



# City of Yamhill

A small taste of Oregon

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## Council Meeting Packet

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November 12, 2025,  
6:30 p.m.



# City of Yamhill

A small taste of Oregon

## ORDINANCE DO25.03 (O-546)

### **AN ORDINANCE AMENDING YAMHILL MUNICIPAL CODE SECTION 1.16.020 RELATING TO MEMBERSHIP OF THE CITY OF YAMHILL PLANNING COMMISSION AND DECLARING AN EMERGENCY.**

WHEREAS, Yamhill Municipal Code (YMC) Section 1.16.020 prescribes the membership composition of the Planning Commission for the City of Yamhill, Oregon; and,

WHEREAS, the Yamhill City Council desires to amend, clarify and specify the required composition of the City of Yamhill Planning Commission.

### **NOW, THEREFORE, THE CITY OF YAMHILL ORDAINS AS FOLLOWS:**

SECTION 1. Section 1.16.020 of the Yamhill Municipal Code is hereby amended to read as follows:

#### “1.16.020 Membership

The Commission shall consist of five members who are not officials or employees of the City, not more than two (2) of which may be nonresidents of the City. Nonresidents must live within five miles of the Yamhill City limits and live within the 97148 Zip Code. The Mayor and City Council shall not be entitled to sit with the Commission and take part in its discussions and shall not have the right to vote.”

Section 2. Codification. The City Recorder is hereby directed to codify this ordinance as a part of the Yamhill Municipal Code.

Section 3. Emergency. The City Council for the City of Yamhill deems it necessary for the preservation of the health, peace, and safety of the City of Yamhill that this Ordinance take effect at once, and therefore an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Signed:

\_\_\_\_\_  
Shea Corrigan, Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Angie Fowler, City Recorder

\_\_\_\_\_  
Date

First Reading:

Second Reading:

	<u>AYE</u>	<u>NAY</u>
Askey	_____	_____
Kind	_____	_____
Featherston	_____	_____
Pairan	_____	_____
Corrigan	_____	_____



## **CITY COUNCIL MEETING MINUTES**

The council held a public hearing for the first reading of draft ordinance 25.03, which would allow appointing two planning commissioners from outside the city. They approved the Consent Agenda and reviewed department reports, highlighting water usage improvements, a new stop sign installation, and ongoing projects like the water tank expansion and stormwater management. The council also appointed Carol Pendergast to fill the Planning Commission Pro Tem position and will consider all applicants next meeting to fill the three 2026-2028 terms.

**I. CALL TO ORDER** Mayor Corrigan called the meeting to order at 6:34 p.m.

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**ROLL CALL**

**Present, In-Person:** Mayor Shea Corrigan  
Councilors: Tim Askey, Chris Featherston, Patty Pairan

**Staff Present, In-Person:** Chief Greg Graven, Police Department.  
Jason Wofford, Public Works Facilities Manager; Angie Fowler, City Recorder

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**II. FLAG SALUTE** The mayor led the Pledge of Allegiance.

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**III. PUBLIC COMMENT** Public Comment was received by:  
Bob Davis, YNA, Yamhill, OR

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**IV. AGENDA UPDATES OR ADDITIONS** There were no updates to the agenda.

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**V. CONSENT AGENDA** A) 9-10-25 City Council Meeting Minutes

**A MOTION TO APPROVE THE CONSENT AGENDA**

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**ROLL CALL:** Motion introduced by Tim Askey and seconded by Patty Pairan

**Ayes (4):** Corrigan, Askey, Featherston, Pairan

**Nays (0):** None

The motion carried.

**VI. ORDINANCE  
HEARING & FIRST  
READING**

A) DO25.03 An Ordinance Updating and Amending Municipal Code 1.16.20 Relating to the Membership of the Planning Commission.

The council held a public hearing for DO2503. The public was given the opportunity to comment on the proposed ordinance. There were no comments, in-person, online, or via submitting correspondence to the City Recorder.

**A MOTION TO CLOSE THE PUBLIC COMMENT PORTION OF THE HEARING**

**ROLL CALL:** Motion introduced by Tim Askey and seconded by Patty Pairan

**Ayes (3):** Corrigan, Askey, Pairan

**Nays (0):** None

The motion carried.

The council discussed the ordinance.

**A MOTION FOR THE FIRST READING BY TITLE ONLY OF DRAFT ORDINANCE 25.03.**

**ROLL CALL:** Motion introduced by Shea Corrigan and seconded by Tim Askey

**Ayes (2):** Corrigan, Askey

**Nays (1):** Pairan

The vote was not unanimous, and the ordinance will require a second reading at the November 12, 2025, council meeting.

\*Councilor Featherston was called out for a fire at 6:50 pm and returned after the hearing/vote at 6:58 pm



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**VII. DEPARTMENT REPORTS**

A) Administration

1. City Administrator PowerPoint
2. Financial Report
3. City Staff Report

City department reports were included in the PowerPoint presentation and the packet.

B) Police Department

The police statistics and staff report were included in the packet.

C) Public Works

Jason Wofford, the Facilities Manager, answered questions regarding public works. The public works report was included in the packet.

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**IX. COMMITTEE REPORTS**

A) Economic Development Committee

The EDC chair was not in attendance. The staff liaison updated the council on their work design standards for building in the Central Business District.

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**X. COUNCIL REPORTS**

A) Mayor

Mayor Corrigan reported on his work during the City Administration Reports.

B) Council

Councilor Pairan updated the council on her work regarding the Y/C Newsletter

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**XI. UNFINISHED BUSINESS**

A) Park Fee Ordinance Discussion (Tabled until the Parks Master Plan is complete.)

B) Lighting Ordinance (Tabled until reviewed with the legislative amendments.)

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**XII. NEW BUSINESS**

A) Consider Selling of Small City-Owned Property to an Interested Party

**A MOTION THAT STAFF RESEARCHES TO SELL THAT FLAG LOT DRIVEWAY. THE RESEARCH INCLUDING ACCESS TO THE CITY LAWYERS AND PLANNER AS NEEDED.**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Patty Pairan

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**Ayes (4):** Corrigan, Askey, Featherston, Pairan

**Nays (0):** None

The motion carried.

B) Consider Updating Water Utility Payment Ordinances/Policies

**A MOTION THAT WE DIRECT STAFF TO GIVE US A DRAFT PROPOSAL WITH UPDATED WATER UTILITY PAYMENT ORDINANCES AND POLICIES.**

**ROLL CALL:** Motion introduced by Chris Featherston and seconded by Patty Pairan

**Ayes (4):** Corrigan, Askey, Featherston, Pairan

**Nays (0):** None

The motion carried.

C) Consider New Application for Planning

**A MOTION TO APPOINT CAROL PRENDERGAST TO THE PLANNING COMMISSION**

**ROLL CALL:** Motion introduced by Patty Pairan and seconded by Chris Featherston.

**Ayes (4):** Corrigan, Askey, Featherston, Pairan

**Nays (0):** None

The council will review applications again next month to decide on who will fill the three (3) upcoming term expirations.

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**XIII. INFORMATION/  
ANNOUNCEMENTS**

A) City/County Dinner Newberg November 5th at 6:00 pm (RSVP by 10/20)

B) October is Breast Cancer Awareness Month - Paint it Pink, Yamhill!

C) Bingo Night at the Larson House for Yamhill Downtown Holiday Lights:  
October 16th and November 13th at 5:30 p.m.



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**ADJOURNMENT**

The meeting adjourned at 7:51 p.m.

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Signed,

\_\_\_\_\_  
Shea Corrigan  
Mayor, City of Yamhill

Attest:

\_\_\_\_\_  
Angie Fowler, City Recorder





## CITY HALL STAFF MONTHLY REPORT

**OCTOBER 2025**

Department	Activity
CITY CLERK/STAFF MANAGER	<ul style="list-style-type: none"><li>• Applied/received speed grant</li><li>• Applied/received seatbelt grant</li><li>• Applied/received distracted driving grant</li><li>• Applied/received DUII grant</li><li>• Purchased Candy/Ghosts for and attended Trunk or Treat</li></ul>
FINANCIAL MANAGER	<ul style="list-style-type: none"><li>• Attended Oregon Finance Officers Association conference in Eugene</li><li>• We received notification that the COPS grant that I wrote for in July was awarded in the amount of \$125,000.00 to be spread out over the next 3 years. This will help with the General Fund expenses.</li><li>• Reconciled the Yamhill Checking, LGIP, Municipal Court and Utility Billing accounts</li><li>• Coding of invoices into Centerpoint and accounts payable.</li><li>• Assisted with accounting regarding the Intake Structure project at the Water Treatment Plant.</li><li>• Continued writing for a Small Cities grant</li><li>• Worked with Columbia Bank to finally up the limit of the City of Yamhill's credit card</li><li>• Communication with McMinnville CDJRM for reimbursement payment regarding work done on the 2020 Durango by Newberg Chevrolet</li><li>• Began classes and testing for cyber security with our new cyber security provider, Alexonet</li><li>• Attended Trunk or Treat</li></ul>
CITY RECORDER	<ul style="list-style-type: none"><li>• Required Notifications/Notices for 2 PC Hearings</li><li>• CJIS annual certification</li><li>• Cybersecurity Training</li><li>• Completed "Council Rules" Document for Review/Adoption</li><li>• Completed Transient Lodging Tax Reporting – Sent Notification to Businesses</li><li>• Assisted with Water Utilities Ordinance Update</li><li>• Attended Downtown Trunk or Treat</li></ul>
MUNICIPAL COURT	<ul style="list-style-type: none"><li>• No Report</li></ul>

Department	Activity
UTILITY BILLING	<ul style="list-style-type: none"> <li>• Processed Billing/Statements</li> <li>• Processed Payments</li> <li>• Late texts, letters, door tags, shut-offs</li> <li>• City Admin began work on updating water billing policy.</li> </ul>

BUILDING/PLANNING	<ul style="list-style-type: none"> <li>• Processed 1 ROW permit</li> <li>• Processed 1 Sign Permit</li> <li>• Variance for Olive – PC Hearing</li> <li>• Variance for Lighting Ordinance – PC Hearing</li> <li>• Processed 2 Certificates of Occupancy</li> </ul>
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## PROJECTS

Project	Status
Trunk or Treat	Staff and Police Coordinated/ Participated with the Yamhill Downtown Association with Trunk or Treat for Halloween.
Christmas Tree Lighting	Date Set: December 5 <sup>th</sup> at 6:00 pm

## STATISTICS

WATER ACCOUNTS OPEN/CLOSED: 2	WATER LEAK NOTIFICATIONS: 10
LATE BILLING TEXTS SENT: 130	SHUT-OFF NOTICES/ WATER DISCONNECTIONS: 32/1
LATE PAYMENT LETTERS SENT: 64	COURT COLLECTIONS SENT: 19
WEBSITE/FACEBOOK UPDATES: 20/17	COURT COLLECTIONS RECEIVED: \$696

## ACCOMPLISHMENTS, NOTABLES, FOR THE GOOD OF THE ORDER:

## Angela Fowler

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**From:** Kara Corrigan  
**Sent:** Wednesday, November 5, 2025 4:30 PM  
**To:** Angela Fowler  
**Subject:** Finance Department for Council

Financially there are no anomalies to report on. The month of November will see payments for water loans going out in the amounts of \$58,122.17 and \$158,028.25. Still waiting on the final results from the Cities audit that was done in September.

