



**City of Yamhill**  
A small taste of Oregon

**Yamhill City Council**  
**2024/25 Budget**  
**Goal Setting Work Session**

**January 24, 2024**

**4:30 pm**

Date January 17<sup>th</sup>, 2024  
To Yamhill City Council  
From Ross Schultz  
Through Greg Graven, Interim City Administrator  
Subject Jan. 24<sup>th</sup>, 2024 Goal Setting Work Session

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Your Honor, Council Members,

Attached, please find 4 documents for proposed discussion at the upcoming goal setting session;

Doc. 1. Dated Jan. 6<sup>th</sup> 2023 is a recap of last years goal setting session. I would propose we update this document if needed.

Doc. 2. A list of Staff goals for the 2023/24 Budget their priority and a brief status recap. *(At the Work Session, staff will review this document with Council and answer any questions Council may have.)*

Doc. 3 Is a staff review of Yamhill's current financial status

Doc. 4 Is a copy of the current Draft budget Calendar

Below is the proposed agenda for the 24<sup>th</sup> Work Session;

- Open Meeting and Council Role Call 5 Mins
- Council Comments or Updates to the Agenda 5 Mins
- Review/ Update 23/24 Vision and Goals (Doc. 1.) 10 Mins
- Staff review of 2023/24 Budget goals (Doc.2) 30 Mins
- Financial review Actual to Plan 2023/24 (Doc.3) 15 Mins
- Managers present depart. Strength Opportunities and Threats (SWOT) 15 Mins
- Council discussion of 2024/25 Budget goals. 30 Mins  
*(things you would like to see happen in the 24/25 Budget year)*
- Review Budget Calendar (Doc. 4) 5 Mins
- Adjourn

## City of Yamhill

Jan. 6<sup>th</sup>, 2023

At the work Session on January 26<sup>th</sup> Council reviewed the Budget Process being proposed by Contractor, Ross Schultz and Discussed important issues to be included in the 2023 Budget process. Mr. Schultz wrote the important points on a Tablet as Council discussed them. Here is a copy of those points discussed by Council;

When Council Discussed their vision for the city in 20 years;

1. Bring People to town
2. Family Orientated
3. Historical
4. Senior Services
5. Solid Infrastructure
6. Eat With Your Eyes
7. Differentiation – Branding
8. Nature trails
9. Community Gardens
10. Dog Park
11. Events
12. Family

When Council discussed major projects that needed to be done for the city in next 1 – year

1. Improve Communications
  - a. Externally, Social Media presence (Dayton's App.)
  - b. Internally – Staff to Council and Council to Staff
2. Water Storage and Supply
3. Storm water review (House Flooding)
4. Sanitary improvements
5. Side walk Improvement
6. Facility maintenance system

When Council Discussed next 18 months priority

1. Communications – Internal and External
2. Develop a project plan and a way to status it.
3. Ask planning commission to work on an old town overlay
  - a. Protect historic buildings
  - b. Bring business to Old town
4. Code Enforcement
5. On-Line Water Meters
6. Tools for Ops (make sure staff has tools to do the job)

