin, Contract Finance

5:30 pm: City Budget Meeting

Agenda Item No. 1—Call Meeting to Order

The John Day Budget Meeting was called to order at 5:30 pm.

Agenda Item No. 2—Roll Call and Attendance

All councilors and budget committee members were present with Irene Jerome being virtual.

Agenda Item No. 3—Budget revision and discussion

Gaslin presented the 2025-2026 City Budget and discussed the amendments that have been made to it.

Public Hearing:

Mayor Rininger made a motion to open the Public Hearing. The motion was seconded by Councilor Pifer and passed unanimously.

No Public Comments were made.

Councilor Bush closed the Public Hearing

Agenda Item No. 4—Motion to recommend adoption of Budget to Council (include any amendments as discussed)

Councilor Bush moved that the City of John Day Budget Committee approve the presented Budget as amended with expenditures in the amount of \$6,943,786 and approve the property taxes for the 2025-2026 fiscal year at a rate of \$2.99.150 per 1,000 of assessed value for operating purposes in the amount of \$50,000 for payment of bond principal and interest for general fund obligation bonds. The motion was seconded by Mayor Rininger and passed unanimously.

**CITY OF JOHN DAY
URA BUDGET COMMITTEE MEETING MINUTES MAY 27, 2025**

URA Budget Committee Meeting

Agenda Item No. 1—Call Meeting to Order

The John Day URA Budget Meeting was called to order.

Agenda Item No. 2—Roll Call and Attendance

All councilors and budget committee members were present with Irene Jerome being virtual.

Public Hearing:

Mayor Rininger made a motion to open the Public Hearing for the URA Budget. The motion was seconded by Spell and passed unanimously

No Public Comments were made.

Councilor Bush closed the Public Hearing.

Agenda Item No. 4—Motion to recommend adoption of URA Budget to Council (include any amendments as discussed)

Councilor Bush moved that the John Day URA Budget Committee approve the presented budget for the 2025-2026 as amended with total expenditures of \$118,136. The motion was seconded by Councilor Hale and passed with Councilor Hale being opposed.

Councilor Bush moved to approve the request of the Grant County Assessor for the John Day Urban Renewal District area for the maximum amount of revenue that may be raised by dividing the taxes under section 1C Article 9 of the Oregon Constitution ORS Chapter 157. The motion was seconded by Councilor Swank and passed unanimously.

Agenda Item No. 5—Budget Committee Comments

No comments were made.

Adjourn: There being no further business the meeting was adjourned.



**CITY OF JOHN DAY
CITY COUNCIL MINUTES May 27, 2025**

COUCILORS PRESENT:

Sherrie Riningger, Mayor
Chris Labhart, Councilor
Eric Bush, Council President
Bradley Hale, Councilor
Ron Phillips, Councilor
Vern Pifer, Councilor
Heather Swank, Councilor

COUNCILORS ABSENT

STAFF PRESENT:

Melissa Bethel, City Manager
Rob Gaslin, Contract Finance

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

Bethel would like Council to add two agenda items. One that authorizes the Mayor to sign the closing documents for the Seneca building and a Financial Report.

Councilor Phillips moved to accept the agenda as amended. The motion was seconded by Councilor Hale and passed unanimously.

Agenda Item No. 5—Public Comments

No public comments were made.

Agenda Item No. 6—Consent Agenda

- a. Accounts Payable through 5-19-25
- b. Minutes of City Council Meeting 4-22-2025
- c. Minutes of Finance Workshop Meeting 4-22-2025

Councilor Swank made a motion to accept the consent agenda. The motion was seconded by Councilor Bush and passed unanimously.

Agenda Item No. 7—Finance Report

Gaslin presented a budget to actual report to Council.

Agenda Item No. 7—Ranch & Rodeo Community Grant request for \$1,500

The Museum is asking for the funding to reorder brochures which advertise the museum and are placed all around Central and Eastern Oregon. They are also redoing the existing painted pictures in the windows which are faded.

Councilor Labhart made a motion to fund the Ranch and Rodeo Museum in the amount of \$1,500 from the TRT fund. The motion was seconded by Councilor Bush and passed unanimously.

Agenda Item No. 8—Strategic Plan Kick Off – Jensen Strategies Presentation

Councilor Bush made a motion to amend the contract with Jensen Strategies for Strategic Planning. The motion was seconded by Councilor Pifer and passed 6-1 with Councilor Labhart being opposed.

Councilor Labhart asked what the City was getting for the extra \$5,000 and Bethel stated they would receive an extra in person session.

Jensen Strategies gave a presentation to Council regarding strategic planning.

Agenda Item No. 9—Discussion regarding naming of John Day Fire Hall

Council came to a consensus that it would be tough naming the Fire Hall after one specific person and decided not to move forward with this.

Agenda Item No. 10—Mayor Signature on Closing Documents

Councilor Bush moved to authorize the Mayor to sign the closing documents for the Seneca building. The motion was seconded by Councilor Phillips and passed unanimously.

Agenda Item No. 11—City Manager Comments

There will be an Executive Session on June 3rd at 5:30.

Agenda Item No. 12—Mayor and Council Comments

Mayor Rininger was able to make a virtual testimony a few weeks ago as well as traveled to Salem with Bethel to testify in person.

Representative Owens had a Town Hall in which he responded to the question regarding the Sewer Treatment Plant and said it is a priority.

The next City Council Budget adoption meeting is June 24th

The next regular City Council meeting is June 10th

Adjourn:

There being no further business before council the meeting was adjourned.

Melissa Bethel, CM



**CITY OF JOHN DAY
CITY COUNCIL MINUTES June 10, 2025**

COUCILORS PRESENT:

Sherrie Rininger, Mayor
Chris Labhart, Councilor
Bradley Hale, Councilor
Ron Phillips, Councilor
Vern Pifer, Councilor
Heather Swank, Councilor

COUNCILORS ABSENT

Eric Bush, Council President (Excused)

STAFF PRESENT:

Melissa Bethel, City Manager

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 besides Councilor Bush who is excused.

Agenda Item No. 4—Amend or Accept Regular Agenda

Councilor Labhart would like to add discussion regarding the Grant County Library to the agenda.

Councilor Hale made a motion to add the Grant County Library to the agenda for discussion only. The motion was seconded by Councilor Labhart and didn't pass with Councilor Swank, Councilor Phillips and Mayor Rininger being opposed.

Councilor Hale moved to approve the agenda as published. The motion was seconded by Councilor Swank and passed unanimously.

Agenda Item No. 5—Public Comments

No public comments were made.

Agenda Item No. 6—Consent Agenda

- a. Accounts Payable through 5-27-25
- b. Minutes of City Council Meeting 5-27-2025 (will be approved next meeting)

Councilor Phillips made a motion to approve the consent agenda. The motion was seconded by Councilor Pifer and passed unanimously.

Agenda Item No. 7—Public Hearing: PAPA 24-01

Mayor Rininger opened the Public Hearing.

The John Day City Council will hold a public hearing to consider a request by Oregon Department of Forestry to amend the text of the John Day Development Code to allow RV's, with standards attached, as residential use in the General Industrial Zone only on properties owned or leased by a governmental entity. Text amendments also request that "Dormitory Dwelling" be permitted as a residential use in the GI Zone only on governmental properties. Purpose of amendments is to house fire fighting personnel during the busy fire season in Oregon. The planning commission recommended approval.

a. Staff Report

This is a request for an amendment to the John Day Development Code. The proposed amendment aims to address the need for emergency and seasonal housing employees as well as to provide accommodations for other guests and personnel on official government business. This would not be City wide it would only apply in the General Industrial zone and on governmental properties. Staff recommends the City Council approve and adopt PAPA24-01.

b. Applicant Presentation

No presentation was given.

c. Public Testimony

No public comments.

d. Applicant rebuttal

No rebuttal.

e. Close Public Hearing

Mayor Rininger closed the Public Hearing.

f. Deliberation

No deliberation.

Agenda Item No. 8—Adoption of Ordinance No. 25-02: An Ordinance of the City of John Day Amending the John Day Development Code to Permit Recreational Vehicles as Residential uses in the General Industrial Zone

Councilor Swank made a motion to adopt Ordinance No. 25-02: An Ordinance of the City of John Day Amending the John Day Development Code to Permit Recreational Vehicles as Residential uses in the General Industrial Zone. The motion was seconded by Councilor Labhart and passed unanimously.

Agenda Item No. 9—Discussion regarding Director of Public Works Recruitment

The City currently has no Public Works Director. Bethel is asking Council for approval to go out for national recruitment using a firm. The cost is going to be around \$25,000 to do so but she feels it is necessary.

Councilor Hale agrees with going nationally but would like the duties to be very defined. He believes this position has been neglected in the past. Councilor Hale would like to see Bethel reach out to more companies to get more quotes.

Councilor Hale made a motion to direct Bethel to reach out to more companies to compare prices. The motion was not seconded.

Bethel agreed to get Council at least one more bid. Councilor Labhart is not in favor of spending \$25,000.

Councilor Hale made a motion to go with Bethel's recommendation for \$25,000. The motion was seconded by Councilor Pifer and passed 4-2 with Councilor Labhart and Councilor Hale being opposed.

Agenda Item No. 10—City Manager Comments

The City hired 3 interns out in the field and there will be 1 intern starting at the City Hall.

Agenda Item No. 11—Mayor and Council Comments

Councilor Swank has concerns regarding code enforcement. There has been a lot of speeding and loud trucks downtown. She would like to see this be patrolled better.

Adjourn:

There being no further business before council the meeting was adjourned.

Melissa Bethel, CM



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED:			
Ordinance X	Resolution <input type="checkbox"/>	Motion X	Information <input type="checkbox"/>
Date Prepared: June 17, 2025		Dept.: City Manager's Office	
SUBJECT: Ordinance No 25-03 & Ordinance No 25-04		Contact Person for this Item: Melissa Bethel, City Manager, bethelm@grantcounty-org.gov 541 575 0028 ex 4224	

SUBJECT: Ordinance No. 25-03; An Ordinance Amending Title 7, Chapter 4 of the John Day City Code, Which Chapter Concerns the City of John Day Water System Utility Rules and Regulations. To Address Temporary Water Services, Including Fees and Charges Concerning Temporary Services; and Declaring an Emergency.

And;

Ordinance No. 25-04; An Amending Title 7, Chapter 5 of the John Day City Code, Which Chapter Concerns the City of John Day Sewer System Utility Rules and Regulations, To Address Temporary Sewer Services, Including Fees and Charges Concerning Temporary Services; and Declaring an Emergency.

BACKGROUND: Title 7, Chapters 4 & 5 of the John Day City Code governs the City's water and sewer utilities, including rates, charges, penalties, and conditions for service. Previously, the Code lacked clear provisions for temporary owner-initiated service discontinuances due to short-term vacancies, leading to billing inconsistencies and administrative challenges.

To address this, staff and legal counsel drafted Ordinance Nos. 25-03 and 25-04 to:

- Define "temporary service discontinuance"
- Provide guidance for how and when such discontinuances may occur
- Clarify responsibilities of property owners and tenants
- Standardize procedures and consequences for late payment and service termination
- Align the water and sewer utility code with Oregon Revised Statutes (ORS 91.255)

KEY AMENDMENTS:

The Ordinances include the following changes:

1. New Definition – Temporary Discontinuance

Defines "temporary service discontinuance" as a property owner-initiated pause in service for a vacancy period not exceeding six months, excluding construction, ownership transfer, or City-initiated termination.

2. Revised Rates & Payments (Sections 7-4-6 (water) and 7-5-9 (sewer))

- Clarifies billing cycles, late fees, door hanger notices, and shut-off procedures
- Establishes the City's authority to modify fees by resolution
- Codifies lien procedures and tenant/owner responsibilities

3. Tenant Account Management

- Requires property owners to notify the City of vacancies
- Reaffirms that utility charges apply during vacancies unless a temporary discontinuance is approved
- Outlines the transfer of delinquent accounts to property owners under ORS 91.255

4. Application & Refusal of Service

- Requires owner signature on all non-owner-occupied accounts
- Lists grounds for denial of service, including plumbing deficiencies or prior violations

5. Termination of Service

- Describes procedures for all types of service terminations
- Protects the City from liability related to shut-offs

6. Emergency Clause

An emergency is declared to ensure immediate enforcement with the FY25-26 and prevent misuse or delay in the application of temporary service policies.

These amendments are necessary to:

- Prevent revenue loss during unreported vacancies
- Clarify owner and tenant responsibilities
- Allow temporary discontinuance without requiring full termination and reapplication
- Create consistent enforcement and billing practices
- Mitigate legal risk and enhance administrative efficiency

FINANCIAL IMPACT:

The ordinance is expected to protect and improve sewer and water utility revenue stability (an expected increase of approximately \$40,000 per year for both funds) and reduce administrative burdens related to billing disputes and delinquency collection.

ATTACHMENTS:

Ordinance No 25-03

Ordinance No. 25-04

ORDINANCE NO. 25-03

AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE JOHN DAY CITY CODE, WHICH CHAPTER CONCERNS THE CITY OF JOHN DAY WATER SYSTEM UTILITY RULES AND REGULATIONS, TO ADDRESS TEMPORARY WATER SERVICES, INCLUDING FEES AND CHARGES CONCERNING TEMPORARY SERVICES; AND DECLARING AN EMERGENCY.

WHEREAS, Title 7, Chapter 4 of the John Day City Code (the “Code”) concerns rules and regulations related to the water system utility owned and operated by City of John Day (“City”), including, without limitation, rates, charges, and penalties concerning the water system; and

WHEREAS, the John Day City Council (the “Council”) has determined that Title 7, Chapter 4 of the Code must be amended to address the temporary, owner-initiated discontinuance of water service, including, without limitation, City’s imposition of certain fees and charges concerning the temporary discontinuance of water service; and

WHEREAS, by adoption of this Ordinance No. 25-03 (this “Ordinance”), City hereby amends Code Title 7, Chapter 4.

NOW, THEREFORE, THE CITY OF JOHN DAY ORDAINS AS FOLLOWS:

1. Incorporation. The above-stated findings are hereby adopted.
2. Short Title. This Ordinance will be known as “Ordinance No. 25-03, Amendment to Water Use Regulations Ordinance” and will be cited herein as this “Ordinance.”
3. Code Section 7-4-2. Code Section 7-4-2 (Definitions) is amended to include the following definition:

“Temporary service discontinuance” means a temporary, owner-initiated discontinuance of water service for a period of vacancy not to exceed 6 months. The term “temporary service discontinuance” does not include a termination of service due to or concerning the following: (a) to perform construction, maintenance, and/or repairs concerning the water service; (b) for public health and safety; (c) change of the subject property’s ownership; and/or (d) any termination initiated by the city.”

4. Code Section 7-4-3.

4.1 Code Sections 7-4-3A (Application) and 7-4-3D (Refusal of Service) are amended and restated to read in their entirety as follows:

“A. Application: Each applicant for water service will complete and sign an application form provided by the city which will include the date of application, location of premises, the date on which service is to begin, the purpose for which service is to be used, the address for mailing or delivery of bills, the applicant's address, the class and size of water service, and such other information as the city may require. At the time of application, applicants must pay the then-applicable application fee established from time to time by council resolution. By signing the application, the applicant agrees to abide by the

city's rules and regulations for the water system. An application constitutes a written request for service and does not bind the city to provide water services. When application is made for water service at a non-owner occupied premises, the owner of the non-owner occupied premises must sign the application agreeing that the owner will, in the event of nonpayment or delinquency of any fee(s) or charge(s), expenses, losses, damages, and/or fines incurred by the applicant for water service, be jointly and severally liable to the city for the full payment thereof, including any late and/or penalty fees. The owner's signature on the application constitutes the owner's consent, including, without limitation, for purposes of ORS 91.255, to the city's transfer of a claim against the applicant to the owner in accordance with Section 7-4-6F of this chapter. The council may establish by resolution a process for collecting outstanding water charges, expenses, losses, damages, and/or fines from responsible party(ies)."

"D. Refusal of Service: An applicant may be denied water service for any of the following reasons:

1. The application is incomplete, not signed by the customer and/or owner, and/or is ineligible;
2. The application requests service to a property location that is difficult or impossible to provide service without obtaining right-of-way or extending trunk or laterals;
3. The applicant, owner, and/or occupant has previously failed to pay duly imposed charges for city water and/or other services. The city may refuse water service to the subject premises until such time as the city is provided adequate financial security (in a form approved by the city manager) by the applicant, owner, and/or occupant that the delinquencies will be paid;
4. The water system is unable to supply the demand created by the proposed use without acquisition of new water sources or capital improvements to the existing system;
5. The applicant has been found in violation of city's water and/or sewer ordinances, rules, and/or regulations two or more times during the immediately preceding two years (from the date of application); and/or
6. The plumbing located on the premises where services are intended to be provided does not meet standards required under applicable federal, state, and/or local laws, regulations, and/or ordinances.

Applicants whose applications are denied will be notified in writing. The notice will state the reasons for denial and identify the applicant's right of appeal. Such appeal rights and processes will be the same as that for city-initiated service termination described in Code Section 7-4-8. Applicants whose application has been denied under this section may be informed of the procedure for creating a reimbursement district to extend existing mains or laterals. Notice of denial will be mailed to the applicant's address shown on the application. Notice will be effective as of the date of mailing."

4.2 A new Code Section 7-4-3E is added to read in its entirety as follows:

"E. Mandatory Connection: If water service is available for connection to a premises, including, without limitation, if and when water service is available for connection to a premises utilizing a private water system (e.g., well), the owner or occupant must apply for water service in accordance with this Section 7-4-3 and connect to the water system within 90 days after the city's written notice to apply and

connect; provided, however, the city manager may extend the 90-day period for one additional period not exceeding 90 days based on the following factors (as applicable): (a) size, location, and elevation of the premises; (b) condition of the private water system, if any; (c) length of the requested extension (which may not exceed 90 days)); and (d) such other criteria and conditions as the city manager may deem appropriate after consulting with the city's engineer and/or the director if the city manager deems such consultation necessary."

5. Code Section 7-4-6. Code Section 7-4-6 (Rates and Payments for Services) is amended and restated to read in its entirety as follows:

"7-4-6: RATES AND PAYMENTS FOR SERVICES:

A. Water Rates: The council may establish and/or modify from time to time such water rates, fees, charges, fines, and penalties (which may or may not be contained in the fee schedule) concerning the water system and/or water consumption as the council deems necessary or appropriate by council resolution, including, without limitation, late fees and penalties.