What I did in October:

- Oregon Finance Officers Association conference in Eugene
- We received notification that the COPS grant that I wrote for in July was awarded in the amount of \$125,000.00 to be spread out over the next 3 years. This will help with the General Fund expenses.
- Reconciled the Yamhill Checking, LGIP, Municipal Court and Utility Billing accounts
- Coding of invoices into Centerpoint and accounts payable.
- Assisted with accounting regarding the Intake Structure project at the Water Treatment Plant.
- Continued writing for a Small Cities grant
- Worked with Columbia Bank to finally up the limit of the City of Yamhill's credit card
- Communication with McMinnville CDJRM for reimbursement payment regarding work done on the 2020 Durango by Newberg Chevrolet
- Began classes and testing for cyber security with our new cyber security provider, Alexonet

Kara Corrigan  
Finance Manager  
City of Yamhill  
P.O. Box 9, Yamhill, Or 97148  
(503) 662-3511 Ext. 103  
Fax (503) 662-4589



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# Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of Budget
		Actual	Actual		
Revenue & Expenditures					
Revenue					
General Revenues					
4932	Business License	0.00	700.00	950.00	73.68%
4902	Cigarette Taxes	62.50	241.11	750.00	32.15%
4915	Dog License Revenue	0.00	228.00	150.00	152.00%
4925	Franchise Fees	0.00	2,144.86	65,000.00	3.30%
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	0.00	2,926.97	5,000.00	58.54%
4943	Grant - ODOT Speed	1,750.00	1,750.00	5,000.00	35.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	5,000.00	0.00%
4952	Interest Income	1,079.23	4,252.08	0.00	0.00%
4962	Land Use Fees	0.00	0.00	1,000.00	0.00%
4903	Liquor Taxes	1,701.66	6,877.56	22,000.00	31.26%
4098	Marijuana Tax	474.33	474.33	1,700.00	27.90%
4913	Miscellaneous Income	2,358.30	4,220.60	3,500.00	120.59%
4928	Municipal Court Fees	1,157.44	6,225.35	30,000.00	20.75%
4924	Municipal Court Fines	2,203.50	12,836.04	45,000.00	28.52%
4941	Municipal Court Training Assmt	60.00	321.00	1,200.00	26.75%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	100.00	730.00	2,000.00	36.50%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4948	Planning Grant	0.00	41,926.28	0.00	0.00%
4914	Police Misc. Income	441.15	3,657.15	10,000.00	36.57%
4922	Police Service Fee	3,432.86	13,521.69	33,540.00	40.32%
4950	Police SRO-Yamhill/Carlton SD	0.00	3,125.00	12,500.00	25.00%
4901	Previously Levied Taxes	1,039.32	5,327.89	10,000.00	53.28%
4900	Property Tax Revenue	0.00	4,500.77	430,000.00	1.05%
4904	State Revenue Sharing	0.00	3,515.44	15,000.00	23.44%
4923	Towing Fees	0.00	0.00	100.00	0.00%
4990	Transfer In - City Hall Rsv	0.00	16,207.00	16,207.00	100.00%
4982	Transfer In - Sewer Fund	0.00	25,000.00	25,000.00	100.00%
4981	Transfer In - Water Fund	0.00	75,000.00	75,000.00	100.00%
4985	Transfer In -Police Veh Resv	0.00	28,582.00	28,582.00	100.00%
4996	Transfer In Acer	0.00	19,801.00	19,801.00	100.00%
General Revenues Totals		\$15,860.29	\$284,092.12	\$882,916.00	
Revenue		\$15,860.29	\$284,092.12	\$882,916.00	
Gross Profit		\$15,860.29	\$284,092.12	\$882,916.00	

## Expenses

### Administrative Dept

6124	Accounting Clerk	1,728.53	5,175.55	15,870.00	32.61%
6325	Ads & Printing	0.00	0.00	1,200.00	0.00%
6300	Attorney/Legal Fees	0.00	242.50	8,000.00	3.03%
6301	Audit Fees	4,166.67	8,166.67	9,200.00	88.77%
6412	Building Maintenance	260.00	260.00	2,000.00	13.00%
6335	Christmas Decorations	250.00	250.00	1,000.00	25.00%
6102	City Clerk	1,933.73	5,789.92	17,644.00	32.82%
6123	City Recorder	1,543.06	4,620.19	14,089.00	32.79%
6306	Contract Services	0.00	0.00	5,000.00	0.00%
6305	Dues, Travel, Training	420.98	2,770.91	5,000.00	55.42%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%

## Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jan 2026 Percent of Budget
6309	Janitorial Services	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	11,750.95	12,000.00	97.92%
6252	Miscellaneous Expense	0.00	104.81	600.00	17.47%
6328	Office Supplies	147.68	310.35	2,000.00	15.52%
6200	Operations & Maint	397.66	7,238.51	8,000.00	90.48%
6120	Payroll Expense	4,396.06	17,072.42	35,702.00	47.82%
6329	Postage	200.00	207.30	500.00	41.46%
6795	Reserve for Contingencies	0.00	0.00	243.00	0.00%
6210	Utilities	910.09	3,443.70	12,735.00	27.04%
<b>Administrative Dept Totals</b>		<b>\$16,354.46</b>	<b>\$67,403.78</b>	<b>\$153,283.00</b>	
<b>City Council</b>					
6305	Dues, Travel, Training	90.00	555.58	1,500.00	37.04%
6252	Miscellaneous Expense	0.00	120.00	1,000.00	12.00%
6328	Office Supplies	0.00	0.00	100.00	0.00%
<b>City Council Totals</b>		<b>\$90.00</b>	<b>\$675.58</b>	<b>\$2,600.00</b>	
<b>Municipal Court</b>					
6250	Assessments	1,160.00	3,877.00	13,000.00	29.82%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	115.00	125.00	300.00	41.67%
6102	City Clerk	1,933.74	5,789.95	17,643.00	32.82%
6310	Court Interpreter	100.00	500.00	1,200.00	41.67%
6305	Dues, Travel, Training	1,137.26	1,267.26	2,100.00	60.35%
6311	Municipal Judge	250.00	1,250.00	3,000.00	41.67%
6328	Office Supplies	16.43	16.43	500.00	3.29%
6200	Operations & Maint	64.26	322.77	1,400.00	23.06%
6120	Payroll Expense	1,487.97	5,726.06	13,233.00	43.27%
<b>Municipal Court Totals</b>		<b>\$6,264.66</b>	<b>\$18,874.47</b>	<b>\$52,526.00</b>	
<b>Park Dept</b>					
6200	Operations & Maint	0.00	1,666.98	10,000.00	16.67%
6120	Payroll Expense	1,245.53	4,978.04	11,536.00	43.15%
6401	Trees	3,969.62	4,513.36	4,500.00	100.30%
6210	Utilities	73.47	243.65	1,500.00	16.24%
6109	Utility Worker I	776.07	2,323.51	7,126.00	32.61%
6108	Utility Worker II	898.83	2,691.02	8,256.00	32.59%
<b>Park Dept Totals</b>		<b>\$6,963.52</b>	<b>\$16,416.56</b>	<b>\$42,918.00</b>	
<b>Planning Dept</b>					
6124	Accounting Clerk	691.41	2,070.21	6,348.00	32.61%
6325	Ads & Printing	124.27	214.08	2,500.00	8.56%
6303	City Planner	720.00	1,822.50	14,000.00	13.02%
6123	City Recorder	670.89	2,008.78	6,126.00	32.79%
6306	Contract Services	0.00	0.00	10,000.00	0.00%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	1,002.91	4,253.29	9,356.00	45.16%
<b>Planning Dept Totals</b>		<b>\$3,209.48</b>	<b>\$10,368.86</b>	<b>\$48,480.00</b>	
<b>Police Dept</b>					
6304	911 YCOM Dispatch	1,332.58	5,450.32	22,000.00	24.77%
6300	Attorney/Legal Fees	2,423.50	2,423.50	3,100.00	78.18%
6944	Central Square CAD	573.05	573.05	10,000.00	5.73%
6305	Dues, Travel, Training	609.04	2,681.09	4,500.00	59.58%
6221	Equipment/Maintenance	111.56	129.54	5,000.00	2.59%
6337	Fuel	0.00	1,923.69	13,400.00	14.36%
6333	Investigation Expenses	0.00	0.00	1,250.00	0.00%

# General Fund Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
6202	Liability Insurance	0.00	18,550.97	18,800.00	98.68%
6252	Miscellaneous Expense	0.00	0.00	650.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	4,000.00	0.00%
6336	National Night Out Expense	0.00	1,426.51	2,000.00	71.33%
6117	ODOT Grant Payroll	250.00	2,400.00	18,500.00	12.97%
6328	Office Supplies	19.98	73.43	2,475.00	2.97%
6115	Overtime	3,475.00	6,700.00	10,000.00	67.00%
6120	Payroll Expense	11,725.20	48,427.95	200,000.00	24.21%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	13,594.98	42,405.12	117,832.00	35.99%
6122	Police Corporal	0.00	16,375.03	83,075.00	19.71%
6331	Police Equipment	0.00	5,657.60	10,000.00	56.58%
6976	Police Radios	0.00	0.00	1,500.00	0.00%
6404	Policy & Procedure Manual	0.00	2,367.46	2,367.00	100.02%
6106	Reserve Officer	1,250.00	2,825.00	12,500.00	22.60%
6327	Resource Materials	0.00	0.00	1,150.00	0.00%
6330	Uniform Allowance	0.00	415.94	3,600.00	11.55%
6210	Utilities	417.00	1,667.64	5,250.00	31.76%
6405	Vehicle Lease	0.00	0.00	12,450.00	0.00%
6027	Vehicle Maintenance	0.00	1,547.04	16,500.00	9.38%
<b>Police Dept Totals</b>		<b>\$35,781.89</b>	<b>\$164,020.88</b>	<b>\$583,109.00</b>	
<b>Expenses</b>		<b>\$68,664.01</b>	<b>\$277,760.13</b>	<b>\$882,916.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$52,803.72)</b>	<b>\$6,331.99</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$52,803.72)</b>	<b>\$6,331.99</b>	<b>\$0.00</b>	

