



City of Yamhill
A small taste of Oregon

Yamhill City Council

Meeting Packet

February 14, 2024 6:30 pm

2/7/2024
1:44 PM

General Fund

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Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Jun 2024	Jun 2024	Jun 2024	Percent of Budget
Actual					
Actual					
Revenue & Expenditures					
Revenue					
General Revenues					
4100	Beginning Budget Balance	0.00	0.00	312,103.00	0.00%
4932	Business License	325.00	325.00	500.00	65.00%
4902	Cigarette Taxes	453.94	453.94	1,500.00	30.26%
4915	Dog License Revenue	154.50	154.50	500.00	30.90%
4925	Franchise Fees	11,338.32	11,338.32	55,000.00	20.62%
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	3,066.05	3,066.05	3,500.00	87.60%
4952	Interest Income	12,081.55	12,081.55	9,363.00	129.04%
4962	Land Use Fees	6,950.00	6,950.00	15,000.00	46.33%
4903	Liquor Taxes	12,057.62	12,057.62	19,500.00	61.83%
4913	Miscellaneous Income	2,416.72	2,416.72	1,000.00	241.67%
4928	Municipal Court Fees	12,337.66	12,337.66	20,000.00	61.69%
4924	Municipal Court Fines	32,726.42	32,726.42	50,000.00	65.45%
4941	Municipal Court Training Assmt	651.00	651.00	1,000.00	65.10%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	725.00	725.00	1,200.00	60.42%
4914	Police Misc. Income	7,226.85	7,226.85	7,000.00	103.24%
4922	Police Service Fee	17,830.53	17,830.53	29,000.00	61.48%
4950	Police SRO-Yamhill/Carlton SD	11,250.00	11,250.00	10,000.00	112.50%
4901	Previously Levied Taxes	7,611.34	7,611.34	11,000.00	69.19%
4900	Property Tax Revenue	375,568.22	375,568.22	470,113.00	79.89%
4904	State Revenue Sharing	7,523.94	7,523.94	15,000.00	50.16%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$529,256.13	\$529,256.13	\$1,045,379.00	
Revenue		\$529,256.13	\$529,256.13	\$1,045,379.00	
Gross Profit		\$529,256.13	\$529,256.13	\$1,045,379.00	

Expenses

Administrative Dept

6103	Admin Clerk	4,349.90	4,349.90	8,415.00	51.69%
6110	Admin Part-Time	2,703.01	2,703.01	6,020.00	44.90%
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	1,875.00	1,875.00	10,000.00	18.75%
6412	Building Maintenance	1,912.48	1,912.48	3,000.00	63.75%
6335	Christmas Decorations	154.29	154.29	1,000.00	15.43%
6101	City Administrator	2,483.30	2,483.30	29,982.00	8.28%
6102	City Clerk	5,402.31	5,402.31	9,180.00	58.85%
6306	Contract Services	8,116.91	8,116.91	14,000.00	57.98%
6305	Dues, Travel, Training	2,287.93	2,287.93	2,000.00	114.40%
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%
6252	Miscellaneous Expense	342.31	342.31	750.00	45.64%
6328	Office Supplies	1,613.33	1,613.33	2,500.00	64.53%
6200	Operations & Maint	5,957.68	5,957.68	7,000.00	85.11%
6120	Payroll Expense	14,052.79	14,052.79	38,441.00	36.56%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 Actual	Annual Budget Jul 2023 Jun 2024	Jul 2023 Jun 2024 Percent of Budget
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	6,754.68	6,754.68	10,304.00	65.55%
6032	Website/IT	12,189.39	12,189.39	12,000.00	101.58%
Administrative Dept Totals		\$92,964.53	\$92,964.53	\$287,237.00	
City Council					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	1,350.46	1,350.46	2,500.00	54.02%
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		\$1,852.33	\$1,852.33	\$5,500.00	
Municipal Court					
6103	Admin Clerk	1,739.98	1,739.98	3,366.00	51.69%
6250	Assessments	10,130.52	10,130.52	20,000.00	50.65%
6300	Attorney/Legal Fees	0.00	0.00	300.00	0.00%
6224	Bail Refunds	520.00	520.00	500.00	104.00%
6102	City Clerk	12,605.44	12,605.44	21,420.00	58.85%
6310	Court Interpreter	700.00	700.00	1,200.00	58.33%
6305	Dues, Travel, Training	676.94	676.94	2,000.00	33.85%
6311	Municipal Judge	1,750.00	1,750.00	3,000.00	58.33%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	833.44	833.44	2,000.00	41.67%
6120	Payroll Expense	10,566.02	10,566.02	19,770.00	53.44%
Municipal Court Totals		\$39,522.34	\$39,522.34	\$74,056.00	
Park Dept					
6200	Operations & Maint	9,676.43	9,676.43	3,000.00	322.55%
6113	Part-Time Help PW	4,724.61	4,724.61	8,741.00	54.05%
6120	Payroll Expense	988.86	988.86	9,151.00	10.81%
6523	Reserve Transfer (Park)	7,500.00	7,500.00	7,500.00	100.00%
6401	Trees	4,214.00	4,214.00	4,000.00	105.35%
6210	Utilities	599.94	599.94	1,500.00	40.00%
6109	Utility Worker I	313.50	313.50	5,136.00	6.10%
6108	Utility Worker II	136.00	136.00	2,652.00	5.13%
Park Dept Totals		\$28,153.34	\$28,153.34	\$41,680.00	
Planning Dept					
6103	Admin Clerk	5,799.89	5,799.89	3,366.00	172.31%
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	7,360.00	7,360.00	7,000.00	105.14%
6306	Contract Services	50,420.82	50,420.82	10,000.00	504.21%
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	4,452.33	4,452.33	13,108.00	33.97%
6114	Planning/ City Administrator	214.37	214.37	5,000.00	4.29%
Planning Dept Totals		\$69,517.91	\$69,517.91	\$39,774.00	
Police Dept					
6304	911 YCOM Dispatch	6,489.48	6,489.48	19,000.00	34.16%
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6305	Dues, Travel, Training	2,904.12	2,904.12	4,100.00	70.83%
6221	Equipment/Maintenance	1,717.92	1,717.92	4,750.00	36.17%
6337	Fuel	8,874.94	8,874.94	12,000.00	73.96%

General Fund
Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Jun 2024	Jun 2024	Jun 2024	Percent of
		Actual	Actual		Budget
Account Number					
6333	Investigation Expenses	1,023.40	1,023.40	1,100.00	93.04%
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	4,542.21	4,542.21	15,000.00	30.28%
6328	Office Supplies	1,610.20	1,610.20	2,300.00	70.01%
6115	Overtime	3,496.26	3,496.26	3,000.00	116.54%
6120	Payroll Expense	87,752.04	87,752.04	200,682.00	43.73%
6254	Peer Support Expense	0.00	0.00	150.00	0.00%
6104	Police Chief	60,546.92	60,546.92	99,500.00	60.85%
6122	Police Corporal	44,250.55	44,250.55	76,100.00	58.15%
6331	Police Equipment	3,793.43	3,793.43	9,200.00	41.23%
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	4,812.22	4,812.22	10,000.00	48.12%
6522	Reserve Transfer (PD Vehicle)	15,000.00	15,000.00	15,000.00	100.00%
6327	Resource Materials	132.70	132.70	1,050.00	12.64%
6107	Traffic Officer	38,053.30	38,053.30	66,200.00	57.48%
6330	Uniform Allowance	940.97	940.97	3,350.00	28.09%
6210	Utilities	3,322.97	3,322.97	3,100.00	107.19%
6405	Vehicle Lease	12,850.00	12,850.00	15,000.00	85.67%
6027	Vehicle Maintenance	16,098.57	16,098.57	10,000.00	160.99%
Police Dept Totals		\$336,401.87	\$336,401.87	\$597,132.00	
Expenses		\$568,412.32	\$568,412.32	\$1,045,379.00	
Revenue Less Expenditures		(\$39,156.19)	(\$39,156.19)	\$0.00	
Net Change in Fund Balance		(\$39,156.19)	(\$39,156.19)	\$0.00	

Fund Balances

Beginning Fund Balance	297,298.79	297,298.79	0.00	0.00%
Net Change in Fund Balance	(39,156.19)	(39,156.19)	0.00	0.00%
Ending Fund Balance	258,142.60	258,142.60	0.00	0.00%

Report Options

Fund: General Fund

Period: 7/1/2023 to 6/30/2024

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 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	14,743.18	14,743.18	12,000.00	122.86%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	6,204.11	6,204.11	8,000.00	77.55%
4965	Rock Damn Income	100,000.00	100,000.00	100,000.00	100.00%
4940	Security Deposits	1,867.42	1,867.42	5,000.00	37.35%
4960	Users Fees	445,295.66	445,295.66	558,685.00	79.70%
	Revenue	\$568,110.37	\$568,110.37	\$1,275,685.00	
	Gross Profit	\$568,110.37	\$568,110.37	\$1,275,685.00	
Expenses					
Requirements					
6442	3rd Street Project	185,762.70	185,762.70	185,000.00	100.41%
6103	Admin Clerk	7,249.86	7,249.86	14,025.00	51.69%
6110	Admin Part-Time	2,784.93	2,784.93	3,010.00	92.52%
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	3,750.00	3,750.00	6,000.00	62.50%
6326	Chemicals	14,926.00	14,926.00	20,000.00	74.63%
6101	City Administrator	1,724.53	1,724.53	21,992.00	7.84%
6102	City Clerk	9,003.92	9,003.92	15,300.00	58.85%
6306	Contract Services	69,300.13	69,300.13	90,000.00	77.00%
6445	Dam Rock Improvement	9,972.50	9,972.50	120,000.00	8.31%
6427	Deposit Refund		0.00	500.00	0.00%
6237	Distribution System	22,677.71	22,677.71	45,000.00	50.39%
6305	Dues, Travel, Training	3,168.28	3,168.28	4,500.00	70.41%
6334	Emergency Services		0.00	2,000.00	0.00%
6119	Facilities Manager	15,923.09	15,923.09	25,880.00	61.53%
6443	Hwy 240 Valve Replacement	100,000.00	100,000.00	100,000.00	100.00%
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	12,193.84	12,193.84	10,000.00	121.94%
6203	Misc. Tools	32.99	32.99	1,000.00	3.30%
6252	Miscellaneous Expense	121.79	121.79	1,000.00	12.18%
6230	Office Equip/Maint/Supplies	599.35	599.35	1,000.00	59.94%
6444	Olive Street Design	26,010.88	26,010.88	42,000.00	61.93%
6200	Operations & Maint	44,185.95	44,185.95	45,000.00	98.19%
6115	Overtime	1,021.74	1,021.74	4,000.00	25.54%
6118	Pager Pay	1,437.75	1,437.75	3,500.00	41.08%
6120	Payroll Expense	45,565.08	45,565.08	103,912.00	43.85%
6204	Permits	2,409.00	2,409.00	2,500.00	96.36%
6121	Plant Operator	16,735.67	16,735.67	26,707.00	62.66%
6329	Postage	1,379.15	1,379.15	2,000.00	68.96%
6441	Res. to Plant Tie Feasibility		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
		Jun 2024	Jun 2024	Jun 2024	Percent of
		Actual	Actual		Budget
Account Number					
6111	Summer Help PW	2,311.40	2,311.40	1,300.00	177.80%
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	14,319.75	14,319.75	24,750.00	57.86%
6109	Utility Worker I	10,564.11	10,564.11	8,326.20	126.88%
6108	Utility Worker II	3,060.00	3,060.00	7,248.80	42.21%
6027	Vehicle Maintenance	8,260.10	8,260.10	10,000.00	82.60%
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		\$767,756.56	\$767,756.56	\$1,275,685.00	
Revenue Less Expenditures		(\$199,646.19)	(\$199,646.19)	\$0.00	
Net Change in Fund Balance		(\$199,646.19)	(\$199,646.19)	\$0.00	

Fund Balances

Beginning Fund Balance	238,822.96	238,822.96	0.00	0.00%
Net Change in Fund Balance	(199,646.19)	(199,646.19)	0.00	0.00%
Ending Fund Balance	39,176.77	39,176.77	0.00	0.00%

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

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	416.92	416.92	500.00	83.38%
4981	Transfer In - Water Fund	5,000.00	5,000.00	5,000.00	100.00%
	Revenue	\$5,416.92	\$5,416.92	\$36,075.00	
	Gross Profit	\$5,416.92	\$5,416.92	\$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	\$316.92	\$316.92	\$0.00	
	Net Change in Fund Balance	\$316.92	\$316.92	\$0.00	
Fund Balances					
	Beginning Fund Balance	(9,062.58)	(9,062.58)	0.00	0.00%
	Net Change in Fund Balance	316.92	316.92	0.00	0.00%
	Ending Fund Balance	(8,745.66)	(8,745.66)	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	8,573.15	8,573.15	15,930.00	53.82%
4792	System Development Charges	0.00	0.00	194,880.00	0.00%
	Revenue	\$8,573.15	\$8,573.15	\$741,810.00	
	Gross Profit	\$8,573.15	\$8,573.15	\$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	15,000.00	15,000.00	100,000.00	15.00%
6524	Transfer Out (Water Debt Svc)	158,000.00	158,000.00	158,000.00	100.00%
	Expenses	\$173,000.00	\$173,000.00	\$741,810.00	
	Revenue Less Expenditures	(\$164,426.85)	(\$164,426.85)	\$0.00	
	Net Change in Fund Balance	(\$164,426.85)	(\$164,426.85)	\$0.00	
Fund Balances					
	Beginning Fund Balance	212,905.28	212,905.28	0.00	0.00%
	Net Change in Fund Balance	(164,426.85)	(164,426.85)	0.00	0.00%
	Ending Fund Balance	48,478.43	48,478.43	0.00	0.00%