B. Place of Payment: All payments will be made to the city at the place designated on the most recent utility bill.

C. Bill Payment: All bills for metered accounts will be due and payable on the date set forth in the applicable bill. Accounts which have not been paid in full within 10 days after the applicable due date will incur the then-applicable late fees and penalties. The past due amount and all applicable late fees and penalties will be reflected on the customer's next billing statement. If the past due amount and all applicable late fees and penalties are not paid in full by the date identified in the billing statement, a door-hangar notice will be placed on the customer's premises (which notice will identify the past due amount and all applicable late fees and penalties, including the applicable door hangar fee). The door hangar notice will advise the customer that water service will be terminated within 48 hours from the date of the city's door hangar notice posting unless the entire past due balance, including interest, fees, and penalties, is paid in full within the 48-hour period. If the past due balance (including interest, fees, and penalties) is not paid in full on or before the service termination date, water service will be terminated in accordance with this chapter. All bills for fees and charges are due and payable at the time such fees or charges are assessed.

D. Delinquent Accounts: After the termination notice is provided in accordance with Code Section 7-4-8, subject to the affected person's appeal rights under Code Section 7-4-8, the city may terminate water service to the premises being served for which payment is delinquent. If service is terminated, the past due balance must be paid in full, including, without limitation, a service reconnection fee, before service will be resumed to the premises.

E. Billings of Separate Meters not Combined: Each meter on a customer's premises will be considered separate and the readings of two or more meters will not be combined; provided, however, the city may combine two or more low flow meters if the city determines necessary.

F. Tenant Accounts: The owner of any non-owner occupied premises will immediately notify the city if the non-owner occupied premises (or any unit thereof) becomes vacant. Until the owner provides the vacancy notice required under the immediately preceding sentence, the owner will pay for all water

service made available and/or provided to the vacant non-owner occupied premises (or unit thereof). Prior to transferring a claim against an occupant/applicant to the owner of the premises, the city will provide notice of the delinquent status to the occupant/applicant and mail a copy of the notice of delinquency by first class mail to the last address of the owner or owner's agent that is on file with the city, within 30 days from the time the payment is due on the account. The transferred claim will be a lien against the premises served from the date the notice of delinquent status is mailed to the owner or owner's agent of the premises. The transfer does not relieve the tenant of the obligation to pay the claim. Notwithstanding the notice of vacancy required in this section, water service will not be voluntarily terminated due to vacancy and any rates, charges, and fees related to use of the water system established by council resolution will apply. Notwithstanding anything contained in this section to the contrary, the city reserves the right to transfer any claim against the occupant/applicant in accordance with ORS 91.255, as amended.

G. Water Charge Liens: Water service charges will be a lien against the premises served from and after the date of billing and entry on the ledger or other records of the city pertaining to the water system, and such ledger or other records will remain accessible for inspection by anyone interested to ascertain the amount of such charges against the premises. Whenever a bill for water service remains unpaid 90 days after it has been rendered, the lien thereby created may be foreclosed in a manner provided for in ORS 223.610, as amended, or in any other manner provided for by law or by city ordinance.

H. System Development Charges: System development charges will be levied upon each new building, structure, and/or fixture unit attached to the water system at the time of initial attachment, or upon resizing of a connection to accommodate a new service meter larger than five-eighths/three-fourths inch."

6. Section 7-4-8 Amended. Code Section 7-4-8 (Termination of Water Service) is amended and restated to read in its entirety as follows:

"7-4-8: TERMINATION OF WATER SERVICE:

A. Temporary Service Discontinuance: Customers may have service temporarily discontinued and placed in vacant status for a period not exceeding 6 months (unless prior approved by the city manager in writing) by notifying the city of the desired date of discontinuance and paying the then applicable discontinuance fee. Customers must make their best efforts to provide the city no less than 5 days' prior notice of the customer's desire for the discontinuance. A customer requesting discontinuance will be required to pay all charges through the date of discontinuance. During the period of discontinuance, the customer will remain responsible for paying the base rate which will be assessed on the customer's regular billing statement(s). If the discontinuance notice described in this section is not timely given to the city, the city may require the customer to pay all charges through the date the city determines that the premises has been vacated or the service otherwise discontinued. Customers seeking to resume service after a period of discontinuance must notify the city of the desired date of reconnection.

B. Discontinuance for Emergency: Customers may have service temporarily discontinued for a period not exceeding 72 hours (unless prior approved by the city manager in writing) for a qualifying purpose as determined by the city, including, without limitation, repairs, maintenance, or construction.

Customers wishing to temporarily disconnect must notify the city of the desired weekday date of disconnection and the length of time of the disconnection. Each customer must exercise the customer's best efforts to provide the city no less than 24 hours' prior notice of the customer's desire for the discontinuance.

C. Customer Initiated Termination: Customers may have service permanently terminated by notifying the city of the desired date of termination. Customers must exercise their best efforts to provide the city no less than 5 days' prior notice of the customer's desire for the termination. Upon notice of termination, the city will cap the water line to the premises. Customers seeking to resume water service after termination must apply for water service and pay the then applicable application fee in accordance with Code Section 7-4-3.

D. City Initiated Termination: Water service may be terminated under the following circumstances:

1. If there is reasonable cause to question the safety or purity of the water;
2. In case of emergency, damage, and/or reasonable threat of damage to the system;
3. If the city obtains knowledge that a leak has occurred on the customer side of the meter and the city reasonably believes that the leak may cause significant water loss or is causing damage to either the premises or other properties;
4. If service to the premises is turned on without first obtaining the city's approval for water service;
5. If the utility bill is not timely paid pursuant to Code Section 7-4-6;
6. If a customer fails to comply with any system rules, regulations, and/or restrictions, and/or is found in violation of any water or sewer ordinances, rules, regulations, or restrictions;
7. Failure to allow access to the premises for determining compliance with the city rules and regulations concerning water service;
8. If an owner and/or occupant's (if different) account has become delinquent and/or the occupant vacates the premises without payment and any deposit held by the city for the premises does not cover the delinquency; and/or
9. Failure to comply with the cross-connection backflow program set forth under Title 7, Chapter 6 and/or failure to comply with the sewer use regulations ordinance under Title 7, Chapter 5.

E. Notice of Service Termination: For any city-initiated termination identified under Code Section 7-4-8D(1)-(4), no advance notice of termination is required. Under those circumstances, the city will attempt to notify the customer at the earliest opportunity by the most practical means possible under the circumstances. For all other city-initiated terminations, notice of the city's intent to terminate service will be sufficient if given by either (a) first class mail sent to the customer's address shown in the city's records (notice will be deemed complete upon deposit), and/or (b) posting a notice on the served premises. If the notice is posted, the notice will be deemed complete upon posting. The customer will be assessed and required to pay all applicable posting charges imposed by the city.

F. Right to Challenge Service Termination:

1. Except in those cases where the city manager or director determines a situation posing a threat to the city's system or the public health, safety, and welfare exists such that pretermination notice cannot be given without jeopardizing the same and those situations listed in Code Section 7-4-8D(1)-(4), any person aggrieved by a ruling or interpretation of this chapter may appeal the ruling or interpretation by filing a notice of appeal with the city manager. The notice of appeal must be filed no later than 24 hours before the proposed termination date or within 10 days after the date notice of the ruling or interpretation is delivered to the person, whichever is earlier. The notice of appeal must contain (a) the name, address, and telephone number of the appellant, (b) a copy of the ruling or interpretation being appealed, and (c) the basis for the appeal, describing with reasonable specificity why the ruling or interpretation was issued in error. No termination of service will occur during the pendency of any challenge under this section.

2. The city manager will conduct an informal hearing on the matter and after consideration of the material presented by the owner and/or occupant as well as material from the city, the city manager will decide whether to authorize the termination, adjust the termination, or deny the termination. The city manager's decision will be final, conclusive, and binding.

G. Liability: The city is not liable or responsible for any consequential and/or other damage(s) to person(s) or property resulting from its decision or the decision(s) of its employees or agents to terminate water service to any person(s) or premises that is done consistent with or pursuant to this chapter and/or applicable law."

7. Amendment. The Code amendments contained in this Ordinance supersede all ordinances, resolutions, and/or policies in conflict with the amendments; provided, however, City may continue the prosecution, conviction, and/or punishment of a person who has or will violate Code Title 7, Chapter 4 prior to the effective date of this Ordinance. Unless and until modified, the water rates, fees, charges, deposits, and other related charges in effect as of the date this Ordinance takes effect will continue in full force and effect until amended, restated, superseded, and/or repealed by Council resolution.

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

9. Miscellaneous. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Ordinance are hereby declared to be severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause,

and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected at any time by order of the Council to cure editorial and/or clerical errors.

This Ordinance was PASSED by the City Council of the City of John Day by a vote of ___ for and ___ against and APPROVED by the Mayor on this 24th day of June, 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

ORDINANCE NO. 25-04

AN ORDINANCE AMENDING TITLE 7, CHAPTER 5 OF THE JOHN DAY CITY CODE, WHICH CHAPTER CONCERNS THE CITY OF JOHN DAY SEWER SYSTEM UTILITY RULES AND REGULATIONS, TO ADDRESS TEMPORARY SEWER SERVICES, INCLUDING FEES AND CHARGES CONCERNING TEMPORARY SERVICES; AND DECLARING AN EMERGENCY.

WHEREAS, Title 7, Chapter 5 of the John Day City Code (the "Code") concerns rules and regulations related to the sewer system utility owned and operated by City of John Day ("City"), including, without limitation, rates, charges, and penalties concerning the sewer system; and

WHEREAS, the John Day City Council (the "Council") has determined that Title 7, Chapter 5 of the Code must be amended to address the temporary, owner-initiated discontinuance of sewer service, including, without limitation, City's imposition of certain fees and charges concerning the temporary discontinuance of sewer service; and

WHEREAS, by adoption of this Ordinance No. 25-04 (this "Ordinance"), City hereby amends Code Title 7, Chapter 5.

NOW, THEREFORE, THE CITY OF JOHN DAY ORDAINS AS FOLLOWS:

1. Incorporation. The above-stated findings are hereby adopted.
2. Short Title. This Ordinance will be known as "Ordinance No. 25-04, Amendment to Sewer Use Regulations Ordinance" and will be cited herein as this "Ordinance."
3. Code Section 7-5-1. Code Section 7-5-1 (Definitions) is amended to include the following definition:

"Temporary service discontinuance" means a temporary, owner-initiated discontinuance of sewer service for a period of vacancy not to exceed 6 months. The term "temporary service discontinuance" does not include a termination of service due to or concerning the following: (a) to perform construction, maintenance, and/or repairs concerning the sewer service; (b) for public health and safety; (c) change of the subject property's ownership; and/or (d) any termination initiated by the city."

4. Code Section 7-5-9. Code Section 7-5-9 (Rates and Payments for Services) is amended and restated to read in its entirety as follows:

"7-5-9: RATES AND PAYMENTS FOR SERVICES:

A. Sewer Rates: The council may establish and/or modify from time to time such sewer rates, fees, charges, fines, and penalties (which may or may not be contained in the fee schedule) concerning the sewer system as the council deems necessary or appropriate by council resolution, including, without limitation, late fees and penalties.

B. Place of Payment: All payments will be made to the city at the place designated on the most

recent utility bill.

C. Bill Payment: All bills for sewer accounts will be due and payable on the date set forth in the applicable bill. Accounts which have not been paid in full within 10 days after the applicable due date will incur the then-applicable late fees and penalties. The past due amount and all applicable late fees and penalties will be reflected on the customer's next billing statement. If the past due amount and all applicable late fees and penalties are not paid in full by the date identified in the billing statement, a door-hangar notice will be placed on the customer's premises (which notice will identify the past due amount and all applicable late fees and penalties, including the applicable door hangar fee). The door hangar notice will advise the customer that sewer service will be terminated within 48 hours from the date of the city's door hangar notice posting unless the entire past due balance, including interest, fees, and penalties, is paid in full within the 48-hour period. If the past due balance (including interest, fees, and penalties) is not paid in full on or before the service termination date, sewer service will be terminated in accordance with this chapter. All bills for fees and charges are due and payable at the time such fees or charges are assessed.

D. Delinquent Accounts: After the termination notice is provided in accordance with Code Section 7-5-12, subject to the affected person's appeal rights under Code Section 7-5-12, the city may terminate sewer service to the premises being served for which payment is delinquent. If service is terminated, the past due balance must be paid in full, including, without limitation, a service reconnection fee, before service will be resumed to the premises.

E. Tenant Accounts: The owner of any non-owner occupied premises will immediately notify the city if the non-owner occupied premises (or any unit thereof) becomes vacant. Until the owner provides the vacancy notice required under the immediately preceding sentence, the owner will pay for all sewer service made available and/or provided to the vacant non-owner occupied premises (or unit thereof). Prior to transferring a claim against an occupant/applicant to the owner of the premises, the city will provide notice of the delinquent status to the occupant/applicant and mail a copy of the notice of delinquency by first class mail to the last address of the owner or owner's agent that is on file with the city, within 30 days from the time the payment is due on the account. The transferred claim will be a lien against the premises served from the date the notice of delinquent status is mailed to the owner or owner's agent of the premises. The transfer does not relieve the tenant of the obligation to pay the claim. Notwithstanding the notice of vacancy required above, sewer service will not be voluntarily terminated due to vacancy and any rates, charges, and fees related to use of the sewer system established by resolution of the council will apply. Notwithstanding anything contained in this section to the contrary, the city reserves the right to transfer any claim against the occupant/applicant in accordance with ORS 91.255, as amended.

F. System Development Charges: System development charges will be levied upon each new building, structure, and/or fixture unit attached to the sewer system at the time of initial attachment, or upon resizing of a connection to accommodate a larger meter than previously installed."

5. Code Section 7-5-11.

5.1 Code Sections 7-5-11A (Application) and 7-15-11D (Refusal of Service) are amended and restated to read in their entirety as follows:

“A. Application: Each applicant for sewer service will complete and sign an application form provided by the city which will include the date of application, location of premises, the date on which service is to begin, the purpose for which service is to be used, the address for mailing or delivery of bills, the applicant’s address, the class and size of sewer service, and such other information as the city may require. At the time of application, applicants must pay the then-applicable application fee as established from time to time by council resolution. By signing the application, an applicant agrees to abide by the rules and regulations of the city for use of its sewer system. An application constitutes a written request for service and does not bind the city to provide sewer services. When application is made for sewer service at a non-owner occupied premises; the owner of the non-owner occupied premises must sign the application agreeing that the owner will, in the event of nonpayment or delinquency of any fee(s) or charge(s), expenses, losses, damages, and/or fines incurred by the applicant for sewer service, be jointly and severally liable to the city for the full payment thereof, including any late and/or penalty fees. The owner's signature on the application will be deemed to constitute the owner's consent, including, without limitation, for purposes of ORS 91.255, to the city's transfer of a claim against the applicant to the owner in accordance with Section 7-5-9E of this chapter. The council may establish by resolution a process for collecting outstanding sewer charges, expenses, losses, damages, and/or fines from the responsible parties.”

“D. Refusal of Service: An application may be denied for any of the following reasons:

1. The application is incomplete, not signed by the customer, and/or is ineligible;
2. The application requests service to a property location which would be difficult or impossible to provide without obtaining right-of-way or extending sewer lines;
3. The applicant, owner, and/or occupant has previously failed to pay duly imposed charges for city sewer and/or other services. The city may refuse sewer service to the subject premises until such time as the city is provided adequate financial security (in a form approved by the city manager) by the applicant, owner, and/or occupant that the delinquencies will be paid;
4. The sewer system is unable to satisfy the demand created by the proposed use without capital improvements to the existing system;
5. The applicant has been found in violation of any water and/or sewer ordinances, rules, and/or regulations, including, without limitation, the cross connection ordinance and/or the water use regulations ordinance, two or more times (from the date of application); and/or
6. The plumbing located on the premises where services will be provided does not meet the standards required under applicable federal, state, and/or local laws, regulations, and/or ordinances.

Applicants whose applications are denied will be notified in writing. The notice will state the reasons for denial and identify the applicant’s right of appeal. Such appeal rights and processes will be the same as that for city-initiated service termination described in Code Section 7-5-12. Applicants whose application has been denied under this section may be informed of the procedure for creating a reimbursement

district to extend existing sewer lines, if applicable. Notice of denial will be mailed to the applicant's address shown on the application. Notice will be effective as of the date of mailing."

6. Section 7-5-12 Amended. Code Section 7-5-12 (Right to Challenge Service Termination) is amended and restated in its entirety to read as follows:

"7-5-12: TERMINATION OF SEWER SERVICE:

A. Notice: Notice for termination of sewer service due to a violation of this chapter will be as described in Code Section 7-4-8.

B. Termination: The process and procedure for termination of sewer service, including, without limitation, temporary service discontinuance, discontinuance for emergency, customer initiated termination, city initiated termination, will be as described in Code Section 7-4-8.

C. Liability: The city is not liable or responsible for any consequential or other damage(s) to person(s) or property resulting from its decision or the decision(s) of its employees or agents to terminate sewer service to any person(s) or premises that is done consistent with or pursuant to this chapter."

7. Amendment. The Code amendments contained in this Ordinance supersede all ordinances, resolutions, and/or policies in conflict with the amendments; provided, however, City may continue the prosecution, conviction, and/or punishment of a person who has or will violate Code Title 7, Chapter 5 prior to the effective date of this Ordinance. Unless and until modified, the sewer rates, fees, charges, deposits, and other related charges in effect as of the date this Ordinance takes effect will continue in full force and effect until amended, restated, superseded, and/or repealed by Council resolution.

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

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

This Ordinance was PASSED by the City Council of the City of John Day by a vote of __ for and __ against

and APPROVED by the Mayor on this 24th day of June, 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

City of John Day
Budget Hearing Notice

A meeting of the John Day City Council will be held on June 24, 2025 at 6:00 p.m. at 316 S Canyon Blvd, John Day, Oregon. The purpose of this meeting is to discuss the budget for fiscal year beginning July 1, 2025 as approved by the Budget Committee. A summary of the budget is presented below. A copy may be in inspected or obtained at the John Day City Hall between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. The budget was prepared on a basis of accounting that is consistent with the basis used last year.