## Fund Balances

Beginning Fund Balance	(111,710.11)	(170,845.82)	0.00	0.00%
Net Change in Fund Balance	(52,803.72)	6,331.99	0.00	0.00%
Ending Fund Balance	(164,513.83)	(164,513.83)	0.00	0.00%

### Report Options

Fund: General Fund

Period: 10/1/2025 to 10/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

# Water Fund

## Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
Account Number		Actual	Actual		Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	120.00	120.00	0.00	0.00%
4100	Beginning Budget Balance		0.00	319,107.00	0.00%
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%
4968	Fema Admin Grant		0.00	90,000.00	0.00%
4966	Fema Grant		0.00	3,150,000.00	0.00%
4952	Interest Income	6,509.76	25,647.81	30,000.00	85.49%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	205.00	15,079.04	0.00	0.00%
4940	Security Deposits	313.56	3,439.72	3,500.00	98.28%
4960	Users Fees	121,384.29	482,440.96	1,183,000.00	40.78%
4958	Water Connection Fees		3,900.00	8,000.00	48.75%
Revenue		\$128,532.61	\$530,627.53	\$5,325,607.00	
Gross Profit		\$128,532.61	\$530,627.53	\$5,325,607.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,728.53	5,175.56	15,871.00	32.61%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%
6301	Audit Fees	4,166.67	8,166.67	9,200.00	88.77%
6326	Chemicals		0.00	20,000.00	0.00%
6102	City Clerk	1,933.73	5,789.94	17,643.00	32.82%
6123	City Recorder	1,677.27	5,022.02	15,314.00	32.79%
6306	Contract Services	5,970.00	33,121.51	80,000.00	41.40%
6427	Deposit Refund		172.82	650.00	26.59%
6981	Disinfection		35.92	0.00	0.00%
6237	Distribution System	10,461.74	17,650.61	50,000.00	35.30%
6305	Dues, Travel, Training	303.08	4,314.98	6,000.00	71.92%
6334	Emergency Services		0.00	3,000.00	0.00%
6119	Facilities Manager	3,289.64	9,768.71	29,854.00	32.72%
6338	Fema Contract Services		0.00	25,000.00	0.00%
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%
6447	Fema Tank	353.75	353.75	3,150,000.00	0.01%
6438	Fema Travel		0.00	5,000.00	0.00%
6337	Fuel		1,850.41	4,000.00	46.26%
6407	Intake Structure	9,120.51	9,120.51	76,344.00	11.95%
6232	Large Meter Testing	352.71	352.71	1,600.00	22.04%
6202	Liability Insurance		37,750.96	38,000.00	99.34%
6233	Meter Replacement		0.00	8,000.00	0.00%
6203	Misc. Tools		499.00	1,000.00	49.90%
6328	Office Supplies	84.76	114.39	1,000.00	11.44%
6446	Olive/Camellia/Moores	1,381.25	1,381.25	318,936.00	0.43%
6200	Operations & Maint	2,065.48	13,029.98	47,000.00	27.72%
6115	Overtime	333.16	1,570.27	5,000.00	31.41%
6118	Pager Pay	336.00	1,013.00	3,500.00	28.94%
6120	Payroll Expense	11,835.20	46,371.84	123,814.00	37.45%
6204	Permits		0.00	4,000.00	0.00%
6121	Plant Operator	3,628.80	10,717.15	31,758.00	33.75%
6329	Postage	200.00	587.17	2,000.00	29.36%

# Water Fund

## Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
Account Number		Actual	Actual		Budget
6441	Res. to Plant Tie Feasibility		0.00	75,000.00	0.00%
6795	Reserve for Contingencies		0.00	306,968.00	0.00%
6521	Reserve Transfer (ACER Reserve)		13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	874.01	1,852.70	3,500.00	52.93%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6531	Transfer Out (Gen Fund)		75,000.00	75,000.00	100.00%
6525	Transfer Out (PW Reserve)		22,500.00	22,500.00	100.00%
6524	Transfer Out (Water Debt Svc)		210,000.00	210,000.00	100.00%
6210	Utilities	1,865.18	5,907.00	32,710.00	18.06%
6109	Utility Worker I	2,328.24	6,970.60	21,378.00	32.61%
6108	Utility Worker II	2,696.46	8,073.03	24,767.00	32.60%
6027	Vehicle Maintenance	186.52	351.52	2,000.00	17.58%
<b>Other Expense</b>					
6201	Lab Equipment		0.00	5,200.00	0.00%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
<b>Expenses</b>		<b>\$67,172.69</b>	<b>\$558,085.98</b>	<b>\$5,325,607.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$61,359.92</b>	<b>(\$27,458.45)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$61,359.92</b>	<b>(\$27,458.45)</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	125,949.00	214,767.37	0.00	0.00%
Net Change in Fund Balance	61,359.92	(27,458.45)	0.00	0.00%
Ending Fund Balance	187,308.92	187,308.92	0.00	0.00%



**Water Debt Depreciation Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	45,371.00	0.00%
4952	Interest Income	56.62	223.08	949.00	23.51%
	<b>Revenue</b>	<b>\$56.62</b>	<b>\$223.08</b>	<b>\$46,320.00</b>	
	<b>Gross Profit</b>	<b>\$56.62</b>	<b>\$223.08</b>	<b>\$46,320.00</b>	
<b>Expenses</b>					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	15,820.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6525	Transfer Out (PW Reserve)	0.00	25,000.00	25,000.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$25,000.00</b>	<b>\$46,320.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$56.62</b>	<b>(\$24,776.92)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$56.62</b>	<b>(\$24,776.92)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	21,470.75	46,304.29	0.00	0.00%
	Net Change in Fund Balance	56.62	(24,776.92)	0.00	0.00%
	Ending Fund Balance	21,527.37	21,527.37	0.00	0.00%

**Water SDC Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	227,448.00	0.00%
4952	Interest Income	295.58	1,164.55	14,362.00	8.11%
4792	System Development Charges	0.00	52,185.00	0.00	0.00%
	<b>Revenue</b>	<b>\$295.58</b>	<b>\$53,349.55</b>	<b>\$241,810.00</b>	
	<b>Gross Profit</b>	<b>\$295.58</b>	<b>\$53,349.55</b>	<b>\$241,810.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	193,810.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$241,810.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$295.58</b>	<b>\$53,349.55</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$295.58</b>	<b>\$53,349.55</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	463,282.97	410,229.00	0.00	0.00%
	Net Change in Fund Balance	295.58	53,349.55	0.00	0.00%
	Ending Fund Balance	463,578.55	463,578.55	0.00	0.00%

## Water Debt Service

### Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025 Actual	Jul 2025 Oct 2025 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	306,094.00	0.00%
4952	Interest Income	643.28	2,534.48	10,174.00	24.91%
4981	Transfer In - Water Fund	0.00	210,000.00	210,000.00	100.00%
<b>Revenue</b>		<b>\$643.28</b>	<b>\$212,534.48</b>	<b>\$526,268.00</b>	
<b>Gross Profit</b>		<b>\$643.28</b>	<b>\$212,534.48</b>	<b>\$526,268.00</b>	
<b>Expenses</b>					
6150	Debt Service Expense	0.00	0.00	147,876.00	0.00%
6945	Debt Service Interest	0.00	0.00	68,277.00	0.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	251,993.00	0.00%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$526,268.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$643.28</b>	<b>\$212,534.48</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$643.28</b>	<b>\$212,534.48</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	511,832.57	299,941.37	0.00	0.00%
	Net Change in Fund Balance	643.28	212,534.48	0.00	0.00%
	Ending Fund Balance	512,475.85	512,475.85	0.00	0.00%

*Report Options*

Fund: Water Debt Service

Period: 10/1/2025 to 10/31/2025

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 Oct 2025 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4917	Backflow Testing Fees	0.00	0.00	2,000.00	0.00%
4100	Beginning Budget Balance	0.00	0.00	527,782.00	0.00%
4952	Interest Income	1,329.88	5,239.60	22,415.00	23.38%
4913	Miscellaneous Income	205.00	525.25	0.00	0.00%
4940	Security Deposits	315.84	3,315.12	3,500.00	94.72%
4916	Sewer Connection Fees	0.00	1,200.00	12,000.00	10.00%
4920	Sewer Inspections	0.00	924.00	8,000.00	11.55%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	45,502.10	183,262.98	510,272.00	35.91%
<b>Revenue</b>		<b>\$47,352.82</b>	<b>\$194,466.95</b>	<b>\$1,087,969.00</b>	
<b>Gross Profit</b>		<b>\$47,352.82</b>	<b>\$194,466.95</b>	<b>\$1,087,969.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	1,728.54	5,175.57	15,871.00	32.61%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	4,166.66	8,166.66	9,200.00	88.77%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,933.74	5,789.95	17,644.00	32.82%
6123	City Recorder	1,677.27	5,022.02	15,314.00	32.79%
6227	Collection System	3,722.60	10,078.33	45,000.00	22.40%
6306	Contract Services	2,734.75	13,760.93	40,000.00	34.40%
6427	Deposit Refund	0.00	231.43	2,000.00	11.57%
6981	Disinfection	9,411.41	28,813.91	180,000.00	16.01%
6305	Dues, Travel, Training	303.05	798.64	4,500.00	17.75%
6745	Ellie's Lift Station	0.00	0.00	100,000.00	0.00%
6334	Emergency Services	0.00	0.00	7,000.00	0.00%
6119	Facilities Manager	3,289.65	9,768.73	29,853.00	32.72%
6337	Fuel	0.00	1,850.39	3,500.00	52.87%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	14,750.96	15,000.00	98.34%
6203	Misc. Tools	55.31	129.54	1,500.00	8.64%
6328	Office Supplies	84.76	114.38	1,000.00	11.44%
6200	Operations & Maint	7,804.81	12,880.35	41,000.00	31.42%
6115	Overtime	333.16	1,570.24	2,500.00	62.81%
6118	Pager Pay	336.00	1,013.00	3,500.00	28.94%
6120	Payroll Expense	10,401.33	40,452.11	110,402.00	36.64%
6204	Permits	0.00	3,949.92	5,250.00	75.24%
6121	Plant Operator	3,628.80	10,717.15	31,758.00	33.75%
6329	Postage	200.00	587.16	2,000.00	29.36%
6795	Reserve for Contingencies	0.00	0.00	94,016.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	204.49	1,068.45	5,500.00	19.43%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6987	South Cedar Street	0.00	0.00	48,000.00	0.00%
6531	Transfer Out (Gen Fund)	0.00	25,000.00	25,000.00	100.00%
6525	Transfer Out (PW Reserve)	0.00	22,500.00	22,500.00	100.00%
6536	Transfer Out (Sewer Debt)	0.00	81,595.00	81,595.00	100.00%

