



City of Yamhill
A small taste of Oregon

Council Meeting Packet

March 13, 2024,

6:30 p.m.

3/7/2024
4:53 PM

General Fund

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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					
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	581.14	581.14	1,500.00	38.74%
4915	Dog License Revenue	154.50	154.50	500.00	30.90%
4925	Franchise Fees	11,579.56	11,579.56	55,000.00	21.05%
4944	Grant - ODOT DUII	1,617.72	1,617.72	4,000.00	40.44%
4942	Grant - ODOT Seat Belt	1,032.12	1,032.12	3,500.00	29.49%
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	16,009.47	16,009.47	9,363.00	170.99%
4962	Land Use Fees	6,950.00	6,950.00	15,000.00	46.33%
4903	Liquor Taxes	16,932.11	16,932.11	19,500.00	86.83%
4913	Miscellaneous Income	3,033.00	3,033.00	1,000.00	303.30%
4928	Municipal Court Fees	13,747.84	13,747.84	20,000.00	68.74%
4924	Municipal Court Fines	35,992.06	35,992.06	50,000.00	71.98%
4941	Municipal Court Training Assmt	732.00	732.00	1,000.00	73.20%
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	8,437.92	8,437.92	7,000.00	120.54%
4922	Police Service Fee	20,125.00	20,125.00	29,000.00	69.40%
4950	Police SRO-Yamhill/Carlton SD	11,250.00	11,250.00	10,000.00	112.50%
4901	Previously Levied Taxes	7,956.02	7,956.02	11,000.00	72.33%
4900	Property Tax Revenue	378,287.03	378,287.03	470,113.00	80.47%
4904	State Revenue Sharing	11,996.32	11,996.32	15,000.00	79.98%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$555,673.61	\$555,673.61	\$1,045,379.00	
Revenue		\$555,673.61	\$555,673.61	\$1,045,379.00	
Gross Profit		\$555,673.61	\$555,673.61	\$1,045,379.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	4,948.93	4,948.93	8,415.00	58.81%
6110	Admin Part-Time	3,425.71	3,425.71	6,020.00	56.91%
6325	Ads & Printing	184.56	184.56	2,500.00	7.38%
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	6,471.66	6,471.66	3,000.00	215.72%
6335	Christmas Decorations	774.25	774.25	1,000.00	77.43%
6101	City Administrator	2,483.30	2,483.30	29,982.00	8.28%
6102	City Clerk	6,122.39	6,122.39	9,180.00	66.69%
6306	Contract Services	8,978.37	8,978.37	14,000.00	64.13%
6305	Dues, Travel, Training	2,367.93	2,367.93	2,000.00	118.40%
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	443.87	443.87	750.00	59.18%
6328	Office Supplies	1,199.86	1,199.86	2,500.00	47.99%
6200	Operations & Maint	8,231.24	8,231.24	7,000.00	117.59%
6120	Payroll Expense	15,849.69	15,849.69	38,441.00	41.23%

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	14,865.00	14,865.00	91,145.00	16.31%
6521	Reserve Transfer (ACER Reserve)	11,000.00	11,000.00	11,000.00	100.00%
6210	Utilities	7,981.72	7,981.72	10,304.00	77.46%
6032	Website/IT	60,179.09	60,179.09	12,000.00	501.49%
Administrative Dept Totals		\$169,063.23	\$169,063.23	\$287,237.00	
City Council					
6332	Community Support Services	500.00	500.00	2,000.00	25.00%
6305	Dues, Travel, Training	1,500.46	1,500.46	2,500.00	60.02%
6252	Miscellaneous Expense	737.35	737.35	1,000.00	73.74%
6328	Office Supplies	4.20	4.20	0.00	0.00%
City Council Totals		\$2,742.01	\$2,742.01	\$5,500.00	
Municipal Court					
6103	Admin Clerk	1,979.60	1,979.60	3,366.00	58.81%
6250	Assessments	11,347.52	11,347.52	20,000.00	56.74%
6300	Attorney/Legal Fees	0.00	0.00	300.00	0.00%
6224	Bail Refunds	665.00	665.00	500.00	133.00%
6102	City Clerk	14,285.65	14,285.65	21,420.00	66.69%
6310	Court Interpreter	800.00	800.00	1,200.00	66.67%
6305	Dues, Travel, Training	1,001.94	1,001.94	2,000.00	50.10%
6311	Municipal Judge	2,000.00	2,000.00	3,000.00	66.67%
6328	Office Supplies	121.84	121.84	500.00	24.37%
6200	Operations & Maint	945.63	945.63	2,000.00	47.28%
6120	Payroll Expense	12,081.72	12,081.72	19,770.00	61.11%
Municipal Court Totals		\$45,228.90	\$45,228.90	\$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	1,087.90	1,087.90	9,151.00	11.89%
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	779.92	779.92	1,500.00	51.99%
6109	Utility Worker I	313.50	313.50	5,136.00	6.10%
6108	Utility Worker II	206.40	206.40	2,652.00	7.78%
Park Dept Totals		\$28,502.76	\$28,502.76	\$41,680.00	
Planning Dept					
6103	Admin Clerk	6,598.61	6,598.61	3,366.00	196.04%
6325	Ads & Printing	1,789.75	1,789.75	1,000.00	178.98%
6101	City Administrator	130.54	130.54	0.00	0.00%
6303	City Planner	7,980.00	7,980.00	7,000.00	114.00%
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	79.20	79.20	100.00	79.20%
6120	Payroll Expense	5,194.10	5,194.10	13,108.00	39.63%
6114	Planning/ City Administrator	214.37	214.37	5,000.00	4.29%
Planning Dept Totals		\$72,407.39	\$72,407.39	\$39,774.00	
Police Dept					
6304	911 YCOM Dispatch	7,571.06	7,571.06	19,000.00	39.85%
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6305	Dues, Travel, Training	3,598.51	3,598.51	4,100.00	87.77%
6221	Equipment/Maintenance	3,535.66	3,535.66	4,750.00	74.43%
6337	Fuel	8,874.94	8,874.94	12,000.00	73.96%

Statement of Revenue and Expenditures

		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
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	4,996.61	4,996.61	15,000.00	33.31%
6328	Office Supplies	2,396.69	2,396.69	2,300.00	104.20%
6115	Overtime	2,102.40	2,102.40	3,000.00	70.08%
6120	Payroll Expense	100,016.32	100,016.32	200,682.00	49.84%
6254	Peer Support Expense	0.00	0.00	150.00	0.00%
6104	Police Chief	69,007.72	69,007.72	99,500.00	69.35%
6122	Police Corporal	50,643.51	50,643.51	76,100.00	66.55%
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	5,999.72	5,999.72	10,000.00	60.00%
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	44,148.25	44,148.25	66,200.00	66.69%
6330	Uniform Allowance	1,361.35	1,361.35	3,350.00	40.64%
6210	Utilities	3,739.77	3,739.77	3,100.00	120.64%
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		\$375,080.28	\$375,080.28	\$597,132.00	
Expenses		\$693,024.57	\$693,024.57	\$1,045,379.00	
Revenue Less Expenditures		(\$137,350.96)	(\$137,350.96)	\$0.00	
Net Change in Fund Balance		(\$137,350.96)	(\$137,350.96)	\$0.00	