CITY OF JOHN DAY
PROPOSED 2025-2026 BUDGET SUMMARY

	Actual FY 23-24	Adopted FY 24-25	Budget Committee Approved FY 25-26
RESOURCES			
Net Working Capital	2,391,287	1,634,353	2,441,544
Federal, State and Other Grants	1,258,385	6,965,735	380,000
Revenue from Bonds & Other Debt	0	2,425,000	925,000
Interfund Transfers	902,879	827,753	378,954
Fees & Licenses	2,004,752	1,906,040	2,001,600
Other Current Resources	101,857	523,939	425,215
Estimated Resources other than Property Taxes	6,659,160	14,282,820	6,552,313
Revenue from Division of Tax	395,718	406,500	406,500
Revenue from Special Levy	0	0	0
Total Resources	7,054,878	14,689,320	6,958,813

REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	954,506	1,457,651	1,425,667
Materials & Services	987,190	1,435,810	1,812,752
Capital Outlay	1,649,751	8,918,326	954,728
Debt Service	415,580	420,350	489,350
Interfund Transfers	862,879	827,753	309,360
Special Payments	0	925,000	925,000
Contingencies	0	339,135	414,924
Unappropriated Ending Fund Balance	2,184,972	365,296	627,032
TOTAL REQUIREMENTS	7,054,878	14,689,320	6,958,813

REQUIREMENTS BY ORGANIZATIONAL UNIT

Administration	704,574	1,372,180	1,700,033
FTE	0.75	3.50	1.25
Community Development	83,650	133,629	266,158
FTE	0.10	0.20	0.25
Police - Code Enforcement	0	100,000	150,000
FTE	0.00	0.00	0.00
Fire	166,626	300,660	352,161
FTE	0.30	0.30	0.80
Streets & Public Works	3,392,503	10,651,203	3,860,946
FTE	6.20	7.00	9.00
Broadband	43,264	1,490,196	30,730
FTE	0.00	0.00	0.00
Non-departmental / Non-program	2,664,261	641,453	598,785
FTE	0.00	0.00	0.00
TOTAL REQUIREMENTS	7,054,878	14,689,321	6,958,813
TOTAL FTE	7.25	11.00	11.30

SIGNIFICANT CHANGES:

- * Reflects a 3.5% COLA for employees
- * Reflects antipated increases in PERS related costs
- * Reflects an anticipated 10% in utility costs
- * Reflects an anticipated 20% increase in Liability Insurance costs
- * Reflects acquisition of new debt associated with developments

PROPERTY TAX LEVY

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

STATEMENT OF LONG-TERM INDEBTEDNESS

	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, but not incurred on July 1
General Fund: Fire		
Business Oregon Loan - Development	925,000	925,000
Fire Hall Building Project	253,000	-
Sewer Fund		
Property Acquisition Loan Innovation Gateway	393,475	-
Greenhouse Construction Project	284,713	-
Wastewater Treatment Plant Project	300,000	1,450,000
Water Fund		
Property Acquisition Loan Brownsfield Project	437,591	-
Water/Sewer Funds		
Loan Refinance Package	682,952	-
Publish June 4, 2025		481722

City of John Day



Annual Budget Fiscal Year 2025-26

Annual Budget for the City of John Day

Fiscal Year

July 1, 2025 – June 30, 2026

John Day City Council

Sherrie Rininger, Mayor

Eric Bush, Council President

Chris Labhart, Council Member

Ron Phillips, Council Member

Bradley Hale, Council Member

Heather Swank, Council Member

Vern Pifer, Council Member

Annual Budget for the City of John Day

Fiscal Year

July 1, 2025 – June 30, 2026

Budget Committee

(City Council plus Citizens listed below:)

Louis Provencher	Expires Jan 2029
Beth Spell	Expires Jan 2028
Meloni Cochran	Expires Jan 2029
Tom Olson	Expires Jan 2028
Jody Moulton	Expires Jan 2028
Irene Jerome	Expires Jan 2028

Annual Budget for the City of John Day

Fiscal Year

July 1, 2025 – June 30, 2026

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Annual Budget for the City of John Day

Reader's Guide to the Budget

This guide is intended to assist readers in finding information in the city's FY 2025-26 Annual Budget Book.

- **Introduction:** This section includes the Budget Message, the City's Organization Chart, and demographical information.
- **Policies and Budget Development:** This section contains the City's financial and budgetary policies and guidelines, an overview of the budget process, the 2025-26 Budget calendar and budget frequently asked questions (FAQs). Budget Development Policies are reviewed annually by staff.
- **Budget Detail:** This section includes the itemized detail of the John Day Budget broken down by fund.
- **References:** This section includes a glossary of municipal finance terms. Additionally, this section contains the advertisements for budget committee meetings with affidavits, the city's resolution declaring municipal services, the city's resolution to receive state shared revenues, the city's appropriation resolution, and the city's LB-50 authorizing tax to be placed on the tax rolls.

Introduction



CITY OF
JOHN DAY

Annual Budget Message

May 12, 2025

Members of the John Day City Council and Budget Committee

As the Budget Officer for the City of John Day I am pleased to provide you with the proposed Fiscal Year (FY) 2025-26 Budget. This budget is presented as required under Chapter 294 of the Oregon Revised Statutes.

This year it is my hope the public sees the City working for the citizens, maintaining or increasing levels of service and building our funds for the future. The Wastewater Treatment Plant is moving forward and steps are being taken to decrease funding gaps. Staff levels and personnel are being reviewed and organized to best serve the community.

Overall budget

City staff has tried to project revenues and expenditures as conservatively as possible throughout the City's budget. This means that revenues are presented at the low end of the reasonable range, while expenditures are projected at the high end of the reasonable range. However, it is important to note the City has encountered cash flow issues due to the overextended Urban Renewal Agency, which currently comingles cash with the City. The City will need to prioritize spending in order to fulfill obligations made by the URA.

Personnel Services: The City currently operates with 7 employees (5.6 FTEs). FY25-26 budget includes a 3.5% increase for all employees covered under the Collective Bargaining Agreement (CBA). Staff is proposing the 3.5% increase be extended for all other employees, including the City Manager. A staffing level of 11 FTEs, including hires in the fire (grant funded), public work and administrative areas has been budgeted.

The current fire chief and wastewater plant operator took on additional roles including safety officer and certain compliance and efficiency functions. In response to this new role, the City has created a new position entitled Operation Services and Safety Manager. This position combines all of these responsibilities into one position with compensation commensurate.

Across all funds is the allocation for the Casselle's (The City's accounting and billing software) annual operating costs and new modules are included in computer and software after the 2024 implementation. Legal, professional services, and meetings and travel line items have also been increased across all funds based on the expectation of contracting for IT services, continuing legal issues and the expectation of improving processes the City.

Oregon League of Oregon Cities fall conference is in Portland this year and all councilors are encouraged to attend. Funds are also expected to be expended for required certificates for our Public Works and office personnel.

Budget overview by Fund

General Fund

Most notable in the General Fund is the previous year roll over. This is the City savings; or amount to start the new fiscal year. The FY25-26 budget starts with nearly \$300,000, versus the prior year budget of \$98,000. This is due primarily to expenditures being far below both budget and prior years, including transfers out of the general fund to subsize other funds being more than \$250,000 lower than in prior years. Current year revenues have been budgeted conservatively with expected decreases or only modest increases in some cases.

A large portion of the revenue increase over current year projected comes from the \$925,000 remaining portion of the \$1.8 million dollars the City of John Day was approved for based on URA expenditures for 3 separate developments. Initially, only about half of the loan was obtained, but the full \$1.8 was expended, creating a cash flow issue for the co-mingled City of John Day and URA funds. The remaining loan appropriation has been budgeted to be transferred back into the URA to help balance the URA negative fund balance. This transaction was budgeted in 24-25, but was not initiated in order to save the cost of interest as long as possible as the City was able to manage without the funds.

Expenditures consist of personnel, materials and services, capital outlay, departmental transfers and operating contingency. Although budgeted conservatively, increases in line items have been projected to be more consistent with expected rising costs.

Transfers include the URA loan, continue subsidizing the Community Development Fund and an operating contingency of over \$120,000. This operating contingency is a sign of staff's commitment to getting the City back on a sound footing. Building up our contingency will allow the City to start saving and allow for a more comfortable beginning fund balance for FY26-27.

Fire Department (GF)

The Fire Department revenue is increased by potential grant funds also noted in expenditures. Personnel is funded for a .2 FTE fire chief, consistent with the previous year, plus the addition of two grant-funded part-time positions totaling \$35,000. The Fire Department Fund has an annual loan obligation of \$42,992 to the Water Fund from a 2018 loan of \$367,341 for a term of 10 years at an interest rate of 3.34% for the Fire Hall construction. Final payment will be in 2027.

A transfer out of \$25,000 to the Motor Pool Fund is consistent with previous years.

Street Fund

The street fund operates on restricted funding from the Highway Use Fund (State shared gas tax) and, historically, Grant County Forest Receipts, though the City will not be receiving these in the 25-26 fiscal year and the budget has been made to reflect that reality. The Street Fund has completed several projects over that last couple years and although the fund is balanced, it is in partly due to large transfers over the last three years from the General Fund (\$818,919); Water Fund (\$162,970); and the Sewer Fund (\$40,134.). Although various grants provided for some of the estimated cost of previous street projects, costs totaling over \$400,000 in non-reimbursable dollars contributed to cash flow issues. The fund does have a contingency of \$116,700 budgeted, which, as with the General Fund, provides the funds with an expectation of future operation. Especially in the Street fund, staff feel that the contingency is important due to the future uncertainty around both the gas tax and the forest receipts.

Included in the budget are funds for a Small Cities Allotment grant, which the City has applied for in the amount of \$250,000. This grant is for the repair and replacement of a portion of downtown streets and sidewalks. \$100,000 has also been budgeted for the repair or replacement of some of the trail and/or bridges.

IT Fund

The IT fund was the fiduciary holding for Grant County Digital. As this fund will no longer need to be utilized once the dissolution goes through, staff is proposing to close it out; the fund shows the sale of the Seneca (anticipated in the current year) and Main Street Buildings (both owned by the City of John Day) to help offset the negative balance and enable the closing of the fund without further subsidy from the general fund. Moving forward into the next budget year this fund will no longer be required. In the current year, the carrying costs have been substantial as the City awaits the sale of the fund assets, the budget has been made to reflect that to the extent possible. The City will need to approve a resolution closing out this fund.

Debt Service Fund

The Debt Service Fund holds the Local Option tax receipts and payments for the Fire Hall building. No notable changes are shown, revenues rise nominally every year. The original amount of the loan from 2016 was \$655,000 at 3.07% interest. The loan will be satisfied in 2030.

Community Development Fund

It is common for cities to subsidize the Community Development Fund. While not expressly called out in the budget due to conservatism, city staff has proposed increases in planning application fees across the board, which will help offset some of the costs now subsidized by the general fund. Revenues include a transfer of \$124,116 from the General Fund, the Community Development Fee (\$6 fee paid by residents reflected on utility bill), application fees and Transient Room Tax (TRT) dollars.

Expenditures in materials and services have been budgeted modestly. Professional services include the cost of a contract planner, which was used in the current year as well. Per state code, we will continue to break out the TRT revenues 70/30 to better account for the expenditures, with the tourism dollars continuing to build until expended as they are restricted. 70% of TRT dollars should be spent on tourism which is defined as those activities which target visitors from at least

50 miles away (beautification projects; Pit Stop materials and supplies; and wayfinding). 30% of TRT dollars are non-restrictive and this budget allocates the funds under community promotion. City council has historically chosen to spend these dollars on grants and donation. Council will need to decide how to expend these dollars going forward as there are other pressing needs within the City. In previous years, parks maintenance had been budgeted in the Street fund as this is where the grant revenue was received to build the parks. Parks maintenance is not an allowable use of the restricted gas tax revenues and as such this line item has been moved to community development.

Of note is the debt service in this fund for the Greenhouses. The original debt is a 25-year loan initiated in 2019 for \$350,000 at 3.43% interest. The loan term ends in 2043. City staff will continue to monitor and evaluate how best to deal with the greenhouses.

Motor Pool Fund

The motor pool fund operates strictly by transfers in from the Water, Sewer, Fire (General) and Street funds. Vehicle purchases, operation, maintenance and employee wages are attributed to motor pool. In the future, staff suggests the city eliminate the motor pool fund and show vehicle purchases and work attributed to each fund. Large cities with fire and police and Public Works fleet vehicles do often have motor pool funds; they also have employees and fleet directors who work as full-time employees.

Unpaid Comp Fund

Historically, the city used this fund to account for its compensation obligations that were to be paid out upon future events such as employee termination. The fund is not necessary or required for external regulations and in the interest of simplifying and clarifying the financial statements, Staff is recommending its use be discontinued and the remaining balance drawn down as qualifying events occur.

Water Fund

Revenue for the water fund primarily consists of utilities and net working capital. Planned utility fee increases were not budgeted for the sake of conservatism.

Capital outlay has been budgeted for equipment in the amount of \$10,000, continued water meter replacements in the amount of \$41,409, undefined water system improvements in the amount of \$105,000 and continued well rehab in the amount of \$75,000.

The Water Fund has been operating well with reasonable reserves. The fund also maintains a modest contingency of \$150,000 and unappropriated fund balance of \$704,831. It is the City's goal to achieve a \$2,000,000 unappropriated ending fund balance in the water fund as this amount has been deemed a necessity to ensure the continued delivery of reliable water services in perpetuity. The unappropriated balance will help maintain the health of the fund as a loan is budgeted to help the sewer fund balance.

The Water Fund currently has two outstanding debts:

Consolidation Loan:

The City applied for and received a loan from Washington Federal in 2018 for sewer system improvements, fire hall improvements, and to refinance other existing City debt. The loan of \$2,182,952 (74% Water Fund and 26% Sewer Fund) is paid over 10 years, including interest at 3.34%. Interest payments are made semiannually on June 1 and December 1. Principal payments began December 1, 2018 and will continue through December 1, 2027.

Business Oregon Loan:

The City received a loan from the Oregon Business Development Department in 2021 for the purchase and clean-up of the designated brownfield property formerly owned by Iron Triangle. The loan was approved in the amount of \$595,000, although only \$506,655 had been draw by the City as of June 30, 2021. The first loan payment of interest only was due on December 1, 2021 in the amount of \$32,700, with subsequent payments in the same amount due annually through December 1, 2039 with a final payment due on December 1, 2040 in the amount of \$23,446.

Sewer Fund (combined with Joint Sewer Fund in the prior year)

Unfortunately, the sewer fund starts the FY25-26 year with a very low net working capital balance of \$523 due to over expenditures in the current and prior budget years as a result of past obligations.

The Sewer Fund also contributes 26% of the Debt consolidation from Washington Federal as explained in the Water Fund.

A large priority for the City and this fund is completion of the sewer plant. FY25-26 the City will complete final design, procure the package plant, and complete the utility rate study; all funded through grants and loans. Although the City has lobbied for State and federal funding , until the nature and source of the funding is assured, no amount has been budgeted in either revenue or expenditure for the continuation of the sewer plant project. The anticipation is that the appropriate expenditures and revenues will be brought in via council resolution when the funds are identified.

Conclusion

It has been a pleasure working with Rob Gaslin CPA of Gaslin Accounting CPAs and putting together this document for the city. I want to thank the staff, the citizens and the city council for helping to make our City a great place to live, work and play. I hope the Citizens can appreciate that while there are some ongoing budget issues with the URA, the City's budget is becoming healthier each year. The city has seen an overwhelming amount of change and I am confident John Day will prosper and thrive in the future.

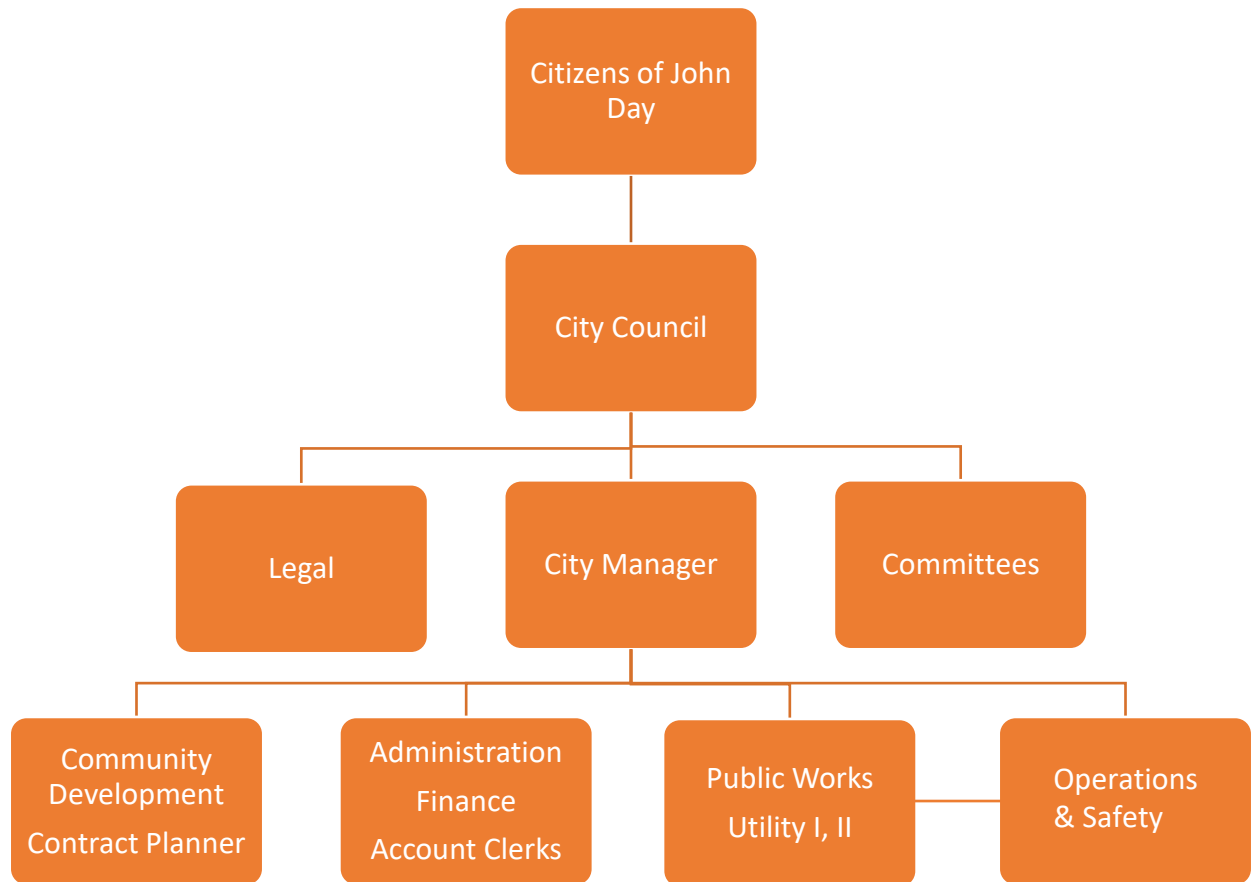
Sincerely,



Melissa Bethel
City Manager

Annual Budget for the City of John Day

Organizational Chart



Policies and Budget Development

Financial and Budgetary Policies and Guidelines

Sound financial, budgetary and economic principles are part of creating a solid financial plan. John Day's budget incorporates the following long-term and short-term financial policies and guidelines. The city strives to comply with all state laws governing budgeting and financial transactions, with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements. Listed below is a summary of the financial and budgetary policies adhered to by the City of John Day.

