



City of Yamhill

A small taste of Oregon

AGENDA
CITY COUNCIL MEETING
Wednesday, April 12, 2023
7:00 P.M.

IN-PERSON with VIRTUAL OPTION

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89713141102?pwd=N0dRY3plNDV6QU1qQ3Y4Vis1bUR0Zz09>

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Please use one of the following phone numbers:

(253) 215-8782 or (346) 248-7799

Webinar ID: 897 1314 1102

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When dialing in, *9 raises your hand.

1. CALL TO ORDER – Roll Call

2. FLAG SALUTE – Mayor Potter

3. PUBLIC COMMENT

Yamhill encourages all citizens to comment on any City business. This is not a dialogue platform. Comments shall be limited three to five minutes, at the Mayor's discretion. If you request special accommodation or additional time, please contact 503-662-3511 in advance.

4. PRESENTATIONS

- A. Planning Commission
- B. Water Advisory Committee
- C. Yamhill Downtown Association
- D. Yamhill Neighborhood Association

5. UNFINISHED BUSINESS

- A. Update - 3 Cross Valves – Jason Wofford
- B. Update - RFP update for Third Street Water Project – Jason Wofford
- C. Review - Budget Calendar for 2023/24 Budget Process – Ross Schultz

6. NEW BUSINESS

- A. Appoint Ross Schultz as Budget Officer for the 2023-2024 budget.
- B. Back Up Generator for Reservoir – Jason Wofford

- C. 23-YPD-5 YPD Accreditation - Yamhill Police Department Accreditation – Greg Graven

7. CONSENT AGENDA

- A. Financial Statement to current
- B. Approval of Council Minutes
 - 1. Regular Session- March 8, 2023
 - 2. City Council Special Meeting Water Study – March 20, 2023
 - 3. Water Advisory Committee – March 28, 2023

8. DEPARTMENT REPORTS

- A. Administration
- B. Police
 - 1. Henderson House – April Sexual Assault Awareness Month
 - 2. Juliette’s House – April Child Abuse Prevention Month
- C. Public Works
- D. Mayor Comments

9. INFORMATION/ANNOUNCEMENTS

- A. First Friday Council Meet and Greet – April 7, 2023, 4:30pm – Council President & Councilor Hedin
- B. Next City Council Meeting – April 12, 2023, 7pm
- C. Next Planning Commission Meeting – March 22, 2023, 7pm
- D. Next Water Advisory Committee Meeting – March 28, 2023, 3pm

10. ADJOURNMENT

Budget Calendar

5C

12-Apr-23

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>
March 17th	Budget roled and Begnning Bal.	Ross/Kim
March 22nd	Post Notice for Budget Committee Meeting All numbers done by staff	Kim
March 27th	All Budget Numbers ready and enterred	Ross/Kim
April 3rd	Budget Committee No Numbers Meeting Post First Budget meeting Notice	Ross Kim
April 5th	Second Budget meeting notice Proposed Budget doc 90%	Kim All
April 12th	Council Mtg. Apoint Budget Officer	Ross
April 14th	Budget Document distributed to Bud. Com. All copies printed	Kim Kim
April 19th	First Budget Committee Meeting Budget Message Proposed Budget Budget on line Hear the public Announce second meeting	Ross Jason, Greg
April 26th	Second Budget Committee - Tent.. Hear the public Adopt set taxes	Ross
May 3rd	Approved Budget Ready Dist to Council Available for review Posted on line Published with notice	Kim
May 10th	Council Meeting Public hearing for approved Budget	Ross
May 17th	Resolutions ready for taxes, Appropriations etc.	Ross/Kim
June 14th	Council Adopt Budget	Ross
June 30th	LB Forms Complete	Kim/Ross

July 10th

File LB Forms

Kim



City of Yamhill

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Agenda - Staff Report - Project Initiation Sheet

Council Agenda - 04/05/2023

Project Name - Yamhill Police Department Accreditation

Project Date - 03/08/2023

Project Description - Working with the Oregon Accreditation Alliance for Accreditation of the Yamhill Police Department.

Project Number - 23 – YPD-5

Fund- Grant/Dues, Meetings & Training

Responsible - Greg Graven, Interim City Administrator / Chief of Police.
Corporal Travis Van Cleave
Officer AJ Miller

Background

In 2012 the Yamhill Police Department (YPD) began the process of becoming an accredited agency. YPD began working with the Oregon Accreditation Alliance with the Accreditation process. The Oregon Accreditation Alliance required an annual fee of \$550.00 in 2012. In 2016 YPD was continuing with the accreditation process; however, due to lack of funding, the necessary staffing and necessary resources required for the accreditation process YPD was unable to continue forward with the accreditation process and spoke with The City regarding the decision to continue with the accreditation requirements without becoming accredited. YPD has continued to follow through with the steps involved in the accreditation process without being able to pay the annual fees involved for the standard of compliance that is required.

My recommendation to The City as the Chief of Police is to allocate grant funding to enable YPD to become an accredited agency; however, those processes have not come to fruition at this time and YPD has still been unable to achieve accreditation status.

Description

Becoming an Accredited Police Agency.

Oregon Accreditation Alliance Mission

The Oregon Accreditation Alliance exists to improve the quality of law enforcement and 9-1-1 agencies in the States of Oregon and Alaska, and ultimately the quality of services provided to the citizens of both states. The Oregon Accreditation Alliance proudly provides law enforcement and communications 9-1-1 accreditation to qualified law enforcement and 9-1-1 agencies in Oregon and Alaska. The U.S. Attorney General's Office has designated the Oregon Accreditation Alliance as the State of Oregon's independent credentialing body for the purpose of certifying compliance with the U.S. Department of Justice standards of certification on safe policing principles.

The Process

Application Phase: The agency applies for membership in the Oregon Accreditation Alliance, completes a working agreement, and receives necessary materials to assist in the next phases.

Self-Assessment Phase: The agency determines its level of compliance with Oregon Accreditation Alliance standards. Files are established where proofs of compliance are compiled. In this phase all agency policies and procedures undergo a review, and are updated/revised as necessary.

Onsite Assessment: One or more Oregon Accreditation Alliance assessor(s) reviews the agency's policies, procedures, and practices against the standards to ensure necessary compliance is met. A report is then compiled and forwarded to the Oregon Accreditation Alliance Board for review and nomination to award accreditation made to the respective parent organization (OACP, OSSA, APCO).

Timeframe

Preparing for Onsite Assessment: On average, it takes approximately 6-18 months to prepare an agency for an onsite assessment. Depending on agency staffing or other impacts, the time frame can be shorter or longer.

Accreditation Manager

The Accreditation Manager does not need to be a full-time position in preparing for an onsite assessment. Most agencies do not have sufficient resources to assign someone full-time as an Accreditation Manager. The majority of Accreditation Managers already have other full-time responsibilities.

Benefits of Accreditation

For the Community

- Increases law enforcement and communication agency's ability to prevent and control crime through more efficient and effective delivery of services.
- Enhances community understanding of the law enforcement and communication agency's role in the community, and its goals and objectives.
- Creates a forum in which police and citizens work together to prevent and control crime through greater understanding of the challenges and impacts on law enforcement and the desires of the community.
- Enhances public confidence in the law enforcement and communication services.

For the Chief Executive Officer

- Increases cooperation and coordination with other law enforcement and criminal justice agencies.
- Provides independent confirmation that policies comply with professional standards.
- Provides greater administrative and operational effectiveness.
- Insures continuous, systemized self-assessment of policies, procedures, and operational practices.
- Decreases exposure to civil liability and costly settlements, which leads to potential reductions in premiums for liability insurance.
- Provides state and local acknowledgement of professional competence.

For Law Enforcement and Communication Personnel

- Enhances understanding of agency policies and procedures.
- Assures consistent recruitment, selection, and promotion processes and that employment practices are fair, equitable, and non-discriminatory.
- Increases morale within the agency.
- Increases pride and confidence in the agency and its operations.
- Ensures that agency policies and procedures are reduced to writing and available to all personnel.

Financials

The Oregon Accreditation Alliance required an annual fee of \$1,028.50. Power DMS Records Management System \$550.00. Total=\$1,578.50. A grant should include fees and employee costs.

This project is not dependent on any other project and was initiated on March 8, 2023. The accreditation process timeline varies based on several factors such as, agency size, staffing, major incidents, and funding. Generally, it takes and agency a year to a year and a half, start to finish, to become accredited.

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4994	ARPA Traunch 2	0.00	129,826.17	129,753.00	100.06%
4100	Beginning Budget Balance	0.00	0.00	447,330.00	0.00%
4932	Business License	0.00	135.00	700.00	19.29%
4902	Cigarette Taxes	0.00	702.29	2,200.00	31.92%
4915	Dog License Revenue	0.00	499.50	500.00	99.90%
4925	Franchise Fees	0.00	55,940.14	48,000.00	116.54%
4944	Grant - ODOT DUII	0.00	3,883.50	4,000.00	97.09%
4942	Grant - ODOT Seat Belt	754.05	2,010.80	3,500.00	57.45%
4943	Grant - ODOT Speed	0.00	0.00	4,000.00	0.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	3,500.00	0.00%
4952	Interest Income	0.00	12,192.85	5,000.00	243.86%
4962	Land Use Fees	0.00	78,577.43	15,000.00	523.85%
4903	Liquor Taxes	0.00	18,574.84	19,500.00	95.26%
4913	Miscellaneous Income	10.00	596.82	2,000.00	29.84%
4928	Municipal Court Fees	1,485.00	13,424.53	23,000.00	58.37%
4924	Municipal Court Fines	1,965.00	28,930.51	55,000.00	52.60%
4941	Municipal Court Training Assmt	60.00	717.00	1,100.00	65.18%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	130.00	970.00	1,200.00	80.83%
4948	Planning Grant	0.00	0.00	1,000.00	0.00%
4914	Police Misc. Income	855.27	9,265.26	6,000.00	154.42%
4922	Police Service Fee	580.00	22,465.00	29,000.00	77.47%
4950	Police SRO-Yamhill/Carlton SD	0.00	12,500.00	10,000.00	125.00%
4901	Previously Levied Taxes	0.00	8,346.87	11,000.00	75.88%
4900	Property Tax Revenue	0.00	371,139.72	340,766.00	108.91%
4904	State Revenue Sharing	0.00	13,486.43	15,000.00	89.91%
4792	System Development Charges	3,585.00	3,585.00	0.00	0.00%
4923	Towing Fees	0.00	200.00	100.00	200.00%
General Revenues Totals		\$9,424.32	\$787,969.66	\$1,179,649.00	
Revenue		\$9,424.32	\$787,969.66	\$1,179,649.00	
Gross Profit		\$9,424.32	\$787,969.66	\$1,179,649.00	