Fund Balances

Beginning Fund Balance	297,298.79	297,298.79	0.00	0.00%
Net Change in Fund Balance	(137,350.96)	(137,350.96)	0.00	0.00%
Ending Fund Balance	159,947.83	159,947.83	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	19,536.45	19,536.45	12,000.00	162.80%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	6,965.18	6,965.18	8,000.00	87.06%
4965	Rock Damn Income	100,000.00	100,000.00	100,000.00	100.00%
4940	Security Deposits	2,337.76	2,337.76	5,000.00	46.76%
4960	Users Fees	497,193.85	497,193.85	558,685.00	88.99%
	Revenue	\$626,033.24	\$626,033.24	\$1,275,685.00	
	Gross Profit	\$626,033.24	\$626,033.24	\$1,275,685.00	
Expenses					
Requirements					
6442	3rd Street Project	185,762.70	185,762.70	185,000.00	100.41%
6103	Admin Clerk	8,248.26	8,248.26	14,025.00	58.81%
6110	Admin Part-Time	3,529.53	3,529.53	3,010.00	117.26%
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	10,204.08	10,204.08	15,300.00	66.69%
6306	Contract Services	70,361.60	70,361.60	90,000.00	78.18%
6445	Dam Rock Improvement	22,574.48	22,574.48	120,000.00	18.81%
6427	Deposit Refund	38.95	38.95	500.00	7.79%
6237	Distribution System	28,833.15	28,833.15	45,000.00	64.07%
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	17,896.31	17,896.31	25,880.00	69.15%
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	141.78	141.78	1,000.00	14.18%
6230	Office Equip/Maint/Supplies	731.48	731.48	1,000.00	73.15%
6444	Olive Street Design	26,010.88	26,010.88	42,000.00	61.93%
6200	Operations & Maint	46,239.30	46,239.30	45,000.00	102.75%
6115	Overtime	1,108.84	1,108.84	4,000.00	27.72%
6118	Pager Pay	1,659.75	1,659.75	3,500.00	47.42%
6120	Payroll Expense	51,894.12	51,894.12	103,912.00	49.94%
6204	Permits	2,529.00	2,529.00	2,500.00	101.16%
6121	Plant Operator	18,938.52	18,938.52	26,707.00	70.91%
6329	Postage	1,379.15	1,379.15	2,000.00	68.96%
6441	Res. to Plant Tie Feasability		0.00	75,000.00	0.00%
6795	Reserve for Contingencies		0.00	86,134.00	0.00%
6521	Reserve Transfer (ACER Reserve	13,500.00	13,500.00	13,500.00	100.00%
6415	Reservoir Cleaning		0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	424.24	424.24	1,000.00	42.42%
6417	Sludge Hauling		0.00	3,000.00	0.00%

Water Fund

Statement of Revenue and Expenditures

		Current Period	Year-To-Date	Annual Budget	Jul 2023
		Jul 2023	Jul 2023	Jul 2023	Jun 2024
		Jun 2024	Jun 2024	Jun 2024	Percent of
Account Number		Actual	Actual		Budget
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	18,371.59	18,371.59	24,750.00	74.23%
6109	Utility Worker I	10,891.67	10,891.67	8,326.20	130.81%
6108	Utility Worker II	4,644.00	4,644.00	7,248.80	64.07%
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		\$809,660.64	\$809,660.64	\$1,275,685.00	
Revenue Less Expenditures		(\$183,627.40)	(\$183,627.40)	\$0.00	
Net Change in Fund Balance		(\$183,627.40)	(\$183,627.40)	\$0.00	

Fund Balances

Beginning Fund Balance	238,822.96	238,822.96	0.00	0.00%
Net Change in Fund Balance	(183,627.40)	(183,627.40)	0.00	0.00%
Ending Fund Balance	55,195.56	55,195.56	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	552.46	552.46	500.00	110.49%
4981	Transfer In - Water Fund	5,000.00	5,000.00	5,000.00	100.00%
Revenue		\$5,552.46	\$5,552.46	\$36,075.00	
Gross Profit		\$5,552.46	\$5,552.46	\$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		\$452.46	\$452.46	\$0.00	
Net Change in Fund Balance		\$452.46	\$452.46	\$0.00	
Fund Balances					
	Beginning Fund Balance	(9,062.58)	(9,062.58)	0.00	0.00%
	Net Change in Fund Balance	452.46	452.46	0.00	0.00%
	Ending Fund Balance	(8,610.12)	(8,610.12)	0.00	0.00%

Water SDC 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					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	531,000.00	0.00%
4952	Interest Income	11,360.44	11,360.44	15,930.00	71.31%
4792	System Development Charges	0.00	0.00	194,880.00	0.00%
	Revenue	\$11,360.44	\$11,360.44	\$741,810.00	
	Gross Profit	\$11,360.44	\$11,360.44	\$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	(\$161,639.56)	(\$161,639.56)	\$0.00	
	Net Change in Fund Balance	(\$161,639.56)	(\$161,639.56)	\$0.00	
Fund Balances					
	Beginning Fund Balance	212,905.28	212,905.28	0.00	0.00%
	Net Change in Fund Balance	(161,639.56)	(161,639.56)	0.00	0.00%
	Ending Fund Balance	51,265.72	51,265.72	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	6,545.31	6,545.31	4,211.00	155.43%
4991	Transfer In - Water SDC	158,000.00	158,000.00	158,000.00	100.00%
4960	Users Fees	124,399.25	124,399.25	124,800.00	99.68%
Revenue		\$288,944.56	\$288,944.56	\$427,393.00	
Gross Profit		\$288,944.56	\$288,944.56	\$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		\$72,794.14	\$72,794.14	\$0.00	
Net Change in Fund Balance		\$72,794.14	\$72,794.14	\$0.00	
Fund Balances					
Beginning Fund Balance		387,536.56	387,536.56	0.00	0.00%
Net Change in Fund Balance		72,794.14	72,794.14	0.00	0.00%
Ending Fund Balance		460,330.70	460,330.70	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	14,033.12	14,033.12	12,000.00	116.94%
4913	Miscellaneous Income	4,524.01	4,524.01	0.00	0.00%
4940	Security Deposits	2,568.00	2,568.00	8,000.00	32.10%
4920	Sewer Inspections	154.00	154.00	0.00	0.00%
4963	Stormwater	8,054.54	8,054.54	12,000.00	67.12%
4960	Users Fees	268,685.86	268,685.86	404,330.00	66.45%
Revenue		\$298,019.53	\$298,019.53	\$916,330.00	
Gross Profit		\$298,019.53	\$298,019.53	\$916,330.00	
Expenses					
Requirements					
6103	Admin Clerk	8,248.26	8,248.26	14,025.00	58.81%
6110	Admin Part-Time	3,425.74	3,425.74	3,010.00	113.81%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6498	ARPA Grant	41,664.08	41,664.08	80,000.00	52.08%
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	10,204.08	10,204.08	15,300.00	66.69%
6227	Collection System	15,578.95	15,578.95	30,000.00	51.93%
6306	Contract Services	25,239.14	25,239.14	30,000.00	84.13%
6427	Deposit Refund	141.17	141.17	500.00	28.23%
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	17,896.31	17,896.31	25,880.00	69.15%
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	14,950.00	14,950.00	100,000.00	14.95%
6203	Misc. Tools	129.90	129.90	1,300.00	9.99%
6252	Miscellaneous Expense	370.52	370.52	500.00	74.10%
6230	Office Equip/Maint/Supplies	395.47	395.47	750.00	52.73%
6328	Office Supplies	152.09	152.09	500.00	30.42%
6200	Operations & Maint	31,123.19	31,123.19	35,000.00	88.92%
6115	Overtime	1,108.79	1,108.79	2,000.00	55.44%
6118	Pager Pay	1,659.75	1,659.75	3,000.00	55.33%
6120	Payroll Expense	49,838.09	49,838.09	103,912.00	47.96%
6204	Permits	4,008.57	4,008.57	5,000.00	80.17%
6121	Plant Operator	18,938.52	18,938.52	26,707.00	70.91%
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	16,835.94	16,835.94	24,750.00	68.02%
6422	Utility Truck Purchase	45,175.50	45,175.50	60,000.00	75.29%
6109	Utility Worker I	10,891.65	10,891.65	8,326.20	130.81%