General Policies

- Financial statements of the city are to be prepared in accordance with GAAP.
- The budget is to be prepared in accordance with Oregon local budget law. The budget is to be adopted annually, by resolution, no later than June 30th. In keeping with State law, the budget shall be balanced, in that expected revenues and anticipated expenditures align with each other.
- An external audit shall take place every year. The audit will be completed and submitted to the State no later than December 31st of the following fiscal year.
- The city will comply annually with all requirements to receive annual State Shared Revenues.
- The budget is prepared on the modified accrual basis for all funds of the City. Under this accounting basis, revenues are recorded when they are measurable and available, generally within 60 days of year end. Expenditures are recognized when the liability is incurred except that future long-term obligations are not recognized until they are mature. For financial statement purposes reported under GAAP, all governmental funds are accounted for using the modified accrual basis for purposes of the audited financial statements. However, utility funds are reported using the full accrual basis where revenues are recorded when earned and expenses are recorded at the time the liability is incurred and long-term obligations are recorded when they become an obligation, regardless of future cash outflow timing.

Revenues

- A portion of Transient Room Tax (TRT) funds are allocated each year to community groups that help to support John Day citizens.
- One-time revenues will be used for one-time expenditures.
- SDC's (System Development Charges) collected are governed by state law and are spent using those parameters.

Expenditures

- Budget control is maintained at the Department level. The City Manager has the authority to approve expenditures up to \$25,000. Expenditures exceeding \$25,000 must be approved by City Council.
- All fixed assets purchased and capital projects completed for and/or by the City of John Day with a cost of \$10,000 or more and with a useful life of more than one year will be capitalized.
- In no case may total expenditure of a particular department exceed that which was appropriated by the City Council without a budget amendment approved by the City Council.

Debt

- Long term debt shall not be issued to finance ongoing operations.
- Short-term borrowing or lease purchase contracts should only be considered for financing major operating equipment when it is determined to be in the city's best financial interest.
- Any project funded through the issuance of debt must have a useful life equal or greater than the term of financing.

Capital Planning

- A Capital Improvement Plan (CIP) shall be developed for a five-year or greater period to allow for appropriate planning.
- The CIP shall be reviewed at least biannually by city management staff and by the City Council, as a part of the goal and work plan setting process.
- Capital projects should:
 - Support City Council goals and objectives, and prevent the deterioration of the city's existing infrastructure and protect its investments in streets, building and utilities.
 - Encourage and sustain economic development in John Day, and respond to and anticipate future growth in the city.
 - Increase the efficiency and productivity of city operations.
- The impact of capital projects on the operating budget should always be an important consideration when evaluating projects for inclusion in the CIP.
- On going operating costs will be a consideration when making a capital purchase.

The Budget Process

General

The budget process is governed by the City Charter, City Ordinances, and State of Oregon Budget Laws. The initial tasks such as filing vacancies on the budget committee and setting the date for the first budget committee meeting usually begins in December or January. The majority of the budget adoption process takes place from February through June each year. The City Manager, Finance Director and other staff work together to allocate spending parameters and estimate revenue from January through April to help develop a proposed budget. The Proposed Budget is then submitted to the Budget Committee which consists of the Mayor, City Councilors, and an equal number of citizen members.

Budget Committee Meeting

Notice of the Budget Committee public hearings, which are usually held in May, are published in the Blue Mountain Eagle and on the city's website preceding the meeting. At the first budget committee meeting, it may be typical for the Budget Committee to hear community sponsorship requests. In addition to the sponsorship requests the Budget Officer delivers the Budget Message. The budget message explains the proposed budget and any significant changes in the city's financial position.

Public Comments

At the second budget committee meeting, there is continued discussion on the details of the budget. Also at this meeting is a Public Hearing declaring the intent to receive and use for funding the State Shared Revenues offered to each Oregon city. The public is given a chance to comment or give testimony at either of these two meetings. For more information about public involvement, see "Citizen Involvement Opportunities" section below. When the Budget Committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, it approves the budget for submission to the City Council. When approving the budget, the Budget Committee also approves, by motion, the amount or rate of ad valorem taxes.

City Council Approval

After the Budget Committee approves the proposed budget, the Budget Officer publishes a financial summary and notice of budget hearing in the local newspaper. The hearing is held during a regular City Council meeting (usually the regular session in June). The purpose of the public

hearing is to receive budget related testimony from citizens and provide an opportunity to discuss the approved budget with the Mayor and Councilors. The City Council has the authority to make some changes to the approved budget. The changes allowed include adjusting resources, reducing or eliminating expenditures and /or increasing expenditures on a limited basis. Increases of expenditures of the amounts approved by the budget committee are limited to not exceed more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and an additional hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution, which formally adopts the budget, makes appropriations, and levies the taxes, not later than June 30.

Budget is Submitted to the County

After the budget document is finalized, it is submitted to the County Clerk and the Department of Assessment and Taxation, distributed to all members of the budget committee, the City Council and City staff. The document is posted on the City's website www.cityofjohnaday.com.

Citizen Involvement Opportunities

All meetings of the Budget Committee and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings during the Public Comment period of the agenda. Citizens may also testify before the City Council during the public hearing on the approved budget. The proposed budget document may be available for public review at City Hall and on the City's website for a reasonable amount of time prior to the first budget committee meeting, however, it may be handed out at the first budget meeting. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records. Public Comment or testimony may be provided by: Submitting a written statement by mail, e-mail or at a meeting or public hearing; or, speaking to the Committee or Council at their meetings during the public comment opportunities.

Changes after Adoption

Once the governing body has enacted the resolutions to adopt the budget, expenditures may not be made for any purpose in an amount greater than the amount appropriated, excepted as allowed by Oregon Revised Statute (ORS) (mainly 294.338, 463, 471, 473, and 478). Most changes require formal action in the form of a resolution or a supplemental budget. In some instances, a public hearing is required. The ORS sections mentioned above provide direction on which formal action is needed depending on the specific situation giving rise to the needed budget change; however, generally speaking, a supplemental budget is needed to create a new appropriation or a new fund transferring funds where a category of expense does not already exist in the adopted budget. Most other situations can be handled by resolution.



FY25-26 PROPOSED BUDGET CALENDAR

Approve Budget Calendar	March 11, 2025
Appoint Committee members	April 8, 2025
Council finance Workshop: 5:00	April 22, 2025 (Before Council mtg)
Published budget meeting notices	April 30, 2025 & May 7, 2025
Publish budget meeting notice (website)	April 30, 2025
1 st Budget meeting 5:30-7:00	May 12, 2025 (Day Before Council mtg)
2 nd Budget meeting and public hearing 5:30	May 27, 2025 (Before Council mtg)
Published notice for Council Hearing	June 11, 2025
Budget Adoption (Council)	June 24, 2025

FY25-26 URBAN RENEWAL BUDGET CALENDAR:

Approve Budget Calendar	March 11, 2025
Appoint budget officer and committee members	April 8, 2025 (URA to be held before CC mtg)
Published budget meeting notices	April 30, 2025 & May 7, 2025
URA Board Finance Workshop: 5:00	April 22, 2025 (Combined w/ Council Workshop)
1 st Budget Meeting 5:30-7:00	May 12, 2025 (Before Council Budget)
2 nd Budget meeting and public hearing 5:30	May 27, 2025 (Before Council mtg)
Publish URA Board Hearing	June 11, 2025
Budget Adoption (URA Board) 6:00	June 24, 2025 (Before Council Mtg)

Budget FAQs

(Frequently Asked Questions)

What is a budget?

A budget is a planning tool. It identifies the work plan for the city for the fiscal year and outlines the financial, material, and human resources available to complete the work plan. It also includes general financial information about the organization and identifies the policy direction of the City Council under which the budget was prepared. The budget is the city's means of planning and reporting what it intended to do with its financial resources and ensure that those dollars are spent as wisely and efficiently as possible. The city uses a fund-based budget, meaning that accounts of the city are organized on the basis of funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. Each fund is considered a separate entity accounted for with a separate set of self - balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures.

Why does a city create a budget?

Oregon state law requires all cities and other governments in Oregon to adopt a budget annually. Oregon local budget law (Chapter 294 of Oregon Revised Statutes) gives budget provisions and procedures that must be followed during the budgeting process. The budget must be completed by June 30, the day before the start of the fiscal year to which the budget applies. Without a budget for the new fiscal year, the city has no authority to spend money or incur obligations. A local government's ability to impose a property tax is also tied to the budgeting process.

Even if there were no legal requirement to budget, the city would complete a budget anyway. Budgeting creates a work and spending plan, which help to ensure that public funds are spent wisely. The budget process allows city staff to review City Council goals and objectives in a formal setting, determine what will be required to meet those objectives, develop an implementation plan, and share that information with citizens and decision-makers.

What basis of accounting/budgeting does the city use?

The budget is prepared on the modified accrual basis for all funds of the city. Under this accounting basis, revenues are recorded when they are measurable and available, generally within 60 days of year end. Expenditures are recognized when the liability is incurred except that future long-term obligations are not recognized until they mature. Each year, the city's financial position is audited by an independent auditor licensed by the State of Oregon to conduct municipal audits. The audited financial statements are presented in accordance with Generally

Accepted Accounting Principles (GAAP), promulgated by the Government Accounting Standards Board (GASB). The Annual Financial Report presents fund revenue and expenditure on a GAAP basis to the budgetary basis for comparison purposes.

When does "budget season" start?

The budget process for the city typically begins in late December each year. At this time, the Finance Department begins to review the rate and fee structures, increases in the cost of services and contracts, the proposed capital improvement program, and other financial plans. The City Council's goals and objectives guide the budget-making process.

However, the budget process for the city is actually an ongoing process throughout the year. During each fiscal year, new initiatives for services, new regulation, new funding sources, better methods for providing existing services, and new concerns are brought forward by citizens and staff to the City Council for discussion, study, or implementation. Typically, because we tend to budget very conservatively, new programs or initiatives need to wait until the next budget cycle or longer to be fully funded.

What does city staff do to develop the budget?

To prepare for the coming budget cycle, staff evaluates current services and identifies issues to be addressed during budget hearings. Primary factors considered by staff in making recommendations include:

- Relevant federal, state or city regulations or needs that affect services provided by a department.
- Council position, policy statement, or general consensus regarding a service.
- Service deficiencies that have been identified through complaints, observations, or citizen survey data.
- Demographics, neighborhood data, or trends in demand for services.
- Special interest, neighborhood data, or professional group input or request for service.
- Special studies or reports that have identified a need for a service.
- Annual equipment assessments and inventories, which have identified a deficiency.

Throughout the year the City Council addresses issues, and give policy direction for the development of the budget. Once that is completed, staff turns its attention to turning that direction into numbers on paper.

Factors that will play into budget planning at this point include:

- The cost of employee salaries is the largest expenditure on the city budget. Therefore, careful attention is given to cost-of-living adjustments, or any other major change in the employee salary schedule.
- Known cost factors including such items as postal rate increases, social security costs, contribution rates to employee pension and retirement funds, and other similar costs.
- Changes in employee fringe benefits, such as changes affecting vacation policy, overtime, holidays, uniform allowances, health insurance, and sick leave affect expenditures.

- Required elements of the budget such as insurance costs, utility costs, and vehicle maintenance costs are developed.
- Capital projects that have been recommended by facility plans or special area land-use plans, or have been requested by citizens.
- General economic fluctuations can be one of the most difficult considerations when preparing a budget. In recent years even the best economists have encountered difficulty in predicting the performance of the economy. Also, any local event significantly impacting the local economy is taken into consideration. The failure or inability to conservatively consider projected economic activity can cause significant financial problems.

As with the revenue estimates, fiscal prudence demands that expenditure estimates be as accurate as possible. The Budget Officer analyzes and review the budgets in detail, checking for accuracy and reasonableness of projections, and ensuring that all required elements of the budget are correct.

How do you know how much money the city will have?

Staff develops projections each year for each type of revenue the city receives. These projections are based on knowledge of some factors and assumptions about others. For example, the city could be notified that it will receive a \$1 million reimbursement grant for a capital project. The capital project is scheduled to last from May in one year until September one year later. As a result of the construction schedule, this project will cross three fiscal years. As a result of the construction schedule, this project will cross three fiscal years. Before revenue projections can be finalized for each fiscal year, the project construction (expense) schedule must be set so that reimbursement dates for grant revenues may be determined and revenue budgeted as accurately as possible in each fiscal year.

Many revenue estimates must be made based on assumptions about general economic conditions and trends. For example, development related revenues (building permits, system development charges, and requests for new water service connections) are all based on assumptions about what development will do in La Pine during the coming year. Revenues estimates are made cautiously since estimating too high may result in setting a budget that will not be supported by future revenues.

Is the budget ever evaluated?

During the course of the fiscal year, the expenditures and revenues are monitored regularly and compared to the budget appropriations. Monthly operating reports are prepared by the Finance Director, and provided to the City Manager and City Council at a monthly meeting.

At the close of the fiscal year, the Annual Financial Report is prepared which reports on the financial condition of the city. During the budget process, this information is used to compare the projections of revenues and expenditures made during the prior fiscal year to the actual revenues and expenditures for a

given fiscal year. Current year and future assumptions about revenues and expenditures may be changed depending on how close projections were to actual figures.

Can the budget be amended once it is adopted?

During the fiscal year, when the city is operating with the adopted budget, changes in appropriated expenditures sometime become necessary. These changes can be made mid-year by the City Council. The City Council may amend the adopted budget either by passing a transferring resolution, or by adopting a supplemental budget. Changes that require moving an existing appropriation from one area of the budget to another can normally be made by resolution. A supplemental budget is most often required when new appropriation authority is needed.

Who do I contact for more information?

All requests for public information in the city are handled by the Administrative Assistant and City Manager. Please call (541) 575-0028 or visit our website at www.cityofjohnday.com

Budget Worksheets by Fund

General Fund

CITY OF JOHN DAY

REVENUES

GENERAL FUND (01-000)

Historical Data		Current Year		GENERAL FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
407,414	125,512	98,325	(15,102)	40110	NET WORKING CAPITAL	287,189	287,189	
					REVENUES - ADMIN			
334,204	343,092	350,000	353,385	42100	PROPERTY TAXES	350,000	350,000	
13,498	35,000	37,500	37,500	43000	PMT IN LIEU OF FRANCHISE FEE - WTR	40,000	40,000	
34,348	37,500	38,700	38,700	43001	PMT IN LIEU OF FRANCHISE FEE - SWR	40,000	40,000	
114,432	110,290	110,000	110,000	43050	OR TRAIL ELECTRIC COOP	110,000	110,000	
9,737	7,521	7,000	7,000	43105	CENTURY LINK	7,000	7,000	
11,130	15,135	15,000	13,500	43125	CLARKS GARBAGE DISPOSAL	15,000	15,000	
31,605	45,213	35,000	42,600	43130	RALLY NETWORKS FRANCHISE FEES	35,000	35,000	
13,503	10,153	9,000	9,000	43350	BUSINESS LICENSE/SOCIAL	9,000	9,000	
120	-	100	100	43360	LIQUOR LICENSES	100	100	
2,050	-	-	-	43370	LAND USE FEES	-	-	
	-	-	-	NEW	URA - LOAN PAYMENT	69,000	69,000	
7,000	7,000	5,000	5,000	44385	URA - ADMINISTRATION	5,000	5,000	
1,220	1,529	1,000	1,100	44500	CIGARETTE TAX	1,000	1,000	
2,564	4,654	4,000	3,500	44500	MARIJUANA TAX	3,000	3,000	
6,189	-	-	-	44635	COVID 19 FUNDING	-	-	
-	-	1,265,000	-	44661	GRANT REVENUE	-	-	
20,163	20,689	20,000	20,000	44740	STATE REVENUE SHARING	20,000	20,000	
33,419	31,826	30,000	28,000	44760	LIQUOR TAX	28,000	28,000	
8,050	5,257	500	500	45450	INTEREST INCOME	500	500	
	-	925,000	-	45460	BUSINESS OREGON LOAN - URA	925,000	925,000	
	-	20,400	20,400	44200	RENT INCOME	20,400	20,400	
-	-	66,586	-	44896	TRANSFER IN FROM IT FUND CLOSURE	-	-	
1,050,646	800,371	3,038,111	675,183		TOTAL REVENUES - ADMIN	1,965,189	1,965,189	-

Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
1,107,142	856,098	3,172,840	733,393		TOTAL REVENUES	2,152,194	2,152,194	-
(837,117)	(704,574)	(2,872,180)	(303,149)		EXPENDITURES - GENERAL FUND	(1,800,033)	(1,800,033)	-
(144,513)	(166,626)	(300,660)	(143,054)		EXPENDITURES - FIRE	(352,161)	(352,161)	-
125,512	(15,102)	(0)	287,189		TOTALS	(0)	(0)	-

CITY OF JOHN DAY

EXPENDITURES

GENERAL FUND (01-000)