Expenses

Administrative Dept

6103	Admin Clerk	3,960.84	11,833.81	7,353.00	160.94%
6325	Ads & Printing	0.00	1,257.32	2,500.00	50.29%
6300	Attorney/Legal Fees	6,000.00	24,281.52	10,000.00	242.82%
6301	Audit Fees	0.00	7,575.00	10,000.00	75.75%
6412	Building Maintenance	0.00	950.98	3,000.00	31.70%
6335	Christmas Decorations	0.00	87.55	1,000.00	8.76%
6101	City Administrator	1,065.32	1,065.32	36,002.00	2.96%
6102	City Clerk	421.20	8,041.78	8,556.00	93.99%
6306	Contract Services	12,850.00	26,261.44	12,500.00	210.09%
6403	Copy/Postal/Computing	0.00	200.00	0.00	0.00%
6305	Dues, Travel, Training	0.00	1,323.94	2,500.00	52.96%
6334	Emergency Services	0.00	0.00	4,000.00	0.00%
6309	Janitorial Services	175.00	1,850.00	2,600.00	71.15%
6202	Liability Insurance	0.00	8,950.00	8,850.00	101.13%
6252	Miscellaneous Expense	0.00	568.00	500.00	113.60%

General Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
6328	Office Supplies	0.00	804.13	2,500.00	32.17%
6200	Operations & Maint	0.00	4,048.49	6,000.00	67.47%
6120	Payroll Expense	940.16	12,311.50	37,743.00	32.62%
6329	Postage	0.00	175.64	400.00	43.91%
6795	Reserve for Contingencies	0.00	0.00	105,879.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	10,831.00	0.00%
6522	Reserve Transfer (PD Vehicle)	0.00	0.00	25,000.00	0.00%
6210	Utilities	0.00	6,998.74	9,200.00	76.07%
6032	Website/IT	0.00	3,775.00	10,000.00	37.75%
Administrative Dept Totals		\$25,412.52	\$122,360.16	\$316,914.00	
City Council					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	0.00	1,281.76	1,000.00	128.18%
6252	Miscellaneous Expense	0.00	575.40	1,000.00	57.54%
City Council Totals		\$0.00	\$1,857.16	\$4,000.00	
Municipal Court					
6103	Admin Clerk	1,584.33	5,034.17	2,941.00	171.17%
6250	Assessments	0.00	9,387.31	22,000.00	42.67%
6300	Attorney/Legal Fees	0.00	0.00	500.00	0.00%
6224	Bail Refunds	0.00	40.00	400.00	10.00%
6102	City Clerk	0.00	12,506.45	19,963.00	62.65%
6310	Court Interpreter	100.00	800.00	1,200.00	66.67%
6305	Dues, Travel, Training	0.00	283.80	2,000.00	14.19%
6102	Municipal Clerk	982.80	5,834.65	0.00	0.00%
6311	Municipal Judge	250.00	2,200.00	4,000.00	55.00%
6328	Office Supplies	0.00	329.32	500.00	65.86%
6200	Operations & Maint	0.00	876.01	1,500.00	58.40%
6120	Payroll Expense	1,064.27	12,755.72	18,935.00	67.37%
Municipal Court Totals		\$3,981.40	\$50,047.43	\$73,939.00	
Park Dept					
6200	Operations & Maint	0.00	1,617.32	15,000.00	10.78%
6120	Payroll Expense	0.04	3,098.32	18,610.00	16.65%
6523	Reserve Transfer (Park)	0.00	0.00	5,000.00	0.00%
6433	Security Cameras	0.00	0.00	10,000.00	0.00%
6401	Trees	0.00	1,900.00	6,000.00	31.67%
6210	Utilities	0.00	914.65	2,000.00	45.73%
6109	Utility Worker I	0.00	6,620.77	16,536.00	40.04%
Park Dept Totals		\$0.04	\$14,151.06	\$73,146.00	
Planning Dept					
6103	Admin Clerk	5,281.11	15,277.62	9,804.00	155.83%
6325	Ads & Printing	304.77	921.70	2,000.00	46.09%
6303	City Planner	1,000.00	8,798.75	10,000.00	87.99%
6306	Contract Services	0.00	6,576.84	70,000.00	9.40%
6305	Dues, Travel, Training	0.00	137.20	500.00	27.44%
6328	Office Supplies	0.00	0.00	200.00	0.00%
6120	Payroll Expense	528.99	3,605.05	12,562.00	28.70%
6114	Planning/ City Administrator	147.97	147.97	5,000.00	2.96%
Planning Dept Totals		\$7,262.84	\$35,465.13	\$110,066.00	
Police Dept					
6304	911 YCOM Dispatch	0.00	9,360.00	18,500.00	50.59%
6300	Attorney/Legal Fees	0.00	90.00	3,000.00	3.00%
6305	Dues, Travel, Training	0.00	2,466.52	4,000.00	61.66%

General Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
6221	Equipment/Maintenance	0.00	1,187.01	4,600.00	25.80%
6333	Investigation Expenses	0.00	130.35	1,000.00	13.04%
6202	Liability Insurance	0.00	13,570.00	13,570.00	100.00%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	2,000.00	3,000.00	66.67%
6336	National Night Out Expense	0.00	332.00	1,500.00	22.13%
6117	ODOT Grant Payroll	951.98	15,451.21	15,000.00	103.01%
6328	Office Supplies	0.00	722.67	2,200.00	32.85%
6115	Overtime	0.00	0.00	3,000.00	0.00%
6120	Payroll Expense	7,123.26	105,383.04	190,159.00	55.42%
6254	Peer Support Expense	0.00	0.00	100.00	0.00%
6104	Police Chief	3,961.54	74,924.96	85,000.00	88.15%
6331	Police Equipment	0.00	3,697.00	9,000.00	41.08%
6105	Police Officer	2,861.60	59,455.40	71,802.00	82.80%
6976	Police Radios	0.00	0.00	500.00	0.00%
6404	Policy & Procedure Manual	0.00	1,941.80	2,000.00	97.09%
6106	Reserve Officer	250.00	7,043.31	10,000.00	70.43%
6327	Resource Materials	0.00	99.99	1,000.00	10.00%
6107	Traffic Officer	2,423.20	51,145.30	63,003.00	81.18%
6330	Uniform Allowance	436.75	1,678.93	3,250.00	51.66%
6210	Utilities	377.51	3,590.11	3,000.00	119.67%
6405	Vehicle Lease	0.00	19,119.00	25,000.00	76.48%
6027	Vehicle Maintenance	1,200.87	16,588.53	22,000.00	75.40%
Police Dept Totals		\$19,586.71	\$389,977.13	\$556,684.00	
Expenses		\$56,243.51	\$613,858.07	\$1,134,749.00	
Revenue Less Expenditures		(\$46,819.19)	\$174,111.59	\$44,900.00	
Net Change in Fund Balance		(\$46,819.19)	\$174,111.59	\$44,900.00	

Fund Balances

Beginning Fund Balance	692,887.03	471,956.25	0.00	0.00%
Net Change in Fund Balance	(46,819.19)	174,111.59	44,900.00	0.00%
Ending Fund Balance	646,067.84	646,067.84	0.00	0.00%

Report Options

Fund: General Fund

Period: 4/1/2023 to 4/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: General Fund Master

Display Subtotals: No

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	0.00	371.34	200.00	185.67%
4921	Municipal Court Equip Assmt	40.00	478.00	900.00	53.11%
4980	Transfer In - Gen Fund	0.00	0.00	10,831.00	0.00%
4982	Transfer In - Sewer Fund	0.00	0.00	12,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	12,000.00	0.00%
Revenue		\$40.00	\$849.34	\$35,931.00	
Gross Profit		\$40.00	\$849.34	\$35,931.00	
Expenses					
6403	Copy/Postal/Computing	0.00	2,498.45	3,500.00	71.38%
6414	Software	0.00	3,689.84	4,500.00	82.00%
6408	Support Services	8,154.65	55,033.75	27,931.00	197.03%
Expenses		\$8,154.65	\$61,222.04	\$35,931.00	
Revenue Less Expenditures		(\$8,114.65)	(\$60,372.70)	\$0.00	
Net Change in Fund Balance		(\$8,114.65)	(\$60,372.70)	\$0.00	
Fund Balances					
Beginning Fund Balance		(54,981.57)	(2,723.52)	0.00	0.00%
Net Change in Fund Balance		(8,114.65)	(60,372.70)	0.00	0.00%
Ending Fund Balance		(63,096.22)	(63,096.22)	0.00	0.00%