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	4,644.00	4,644.00	12,449.00	37.30%
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		\$376,969.27	\$376,969.27	\$916,330.20	
Revenue Less Expenditures		(\$78,949.74)	(\$78,949.74)	(\$0.20)	
Net Change in Fund Balance		(\$78,949.74)	(\$78,949.74)	(\$0.20)	

Fund Balances

Beginning Fund Balance	521,167.48	521,167.48	0.00	0.00%
Net Change in Fund Balance	(78,949.74)	(78,949.74)	(0.20)	0.00%
Ending Fund Balance	442,217.74	442,217.74	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	993.74	993.74	1,890.00	52.58%
	Revenue	\$993.74	\$993.74	\$64,890.00	
	Gross Profit	\$993.74	\$993.74	\$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	\$993.74	\$993.74	\$0.00	
	Net Change in Fund Balance	\$993.74	\$993.74	\$0.00	
Fund Balances					
	Beginning Fund Balance	64,261.13	64,261.13	0.00	0.00%
	Net Change in Fund Balance	993.74	993.74	0.00	0.00%
	Ending Fund Balance	65,254.87	65,254.87	0.00	0.00%

Sewer 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	418,964.00	0.00%
4952	Interest Income	8,385.34	8,385.34	12,569.00	66.71%
4792	System Development Charges	4,140.00	4,140.00	116,010.00	3.57%
	Revenue	\$12,525.34	\$12,525.34	\$547,543.00	
	Gross Profit	\$12,525.34	\$12,525.34	\$547,543.00	
Expenses					
6439	Manhole Project	0.00	0.00	20,000.00	0.00%
6795	Reserve for Contingencies	31,587.80	31,587.80	527,543.00	5.99%
	Expenses	\$31,587.80	\$31,587.80	\$547,543.00	
	Revenue Less Expenditures	(\$19,062.46)	(\$19,062.46)	\$0.00	
	Net Change in Fund Balance	(\$19,062.46)	(\$19,062.46)	\$0.00	
Fund Balances					
	Beginning Fund Balance	354,878.55	354,878.55	0.00	0.00%
	Net Change in Fund Balance	(19,062.46)	(19,062.46)	0.00	0.00%
	Ending Fund Balance	335,816.09	335,816.09	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	1,254.92	1,254.92	1,163.00	107.90%
4960	Users Fees	66,522.51	66,522.51	42,000.00	158.39%
	Revenue	\$67,777.43	\$67,777.43	\$81,943.00	
	Gross Profit	\$67,777.43	\$67,777.43	\$81,943.00	
Expenses					
Requirements					
6150	Debt Service Expense	41,390.57	41,390.57	54,181.00	76.39%
6795	Reserve for Contingencies	0.00	0.00	27,762.00	0.00%
	Expenses	\$41,390.57	\$41,390.57	\$81,943.00	
	Revenue Less Expenditures	\$26,386.86	\$26,386.86	\$0.00	
	Net Change in Fund Balance	\$26,386.86	\$26,386.86	\$0.00	
Fund Balances					
	Beginning Fund Balance	63,904.47	63,904.47	0.00	0.00%
	Net Change in Fund Balance	26,386.86	26,386.86	0.00	0.00%
	Ending Fund Balance	90,291.33	90,291.33	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	3,171.41	3,171.41	3,198.00	99.17%
4292	Recology Franchise Fees	0.00	0.00	4,900.00	0.00%
4290	State Gas Tax Revenue	64,730.73	64,730.73	92,400.00	70.05%
	Revenue	\$67,902.14	\$67,902.14	\$207,085.00	
	Gross Profit	\$67,902.14	\$67,902.14	\$207,085.00	
Expenses					
Requirements					
6103	Admin Clerk	1,319.70	1,319.70	2,244.00	58.81%
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	485.00	485.00	2,000.00	24.25%
6119	Facilities Manager	9,566.39	9,566.39	13,802.00	69.31%
6236	Footpaths/Bikepaths	8,476.98	8,476.98	5,000.00	169.54%
6200	Operations & Maint	11,763.06	11,763.06	20,000.00	58.82%
6120	Payroll Expense	14,731.26	14,731.26	19,795.00	74.42%
6121	Plant Operator	4,208.53	4,208.53	5,935.00	70.91%
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	10,906.44	10,906.44	16,800.00	64.92%
6222	Street Maintenance	0.00	0.00	40,000.00	0.00%
6109	Utility Worker I	2,281.23	2,281.23	1,530.00	149.10%
6108	Utility Worker II	825.60	825.60	1,585.00	52.09%
	Expenses	\$72,597.46	\$72,597.46	\$207,085.00	
	Revenue Less Expenditures	(\$4,695.32)	(\$4,695.32)	\$0.00	
	Net Change in Fund Balance	(\$4,695.32)	(\$4,695.32)	\$0.00	
Fund Balances					
	Beginning Fund Balance	181,022.91	181,022.91	0.00	0.00%
	Net Change in Fund Balance	(4,695.32)	(4,695.32)	0.00	0.00%
	Ending Fund Balance	176,327.59	176,327.59	0.00	0.00%