Historical Data		Current Year		ADMINISTRATIVE DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
72,009	52,392	60,000	38,000	61050	WAGES AND SALARIES	79,500	79,500	-
407	610	700	-	61150	OVERTIME	-	-	-
23,401	16,963	32,421	7,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	47,254	47,254	-
2,710	4,638	5,500	4,000	61252	PERS EXPENSE	11,300	11,300	-
1,935	2,661	4,000	2,000	61253	PERS IAP EXPENSE	6,000	6,000	-
3,754	-	-	-	61400	UNPAID COMPENSATION	7,075	7,075	-
104,216	77,264	102,621	51,000		TOTAL PERSONNEL SERVICES	151,129	151,129	-

				Account #	MATERIALS AND SERVICES			
4,755	969	1,000	1,000	62100	ADVERTISING	1,000	1,000	-
4,163	-	11,000	3,500	62300	AUDIT	7,000	7,000	-
4,970	7,179	8,000	3,000	62400	BUILDING MAINTENANCE	8,000	8,000	-
-	-	100,000	35,000	62450	PUBLIC SAFETY	100,000	100,000	-
38	1,542	-	-	62460	CODE ENFORCEMENT	-	-	-
4,253	3,869	-	-	62490	COMMUNITY PROMOTION	-	-	-
4,884	2,021	5,000	4,500	62650	DUES AND SUBSCRIPTIONS	6,000	6,000	-
1,263	4,785	-	-	62710	DISPATCH SERVICES	-	-	-
-	2,737	5,000	3,000	62740	ELECTION EXPENSE	5,000	5,000	-
321	1,344	1,500	250	62850	EQUIPMENT LEASE AND RENTAL	1,500	1,500	-
1,095	605	1,000	1,100	62900	REPAIRS & MAINTENANCE	1,000	1,000	-
4,862	6,510	9,000	9,000	63300	INSURANCE	10,000	10,000	-
21,970	-	-	-	63420	LAND USE PLANNING EXPENSE	-	-	-
41,451	126,531	50,000	53,000	63450	LEGAL	60,000	60,000	-
1,325	3,519	5,000	1,000	63460	LICENSES AND FEES	5,000	5,000	-
13,947	969	15,000	6,900	63500	MEETINGS, TRAVEL & TRAINING	15,000	15,000	-
14,231	4,088	7,000	100	63550	MISCELLANEOUS EXPENSE	5,000	5,000	-
4,627	9,988	15,000	28,000	63800	OPERATING SUPPLIES	20,000	20,000	-
161,461	101,099	40,000	28,500	63825	PROFESSIONAL SERVICES	68,500	68,500	-
620	1,471	3,000	1,000	63950	POSTAGE	3,000	3,000	-
11,555	10,593	20,000	20,205	64000	COMPUTERS & SOFTWARE	20,000	20,000	-
12,612	13,682	15,000	14,000	64798	UTILITIES	15,000	15,000	-
314,403	303,501	311,500	213,055		TOTAL MATERIALS AND SERVICES	351,000	351,000	-

CITY OF JOHN DAY

EXPENDITURES

GENERAL FUND (01-000)

Historical Data		Current Year		ADMINISTRATIVE DEPARTMENT EXPENDITURES Continued		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	CAPITAL OUTLAY			
-	2,350	11,000	-	65200	BUILDING IMPROVEMENTS	30,000	30,000	-
-	-	21,000	-	65225	COMPUTER EQUIPMENT	21,000	21,000	-
-	-	1,400,000	-	65226	EDA GRANT	-	-	-
-	-	65,000	3,035	65227	BTAP GRANT	-	-	-
-	2,350	1,497,000	3,035		TOTAL CAPITAL OUTLAY	51,000	51,000	-

				Account #	DEBT SERVICE			
-	-	-	-	NEW	DEBT SERVICE - BUSINESS OR URA LOAN	69,000	69,000	-
-	-	-	-			-	-	-
-	-	-	-		TOTAL CAPITAL OUTLAY	69,000	69,000	-

				Account #	NONDEPARTMENTAL			
-	152,452	36,059	36,059	67450	TRANSFER TO COMMUNITY DEVELOPMENT	126,341	126,341	-
4,139	-	-	-	67870	TRANSFER TO OTHER FUNDS - MP	-	-	-
414,359	169,007	-	-	67892	TRANSFER TO STREET FUND	-	-	-
-	-	925,000	-	67893	TRANSFER TO URA	925,000	925,000	-
-	-	-	-	67100	OPERATING CONTINGENCY	126,563	126,563	-
418,498	321,459	961,059	36,059		TOTAL NONDEPARTMENTAL	1,177,904	1,177,904	-

837,117	704,574	2,872,180	303,149		TOTAL DEPARTMENT	1,800,033	1,800,033	-
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REVENUES

GENERAL FUND (01-050)

Historical Data		Current Year		FIRE DEPARTMENT REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
					REVENUES - FIRE			
13,698	10,570	10,570	20,000	44200	RENTAL INCOME	10,570	10,570	-
42,798	45,157	29,159	38,210	44720	RURAL FIRE DISTRICT	46,435	46,435	-
-	-	95,000	-	45250	GRANT REVENUE	130,000	130,000	-
-	-	-	-	45260	OTHER INCOME	-	-	-
56,496	55,727	134,729	58,210		TOTAL REVENUES - FIRE	187,005	187,005	-

EXPENDITURES

GENERAL FUND (01-050)

Historical Data		Current Year		FIRE DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #	PERSONNEL SERVICES			
21,927	22,913	28,000	22,300	61050	WAGES AND SALARIES	51,723	51,723	-
102	122	300	-	61150	OVERTIME	-	-	-
12,401	13,764	15,579	7,476	61250	EMPLOYER PAID EMPLOYEE BENEFIT	31,070	31,070	-
2,738	2,978	3,439	3,300	61252	PERS EXPENSE	6,722	6,723	-
1,323	1,531	1,600	1,337	61253	PERS IAP EXPENSE	1,800	1,800	-
693	-	-	-	61400	UNPAID COMPENSATION	4,603	4,603	-
39,184	41,308	48,918	34,413		TOTAL PERSONNEL SERVICES	95,919	95,919	-

				Account #	MATERIALS AND SERVICES			
200	530	500	310	62650	DUES AND SUBSCRIPTIONS	500	500	-
1,580	1,800	3,500	4,500	62710	DISPATCH SERVICES	5,500	5,500	-
279	185	400	100	62850	EQUIPMENT LEASE AND RENTAL	400	400	-
4,310	3,473	10,000	2,350	62900	REPAIRS & MAINTENANCE	10,000	10,000	-
12,286	12,106	18,000	5,100	62950	FIRE COST	18,000	18,000	-
2,508	3,127	3,800	3,800	63300	INSURANCE	3,800	3,800	-
-	500	1,000	600	63450	LEGAL	1,000	1,000	-
-	15	400	-	63460	LICENSES AND FEES	500	500	-
3,391	1,362	3,000	3,700	63550	MISCELLANEOUS EXPENSE	4,000	4,000	-
924	19,432	15,000	6,500	63800	OPERATING SUPPLIES	15,000	15,000	-
1	-	50	-	63950	POSTAGE	50	50	-
-	-	600	2,000	64000	COMPUTERS & SOFTWARE	2,000	2,000	-
-	-	2,500	500	64160	SAFETY PROGRAM	2,500	2,500	-
1,869	5,508	5,000	2,000	64450	MEETINGS, TRAVEL & TRAINING	5,000	5,000	-
9,990	9,288	15,000	9,190	64798	UTILITIES	15,000	15,000	-
-	-	100,000	-	65095	GRANT EXPENDITURE	100,000	100,000	-
37,338	57,326	178,750	40,650		TOTAL MATERIALS AND SERVICES	183,250	183,250	-

CITY OF JOHN DAY

EXPENDITURES

GENERAL FUND (01-050)

Historical Data		Current Year		FIRE DEPARTMENT Continued		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	CAPITAL OUTLAY			
-	-	5,000	-	65200	BUILDINGS	5,000	5,000	-
-	-	-	-	65600	CAPITAL EXPENDITURES	-	-	-
-	-	-	-			-	-	-
-	-	5,000	-		TOTAL CAPITAL OUTLAY	5,000	5,000	-

				Account #	NONDEPARTMENTAL			
42,992	42,992	42,992	42,992	67850	TRANSFER TO WATER FUND	42,992	42,992	-
25,000	25,000	25,000	25,000	67870	TRANSFER TO MOTOR POOL FUND	25,000	25,000	-
-	-	-	-			-	-	-
67,992	67,992	67,992	67,992		TOTAL NONDEPARTMENTAL	67,992	67,992	-

144,513	166,626	300,660	143,054		TOTAL DEPARTMENT	352,161	352,161	-
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Street Fund

CITY OF JOHN DAY

REVENUES

STREET FUND (06-000)

Historical Data		Current Year		STREET FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #				
(458,072)	419,579	313,604	408,910	40110	NET WORKING CAPITAL	555,871	555,871	-
					REVENUES - STREET			
130,984	130,968	116,000	130,147	44640	STATE FUEL TAX	130,000	130,000	-
168,569	169,696	170,000	175,973	44650	GRANT COUNTY FOREST RECEIPTS	-		-
25,000		-	-	44665	GRANT PROCEEDS 4TH ST	-	-	-
414,359	169,007	-	-	44820	TRANSFER FROM GENERAL FUND	-	-	-
245,970	17,000	-	-	44830	TRANSFER FROM WATER FUND	-	-	-
10,134	30,000	-	-	44840	TRANSFER FROM SEWER FUND	-	-	-
575		-	-	45260	OTHER INCOME	-	-	-
2,513		-	-	45450	INTEREST INCOME	-	-	-
1,720,560	353,501	25,000	-	45250	GRANT REVENUE	250,000	250,000	-
-	-	-	-			-	-	-
2,260,592	1,289,751	624,604	715,030		TOTAL REVENUES - STREET	935,871	935,871	-

2,260,592	1,289,751	624,604	715,030		TOTAL REVENUES	935,871	935,871	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
2,260,592	1,289,751	624,604	715,030		TOTAL REVENUES	935,871	935,871	-
(1,841,013)	(880,841)	(624,604)	(244,712)		EXPENDITURES	(935,871)	(935,871)	-
419,579	408,910	-	470,318		TOTALS	0	(0)	-

CITY OF JOHN DAY

EXPENDITURES

STREET FUND (06-000)

Historical Data		Current Year		STREET FUND EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
91,839	85,951	160,000	77,650	61050	WAGES AND SALARIES	130,000	130,000	-
1,306	1,797	5,700	-	61150	OVERTIME	-	-	-
41,068	31,664	73,850	21,700	61250	EMPLOYER PAID EMPLOYEE BENEFIT	47,891	47,891	-
6,842	6,430	12,304	7,600	61252	PERS EXPENSE	9,725	9,725	-
4,804	4,598	8,639	4,427	61253	PERS IAP EXPENSE	6,954	6,954	-
11,146	-	-	-	61400	UNPAID COMPENSATION	11,569	11,569	-
157,005	130,440	260,493	111,377		TOTAL PERSONNEL SERVICES	206,140	206,140	-

				Account #	MATERIALS AND SERVICES			
80,000	-	100	500	62100	ADVERTISING	100	100	
2,225	-	5,400	3,500	62300	AUDIT	7,000	7,000	
1,803	492	2,000	500	62650	DUES AND SUBSCRIPTIONS	2,000	2,000	
203	208	1,500	200	62850	EQUIPMENT LEASE AND RENTAL	1,500	1,500	
147	157	2,100	500	62900	REPAIRS & MAINTENANCE	-	-	
8,162	10,100	12,200	12,200	63300	INSURANCE	14,000	14,000	
-	69,048	-	-	63355	BUSINESS GRANTS	-	-	
3,280	-	9,000	13,200	63450	LEGAL	10,000	10,000	
322	-	5,000	1,000	63500	MEETINGS, TRAVEL & TRAINING	5,000	5,000	
1,803	1,021	1,000	-	63550	MISCELLANEOUS EXPENSE	1,000	1,000	
9,478	649	10,000	3,000	63800	OPERATING SUPPLIES	10,000	10,000	
9,836	20,053	15,000	16,000	63825	PROFESSIONAL SERVICES	26,000	26,000	
21,355	17,266	30,000	1,500	63877	PARKS & BUILDING MAINTENANCE	-	-	
3,824	-	10,000	7,500	64000	COMPUTERS & SOFTWARE	10,000	10,000	
5,536	16,568	13,500	500	64300	STREET REPAIR/MAINTENANCE	16,000	16,000	
17,069	2,650	15,000	100	64100	CONTRACTED SERVICES	15,000	15,000	
29,247	34,550	37,000	33,000	64798	UTILITIES	37,000	37,000	
194,290	172,762	168,800	93,200		TOTAL MATERIALS AND SERVICES	154,600	154,600	-

CITY OF JOHN DAY

EXPENDITURES

STREET FUND (06-000)

Historical Data		Current Year		STREET FUND Continued		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	CAPITAL OUTLAY			
249,626	-	-	-	65111	INTEGRATED PARK PROJECT	-	-	-
1,005,270	13,270	-	-	65235	4TH STREET REPAIR	-	-	-
836	-	-	-	65350	COMMUNICATIONS EQUIPMENT	-	-	-
6,432	1,352	-	-	65400	CHAROLAIS HTS INTERSECTION	-	-	-
19,399	463,910	-	-	65700	395 S PROJECT	-	-	-
116,775	-	-	-	65701	CANTON STREET PROJECT	-	-	-
51,380	59,107	-	-	65850	TRAILS & BRIDGE	100,000	100,000	-
-	-	-	-	66411	SCA GRANT	250,000	250,000	-
-	-	30,000	135	66425	STREET REPAIR	100,000	100,000	-
1,449,718	537,639	30,000	135		TOTAL CAPITAL OUTLAY	450,000	450,000	-

				Account #	NONDEPARTMENTAL			
40,000	40,000	40,000	40,000	67870	TRANSFER TO MOTOR POOL FUND	20,000	20,000	-
-	-	125,312	-	67100	OPERATING CONTINGENCY	105,131	105,131	-
40,000	40,000	165,312	40,000		TOTAL NONDEPARTMENTAL	125,131	125,131	-

1,841,013	880,841	624,604	244,712		TOTAL FUND	935,871	935,871	-
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IT Fund

CITY OF JOHN DAY

REVENUES

IT FUND (07-000)

Historical Data		Current Year		IT FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
2,510	(118,106)	(159,804)	(161,370)	40110	NET WORKING CAPITAL	(69,270)	(69,270)	-
					REVENUES - IT FUND			
-	-	-	-	44210	GRANT INCOME - EDA	-		-
-	-	-	-	44250	RENT INCOME	-	-	-
-	-	-	-	44260	TRANSFER FROM GENERAL FUND	-	-	-
1	-	-	-	44263	INTEREST INCOME	-	-	-
-	-	250,000	130,000	44210	PROPERTY SALE	100,000	100,000	-
2,511	(118,106)	90,196	(31,370)		TOTAL REVENUES - IT FUND	30,730	30,730	-

2,511	(118,106)	90,196	(31,370)		TOTAL REVENUES	30,730	30,730	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
2,511	(118,106)	90,196	(31,370)		TOTAL REVENUES	30,730	30,730	-
(206,835)	(43,264)	(90,196)	(37,900)		EXPENDITURES	(30,730)	(30,730)	-
(204,324)	(161,370)	-	(69,270)		TOTALS	-	-	-

CITY OF JOHN DAY

EXPENDITURES

IT FUND (07-000)

Historical Data		Current Year		IT FUND EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
2,797	3,405	3,500		61050	WAGES AND SALARIES	-		-
84	24	200		61150	OVERTIME	-		-
1,579	1,768	300		61250	EMPLOYER PAID EMPLOYEE BENEFIT	-		-
202	233	200		61252	PERS EXPENSE	-		-
144	156	150		61253	PERS IAP EXPENSE	-		-
173	-		-	61400	UNPAID COMPENSATION	-	-	-
4,979	5,586	4,350	-		TOTAL PERSONNEL SERVICES	-	-	-

				Account #	MATERIALS AND SERVICES			
-	-	100	300	62100	ADVERTISING	300	300	
4,072	-	10,000	1,000	62300	AUDIT	1,000	1,000	
2,940	-	-	-	62650	DUES AND SUBSCRIPTIONS	-	-	
-	-	-	-	62900	EQUIPMENT MAINTENANCE	-	-	
-	3,997	4,000	17,000	63450	LEGAL	4,000	4,000	
-	-	-	-	63460	LICENSES AND FEES	-	-	
299	160	160	-	63500	MEETINGS AND CONVENTIONS	-	-	
860	1,493	1,500	1,000	63550	MISCELLANEOUS EXPENSE	19,630	19,630	
5	-	-	-	63650	OFFICE SUPPLIES	-	-	
7	2,103	-	-	63800	OPERATING SUPPLIES	-	-	
-	3,106	3,000	11,500	63825	PROFESSIONAL SERVICES	3,000	3,000	
22	-	-	4,300	64000	PROGRAMMER SERVICES/SOFTWARE	-	-	
105	506	500	2,800	64798	UTILITIES	2,800	2,800	
8,310	11,365	19,260	37,900		TOTAL MATERIALS AND SERVICES	30,730	30,730	-

				Account #	CAPITAL OUTLAY			
-	3,804	-	-	65450	EQUIPMENT PURCHASES	-	-	-
14,882	22,509	-	-	66408	BROADBAND PROJECT - EDA	-	-	-
71,158	-	-	-	66413	BROADBAND PROJECT - DAS	-	-	-
-	-	-	-			-	-	-
86,040	26,313	-	-		TOTAL CAPITAL OUTLAY	-	-	-

				Account #	NONDEPARTMENTAL			
-	-	-	-	67100	OPERATING CONTINGENCY	-	-	-
-	-	66,586	-	67876	TRANSFER TO GENERAL	-		-
-	-	66,586	-		TOTAL NONDEPARTMENTAL	-	-	-

99,329	43,264	90,196	37,900		TOTAL DEPARTMENT	30,730	30,730	-
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Debt Service Fund

CITY OF JOHN DAY

REVENUES

DEBT SERVICE FUND (09-000)

Historical Data		Current Year		DEBT SERVICE FUND		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
39,156	36,111	33,623	34,326	40110	NET WORKING CAPITAL	33,030	33,030	-
					REVENUES - DEBT SERVICE			
51,093	52,626	56,500	54,205	42150	LOCAL OPTION LEVY	56,500	56,500	-
1,014	1,044	200	1,000	45450	INTEREST INCOME	200	200	-
-	-	-	-			-	-	-
91,263	89,781	90,323	89,530		TOTAL REVENUES - DEBT SERVICE	89,730	89,730	-