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance		0.00	252,199.00	0.00%
4952	Interest Income		9,489.65	3,000.00	316.32%
4913	Miscellaneous Income	100.00	967.14	8,000.00	12.09%
4940	Security Deposits		2,990.00	5,000.00	59.80%
4792	System Development Charges	6,955.00	6,955.00	0.00	0.00%
4960	Users Fees	14,335.55	447,663.90	450,000.00	99.48%
Revenue		\$21,390.55	\$468,065.69	\$718,199.00	
Gross Profit		\$21,390.55	\$468,065.69	\$718,199.00	
Expenses					
Requirements					
6103	Admin Clerk	6,601.39	19,823.50	12,255.00	161.76%
6325	Ads & Printing		67.50	100.00	67.50%
6300	Attorney/Legal Fees		1,080.99	5,000.00	21.62%
6301	Audit Fees		6,250.00	6,200.00	100.81%
6326	Chemicals		10,279.33	25,000.00	41.12%
6101	City Administrator	739.83	739.83	25,002.00	2.96%
6102	City Clerk	702.00	13,614.32	14,260.00	95.47%
6306	Contract Services	1,680.00	40,893.21	85,000.00	48.11%
6427	Deposit Refund		162.69	500.00	32.54%
6237	Distribution System		25,749.64	35,000.00	73.57%
6305	Dues, Travel, Training		1,623.33	4,500.00	36.07%
6334	Emergency Services		81.81	2,000.00	4.09%
6119	Facilities Manager	717.82	21,910.71	21,832.00	100.36%
6407	Intake Structure		0.00	500.00	0.00%
6232	Large Meter Testing		0.00	1,500.00	0.00%
6202	Liability Insurance		26,650.00	26,550.00	100.38%
6233	Meter Replacement		15,471.59	15,000.00	103.14%
6203	Misc. Tools		274.50	1,000.00	27.45%
6252	Miscellaneous Expense		663.42	1,000.00	66.34%
6230	Office Equip/Maint/Supplies		682.74	400.00	170.69%
6200	Operations & Maint	591.23	23,023.02	40,000.00	57.56%
6115	Overtime		0.00	4,000.00	0.00%
6118	Pager Pay	78.00	2,047.00	3,500.00	58.49%
6120	Payroll Expense	3,351.22	47,875.10	119,930.00	39.92%
6204	Permits		1,025.00	2,000.00	51.25%
6121	Plant Operator	1,089.69	23,943.33	23,241.00	103.02%
6329	Postage		1,157.00	2,000.00	57.85%
6795	Reserve for Contingencies		0.00	62,857.00	0.00%
6521	Reserve Transfer (ACER Reserve		0.00	12,000.00	0.00%
6415	Reservoir Cleaning		0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies		317.98	500.00	63.60%
6409	SCADA/ Security System		2,585.00	5,000.00	51.70%
6417	Sludge Hauling		0.00	3,000.00	0.00%
6529	Transfer Out (Water Deprec)		0.00	5,000.00	0.00%
6210	Utilities	1,437.78	18,802.39	22,000.00	85.47%
6109	Utility Worker I	866.70	22,546.17	33,072.00	68.17%
6405	Vehicle Lease		0.00	7,500.00	0.00%
6027	Vehicle Maintenance	1,667.70	8,196.51	8,000.00	102.46%

Water Fund

Statement of Revenue and Expenditures

		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Account Number					
6426	Water Filter Media		0.00	70,000.00	0.00%
Other Expense					
6201	Lab Equipment		1,331.32	2,000.00	66.57%
6440	Transmission Line Feasibility		0.00	200,000.00	0.00%
Expenses		\$19,523.36	\$338,868.93	\$918,199.00	
Revenue Less Expenditures		\$1,867.19	\$129,196.76	(\$200,000.00)	
Net Change in Fund Balance		\$1,867.19	\$129,196.76	(\$200,000.00)	

Fund Balances

Beginning Fund Balance	380,645.86	253,316.29	0.00	0.00%
Net Change in Fund Balance	1,867.19	129,196.76	(200,000.00)	0.00%
Ending Fund Balance	382,513.05	382,513.05	0.00	0.00%

Water Debt Depreciation Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	246,691.00	0.00%
4952	Interest Income	0.00	2,603.82	250.00	1,041.53%
4981	Transfer In - Water Fund	0.00	0.00	5,000.00	0.00%
Revenue		\$0.00	\$2,603.82	\$251,941.00	
Gross Profit		\$0.00	\$2,603.82	\$251,941.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	232,174.00	0.00%
6741	System Improvements	0.00	0.00	19,267.00	0.00%
Expenses		\$0.00	\$0.00	\$251,941.00	
Revenue Less Expenditures		\$0.00	\$2,603.82	\$0.00	
Net Change in Fund Balance		\$0.00	\$2,603.82	\$0.00	
Fund Balances					
Beginning Fund Balance		33,178.88	30,575.06	0.00	0.00%
Net Change in Fund Balance		0.00	2,603.82	0.00	0.00%
Ending Fund Balance		33,178.88	33,178.88	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	516,674.00	0.00%
4952	Interest Income	0.00	9,266.38	2,000.00	463.32%
4792	System Development Charges	0.00	6,496.00	129,920.00	5.00%
Revenue		\$0.00	\$15,762.38	\$648,594.00	
Gross Profit		\$0.00	\$15,762.38	\$648,594.00	
Expenses					
Requirements					
6795	Reserve for Contingencies	0.00	0.00	142,594.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
6524	Transfer Out (Water Debt Svc)	0.00	0.00	158,000.00	0.00%
Expenses		\$0.00	\$0.00	\$400,594.00	
Revenue Less Expenditures		\$0.00	\$15,762.38	\$248,000.00	
Net Change in Fund Balance		\$0.00	\$15,762.38	\$248,000.00	
Fund Balances					
	Beginning Fund Balance	532,740.59	516,978.21	0.00	0.00%
	Net Change in Fund Balance	0.00	15,762.38	248,000.00	0.00%
	Ending Fund Balance	532,740.59	532,740.59	0.00	0.00%

Water Debt Service Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	132,354.00	0.00%
4952	Interest Income	0.00	4,285.49	500.00	857.10%
4991	Transfer In - Water SDC	0.00	0.00	158,000.00	0.00%
4960	Users Fees	3,583.91	111,950.63	123,800.00	90.43%
	Revenue	\$3,583.91	\$116,236.12	\$414,654.00	
	Gross Profit	\$3,583.91	\$116,236.12	\$414,654.00	
Expenses					
6150	Debt Service Expense	0.00	216,150.42	216,150.00	100.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	140,382.00	0.00%
	Expenses	\$0.00	\$216,150.42	\$414,654.00	
	Revenue Less Expenditures	\$3,583.91	(\$99,914.30)	\$0.00	
	Net Change in Fund Balance	\$3,583.91	(\$99,914.30)	\$0.00	

Fund Balances

Beginning Fund Balance	32,711.98	136,210.19	0.00	0.00%
Net Change in Fund Balance	3,583.91	(99,914.30)	0.00	0.00%
Ending Fund Balance	36,295.89	36,295.89	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 4/1/2023 to 4/30/2023
 Detail Level: Level 1 Accounts
 Display Account Categories: No
 Display Subtotals: No
 Revenue Reporting Method: Actual - Budget
 Expense Reporting Method: Actual - Budget
 Budget: Water Debt Service

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	374,152.00	0.00%
4952	Interest Income	0.00	8,135.84	1,500.00	542.39%
4913	Miscellaneous Income	0.00	894.34	500.00	178.87%
4940	Security Deposits	0.00	3,719.16	8,000.00	46.49%
4920	Sewer Inspections	154.00	308.00	0.00	0.00%
4963	Stormwater	210.00	8,969.20	10,500.00	85.42%
4792	System Development Charges	4,140.00	4,140.00	0.00	0.00%
4960	Users Fees	6,220.56	307,884.35	392,553.00	78.43%
Revenue		\$10,724.56	\$334,050.89	\$787,205.00	
Gross Profit		\$10,724.56	\$334,050.89	\$787,205.00	
Expenses					
Requirements					
6103	Admin Clerk	6,601.39	19,823.50	12,255.00	161.76%
6325	Ads & Printing	0.00	22.50	200.00	11.25%
6300	Attorney/Legal Fees	0.00	9.99	1,500.00	0.67%
6301	Audit Fees	0.00	4,725.00	5,200.00	90.87%
6326	Chemicals	0.00	0.00	1,500.00	0.00%
6101	City Administrator	739.83	739.83	25,002.00	2.96%
6102	City Clerk	702.00	13,614.51	14,260.00	95.47%
6227	Collection System	0.00	4,036.58	15,000.00	26.91%
6306	Contract Services	6,825.00	66,241.12	20,000.00	331.21%
6427	Deposit Refund	0.00	290.97	500.00	58.19%
6305	Dues, Travel, Training	0.00	1,204.48	3,500.00	34.41%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	717.82	21,471.89	21,832.00	98.35%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6415	Lab/Office	0.00	252.25	0.00	0.00%
6202	Liability Insurance	0.00	10,863.10	10,030.00	108.31%
6203	Misc. Tools	0.00	840.45	1,500.00	56.03%
6252	Miscellaneous Expense	0.00	234.24	300.00	78.08%
6230	Office Equip/Maint/Supplies	0.00	380.77	750.00	50.77%
6328	Office Supplies	0.00	128.06	500.00	25.61%
6200	Operations & Maint	591.22	26,372.64	30,000.00	87.91%
6115	Overtime	0.00	0.00	3,008.00	0.00%
6118	Pager Pay	78.00	2,047.00	3,000.00	68.23%
6120	Payroll Expense	3,123.79	47,514.44	119,930.00	39.62%
6204	Permits	0.00	3,479.00	2,000.00	173.95%
6121	Plant Operator	1,089.69	23,943.45	23,241.00	103.02%
6329	Postage	0.00	1,157.00	2,000.00	57.85%
6795	Reserve for Contingencies	0.00	0.00	370,625.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	12,000.00	0.00%
6208	Safety Equipment & Supplies	0.00	750.31	1,500.00	50.02%
6409	SCADA/ Security System	0.00	564.00	0.00	0.00%
6417	Sludge Hauling	0.00	0.00	2,000.00	0.00%
6210	Utilities	1,437.77	19,297.38	22,000.00	87.72%
6109	Utility Worker I	866.70	22,546.11	33,072.00	68.17%
6405	Vehicle Lease	0.00	0.00	7,500.00	0.00%
6027	Vehicle Maintenance	1,667.68	9,972.21	8,000.00	124.65%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Apr 2023	Jul 2022	Jul 2022	Jun 2023
		Apr 2023	Apr 2023	Jun 2023	Percent of
Account Number		Actual	Actual		Budget
Other Expense					
6201	Lab Equipment	0.00	1,100.02	1,500.00	73.33%
	Expenses	\$24,440.89	\$303,622.80	\$790,205.00	
	Revenue Less Expenditures	(\$13,716.33)	\$30,428.09	(\$3,000.00)	
	Net Change in Fund Balance	(\$13,716.33)	\$30,428.09	(\$3,000.00)	