Streets 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	84,822.00	0.00%
4952	Interest Income	2,250.87	2,250.87	2,545.00	88.44%
4792	System Development Charges	2,287.00	2,287.00	59,610.00	3.84%
	Revenue	\$4,537.87	\$4,537.87	\$146,977.00	
	Gross Profit	\$4,537.87	\$4,537.87	\$146,977.00	
Expenses					
6795	Reserve for Contingencies	2,995.20	2,995.20	146,977.00	2.04%
	Expenses	\$2,995.20	\$2,995.20	\$146,977.00	
	Revenue Less Expenditures	\$1,542.67	\$1,542.67	\$0.00	
	Net Change in Fund Balance	\$1,542.67	\$1,542.67	\$0.00	
Fund Balances					
	Beginning Fund Balance	157,057.27	157,057.27	0.00	0.00%
	Net Change in Fund Balance	1,542.67	1,542.67	0.00	0.00%
	Ending Fund Balance	158,599.94	158,599.94	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	448.53	448.53	271.00	165.51%
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	\$448.53	\$448.53	\$29,288.00	
	Gross Profit	\$448.53	\$448.53	\$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	(\$19,317.97)	(\$19,317.97)	\$0.00	
	Net Change in Fund Balance	(\$19,317.97)	(\$19,317.97)	\$0.00	
Fund Balances					
	Beginning Fund Balance	28,115.51	28,115.51	0.00	0.00%
	Net Change in Fund Balance	(19,317.97)	(19,317.97)	0.00	0.00%
	Ending Fund Balance	8,797.54	8,797.54	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	552.55	552.55	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	1,539.18	1,539.18	4,000.00	38.48%
4952	Interest Income	395.44	395.44	621.00	63.68%
Revenue		\$3,203.27	\$3,203.27	\$25,821.00	
Gross Profit		\$3,203.27	\$3,203.27	\$25,821.00	
Expenses					
Requirements					
6103	Admin Clerk	1,649.64	1,649.64	2,805.00	58.81%
6101	City Administrator	216.29	216.29	3,317.00	6.52%
6119	Facilities Manager	1,911.87	1,911.87	2,844.00	67.22%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,968.57	1,968.57	5,765.00	34.15%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	10,940.00	0.00%
Expenses		\$5,746.37	\$5,746.37	\$25,821.00	
Revenue Less Expenditures		(\$2,543.10)	(\$2,543.10)	\$0.00	
Net Change in Fund Balance		(\$2,543.10)	(\$2,543.10)	\$0.00	
Fund Balances					
Beginning Fund Balance		28,545.55	28,545.55	0.00	0.00%
Net Change in Fund Balance		(2,543.10)	(2,543.10)	0.00	0.00%
Ending Fund Balance		26,002.45	26,002.45	0.00	0.00%

Economic Development 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	129,226.00	0.00%
4952	Interest Income	2,047.60	2,047.60	3,877.00	52.81%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$2,047.60	\$2,047.60	\$133,703.00	
	Gross Profit	\$2,047.60	\$2,047.60	\$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	\$1,748.82	\$1,748.82	\$0.00	
	Net Change in Fund Balance	\$1,748.82	\$1,748.82	\$0.00	
Fund Balances					
	Beginning Fund Balance	151,300.12	151,300.12	0.00	0.00%
	Net Change in Fund Balance	1,748.82	1,748.82	0.00	0.00%
	Ending Fund Balance	153,048.94	153,048.94	0.00	0.00%

Admin 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					
4952	Interest Income	595.73	595.73	0.00	0.00%
4921	Municipal Court Equip Assmt	488.00	488.00	900.00	54.22%
4980	Transfer In - Gen Fund	25,865.00	25,865.00	11,000.00	235.14%
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	\$53,948.73	\$53,948.73	\$38,900.00	
	Gross Profit	\$53,948.73	\$53,948.73	\$38,900.00	
Expenses					
6403	Copy/Postal/Computing	1,818.00	1,818.00	4,000.00	45.45%
6414	Software	9,467.86	9,467.86	5,000.00	189.36%
6408	Support Services	1,875.00	1,875.00	29,900.00	6.27%
	Expenses	\$13,160.86	\$13,160.86	\$38,900.00	
	Revenue Less Expenditures	\$40,787.87	\$40,787.87	\$0.00	
	Net Change in Fund Balance	\$40,787.87	\$40,787.87	\$0.00	
Fund Balances					
	Beginning Fund Balance	9,135.43	9,135.43	0.00	0.00%
	Net Change in Fund Balance	40,787.87	40,787.87	0.00	0.00%
	Ending Fund Balance	49,923.30	49,923.30	0.00	0.00%

Public Works 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					
4952	Interest Income	375.21	375.21	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		\$24,875.21	\$24,875.21	\$24,500.00	
Gross Profit		\$24,875.21	\$24,875.21	\$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		\$24,875.21	\$24,875.21	\$0.00	
Net Change in Fund Balance		\$24,875.21	\$24,875.21	\$0.00	
Fund Balances					
Beginning Fund Balance		2,248.66	2,248.66	0.00	0.00%
Net Change in Fund Balance		24,875.21	24,875.21	0.00	0.00%
Ending Fund Balance		27,123.87	27,123.87	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	8,707.81	8,707.81	13,800.00	63.10%
4792	System Development Charges	3,585.00	3,585.00	94,800.00	3.78%
	Revenue	\$12,292.81	\$12,292.81	\$568,600.00	
	Gross Profit	\$12,292.81	\$12,292.81	\$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	\$12,292.81	\$12,292.81	\$0.00	
	Net Change in Fund Balance	\$12,292.81	\$12,292.81	\$0.00	
Fund Balances					
	Beginning Fund Balance	469,704.07	469,704.07	0.00	0.00%
	Net Change in Fund Balance	12,292.81	12,292.81	0.00	0.00%
	Ending Fund Balance	481,996.88	481,996.88	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	185.23	185.23	134.00	138.23%
4984	Transfer in - Parks	7,500.00	7,500.00	7,500.00	100.00%
	Revenue	\$7,685.23	\$7,685.23	\$12,094.00	
	Gross Profit	\$7,685.23	\$7,685.23	\$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	\$7,685.23	\$7,685.23	\$0.00	
	Net Change in Fund Balance	\$7,685.23	\$7,685.23	\$0.00	
Fund Balances					
	Beginning Fund Balance	6,704.24	6,704.24	0.00	0.00%
	Net Change in Fund Balance	7,685.23	7,685.23	0.00	0.00%
	Ending Fund Balance	14,389.47	14,389.47	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	1,504.20	1,504.20	1,392.00	108.06%
4792	System Development Charges	1,907.00	1,907.00	50,430.00	3.78%
	Revenue	\$3,411.20	\$3,411.20	\$98,222.00	
	Gross Profit	\$3,411.20	\$3,411.20	\$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	\$3,411.20	\$3,411.20	\$0.00	
	Net Change in Fund Balance	\$3,411.20	\$3,411.20	\$0.00	
Fund Balances					
	Beginning Fund Balance	118,744.84	118,744.84	0.00	0.00%
	Net Change in Fund Balance	3,411.20	3,411.20	0.00	0.00%
	Ending Fund Balance	122,156.04	122,156.04	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	345.94	345.94	90.00	384.38%
4983	Transfer in -Police Reserve	15,000.00	15,000.00	15,000.00	100.00%
4926	Vehicle Replacement Assmt	2,450.58	2,450.58	4,500.00	54.46%
	Revenue	\$17,796.52	\$17,796.52	\$22,590.00	
	Gross Profit	\$17,796.52	\$17,796.52	\$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	\$17,796.52	\$17,796.52	\$0.00	
	Net Change in Fund Balance	\$17,796.52	\$17,796.52	\$0.00	
Fund Balances					
	Beginning Fund Balance	45,645.29	45,645.29	0.00	0.00%
	Net Change in Fund Balance	17,796.52	17,796.52	0.00	0.00%
	Ending Fund Balance	63,441.81	63,441.81	0.00	0.00%

City Hall 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	15,299.00	0.00%
4952	Interest Income	241.34	241.34	459.00	52.58%
	Revenue	\$241.34	\$241.34	\$15,758.00	
	Gross Profit	\$241.34	\$241.34	\$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	\$241.34	\$241.34	\$0.00	
	Net Change in Fund Balance	\$241.34	\$241.34	\$0.00	
Fund Balances					
	Beginning Fund Balance	15,472.15	15,472.15	0.00	0.00%
	Net Change in Fund Balance	241.34	241.34	0.00	0.00%
	Ending Fund Balance	15,713.49	15,713.49	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



