



City of Yamhill
A small taste of Oregon

City Council

Meeting Packet

December 13, 2023

6:30 pm

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4100	Beginning Budget Balance	0.00	0.00	312,103.00	0.00%
4932	Business License	100.00	100.00	500.00	20.00%
4902	Cigarette Taxes	323.17	323.17	1,500.00	21.54%
4938	County Building Services	97.63	97.63	0.00	0.00%
4915	Dog License Revenue	154.50	154.50	500.00	30.90%
4925	Franchise Fees	5,971.43	5,971.43	55,000.00	10.86%
4944	Grant - ODOT DUII	1,035.60	1,035.60	4,000.00	25.89%
4942	Grant - ODOT Seat Belt	782.12	782.12	3,500.00	22.35%
4943	Grant - ODOT Speed	5,143.75	5,143.75	4,000.00	128.59%
4945	Grant -ODOT Distracted Driving	1,978.67	1,978.67	3,500.00	56.53%
4952	Interest Income	7,898.19	7,898.19	9,363.00	84.36%
4962	Land Use Fees	6,950.00	6,950.00	15,000.00	46.33%
4903	Liquor Taxes	7,641.44	7,641.44	19,500.00	39.19%
4913	Miscellaneous Income	2,146.72	2,146.72	1,000.00	214.67%
4928	Municipal Court Fees	9,564.66	9,564.66	20,000.00	47.82%
4924	Municipal Court Fines	22,193.14	22,193.14	50,000.00	44.39%
4941	Municipal Court Training Assmt	492.00	492.00	1,000.00	49.20%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	555.00	555.00	1,200.00	46.25%
4914	Police Misc. Income	3,681.69	3,681.69	7,000.00	52.60%
4922	Police Service Fee	12,995.00	12,995.00	29,000.00	44.81%
4950	Police SRO-Yamhill/Carlton SD	8,125.00	8,125.00	10,000.00	81.25%
4901	Previously Levied Taxes	5,640.82	5,640.82	11,000.00	51.28%
4900	Property Tax Revenue	3,554.36	3,554.36	470,113.00	0.76%
4904	State Revenue Sharing	3,598.01	3,598.01	15,000.00	23.99%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$110,622.90	\$110,622.90	\$1,045,379.00	
Police Dept					
4960	Users Fees	(5.00)	(5.00)	0.00	0.00%
Police Dept Totals		(\$5.00)	(\$5.00)	\$0.00	
Revenue		\$110,617.90	\$110,617.90	\$1,045,379.00	
Gross Profit		\$110,617.90	\$110,617.90	\$1,045,379.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	2,249.52	2,249.52	8,415.00	26.73%
6110	Admin Part-Time	532.99	532.99	6,020.00	8.85%
6325	Ads & Printing	88.56	88.56	2,500.00	3.54%
6300	Attorney/Legal Fees	628.50	628.50	15,000.00	4.19%
6301	Audit Fees	0.00	0.00	10,000.00	0.00%
6412	Building Maintenance	264.48	264.48	3,000.00	8.82%
6335	Christmas Decorations	0.00	0.00	1,000.00	0.00%
6101	City Administrator	2,483.30	2,483.30	29,982.00	8.28%
6102	City Clerk	2,880.32	2,880.32	9,180.00	31.38%
6306	Contract Services	8,297.77	8,297.77	14,000.00	59.27%
6305	Dues, Travel, Training	1,264.23	1,264.23	2,000.00	63.21%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%
6309	Janitorial Services	350.00	350.00	2,600.00	13.46%
6202	Liability Insurance	10,491.50	10,491.50	9,000.00	116.57%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Percent of Budget
6252	Miscellaneous Expense	222.32	222.32	750.00	29.64%
6328	Office Supplies	661.66	661.66	2,500.00	26.47%
6200	Operations & Maint	4,603.69	4,603.69	7,000.00	65.77%
6120	Payroll Expense	8,656.94	8,656.94	38,441.00	22.52%
6329	Postage	210.66	210.66	400.00	52.67%
6795	Reserve for Contingencies	0.00	0.00	91,145.00	0.00%
6521	Reserve Transfer (ACER Reserve	11,000.00	11,000.00	11,000.00	100.00%
6210	Utilities	4,567.48	4,567.48	10,304.00	44.33%
6032	Website/IT	12,016.70	12,016.70	12,000.00	100.14%
Administrative Dept Totals		\$71,470.62	\$71,470.62	\$287,237.00	
City Council					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	877.62	877.62	2,500.00	35.10%
6252	Miscellaneous Expense	426.87	426.87	1,000.00	42.69%
6328	Office Supplies	75.00	75.00	0.00	0.00%
City Council Totals		\$1,379.49	\$1,379.49	\$5,500.00	
Municipal Court					
6103	Admin Clerk	899.81	899.81	3,366.00	26.73%
6250	Assessments	6,933.53	6,933.53	20,000.00	34.67%
6300	Attorney/Legal Fees	0.00	0.00	300.00	0.00%
6224	Bail Refunds	165.00	165.00	500.00	33.00%
6102	City Clerk	0.00	0.00	21,420.00	0.00%
6310	Court Interpreter	500.00	500.00	1,200.00	41.67%
6305	Dues, Travel, Training	487.80	487.80	2,000.00	24.39%
6102	Municipal Clerk	6,720.74	6,720.74	0.00	0.00%
6311	Municipal Judge	1,250.00	1,250.00	3,000.00	41.67%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	714.01	714.01	2,000.00	35.70%
6120	Payroll Expense	6,423.14	6,423.14	19,770.00	32.49%
Municipal Court Totals		\$24,094.03	\$24,094.03	\$74,056.00	
Park Dept					
6200	Operations & Maint	9,146.48	9,146.48	3,000.00	304.88%
6113	Part-Time Help PW	0.00	0.00	8,741.00	0.00%
6120	Payroll Expense	361.70	361.70	9,151.00	3.95%
6523	Reserve Transfer (Park)	7,500.00	7,500.00	7,500.00	100.00%
6401	Trees	0.00	0.00	4,000.00	0.00%
6210	Utilities	318.55	318.55	1,500.00	21.24%
6109	Utility Worker I	1,260.19	1,260.19	7,788.00	16.18%
Park Dept Totals		\$18,586.92	\$18,586.92	\$41,680.00	
Planning Dept					
6103	Admin Clerk	2,999.37	2,999.37	3,366.00	89.11%
6325	Ads & Printing	1,064.96	1,064.96	1,000.00	106.50%
6101	City Administrator	130.54	130.54	0.00	0.00%
6303	City Planner	5,580.00	5,580.00	7,000.00	79.71%
6306	Contract Services	26,853.76	26,853.76	10,000.00	268.54%
6305	Dues, Travel, Training	0.00	0.00	200.00	0.00%
6328	Office Supplies	75.00	75.00	100.00	75.00%
6120	Payroll Expense	2,565.65	2,565.65	13,108.00	19.57%
6114	Planning/ City Administrator	214.37	214.37	5,000.00	4.29%
Planning Dept Totals		\$39,483.65	\$39,483.65	\$39,774.00	
Police Dept					
6304	911 YCOM Dispatch	4,326.32	4,326.32	19,000.00	22.77%

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Dec 2023 Actual	Jul 2023 Dec 2023 Actual	Jul 2023 Jun 2024	Percent of Budget
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6305	Dues, Travel, Training	2,383.22	2,383.22	4,100.00	58.13%
6221	Equipment/Maintenance	1,717.92	1,717.92	4,750.00	36.17%
6337	Fuel	0.00	0.00	12,000.00	0.00%
6333	Investigation Expenses	232.40	232.40	1,100.00	21.13%
6202	Liability Insurance	15,387.53	15,387.53	14,000.00	109.91%
6252	Miscellaneous Expense	0.00	0.00	550.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	3,000.00	0.00%
6336	National Night Out Expense	705.00	705.00	2,000.00	35.25%
6117	ODOT Grant Payroll	2,701.33	2,701.33	15,000.00	18.01%
6328	Office Supplies	1,451.19	1,451.19	2,300.00	63.10%
6115	Overtime	932.96	932.96	3,000.00	31.10%
6120	Payroll Expense	51,098.99	51,098.99	200,682.00	25.46%
6254	Peer Support Expense	0.00	0.00	150.00	0.00%
6104	Police Chief	30,934.12	30,934.12	99,500.00	31.09%
6122	Police Corporal	23,727.10	23,727.10	76,100.00	31.18%
6331	Police Equipment	3,493.43	3,493.43	9,200.00	37.97%
6105	Police Officer	100.59	100.59	0.00	0.00%
6976	Police Radios	0.00	0.00	800.00	0.00%
6404	Policy & Procedure Manual	2,097.14	2,097.14	2,100.00	99.86%
6106	Reserve Officer	2,037.22	2,037.22	10,000.00	20.37%
6522	Reserve Transfer (PD Vehicle)	15,000.00	15,000.00	15,000.00	100.00%
6327	Resource Materials	0.00	0.00	1,050.00	0.00%
6107	Traffic Officer	20,484.60	20,484.60	66,200.00	30.94%
6330	Uniform Allowance	776.04	776.04	3,350.00	23.17%
6210	Utilities	2,487.85	2,487.85	3,100.00	80.25%
6405	Vehicle Lease	12,850.00	12,850.00	15,000.00	85.67%
6027	Vehicle Maintenance	4,347.91	4,347.91	10,000.00	43.48%
Police Dept Totals		\$199,272.86	\$199,272.86	\$597,132.00	
Expenses		\$354,287.57	\$354,287.57	\$1,045,379.00	
Revenue Less Expenditures		(\$243,669.67)	(\$243,669.67)	\$0.00	
Net Change in Fund Balance		(\$243,669.67)	(\$243,669.67)	\$0.00	