Fund Balances

Beginning Fund Balance	418,991.58	374,847.16	0.00	0.00%
Net Change in Fund Balance	(13,716.33)	30,428.09	(3,000.00)	0.00%
Ending Fund Balance	405,275.25	405,275.25	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	63,230.00	0.00%
4952	Interest Income	0.00	658.13	450.00	146.25%
	Revenue	\$0.00	\$658.13	\$63,680.00	
	Gross Profit	\$0.00	\$658.13	\$63,680.00	
Expenses					
6940	Equip/SCADA	0.00	0.00	10,000.00	0.00%
6943	Plant Replacements	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	23,680.00	0.00%
6741	System Improvements	0.00	0.00	20,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$63,680.00	
	Revenue Less Expenditures	\$0.00	\$658.13	\$0.00	
	Net Change in Fund Balance	\$0.00	\$658.13	\$0.00	
Fund Balances					
	Beginning Fund Balance	63,917.75	63,259.62	0.00	0.00%
	Net Change in Fund Balance	0.00	658.13	0.00	0.00%
	Ending Fund Balance	63,917.75	63,917.75	0.00	0.00%

Sewer SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	340,124.00	0.00%
4952	Interest Income	0.00	4,330.03	1,500.00	288.67%
4792	System Development Charges	0.00	3,867.00	77,340.00	5.00%
	Revenue	\$0.00	\$8,197.03	\$418,964.00	
	Gross Profit	\$0.00	\$8,197.03	\$418,964.00	
	Revenue Less Expenditures	\$0.00	\$8,197.03	\$418,964.00	
	Net Change in Fund Balance	\$0.00	\$8,197.03	\$418,964.00	
Fund Balances					
	Beginning Fund Balance	348,479.38	340,282.35	0.00	0.00%
	Net Change in Fund Balance	0.00	8,197.03	418,964.00	0.00%
	Ending Fund Balance	348,479.38	348,479.38	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	118,298.00	0.00%
4952	Interest Income	0.00	2,257.17	2,800.00	80.61%
4292	Recology Franchise Fees	0.00	4,431.93	4,900.00	90.45%
4290	State Gas Tax Revenue	0.00	71,349.75	92,400.00	77.22%
4792	System Development Charges	2,287.00	2,287.00	0.00	0.00%
Revenue		\$2,287.00	\$80,325.85	\$218,398.00	
Gross Profit		\$2,287.00	\$80,325.85	\$218,398.00	
Expenses					
Requirements					
6103	Admin Clerk	1,056.22	3,155.75	1,961.00	160.93%
6101	City Administrator	59.19	59.19	2,000.00	2.96%
6306	Contract Services	140.00	13,163.11	15,000.00	87.75%
6221	Equipment/Maintenance	0.00	278.98	2,000.00	13.95%
6119	Facilities Manager	159.52	9,125.12	11,644.00	78.37%
6236	Footpaths/Bikepaths	0.00	2,853.08	5,000.00	57.06%
6200	Operations & Maint	0.00	15,617.76	20,000.00	78.09%
6120	Payroll Expense	641.97	11,181.66	19,041.00	58.72%
6121	Plant Operator	242.15	4,827.47	5,165.00	93.47%
6795	Reserve for Contingencies	0.00	0.00	106,587.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	0.00	11,654.98	15,000.00	77.70%
6222	Street Maintenance	0.00	8,422.62	10,000.00	84.23%
6109	Utility Worker I	192.60	2,697.38	0.00	0.00%
Expenses		\$2,491.65	\$83,037.10	\$218,398.00	
Revenue Less Expenditures		(\$204.65)	(\$2,711.25)	\$0.00	
Net Change in Fund Balance		(\$204.65)	(\$2,711.25)	\$0.00	
Fund Balances					
	Beginning Fund Balance	121,621.73	124,128.33	0.00	0.00%
	Net Change in Fund Balance	(204.65)	(2,711.25)	0.00	0.00%
	Ending Fund Balance	121,417.08	121,417.08	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	149,682.00	0.00%
4952	Interest Income	0.00	1,961.83	400.00	490.46%
4792	System Development Charges	0.00	2,136.00	39,740.00	5.37%
	Revenue	\$0.00	\$4,097.83	\$189,822.00	
	Gross Profit	\$0.00	\$4,097.83	\$189,822.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	84,822.00	0.00%
6416	System Development	0.00	0.00	105,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$189,822.00	
	Revenue Less Expenditures	\$0.00	\$4,097.83	\$0.00	
	Net Change in Fund Balance	\$0.00	\$4,097.83	\$0.00	
Fund Balances					
	Beginning Fund Balance	153,846.69	149,748.86	0.00	0.00%
	Net Change in Fund Balance	0.00	4,097.83	0.00	0.00%
	Ending Fund Balance	153,846.69	153,846.69	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	50,541.00	0.00%
4952	Interest Income	0.00	960.76	750.00	128.10%
4960	Users Fees	1,097.74	54,345.95	41,670.00	130.42%
Revenue		\$1,097.74	\$55,306.71	\$92,961.00	
Gross Profit		\$1,097.74	\$55,306.71	\$92,961.00	
Expenses					
Requirements					
6150	Debt Service Expense	0.00	41,990.57	54,181.00	77.50%
6795	Reserve for Contingencies	0.00	0.00	38,780.00	0.00%
Expenses		\$0.00	\$41,990.57	\$92,961.00	
Revenue Less Expenditures		\$1,097.74	\$13,316.14	\$0.00	
Net Change in Fund Balance		\$1,097.74	\$13,316.14	\$0.00	
Fund Balances					
	Beginning Fund Balance	65,326.83	53,108.43	0.00	0.00%
	Net Change in Fund Balance	1,097.74	13,316.14	0.00	0.00%
	Ending Fund Balance	66,424.57	66,424.57	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	13,217.00	0.00%
4952	Interest Income	0.00	137.89	125.00	110.31%
Revenue		\$0.00	\$137.89	\$13,342.00	
Gross Profit		\$0.00	\$137.89	\$13,342.00	
Expenses					
6415	Lab/Office	0.00	7,444.33	13,342.00	55.80%
Expenses		\$0.00	\$7,444.33	\$13,342.00	
Revenue Less Expenditures		\$0.00	(\$7,306.44)	\$0.00	
Net Change in Fund Balance		\$0.00	(\$7,306.44)	\$0.00	
Fund Balances					
	Beginning Fund Balance	5,919.04	13,225.48	0.00	0.00%
	Net Change in Fund Balance	0.00	(7,306.44)	0.00	0.00%
	Ending Fund Balance	5,919.04	5,919.04	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 4/1/2023 to 4/30/2023

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	455,249.00	0.00%
4952	Interest Income	0.00	4,758.37	2,000.00	237.92%
4792	System Development Charges	0.00	3,348.00	3,160.00	105.95%
	Revenue	\$0.00	\$8,106.37	\$460,409.00	
	Gross Profit	\$0.00	\$8,106.37	\$460,409.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	60,409.00	0.00%
6741	System Improvements	0.00	0.00	400,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$460,409.00	
	Revenue Less Expenditures	\$0.00	\$8,106.37	\$0.00	
	Net Change in Fund Balance	\$0.00	\$8,106.37	\$0.00	
Fund Balances					
	Beginning Fund Balance	463,636.41	455,530.04	0.00	0.00%
	Net Change in Fund Balance	0.00	8,106.37	0.00	0.00%
	Ending Fund Balance	463,636.41	463,636.41	0.00	0.00%

Sidewalk Fund

Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	24,117.00	0.00%
4952	Interest Income	0.00	253.39	200.00	126.70%
4940	Security Deposits	1,200.00	1,200.00	0.00	0.00%
4494	Sidewalk Deposits	0.00	2,400.00	200.00	1,200.00%
Revenue		\$1,200.00	\$3,853.39	\$24,517.00	
Gross Profit		\$1,200.00	\$3,853.39	\$24,517.00	
Expenses					
6499	Capital Reserve	0.00	0.00	9,017.00	0.00%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6423	Sidewalk Installation	0.00	0.00	15,000.00	0.00%
Expenses		\$0.00	\$0.00	\$24,517.00	
Revenue Less Expenditures		\$1,200.00	\$3,853.39	\$0.00	
Net Change in Fund Balance		\$1,200.00	\$3,853.39	\$0.00	
Fund Balances					
	Beginning Fund Balance	26,783.30	24,129.91	0.00	0.00%
	Net Change in Fund Balance	1,200.00	3,853.39	0.00	0.00%
	Ending Fund Balance	27,983.30	27,983.30	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	1,724.00	0.00%
4952	Interest Income	0.00	69.61	10.00	696.10%
4984	Transfer in - Parks	0.00	0.00	5,000.00	0.00%
Revenue		\$0.00	\$69.61	\$6,734.00	
Gross Profit		\$0.00	\$69.61	\$6,734.00	
Expenses					
6420	Beulah Park Improvements	0.00	0.00	1,250.00	0.00%
6402	Equipment Replacement	0.00	248.00	1,024.00	24.22%
6795	Reserve for Contingencies	0.00	0.00	4,460.00	0.00%
Expenses		\$0.00	\$248.00	\$6,734.00	
Revenue Less Expenditures		\$0.00	(\$178.39)	\$0.00	
Net Change in Fund Balance		\$0.00	(\$178.39)	\$0.00	
Fund Balances					
	Beginning Fund Balance	1,567.92	1,746.31	0.00	0.00%
	Net Change in Fund Balance	0.00	(178.39)	0.00	0.00%
	Ending Fund Balance	1,567.92	1,567.92	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	112,705.00	0.00%
4952	Interest Income	0.00	1,513.04	75.00	2,017.39%
4792	System Development Charges	1,907.00	3,688.00	33,620.00	10.97%
	Revenue	\$1,907.00	\$5,201.04	\$146,400.00	
	Gross Profit	\$1,907.00	\$5,201.04	\$146,400.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	46,400.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$146,400.00	
	Revenue Less Expenditures	\$1,907.00	\$5,201.04	\$0.00	
	Net Change in Fund Balance	\$1,907.00	\$5,201.04	\$0.00	
Fund Balances					
	Beginning Fund Balance	116,048.41	112,754.37	0.00	0.00%
	Net Change in Fund Balance	1,907.00	5,201.04	0.00	0.00%
	Ending Fund Balance	117,955.41	117,955.41	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	151,753.00	0.00%
4952	Interest Income	0.00	1,590.06	1,500.00	106.00%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$0.00	\$1,590.06	\$153,853.00	
	Gross Profit	\$0.00	\$1,590.06	\$153,853.00	
Expenses					
6313	Administrative Costs	0.00	32.20	250.00	12.88%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6101	City Administrator	59.19	59.19	2,000.00	2.96%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	245.26	1,525.54	1,327.00	114.96%
6795	Reserve for Contingencies	0.00	0.00	129,226.00	0.00%
	Expenses	\$304.45	\$1,616.93	\$153,853.00	
	Revenue Less Expenditures	(\$304.45)	(\$26.87)	\$0.00	
	Net Change in Fund Balance	(\$304.45)	(\$26.87)	\$0.00	
Fund Balances					
	Beginning Fund Balance	152,103.41	151,825.83	0.00	0.00%
	Net Change in Fund Balance	(304.45)	(26.87)	0.00	0.00%
	Ending Fund Balance	151,798.96	151,798.96	0.00	0.00%