# Sewer Fund

## Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
		Actual	Actual		Budget
Account Number					
6946	Transfer Out (Stormwater)	0.00	23,813.00	23,813.00	100.00%
6210	Utilities	1,492.73	6,589.27	27,490.00	23.97%
6109	Utility Worker I	1,552.17	4,647.09	14,252.00	32.61%
6108	Utility Worker II	1,797.62	5,381.99	16,511.00	32.60%
6027	Vehicle Maintenance	0.00	661.59	6,000.00	11.03%
<b>Other Expense</b>					
6201	Lab Equipment	0.00	0.00	2,100.00	0.00%
<b>Expenses</b>		<b>\$56,858.85</b>	<b>\$360,377.76</b>	<b>\$1,087,969.00</b>	
<b>Revenue Less Expenditures</b>		<b>(\$9,506.03)</b>	<b>(\$165,910.81)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>(\$9,506.03)</b>	<b>(\$165,910.81)</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	350,509.48	506,914.26	0.00	0.00%
Net Change in Fund Balance	(9,506.03)	(165,910.81)	0.00	0.00%
Ending Fund Balance	341,003.45	341,003.45	0.00	0.00%

# Sewer System Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	65,761.00	0.00%
4952	Interest Income	82.29	324.20	1,558.00	20.81%
	<b>Revenue</b>	<b>\$82.29</b>	<b>\$324.20</b>	<b>\$67,319.00</b>	
	<b>Gross Profit</b>	<b>\$82.29</b>	<b>\$324.20</b>	<b>\$67,319.00</b>	
<b>Expenses</b>					
6949	PLC/MCC Panel	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	47,319.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67,319.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$82.29</b>	<b>\$324.20</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$82.29</b>	<b>\$324.20</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	67,534.18	67,292.27	0.00	0.00%
	Net Change in Fund Balance	82.29	324.20	0.00	0.00%
	Ending Fund Balance	67,616.47	67,616.47	0.00	0.00%

**Sewer SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	443,440.00	0.00%
4952	Interest Income	555.85	2,189.98	11,296.00	19.39%
4792	System Development Charges	0.00	31,066.00	0.00	0.00%
	<b>Revenue</b>	<b>\$555.85</b>	<b>\$33,255.98</b>	<b>\$454,736.00</b>	
	<b>Gross Profit</b>	<b>\$555.85</b>	<b>\$33,255.98</b>	<b>\$454,736.00</b>	
<b>Expenses</b>					
6981	Disinfection	0.00	0.00	46,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	396,736.00	0.00%
6987	South Cedar Street	0.00	0.00	12,000.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$454,736.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$555.85</b>	<b>\$33,255.98</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$555.85</b>	<b>\$33,255.98</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	617,888.43	585,188.30	0.00	0.00%
	Net Change in Fund Balance	555.85	33,255.98	0.00	0.00%
	Ending Fund Balance	618,444.28	618,444.28	0.00	0.00%

# Sewer Debt Service

## Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Transfers In</b>					
4982	Transfer In - Sewer Fund	0.00	81,595.00	81,595.00	100.00%
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	56,738.00	0.00%
4952	Interest Income	172.16	678.31	2,514.00	26.98%
<b>Revenue</b>		<b>\$172.16</b>	<b>\$82,273.31</b>	<b>\$140,847.00</b>	
<b>Gross Profit</b>		<b>\$172.16</b>	<b>\$82,273.31</b>	<b>\$140,847.00</b>	
<b>Expenses</b>					
<b>Capital Reserve</b>					
6150	Debt Service Expense	0.00	900.00	71,600.00	1.26%
6945	Debt Service Interest	0.00	0.00	9,991.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	59,256.00	0.00%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$900.00</b>	<b>\$140,847.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$172.16</b>	<b>\$81,373.31</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$172.16</b>	<b>\$81,373.31</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	127,387.63	46,186.48	0.00	0.00%
	Net Change in Fund Balance	172.16	81,373.31	0.00	0.00%
	Ending Fund Balance	127,559.79	127,559.79	0.00	0.00%



**Street Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	84,835.00	0.00%
4952	Interest Income	545.24	2,148.19	5,326.00	40.33%
4292	Recology Franchise Fees	478.93	2,244.24	5,400.00	41.56%
4494	Sidewalk Deposits	0.00	0.00	1,500.00	0.00%
4959	Small Cities Grant	0.00	0.00	250,000.00	0.00%
4290	State Gas Tax Revenue	9,699.42	33,832.36	99,000.00	34.17%
	Revenue	\$10,723.59	\$38,224.79	\$446,061.00	
	Gross Profit	\$10,723.59	\$38,224.79	\$446,061.00	
Expenses					
Requirements					
6123	City Recorder	134.19	401.79	1,225.00	32.80%
6306	Contract Services	0.00	6,841.00	20,000.00	34.21%
6427	Deposit Refund	0.00	1,185.00	500.00	237.00%
6221	Equipment/Maintenance	0.00	246.67	0.00	0.00%
6119	Facilities Manager	1,731.39	5,141.44	15,712.00	32.72%
6200	Operations & Maint	2,595.10	9,828.94	10,000.00	98.29%
6120	Payroll Expense	2,700.50	10,812.46	25,686.00	42.09%
6121	Plant Operator	806.40	2,381.58	7,057.00	33.75%
6795	Reserve for Contingencies	0.00	0.00	70,726.00	0.00%
6988	Small Cities Grant Sidewalks	0.00	0.00	250,000.00	0.00%
6229	Street Lights	1,864.01	5,588.96	22,900.00	24.41%
6222	Street Maintenance	158.62	204.06	12,000.00	1.70%
6109	Utility Worker I	517.38	1,548.99	4,751.00	32.60%
6108	Utility Worker II	599.22	1,794.02	5,504.00	32.59%
	Expenses	\$11,106.81	\$45,974.91	\$446,061.00	
	Revenue Less Expenditures	(\$383.22)	(\$7,750.12)	\$0.00	
	Net Change in Fund Balance	(\$383.22)	(\$7,750.12)	\$0.00	
Fund Balances					
	Beginning Fund Balance	(5,706.31)	1,660.59	0.00	0.00%
	Net Change in Fund Balance	(383.22)	(7,750.12)	0.00	0.00%
	Ending Fund Balance	(6,089.53)	(6,089.53)	0.00	0.00%

**Streets SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	170,940.00	0.00%
4952	Interest Income	215.35	848.45	5,236.00	16.20%
4792	System Development Charges	0.00	17,157.00	0.00	0.00%
	<b>Revenue</b>	<b>\$215.35</b>	<b>\$18,005.45</b>	<b>\$176,176.00</b>	
	<b>Gross Profit</b>	<b>\$215.35</b>	<b>\$18,005.45</b>	<b>\$176,176.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	97,076.00	0.00%
6989	Small Cities Grant Match	0.00	0.00	57,300.00	0.00%
6948	Transportation System Plan	0.00	0.00	21,800.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$176,176.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$215.35</b>	<b>\$18,005.45</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$215.35</b>	<b>\$18,005.45</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	277,975.57	260,185.47	0.00	0.00%
	Net Change in Fund Balance	215.35	18,005.45	0.00	0.00%
	Ending Fund Balance	278,190.92	278,190.92	0.00	0.00%

# Building Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Other Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	30,573.00	0.00%
4939	Code Compliance Fees	600.00	1,600.00	1,000.00	160.00%
4938	County Building Services	2,275.51	3,075.01	2,000.00	153.75%
4952	Interest Income	42.00	165.49	790.00	20.95%
<b>Revenue</b>		<b>\$2,917.51</b>	<b>\$4,840.50</b>	<b>\$34,363.00</b>	
<b>Gross Profit</b>		<b>\$2,917.51</b>	<b>\$4,840.50</b>	<b>\$34,363.00</b>	
<b>Expenses</b>					
<b>Requirements</b>					
6124	Accounting Clerk	345.72	1,035.14	3,174.00	32.61%
6123	City Recorder	335.46	1,004.42	3,063.00	32.79%
6119	Facilities Manager	346.29	1,028.31	3,142.00	32.73%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	725.43	3,000.40	7,034.00	42.66%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	17,800.00	0.00%
<b>Expenses</b>		<b>\$1,752.90</b>	<b>\$6,068.27</b>	<b>\$34,363.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$1,164.61</b>	<b>(\$1,227.77)</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$1,164.61</b>	<b>(\$1,227.77)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	15,796.30	18,188.68	0.00	0.00%
	Net Change in Fund Balance	1,164.61	(1,227.77)	0.00	0.00%
	Ending Fund Balance	16,960.91	16,960.91	0.00	0.00%

**Economic Development Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	40,083.00	0.00%
4952	Interest Income	50.37	198.46	1,127.00	17.61%
	<b>Revenue</b>	<b>\$50.37</b>	<b>\$198.46</b>	<b>\$41,210.00</b>	
	<b>Gross Profit</b>	<b>\$50.37</b>	<b>\$198.46</b>	<b>\$41,210.00</b>	
<b>Expenses</b>					
6124	Accounting Clerk	691.41	2,070.21	6,348.00	32.61%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	670.89	2,008.78	6,126.00	32.79%
6251	Economic Development Loan	0.00	0.00	18,380.00	0.00%
6120	Payroll Expense	1,002.92	4,253.31	9,356.00	45.46%
	<b>Expenses</b>	<b>\$2,365.22</b>	<b>\$8,332.30</b>	<b>\$41,210.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$2,314.85)</b>	<b>(\$8,133.84)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$2,314.85)</b>	<b>(\$8,133.84)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	38,579.79	44,398.78	0.00	0.00%
	Net Change in Fund Balance	(2,314.85)	(8,133.84)	0.00	0.00%
	Ending Fund Balance	36,264.94	36,264.94	0.00	0.00%

