

AGENDA
CITY OF DAYTON
BUDGET COMMITTEE MEETING

DATE: MONDAY, MAY 19, 2025
TIME: 6:30 PM
PLACE: DAYTON CITY HALL ANNEX - 408 FERRY STREET, DAYTON, OREGON
VIRTUAL: ZOOM MEETING - ORS 192.670/HB 2560

You may join the Council Meeting online via YouTube: https://youtube.com/live/aug_VA4kmCE?feature=share

Dayton - Rich in History . . . Envisioning Our Future

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE #</u>
-------------	--------------------	---------------

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. APPEARANCE OF INTERESTED CITIZENS

D. DISCUSSION OF PROPOSED 2025/2026 BUDGET

E. MOTION TO APPROVE THE 2025/2026 BUDGET

1. *"Move to approve the budget for the City of Dayton for the 2025/2026 fiscal year in the amount of \$8,151,614, of which \$313,094 is unappropriated, as presented."*

F. MOTION TO APPROVE TAXES FOR THE 2025/2026 FISCAL YEAR

1. \$1.7057 per \$1,000 of assessed value for operating in the General Fund

"Move to approve taxes for the 2025/2026 fiscal year, at the rate of \$1.7057 per \$1,000 of assessed value for operating purposes in the General Fund."

2. \$1.85 per \$1,000 assessed value for operating purposes in the Local Option Tax Fund.

"Move to approve taxes \$1.85 per \$1,000 assessed value for operating purposes in the Local Option Tax Fund."

G. ADJOURN

Urban Renewal Budget Committee Meeting to follow immediately.

Posted: May 13, 2025

By: Rocio Vargas, City Recorder

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice: City Hall Annex is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Recorder (503) 864-2221 or rvargas@daytonoregon.gov.

NEXT MEETING

May 19, 2025, Urban Renewal Budget Committee Meeting

May 27, 2025, Budget Committee Meeting (if necessary)

May 27, 2025, Urban Renewal Budget Committee Meeting (if necessary)

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

The public is encouraged to relay concerns and/or comments to the City Council in one of the following methods:

- a **Email - any time up to 5:00 p.m.** the day of the meeting to rvargas@daytonoregon.gov. The Mayor will read the comments emailed to the City Recorder.
- b **Appear in person** - if you would like to speak during public comment, please sign up on the sign-in sheet located on the table when you enter the Council Chambers.
- c **Appear by Telephone only** - please sign up prior to the meeting by emailing the City Recorder at rvargas@daytonoregon.gov. (The chat function is not available when calling by phone into Zoom.)
- d **Appear virtually via Zoom** - send an email directly to the City Recorder, Rocio Vargas, prior to 5:00pm to request to speak during public comment. **The City Recorder will need your first and last name, address, and contact information** (email, phone number), **and topic name** you will receive the Zoom Meeting link or information. When it is your turn, the Mayor will announce your name, and your microphone will be unmuted.



jcaudle@daytonoregon.gov
416 Ferry Street / PO Box 339, Dayton, Oregon 97114
503-864-2221
www.DaytonOregon.gov

To: Budget Committee members
From: Jeremy Caudle
Re: Updates since the May 5 meeting
Date: Monday, May 12, 2025

MEMO

The purpose of this memo is as follows. First, I follow up on questions received at the May 5 Budget Committee meeting. Second, I outline changes made to the recommended budget since that meeting based on additional information I have received since then. Lastly, I provide additional context that may be useful for you as you consider rate increases and possible adjustments to staffing levels.

1. Follow up on questions and changes since last meeting.

The Budget Committee and staff members identified corrections for end of year estimates and FY 25/26 budgeted numbers. I've updated the budget detail sheets to reflect these changes. Those changes are highlighted in yellow.

The tables below show which accounts have changed and why. The first table shows changes to the amounts in the "FY 24/25 estimate" column. The second table shows changes to the amounts in the "FY 25/26 recommended" column.

Changes to FY 24/25 estimate

Fund Name	Type	Acct number + name	Original Estimate	Updated Estimate	Change	Explanation
General	Exp	100-100-600-101-Propane - Community Center	1,600	0	-1,600	Location no longer uses propane.
General	Exp	100-100-999-000-Unappropriated Ending Fund Bal	105,472	110,912	5,440	Update based on projections.
General	Rev	100-000-432-000-Dayton Rural FD Shared Costs	4,793	8,633	3,840	Update based on projections.
Sewer	Exp	400-400-999-000-Unappropriated Ending Balance	69,552	72,384	2,832	Update based on projections.
Sewer	Rev	400-000-451-100-NSF Fees	7	250	243	Update based on projections.
Sewer	Rev	400-000-451-300-Late Fees	358	2,947	2,589	Update based on projections.
Water	Rev	300-000-400-000-Working Capital	749,758	745,485	-4,273	Update based on projections.
Water	Rev	300-000-421-300-Late Fees	9,000	12,747	3,747	Update based on projections.
Water	Rev	300-000-451-100-NSF Fees	263	789	526	Update based on projections.

Changes to FY 25/26 recommended

Fund Name	Type	Acct number + name	Original Recommended	Updated Recommended	Change	Explanation
General	Exp	100-107-880-000-Contingency	112,307	123,223	10,916	Update based on projections.
General	Exp	100-106-717-000-CLG Facade Improvements	0	10,000	10,000	Reflects grant received but not yet budgeted.
General	Exp	100-105-536-000-Library Director	3,203	6,743	3,540	Correction of allocation basis.
General	Exp	100-106-536-000-Library Director	3,203	6,743	3,540	Correction of allocation basis.
General	Exp	100-100-707-300-Community Center Maintenance	6,000	8,000	2,000	Reflects reservations already made through FY 25/26.
General	Exp	100-100-600-101-Propane - Community Center	800	0	-800	Location no longer uses propane.
General	Exp	100-100-536-000-Library Director	16,013	13,485	-2,528	Correction of allocation basis.
General	Exp	100-104-536-000-Library Director	16,013	13,485	-2,528	Correction of allocation basis.
General	Rev	100-000-444-000-CLG Grant	0	10,000	10,000	Reflects grant received but not yet budgeted.
General	Rev	100-000-400-000-Working Capital	105,472	110,912	5,440	Update based on projections.
General	Rev	100-000-432-000-Dayton Rural FD Shared Costs	4,000	9,000	5,000	Update based on projections.
General	Rev	100-000-480-300-Community Center Rental Fees	0	3,700	3,700	Reflects reservations already made through FY 25/26.
Sewer	Exp	400-400-536-000-Library Director	0	6,743	6,743	Correction of allocation basis.
Sewer	Exp	400-400-880-000-Contingency	74,693	73,332	-1,361	Update based on projections.
Sewer	Rev	400-000-400-000-Working Capital	69,552	72,384	2,832	Update based on projections.
Sewer	Rev	400-000-451-300-Late Fees	500	2,900	2,400	Update based on projections.
Sewer	Rev	400-000-451-100-NSF Fees	100	250	150	Update based on projections.
Water	Exp	300-300-705-000-Professional Services	69,108	75,058	5,950	Updated quotes from GSI for water rights/water audit projects.
Water	Exp	300-300-880-000-Contingency	200,651	205,044	4,393	Update based on projections.
Water	Exp	300-301-536-000-Library Director	6,743	0	-6,743	Correction of allocation basis. (Removal from water treatment plant cost center.)
Water	Rev	300-000-421-300-Late Fees	9,000	12,000	3,000	Update based on projections.
Water	Rev	300-000-451-100-NSF Fees	100	700	600	Update based on projections.

Due to increases in revenues accounts and reductions in expenditures accounts, the FY 25/26 projected ending balance for the General Fund increased \$10,916 from \$112,307 to \$123,223. With these updates, the General Fund surplus increased from \$6,835 to \$12,311.

To maintain this surplus, identifying \$13,477 in savings or revenues increases is necessary. This comprises the level of personnel cuts in the General Fund achieved through the pro-rata formula that I described in my budget message.

If we want to add these personnel expenditures back to the budget to achieve 100% staffing and funding of benefits, then finding offsetting cuts or revenue increases elsewhere is necessary. This is also true for restoring other cuts that I made. Alternatively, the Budget Committee may decide to restore items that have been cut, funding them through reserves. As I explained in my budget message, I do not recommend that approach, as it would decrease the ending balance below the recommended 2 months' expenditures.

2. Discussion on water and sewer rates.

The city completed a water rate study in 2021. The city implemented the rate study recommendations. The rates currently in effect are what was proposed in 2021.

The rate study recommends increasing the *base* rate every year based on changes in the Consumer Price Index category for water and sewerage maintenance.¹ Since 2021, prices have increased 19% in that category.

The recommended budget increases *variable* rates by 5%. Under this approach, the Water Fund is projected to have a \$251,522 deficit in FY 25/26. Following the rate study's recommendation to increase the *base* rate by changes in CPI since 2021 results in a \$38,743 deficit in the Water Fund for FY 25/26.

The city completed a sewer rate study in 2023. The city has not overhauled its rate structure according to the rate study recommendations. I recommend implementing those changes. However, I do not believe that that can be accomplished prior to the start of the FY 25/26 fiscal year. The rate structure in the sewer rate study is complicated. It will take time for staff to study how to overhaul our rate structure in the accounting system to implement fully the recommendations. I recommend that City Council authorize staff to study this issue with a goal of fully implementing the rate study recommendations by the fall.

For now, it's helpful to compare how the recommended budget's 19% increase compares to the rate study's analysis of what a single-family residential customer should be paying.

With a 19% increase, a single-family residential customer would be paying \$85.50 per month for sewer service—assuming the current rate structure. If the rate study's rate structure had been implemented in 2023 and followed through 2024, then a single-family residential customer using 4,069 gallons (544 cubic feet) of water per month would be paying \$94.31 per month. So, the recommended budget's increase is less than what the rate study calculated to ensure coverage for our debt service payments, among other items.

The Budget Committee must provide direction to staff on the desired rates for both utilities.

¹ "Water and sewerage maintenance priced \$1 in 2021 → \$1.19 in 2025." Official Data Foundation. Accessed 5/11/25 via: <<https://www.in2013dollars.com/Water-and-sewerage-maintenance/price-inflation/2021-to-2025?amount=1>>. The rate study specifically references this website as an easy way to access CPI data.

3. Concluding thoughts and direction needed.

On page 27 of the budget message, I recap key areas on which I'm seeking direction from the Budget Committee. I recommend structuring the May 19 area so that the committee provides a "yes" or "no" response to each of the questions listed on page 27. If the Budget Committee response to fee increases or cuts is "no," then we must be prepared to discuss alternative options.

In addition to this memo, I am providing job descriptions for all non-Public Works positions, as well as a summary table showing how these employees allocated their time over the course of 2024, based on submitted timesheets. These materials are intended to provide the Budget Committee with a clearer understanding of each position's responsibilities and actual work distribution.

You should review the staffing allocation table included in the recommended budget document, which reflects updated allocations based on recent staff feedback, as well as projections for FY 25/26. Taken together, these resources can help inform the Committee's discussion regarding staffing levels and potential reductions in force, should that become necessary.

The Budget Committee may have other ideas on what to cut or how to refine revenues projections to increase resources. As I stated in my message, the recommended budget is a first draft. It is normal for there to be changes, corrections, and revised projections between now and final budget adoption.

Non-public works employee time allocations from calendar year 2024 time sheets - Allocation by cost center and fund

Fund:	General	General	General	General	General	Local Opti	TLT	Streets	Water	Water	Sewer
Cost center:	Admin	Parks	Library	Planning	Building	Law Enf	Tourism	Streets	Water	WTP [1]	Sewer

Position											
City Recorder	95.50%	-	0.70%	-	-	2.50%	-	-	0.15%	0.15%	-
Finance Director	100.00%	-	-	-	-	-	-	-	-	-	-
Library Assistant	-	-	100.00%	-	-	-	-	-	-	-	-
Library Director [2]	50.80%	-	47.80%	1.50%	-	-	-	-	-	-	-
Office Specialist II - Utility Management	31.80%	-	-	-	-	1.60%	-	-	33.30%	-	33.30%
Office Specialist II - Code/Building	16.00%	-	4.00%	-	30.00%	31.00%	-	-	9.00%	-	9.00%
Tourism/Economic Development Director [3]	65.00%	-	-	-	-	-	35.00%	-	-	-	-

[1] Abbreviation of "water treatment plant"--a separate cost center in the Water Fund to account for water treatment plant operations.

[2] Due to serving as Interim City Manager, the percentages here are based off half years for 2023 and 2024, prior to Interim City Manager appointment.

[3] Current employee was hired in July. Percentages here are from July to December 2024.

Due to rounding, totals across each row may not add up to 100%.

CITY OF DAYTON

City Recorder

Job Title: City Recorder
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Exempt
Date Developed: July 2006
Date Revised: June 12, 2023

HOURLY RATE: \$25.13 to \$36.89 per/hour; depending upon qualifications

HOURS OF WORK: 40 hours per week; occasional evening meetings and events.

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative and other skilled and technical work as the Recorder, Clerk of the City Council, Assistant to the City Manager and the Tourism & Economic Development Director, Assistant to the Budget Officer, Records Custodian, Elections Officer, and Planning Coordinator for the City of Dayton.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

TYPICAL EXAMPLES OF WORK: Including, but not limited to, the following:

Essential Duties and Responsibilities:

- Provides administrative and operational support to the City Manager.
- Serve as a member of the City's Management Team by providing information, recommendations, and support regarding operations, assisting in decision making processes as related to other facets of municipal government.
- Respond to questions, provide technical assistance, and resolve problems that arise and make decisions within established policy guidelines. Receive and resolve citizen complaints.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly with other City staff to provide quality seamless customer service. The incumbent shall always demonstrate cooperative behavior with colleagues and supervisor.

Administrative Duties:

- Performs other complex administrative work as directed by the City Manager and as the City's needs dictate.
- Performs administrative work as directed by the Tourism & Economic Development Director.
- Manages OLCC licenses, maintains records, reports to City Manager for approval, provides documentation to City Council.
- Maintains Holiday and Out of Office Calendars.
- Coordinates all City printing, including business cards, name plates and tags, event signs and banners, and employee apparel.
- Opens and distributes all City mail and emails.
- City event support.
- Assists City Manager with staff hiring process, advertising job openings, candidate

correspondence, scheduling interviews, new employee processing, and employee equipment distribution.

Clerk of the City Council:

- Assembles and finalizes City Council and assigned commission/committee meeting packets and agendas.
- Advertises meetings and arranges for publication of notices.
- Attends City Council and other commissions/committee meetings as required.
- Maintains attendance records, takes notes and prepares meeting minutes.
- Prepares and sets up meeting room and provides refreshments.
- Assists City Manager with ordinances and resolutions.
- Codifies City ordinances and resolutions and maintains records.
- Special events and meetings.

Planning Coordinator

- Serve as the Planning Coordinator.
- Aids the Public on Dayton Land Use and Planning Codes.
- Aids the City Planner and the Planning Commission.
 - Schedules Customer appointments to City Planner's Calendar.
 - Attends Planning Commission meetings and other meetings as required.
 - Advertises meetings and arranges for publication of notices.
 - Maintains attendance records, takes notes and prepares meeting minutes and agendas.
 - Maintains records according to public meeting and record retention laws.
 - Provides additional assistance as needs.
- Serves as TMDL Coordinator for annual reporting to DEQ.

Assistant to the Budget Officer:

- Responsible for the assembly of the yearly budget with all necessary documents.
- Attends all budget hearings and prepares written minutes.
- Serves as Budget Committee secretary.
- Assists the Budget Officer (City Manager) in preparing the yearly budget.
- Works with the Accountant to complete budgetary reports required by other government agencies.

Elections Officer:

- Coordinates measures for City Elections.
- Prepares and processes all documentation for City elective offices.
- Prepares documents and publication for Tax Levies requiring a vote of the people.
- Prepares and finalizes all resolutions and election certificates as appropriate.
- Monitors and tracks Council/committee term expiration dates, etc, and prepares required notices.

Records Custodian:

- Maintains all records of the City.
- Ensures proper maintenance, storage, and destruction of official City records and public documents.
- Records and stores all legal documents and various City records.

- Processes annexation documentation for State agencies and the County Assessor's Office.

General Duties:

- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, and data processing.
- Provides Notary Public services.
- Other duties and special projects as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge, skills and abilities must be possessed, or the individual must be able to quickly obtain the knowledge, skills and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

Knowledge of:

- Knowledge of local government procedures and processes, public administration, social media, research methodology, proper minute taking techniques, contemporary office practices and procedures, advanced office software, practices and principles of records management, and laws and regulations governing public records.

Abilities:

- Ability to self-motivate to a high level and maintain motivation.
- Excellent time management skills with ability to multi-task.
- Make decisions independently in accordance with established policy.
- Maintain confidentiality regarding organizational and department records and information.
- Organize and plan own work schedule to meet often changing workflow demands in timely and efficient manner.
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, and understanding.
- Performs and completes new and recurring tasks with little supervision.
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies, and contacts, elected officials, coworkers, and the City Manager.
- Work under pressure and handle stressful situations tactfully, and to mentally handle verbal abuse from the public.
- Comfortable with learning new software applications.

MANDATORY MINIMUM QUALIFICATIONS:

- Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.
- Previous experience in a municipal office environment in which individual was responsible for at least some of the elements of responsibilities associated with a City Recorder.

DESIRABLE QUALIFICATIONS:

- CMC designation from the International Institute of Municipal Clerks at time of hire
- B.A. or B.S. from an accredited college
- 5 years local government experience
- Bilingual - Spanish

CITY OF DAYTON

Finance Manager

Job Title: Finance Manager
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Exempt
Date Developed: April 9, 2024
Date Revised:

HOURLY RATE: 27.18/hour (\$56,534/year to 38.73/hour (\$80,558/year); depending upon qualifications.

HOURS OF WORK: 40 hours per week.

WORK MODEL: Possibility of hybrid - remote and in-office work with the expectation that in-office work will be at least two (2) days a week.

GENERAL STATEMENT OF DUTIES: The Finance Manager performs specialized work involving the financial and accounting functions of the City; manages collection, custody, and disbursement of City funds; manages annual and project focused audits; assists with annual budget preparation; completes grant and project finance management.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

SUPERVISION EXERCISED: Provides supervision of the Utility Billing/Court Clerk.

TYPICAL EXAMPLES OF WORK: Including, but not limited to, the following:

A) Finance Officer:

- Maintains the central accounting system which includes maintaining ledgers for all funds assuring accounting operations are accurate, timely and efficiently run.
- Maintains accounts receivable, bank checking and savings accounts, and processes monthly bank reconciliation.
- Assures internal control processes, policies and standards that properly account for and safeguard the fiscal and physical assets of the city.
- Processes monthly budget reports.
- Processes monthly payroll and benefits maintaining records documenting compliance with all state and federal payroll regulations.
- Creates and maintains employee timesheets in Excel.

- Ongoing cash management.
- Processes accounts payable.
- Processes Transient Lodging Tax accounts receivable.
- Assists the auditors by providing the required documentation for the completion of all financial audits and assures the annual audit process finds that the city conducts its financial activities according to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board GASB.

B) Assistant Budget Officer:

- Assists the Budget Officer (City Manager) in preparing the yearly budget by providing information and reports as requested.
- Completes budgetary reports required by other government agencies. (LB-1)

C) Other:

- Performs other complex administrative work as directed by the City Manager and as the City's needs dictate.
- Provides backup to the front office staff when needed.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college with a bachelor's degree in accounting or business administration or graduation from an accredited college with an associate degree in a related field and two years of responsible experience in government; or an equivalent combination of education and/or experience that would provide the required knowledge, abilities, and skills.

Knowledge, Skills, and Abilities: The following knowledge, skills and abilities must be possessed, or the individual must be able to quickly obtain the knowledge, skills, and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

- Municipal and fiscal accounting principles.
- Office practices and procedures including recording cash payments, utility billing, and collection process and procedures.
- Ability to analyze a variety of administrative and financial problems and to make sound policy and procedural recommendations.
- Basic statistical records keeping.
- Data gathering and reporting techniques.
- Public relations techniques and effective public service policies.
- Make decisions independently in accordance with established policy.
- Maintain confidentiality regarding organizational and department records and information.
- Organize and plan own work schedule to meet often changing workflow demands in timely and efficient manner.
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, and understanding.

- Perform recurring tasks with little supervision.
- Complete new tasks with limited supervision.
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies and contacts, elected officials, coworkers, and the City Manager.
- Work under pressure and manage stressful situations tactfully.
- Exemplify traits that reflect the City's culture, including integrity, customer service orientation, cultural competency, trustworthiness, and flexibility.
- Computers and electronic data processing, Microsoft Word, and Excel.
- Business English, grammar, spelling, punctuation, and composition.

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish

SPECIAL QUALIFICATIONS:

- Possess Valid Driver's License.
- Must pass a background test.
- Must pass an Accounting Knowledge Test.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year PERS (employer paid)
- Physical, drug test, and criminal background check may be required.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

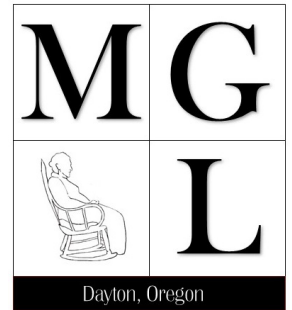
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revised: April 2024

Mary Gilkey City Library

Library Assistant



Job Title: Library Assistant
PTE: 0.50
Department: Library
Reports to: Library Director
FLSA Status: Non-Exempt
Date Developed: June 30, 2021
Date Revised: July 6, 2021

HOURLY RATE: \$14.50 per/hour; (as of June 30, 2021)

HOURS OF WORK: 20 hours per week; occasional evening/weekend events

GENERAL STATEMENT OF DUTIES: Performs a variety of clerical and technical work as it relates to operation of the public library, assist in shelving and pulling library materials; and checking materials in/out. Assist patrons in locating materials in the stacks, with computer issues, search for misplaced items, answer questions and give directions. Responsibilities may also include shifting the collection, pushing heavy book carts, reading, stooping, and repetitive motion of hands, wrists, and arms.