Fund Balances

Beginning Fund Balance	297,298.79	297,298.79	0.00	0.00%
Net Change in Fund Balance	(243,669.67)	(243,669.67)	0.00	0.00%
Ending Fund Balance	53,629.12	53,629.12	0.00	0.00%

Report Options

Fund: General Fund

Period: 7/1/2023 to 12/31/2023

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: General Fund Master

Display Subtotals: No

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance		0.00	400,000.00	0.00%
4952	Interest Income	9,638.20	9,638.20	12,000.00	80.32%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	3,482.25	3,482.25	8,000.00	43.53%
4965	Rock Damn Income		0.00	100,000.00	0.00%
4940	Security Deposits	1,405.62	1,405.62	5,000.00	28.11%
4960	Users Fees	335,446.03	335,446.03	558,685.00	60.04%
	Revenue	\$349,972.10	\$349,972.10	\$1,275,685.00	
	Gross Profit	\$349,972.10	\$349,972.10	\$1,275,685.00	
Expenses					
Requirements					
6442	3rd Street Project	173,823.46	173,823.46	185,000.00	93.96%
6103	Admin Clerk	5,925.42	5,925.42	14,025.00	42.25%
6110	Admin Part-Time	569.75	569.75	3,010.00	18.93%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees	1,026.00	1,026.00	11,000.00	9.33%
6301	Audit Fees		0.00	6,000.00	0.00%
6326	Chemicals	11,037.00	11,037.00	20,000.00	55.19%
6101	City Administrator	1,724.53	1,724.53	21,992.00	7.84%
6102	City Clerk	4,800.55	4,800.55	15,300.00	31.38%
6306	Contract Services	29,411.93	29,411.93	90,000.00	32.68%
6445	Dam Rock Improvement	8,597.50	8,597.50	120,000.00	7.16%
6427	Deposit Refund		0.00	500.00	0.00%
6237	Distribution System	11,029.83	11,029.83	45,000.00	24.51%
6305	Dues, Travel, Training	2,659.38	2,659.38	4,500.00	59.10%
6334	Emergency Services		0.00	2,000.00	0.00%
6119	Facilities Manager	9,595.85	9,595.85	25,880.00	37.08%
6443	Hwy 240 Valve Replacement	52,278.75	52,278.75	100,000.00	52.28%
6232	Large Meter Testing		0.00	1,500.00	0.00%
6202	Liability Insurance	31,474.51	31,474.51	30,000.00	104.92%
6233	Meter Replacement	8,958.84	8,958.84	10,000.00	89.59%
6203	Misc. Tools		0.00	1,000.00	0.00%
6252	Miscellaneous Expense	121.79	121.79	1,000.00	12.18%
6230	Office Equip/Maint/Supplies	590.61	590.61	1,000.00	59.06%
6444	Olive Street Design		0.00	42,000.00	0.00%
6200	Operations & Maint	29,419.52	29,419.52	45,000.00	65.38%
6115	Overtime	792.28	792.28	4,000.00	19.81%
6118	Pager Pay	680.75	680.75	3,500.00	19.45%
6120	Payroll Expense	28,601.29	28,601.29	103,912.00	27.52%
6204	Permits	1,575.00	1,575.00	2,500.00	63.00%
6121	Plant Operator	8,735.29	8,735.29	26,707.00	32.71%
6329	Postage	1,248.05	1,248.05	2,000.00	62.40%
6441	Res. to Plant Tie Feasability		0.00	75,000.00	0.00%
6795	Reserve for Contingencies		0.00	86,134.00	0.00%
6521	Reserve Transfer (ACER Reserve	13,500.00	13,500.00	13,500.00	100.00%
6415	Reservoir Cleaning		0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	424.24	424.24	1,000.00	42.42%
6417	Sludge Hauling		0.00	3,000.00	0.00%

Water Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Dec 2023	Dec 2023	Jun 2024	Percent of
Account Number		Actual	Actual		Budget
6111	Summer Help PW		0.00	1,300.00	0.00%
6525	Transfer Out (PW Reserve)	12,000.00	12,000.00	12,000.00	100.00%
6529	Transfer Out (Water Deprec)	5,000.00	5,000.00	5,000.00	100.00%
6210	Utilities	7,764.48	7,764.48	24,750.00	31.37%
6109	Utility Worker I	7,744.54	7,744.54	15,575.00	49.72%
6027	Vehicle Maintenance		0.00	10,000.00	0.00%
6426	Water Filter Media	67,385.00	67,385.00	0.00	0.00%
Other Expense					
6201	Lab Equipment	494.61	494.61	5,000.00	9.89%
6440	Transmission Line Feasibility		0.00	75,000.00	0.00%
Expenses		\$538,990.75	\$538,990.75	\$1,275,685.00	
Revenue Less Expenditures		(\$189,018.65)	(\$189,018.65)	\$0.00	
Net Change in Fund Balance		(\$189,018.65)	(\$189,018.65)	\$0.00	

Fund Balances

Beginning Fund Balance	238,822.96	238,822.96	0.00	0.00%
Net Change in Fund Balance	(189,018.65)	(189,018.65)	0.00	0.00%
Ending Fund Balance	49,804.31	49,804.31	0.00	0.00%

Water Debt Depreciation Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	30,575.00	0.00%
4952	Interest Income	272.56	272.56	500.00	54.51%
4981	Transfer In - Water Fund	5,000.00	5,000.00	5,000.00	100.00%
Revenue		\$5,272.56	\$5,272.56	\$36,075.00	
Gross Profit		\$5,272.56	\$5,272.56	\$36,075.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6407	Intake Structure	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	75.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6405	Vehicle Lease	0.00	0.00	15,000.00	0.00%
6426	Water Filter Media	5,100.00	5,100.00	15,000.00	34.00%
Expenses		\$5,100.00	\$5,100.00	\$36,075.00	
Revenue Less Expenditures		\$172.56	\$172.56	\$0.00	
Net Change in Fund Balance		\$172.56	\$172.56	\$0.00	
Fund Balances					
	Beginning Fund Balance	(9,062.58)	(9,062.58)	0.00	0.00%
	Net Change in Fund Balance	172.56	172.56	0.00	0.00%
	Ending Fund Balance	(8,890.02)	(8,890.02)	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	531,000.00	0.00%
4952	Interest Income	5,604.61	5,604.61	15,930.00	35.18%
4792	System Development Charges	0.00	0.00	194,880.00	0.00%
	Revenue	\$5,604.61	\$5,604.61	\$741,810.00	
	Gross Profit	\$5,604.61	\$5,604.61	\$741,810.00	
Expenses					
Requirements					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	435,810.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
6524	Transfer Out (Water Debt Svc)	158,000.00	158,000.00	158,000.00	100.00%
	Expenses	\$158,000.00	\$158,000.00	\$741,810.00	
	Revenue Less Expenditures	(\$152,395.39)	(\$152,395.39)	\$0.00	
	Net Change in Fund Balance	(\$152,395.39)	(\$152,395.39)	\$0.00	
Fund Balances					
	Beginning Fund Balance	212,905.28	212,905.28	0.00	0.00%
	Net Change in Fund Balance	(152,395.39)	(152,395.39)	0.00	0.00%
	Ending Fund Balance	60,509.89	60,509.89	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	140,382.00	0.00%
4952	Interest Income	3,229.09	3,229.09	4,211.00	76.68%
4991	Transfer In - Water SDC	158,000.00	158,000.00	158,000.00	100.00%
4960	Users Fees	83,909.18	83,909.18	124,800.00	67.23%
	Revenue	\$245,138.27	\$245,138.27	\$427,393.00	
	Gross Profit	\$245,138.27	\$245,138.27	\$427,393.00	
Expenses					
6150	Debt Service Expense	216,150.42	216,150.42	216,150.00	100.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	153,121.00	0.00%
	Expenses	\$216,150.42	\$216,150.42	\$427,393.00	
	Revenue Less Expenditures	\$28,987.85	\$28,987.85	\$0.00	
	Net Change in Fund Balance	\$28,987.85	\$28,987.85	\$0.00	
Fund Balances					
	Beginning Fund Balance	387,536.56	387,536.56	0.00	0.00%
	Net Change in Fund Balance	28,987.85	28,987.85	0.00	0.00%
	Ending Fund Balance	416,524.41	416,524.41	0.00	0.00%