Water Debt Service Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	4,939.42	4,939.42	4,211.00	117.30%
4991	Transfer In - Water SDC	158,000.00	158,000.00	158,000.00	100.00%
4960	Users Fees	111,384.20	111,384.20	124,800.00	89.25%
	Revenue	\$274,323.62	\$274,323.62	\$427,393.00	
	Gross Profit	\$274,323.62	\$274,323.62	\$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	\$58,173.20	\$58,173.20	\$0.00	
	Net Change in Fund Balance	\$58,173.20	\$58,173.20	\$0.00	
Fund Balances					
	Beginning Fund Balance	387,536.56	387,536.56	0.00	0.00%
	Net Change in Fund Balance	58,173.20	58,173.20	0.00	0.00%
	Ending Fund Balance	445,709.76	445,709.76	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 7/1/2023 to 6/30/2024
 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 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	10,590.09	10,590.09	12,000.00	88.25%
4913	Miscellaneous Income	3,912.95	3,912.95	0.00	0.00%
4940	Security Deposits	2,094.24	2,094.24	8,000.00	26.18%
4963	Stormwater	7,130.54	7,130.54	12,000.00	59.42%
4960	Users Fees	237,248.28	237,248.28	404,330.00	58.68%
	Revenue	\$260,976.10	\$260,976.10	\$916,330.00	
	Gross Profit	\$260,976.10	\$260,976.10	\$916,330.00	
Expenses					
Requirements					
6103	Admin Clerk	7,249.86	7,249.86	14,025.00	51.69%
6110	Admin Part-Time	2,703.04	2,703.04	3,010.00	89.80%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6498	ARPA Grant	38,380.33	38,380.33	80,000.00	47.98%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	1,875.00	1,875.00	5,500.00	34.09%
6326	Chemicals	0.00	0.00	2,000.00	0.00%
6101	City Administrator	1,724.53	1,724.53	16,792.00	10.27%
6102	City Clerk	9,003.92	9,003.92	15,300.00	58.85%
6227	Collection System	1,621.00	1,621.00	30,000.00	5.40%
6306	Contract Services	22,560.33	22,560.33	30,000.00	75.20%
6445	Dam Rock Improvement	400.00	400.00	0.00	0.00%
6427	Deposit Refund	39.99	39.99	500.00	8.00%
6305	Dues, Travel, Training	2,214.51	2,214.51	4,000.00	55.36%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	15,923.09	15,923.09	25,880.00	61.53%
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	322.33	322.33	500.00	64.47%
6230	Office Equip/Maint/Supplies	395.47	395.47	750.00	52.73%
6328	Office Supplies	19.99	19.99	500.00	4.00%
6200	Operations & Maint	29,302.12	29,302.12	35,000.00	83.72%
6115	Overtime	1,021.69	1,021.69	2,000.00	51.08%
6118	Pager Pay	1,437.75	1,437.75	3,000.00	47.93%
6120	Payroll Expense	43,748.08	43,748.08	103,912.00	42.10%
6204	Permits	4,008.57	4,008.57	5,000.00	80.17%
6121	Plant Operator	16,735.67	16,735.67	26,707.00	62.66%
6329	Postage	1,379.11	1,379.11	2,500.00	55.16%
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	13,927.74	13,927.74	24,750.00	56.27%
6422	Utility Truck Purchase	45,175.50	45,175.50	60,000.00	75.29%
6109	Utility Worker I	10,564.09	10,564.09	8,326.20	126.88%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Jun 2024	Jun 2024	Jun 2024	Percent of
		Actual	Actual		Budget
Account Number					
6108	Utility Worker II	3,060.00	3,060.00	12,449.00	24.58%
6027	Vehicle Maintenance	7,222.32	7,222.32	3,000.00	240.74%
Other Expense					
6201	Lab Equipment	0.00	0.00	2,000.00	0.00%
Expenses		\$322,080.02	\$322,080.02	\$916,330.20	
Revenue Less Expenditures		(\$61,103.92)	(\$61,103.92)	(\$0.20)	
Net Change in Fund Balance		(\$61,103.92)	(\$61,103.92)	(\$0.20)	

Fund Balances

Beginning Fund Balance	521,167.48	521,167.48	0.00	0.00%
Net Change in Fund Balance	(61,103.92)	(61,103.92)	(0.20)	0.00%
Ending Fund Balance	460,063.56	460,063.56	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	749.93	749.93	1,890.00	39.68%
	Revenue	\$749.93	\$749.93	\$64,890.00	
	Gross Profit	\$749.93	\$749.93	\$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	\$749.93	\$749.93	\$0.00	
	Net Change in Fund Balance	\$749.93	\$749.93	\$0.00	
Fund Balances					
	Beginning Fund Balance	64,261.13	64,261.13	0.00	0.00%
	Net Change in Fund Balance	749.93	749.93	0.00	0.00%
	Ending Fund Balance	65,011.06	65,011.06	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	6,327.99	6,327.99	12,569.00	50.35%
4792	System Development Charges	0.00	0.00	116,010.00	0.00%
	Revenue	\$6,327.99	\$6,327.99	\$547,543.00	
	Gross Profit	\$6,327.99	\$6,327.99	\$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	\$6,327.99	\$6,327.99	\$0.00	
	Net Change in Fund Balance	\$6,327.99	\$6,327.99	\$0.00	
Fund Balances					
	Beginning Fund Balance	354,878.55	354,878.55	0.00	0.00%
	Net Change in Fund Balance	6,327.99	6,327.99	0.00	0.00%
	Ending Fund Balance	361,206.54	361,206.54	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	947.02	947.02	1,163.00	81.43%
4960	Users Fees	58,663.12	58,663.12	42,000.00	139.67%
	Revenue	\$59,610.14	\$59,610.14	\$81,943.00	
	Gross Profit	\$59,610.14	\$59,610.14	\$81,943.00	
Expenses					
Requirements					
6150	Debt Service Expense	51,593.37	51,593.37	54,181.00	95.22%
6795	Reserve for Contingencies	0.00	0.00	27,762.00	0.00%
	Expenses	\$51,593.37	\$51,593.37	\$81,943.00	
	Revenue Less Expenditures	\$8,016.77	\$8,016.77	\$0.00	
	Net Change in Fund Balance	\$8,016.77	\$8,016.77	\$0.00	
Fund Balances					
	Beginning Fund Balance	63,904.47	63,904.47	0.00	0.00%
	Net Change in Fund Balance	8,016.77	8,016.77	0.00	0.00%
	Ending Fund Balance	71,921.24	71,921.24	0.00	0.00%

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	2,393.30	2,393.30	3,198.00	74.84%
4292	Recology Franchise Fees	0.00	0.00	4,900.00	0.00%
4290	State Gas Tax Revenue	48,311.94	48,311.94	92,400.00	52.29%
Revenue		\$50,705.24	\$50,705.24	\$207,085.00	
Gross Profit		\$50,705.24	\$50,705.24	\$207,085.00	
Expenses					
Requirements					
6103	Admin Clerk	1,159.96	1,159.96	2,244.00	51.69%
6101	City Administrator	137.96	137.96	2,000.00	6.90%
6306	Contract Services	5,495.31	5,495.31	15,000.00	36.64%
6221	Equipment/Maintenance	0.00	0.00	2,000.00	0.00%
6119	Facilities Manager	8,527.85	8,527.85	13,802.00	61.79%
6236	Footpaths/Bikepaths	8,476.98	8,476.98	5,000.00	169.54%
6200	Operations & Maint	10,400.36	10,400.36	20,000.00	52.00%
6120	Payroll Expense	12,952.05	12,952.05	19,795.00	65.43%
6121	Plant Operator	3,719.02	3,719.02	5,935.00	62.66%
6795	Reserve for Contingencies	0.00	0.00	56,394.00	0.00%
6423	Sidewalk Installation	2,400.00	2,400.00	0.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	9,472.32	9,472.32	16,800.00	56.38%
6222	Street Maintenance	0.00	0.00	40,000.00	0.00%
6109	Utility Worker I	2,208.44	2,208.44	1,530.00	144.34%
6108	Utility Worker II	544.00	544.00	1,585.00	34.32%
Expenses		\$65,494.25	\$65,494.25	\$207,085.00	
Revenue Less Expenditures		(\$14,789.01)	(\$14,789.01)	\$0.00	
Net Change in Fund Balance		(\$14,789.01)	(\$14,789.01)	\$0.00	
Fund Balances					
Beginning Fund Balance		181,022.91	181,022.91	0.00	0.00%
Net Change in Fund Balance		(14,789.01)	(14,789.01)	0.00	0.00%
Ending Fund Balance		166,233.90	166,233.90	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024	Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	84,822.00	0.00%
4952	Interest Income	1,698.62	1,698.62	2,545.00	66.74%
4792	System Development Charges	(40,811.20)	(40,811.20)	59,610.00	(68.46%)
	Revenue	(\$39,112.58)	(\$39,112.58)	\$146,977.00	
	Gross Profit	(\$39,112.58)	(\$39,112.58)	\$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	(\$39,112.58)	(\$39,112.58)	\$0.00	
	Net Change in Fund Balance	(\$39,112.58)	(\$39,112.58)	\$0.00	
Fund Balances					
	Beginning Fund Balance	157,057.27	157,057.27	0.00	0.00%
	Net Change in Fund Balance	(39,112.58)	(39,112.58)	0.00	0.00%
	Ending Fund Balance	117,944.69	117,944.69	0.00	0.00%

Sidewalk Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	338.48	338.48	271.00	124.90%
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		\$338.48	\$338.48	\$29,288.00	
Gross Profit		\$338.48	\$338.48	\$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		(\$19,428.02)	(\$19,428.02)	\$0.00	
Net Change in Fund Balance		(\$19,428.02)	(\$19,428.02)	\$0.00	
Fund Balances					
Beginning Fund Balance		28,115.51	28,115.51	0.00	0.00%
Net Change in Fund Balance		(19,428.02)	(19,428.02)	0.00	0.00%
Ending Fund Balance		8,687.49	8,687.49	0.00	0.00%

Building Fund **Statement of Revenue and Expenditures**

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	75.00	75.00	0.00	0.00%
4932	Business License	341.10	341.10	0.00	0.00%
4939	Code Compliance Fees	375.00	375.00	500.00	75.00%
4938	County Building Services	1,089.18	1,089.18	4,000.00	27.23%
4952	Interest Income	298.42	298.42	621.00	48.05%
Revenue		\$2,178.70	\$2,178.70	\$25,821.00	
Gross Profit		\$2,178.70	\$2,178.70	\$25,821.00	
Expenses					
Requirements					
6103	Admin Clerk	1,449.96	1,449.96	2,805.00	51.69%
6101	City Administrator	216.29	216.29	3,317.00	6.52%
6119	Facilities Manager	1,704.16	1,704.16	2,844.00	59.92%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,711.22	1,711.22	5,765.00	29.68%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	10,940.00	0.00%
Expenses		\$5,081.63	\$5,081.63	\$25,821.00	
Revenue Less Expenditures		(\$2,902.93)	(\$2,902.93)	\$0.00	
Net Change in Fund Balance		(\$2,902.93)	(\$2,902.93)	\$0.00	
Fund Balances					
	Beginning Fund Balance	28,545.55	28,545.55	0.00	0.00%
	Net Change in Fund Balance	(2,902.93)	(2,902.93)	0.00	0.00%
	Ending Fund Balance	25,642.62	25,642.62	0.00	0.00%

Economic Development Fund

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	1,545.22	1,545.22	3,877.00	39.86%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$1,545.22	\$1,545.22	\$133,703.00	
	Gross Profit	\$1,545.22	\$1,545.22	\$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	0.00	0.00	1,327.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	109,076.00	0.00%
	Expenses	\$298.78	\$298.78	\$133,703.00	
	Revenue Less Expenditures	\$1,246.44	\$1,246.44	\$0.00	
	Net Change in Fund Balance	\$1,246.44	\$1,246.44	\$0.00	
Fund Balances					
	Beginning Fund Balance	151,300.12	151,300.12	0.00	0.00%
	Net Change in Fund Balance	1,246.44	1,246.44	0.00	0.00%
	Ending Fund Balance	152,546.56	152,546.56	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024	Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	449.57	449.57	0.00	0.00%
4921	Municipal Court Equip Assmt	434.00	434.00	900.00	48.22%
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		\$38,883.57	\$38,883.57	\$38,900.00	
Gross Profit		\$38,883.57	\$38,883.57	\$38,900.00	
Expenses					
6403	Copy/Postal/Computing	1,212.00	1,212.00	4,000.00	30.30%
6414	Software	9,467.86	9,467.86	5,000.00	189.36%
6408	Support Services	37,937.10	37,937.10	29,900.00	126.88%
Expenses		\$48,616.96	\$48,616.96	\$38,900.00	
Revenue Less Expenditures		(\$9,733.39)	(\$9,733.39)	\$0.00	
Net Change in Fund Balance		(\$9,733.39)	(\$9,733.39)	\$0.00	
Fund Balances					
Beginning Fund Balance		9,135.43	9,135.43	0.00	0.00%
Net Change in Fund Balance		(9,733.39)	(9,733.39)	0.00	0.00%
Ending Fund Balance		(597.96)	(597.96)	0.00	0.00%

Public Works Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024	Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	283.15	283.15	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		\$24,783.15	\$24,783.15	\$24,500.00	
Gross Profit		\$24,783.15	\$24,783.15	\$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		\$24,783.15	\$24,783.15	\$0.00	
Net Change in Fund Balance		\$24,783.15	\$24,783.15	\$0.00	
Fund Balances					
Beginning Fund Balance		2,248.66	2,248.66	0.00	0.00%
Net Change in Fund Balance		24,783.15	24,783.15	0.00	0.00%
Ending Fund Balance		27,031.81	27,031.81	0.00	0.00%

Report Options:

Fund: Public Works Reserve Fund

Period: 7/1/2023 to 6/30/2024

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 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	6,571.35	6,571.35	13,800.00	47.62%
4792	System Development Charges	0.00	0.00	94,800.00	0.00%
	Revenue	\$6,571.35	\$6,571.35	\$568,600.00	
	Gross Profit	\$6,571.35	\$6,571.35	\$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	\$6,571.35	\$6,571.35	\$0.00	
	Net Change in Fund Balance	\$6,571.35	\$6,571.35	\$0.00	
Fund Balances					
	Beginning Fund Balance	469,704.07	469,704.07	0.00	0.00%
	Net Change in Fund Balance	6,571.35	6,571.35	0.00	0.00%
	Ending Fund Balance	476,275.42	476,275.42	0.00	0.00%

Park Equipment Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	139.78	139.78	134.00	104.31%
4984	Transfer in - Parks	7,500.00	7,500.00	7,500.00	100.00%
	Revenue	\$7,639.78	\$7,639.78	\$12,094.00	
	Gross Profit	\$7,639.78	\$7,639.78	\$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	\$7,639.78	\$7,639.78	\$0.00	
	Net Change in Fund Balance	\$7,639.78	\$7,639.78	\$0.00	
Fund Balances					
	Beginning Fund Balance	6,704.24	6,704.24	0.00	0.00%
	Net Change in Fund Balance	7,639.78	7,639.78	0.00	0.00%
	Ending Fund Balance	14,344.02	14,344.02	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2023 Jun 2024 Actual	Year-To-Date Jul 2023 Jun 2024 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	1,135.14	1,135.14	1,392.00	81.55%
4792	System Development Charges	0.00	0.00	50,430.00	0.00%
	Revenue	\$1,135.14	\$1,135.14	\$98,222.00	
	Gross Profit	\$1,135.14	\$1,135.14	\$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	\$1,135.14	\$1,135.14	\$0.00	
	Net Change in Fund Balance	\$1,135.14	\$1,135.14	\$0.00	
Fund Balances					
	Beginning Fund Balance	118,744.84	118,744.84	0.00	0.00%
	Net Change in Fund Balance	1,135.14	1,135.14	0.00	0.00%
	Ending Fund Balance	119,879.98	119,879.98	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024	Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	3,000.00	0.00%
4952	Interest Income	261.06	261.06	90.00	290.07%
4983	Transfer in -Police Reserve	15,000.00	15,000.00	15,000.00	100.00%
4926	Vehicle Replacement Assmt	2,180.58	2,180.58	4,500.00	48.46%
	Revenue	\$17,441.64	\$17,441.64	\$22,590.00	
	Gross Profit	\$17,441.64	\$17,441.64	\$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	\$17,441.64	\$17,441.64	\$0.00	
	Net Change in Fund Balance	\$17,441.64	\$17,441.64	\$0.00	
Fund Balances					
	Beginning Fund Balance	45,645.29	45,645.29	0.00	0.00%
	Net Change in Fund Balance	17,441.64	17,441.64	0.00	0.00%
	Ending Fund Balance	63,086.93	63,086.93	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024 Actual	Jul 2023 Jun 2024	Jun 2024 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,299.00	0.00%
4952	Interest Income	182.13	182.13	459.00	39.68%
	Revenue	\$182.13	\$182.13	\$15,758.00	
	Gross Profit	\$182.13	\$182.13	\$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	\$182.13	\$182.13	\$0.00	
	Net Change in Fund Balance	\$182.13	\$182.13	\$0.00	
Fund Balances					
	Beginning Fund Balance	15,472.15	15,472.15	0.00	0.00%
	Net Change in Fund Balance	182.13	182.13	0.00	0.00%
	Ending Fund Balance	15,654.28	15,654.28	0.00	0.00%



City of Yamhill

A small taste of Oregon

MINUTES

CITY COUNCIL WATER RATE STUDY WORK SESSION

Wednesday, October 11, 2023,
6:00 pm

1. CALL TO ORDER

2. The work session was called to order at 6:08 p.m.

Roll call:

Present, In-Person: Mayor Yvette Potter; Councilors Kay Echuari, Shea Corrigan

Present, Virtually: Councilor, Tim Askey

Absent: Councilor, Marci Hedin

Staff Present, In-Person: Chief Greg Graven, Interim City Administrator/Police Department;

Jason Wofford, Public Works; Angie Fowler, City Recorder

Water Advisory Committee, In Person: Brian Jensen, Cathy Phillips, Paul Smoland.