SUPERVISION RECEIVED: Works under the supervision of the Library Director.

ESSENTIAL JOB FUNCTIONS:

COMPETENCIES

Qualifications for this position include self-motivation and ability to work independently; attention to detail; reliability and dependability; customer service skills; PC/Windows skills; a basic understanding of the Dewey Decimal call number system and library functions.

MANDATORY MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent;
- Able to communicate effectively both verbally and in writing;
- Able to work effectively and relate well with others, including supervisors, colleagues, and individuals inside and outside the organization;
- Able to exhibit a professional manner when working with others, maintaining constructive working relationships;
- Valid Oregon Driver's License.

DESIRABLE QUALIFICATIONS

- Bilingual – Spanish

TYPICAL EXAMPLES OF WORK: Including, but not limited to, the following:

- Process library materials, including, but not limited to, applying appropriate labels and covers, entering new acquisitions into the Chemeketa Cooperative Regional Library Services shared

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

computer system in a timely manner.

- Handle Library inquiries, check and process requests for materials, and issue library cards.
- Assure that Library is clean, neat, and orderly, and all equipment is in proper working order.
- Basic troubleshooting of library technology.
- The Youth Services component of this position will include overseeing aspects of the Summer Reading Program.
- Creating opportunities for youth to interact with the library such as Story Time, afterschool STEAM projects, and programs created by incumbent.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Library operational principles and practices;
- Library software
- Computers and electronic data processing, Microsoft Word and Excel;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation and composition;
- Public relations techniques and effective public service policies.

Abilities:

- Make decisions independently in accordance with established policy;
- Maintain confidentiality regarding organizational and department records and information;
- Complete new and recurring tasks with limited supervision;
- Effectively communicate and work harmoniously with the public, elected officials, coworkers and the City Manager.
- Work under pressure and handle stressful situations tactfully, and to mentally handle verbal abuse from the public; and
- Comfortable with learning new software applications.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- 48 hours sick leave per year
- 10 paid holidays 4 hours floating holiday per year
- 48 hours vacation per year
- Employment physical, drug test, and criminal background check may be required.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Library Assistant position and I certify that I can perform these functions.

Applicant Signature

Date

Witness Signature

Date

Revised: July 2021

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

CITY OF DAYTON

Library Director

Job Title: Library Director
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Non-Exempt
Date Developed: 2021
Date Revised: September 2023

HOURLY RATE: \$20.14 - 26.38 per/hour; depending upon qualifications (as of June 30, 2021) needs revision.

HOURS OF WORK: 40 hours per week; schedule may vary according to operational needs; may include occasional overtime, evening, and weekend work, due to special events.

GENERAL STATEMENT OF DUTIES

Performs a variety of complex administrative and technical work as it relates to operation and maintenance of a public library. Serves as Historic Preservation Committee Coordinator, manages content of the City of Dayton's website and mobile app. Manages projects as assigned including VOIP and cell phones, online permitting software, grant administration, technical support, and training. Performs other duties as assigned.

SUPERVISION RECEIVED. Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Position supervises paid staff and volunteers, to include, but not limited to, a Library Assistant.

ESSENTIAL JOB FUNCTIONS:

COMPETENCIES

To perform the job successfully, an individual should demonstrate competencies such as, but not limited to, the ability to understand and carry out oral and written instructions; work independently in performance of regular assignments; maintain good working relationships with other employees, City Manager, and the public.

MANDATORY MINIMUM QUALIFICATIONS

- Master of Library and Information Science;
- Two (2) years of experience;
- Previous experience in a municipal office environment in which a variety of duties were required in the performance of job;
- Able to communicate effectively both verbally and in writing;

- Able to work effectively and relate well with others, including supervisors, colleagues, and individuals inside and outside the organization;
- Able to exhibit a professional manner when working with others, maintaining constructive working relationships;
- Valid Oregon Driver's License;
- Equivalent combination of education and experience may substitute for the minimum qualifications.

DESIRABLE QUALIFICATIONS

- Bilingual – Spanish

TYPICAL EXAMPLES OF WORK. Including, but not limited to, the following:

Library Director:

- The Library Director will be responsible for the day-to-day operation of the Mary Gilkey Public Library. In that capacity, incumbent is expected to:
 - Order, catalog, and process all library materials, including, but not limited to, applying appropriate labels and covers, entering new acquisitions into the Chemeketa Cooperative Regional Library Services shared computer system in a timely manner;
 - Work with the City Manager to develop written administrative procedures for day-to-day operation of the library.;
 - Prepare and submit to City Manager, Library policies that may require approval by the City Council;
 - Handle Library inquiries, check and process requests for materials, and issue library cards.
 - Maintain Library circulation records and prepare statistical reports as required;
 - Monitor public internet usage and enforce Library and internet usage policies;
 - Assure that Library is clean, neat, and orderly, and all equipment is in proper working order at the start of each day;
 - Arrange for prompt repair or replacement of Library equipment, within budgetary constraints;
 - Develop written Volunteer Program including recruitment, orientation, and training programs. Track volunteer hours;
 - Train volunteers and other City staff on the basic functions that must be performed, including, but not limited to, checking in and checking out books and shelving materials;
 - Maintain Library correspondence, reports, catalogs, etc, in a neat, orderly fashion, and file correspondence, reports, in appropriate storage units and in a timely manner;
 - Weed Library materials, records, catalogs, and information in a timely manner;
 - Participate in Chemeketa Cooperative Regional Library Service (CCRLS) committees and meetings;
 - Maintain proficiency in Library practices and procedures by seeking out and attending appropriate training;
 - Grant writing and administration;
 - Schedule and oversee Library and Summer Reading Programs.

Information/ Communication

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

- Assist citizens with programs and resources available on public computers.
- Manage the content of the City of Dayton's website.
- Assists in the management and content of the City's app.
- Design and post social media campaigns as requested.
- Maintain and program lobby electronic bulletin board.
- Order, activate, and maintain cell phones and peripherals as required. Train employees to use phone features.
- Coordinate VOIP operations such as assignments of names to extensions, setting up online dashboard, troubleshooting outages and issues.
- Coordinate tech support and escalate issues to Alexonet as needed.
- Serve as project manager for the design and implementation of online permitting, applications, and payments.

Historical Preservation Committee

- Aid the Historical Preservation Committee;
 - Provide research
 - Attend meetings
 - Take minutes
 - Coordinate the CLG and Cemetery grants as needed
 - Provide additional assistance as needed

Other Duties

- Provide backup to other positions in City Hall as necessary, i.e.: answer telephones, take utility payments, and answer inquiries regarding same.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

The following knowledge, skills and abilities must be possessed, or the individual must be able to quickly obtain the knowledge, skills, and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

Knowledge of:

- Library operational principles and practices;
- Library software;
- Computers and electronic data processing, Microsoft Word, and Excel;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation, and composition;
- Public relations techniques and effective public service policies.

Abilities:

- Make decisions independently in accordance with established policy;
- Maintain confidentiality regarding organizational and department records and information;
- Organize and plan own work schedule to meet often changing workflow demands in timely and efficient manner;
- Ability to research issues and related statutes and laws;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Explain complex development codes and land use regulations to the public;
- Effectively communicate and work harmoniously with the public, business community, county, state, and federal agencies and contacts, elected officials, coworkers, and the City Manager;
- Work under pressure and handle stressful situations tactfully, and to mentally handle verbal abuse from the public; and
- Comfortable with learning new software applications.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year PERS (employer paid)
- Employment physical, drug test, and criminal background check may be required.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Library Director position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness Signature

Date

Revised: September 2023

CITY OF DAYTON

Office Specialist II

Job Title: Office Specialist II
Working Title: Utility Billing Clerk
FTE: 1.0
Department: Administration
Reports to: City Recorder
FLSA Status: Non-Exempt
Date Developed: July 14, 2006
Date Revised: June 2023

HOURLY RATE: \$22.44 to \$29.29 per/hour; depending upon qualifications.

HOURS OF WORK: 40 hours per week; occasional evening meetings and special events

SUPERVISION RECEIVED: Works under the general supervision of the City Accountant.

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative and clerical work as it relates to the coordination of customer billing and collection services for all residential, commercial, and industrial water and sewer services provided by the City. Municipal Court Clerk. Provides a variety of clerical and accounting assistance to the Accountant, City Recorder, City Manager, and others as assigned. Except where unusually novel, complex, or politically sensitive circumstances arise, the work of the position is performed on an individual basis.

The successful candidate must have the ability to understand and carry out oral and written instructions; work independently in performance of regular assignments; maintain good working relationships with other employees, supervisors, and the public.

TYPICAL EXAMPLES OF WORK: The following description sets forth the typical examples of work for this position, but does not include other occasional work which may be similar, related to, or a logical assignment to the position:

Utility Billing Clerk

- Maintains, prepares, and distributes monthly utility billing for approximately 900 accounts for water and sewer service both inside the city limits and some water customers outside the city limits.
- Accepts payments, processes, and maintains cash receipt records.
- Creates and maintains account records.
- Prepares, processes and tracks service work orders.
- Prepares and distributes utility notifications.
- Prepares notifications, processes and tracks utility service turn-ons and shutoffs.
- Maintains water meter records, installations, removals, and replacements.

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

- Maintains records of water deposits, including application and refunding.
- Addresses residential, commercial, and/or industrial utility customer requests, complaints, and inquiries. Prepares appropriate correspondence as required.
- Contributes to the rate analysis process undertaken by the City Recorder and City Manager.
- Processes lien searches
- Inputs backflow testing results.

Court Clerk:

- Receives all traffic, non-criminal and code enforcement complaints and citations generated by the Sheriff's Office and Code Enforcement Officer and processes them appropriately.
- Prepares court docket and notifies officers, attorneys, defendants, and the judge regarding hearing dates.
- Prepares subpoenas, suspension notices, bail receipts, letters and documents relating to the business of the court in an accurate and timely manner.
- Prepares driver license suspensions and reinstatements and accurately reports to DMV.
- Attends each court session and records the status of each case including appearance dates, bail postings, fines, community services sentences, and disposition.
- Maintains accurate fine transaction records for inspection by the Municipal Court judge and the auditor, and reports to DMV as necessary.
- Maintains and archives court files as appropriate and keeps files up to date.
- Collects payments for, and maintains records of, fines, forfeitures, and contract payments; and issues receipts for payments made.
- Prepares past due, delinquent and failure to comply accounts for collection process and reports accounts to collection agency.
- Prepares and processes month end municipal court, state and county reports and assessments.

Community Center Coordinator

- Coordinates all rentals of the Dayton Community Events Center including reservations, applications, and initial contact with residents.
- Maintains Community Center scheduling calendar.
- Processes and verifies all rental required documentation and issues keys, fobs as required.
- Facility maintenance coordinator includes heating/cooling system, elevator, pest control, grease trap cleaning, commercial cleaners including carpet cleaning, pest control and orders supplies.
- Maintains facility deposit and damages billing.
- Decorates facility for special events.
- Acts as on call staff during rentals.
- Backup to walkthroughs and supply stocking

General Administrative Duties

- Performs routine general clerical duties such as answering phone calls, receiving the public, providing customer assistance, data processing, copying, scanning, and filing.

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

- Coordinates park reservations, Special Event Permits, Encroachment Permits including calendar and website scheduling, relating to the use of City parks.
- Provides Notary Public services.
- Purchases office supplies.
- Coordinates office equipment maintenance.
- Coordinates newsletter articles.
- Manages facility maintenance includes heating/cooling system, elevator, pest control, commercial cleaners including carpet cleaning and orders supplies
- Directs locate services to the correct department.

IDENTIFIED TASK STATEMENTS/DUTIES:

- Serves as backup to assist customers in the Library, Building, and Planning.
- Serves as backup to Municipal Court Clerk.
- Serves as backup to the Backflow Specialist.
- Assists with special events.
- Assists with alarm system, maintains arming schedules and programming of access cards/fobs.
- Trains staff as necessary in policies and procedures to ensure effective backup.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The following knowledge, skills and abilities must be possessed, or the individual must be able to quickly obtain the knowledge, skills and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

Knowledge of:

- City geography and road networks.
- Utility billing system, processes, and operations.
- Basic arithmetic.
- Computers and electronic data processing, Microsoft Word, and Excel.
- General office practices, procedures, and equipment.
- Business English, grammar, spelling, punctuation, and composition; and
- Public relations techniques and effective public services policies.

Abilities:

- Ability to understand complex written and oral instructions.
- Ability to listen and ascertain the needs of customers and respond to customers tactfully and courteously.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to work under pressure and/or continual interruptions, and to deal with a variety of deadlines of both a fixed and flexible nature.
- Display well developed personal qualities of persuasion, patience, perseverance,

thoroughness, firmness, flexibility, and understanding.

- Ability to keep accurate records and be detail oriented.
- Ability to formulate and design forms and graphs and use an excel spreadsheet for basic applications.
- Ability to communicate clearly and concisely, both orally and in writing; and
- Ability to establish and maintain effective working relationships with officials, staff, contractors, and the general public.

MANDATORY MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Two years of experience in water/sewer account services and billing, or related experience in customer service and cash handling, preferably in a municipal setting.
- Any equivalent combination of education and experience; and
- Valid Oregon Driver's License

DESIRABLE QUALIFICATIONS:

- Bilingual – Spanish
- Previous experience in a municipal office environment in which a variety of duties was required in the performance of job duties.
- Municipal Court experience

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 12 paid holidays
- 8 hours floating holiday per year
- 96 hours vacation per year PERS (employer paid)
- Employment physical, drug test, and criminal background check may be required.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Office Specialist II position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness Signature

Date

Revised: 11/29/22

CITY OF DAYTON

Office Specialist II

Job Title: Office Specialist II
Working Title: Building Permit Specialist/Code Compliance Coordinator
FTE: 1.0
Department: Administration
Reports to: Public Works Supervisor
FLSA Status: Non-Exempt
Date Developed: June 1, 2021
Revised: November 2022

HOURLY RATE: \$22.44 to 29.29 per/hour; depending upon qualifications.

HOURS OF WORK: 40 hours per week; schedule may vary according to operational needs; may include occasional over-time, evening, and weekend work, due to special events.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Supervisor/Director.

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative, clerical, and technical duties in support of the City's local code enforcement program to ensure compliance with a variety of Municipal Codes. Serves as the primary contact for all building, construction permit and general permit processes. Serves as primary contact for all planning permit processes. Performs other duties as assigned.

The successful candidate must have the ability to understand and carry out oral and written instructions; work independently in performance of regular assignments; maintain good working relationships with other employees, supervisors, and the public.

TYPICAL EXAMPLES OF WORK: The following description sets forth the typical examples of work for this position, but does not include other occasional work which may be similar, related to, or a logical assignment to the position:

A) Code Compliance Coordinator

- Interprets, applies, and enforces Municipal Code and Ordinances.
- Work involves interpreting technical legal provisions and administrative directives pertaining to code enforcement.
- Advises and educates the public on violations, compliance, and other aspects of the codes and ordinances.

- Maintains up-to-date knowledge of applicable Municipal Codes, regulations, and ordinances.
- Prepares routine correspondence and reports related to violations and their resolution; may participate in City Council Hearings or Municipal Court proceedings.
- Maintains inspection and enforcement files, database, documents, reports, logs, findings, correspondence, enforcement, and related records.
- Issues permits pertaining required by Dayton Municipal Code.
- Manages Business Registration all aspects of the business registration program.

B) Building Permit Specialist:

- Serves as primary contact on all building and construction permit processes.
- Provides general zoning, building information, and application forms to building permit applicants and the public.
- Provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.
- Works with City Engineer, City Planner, Public Works Department and City Manager to ensure permits are processed in accordance with City code requirements.
- Prepares and submits reports in a timely manner to assure prompt payment of Building Official and any state or county reporting requirements.
- Provide permit status to customers for permits in process.
- Maintains workflow charts and logs, building fees, calculation work sheets, and other shared information, and forms in a neat, orderly, well-marked and easily accessible fashion.
- Processes line locates and reviews for permitting purposes.

C) Planning Intake Specialist

- Provides assistance to the Public on Dayton Land Use and Planning Codes
- Provide backup assistance to the City Planner and the Planning Coordinator
 - Schedules Customer appointments to City Planner's Calendar
 - Provides additional assistance as needed.

D) Public Works Administrative Assistant

- Acts as Backflow Coordinator
 - Maintains backflow tester records and notifications.
 - Verifies tester certifications and Gauge Calibrations.
 - Manages automatic backflow testing program.
 - Maintains backflow records, test reports and notifications.
 - Manages State and Federal backflow reporting.
- Assists the Public Works Director with water quality/CCR state reporting.
- Assists with water meter replacement identification.
- Prepares and distributes Smoke Testing notifications and documents.
- Works with Property Owners for smoke testing compliance and maintains accurate

records for state reporting purposes.

- Implement TMDL program.

E) General Administrative Duties

- Performs routine general clerical duties such as answering phone calls, receiving the public, providing customer assistance, data processing, copying, scanning, and filing.
- Serves as primary contact for all City of Dayton Permits and Licenses.
- Accepts and documents utility payments and other City receipts.
- Assists with records retention.
- Community Center Rental Assistant:
 - Serves as backup for rentals of the Dayton Community Events Center.
 - Performs Community Event Center pre and post walk-throughs, inspections, and reports findings to OSII/Utility Billing Clerk.
- Updates portions of the City's website.
- Provides Notary Public services.
- Purchases office supplies.
- Prepares, submits, and obtains ODOT event permits for right-of-way use, such as parades and holiday lighting.
- Works with franchises for use of equipment (utility poles) for events.

OTHER IDENTIFIED TASK STATEMENTS/DUTIES

- Serves as backup to assist customers in front office and library.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

MANDATORY MINIMUM QUALIFICATIONS:

- Graduation from high school education or GED equivalent
- Any equivalent combination of education and experience; and
- Valid Oregon Driver's License.

DESIRABLE QUALIFICATIONS:

- Bilingual - Spanish.
- Previous experience in a municipal office environment in which a variety of duties was required in the performance of job duties.
- Code Enforcement experience.
- Building Permit and/or Land Use Planning experience.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed mostly in an office setting. While performing the duties *The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer*

of this job, the employee is frequently required to sit and talk, walk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. The incumbent of this position will also be required to operate a city-owned vehicle and may be required to work in a field setting. Limited walking may also be required.

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from public; may occasionally be required to work some overtime. A portion of the incumbent's time will also be spent in the field, primarily in a city-owned vehicle, but sometimes on foot. On occasion may enter private property (with permission) accompanied by staff or assigned deputies.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 12 paid holidays
- 8 hours floating holiday per year
- Paid Vacation passed on length of employment.
- PERS (employer paid)
- Employment physical, drug test, and background check may be required.

ACKNOWLEDGMENT

The City of Dayton is an Affirmative Action/Equal Employment Opportunity Employer

I acknowledge that I have read the job description and requirements for the Office Specialist II position, and I certify that I can perform these functions.

Applicant Signature

Date

Witness Signature

Date

CITY OF DAYTON

Tourism/Economic Development Director

Job Title: Tourism & Economic Development Coordinator
FTE: 1.0
Department: Administration
Reports to: City Manager
FLSA Status: Exempt
Date Developed: October 31, 2022
Date Revised: May 31, 2023

HOURLY RATE: \$53,851 to \$76,731 depending upon qualifications.

HOURS OF WORK: 40 hours per week; occasional evening meetings and events.

GENERAL STATEMENT OF DUTIES: To determine overall development objectives and action plans to increase tourism and economic development in Dayton. The Director collaborates with downtown businesses, property owners, the Dayton Community Development Association (DCDA), and other downtown stakeholders to revitalize, market and promote historic downtown Dayton.

The Director will be responsible for the continued execution and documentation of the Main Street Program working as liaison with the DCDA. The liaison will be required to attend quarterly meetings/trainings, perform reporting requirements, and work with the Oregon Main Street Coordinator to ensure the group is in good standing.

The Director will represent Dayton on a regional and national level, as appropriate.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

ESSENTIAL JOB FUNCTIONS: Including, but not limited to, the following:

TOURISM

- Conduct strategic planning and research necessary to determine factors that stimulate future tourism development.
- Manage the advertising, publicizing, and distributing of information for the purpose of attracting and welcoming tourists.
- Create and market special events that draw regional attendance and overnight stays from at least 50 miles away.

- Project manage all coordinating details of each event; motivate and recruit volunteers to participate in project; help coordinate joint promotional events to improve the quality and success of events and attract people to downtown.
- Work with City Manager on City Council Strategic Goals including wayfinding/tourism signage project.
- Attend and participate in professional group meetings to stay abreast of new trends and innovations in the tourism and events industries.
- Serve as a lead advocate for Dayton, the destination, brand, and the importance of tourism as an economic engine.