Doc. 2

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Budget Goals 2023 - 24  
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Dept.	Project	Pri	Resp.	Est. \$	Fund	Begin	Complete
Admin.	Phone menu to screen calls to optimized time spent on phone - direct calls to non-urgent county dispatch for Police. Direct calls for paying bills to automated payment program, etc.	1	23-CH-1 Phone System - Project Initiation Sheet	\$232.71 Monthly	General Fund	2/1/2023	10/20/2023
Admin.	better/faster way for meter reading and reviews of reads - radio read meters	1	23-PW-2 Kamstrup Water Meter Replacement - Project Initiation Sheet	166,000	Water/Water Debt	1/10/2023	On Going
Admin.	o optimization of monthly billing to optimize staff time - paper folder and envelope stuffer for monthly bills – could rent machine like Pitney Bowes postage machine	1	Contract with Muni Billing	\$375.00 Monthly	Water & Sewer	4/1/2023	On Going
Admin.	Delinquent Water Payment Process - Project Initiation Sheet	1	23-C-2 Delinquent Water Payment Process - Project Initiation Sheet		General/Water Fund	3/8/2023	On Going
Admin.	Delinquent UTC Uniform Traffic Citation Payment	1	23-CH-2 Delinquent UTC Payments - Project Initiation Sheet		General Fund	1/26/2023	On Going
Admin.	The City of Yamhill Oregon as a designated Historic District	1	23-C-1 The City of Yamhill Oregon as a designated Historic District - Project Initiation Sheet			1/11/2023	On Going
Admin.	Legal Services Engagement with Beery, Elsner & Hammond llp	1	23-C-4 Legal Services Engagement with Beery, Elsner & Hammond LLP - Project Initiation Sheet	10,924	Legal / Admin	2/8/2023	On Going
Admin.	Legal Services with Acuity Forensics	1	23-C-5 Legal Services with Acuity Forensics - Project Initiation Sheet	34,022	Legal / Admin	2/8/2023	On Going
Admin.	Update Current Planning & Land Use Filing Fees	1	23-C-6 Update Current Planning & Land Use Filing Fees - Project Initiation Sheet	-	All	1/26/2023	On Going
Admin.	Contract Services for Consulting on Grant Funding and Grant Writing	1	23-C-7 Contract Services for Consulting on Grant Funding and Grant Writing - Project Initiation Sheet		All	2/17/2023	On Going
Admin.	Class Wage Step Grade Scale 2023	1	Set up Class Wage Step Grade Scale by Resolution R-811	-	General Fund	8/1/2023	On Going
Admin.	o Land and Water Conservation Fund Grant – 50% match	1					
Admin.	o Local Government Grant Program – 20% match	1					
Admin.	o Recreational Trails – max request of \$150,000 with 20% match	1					
Admin.	· Optimized City Hall functions – online bill pay, updated website – making things more convenient to residents	1	23-C-3 Muni Billing MaaS Merchant Online Billing - Project Initiation Sheet	\$1,569.60 Annually	Water & Sewer	2/8/2023	On Going
Admin.	· Economic development loans	1					
Admin.	· Oregon Main Street Revitalization Grant – 30% matching funds, awards up to \$200,000	1					
Admin.	· Diamonds in the Rough Grant – 1:1 match, awards up to \$200,000	1					
Admin.	· Transient tax	1					
Admin.	· More open collaboration and communication with the City, and employees providing a more efficient Infrastructure.	1	Monthly Staff/Admin Meetings. Monthly Staff Report to City Council	-	N/A	1/1/2023	On Going
Admin.	· Working with the City Budget for financial sustainability of the City.	1	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023
Admin.	· Housing and Livability including home maintenance, abandoned homes, abandoned vehicles, improvements in the business district.	1	23-C-1 The City of Yamhill Oregon as a designated Historic District - Project Initiation Sheet			1/11/2023	On Going
Admin.	· Team building gatherings.	1	Monthly Staff/Admin Meetings. Monthly Staff Report to City Council	-	N/A	1/1/2023	On Going
Admin.	· Time and funding for opportunities to attend conferences and other gatherings for networking and information sharing.	1					
Admin.	· Tablets for council and commissions to reduce paper costs and staff time organizing and collating paper	2	Purchased Two Tablets for City Council \$199.00/New Television for Agenda/Notifications \$481.88	681	General Fund	4/1/2023	4/1/2023
Admin.	· Budgeted amount for overtime to prevent accumulation of comp time and pay comp time down.	2	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023
Admin.	· Development of trails and parks to pull in tourists	2	Working with YDA on Grant Funding to Update Jane Heinrich Park			3/1/2023	On Going
Admin.	· CAD/RMS system upgrade conversation to the "cloud." Working on County wide quote right now with a small impact on local cities. No timeline as to when in the discussion phase.	2					
Admin.	· Improvements to the business districts.	2	23-C-1 The City of Yamhill Oregon as a designated Historic District - Project Initiation Sheet			1/11/2023	On Going