**Admin Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	24,260.00	0.00%
4952	Interest Income	64.79	255.26	941.00	27.13%
4921	Municipal Court Equip Assmt	40.00	214.00	800.00	26.75%
4982	Transfer In - Sewer Fund	0.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	0.00	13,500.00	13,500.00	100.00%
	<b>Revenue</b>	<b>\$104.79</b>	<b>\$27,469.26</b>	<b>\$53,001.00</b>	
	<b>Gross Profit</b>	<b>\$104.79</b>	<b>\$27,469.26</b>	<b>\$53,001.00</b>	
<b>Expenses</b>					
6403	Copy/Postal/Computing	0.00	2,309.99	3,200.00	72.19%
6414	Software	0.00	4,397.19	5,000.00	87.94%
6408	Support Services	3,349.00	3,879.93	5,000.00	77.60%
6531	Transfer Out (Gen Fund)	0.00	19,801.00	19,801.00	100.00%
6032	Website/IT	1,430.00	4,290.00	20,000.00	21.45%
	<b>Expenses</b>	<b>\$4,779.00</b>	<b>\$34,678.11</b>	<b>\$53,001.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$4,674.21)</b>	<b>(\$7,208.85)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$4,674.21)</b>	<b>(\$7,208.85)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	39,164.97	41,699.61	0.00	0.00%
	Net Change in Fund Balance	(4,674.21)	(7,208.85)	0.00	0.00%
	Ending Fund Balance	34,490.76	34,490.76	0.00	0.00%

# Public Works Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025 Oct 2025 Actual	Jul 2025 Oct 2025 Actual	Jul 2025 Jun 2026	Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	39,662.00	0.00%
4952	Interest Income	134.82	531.19	636.00	83.52%
4982	Transfer In - Sewer Fund	0.00	22,500.00	22,500.00	100.00%
4981	Transfer In - Water Fund	0.00	22,500.00	22,500.00	100.00%
4992	Transfer In- Water Depr	0.00	25,000.00	25,000.00	100.00%
<b>Revenue</b>		<b>\$134.82</b>	<b>\$70,531.19</b>	<b>\$110,298.00</b>	
<b>Gross Profit</b>		<b>\$134.82</b>	<b>\$70,531.19</b>	<b>\$110,298.00</b>	
<b>Expenses</b>					
6986	Fuel Containment	0.00	4,706.00	10,000.00	47.06%
6415	Lab/Office	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	45,298.00	0.00%
6422	Utility Truck Purchase	0.00	38,347.47	45,000.00	85.22%
<b>Expenses</b>		<b>\$0.00</b>	<b>\$43,053.47</b>	<b>\$110,298.00</b>	
<b>Revenue Less Expenditures</b>		<b>\$134.82</b>	<b>\$27,477.72</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$134.82</b>	<b>\$27,477.72</b>	<b>\$0.00</b>	

### Fund Balances

Beginning Fund Balance	65,015.32	37,672.42	0.00	0.00%
Net Change in Fund Balance	134.82	27,477.72	0.00	0.00%
Ending Fund Balance	65,150.14	65,150.14	0.00	0.00%

#### Report Options

Fund: Public Works Reserve Fund  
 Period: 10/1/2025 to 10/31/2025  
 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 Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	559,423.00	0.00%
4952	Interest Income	700.30	2,759.11	13,489.00	20.45%
4792	System Development Charges	0.00	26,894.00	0.00	0.00%
	<b>Revenue</b>	<b>\$700.30</b>	<b>\$29,653.11</b>	<b>\$572,912.00</b>	
	<b>Gross Profit</b>	<b>\$700.30</b>	<b>\$29,653.11</b>	<b>\$572,912.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	472,912.00	0.00%
6741	System Improvements	3,835.00	3,835.00	100,000.00	3.84%
	<b>Expenses</b>	<b>\$3,835.00</b>	<b>\$3,835.00</b>	<b>\$572,912.00</b>	
	<b>Revenue Less Expenditures</b>	<b>(\$3,134.70)</b>	<b>\$25,818.11</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>(\$3,134.70)</b>	<b>\$25,818.11</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	694,485.87	665,533.06	0.00	0.00%
	Net Change in Fund Balance	(3,134.70)	25,818.11	0.00	0.00%
	Ending Fund Balance	691,351.17	691,351.17	0.00	0.00%

# Park Equipment Reserve Fund

## Statement of Revenue and Expenditures

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	14,384.00	0.00%
4952	Interest Income	17.99	70.88	333.00	21.29%
	<b>Revenue</b>	<b>\$17.99</b>	<b>\$70.88</b>	<b>\$14,717.00</b>	
	<b>Gross Profit</b>	<b>\$17.99</b>	<b>\$70.88</b>	<b>\$14,717.00</b>	
<b>Expenses</b>					
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	11,717.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$14,717.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$17.99</b>	<b>\$70.88</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$17.99</b>	<b>\$70.88</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	19,104.39	19,051.50	0.00	0.00%
	Net Change in Fund Balance	17.99	70.88	0.00	0.00%
	Ending Fund Balance	19,122.38	19,122.38	0.00	0.00%



# **Stormwater** **Statement of Revenue and Expenditures**

Account Number		Current Period Oct 2025 Actual	Year-To-Date Jul 2025 Oct 2025 Actual	Annual Budget Jul 2025 Jun 2026	Jul 2025 Jun 2026 Percent of Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4952	Interest Income	45.26	178.33	280.00	63.69%
4963	Stormwater	1,118.04	4,489.86	12,936.00	34.71%
4982	Transfer In - Sewer Fund	0.00	23,813.00	23,813.00	100.00%
	<b>Revenue</b>	<b>\$1,163.30</b>	<b>\$28,481.19</b>	<b>\$37,029.00</b>	
	<b>Gross Profit</b>	<b>\$1,163.30</b>	<b>\$28,481.19</b>	<b>\$37,029.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	37,029.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,029.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$1,163.30</b>	<b>\$28,481.19</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$1,163.30</b>	<b>\$28,481.19</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	39,592.79	12,274.90	0.00	0.00%
	Net Change in Fund Balance	1,163.30	28,481.19	0.00	0.00%
	Ending Fund Balance	40,756.09	40,756.09	0.00	0.00%

**Stormwater SDC Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
		Actual	Actual		Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	161,749.00	0.00%
4952	Interest Income	202.64	798.37	4,027.00	19.83%
4792	System Development Charges	0.00	14,308.00	0.00	0.00%
	<b>Revenue</b>	<b>\$202.64</b>	<b>\$15,106.37</b>	<b>\$165,776.00</b>	
	<b>Gross Profit</b>	<b>\$202.64</b>	<b>\$15,106.37</b>	<b>\$165,776.00</b>	
<b>Expenses</b>					
6795	Reserve for Contingencies	0.00	0.00	165,776.00	0.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$165,776.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$202.64</b>	<b>\$15,106.37</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$202.64</b>	<b>\$15,106.37</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	241,333.41	226,429.68	0.00	0.00%
	Net Change in Fund Balance	202.64	15,106.37	0.00	0.00%
	Ending Fund Balance	241,536.05	241,536.05	0.00	0.00%

**Police Vehicle Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
		Actual	Actual		Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	23,793.00	0.00%
4952	Interest Income	34.94	137.65	789.00	17.45%
4926	Vehicle Replacement Assmt	200.00	1,070.00	4,000.00	26.75%
	<b>Revenue</b>	<b>\$234.94</b>	<b>\$1,207.65</b>	<b>\$28,582.00</b>	
	<b>Gross Profit</b>	<b>\$234.94</b>	<b>\$1,207.65</b>	<b>\$28,582.00</b>	
<b>Expenses</b>					
6531	Transfer Out (Gen Fund)	0.00	28,582.00	28,582.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$28,582.00</b>	<b>\$28,582.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$234.94</b>	<b>(\$27,374.35)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$234.94</b>	<b>(\$27,374.35)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	(4,237.29)	23,372.00	0.00	0.00%
	Net Change in Fund Balance	234.94	(27,374.35)	0.00	0.00%
	Ending Fund Balance	(4,002.35)	(4,002.35)	0.00	0.00%

**City Hall Reserve Fund**  
**Statement of Revenue and Expenditures**

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2025
		Oct 2025	Jul 2025	Jul 2025	Jun 2026
		Oct 2025	Oct 2025	Jun 2026	Percent of
		Actual	Actual		Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
4100	Beginning Budget Balance	0.00	0.00	15,836.00	0.00%
4952	Interest Income	19.81	78.05	371.00	21.04%
	<b>Revenue</b>	<b>\$19.81</b>	<b>\$78.05</b>	<b>\$16,207.00</b>	
	<b>Gross Profit</b>	<b>\$19.81</b>	<b>\$78.05</b>	<b>\$16,207.00</b>	
<b>Expenses</b>					
6531	Transfer Out (Gen Fund)	0.00	16,207.00	16,207.00	100.00%
	<b>Expenses</b>	<b>\$0.00</b>	<b>\$16,207.00</b>	<b>\$16,207.00</b>	
	<b>Revenue Less Expenditures</b>	<b>\$19.81</b>	<b>(\$16,128.95)</b>	<b>\$0.00</b>	
	<b>Net Change in Fund Balance</b>	<b>\$19.81</b>	<b>(\$16,128.95)</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
	Beginning Fund Balance	52.81	16,201.57	0.00	0.00%
	Net Change in Fund Balance	19.81	(16,128.95)	0.00	0.00%
	Ending Fund Balance	72.62	72.62	0.00	0.00%



# **YAMHILL POLICE DEPARTMENT**



**PO BOX 09  
YAMHILL OR 97148  
(503)662-3511**

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To:		Yamhill City Council	
From:		Greg Graven	
Subject:		Police Statistics October 2025	

## **Police Statistics:**

Number of Calls/Activity:		139	
Number of Case Reports:		07	
Number of Arrests:		04	
Number of Municipal Court Citations:		23	
Number of Warnings:		54	
Number of Circuit Court Citations:		3	
Citizen Calls for Service		55	
Officer Initiated Contacts		66	

## **Hours Worked:**

Greg Graven		225	
Travis Van Cleave		00	
Chris Livingston		154	
Andrew McMullen		00	

## **Miles Driven:**

Greg Graven		1184	
Travis Van Cleave		00	
Chris Livingston		1196	
Andrew McMullen		00	