ECONOMIC DEVELOPMENT

- Encourage entrepreneurial enterprises in the community, making referrals to resource providers when appropriate. Foster an environment of innovation, identify opportunities, and take the lead in turning those ideas into tangible outcomes.
- Help build strong and productive relationships with appropriate public agencies at the state and local level (SBDC, EDA, SBA, Business Oregon, SEDCOR, etc.)
- Seek out grant opportunities and prepare grant applications for a variety of community development projects in conjunction with the city.
- Review city lands, zoning, and development code to determine if appropriate percentages of commercial/industrial land exist and if not, work with City Manager and City Planner to update the development code and correct the deficiency.
- Research, analyze, implement any financial incentives to bring commercial/industrial businesses to Dayton.
- Create and maintain a cooperative working relationship with existing and new business owners/operators, and local agencies regularly visit businesses, to ensure business retention, to strengthen business relationships and monitor the business climate.
- Develop an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation; promotion and marketing; organization/management; and economic restructuring/development.

COMMUNICATION

- Maintain and disseminate information pertaining to the City/downtown as a whole, specific projects, events, existing amenities, etc.
- Coordinate communications via the City of Dayton social media pages, website, and app.
- Develop and manage marketing plans which may include social media, website management, digital advertising, print advertising, public relations, and media relations.
- Write press releases regarding important community events, activities or developments and disseminate them to media outlets at local and non-local levels.
- Work closely with local media to ensure maximum coverage of promotional and informational activities.
- Inform the City Manager of the progress and activities of significant contacts with the public, elected officials, and media.

DESIRABLE QUALIFICATIONS:

- 4-year degree in related field and at least 2 years' experience in public involvement or comparable experience.
- Communications, branding, and marketing experience
- Strong strategic thinking
- Bilingual – Spanish

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES: The following knowledge, skills and abilities are required, or the individual must be able to quickly obtain the knowledge, skills, and abilities necessary to perform the essential functions of the job, with or without reasonable accommodation.

KNOWLEDGE OF:

- Knowledge of traditional and emerging marketing techniques and technologies.
- Development, execution, and metrics capture, and analysis of marketing plans
- Public relations techniques and effective public service policies.
- Social media fluency, tracking/capitalizing on trends, creating meaningful and engaging content.
- Grant Application Writing and Process

ABILITIES:

- Excellent verbal and written communication skills
- Make decisions independently in accordance with established policy.
- Maintain confidentiality regarding organizational and department records and information.
- Computers and electronic data processing, Microsoft Office, Adobe Acrobat, and Excel.
- Business English, grammar, spelling, punctuation, and composition.
- Office practices and procedures

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, or hear, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. The employee must kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific

vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Limited walking may also be required.

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

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from the public; may be required to work occasional overtime.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

BENEFITS: The following benefits are provided for information only. Award of such benefits may be subject to specific requirements in the Personnel Policies and/or completion of probationary period.

- Medical/Vision/Dental/Long Term Disability
- 96 hours sick leave per year
- 10 paid holidays 8 hours floating holiday per year
- 96 hours vacation per year PERS (employer paid)
- Physical, drug test, and criminal background check may be required.

FY 2025-2026 budget summary

Revenues and other financing sources:

	General	Local Option Levy	Water Operating & Capital	Sewer Operating & Capital	Transient Lodging Tax	Debt Service	All Others	Grand Total
Beginning balances	110,912	1,033	642,161	-760	167,620	357,562	744,163	2,022,691
Donations	-	-	-	-	-	-	-	-
Fees and charges for services	119,931	-	500	-	-	-	25,380	145,811
Fines and penalties	-	16,000	12,700	3,150	-	-	-	31,850
Franchise fees	128,900	-	-	-	-	-	-	128,900
Grants	11,000	-	-	600,000	-	-	526,240	1,137,240
Intergovernmental	65,700	-	-	-	-	-	243,637	309,337
Investment income	3,300	1,400	6,400	4,200	200	1,700	5,100	22,300
Licenses	2,500	-	-	-	-	-	-	2,500
Loan proceeds	-	-	-	500,000	-	-	-	500,000
Other fees	-	68,500	-	-	-	-	-	68,500
Other revenue	12,000	600	-	-	-	-	-	12,600
Other revenues	15,000	-	200	200	-	-	17,000	32,400
Other taxes	500	-	-	-	132,403	-	-	132,903
Permits	14,000	-	-	-	-	-	-	14,000
Property sales	-	-	-	-	-	-	-	-
Property taxes	4,000	3,500	-	-	-	-	-	7,500
Rents	-	-	15,600	-	-	-	-	15,600
Sales	150	-	-	-	-	-	-	150
Taxes	264,882	287,290	-	-	-	-	-	552,172
Utility fees	-	-	1,140,739	1,056,096	-	-	-	2,196,835
Transfers in	56,744	-	111,455	194,407	-	406,019	49,700	818,325
Grand Total	809,519	378,323	1,929,755	2,357,293	300,223	765,281	1,611,220	8,151,614

Expenditures and other financing uses:

	General	Local Option Levy	Water Operating & Capital	Sewer Operating & Capital	Transient Lodging Tax	Debt Service	All Others	Grand Total
Row Labels								
Personnel	345,251	86,445	491,374	359,581	75,536	-	81,484	1,439,671
Materials and Services	335,259	289,744	609,317	263,640	68,630	-	194,405	1,760,995
Capital	5,786	317	277,875	1,133,600	-	-	923,266	2,340,844
Principal and Interest	-	-	-	-	-	452,533	-	452,533
Contingency	123,223	1,817	258,919	166,195	99,313	-	376,685	1,026,152
Transfers out	-	-	292,270	434,277	56,744	-	35,034	818,325
Unappropriated fund balance and reserves	-	-	-	-	-	312,748	346	313,094
Grand Total	809,519	378,323	1,929,755	2,357,293	300,223	765,281	1,611,220	8,151,614

FY 2025-2026 fund summaries

General Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	365,833	336,376	129,669	158,087	110,912	-18,757
Donations	-	-	100	-	-	-100
Fees and charges for services	101,244	59,269	72,975	71,453	119,931	46,956
Fines and penalties	-	30	-	2,000	-	-
Franchise fees	112,364	119,423	114,500	127,963	128,900	14,400
Grants	2,860	4,579	21,611	10,921	11,000	-10,611
Intergovernmental	71,747	67,732	59,200	64,227	65,700	6,500
Investment income	17,999	26,717	25,000	8,662	3,300	-21,700
Licenses	2,963	2,143	2,500	2,496	2,500	-
Other revenue	12,628	12,558	12,000	12,000	12,000	-
Other revenues	716	6,186	1,000	20,491	15,000	14,000
Other taxes	-	-	100	20,966	500	400
Permits	111,815	22,225	30,000	40,146	14,000	-16,000
Property taxes	1,754	4,358	4,000	6,973	4,000	-
Sales	225	-	150	155	150	-
Taxes	256,624	266,066	258,000	258,639	264,882	6,882
Transfers in	-	19,000	19,000	19,000	56,744	37,744
Utility fees	-	-	-	-	-	-
Grand Total	1,058,772	946,662	749,805	824,179	809,519	59,714

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	16,266	29,161	24,500	8,303	5,786	-18,714
Contingency	-	-	44,175	-	123,223	79,048
Materials and Services	362,337	309,212	278,465	326,379	335,259	56,794
Personnel	360,395	454,681	399,865	372,543	345,251	-54,614
Principal and Interest	-	-	2,800	-	-	-2,800
Transfers	35,000	-	-	6,042	-	-
Unappropriated fund balance and reserves	336,376	158,087	-	110,912	-	-
Grand Total	1,110,374	951,141	749,805	824,179	809,519	59,714

Local Option Levy

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	84,600	65,417	54,392	41,492	1,033	-53,359
Fines and penalties	6,852	20,742	18,000	16,231	16,000	-2,000
Investment income	7,677	11,395	11,000	3,694	1,400	-9,600
Licenses	-	-	-	-	-	-
Other fees	625	843	1,000	885	68,500	67,500
Other revenue	-	-	-	530	600	600
Other taxes	-	-	-	-	-	-
Property taxes	1,825	4,536	3,500	9,238	3,500	-
Taxes	267,099	276,925	270,000	280,519	287,290	17,290
Transfers in	15,000	-	-	-	-	-
Grand Total	383,678	379,858	357,892	352,589	378,323	20,431

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	695	1,195	500	-	317	-183
Contingency	-	-	5,921	-	1,817	-4,104
Materials and Services	244,629	260,779	266,535	267,307	289,744	23,209
Personnel	72,937	78,108	84,936	84,249	86,445	1,509
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	65,417	41,492	-	1,033	-	-
Grand Total	383,678	381,574	357,892	352,589	378,323	20,431

Transient Lodging Tax

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	391,687	318,451	252,697	271,955	167,620	-85,077
Investment income	1,242	1,844	1,800	687	200	-1,600
Other revenues	-	23	-	-	-	-
Other taxes	70,364	86,210	80,000	81,224	132,403	52,403
Transfers in	-	-	-	-	-	-
Grand Total	463,293	406,528	334,497	353,866	300,223	-34,274

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	-	-	5,000	-	-	-5,000
Contingency	-	-	37,222	-	99,313	62,091
Materials and Services	4,932	60,517	150,140	102,022	68,630	-81,510
Personnel	3,104	50,058	68,135	60,224	75,536	7,401
Transfers	136,806	24,000	24,000	24,000	56,744	32,744
Unappropriated fund balance and reserves	318,451	271,955	50,000	167,620	-	-50,000
Grand Total	463,293	406,530	334,497	353,866	300,223	-34,274

ARPA Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	184,320	1,314	3,200	-42	-	-3,200
Intergovernmental	304,742	-	-	-	-	-
Investment income	1,242	1,844	-	-	-	-
Other revenues	-	-	-	-	-	-
Transfers in	-	-	-	42	-	-
Grand Total	490,304	3,158	3,200	-	-	-3,200

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Contingency	-	-	-	-	-	-
Transfers	488,990	3,200	3,200	-	-	-3,200
Unappropriated fund balance and reserves	1,314	-42	-	-	-	-
Grand Total	490,304	3,158	3,200	-	-	-3,200

Street Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	211,479	185,582	119,175	198,276	164,606	45,431
Grants	-	-	-	-	-	-
Intergovernmental	209,789	210,883	200,000	215,599	216,531	16,531
Investment income	4,136	6,140	5,000	2,404	800	-4,200
Licenses	-	-	-	-	-	-
Other revenues	-	583	100	17,000	17,000	16,900
Utility fees	-	-	-	-	-	-
Grand Total	425,404	403,188	324,275	433,279	398,937	74,662

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	9,193	1,929	16,000	7,346	7,000	-9,000
Contingency	-	-	14,524	-	169,625	155,101
Materials and Services	68,059	69,222	139,450	122,532	130,828	-8,622
Personnel	72,571	63,887	84,301	78,795	81,484	-2,817
Transfers	90,000	70,000	70,000	60,000	10,000	-60,000
Unappropriated fund balance and reserves	185,582	198,276	-	164,606	-	-
Grand Total	425,405	403,314	324,275	433,279	398,937	74,662

Water Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	776,289	694,823	418,401	745,485	456,566	38,165
Fees and charges for services	-	2,230	500	230	500	-
Fines and penalties	9,600	10,759	9,100	13,536	12,700	3,600
Grants	-	-	-	-	-	-
Intergovernmental	76,810	130,337	65,000	22,119	-	-65,000
Investment income	20,124	30,318	20,000	11,481	3,700	-16,300
Other revenues	329	2,978	1,000	200	200	-800
Rents	13,060	14,500	15,600	15,600	15,600	-
Transfers in	-	-	-	-	-	-
Utility fees	973,487	1,009,028	978,500	1,003,611	1,140,739	162,239
Grand Total	1,869,699	1,894,973	1,508,101	1,812,262	1,630,005	121,904

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	632	17,776	37,000	96,000	32,000	-5,000
Contingency	-	-	24,634	-	205,044	180,410
Materials and Services	350,159	403,456	533,524	506,571	609,317	75,793
Personnel	384,087	374,570	512,943	472,160	491,374	-21,569
Transfers	440,000	350,000	350,000	280,965	292,270	-57,730
Unappropriated fund balance and reserves	694,823	749,758	50,000	456,566	-	-50,000
Grand Total	1,869,701	1,895,560	1,508,101	1,812,262	1,630,005	121,904

Sewer Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	459,278	210,462	45,223	75,138	72,384	27,161
Fees and charges for services	-	-	-	-	-	-
Fines and penalties	5,190	5,739	4,900	3,197	3,150	-1,750
Grants	-	20,000	-	-	-	-
Investment income	14,484	21,544	20,000	8,987	2,600	-17,400
Other revenues	-	6,966	250	-	200	-50
Transfers in	-	-	-	-	-	-
Utility fees	527,913	573,063	766,500	701,692	1,056,096	289,596
Grand Total	1,006,865	837,774	836,873	789,014	1,134,430	297,557

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	74,121	2,209	4,500	-	3,600	-900
Contingency	-	-	47,758	-	73,332	25,574
Materials and Services	274,557	291,967	257,147	261,520	263,640	6,493
Personnel	276,723	270,123	352,088	322,863	359,581	7,493
Transfers	171,000	175,380	175,380	132,247	434,277	258,897
Unappropriated fund balance and reserves	210,463	75,138	-	72,384	-	-
Grand Total	1,006,864	814,817	836,873	789,014	1,134,430	297,557

Stormwater Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	-	-	-	-	-	-
Fees and charges for services	-	-	-	-	25,380	25,380
Loan proceeds	-	-	-	75,100	-	-
Grand Total	-	-	-	75,100	25,380	25,380

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	-	-	-	75,100	-	-
Transfers out	-	-	-	-	25,034	25,034
Unappropriated fund balance and reserves	-	-	-	-	346	346
Grand Total	-	-	-	75,100	25,380	25,380

State Revenue Sharing Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	45,822	36,775	23,217	17,618	1,371	-21,846
Intergovernmental	32,518	30,996	33,000	28,366	27,106	-5,894
Investment income	621	922	800	300	100	-700
Other revenues	3,420	3,822	4,000	4,000	-	-4,000
Transfers in	20,000	5,000	5,000	11,000	-	-5,000
Grand Total	102,381	77,515	66,017	61,284	28,577	-37,440

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	2,635	538	800	-	-	-800
Materials and Services	62,972	59,329	65,217	59,913	28,577	-36,640
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	36,775	17,618	-	1,371	-	-
Grand Total	102,382	77,485	66,017	61,284	28,577	-37,440

Water Capital Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	756,793	899,119	437,877	362,698	185,595	-252,282
Grants	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Investment income	14,769	21,923	20,000	8,179	2,700	-17,300
Loan proceeds	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-
Other revenues	-	-	-	-	-	-
Transfers in	250,000	100,000	100,000	100,000	111,455	11,455
Utility fees	6,305	-	16,968	53,875	-	-16,968
Grand Total	1,027,867	1,021,042	574,845	524,752	299,750	-275,095

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	128,747	658,345	525,000	339,157	245,875	-279,125
Contingency	-	-	49,845	-	53,875	4,030
Materials and Services	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	899,119	362,698	-	185,595	-	-
Grand Total	1,027,866	1,021,043	574,845	524,752	299,750	-275,095

Sewer Reserve Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	998,674	1,066,759	177,362	-1,016,465	-73,144	-250,506
Grants	-	-	953,000	1,028,000	600,000	-353,000
Investment income	9,055	13,441	10,000	4,500	1,600	-8,400
Loan proceeds	-	3,131,336	2,000,000	2,868,664	500,000	-1,500,000
Transfers in	538,990	53,200	53,200	50,000	194,407	141,207
Utility fees	80,937	-	15,128	96,063	-	-15,128
Grand Total	1,627,656	4,264,736	3,208,690	3,030,762	1,222,863	-1,985,827

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	550,898	5,281,201	3,189,775	3,103,906	1,130,000	-2,059,775
Contingency	-	-	18,915	-	92,863	73,948
Materials and Services	10,000	-	-	-	-	-
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	1,066,759	-1,016,465	-	-73,144	-	-
Grand Total	1,627,657	4,264,736	3,208,690	3,030,762	1,222,863	-1,985,827

Equipment Replacement Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	21,175	42,465	36,409	36,943	4,595	-31,814
Investment income	1,677	2,489	-	807	300	300
Other revenues	-	-	-	-	-	-
Transfers in	65,000	40,000	40,000	20,000	39,700	-300
Utility fees	-	-	-	-	-	-
Grand Total	87,852	84,954	76,409	57,750	44,595	-31,814

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	45,387	48,011	60,000	53,155	40,640	-19,360
Contingency	-	-	16,409	-	3,955	-12,454
Transfers out	-	-	-	-	-	-
Unappropriated fund balance and reserves	42,465	36,943	-	4,595	-	-
Grand Total	87,852	84,954	76,409	57,750	44,595	-31,814

Building Reserve Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	206,978	213,920	152,726	120,542	354,726	202,000
Grants	-	-	-	-	500,000	500,000
Investment income	5,217	7,744	5,000	2,511	900	-4,100
Property sales	-	-	300,000	308,515	-	-300,000
Transfers in	25,000	20,000	20,000	10,000	10,000	-10,000
Grand Total	237,195	241,664	477,726	441,568	865,626	387,900

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	23,275	121,122	160,000	86,842	865,626	705,626
Contingency	-	-	247,726	-	-	-247,726
Transfers out	-	-	-	-	-	-
Unappropriated fund balance and reserves	213,920	120,542	70,000	354,726	-	-70,000
Grand Total	237,195	241,664	477,726	441,568	865,626	387,900

Street Reserve Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	253,548	111,160	179,415	111,160	177,392	-2,023
Fees and charges for services	-	-	-	-	-	-
Grants	652,362	297,783	250,000	-	-	-250,000
Investment income	8,372	12,427	10,000	4,029	1,500	-8,500
Licenses	-	-	-	-	-	-
Other revenues	-	-	-	-	-	-
Transfers in	75,000	50,000	50,000	50,000	-	-50,000
Utility fees	4,500	-	2,250	13,871	-	-2,250
Grand Total	993,782	471,370	491,665	179,060	178,892	-312,773

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	882,622	355,975	425,000	1,668	10,000	-415,000
Contingency	-	-	16,665	-	168,892	152,227
Materials and Services	-	-	-	-	-	-
Unappropriated fund balance and reserves	111,160	111,160	50,000	177,392	-	-50,000
Grand Total	993,782	467,135	491,665	179,060	178,892	-312,773

Parks Reserve Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	66,915	177,262	50,393	46,789	41,473	-8,920
Grants	-	-	50,000	18,750	26,240	-23,760
Investment income	8,211	12,188	10,000	3,951	1,500	-8,500
Transfers in	136,806	-	-	-	-	-
Utility fees	400	-	400	1,233	-	-400
Grand Total	212,332	189,450	110,793	70,723	69,213	-41,580

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Capital	35,069	142,661	41,000	4,250	-	-41,000
Contingency	-	-	9,793	-	34,213	24,420
Materials and Services	-	-	60,000	25,000	35,000	-25,000
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	177,262	46,789	-	41,473	-	-
Grand Total	212,331	189,450	110,793	70,723	69,213	-41,580

Debt Service Fund

Resources:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Beginning balances	327,322	352,776	382,790	482,169	357,562	-25,228
Intergovernmental	23,249	23,249	23,249	-	-	-23,249
Investment income	9,416	13,976	15,000	4,531	1,700	-13,300
Loan proceeds	-	-	-	-	-	-
Transfers in	236,000	335,380	335,380	243,212	406,019	70,639
Grand Total	595,987	725,381	756,419	729,912	765,281	8,862

Requirements:

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Recomm.	\$ Change
Principal and Interest	243,211	243,211	498,124	266,477	452,533	-45,591
Transfers	-	-	-	-	-	-
Unappropriated fund balance and reserves	352,776	482,169	258,295	463,435	312,748	54,453
Grand Total	595,987	725,380	756,419	729,912	765,281	8,862