Mayor Potter started the meeting by giving a general overview. This work session is for the Council to discuss and process all of the information we have received from the OAWU, and the public regarding the OAWU water rate study. There will be no public comment during the work session. However, the Council did invite the Water Advisory Committee into the discussion and will be allowing them to provide a common discussion appropriately through the work session.

The mayor read a summary of what has been happening over the last three months concerning the water rate study and the meetings that have been held regarding it.

Kay Echaui asked Brian Jensen if he got any answers to the concerns that he presented at the last Council meeting.

Brian Jensen stated that he did not. He asked what are you going to do when you run out of SDC money to pay that \$158K. You have three years left.

Jason Wofford stated that the additional money should have never come out [of the SDC's during budget] So we won't continue that trend that way.

Kay Echaui asked Brian what he was thinking.

Brian Jensen

The first thing you got to realize is that you've got to pay that debt service. You've got to have \$274,272 in that debt service money every year, because you have to have a \$58k reserve in there. The study that Tim gave at last week's meeting does not include that \$58k reserve.

So, if you just take that \$274,272 divided equally among all users, inside and outside the number I came up with is 774 [total number of all water users]. Just to pay the debt service, you need \$29.54/user each month. This number includes no CIP, no operations cost, no nothing. This is just strictly debt service.

Mayor Potter

So \$29.54 over the \$78.73?

Brian Jensen

So I looked at some other water districts rates around the state. They're averaging between \$75 to \$85 somewhere in there with no debt service. You had our debt service on top of that rate, you're up to about \$105 - \$107. I came up with \$107.90. If you.. to meet debt service, to balance the budget as proposed this year, the needs, it would have to be \$107.90 per user, per 1000 gallons of water. I kind of played around with the base rate and figured the base rate at 40% of your operating your budgeted costs. So that would take your base rate of \$42.36. And then your water 4000 gallons is a 60% number that would make your water for 4000 gallons \$106. Your water cost would be .009 per gallon or \$9/1000.

Mayor Potter

So how did you get from \$42.36 to 107.90? What does that [\$107.90] include that \$42.36 does not?

Brian Jensen

The \$42.36 is a percentage of that operating. Your budgeted amount \$987k, it's in the budget for operations, maintenance, and capital. That would be the base per meter. And the \$29.54 is debt service, and it should be for 4000 gallons of water.

Unknown Speaker

Where does an additional \$36 come from?

Brian Jensen

I mean, if you want to be equal across the board, in your debt service, your corrected budget numbers, that's where you have to be. If you wanted to reduce that number, that number is going to fluctuate a little bit, or you would receive a little bit more because you have people that go over the 4000. You're going to have a little increase in the revenue.

Mayor Potter
You're talking about the tiered system?

Brian Jensen
4000 across the board. We talked about conservation and looking at other rates around the state. Anything over 4000 gallons a month, I would recommend going to 1.5 cents per gallon or add another \$1.50. That would be a conservation measure that you fit in to kind of get people to try to conserve.

Cathy Phillips
If your \$107 meets the budget number in the debt service, what happens to the funds for the extra [water used]? You're going to have a lot of money come in there that you're not accounting for. There is a lot of people out there that use more than 4000 gallons, I know they do in the districts. What are those funds going to be used for if you have already taken care of your budgeted number with the \$107?

Brian Jensen
Put them into your CIP list and start building that back up, because we are going to be, in SDC's be 300K. We need to start building so that we can look at, you know, timelines or picture items.

Shea Corrigan
Do we know how many people are using over 4,000 gallons on a regular basis?

Brian Jensen
It was what, 5,700? That was the number that came out somewhere it says 5,700 if you average it out.

A discussion about 5,700 gallons being the average family's usage. Meaning that the average household uses 1,700 more than the allotted 4,000.

Brian Jensen
The only way you are going to be able to cut the break down very much is to cut out some CIP projects, cut out maintenances or cut out personnel.

Mayor Potter
But we're short on all of that already.

Brian Jensen
That's the only way you are going to lower that number. If we didn't have the debt service in there, you would be right around the \$75 to \$80/month mark.

Shea Corrigan
Are there any alternatives to put that back together? The debt service payment that we made on the loan?

Brian Jensen

No we will never get that back.

Mayor Potter

So, one of my concerns in increasing it almost \$30 is those who are low-income and those who are on social security- asking them to pay the higher rates for 4000. I would like to be able to provide an opportunity for them to apply to the city for a lower tier with the approval of the Council to move to a lower tier. That would give me a little more justification for this event. If we somehow were able to protect those who can't do it, we're actually creating a hardship for them.

Brian Jensen

This can give you some thoughts. Kim gave me the numbers for last year. Based on the user fees last year just equally divided by everybody. Your average bill would be \$77.94. That's the average last year across everybody.

If you take last year's average and add \$17 for debt service ...

Mayor Potter

But you said \$29.54 for debt service

Brian Jensen

There is already \$17 every month that currently comes out of the water rates. Your \$ 77.94 doesn't include all of your debt service. Currently, the rates include about \$12 that goes to your debt service. You would have to add another \$17 to pay for the additional debt service that is not being accounted for.

Mayor Potter

So \$77.94 plus....

Brian Jensen

another \$17

Yvette Potter

Well that's better than \$107.

Brian Jensen

But that doesn't meet all your needs for your CIP and your budgeted stuff. I mean, you could, if you'll have some users to go over.

Yvette Potter

The other users [that go over the 4000] will be helping to fund the other users on a lower rate. They won't be paying as much.

Brian Jensen

Yeah, if you lower some down to 2000, then you've got to match up somewhere down the line... If you used like 4.5 cents to anything over 4000, that's where your big users like the school, commercials are going to pick up – the districts. What I recommend to be fair across the board, I think we need to get to a fair playing field, especially if we want to go for grants. I recommend you bill everybody the \$29.54 for debt, bill everybody 42.36 per user (so if you have a district with 30 users you would times it by 30).

Cathy Phillips

What happened to the \$107?

Brian Jensen

Well, that doesn't include the water. I mean, if you add the water in there, then you're gonna have \$107.90 So, what's really killing you is that debt service. Debt service almost \$30 a month per user just to cover that. You didn't have that on there the rate would be at \$75-\$80.

Shea Corrigan

Is that just to make up one year's payment?

Brian Jensen

For years of payments. You got to have that debt service for the next 16 years.

Shea Corrigan

So, they just allocated monies that probably shouldn't have been allocated to it for one year.

Brian Jensen

They've been doing it ever since they just took the loan.

Jason Wofford

It was supposed to be allocated for two years; we did it for an additional two.

Brian Jensen

So, there's been \$6,000 coming out of SDC because we paid two years and then we did another two years so there's a total of \$6000. Over \$600,000 in SDC's to come out which should've been to the CIP Projects.

Mayor Potter

Why do the outside users use such a large amount more of water per user than city residents? Do we know that?

... at no point in time is it in the City want to restrict water to the districts.

Brian Jensen

Right. If you're going off of Cathy's [East Yamhill Water District] for January, 30 users at 4000 gallons that would be 120K gallons, we're only about 6000 over the 120K in January. In July and August, they were at almost 800K gallons.

Cathy Phillips

We have 33 users.

Mayor Potter

So what is our current base rate after the 10% increase?

Brian Jensen

\$73.28

Kay Echauri

So Brian, you're giving numbers \$25.54, \$42.36, is there a 3rd?

Brian Jensen

For gallons of water, it would be \$36. This number included the meter fee and up to 4000 gallons of water. You can change the numbers a little by giving a different commercial rate, I think it's just easier if you make it even across the board.

Mayor Potter

What about bulk water users: commercial, district, people who just come in and pickup water?

Jason Wofford

We no longer sell bulk water.

Discussion:

Q: Anything the city residents aren't using isn't considered bulk water?

A: Surplus water is the districts, Commercial in-town is neither surplus nor bulk.

Brian Jensen

Your big users in town would be the school when they water fields.

Shea Corrigan

My question is how many commercial accounts are there in the outside districts? Because I've read through the contracts and most of them state that the water is to be used for domestic use and residential identified as EDUs. But Willow Kinsey is hooked up to it and they don't get billed an additional rate for it. Do they? When hooked up to a water district?

Cathy Phillips

No. They pay the same amount for water per gallon as everyone else.

Shea Corrigan

Oh, are they in your district? Because they shouldn't be connected.

Cathy Phillips

When they put that system in they were happy to have it. And that was approved with the city when they did that. So most of that gets used up at the house... and they use it for processing. Right now, they have a bunch of leaks going on there, they are working on them.

That's the problem with the district contracts that you're seeing there. Those contracts were shoved down our throat in 1985. Before that, no contract made the statement of domestic water use.

Shea Corrigan

So you're saying that Willow Kinsey hooked up before these contracts?

Cathy Phillips

Yeah. We didn't have a lot of choices on that contract.

Shea Corrigan

Cathy, I just happen to have your contract in front of me. I had no idea...

Cathy Phillips

Yeah, in the 60s, when they put the original lines in. Most of those lines were ran out to town for the people that had livestock in the houses, there wasn't there was not a domestic statement in those contracts.

Shea Corrigan

Well, it just seems to me, I mean, we're looking at the necessity of having to go up to \$107.90 for everybody in order to keep our system functioning, that the people that got scraped in in the 60s, that haven't had to pay extra for commercial use or what have you, if any. And, I know that you said you've kind of forced to the signing because what are you going to do without it. But, it says right in here that you can't have that. It seems to me there should be an additional charge for a commercial account.

Mayor Potter

It can't be a commercial account. it's not designated by itself.

Cathy Phillips

And they walked in here and got a permit before they ever came to the district because we couldn't add people on just because. We had to come down here and pay we came on at the same time that they did it. and we paid the city of a fee to be added to the users of East Yamhill.

Shea Corrigan

I mean, I'm not trying to say let's bust somebody for something. What I'm thinking...

Cathy Phillips

Same thing with the Yamhill County Mushroom because that line got ran down the road for Yamhill County Mushrooms, for no other reason.

Mayor Potter

And they paid...

Cathy Phillips

I have no idea, that's in the districts, they're the same thing.

Brian Jensen

I mean, again, if you went to a 4000 gallon flat rate. Okay, for everybody, each user on the district, anything over that you would go to that higher price here. So, it will again be used as an extra 500,000 gallons over that 4000. They're going to be paying more.

Cathy Phillips

I think that you're not looking at the complete revenue package, when you get done making those changes. Because you're over 4000 gallons number that you're not having anywhere, that's not taking care of any of your budget items, that's on top up taking care of all your budget items, and your debt service. So, all that extra money that's coming in for the over 4000 gallons is a bonus in your pocket, it's going to be huge.

Mayor Potter

It's not a bonus. It's for capital improvement projects. It is actually doing the maintenance and the updates and upgrades that need to be done.

Cathy Phillips

And your \$107 is too, right. That's what you just said that would cover your budget.

Brian Jensen

It would cover 347,000 in projects.

Cathy Phillips

So, you've got everything built into that \$107.

(42:20) There was a conversation about how the water districts bill out to their customers and how they add on charges for repairing their own lines. And that they do not differentiate between residential or commercial users. They are all billed out at the same rate in East Yamhill.

Cathy Phillips

So, it seems like it would be more fair to districts to pay this, whatever the city is paying and get the 4000 gallons out of that number because that first 4000 is cheaper than the next.

(45:41) There was another conversation on how the City taxes do not contribute to the water and sewer funds. The water fund pays administrative costs for the City workers to bill, collect payments, and do other water-related work. It was also noted that the money taken out of SDC funds previously for water related debt was not contributed to by water districts.

Mayor Potter (47:25)

So are you proposing the district just pay the operations, maintenance and CIP along with debt service, but not be based 36,000 gallons, because they're going to pay per gallon anyway?

Brian Jensen

You could do that, just the debt service, the base rate, and if you wanted to give them you know, however many users that 4000, lower rate, and then anything over the 4000 per user will go to a higher rate.

Cathy Phillips

Wait, Why? I'm asking. Why would you give the outside districts a better deal in the city because I can see an issue with feedback not being good.

Brian Jensen

Well, what you would do is, You're not giving a better deal; you're paying for every gallon of water you get.

Cathy Phillips

So, then we're paying more money than everybody else? Because we're going to pay \$11.50/1000 and instead of the first 4000 at \$9.50. It'd be better for us to pay the 4000 gallon minimum then. Otherwise, you're going to pay another \$2/1000 gallons. And I'm just looking at we have small people on our water line, and we have older people [on fixed incomes] as well.

Mayor Potter

But, then you have the meter charge.

Cathy Phillips

That would end our meter charge. The 4000 time 33 would basically be our meter charge.

A conversation between Brian Jensen, Cathy Phillips, Paul Smoland and Mayor Potter clarifying what Cathy had said and how it would work.

Mayor Potter

Jason, can we get your input? What are your thoughts on this?

Jason Wofford

I think you guys have been pretty well-equipped to make a decision.

Mayor Potter

We have received lots of information, but not really heard what you would like to see happen.

Jason Wofford

No, I think you guys are on the right track and capable to make a decision with all that information.

Kay Echaury

You don't have a recommendation?

Jason Wofford

I do not have a recommendation.

Mayor Potter

Councilor Askey, online, can you give us your thoughts?

Tim Askey

Yeah, can you hear me? Um, I don't know, I still feel like we're still kind of hammering out the details like kind of personalized to Yamhill details for this. So I mean, right now I couldn't tell you which way I'm personally leaning.

Cathy Phillips

I think we need to take these numbers back in and put the numbers you're thinking about doing into last year's water usage and see where it gets you into your budget.

Paul Smoland

Because it seems like if you're charging, basically we're charging double, or you're proposing to charge double. A lot of money to help them increase the base rate.

Mayor Potter

The longer we continue to put this off, the bigger the problem. We would like to resolve the problems before it becomes out of control or an emergency situation.

Councilor Corrigan, What are your thoughts?

Shea Corrigan

Well, my initial thought is that we know it's going to be for everybody. There's no other. There's no other way. There's no one person that can come in here and explain why the water bills went down by five cents. It can't happen. With that said, , if you if you look at somebody that's on a fixed income inside or outside the city with that jump to \$107, that's going to strain some people. And then there's a way that we can look at usage, historic usage and if we can bring down to \$103 or down to \$90... I mean, that's going to be a big difference to some people. And I don't know if that's possible to see what other people have used in the past.