Report Options

Fund: Water Debt Service

Period: 7/1/2023 to 12/31/2023

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Water Debt Service

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	480,000.00	0.00%
4952	Interest Income	6,923.16	6,923.16	12,000.00	57.69%
4913	Miscellaneous Income	1,206.09	1,206.09	0.00	0.00%
4940	Security Deposits	1,573.12	1,573.12	8,000.00	19.66%
4963	Stormwater	5,188.54	5,188.54	12,000.00	43.24%
4960	Users Fees	170,807.24	170,807.24	404,330.00	42.24%
Revenue		\$185,698.15	\$185,698.15	\$916,330.00	
Gross Profit		\$185,698.15	\$185,698.15	\$916,330.00	
Expenses					
Requirements					
6103	Admin Clerk	5,925.42	5,925.42	14,025.00	42.25%
6110	Admin Part-Time	553.00	553.00	3,010.00	18.37%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6498	ARPA Grant	27,673.83	27,673.83	80,000.00	34.59%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	0.00	0.00	5,500.00	0.00%
6326	Chemicals	0.00	0.00	2,000.00	0.00%
6101	City Administrator	1,724.53	1,724.53	21,992.00	7.84%
6102	City Clerk	4,800.55	4,800.55	15,300.00	31.38%
6227	Collection System	1,621.00	1,621.00	30,000.00	5.40%
6306	Contract Services	14,062.83	14,062.83	30,000.00	46.88%
6427	Deposit Refund	39.99	39.99	500.00	8.00%
6305	Dues, Travel, Training	1,705.61	1,705.61	4,000.00	42.64%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	9,595.85	9,595.85	25,880.00	37.08%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	12,589.80	12,589.80	12,000.00	104.92%
6439	Manhole Project	0.00	0.00	100,000.00	0.00%
6203	Misc. Tools	129.90	129.90	1,300.00	9.99%
6252	Miscellaneous Expense	291.17	291.17	500.00	58.23%
6230	Office Equip/Maint/Supplies	395.47	395.47	750.00	52.73%
6328	Office Supplies	11.25	11.25	500.00	2.25%
6200	Operations & Maint	23,999.59	23,999.59	35,000.00	68.57%
6115	Overtime	792.26	792.26	2,000.00	39.61%
6118	Pager Pay	680.75	680.75	3,000.00	22.69%
6120	Payroll Expense	27,462.60	27,462.60	103,912.00	26.43%
6204	Permits	3,583.00	3,583.00	5,000.00	71.66%
6121	Plant Operator	8,735.29	8,735.29	26,707.00	32.71%
6329	Postage	1,248.02	1,248.02	2,500.00	49.92%
6795	Reserve for Contingencies	0.00	0.00	233,929.00	0.00%
6521	Reserve Transfer (ACER Reserve)	13,500.00	13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	1,344.29	1,344.29	2,000.00	67.21%
6417	Sludge Hauling	0.00	0.00	7,000.00	0.00%
6525	Transfer Out (PW Reserve)	12,500.00	12,500.00	12,500.00	100.00%
6210	Utilities	9,510.61	9,510.61	24,750.00	38.43%
6422	Utility Truck Purchase	0.00	0.00	60,000.00	0.00%
6109	Utility Worker I	6,558.52	6,558.52	15,575.00	42.11%
6027	Vehicle Maintenance	1,698.29	1,698.29	3,000.00	56.61%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Dec 2023	Dec 2023	Jun 2024	Percent of
Account Number		Actual	Actual		Budget
Other Expense					
6201	Lab Equipment	0.00	0.00	2,000.00	0.00%
	Expenses	\$192,733.42	\$192,733.42	\$916,330.00	
	Revenue Less Expenditures	(\$7,035.27)	(\$7,035.27)	\$0.00	
	Net Change in Fund Balance	(\$7,035.27)	(\$7,035.27)	\$0.00	

Fund Balances

Beginning Fund Balance	521,167.48	521,167.48	0.00	0.00%
Net Change in Fund Balance	(7,035.27)	(7,035.27)	0.00	0.00%
Ending Fund Balance	514,132.21	514,132.21	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	63,000.00	0.00%
4952	Interest Income	490.26	490.26	1,890.00	25.94%
	Revenue	\$490.26	\$490.26	\$64,890.00	
	Gross Profit	\$490.26	\$490.26	\$64,890.00	
Expenses					
6745	Ellie's Lift Station	0.00	0.00	15,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	49,890.00	0.00%
	Expenses	\$0.00	\$0.00	\$64,890.00	
	Revenue Less Expenditures	\$490.26	\$490.26	\$0.00	
	Net Change in Fund Balance	\$490.26	\$490.26	\$0.00	
Fund Balances					
	Beginning Fund Balance	64,261.13	64,261.13	0.00	0.00%
	Net Change in Fund Balance	490.26	490.26	0.00	0.00%
	Ending Fund Balance	64,751.39	64,751.39	0.00	0.00%

Sewer SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	418,964.00	0.00%
4952	Interest Income	4,136.86	4,136.86	12,569.00	32.91%
4792	System Development Charges	0.00	0.00	116,010.00	0.00%
	Revenue	\$4,136.86	\$4,136.86	\$547,543.00	
	Gross Profit	\$4,136.86	\$4,136.86	\$547,543.00	
Expenses					
6439	Manhole Project	0.00	0.00	20,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	527,543.00	0.00%
	Expenses	\$0.00	\$0.00	\$547,543.00	
	Revenue Less Expenditures	\$4,136.86	\$4,136.86	\$0.00	
	Net Change in Fund Balance	\$4,136.86	\$4,136.86	\$0.00	
Fund Balances					
	Beginning Fund Balance	354,878.55	354,878.55	0.00	0.00%
	Net Change in Fund Balance	4,136.86	4,136.86	0.00	0.00%
	Ending Fund Balance	359,015.41	359,015.41	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	38,780.00	0.00%
4952	Interest Income	619.10	619.10	1,163.00	53.23%
4960	Users Fees	42,077.60	42,077.60	42,000.00	100.18%
Revenue		\$42,696.70	\$42,696.70	\$81,943.00	
Gross Profit		\$42,696.70	\$42,696.70	\$81,943.00	
Expenses					
Requirements					
6150	Debt Service Expense	800.00	800.00	54,181.00	1.48%
6795	Reserve for Contingencies	0.00	0.00	27,762.00	0.00%
Expenses		\$800.00	\$800.00	\$81,943.00	
Revenue Less Expenditures		\$41,896.70	\$41,896.70	\$0.00	
Net Change in Fund Balance		\$41,896.70	\$41,896.70	\$0.00	
Fund Balances					
	Beginning Fund Balance	63,904.47	63,904.47	0.00	0.00%
	Net Change in Fund Balance	41,896.70	41,896.70	0.00	0.00%
	Ending Fund Balance	105,801.17	105,801.17	0.00	0.00%

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	106,587.00	0.00%
4952	Interest Income	1,564.59	1,564.59	3,198.00	48.92%
4292	Recology Franchise Fees	0.00	0.00	4,900.00	0.00%
4290	State Gas Tax Revenue	32,186.06	32,186.06	92,400.00	34.83%
Revenue		\$33,750.65	\$33,750.65	\$207,085.00	
Gross Profit		\$33,750.65	\$33,750.65	\$207,085.00	
Expenses					
Requirements					
6103	Admin Clerk	1,057.86	1,057.86	2,244.00	47.14%
6101	City Administrator	137.96	137.96	2,000.00	6.90%
6306	Contract Services	3,175.38	3,175.38	15,000.00	21.17%
6221	Equipment/Maintenance	0.00	0.00	2,000.00	0.00%
6119	Facilities Manager	2,198.77	2,198.77	13,802.00	15.93%
6236	Footpaths/Bikepaths	0.00	0.00	5,000.00	0.00%
6200	Operations & Maint	10,165.73	10,165.73	20,000.00	50.83%
6120	Payroll Expense	5,843.31	5,843.31	19,795.00	29.52%
6121	Plant Operator	1,960.19	1,960.19	5,935.00	33.03%
6795	Reserve for Contingencies	0.00	0.00	56,394.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	6,716.58	6,716.58	16,800.00	39.98%
6222	Street Maintenance	0.00	0.00	40,000.00	0.00%
6109	Utility Worker I	929.02	929.02	0.00	0.00%
6108	Utility Worker II	0.00	0.00	3,115.00	0.00%
Expenses		\$32,184.80	\$32,184.80	\$207,085.00	
Revenue Less Expenditures		\$1,565.85	\$1,565.85	\$0.00	
Net Change in Fund Balance		\$1,565.85	\$1,565.85	\$0.00	
Fund Balances					
	Beginning Fund Balance	181,022.91	181,022.91	0.00	0.00%
	Net Change in Fund Balance	1,565.85	1,565.85	0.00	0.00%
	Ending Fund Balance	182,588.76	182,588.76	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	84,822.00	0.00%
4952	Interest Income	1,110.45	1,110.45	2,545.00	43.63%
4792	System Development Charges	0.00	0.00	59,610.00	0.00%
	Revenue	\$1,110.45	\$1,110.45	\$146,977.00	
	Gross Profit	\$1,110.45	\$1,110.45	\$146,977.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	146,977.00	0.00%
	Expenses	\$0.00	\$0.00	\$146,977.00	
	Revenue Less Expenditures	\$1,110.45	\$1,110.45	\$0.00	
	Net Change in Fund Balance	\$1,110.45	\$1,110.45	\$0.00	
Fund Balances					
	Beginning Fund Balance	157,057.27	157,057.27	0.00	0.00%
	Net Change in Fund Balance	1,110.45	1,110.45	0.00	0.00%
	Ending Fund Balance	158,167.72	158,167.72	0.00	0.00%

Sidewalk Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	9,017.00	0.00%
4952	Interest Income	221.28	221.28	271.00	81.65%
4982	Transfer In - Sewer Fund	0.00	0.00	13,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	7,000.00	0.00%
Revenue		\$221.28	\$221.28	\$29,288.00	
Gross Profit		\$221.28	\$221.28	\$29,288.00	
Expenses					
6499	Capital Reserve	0.00	0.00	4,288.00	0.00%
6423	Sidewalk Installation	19,766.50	19,766.50	25,000.00	79.07%
Expenses		\$19,766.50	\$19,766.50	\$29,288.00	
Revenue Less Expenditures		(\$19,545.22)	(\$19,545.22)	\$0.00	
Net Change in Fund Balance		(\$19,545.22)	(\$19,545.22)	\$0.00	
Fund Balances					
	Beginning Fund Balance	28,115.51	28,115.51	0.00	0.00%
	Net Change in Fund Balance	(19,545.22)	(19,545.22)	0.00	0.00%
	Ending Fund Balance	8,570.29	8,570.29	0.00	0.00%