Resources estimates sheets

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
General	1,058,772	946,662	749,805	824,179	809,519	59,714
Beginning balances	365,833	336,376	129,669	158,087	110,912	(18,757)
100-000-400-000-Working Capital	365,833	336,376	129,669	158,087	110,912	(18,757)
Donations	-	-	100	-	-	(100)
100-000-485-000-Public Contributions	-	-	100	-	-	(100)
Fees and charges for services	101,244	59,269	72,975	71,453	119,931	46,956
100-000-416-010-Plan Check Fees	46,145	7,083	20,000	17,404	6,000	(14,000)
100-000-416-020-Type A Permit Fees	-	5,999	5,000	500	2,500	(2,500)
100-000-416-030-Type B Permit Fees	25,713	11,045	10,000	9,435	50,000	40,000
100-000-416-100-Planning Fees	1,803	4,767	5,000	15,000	57,631	52,631
100-000-416-300-Encroachment Permit Fee	25	50	25	-	-	(25)
100-000-417-000-Lien Search Fees	-	-	-	-	-	-
100-000-417-100-Lien Payments	-	-	-	-	-	-
100-000-480-100-City Hall Annex Rental Fees	-	-	-	3,179	-	-
100-000-480-200-Community Recreation Fees	-	-	-	-	-	-
100-000-480-300-Community Center Rental Fees	27,558	30,175	30,000	25,735	3,700	(26,300)
100-000-499-510-Park Reservation Fees	-	150	1,200	200	100	(1,100)
100-000-499-515-Special Event Permit Fees	-	-	750	-	-	(750)
100-000-499-520-Vendor Participation Fees	-	-	1,000	-	-	(1,000)
Fines and penalties	-	30	-	2,000	-	-
100-000-418-000-Citations & Bail	-	30	-	2,000	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Franchise fees	112,364	119,423	114,500	127,963	128,900	14,400
100-000-412-000-Franchise-Cable TV	12,696	15,840	10,000	14,921	15,000	5,000
100-000-412-100-Franchise-Solid Waste	11,259	11,208	10,000	11,976	12,000	2,000
100-000-412-200-Franchise-Electric Service	82,887	89,576	87,500	98,267	99,000	11,500
100-000-412-300-Franchise-Telecommunications	5,522	2,799	7,000	2,799	2,900	(4,100)
100-000-412-400-In Lieu Franchise Fees Water	-	-	-	-	-	-
100-000-412-500-In Lieu Franchise Fees Sewer	-	-	-	-	-	-
Grants	2,860	4,579	21,611	10,921	11,000	(10,611)
100-000-435-000-Oregon Heritage Grant	-	-	2,611	-	-	(2,611)
100-000-436-000-Ready to Read Grant	1,000	1,000	1,000	1,000	1,000	-
100-000-436-100-Refreshing Youth Grant	-	-	-	-	-	-
100-000-442-000-LCDC Grant	-	-	-	-	-	-
100-000-443-000-Energy Efficient Grant	-	-	-	-	-	-
100-000-444-000-CLG Grant	1,860	3,579	10,000	9,921	10,000	-
100-000-445-000-DLCD Grant	-	-	-	-	-	-
100-000-446-000-Library COVID-19 Grant	-	-	-	-	-	-
100-000-447-000-Dollar General Summer Reading	-	-	3,000	-	-	(3,000)
100-000-448-000-ALA Grant	-	-	-	-	-	-
100-000-449-000-General Library Grant	-	-	5,000	-	-	(5,000)
100-000-450-000-Cemetery Grant - Brookside	-	-	-	-	-	-
100-000-450-200-Donovan Award Grant	-	-	-	-	-	-
100-000-455-000-Ford Family Grant	-	-	-	-	-	-
100-000-470-000-Land/Water Cons Fund Grant	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-000-490-000-CDBG Grant-Downtown Improv	-	-	-	-	-	-
100-000-490-100-TGM PLANNING GRANT	-	-	-	-	-	-
100-000-499-400-Covid Relief Fund	-	-	-	-	-	-
Intergovernmental	71,747	67,732	59,200	64,227	65,700	6,500
100-000-426-000-State Alcohol Taxes	53,047	50,061	42,000	49,302	50,000	8,000
100-000-428-000-State Cigarette Taxes	1,974	1,779	1,700	1,630	1,700	-
100-000-428-100-State Marijuana Tax	3,472	4,662	3,500	4,662	5,000	1,500
100-000-432-000-Dayton Rural FD Shared Costs	13,254	11,230	12,000	8,633	9,000	(3,000)
Investment income	17,999	26,717	25,000	8,662	3,300	(21,700)
100-000-404-000-Interest	17,999	26,717	25,000	8,662	3,300	(21,700)
Licenses	2,963	2,143	2,500	2,496	2,500	-
100-000-410-000-Bus/Amusement License	2,930	2,100	2,500	2,325	2,500	-
100-000-430-100-Library Fees/Fines	33	43	-	171	-	-
Other revenue	12,628	12,558	12,000	12,000	12,000	-
100-000-418-100-Court Revenue Sharing	-	-	-	-	-	-
100-000-430-000-CCRLS Use Based Reimbursement	12,628	12,558	12,000	12,000	12,000	-
Other revenues	716	6,186	1,000	20,491	15,000	14,000
100-000-480-000-Miscellaneous Revenue	716	6,186	1,000	20,491	15,000	14,000
Other taxes	-	-	100	20,966	500	400

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-000-416-200-Construction Excise Tax	-	-	100	20,966	500	400
100-000-429-000-Transient Lodging Taxes	-	-	-	-	-	-
100-000-464-000-911 Taxes	-	-	-	-	-	-
Permits	111,815	22,225	30,000	40,146	14,000	(16,000)
100-000-416-000-Building Permits	111,815	22,225	30,000	40,146	14,000	(16,000)
Property taxes	1,754	4,358	4,000	6,973	4,000	-
100-000-402-000-Levied Taxes (Prior Years)	1,754	4,358	4,000	6,973	4,000	-
Sales	225	-	150	155	150	-
100-000-499-500-Newsletter Advertising Sales	225	-	150	155	150	-
Taxes	256,624	266,066	258,000	258,639	264,882	6,882
100-000-499-300-Taxes Collected	256,624	266,066	258,000	258,639	264,882	6,882
Transfers in	-	19,000	19,000	19,000	56,744	37,744
100-000-459-500-Tfr From Equip Replace Fund	-	-	-	-	-	-
100-000-459-600-Tfr From Building Res Fund	-	-	-	-	-	-
100-000-459-700-Transfer from State Revenue Sh	-	-	-	-	-	-
100-000-499-600-Transfer from ARPF	-	-	-	-	-	-
100-000-499-700-Transfer from TLT Fund	-	19,000	19,000	19,000	56,744	37,744
Utility fees	-	-	-	-	-	-
100-000-420-000-System Development Charges	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-000-420-100-Developer Park Fees	-	-	-	-	-	-
ARPA Fund	490,304	3,158	3,200	-	-	(3,200)
Beginning balances	184,320	1,314	3,200	(42)	-	(3,200)
106-000-400-000-Working Capital	184,320	1,314	3,200	(42)	-	(3,200)
Intergovernmental	304,742	-	-	-	-	-
106-000-429-000-American Rescue Act	304,742	-	-	-	-	-
Investment income	1,242	1,844	-	-	-	-
106-000-404-000-Interest	1,242	1,844	-	-	-	-
Other revenues	-	-	-	-	-	-
106-000-480-000-Miscellaneous Revenue	-	-	-	-	-	-
Transfers in	-	-	-	42	-	-
106-000-459-400-Transfer from General Fund	-	-	-	42	-	-
Building Reserve	237,195	241,664	477,726	441,568	865,626	387,900
Beginning balances	206,978	213,920	152,726	120,542	354,726	202,000
760-000-400-000-Working Capital	206,978	213,920	152,726	120,542	354,726	202,000
Grants	-	-	-	-	500,000	500,000
760-000-490-100-Energy Efficiency Grants	-	-	-	-	-	-
760-000-490-001-USDA Grant	-	-	-	-	500,000	500,000

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Investment income	5,217	7,744	5,000	2,511	900	(4,100)
760-000-404-000-Interest	5,217	7,744	5,000	2,511	900	(4,100)
Property sales	-	-	300,000	308,515	-	(300,000)
760-000-410-000-Dayton Village Sale Proceeds	-	-	300,000	308,515	-	(300,000)
Transfers in	25,000	20,000	20,000	10,000	10,000	(10,000)
760-000-459-100-Transfer from Street Fund	10,000	10,000	10,000	10,000	10,000	-
760-000-459-200-Transfer from Water Fund	10,000	10,000	10,000	-	-	(10,000)
760-000-459-300-Transfer from Sewer Fund	5,000	-	-	-	-	-
760-000-459-400-Transfer from General Fund	-	-	-	-	-	-
760-000-759-999-Tfr From Parks Reserve Fund	-	-	-	-	-	-
Debt Service	595,987	725,381	756,419	729,912	765,281	8,862
Beginning balances	327,322	352,776	382,790	482,169	357,562	(25,228)
850-000-400-000-Working Capital	327,322	352,776	382,790	482,169	357,562	(25,228)
Intergovernmental	23,249	23,249	23,249	-	-	(23,249)
850-000-459-999-City of Lafayette	23,249	23,249	23,249	-	-	(23,249)
Investment income	9,416	13,976	15,000	4,531	1,700	(13,300)
850-000-404-000-Interest	9,416	13,976	15,000	4,531	1,700	(13,300)
Loan proceeds	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
850-000-404-400-INT - TEMP LOAN TO 600	-	-	-	-	-	-
850-000-459-201-TEMP LOAN TO 600	-	-	-	-	-	-
Transfers in	236,000	335,380	335,380	243,212	406,019	70,639
850-000-459-000-Transfer from Water Fund	150,000	210,000	210,000	160,965	160,965	(49,035)
850-000-459-200-TRANS FM WATER SYS CAP PROJ	-	-	-	-	-	-
850-000-459-300-Transfer fr Sewer Fund	86,000	125,380	125,380	82,247	220,020	94,640
850-000-459-501-Transfer fr Stormwater Fund	-	-	-	-	25,034	25,034
Local Option Levy	383,678	379,858	357,892	352,589	378,323	20,431
Beginning balances	84,600	65,417	54,392	41,492	1,033	(53,359)
101-000-400-000-Working Capital	84,600	65,417	54,392	41,492	1,033	(53,359)
Fines and penalties	6,852	20,742	18,000	16,231	16,000	(2,000)
101-000-418-000-Citations & Bail	6,852	20,742	18,000	16,231	16,000	(2,000)
Investment income	7,677	11,395	11,000	3,694	1,400	(9,600)
101-000-404-000-Interest	7,677	11,395	11,000	3,694	1,400	(9,600)
Licenses	-	-	-	-	-	-
101-000-411-000-Amusement License Fees	-	-	-	-	-	-
Other fees	625	843	1,000	885	68,500	67,500
101-000-418-110-Fix-It-Ticket Fees	190	275	500	885	500	-
101-000-418-200-Traffic School Fees	435	568	500	-	500	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
101-000-418-300-Towing Fees	-	-	-	-	-	-
101-000-419-000-Court Assessment-Safety	-	-	-	-	-	-
101-000-419-100-Court Assessment-Training	-	-	-	-	-	-
101-000-419-200-Court Assessment-Peer Court	-	-	-	-	-	-
101-000-418-400-Pub Safety Fee	-	-	-	-	67,500	67,500
Other revenue	-	-	-	530	600	600
101-000-418-100-Court Revenue Sharing	-	-	-	530	600	600
Other taxes	-	-	-	-	-	-
101-000-420-000-911 Taxes	-	-	-	-	-	-
Property taxes	1,825	4,536	3,500	9,238	3,500	-
101-000-402-000-Levied Taxes (Prior Years)	1,825	4,536	3,500	9,238	3,500	-
Taxes	267,099	276,925	270,000	280,519	287,290	17,290
101-000-499-300-Taxes Collected	267,099	276,925	270,000	280,519	287,290	17,290
Transfers in	15,000	-	-	-	-	-
101-000-459-400-Transfer from General Fund	15,000	-	-	-	-	-
101-000-459-500-Transfer from ARPF	-	-	-	-	-	-
Parks Reserve	212,332	189,450	110,793	70,723	69,213	(41,580)
Beginning balances	66,915	177,262	50,393	46,789	41,473	(8,920)
780-000-400-000-Working Capital	66,915	177,262	50,393	46,789	41,473	(8,920)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Grants	-	-	50,000	18,750	26,240	(23,760)
780-000-430-000-Grant - State of OR Parks prgm	-	-	50,000	18,750	26,240	(23,760)
780-000-459-600-Preserving Oregon Grant	-	-	-	-	-	-
780-000-459-700-Local Government Grant	-	-	-	-	-	-
Investment income	8,211	12,188	10,000	3,951	1,500	(8,500)
780-000-404-000-Interest	8,211	12,188	10,000	3,951	1,500	(8,500)
Transfers in	136,806	-	-	-	-	-
780-000-459-400-Transfer from General Fund	-	-	-	-	-	-
780-000-459-500-Transfer from TLT	136,806	-	-	-	-	-
Utility fees	400	-	400	1,233	-	(400)
780-000-420-000-System Development Charges	400	-	400	1,233	-	(400)
780-000-460-000-Development Park Fees	-	-	-	-	-	-
Sewer	1,006,865	837,774	836,873	789,014	1,134,430	297,557
Beginning balances	459,278	210,462	45,223	75,138	72,384	27,161
400-000-400-000-Working Capital	459,278	210,462	45,223	75,138	72,384	27,161
Fees and charges for services	-	-	-	-	-	-
400-000-417-000-Lien Search Fees	-	-	-	-	-	-
Fines and penalties	5,190	5,739	4,900	3,197	3,150	(1,750)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
400-000-451-100-NSF Fees	168	214	100	250	250	150
400-000-451-300-Late Fees	5,022	5,525	4,800	2,947	2,900	(1,900)
400-000-480-200-NSF Fees	-	-	-	-	-	-
Grants	-	20,000	-	-	-	-
400-000-460-000-Grant - Business OR for I&I	-	20,000	-	-	-	-
400-000-490-000-Tech Assistance Grant/Loan	-	-	-	-	-	-
Investment income	14,484	21,544	20,000	8,987	2,600	(17,400)
400-000-404-000-Interest	14,484	21,544	20,000	8,987	2,600	(17,400)
Other revenues	-	6,966	250	-	200	(50)
400-000-455-000-Land Rent	-	-	-	-	-	-
400-000-480-000-Misc Revenue	-	6,966	250	-	200	(50)
Transfers in	-	-	-	-	-	-
400-000-459-600-Transfer from Building Reserve	-	-	-	-	-	-
400-000-490-100-Transfer from TLT	-	-	-	-	-	-
400-000-490-200-Transfer from ARPF	-	-	-	-	-	-
Utility fees	527,913	573,063	766,500	701,692	1,056,096	289,596
400-000-420-000-System Development Charges	-	-	-	-	-	-
400-000-450-000-Sewer Service Charges	525,943	571,448	765,000	701,143	1,056,096	291,096
400-000-450-100-Sewer Service Deposits	1,970	1,615	1,500	472	-	(1,500)
400-000-451-000-Sewer Deposits	-	-	-	77	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Sewer Reserve	1,627,656	4,264,736	3,208,690	3,030,762	1,222,863	(1,985,827)
Beginning balances	998,674	1,066,759	177,362	(1,016,465)	(73,144)	(250,506)
700-000-400-000-Working Capital	998,674	1,066,759	177,362	(1,016,465)	(73,144)	(250,506)
Grants	-	-	953,000	1,028,000	600,000	(353,000)
700-000-422-000-System Improvement Grants/Loan	-	-	-	1,028,000	600,000	600,000
700-000-430-000-Hwy 221 Lift Station Grant	-	-	953,000	-	-	(953,000)
Investment income	9,055	13,441	10,000	4,500	1,600	(8,400)
700-000-404-000-Interest	9,055	13,441	10,000	4,500	1,600	(8,400)
Loan proceeds	-	3,131,336	2,000,000	2,868,664	500,000	(1,500,000)
700-000-423-000-USDA Loan proceeds	-	-	-	-	-	-
700-000-425-000-Utility Bridge DEQ Loans	-	3,131,336	1,500,000	2,868,664	500,000	(1,000,000)
700-000-429-000-Utility Bridge w/ Sewer Line G	-	-	500,000	-	-	(500,000)
Transfers in	538,990	53,200	53,200	50,000	194,407	141,207
700-000-431-000-Transfer from ARP Fund	488,990	3,200	3,200	-	-	(3,200)
700-000-459-300-Transfer from Sewer Fund	50,000	50,000	50,000	50,000	194,407	144,407
Utility fees	80,937	-	15,128	96,063	-	(15,128)
700-000-420-000-System Development Charges	80,937	-	15,128	96,063	-	(15,128)
State Revenue Sharing	102,381	77,515	66,017	61,284	28,577	(37,440)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Beginning balances	45,822	36,775	23,217	17,618	1,371	(21,846)
500-000-400-000-Working Capital	45,822	36,775	23,217	17,618	1,371	(21,846)
Intergovernmental	32,518	30,996	33,000	28,366	27,106	(5,894)
500-000-424-000-State of Oregon	32,518	30,996	33,000	28,366	27,106	(5,894)
Investment income	621	922	800	300	100	(700)
500-000-404-000-Interest	621	922	800	300	100	(700)
Other revenues	3,420	3,822	4,000	4,000	-	(4,000)
500-000-480-000-Misc Income	3,420	3,822	4,000	4,000	-	(4,000)
Transfers in	20,000	5,000	5,000	11,000	-	(5,000)
500-000-429-000-TLT Tfr from General Fund	20,000	-	-	6,000	-	-
500-000-459-000-Transfer from TLT Fund	-	5,000	5,000	5,000	-	(5,000)
Street Fund	425,404	403,188	324,275	433,279	398,937	74,662
Beginning balances	211,479	185,582	119,175	198,276	164,606	45,431
200-000-400-000-Working Capital	211,479	185,582	119,175	198,276	164,606	45,431
Grants	-	-	-	-	-	-
200-000-490-200-Small Cities Grant	-	-	-	-	-	-
200-000-490-300-ODOT Pedestrian Grant	-	-	-	-	-	-
Intergovernmental	209,789	210,883	200,000	215,599	216,531	16,531

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
200-000-438-000-State Highway Revenue	209,789	210,883	200,000	215,599	216,531	16,531
200-000-490-310-Yamhill County Match	-	-	-	-	-	-
Investment income	4,136	6,140	5,000	2,404	800	(4,200)
200-000-404-000-Interest	4,136	6,140	5,000	2,404	800	(4,200)
Licenses	-	-	-	-	-	-
200-000-430-000-Street Light Fees	-	-	-	-	-	-
Other revenues	-	583	100	17,000	17,000	16,900
200-000-480-000-Miscellaneous Revenue	-	583	100	17,000	17,000	16,900
Utility fees	-	-	-	-	-	-
200-000-420-000-SYSTEM DEVELOPMENT CHARGES	-	-	-	-	-	-
Street Reserve	993,782	471,370	491,665	179,060	178,892	(312,773)
Beginning balances	253,548	111,160	179,415	111,160	177,392	(2,023)
770-000-400-000-Working Capital	253,548	111,160	179,415	111,160	177,392	(2,023)
Fees and charges for services	-	-	-	-	-	-
770-000-490-300-Sidewalk Imprvment Reimb	-	-	-	-	-	-
Grants	652,362	297,783	250,000	-	-	(250,000)
770-000-490-200-SCA Grant/ODOT Grants	100,000	250,000	250,000	-	-	(250,000)
770-000-490-400-Safe Routes to School Grant	552,362	47,783	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Investment income	8,372	12,427	10,000	4,029	1,500	(8,500)
770-000-404-000-Interest	8,372	12,427	10,000	4,029	1,500	(8,500)
Licenses	-	-	-	-	-	-
770-000-438-100-Street Maintenance Fee	-	-	-	-	-	-
Other revenues	-	-	-	-	-	-
770-000-459-800-Miscellaneous Revenue	-	-	-	-	-	-
Transfers in	75,000	50,000	50,000	50,000	-	(50,000)
770-000-459-100-Transfer from Street Fund	75,000	50,000	50,000	50,000	-	(50,000)
Utility fees	4,500	-	2,250	13,871	-	(2,250)
770-000-420-000-System Development Charges	4,500	-	2,250	13,871	-	(2,250)
Transient Lodging Tax	463,293	406,528	334,497	353,866	300,223	(34,274)
Beginning balances	391,687	318,451	252,697	271,955	167,620	(85,077)
105-000-400-000-Working Capital	391,687	318,451	252,697	271,955	167,620	(85,077)
Investment income	1,242	1,844	1,800	687	200	(1,600)
105-000-404-000-Interest	1,242	1,844	1,800	687	200	(1,600)
Other revenues	-	23	-	-	-	-
105-000-480-000-Miscellaneous Revenue	-	23	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Other taxes	70,364	86,210	80,000	81,224	132,403	52,403
105-000-429-000-Transient Lodging Tax	70,364	86,210	80,000	81,224	132,403	52,403
Transfers in	-	-	-	-	-	-
105-000-459-400-Transfer from the General Fund	-	-	-	-	-	-
105-000-459-700-Transfer from State Shared Rev	-	-	-	-	-	-
Water	1,869,699	1,894,973	1,508,101	1,812,262	1,630,005	121,904
Beginning balances	776,289	694,823	418,401	745,485	456,566	38,165
300-000-400-000-Working Capital	776,289	694,823	418,401	745,485	456,566	38,165
Fees and charges for services	-	2,230	500	230	500	-
300-000-417-000-Lien Search Fees	-	-	-	-	-	-
300-000-480-100-Water Meters	-	2,230	500	230	500	-
Fines and penalties	9,600	10,759	9,100	13,536	12,700	3,600
300-000-421-300-Late Fees	9,289	10,362	9,000	12,747	12,000	3,000
300-000-451-100-NSF Fees	311	397	100	789	700	600
Grants	-	-	-	-	-	-
300-000-460-000-Grant	-	-	-	-	-	-
Intergovernmental	76,810	130,337	65,000	22,119	-	(65,000)
300-000-459-999-City of Lafayette	76,810	130,337	65,000	22,119	-	(65,000)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Investment income	20,124	30,318	20,000	11,481	3,700	(16,300)
300-000-404-000-Interest	20,124	30,318	20,000	11,481	3,700	(16,300)
Other revenues	329	2,978	1,000	200	200	(800)
300-000-466-000-Misc Revenue	-	-	-	-	-	-
300-000-480-000-Misc Revenue	329	2,978	1,000	200	200	(800)
Rents	13,060	14,500	15,600	15,600	15,600	-
300-000-480-200-Fisher Land Rent	13,060	14,500	15,600	15,600	15,600	-
Transfers in	-	-	-	-	-	-
300-000-480-300-Transfer from TLT	-	-	-	-	-	-
300-000-480-400-Transfer from ARPF	-	-	-	-	-	-
Utility fees	973,487	1,009,028	978,500	1,003,611	1,140,739	162,239
300-000-420-000-System Development Charges	-	-	-	-	-	-
300-000-450-000-Water Service Charges	961,049	997,949	970,000	989,788	1,134,739	164,739
300-000-451-000-Water Deposit	3,658	2,255	1,500	5,000	-	(1,500)
300-000-451-200-Water Off/On Fees	3,480	3,210	2,000	3,210	-	(2,000)
300-000-451-300-Backflow testing fees	5,300	5,614	5,000	5,613	6,000	1,000
Water Capital	1,027,867	1,021,042	574,845	524,752	299,750	(275,095)
Beginning balances	756,793	899,119	437,877	362,698	185,595	(252,282)
600-000-400-000-Working Capital	756,793	899,119	437,877	362,698	185,595	(252,282)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Grants	-	-	-	-	-	-
600-000-445-000-CDBG (FINAL DESIGN & ENGRG)	-	-	-	-	-	-
600-000-445-100-CDBG (CONSTRUCTION)	-	-	-	-	-	-
600-000-445-500-RECDA GRANT	-	-	-	-	-	-
600-000-450-000-Utility Br Waterline Grant	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
600-000-459-998-CITY OF LAFAYETTE	-	-	-	-	-	-
600-000-459-999-City of Lafayette	-	-	-	-	-	-
Investment income	14,769	21,923	20,000	8,179	2,700	(17,300)
600-000-404-000-Interest	14,769	21,923	20,000	8,179	2,700	(17,300)
600-000-404-100-Interest - OECD loan	-	-	-	-	-	-
600-000-404-200-INTEREST - C&M RET	-	-	-	-	-	-
600-000-404-300-INTEREST - WB RET	-	-	-	-	-	-
Loan proceeds	-	-	-	-	-	-
600-000-440-000-BOND ANTICIPATION NOTES (BANS)	-	-	-	-	-	-
600-000-440-100-Safe Drinking Water Revolving	-	-	-	-	-	-
600-000-441-000-Fisher Farms Property Loan	-	-	-	-	-	-
600-000-459-300-TEMP TR FM DEBT SVC FUND	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-
600-000-440-110-C&M RETAINAGE	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Other revenues	-	-	-	-	-	-
600-000-440-120-WB RETAINAGE	-	-	-	-	-	-
600-000-480-000-Misc Revenus	-	-	-	-	-	-
600-000-480-100-C&M RETAINAGE	-	-	-	-	-	-
600-000-480-200-WILLIAMS BROS RETAINAGE	-	-	-	-	-	-
Transfers in	250,000	100,000	100,000	100,000	111,455	11,455
600-000-459-000-Transfer from Water Fund	250,000	100,000	100,000	100,000	-	(100,000)
600-000-459-100-TR FROM WATER RESERVE FUND	-	-	-	-	-	-
600-000-459-200-TRANSFER FM WATER FUND	-	-	-	-	111,455	111,455
Utility fees	6,305	-	16,968	53,875	-	(16,968)
600-000-420-000-System Development Charges	6,305	-	16,968	53,875	-	(16,968)
Water Reserve	-	-	-	-	-	-
Beginning balances	-	-	-	-	-	-
900-000-400-000-WORKING CAPITAL (ACCRUAL)	-	-	-	-	-	-
Investment income	-	-	-	-	-	-
900-000-404-000-INTEREST	-	-	-	-	-	-
Equipment Replacement	87,852	84,954	76,409	57,750	44,595	(31,814)
Beginning balances	21,175	42,465	36,409	36,943	4,595	(31,814)
750-000-400-000-Working Capital	21,175	42,465	36,409	36,943	4,595	(31,814)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Investment income	1,677	2,489	-	807	300	300
750-000-404-000-Interest	1,677	2,489	-	807	300	300
Other revenues	-	-	-	-	-	-
750-000-459-800-Miscellaneous Revenue	-	-	-	-	-	-
Transfers in	65,000	40,000	40,000	20,000	39,700	(300)
750-000-459-100-Transfer from Street Fund	5,000	10,000	10,000	10,000	-	(10,000)
750-000-459-200-Transfer from Water Fund	30,000	30,000	30,000	10,000	19,850	(10,150)
750-000-459-300-Transfer from Sewer Fund	30,000	-	-	-	19,850	19,850
750-000-459-400-Transfer from General Fund	-	-	-	-	-	-
Utility fees	-	-	-	-	-	-
750-000-420-000-System Development Charges	-	-	-	-	-	-
Stormwater	-	-	-	75,100	25,380	25,380
Beginning balances	-	-	-	-	-	-
450-000-400-000-Working Capital	-	-	-	-	-	-
Fees and charges for services	-	-	-	-	25,380	25,380
450-000-450-000-Stormwater Charges	-	-	-	-	25,380	25,380
Loan proceeds	-	-	-	75,100	-	-
450-000-441-000-Loan Proceeds	-	-	-	75,100	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Grand Total	10,583,067	11,948,253	9,877,207	9,736,100	8,151,614	(1,725,593)