**Yamhill Police Department**  
**PO BOX 09**  
**Yamhill OR 97148**  
**(503) 662-3511**

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**Yamhill Police Department October Staff Report for City Council**

Date: 11/03/2025

**Yamhill Police Department:**

**Greg Graven**

- Respond to Calls for Service
- In Service Patrol @ 84 Fire Extinguisher Maintenance w/ Little Fire Equipment
- SIT Service Integration Team Meeting YC District Office 120 N Larch Place
- Payroll Processing 09/14/2025 to 09/27/2025 w/ Kim Steele & Kara Corrigan
- PERS EDX Reporting 09/14/2025 to 09/27/2025 w/ Kim Steele & Kara Corrigan
- Careless Driving Beulah Park (C) Public Works
- TAT Threat Assessment Teams Meeting Virtual
- Vision Reports/Case Files/Documents
- Evidence Documents
- Stats Report September/Staff Report September ONIBRS September/CAD Inform September/LEEP Use of Force September/LEEP Suicide Data September/LEEP LECO September Records Request/Records Documents
- PERS Expo 2025
- YC Suicide Postvention Connect Training McMinnville School District Office
- Dave's Station McMinnville Jeff Gianola Farewell Tour & Birthday Event
- Set Livingston up as Admin on Axon Evidence for Tasers
- Invoices/Budget Documents/Training Records
- McMinnville PD Retirement Gathering for MPD Captain Tim Symmons
- Expungements
- Records Documents
- Fuel Cloud Updates
- DA's Office Evidence Request
- MCAT Juliette's House McMinnville
- McMinnville Chrysler Jeep Dodge Ram Mazda Pick Up 2020 Durango w/ Kim Steele
- YCOM IGA 190 Agreement User Dues/Fees Updates
- Lexipol Policy Manual Updates
- Equity Advisory Workgroup Substance Use Disorder Virtual Zoom Meeting

- Case Law Updates
- YCOM IGA 190 Agreement Workgroup User Dues/Fees Meeting YCSO
- Cold Case Investigation Tool Zoom Meeting
- 9<sup>th</sup> Circuit Court Case Law Updates
- AOA Agency Assist Set Up for LifeFlight w/ 845 McMullen YC High School North Lot Stand Down Ground Transport W-8
- Security Policy Updates w/ Dave Standy Alexonet
- FTEP Field Training Evaluation Program w/ 845 McMullen
- Vehicle Check Beulah Park X-1
- Alexonet Security Training
- Stuff Glowing Ghosts w/ Kim Steele, Angie Fowler, Kara Corrigan
- CD-DVD Labels
- DA's Office Evidence Requests/DHS Report Requests
- AOA Agency Assist YCSO Warrant Attempt NW Pike Road
- YCOM Executive Board Meeting Update Board on YCOM User Committee & IGA Workgroup
- SRO Meeting w/ Superintendent Clint Raever YC School District Office N Larch Place
- Payroll Processing for 09/28/2025 to 10/11/2025 w/ Kim Steele, Kara Corrigan
- Point & Pay (Pray) Training Ann Scott w/ Kim Steele Virtual
- Issues w/ Computers Update to Windows 11/Issues w/ AccuData Reporting PERS
- TAT Threat Assessment Teams Meeting Virtual
- PERS EDX Reporting for 09/28/2025 to 10/11/2025 w/ Kim Steele, Kara Corrigan
- YCSO DV Domestic Violence Sweep Detail Team #3 Newberg Carlton Yamhill Area NDPD MPD YCSO
- LEA Meeting YCSO Annex
- Meeting w/ DA Kate Lynch
- Meeting w/ Fire Chief Terry Lucich Yamhill Fire Department
- AOA Agency Assist YCSO Disturbance Threat w/ Knife Non-Criminal Domestic Violence NE Graham Avenue W-8
- YC Suicide Prevention Coalition Microsoft Teams Meeting
- Code 7 Dave's Station w/ Kim Steele, Angie Fowler, Kara Corrigan
- Alexonet Cybersecurity Training Breach Secure
- Briefing w/ 844 Livingston
- Microsoft Teams Meeting w/ BEH Beery Elsner & Hammond & CIS, Kim Steele, Mayor Shea Corrigan
- Call Meeting First Responders Task Force re: Benefits
- Detail Key Fobs w/ Chris Featherston Yamhill Fire Department
- PERS ESC Employer Services Center Teams Training
- Meeting w/ Captain Todd Whitlow YCSO/Juvenile Department Paperwork
- Patrol FTEP Field Training Evaluation Program w/ 845 McMullen Tour YCOM, YCSO, DA's Office

- Non-Injury Motor Vehicle Crash Main St//Maple St w/ 845 McMullen Case# 25YP0095
- Call Potential Scam E 3<sup>rd</sup> Steet W-1
- MDT Updates
- The Radar Shop Ted Recertifying Radars & Lidars
- Follow Up 25YP0096 Supplemental Report R-2
- Call Background Firearm Question re Criminal Record W Dahlia Street Referred to OSP
- Suicidal w/ Firearm E Camellia Street Case# 25YP0097 R-1
- Welfare Check E 3<sup>rd</sup> Street (C) Anonymous Female Not in any distress EPR Status X-1
- Harassment of the Sexual Nature YC Intermediate School E Main Street Case# 25YP0098 R-1
- Follow Up 25YP0098 Interviews
- Training Justice by the Numbers Budget w/ Kim Steele
- DA's Office Drop off Paperwork 25YP0098/Juliette's House Drop off Paperwork 25YP0098/Email to DHS 25YP0098
- MIP <oz Marijuana by Minor/MIP Tobacco/Possession Drug Paraphernalia YC High School N Maple Street Case# 25YP0099 R-1
- Suspicious Beulah Park S-1
- Fraud E 3<sup>rd</sup> Street W-1
- LEEC Update ONIBRS Production
- Taser 7 Training & Certification w/ 844 Livingston
- Monthly Staff Meeting
- Trunk or Treating Detail w/ Yamhill Downtown Association, 844 Livingston, Kim Steele, Angie Fowler, Kara Corrigan

#### **SRO Officer Chris Livingston**

- Detail @ YC Schools as SRO School Resource Officer
- Taser Training and Taser 7 System Set Up
- Municipal Court
- Yamhill Fire Department Business Meeting
- Seatbelt Grant
- Crash notification Turner Creek Road. Phone was dropped while owner was getting stung by yellow jackets. He was fine refused medical.
- Call of a vendor selling drinks in front of high school X-1
- Dropping the 2020 Durango at Mac Dodge
- McMinnville to drop off paperwork at Juvenile Department
- Runaway E 3rd Street
- AOA Agency Assist YCSO Business Alarm Open Door Laughlin Road false alarm.
- YC Schools as SRO School Resource Officer Homecoming Football Game / Dance
- DHS Cross Report S Redwood Street Case# 25YP0096
- AOA Agency Assist YCSO Single Vehicle Non-Injury Motor Vehicle Crash Ribbon Ridge // Hwy 240



- Axon Taser Instructor Course
- YCSO DV Domestic Violence Sweep Detail
- Taser inventory management & paperwork
- SRO School Resource Officer YC HS Football Game
- AOA Agency Assist Polk County SO found truck pulling into HS parking lot (In Yamhill not in Polk County) Got their info while talking to PAPA 19
- Injury Motor Vehicle Crash/medical Ribbon Ridge Road // Wind Ridge Road 78YO Female possible stroke in a ditch.
- Reported MIP Party NW South Road. No signs of party and multiple no trespassing signs at base of driveway.
- McMinnville drop off taser to FedEx and DMV
- Crash notification Belt Road. No Crash. Owner dropped his phone and ran over it.
- Alexonet cyber security training
- Juvenile Concerning Online Activity E 1st Street Talking to people online she doesn't know and meeting them in person
- Fall Festival YC Intermediate School E Main Street
- ATL DUII Driver SB 47 at Flett UTL
- Harassment VRO Case# 25YP0096
- AOA Agency Assist YCSO DUII Hwy 240 // Fox Hollow Road
- ATL Attempt to Locate Hit and Run North Valley Road. UTL
- Follow Up Harassment VRO Case# 25YP0096
- Non-Injury Motor Vehicle Crash North Valley Road // Pihl Built Road Off the road unknown injuries.
- Set up Axon as Administrator for training and Taser training
- Monthly Staff Meeting
- Trunk or Treating Detail

**Officer Andrew McMullen**

- FTEP Field Training Evaluation Program

Greg Graven  
Chief of Police



# City of Yamhill

A small taste of Oregon

## City of Yamhill Volunteer Application

Position Applying for: ☐ Council ☐ Committee ☒ Commission

### Personal Information

Name: Carol Prendergast

Length of Residency: 36 1/2 yrs

Education: ☒ HS Diploma ☐ College Degree

Employment: retired

### Government Service History

Type:

Position:

Length of Service:

### Explain what background prepares you for this position:

I have sat on the Yamhill Planning Commission in the past... for a period of more than 24 yrs. I am very familiar with the planning process and codes in Yamhill.

### Explain why you wish to serve in this position:

Being retired and a long term resident of Yamhill, I wish to serve again in the position of Planning Commission member to aid in shaping the future needs and desires of the citizens of Yamhill.

Signed: Carol Prendergast Date: Sept 15, 2025

Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.



City of Yamhill Volunteer Application

Position Applying for:	<input type="checkbox"/> Council	<input type="checkbox"/> Committee	<input checked="" type="checkbox"/> Commission
<b>Personal Information</b>			
Name:	MARY GARDNER		
[REDACTED]			
Length of Residency:	3 years		
Education:	<input type="checkbox"/> HS Diploma	<input checked="" type="checkbox"/> College Degree +	
Employment:	Retired Secondary Teacher/counselor		
<b>Government Service History</b>			
Type:	City police Dept, City Planning Comm.		
Position:	Reserve Officer, Planning Commissioner		
Length of Service:	7 years, multiple years 1970-80's		
<b>Explain what background prepares you for this position:</b>			
Civics Teacher, City law Enforcement, former planning commission member for the City of St. Helens, Oregon.			
<b>Explain why you wish to serve in this position:</b>			
I have a background in design; have been a business owner, and have an interest in functions of city, county, state and national government.			
Signed:	Mary Gardner		Date: 6-23-25

Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.