BrightSide Electric & Lighting Services, Inc.
and Low Voltage Division

Estimate

PO Box 930
Carlton, OR 97111

CCB 153860
OR 36-110C

Date

3/5/2024

Name/Address
City of Yamhill PO Box 9 Yamhill, OR 97148

Site Address
City of Yamhill 450 S Maple St Yamhill, OR 97148

Project

Description	Qty	Cost	Total
<p>Provide and install new ClearOne meeting room system. The following equipment is recommended based on current equipment function and City of Yamhill needs,</p> <p>1. ClearOne Conference Center control computer screen 1. Collaborate versa hub 1. Unite clearone conference camera 1. Converge us expander 1. Low voltage cabling</p> <p>With proposed system, Brightside will be able to reuse the following, DIM, Serial, and SUB input devices, DIM, Serial and SUB output devices, Speaker and Microphones.</p>		7,360.00	7,360.00

50% deposit required before work begins & materials are ordered. This price is good for 10 working days. All approvals need to be signed, dated and returned to BrightSide Electric & Lighting Services, Inc.

Total

\$7,360.00

Installation depends on availability/shipping time of product.
Progress billing will be done on projects lasting 30 days or more.
Payment is due on receipt of invoice. A 3% fee will be assessed on all invoices paid by debit or credit card. 1.5% service charge will be added to all invoices over 30 days.
No retentions are to be withheld from the quotation amount.
Please note that hidden conditions impact costs. As work continues, should conditions such as these exist and require correction, the costs would be in addition to our base contract quoted herein. Authorization to proceed with any extra work is required by an owner or an owner's representative prior to commencement of work.

Customer Signature _____

If you have any questions, or require additional information, please do not hesitate to contact me at 971-237-5057 or e-mail me at brad@brightsideinc.net. If this agreement meets with your approval, please sign, date and e-mail or fax back to me at 503-852-9573.

Sincerely,
Brad Salter, Integrated Systems Manager

Phone #	Fax #
503 852-7900	503-852-9573



BrightSide Electric & Lighting Services, Inc.
and Low Voltage Division

Estimate

PO Box 930
Carlton, OR 97111

CCB 153860
OR 36-110C

Date

3/5/2024

Name/Address
City of Yamhill PO Box 9 Yamhill, OR 97148

Site Address
City of Yamhill 450 S Maple St Yamhill, OR 97148

Project

Description	Qty	Cost	Total
Provide and Install pole mounted 360 degree multi sensor Turing ai camera between city hall and maple intersection. Location of mounted camera will view Live stream and recorded video from Mexican restaurant to Bank, including all sidewalk areas between and will view entire intersection. Proposed camera will wirelessly communicate to city hall allowing for secure video recording at city hall and secure video viewing via phone/PC login credentials. Proposed Turing ai camera is NDAA complaint and will be streamed on secured network. Included equipment, One 360 degree Turing camera and pendant mount One wireless point to point One Turing network video recorder One exterior rated pole mount cabinet		4,896.00	4,896.00

50% deposit required before work begins & materials are ordered. This price is good for 10 working days. All approvals need to be signed, dated and returned to BrightSide Electric & Lighting Services, Inc.

Installation depends on availability/shipping time of product.
Progress billing will be done on projects lasting 30 days or more.
Payment is due on receipt of invoice. A 3% fee will be assessed on all invoices paid by debit or credit card. 1.5% service charge will be added to all invoices over 30 days.
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Total

\$4,896.00

Customer Signature _____

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Sincerely,
Brad Salter, Integrated Systems Manager

Phone #	Fax #
503 852-7900	503-852-9573


ELECTRIC & LIGHTING SERVICES, INC.
BrightSide Electric & Lighting Services, Inc.
and Low Voltage Division

 PO Box 930
 Carlton, OR 97111

 CCB 153860
 OR 36-110C

Estimate

Date

3/5/2024

Name/Address
City of Yamhill PO Box 9 Yamhill, OR 97148

Site Address
Park Cameras

Project

Description	Qty	Cost	Total
Provide and replace one existing Bosch camera with one Turing ai 8MP camera and mount. Provide and replace one existing Bosch network video recorder with one Turing recorder. integrate video system to be viewed Live and recorded feed via phone/PC with credentials Optional, Provide and install additional camera viewing park driveway \$850 Provide and install additional camera viewing towards skate park \$850 Provide and install additional camera viewing towards play structure \$850		3,160.00	3,160.00

50% deposit required before work begins & materials are ordered. This price is good for 10 working days. All approvals need to be signed, dated and returned to BrightSide Electric & Lighting Services, Inc.

Installation depends on availability/shipping time of product.
 Progress billing will be done on projects lasting 30 days or more.
 Payment is due on receipt of invoice. A 3% fee will be assessed on all invoices paid by debit or credit card. 1.5% service charge will be added to all invoices over 30 days.
 No retentions are to be withheld from the quotation amount.
 Please note that hidden conditions impact costs. As work continues, should conditions such as these exist and require correction, the costs would be in addition to our base contract quoted herein. Authorization to proceed with any extra work is required by an owner or an owner's representative prior to commencement of work.

Total
\$3,160.00
Customer Signature

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Sincerely,

Brad Salter, Integrated Systems Manager

Phone #	Fax #
503 852-7900	503-852-9573



BrightSide Electric & Lighting Services, Inc.
and Low Voltage Division

Estimate

PO Box 930
Carlton, OR 97111

CCB 153860
OR 36-110C

Date

3/5/2024

Name/Address
City of Yamhill PO Box 9 Yamhill, OR 97148

Site Address
Public works

Project

Description	Qty	Cost	Total
<p>Provide and replace four existing Bosch cameras with Turing ai cameras. Replace Bosch recorder with Turing ai recorder. Integrate new cameras and recorder to be viewed via phone/pc with login credentials</p> <p>All proposed cameras and records are NDAA compliant and are large enough to add cameras to for future growth.</p>		4,490.00	4,490.00

50% deposit required before work begins & materials are ordered. This price is good for 10 working days. All approvals need to be signed, dated and returned to BrightSide Electric & Lighting Services, Inc.

Installation depends on availability/shipping time of product.
Progress billing will be done on projects lasting 30 days or more.
Payment is due on receipt of invoice. A 3% fee will be assessed on all invoices paid by debit or credit card. 1.5% service charge will be added to all invoices over 30 days.
No retentions are to be withheld from the quotation amount.
Please note that hidden conditions impact costs. As work continues, should conditions such as these exist and require correction, the costs would be in addition to our base contract quoted herein. Authorization to proceed with any extra work is required by an owner or an owner's representative prior to commencement of work.

Total

\$4,490.00

Customer Signature _____

If you have any questions, or require additional information, please do not hesitate to contact me at 971-237-5057 or e-mail me at brad@brightsideinc.net. If this agreement meets with your approval, please sign, date and e-mail or fax back to me at 503-852-9573.

Sincerely,
Brad Salter, Integrated Systems Manager

Phone #	Fax #
503 852-7900	503-852-9573

Title 11 Rewrite Project

The Planning Commission recently began the review of Title 11 – Land Divisions. Recognizing the number of required changes, the Commission members considered having staff complete a rewrite of Title 11 instead of a piecemeal review of each Chapter. The Commission would review the rewrite as a total package thereby reducing the time to process the material. The Commission also found it appropriate to consider merging Title 11 with Title 10 – Zoning to create a uniform development code under Title 10. This would not be difficult.