Requirements estimates sheets

General Fund

Administration Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	110,914	124,181	155,804	132,731	123,477	(32,327)
100-100-526-000-City Manager	24,246	26,037	20,003	15,259	15,405	(4,598)
100-100-526-100-City Recorder	11,878	7,761	18,000	18,000	16,013	(1,987)
100-100-526-200-Accountant	11,956	13,019	16,447	15,244	12,636	(3,811)
100-100-526-300-Tourism/Econ Devel Director	621	15,966	15,476	15,476	10,334	(5,142)
100-100-528-000-Public Works Director	4,694	-	-	-	-	-
100-100-528-100-Public Works Supervisor	1,296	2,030	3,400	3,400	3,317	(83)
100-100-529-000-Maintenance Operator 3	-	-	-	-	-	-
100-100-530-000-Maintenance Operator 2	-	3,246	-	-	-	-
100-100-530-100-Maintenance Operator 1	3,044	-	-	-	-	-
100-100-534-000-PWKS Laborer/Janitor	1,706	4,280	-	-	-	-
100-100-534-100-Janitor	-	-	-	-	-	-
100-100-536-000-Library Director	8,458	6,765	18,000	6,320	13,485	(4,515)
100-100-537-000-Office Specialist II	4,042	2,619	6,975	6,975	4,627	(2,348)
100-100-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
100-100-539-200-Office Specialist 1	-	-	-	-	-	-
100-100-590-000-Social Security	5,330	5,935	6,807	6,225	5,732	(1,075)
100-100-592-000-Workers Compensation	889	616	1,025	634	1,461	436
100-100-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
100-100-594-000-Health Insurance	17,733	17,167	27,020	27,020	17,640	(9,380)
100-100-596-000-PERS Retirement	14,883	18,535	21,831	17,910	22,028	197

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-100-598-000-Disability Insurance	138	134	205	205	123	(82)
100-100-599-000-Unemployment	-	71	615	63	676	61
Materials and Services	91,282	80,775	79,220	77,659	65,866	(13,354)
100-100-600-000-Electricity	1,626	2,329	2,100	2,590	2,848	748
100-100-600-001-Electricity - Community Center	8,505	9,343	8,400	7,659	6,600	(1,800)
100-100-600-100-Propane	1,282	1,064	1,500	2,000	1,619	119
100-100-600-101-Propane - Community Center	2,639	1,600	2,500	-	-	(2,500)
100-100-600-200-FIRE HALL EXPENSE	-	-	-	-	-	-
100-100-601-000-Office Expense	6,247	5,831	5,000	4,100	3,920	(1,080)
100-100-601-100-Postage	410	492	450	507	512	62
100-100-602-000-Telephone & Related	1,002	1,068	850	850	958	108
100-100-604-000-Insurance	1,356	1,621	1,945	1,932	1,990	45
100-100-608-000-Audit	1,502	2,136	2,350	3,523	3,384	1,034
100-100-611-000-Travel & Meetings	3,825	4,723	4,000	4,857	1,207	(2,793)
100-100-612-000-Training	-	-	-	-	-	-
100-100-614-000-Equipment Repair & Maintenance	837	281	500	504	500	-
100-100-614-100-Fuel	965	948	1,000	976	1,000	-
100-100-616-100-Safety/Uniforms	70	151	500	150	500	-
100-100-617-000-Small Tools/Shop Supplies	110	30	125	134	125	-
100-100-700-000-Legal Services	1,364	1,706	2,000	2,374	2,561	561
100-100-700-100-Misc Legal (Non Attorney)	232	525	500	500	500	-
100-100-700-500-ABATEMENT	-	-	-	-	-	-
100-100-705-000-Professional Services	6,171	2,747	5,000	3,113	3,318	(1,682)
100-100-705-300-Data Processing	2,146	4,023	4,000	4,144	5,112	1,112
100-100-706-000-Dues & Certifications	333	871	500	330	812	312

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-100-707-000-City Hall Maintenance	7,161	5,669	5,000	6,405	5,000	-
100-100-707-200-City Hall Annex Maintenance	4	110	300	-	300	-
100-100-707-300-Community Center Maintenance	27,078	23,805	22,000	22,000	8,000	(14,000)
100-100-708-100-Tool & Equipment Rental	-	-	100	-	100	-
100-100-725-000-Election Expense	-	-	100	-	-	(100)
100-100-750-100-City Hall Annex Rental Refund	-	-	-	-	-	-
100-100-750-200-Community Center Rental Refund	14,200	9,265	8,000	8,914	-	(8,000)
100-100-752-000-Dayton Harvest Festival	-	-	-	97	15,000	15,000
100-100-799-000-Miscellaneous Expense	2,217	437	500	-	-	(500)
100-100-799-100-Covid Relief Expenses	-	-	-	-	-	-
Capital	1,855	18,495	12,000	6,402	1,434	(10,566)
100-100-903-000-Equipment	730	772	2,000	-	434	(1,566)
100-100-903-100-Electronic Reader Board	-	-	-	-	-	-
100-100-904-000-City Hall Improvements	-	-	500	500	500	-
100-100-904-200-City Shops/Yards Improvements	-	-	-	-	-	-
100-100-904-300-City Hall Curb & Sidewalks	-	-	-	-	-	-
100-100-904-400-CH Annex/Comm Center Improve	-	5,660	500	653	500	-
100-100-904-500-Property Acquisition	-	-	-	-	-	-
100-100-940-000-Entry Areas for the City	-	-	1,000	-	-	(1,000)
100-100-950-000-Holiday Lighting/Banners	1,125	12,063	8,000	5,249	-	(8,000)
100-100-955-000-EOC Generator Hookup at HS	-	-	-	-	-	-
100-100-970-000-Downtown Improvement Project	-	-	-	-	-	-
Transfers	20,000	-	-	6,042	-	-
100-100-830-000-Tfr to Local Option Tax Fund	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-100-870-000-Tfr to Building Reserve Fund	-	-	-	-	-	-
100-100-886-000-Tfr to State Revenue Sharing	20,000	-	-	6,000	-	-
100-100-810-000-Tfr to ARPA Fund	-	-	-	42	-	-
Contingency	-	-	44,175	-	-	(44,175)
100-100-880-000-Contingency	-	-	44,175	-	-	(44,175)
Grand Total	224,051	223,451	291,199	222,834	190,777	(100,422)

Building Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	45,947	54,359	61,234	56,830	63,908	2,674
100-106-526-000-City Manager	3,306	6,509	5,334	4,016	4,109	(1,225)
100-106-526-100-City Recorder	2,376	3,104	-	-	-	-
100-106-526-200-Accountant	1,407	1,532	-	-	-	-
100-106-526-300-Tourism/Econ Devel Director	-	-	-	-	-	-
100-106-528-000-Public Works Director	3,129	-	-	-	-	-
100-106-528-100-Public Works Supervisor	2,593	2,030	5,100	5,100	4,975	(125)
100-106-529-000-Maintenance Operator 3	-	-	-	-	-	-
100-106-530-000-Maintenance Operator 2	-	924	3,250	3,675	3,689	439
100-106-530-100-Maintenance Operator 1	-	-	-	-	-	-
100-106-534-000-PWKS Laborer/Janitor	-	-	-	-	-	-
100-106-537-000-Office Specialist II	16,739	19,312	21,350	21,350	18,892	(2,458)
100-106-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
100-106-539-200-Office Specialist I	-	-	-	-	-	-
100-106-590-000-Social Security	2,240	2,263	2,675	1,940	2,881	206
100-106-592-000-Workers Compensation	386	203	403	209	575	172
100-106-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
100-106-594-000-Health Insurance	7,637	7,167	10,619	10,619	10,648	29
100-106-596-000-PERS Retirement	6,074	11,228	8,580	6,583	11,070	2,490
100-106-598-000-Life/Disability Insurance	60	56	81	81	57	(24)
100-106-599-000-Unemployment	-	31	242	25	269	27
100-106-536-000-Library Director	-	-	3,600	3,232	6,743	3,143
Materials and Services	104,286	66,359	52,844	66,815	106,945	54,101
100-106-600-000-Utilities - Electricity	118	184	200	190	213	13

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-106-600-100-Utilities - Propane	128	106	200	200	135	(65)
100-106-601-000-Office Expense	1,658	1,873	1,500	1,539	1,508	8
100-106-601-100-Postage	256	307	275	316	316	41
100-106-602-000-Telephone & Related	409	459	300	307	359	59
100-106-604-000-Insurance	1,567	1,874	1,494	2,232	2,299	805
100-106-608-000-Audit	1,056	1,502	1,050	1,632	2,380	1,330
100-106-611-000-Travel & Meetings	909	1,039	1,000	750	336	(664)
100-106-612-000-Training	-	-	-	-	-	-
100-106-616-100-Safety/Uniforms	-	-	-	-	-	-
100-106-700-000-Legal Services	152	190	525	525	527	2
100-106-700-100-Misc Legal (non-attorney)	68	172	300	300	200	(100)
100-106-700-350-Local Government Surcharge Fee	9,031	1,603	2,000	4,594	1,700	(300)
100-106-705-000-Professional Services	1,170	675	2,300	1,520	1,208	(1,092)
100-106-705-100-Engineering Services	108	516	1,000	3,082	2,991	1,991
100-106-705-300-Data Processing	1,318	8,114	5,500	15,000	11,508	6,008
100-106-706-000-Dues & Certifications	76	81	200	143	265	65
100-106-707-000-City Hall Maintenance	713	554	500	500	500	-
100-106-716-000-Building Inspection Services	3,390	108	5,000	681	14,000	9,000
100-106-716-100-Plan Check Services	76,112	13,681	15,000	23,665	6,000	(9,000)
100-106-716-200-Type A Permit Inspections	-	-	500	-	-	(500)
100-106-716-300-Type B Permit Inspections	1,928	27,963	3,000	9,435	50,000	47,000
100-106-717-000-CLG Facade Improvements	3,973	5,259	10,000	204	10,000	-
100-106-730-000-Dayton School District CET	-	-	-	-	-	-
100-106-799-000-Miscellaneous Expense	146	99	1,000	-	500	(500)
Capital	-	138	1,000	-	676	(324)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-106-903-000-Equipment	-	138	500	-	176	(324)
100-106-904-000-City Hall Improvements	-	-	500	-	500	-
100-106-904-200-City Yard/Shops Improvements	-	-	-	-	-	-
Principal and Interest	-	-	2,800	-	-	(2,800)
100-106-780-000-Oregon Heritage Grant	-	-	2,800	-	-	(2,800)
Transfers	15,000	-	-	-	-	-
100-106-830-000-Transfer to Transient Lodging	-	-	-	-	-	-
100-106-830-100-Transfer to Local Option Tax	15,000	-	-	-	-	-
100-106-840-000-Tfr to Equipment Replace Fund	-	-	-	-	-	-
Grand Total	165,233	120,856	117,878	123,645	171,529	53,651

Library Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	85,070	117,991	62,079	56,635	50,804	(11,275)
100-104-526-000-City Manager	3,306	5,207	2,667	2,021	2,055	(612)
100-104-526-100-City Recorder	-	-	-	-	-	-
100-104-526-200-Accountant	1,407	1,532	-	-	-	-
100-104-526-300-Tourism/Econ Devel Director	-	-	-	-	-	-
100-104-528-000-Public Works Director	-	-	-	-	-	-
100-104-528-100-Public Works Supervisor	-	1,015	-	-	-	-
100-104-529-000-Maintenance Operator 3	-	-	-	-	-	-
100-104-530-000-Maintenance Operator 2	-	562	-	-	-	-
100-104-530-100-Maintenance Operator 1	-	-	-	-	-	-
100-104-534-000-PWKS Laborer/Janitor	-	-	-	-	-	-
100-104-536-000-Library Director	33,830	50,735	18,000	10,962	13,485	(4,515)
100-104-536-100-Library Assistant	17,586	18,890	18,500	16,159	19,194	694
100-104-537-000-Office Specialist II	29	-	-	-	-	-
100-104-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
100-104-539-100-Temp (Summer Reading Program)	-	-	-	-	-	-
100-104-539-200-Office Specialist I	-	-	-	-	-	-
100-104-590-000-Social Security	3,983	4,467	2,712	2,478	2,607	(105)
100-104-592-000-Workers Compensation	666	422	408	435	581	173
100-104-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
100-104-594-000-Health Insurance	13,246	13,074	10,767	10,767	2,535	(8,232)
100-104-596-000-PERS Retirement	10,913	21,931	8,698	13,706	10,026	1,328
100-104-598-000-Life/Disability Insurance	104	103	82	82	49	(33)
100-104-599-000-Unemployment	-	53	245	25	272	27

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	27,141	26,830	39,861	21,438	26,321	(13,540)
100-104-600-000-Utilities - Electricity	473	739	600	761	853	253
100-104-600-100-Utilities - Propane	1,054	1,357	1,500	1,086	1,141	(359)
100-104-601-000-Library & Office Expense	3,611	4,445	4,000	4,000	4,000	-
100-104-601-001-Summer Reading Program	-	-	-	-	-	-
100-104-601-100-Postage	358	429	375	442	442	67
100-104-602-000-Telephone & Related	409	459	400	400	445	45
100-104-604-000-Insurance	1,193	1,426	1,136	1,699	1,750	614
100-104-608-000-Audit	838	1,192	850	1,294	1,888	1,038
100-104-611-000-Travel & Meetings	892	989	2,000	750	135	(1,865)
100-104-612-000-Training	-	-	-	-	-	-
100-104-616-100-Safety/Uniforms	10	130	100	10	100	-
100-104-700-000-Legal Services	61	91	250	250	252	2
100-104-700-100-Misc Legal (non attorney)	68	172	150	150	150	-
100-104-705-000-Professional Services	2,801	1,310	3,000	1,050	995	(2,005)
100-104-705-300-Data Processing	1,318	1,658	3,000	1,708	2,020	(980)
100-104-706-000-Dues & Certifications	620	594	750	555	575	(175)
100-104-706-100-Subscriptions	337	125	250	250	575	325
100-104-707-000-Library Maintenance	2,865	2,385	2,000	1,000	500	(1,500)
100-104-710-000-CCRLS Expense	30	10	500	500	500	-
100-104-715-000-Books/Audio Visual	5,949	5,053	6,000	3,533	4,000	(2,000)
100-104-715-100-Refreshing Youth Program	-	-	-	-	-	-
100-104-730-000-Summer Reading Program	1,623	1,974	2,000	2,000	2,000	-
100-104-730-100-Ready to Read Program	912	1,170	1,000	-	2,500	1,500

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-104-730-200-Library Programming	827	817	1,000	-	500	(500)
100-104-730-300-COVID-19 Grant Program	-	-	-	-	-	-
100-104-730-400-Dollar General Summer Reading	-	-	3,000	-	-	(3,000)
100-104-730-500-ALA Grant	-	-	-	-	-	-
100-104-730-600-General Library Grant	-	-	5,000	-	-	(5,000)
100-104-799-000-Miscellaneous Expense	892	305	1,000	-	1,000	-
Capital	665	1,897	2,500	1,370	500	(2,000)
100-104-903-000-Equipment	552	1,164	1,500	1,000	-	(1,500)
100-104-904-200-City Yard/Shop Improvements	-	-	-	-	-	-
100-104-904-300-City Hall Curb & SidewALK	-	-	-	-	-	-
100-104-906-000-Library Improvements	113	733	1,000	370	500	(500)
100-104-915-000-Books	-	-	-	-	-	-
Grand Total	112,876	146,718	104,440	79,443	77,625	(26,815)