Brian Jensen

The numbers are going up. The usage that's in this report, the 60 million gallons, I mean, you get 79 million of use that you only collected on 68. So, you have to figure, your revenue on that 68 million because you've got the water loss. This does not even include those bills and they're not getting paid. So what percentage are you not collecting from unpaid bills 7% ,10%?

Mayor Potter

Uncollected debt or loan debt?

Cathy Phillips

Uncollected. People who are not paying their bill. They don't pay; they need to get shut off.

Mayor Potter

So we're talking about initially, before this evening, proposing the \$78.39 which would be an additional increase of about \$5, which sounded reasonable. However, with the debt service added, the \$29.54 that needs to go to debt service that's where we're having an issue.

The debt service is not coming out of the base rate it's the operations and maintenance and the CIP projects and the 4000 gallons.

Yvette Potter

Jason, do you know what is coming out of the debt service?

Jason Wofford

I believe our watershed plant and the transmission line.

Mayor Potter

So if we don't take that \$29.54/mo. out of the SDC's moving forward, where can that money come from? Say we only do \$20 instead.

Jason Wofford

I think you would have to look at that tier structure for that.

Mayor Potter

I'm having an issue with \$107. I would like to keep it under \$100 if we possibly could. I would like it if we could propose that there are ways to apply for a lower tier rate.

Jason Wofford

If they do get that lower tier rate. At what point do the overages kick in for the individual?

A discussion between Jason Wofford and Mayor Potter about how we cannot calculate the amount of people that would need assistance or how the overages would kick in until after we knew how many people would need it. It would make the calculations for budget harder to meet. It would need to be set numbers and if those numbers were exceeded it would bump them up into the regular tiered rate.

Cathy Phillips

So, if you take your \$107 times that 774 users about times that by 12, you get 993,860. So my question is...

Yvette Potter

We were getting \$580,000.

Cathy Phillips

That's just the base. So now you're going to take all the additional usage over 4,000 gallons, and they're going to have both. So that \$15 per 1000 gallon number is crazy. Because it's going to hurt a lot of people besides the fact that it's also going to put you over your numbers.

Brian Jensen

Clarified that the number we needed to hit was a little over a million. You have your operating of \$983, 685, you have to add \$274,272.

Cathy Phillips

So, what I am saying is that if you have the numbers in front of you. You should be able to say what people go over 4000 per month. Because I don't think that \$15 is necessary, it's overkill.

Brian Jensen

The total budgeted cost comes to \$1.3 million.

Cathy Phillips

Oh, so you're \$300,000 short.

Angie Fowler

Can I just say something to clarify? So, I was talking to Kim, and that 20%, or we take 20%, out of all the water payments we receive daily, I take 20% away, and that all goes toward

that debt service [of \$158,000]. Last year, the debt service was paid a couple of months early. So, it all went to water after that.

Cathy Phillips

Kim mentioned that she's overrunning. She's over what was projected.

Brian Jensen

The problem is, they're not counting that \$158,000

Angie Fowler

So that's the difference between the two years. Okay, sorry.

Yvette Potter

Say that again.

Angie Fowler

I was saying that we take 20% out of everything we receive, and that goes toward that debt service. And last year that service paid a couple of months early. So, we had it all going toward water for the last couple of months. But they're saying [to me] that [the amount paid in full last year] didn't include the \$158,000.

Yvette Potter

So had it been received those last few months, the \$158 shortage may not have happened.

Brian Jensen

Not the full amount. If you're collecting extra you're looking at paying down that loan faster and reducing our interest to that degree and shaving off a couple of years off that loan.

Mayor Potter

All right, council, we've studied this for over an hour. We've got several options, we know the numbers that we're working with. We don't like them; but, we know them.

As already mentioned, it was probably Brian just the average bill currently \$77.94 the base rate.

Brian Jensen

That's going off of what was collected last year.

Mayor Potter

And last year there was \$17 that was not collected in debt?

Brian Jensen

That was *not* included in that number.

Mayor Potter

Where do you get the \$17?

Brian Jensen
That's \$158K divided by 774

Mayor Potter
That's what we need to make up for? So, does this \$29.54 include that number?

Brian Jensen
That's the total between what is coming out of the water fund and the SDC.

Kay Echaury
As a water user, I don't want it increased, I don't want it increased tonight. But I also know because I work for a school district who is running on antiquated systems and dilapidated buildings, I understand that things are in disrepair around town. And we have to be forward-thinking because that hasn't happened in the past. And things haven't been prioritized. And like Sherry said a couple of meetings ago I don't want the band-aid ripped off either. But I think it's time. Let's right what's going on and start moving forward and making progress in our city. That's my feedback.

We're talking about a \$30 increase across the board. Okay, I've done figures I'd thought it would be more like \$90. It's only a decrease of \$16.72. But, it's a better figure for me.

Shea Corrigan
The 90 figure though, I mean, here's the thing, It doesn't matter who you are, if you're the school district, or if you're a mushroom farm, or the High School, you're at \$107 you're going to be less likely to water, so your overages might go away.

Kay Echaury
Well, it would be more palatable for me to have the cost be at \$90. But that is not meeting the needs of our city. And so that doesn't make sense to me then. Its time to do things right. So we need to meet the needs of our city and make that number \$107.90 for all users.

Mayor Potter
Councilor Askey?

Tim Askey
I mean, I understand what Kay's saying, I'm not going to argue against that. I'm just I'm trying to follow the different options and stuff. Imagine, like, who, out of all the options, like, who will this one affect the most, like that? Just, kind of, run everything through my head right now.

Yvette Potter
I hear that. So, Councilor Echuari was proposing \$107.90. Yes, that's the base rate, including the 4000 gallons. And ripping the band-aid off and taking that painful move. Are you supportive of that theory? Of that proposal?

Tim Askey

I mean, yeah. Yeah, I'm supportive of doing what the city needs to meet the needs of the city. So yes.

Yvette Potter

Do you have any other options or ideas that I haven't mentioned yet?

Tim Askey

No, unfortunately.

Ten minute break

Shea Corrigan

Lafayette got in all their trouble for jacking up the rates and never really last in line what was the percentage of increase they went up? Pretty similar to what we're talking about?

(It was like a 30% increase?)

Shea Corrigan

And we're going from \$78 to \$107?

Cathy Phillip expressed her concern that she feels the tier structure is set at too high of a rate.

There was a discussion about the tier rates and if those numbers should be changed. Brian Jensen noted that that was the standard. That is what we would be paying Hillsboro if we tied into them today.

Mayor Potter

So only charging \$36 for 4000 it's costing us \$68 to produce.

Brian Jensen

So you're taking some of that out of your base at 84% of that is coming out to your base.

The Council reviewed the numbers again.

Mayor Potter

At this time, we are going to close the work session and go into a regular session.

The work session was adjourned at 7:35 pm.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

Attest:
Angie Fowler, Recorder



City of Yamhill

A small taste of Oregon

MINUTES

CITY COUNCIL SPECIAL MEETING

Wednesday, October 11, 2023, 7:00 pm

1. CALL TO ORDER

The meeting was called to order on October 11, 2023, at 7:35 p.m.

Roll Call

Present, In-Person: Mayor, Yvette Potter; Councilors: Kay Echauri, Shea Corrigan

Virtual: Councilor, Tim Askey

Absent: Councilor, Marci Hedin

Staff Present In-Person: Greg Graven, Interim City Administrator/Police Department; Jason Wofford, Public Works; Angie Fowler, City Recorder

2. PUBLIC COMMENT

Mayor Potter opened public comment by noting that the comments should be directed to water and water information only. The comments would be limited to 3 minutes.

Sherry Wilson, 710 E Main St.

I just wanted to add that I understand that it's a big jump what you're proposing to change the water bill. I do think you need to send out a letter saying we haven't done anything for 25 years and we know it's a hardship for people to take this on everything and I'd rather have to pay a little more on my water and know I have water than to have something break down and I don't have the money to fix it. We need to be progressing, we need to be proactive. We've been reactive a few times and that doesn't get us anywhere arguing. I'm not excited about higher water bills but either way better than not having water, making sure your water's clean.

Paul Smoland, 585 N Olive St.

(Mostly unintelligible) He would like to see this reviewed/reevaluated at the end of the year to see where we are as are as meeting the budget necessary.

Cathy Phillips, East Yamhill Water District

As we discussed in the last session, I get the \$107. That would be more effective. The \$15 is too high. We need to get down to a number like \$11.50 or something a little bit less because with the higher \$107 number you are getting your almost your budget number.

Chuck Mitchell, 760 E Second St.

I just want a show of hands of anybody in here qualified to do any kind of water study, any kind of utility rate study.

[no hands raised]

Ok. Now, I don't know I haven't been here to see, but I haven't calculations from a professional engineering firm or any kind of a company that has performed a water study do we have that?

Everyone [Yes]

Chuck Mitchell

Ok. I just see everyone doing a bunch of math here. And it's very important that the people who have done the water rate study should be here explain how the rate study works, where we should be increasing or decreasing, and how to calculate. Those people should be here to advise the Council instead of, you know, locals.

Kay Echaury

We have already had that.

Mayor Potter
and a Public Hearing

Chuck Mitchell

Ok so I'm late to the game... I mean the water is high now. I'm freaking out here. I mean the water's high now. With the price of water high, if we keep going up, you're going to see more and more people trying to sell and move out. Again, I get we have some issues and rates haven't increased over the last 20 years like they should have been. Before you throw numbers out there and want to go over \$100/mo. I think everybody should think twice about that because there's going to be hell to pay. I think with people within our community.

We missed a great opportunity over here with this new subdivision, throw some high-density housing. And when we missed that. We're out of property to build more housing in this community. And so, there's no more growth. Without growth, we can't spread the load over water. Those are going to continue to go up with the small little area that we have. I'd like to see all the water districts become one water district, one special water district, and maybe get it out of the city's hands. And special districts, special water districts that were opened down the coast

of Oregon. Most people last district would have better opportunities of grant funding, far better than the City has here to try and get funding.

Mayor Potter asked if there was any additional public comment present and any public comment online. There were no other hands raised in person or virtually. Public comment was closed.

3. WATER RATE STUDY

Mayor Potter

This is our opportunity to make a decision. We have been talking about this, and processing, and meeting about this for three months now. And we keep putting it off because nobody really wants to make that hard decision that's necessary to see the city move forward to be functioning and the rate at what it should be. We don't want to put it off any longer.

Kay Echaury

I agree and I don't want to put it off any undue hardship, but your projects need to get done.

Shea Corrigan

So, I appreciated the public comments. Mostly. And what we're kind of looking at, the \$107.90. That seems to me like that's a huge jump which is completely necessary -that's the terrible part. I mean, it wouldn't be great if we're just sort of trying to come from a project that the city wanted as opposed to things that we actually need.

Referring back to page 33 of that table, it had a 3-tiered system for inside and outside rates, but what I'm looking at is numbers very close to what Cathy was saying. That \$15 seems a little bit high, but looking at the overages, the \$10.82 number. Maybe that could be something like 4000 to 6000 gallons, anything over 4000 but less than 6000 and then above 6000. Then, maybe, move it to the \$15 and that actually would kind of protect the people that are just trying to take care of the property water their pets, and that sort of thing. And other people that have extraordinary use can pay an extraordinary price.

Mayor Potter, Kay Echaury, and Shea Corrigan clarified Councilor Corrigan's suggestion. This still keeps the base rate of \$107.90 for 4000 gallons. Then there would be a second tier for 4000-6000 gallons at \$11.50/1000 that would cover what the average person uses for normal water use. And then, a third tier that would be set at \$15/1000 for extraordinary water use. This would help alleviate some of the burden on people who may use over 4000 but do not use an excessive amount. They still only use the water for basic household needs and maybe watering their grass in the summer.

The Council then came up with the tier structure below:

.009/gallon, as the base rate [107.90 for 4000 gallons]

Beginning at 4001-10,000 gallons at 1.25/gallon, in addition to the base rate of \$107.90.

At 10,001 gallons it would be 1.5/gallon, in addition to the base rate of \$107.90 and 2nd tier rates.

They also talked about how this should be reviewed at the end of the fiscal year to see where they are at, and if they can bump it down at all.

Jason Wofford suggested to Cathy that the districts come together and come to the city with an IGA so that the city could take over the water districts with the tax money coming to the City.

Mayor Potter

That is the next step on the Council is to address all of the district contracts and update them and renew them. So, all of those discussions will take place as a whole all the districts and then with each district are individually and then contract agreement would be drawn up. Any additional ideas will be brought to the table for discussion.

Okay, Councilor Askey this is your last opportunity before we round up a decision of some kind.

Tim Askey

I mean, I agree with the second tier, and third tier that was added; I think that is a good idea. I was going to recommend the review of things. I think we should like set a time or a date like from the beginning on when that will happen just so people know that it is coming down the road and we will be watching it.

Yvette Potter

I'm going to suggest June of 2024, the last month of the fiscal year to review water rates.

Councilor Corrigan, this is your opportunity.

Shea Corrigan

I think I gave it my best shot with that 2nd tier.

Yvette Potter

All right. I am in agreement and will support that as well. So if there's no other question, then we can move toward the motion.

Kay Echaury

I make a motion to increase water rates based on the following:

A base rate of 4000 gallons at a cost of \$107.90 as the base rate.

4001 - 10,000 gallons at Tier 2 which is still a base rate of \$107.90 and additional 1.25 cents for water /1000 after that.

10,001 gallons and up is Tier 3 which is getting the base rate of \$107.90 and \$15 gallon with review in June of 2024. This rate is equal across the board for all users. All commercial, water districts and city users.

To take effect the first of December 2023.

**A MOTION TO APPROVE WATER RATES AT THE FOLLOWING STRUCTURE:
A BASE RATE OF 4000 GALLONS AT A COST OF \$107.90 AS THE BASE RATE.**

**4001 - 10,000 GALLONS AT TIER 2 WHICH IS STILL A BASE RATE OF \$107.90 AND
ADDITIONAL 1.25 CENTS FOR WATER /1000 AFTER THAT.**

**10,001 GALLONS AND UP IS TIER 3 WHICH IS GETTING THE BASE RATE OF
\$107.90 AND \$15 GALLON
WITH REVIEW IN JUNE OF 2024. THIS RATE IS EQUAL ACROSS THE BOARD
FOR ALL USERS. ALL COMMERCIAL, WATER DISTRICTS AND CITY USERS.**

TO TAKE EFFECT THE FIRST OF DECEMBER 2023.

**ROLL CALL: Motion introduced by Kay Echaury and seconded by Shea Corrigan
Ayes (4): Potter, Corrigan, Askey, Echaury
Nays (0): None
The motion carried.**

Mayor Potter

Before we close, I do want to remind everybody that the City Charter has on chapters 3.2 A.090 delinquent notice turn-off notices service notice for delinquent charges that are unpaid for water bills. That will be going to be enforced – it has been being enforced - but it's going to become a hot topic, and we will be enforcing for any delinquent water bill and we will pursue per the city charter.

Kay Echaury

I make a motion we adjourn.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

Attest:
Angie Fowler, Recorder



City of Yamhill

A small taste of Oregon

MINUTES CITY COUNCIL MEETING Wednesday, November 8, 2023, 6:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

Roll Call

Present, In-Person: Mayor Potter; Councilors Kay Echuari, Marci Hedin, Shea Corrigan, Tim Askey

Staff Present, In-Person: Chief Graven, Police Department/Interim City Administrator; Jason Wofford, Public Works; Angie Fowler, City Recorder

2. FLAG SALUTE - Mayor Potter

3. PUBLIC COMMENT

Bob Davis, 212 N. Maple St.