Building Fund **Statement of Revenue and Expenditures**

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	34,819.00	0.00%
4939	Code Compliance Fees	0.00	150.00	500.00	30.00%
4938	County Building Services	126.00	813.13	4,000.00	20.33%
4952	Interest Income	0.00	408.41	200.00	204.21%
Revenue		\$126.00	\$1,371.54	\$39,519.00	
Gross Profit		\$126.00	\$1,371.54	\$39,519.00	
Expenses					
Requirements					
6103	Admin Clerk	1,320.28	3,944.69	2,451.00	160.94%
6101	City Administrator	147.97	147.97	5,000.00	2.96%
6119	Facilities Manager	0.00	1,635.95	2,911.00	56.20%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	3.36	1,909.84	8,330.00	22.93%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	20,677.00	0.00%
Expenses		\$1,471.61	\$7,638.45	\$39,519.00	
Revenue Less Expenditures		(\$1,345.61)	(\$6,266.91)	\$0.00	
Net Change in Fund Balance		(\$1,345.61)	(\$6,266.91)	\$0.00	
Fund Balances					
	Beginning Fund Balance	29,874.00	34,795.30	0.00	0.00%
	Net Change in Fund Balance	(1,345.61)	(6,266.91)	0.00	0.00%
	Ending Fund Balance	28,528.39	28,528.39	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	16,759.00	0.00%
4952	Interest Income	0.00	478.60	50.00	957.20%
4983	Transfer in -Police Reserve	0.00	0.00	25,000.00	0.00%
4926	Vehicle Replacement Assmt	200.00	2,393.03	4,500.00	53.18%
	Revenue	\$200.00	\$2,871.63	\$46,309.00	
	Gross Profit	\$200.00	\$2,871.63	\$46,309.00	
Expenses					
6597	Reserve SIB for Capital	0.00	0.00	45,809.00	0.00%
6419	Vehicle Equipment	0.00	0.00	500.00	0.00%
	Expenses	\$0.00	\$0.00	\$46,309.00	
	Revenue Less Expenditures	\$200.00	\$2,871.63	\$0.00	
	Net Change in Fund Balance	\$200.00	\$2,871.63	\$0.00	
Fund Balances					
	Beginning Fund Balance	19,458.61	16,786.98	0.00	0.00%
	Net Change in Fund Balance	200.00	2,871.63	0.00	0.00%
	Ending Fund Balance	19,658.61	19,658.61	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Apr 2023 Apr 2023 Actual	Year-To-Date Jul 2022 Apr 2023 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,224.00	0.00%
4952	Interest Income	0.00	158.13	75.00	210.84%
	Revenue	\$0.00	\$158.13	\$15,299.00	
	Gross Profit	\$0.00	\$158.13	\$15,299.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	15,299.00	0.00%
	Expenses	\$0.00	\$0.00	\$15,299.00	
	Revenue Less Expenditures	\$0.00	\$158.13	\$0.00	
	Net Change in Fund Balance	\$0.00	\$158.13	\$0.00	
Fund Balances					
	Beginning Fund Balance	15,389.65	15,231.52	0.00	0.00%
	Net Change in Fund Balance	0.00	158.13	0.00	0.00%
	Ending Fund Balance	15,389.65	15,389.65	0.00	0.00%



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING

Wednesday, March 8, 2023, 7:00 PM

MINUTES

REGULAR MEETING

1. CALL TO ORDER:

Roll Call

Present In-Person: Mayor Yvette Potter; Councilors Marci Hedin, Kay Echaury, and Shea Corrigan.

Virtual: Tim Askey

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator; Jason Wofford Facility Manager; Kyle Adams Public Works and Tyler Yeoman-Millette, City Attorney

2. FLAG SALUTE:

Mayor Potter led the flag salute with all those present participating.

3. PUBLIC COMMENT:

Sherry Wilson

Concerns of Monday's Special Session Meeting, saying that there were people trying to log into the meeting and due to the meeting being so short they were unable to log in.

Bob Davis

Attention to Building Permits lacking in quantity, pricing etc. Permit Fees need updated. Mayor Potter informed Bob that Interim City Administrator will be addressing this in his Project Initiative during tonight's meeting.

Requesting to have the CIP put on City Website and for Council to review the status of the CIP once a year.

Requested to have a housing analysis done.

Rocky Losli

Appreciation for city officials by name Mayor Potter, City Council, Interim City Administrator Greg Graven. Had a concern regarding meet and greet with City Administrator Candidates on February 16, 2023.

Concerns with the facilitator facilitating the event (Ross Schultz), Mayor Potter and Councilors, Interim City Administrator, Greg Graven choice of the venue at Larson's House said too noisy and difficult to hear anything being said. Felt better suited venue would be council chambers. Councilor Corrigan and Mayor Potter explained the venue was too loud with the intent being more suitable for a family setting.

Sherry Wilson expressed a concern of the pricing of the food and felt families would feel obligated to have to make a purchase.

Rocky spoke about the service delivery charges by the City. Request them to do their homework and make changes to the correct amounts and to reconsider the number of dollars to be used in appropriate ways.

4. PRESENTATIONS:

Planning Commission

Ken Moore

Talked about the gas station permit being addressed again at the planning commission meeting and asked if anyone had any questions.

Direction on inviting business, attracting business and economic development.

Answered by Mayor Potter. Working with new City Administrator. Working on economic development.

Review update current zoning.

Having conversation with City Planner Walt Wendolowski and working on zoning, rezoning for multi-family, lot sizes.

Mayor Potter explained that City Hall is short staffed right now and to reach out to the Interim City Administrator Greg Graven or Kim Steele.

Jason Wofford

Expressed concerns regarding grease traps. A lot of grease is in the system that they are constantly having to remove. He requested that the City adopt a grease trap ordinance. Ken said he will be calling Kim Steele regarding that.

Water Advisor Committee

Brian Jensen

Updates from meeting from Jason Wofford, ODFW Oregon Department of Fish & Wildlife, and AKS Engineering & Forestry regarding the conversation to move forward with a rock weir opposed to the log jam.

Conversation about the Merkley Grant and grant study, future Development and what grants are needed. Plans for CIT projects with studies done to be ready to apply for grants when available. Consider funding in the 2023-2024 budget for planning to be prepared for grants. Would like to have a meeting and town hall to discuss water rate study.

Jason Wofford

Provided an update with ODFW Oregon Department of Fish & Wildlife and AKS Engineering & Forestry LLC who are working on the rock weir project. They are all saying a rock weir is better for the fish habitat.

Jason talked about expanding horizontally with water project. He feels it is a better choice moving forward for compliance.

Jason did an overlook of the intake and water treatment plant.

Yamhill Downtown Association

No representation

Yamhill Neighborhood Association

Bob Davis

Spoke on upcoming Disaster Preparedness Class for the Elderly, Disabled and Low-income CERT training. He has been attending classes and hosting a CERT on March 25, 2023 2:00 PM at the Yamhill Methodist Church. Request to have the flier posted on the city website, which was done on 03/09/2023.

Bob is working with the Yamhill Fire Protection District on Disaster preparedness first aid training to be scheduled April.

Wants to work with someone on a "Mass Shooting" preparedness training. Greg Graven spoke with Bob about having the Yamhill Police Department assist and present our Critical Incident Plan. Bob advised he is on budget committee asking city officials when will a budget chairperson be selected.

He asked if the water analysis report done? Jason answered that the water rate study will be done at the end of the month.

5. NEW BUSINESS:

- A. Interim City Administrator Greg Graven spoke on adopting Resolution No. R-804, A Resolution an Intergovernmental Agreement Between the City of Yamhill and Lori Coukoulis as the Interim Municipal Court Judge.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin

Ayes: Corrigan, Echaury, Potter, Hedin, and Askey

Nays: None

The motion carried.

- B. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-2 – Delinquent Water Payment Processes. This project is to establish a process for City of Yamhill Water Users who are delinquent on their water payment to the City of Yamhill.

And for authorization from City Council to close out Water User Accounts on users who are delinquent on their water payment who have not paid for the past ten years.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None
The motion carried.

- C. Interim City Administrator Greg Graven spoke on Project Initiative 23-CH-2 – Delinquent UTC Uniform Traffic Citation Payments. This project is to establish a protocol for the City of Yamhill Municipal Court UTC's categorized as delinquent payments for 10 or more years.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

- D. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-6 – Update Current Master Fee Schedule. Update Current City of Yamhill Master Fee Schedule for the City, Planning & Land Use Filing Fees.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

- E. Interim City Administrator Greg Graven spoke on Project Initiative 23-C-7 – Contract Services for Consulting on Grant Funding/Writing. Contracting for Consulting on Grant Funding with Arthur Chaput of Business Oregon and Grant Writing with Silas Lobnibe of Mid-Willamette Valley Council of Government.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

6. CONSENT AGENDA: *(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)*

A. Financial Statement July 2022 – to Current

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried.

7. DEPARTMENT REPORTS:

A. Administration

Interim City Administrator Greg Graven spoke on request to change the hours of City Hall to Monday through Thursday 10:00 AM to 5:00 PM, effective Monday March 13, 2023.

Roll Call: Motion introduced by Kay Echaury second by Marci Hedin
Ayes: Corrigan, Echaury, Potter, Hedin, and Askey
Nays: None

The motion carried. Mayor Potter requested posting of new City Hall hours on water billing.

Interim City Administrator Greg Graven spoke on request for immediate assistance in City Hall due to being short staffed with one FTE. And a conversation he had with an ex-employee who would be willing to come in to assist due to the workload. Greg Graven is requesting a second FTE and of a conversation he had with Ross Schultz regarding establishing a contract up to six months with Ross as the Interim City Administrator.

There was a discussion of the terms of the contract and working with legal to draft a MOU for Ross Schultz.