Building Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	20,700.00	0.00%
4931	Building Permits - Structural	301.62	301.62	0.00	0.00%
4939	Code Compliance Fees	225.00	225.00	500.00	45.00%
4938	County Building Services	415.08	415.08	4,000.00	10.38%
4952	Interest Income	195.10	195.10	621.00	31.42%
Revenue		\$1,136.80	\$1,136.80	\$25,821.00	
Gross Profit		\$1,136.80	\$1,136.80	\$25,821.00	
Expenses					
Requirements					
6103	Admin Clerk	749.84	749.84	2,805.00	26.73%
6101	City Administrator	216.29	216.29	3,317.00	6.52%
6119	Facilities Manager	0.00	0.00	2,844.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	611.25	611.25	5,765.00	10.60%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	10,940.00	0.00%
Expenses		\$1,577.38	\$1,577.38	\$25,821.00	
Revenue Less Expenditures		(\$440.58)	(\$440.58)	\$0.00	
Net Change in Fund Balance		(\$440.58)	(\$440.58)	\$0.00	
Fund Balances					
	Beginning Fund Balance	28,545.55	28,545.55	0.00	0.00%
	Net Change in Fund Balance	(440.58)	(440.58)	0.00	0.00%
	Ending Fund Balance	28,104.97	28,104.97	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	129,226.00	0.00%
4952	Interest Income	1,010.17	1,010.17	3,877.00	26.06%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$1,010.17	\$1,010.17	\$133,703.00	
	Gross Profit	\$1,010.17	\$1,010.17	\$133,703.00	
Expenses					
6313	Administrative Costs	32.20	32.20	250.00	12.88%
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6101	City Administrator	266.58	266.58	2,000.00	13.33%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,706.10	1,706.10	1,327.00	128.57%
6795	Reserve for Contingencies	0.00	0.00	109,076.00	0.00%
	Expenses	\$2,004.88	\$2,004.88	\$133,703.00	
	Revenue Less Expenditures	(\$994.71)	(\$994.71)	\$0.00	
	Net Change in Fund Balance	(\$994.71)	(\$994.71)	\$0.00	
Fund Balances					
	Beginning Fund Balance	151,300.12	151,300.12	0.00	0.00%
	Net Change in Fund Balance	(994.71)	(994.71)	0.00	0.00%
	Ending Fund Balance	150,305.41	150,305.41	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	293.90	293.90	0.00	0.00%
4921	Municipal Court Equip Assmt	328.00	328.00	900.00	36.44%
4980	Transfer In - Gen Fund	11,000.00	11,000.00	11,000.00	100.00%
4982	Transfer In - Sewer Fund	13,500.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	13,500.00	13,500.00	13,500.00	100.00%
	Revenue	\$38,621.90	\$38,621.90	\$38,900.00	
	Gross Profit	\$38,621.90	\$38,621.90	\$38,900.00	
Expenses					
6403	Copy/Postal/Computing	606.00	606.00	4,000.00	15.15%
6414	Software	5,877.27	5,877.27	5,000.00	117.55%
6408	Support Services	30,088.83	30,088.83	29,900.00	100.63%
	Expenses	\$36,572.10	\$36,572.10	\$38,900.00	
	Revenue Less Expenditures	\$2,049.80	\$2,049.80	\$0.00	
	Net Change in Fund Balance	\$2,049.80	\$2,049.80	\$0.00	
Fund Balances					
	Beginning Fund Balance	9,135.43	9,135.43	0.00	0.00%
	Net Change in Fund Balance	2,049.80	2,049.80	0.00	0.00%
	Ending Fund Balance	11,185.23	11,185.23	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	185.10	185.10	0.00	0.00%
4982	Transfer In - Sewer Fund	12,500.00	12,500.00	12,500.00	100.00%
4981	Transfer In - Water Fund	12,000.00	12,000.00	12,000.00	100.00%
	Revenue	\$24,685.10	\$24,685.10	\$24,500.00	
	Gross Profit	\$24,685.10	\$24,685.10	\$24,500.00	
Expenses					
6415	Lab/Office	0.00	0.00	10,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	14,500.00	0.00%
	Expenses	\$0.00	\$0.00	\$24,500.00	
	Revenue Less Expenditures	\$24,685.10	\$24,685.10	\$0.00	
	Net Change in Fund Balance	\$24,685.10	\$24,685.10	\$0.00	
Fund Balances					
	Beginning Fund Balance	2,248.66	2,248.66	0.00	0.00%
	Net Change in Fund Balance	24,685.10	24,685.10	0.00	0.00%
	Ending Fund Balance	26,933.76	26,933.76	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 7/1/2023 to 12/31/2023

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	460,000.00	0.00%
4952	Interest Income	4,295.95	4,295.95	13,800.00	31.13%
4792	System Development Charges	0.00	0.00	94,800.00	0.00%
	Revenue	\$4,295.95	\$4,295.95	\$568,600.00	
	Gross Profit	\$4,295.95	\$4,295.95	\$568,600.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	468,600.00	0.00%
6741	System Improvements	0.00	0.00	100,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$568,600.00	
	Revenue Less Expenditures	\$4,295.95	\$4,295.95	\$0.00	
	Net Change in Fund Balance	\$4,295.95	\$4,295.95	\$0.00	
Fund Balances					
	Beginning Fund Balance	469,704.07	469,704.07	0.00	0.00%
	Net Change in Fund Balance	4,295.95	4,295.95	0.00	0.00%
	Ending Fund Balance	474,000.02	474,000.02	0.00	0.00%

Park Equipment Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	4,460.00	0.00%
4952	Interest Income	91.38	91.38	134.00	68.19%
4984	Transfer in - Parks	7,500.00	7,500.00	7,500.00	100.00%
	Revenue	\$7,591.38	\$7,591.38	\$12,094.00	
	Gross Profit	\$7,591.38	\$7,591.38	\$12,094.00	
Expenses					
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	9,094.00	0.00%
	Expenses	\$0.00	\$0.00	\$12,094.00	
	Revenue Less Expenditures	\$7,591.38	\$7,591.38	\$0.00	
	Net Change in Fund Balance	\$7,591.38	\$7,591.38	\$0.00	
Fund Balances					
	Beginning Fund Balance	6,704.24	6,704.24	0.00	0.00%
	Net Change in Fund Balance	7,591.38	7,591.38	0.00	0.00%
	Ending Fund Balance	14,295.62	14,295.62	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	46,400.00	0.00%
4952	Interest Income	742.10	742.10	1,392.00	53.31%
4792	System Development Charges	0.00	0.00	50,430.00	0.00%
	Revenue	\$742.10	\$742.10	\$98,222.00	
	Gross Profit	\$742.10	\$742.10	\$98,222.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	98,222.00	0.00%
	Expenses	\$0.00	\$0.00	\$98,222.00	
	Revenue Less Expenditures	\$742.10	\$742.10	\$0.00	
	Net Change in Fund Balance	\$742.10	\$742.10	\$0.00	
Fund Balances					
	Beginning Fund Balance	118,744.84	118,744.84	0.00	0.00%
	Net Change in Fund Balance	742.10	742.10	0.00	0.00%
	Ending Fund Balance	119,486.94	119,486.94	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	3,000.00	0.00%
4952	Interest Income	170.66	170.66	90.00	189.62%
4983	Transfer in -Police Reserve	15,000.00	15,000.00	15,000.00	100.00%
4926	Vehicle Replacement Assmt	1,650.00	1,650.00	4,500.00	36.67%
	Revenue	\$16,820.66	\$16,820.66	\$22,590.00	
	Gross Profit	\$16,820.66	\$16,820.66	\$22,590.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	22,590.00	0.00%
	Expenses	\$0.00	\$0.00	\$22,590.00	
	Revenue Less Expenditures	\$16,820.66	\$16,820.66	\$0.00	
	Net Change in Fund Balance	\$16,820.66	\$16,820.66	\$0.00	
Fund Balances					
	Beginning Fund Balance	45,645.29	45,645.29	0.00	0.00%
	Net Change in Fund Balance	16,820.66	16,820.66	0.00	0.00%
	Ending Fund Balance	62,465.95	62,465.95	0.00	0.00%

City Hall Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Dec 2023 Actual	Year-To-Date Jul 2023 Dec 2023 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,299.00	0.00%
4952	Interest Income	119.07	119.07	459.00	25.94%
	Revenue	\$119.07	\$119.07	\$15,758.00	
	Gross Profit	\$119.07	\$119.07	\$15,758.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	15,758.00	0.00%
	Expenses	\$0.00	\$0.00	\$15,758.00	
	Revenue Less Expenditures	\$119.07	\$119.07	\$0.00	
	Net Change in Fund Balance	\$119.07	\$119.07	\$0.00	
Fund Balances					
	Beginning Fund Balance	15,472.15	15,472.15	0.00	0.00%
	Net Change in Fund Balance	119.07	119.07	0.00	0.00%
	Ending Fund Balance	15,591.22	15,591.22	0.00	0.00%