Yes, I didn't mark "yes" but I will say a couple of words. Just to Council, Chief Graven is already aware of this, but we are working with Carolyn Thompson riser from the City of Carlton who is a board member and she was at one of our meetings the other day, and we were talking about disaster preparedness, which has been pretty much on our mind here for the last six months of our classes. With that said, one of the questions came up again, was where's the good meeting spot? So, I had heard that it was one of the buildings from the school and it was one of the domes, but I wasn't really assured of that. So, I called Mr. Young from the county and talk to him and he said he has nothing to do with Yamhill and for me to talk to the city. And so I called Chief Graven and asked the chief about where our meeting places for disaster preparedness, should there be a huge catastrophe and we have a place to meet and he said yes it is one of the schools in fact, it's the gym, at the high school. But he says, and of course he already knows this. He says but because of the turnover, the high school for the principals and a bunch of the staff he says I have to get together with them and basically inform them what their responsibilities are and whatever. And then, in addition to that, the CIP is that correct? He for the fire Department. Oh, the Center for Disaster Preparedness. It's the, it's the....

Chief Graven
Emergency Operations. EOC.

Bob Davis

Yeah, EOC I always get the acronyms wrong. Anyway. The EOC is the fire Department. So just wanted to bring that into your attention, even though it's now firm thing Chief

Graven has got a lot of work to do with the school. The high school is going to have to figure out how it's going to manage the building. I would suggest act together. Just do a disaster preparedness test and see how it works out. And a lot of cities do it. And we have been more and more and more and more and more and more in disasters here lately so it would be good thing. Anyway, that's all I can say. Thank you for your time.

Patty Pairan, 215 N. Maple St.

So, I have addressed this issue for many years, and I've been told that it's been addressed by City Council, which I disagree. But before I go into what I'm not real happy about. I want to commend the fact that Travis has been making multiple stops on Highway 47. I'm assuming it's for people that are speeding because it's been for the most part during school hours. And it makes me happy to see that. But on another note, I start out with my radar gun, which is brand new, on the 23rd of October. For short stints one was for 2:45 to 2:56 p.m. and, in that period of time, there were nine cars that I caught they were going between 27 and 30 miles an hour. And as you all know I live right in the middle of the school zone. Then, it was a little later at 3:35 from 3:45 p.m., I sat out there and there were 10 cars that were going between 25 and 30 miles an hour, which the schools zone is 20 miles an hour. And what upset me the most is that AJ was sitting on the corner to 240 and 47 the whole entire time. Didn't move. And it's irritating that he is our traffic officer. But I never ever see him stopping anybody. It's only Travis. So that's just food for thought. Thank you.

Jenny Morrison, 20051 NW Adcock Rd.

Hi, I'm Jenny Morrison with the Yamhill Downtown Association and also with the Economic Development Committee and so I'm here to report on our YDA Halloween event that was great. We had a lot of people come through and we were set up with the lot there and I know that Chief Graven and Kim were out here too and got featured in the news register. So, and what we'd like to do is I've mentioned this in the past, but for Christmas, consider the tree lighting. I just would like to have some time and I know I don't have time to do it now but to confer on a setup for that and what we'd like to do to enhance the tree lighting you guys are doing. Perhaps set up over there with a lot or whether or not permitting you know in here but do something to kind of come alongside the city during the tree lighting.

Mayor Potter

We love that and we've already picked out a few dates if you check out with the YDA. Okay, the first, the eighth, and the ninth. And the ninth is also the same time that Carlton is doing their event. So, take that into consideration. And the ninth is also when the Fire Department is doing their event.

Jenny Morrison

Ok. We can discuss this, but there was such a great turnout and I know we were at the same time as the Fire Department for our event here and it just was so many people out and about and I know last year we did the YDA event at the Larson house in the back and that was lovely, but we'd like to be able to kind of really like, make sure that we're you know, it's clear that we're part of the city too.

Mayor Potter

That's wonderful. Wonderful. So let us know about the dates. Send myself or Chief Graven an email, and we'll put together a chat session where we can coordinate efforts. Thank you.

Jenny Morrison

Additionally, with the Economic Development Committee, we have come up with some code recommendations, and we're fine-tuning those with the help of Philip Higgins who knows a lot about such things and so we're going to kind of be going through that and then maybe again, it's a group next in a week and a half and then we'd love to make more progress on what we can do here in town.

Mayor Potter asked if there was another public comment in-house or online. There was none.

4. AGENDA UPDATES or ADDITIONS – City Recorder

Angie Fowler

Yes, let's see, two last-minute additions. One would be under New Business. Item A , Considering new applications for Planning Commission members. We received a new application yesterday. So, I've included that for the Council in the folders.

And, oh, under Unfinished Business. I've added a reconsideration revote on the record for clarity of the proposed change in water rates. With the minutes there's a little just a lot of interruptions during that meeting, so I just want it to be clarified. I've included paperwork on that as well.

5. CONSENT AGENDA

- A. Financial Statement to Current - *(Removed, not included in the packet)*
- B. Minutes from September 13, 2023, Council Meeting

Mayor Potter

Thank you. And for the consent agenda, were we able to get the financials?

Angie Fowler

I did not receive the financial statements. She was working on the audit this week. So, I think that she kept getting sidetracked. I will send those out when she completes that.

Mayor Potter

Perfect. Thank you very much.

Kay Echaui

I make a motion to approve the consent agenda.

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

6. COMMITTEE REPORTS

A. Planning Commission

Ken Moore

Yeah, what's been going on and you have received the Fat, Oil, and Grease code and the Short-term Rental Code. Now, as Planning Commission, we were more empowered to do is issue orders that approve applications. And so, this is a this will go into effect by an ordinance that you ordain and adopt. So, we didn't even vote to approve what we put forward to you. We voted that this is something that the Council should look at because it's not really an official action. We did go through it. And with input, Jason over time, felt like this was... when we heard that Jason liked it, and we liked it. So, we didn't go over every word. It's still up to you to really parse it. And the same with the Short-term Rental. This is basically what Carlton does, Walt has adapted it somewhat for us. We didn't become experts on short-term rental, or taxing rates and things like that. We looked through and we said yeah, this looks like a fit. We talked about, should the landlord be nearby. And, you know, we kind of considered some of the aspects that went to this, but we didn't do exactly what exhaustively like we did with the lighting ordinance, for example, or the sign ordinance. So that's what comes, that's how it came to. I just wanted to be clear that we didn't treat it like it was something we created and we have voted on and this is the way we think it should be because it really wasn't our area of expertise or charter so it's up to you to do that.

Mayor Potter

What you have presented as is, is exceptional. And I'm glad that Jason had an opportunity to review it as well because it did bring up a few questions but as I continued to read, those questions got answered in the more in-depth portion of it. And so, that was encouraging. So, to me, you've covered pretty much every aspect of the potential ordinance. So, I'm grateful for what you have done. And when your Planning Commission is ready. We will definitely be anxious to pursue this.

Ken Moore

We've handed it off to you. But, what I'm saying is, it's not like when we consider a housing subdivision. We really didn't read every paragraph of what we're approving because we didn't really approve this. It's not, it's not really part of our charter. We operate out of titles 10, 11 and 13. Zoning, land use annexation. So, we did a little homework for you, but we haven't dotted every "I" and crossed every "T" and what we handed you, thank you.

So are the things that are not Title 10. Things that are on our plate that are Title 10 are the Formula Business Code. I have a word that helps define Titles 10, 11 & 13 - Development code, that's our thing. And so, the Formula Business code falls into that, and so does the Nuisance Lighting code. This will become part of the development code. However, the Planning Commission approves or denies applications in light of established code. We don't adopt code. The City Council does that. So even though this is our bailiwick, and we will take it on, and we will look at every "I" and cross every the "T's" We will still come you hand it to you as this is our homework. And then you will adopt it as an ordinance and then we will use it to make decisions and write orders in the future.

So now the good news is that you've heard maybe already talked about the fact that we got that housing Grant for way more than we applied for.

Mayor Potter

Exciting news, will you update the Council with that information? I don't know if they got it.

Ken Moore

Well, I think you know the numbers better than I do. Why don't you?

Mayor Potter

Well, the application was for \$7000. And our planning commission was able to get \$47,000.

Ken Moore

City Planner, Walt Wendolowski

Mayor Potter

So that we'll be able to expand the report that we were going to get to include our UGB expansion and then we'll build available building property within the city. So, it's going to be more extensive and more information, and we'll have the money to pay for it.

Ken Moore

With that, that's the housing grant piece. There's also a technical assistance grant which I'll talk about in just a second. The housing grant, Walt explained to me was, this will be used for one thing our buildable lands inventory, the BLI, which will be a first step in our UGB. So now I said so whoa...so now we have the money, what do we have to do? And he says nothing, the state is doing it all. It's not like we have to apply for an application and hire our own consultants. The state is doing that all for us. And we will oversee it and he will make sure that the reason is good for us. But it's not something that he's even paid to do so that was not going to be a big burden on him.

The technical assistance grant, which we're still waiting on word for from that we feel pretty much confident about will let me go back to the house and grounds that will pay for Walt's time to help the Planning Commission come up with the changes to Title 10, The zoning code and the land use code in Title 11. He said we really should start with Title 11,

the land use code, that's where we can spend our time right now. Glad to see you're nodding, and you understand this too. And we'll be using that money from the housing grant. Housing grant money cannot be used to help us work out lighting, central business district issues and/or assign regulations. It just doesn't apply. So, the things that we can go forward on with the money that we've gotten are basically we, in our meetings, we will start digging into Title 11. Now the reason that nuisance lighting and formula business code are still on our plate but won't go forward. Walt seems to think and I think we've talked email and you've approved, is that we want to wait for the technical assistance grant to see if we can really dive into those in a very extensive way or if we needed to do it kind of on our own dime and be frugal. Maybe not have as good of a product at the end, but it'll be something we can afford. So, we're just going to put those on the back burner until we hear about the technical assistant grant.

So that leaves that big list of ours kind of parsed out into we're waiting, it's back to you. And we're going to dive in on land use. And that's pretty much my report about what we're up to. Now that's not all that's on our plate. We do have some land use issues that are coming for us and applications that we'll be considering.

Mayor Potter

I would like to propose to the Council that both the Short-term Rental and the Fat, Oil & Grease, be presented to legal counsel and asked to review and revise and create an ordinance for us. To make it official. I need a motion.

Kay Echaury

I make a motion that we send the Fat, Oil, and Grease Ordinance and the Rental Ordinance materials to legal counsel to be reviewed and turned into ordinances.

A MOTION TO SEND THE FAT, OIL, AND GREASE ORDINANCE AND THE RENTAL ORDINANCE MATERIALS TO LEGAL COUNSEL TO BE REVIEWED AND TURNED INTO ORDINANCES.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

Jenny Morrison, Economic Development Committee

So, in addition to what Ken said. I had a chat with Walt also just to try to find out what was the status of the grant for the because that's in line with the work that we're doing on our committee or to make the recommendation.

Mayor Potter

Economic Development Committee. Yes.

Jenny Morrison

And so with that in mind, I expressed the sense of urgency that we've all talked about, you know, over the last several months about making sure that we proceed with things and so he was like, Oh, yes, that does make sense. And so, I would like to just also put out there that I think that if we can don't get the technical assistance, we still proceed with the formula business restrictions and what was the other one the design standards, you know. So those things as soon as possible and for whatever it takes and that we can come up with the money to pay Walt to get things written up appropriately so they can be presented to city council and be approved. I would just like to add that as well.

Mayor Potter

Thank you very much. We also have that sense of urgency and I'm grateful to see that you guys do as well. Because it's time, it's just time.

Ken Moore

It won't take long to find out whether we get that grant and we whether we do or we don't we'll still move ahead on those, it'll just be a little more fun for the city if we do.

B. Water Advisory Committee – Meeting Cancelled this month, no updates.

7. UNFINISHED BUSINESS

A. Reconsideration and revote on the record for clarity of the proposed change in water rates.

Shea Corrigan

I think this, this unfortunate phrasing in the proposal creates an opportunity; I think the opportunity is that we can consider the increase of the water rates a bit closer. I think gives us an opportunity to go back and research with Mr. Tice, and with the Water Advisory Board in its entirety. To take an opportunity to make sure that what we're doing is exactly what's right. That we're not going with information that may not be entirely accurate. And I have some concerns that it may not have been entirely accurate.

I would propose a work-study or two. And, at the very least, postpone any vote on this until those have been completed. Just for the fairness of the people that live in the City of Yamhill and the people in the water districts. Because, right now, I don't think that we've quite done them to the proper service.

Mayor Potter

Do we want any further discussion? Can I get a motion?

Kay Echaury

Do we want to do a timeline, or?

Mayor Potter

It's proposed that we have a couple of work sessions, we review numbers, and then either finalize the decision or we'll make a different decision. However that is going to look for us.

We could also just put it on hold for the moment and not implement it on December 1, as we initially agreed to, but postpone it until say January 1, and implement it then. And, in the meantime, do the work sessions have a discussion. Look at all the numbers available. So, we've got options. So, what do you want it to look like?

Shea Corrigan

So I think that the conversations I've had with staff and listening to Jason and Tim Tice or Water Advisory board, there's most likely a need for a rate increase. But, I think that the thing is, it has to be very specific and to the penny what it actually has to be in order to make this thing work without taking too much. Especially from the people on the fixed incomes that we have in our town. I think that postponing it to at least January 1, gives us an opportunity to have some work sessions. And if we still aren't there, then I say we keep working until we get there. And I think we have to do that no matter how long it takes no matter how many hours we put in. It must be done. It has to be done right.

Mayor Potter

There is a sense of urgency. The longer we put it off, the less ability Public Works has to get started on CIP projects.

Shea Corrigan

I do understand that and I understand the importance of Public Works and having them well funded. At the same time, I don't think that we're there yet. As much as I really wish we were as far as having all the information. I think that there's some questions that still need to be answered. And I think that it would benefit the city as a whole.

Kay Echaury

Could I play devil's advocate for a moment. Why haven't those questions been answered at our last meeting with Jason for input? He said we had all the information that he thought we needed. So, I feel like I'm not opposed to what you're saying. I'm just, I'm just putting it out there that I thought last time we had all the information.

Shea Corrigan

I thought that we did too. And so, what I've heard since then, and again, some of what I've heard is just the things that I've heard, I don't have a way to back this up. However, some of these numbers apparently had to do with maybe misinterpretations of Mr. Tice's report, that maybe Mr. Tice's report was more accurate than we were advised by the Water Advisory Board. The Merkley Grant actually is still on the table for us, where we were told it was not going to be. There's quite a few things that have come up in the last couple of weeks since we last met. That makes me wonder if we were given the correct information. And again, the Mayor is absolutely right. We need to fund our Public Works department to make sure that we have a good infrastructure, so we can turn on the water and water comes out. But I think we just need to be real careful that \$107.90 is that number, and I no longer believe that it is.

Mayor Potter

Discussion from Council?

Tim Askey

I think we could look into it further. It took me a while to even get through where the confusion was. And I think just knowing that it won't hurt.