While this approach is certainly appropriate, it will take time and a budget. So instead of proceeding and spending money the City may not have, the Commission would like the City to approve a project budget. This is about a six-month project so that a budget could be spread over two fiscal years.

The following is my estimated costs to (a) rewrite Title 11; and (2) incorporate the material into Title 10:

Rewrite Title 11	
Initial Draft	8.0 hours
Second Draft	4.0 hours
Final Draft	2.0 hours
Adoption Documents	4.0 hours
Commission/Council Hearings	<u>4.0 hours</u>
	22.0 hours
Total Cost @ \$80.00/Hour	\$1,760.00

Recognizing “things may occur” I suggest creating a \$2,200 budget for the project. This would allow an extra 5.5 hours to cover contingencies.

Walt Wendolowski, City Planning Consultant



City of Yamhill

A small taste of Oregon

Department Updates to City Council

Date: 02/29/2024

Interim City Administrator:

Greg Graven

- Meeting with Jubitz/Fuel Cloud VP Ryan Tucker, Steve Campbell, Kim Steele, Jason Wofford, Trampas Bergstrom on Streamlining the Fuel Cloud system
- Budget Documents for 2024-2025 Budget General Fund
- Invoices/Financials
- Complete Jubitz Oregon Exemption Certificate
- Virtual Meeting w/ Granicus Public Meeting Solutions Taylor Best-Anderson & Angie Fowler
- Virtual Meeting w/ Ampstun Billing Software Daniel Dundon & Kim Steele
- Grant Documents Grants.gov for Grant Opportunities
- Monthly Staff Meeting w/ Kim Steele, Angie Fowler, Kara Corrigan Public Works Absent
- Payroll & PERS EDX Reporting 01/21/2024 to 02/03/2024
- Pacific Pride Tax Exemption Certificate
- Documents for Auditors Toby Roth Grove Mueller Swank
- Review ISOsource Invoices
- PERS EDX Updates
- Updates to Fuel Cloud App
- CIS Cybersecurity Grant Documents. Awarded Grant for Cybersecurity. Up to \$5,000.00
- YDA Yamhill Downtown Association Zoom Meeting
- Oregon Department of Revenue & AccuData Access for Taxes
- LOC League of Oregon Cities Legislative Updates
- City Council Meeting
- Meeting w/ AKS Public Works Jason Wofford Kyle Adams
- Payroll PERS EDX Reporting 02/04/2024 to 02/17/2024
- R10 Community Grants Amy Williams & Samuel Rodriguez
- YDA Yamhill Downtown Association Jane Heinrich Park Design w/ Phillip Higgins, Mayor Yvette Potter
- Meeting w/ Superintendent Clint Raever, Trampas Bergstrom, & Kim Steele Critical Incident Warming Shelter Disaster Relief @ YCHS Dome
- Meeting w/ Trampas Bergstrom & Kim Steele Water Agreement IGA Fuel Cloud Invoices

- Review Documents with City Legal & CIS
- Schedule Interview w/ City Administrator Candidate and City Council
- Emergency Management Follow Up Schedule Meeting with YCSO Brian Young Potential Emergency Operations Plan Grant Opportunity Collaboration with City of Carlton.
- Yamhill Fire Protection Board Meeting @ Fire Department w/ Kim Steele Agenda to Discuss Annexation Agreement IGA Water Agreement from December 1984/IGA Fuel Agreement from 11/22/2008 Renewal 02/04/2009 Renewal 10 years from 2009/Fuel Cloud Invoices/Signing of Documents @ City Hall
- Work on Information for Updates to City EOP to City Council/Yamhill Fire No Longer Wanting Fire Department as an EOC or Fire Chief as EOC Manager per Fire Chief Trampas Bergstrom
- Microsoft Teams Meeting w/ RCAC Rural Community Assistance Corporation Samuel Rodriguez Assistance w/ Grants.gov for Congressional Spending Merkley Grant
- Schedule Meeting w/ Carlton City Manager Shannon Beaucaire Yamhill County Emergency Manager Brian Young for Federal Grant Funding Opportunity for EOP 2027
- Schedule Meeting w/ Brandon Jordan Field Representative Office of Congresswoman Andrea Salinas
- CIS 22nd Annual Conference Salem Convention Center
- Working on a Quote w/ Brad Salter of Brightside Electric on Camera System for Public Works Beulah Park, Maple Street//Main Street Intersection

Yamhill Police Department:

Greg Graven

- Monthly Staff Report January/LEEP Use of Force Suicide Report January/ONIBRS Report January/YPD Stats Report January/CJIS LEDS Testing Recertification
- Set Up for Evidence Audit 2023 Purge
- BJA LE Core Statistics Survey
- Cradlepoint Updating Teams Meeting w/ Lavon Alexander
- CJIS Documents
- TAT Threat Assessment Teams Meeting
- Documents for Evidence Audit 2023
- The Alliance for Hope International Family Justice Center Training Oregon Mutual Insurance Center McMinnville Juliette's House
- Evidence Audit for 2023 w/ Kim Steele
- Compile Statistics DUII 2019-2023 for YC Health & Human Services
- Use of Force Review 24YP0013 842 Miller Use of Force Review Board
- Training Webinar Why Do Bad Things Happen Insight-Hindsight Jen Moss, Laura Scarry, Mike Ranalli
- Evidence Purge Destruction w/ Kim Steele/Evidence Destruction Documents
- YCSO Meeting w/ Sheriff Sam Elliott Central Square CAD/RMS Upgrade

- Child Fatality Review Team Juliette's House McMinnville
- Use of Force Review 24YP0016 841 Van Cleave Use of Force Review Board
- YCOM User Group Microsoft Teams Meeting
- MCAT Multi-Disciplinary Child Abuse Team Virtual Meeting
- Lexipol DTB's
- Critical Incident Protocol Review
- SRO Meeting YC District Office w/ Superintendent Clint Raever
- Training Lexipol How Available Information Leads to Undesirable Police Outcomes Paul Taylor, Laura Scarry & Mike Ranalli
- TAT Threat Assessment Team Meeting
- Peer Support Grief & Spiritual Awareness Responders Life Susan Olson, Tracy Sandor & Mike Vermace
- OCMDI Case Review Collaboration Voyles, Joshua Cascade Life Alliance
- Juliette's House Judy Shay April Child Abuse Prevention Month
- Critical Incident Tabletop Exercise YC District Office 120 N Larch Place
- School Staff/LE/YPD/Kim Steele
- YPD Monthly Meeting National Night Out Preparation w/
- 841 Van Cleave, 842 Miller, 844 Livingston, Kim Steele, Angie Fowler
- Training The Patricia Reser Center for the Arts The Red Door Evolve Experience
- Equity Advisory Workgroup Zoom Meeting
- Lawful Access Data Collection LEEP FBI Roxanne Loar, JR. Jonathan Scott, Cindy Paul Kayla Burnside