Parks Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	69,210	107,790	90,064	94,202	69,115	(20,949)
100-103-526-000-City Manager	3,306	5,207	2,667	2,021	2,055	(612)
100-103-526-100-City Recorder	-	-	-	-	-	-
100-103-526-200-Accountant	1,407	1,532	-	-	-	-
100-103-526-300-Tourism/Econ Devel Director	-	-	1,720	1,720	1,577	(143)
100-103-528-000-Public Works Director	7,823	-	-	-	-	-
100-103-528-100-Public Works Supervisor	6,482	5,075	3,400	3,400	3,317	(83)
100-103-529-000-Maintenance Operator 3	4,852	-	-	-	-	-
100-103-530-000-Maintenance Operator 2	-	7,296	-	7,349	7,378	7,378
100-103-530-100-Maintenance Operator 1	5,074	5,583	41,174	2,951	22,041	(19,133)
100-103-534-000-PWKS Laborer/Janitor	5,118	29,962	6,500	33,185	2,338	(4,162)
100-103-536-000-Library Director	-	-	-	-	-	-
100-103-537-000-Office Specialist II	1,070	1,240	-	-	-	-
100-103-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
100-103-539-200-Office Specialist I	-	-	-	-	-	-
100-103-590-000-Social Security	4,567	5,830	6,000	3,511	3,286	(2,714)
100-103-592-000-Workers Compensation	742	718	578	740	824	246
100-103-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
100-103-594-000-Health Insurance	15,004	15,436	15,245	15,245	13,228	(2,017)
100-103-596-000-PERS Retirement	13,650	29,731	12,317	23,928	12,628	311
100-103-598-000-Disability Insurance	115	121	116	116	58	(58)
100-103-599-000-Unemployment	-	59	347	36	385	38
Materials and Services	63,674	56,582	63,000	72,875	54,746	(8,254)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-103-600-000-Electricity	2,270	2,688	3,000	4,594	4,740	1,740
100-103-600-100-Propane	384	319	500	550	500	-
100-103-601-000-Office Expense	1,088	1,208	1,000	1,102	1,080	80
100-103-601-100-Postage	349	154	150	159	159	9
100-103-602-000-Telephone & Related	409	459	500	500	538	38
100-103-603-000-Garbage/Sanitation	2,364	2,623	2,500	2,848	2,978	478
100-103-604-000-Insurance	4,533	5,420	6,500	6,456	6,650	150
100-103-608-000-Audit	559	795	575	864	1,260	685
100-103-611-000-Travel & Meetings	1,486	1,652	1,500	1,500	135	(1,365)
100-103-612-000-Training	-	-	-	-	-	-
100-103-614-000-Equipment Repair & Maintenance	2,511	861	2,500	496	2,500	-
100-103-614-100-Fuel	3,477	3,415	3,000	3,517	3,500	500
100-103-616-100-Safety/Uniforms	1,316	1,929	2,000	1,355	2,000	-
100-103-617-000-Small Tools/Shop Supplies	2,245	575	1,000	1,972	1,000	-
100-103-619-000-Park Maintenance	31,648	28,549	28,000	25,000	15,000	(13,000)
100-103-619-100-Brookside Maintenance	-	-	500	-	-	(500)
100-103-700-000-Legal Services	1,064	190	525	525	618	93
100-103-700-100-Misc Legal (Non Attorney)	1,748	229	200	200	200	-
100-103-705-000-Professional Services	2,419	1,878	5,000	11,499	8,054	3,054
100-103-705-100-Contract Services	-	-	-	-	-	-
100-103-705-300-Data Processing	1,318	1,658	2,000	1,708	2,018	18
100-103-706-000-Dues & Certifications	180	143	350	104	116	(234)
100-103-707-000-City Hall Maintenance	2,149	1,668	500	800	500	-
100-103-707-200-City Hall Annex Maintenance	4	-	500	-	500	-
100-103-708-100-Tool & Equipment Rental	-	-	200	-	200	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-103-750-000-Cemetery Grant - Brookside	-	-	-	-	-	-
100-103-750-100-Donovan Award expenses	-	-	-	-	-	-
100-103-765-000-Recreation/Activities	-	-	-	-	-	-
100-103-765-100-Community Recreation Fee	-	-	-	-	-	-
100-103-799-000-Miscellaneous Expense	153	169	500	7,126	500	-
Capital	13,746	8,493	8,000	531	2,500	(5,500)
100-103-903-000-Equipment	888	43	500	141	-	(500)
100-103-904-000-City Hall Improvements	-	-	500	-	500	-
100-103-904-200-City Yards/ Shop Improvements	-	-	500	-	500	-
100-103-910-000-Park Improvements	5,770	6,332	500	-	-	(500)
100-103-910-100-Alderman Park Improvements	-	-	500	-	500	-
100-103-911-000-Street Trees	-	-	-	-	-	-
100-103-912-000-Bandstand Improvements	-	-	-	-	-	-
100-103-913-000-Signs	-	-	500	-	500	-
100-103-915-000-Christmas Tree & Bandstand Ltg	7,088	2,118	5,000	390	500	(4,500)
Transfers	-	-	-	-	-	-
100-103-840-000-Tfr to Equipment Replace Fund	-	-	-	-	-	-
100-103-870-000-Tfr to Building Reserve Fund	-	-	-	-	-	-
100-103-876-000-Transfer to Park Reserve Fund	-	-	-	-	-	-
Grand Total	146,630	172,865	161,064	167,608	126,361	(34,703)

Planning and Development

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	49,254	50,360	30,684	32,145	37,947	7,263
100-105-526-000-City Manager	3,306	10,415	5,334	4,016	4,109	(1,225)
100-105-526-100-City Recorder	19,797	10,348	7,200	7,200	9,608	2,408
100-105-526-200-Accountant	1,407	1,532	-	-	-	-
100-105-526-300-Tourism/Econ Devel Director	-	-	-	-	-	-
100-105-528-000-Public Works Director	3,129	-	-	-	-	-
100-105-528-100-Public Works Supervisor	2,593	2,030	1,700	1,700	1,659	(41)
100-105-529-000-Maintenance Operator 3	-	-	-	-	-	-
100-105-530-000-Maintenance Operator 2	-	1,024	-	-	-	-
100-105-530-100-Maintenance Operator 1	-	-	-	-	-	-
100-105-534-000-PWKS Laborer/Janitor	-	-	-	-	-	-
100-105-536-000-Library Director	-	-	3,600	3,232	6,743	3,143
100-105-537-000-Office Specialist II	1,196	1,379	1,525	1,525	1,350	(175)
100-105-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
100-105-539-200-Office Specialist I	-	-	-	-	-	-
100-105-590-000-Social Security	2,425	2,363	1,340	1,149	1,764	424
100-105-592-000-Workers Compensation	416	237	202	244	288	86
100-105-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
100-105-594-000-Health Insurance	8,256	7,793	5,323	5,323	5,485	162
100-105-596-000-PERS Retirement	6,664	13,145	4,299	7,703	6,779	2,480
100-105-598-000-Disability Insurance	65	61	40	40	27	(13)
100-105-599-000-Unemployment	-	33	121	13	135	14
Materials and Services	75,954	78,622	43,540	87,592	81,381	37,841
100-105-600-000-Utilities - Electricity	421	460	500	474	533	33

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-105-600-100-Utilities - Propane	179	149	300	247	188	(112)
100-105-601-000-Office Expense	1,872	1,889	2,000	2,000	1,960	(40)
100-105-601-100-Postage	117	143	150	147	147	(3)
100-105-602-000-Telephone & Related	477	536	500	500	550	50
100-105-604-000-Insurance	1,193	1,426	1,500	1,699	1,750	250
100-105-608-000-Audit	1,431	2,035	2,240	3,358	3,224	984
100-105-611-000-Travels & Meeting	1,460	1,740	1,200	3,000	135	(1,065)
100-105-612-000-Training	158	-	-	-	275	275
100-105-616-100-Safety/Uniforms	-	-	-	-	-	-
100-105-700-000-Legal Services	920	1,137	1,500	1,582	1,709	209
100-105-700-100-Misc Legal (non- attorney)	227	575	500	500	200	(300)
100-105-705-000-Professional Services	1,070	518	2,000	1,254	785	(1,215)
100-105-705-100-Engineering Services	28,539	18,017	10,000	16,670	19,035	9,035
100-105-705-200-Planning Services	34,745	45,982	15,000	52,000	45,000	30,000
100-105-705-300-Data Processing	1,813	2,925	3,650	3,013	3,724	74
100-105-706-000-Dues & Certifications	192	204	500	148	166	(334)
100-105-707-000-City Hall Maintenance	991	777	500	500	500	-
100-105-707-200-City Hall Annex Maintenance	2	-	500	-	500	-
100-105-716-000-Building Inspection Services	-	-	-	-	-	-
100-105-716-300-Type B Inspection Fees	-	-	-	-	-	-
100-105-752-000-Planning Commission Expense	-	-	500	500	500	-
100-105-799-000-Miscellaneous Expense	147	109	500	-	500	-
Capital	-	138	1,000	-	676	(324)
100-105-903-000-Equipment	-	138	500	-	176	(324)
100-105-904-000-City Hall Improvements	-	-	500	-	500	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
100-105-904-200-City Yards/Shops Improvements	-	-	-	-	-	-
100-105-904-300-City Hall Annex Improvements	-	-	-	-	-	-
Grand Total	125,208	129,120	75,224	119,737	120,004	44,780

Contingency and ending balance

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Contingency	-	-	-	-	123,223	123,223
100-107-880-000-Contingency	-	-	-	-	123,223	123,223
Unappropriated fund balance and reserves	336,376	158,087	-	110,912	-	-
100-100-999-000-Unappropriated Ending Fund Bal	336,376	158,087	-	110,912	-	-
100-109-999-000-Unappropriated Ending Fund Bal	-	-	-	-	-	-
Grand Total	336,376	158,087	-	110,912	123,223	123,223

Local Option Levy

Law Enforcement, Code Enforcement, and Municipal Court

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	72,937	78,108	84,936	84,249	86,445	1,509
101-101-526-000-City Manager	6,613	7,811	4,001	3,015	3,244	(757)
101-101-526-100-City Recorder	10,295	7,761	10,800	10,800	6,743	(4,057)
101-101-526-200-Accountant	6,329	3,829	4,837	4,483	3,913	(924)
101-101-526-300-Tourism/Econ Devel Director	-	-	-	-	-	-
101-101-528-000-Public Works Director	-	-	-	-	-	-
101-101-528-100-Public Works Supervisor	-	-	-	-	-	-
101-101-529-000-Maintenance Operator 3	-	-	-	-	-	-
101-101-530-000-Maintenance Operator 2	-	-	-	-	-	-
101-101-530-100-Maintenance Operator 1	-	-	-	-	-	-
101-101-534-000-PWKS Laborer/Janitor	-	-	-	-	-	-
101-101-536-000-Library Director	-	-	-	-	6,743	6,743
101-101-537-000-Office Specialist II	25,012	33,788	33,950	33,950	31,859	(2,091)
101-101-537-100-Community Dev Assistant	-	-	-	-	-	-
101-101-539-100-City Clerk	-	-	-	-	-	-
101-101-539-200-Office Specialist I	-	-	-	-	-	-
101-101-590-000-Social Security	3,351	3,728	3,711	4,299	3,503	(208)
101-101-592-000-Workers Compensation	565	383	559	394	839	280
101-101-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
101-101-594-000-Health Insurance	11,270	10,945	14,730	14,730	15,679	949
101-101-596-000-PERS Retirement	9,414	9,732	11,901	12,431	13,458	1,557
101-101-598-000-Disability Insurance	88	86	112	112	73	(39)
101-101-599-000-Unemployment	-	45	335	35	391	56

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	244,629	260,779	266,535	267,307	289,744	23,209
101-101-600-000-Electricity	521	623	500	792	848	348
101-101-600-100-Propane	154	128	400	400	385	(15)
101-101-601-000-Office Expense	3,950	5,462	3,500	3,500	3,430	(70)
101-101-601-100-Postage	313	376	350	387	387	37
101-101-602-000-Telephone & Related	409	459	700	700	723	23
101-101-604-000-Insurance	1,884	2,252	2,478	2,683	2,763	285
101-101-608-000-Audit	932	1,326	950	1,440	2,100	1,150
101-101-611-000-Travel & Meetings	1,049	3,078	3,000	750	738	(2,262)
101-101-612-000-Training	-	-	-	-	1,330	1,330
101-101-614-000-Equipment Repair & Maintenance	-	-	-	-	-	-
101-101-614-100-Fuel	1,674	1,643	1,600	1,692	1,600	-
101-101-616-100-Safety/Uniforms	10	130	300	10	300	-
101-101-700-000-Legal Services	2,270	2,652	1,000	1,000	1,000	-
101-101-700-100-Misc (Legal) Non-Atty	389	287	250	250	250	-
101-101-700-350-Court Assessments	569	1,263	1,400	1,400	1,400	-
101-101-700-500-Code Enforcement & Abatement	96	245	5,500	-	-	(5,500)
101-101-700-510-Community-Wide Clean-up	6,559	3,098	3,000	3,000	-	(3,000)
101-101-705-000-Professional Services	2,021	1,102	1,850	2,168	1,335	(515)
101-101-705-100-Sheriff's Contract	183,889	190,547	197,557	197,557	214,011	16,454
101-101-705-200-Dayton School District	-	-	-	-	-	-
101-101-705-300-Data Processing	5,767	10,481	7,800	10,795	13,571	5,771
101-101-705-400-Municipal Judge Services	3,250	5,000	6,000	6,000	6,000	-
101-101-706-000-Dues & Certifications	344	451	500	282	398	(102)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
101-101-707-000-City Hall Maintenance	859	667	200	399	200	-
101-101-707-200-City Hall Annex Maintenance	4	-	200	-	200	-
101-101-707-300-City Hall Annex Rental	-	-	-	-	-	-
101-101-752-000-Election Expense	-	-	-	-	-	-
101-101-770-000-9-1-1 Services	27,560	28,662	27,000	32,102	36,275	9,275
101-101-799-000-Miscellaneous Expense	156	847	500	-	500	-
Capital	695	1,195	500	-	317	(183)
101-101-903-000-Equipment	695	1,195	500	-	317	(183)
101-101-904-000-City Hall Improvements	-	-	-	-	-	-
101-101-904-200-City Shops/Yards Improvements	-	-	-	-	-	-
101-101-904-300-City Hall Annex Improvements	-	-	-	-	-	-
Contingency	-	-	5,921	-	1,817	(4,104)
101-101-880-000-Contingency	-	-	5,921	-	1,817	(4,104)
Transfers	-	-	-	-	-	-
101-101-820-000-Tfr to Court Programs Fund	-	-	-	-	-	-
Unappropriated fund balance and reserves	65,417	41,492	-	1,033	-	-
101-101-999-000-Unappropriated Ending Fund Bal	65,417	41,492	-	1,033	-	-
Grand Total	383,678	381,574	357,892	352,589	378,323	20,431

Transient Lodging Tax

Tourism Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	3,104	50,058	68,135	60,224	75,536	7,401
105-105-526-300-Tourism/Econ Devel Director	3,104	39,914	42,988	42,988	45,637	2,649
105-105-590-000-Social Security	-	1,527	2,977	2,720	3,492	515
105-105-592-000-Workers Compensation	-	-	448	500	672	224
105-105-594-000-Health Insurance	-	5,848	11,816	11,816	11,937	121
105-105-596-000-PERS Retirement	-	2,696	9,547	2,082	13,423	3,876
105-105-598-000-Disability Insurance	-	45	90	90	61	(29)
105-105-599-000-Unemployment	-	28	269	28	314	45
Materials and Services	4,932	60,517	150,140	102,022	68,630	(81,510)
105-105-601-000-Office Expense	1,974	207	500	500	490	(10)
105-105-602-000-Telephone and Related	-	36	600	600	564	(36)
105-105-604-000-Insurance	528	631	700	752	775	75
105-105-608-000-Audit	178	253	400	600	400	-
105-105-611-000-Travel and Meetings	87	4,556	5,000	750	2,500	(2,500)
105-105-700-000-Legal Services	-	636	1,000	-	1,000	-
105-105-700-100-Misc Legal (non Atty)	116	50	500	500	200	(300)
105-105-705-300-Data Processing	326	454	440	468	582	142
105-105-706-000-Dues & Certifications	54	878	1,000	42	879	(121)
105-105-710-000-Tourism Facilities & Promotion	560	18,702	45,000	45,000	30,240	(14,760)
105-105-711-000-Tourism - Website Development	-	-	15,000	15,000	25,000	10,000
105-105-712-000-Tourism - Events	-	-	15,000	15,000	2,500	(12,500)
105-105-752-225-Tourism Facilities & Promo	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
105-105-799-000-Miscellaneous Expense	1,109	34,114	45,000	12,810	1,000	(44,000)
105-105-800-000-Tourism Promotion	-	-	10,000	10,000	2,500	(7,500)
105-105-810-000-Tourism Facilities	-	-	10,000	-	-	(10,000)
Capital	-	-	5,000	-	-	(5,000)
105-105-903-000-Equipment	-	-	5,000	-	-	(5,000)
105-105-960-000-PERS retirement	-	-	-	-	-	-
Contingency	-	-	37,222	-	99,313	62,091
105-105-880-000-Contingency	-	-	37,222	-	99,313	62,091
Transfers	136,806	24,000	24,000	24,000	56,744	32,744
105-105-840-000-Transfer to Debt Service	-	-	-	-	-	-
105-105-840-100-Transfer to General Fund	-	19,000	19,000	19,000	56,744	37,744
105-105-840-200-Transfer to Water Fund	-	-	-	-	-	-
105-105-840-300-Transfer to Sewer Fund	-	-	-	-	-	-
105-105-840-350-Transfer to State Shared Rev	-	5,000	5,000	5,000	-	(5,000)
105-105-840-400-Transfer to Park Capital Fund	136,806	-	-	-	-	-
Unappropriated fund balance and reserves	318,451	271,955	50,000	167,620	-	(50,000)
105-105-999-000-Unappropriated Ending Fund Bal	318,451	271,955	50,000	167,620	-	(50,000)
Grand Total	463,293	406,530	334,497	353,866	300,223	(34,274)

ARPA Fund

Public Works Projects

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Contingency	-	-	-	-	-	-
106-106-880-000-Contingency	-	-	-	-	-	-
Transfers	488,990	3,200	3,200	-	-	(3,200)
106-106-830-000-Transfer to General Fund	-	-	-	-	-	-
106-106-830-100-Transfer to Local Option Tax F	-	-	-	-	-	-
106-106-830-200-Transfer to Water Utility Fund	-	-	-	-	-	-
106-106-830-300-Transfer to Sewer Utility Fund	-	-	-	-	-	-
106-106-830-400-Transfer to Sewer Capital Fund	488,990	3,200	3,200	-	-	(3,200)
Unappropriated fund balance and reserves	1,314	(42)	-	-	-	-
106-106-999-000-Unappropriated Ending Fund Bal	1,314	(42)	-	-	-	-
Grand Total	490,304	3,158	3,200	-	-	(3,200)

Street Fund

Street Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	72,571	63,887	84,301	78,795	81,484	(2,817)
200-200-526-000-City Manager	4,408	6,509	6,668	5,022	5,406	(1,262)
200-200-526-100-City Recorder	-	-	-	-	-	-
200-200-526-200-Accountant	2,813	3,063	3,870	3,587	3,130	(740)
200-200-526-300-Tourism/Econ Devel Director	310	-	-	-	-	-
200-200-528-000-Public Works Director	7,823	-	-	-	-	-
200-200-528-100-Public Works Supervisor	6,482	5,075	10,200	10,200	9,950	(250)
200-200-529-000-Maintenance Operator 3	4,852	-	-	-	-	-
200-200-530-000-Maintenance Operator 2	-	9,156	6,500	7,349	7,378	878
200-200-530-100-Maintenance Operator 1	20,294	5,583	18,750	6,138	11,878	(6,872)
200-200-534-000-PWKS Laborer/Janitor	3,412	8,560	-	10,166	4,675	4,675
200-200-536-000-Library Director	-	3,382	7,200	6,463	6,743	(457)
200-200-537-000-Office Specialist II	-	-	-	-	-	-
200-200-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
200-200-539-200-Community Development Assist	-	-	-	-	-	-
200-200-590-000-Social Security	3,009	3,413	3,683	3,374	3,960	277
200-200-592-000-Workers Compensation	507	350	555	361	833	278
200-200-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
200-200-594-000-Health Insurance	10,105	9,849	14,620	14,620	11,854	(2,766)
200-200-596-000-PERS Retirement	8,477	8,830	11,811	11,370	15,211	3,400
200-200-598-000-Life/Disability Insurance	79	77	111	111	77	(34)
200-200-599-000-Unemployment	-	40	333	34	389	56

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	68,059	69,222	139,450	122,532	130,828	(8,622)
200-200-600-000-Utilities - Electricity	26,371	22,487	25,000	23,162	25,881	881
200-200-600-100-Utilities - Propane	179	149	600	247	188	(412)
200-200-601-000-Office Expense	3,605	3,699	3,000	3,425	3,357	357
200-200-601-100-Postage	358	429	350	442	442	92
200-200-602-000-Telephone & Related	833	918	1,000	1,000	1,076	76
200-200-603-000-Garbage/Sanitation	1,546	1,715	1,800	1,862	1,947	147
200-200-604-000-Insurance	3,773	4,511	4,150	5,374	5,535	1,385
200-200-608-000-Audit	1,990	2,831	2,000	3,075	4,484	2,484
200-200-611-000-Travel & Meetings	793	868	1,000	500	269	(731)
200-200-612-000-Training	440	-	-	-	-	-
200-200-614-000-Equipment Repair & Maintenance	5,022	2,981	5,000	1,098	5,000	-
200-200-614-100-Fuel	4,122	4,046	3,500	4,167	3,500	-
200-200-614-300-Footbridge Repair & Maintenanc	-	-	7,000	-	-	(7,000)
200-200-614-400-Street/Alley Repair & Maint	3,171	7,460	20,000	20,000	20,000	-
200-200-614-410-Gravel	182	688	2,000	-	2,000	-
200-200-616-000-Supplies	960	105	1,500	1,786	1,500	-
200-200-616-100-Safety/Uniforms	801	1,300	1,000	825	1,000	-
200-200-616-200-Signs & Related	2,113	3,703	3,000	-	3,000	-
200-200-617-000-Shop Supplies/Small Tools	1,349	345	1,500	966	1,500	-
200-200-700-000-Legal Services	455	569	1,500	1,500	1,510	10
200-200-700-100-Misc Legal (non-attorney)	188	402	350	350	200	(150)
200-200-700-200-Transportation System Plan Upd	-	-	25,000	25,000	25,000	-
200-200-705-000-Professional Services	4,525	2,222	16,700	16,703	9,792	(6,908)
200-200-705-100-Engineering Services	2,482	4,693	7,500	8,028	8,658	1,158

