

City of Yamhill

A small taste of Oregon

Council Meeting Packet

June 11, 2025,
6:30 p.m.

General Fund Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2024
		May 2025	Jul 2024	Jul 2024	Jun 2025
		May 2025	May 2025	Jun 2025	Percent of
		Actual	Actual		Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4100	Beginning Budget Balance	0.00	0.00	386,409.00	0.00%
4932	Business License	0.00	1,150.00	700.00	164.29%
4902	Cigarette Taxes	59.69	647.35	1,500.00	43.16%
4915	Dog License Revenue	0.00	366.75	515.00	71.21%
4925	Franchise Fees	0.00	63,796.20	55,650.00	114.64%
4944	Grant - ODOT DUII	0.00	1,731.07	4,000.00	43.28%
4942	Grant - ODOT Seat Belt	0.00	4,244.78	5,000.00	84.90%
4943	Grant - ODOT Speed	0.00	1,525.19	5,000.00	30.50%
4945	Grant -ODOT Distracted Driving	0.00	908.20	5,000.00	18.16%
4952	Interest Income	2,244.42	25,656.78	11,592.00	221.33%
4962	Land Use Fees	0.00	950.00	15,000.00	6.33%
4903	Liquor Taxes	553.66	17,619.24	24,000.00	73.41%
4098	Marijuana Tax	0.00	1,351.67	1,600.00	84.48%
4913	Miscellaneous Income	285.46	6,664.85	3,500.00	190.42%
4928	Municipal Court Fees	1,445.00	23,731.72	21,000.00	113.01%
4924	Municipal Court Fines	1,180.00	30,992.63	55,000.00	56.35%
4941	Municipal Court Training Assmt	57.00	950.00	1,200.00	79.17%
4951	National Night Out	0.00	2,135.00	1,500.00	142.33%
4961	Park Fees	480.00	1,795.00	1,400.00	128.21%
4948	Planning Grant	3,600.00	33,673.72	57,600.00	58.46%
4914	Police Misc. Income	1,481.50	76,566.42	70,000.00	109.38%
4922	Police Service Fee	2,337.20	28,731.24	30,000.00	95.77%
4950	Police SRO-Yamhill/Carlton SD	0.00	9,375.00	12,500.00	75.00%
4901	Previously Levied Taxes	271.44	8,517.51	12,500.00	68.14%
4900	Property Tax Revenue	1,455.09	430,818.10	476,286.00	90.45%
4904	State Revenue Sharing	1,753.00	12,490.99	15,200.00	82.18%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$17,203.46	\$786,389.41	\$1,273,752.00	
Revenue		\$17,203.46	\$786,389.41	\$1,273,752.00	
Gross Profit		\$17,203.46	\$786,389.41	\$1,273,752.00	

Expenses

Administrative Dept

6124	Accounting Clerk	1,678.20	11,683.18	13,000.00	89.87%
6325	Ads & Printing	197.74	656.58	2,500.00	26.26%
6300	Attorney/Legal Fees	1,980.93	5,571.31	15,000.00	37.14%
6301	Audit Fees	0.00	7,666.66	10,000.00	76.67%
6412	Building Maintenance	0.00	648.18	3,100.00	20.91%
6335	Christmas Decorations	0.00	913.89	2,000.00	45.69%
6101	City Administrator	0.00	27,221.89	27,500.00	98.99%
6102	City Clerk	1,126.45	9,011.65	9,374.00	96.13%
6123	City Recorder	1,498.13	11,951.38	12,985.00	92.04%
6306	Contract Services	471.46	1,011.46	15,000.00	6.74%
6980	Council Room Camera Upgrade	0.00	3,200.00	7,360.00	43.48%
6305	Dues, Travel, Training	0.00	5,338.26	5,000.00	106.77%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%
6309	Janitorial Services	250.00	1,000.00	3,000.00	33.33%
6202	Liability Insurance	0.00	11,495.65	11,700.00	98.25%
6252	Miscellaneous Expense	0.00	221.35	800.00	27.67%