Greg Graven and Mayor Potter discussed Ross' request of:

1. Length of contract - Six months. Contract can be terminated at any time by written notice from City Rep. (the Mayor) and by Ross with 2 weeks' notice.
2. City will add Ross to their insurance for errors or omissions.
3. Ross will discharge City Administrator duties as described in the City Charter.
4. Ross will remote work where possible and work to minimize his time on site in Yamhill. Time to be scheduled between (Greg Graven or Mayor).
5. Ross will charge a rate of \$100 per hour spent on City Business. And will review his hours with (Greg Graven or Mayor) on a weekly basis. Both actual and forecast. If Ross is required to spend the night in Yamhill, he would like to be reimbursed for a hotel and for all travel for work he does on Yamhill's be half, with reimbursement at current IRS rates.
6. All financial work Ross completes for the Budget Tasks as outlined in Phase II of the IGA

between Yamhill and LCOG which will be reported and billed by LCOG as is currently established.

7. Ross will continue the recruitment of a fulltime City Administrator as required as an LCOG representative.

City Council requested to have an Executive Session on March 13, 2023 at 4:30 PM to discuss the appointment of Ross Schultz as the Interim City Administrator and the hiring of an FTE for City Hall.

Roll Call: Motion introduced by Marci Hedin second by Kay Echauri
Ayes: Corrigan, Echauri, Potter, Hedin, and Askey
Nays: None

B. Police

Chief of Police Greg Graven spoke on how effective the communication is going between staff and City Council. He expressed his appreciation on how all staff have stepped up to fill in and assist with the job duties that are required.

Chief Grave spoke about Corporal Van Cleave continuing to attend leadership training at DPSST.

Chief Graven spoke about Corporal Van Cleave and Officer Miller's involvement with YPD's Critical Incident Plan, working with the Yamhill Carlton School District, Yamhill Fire Protection District for several years, training together and conducting scenario based training at the schools. He offered to provide training for YNA in conjunction with their Disaster Preparedness Class.

C. Public Works

Facilities Manager Jason Wofford spoke on the Kamstrup water meters project and reported that all of the water meters have been changed out and now being radio read and they are mapped out for an automated read. He advised they are still working on changing out the master water meters with only four left to change out.

Jason spoke about the water plant being on battery backup generator during the storm we had two weeks ago and that Kyle Adams was able to work through the storm without any issues. He spoke on the importance of having a good emergency plan that has been implemented at the water treatment plant.

Jason is working on an automated system with backup at the water treatment plant. As well as a backup pump and motors for water treatment plant.

Jason provided an update to the wastewater system and that they are working with Automation Group for a XIO system set up.

Jason expressed concern regarding discovering a lot of grease in the waste water system and he explained the challenges with the process for the removal of the grease. He requested to have an ordinance in place and referenced the Ordinance the City of Newberg has.

Jason said he has been working with contract services to have agreements in place and provide an example of when a subdivision goes in having a contract agreement to work from and will be working with AKS Engineering & Forestry LLC on this with the new subdivision.

Jason talked about a few big projects they are working on including working with Delta Inc. on the water filter system, replacing the filter media. He does not feel replacing the filters will affect water shut off in town. He is currently doing some testing to see if there will be any mechanical issues to avoid having to shut off water.

Jason reported that Kyle is looking at chemical costs for next year and they are checking on replacement of the man holes.

Jason expressed the importance of the Merkley Grant in collaboration with the city of Carlton, McMinnville, and Hillsboro with the intertie project.

D. Mayor Comments

Mayor Potter read a Proclamation for Yamhill's Support of Child Abuse Prevention Month for April 2023.

8. TO DO'S:

Jason requested to have a special work session with City Council, Tim Tice of OAWU Oregon Association of Water Utilities, and the Yamhill Water Advisory Committee for discussion of the Yamhill Water Rate Study and to schedule a town hall for further discussion. The special work session was scheduled for Monday March 20, 2023 at 4:30 PM.

9. INFORMATION/ANNOUNCEMENTS

- A. First Friday Council Meet and Greet – April 7, 2023, 4:30 PM – Council President Kay Echauri and Councilor Hedin.
- B. Next City Council Meeting – April 12, 2023, 7:00 pm
- C. Next Planning Commission Meeting – March 22, 2023, 7:00 PM
- D. Next Water Advisory Committee Meeting – March 28, 2023, 3:00 PM
- E. Mayor Potter spoke about a luncheon invite flier from Carlton Farms.
- F. Mayor Potter introduced audience member Commissioner Kit Johnston.
- G. Planning committee meeting townhall on March 22nd, 2023 cancelled with an undetermined reschedule date. Greg Graven and Kim Steele will be working with Walt Wendolowski on a reschedule date.

10. ADJOURNMENT :

Motion to adjourn by Council President Kay Echaury.
The motion carried by unanimous vote.

Meeting adjourned at 9:19 PM

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Greg Graven, Interim City Administrator/Chief of Police
Interim City Recorder/Evidence Technician/Records
Specialist/Fleet Manager



City of Yamhill

A small taste of Oregon

**CITY OF YAMHILL, CITY COUNCIL MEETING
SPECIAL WORK SESSION Water Study
Monday, March 20, 2023
4:30 PM**

1. CALL TO ORDER:

Mayor Yvette Potter called the meeting to order at 4:34 PM

Roll Call

Present In-Person: Mayor Yvette Potter; Councilors Shea Corrigan, Tim Askey, and Marci Hedin.

Virtual: Council President Kay Echaury

Staff Present In-Person: Greg Graven, Chief of Police/Interim City Administrator/Interim City Recorder, Kim Steele City Clerk/Municipal Court Clerk/Interim Finance & Admin Service Director, Jason Wofford Facility Manager; Kyle Adams Public Works.

Virtual: Ross Schultz City Administrator Pro Tem

2. PRESENTATIONS:

- Special work session with City Council, Tim Tice of OAWU Oregon Association of Water Utilities, and the Yamhill Water Advisory Committee for discussion of the Yamhill Water Rate Study and to schedule a town hall for further discussion.

Jason Wofford introduced Tim Tice Project Manager of OAWU Oregon Association of Water Utilities and the Water Advisory Committee Brain Jensen, Kathy Phillips, and Paul Smoland.

Tim Tice OAWU Oregon Association of Water Utilities
Water Study Presentation

Tim discussed the four year Capital Improvement Plan projects with Public Works for the city.

1. Instillation of new water meters. Tim was happy to hear this project is nearly completed

City Council Special Meeting

March 20, 2023

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with the Kamstrup water meters. Tim feels this will be a much more efficient system with a positive economical impact that will reduce water loss and accurately count the true water usage of customers.

2. Hemlock Street project
3. Third Street project
4. Olive Street project
5. SCADA System project

Tim discussed the issues with the city currently being at a single tier and from his study he recommends the city moving to a multi-tier rate, which he illustrated in the below illustrations.

City of Yamhill Water Rate Study Comparative Options								
General Information								
Single Family Residential (in)	Total #	Total %	Per Unit Delivery	Cash Reserves 2022-23	Cap ImprovePlans	Budget 2022-23		
	523	87%	\$14.34	\$252,000.00	\$363,000.00	\$ 1,134,492.00		
Water Rate Examples								
	Base Rate	% - all users	Allowance	Consumption	CR %	Total %	Total Mo	Cost Change
Existing Rates ¹	\$66.62	48.59%	4000	\$4.71	17%	65.4%	\$66.62	\$ -
First Findings ²	\$66.62	48.59%	4000	\$11.32	51%	100%	\$66.62	\$ -
First Findings ³	\$66.62	48.59%	2000	\$8.93	51%	100%	\$84.47	\$17.58
Base Rate Standard - 50 ⁴	\$78.39	66.36%	4000	\$7.64	34%	100%	\$93.89	\$27.27
Base Rate Standard - 50 ⁵	\$78.39	66.36%	3000	\$9.33	34%	100.36%	\$87.72	\$21.10
Base Rate Standard - 50 ⁶	\$78.39	66.36%	2000	\$7.64	34%	100.36%	\$96.25	\$29.63
Base Rate Standard - 60 ⁷	\$94.07	79.63%	4000	\$7.25	20%	99.63%	\$94.07	\$27.45
1	Not indicative of past budgets, if no change in rates are implemented, revenues will have shortfall of 35 percent							
2	If no change to the current base rates, the consumption rate should be increase from \$4.71 to \$11.32, caution re: larger users							
3	Allowance is lowered to 2000 gallons to show impact on consumption unit rate from \$11.32 to \$8.93, fair approach for all users							
4	Base rate set at 50 percent of budget, meter multiplier applied							
5	Base rate set at 50 percent of budget, lowered allowance by 1000 gallons, reduces consumption rate							
6	Additional step to reduce the allowance, 2000 gallons, further reducing the consumption unit rate							
7	Base rate set at 60 percent of budget, meter multiplier applied, set tier one at \$7.25 per consumption unit							

Table 1: Rate Comparison Current vs Proposed					March 202	
Current Base Rates						
	Residential	Commercial	Outside	Metered	Allowances	

5/8"- 3/4"	\$	66.62	\$	35.82	\$	-		4000
5/8"- 3/4" out			\$	-	\$	80.63		4000
1"			\$	45.47	\$	68.23		
1 1/2"			\$	58.73	\$	88.11		
2"			\$	94.55	\$	141.82		
3"			\$	358.10	\$	537.14		
4"			\$	455.87	\$	683.80		
Tiers	Consumption Units				Tier Cost per Unit			
Tier One	4001+				\$	4.71		
Tier Two	NA							
Tier Three	NA							
Tier Four	NA							
Proposed Rates					Uses Water		Allowances ²	
	Residential	Commercial	Outside	Meter Ratios ¹				
5/8"- 3/4"	\$ 78.39	\$ 94.07	\$ 94.07	1.0 - 1		2000		
5/8"- 3/4" out		\$ 103.48	\$ 94.07	1.0 - 1		2000		
1"		\$ 131.70	\$ 131.70	1.4 - 1		2800		
1 1/2"		\$ 169.33	\$ 169.33	1.8 -1		3600		
2"		\$ 272.80	\$ 272.80	2.9 - 1		5800		
3"		\$ 1,034.78	\$ 1,034.78	11.0 - 1		22000		
4"		\$ 1,316.99	\$ 1,316.99	14.0 - 1		28000		
Tiers	Consumption Units - 3/4-inch ³				Tier Cost per Unit ⁴			
Tier One	4001 - 8000				\$	7.75		
Tier Two	8001- 12000				\$	9.30		
Tier Three	12001 +				\$	11.16		
Tier Four	NA				NA			
Monthly Rate Comparison								
	Current		Proposed			Difference ⁵		
Gallons Used	Res. Water Bill		Res. Water Bill					
4,000	\$ 66.62		\$ 93.89			\$	27.27	
8,000	\$ 85.46		\$ 124.89			\$	39.43	
10,000	\$ 94.88		\$ 140.39			\$	45.51	
1- American Water Works Association standard for meter multiplier (replacement costs)								
2 - Overage charges begin after allowance has been consumed								
3- Tiers structures to coincide with average usages, with each additional step following allowances and meter ratios								
4 - Consumption rates set for inside district limits, with outside rates at 20 percent higher.								
5 - Cost difference for a monthly user inside the district service boundary, using 3/4-inch service, average usage among groups								

Tim talked about a water loss being approximately 28% and by rule the water loss should be at 15%. Tim feels with the new Kamstrup water meters the water usage will be more accurate and the water loss will reduce due to the inaccuracy of the old water meters that were replaced. And

the new water meters will detect leaks assisting in faster leak repairs.
Tim explained the meter multiplier size ratios in comparison to allowance of water flow.