PURCHASE ORDER

CITY OF YAMHILL
P.O. Box 9
Yamhill, OR 97148

Dept: Yamhill Police
Phone No: (503) 662-3511
Fax No: (503) 662-4589

Shipping Address: City of Yamhill
205 S. Maple Street
Yamhill, Oregon 97148

Vender Information		Purchasing Information			
To:	Leasing Specialists LLC	Purchase Order No:	PO-23-002		
Company:	Leasing Specialists LLC	Purchasing Agent:	Greg Graven		
Location:	8242 Cessna Drive Peyton CO 80831	Date Ordered:	14-Nov-23		
Phone No:	(719) 433-9978	Date Wanted:	Upon Delivery		
Fax No:		Accounting Info:			
Items being purchased:					
Quantity	Stock No.	Description	Price	Per	Amount
1		First Payment for Lease Agreement 1054 on 2023 Dodge Durango	\$12,450.00		\$12,450.00
1		Documentation Fee for Lease Agreement 1054 on 2023 Dodge Durango	\$400.00		\$400.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Shipping & Handling					
Order confirmation number:		Quote/Order Number or Name:			
Comments:					
Please send ____ copies of your invoice. Purchase order number must appear on all invoices - packages, ect.		Purchase Order Total:			\$12,850.00
ALL CONTACTS ROUTED THROUGH THE U.S. POSTAL SERVICE <u>MUST</u> BE ADDRESSED TO OUR POST OFFICE BOX.					
Purchasing Agent: Yamhill Police Department					
Department Head:		Finance Officer:			
Greg Graven		Kim Steele			
Department Commissioner:		Funds Encumbered:			
		AP List: 11/15/2023			
City Council Approval:		Invoice Number:			
		1054 Check No: 32231-32232			
		Revised:			
		Closed:			



Leasing Specialists, LLC
8242 Cessna Drive
Peyton, CO 80831
(719) 433-9978



6405 Vehicle Lease

Municipal Lease/Finance Program
Invoice for Payment

TO: Accounts Payable
Yamhill Police Department
205 S. Maple St.
Yamhill, OR 97148

Date of Invoice: 11/14/2023

Lease Number: 1054

Equipment Description: Description: One (1) 2023 Dodge Durango: VIN#1C4SDJFTPC655785 with Upfit

Please send check with signed documents to:

**Leasing Specialists, LLC
8242 Cessna Drive
Peyton, CO 80831**

Please make check for **\$12,450.00** payable to:

Farmers State Bank of Calhan
1500 8th Street
Calhan, CO 80808

Service	Description	Amount
FIRST PAYMENT	FIRST PAYMENT FOR LEASE AGREEMENT 1054	\$12,450.00

When Payment is Due: Upon return of Purchase Agreement Documents



6405 Vehicle Lease



Leasing Specialists, LLC
8242 Cessna Drive
Peyton, CO 80831
(719) 433-9978

Municipal Lease/Finance Program
Invoice for Payment

TO: Accounts Payable
Yamhill Police Department
205 S. Maple St.
Yamhill, OR 97148

Date of Invoice: 11/14/2023

Lease Number: 1054

Equipment Description: One (1) 2023 Dodge Durango: VIN#1C4SDJFTPC655785 with Upfit

Please send check with signed documents to:

**Leasing Specialists, LLC
8242 Cessna Drive
Peyton, CO 80831**

Please make check for **\$400.00** payable to:

**Leasing Specialists, LLC
8242 Cessna Drive
Peyton, CO 80831**

Service	Description	Amount
DOC FEE	DOCUMENTATION FEE FOR LEASE AGREEMENT 1054	\$400.00

When Payment is Due: Upon return of Purchase Agreement Documents



City of Yamhill

A small taste of Oregon

Agenda - Staff Report - Project Initiation Sheet

Council Agenda: 02/08/2023

Project Name: Yamhill Police Department Fleet Vehicle Lease

Project Date - 02/08/2023

Project Description – A Resolution Authorizing the Chief of Police to Surplus the 2009 Dodge Charger and Lease a new Police Fleet Vehicle with a transfer of \$8,000.00 from the General Fund Reserve for Contingency
Resolution Number R801

Project Number: 23 – YPD-2 – R801

Responsible: Greg Graven, Interim City Administrator / Police Chief

Fund - General Fund Reserve for Contingency

Project Start - 02/08/2023, upon approval by City Council

Project Complete - Upon vehicle delivery.

Project Notes – Background

At this time the city has 5 Police Vehicles in its fleet. The vehicles and their mileage are listed below.

Description

1. 2009 Dodge Charger	Mileage	155,196 on 01/24/2023
2. 2010 Dodge Charger	Mileage	135,253 on 01/24/2023
3. 2016 Dodge Charger	Mileage	79,669 on 01/24/2023
4. 2019 Dodge Charger	Mileage	38,586 on 01/24/2023
5. 2020 Dodge Durango	Mileage	27,017 on 01/24/2023

As part of the Police Departments Vehicle maintenance program, it is time to offline and surplus a vehicle from the fleet (#1. above) and order the next replacement vehicle. The replacement program would ordinarily wait until next fiscal year to upgrade the fleet, but quoted lead times are 6+ months out at a minimum. An order today will likely be delivered next fiscal year.



City of Yamhill

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RESOLUTION NO. R801

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE TO SURPLUS THE 2009 DODGE CHARGER AND LEASE A NEW POLICE VEHICLE WITH A TRANSFER OF \$8,000.00 FROM THE GENERAL FUND RESERVE FOR CONTINGENCY.

WHEREAS, The Police Department is ready to order its next scheduled vehicle; and

WHEREAS, The General Fund Reserve for Contingency current balance is \$105,879.00; and

WHEREAS, The 2009 Dodge Charger has 155,196 miles and needs taken offline for surplus to reduce the vehicle maintenance budget.

WHEREAS, At this time Funds are available for the upgrade of a police vehicle with the Vehicle Lease Fund, which has a current balance of \$6,201.23. With the remaining balance of the funding through a transfer of \$8,000.00 from the General Fund Reserve for Contingency (which has a current balance of \$105,879.00). Due to a lease request not being applied for at this time an estimated first lease payment would not exceed \$14,201.23. The City will lease the vehicle using the state procurement program for a term of a 5-year lease and has received a bid for \$54,794.44 from Wire Works LLC to lease/purchase a 2023 Dodge Durango per attached quote.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:

City Council Directs Chief of Police Graven to enter into a 5-year lease with Wire Works for the next Police Vehicle, per attached quote, so that it may be available for service in the next fiscal year with a transfer of \$8,000.00 from the General Fund Reserve for Contingency.

PASSED AND ADOPTED by the City Council on this 8th day of February 2023.

Ayes:

Nays:

Signed; *Yvette Potter* on this 8th day of February 2023.

Her Honor, Yvette Potter, Mayor

Attest;

Sharon Bregante-Candau, Interim City Recorder

PURCHASE ORDER

CITY OF YAMHILL
P.O. Box 9
Yamhill, OR 97148

Dept: Public Works
Phone No: 503-662-4344
Fax No: 503-662-4020

Shipping Address: City of Yamhill
405 S. Maple
Yamhill, Oregon 97148

Vendor Information	Purchasing Information
To:	Purchase Order No: 23-03
Company: DitchWitch	Purchasing Agent: Jason Wofford
Location: PO Box 35144 #5077	Date Ordered:
Phone No:	Date Wanted: 12/13/2023
Fax No:	Accounting Info:

Items being purchased:					
Quantity	Stock No.	Description	Price	Per	Amount
1		SW/T9S Trailer Model -FX30 -USED 2016 Serial # CMWFX30XAG0002928 30-day Warranty	\$45,000.00	1	\$45,000.00
1		OR CAT REC - MAC			\$175.50
Shipping & Handling					
Order confirmation number:			Quote/Order Number or Name:		29924 S
Comments:					\$45,175.50
Please send ____ copies of your invoice. Purchase order number must appear on all invoices - packages, ect.		Purchase Order Total:			
ALL CONTACTS ROUTED THROUGH THE U.S. POSTAL SERVICE <u>MUST</u> BE ADDRESSED TO OUR POST OFFICE BOX.					

Purchasing Agent: City of Yamhill Public Works	Finance Officer:
Department Head: Jason Wofford	Funds Encumbered: AP List:
Department Commissioner:	Invoice Number: Check No:
City Council Approval:	Revised: Closed:



Ditch Witch® West, A Papé Company, PO Box 987, Eugene, OR 97440

MACHINE INVOICE

SUBMIT PAYMENTS ONLY TO:

**Ditch Witch West
PO Box 35144 #5077
Seattle, WA 98124-5144**

Payment should be by cash, check or ACH/wire transfer

BRANCH: 01

CITY OF YAMHILL
PUBLIC WORKS
PO BOX 9
YAMHILL

CUSTOMER#
690298

OR 97148

SHIP TO- CITY OF YAMHILL
450 S MAPLE STREET

INVOICE# PM 29924 S
INVOICE DATE- 11/30/23
PO NUMBER- JASON WOFFORD
SHIP-DEALER DEL 11/30/23
YAMHILL OR 97148

----- DESCRIPTION / SERIAL NUMBER AMOUNT -----
USED 2016 DITCH WITCH FX30 VAC SYSTEM 45,000.00
*****SERIAL #- CMWFX30XAG0002928 SEQ- 1 MAKE-DW MODEL-FX30

ATTACHMENTS DESCRIPTION SERIAL # AMOUNT

DW/T9S TRAILER 1DSB122R9G1700385 1

EXTENDED WARRANTY: USED-30DAYS



BY:

INQUIRIES CONTACT:
SCOTT BEVENS (0123)
DITCHWITCH PORTLAND
(503) 286-6400

SUBTOTAL 45,000.00

OR CAT REC - MAC 0.3900% 175.50
** NET AMOUNT DUE - 45,175.50

TERMS: PAYMENT DUE 12/10/23

Notice: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.



Admin 6032



Hardware

Software

Services

IT Solutions

Brands

Research Hub

ORDER CONFIRMATION

GREG GRAVEN,

Thank you for choosing CDW•G. We have received [your order](#). Please take a moment to review it for accuracy and completeness.