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Admin.	Promoting safer roadways in the community. More visible signage for motorists, LED reader board signs etc.	2						
Admin.	Collaboration with committee teams for improvements to the City.	2	Monthly Staff/Admin Meetings. Monthly Staff Report to City Council	-	N/A	1/1/2023	On Going	
Admin.	Collaboration with the Yamhill Carlton School District for our children.	2	Monthly Meetings w/ School District Staff	-	N/A	7/14/1905	On Going	
Admin.	Community Citizen involvement for events and networking. Set up new committee roster	2						
Admin.	Community Library at City Hall	4	23-CH-3 Community Book Library at City Hall Commemorating George Amiel - Project Initiation Sheet	-	Free	3/8/2023	On Going	
Admin.	Long term savings - Community Center or other public facilities	4						
Admin.	Structures or other facilities for the park	4						
Admin.	Money for YDA for free community events	4	Attending YDA Yamhill Downtown Association Meetings Working w/ Community Heart & Soul/Grants			4/1/2023	On Going	
Admin.	Donations to Henderson House, Yamhill Co. Mediators, YDA, Homeward Bound Pets, Yamhill Co. Transit, Juliette's house, Chehalem Youth & Family Services, etc.	4	Attending Monthly Meetings/Networking/Collaboration	-	N/A	1/1/2023	On Going	
Admin.	Incentives for gaining certifications and years of service.	4						
Comm.	Community Garden	2						
Comm.	Dog Park	3						
PD	Updated Equipment Body armor for the Police Department/Update the Firearms Range.	1	Pricing for Body Armor \$1,600.00 x 5=\$8,000.00/Updates to Range \$4,000.00	12,000	General Fund	1/1/2023	On Going	
PD	2019 Dodge Charger has a remaining balance of \$7,534.77 – This loan has one payment left that is due on 3/09/2023.	1	Paid Off	7,535	General Fund	2/8/2023	3/9/2023	
PD	2020 Dodge Durango has a remaining balance of \$31,258.63 – The next payment of \$11,264.00 is due on 12/21/2022.	1	Paid Off 23-YPD-3 Fleet Vehicle Dodge Durango Payoff - Project Initiation Sheet Resolution R802	31,259	General Fund	2/8/2023	5/17/2023	
PD	Having equipment and a team to run and work the technical aspect of IT so that our department can run smoothly in regards to that	1	Working w/ ISOutsource Getting All Equipment Up to date/Firewall/CAT6 Cable/New Camera System	83,456	General Fund	1/4/2023	On Going	
PD	For me I guess the biggest thing would be a new patrol vehicle. The 2009 and 2010 Chargers are up there in mileage, and they are both becoming more expensive to maintain.	1	23-YPD-2 Fleet Vehicle Lease - Project Initiation Sheet Purchase 2023 Dodge Durango	54,929	General Fund	2/8/2023	12/8/2023	
PD	YPD Accreditation	1	23-YPD-5 YPD Accreditation - Project Initiation Sheet	1,029	Dues	3/8/2023	On Going	
PD	Tasers Outdated, most equipment purchased by employees including firearms, handcuffs, batons, etc. Body armor expiration in July 2025.	2	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023	
PD	Fleet Vehicle(s)	2	23-YPD-2 Fleet Vehicle Lease - Project Initiation Sheet	54,929	General Fund	2/8/2023	12/8/2023	
PD	Radio system will soon be updated. No timeline as to when in the discussion phase.	2	No Further Updates as of 12/20/2023					
PD	Hiring for more Reserves to fill the Reserve pool. Hiring a fourth Full Time Police Officer / School Resource Officer Position.	2	23-YPD-4 Reserve Hiring Pool - Project Initiation Sheet Applicant Completing Backgrounds	1,190	Police	1/6/2023	On Going	
PD	Countywide task forces-staff intensive so OT costs to cover assistance/participation on those teams when needed.	2	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023	
PD	Set up an agreement with the Newberg Dundee Police Department on a user agreement and fee for utilizing their computer forensic software for investigations.	2	No Further Updates as of 12/20/2023					
PD	Proactive City Ordinance Code Violation Enforcement Resolution R801	2	23-YPD-1 Proactive City Ordinance Code Violation Enforcement - Project Initiation Sheet R801	-	N/A	1/13/2023	On Going	
PD	INMAR Drug Take-Back Program	3	23-YPD-6 INMAR Drug Take-Back Program - Project Initiation Sheet	-	Free	6/15/2023	On Going	
PD	New City Hall / Police Department / City Council / Public Works buildings.	4	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023	
PD	Vehicle Maintenance Budget at 58.41% on 12/20/2022	4	Update Fleet w/ New Purchase R801/Separate Line item in budget for fuel @ \$12,000.00	10,000	General Fund	7/1/2023	On Going	
PD	2009 Dodge Charger Auction 05/27/2023 \$2,750.00	4	23-YPD-2 Fleet Vehicle Lease - Project Initiation Sheet	31,259	General Fund	2/8/2023	5/27/2023	
PD	2010 Dodge Charger	4	Backup Fleet Vehicle					
PD	2016 Dodge Charger	4	Backup Fleet Vehicle					
PD	2019 Dodge Charger is Paid off	4	Fleet Vehicle					
PD	2020 Dodge Durango Paid off Resolution R802	4	Fleet Vehicle/23-YPD-3 Fleet Vehicle Dodge Durango Payoff - Project Initiation Sheet Resolution R802		General Fund	2/8/2023	5/17/2023	