Jason Wofford

Spoke on the concern of revenue loss and how he wants to see improvements in the system.

Jason discussed the recent significant upgrades to the water treatment plant.

Jason wants to initiate upgrades to the (CIP) Capital Improvement Plans and apply for more grant opportunities to benefit the city.

Jason feels it is best to be transparent and inform the community of what the increased cost will be for water rates and have them well informed of the pay increases expected opposed to not applying the increases which will cause failures in the infrastructure resulting in water users not having enough or any water at all.

John Christiansen of AKS Engineering and Forestry asked for Tim Tice to provide him with his report to review for input.

Mayor Potter asked questions regarding consumption rates and costs. Tim advised he is working with Kim Steele on the City budget to determine the factual numbers. And once he has the factual numbers as well as the percentage of water usage for the past six months, he will be able to provide more definitive numbers which will allow the City Council to make a more informative decision on which tier to make.

Mayor Potter and City Council had a discussion on the options Tim Tice presented in his study. Jason Wofford wanted to point out that prior to the past few years there had not been a water rate increase for 13 to 15 years, which has caused the issues with the infrastructure.

Tim Tice's recommendation from his study would be the tier three having a base rate standard of a 3,000 gallon allowance. which would be an increase of \$21.10 cost.

Brian Jensen of the Water Advisory Committee stated he feels that Tim's recommendation of the tier three which include a base of 3,000 gallon proposal seems to be the best solution for the City. The other Water Advisory Committee members present Kathy Phillips and Paul Smoland were both in agreement. Kathy discussed concerns on how she would present this to the members of the water district she is responsible for.

Tim Tice suggested that the users within the water districts should be treated the same way as the users within the city with an added user fee by the City that is currently in place.

Jason Wofford feels that for further transparency, there should be a tie of the cost with the CIP list master plans generated, which will hold the City accountable for cost users are spending.

There was discussion on different ways of notifications to the public on the water rate study and what the increased costs proposals are.

City Council Special Meeting

March 20, 2023

Page 4

Mayor Potter opened the meeting up for public comment with Robert Davis representing (YNA) Yamhill Neighborhood Association and community member Sherry Wilson providing input on the water rate study.

After a complete discussion by City Council, the Water Advisory Committee and community members a conclusion was made that examples of the comparative options presented by Tim Tice will be more definitive after there is a determination of the actual water usage which will be more accurate after the water readings with the new Kamstrup water meters as well as the percentage of water use monthly for the past six months. Tim said he will be able to determine the allowance for the single family usage amounts and have more definitive numbers.

Tim said he will have the updated information on the water rate study comparative options to council by April 12, 2023.

With the decision to have further discussion on the water rate study at the next City Council meeting on April 12, 2023, scheduling a town hall to present the water study to the community will be scheduled after further discussion at the April city council meeting.

Mayor Potter requested the Water Advisory Committee get with the water districts for discussion and input on decisions moving forward with the proposals of the water study comparative options. She requested the discussion to include the usage of the water for residential, farming, and agriculture within each of the water districts.

3. ADJOURNMENT :

Motion to adjourn by Councilor Marci Hedin.

The motion carried by unanimous vote.

Meeting adjourned at 6:32 PM

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Greg Graven, Interim City Administrator/Chief of Police
Interim City Recorder



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL WATER ADVISORY COMMITTEE MEETING Tuesday March 28, 2023 3:00 PM

Minutes

REGULAR MEETING

1. CALL TO ORDER –

Roll Call

Cathy Phillips, Paul Smoland, Jason Wofford, Brian Jensen & Marci Hedin.

Audience: Yamhill Water District Members

Virtual: Pam Kirsch and three others unidentified. Initially locked out of Zoom resolved 35 minutes into meeting.

2. PUBLIC COMMENT –

Patty Pairan –

Patty Spoke about the water study that the City is currently having done. She explained she went back through her old water bills and said it appears there have been yearly increases in the water rates and sewer rates for several years. Explaining that the water rates in comparison to the sewer rates have not been consistent with the dollar amount of yearly increases.

Patty wanted to know who is responsible for the water rate increases and she wanted to know why the water rates were neglected for so many years.

Brian Jensen-

In response to Patty's questions, Brian answered the City Council is responsible for making the decisions on the water rates.

Jason Wofford-

In response to Patty's questions, Jason addressed the recent conversation regarding the proposed water rate increases from his perspective was so Public Works can focus on much needed improvements to the infrastructure. Jason said that he did not know why the rate increases were so minimal in the past and explained that the majority of the user fees was going towards payments on loans opposed to rebuilding infrastructure and it is his intentions to change that with transparency.

Paul Smoland-

In response to Patty's questions, Paul explained that in the past the sewer system was in need of repair and that was the focus.

Jeff of the South Water District-

Jeff's understanding was that a few years ago, he recalled hearing the City Council agreeing to implement an incremental water rate increase due to the user fees not being increased for several years and the need for rebuilding infrastructure.

Jeff explained for the South Water District, the service meter fee increased by almost \$200.00 a month with them being on both 4" & 2" feed lines with the water usage being divided between all users.

Jeff said that he wishes the City Council would stop saying there have not been any water rate increases explaining that there have been increases every year.

Jason Wofford-

Jason explained that 34% of the water rates have been going to debt revenue from loans that went to the new transmission line from reservoir to Yamhill. Jason said that the money has been going towards the debt and not towards improvements and he is wanting to change that and have the money from the proposed new rate increases be allocated to the (CIP) Capital Improvement Plan and not just for the debt still owed.

Robert Davis (YNA) Yamhill Neighborhood Association-

Bob indicated he had questions regarding the sewer water and was told by Brian Jensen that the focus of the meeting and the Water Advisory Committee was not about sewer water. Bob indicated that he would speak with Jason Wofford at a different time regarding the sewer water.

Bob inquired about the non-water district contracts that YNA has been researching and was wondering if they are getting water from the city even though they are not in a district. Bob mentioned users on Dryer Lane as well as other users noting he was able to locate five separate meters in the area of Dryer Lane who are not in a district or in the city limits.

Bob advised that he has been in contact with Cove Orchard, and he was inquiring if Cove Orchard has been in contact with Yamhill about joining in with Carlton and McMinnville on the transmission line project.

Brian Jensen explained that there has not been any discussion with Cove Orchard and advised that they get their water from Gaston.

Bob said that YNA has asked several times in the past year for the Water Advisory Committee to move their meeting to 7:00 PM so that more people would be able to attend after their workday.

Brian Jensen and Kathy Phillips both agree that the best time for the Water Advisory Commission to meet is at 3:00 PM and they are choosing to keep the meeting at the same time in an effort to keep costs down with it being the best time for current committee members to attend.

3. NEW BUSINESS –

A. Discussion with the Water Districts about Water Rates

Water Advisory Committee – Water Districts

There was an in depth discussion by the Water Advisory Committee, Water District representatives and the audience regarding several different option proposals of the water rates for users within the city and in the water districts in an effort to establish reasonable rates for all water users.

Brian Jensen-

Brain explained that there was 1.1 million dollars budgeted for water in the city budget and there was approximately \$550,000 collected from the users.

Brian advised that the Water Advisory Committee is working on ways to improve infrastructure including grant funding opportunities.

Cathy Phillips-

Cathy suggested for the water user to go to a 1,000 gallon flat user fee with a set per gallon charge above the 1,000 gallons.

Brian Jensen-

Brian asked if there would be a way to make changes to the current billing system to accommodate the way users are billed.

Kim Steele-

Kim explained that the City billing program, Muni Billing, can be set up to accommodate however the billing needs to be done.

Members of the Water Districts all agreed that they would like to have a flat meter fee and pay per water usage.

Kathy Phillips- Kathy spoke about having a rate comparison for each of the districts.

Greg Graven- I had to leave from taking minutes to a priority call that lasted for forty minutes. I returned to the meeting as they were wrapping up.

The Water Advisory Committee and Water District users all agreed that they would have a conversation with Tim Tice who is the Project Manager with Oregon Association of Water Utilities and is currently completing a Water Rate Study for the city of Yamhill. All were in agreement that the water rate study and Tim Tice will better assist in answering their questions and provide viable options for the water rates.

Jeff of the South Water District- Jeff expressed a concern for lack of communication to the public on what is taking place in the city with regards to the water projects and the water rate increases.

There was a group discussion regarding different ideas on ways to provide information to the community including the use of social media, the City webpage, the local news paper and mailing out information in the mail and/or hand delivering notices to the community.