[View Order Online](#)

ORDER #	ORDER DATE	PO #	CUSTOMER #
NRCS136	12/7/2023	YAMHILL PD FIREWALL	4988411

ORDER DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Fortinet FortiGate 60F - security appliance - with 3 years 24x7 FortiCare a Mfg. Part#: FG-60F-BDL-950-36 Contract: Oregon IT Hardware VAR Contract (5603)	1	5827190	\$1,216.65	\$1,216.65
FortiClient VPN ZTNA Agent and EPP APT - On-Premise subscription license (3 Mfg. Part#: FC1-10-EMS04-429-01-36 Electronic distribution - NO MEDIA Contract: Oregon IT Hardware VAR Contract (5603)	1	6698146	\$1,518.94	\$1,518.94

SUBTOTAL \$2,735.59

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL **\$2,735.59**

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF YAMHILL ACCOUNTS PAYABL PO BOX 9 YAMHILL, OR 97148-0009 Phone: (503) 662-3511 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: CITY OF YAMHILL BRIAN SMITH 205 S MAPLE ST YAMHILL, OR 97148-2009 Phone: (503) 662-3511 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Gianna Ali | (877) 551-5126 | gianna.ali@cdwg.com



City of Yamhill

A small taste of Oregon

Agenda - Staff Report - Project Initiation Sheet

Council Agenda:	02/08/2023
Project Name –	Contract Services for Consulting on Grant Funding and Grant Writing.
Project Date -	02/17/2023
Project Description –	Contracting for Consulting on Grant Funding with Arthur Chaput of Business Oregon and Grant Writing with Silas Lobnibe of Mid-Willamette Valley Council of Government.
Project Number -	23 – C-7
Responsible -	Greg Graven / Interim City Administrator / Chief of Police. Kim Steele Interim Finance Director / City Clerk / Municipal Court Clerk.
Fund -	General Fund
Project Start -	02/17/2023
Project Complete -	On-going.
Project Notes -	<p>This project is to initiate an agreement with Business Oregon and Arthur Chaput. Business Oregon is the state's economic development agency. The Business Oregon Commission oversees the agency's activities to ensure a coherent, integrated approach to economic development and a continuous policy direction that can transcend changes in executive and legislative leadership. Business Oregon provides programs and resources to help manage a variety of funding tools to help the City of Yamhill grow and prosper through several targeted programs.</p> <p>This project is also to initiate an agreement with Mid-Willamette Valley Council of Government and Silas Lobnibe. The Mid-Willamette Valley Council of Governments is a voluntary association of over 40 local governments. Members include Marion, Polk, and Yamhill counties, 32 cities, 7 special districts, and the Confederated Tribes of the Grand Ronde. The purpose of Mid-Willamette Valley Council of Government is to include pooling local resources to achieve efficiency and economy and to join together to address issues of common concern. Member services include economic and community development, transportation systems planning , SBA loans, GIS, mapping and census services and local government capacity-building services.</p>



City of Yamhill

A small taste of Oregon

Their on-going mission includes:

- Expanding interaction and improving dialogue among local units of government
- “Convenorship” – enhancing collective awareness of major regional issues through seminars and workshops
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to individual needs of member governments.

This project is not dependent on any other project and can start after City Council review and approval.

INTERGOVERNMENTAL AGREEMENT
Between
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
and
the City of Yamhill

1. PARTIES TO AGREEMENT

This Intergovernmental Agreement (Agreement) is made pursuant to the authority found in ORS 190.010, et seq., between the *Mid-Willamette Valley Council of Governments*, an Oregon Intergovernmental Agency created under ORS Chapter 190, hereafter called COG, and *the City of Yamhill* hereafter called CITY. COG and CITY collectively are referred to as PARTIES.

2. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which COG will assist CITY with its community development needs including but not limited to; the preparation of grant application materials, and preparation of the environmental review specific to congressional-directed funding.

3. OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT

- 3.1. COG shall provide personnel experienced in community development services including grant application and grant administration services, environmental review preparation services, and other related activities which may be requested by CITY.
- 3.2. CITY shall:
 - 3.2.1. Engage COG as a provider of community development services including grant application preparation and environmental review services.
 - 3.2.2. Pay for community development services at the rates set annually by resolution of the COG board, which rates are subject to change by the board.
 - 3.2.3. Pay the actual cost of mapping, graphics, and document production related to services provided at the rates for affiliates set by annual resolution of the COG board, which rates are subject to change.
 - 3.2.4. Review, process, and pay COG's monthly invoices within 30 days of receipt.
 - 3.2.5. Designate a key contact person through which all requests for services will come and with whom the activities of COG's land use planning staff will be coordinated.

4. TERM AND TERMINATION

- 4.1. This Agreement shall be effective for the period of November 15, 2023, through June 30, 2024, unless sooner terminated or extended as provided herein.
- 4.2. This Agreement may be extended by written agreement of the parties signed by the representatives authorized to execute this agreement.
- 4.3. This agreement may be terminated by mutual consent of the parties at any time or by either party upon 30 days notice in writing and delivered by mail or in person. Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- 4.4. Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

5. PAYMENT AND PAYMENT SCHEDULE

- 5.1. Payments under this agreement shall be made for services provided pursuant to 3.1.
- 5.2. Payment shall be submitted to the CITY, attention Kimberly Steele via e-mail, at k.steele@cityofyamhill.org.

6. LIMITED WARRANTY

In no event shall COG be liable for indirect or consequential damages. In no event regardless of theory of recovery shall COG be liable for any damages in excess of the amounts actually paid by CITY to COG for services provided under paragraph 3.1.

7. COMPLIANCE WITH APPLICABLE LAWS

PARTIES agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement. PARTIES agree that this agreement shall be administered and construed under the laws of the state of Oregon.

8. NONDISCRIMINATION

PARTIES agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations in the performance of this agreement.

9. HOLD HARMLESS

To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, each party agrees to waive, forgive, and acquit any and all claims it may otherwise have against the other and the officers, employees, and agents of the other, for or resulting from damage or loss, provided that this discharge and waiver shall not apply to claims

by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of their official duties.

10. INSURANCE

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 TO 30.300).

11. AMENDMENTS

This agreement may be amended by written approval by the parties signed by the representatives authorized to execute this Agreement.

12. MERGER CLAUSE

PARTIES concur and agree that this agreement constitutes the entire agreement between PARTIES. No waiver, consent, modification, or change to the terms of this agreement shall bind either party unless in writing and signed by both parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

PARTIES, by the signatures below of their authorized representatives, hereby agree to be bound by its terms and conditions.

13. NOTICES

Any notice required to be given COG or CITY under this Agreement shall be sufficient if given, in writing, by first class mail, or in person as follows:

For COG:
McRae Carmichael,
Community Development Director
100 High Street SE, Suite 200
Salem, OR 97301

For CITY:
Greg Graven
City Manager
PO Box 9
Yamhill, OR 97148

SIGNATURES

This Agreement and any changes, alterations, modifications, or amendments will be effective with approval in writing by the authorized representative of PARTIES hereto as of the effective date set forth herein.

In witness whereof, PARTIES hereto have caused this agreement to be executed on the date set forth below.

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

By: Scott F. Dadson
Scott F. Dadson (Nov 16, 2023 16:02 PST)
Scott Dadson, Executive Director

Date: Nov 16, 2023

CITY OF YAMHILL

By: Greg Graven
Greg Graven (Nov 16, 2023 16:14 PST)
Greg Graven, City Manager

Date: Nov 16, 2023

BEFORE THE BOARD OF DIRECTORS
 FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
 In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

RESOLUTION 2023-01

WHEREAS, the Mid-Willamette Valley Council of Governments (COG) is an intergovernmental entity established by agreement among the participating jurisdictions pursuant to their home rule authority and ORS 190.019.

WHEREAS, the agreement establishing the COG and ORS 190.020 allows the COG to enter into intergovernmental agreements for the delivery of services to its member governments

WHEREAS, the COG presently offers a host of fee-for-service programs on a contractual basis with its member governments to include land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services; and

WHEREAS, the Board of Directors for the COG desires to set rates for such services that are affordable for members and recover the COG's costs of providing such services,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS:

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2023, and ending June 30, 2024, unless sooner amended:

Member Services

Recruitment Services:

<u>Population</u>	<u>Fee</u>
Up to 1,000	\$7,739
1,001 to 5,000	\$9,950
Over 5,000	\$13,266
Non-member Gov't Entities	\$19,899
Background Check Services	\$553/background check

Legal Services

Consultation and Navigation Services	\$1,000 per year*
(*includes up to 5 hours per month, unused hours do not roll forward)	
General Counsel Services	\$188 per hour
Hearings Officer Services	\$207 per hour

Strategic Planning / Goal Setting

Evening / Half Day	\$1,658
One Day (8 Hours)	\$3,317

Evening Plus Full Day (10 Hours)	\$3,869
Miscellaneous Technical Services	
Executive Director	\$187 per hour
Admin Support Coordinator	\$97 per hour
Support Staff	\$76 per hour
Finance Services	
Finance Director	\$141 per hour
Fiscal Assistant	\$90 per hour
Support Staff	\$76 per hour
Human Resources Services	\$97 per hour
Communications Services	\$76 per hour

Community Development Services

Land Use Planning (small cities)*	
Senior Planner	\$104 per hour
Associate Planner	\$99 per hour
Support Staff	\$76 per hour
Grants Administration*	
Grants Administration Specialist	\$84 per hour
Non-profit / Government Rate	\$95 per hour
For Profit Rate	\$105 per hour
Support Staff	\$76 per hour
Housing Rehab Services*	
Housing Rehab Specialist	\$84 per hour
Project Manager	\$97 per hour
Economic Development Services*	
Development Director	\$141 per hour

*(Any contracts that exceed a 1 -year period shall be charged at the above rates plus 5%.)