				DEBT SERVICE				
44,000	45,000	45,000	46,000	45245	FIRE HALL GO BOND PRINCIPAL	45,000	45,000	-
11,152	10,455	11,500	10,500	44265	FIRE HALL GO BOND INTEREST	11,500	11,500	-
-	-	-	-			-	-	-
-	-	33,823	-		UNAPPROPRIATED FUND BALANCE	33,230	33,230	-
-	-	-	-			-	-	-
55,152	55,455	90,323	56,500		TOTAL DEBT SERVICE	89,730	89,730	-

Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
91,263	89,781	90,323	89,530		TOTAL REVENUES	89,730	89,730	-
(55,152)	(55,455)	(90,323)	(56,500)		EXPENDITURES - DEBT SERVICE	(89,730)	(89,730)	-
36,111	34,326	-	33,030		TOTALS	0	-	-

Community Development Fund

CITY OF JOHN DAY

REVENUES

COMMUNITY DEVELOPMENT FUND (10-000)

Historical Data		Current Year		COMMUNITY DEVELOPMENT FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #				
(463,995)	(232,440)	(21,430)	(32,211)	40110	NET WORKING CAPITAL	50,317	50,317	-
					REVENUES - COMM DEV FD			
45,297	51,471	35,000	58,000	42250	TRANSIENT ROOM TAX	58,000	58,000	-
285,688	-	-		44635	COVID FUNDING	-		-
-	152,452	36,059	36,059	44898	TRANSFER FROM GENERAL FUND	126,341	126,341	-
79,746	79,956	79,000	78,000	45050	ECONOMIC DEVELOPMENT FEE	78,000	78,000	-
7,069	-	-		45260	MISCELLANEOUS INCOME	-		-
221,567	-	-		45230	SALE OF LAND	-		-
24,000	-	-			RENT INCOME	-		-
	-	5,000	3,500	45055	PLANNING APPLICATION FEE	3,500	3,500	-
199,372	51,439	133,629	143,348		TOTAL REVENUES - COMM DEV FD	316,158	316,158	-

199,372	51,439	133,629	143,348		TOTAL REVENUES	316,158	316,158	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
199,372	51,439	133,629	143,348		TOTAL REVENUES	316,158	316,158	-
(408,046)	(83,650)	(133,629)	(93,031)		EXPENDITURES	(316,158)	(316,158)	-
(208,674)	(32,211)	-	50,317		TOTALS	0	-	-

CITY OF JOHN DAY

EXPENDITURES

COMMUNITY DEVELOPMENT FUND (10-000)

Historical Data		Current Year		COMMUNITY DEVELOPMENT FUND EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
5,754	9,376	25,000	15,000	61050	WAGES AND SALARIES	25,000	25,000	-
18	12	700	-	61150	OVERTIME	700	700	-
3,367	5,532	14,629	2,200	61250	EMPLOYER PAID EMPLOYEE BENEFIT	14,750	14,750	-
396	656	1,721	1,500	61252	PERS EXPENSE	1,749	1,749	-
283	468	1,230	850	61253	PERS IAP EXPENSE	1,248	1,248	-
809	-	-	-	61400	UNPAID COMPENSATION	2,225	2,225	-
10,627	16,044	43,280	19,550		TOTAL PERSONNEL SERVICES	45,672	45,672	-

				Account #	MATERIALS AND SERVICES			
2,601	-	1,200	200	62100	ADVERTISING	1,200	1,200	-
1,014	-	2,700	2,000	62300	AUDIT	4,000	4,000	-
-	-	-	-	62460	CODE ENFORCEMENT	50,000	50,000	-
9,113	211	10,500	7,085	62490	COMMUNITY PROMOTION (30% TRT)	25,756	25,756	-
-	-	500	-	62650	DUES AND SUBSCRIPTIONS	500	500	-
-	1,998	2,000	-	62900	EQUIPMENT MAINTENANCE	2,000	2,000	-
1,071	1,500	1,800	1,800	63300	INSURANCE	2,000	2,000	-
360	467	5,000	6,300	63450	LEGAL	10,000	10,000	-
381	79	500	-	63500	MEETINGS, TRAVEL & TRAINING	1,000	1,000	-
954	-	100	-	63550	MISCELLANEOUS EXPENSE	100	100	-
199	-	1,250	150	63800	OPERATING SUPPLIES	1,000	1,000	-
12,110	10,750	17,000	32,000	63825	PROFESSIONAL SERVICES	40,000	40,000	-
-	-	-	-	63877	PARKS & BUILDING MAINTENANCE	30,000	30,000	-
-	-	500	-	63950	POSTAGE	500	500	-
241	-	1,500	-	64000	COMPUTER & SOFTWARE	1,500	1,500	-
5,000	5,000	-	-	64420	OR RAIN CONSULTING	-	-	-
186	217	-	2,646	64798	UTILITIES	3,000	3,000	-
-	-	24,500	-	64425	TOURISM (70% TRT)	76,630	76,630	-
33,230	20,222	69,050	52,181		TOTAL MATERIALS AND SERVICES	249,186	249,186	-

				Account #	DEBT SERVICE			
10,221	10,760	10,600	10,800	68700	GREENHOUSE - PRINCIPAL	10,800	10,800	-
10,854	10,315	10,700	10,500	68750	GREENHOUSE - INTEREST	10,500	10,500	-
-	-	-	-			-	-	-
21,075	21,075	21,300	21,300		TOTAL DEBT SERVICE	21,300	21,300	-

COMMUNITY DEVELOPMENT FUND - CONTINUED (10-000)

Historical Data		Current Year		COMMUNITY DEVELOPMENT FUND	Budget For Next Year 2025-26		
Actual		Budget	Estimated		Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25		Budget Officer	Committee	Council

				Account #	CAPITAL OUTLAY			
262,396	-	-	-	65200	BUILDING IMPROVEMENTS	-	-	-
-	-	-	-			-	-	-
262,396	-	-	-		TOTAL CAPITAL OUTLAY	-	-	-

				Account #	NONDEPARTMENTAL			
-	-	-	-	67100	OPERATING CONTINGENCY	-	-	-
-	-	-	-	67892	TRANSFER TO STREETS	-	-	-
-	-	-	-		TOTAL NONDEPARTMENTAL	-	-	-

327,328	57,341	133,630	93,031		TOTAL DEPARTMENT	316,158	316,158	-
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Motor Pool Fund

CITY OF JOHN DAY

REVENUES

MOTOR POOL FUND (26-000)

Historical Data		Current Year		MOTOR POOL FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #				
89,964	114,553	216,761	184,943	40110	NET WORKING CAPITAL	271,293	271,293	-
					REVENUES - MOTOR POOL			
4,354	-	-	-	44230	SURPLUS EQUIPMENT SALES	-	-	-
28	-	-	-	44240	EQUIPMENT RENT - CITY EQUIPMENT	-	-	-
4,139	-	-	-	44820	TRANSFER FROM GENERAL FUND	-	-	-
74,000	45,000	45,000	45,000	44830	TRANSFER FROM WATER FUND	40,000	40,000	-
73,000	45,000	75,000	75,000	44840	TRANSFER FROM SEWER FUND	40,000	40,000	-
40,000	40,000	40,000	40,000	44860	TRANSFER FROM STREET FUND	20,000	20,000	-
30,000	30,000	-	-	44890	TRANSFER FROM JT SEWER FUND	-	-	-
2,149	3,436	500	3,500	45450	INTEREST INCOME	500	500	-
-	-	-	-			-	-	-
317,634	277,989	377,261	348,443		TOTAL REVENUES - MOTOR POOL	371,793	371,793	-

348,845	309,399	412,171	379,853		TOTAL REVENUES	403,203	403,203	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
348,845	309,399	412,171	379,853		TOTAL REVENUES	403,203	403,203	-
(205,875)	(93,808)	(343,601)	(76,660)		EXPENDITURES - MOTOR POOL DEPT	(330,133)	(330,133)	-
(28,417)	(30,648)	(68,570)	(31,900)		EXPENDITURES - MOTOR POOL FIRE	(73,070)	(73,070)	-
114,553	184,943	-	271,293		TOTALS	(0)	0	-

CITY OF JOHN DAY

EXPENDITURES

MOTOR POOL FUND (26-000)

Historical Data		Current Year		MOTOR POOL DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
40,299	25,430	62,000	28,000	61050	WAGES AND SALARIES	45,000	45,000	-
-	790	500	-	61150	OVERTIME	-	-	-
18,601	11,952	29,259	9,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	21,150	21,150	-
3,382	2,289	5,320	3,000	61252	PERS EXPENSE	5,174	5,174	-
2,295	1,525	3,610	1,660	61253	PERS IAP EXPENSE	2,699	2,699	-
5,602	-	-	-	61400	UNPAID COMPENSATION	4,005	4,005	-
70,179	41,986	100,689	41,660		TOTAL PERSONNEL SERVICES	78,028	78,028	-

				Account #	MATERIALS AND SERVICES			
50		-	-	62400	BUILDING MAINTENANCE	-	-	-
18,561	15,503	20,000	7,000	63100	GAS-OIL-LUBE	20,000	20,000	-
14,855	16,000	19,000	19,000	63300	INSURANCE	19,000	19,000	-
424	438	1,000	-	63550	MISCELLANEOUS EXPENSE	1,000	1,000	-
3,255	97	1,200	200	63800	OPERATING SUPPLIES	1,200	1,200	-
702	-	600	1,400	64000	COMPUTER & SOFTWARE	600	600	-
475	592	1,000	-	64160	SAFETY PROGRAM	1,000	1,000	-
-	105	1,000	500	64260	SMALL TOOLS AND EQUIPMENT	1,000	1,000	-
3,352	3,396	3,000	3,400	64798	UTILITIES	3,000	3,000	-
-		5,000	-	64450	MEETINGS, TRAVEL & TRAINING	5,000	5,000	-
20,061	15,691	25,000	3,500	64700	REPAIRS & MAINTENANCE	25,000	25,000	-
-		-	-			-	-	-
61,735	51,822	76,800	35,000		TOTAL MATERIALS AND SERVICES	76,800	76,800	-

				Account #	CAPITAL OUTLAY			
400	-	-	-	65200	BUILDING IMPROVEMENTS	-	-	-
3,907	-	-	-	65450	EQUIPMENT PURCHASES	-	-	-
69,654	-	166,112	-	66350	VEHICLE PURCHASES	175,305	175,305	-
-	-	-	-			-	-	-
-	-	-	-			-	-	-
-	-	-	-			-	-	-
73,961	-	166,112	-		TOTAL CAPITAL OUTLAY	175,305	175,305	-

205,875	93,808	343,601	76,660		TOTAL DEPARTMENT	330,133	330,133	-
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CITY OF JOHN DAY

MOTOR POOL FUND (26-050)

Historical Data		Current Year		MOTOR POOL FIRE DEPARTMENT REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
					REVENUES - MOTOR POOL FIRE			
-	-	-	-		EQUIPMENT RENT - CITY EQUIPMENT	-	-	-
6,211	6,410	6,410	6,410	44720	RURAL FIRE DISTRICT (INSURANCE)	6,410	6,410	-
25,000	25,000	25,000	25,000	44898	TRANSFER FROM GENERAL FUND	25,000	25,000	-
-	-	3,500	-	45250	GRANT	-	-	-
-	-	-	-			-	-	-
-	-	-	-			-	-	-
31,211	31,410	34,910	31,410		REVENUES - MOTOR POOL FIRE	31,410	31,410	-

Historical Data		Current Year		MOTOR POOL FIRE DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	MATERIALS AND SERVICES			
3,707	3,122	5,500	3,500	63100	GAS-OIL-LUBE	5,500	5,500	-
20,040	24,660	30,000	26,000	63300	INSURANCE	30,000	30,000	-
375	-	500	-	63550	MISCELLANEOUS EXPENSE	500	500	-
291	-	500	-	63800	OPERATING SUPPLIES	500	500	-
-	-	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	-	-	-
4,004	2,866	8,500	2,400	64701	REPAIRS & MAINTENANCE	10,000	10,000	-
-	-	-	-			-	-	-
28,417	30,648	45,000	31,900		TOTAL MATERIALS AND SERVICES	46,500	46,500	-

				Account #	CAPITAL OUTLAY			
-	-	23,570	-	66370	FIRE TRUCK REPLACEMENT	26,570	26,570	-
-	-	-	-			-	-	-
-	-	23,570	-		TOTAL CAPITAL OUTLAY	26,570	26,570	-

				Account #	NONDEPARTMENTAL			
-	-	-	-	67100	OPERATING CONTINGENCY	-	-	-
-	-	-	-			-	-	-
-	-	-	-		TOTAL NONDEPARTMENTAL	-	-	-

28,417	30,648	68,570	31,900		TOTAL DEPARTMENT	73,070	73,070	-
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Unpaid Comp Fund

CITY OF JOHN DAY

REVENUES

UNPAID COMP FUND (33-000)

Historical Data		Current Year		UNPAID COMP FUND		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #				
84,873	138,958	138,959	138,958	40110	NET WORKING CAPITAL	36,258	36,258	-
					REVENUES - UNPAID COMP FUND			
5,082	-	-	-	44820	TRANSFER FROM GENERAL FUND	11,678	11,678	-
11,724	-	-	-	44830	TRANSFER FROM WATER FUND	17,799	17,799	-
11,204	-	-	-	44840	TRANSFER FROM SEWER FUND	22,318	22,318	-
173	-	-	-	44845	TRANSFER FROM IT FUND	-	-	-
809	-	-	-	44846	TRANSFER FROM COMM DEVELOP FD	2,225	2,225	-
11,146	-	-	-	44870	TRANSFER FROM STREET FUND	11,569	11,569	-
12,013	-	-	-	44890	TRANSFER FROM JT SEWER FUND	-	-	-
5,602	-	-	-	44895	TRANSFER FROM MOTOR POOL FUND	4,005	4,005	-
1,881	-	-	-	45450	INTEREST INCOME	-	-	-
-	-	-	-			-	-	-
144,507	138,958	138,959	138,958		TOTAL REVENUES - UNPAID COMP FD	105,852	105,852	-

144,507	138,958	138,959	138,958		TOTAL REVENUES	105,852	105,852	-
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					PERSONAL SERVICES			
4,788	-	138,959	65,000	61050	WAGES AND SALARIES	105,852	105,852	-
712	-	-	29,250	61250	EMPLOYER PAID EMPLOYEE BENEFIT	-	-	-
28	-	-	6,500	61252	PERS EXPENSE	-	-	-
20	-	-	1,950	61253	PERS IAP EXPENSE	-	-	-
5,548	-	138,959	102,700		TOTAL PERSONAL SERVICES	105,852	105,852	-

Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
144,507	138,958	138,959	138,958		TOTAL REVENUES	105,852	105,852	-
(5,548)	-	(138,959)	(102,700)		EXPENDITURES - UNPAID COMP FUD	(105,852)	(105,852)	-
138,959	138,958	-	36,258		TOTALS	-	-	-

Water Fund

CITY OF JOHN DAY

REVENUES

WATER FUND (02-000)

Historical Data		Current Year		WATER FUND REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #				
1,131,967	1,198,992	1,220,958	1,208,900	40110	NET WORKING CAPITAL	1,261,306	1,261,306	-
					REVENUES - WATER			
10,000	-	-	-	44200	RENTAL INCOME	-	-	-
42,992	42,992	42,992	42,992	44820	TRANSFER FROM GENERAL FUND - FIRE	42,992	42,992	-
701,195	704,701	714,000	719,895	45020	UTILITY FEES	714,000	714,000	-
2,482	-	-	-	45080	NEW HOOKUP FEES	-	-	-
2,682	-	-	-	45100	SYSTEM DEVELOPMENT CHARGES	-	-	-
116,236	-	-	-	45230	SALE OF LAND	-	-	-
32,596	3,514	-	1,745	45260	MISCELLANEOUS INCOME	-	-	-
32,991	15,969	-	15,000	45450	INTEREST INCOME	-	-	-
-	-	-	-			-	-	-
2,073,141	1,966,168	1,977,950	1,988,532		TOTAL REVENUES - WATER	2,018,298	2,018,298	-

2,073,141	1,966,168	1,977,950	1,988,532		TOTAL REVENUES	2,018,298	2,018,298	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
2,073,141	1,966,168	1,977,950	1,988,532		TOTAL REVENUES	2,018,298	2,018,298	-
(874,149)	(757,268)	(1,977,950)	(727,225)		EXPENDITURES - WATER DEPARTMENT	(2,018,298)	(2,018,298)	-
1,198,992	1,208,900	-	1,261,306		TOTALS	0	0	-

CITY OF JOHN DAY

EXPENDITURES

WATER FUND (02-000)

Historical Data		Current Year		WATER DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #	PERSONNEL SERVICES			
155,586	177,792	180,000	111,500	61050	WAGES AND SALARIES	200,000	200,000	
2,832	3,158	8,200	-	61150	OVERTIME	-	-	
64,562	57,587	78,418	31,519	61250	EMPLOYER PAID EMPLOYEE BENEFIT	64,780	64,780	
11,497	16,128	13,964	10,900	61252	PERS EXPENSE	26,143	26,143	
8,110	9,454	9,851	6,000	61253	PERS IAP EXPENSE	10,635	10,635	
11,724	-	-	-	61400	UNPAID COMPENSATION	17,799	17,799	
254,311	264,119	290,433	159,919		TOTAL PERSONNEL SERVICES	319,357	319,357	-