4. ADJOURNMENT -

Motion to adjourn and the motion carried by unanimous vote. Meeting adjourned at 4:37 PM

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

Greg
Graven

Digitally signed by: Greg Graven
DN: CN = Greg Graven email = greg.
graven@cityofyamhill.org C = US O
= Yamhill Police Department OU =
Administration
Date: 2023.03.28 23:47:09 -08'00'

ATTEST:

Greg Graven, Chief of Police/Interim City Administrator/Interim
City Recorder

To: Yamhill City Council
From: Greg Graven
Subject: Police Statistics March 2023

Number of Calls:

Number of Calls/Activity:	234
Number of Case Reports:	22
Number of Arrests:	10
Number of Citations:	62
Number of Warnings:	140
Number of Circuit Court Citations:	19

Hours Worked:

Greg Graven	251
Travis Van Cleave	166
AJ Miller	162

Reserves:

Chris Livingston	83
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Miles Driven:

Greg Graven	744
Travis Van Cleave	740
AJ Miller	892

Reserves:

Chris Livingston	205
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April is:
SAAM
(Sexual Assault Awareness Month)

Henderson House has served survivors of domestic violence and sexual assault in Yamhill County since 1981. Support our work this April by participating in these SAAM events:



Wednesday, April 5th (4pm–7pm)

Henderson House Advocacy Center SAAM Open House

Come visit our staff and learn more about our services and impact at our SAAM open house. Food and beverages will be provided.



Saturday, April 15th (10am)

"Walk A Mile (in her shoes)"

Linfield University's Pi Kappa Alpha fraternity is hosting their annual fundraiser at the campus quad to benefit Henderson House.



Tuesday, April 18th (5pm–11pm)

McMenamins Hotel Oregon "Friends & Family Night"

50% of ALL food and beverage sales will be donated to Henderson House, including to-go orders and DoorDash sales.



Thursday, April 27th (7:30pm)

Linfield University's opening night performance of "Hurricane Diane"

at Marshall Theatre in Kenneth W. Ford Hall on the Linfield campus. Proceeds from this performance will be donated to Henderson House.



24-Hour Crisis Line: (503) 472-1503



www.HendersonHouse.org



Office Phone: (503) 472-0244



Advocacy Center: 610 SE First Street, McMinnville



toward a violence free life

In-Kind Donation Needs and Alternative Donation Sites

FOOD

New and unused items only please

- Beverages (coffee & tea)
- Kids Snacks & Drinks
- Pantry Staples (Sugar & Creamer, Butter)
- Peanut Butter

HYGIENE ITEMS

New and unused items only please

- Personal Toiletry/Shower Caddy**
- Hairbrushes
- Shampoo/Conditioner (Full Size)
- Shower Soap & Body Wash
- Lotion & Deodorant
- Tampons & Pads
- Razors & Shaving Cream
- Toothbrushes & Toothpaste**

CLEANING PRODUCTS

New and unused items only please

- Disinfecting Wipes**
- Dishwasher Soap
- Laundry Soap (Regular & Sensitive Skin) **
- Dryer Sheets (Regular & Sensitive Skin) **
- Cleaning Sprays
- Dish Soap**
- Hand Soap
- Brooms & Dustpans
- Sponges & Rags
- 13-Gallon Trash Bags

LINENS & BEDDING

- Towels**
- Hand Towels**
- Wash Cloths**
- Sheet Sets for Twin- & Full-Size Beds
- New Pillows

PAPER GOODS

- Kleenex
- Toilet Paper**
- Paper Towels**
- Paper plates, bowls, cups
- Napkins
- Packaged Printer/Copier Paper- White 20#

CHILDREN ITEMS

- Diapers – Size 4 and up
- Wipes
- Baby Shampoo & Soap (Regular & Sensitive Skin) **
- Formula

KITCHEN ITEMS

- Freezer & Storage Bags – All Sizes
- Foil
- Saran Wrap
- Tupperware
- Plates & Bowls
- Pots and Pans/Mixing Bowls
- Casserole Dishes
- Measuring Cups & Spoons
- Baking Sheets
- Oven Mitts
- Mugs & Glasses
- Can Openers

MISCELLANEOUS GIFT CARDS

- Gas Cards (\$10/\$25 increments) **
- Bus Passes** – Yamhill County Transit/
www.ycbus.org
503.474.4900
- Grocery Store Gift Cards**
- Movie Theater Gift Cards**

BATH SUPPLIES

- Shower Curtains
- Bathtub/Shower Non-Slip Mats
- Shower Caps

SURVIVING TO THRIVING START-UP KITS

New and unused items only please

- **Children's Night Time Kit**
Night Light, PJ's, Blanket, Stuffed Animal, Bedtime Book, Bath Towel & Rubber Ducky, Shampoo & Bubble Bath
- **Bathroom Kit**
Bath Rug Set, Shower Curtain, Shower Curtain Rod & Hooks, Bath Towel Sets, Shower Kit (Shampoo, Conditioner, Soap & Razors)
- **Hispanic Kitchen Kit**
20 Qt. Stock Pot, 10.5 Cast-Iron Griddle, Tortilla Press and Warmer, Spice Grinder, Dish Set, Silverware, Set of Glasses
- **Kitchen Kit**
Cookware, Bakeware, Dish Set, Silverware, Set of Glasses, Cooking Utensils, Toaster, Coffee Maker

**** Indicates priority need for our organization.**

If there are items you want to donate which are not on the list, please contact **503.472.0244** between the hours of 10am-3pm M-F to see if we can accept it.

Due to limited storage space, Henderson House DOES NOT accept the following items:

- * Opened or used toiletry items
- * Furniture, cribs and mattresses

Exceptions can be made depending on condition and manager approval

- * Large electronics and appliances

- * Used Toys

- * Open or used cleaning products

- * Books

- * Stuffed animals

- * Any item not in good condition

Alternative Donation Sites

Donation sites suggest calling or checking their specific web-site or Facebook page to determine if they accept the items you may want to donate.

Aftermath Thrift Store

Address: 615 NW Lafayette Ave. #615b, McMinnville OR. 97128

Phone Number: 503-857-0541

City Outreach Ministries

Address: 1300 SE Brooks St., McMinnville OR. 97128

Phone Number: 503-434-4392

The Salvation Army

Address: 1950 SW 2nd. St., McMinnville OR. 97128

Phone Number: 503-472-1009

Yamhill County Gospel Rescue Mission

Provides food, shelter and HOPE for the soul through the love of Jesus Christ

Address: 1340 NE Logan St., McMinnville OR 97128.

Phone Number: 503-472-9766

Donations: Men & Women Clothing, Tents & Tarps, Twin & Full Bed Sheet Sets, Large Back Packs

St. Vincent DePaul Thrift Store

Address: 435 SE Baker St., McMinnville OR. 97128

Phone Number: 503-472-6216

Juliette's House

Address: 1075 SW Cedarwood Ave., McMinnville OR. 97128

Phone Number: 503-435-1550

Love INC of the Newberg Area

Connects people in need with local churches and service agencies who can help them.

Address: 200 S. College St., Newberg OR. 97132

Phone Number: 503-537-3999

Hours: Monday-Thursday 10am-1pm

Habitat for Humanity ReStore

Address: 1040 SE 1st St, McMinnville OR 97128

Phone: 503-434-6810

Donation Hours: By appointment only on Wednesdays and Saturdays,

Donations: Accepts new or used building supplies, appliances, and many other items.

City of McMinnville Library

Address: 225 NW Adams St., McMinnville OR 97128

Phone Number: 503-435-5565

Donation Hours: Call for donation time

Donations: Books, CDs, DVDs, Sheet Music



In-kind Donations Needs

Henderson House only accepts new items for donation

GIFT CARDS

- ☐ Gas Card
- ☐ Bus Passes (www.ycbus.org)
- ☐ Grocery Store Gift Card

HYGIENE ITEMS

- ☐ Shower Caddy
- ☐ Hairbrushes
- ☐ Shampoo/Conditioner
- ☐ Shower Soap
- ☐ Body Wash
- ☐ Lotion
- ☐ Deodorant
- ☐ Tampons & Pads
- ☐ Razors
- ☐ Shaving Cream
- ☐ Toothbrushes
- ☐ Toothpaste
- ☐ Shower caps

CLEANING PRODUCTS

- ☐ Disinfecting Wipes
- ☐ Dishwasher Soap
- ☐ Laundry Soap
- ☐ Dryer Sheets
- ☐ Cleaning Sprays
- ☐ Dish Soap
- ☐ Hand Soap
- ☐ Brooms & Dustpans
- ☐ Sponges
- ☐ Cleaning Towels
- ☐ 13-Gallon Trash Bags
- ☐ Small Trash Bags

PAPER GOODS

- ☐ Kleenex
- ☐ Toilet Paper
- ☐ Paper Towels
- ☐ Paper Plates
- ☐ Paper Bowls
- ☐ Paper Cups
- ☐ Napkins
- ☐ Printer/Copier Paper

CHILDREN'S ITEMS

- ☐ Diapers
- ☐ Wipes
- ☐ Baby Shampoo & Soap
- ☐ Kids Shampoo & Conditioner
- ☐ Formula
- ☐ Night Light
- ☐ Pajamas
- ☐ Blankets
- ☐ Bubble Bath

BED & BATH

- ☐ Bath Towels
- ☐ Hand Towels
- ☐ Wash Cloths
- ☐ Sheet Sets (Twin/Full)
- ☐ Pillows
- ☐ Bath mat
- ☐ Shower Curtains
- ☐ Shower Rod & Hooks
- ☐ Bathroom Trash Can

KITCHEN ITEMS

- ☐ Ziploc bags
- ☐ Foil
- ☐ Plastic Wrap
- ☐ Tupperware
- ☐ Plates & Bowls
- ☐ Pots and Pans
- ☐ Mixing Bowls
- ☐ Casserole Dishes
- ☐ Measuring Cups & Spoons
- ☐ Baking Sheets
- ☐ Oven Mitts
- ☐ Mugs & Glasses
- ☐ Can Opener
- ☐ Silverware
- ☐ Cutting Knives
- ☐ Cooking Utensils
- ☐ Toaster
- ☐ Coffee Maker
- ☐ Teapot
- ☐ Blender
- ☐ Cutting Boards
- ☐ Tortilla Press
- ☐ Cast-Iron Griddle
- ☐ Molcajete
- ☐ Kitchen Towels
- ☐ Kitchen Trash Can

www.HendersonHouse.org

Office/ Oficina: (503) 472-0244

24 Hour Crisis Line/ Línea de crisis 24 horas: (503) 472-1503

Advocacy Center: 610 SE First Street, McMinnville, OR 97128

Office Hours/ Horas de Oficina: Mon. – Fri./ Lunes – Viernes, 9am – 5pm

**April is
Child Abuse
Prevention
Month**