GIS/Data Services

Transportation Services	
Transportation Director	\$151 per hour
GIS Services	
Member Rate	\$103 per hour
Non-profit / Government Rate	\$120 per hour
For Profit Rate	\$151 per hour

Modeling Services	
Member Rate	\$130 per hour
Non-profit / Government Rate	\$146 per hour
For Profit Rate	\$168 per hour

Loan Program Services

SBA Loans / Administration of Revolving Loan Programs	
Program Manager	\$148 per hour
Loan Officer	\$109 per hour
Servicing Specialist	\$90 per hour
Loan Underwriting, packaging and Closing Services	1.5 % of Loan Amount,
Minimum Fee - \$1500	
3 rd Party Costs	Direct Charge

Copy and Plot Charges

Black and White Copies	\$.25 per page
Color Copies	\$.75 per page
Oversized black and white or color copies	\$1.25 per page

Regular Plots

A (8 1/2 x 11), B (11 x 17)	\$ 3 Each
C (17x22), D (22x34)	\$25 Each
E (34x44)	\$45 Each
For oversize plots, \$45 plus \$4.32 per additional square foot	

Image Plots

A (8 1/2 x 11), B (11 x 17)	\$ 6 Each
C (17x22), D (22x34)	\$37 Each
E (34x44)	\$67 Each
For oversize plots, \$67 plus \$6.48 per additional square foot	

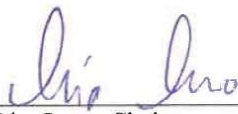
Affiliate and Business Partner Rates

	Individual / Non-Profit Affiliate	For-Profit Business Partner
Cost	\$500	\$500
Eligibility	Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards	Any for-profit Business that does business with the public entities that make up membership in the COG.

	(i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club) This category would also be available to individuals in organizations who work regularly with the COG (i.e. Regional Solutions Coordinator).	
Scope of Services	Affiliates would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.).	Business Partners would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.)

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 21st Day of March 2023.

ATTEST



Lisa Leno, Chair
COG Board of Directors



Scott Dadson
Executive Director











2023-093 City of Yamhill Grant Application and Environmental Review Services

Final Audit Report

2023-11-17

Created:	2023-11-16
By:	Theresa Whisenhunt (twhisenhunt@mwvcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiJlwwnMLOQs85-QyoamZNC73_7IDbbfv

"2023-093 City of Yamhill Grant Application and Environmental Review Services" History

-  Document created by Theresa Whisenhunt (twhisenhunt@mwvcog.org)
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-  Document emailed to sdadson@mwvcog.org for signature
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-  Email viewed by sdadson@mwvcog.org
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-  Signer sdadson@mwvcog.org entered name at signing as Scott F. Dadson
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-  Document e-signed by Scott F. Dadson (sdadson@mwvcog.org)
Signature Date: 2023-11-17 - 0:02:24 AM GMT - Time Source: server
-  Document emailed to greg.graven@cityofyamhill.org for signature
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-  Email viewed by greg.graven@cityofyamhill.org
2023-11-17 - 0:11:06 AM GMT
-  Signer greg.graven@cityofyamhill.org entered name at signing as Greg Graven
2023-11-17 - 0:14:25 AM GMT
-  Document e-signed by Greg Graven (greg.graven@cityofyamhill.org)
Signature Date: 2023-11-17 - 0:14:27 AM GMT - Time Source: server
-  Agreement completed.
2023-11-17 - 0:14:27 AM GMT



City of Yamhill

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RESOLUTION NO. R-814

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2024.

WHEREAS, the City of Yamhill 2023-24 Fiscal Year Budget was adopted by Resolution No. R-806, on June 14, 2023; and

WHEREAS, expenditure line items for expenses need to be recognized and appropriated in order for the budget to remain in compliance with Local Budget Law;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:

The Yamhill City Council hereby adopts the Supplemental Budget for the fiscal year ending June 30, 2024, as follows:

Fund	Expenditure	Amount	Appropriation	Amount
General Fund	City Admin	\$6,020.00	GF Part-Time Admin	\$6,020.00
Water Fund	City Admin	\$3,010.00	Water Part-Time	\$3,010.00
Sewer Fund	City Admin	\$3,010.00	Sewer Part-Time	\$3,010.00

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this 13th day of December 2023.

CITY OF YAMHILL, OREGON

AYES: _____
NAYS: _____
ABSTENTION: _____
ABSENT: _____

DATED this 13th day of December 2023.

Yvette Potter, Mayor City of Yamhill

ATTEST:

Angie Fowler, City Recorder



RESOLUTION NO. R-816

A RESOLUTION TRANSFERRING FUNDS IN THE 2023-24 FISCAL BUDGET FROM UTILITY WORKER I LINE ITEM , IN THE AMOUNT OF \$17,680.00, TO UTILITY WORKER II LINE ITEM AND TRANSFERRING AND ADDITIONAL \$5,200.00 FROM THE SEWER FUND CITY ADMINISTRATOR LINE ITEM TO THE SEWER FUND UTILITY WORKER II LINE ITEM.

Whereas, The Public Works Facilities Manager has completed a review for an employee currently as a Utility Worker I

Whereas, The Public Works Facilities Manager is requesting, based on the skillset of that employee currently as a Utility Worker I, be promoted to Utility Worker II, Step 1 on the Job Step Wage Scale.

Whereas, There is no funding allocated in the 2023-2024 Fiscal budget under wages for Utility Worker II line item

Whereas, The Public Works Facilities Manager is requesting to move funds from the 2023-2024 budget line item for Utility Worker I to the Utility Worker II line item in the amount of \$17,680.00 and \$5,200.00 additional from City Administrator line item in the Sewer Fund to Utility Worker II in the Sewer Fund to cover additional costs for wages needed.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:

The Yamhill City Council hereby adopts the Supplemental Budget for the fiscal year ending June 30, 2024, as follows:

Fund	Expenditure	Amount	Appropriation	Amount
Water Fund	Utility Worker I	\$ 7,248.80	Utility Worker II	\$ 7,248.80
Park Fund	Utility Worker I	\$ 2,652.00	Utility Worker II	\$ 2,652.00
Sewer Fund	Utility Worker I	\$ 7,248.80	Utility Worker II	\$ 7,248.80
Street Fund	Utility Worker I	\$ 530.40	Utility Worker II	\$ 530.40
Sewer Fund	City Administrator	\$ 5,200.00	Utility Worker II	\$ 5,200.00

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this 13th day of December 2023.



City of Yamhill

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CITY OF YAMHILL, OREGON

AYES: _____
NAYS: _____
ABSTENTION: _____
ABSENT: _____

DATED this 13th day of December 2023.

Yvette Potter, Mayor City of Yamhill

ATTEST:

Angie Fowler, City Recorder



City of Yamhill

A small taste of Oregon

RESOLUTION NO. R-815

A RESOLUTION ADOPTING AN AMENDED HOLIDAYS AND FLOATING HOLIDAYS POLICY FOR THE CITY OF YAMHILL, OREGON

Whereas, The language for Holidays and Floating Holidays in the City of Yamhill Personnel Handbook has not been updated since 2017; and

Whereas, The current language has caused some confusion requiring clarification on Non-Represented, Non-exempt Regular Status Employees Required to Work on a Holiday.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF YAMHILL, OREGON AS FOLLOWS:

The City Council hereby adopts an amended the Holidays and Floating Holidays Policy to read as follows:

D. Holidays and Floating Holidays

The City of Yamhill recognizes eleven holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. The holidays celebrated are:

- New Year's Day - First day of January
- President's Day -Third Monday of February
- Memorial Day -Last Monday in May
- Independence Day -July 4th
- Labor Day -First Monday in September
- Veteran's Day -November 11th
- Thanksgiving Day -Fourth Thursday in November
- Thanksgiving Friday -Fourth Friday in November
- Christmas Day -December 25th
- Employee's Birthday -During month of Birth
- Floating Holiday -One day during Calendar Year

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused absence under City of Yamhill policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.



City of Yamhill

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Non-Represented, Non-exempt Regular Status Employees Required to Work on a Holiday.

Non-represented, non-exempt employees required to work on a holiday shall receive their regular straight-time compensation for each holiday and will also receive 1.5 times the regular rate of pay for actual hours worked as compensatory time to be used later. Holiday compensatory time is 1.5 times the number of actual hours worked.

Represented employees will be compensated for working on a holiday based on provisions of the respective collective bargaining agreement.

Employees may take the Birthday holiday on any day of the month his/her birthday falls in; however; the Department Head must be given at least ten (10) working days' notice prior to the taking of this holiday.

Floating Holidays

Employees may select one additional day of with pay (known as "floating holidays") during a calendar year.

Floating holidays may only be used in full-day increments; partial days are not allowed. Employees must coordinate requests for floating holidays with pre-approval by their Department Head.

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this 13th day of December 2023.

CITY OF YAMHILL, OREGON

AYES: _____
NAYS: _____
ABSTENTION: _____
ABSENT: _____

DATED this 13th day of December 2023.