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PD	2009 Dodge Charger is paid off Auction 05/27/2023 \$2,750.00	4	23-YPD-2 Fleet Vehicle Lease - Project Initiation Sheet		General Fund	2/8/2023	5/27/2023
PD	2010 Dodge Charger is paid off	4	Backup Fleet Vehicle				
PD	2016 Dodge Charger is paid off	4	Backup Fleet Vehicle				
PD	2023 Dodge Durango	4	23-YPD-2 Fleet Vehicle Lease - Project Initiation Sheet	54,929	General Fund	2/8/2023	12/8/2023
PD	Vehicles, gear, training resources, to add into the mix; having a larger budget to pay out overtime/comp time/xmas bonus (for lack of better wording).	4	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023
PD	A sound building and place we can call home (ie the PD) would be my next item up for bid	4	Contract w/ Ross Schultz Budget Manager 2024-2025 Budget	6,582	General Fund	12/13/2023	06/31/2023
PD	Adding a fourth position to the team would be my last request.	4	No Further Updates as of 12/20/2023				
Plan	Transportation and Growth Management Program Planning Grant (TGM) for Transportation System Planning Update – awards amounts range between \$100,000 and \$250,000 with a match of 12%	1					
Plan	Technical Assistance Grants for update to Comprehensive Plan, local land use ordinances or other planning compliance projects – no match required but recommended	1					
Plan	SDC Review due this year per Resolution R-753 – AKS Engineering review CIP lists and update, Donovan Enterprises, Inc. will produce update, AKS said it would be less than \$28,000	1					
PW	Upgrades to Public Works Buildings	1	23-PW-1 Upgrades to Public Works Buildings - Project Initiation Sheet	11,186	General Fund	1/3/2023	1/12/2023
Sewer	(2) fix inflow and infiltration on three major lines and three manholes	1	Ore vac has been scheduled for March	3,000	sewer fund	3/1/2024	On Going
Sewer	Public works would also like to work on one CIP listed item for wastewater. That project is surface aerators.	1	changed				
Sewer	Goals for cities storm system	1	safety and signs	11,500	street/sidewalk fund	8/1/2023	On Going
Sewer	(1) install catch basin @ 2nd and Cedar	1	replaced and added new catch basins and storm system	38,000	sewer fund	9/1/2023	11/1/2024
Sewer	CIP goal for storm system, Yamhill creek to East 3rd street	1	still looking at cost estimates	15,000	sewer fund	5/1/2024	On Going
Sewer	(1) installing an xio system	2	public works did away with xio	1,000	sewer fund	1/1/2020	discountined
Sewer	(3) rebuild are C12 building	2	part of new lift station design	3,000,000	sewer fund	9/1/2023	On Going
Storm	Stormwater drainage for the area Southeast Yamhill Neighborhood. Excessive Flooding of streets and houses during heavy rains.	1					
Streets	(1) replace 200'linear ft. of sidewalk off of Hwy 47 in front of the high school	2	Parker construction	6,000	sidewalk fund	8/1/2023	9/1/2023
Streets	(1) overlay 800'linear ft. of road from 1st street to Larch	2	legacy paving	3,000	streets fund	3/1/2024	On Going
Streets	CIP project, East main street RFB crossing	2					
Streets	Possible issues that may arise one being are permitting having any changes occurring from DEQ. The second for public works would be any unknown issues with the scada system/MCC panel. The third issue would be equipment failure Backhoe utility truck etc.	2	deq	-	sewer fund	8/1/2023	On Going
Water	(1) Install two new valves on Hwy 47	1	king and sons	48,000	water fund	8/1/2023	10/1/2023
Water	(2) purchase a stand by raw water pump	1	fergusen	4,900	water fund	11/1/2023	12/1/2023
Water	(3) getting the reservoirs cleaned and inspected	2	clean vision	10,000	water fund	9/1/2022	On Going
Water	(4) install 30 new Kamstrup meters on route one	2	23-PW-2 Kamstrup Water Meter Replacement - Project Initiation Sheet	166,000	Water/Water Debt	1/10/2023	On Going
Water	(5) upgrading two fire hydrants on Hwy 240	2	king and sons	10,500	water fund	11/1/2023	11/28/2023
Water	Public works also would hope to complete one major project on the CIP list. That project has been identified as E.3rd water improvements. Keep in mind council these are only short-term goals.	2	lawson corp	182,000	water fund	10/1/2023	1/1/2024