Corporal Travis Van Cleave

- 02/01/24-Muni Court
- 02/02/24-Agency Assist YCSO Crash @ North Valley and Ribbon Ridge
- 02/06/24-Agency Assist YFPD Medical @ Moores Valley Rd
- 02/07/24-Subpoena Services
- 02/08/24-Case 24-12 Harassment @ YCIS
- 02/13/24-Case 24-14, Warrant arrest 1st St
- 02/15/24-Case 24-15, Warrant arrest/Forged plates
- 02/16/24-Case 24-16, Juvenile arrest Trespass/Harassment, Agency Assist YCSO Burg in progress Lafayette
- 02/20/24-MCAT
- 2/21/24-/2/22/24 Traffic Safety Conference in Bend
- 02/22/24-Grand Jury, Case 24-021 DHS Cross Report
- 02/23/24-YCHS Critical Incident Brief, Agency Assist YCSO Suicidal on Lincoln Ave W8
- 02/27/24-Agency Assist YCSO Disturbance on Mt Richmond
- 02/28/24-Agency Assist YCSO , Death Investigation on Bony Rd
- 02/29/24-Medical assist on 1st Street

- Cites: 59
- Warnings: 121

Officer Adam Miller

- 2/2/24 Traffic/Patrol
- 2/3/24 Fire Investigation Class
 - Injury Crash Kuhne//Kinney
 - DUII Grant
- 2/4/24 Fire Investigation Class
- 2/5/25 CJIS/LEDS Recert
 - Accreditation
- 2/9/24 Equity Training Online
- 2/10/24 Recovered Stolen Bald Peak
 - Locate Tasmin Strode, Wa Co AOA
- 2/11/24 AOA- Fire Adcock/Pike Rd
 - Case 24-13 AOA
 - Crash Westside/Cummins
- 2/12/24 Distracted Driving Grant
- 2/16/24 Traffic/Patrol
- 2/17/24 Accreditation
- 2/18/24 Accreditation
- 2/19/24 Donkey Basketball
- 2/23/24 Meeting with School Board on Active Shooter
 - Meeting with Staff at 84
 - Suicidal – Medical Call on Lincoln
- 2/24/24 Accreditation
- 2/25/24 Traffic/Patrol
- 2/26/24 Traffic/Patrol

SRO Officer Chris Livingston

- The schools have been keeping me busy.
- I have also been meeting weekly with the Level II County wide Behavioral Safety Threat Assessment team . We have been going over between 2 and 5 cases a week from schools throughout the County. Those cases make me appreciate our schools' administration and especially our kids.

Yamhill City Hall:

Kim Steele

- Review timecards, process payroll
- Work on PERS reporting
- CIS Benefits, HR

- Working with Jubitz/Fuel Cloud for fuel and with another outside agency
- Attended Critical incident exercise at YCSD
- Attended Yamhill Fire board meeting
- Working with FD on invoices
- ISOutsource, IT invoices, issues, monthly meeting
- Grants (still trying to gain access to SAM.gov, etc.)
- Evidence Audit, Evidence purging, transporting evidence for disposal
- Use of force reviews
- LEDS testing and recertification
- Audit finalizing, work with auditors, reports for the State
- YPD stats for council
- Review of finances, working on budget docs and prep
- Demo with Ampstun Utility billing & Casselle for UB
- Reviewed quote from Central Square (We used their UB before, Asyst)
- Court reporting, assessments, reinstatements due to Governor Brown & Kotek's remission orders
- Process collection revenue
- UTC auditing and reports
- Working with Brightside for quotes on security cameras, park, PW and possibly intersection of Maple/Main
- National Night Out meeting
- Once again putting the "new rates" back into utility billing software, running reports to make sure billing properly for tiered system
- Processing reports, review of meters, billing
- Emailed approximately 30 water bills due to bounce backs from Hotmail & Outlook mostly, one from MSN
- There is other day to day things that I do that are too numerous to add.

Angie Fowler

- **Strategic "Doing" work session**
 - Create Zoom meeting
 - Create flyer invite
 - Create Agenda
 - Post on website, Dakboard, Facebook, at post office and downtown announcements board.
- **Planning Commission**
 - Post Public Notices on website, Dakboard, Facebook, post office, and downtown announcements board.
 - Print, prepare, and mail notices to neighboring properties.300" buffer of the YCSD sign and affected properties within the CBD.
 - Send notices to News-Register for publication
 - Create agenda/packet to post website, Dakboard, Facebook and post office

- Attended meeting
- **Records Requests**
 - Completed two record requests (4hrs)
- **Water Billing**
 - Attended zoom meeting/demonstration for possible new water billing company, Casselle
 - Watched video demonstration for possible new water billing company, Amstead
 - Created, prepared mailings, and sent late payment notices to past due customers
 - As always, customer service at the counter and on the phone for collection of water payments
- **SDC updates**
 - Updated Master Fee Schedule and Building Compliance applications, posted changes to website
 - Notified contractors in process applying of changes to SDC rates
- **Building/Planning**
 - Fielding calls inquiries regarding Building Compliance applications
 - Spent a good amount of time working on the process of gathering signatures from all necessary agencies to ensure the timely processing of applications in the future.
- **Council**
 - Created agenda and packet for February Council meeting, posted all required notices on all platforms, attended meeting
 - Began process and scheduling for 2 Executive sessions in March
- **Police**
 - Attended National Night Out meeting to discuss this year's fundraising and event.
- **Public Works**
 - Created Invoice for damages form for Public Works to bill outside contractors for repairs
 - Processed ROW permit
- **Oregon Government Ethics Commission**
 - Attended jurisdictional contact training

Kara Corrigan

- I have been working on the following:
- Daily Deposits
- Continued reconciliation of all accounts - court, Muni-billing, Yamhill Checking, and the LGIP
- Recoding of AKS invoices for this fiscal year that involved the Influent Pump Station Study and were being coded incorrectly
- Recoding of the ISOsource invoices for this fiscal year so that they are in the appropriate fund and line item
- Re-reconciling the Yamhill Checking Account after the AKS and ISOsource invoices were recoded
- Invoices and checks

- Budget. Working with Ross on the creation of the budget for fiscal year 24/25
- In conversations with Toby regarding our audit and the final things that he needed to finish it up
- Communications between AKS, Jason Wofford, us, and the County of Yamhill regarding the Joint Application Permit and LUC's for the Turner Creek water intake improvement project

Yamhill Public Works:

Jason Wofford

- Water Distribution projects last month: Public works replaced fire hydrant off of Hwy 47 and Pike Road
- We also repaired to service lines within city limits, developing a plan for a service line on that runs on ODOT utility easement right away
- Water Treatment projects Last month: Public works ran new Soda ash lines replacing old lines and cleaned out the hypo tanks of old sediment also purchased new ARV for are backflows.
- Wastewater treatment: Public works to a trip to Carlton along with are city engineer to look at their aerators, to see if they would be a good fit for are system. Also spoke with Carlton about pump service contractors. We continue to pump manually from lagoon (2) to lagoon (3) for less impact to lagoon (1)
- Collection system: Public works continues to see heavy flow due to heavy loading from rain fall estimating roughly 5.5 million gallons for February
- Parks: Basic maintenance.