				Account #	MATERIALS AND SERVICES			
-	-	1,000	1,000	62100	ADVERTISING	1,000	1,000	
3,625	-	11,000	3,500	62300	AUDIT	7,000	7,000	
267	183	1,500	200	62350	BACKFLOW TESTING PROGRAM	1,500	1,500	
135	-	5,000	-	62500	COST OF NEW HOOKUPS	5,000	5,000	
612	45	1,300	1,400	62650	DUES AND SUBSCRIPTIONS	1,500	1,500	
425	525	-	-	62710	DISPATCH SERVICES	-	-	
1,203	936	2,150	1,000	62850	EQUIPMENT LEASE AND RENTAL	2,150	2,150	
7,213	11,410	50,000	3,000	62900	MAINTENANCE & REPAIR	50,000	50,000	
7,975	9,133	11,000	11,000	63300	INSURANCE	12,100	12,100	
3,010	975	10,000	22,500	63450	LEGAL	25,000	25,000	
1,125	12,957	7,000	1,000	63460	LICENSES AND FEES	10,000	10,000	
692	1,457	7,000	3,500	63500	MEETINGS, TRAVEL & TRAINING	5,000	5,000	
1,148	614	5,000	-	63550	MISCELLANEOUS EXPENSE	5,000	5,000	
31,028	28,409	53,000	22,000	63800	OPERATING SUPPLIES	53,000	53,000	
17,798	19,863	25,000	29,000	63825	PROFESSIONAL SERVICES	100,000	100,000	
3,690	750	4,000	2,000	63950	POSTAGE	4,000	4,000	
6,504	231	23,000	20,000	64000	COMPUTER & SOFTWARE	23,000	23,000	
-	-	10,000	9,000	64100	CONTRACTED SERVICES	17,500	17,500	
209	96	1,000	100	64260	SMALL TOOLS/EQUIPMENT	5,000	5,000	
34,348	35,000	35,700	35,700	64755	PMT IN LIEU OF FRANCHISE FEE	40,000	40,000	
42,264	39,455	45,000	33,000	64798	UTILITIES	45,000	45,000	
163,271	162,039	307,650	198,900		TOTAL MATERIALS AND SERVICES	412,750	412,750	-

CITY OF JOHN DAY

EXPENDITURES

WATER FUND (02-000)

Historical Data		Current Year		WATER DEPARTMENT Continued		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	CAPITAL OUTLAY			
5,180	-	-	-	65175	PROPERTY PURCHASE	-	-	
-	-	23,000	20,656	65225	EQUIPMENT	10,000	10,000	
1,357	18,591	51,409	45,000	66306	WATER METER REPLACEMENT	41,409	41,409	
-	16,269	100,000	10,000	66400	WATER SYSTEM IMPROVEMENTS	105,000	105,000	
6,836	-	75,000	10,000	66406	WELL REHAB	75,000	75,000	
13,373	34,860	249,409	85,656		TOTAL CAPITAL OUTLAY	231,409	231,409	-

				Account #	NONDEPARTMENTAL			
74,000	45,000	45,000	45,000	67870	TRANSFER TO MOTOR POOL FUND	40,000	40,000	
145,970	17,000	-	-	67892	TRANSFER TO STREET FUND	-	-	
		332,412		67893	LOAN TRANSFER TO SEWER	-	-	
-	-	150,000	-	67100	OPERATING CONTINGENCY	150,000	150,000	
-	-	365,296	-		UNAPPROPRIATED ENDING FUND BALANCE	627,032	627,032	
219,970	62,000	892,708	45,000		TOTAL NONDEPARTMENTAL	817,032	817,032	-

				Account #	DEBT SERVICE			
155,400	166,500	170,000	170,000	68650	DEBT REFINANCE - PRINCIPLE	170,000	170,000	
35,124	35,000	35,000	35,000	68850	DEBT REFINANCE - INTEREST	35,000	35,000	
22,567	23,050	23,050	23,050	68910	BUSINESS OR - PRINCIPLE	23,050	23,050	
10,133	9,700	9,700	9,700	68920	BUSINESS OR - INTEREST	9,700	9,700	
-	-	-	-			-	-	-
223,224	234,250	237,750	237,750		TOTAL DEBT SERVICE	237,750	237,750	-

874,149	757,268	1,977,950	727,225		TOTAL DEPARTMENT	2,018,298	2,018,298	-
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Sewer Fund

CITY OF JOHN DAY

REVENUES

SEWER FUND (03-000)

Historical Data		Current Year		SEWER REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
621,289	615,197	(371,347)	211,578	40110	NET WORKING CAPITAL	523	523	-
					REVENUES - SEWER FUND			
3,000	-	-	-	42100	SURPLUS EQUIPMENT SALES	-	-	-
801,247	805,253	774,000	775,000	43050	SEWER USE FEES	800,000	800,000	
-	-	76,740	76,000	42100	CANYON CITY FEES	76,000	76,000	
-	-	-	500	43125	NEW HOOKUP FEES	-	-	
27,961	-	-	-	43150	SALE OF LAND	-	-	
2,435	-	-	1,000	43360	MISCELLANEOUS INCOME	-	-	
14,033	-	200	-	44385	INTEREST INCOME	200	200	
848,388	-	-	-	44250	CONGRESSIONALLY DIRECTED FUNDING	-	-	
200	109,782	2,710,518	1,200,000	44389	CDBG GRANT	-	-	
-	335,740	2,696,717	-	44660	OWRD GRANT	-	-	
25,605	-	1,500,000	200,000	44700	BUSINESS OREGON LOAN	-	-	
-	100,000	-	-	45250	ODE GRANT - SOLAR PROJECT	-	-	
-	-	332,412	-	44830	LOAN PROCEEDS FROM WATER	-	-	
-	-	164,704	164,704	44890	RESIDUAL EQUITY FROM JT SEWER	15,027	15,027	
20,237	-	-	3,000	46666	GRANT	-	-	-
2,364,395	1,965,972	7,883,944	2,631,782		REVENUES - SEWER FUND	891,750	891,750	-

2,364,395	1,965,972	7,883,944	2,631,782		TOTAL REVENUES	891,750	891,750	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
2,364,395	1,965,972	7,883,944	2,631,782		TOTAL REVENUES	891,750	891,750	-
(1,749,199)	(1,754,394)	(7,883,944)	(2,631,259)		EXPENDITURES - SEWER DEPARTMENT	(891,750)	(891,750)	-
615,196	211,578	(0)	523		TOTALS	0	(0)	-

CITY OF JOHN DAY

EXPENDITURES

SEWER FUND (03-000)

Historical Data		Current Year		SEWER DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
117,472	105,013	284,000	179,500	61050	WAGES AND SALARIES	250,783	250,783	
664	1,959	12,900	-	61150	OVERTIME	-	-	
53,224	49,356	133,896	45,000	61250	EMPLOYER PAID EMPLOYEE BENEFIT	117,868	117,868	
8,835	8,401	22,226	20,000	61252	PERS EXPENSE	20,063	20,063	
5,918	5,251	14,888	10,000	61253	PERS IAP EXPENSE	12,540	12,540	
11,204	-	-	-	61400	UNPAID COMPENSATION	22,318	22,318	-
197,317	169,980	467,909	254,500		TOTAL PERSONNEL SERVICES	423,570	423,570	-

				Account #	MATERIALS AND SERVICES			
-	-	100	2,000	62100	ADVERTISING	2,000	2,000	-
3,225	-	21,600	3,500	62300	AUDIT	7,000	7,000	-
630	34	1,500	1,000	62360	DUES AND SUBSCRIPTIONS	1,500	1,500	-
425	-	-	-	62361	DISPATCH SERVICES	-	-	-
1,219	995	1,600	1,000	62460	EQUIPMENT LEASE AND RENTAL	1,600	1,600	-
3,637	597	5,000	9,000	62500	REPAIRS & MAINTENANCE	10,000	10,000	-
8,152	9,888	23,000	23,459	62710	INSURANCE	25,336	25,336	-
10,740	6,282	12,000	25,000	62850	LEGAL	25,000	25,000	-
10,934	2,914	2,000	14,000	62900	LICENSES AND FEES	15,000	15,000	-
2,171	4,266	7,500	3,000	63200	MEETINGS, TRAVEL & TRAINING	7,500	7,500	-
601	1,983	1,000	100	63300	MISCELLANEOUS EXPENSE	1,000	1,000	-
1,166	4,126	20,000	40,000	63400	OPERATING SUPPLIES	40,000	40,000	-
3,838	7,341	20,000	30,000	63450	PROFESSIONAL SERVICES	40,000	40,000	-
3,690	794	4,500	2,000	63460	POSTAGE	4,500	4,500	-
5,807	232	15,000	19,000	63500	COMPUTERS & SOFTWARE	20,000	20,000	-
22	495	2,000	200	63650	SAFETY PROGRAM	2,000	2,000	-
192	586	7,000	-	63800	SEWER LINE MAINTENANCE	7,000	7,000	-
2,363	1,936	15,000	18,000	64250	SEWER CHEMICALS AND CHLORINE	20,000	20,000	-
97	1,425	6,000	1,500	63825	LIFT STATION REPAIR/MAINTENANCE	6,000	6,000	-
919	2,618	5,000	500	64100	CONTRACTED SERVICES	5,000	5,000	-
27	-	5,500	-	64160	PROPERTY CLEANUP COSTS	-	-	-
29,105	32,250	38,700	38,700	64260	PMT IN LIEU OF FRANCHISE FEE	40,000	40,000	-
7,274	10,835	45,000	25,000	64798	UTILITIES	27,500	27,500	-
96,233	89,597	259,000	256,959		TOTAL MATERIALS AND SERVICES	307,936	307,936	-

CITY OF JOHN DAY

EXPENDITURES

SEWER FUND (03-000)

Historical Data		Current Year		SEWER DEPARTMENT Continued		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	CAPITAL OUTLAY			
-	-	-	-	65225	EQUIPMENT	15,444	15,444	-
121,201		-	-	65710	OR PINE BRIDGE	-	-	-
50,221	201,034	-	-	66150	RECLAIMED WATER PROJECT	-	-	-
4,013	4,013	-	-	66225	CREP PROJECT - SOLAR PROJECT	-	-	-
-		4,210,518	1,900,000	66230	PACKAGE TREATMENT PLANT	-	-	-
843,542	843,542	40,000	40,000	66250	SEWER SYSTEM IMPROVEMENTS	-	-	-
		2,696,717	-	66249	PURPLE PIPE	-	-	-
1,018,977	1,048,589	6,947,235	1,940,000		TOTAL CAPITAL OUTLAY	15,444	15,444	-

				Account #	NONDEPARTMENTAL			
254,802	306,428	-	-	67700	TRANSFER TO JT SEWER FACILITIES FD	-	-	-
73,000	35,000	75,000	75,000	67870	TRANSFER TO MOTOR POOL FUND	40,000	40,000	-
10,134	-	-	-	67892	TRANSFER TO STREET FUND	-	-	-
-	-	-	-			-	-	-
-	-	30,000	-	67100	OPERATING CONTINGENCY	-	-	-
-	-	-	-			-	-	-
337,936	341,428	105,000	75,000		TOTAL NONDEPARTMENTAL	40,000	40,000	-

				Account #	DEBT SERVICE			
15,138	15,800	15,800	15,800	68200	OR PINE LOAN - PRINCIPAL	15,800	15,800	
16,656	16,500	16,500	16,500	68500	OR PINE LOAN - INTEREST	16,500	16,500	
54,600	58,500	58,500	58,500	68650	DEBT REFINANCE - PRINCIPAL	58,500	58,500	
12,341	14,000	14,000	14,000	68850	DEBT REFINANCE - INTEREST	14,000	14,000	
-	-	-	-			-	-	-
98,735	104,800	104,800	104,800		TOTAL DEBT SERVICE	104,800	104,800	-

1,749,199	1,754,394	7,883,944	2,631,259		TOTAL DEPARTMENT	891,750	891,750	-
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Urban Renewal Agency

CITY OF JOHN DAY

REVENUES

URBAN RENEWAL AGENCY (34-000)

Historical Data		Current Year		URBAN RENEWAL AGENCY REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
(598,725)	(544,943)	(819,186)	(831,864)	40110	NET WORKING CAPITAL	(911,864)	(911,864)	-
					REVENUES - URBAN RENEWAL			
-	-	-	-	45287	APPLICATION FEES	-	-	-
76,236	83,860	93,000	100,000	42100	PROPERTY TAXES - CURRENT	105,000	105,000	-
-	-	-	-	42200	PROPERTY TAXES - DELINQUENT	-	-	-
924,699	-	925,000	-	44520	CITY OF JOHN DAY LOAN	925,000	925,000	-
60,000	-	-	-	44661	DLCD GRANT	-	-	-
546	-	-	-	45290	REFUNDS	-	-	-
168	-	-	-	45450	INTEREST INCOME	-	-	-
-	-	-	-			-	-	-
-	-	-	-			-	-	-
462,924	(461,083)	198,814	(731,864)		TOTAL REVENUES - URBAN RENEWAL	118,136	118,136	-

462,924	(461,083)	198,814	(731,864)		TOTAL REVENUES	118,136	118,136	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
462,924	(461,083)	198,814	(731,864)		TOTAL REVENUES	118,136	118,136	-
(1,007,867)	(370,781)	(198,814)	(180,000)		EXPENDITURES - URBAN RENEWAL	(118,136)	(118,136)	-
(544,943)	(831,864)	-	(911,864)		TOTALS	(0)	-	-

CITY OF JOHN DAY

EXPENDITURES

URBAN RENEWAL AGENCY (34-000)

Historical Data		Current Year		URBAN RENEWAL AGENCY EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	MATERIALS AND SERVICES			
-	-	-	-	62100	ADVERTISING	-	-	-
-	-	15,000	-	62300	AUDIT	5,000	5,000	
916,186	258,082	140,214	130,000	62495	DEVELOPMENT INCENTIVES	2,536	2,536	
291	200	600	600	63300	INSURANCE	600	600	
7,000	7,000	5,000	5,000	63360	ADMINISTRATION	5,000	5,000	
-	-	-	200	63420	LAND USE PLANNING EXPENSE	-	-	
11,114	21,063	25,000	40,000	63450	LEGAL	25,000	25,000	
-	-	-	100	63460	LICENSES AND FEES	-	-	
-	-	-	100	63650	OFFICE SUPPLIES	-	-	
46,485	7,615	10,000	1,000	63825	OTHER PROFESSIONAL SERVICES	10,000	10,000	
-	-	3,000	3,000	64000	COMPUTERS & SOFTWARE	1,000	1,000	
-	-	-	-	64115	SDC PD FOR OWNER	-	-	
-	-	-	-			-	-	-
-	-	-	-			-	-	-
981,077	293,960	198,814	180,000		TOTAL MATERIALS AND SERVICES	49,136	49,136	-

				Account #	CAPITAL OUTLAY			
13,014	76,821	-	-	65225	CHAROLIAIS HEIGHTS EXTENSION	-	-	-
-	-	-	-			-	-	-
-	-	-	-			-	-	-
13,014	76,821	-	-		TOTAL CAPITAL OUTLAY	-	-	-

				Account #	DEBT SERVICE			
13,776	-	-	-	68900	CITY OF JOHN DAY	69,000	69,000	-
-	-	-	-	68510	OWFCU LOC	-	-	-
-	-	-	-	68515	OWFCU LOAN	-	-	-
-	-	-	-			-	-	-
13,776	-	-	-		TOTAL DEBT SERVICE	69,000	69,000	-

1,007,867	370,781	198,814	180,000		TOTAL URBAN RENEWAL	118,136	118,136	-
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Joint Sewer Fund (Merged with Sewer Fund)

CITY OF JOHN DAY

REVENUES

JOINT SEWER FUND (04-000)

Historical Data		Current Year		JOINT SEWER REVENUES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
				Account #				
70,048	92,931	164,704	179,731	40110	NET WORKING CAPITAL	15,027	15,027	-
					REVENUES - SEWER FUND			
111,687	80,559	-	-	42100	CANYON CITY FEES	-	-	-
254,802	306,428	-	-	43150	TRANSFER FROM SEWER FUND	-	-	-
26,853	15,000	-	-	43350	SEWER USE FEES	-	-	-
584	10,000	-	-	43360	OTHER INCOME	-	-	-
865	500	-	-	44385	INTEREST INCOME	-	-	-
-	-	-	-			-	-	-
464,839	505,418	164,704	179,731		TOTAL REVENUES - SEWER FUND	15,027	15,027	-

464,839	505,418	164,704	179,731		TOTAL REVENUES	15,027	15,027	-
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Historical Data		Current Year		SUMMARY		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By	Approved By	Adopted By
2022-23	2023-24	2024-25	2024-25			Budget Officer	Committee	Council
464,839	505,418	164,704	179,731		TOTAL REVENUES	15,027	15,027	-
(371,908)	(325,687)	(164,704)	(164,704)		EXPENDITURES - JT SEWER DEPT	(15,027)	(15,027)	-
92,931	179,731	-	15,027		TOTALS	-	-	-

CITY OF JOHN DAY

EXPENDITURES

JOINT SEWER FUND (04-000)

Historical Data		Current Year		JOINT SEWER DEPARTMENT EXPENDITURES		Budget For Next Year 2025-26		
Actual		Budget	Estimated			Proposed By Budget Officer	Approved By Committee	Adopted By Council
2022-23	2023-24	2024-25	2024-25					
				Account #	PERSONNEL SERVICES			
152,000	145,052	-	-	61050	WAGES AND SALARIES	-	-	-
3,714	3,571	-	-	61150	OVERTIME	-	-	-
56,835	36,263	-	-	61250	EMPLOYER PAID EMPLOYEE BENEFIT	-	-	-
14,086	14,505	-	-	61252	PERS EXPENSE	-	-	-
8,852	8,388	-	-	61253	PERS IAP EXPENSE	-	-	-
12,013	-	-	-	61400	UNPAID COMPENSATION	-	-	-
247,501	207,779	-	-		TOTAL PERSONNEL SERVICES	-	-	-