Doc. 3

**City of Yamhill**  
2023/24 Budget Review  
Jan. 15<sup>th</sup>, 2024

As of December 30<sup>th</sup> 2023, a review of the Budget to Actual for all funds shows the following Highlights; (This review is Pre Audit)

1. From review of our expenditures by fund to date and a projection for the rest of the fiscal year, it does not appear that we will require a supplemental budget. This same review will be performed again in May to update this finding.
2. At this time the general fund tax collections appear to be running slightly behind. However, there is another large some of receipts that come in in March. We will review this account at that time.
3. It appears we have caught up with our PERS "back" contributions. Staff will update Council at the 24<sup>th</sup>.
4. Payroll expense seems to have a positive variance at this time should there be any additional PERS catch up we have the money available in the budget.
5. Sewer Fund is collecting user fees right on projection and the Water Fund is running better than Budgeted.
- 6.

Doc. #

### City of Yamhill 2024/25 Budget Proposed Budget Calendar

<u>Date</u>	<u>Task</u>
Jan. 24th	Goal Setting
Feb 14th	Appoint Budget Officer Approve Budget Calendar
Mar. 27th	Budget Committee - Non-Mandatory Budget Process Review Meeting Not a public meeting no testimony taken
Mar 18th	Publish First Budget committee meeting Notice
April 3rd	Publish Second Meeting Notice
April 12th	Budget committee receives budget
April 17th	Budget Committee Meets to Receive Budget Message and First Budget meeting
April 24th TBD	Second Budget Committee Meeting - Approve Budget Pass Resolution
May 1st	Publication of Notice of Approved Hearing
May 8th	Council Holds Public Meeting on 2022/23 Budget (Approved by Budget Committee)
TBD	Supplemental Budget if Required
June 14th	Council Adopts Budget Sets appropriations at regular meeting