Kyle Adams

- 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 February 2024	

Police Statistics:

Number of Calls/Activity:		271	
Number of Case Reports:		13	
Number of Arrests:		09	
Number of Citations:		63	
Number of Warnings:		180	
Number of Circuit Court Citations:		07	

Hours Worked:

Greg Graven		205	
Travis Van Cleave		172	
AJ Miller		150	
Chris Livingston		102	

Miles Driven:

Greg Graven		741	
Travis Van Cleave		710	
AJ Miller		680	
Chris Livingston		168	



THE RUX GROUP, LLC

Douglas R. Rux AICP

15532 SW Thrasher Way
 Sherwood, OR 97140
 Cell: 971.275.7781
 Email: Drux11@yahoo.com

Summary - Strategic Planning Work Session City of Yamhill March 6, 2024

Sharing of ideas, concepts, hopes and desires for a thriving Yamhill community.

Themes

Downtown

- Department of Land Conservation and Development - Yamhill Central Business District Development Code Audit Grant (*Awarded*)
- Preserve Downtown Overlay, declare historic area
- Keep it Yamhill – Town with own flavor – Rural Community
- Maintain community flavor
- Revitalization of downtown
- Expansion of Central Business district
- More control over uses in Central Business district and commercial districts
- Historic District preservation
- Pressure from communities to the north – how to capture people to frequent the downtown area

Public Safety/Emergency Services

- Enhance Public Safety
- Public safety funding need
- Safe routes to schools
- Emergency Operations Center (EOC) update and coordinate with school district
- Need more staff at fire stations
- First responders have special training EMR/EMT
- Medical – need to go to McMinnville or Newberg for services

Housing

- Need diversity in housing stock
- Need more affordable housing
- Need workforce housing

Economic Development

- How to create economic stability and opportunities
- Need for Industrial land
- Employee challenges with high turnover
- Commuter centric city

Historic/Cultural Resources

- Maintain historic value while increasing business opportunities
- Art
- Derby Days/Beverly Cleary day
- Need to celebrate heritage and history

Parks and Recreation

- Need for parks and recreation opportunities
- Park development
- Sports parks with camping opportunities
- Bike park and bike trails
- Dog park
- Playground equipment
- Sports tournaments
- Community garden

Governance

- Need full time City Administrator
- New City Hall/Community Center/Library
- No negative issues with other government agencies
- Coordination meetings with other government entities – fire district/school district/county
- No employee appreciation program
- Issues with bandwidth to add capacity on identified issues
- Access to capital to address Master Plans – grants need to be prepared to respond
- Professional grant writer
- Need for a lobbyist

Schools/Education

- School buildings are old – heat system problems

Infrastructure

- In adequate infrastructure
- Improve public infrastructure
- Increase sewer and water capacity
- Need Storm drainage improvements
- Replace aging water lines
- Wastewater Plant – consolidate buildings for efficiency
- Improvements needed to wastewater treatment facility
- Need for Storage reservoir(s)
- Long term water supply concern
- Houses don't drain into storm drain system
- Have water and wastewater plans for 20-year period
- Need for purple pipe (reuse water)
- Additional wastewater impound location
- Need bond dollars to increase reservoir capacity
- Rural water districts – update contracts
- Need Sidewalks in town
- Have some good infrastructure plans in place
- Need 25/50/100-year infrastructure plans
- Challenges with matching funds for grants

Private Utilities

- Need WiFi/Internet service improvements
- PGE rate increase is a concern
- No natural gas service in town

Community Engagement

- Need more family activities
- Need more youth activities
- No volunteer or community appreciation programs
- Need more public activities to get together with people
- Need Farmer's Market
- Have Economic Development/Water Advisory/Budget committees – maintain and expand interaction out into the community
- How do you get more community involvement?

Land Use

- Department of Land Conservation and Development – Housing Assistance Grant (*Awarded*)
- Need UGB conversations
- Parking downtown and city wide a concern
- Update Comprehensive Plan
- 50 – 75 year strategic plan – map current commercial/future UGB/school locations
- Houses don't convert, keep them commercial
- Return commercial buildings to commercial uses and not current residential uses

Transportation

- Lighted crosswalks at schools, cost is an issue
- Highway safety through town (Hwy 47 and 240)
- Transportation Growth Management Grant pre letter being drafted
- Need Transportation System Plan

Miscellaneous

- Start with low hanging fruit projects

Resources

Department of Land Conservation and Development

Technical Assistance Grants

Small Cities Grants

<https://www.oregon.gov/LCD/Pages/index.aspx>

Institute for Policy Research and Engagement

Resource Assistance for Rural Environments

<https://ipre.uoregon.edu/about-us/>

Transportation and Growth Management Program

ODOT and DLCD

<https://www.oregon.gov/lcd/TGM/Pages/index.aspx>

Mid-Willamette Valley Council of Governments

<https://www.mwvcog.org/>

League of Oregon Cities

<https://www.orcities.org/>

Oregon Chapter American Planning Association

<https://oregon.planning.org/>

Rural Development Initiatives

<https://rdiinc.org/>

Chinook Institute for Civic Leadership

<https://www.thechinookinstitute.org/>

Foundations (approximately 1,715 foundations and grantmaking organizations in Oregon)

Austin Family Foundation

Yamhill County Needs and Opportunities Assessment

<https://austinfamilyfoundation.com/>

The Oregon Community Foundation

Intel Foundation

Meyer Memorial Trust

The Ford Family Foundation

Nike Foundation

The Collins Foundation

The Lemelson Foundation

James F. and Marion L. Miller Foundation

Maybelle Clark MacDonald Fund

Spirit Mountain Community Fund

Oregon Jewish Community Foundation

Regional Arts & Culture Council

The Harold and Arlene Schnitzer CARE Foundation

The National Psoriasis Foundation

Northwest Health Foundation

The PacifiCorp Foundation

Umpqua Bank Charitable Foundation

Juan Young Trust

Clark Foundation

The Salem Foundation

The Autzen Foundation

Gray Family Foundation

PGE Foundation

The Healy Foundation

The Herbert A. Templeton Foundation

Chiles Foundation

Wendt Family Foundation

Chambers Family Foundation

McKenzie River Gathering Foundation (MRG Foundation)

The Lazar Foundation

The Roundhouse Foundation

Benton Community Foundation

Fohs Foundation

The Samuel S. Johnson Foundation
 The Carpenter Foundation
 The Jackson Foundation
 The Burning Foundation
 Mentor Graphics Foundation
 Jubitz Family Foundation
 Bonneville Environmental Foundation

Potential Process Models

Community Visioning (examples – Newberg & Tualatin)

<https://www.newbergoregon.gov/cd/page/community-vision>

<https://www.tualatinoregon.gov/planning/tualatin-tomorrow-community-vision-and-strategic-action-plan-updated-september-2009>

https://www.tualatinoregon.gov/sites/default/files/fileattachments/advisory_committees/meeting/1874/tt_2011_annual_report.final_.pdf

Strategic Doing

<https://strategicdoing.net/>

Rule 1: Create Safe Place for Deep, Focused Conversation

Rule 2: Framing Question – Appreciative Question

Rule 3: Share Assets (Physical/Skill Sets/Social Assets/Capital Assets); Uncover Hidden Assets

Rule 4: Brainstorm Opportunities to achieve the goals (Opportunity Cards)

Rule 5: Reduce them to low hanging fruit – “The Big Easy”

Pick the best & easiest project – “The Big Easy”

Rule 6: Strategic Outcomes - Create a plan to tackle it

Rule 7: Pathfinder Project

Rule 8: Short-term Action Plan

Rule 9: Communicate progress on a 30/30 basis