Kay Echaury

I'm not opposed to it either, because I want to do the right thing. I am opposed to, however, receiving a bunch of information for the fourth time, that may or may not be accurate, and then we're back to square one. So, let's do it again. And let's try and do it right. That's all I can say.

Shea Corrigan

I agree. That's why, in the work session, I think that we need to have as many of the humans there as possible. And everybody being completely candid, completely honest. Don't be I just think that nobody should say, "I feel like I'm put to a corner." I mean, we all have jobs to do here, say what's on your mind. If you have something to say, say it, so that we actually know what we're doing.

Mayor Potter

Okay, motion please.

Shea Corrigan

I make a motion to have a work session to further discuss the water rate, the potential water rate increase for the City of Yamhill and to postpone any potential increase to no earlier than January 1.

A MOTION TO HAVE A WORK SESSION TO FURTHER DISCUSS THE WATER RATE, THE POTENTIAL WATER RATE INCREASE FOR THE CITY OF YAMHILL AND TO POSTPONE ANY POTENTIAL INCREASE TO NO EARLIER THAN JANUARY 1.

ROLL CALL: Motion introduced by Shea Corrigan and seconded by Kay Echaury

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

There was a conversation regarding the availability and scheduling of the work sessions.

8. NEW BUSINESS

A. Consider Applications for Planning Commission Members

- 1. Bonnie (Sue) Richardson Reapplication**
- 2. Lynden Carl Reapplication**
- 3. Jadeon Roberts-Maxfield**

Angie Fowler

We have three terms ending, two Planning Commission members have reapplied a third is not going to reapply. We have received a third application.

Mayor Potter

Okay. So the terms end on December 31, 2023. There are three of those terms. One is not returning, two are reapplying and we have three applications that include those two and then one new person who would like to fill the position that will be vacant.

To the Council: I know you read the applications, is there any questions in regard to any of the applicants and the applicants are Jaden Roberts Maxfield, Sue Richardson and Lynden Carl, all of which are Yamhill residents.

Any discussion on any of these? Okay, we'll go through each one and vote on each one individually. We'll start with Jaden Roberts Maxfield. Does anybody want to give a motion?

Kay Echaury

I make a motion to approve the application for Planning Commission for Jaedon Roberts-Maxfield

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR JAEDON ROBERTS-MAXFIELD

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

Kay Echaury

I make a motion to approve the application by Bonnie Sue Richardson.

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR BONNIE SUE RICHARDSON

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

Kay Echaury

I make a motion to approve the application for Planning Commission by Lynden Carl.

A MOTION TO APPROVE THE APPLICATION FOR PLANNING COMMISSION FOR LYNDEN CARL

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin

Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin

Nays (0): None

The motion carried.

Mayor Potter asked that the candidates be notified and sworn in during the January Council meeting so they could begin at the January 2024 Planning Commission meeting.

9. DEPARTMENT REPORTS

A. Administration – Chief Graven – Monthly All-Staff Report in Packet

1. Project Completion -Telephone Automated Attendant
2. 2024-25 Budget Preparation Consideration

B. Police – Chief Graven

1. Police Department Statistics October 2023

C. Public Works – Jason Wofford

1. Request Merit Increase for Utility Worker I to Step 4.

Mayor Potter

Chief Graven? Do you want to start with administration?

Chief Graven

There was a report included in the packet. Did everyone get an opportunity to look at that?

Chief Graven

What I have discussed. I've been meeting with staff and we've decided to do it the week before the council meeting, that way if there's anything that needs to be put in there, it gives us time to be able to do that.

What we've discussed is what you see. I'll get with staff to get more input on all of them because I think that either input is invaluable and I want it in their words. I'm working with staff to make sure that I get information from everybody, even if it's a little blurb. Because they will say, I really have nothing to add. But then they're like, oh wait, what about this, this, and this. I think that having these reports would be informative for councilors and anyone else. And then if anyone has any questions about any of the reports that I put in there that include all the staff to answer any questions that anyone has. We've all been extremely busy. And as I say there aren't enough hours in the minute. The staff has been doing their due diligence and working hard. Does anyone have any questions?

Chief Graven

I noticed today, because we have a project initiative for the phone system that's been done. It's still a learning curve for me of trying to figure out technology. It's really cool to pick

up the phone and push buttons and talk to somebody but now there's a lot more steps involved sometimes. But I commend Angie for the work that she did and working with Comcast on that. And if there are issues just let us know.

There's also a process that I get the reports of all the calls that came in so I can look at those as well and see where they're going it's been beneficial. I've heard feedback that has cut down on their time of answering the call and then it not even being something associated with the city that they spend time with and then try to help them anyway. It'd be great if we were just an answering service, but there's a lot of things going on. And so, Angie, the work that she did with Comcast has been great. Any feedback would be helpful, too. There's still a learning curve for me to figure out all that stuff.

Mayor Potter

No, it's been good. Angie had sent me an email the other day requesting some information. And, I picked up the phone to call rather than type out and I got the new voicemail system and that oh look at this. This is so fun. It was good to tap the number and did what I needed to do. I didn't leave a message; I answered her by email.

Chief Graven

What's nice also is that it reveals the voice messages so when I'm out on the road, it actually emails me and notifies me and I can listen to what the voicemail is when calls come in.

Mayor Potter

There was a phone call or there's a message? Yes, yes. Can you read the voicemail? Does it give you a written out of the emails me, and I click on it. I can hear the recording of the transcript.

Mayor Potter

It does a transcript as well. And we appreciate that. Okay, thank you, Angie, for getting that phone system in place. Much needed. We're moving forward look at that.

Chief Graven

I've been working through a lot of the grants and the grant process and there's a lot of grants that will be becoming available that we're looking into and contracting with different resources that will help us and assist with those grants. So that's, that's going to be really beneficial for the city.

Mayor Potter

Will you update the council on the Merkley Grant?

Chief Graven

I have been working a contract with the Willamette Valley Council of Governments. What there's been discussion and potentially confusion about- that I can clarify- is that so there was money that was set aside that was earmarked. Yamhill was one of the beneficiaries of that earmarked money. There was discussion about potentially that it was awarded already - it's earmarked for us. There was a discussion that there was an

application that was submitted, so the city has not started the application process yet, which will be working with Mid-Willamette Valley Council of Government and Business Oregon. To get those processes moving forward to be able to benefit from that earmarked money. That will help the city with a lot of the projects in the planning stages of the projects to move forward with some of the things that we have set up.

Mayor Potter
And how much was the Merkley Grant?

Chief Graven
\$192,000

Mayor Potter
That's a lot of money. Okay, thank you for the update.

Police Department, Chief Graven.

Chief Graven
There's been a lot of training going on. Officer Miller's been working diligently but the accreditation process. Corporal Van Cleave and I have discussed this with him, and the challenge is that it requires a lot of office time and it's important for us to have visibility. So, what Officer Miller has been doing is, out on the road with safety in mind, focusing on during the accreditation process which requires a lot of computer work. Fortunately, with technology, he's able to sit out there and at least have high visibility while he's working on the accreditation process. So, he moves around different areas in town instead of just being here at the office and is out on the road. And then if he sees something that's flagrant, he will go and do some traffic enforcement. His primary focus is the accreditation process because that takes an extensive amount of work and resources for him to do. A lot of focus is required for that. So, he's been working diligently on that process. And a lot of the required trainings were at the end of the year and we had a standard through the Department of Public Safety Standards and Training for the training. And we have met and exceeded all of those training courses at the Police Department as far as what the standard requires and where we're at with our training. And Corporal Van Cleave has been going to a lot more than fellowship conferences. That's where he's at this week, is down at a conference.

Mayor Potter
Wonderful. It has been busy.

Chief Graven
We did receive new federal funding through Oregon Department of Transportation and now The National Traffic Highway Safety Commission. There are grants for the seatbelt, which they were able to utilize before the grant funding started to help us to get out there for Halloween. That was one of the kickoffs for Halloween was through traffic, the safety of seatbelt enforcement was awarded the funding for distracted driving, as well as speed and impaired drivers, and also for, again, the seatbelt.

Mayor Potter

Okay, good. Thank you. How's the audit going?

Chief Graven

On it is going well. There was a lot of work that's involved with the auditors didn't come in here Monday and Tuesday. And they didn't go running out the door. I didn't have to chase them out the door. So, they were happy. We were happy. It just requires a lot of work and answering a lot of the questions that they have and then with some of the challenges that we are overcoming, trying to utilize the or trying to obtain the correct information that they're inquiring about. They are still working on it. They were only here for two days, whereas in the past I've seen them here for almost two weeks sometimes.

Mayor Potter

The audit process is very intensive.

Chief Graven

And they had two computers each laptop in here and they were working diligently doing what they needed to do and asking for a lot of stuff and the office staff has been busy getting all the stuff that they need that they're asking for.

Mayor Potter

How much longer do you think they have before they're finished?

Chief Graven

We're hoping by tomorrow. We were anticipating either today, but by tomorrow, everything that they need to process the audit, which takes them some time to finish and then there's always some peripherals that they ended up inquiring about after that, but then they'll have their report.

Mayor Potter

Okay, excellent. Good. That'll make everybody happy.

All right, Public Works?...

Jason Wofford

So you see, Mr. Johnson's merit increase and the thought behind that.

Mayor Potter

So where is he currently on a scale?

Jason Wofford

He's not on the pay scale. He's not even at step one. He's at \$18.75 and he's not at step one, which is \$19.

Mayor Potter

Okay, and what is Step 4?

Jason Wofford

It would put him at \$22.60. I did have an alternative to that, it would be moving into utility II, Step 1 at \$22.16. We have these multiple reviews. He had a six-month review. He had a review at the annual fiscal year. I think he's got probably another 30 days to go until he's been here a year.

The review at the fiscal year was supposed to put him on the wage scale, but it just got lost in the shuffle.

Mayor Potter

Do you have a job description and a copy of the review for us?

Jason Wofford

The job descriptions on file with you guys here. That's the Utility I job description and the review is in his file.

Mayor Potter

Typically, we review the those your review with him. Typically, we'll review that when we discuss increases, particularly merit increases. So that would be helpful to have had that when we make these decisions. So, we know what he's been accomplishing. We know what his goals are. We know you know what you two have discussed and what he's working towards.

So, he's currently it is \$18.75. Step one is \$19 something, step two is \$20 something, step three, I can assume is \$21 something. Step four is \$22.60. Why did you choose to go from zero to four?

Jason Wofford

The value of the employee and what he saves us on facilities. If we had to outsource that, probably looking at 1000s of dollars. Not only what he did to Kim's wall, that saved us probably roughly \$3,000 with the other facility matters what you did to the Public Works building facade. I mean, that saved us roughly \$6000 Yeah, and what he's done to other structures, I mean, I just feel like somebody at this scale and magnitude if we lose them, we're going to have to outsource that work. And the savings would be better in house, it's exponential.

Mayor Potter

Rumor has it that he might be working on the bathroom in this building.

Mayor Potter

It's a project in the works. Okay. Well, we prepared the scale, the step increase wage scale, and we had all that work done to research and, and create so we had a guideline, so we all these numbers didn't come out in making these decisions. We had a guideline, and I would like to encourage the council to stick within that as much as possible. But I would be open to hear what your thoughts are on a Step increase for merit, which is well earned.

A discussion about the steps and how they proceed. It would continue to step 5, and then the job tops out at step 6, which would lead to Utility Worker II

Kay Echaury

I don't understand why he doesn't have a step yet.

Jason Wofford

He did not get moved into a step when we adopted this 2-3 months ago.

Kay Echaury

An hourly increase of \$3.85. I'm not opposed to that. I'm a little opposed to going from 0 to 60.

Shea Corrigan

Do we have any other employees working for the city that are not assigned to step at this point?

Mayor Potter

That's a good question. That would be a question for payroll. No, okay everybody else is assigned to step. He's the only one. So, can we assume that he is currently at step one, and then make a decision? Based from there forward?

Shea Corrigan

What did he do to the facade Public Works? Was he the one that rebuilt it and yeah, took the rod out and painted right on the front and he drywall to completely rebuilt the wall?

And he's happy at \$22.60?

Jason Wofford

Yes. Because ultimately him and I had the discussion of moving into Utility II once you reach a step six, he didn't have a certification at that point. Because it takes us two to three years to get our certification in water or wastewater because of the hours.

Shea Corrigan

Is that certification, that discussion, is that part of your next review with him on where he stands with that so it is actually followed through on?

Jason Wofford

He's already enrolled in collections for Sacramento State University. So he's already doing the study; he's already doing the work. It's just hours now, mainly certifications take forever. Time.

Shea Corrigan

My personal opinion on that is that at \$22.60, considering the level of his work that he did in the building here and Public Works, warrants \$22.60 by today's market. But again, I don't like the idea jumping from zero to four. So, I just want to make sure that isn't something we do right everybody needs to be where they are. Because there's no point in

having a procedure if we don't follow it. But, if that's where that this guy needs to be in order to get him where he needs to be, to retain that skillset...

Mayor Potter
Any other thoughts?

Tim Askey
So going to step four, on a time of like looking at it on timeline, would put him in line with certification if you start following the steps?

Marc Hedin
I mean, the skills definitely worth the money. It's just hard to go from that. No step should have been brought in on a step because that was the whole point of this was to prevent this from this having to be a discussion.

Mayor Potter
Exactly that it's automatic. Just 123456.

Shea Corrigan
Yeah. Well then if you look at this, this guy being employed here for just under a year? Perhaps we were blessed to hire somebody that was overqualified for his beginning step.

Kay Echaury
So to stay in line with the process. Could we move him to step one right now or make it even retroactive and then when he reaches one year to step four?

Mayor Potter
Which is 30 days from now?

Kay Echaury
Still, I feel like then at least we're following the process a little bit. Not skipping on step one.

Mayor Potter
Shouldn't he be at step one anyway? We should just assume that the zero is actually a one. We can assume he's at one now and should have been.

Shea Corrigan
Although, I do understand what Kay's saying that makes sense to, you know.

Kay Echaury
Yeah, let's do it right.

Jason Wofford

But, it's weird since he has worked here a year because he was a part time employee before he started full time in December. His hire date was in October.

Mayor Potter

I would like to see a step two or three. I think four would be really wonderful to do, but I don't know whether we have it in the budget. And I think three would probably be stretching.

Jason Wofford

The one thing I'll just say ... That's why I gave that second option as a Utility II, because we have that in the budget that was never stricken from the Budget. So we have a Utility II position that if you wanted to start him at \$22.16, giving him six years to get all of the certifications and to move into a plant operator. I feel like, personally, that would be a better fit because now because he's my most versatile employee.

Mayor Potter

Okay, so I'd like to propose then that in at his one-year mark you do a one-year review. You present that review to the council with a copy of the Utility I position and the Utility II position and then the council decides at that time to either step in at the four or to promote him into the next level of Utility II.

Tim Askey

The wage, should it be moved to one?

Mayor Potter

He should be moved to one in the interim. Absolutely. And probably backdated to July 1.

Kay Echaury

I agree.

Shea Corrigan

Including a pay increase. Is that true? Yeah.

Kay Echaury

Yes. 25 cents per hour. But that's temporary. I mean, I don't want him to feel like we don't value his position.

Jason Wofford

I'm not trying to be the bleeding heart here, but it's just... I understand it's just when we haven't I know the importance of the employee. I work with him. I see the work he does. And, to give him just \$19 walk away and say we just gave you a quarter now we're going to go wait 30 days and then we're going to give you then we're going to review it again.