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
200-200-705-300-Data Processing	1,483	1,862	2,050	1,918	2,273	223
200-200-706-000-Dues & Certifications	162	143	350	104	116	(234)
200-200-707-000-City Hall Maintenance	1,002	777	1,000	1,000	1,000	-
200-200-707-200-City Hall Annex Maintenance	4	-	100	-	100	-
200-200-707-300-City Hall Annex Rental	-	-	-	-	-	-
200-200-708-100-Tool & Equipment Rental	-	-	500	-	500	-
200-200-710-000-Contract Services	-	-	-	-	-	-
200-200-799-000-Misc Expense	150	319	1,000	-	1,000	-
Capital	9,193	1,929	16,000	7,346	7,000	(9,000)
200-200-903-000-Equipment	7,738	579	10,000	-	1,000	(9,000)
200-200-904-000-City Hall Improvements	-	-	500	-	500	-
200-200-904-100-City Hall Annex Improvements	-	-	500	-	500	-
200-200-904-200-Ciity Shops/Yards Improvements	-	-	500	-	500	-
200-200-904-300-Street Trees	-	1,350	2,500	-	2,500	-
200-200-910-000-Street Improvements	1,455	-	2,000	7,346	2,000	-
200-200-910-100-Striping Project	-	-	-	-	-	-
200-200-910-200-Fir Street Paving	-	-	-	-	-	-
200-200-915-000-Street Development	-	-	-	-	-	-
200-200-915-200-Ferry Street East Project	-	-	-	-	-	-
200-200-915-300-Ferry St Pedestrian Project	-	-	-	-	-	-
Contingency	-	-	14,524	-	169,625	155,101
200-200-880-000-Contingency	-	-	14,524	-	169,625	155,101

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Transfers	90,000	70,000	70,000	60,000	10,000	(60,000)
200-200-840-000-Transfer to Equipment Replace	5,000	10,000	10,000	10,000	-	(10,000)
200-200-870-000-Transfer to Building Reserve	10,000	10,000	10,000	-	10,000	-
200-200-875-000-Transfer to Street Capital	75,000	50,000	50,000	50,000	-	(50,000)
Unappropriated fund balance and reserves	185,582	198,276	-	164,606	-	-
200-200-999-000-Unappropriated Ending Fund Bal	185,582	198,276	-	164,606	-	-
Grand Total	425,405	403,314	324,275	433,279	398,937	74,662

Water Fund

Water Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	384,087	374,570	512,943	472,160	491,374	(21,569)
300-300-526-000-City Manager	27,552	27,339	40,005	30,091	32,431	(7,574)
300-300-526-100-City Recorder	17,422	11,383	18,000	18,000	16,856	(1,144)
300-300-526-200-Accountant	21,098	23,740	34,830	32,275	28,167	(6,663)
300-300-526-300-Tourism/Econ Devel Director	931	11,974	12,896	12,896	12,447	(449)
300-300-528-000-Public Works Director	15,746	-	-	-	-	-
300-300-528-100-Public Works Supervisor	14,261	11,165	20,400	20,400	19,900	(500)
300-300-529-000-Maintenance Operator 3	14,557	-	-	-	-	-
300-300-530-000-Maintenance Operator 2	-	27,766	16,250	18,374	18,443	2,193
300-300-530-100-Maintenance Operator 1	37,545	19,542	56,925	21,483	33,522	(23,403)
300-300-534-000-PWKS Laborer/Janitor	10,235	17,121	-	20,331	16,360	16,360
300-300-537-000-Office Specialist II	27,605	31,338	34,100	34,488	33,891	(209)
300-300-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
300-300-539-200-Office Specialist I	-	-	-	-	-	-
300-300-590-000-Social Security	13,289	13,825	16,660	15,229	17,231	571
300-300-592-000-Workers Compensation	2,263	1,538	2,509	1,584	3,764	1,255
300-300-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
300-300-594-000-Health Insurance	45,123	40,344	66,137	66,137	56,970	(9,167)
300-300-596-000-PERS Retirement	37,709	37,842	53,435	49,897	66,230	12,795
300-300-598-000-Life/Disability Insurance	352	314	502	502	324	(178)
300-300-599-000-Unemployment	-	166	1,505	155	1,756	251
300-301-526-000-City Manager	6,613	7,811	6,668	5,022	5,406	(1,262)
300-301-526-100-City Recorder	-	-	-	223	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
300-301-526-200-Accountant	1,407	3,063	1,935	1,666	1,565	(370)
300-301-526-300-Tourism/Econ Devel Director	310	-	-	-	-	-
300-301-528-000-Public Works Director	15,646	-	-	-	-	-
300-301-528-100-Public Works Supervisor	14,261	11,165	20,400	20,400	19,900	(500)
300-301-529-000-Maintenance Operator 3	9,705	-	-	-	-	-
300-301-530-000-Maintenance Operator 2	-	19,897	16,250	18,374	18,443	2,193
300-301-530-100-Maintenance Operator 1	12,177	5,583	30,570	11,049	19,771	(10,799)
300-301-534-000-PWKS Laborer/Janitor	3,412	8,560	-	15,249	8,414	8,414
300-301-537-000-Office Specialist II	-	-	-	-	-	-
300-301-539-200-Office Specialist I	-	-	-	-	-	-
300-301-590-000-Social Security	4,720	5,029	5,749	5,258	6,454	705
300-301-592-000-Workers Compensation	805	511	866	526	1,299	433
300-301-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
300-301-594-000-Health Insurance	16,019	15,275	22,821	22,821	19,553	(3,268)
300-301-596-000-PERS Retirement	13,199	13,327	18,438	16,576	24,805	6,367
300-301-598-000-Life/Disability Insurance	125	119	173	173	123	(50)
300-301-599-000-Unemployment	-	64	519	54	606	87
300-300-536-000-Library Director	-	3,382	7,200	6,463	6,743	(457)
300-301-536-000-Library Director	-	5,387	7,200	6,464		(7,200)
Materials and Services	350,159	403,456	533,524	506,571	609,317	75,793
300-300-600-000-Utilities - electricity	24,540	33,374	35,000	34,375	36,517	1,517
300-300-600-001-Utilities - Electricity Well 5	-	-	3,500	-	-	(3,500)
300-300-600-100-Utilities - Propane	1,007	191	1,000	1,037	1,059	59
300-300-600-101-PROPANE/WATER TREATMENT	-	-	-	-	-	-
300-300-601-000-Office Expense	16,514	18,632	16,000	16,000	15,680	(320)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
300-300-601-001-OFFICE EXPENSE - WTF	-	-	-	-	-	-
300-300-601-100-Postage	4,096	4,913	4,300	5,060	5,060	760
300-300-601-101-POSTAGE - WTF	-	-	-	-	-	-
300-300-602-000-Telephone & Related	5,921	6,195	5,500	5,500	6,006	506
300-300-602-100-TELEPHONE & RELATED - TRT FAC	-	-	-	-	-	-
300-300-604-000-Insurance	11,938	14,271	17,125	17,000	17,510	385
300-300-604-001-INSURANCE - WTF	-	-	-	-	-	-
300-300-608-000-Audit	5,224	7,431	8,174	12,253	11,772	3,598
300-300-608-100-AUDIT - WTF	-	-	-	-	-	-
300-300-611-000-Travel & Meetings	9,331	6,233	7,500	5,500	7,777	277
300-300-612-000-Training	953	-	-	2,366	2,366	2,366
300-300-614-000-Equipment Repair & Maintenance	12,284	5,332	10,000	5,209	10,000	-
300-300-614-100-Fuel	4,507	4,425	4,500	4,558	4,500	-
300-300-614-300-Footbridge Repair & Maintenanc	-	-	4,000	1,810	4,000	-
300-300-614-400-Wells/Springs Maintenance	19,504	23,317	45,000	19,299	45,000	-
300-300-614-410-Gravel	-	219	2,500	2,500	2,500	-
300-300-614-600-Water Line Repair & Maintenanc	7,669	2,993	17,000	14,873	12,500	(4,500)
300-300-616-000-Supplies	12,954	14,295	30,000	19,314	17,000	(13,000)
300-300-616-001-SUPPLIES - WTF	-	-	-	-	-	-
300-300-616-100-Safety/Uniforms	2,132	5,573	5,000	2,196	5,000	-
300-300-616-200-Water Meters	7,544	8,333	10,000	10,000	10,000	-
300-300-617-000-Shop Supplies/Small Tools	4,086	920	4,000	2,600	2,500	(1,500)
300-300-700-000-Legal Services	3,042	3,612	7,500	7,500	7,672	172
300-300-700-100-Misc Legal (non-atty)	421	862	1,000	1,000	500	(500)
300-300-700-101-MISC LEGAL (NON-ATTY) - WTF	-	-	-	-	-	-
300-300-705-000-Professional Services	58,157	68,928	65,000	82,126	75,058	10,058

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
300-300-705-100-Engineering Services	1,916	14,745	25,000	25,000	26,118	1,118
300-300-705-110-Water Master Plan	-	-	-	-	-	-
300-300-705-300-Data Processing	21,059	26,752	25,000	27,555	32,813	7,813
300-300-705-301-DATA PROCESSING/TREAT FACILITY	-	-	-	-	-	-
300-300-706-000-Dues & Certifications	9,421	10,199	11,000	7,448	9,892	(1,108)
300-300-706-100-DUES/FEES/CERTIFICATIONS - WTF	245	-	-	-	-	-
300-300-707-000-City Hall Maintenance	1,287	999	1,000	1,000	1,000	-
300-300-707-001-MAINTENANCE/TREATMENT FACILITY	-	-	-	-	-	-
300-300-707-100-UST REMOVAL	-	-	-	-	-	-
300-300-707-200-City Hall Annex Maintenance	4	-	500	-	500	-
300-300-707-300-City Hall Annex Rental	-	-	-	-	-	-
300-300-708-000-Land Rental	2,000	2,000	2,000	2,000	2,000	-
300-300-708-100-Tool & Equipment Rental	-	-	500	-	500	-
300-300-710-000-Water Conservation Education	-	-	5,000	-	5,000	-
300-300-710-100-Contract Services	-	-	-	-	-	-
300-300-720-000-Leak Detection	4,500	12,475	10,000	8,400	10,000	-
300-300-750-000-Water Deposit Refunds	2,143	963	3,500	1,483	-	(3,500)
300-300-750-100-Water Overpayment Refunds	-	-	-	528	-	-
300-300-751-000-Water Analysis	5,537	3,077	5,000	5,000	5,000	-
300-300-790-100-In Lieu of Franchise Fees Pymt	-	-	-	-	-	-
300-300-799-000-Misc Expense	1,941	2,134	1,000	1,485	67,000	66,000
300-301-600-000-Electricity	19,165	22,986	25,000	25,000	25,852	852
300-301-600-100-Utilities - Propane	1,440	2,488	3,500	1,483	1,586	(1,914)
300-301-601-000-Office Expense	811	748	600	614	602	2
300-301-601-100-Postage	230	275	225	283	283	58
300-301-602-000-Telephone	4,189	4,420	5,000	5,000	5,063	63

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
300-301-604-000-Insurance	13,204	15,786	19,000	18,804	19,368	368
300-301-608-000-Audit	559	795	1,000	1,500	1,260	260
300-301-611-000-Travel & Meetings	1,236	1,338	5,000	1,000	-	(5,000)
300-301-612-000-Training	-	-	-	-	-	-
300-301-614-000-Equipment Repair & Maintenance	6,922	14,846	10,000	2,056	10,000	-
300-301-614-100-Fuel	3,479	3,415	5,000	3,517	5,000	-
300-301-614-400-Wells Maintenance	-	1,795	-	8,109	-	-
300-301-616-000-Supplies	6,310	6,309	15,000	15,000	10,000	(5,000)
300-301-616-100-Safety/Uniforms	796	1,208	2,000	820	2,000	-
300-301-617-000-Small Tools/Shop Supplies	1,807	322	1,500	966	1,500	-
300-301-700-000-Legal Services	152	190	600	5,000	5,000	4,400
300-301-700-100-Misc Legal (non-atty)	256	575	500	500	500	-
300-301-705-000-Professional Services	4,975	2,908	10,000	10,325	10,937	937
300-301-705-100-Engineering Services	8,609	1,165	10,000	27,000	24,133	14,133
300-301-705-300-Data Processing	9,233	10,398	10,500	10,710	12,102	1,602
300-301-706-000-Dues & Certifications	412	409	1,000	1,209	331	(669)
300-301-707-000-City Hall Maintenance	859	667	1,000	1,000	1,000	-
300-301-707-001-Water Treatment Facility Maint	3,472	6,780	12,000	14,700	12,000	-
300-301-707-200-City Hall Annex Maintenance	6	-	1,000	-	1,000	-
300-301-799-000-Misc Expense	160	240	1,000	-	-	(1,000)
Capital	632	17,776	37,000	96,000	32,000	(5,000)
300-300-903-000-Equipment	464	2,162	20,000	20,000	15,000	(5,000)
300-300-904-000-City Hall Improvements	-	-	1,000	-	1,000	-
300-300-904-100-City Hall Annex Improvements	-	-	1,500	-	1,500	-
300-300-904-200-City Shops/Yards Improvements	-	-	1,500	-	1,500	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
300-300-904-300-City Hall Curbs/Sidewalks Impr	-	-	-	-	-	-
300-300-910-000-System Improvements	-	-	2,000	-	2,000	-
300-300-910-100-Filter Sys 11TH & Flower Lane	-	-	-	-	-	-
300-300-910-200-Wellhouse Improvements	-	-	1,000	1,000	1,000	-
300-300-910-300-SECURITY IMPROVEMENTS TRT FACI	-	-	-	-	-	-
300-300-920-000-Land Acquisition	-	-	-	-	-	-
300-301-903-000-Equipment	168	15,614	10,000	75,000	10,000	-
300-301-910-300-Security Improvements	-	-	-	-	-	-
Transfers	440,000	350,000	350,000	280,965	292,270	(57,730)
300-300-840-000-Transfer to Equipment Replacem	30,000	30,000	30,000	10,000	19,850	(10,150)
300-300-860-000-Transfer to Water System Capit	250,000	100,000	100,000	100,000	111,455	11,455
300-300-860-100-Transfer to Debt Service Fund	150,000	210,000	210,000	160,965	160,965	(49,035)
300-300-870-000-Transfer to Building Reserve	10,000	10,000	10,000	10,000	-	(10,000)
Contingency	-	-	24,634	-	205,044	180,410
300-300-880-000-Contingency	-	-	24,634	-	205,044	180,410
Unappropriated fund balance and reserves	694,823	749,758	50,000	456,566	-	(50,000)
300-300-999-000-Unappropriated Ending Fund Bal	694,823	749,758	50,000	456,566	-	(50,000)
Grand Total	1,869,701	1,895,560	1,508,101	1,812,262	1,630,005	121,904

Sewer Fund

Sewer Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Personnel	276,723	270,123	352,088	322,863	359,581	7,493
400-400-526-000-City Manager	27,552	27,339	20,003	30,447	32,431	12,428
400-400-526-100-City Recorder	17,421	11,383	18,000	18,000	16,856	(1,144)
400-400-526-200-Accountant	21,098	23,740	34,830	32,279	28,167	(6,663)
400-400-526-300-Tourism/Econ Devel Director	931	11,974	12,896	12,896	12,447	(449)
400-400-528-000-Public Works Director	20,339	-	-	-	-	-
400-400-528-100-Public Works Supervisor	16,853	5,778	20,400	20,400	19,900	(500)
400-400-529-000-Maintenance Operator 3	14,557	-	-	-	-	-
400-400-530-000-Maintenance Operator 2	-	26,414	16,250	18,374	18,443	2,193
400-400-530-100-Maintenance Operator 1	23,339	20,432	51,080	19,641	31,569	(19,511)
400-400-534-000-PWKS Laborer/Janitor	10,235	17,121	-	18,965	14,958	14,958
400-400-537-000-Office Specialist II	27,070	31,338	34,100	33,050	33,891	(209)
400-400-539-000-ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-
400-400-539-200-Office Specialist I	-	-	-	-	-	-
400-400-590-000-Social Security	13,139	13,396	16,256	14,865	16,954	698
400-400-592-000-Workers Compensation	2,246	1,439	2,448	1,482	3,672	1,224
400-400-593-000-Retirement-Deferred Comp	-	-	-	-	-	-
400-400-594-000-Health Insurance	44,695	39,700	64,529	48,674	56,351	(8,178)
400-400-596-000-PERS Retirement	36,899	36,213	52,137	46,685	65,166	13,029
400-400-598-000-Life/Disability Insurance	349	309	490	490	319	(171)
400-400-599-000-Unemployment	-	165	1,469	151	1,714	245
400-400-536-000-Library Director	-	3,382	7,200	6,464	6,743	(457)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	274,557	291,967	257,147	261,520	263,640	6,493
400-400-600-000-Utilities - Electricity	36,153	40,589	45,000	36,581	44,444	(556)
400-400-600-100-Utilities - Propane	1,128	936	1,500	2,000	1,183	(317)
400-400-600-200-Utilities - water	9,272	17,118	24,000	17,632	18,965	(5,035)
400-400-601-000-Office Expense	16,968	-	15,000	15,000	14,700	(300)
400-400-601-100-Postage	4,608	5,527	5,000	5,693	5,693	693
400-400-602-000-Telephone & Related	4,273	4,684	4,500	2,928	3,444	(1,056)
400-400-604-000-Insurance	10,682	12,770	11,786	15,211	15,667	3,881
400-400-608-000-Audit	3,234	4,601	5,061	7,587	7,288	2,227
400-400-611-000-Travel & Meetings	6,387	6,032	7,500	2,500	7,777	277
400-400-612-000-Training	-	-	-	-	-	-
400-400-614-000-Equipment Repair & Maintenance	14,035	6,949	7,500	7,312	7,500	-
400-400-614-100-Fuel	5,153	5,058	5,000	5,210	5,000	-
400-400-614-300-Footbridge Repair & Maintenance	-	1,041	4,000	1,810	4,000	-
400-400-614-400-Sewer Pond Repair & Maintenance	11,989	14,641	10,000	18,190	15,000	5,000
400-400-614-410-Gravel	-	-	1,000	-	1,000	-
400-400-614-500-Liftstation Repair & Maintenance	2,651	5,894	5,000	5,892	6,000	1,000
400-400-614-600-Sewer Lines Repair & Maintenance	6,578	720	5,000	-	5,000	-
400-400-616-000-Supplies	23,864	27,358	20,000	17,079	20,000	-
400-400-616-100-Safety/Uniforms	1,613	4,879	3,500	1,661	3,500	-
400-400-617-000-Shop Supplies/Small Tools	3,217	624	1,000	2,040	1,000	-
400-400-700-000-Legal Services	228	543	1,000	750	1,000	-
400-400-700-100-Misc Legal (Non-attorney)	521	1,441	1,000	500	500	(500)
400-400-705-000-Professional Services	33,356	41,168	40,000	48,391	12,668	(27,332)
400-400-705-100-Engineering Services	12,033	11,109	10,000	15,000	17,135	7,135
400-400-705-200-I & I Project	18,085	36,869	-	7,075	8,000	8,000

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
400-400-705-300-Data Processing	6,925	9,081	7,800	9,353	11,105	3,305
400-400-705-400-Sewer Plan Update	-	-	-	-	-	-
400-400-705-600-Sewer Rate Study	-	12,000	-	-	-	-
400-400-705-800-TMDL Implementation Plan	22,215	10,346	2,500	-	2,500	-
400-400-706-000-Dues & Certifications	3,020	2,330	2,500	1,334	2,071	(429)
400-400-707-000-City Hall Maintenance	6,300	-	500	2,071	2,500	2,000
400-400-707-200-City Hall Annex Maintenance	8	-	500	-	-	(500)
400-400-707-300-City Hall Annex Rental	-	-	-	-	-	-
400-400-708-100-Tool & Equipment Rental	-	-	500	-	-	(500)
400-400-710-000-Contract Services	-	-	-	-	7,500	7,500
400-400-750-000-Sewer Deposit Refunds	1,163	610	1,500	720	-	(1,500)
400-400-750-100-Sewer Overpayment Refunds	-	-	-	-	-	-
400-400-751-000-Sewer Analysis	5,084	5,951	7,000	7,000	7,000	-
400-400-790-000-Penalties & Assessments	3,475	-	-	-	-	-
400-400-790-100-In Lieu Franchise fee	-	-	-	-	-	-
400-400-799-000-Misc Expense	339	1,098	1,000	5,000	4,500	3,500
Capital	74,121	2,209	4,500	-	3,600	(900)
400-400-903-000-Equipment	8,473	2,209	1,000	-	100	(900)
400-400-904-000-City Hall Improvements	-	-	500	-	500	-
400-400-904-001-City Hall Annex Improvements	-	-	500	-	500	-
400-400-904-200-City Shops/Yards Improvements	-	-	500	-	500	-
400-400-904-300-City Hall Curb & Sidewalks	-	-	-	-	-	-
400-400-904-400-Chlorinator House Improvements	-	-	-	-	-	-
400-400-905-000-Sewer Pond Improvements	65,648	-	1,000	-	1,000	-
400-400-910-000-System Improvements	-	-	1,000	-	1,000	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
400-400-910-100-Dechlorination Chamber	-	-	-	-	-	-
Transfers	171,000	175,380	175,380	132,247	434,277	258,897
400-400-840-000-Transfer to Equipment Replace	30,000	-	-	-	19,850	19,850
400-400-850-000-Transfer to Sewer Reserve Fund	50,000	50,000	50,000	50,000	194,407	144,407
400-400-860-100-Transfer to Debt Service Fund	-	-	-	-	-	-
400-400-861-100-Transfer to Debt Service	86,000	125,380	125,380	82,247	220,020	94,640
400-400-870-000-Transfer to Building Reserve	5,000	-	-	-	-	-
Contingency	-	-	47,758	-	73,332	25,574
400-400-880-000-Contingency	-	-	47,758	-	73,332	25,574
Unappropriated fund balance and reserves	210,463	75,138	-	72,384	-	-
400-400-999-000-Unappropriated Ending Balance	210,463	75,138	-	72,384	-	-
Grand Total	1,006,864	814,817	836,873	789,014	1,134,430	297,557