				Account #	MATERIALS AND SERVICES			
-	-	-	-	62100	ADVERTISING			
1,825	-	-	-	62300	AUDIT			
180	-	-	-	62200	ALARM SYSTEM MAINTENANCE	-	-	-
-	-	-	-	62350	BACKFLOW TESTING PROGRAM	-	-	-
-	5,404	-	-	62361	CHLORINATOR COSTS	-	-	-
2,048	-	-	-	62400	BUILDING MAINTENANCE	-	-	-
650	635	-	-	62550	DISPOSAL PLANT REPAIR/MAINTENANCE	-	-	-
493	796	-	-	62650	DUES AND SUBSCRIPTIONS	-	-	-
15,554	16,158	-	-	62750	ELECTRICITY	-	-	-
-	28	-	-	62900	EQUIPMENT MAINTENANCE			
16,917	11,024	-	-	63200	HEATING FUEL (PROPANE)	-	-	-
7,359	9,100	-	-	63300	INSURANCE	-	-	-
5	1,210	-	-	63450	LEGAL			
-	-	-	-	63370	GROUND WATER TESTING	-	-	-
5,225	9,845	-	-	63380	LABORATORY SUPPLIES	-	-	-
919	2,319	-	-	63400	LABORATORY TESTS	-	-	-
10,934	-	-	-	63460	LICENSES AND FEES	-	-	-
210	-	-	-	63500	MEETINGS AND CONVENTIONS	-	-	-
680	645	-	-	63550	MISCELLANEOUS EXPENSE	-	-	-
494	293	-	-	63650	OFFICE SUPPLIES	-	-	-
534	2,160	-	-	63800	OPERATING SUPPLIES	-	-	-
6,768	6,741	-	-	63825	OTHER PROFESSIONAL SERVICES	-	-	-
197	1,356	-	-	63990	PREVENTATIVE MAINTENANCE PROGRAM	-	-	-
2,133	-	-	-	64000	PROGRAMMER SERVICES/SOFTWARE	-	-	-
-	-	-	-	64050	RADIO MAINTENANCE	-	-	-
-	350	-	-	64160	SAFETY PROGRAM	-	-	-
7,818	7,613	-	-	64250	SEWER CHEMICALS AND CHLORINE	-	-	-
-	85	-	-	64260	SMALL TOOLS/EQUIPMENT	-	-	-
5,186	3,126	-	-	64301	TELEMETRY LINE MAINTENANCE	-	-	-
801	298	-	-	64350	TELEPHONE	-	-	-
27	-	-	-	64355	PROPERTY CLEANUP COSTS	-	-	-
1,425	3,472	-	-	64450	TRAINING	-	-	-
4,738	5,250	-	-	64757	PMT IN LIEU OF FRANCHISE FEE	-	-	-
1,287	-	-	-	64798	WATER/SEWER UTILITIES	-	-	-
-	-	-	-			-	-	-
94,407	87,908	-	-		TOTAL MATERIALS AND SERVICES	-	-	-

				Account #	NONDEPARTMENTAL			
30,000	30,000	-	-	67870	TRANSFER TO MOTOR POOL FUND	-	-	-
-	-	164,704	164,704	67875	TRANSFER TO SEWER	15,027	15,027	-
-	-	-	-	67100	OPERATING CONTINGENCY	-	-	-
-	-	-	-			-	-	-
30,000	30,000	164,704	164,704		TOTAL NONDEPARTMENTAL	15,027	15,027	-

371,908	325,687	164,704	164,704		TOTAL DEPARTMENT	15,027	15,027	-
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**CITY OF JOHN DAY
JOHN DAY, OREGON**

RESOLUTION NO. 25-01

A RESOLUTION TO ADOPT FISCAL YEAR 2025-2026 BUDGET

BE IT RESOLVED that the City Council of the City of John Day, Oregon hereby adopts the budget approved by the Budget Committee of the City of John Day and as adjusted by the City Council for Fiscal Year 2025-2026, in the total sum of

\$6,958,813

BE IT FINALLY RESOLVED that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2025.

PASSED AND ADOPTED by the City Council of the City of John Day, Oregon this 24th day of June, 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

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

RESOLUTION NO. 25-02

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

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

WHEREAS, the required hearings were held on May 12th, 2025 and June 24, 2025.

BE IT RESOLVED that the City of John Day elects to receive state revenues for Fiscal Year 2025-2026.

PASSED AND ADOPTED by the City Council of the City of John Day, Oregon this 24th day of June, 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

I certify that a public hearing before the budget committee was held May 12th, 2025 and a public hearing before the City Council was held on June 24, 2025 giving citizens an opportunity to comment on the use of State Revenue Sharing.

Robert Gaslin, Contract City Recorder

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

RESOLUTION NO. 25-03

**A RESOLUTION TO IMPOSE AND CATEGORIZE TAXES
FOR FISCAL YEAR 2025-2026 BUDGET**

BE IT RESOLVED that the City Council of the City of John Day, Oregon, hereby imposes the taxes provided for in the adopted budget at the rate of \$2.9915 per \$1,000 of the assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2025-2026 upon the assessed value of all taxable property within the district.

General Government Limitation

General Fund	\$2.9915/\$1,000
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Excluded from Limitation

GO Bond Debt Payment	\$	50,000.00
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BE IT FINALLY RESOLVED that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2025.

PASSED AND ADOPTED by the City Council of the City of John Day, Oregon this 24th day of June, 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

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

RESOLUTION NO. 25-04

A RESOLUTION TO APPROPRIATE FISCAL YEAR 2025-2026 BUDGET

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025 and ending June 30, 2026, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Administration Department

Personnel Services	\$	151,129
Materials & Services		351,000
Capital Outlay		51,000
Debt Service		69,000

Fire Department

Personnel Services		95,919
Materials & Services		183,250
Capital Outlay		5,000

Interfund Transfers - Nondepartmental 1,119,333

Contingency - Nondepartmental 126,563

TOTAL GENERAL FUND APPROPRIATION **\$ 2,152,194**

WATER FUND

Personnel Services		319,357
Materials & Services		412,750
Capital Outlay		231,409
Debt Service		237,750
Interfund Transfer - Nondepartmental		40,000
Contingency - Nondepartmental		150,000

TOTAL WATER FUND APPROPRIATION **\$ 1,391,266**

SEWER FUND

Personnel Services		423,570
Materials & Services		307,936
Capital Outlay		15,444
Debt Service		104,800
Interfund Transfer - Nondepartmental		40,000
Contingency - Nondepartmental		-

TOTAL SEWER FUND APPROPRIATION **\$ 891,750**

JOINT SEWER FACILITIES FUND

Personnel Services		-
Materials & Services		-
Interfund Transfer - Nondepartmental		15,027

TOTAL JT SEWER FACILITIES FUND APPROPRIATION **\$ 15,027**

STREET FUND

Personnel Services		206,140
Materials & Services		154,600
Capital Outlay		450,000
Interfund Transfer - Nondepartmental		20,000
Contingency - Nondepartmental		105,131

TOTAL STREET FUND APPROPRIATION **\$ 935,871**

IT FUND

Personnel Services	-		
Materials & Services	30,730		
Capital Outlay	-		
TOTAL IT FUND APPROPRIATION		\$	30,730

DEBT SERVICE FUND

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

COMMUNITY DEVELOPMENT FUND

Personnel Services	45,672		
Materials & Services	249,186		
Debt Service	21,300		
TOTAL COMMUNITY DEVELOPMENT FUND APPROPRIATION		\$	316,158

MOTOR POOL FUND

Fire Department			
Materials & Services	46,500		
Capital Outlay	26,570		
Motor Pool Department			
Personnel Services	78,028		
Materials & Services	76,800		
Capital Outlay	175,305		
TOTAL MOTOR POOL APPROPRIATION		\$	403,203

UNPAID COMP FUND

Personnel Services	105,852		
TOTAL UNPAID COMP FUND APPROPRIATION		\$	105,852

TOTAL APPROPRIATIONS - ALL FUNDS **\$ 6,298,551**

UNAPPROPRIATED **\$ 660,262**

BE IT FINALLY RESOLVED that the Budget Officer file this resolution with the Grant County Clerk and the County Assessor on or before July 15, 2025.

PASSED AND ADOPTED by the City Council of the City of John Day, Oregon this 24th day of June 2025.

Sherrie Rininger, Mayor

ATTEST:

Melissa Bethel, City Manager

Resolution No. 25-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOHN DAY ADOPTING A MASTER FEE SCHEDULE AND REPEALING ALL PRIOR FEE RESOLUTIONS

WHEREAS, the City of John Day provides various services and regulates certain activities for the health, safety, and welfare of its residents; and

WHEREAS, the City incurs costs in the provision of such services and administration of such regulations, and it is appropriate to recover all or part of such costs through the imposition of fees; and

WHEREAS, ORS 294.160 and other applicable laws authorize the City to adopt and amend fees by resolution of the City Council; and

WHEREAS, the City Council desires to adopt a comprehensive Master Fee Schedule setting forth all City fees in a consolidated document for transparency and administrative efficiency; and

WHEREAS, notice of the proposed fee changes was made available to the public in accordance with applicable law, and the City Council held a public meeting to consider the adoption of the Master Fee Schedule on June 24, 2025;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of John Day, as follows:

1. Adoption of Master Fee Schedule

The Master Fee Schedule, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted effective July 1, 2025.

2. Repeal of Conflicting Resolutions

All prior resolutions or parts of resolutions establishing fees that are in conflict with this Resolution are hereby repealed as of the effective date of this Resolution.

3. Review and Amendment

The Master Fee Schedule may be reviewed and amended from time to time by resolution of the City Council.

4. Severability

If any section, subsection, clause, or phrase of this Resolution is declared unconstitutional or otherwise invalid, the remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of John Day this 24 day of June, 2025.

Mayor Sherrie Rininger

Attest; Melissa Bethel, City Manager

EXHIBIT A – CITY OF JOHN DAY MASTER FEE SCHEDULE

Effective July 1, 2025

All Fees are subject to change by Resolution of the City Council.

DESCRIPTION	FEE	UNIT OR COMMENT
Administration		

Public records Request:

Costs per standard Copy	\$.25	Per Sheet
	\$ Actual Costs plus 10% admin fee	
Insufficient Funds Fee	\$35.00	

Licenses and Permits:

Business License

Annual	\$50.00	July 1 st to June 30 th annually
Temporary	\$25.00	Less than 30 days annually
Change of ownership	\$15.00	
Non-Profit	\$25.00	

Liquor License

New Application	\$100.00
Annual Renewal	\$35.00
Temporary Liquor License	\$25.00

Social Gaming License

Annual fee	\$100.00	Annual July 1 st to June 30 th
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Mobile Vendor

Annual	\$100.00	Location specific
Renewal	\$50.00	Same location

Burn Permit

Annual	10.00	Jan 1 – Dec 31
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Recreational Marijuana Permit

New Application	\$250.00	
Permit Renewal Fee	\$200.00	Annual July 1 st to June 30 th

Event Plan Application

\$150.00	Public Property Only
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Miscellaneous Fees

Fire Hall Reservation Fee	\$25.00/hr.	\$50.00 Key/clean deposit
Transient Room Tax	3%	

Utility

New Account Fee	\$35.00	
Disconnection Fee	\$50.00	Temporary and non-payment (base rate still accrues)
Reconnection Fee	\$25.00	Temporary and non-payment
Door Hanger Notice	\$25.00	After second month non-payment

Late fee \$20.00 When paid after the 25th of the month.

COMMUNITY DEVELOPMENT		
<i>The applicant is responsible for paying the application fee in effect at the time the formal application is submitted.</i>		
Land Use Fees		

TYPE I

LUCS	\$200.00	Land Use Compatibility Statement
Lot of Record	\$500.00	
Fence Permit	\$50.00	
Sign Permit		
Primary Sign	\$250.00	
Temporary sign	\$50.00	
Portable Sign	\$30.00	
Home Occupation	\$300.00	
Building Permit Review	\$50.00	
Land Use Review	\$500.00m	
Final Plat Review - Subdivision	\$2500.00f	Include Condo -Council review
Final Plat Review - Partition	\$500.00	Administrative
Property Line Adjustment	\$300.00	

TYPE II

Partition	
Replat (3 or fewer lots and; Not exceeding one acre)	\$1500.00
Site Plan Review	\$2,000.00

TYPE III

Conditional Use Permit	\$1200.00	
Variance	\$1200.00	
Appeal of Administrative Decision to Planning Commission	\$500.00	
Home Occupation	\$1200.00	
Preliminary Subdivision	\$3000.00	Plus applicable attorney fees.
Master Planned Development	\$3500.00	Plus applicable attorney fees.
Partition (exceeding one-acre)	\$2000.00	
Replat (greater than three lots and; Exceeding one-acre).	\$2,000.00	

TYPE IV

Text Amendment	\$5500.00
Zone Change/Comp Plan Amendment	\$5500.00
Annexation	\$5500.00
Appeal of Planning Commission Decision to Council	\$1000.00

Vacation	\$3,000.00	Plus applicable attorney fees
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OTHER

LUBA Remand	Actual Cost
Modification to Approve Plans	Actual Cost

PUBLIC WORKS

Misc Fees

Fire Flow Testing Fee	\$125.00
Meter Tampering Fee	\$250.00 per hour
ROW Permit	\$150.00

Utility Service WATER AND SEWER
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Utility Rates	See Resolution 24-913-06; Attachment A and B schedule
	(Utility rates will increase Jan 1 every year until 2029)

SDCs

Water	\$2,235 per EDU
Sewer	\$5,119 per EDU

Water Meter (Replace and New)

¾ inch meter	\$2,400
1-inch meter	\$2,600
2-inch meter	\$5,500

Water Tap Fee

¾ inch	\$300.0
1 inch	\$350.00
2 inch	\$400.00

Sewer Tap Fee

4" Service	\$200.00
6" Service	\$300.00

Personnel Reimbursement Rates:	Personnel billed at the nearest 1/2 hour
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RESOLUTION NO. 24-913-06

A RESOLUTION OF THE CITY OF JOHN DAY ADOPTING CERTAIN WATER AND SEWER SERVICE FEES EFFECTIVE JANUARY 22, 2025.

WHEREAS, City of John Day ("City") has established certain fees and charges (individually and collectively, the "Fee(s)") related to or concerning its provision of water and sewer service within and outside City's incorporated limits; and

WHEREAS, based on a careful review and evaluation of City's current Fees, City staff has determined it necessary to increase the Fees and/or assess additional Fees to recover (or attempt to recover) certain costs and expenses incurred by City in connection with its provision of water and sewer services to its customers; and

WHEREAS, the City is required to construct a new Wastewater facility; and

WHEREAS, Title 7, Chapter 5-9 A of the City's Municipal Code (the "Code") provides that City must set monthly sewer service charges by resolution; and

WHEREAS, Title 7, Chapter 4-6 A of the Code provides that City must set water base rate charges by resolution; and


WHEREAS, by adoption of this Resolution 24-913-06 (this "Resolution"), the City Council (the "Council") adjusts and/or establishes the Fees.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule. The Council hereby establishes and adopts the water and sewer service-related fees and charges identified in attachments A and B ("Fee Schedules"). The fees and charges identified in the Fee Schedule are effective January 22, 2025. Effective January 22, 2025, the fees and charges identified in the Fee Schedule amend, replace, and supersede in all respects the fee and charge amounts previously established by City pursuant by Resolution.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its water and/or sewer service fees, rates, and charges by resolution, including, without limitation, the Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution or order (or portion thereof) in conflict with this Resolution. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion

of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Oregon Constitution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the City of John Day City Council this 17 day of December, 2024 by a vote of 6-0.



Sherrie Rininger, Mayor

ATTEST:

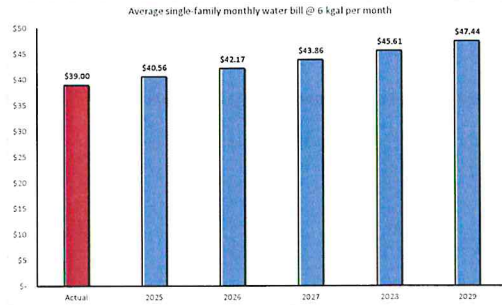


Melissa Bethel, City Manger

ATTACHMENT A

Water Rate Forecast

Water Rate Component	Actual	Effective January 1				
		2025	2026	2027	2028	2029
Inside City:						
Monthly base rate - \$/Account and per Dwelling Unit (Includes the first 4,000 gallons per month)	\$ 34.00	\$ 35.36	\$ 36.77	\$ 38.24	\$ 39.77	\$ 41.36
Monthly community development fee - \$/Account and Dwelling Unit	\$ 6.00	\$ 6.24	\$ 6.49	\$ 6.75	\$ 7.02	\$ 7.30
Volume charge - \$/gallon:						
4,001 to 20,000 gallons	\$ 0.00250	\$ 0.00260	\$ 0.00270	\$ 0.00281	\$ 0.00292	\$ 0.00304
20,001 and over	\$ 0.00310	\$ 0.00322	\$ 0.00335	\$ 0.00348	\$ 0.00362	\$ 0.00376
Outside City:						
Monthly base rate - \$/Account and per Dwelling Unit (Includes the first 4,000 gallons per month)	\$ 68.00	\$ 70.72	\$ 73.54	\$ 76.48	\$ 79.54	\$ 82.72
Monthly community development fee - \$/Account and Dwelling Unit	\$ 6.00	\$ 6.24	\$ 6.49	\$ 6.75	\$ 7.02	\$ 7.30
Volume charge - \$/gallon:						
4,001 to 20,000 gallons	\$ 0.00500	\$ 0.00510	\$ 0.00540	\$ 0.00562	\$ 0.00584	\$ 0.00608
20,001 and over	\$ 0.00610	\$ 0.00644	\$ 0.00670	\$ 0.00696	\$ 0.00724	\$ 0.00752
Industrial (bulk) rate for nondomestic use:						
1 to 20,000 gallons	\$ 0.00250	\$ 0.00260	\$ 0.00270	\$ 0.00281	\$ 0.00292	\$ 0.00304
20,001 and over	\$ 0.00310	\$ 0.00322	\$ 0.00335	\$ 0.00348	\$ 0.00362	\$ 0.00376
Tank and hydrant rate for metered water:						
Administration fee	\$ 5.00	\$ 5.20	\$ 5.41	\$ 5.63	\$ 5.86	\$ 6.09
Volume charge - \$/gallon						
1 to 20,000 gallons	\$ 0.00250	\$ 0.00260	\$ 0.00270	\$ 0.00281	\$ 0.00292	\$ 0.00304
20,001 and over	\$ 0.00310	\$ 0.00322	\$ 0.00335	\$ 0.00348	\$ 0.00362	\$ 0.00376
Average single-family monthly water bill @ 6 kgal						
	\$ 39.00	\$ 40.56	\$ 42.17	\$ 43.86	\$ 45.61	\$ 47.44



Sewer Rate Forecast

In exchange for the completion of the bowling alley lift station upgrade, the City by resolution will establish for the County at the time of completion of required work, one monthly sewer user rate for one service line connection to the City sewer main line installed herein by the County at the rate of \$28 per month until July 31, 2041. After July 31, 2041 at said location, the County will pay the City's monthly rate for sewer use; if still outside the City at the time.