Kay Echaury

My employer I also follow the step system, and I can I did say I'm worth more, even though I feel like I am- know what I mean. I can't work outside of that step system.

Jason Wofford
I just don't want to lose him.

Kay Echaury
I understand that. I feel like we've lost some good employees. So, I understand where you're coming from I truly do.
There was further back and forth discussion on the different options.

Kay Echaury
I make a motion to move Utility Worker I to step one, with the pay retroactive to July 1. Upon the review of his review and positions, the Council will look at either increasing his step for Utility Worker I or moving him to Utility Worker II.

A MOTION TO MOVE UTILITY WORKER I TO STEP ONE, WITH THE PAY RETROACTIVE TO JULY 1. UPON THE REVIEW OF HIS REVIEW AND POSITIONS THE COUNCIL WILL LOOK AT EITHER INCREASING HIS STEP FOR UTILITY WORKER I OR MOVING HIM TO UTILITY WORKER II.

ROLL CALL: Motion introduced by Kay Echaury and seconded by Marci Hedin
Ayes (5): Potter, Corrigan, Askey, Echaury, Hedin
Nays (0): None

The motion carried.

10. COUNCIL REPORTS

Mayor Potter
Any council reports? I have something I have been working on... I do want to ask, though, We're going to do it for one full year because we said we would, but how do you think the First Fridays are going? What are your thoughts on First Fridays?

Marci Hedin
Well, Kay and I had a great discussion last time.

Shea Corrigan
Pam Kersh showed up for the last one.

Kay Echaury
I don't know I'm not I'm not opposed to showing up. I'd like to see more citizen involvement.

Tim Askey
I think that it is kind of helpful just to get together like in a non quorum, or with someone like another one of you guys in council. And, to look at the codes and stuff.

Mayor Potter
I do enjoy looking at the codes and the charter.

Mayor Potter

We will continue through to the end of the year. Because, we said we would. We will follow through on that.

Shea Corrigan

We should increase the snacks more.

Mayor Potter

The next year, ya that does make a difference.

Marci Hedin

Would there be a better day for the community? Is that why people aren't coming because it's Friday.

I mean, it's kind of early on Friday too. I'm not, I'm not always off work. Yeah. So maybe part of the reason is the time you get home from dinner with their families, they don't have that extra time. That might be part of the problem.

Mayor Potter

Okay. So, the next council meeting. Angie, will you put it on the agenda for us to further discuss First Fridays and our plan for the next year? And what kind of goals we might have for that.

RETURN OF DISCUSSION TO DEPARTMENT REPORTS – PUBLIC WORKS

Jason Wofford

If you do have a second, I did want to discuss a few things that we went over with AKS Engineering.

So, I met with AKS with regard to the FEMA Grant. Looks like it's going to, at this point, it's going to be accepted we're looking at probably \$800,000 that the city is going to have to come up with one way or another to get that 1.6-million-gallon reservoir, FEMA is all in. Some of it is SDC recouped, so I think around 30% for the project so it's a high-level design right now. So that's a positive moving forward.

Mayor Potter

What is the full cost of the reservoir?

Jason Wofford

It's 2.2 million.

Mayor Potter

Just in installation? [Yes]

Kay Echaury

And our portion you said was \$800,000? [Yes]

Mayor Potter
And where's that 800,000 in the budget?

Jason Wofford

It's not in the budget and that's something we'll discuss later. Once we come up with a better plan than something engineering and I stuck. We talked about possibly putting a bond out. That was just a discussion. Nothings in stone yet. That's something council can talk about and meet with engineering and have them come in and kind of discuss what we can do to get that money one way or another. Could be doing away with the concrete reservoir. That's not structurally sound right now. So, we in total, it'd be a 1.3 million capacity. That would put us out of three-day reserve, which right now we're at probably a day and a half.

Another one was the intake screen is completed and agreed upon by ODFW. That's being paid for from Park Meadows Estates, that's fully-funded. That project came in around \$40,000 - \$60,000 and it allowed us to do some other upgrades to the intake.

Shea Corrigan
\$100,000 was originally allocated for that, right?

Jason Wofford
Yes, it was, but the project is only \$60,000.

Shea Corrigan
So, we can use the other \$40,000 for other things like from the intake into the first holding where we have water loss?

Jason Wofford
Yeah, it's just improving the intake screen, it's earmarked to that. So we've found other ways to use utilize that extra additional money at our intake screen and just making it more compatible with the system. The upgrading pumps, things of that nature. The asphalt aspect of the roads that are currently being paved. That would be Cedar Street will be getting paved, Hemlock will be finished up, and the Third Street will be completed with the waterline project that we're doing that's kicking off this week. They've completed the potholing so they know where the water line is. The waterline will stay active and live during that project so nobody will have any water loss or will be shut down. While I have one shutdown day and that's when we tie into Highway 47 at that valve there. And then from that point on everything will be live. The cost for the city just came back at \$9,000. And there again that was SDC fundable due to the fact that was on our CIP projects. So that picked up the additional cost of asphalt along with Cedar Street that was an addition to CIP.

Mayor Potter
I would've anticipated it would have been much more expensive.

Jason Wofford
From a structural standpoint that gives us a two-inch overlay on all those roads. We've removed one speedbump but in return, the contractor pay is going to be paving the rest of

Hemlock that was the return on that value. So, I thought it was a good return. Hence the speed bump was kind of an oddity at that point once you were turning right to head east on Third Street there though.

Most projects will be completed probably by January. This will increase our pressure out to South Yamhill with that valve inner tie there.

We've been talking to the civil engineer over at the gas station project. There's a couple of hiccups just few minute things that we're asking for one being the grease or grease by the oil interceptors on that project, and how the removal of that process will work go into our storm system, our collection system. So, there's kind of just a little bit of civil engineering aspects of things they got to do on their side and how we designed it and some other input we have on the waterline, so we'll have a better collective system there on that gas station. We're going into design right now on Olive Street for that next CIP project, which will probably kick off next fiscal year. That should be completed. Probably there again with January. The impound to the intake study has completely been kicked off. AKS is looking at it right now. There again, it's a low-level study around \$20,000 which we're Funding that out of the Olive Street project; but then funding back the project from what Business Oregon has given us. So there's all projects that are currently going and you have completion dates on the ones that are in construction.

Mayor Potter

Wow. There's a lot going on. This is neat to see though, isn't it? [Yeah.]

Jason Wofford

And you know, we just cut our water loss by another 100,000, due to our backwash media speeding the process up and then we got two fire hydrants installed that were leaking on Highway 240 and Highway 47.

Mayor Potter

So what was our water loss percentage?

Jason Wofford

Three years ago. I want to say we were at 53% water loss.

Mayor Potter

And where are we at now?

Jason Wofford

12%

Mayor Potter

That's very well done.

Jason Wofford

Just recently put it in isolation valve on South Yamhill because there were no valves in that system. So if we do have a break in case of an emergency, there's a valve installed. It's a safety net for that system out there.

Mayor Potter

That really is excellent. Thank you. 53% loss to 12%!

Jason Wofford

Any upgrades I mean, the inserta valves, the manual valves, the operational dial. It's big, big when you can control your set points and control your operations.

Mayor Potter

So how much water do you think that is?

Jason Wofford

Well, it's millions. I mean, I could have Kyle dial it up but it's, it's in the millions.

Mayor Potter

That's just so encouraging. We do need to continue to inform the community though. We do need to get information out there.

Jason Wofford

I think he has been doing a good job with the website. We've communicated a lot better with utilization give to her pores, shutting things down or installing things getting outreach in the community.

Mayor Potter

With accomplishments as well. I got an email from somebody the other day and they were saying 40% water loss.

Jason Wofford

Just to kind of backtrack a little bit, the impounds intake, that's looking at like a \$3.3 million dollar project and that's a heart. So it's something that Council will have to project. That's to hard line. the impound water source and take screen so you have 100% capture ability.

Shea Corrigan

That's 85% loss now, is that right?

Jason Wofford

Like 80%. Twenty percent capturability.

Mayor Potter

The job would be now three 3 million? [3.3 million] And three years ago when we were talking about this, it was only like two million? [Yeah] I'm not surprised. Is that on the CIP?

Jason Wofford

That's something that we addressed with AKS... is rewriting the CIP because as we stand currently, we've completed seven CIP projects in the last two years.

Mayor Potter

Nice. Is that on the website? Are we telling people I need to tell people we need to announce your accomplishments. Jason, seriously. You're working hard.

Jason Wofford

Yeah, and I guess the last thing is, the Pike Bridge is going to be under construction here. I know you probably see it posted when you're going out there; but, we're working with Evans and Associates to get the proper design that the city needs and the county and you know, we're gonna skew away from our water line out there, our main transmission lines, so there's just some kind of adjustment we have to make

Mayor Potter

So we're adjusting the water line, we're not paying for the bridge

Jason Wofford

No, that's all County. Thank you for clarifying. So other than that, that's about all I had.

Mayor Potter

That's a lot. A lot.

11. INFORMATION/ANNOUNCEMENTS

A. Applications for Planning Commission are still being accepted.

B. First Fridays Meet & Greet: December 1st, Kay Echaury & Shea Corrigan

Mayor Potter

All right. Announcements, applications for Planning Commission are still being accepted. However, I think we filled all three positions, right? So they're no longer being accepted. We'll take that off.

And First Friday meet and greet in December 1 with Councilor Echaury and Councilor Corrigan. So they will be attending the First Friday and be available for any questions, comments, and discussion. And they'll also be sharing a portion of the Municipal charter and going through some of the Municipal codes and having discussions so please attend First Friday. We'd love to see you there. It makes us feel like we're doing something good. And that is all I have. Does counsel have anything further?

Kay Echaury

I would like to have tree-lighting date please.

Mayor Potter

A tree lighting date. I think we have to coordinate with YDA.

We will do that through email this week.

12. ADJOURNMENT

Kay Echaury

I would make a motion to adjourn.

Mayor Potter

We are adjourned.

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

Attest:
Angie Fowler, Recorder

RESOLUTION NO. R-791**A RESOLUTION OF THE YAMHILL CITY COUNCIL ESTABLISHING A
TEMPORARY WATER ADVISORY COMMITTEE AND APPOINTING INDIVIDUALS
TO THE WATER ADVISORY COMMITTEE.**

WHEREAS, the City of Yamhill (City) has faced unprecedented drought, water shortages, and water emergencies due to weather, environmental concerns, and growing use of water services; and

WHEREAS, City desires to address water shortages and water use issues into the future through community involvement and forward-planning; and

WHEREAS, at its meeting on September 8, 2021, the City Council for the City of Yamhill moved to establish a Temporary Water Advisory Committee tasked with researching, considering, and recommending to the Council solutions related to City water, water supply, and water systems; and

WHEREAS, the temporary Water Advisory Committee will seek input from community members throughout the City, and from other outside water users in the outside water districts; and

WHEREAS, the City Council desires to include both professional and community membership and expertise in the Temporary Water Advisory Committee, and non-resident participation notwithstanding the residency requirements of Yamhill Resolution 233;

NOW, THEREFORE, THE CITY OF YAMHILL RESOLVES AS FOLLOWS:

SECTION 1. TEMPORARY WATER ADVISORY COMMITTEE. The City hereby establishes a Temporary Water Advisory Committee subject to the following provisions, terms, and conditions:

- A. Purpose. The purpose of the Temporary Water Advisory Committee is to perform research into City water questions; consider options regarding water sourcing, water usage, and water curtailment; investigate grant and funding options for City water sources, water systems, and water rights; and to make recommendations to the City Council concerning City water, water supply, water systems and water sourcing.
- B. Establishment. The Temporary Water Advisory Committee shall be established on October 13, 2021 and shall remain in existence until the City Council deems the water supply issues and structural water limitations have been addressed, or until October 1, 2026, whichever comes first. The term of the Committee may be extended by the City Council by resolution.
- C. Membership. The Temporary Water Advisory Committee shall consist of one non-voting, advisory members and seven voting members. The non-voting advisory member shall be the City Engineer. The voting membership shall consist of City Public Works Manager, the City Emergency Operations Center Director, one (1) member of City administrative staff, one (1) City Council Member, two (2) residents from within the City Urban Growth Boundary, and one (1) resident living outside the City Urban Growth Boundary using City water systems.

- D. Appointment. Resident members, the City administrative staff, and the City Council Member shall be appointed to the Temporary Water Advisory Committee by the City Council for two- or three-year terms from the effective date of this Resolution. The City Engineer, EOC Director, and Public Works Manager shall be members by virtue of their role with the City or the EOC.
- E. Replacement. Any vacant appointed position in the Temporary Water Advisory Committee may be filled through appointment by the City Council to fill out the remainder of the vacant position's term.
- F. Committee Chair. At its first meeting of each calendar year, the Temporary Water Advisory Committee shall elect a Chairperson to serve a one-year term. The Chairperson shall preside over all regularly scheduled meetings and may call special meetings of the Temporary Water Advisory Committee no earlier than 24 hours after notice is given according to ORS 192.640.
- G. Meetings. Members of the Temporary Water Advisory Committee shall meet regularly. Meetings of the Temporary Water Advisory Committee shall be open to the public and must have adequate prior notice under ORS 192.640. A majority of the voting members present at a regular meeting shall constitute a quorum. These meetings shall generally be guided by Robert's Rules of Order subject to modification by the Chairperson. Minutes shall be kept during these meetings and shall include all members present, any votes taken, motions presented, recommendations to be made, and the substance of any discussion.
- H. Public Meeting Laws. As the Temporary Water Advisory Committee provides advisory recommendations to the City Council, all discussions and conversations of members regarding any matter related to City water, water supplies, water systems, and water sourcing shall be subject to Oregon Public Meeting laws.
- I. Powers and Duties. The Temporary Water Advisory Committee shall have the power and authority to make advisory recommendations to the City Council regarding all matters related to City water, water supply, water systems, and water sourcing. Any decision to make an advisory recommendation to the City Council must occur through a majority vote of the voting members. The Temporary Water Advisory Committee may make recommendations to the Budget Committee for budget allocations for the purpose of funding investigations, research, consulting services and grant writing. The Temporary Water Advisory Committee shall have no authority to authorize expenditures on behalf of the City or to obligate the city for payment of any sums of money. It is within the purview of the committee, to seek out viable water sources and suggest possible funding sources for improvements to City water supplies or water systems.
- J. Removal. A member of the Temporary Water Advisory Committee may be removed by the appointing authority, after a hearing for misconduct or nonperformance of duty, or upon absence from meetings of the Committee for 60 days without consent of the Committee Chair.

SECTION 2. Water Advisory Committee Appointment. The City Council appoints the following nine individuals as the initial board of members of the Temporary Water Advisory Committee, subject to the membership conditions stated above, but notwithstanding City of Yamhill Resolution-233 residency requirements:

Voting Members

Brian Jensen, EOC Director
Jason Wofford, Public Works Director
City Staff Member
Marci Hedin, City of Yamhill Council Member
2 residents
1 outside water district residents

Non-Voting Member

City Engineer

SECTION 3. Effective Date. The effective date of this resolution is October 13, 2021.

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this the 13th day of October 2021.

Effective the ___ 13th ___ day of _October_ 2021.