Yvette Potter, Mayor City of Yamhill

ATTEST:

Angie Fowler, City Recorder



City of Yamhill

A small taste of Oregon

Department Updates to City Council for November

Date: 12/13/2023

Interim City Administrator:

Greg Graven

- Monthly Staff Meeting w/ Kim Steele, Angie Fowler, Jason Wofford & Kyle Adams
- Financials
- AccuData Time Cards/AccuData Payroll/PERS EDX Reporting for 10/15/2023 to 10/28/2023
- Update Payroll Documents
- YCSO Emergency Management Brian Young Hazard Mitigation Plan HMP for 2024-2025
- CIS Benefits for Staff
- Bretthauer Oil Invoices/Fuel Cloud Documents
- Mid-Willamette Valley Council of Government Documents
- Workers Compensation & Workers Benefits Fund Assessment Rates for 2024 sent to AccuData for Update
- Update Statement of Revenue Documents for Budget
- Fuel Cloud Invoices for Yamhill Fire Protection District
- Updates AccuData
- Work on Grants w/ Grants.Gov-SAM.Gov-FSD.Gov. Grant Documents on Congressional Direct Spending Merkley Grant
- Auditors Toby Roth & Kevin Meyer for City Audit
- Check-In Meeting w/ ISOOutsource Paul Krupa/Brittany Posey & Kevin Allard
- AccuData Information for OFML calculations for all Staff
- City Council Meeting
- CIS P/C Trust Advisory Committee CIS Coverage Employee Benefits
- Contact Casey Hegan Environmental Protection Agency on Merkley Congressional Directed Spending Grant
- Meeting w/ Jenny Berg, Shannon Beaucaire Carlton City Manager, Linda Watkins Carlton Mayor, & Kim Steele regarding Library Services for Yamhill Carlton
- Merkley Congressional Directed Spending Grant/Yamhill Housing Planning Assistance Grant/IGA w/ Mid-Willamette Valley Council of Government-Business Oregon
- XIOWater Zoom Meeting w/ Jasmyn Hyde, Colin Bunyard, Jason Wofford & Kim Steele
- Planning Commission Zoom Meeting Town Hall

- Remote Deposit Scanner Set Up & Training Microsoft Teams w/ Cindy Waldahl, Kim Steele, Angie Fowler, Kara Corrigan
- YDA Yamhill Downtown Association Zoom Meeting w/ Jenny Morrison, Kara Weber, Anita Borgaes, Phillip Higgins, Kim Steele, & Angie Fowler
- Review YDA inquiring about imposing a moratorium on new development in the Commercial & Residential Limited Commercial zones while amendments / revisions to the zoning and city codes are made deferred to legal Tyler Yeoman-Millette who provided legal explanation
- Coordinate w/ Brightside Electric & ISOsource to schedule installation of CAT6 Cabling & New Camera System for City Council Room.
- 15th Annual Christmas Tree Lighting Ceremony Meeting w/ Kim Steele, Angie Fowler, & Kara Corrigan
- Meeting w/ Karen Wright Yamhill Carlton Soccer Club
- AccuData Time Cards/AccuData Payroll/PERS EDX Reporting for 11/12/2023 to 11/25/2023
- Check-In Meeting w/ Kyle Adams & Jason Wofford Discussion on Holiday Policy
- Check-In Meeting w/ Mayor Yvette Potter
- City Council Special Meeting Water Rate Study/Contract w/ Ross Schultz for the 2024-2025 budget

Yamhill Police Department:

Greg Graven

- Monthly Reporting of ONIBRS October/LEEP Use of Force October/LEEP Suicide October/CAD Inform October/Monthly Stats October in Packet
- YC High School Mapping Updates Sent to YCOM
- OACP Legislative Updates
- Responders Life Peer Support & Families Training
- Meeting w/ Superintendent Clint Reaver re: Critical Incident Plan
- Meeting w/ Yamhill Fire Chief Trampas Bergstrom Fuel Cloud Bretthauer Invoices & Water Agreement Contract
- Training on Confidential Domestic Violence Sexual Assault Advocacy Child Abuse Intervention
- Yamhill Fire Department First Aid CPR AED Adult Child Infant Recertification
- DVRT Domestic Violence Response Team Meeting
- STOP Stakeholders Meeting
- LEA Meeting
- DVTF Domestic Violence Task Force Microsoft Teams Meeting
- MCAT Multi-Disciplinary Team Microsoft Teams Meeting
- Shooting Homicide Investigation Russell Creek Road

- Zoom Training Beyond the Battlefield The Veteran Addiction Crisis Treatment that Works Wounded Warrior Project, eHome Counseling Group, NorthStar Care, Inc. Project Opioid

Corporal Travis Van Cleave

- November 1, 2023-YPD Case 23-145 Use of Force during traffic stop//YPD Case 23-146, DWS Misd CTA
- November 4, 2023-Assist YCSO Crash @ Hwy 99/Mineral Springs
- November 7-9th, 2023-Smal Agency Conference
- November 9, CPR/1st Aid Training
- November 14, 2023 Medical Assist w/ Yamhill Fire in Cove Orchard
- November 15, Medical Assist w/ Yamhill Fire, Fairdale Rd
- November 16, YPD Case 23-151, Found Property returned to owner
- November 17, 2023 Assist OSP w/ Crash @ Hwy 47/Phillips Rd//Civilian Rider//Assist YCSO Warrant arrest @ Kuehne and Kinney Rd
- November 22, 2023 Cover Carlton PD Domestic//Harassment Complaint w/ juveniles W1
- November 23, 2023 Case 23-152 DWS Misd CTA//Assist Yamhill Fire on Turner Creek w/ vehicle fire//Assist YCSO Crash @ Hendricks and Abbey Rd
- November 29, 2023 ATL Crash Hwy 47 and Bony Rd S1
- November 30, 2023 YPD Case 23-155, Fraud//Cover YCSO on Foster Rd Restraining Order Violation//Welfare Check on female walking on 47 in Cove Orchard
- Cites 30
- Warn 93
- Upcoming vacation in December 14th and 15th. Upcoming January vacation for mission trip, January 4th through 14th.

Officer Adam Miller

- No report received.

SRO Officer Chris Livingston

- Things have been going well at the schools. The administration is working on improving school security after our lockdown incident. They have been implementing suggestions from our department and the Sheriff's office as well as getting input from multiple community stakeholders.
- I have been meeting weekly with our new county-wide multi-discipline Threat Assessment Team. The reason this team is different is most teams either focus on physical safety threats or sexual behavior issues but not both. Studies find that many serious safety issues in schools involve elements of both. Having a team that looks at both issues saves time and may find different ways to more effectively help the kids involved.

- To help with our assessments our entire team spent two days at Willamette University in Salem getting more training with other teams from throughout Oregon and Washington.

Yamhill City Hall:

Kim Steele

- No report received.

Angie Fowler

- The Brightside electric wiring project and the new camera in the council room are almost completed. They should be fully complete by the time of the next council meeting.
- In the office, we have been working on putting together the Christmas Tree lighting which also will be completed before the next council meeting. Special Thanks to YDA and all their help with this.
- Park Meadows subdivision's final plat was approved, and I have been working with them to finalize the paperwork.
- We will be advertising for a new budget committee member shortly to fill the vacancy from Rocky Losli. He did offer to continue helping if we are unable to find someone to fill the vacancy.
- I did want to note that the crosswalk flashing-light system for the middle of town has been asked about in planning meetings on a couple of occasions. I know that it was estimated earlier in the year and brought to the council, but I am unsure if there was a decision on whether we are going to proceed or if there is something else that needs to be done prior to this project getting started. I just wanted to put that on the radar again.
- Also, the municipal code on our website has been migrated to a new format which looks a lot better and is more user-friendly.
- It has been wonderful with Kara in the office working on the financial side of things. She was a great help in getting us all caught up and getting everything ready for the audit. I am sure she will be a tremendous asset in the budget process this year.

Kara Corrigan

- I have the following accounts reconciled up to October:
 - Yamhill Checking Account
 - LGIP Account
 - Utility Billing including online payments
- I am still inputting the daily sales and invoices and sending the bills out once they have been verified.
- I am also working on finding a suitable location for the Yamhill County dinner that the city will be hosting next August.

Yamhill Public Works:

Jason Wofford

- I have been working on a projects relating to water distribution such as Olive Street design and survey to create a shovel ready project for next fiscal year, along with replacing are possibly retro fitting are reservoir in addition to finishing cedar storm project.
- Staff also drained the impound to visually see the sediment beds and note for engineering possible dredging project.
- Park meadows final construction review, waterline project with Lawson Corp.
- The crew also replaced two fire hydrants one along Hwy 47 and the other along Hwy 240.
- Staff also installed an isolation valve on the main water line that runs south of town.
- Wastewater is going through its annual discharge of effluent, so are state labs have amplified such as BOD,SST,PH, Cl2. The wastewater plant is bringing in a combine amount of three hundred thousand daily of wastewater, still in the process of design with AKS in regard to lift station.
- City streets. The staff and I have recognized some areas of soft subgrade these areas have been saw cut and are getting replaced along with the overlay for 3rd street.
- Staff has actively replaced four down signs.
- Parks continue to grow with pedestrian activity big thanks to Josh and Lucas for their efforts with the maintenance with up keep.

Kyle Adams

- No report received.

Austen Herb

- No report received.

Joshua Johnson

- No report received.

Lucas Long

- No report received.

Greg Graven
Chief of Police
Interim City Administrator



YAMHILL POLICE DEPARTMENT

PO BOX 09

YAMHILL OR 97148

(503)662-3511



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

Police Statistics:

Number of Calls/Activity:		231	
Number of Case Reports:		08	
Number of Arrests:		01	
Number of Citations:		40	
Number of Warnings:		151	
Number of Circuit Court Citations:		05	

Hours Worked:

Greg Graven		187	
Travis Van Cleave		141	
AJ Miller		134	
Chris Livingston		90	

Miles Driven:

Greg Graven		909	
Travis Van Cleave		720	
AJ Miller		701	
Chris Livingston		272	