Stormwater Fund

Stormwater Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Capital	-	-	-	75,100	-	-
450-450-700-000-System Improvements	-	-	-	75,100	-	-
Transfers out	-	-	-	-	25,034	25,034
450-450-850-000-Transfer to Debt Service	-	-	-	-	25,034	25,034
Unappropriated fund balance and reserves	-	-	-	-	346	346
450-450-999-000-Unappropriated Ending Balance	-	-	-	-	346	346
Grand Total	-	-	-	75,100	25,380	25,380

State Revenue Sharing Fund

State Revenue Sharing Program

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	62,972	59,329	65,217	59,913	28,577	(36,640)
500-500-604-000-Insurance	924	1,104	1,217	1,315	1,354	137
500-500-608-000-Audit	249	354	400	600	560	160
500-500-611-000-Travel & Related Expenses	10,114	4,822	5,000	750	250	(4,750)
500-500-611-100-Travel - Legislative/Econ Dev	427	-	1,500	-	-	(1,500)
500-500-612-000-Training	-	-	-	-	-	-
500-500-700-000-Legal Services	1,516	5,604	4,000	4,000	-	(4,000)
500-500-700-100-Mics Legal (Non-attorney)	-	-	-	-	-	-
500-500-705-000-Professional Services	-	-	-	-	-	-
500-500-705-200-Professional Services	-	-	-	-	-	-
500-500-705-300-Data Processing	-	-	-	-	-	-
500-500-706-000-Dues & Certifications	356	515	600	258	275	(325)
500-500-752-000-City Council Expense	8,645	3,408	4,000	11,112	2,100	(1,900)
500-500-752-100-City/County Dinner	6,797	-	4,000	-	-	(4,000)
500-500-752-200-Community Giving	11,000	15,200	10,000	10,114	-	(10,000)
500-500-752-205-Language Classes & Town Hall	-	-	6,500	1,878	-	(6,500)
500-500-752-210-Taks Forc - 125th Celebration	-	-	-	-	-	-
500-500-752-220-Task Force - Downtown Revitali	2,500	-	2,500	3,537	2,500	-
500-500-752-225-Tourism Promotion/Facilities	-	-	-	-	-	-
500-500-752-230-Task Force - Police Services	-	-	-	-	-	-
500-500-752-240-YCTA Contribution	1,500	-	1,500	-	-	(1,500)
500-500-752-300-Old Timers Festival	-	-	-	-	-	-
500-500-752-400-Community-Wide Clean-up	-	-	-	-	4,000	4,000

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
500-500-752-500-Dayton Garden Festival	-	500	-	-	-	-
500-500-752-600-Community Events	18,944	24,000	23,000	26,349	10,500	(12,500)
500-500-752-700-Youth Advisory Council Expense	-	-	500	-	-	(500)
500-500-799-000-Misc Expense	-	3,822	500	-	7,038	6,538
Capital	2,635	538	800	-	-	(800)
500-500-903-000-Council Chambers Furnishings	1,235	254	400	-	-	(400)
500-500-903-100-Community Center Furnishings	1,400	284	400	-	-	(400)
500-500-904-400-Fire Hall Improvements	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
500-500-830-000-Transfer to TLT Fund	-	-	-	-	-	-
500-500-840-000-Transfer to General Fund	-	-	-	-	-	-
Unappropriated fund balance and reserves	36,775	17,618	-	1,371	-	-
500-500-999-000-Unappropriated Ending Fund Bal	36,775	17,618	-	1,371	-	-
Grand Total	102,382	77,485	66,017	61,284	28,577	(37,440)

Water Capital Fund

Water Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	-	-	-	-	-	-
600-600-705-000-CIP & SDC Update Project	-	-	-	-	-	-
Capital	128,747	658,345	525,000	339,157	245,875	(279,125)
600-600-910-000-Water Storage Impoundment	-	-	-	-	-	-
600-600-910-100-Engineering Services	9,523	-	5,000	-	5,000	-
600-600-910-101-ENGINEERING SERVICES (OECD)	-	-	-	-	-	-
600-600-910-200-Flow IQ Water Meter Replcmnt	-	-	-	-	-	-
600-600-920-000-Land Acquisition	-	-	-	-	-	-
600-600-920-100-Fisher Farms Intertie	1,566	-	10,000	-	-	(10,000)
600-600-920-200-SCADA Upgrade	-	145,001	-	-	-	-
600-600-920-300-Chlorine Generator	-	-	25,000	25,000	5,000	(20,000)
600-600-920-350-Utility Br Waterline Upgr	30,834	351,031	185,000	214,159	-	(185,000)
600-600-920-400-Water Mainline Replacements	14,790	-	25,000	-	22,875	(2,125)
600-600-925-000-YWRA expense	-	-	-	-	-	-
600-600-930-000-Construction & Related	-	-	-	-	-	-
600-600-930-001-CONSTRUCTION & RELATED (OECD)	-	-	-	-	-	-
600-600-930-100-Wells & System Improvements	-	3,725	85,000	6,200	43,000	(42,000)
600-600-930-101-WELLS & RELATED (OECD)	-	-	-	-	-	-
600-600-930-200-Wells Maintenance	7,050	86,553	30,000	26,487	70,000	40,000
600-600-930-201-TREATMENT & STORAGE FAC (OECD)	-	-	-	-	-	-
600-600-930-203-TREAT & STORAGE FAC (WB RET)	-	-	-	-	-	-
600-600-930-300-McDougal Wells Perimeter Fence	-	-	10,000	-	-	(10,000)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
600-600-930-500-NON-CONSTRUCTION & RELATED	-	-	-	-	-	-
600-600-930-600-Reservoir Maintenance	64,984	72,035	150,000	67,311	100,000	(50,000)
600-600-950-000-Slow Sand Filter	-	-	-	-	-	-
600-600-950-001-SLOW SAND FILTER (OECD)	-	-	-	-	-	-
600-600-960-000-Meters	-	-	-	-	-	-
Contingency	-	-	49,845	-	53,875	4,030
600-600-880-000-Contingency	-	-	49,845	-	53,875	4,030
Transfers	-	-	-	-	-	-
600-600-860-100-TRANSFER TO DEBT SVC FUND	-	-	-	-	-	-
Unappropriated fund balance and reserves	899,119	362,698	-	185,595	-	-
600-600-999-000-Unappropriated Ending Fund Bal	899,119	362,698	-	185,595	-	-
Grand Total	1,027,866	1,021,043	574,845	524,752	299,750	(275,095)

Sewer Reserve Fund

Sewer Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	10,000	-	-	-	-	-
700-700-608-000-Single Audits - Fed Fund Req	10,000	-	-	-	-	-
700-700-705-000-CIP & SDC Update Project	-	-	-	-	-	-
Capital	550,898	5,281,201	3,189,775	3,103,906	1,130,000	(2,059,775)
700-700-910-000-System Improvements	52,011	45,986	20,000	22,000	10,000	(10,000)
700-700-910-100-Reserve for Lagoon Cleaning	-	-	-	-	-	-
700-700-910-105-CCTV Sewer Lines for I & I	-	-	20,000	16,548	20,000	-
700-700-910-200-Reserve for Liftstation Replac	-	-	-	-	-	-
700-700-910-300-Lift Station Modification	-	-	-	-	-	-
700-700-910-400-Footbridge Pump Station	-	-	-	583	-	-
700-700-910-410-Utility Bridge Improvements	381,841	4,337,510	2,000,000	2,000,000	500,000	(1,500,000)
700-700-910-450-Short-Lived Assets Reserve	-	-	30,000	-	-	(30,000)
700-700-920-000-Hwy 221 Lift Station Repl	85,533	880,461	1,064,775	1,064,775	600,000	(464,775)
700-700-921-000-Sewer Master Plan Update	16,414	17,244	-	-	-	-
700-700-921-100-Lagoon Aerator Control Bldg	-	-	50,000	-	-	(50,000)
700-700-930-300-Lift Station Improv/Replace	15,099	-	5,000	-	-	(5,000)
Contingency	-	-	18,915	-	92,863	73,948
700-700-880-000-Contingency	-	-	18,915	-	92,863	73,948
Transfers	-	-	-	-	-	-
700-700-850-000-Transfer to Debt Service Fund	-	-	-	-	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Unappropriated fund balance and reserves	1,066,759	(1,016,465)	-	(73,144)	-	-
700-700-999-000-Unappropriated Ending Balance	1,066,759	(1,016,465)	-	(73,144)	-	-
<hr/>						
Grand Total	1,627,657	4,264,736	3,208,690	3,030,762	1,222,863	(1,985,827)

Equipment Replacement Fund

Equipment Replacement Program

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Capital	45,387	48,011	60,000	53,155	40,640	(19,360)
750-750-903-000-Equipment	14,404	2,757	10,000	6,256	25,140	15,140
750-750-903-100-Replace Diesel Truck	30,983	45,254	-	-	-	-
750-750-903-200-Replace Mower	-	-	-	-	12,000	12,000
750-750-903-300-Replace Tractor	-	-	-	-	-	-
750-750-903-400-Leaf Vac	-	-	-	-	3,500	3,500
750-750-903-401-Street Sweeper	-	-	-	-	-	-
750-750-903-402-Replace Tractor	-	-	50,000	46,899	-	(50,000)
750-750-903-500-Equipment Storage	-	-	-	-	-	-
Contingency	-	-	16,409	-	3,955	(12,454)
750-750-880-000-Contingency	-	-	16,409	-	3,955	(12,454)
Transfers out	-	-	-	-	-	-
750-750-459-500-TRANS TO GENERAL FUND	-	-	-	-	-	-
Unappropriated fund balance and reserves	42,465	36,943	-	4,595	-	-
750-750-999-000-UNAPPROPRIATED ENDING FUND BAL	42,465	36,943	-	4,595	-	-
Grand Total	87,852	84,954	76,409	57,750	44,595	(31,814)

Building Reserve Fund

Building Reserve Program

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Capital	23,275	121,122	160,000	86,842	865,626	705,626
760-760-920-000-Land Acq/Dayton Village Dev	1,800	9,297	10,000	1,599	-	(10,000)
760-760-930-000-Building Construction	-	38,424	15,000	200	865,626	850,626
760-760-930-100-City Maint Shop Improvements	-	-	5,000	-	-	(5,000)
760-760-930-110-City Hall/Library/Annex doors	-	20,050	-	-	-	-
760-760-930-115-Bandstand Rehabilitation	-	-	40,000	40,000	-	(40,000)
760-760-930-200-CITY HALL STORAGE WORKROOM ADD	-	-	-	-	-	-
760-760-930-250-City Hall Roof Repair	-	-	25,000	20,043	-	(25,000)
760-760-930-300-Community Center	-	53,351	65,000	25,000	-	(65,000)
760-760-930-400-City Shops Paving	21,475	-	-	-	-	-
Contingency	-	-	247,726	-	-	(247,726)
760-760-880-000-Contingency	-	-	247,726	-	-	(247,726)
Transfers out	-	-	-	-	-	-
760-760-459-600-TRANS TO GENERAL FUND	-	-	-	-	-	-
760-760-459-700-Transfer to Sewer Fund	-	-	-	-	-	-
Unappropriated fund balance and reserves	213,920	120,542	70,000	354,726	-	(70,000)
760-760-999-000-Unappropriated ending fund bal	213,920	120,542	70,000	354,726	-	(70,000)
Grand Total	237,195	241,664	477,726	441,568	865,626	387,900

Street Reserve Fund

Street Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	-	-	-	-	-	-
770-770-700-000-Transportation System Plan	-	-	-	-	-	-
770-770-705-000-Street CIP & SDC Update Projec	-	-	-	-	-	-
Capital	882,622	355,975	425,000	1,668	10,000	(415,000)
770-770-910-000-Street Capital Projects	-	63,685	100,000	1,668	10,000	(90,000)
770-770-910-100-Sidewalk 5th to School Crosswa	-	-	-	-	-	-
770-770-910-200-Sidewalk Improvements	-	-	50,000	-	-	(50,000)
770-770-910-250-Sidewalk 50/50 Program	-	-	25,000	-	-	(25,000)
770-770-910-300-Hwy 221 Pedistrian Improvement	-	-	-	-	-	-
770-770-910-400-Move Ash St Storm Drain	-	-	-	-	-	-
770-770-910-500-Fifth Street Overlay	-	-	-	-	-	-
770-770-910-600-Main St Overlay/Sidewalk Impr	-	-	-	-	-	-
770-770-910-700-9th to Flower Sidewalk	728,942	1,147	-	-	-	-
770-770-910-800-Overlay Project	146,154	-	-	-	-	-
770-770-910-900-7th Street Overlay Project	7,526	291,143	-	-	-	-
770-770-920-000-SCA Road Overlays	-	-	250,000	-	-	(250,000)
Contingency	-	-	16,665	-	168,892	152,227
770-770-880-000-Contingency	-	-	16,665	-	168,892	152,227
Unappropriated fund balance and reserves	111,160	111,160	50,000	177,392	-	(50,000)
770-770-999-000-Unappropriated Ending Fund Bal	111,160	111,160	50,000	177,392	-	(50,000)

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Grand Total	993,782	467,135	491,665	179,060	178,892	(312,773)

Parks Reserve Fund

Parks Department

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Materials and Services	-	-	60,000	25,000	35,000	(25,000)
780-780-705-000-Parks Master Plan	-	-	60,000	25,000	35,000	(25,000)
780-780-706-000-Park Planning Project	-	-	-	-	-	-
Capital	35,069	142,661	41,000	4,250	-	(41,000)
780-780-920-000-Park Acquisition	-	-	-	-	-	-
780-780-920-100-RESERVE FOR RESTROOM REPLACEMT	-	-	-	-	-	-
780-780-920-200-Courthouse Sq Park Improve	-	3,930	30,000	4,250	-	(30,000)
780-780-920-300-Andrew Smith Park Improvements	-	7,190	1,000	-	-	(1,000)
780-780-920-310-Alderman Park Improvements	35,069	-	1,000	-	-	(1,000)
780-780-920-315-Legion Field Improvements	-	2,403	5,000	-	-	(5,000)
780-780-920-320-Dayton Landing Park	-	-	-	-	-	-
780-780-920-350-Other Park Improvements	-	-	4,000	-	-	(4,000)
780-780-920-400-Andrew Smith Bathroom Install	-	129,138	-	-	-	-
780-780-920-500-Blockhouse Rehabilitation	-	-	-	-	-	-
Contingency	-	-	9,793	-	34,213	24,420
780-780-880-000-Contingency	-	-	9,793	-	34,213	24,420
Transfers	-	-	-	-	-	-
780-920-870-000-Tfr to Building Reserve Fund	-	-	-	-	-	-
Unappropriated fund balance and reserves	177,262	46,789	-	41,473	-	-

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
780-780-999-000-Unappropriated Ending Fund Bal	177,262	46,789	-	41,473	-	-
Grand Total	212,331	189,450	110,793	70,723	69,213	(41,580)

Debt Service Fund

Debt Service

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
Principal and Interest	243,211	243,211	498,124	266,477	452,533	(45,591)
850-850-774-000-Debt SVC To Bonds (Principal)	124,692	125,939	127,199	150,464	151,736	24,537
850-850-776-000-Debt SVC To Bonds (Interest)	18,641	17,394	16,134	16,134	14,863	(1,271)
850-850-777-000-Fisher Farms Property Payments	-	-	-	-	-	-
850-850-778-000-Debt Service to Springs (Prin)	14,024	14,164	14,306	14,306	14,449	143
850-850-778-100-Debt Service to Springs (Int)	3,606	3,466	3,325	3,325	3,182	(143)
850-850-779-000-Reserve for Lafayette loan	-	-	23,625	-	23,249	(376)
850-850-779-100-Debt Service - DEQ (Principal)	-	-	-	-	33,355	33,355
850-850-779-200-Debt Service - DEQ (Interest)	-	-	-	-	18,461	18,461
850-850-780-000-US Bank Loan for USDA Appl	-	-	-	-	-	-
850-850-785-100-Debt Svc to Bond MPS/FSTS (P)	43,749	40,604	40,219	42,141	42,931	2,712
850-850-785-200-Debt Svc to Bond MPS/FSTS (I)	38,499	41,644	42,029	40,107	39,318	(2,711)
850-850-785-300-Debt Svc to Footbridge (princ)	-	-	161,156	-	-	(161,156)
850-850-785-400-Debt Svc to Footbridge (int)	-	-	70,131	-	85,955	15,824
850-850-786-401-Merchant Block loan (principle)	-	-	-	-	25,034	25,034
Transfers	-	-	-	-	-	-
850-850-800-000-TEMP TR TO WT SYS CAP PJ FD	-	-	-	-	-	-
Unappropriated fund balance and reserves	352,776	482,169	258,295	463,435	312,748	54,453
850-850-900-100-WATER RESERVE	-	-	-	-	99,414	99,414
850-850-900-200-SEWER RESERVE	-	-	-	-	-	-
850-850-900-300-Reserve- Lafayette loan payoff	-	-	-	23,625	23,625	23,625

	FY 22/23 Actual	FY 23/24 Actual	FY 24/25 Budget	FY 24/25 Estimate	FY 25/26 Rec.	\$ Change
850-850-900-305-Reserve for MPS FSTS USDA Loan	-	-	82,248	82,248	82,248	-
850-850-900-310-Rsv for Bridge DEQ Loan pmt	-	-	106,275	-	107,461	1,186
850-850-999-000-Unappropriated Ending Fund Bal	352,776	482,169	69,772	357,562	-	(69,772)
Grand Total	595,987	725,380	756,419	729,912	765,281	8,862

POSITION	2025/2026 Salary and Wages Allocation Table												
	25/26 Budget	Admin 100-100	Parks 100-103	Library 100-104	Planning 100-105	Building 100-106	Local Option 101-101	TLT Fund 105-105	Streets 200-200	Water 300-300	WTP 300-301	Sewer 400-400	Grand Total
City Manager	108,101	16,215	2,162	2,162	4,324	4,324	3,243	0	5,405	32,430	5,405	32,430	108,101
% of Total Salary	1.0 FTE	15.00%	2.00%	2.00%	4.00%	4.00%	3.00%	0.00%	5.00%	30.00%	5.00%	30.00%	100.00%
City Recorder	67,422	16,856	0	0	10,113	0	6,742	0	0	16,856	0	16,856	67,422
% of Total Salary	1.0 FTE	25.00%	0.00%	0.00%	15.00%	0.00%	10.00%	0.00%	0.00%	25.00%	0.00%	25.00%	100.00%
Finance Director	78,241	13,301	0	0	0	0	3,912	0	3,130	28,167	1,565	28,167	78,241
% of Total Salary	1.0 FTE	17.00%	0.00%	0.00%	0.00%	0.00%	5.00%	0.00%	4.00%	36.00%	2.00%	36.00%	100.00%
Library Assistant	20,204	0	0	20,204	0	0	0	0	0	0	0	0	20,204
% of Total Salary	.50 FTE	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Library Director	67,422	13,484	0	13,484	6,742	6,742	6,742	0	6,742	6,742	0	6,742	67,422
% of Total Salary	1.0 FTE	20.00%	0.00%	20.00%	10.00%	10.00%	10.00%	0.00%	10.00%	10.00%	0.00%	10.00%	100.00%
Maintenance Operator 1	55,210	0	2,761	0	0	0	0	0	5,521	19,324	9,938	17,667	55,210
% of Total Salary	1.0 FTE	0.00%	5.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	35.00%	18.00%	32.00%	100.00%
Maintenance Operator 1	47,605	0	16,662	0	0	0	0	0	4,761	9,521	7,141	9,521	47,605
% of Total Salary	1.0 FTE	0.00%	35.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	20.00%	15.00%	20.00%	100.00%
Maintenance Worker	39,742	0	13,910	0	0	0	0	0	3,974	7,948	5,961	7,948	39,742
% of Total Salary	1.0 FTE	0.00%	35.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	20.00%	15.00%	20.00%	100.00%
Maintenance Operator 2	67,171	0	6,717	0	0	3,359	0	0	6,717	16,793	16,793	16,793	67,171
% of Total Salary	1.0 FTE	0.00%	10.00%	0.00%	0.00%	5.00%	0.00%	0.00%	10.00%	25.00%	25.00%	25.00%	100.00%
Office Specialist II - Utility Mgmt	65,879	3,294	0	0	0	0	3,294	0	0	29,646	0	29,646	65,879
% of Total Salary	1.0 FTE	5.00%	0.00%	0.00%	0.00%	0.00%	5.00%	0.00%	0.00%	45.00%	0.00%	45.00%	100.00%
Office Specialist II - Code/Buildir	56,817	1,420	0	0	1,420	19,886	28,409	0	0	2,841	0	2,841	56,817
% of Total Salary	1.0 FTE	2.50%	0.00%	0.00%	2.50%	35.00%	50.00%	0.00%	0.00%	5.00%	0.00%	5.00%	100.00%
Public Works Supervisor	75,113	3,005	3,005	0	1,502	4,507	0	0	9,014	18,027	18,027	18,027	75,113
% of Total Salary	1.0 FTE	4.00%	4.00%	0.00%	2.00%	6.00%	0.00%	0.00%	12.00%	24.00%	24.00%	24.00%	100.00%
Tourism/Economic Dev. Director	82,976	10,787	1,660	0	0	0	0	45,637	0	12,446	0	12,446	82,976
% of Total Salary	1.0 FTE	13.00%	2.00%	0.00%	0.00%	0.00%	0.00%	55.00%	0.00%	15.00%	0.00%	15.00%	100.00%
Overtime/On Call/Other		468	3,297	0	156	798	156	0	3,546	11,076	6,897	10,626	37,020
TOTAL SALARIES	831,903	78,830	50,172	35,850	24,258	39,616	52,498	45,637	48,809	211,816	71,727	209,710	868,923