AYES: __ 5 __

NAYS: __ 0 __

ABSTAIN: __ 0 __


Yvette Potter

Mayor, City of Yamhill

ATTEST:


Sharon Bregante-Candau, Administrative Clerk

CITY OF YAMHILL

RESOLUTION NO. R-753

A RESOLUTION ESTABLISHING A METHODOLOGY TO ANNUALLY ADJUST SYSTEM DEVELOPMENT CHARGES FOR INFLATION

WHEREAS, the City of Yamhill Municipal Code chapter 2.20 states the purpose of the system development charge (SDC) is to impose a portion of the cost of capital improvements for water, wastewater, stormwater, streets, and parks upon those developments that create the need for or increase the demands on capital improvements, and

WHEREAS, Oregon Revised Statute (ORS) 223.304 (8) (b) states a change in the amount of a reimbursement fee or an improvement fee is not a modification of the SDC methodology if the change in the amount is based on: the periodic application of one or more specific cost indexes or other periodic data sources. A specific cost index or periodic data source must be: (A) a relevant measurement of the average change in the prices or costs over an identified time period for materials, labor, real property or a combination of the three; (B) published by a recognized organization or agency that produces the index or data source for the reasons that are independent of the SDC methodology; and (C) incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution, or order.

WHEREAS, the Yamhill City Council has determined the most appropriate cost index for use in annually adjusting all City SDCs is the Engineering News-Record's (ENR) 20 city average Construction Cost Index (CCI); where the CCI is defined by ENR as:

200 hours of common labor at the 20-city average of common labor rates, plus 25 cwt of standard structural steel shapes at the mill price prior to 1996 and the fabricated 20-city price from 1996, plus 1.128 tons of Portland cement at the 20-city price, plus 1,088 board ft. of 2 x 4 lumber at the 20-city price.

WHEREAS, it is the desire and resolve of the City Council to keep its schedule of SDCs current, consistent, and adequate to support the funding of critical municipal infrastructure improvements.

WHEREAS, the Yamhill City Council has determined the cost indexing methodology hereinafter specified and established is just, reasonable, and necessary.

NOW, THEREFORE BE IT RESOLVED, by the Yamhill City Council, that:

The City shall establish a policy of reviewing its suite of SDCs every five years. Between the review dates, the city shall apply a cost adjustment index to adjust the SDCs annually to reflect changes in costs for land, materials, labor, and construction. The specific cost index to be used, and how the index is to be applied is as follows:

1. Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC methodology report(s) shall on January 1st of each year be adjusted to account for changes in the costs of acquiring and constructing facilities. The adjustment factor shall be based on:
 - a. The annual change in construction costs according to the ENR 20 City Average CCI published in the ENR in December of each year.
 - b. The SDCs adjustment factor shall be used to adjust the SDCs, unless they are otherwise adjusted by the city based on a change in the costs of materials, labor, or real property; or adoption of an updated methodology.

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this 13th day of June, 2018.

CITY OF YAMHILL, OREGON

AYES:_____

NAYS:_____

By:_____

Paula Terp
Mayor of Yamhill

ATTEST:_____

By:

Lori Gilmore
City Recorder/Treasurer

Angela Fowler

Thursday, February 8, 2024 3:53 PM
Angela Fowler

SDC Rate Adjustments

[Report This Email](#) [FAQ](#) [Protection by INKY](#)

Hi Angela,

The City's System Development Charge (SDC) Ordinance allows for an annual increase based on the Engineering News Record (ENR) 20 City Average Construction Cost Index (CCI) for December.

The ENR CCI is for December 2023 is **2.58%**, therefore SDC's should be increased by this amount for the 2024 calendar year.

Please let me know if you have any questions.

Regards,

John P. Christiansen, PE, CWRE - Principal





City of Yamhill

A small taste of Oregon

RESOLUTION NO. R-818

A RESOLUTION APPOINTING _____ AS THE BUDGET OFFICER PER ORS 294.331

THE CITY OF YAMHILL RESOLVES AS FOLLOWS: The City of Yamhill follows the Oregon Local Budget Laws ORS 294 in preparing its budget. ORS 294.331 requires the governing body to designate one person to act as the Budget Officer.

SECTION 1. The governing body is responsible for designating the person to act as Budget Officer. The Budget Officer shall act under the direction of the executive officer of the municipal corporations, or where no executive officer exists, under the direction of the governing body.

SECTION 2. The Budget Officer shall prepare or supervise the preparation of the budget document. The Budget Officer must present a balanced budget to the budget committee. To be in balance, the resources in each fund must be equal to the expenditures and other requirements in that fund. The estimates of resources and expenditures must be made in ‘good faith.’ That is, they should be reasonable and reasonably likely to prove correct, based upon known facts at the time.

The budget officer is responsible for publishing all the notices required by Local Budget Law. The Budget Officer is also responsible for monitoring budget expenditures during the budget year and notifying the governing body of the need to make any budget changes required after adoption.

SECTION 3. With this resolution, the Council designates _____ as the Budget Officer.

SECTION 4. This resolution takes effect upon signing by the Mayor.

This resolution was duly PASSED and ADOPTED on this 14th day of February, 2024, and takes effect upon signing by the Mayor.

AYES: _____

NAYS: _____

SIGNED and APPROVED this 14th day of February, 2024.

SIGNED:

ATTEST:

Mayor, Yvette Potter

Angie Fowler, City Recorder



City of Yamhill

A small taste of Oregon

Department Updates to City Council

Date: 01/31/2024

Interim City Administrator:

Greg Graven

- Monthly Staff Report Check-In Meeting w/ Kim Steele & Angie Fowler No Public Works Available
- Due to the issues presented with the new water rate increase, it was decided to roll back to the old water rates for January billing then back to the new rates for February billing.
- Call Yamhill Fire Protection District Trampas Bergstrom Invoices for Fuel Cloud – Jubitz Update on IGA for Fuel Agreement Update on IGA for Water Agreement
- Call Ross Schultz Budget 2024-2025 Yamhill Goals
- Staff Report December
- Working with Brightside Electric on Camera System in Council Room. Issues possibly fixed with the current camera system now
- IGA w/ Yamhill Fire Protection District Fuel Agreement
- First Friday Meet n Greet City Council Room w/ Mayor Yvette Potter & Marci Hedin
- Follow Up Congressional Directed Spending Merkley Grant w/ COG & Business Oregon. Application completed and submitted for review
- Grant Documents Grants.gov
- AccuData Payroll PERS EDX for 12/24/2023 to 01/06/2024
- Fuel Cloud Fuel Dispensing Update w/ Jubitz VP Ryan Tucker
- Updates to Employee Handbook CIS Training Pam Bowles & Tamara Russell
- City Council Meeting
- Staff Meeting w/ Ross Schultz, Kim Steele, Jason Wofford & Kara Corrigan
- Snow Storm Deal w/ Frozen Pips at City Hall/Reset Equipment from Power Outage/Replace Backup Battery's for computers/Clear Ice/Snow from Sidewalks
- ISOutsource Check-In Meeting w/ Paul Krupa, Brittany Posey & James Grow
- Replace Fluid Master Toilet Fill Valve Kit @ City Hall
- @ 84 PERS EDX Meeting w/ PERS Theresa Tabish & Kim Steele Updates to Reporting w/ PERS
- Kim and I spent several hours 16+ between the two of us to get PERS caught up to each payroll for the past 13 years due to improper reporting of PERS for all employees. We are current on all reporting and all corrections have been made. Waiting on PERS for entering accurate reporting data
- Statement of Revenue Budget Documents/Financials

- Budget Documents 2024-2025 Budget
- Meeting w/ Ross Schultz Kim Steele Jason Wofford Budget 2024-2025
- Budget Prep Meeting w/ Ross Schultz & Staff City Council Budget 2024-2025
- Updates to FortiClient VPN
- Trim Shrubs w/ Public Works Josh Johnson @ City Hall
- Pike Awning Install Awnings @ City Hall
- Change Out Hot Water Heater w/ Public Works Josh Johnson
- Audit Documents for Auditors Grove Mueller & Swank
- Follow Up with Business Oregon for Impound Channelization Feasibility Study Grant Application Arthur Chaput & Michelle Bilberry

Yamhill Police Department:

Greg Graven

- Reports for LEEP Use of Force & Suicide Data December
- Monthly Report December
- YPD Stats Report December
- Vision Reports
- LCCC Annual Profiling STOP Certification 2023
- Asset Seizure Forfeiture Report 2023
- Use of Force Review 2023
- Pursuit Review 2023
- U-Visa Reporting
- OACP ELTS 2024 Conference Committee Meetings Seaside Convention Center
- CJIS Advisory Board Meeting Virtual
- TAT Threat Assessment Teams Meeting
- Lexipol DTB's for January
- DVTF Domestic Violence Task Force Teams Meeting
- OCMDI Case Review Teams Meeting Human Animal Interaction Dr. Viner Tabitha Viner
- YC Overdose Fatality Review Team Workgroup Teams Meeting
- Set Up for Evidence Audit 2023

Corporal Travis Van Cleave

- 01/02/2024-MCAT meeting at McMinnville PD
- 01/03/2024-Medical Assist YFPD & YCSO medical/death investigation on Krono Rd
- 01/04/-01/15 Medical Mission Trip in Cambodia
- 01/16/2024-Assist YFPD & YCSO Medical/Suicidal on Hwy 240
- 01/18/2024-Assist OSP & YCSO Crash @ Hwy 47//Russell Creek

- 01/24/2024-Human Trafficking Conference in Wilsonville
- 01/30/2024-McMinnville High School student ride along
- 01/31/2024-DVRT Meeting @ YCSO, YPD Case 24-008 (Harassment) YPD Case 24-009 (AOA YCSO Pursuit) YPD Case 24-010 (Criminal Mischief)
- Cites: 23
- Warnings: 51

Officer Adam Miller

- 1/1/2024 – Accreditation work
- 1/5/2024 – Follow up Menacing call
- 1/5/2024 – Crash Westside/Poverty Bend
- 1/6/2024 – Crash 240/Worden hill
- 1/6/2024 – Located Runaway at T&E
- 1/6/2024 – Medical Call 265 S Maple St
- 1/7/2024 – Medical Call Phillips Rd
- 1/11/2024 – Accreditation
- 1/20/2024 – Grant Distracted Driver
- 1/28/2024 – Accreditation
- 1/28/2024 – Medical Call Kronos Rd
- 1/29/2024 – Training/ Ethics, ACAP, Equity
- 1/29/2024 – Restraining Order Violation

SRO Officer Chris Livingston

- Things are going good at the schools. Not much else to report.

Yamhill City Hall:

Kim Steele

- Payroll, payroll reporting, PERS, Utility billing and court, financials, etc.
- We (Greg & I) have been caught up with our reporting to PERS each payroll. However, we found out that reporting in the past was incorrect. It has been reported incorrect for certain individuals since 2010. I had to go back 13 years with payroll and provide correct wages. For one individual – it took close to 8 hours to correct.
- Working with Kara on financials and giving her more responsibilities. She is doing excellent and is an asset to the City. She has taken a huge load off my shoulders so that I may focus on my other duties.
- Starting the budget process and working with Ross, Greg, Jason & Kara.
- Utility Billing – I am looking into a new billing system after the last billing fiasco.
- The new one I am looking at has more capabilities – a different payment vendor and mass emailing or text when an alert is needed.

- Working on the water rates – I rolled the rates back on the January billing to make up for inadvertently starting them on the December bill. I will put the new rates back in after the bills are posted.
- Angie has made information available regarding the billing issues with the mailed bills from the 3rd party vendor.
- Met with Jubitz Corp. representatives regarding billing issues and problems with the Fuel Cloud
- Municipal court is steady and working with the new judge on different ways to process cites. Monthly reporting to the state & county, reconciling citations, tracking officer cites, monthly stats report, court, trials, traffic school assignments, collections, suspensions, reinstatements, reschedules, FTA reschedules, continuances, closing & filing cites and officer copies.
- Working with the auditors to finalize the 2022-2023 audit. There has been a delay due to Grove, Mueller & Swank, PC merging with REDW LLC. They stated that we should have the final audit no later than the end of February. I know that the process for the next audit will go much smoother & quicker with having Kara helping with the financials.
- I'd like to thank Public Works for helping with our frozen water pipes and providing water.
- And finally – a huge thanks to Josh who replaced our 1948 water heater! The job was a bit more than I expected and he did a great job! We are lucky to have him with all the skills that he has.

Angie Fowler

My highlights for this month include:

- Completed training and received notary certification
- Registering for NW Clerks Institute Professional Development course (June 2024)
- Recording the SDC agreement and addressing lots in the Park Meadows subdivision
- Getting Dakboard set up for council room announcements TV.
- Awnings have been installed over the Police Department and Council room doors

Other items I have been working on or completed:

- The continuing issues with camera system in the council room
 - The camera is now corrected, but I am still working on sound issues and estimating a complete system fix.
- Fielding numerous calls/visits regarding January water billing issues
- Inputting schedule for the 2024/25 Budget calendar
- New ordinances recorded and sent out to Quality Code for input in our Municipal code both online and printed for the code book
- Corrected issues with website viewing on mobile phones since the last WordPress update
- Park rules information posted on website and Facebook
- I have started processing building compliance applications for new homes in the new subdivision

- Attended Yamhill County Affordable Housing board meeting
- Minutes - Thanks to the snow, I was able to complete minutes for three meetings
- Organized and put away Christmas décor
- Organized/cleaned-up back file room

Kara Corrigan

I am participating in/working on the following:

- Invoicing and accounts payable
- Daily Deposits
- Online Daily Deposits
- Monthly reconciliation for Muni-billing, Muni-court, Yamhill checking account and the LGIP account
- Familiarizing myself with the budget. I sat down with Ross the last time he was in town to go over how the budget is created.
- Looking into getting a line of credit from Fergason for Public Works
- Payroll allocation in Centerpoint
- Starting a deep dive into grant writing and the application process
- Communication with Centerpoint regarding getting 1099's out to vendors
- And pretty much being an amazing human being and co-worker....well, duh. (although I don't know if that part has to be listed - I am pretty sure it is common knowledge.)

Yamhill Public Works:

Jason Wofford

- Public works had several service line repairs to are water lines in various areas, plus one main line break on S. Elm also a contractor tore out a service line to Corp along Olive street. Everything was quickly repaired and put back into service.
- Water plant had numerous comm failure alarms due to the weather. I just completed the intake structure along with AKS so now we are ready for permitting for that project.
- I just completed a set cost and contract to have the reservoirs cleaned this spring.
- I also am completing next fiscal year's CIP project.
- Wastewater just completed are new lift station design and is ready to be put out to bid next fiscal year.
- We also have been working on lowering lagoon levels, due to the high level of storm into the system.
- Street project along Cedar and 3rd St should be completed as of February 1st
- I'm speaking with ODOT for their needs for RFB lighting along Main street and Hwy 47.
- Staff has been amazing; Josh continues to impress me with his ability to take on assortment of task. Kyle continues to produce great water quality and help educate public works staff.

Kyle Adams

- No report received.

Austen Herb

- No report received.

Joshua Johnson

- 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 January 2024	

Police Statistics:

Number of Calls/Activity:		176	
Number of Case Reports:		10	
Number of Arrests:		04	
Number of Citations:		36	
Number of Warnings:		127	
Number of Circuit Court Citations:		03	

Hours Worked:

Greg Graven		197	
Travis Van Cleave		109	
AJ Miller		118	
Chris Livingston		62	

Miles Driven:

Greg Graven		910	
Travis Van Cleave		730	
AJ Miller		750	
Chris Livingston		192	