# City of Yamhill

A small taste of Oregon

## City of Yamhill Volunteer Application

Position Applying for:	<input type="checkbox"/> Council	<input type="checkbox"/> Committee	<input checked="" type="checkbox"/> Commission
Personal Information			
Name: GRANT S. WARREN			
[REDACTED]			
Length of Residency:			
Education:	<input checked="" type="checkbox"/> HS Diploma	<input checked="" type="checkbox"/> College Degree	
Employment:			
Government Service History			
Type:			
Position:			
Length of Service:			
Explain what background prepares you for this position:			
Dedication, common sense and pride in our community.			
Explain why you wish to serve in this position:			
Although I do not live within the city limits of Yamhill, I am a local resident. My children all graduated from Y.C. High School and we feel that Yamhill is our town too. I understand that growth is inevitable, but feel that the town needs to grow within its means and with adequate resources and support for the community. I would welcome the opportunity to be a part of the controlled planning with my common sense approach to development in our community.			
Signed:	Date: 5-12-25		

Yamhill Resolution R-233 requires all Council and Committee applicants to be a resident of the City for a minimum of one (1) year prior to appointment. Yamhill Ordinance O-507 requires not more than one member of the Planning Commission be a nonresident of the City. Proof of residency may be required at time of application.



# **City of Yamhill**

## **Rules of Procedure for City Council and Meetings**

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## CHAPTER 1 – General Governance

### I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert's Rules of Order, 12<sup>th</sup> Edition.
- B. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### II. Quorum. A quorum is required to conduct official city business.

- A. The members of the council are the city councilors and the mayor. Fifty percent plus one of the members of the council shall constitute a quorum. Vacancies in office do not count towards determining a quorum.
- D. In the event a quorum is not present, the members of the council present shall adjourn the meeting.

### III. Presiding Officer.

- A. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
- B. In the mayor's absence, the Council President [*Mayor Pro-Tem*] shall preside over the meeting. The Council President shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity
- C. If both the mayor and the Council President [*Mayor Pro-Tem*] are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
  - 1. The city recorder shall call the council to order and call the roll of the members.
  - 2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.

3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

#### **IV. Other Elected and Appointed Officers**

- A. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order. Additionally, the city recorder shall keep the official minutes of the council.
- B. City Administrator. The city administrator is required to attend all meetings of the council and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the council.
- C. City Attorney. The city attorney may attend any meeting of the council and will, upon request, give an opinion, either written or oral, on legal questions.

#### **V. Agendas.** The city administrator shall prepare an agenda for every regular meeting and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational material for regularly scheduled meetings shall be distributed to the council at least three (3) days preceding the meeting.
- B. No council approval shall be required for an agenda of any meeting.
- C. The city administrator may place routine items and items referred by staff on the agenda without council approval or action.
- D. The city administrator may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/ proclamations.
- E. A member of the council who wishes to have an item placed on the agenda shall advise the city administrator at least one week prior to the meeting.
- F. In the absence of a city administrator, the city recorder shall prepare the agenda.



**VI. Order of Business.** The order of business for all regular meetings shall be as follows, however, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote:

1. Call to order
2. Flag salute
3. Proclamations
4. Appointments
5. Agenda updates or additions
6. Hearings and Presentations
7. Ordinances
8. Public comment.
9. Department reports
10. Committee/Commission reports
11. Council reports
12. Consent agenda
13. Unfinished Business
14. New Business
15. Information/Announcements/For the Good of the Order
16. Adjournment

A. Call to Order. The presiding chair shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.

B. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the meeting shall be adjourned.

C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition of individuals by the council.

1. Reports of Boards, Commissions, Committees, Elected Officials, and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials,



and/or city employees. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.

2. Oral reports to the council should generally not exceed 10 minutes in length.
3. The council may ask questions of the presenter upon the conclusion of the report being given.

#### D. Public Comment

1. Public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time. Subject to the limitations contained in subsection H-5(e) of this section, the period for public comment shall be in regard to items placed on the agenda, other than public hearings, and/or any issue of city business. This is not a dialogue platform. The council will not answer questions posed during comment periods.
2. Persons wishing to speak during public comment must sign the “speaker’s roster” with the person’s name and address, not later than the call to order.
3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 30-minute period.

5. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
  6. Councilors may, after obtaining the floor, ask questions of speakers during public comment. Councilors shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
  7. Speakers must provide the materials in a readable format to the city recorder at least 7 days prior to the meeting, so that they may be provided to the council in advance.
- E. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
  2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
  3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.
- F. Ordinances and Resolutions – See [Chapter 3](#)
- G. Public Hearings Generally
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
  2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.

3. The city recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the city. All remarks shall be addressed to the council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:
  - a. Staff presentation (15 minutes total).
  - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
  - c. Appellant, if other than applicant (15 minutes). Quasi-judicial hearing only.
  - d. Other interested persons (3 minutes per person).
  - e. Questions of staff (No time limit).
  - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on the testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city councilors should be to provide clarification or additional information on the testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial questions or comments on the matter. The presiding officer

may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.

9. At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder by the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

H. Conduct of Hearings on Land Use Matters – See [Chapter 4](#)

I. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning

matters that are not on an agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.

3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

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## CHAPTER 2 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The council shall meet on the second Wednesday of each month, with the exception of designated holidays and/or council recesses.
  - A. Meetings, shall generally begin at 6:30 p.m. This does not prohibit the council from scheduling meetings at different times as necessary to accommodate schedules
  - B. Meetings shall adjourn no later than 9:00 p.m., allowing one-hour increment extensions upon a majority vote of the council.
- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the council, or by the city administrator.
  - A. Notice of the special meeting shall be given to each member of the council, the city administrator, and to the media which has on file a written request for notice of special meetings.
  - B. Notice of the special meeting may be given to all members of the council and the city administrator via telephone and email.
  - C. Special meetings shall be noticed in accordance with Oregon's Public Meetings Law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of council, or by the city administrator.
  - A. Notice of the emergency meeting shall be given to each member of the council, the city administrator, and to the media which has on file a written request for notice of special meetings.
  - B. Notice of the emergency meeting shall be given to all members of the council and the city administrator via telephone and email.
  - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
  - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- IV. Executive Sessions\*.** Executive sessions may be called by the presiding officer, by the request of three members of council, by the city administrator or by the city attorney.
- A. Only members of the council, the city administrator, and persons specifically invited by the city administrator, or the council shall be allowed to attend executive sessions.
  - B. Representatives of recognized news media<sup>4</sup> may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation, and the news media is a party to the litigation.
- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the council is not permitted to take formal or final action on any matter at a work session.
  - C. Work sessions are to be scheduled by the city administrator.
  - D. The city administrator is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that week shall be cancelled.
- VII. Council Recess.** The council shall be in recess, at a minimum, during the following dates each calendar year:
- A. August 15 – August 31;
  - B. The Monday before Thanksgiving and the Friday after Thanksgiving; and
  - C. December 20 to January 1.
- VIII. Location.** Council meetings shall be held at City Hall.
- A. In the event city hall is not available for a meeting, the council shall meet at a venue open to the public, which is located within the jurisdictional limits of the city.

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\* State law requires governing bodies to allow representatives of recognized news media to attend executive sessions except for labor negotiations and litigation where the news media is a party to the litigation. State law does not define the term news media and a decision whether such an individual should be permitted to attend an executive session must be made on a case-by-case basis.

- B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
  - D. No council meeting shall be held at any place where discrimination on the basis of an individual's race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income, or disability is practiced.
- IX. **Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. **Attendance.** Members of the council shall advise the city administrator if they will be unable to attend any meetings. Under the charter, a council position becomes vacant if the member of council is absent from the city for more than 30 days without council permission or absent from all meetings of the council within a 60-day period.



## CHAPTER 3 – Ordinances and Resolutions\*

- I. **Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
  - A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
  - B. Sponsorship. If sponsored, each ordinance shall note the name of the member(s) of the council introducing or sponsoring the ordinance.
  - C. Preparation and Introduction.
    1. All ordinances shall, at the discretion of the council, have been approved by the city attorney or the city attorney's designee.
    2. Ordinances shall be introduced by a member of the council. Except that, upon the request of the council, an ordinance may be introduced by the city administrator or the city attorney, with a member of the council moving for further action on such ordinance upon completion of the introduction.
    3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
  - D. Calendar of Ordinance.
    1. An ordinance is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
      - a. A public hearing on the ordinance be held;
      - b. Refer the ordinance to committee for review and recommendation;
      - c. Refer the ordinance to the city administrator for further revision;
      - d. Pass the ordinance to a second reading; or
      - e. Reject the ordinance in whole or in part.

\* Yamhill City Charter prescribes the form and manner in which ordinances are adopted. Although council rules address the process by which it will adopt resolutions and ordinances, it is important to ensure that the rules comply with the charter. Where the rules and the charter conflict, the charter provision prevails.

2. All ordinances when introduced for first reading shall be identified by title and number on a calendar of first reading and may be passed to a second reading as a group without further reference.
3. Except as otherwise provided by this section, on second reading all ordinances shall be placed by title and number on a calendar of second reading, and may be passed as a group, provided that the vote for the passage of the calendar is unanimous.
4. Should any member of the council object to any ordinance at time of second reading, that ordinance shall be removed from the calendar of second reading, and considered separately. Ordinances to be considered separately shall be ready by title only.
5. When the calendar of second reading or an ordinance which is to be considered separately is placed before the council for final passage, the city recorder shall take the roll and enter the ayes, nays, and abstentions in the record.
6. All proposed amendments to an ordinance shall be in writing, and may be made by interlineation upon the ordinance.
7. Any substantive amendment to a proposed ordinance must be read aloud before the council adopts it at that meeting
8. No second reading of any ordinance shall occur at the meeting where it is introduced, except by suspension of this section of the rules, and no ordinance shall be passed at a single meeting, except by a unanimous vote for passage by all members of council present, provided the proposed ordinance is available to the public at least one week prior to the meeting.
9. An affirmative vote of at least three members of the council shall be necessary to pass an ordinance.
10. When an ordinance is rejected by the council, and is not reconsidered as provided by these rules, neither the ordinance, nor any other ordinance which contains substantially the same provisions, shall be considered by the council for a period of not less than six months, unless at least three members of the council petition for early consideration.
11. After adoption of an ordinance, the city recorder must attest the ordinance by name, title, and date of adoption.

**II. Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.

A. Numbering. The city recorder shall number all resolutions with a consecutive identification number.

B. Preparation and Introduction.

1. All resolutions may, if requested by the council, be approved by the city attorney or the city attorney's designee.
2. Resolutions shall be introduced by a member of the council. Except that, upon the request of the council, a resolution may be introduced by the city administrator or the city attorney, or city staff, with a member of the council moving for further action on such resolution upon completion of the introduction.

C. Calendar of Resolution.

1. A resolution is introduced for consideration by the council for presentation for first reading. After introduction, the council may direct that:
  - a. A public hearing on the resolution be held;
  - b. Pass the resolution; or
  - c. Reject the resolution in whole or in part.
2. All resolutions when introduced shall be identified by title and number.
3. When the calendar of second reading or a resolution which is to be considered separately is placed before the council for final passage, the city recorder shall take the roll and enter the ayes, nays, and abstentions in the record.
4. All proposed amendments to a resolution shall be in writing and may be made by interlineation upon the resolution.
5. An affirmative vote of a majority of the council present shall be necessary to pass a resolution.
6. When a resolution is rejected by the council, and is not reconsidered as provided by these rules, neither the resolution, nor any other resolution which contains substantially the same provisions, shall be considered by the council for a period of not less than three months, unless at least three members of the council petition for early consideration.

## CHAPTER 4 – Land Use Hearings

### I. General Conduct of Hearings.

- A. Any party may speak in person, through an attorney, or elect to have an officially recognized representative present the party's case.
- B. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- C. No person may speak more than once without obtaining permission from the presiding officer.
- D. Upon being recognized by the presiding officer, any member of the council, the city administrator, planning director, or the city attorney may question any person who testifies.
- E. Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- F. The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

### II. Quasi-Judicial Land Use Matters.

- A. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo).
- B. Conflicts of Interest, Abstention, Recusal, Ex Parte Communications.
  - 1. A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
    - a. The member has an actual conflict of interest, as defined by the Oregon Revised Statutes or the city charter/rules, and must recuse from participation. The disclosure and recusal must be noted in the minutes.
    - b. The member was not present during the public hearing and must abstain from participation. However, the member may participate if they reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

2. Members of the council shall reveal/disclose all ex parte contacts regarding the proceeding at the commencement of any quasi-judicial land use proceeding. If the disclosed ex parte communication results in bias and/or a conflict of interest, the member shall recuse from participation as stated in (II)(B)(1)(a) above.
- C. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
1. The decision of the council shall be based on the applicable standards and criteria as set forth in the Yamhill Municipal Code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
  2. The proponent, any opponents, and/or city staff may submit to the council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.
- D. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
1. Land Use Hearing Disclosure Statement. The city recorder or presiding officer shall read the land use hearing disclosure statement, which shall include:
    - a. A list of the applicable criteria;
    - b. A statement that testimony, arguments, and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
    - c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
    - d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
  2. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council

announcing an ex parte contact shall state for the record the nature and content of the contact.

3. Call for recusals. The presiding officer shall inquire whether any member of the council must recuse from participating in the hearing due to a conflict of interest.
  - a. Actual Conflict of Interest: If a member of council announces an actual conflict of interest, as outlined by Oregon Revised Statutes or the city charter/rules, that member must recuse from participation and is recorded in the minutes.<sup>9</sup>
  - b. Potential Conflict of Interest: If a member of council announces a potential conflict of interest, that member may continue participation in the matter, and the declared potential conflict is recorded in the minutes.
  - c. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and if the conflict requires recusal, shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
  - d. Any questions regarding conflicts of interest should be directed to the Oregon Government Ethics Commission (OGE), in advance of the hearing, for advisement on how to proceed in the scenario.
4. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.
5. Presentation of the Case.
  - a. Proponent's case. Twenty minutes total.
  - b. Persons in favor. Five minutes per person.
  - c. Persons opposed. Five minutes per person.
  - d. Other interested persons. Five minutes per person.
  - e. Rebuttal. Ten minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
6. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff.

If the response to any such questions require the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.

7. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
8. Findings and Order. The council may approve or reject the proposal.
  - a. The council shall adopt findings to support its decision.
  - b. The council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.
- E. Continuances. A party can obtain either a continuance or an open record period. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. There is a 120-day time limitation, imposed by the Oregon Revised Statutes, and this 120-day period is not extended unless the applicant requests the continuance or if the applicant otherwise agrees to the extension of the time limitation.\*

### **III. Legislative Land Use Matters.**

- A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
  1. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefore and shall not participate in the proceedings. The City Recorder shall record in the minutes.
  2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
  3. Presentation of the Case.
    - a. Proponent's case. Twenty minutes total.
    - b. Persons in favor. Five minutes per person.
    - c. Persons opposed. Five minutes per person.
    - d. Other interested persons. Five minutes per person.
  4. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
  5. Deliberations. Deliberations shall immediately follow the hearing.

The Council may delay deliberations to a subsequent time certain.

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\* *See* ORS 227.178. Re-opening hearing. Prior to the second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

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## CHAPTER 5 – Motions, Debate, and Voting

### I. **Motions.** All motions shall be distinctly worded.

#### A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
  - a. To lay the matter on the table;
  - b. To call for the previous question;
  - c. To postpone;
  - d. To refer; or
  - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
  - a. A call for the question fails without a majority vote.
  - b. Debate on the main subject resumes if the motion fails.
10. A motion that receives a tie vote fails.

Many councils adopt Robert's Rules of Order to govern motions and related matters. This model adopts Roberts Rules as a *guide* for procedural matters and sets out a simplified procedure for motions and voting. Under this model, where Robert's Rules conflict with the model rules, the model rules should prevail.

11. The presiding officer shall repeat the motion prior to a vote.

12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.

2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the council.

**II. Debate.** The following rules shall govern the debate of any item being discussed by the council:

A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.

B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

**III. Voting.** The following rules shall apply to voting on matters before the council, unless amended in the manner outlined in [Chapter 4](#) of these Rules.

A. Reports. A majority of a quorum shall be required to approve or accept a report. However, no vote is required if the report is only for informational purposes.

B. Consent Agenda. The unanimous vote of all members of the council present is required to approve the matters on a consent agenda.

C. Resolutions. A majority of quorum shall be required to pass a resolution.

D. An Ordinance Involving a Fee or Fine. An ordinance involving a fee or fine shall require a majority of the council to pass.

E. An Ordinance Not Involving a Fee. An ordinance which does not involve a fee or a fine shall require a majority of a quorum to pass.

F. Emergency Ordinance. An emergency ordinance shall require the unanimous vote of all members present.

G. Budget. The budget shall require a majority of a quorum to pass.

- H. Franchise. A majority of a quorum shall be required to pass an ordinance granting a franchise.
- I. Suspension of Rules. A unanimous vote of all members of the council present shall be required to suspend or rescind a rule contained in these rules of procedure, however, rules in this chapter which also appear in the city's charter shall not be suspended or rescinded.
- J. All votes shall be recorded in the minutes.
- K. Ties. Tie votes shall indicate a denial of the proposal. If the tie is a matter that has been appealed from a lower city body or commission, a tie shall render the lower body's decision approved.
- L. Effective date.
1. A resolution shall become effective upon adoption unless otherwise stated in the resolution.
  2. The following shall take effect immediately upon its passage:
    - a. Ordinances making appropriations and the annual tax levy;
    - b. Ordinances relative to local improvements and assessments; and
    - c. Emergency ordinances.
  3. All other ordinances shall take effect 30 days<sup>14</sup> after passage unless a later date is fixed on the ordinance, in which event it shall take effect at the later date.
  4. The filing of a referendum petition shall suspend the effective date of an ordinance.

## CHAPTER 6 – Minutes

### I. **Generally.**

- A. All council minutes shall be in written in action minutes form, with an electronic copy of the meeting maintained by the city recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
  - 1. The date, time, and place of the meeting;
  - 2. The members present;
  - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any document discussed at the meeting

### II. **Approval.** The council shall approve all minutes of any meeting.

- A. All regular council meeting minutes shall be approved within ninety days of the meeting having occurred.
- B. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed.
- C. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

## CHAPTER 7 – Appointments

- I. **Appointments of City Staff.** The council appoints and can remove those positions identified in the city's charter. All appointments require a majority vote of the entire council.
  - A. Reviews. Any person appointed by the council shall be subject to an annual review by the council.
  - B. Removals. All appointed persons may be removed by a majority vote of the entire council.
  - C. Interference. If the council appoints a municipal judge, the council may meet with the judge, but in no instance shall the council be permitted to interfere with the judge's exercise of judicial authority or discretion.
- II. **Appointments of Members to Council, Boards, Commissions and/or Committees.**
  - A. Unless otherwise mandated by state law, the mayor shall appoint the members of any board, commission, or committee authorized by the council.
  - B. Unless otherwise prohibited by the council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the council.
  - C. Removals. All appointed persons may be removed by the mayor.

## CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the council shall refrain from:
  - A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the city as a whole.
  - C. Expressing an opinion contrary to the official position of the council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the city.
- II. **Decorum.**
  - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council.
  - B. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
  - C. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- III. **Statements to the Media and Other Organizations**
  - A. Representing City. If a member of the council, to include the mayor, appears as a representative of the city before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the city, as approved by a majority of the council.
  - B. Personal Opinions. If a member of the council, to include the mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the city before giving their statement.

## CHAPTER 9 – Interactions with Staff & City Attorney

- I. **Staff.** All members of the council shall respect the separation between the council's role and the city's manager's *[city administrator's]* responsibility by:
  - A. Not interfering with the day-to-day administration of city business, which is the responsibility of the city administrator.
  - B. Refraining from actions that would undermine the authority of the city manager *[city administrator]* or a department head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the city administrator.
    1. Questions from individual members of the council requiring significant time or resources (two hours or more) shall normally require approval of the council.
    2. Members of the council shall normally share any information obtained from staff with the entire council. This section is not intended to apply to questions by members of the council acting in their individual capacities rather than as members of the council, nor to questions regarding conflict of interest or similar issues particular to a member of the council.
- II. **City Attorney.** Council members may not make requests to the city attorney for advice without first receiving approval from the majority of the council for the subject matter.

### III. **CHAPTER 10 – Censure [and Removal]**<sup>15</sup>

- I. The council may enforce these rules and ensure compliance with city ordinances, charter, and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand *[or removal as provided for in the city charter]*.
- II. The council may investigate the actions of any member of council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter, or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).



## CHAPTER 11 – Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the council in accordance with the rules noted herein.
  - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for a public comment period.
  - B. All amendments to these rules require a majority vote.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the council in accordance with the rules noted herein.
  - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
  - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for a public comment period.
  - C. Any repeal and replacement of these rules requires a majority vote.
  - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.