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
6328	Office Supplies	81.32	1,201.60	2,500.00	48.06%
6200	Operations & Maint	1,189.84	7,251.19	9,500.00	76.33%
6120	Payroll Expense	4,497.95	53,254.90	47,144.00	112.96%
6329	Postage	0.00	388.34	525.00	73.97%
6795	Reserve for Contingencies	0.00	0.00	82,139.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	12,500.00	12,500.00	100.00%
6433	Security Cameras	0.00	4,896.00	4,896.00	100.00%
6210	Utilities	1,033.57	12,066.23	14,000.00	86.19%
6032	Website/IT	0.00	23,243.41	14,000.00	166.02%
Administrative Dept Totals		\$14,005.59	\$212,393.11	\$326,523.00	
City Council					
6332	Community Support Services	0.00	1,000.00	3,000.00	33.33%
6305	Dues, Travel, Training	0.00	4,428.62	3,000.00	147.62%
6252	Miscellaneous Expense	0.00	4,438.72	1,000.00	443.87%
6328	Office Supplies	0.00	86.52	100.00	86.52%
City Council Totals		\$0.00	\$9,953.86	\$7,100.00	
Municipal Court					
6250	Assessments	701.00	10,643.29	15,000.00	70.96%
6300	Attorney/Legal Fees	0.00	0.00	200.00	0.00%
6224	Bail Refunds	0.00	165.00	560.00	29.46%
6102	City Clerk	2,628.36	21,027.15	21,872.00	96.14%
6310	Court Interpreter	100.00	1,100.00	1,200.00	91.67%
6305	Dues, Travel, Training	0.00	1,017.57	2,100.00	48.46%
6252	Miscellaneous Expense	0.00	19.75	0.00	0.00%
6311	Municipal Judge	250.00	2,750.00	3,000.00	91.67%
6328	Office Supplies	0.00	502.24	500.00	100.45%
6200	Operations & Maint	58.71	1,104.95	2,000.00	55.25%
6120	Payroll Expense	1,729.68	15,498.51	16,404.00	94.48%
Municipal Court Totals		\$5,467.75	\$53,828.46	\$62,836.00	
Park Dept					
6200	Operations & Maint	0.00	10,620.34	10,000.00	106.20%
6120	Payroll Expense	1,187.25	9,140.92	10,861.00	84.16%
6523	Reserve Transfer (Park)	0.00	7,500.00	7,500.00	100.00%
6401	Trees	0.00	7,063.74	4,500.00	156.97%
6210	Utilities	105.04	1,487.23	1,500.00	99.15%
6109	Utility Worker I	753.48	5,503.86	6,917.00	79.57%
6108	Utility Worker II	872.64	6,945.44	7,564.00	91.82%
Park Dept Totals		\$2,918.41	\$48,261.53	\$48,842.00	
Planning Dept					
6124	Accounting Clerk	671.28	4,673.28	5,200.00	89.87%
6325	Ads & Printing	232.22	2,422.29	2,000.00	121.11%
6101	City Administrator	0.00	10,888.80	11,000.00	98.99%
6303	City Planner	321.00	11,587.00	12,000.00	96.56%
6123	City Recorder	651.36	5,196.23	5,646.00	92.03%
6306	Contract Services	13,452.10	87,058.23	57,600.00	151.14%
6305	Dues, Travel, Training	0.00	54.50	200.00	27.25%
6328	Office Supplies	0.00	147.64	100.00	147.64%
6120	Payroll Expense	1,214.71	15,621.84	16,384.00	95.35%
Planning Dept Totals		\$16,542.67	\$137,649.81	\$110,130.00	
Police Dept					
6304	911 YCOM Dispatch	0.00	12,114.20	20,000.00	60.57%
6300	Attorney/Legal Fees	0.00	19,378.20	3,100.00	625.10%

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
6944	Central Square CAD	0.00	1,035.61	10,000.00	10.36%
6305	Dues, Travel, Training	281.18	4,010.79	4,200.00	95.50%
6221	Equipment/Maintenance	99.99	1,227.29	4,850.00	25.30%
6337	Fuel	2,061.68	9,023.06	13,000.00	69.41%
6333	Investigation Expenses	0.00	437.36	1,200.00	36.45%
6202	Liability Insurance	0.00	18,721.43	16,000.00	117.01%
6252	Miscellaneous Expense	2,718.00	51,548.70	60,600.00	85.06%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	365.97	365.97	3,500.00	10.46%
6336	National Night Out Expense	0.00	2,134.30	1,500.00	142.29%
6117	ODOT Grant Payroll	0.00	14,315.14	18,500.00	77.38%
6328	Office Supplies	62.45	1,111.66	2,400.00	46.32%
6115	Overtime	0.00	3,256.54	4,000.00	81.41%
6120	Payroll Expense	17,571.20	181,577.82	223,802.00	81.13%
6254	Peer Support Expense	0.00	0.00	200.00	0.00%
6104	Police Chief	13,198.98	105,507.18	114,391.00	92.23%
6122	Police Corporal	9,230.17	76,373.17	80,667.00	94.68%
6331	Police Equipment	0.00	8,113.35	9,500.00	85.40%
6105	Police Officer	5,265.13	61,936.42	69,511.00	89.10%
6976	Police Radios	0.00	0.00	1,000.00	0.00%
6404	Policy & Procedure Manual	0.00	2,222.97	2,200.00	101.04%
6106	Reserve Officer	1,500.00	9,850.00	12,500.00	78.80%
6327	Resource Materials	1,100.00	1,650.00	1,100.00	150.00%
6330	Uniform Allowance	0.00	2,277.30	3,500.00	65.07%
6210	Utilities	0.00	4,592.56	5,100.00	90.05%
6405	Vehicle Lease	0.00	12,450.00	15,000.00	83.00%
6027	Vehicle Maintenance	132.44	11,520.86	16,000.00	72.01%
Police Dept Totals		\$53,587.19	\$616,751.88	\$718,321.00	
Expenses		\$92,521.61	\$1,078,838.65	\$1,273,752.00	
Revenue Less Expenditures		(\$75,318.15)	(\$292,449.24)	\$0.00	
Net Change in Fund Balance		(\$75,318.15)	(\$292,449.24)	\$0.00	

Fund Balances

Beginning Fund Balance	(184,859.55)	32,271.54	0.00	0.00%
Net Change in Fund Balance	(75,318.15)	(292,449.24)	0.00	0.00%
Ending Fund Balance	(260,177.70)	(260,177.70)	0.00	0.00%

Report Options

Fund: General Fund

Period: 5/1/2025 to 5/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: Yes

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Display Subtotals: No

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance		0.00	253,465.00	0.00%
4952	Interest Income	2,516.30	28,764.68	7,604.00	378.28%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income	2,640.00	22,525.50	8,000.00	281.57%
4940	Security Deposits	627.12	5,989.00	4,710.00	127.15%
4960	Users Fees	78,710.88	1,057,739.31	895,000.00	118.18%
	Revenue	\$84,494.30	\$1,115,018.49	\$1,360,779.00	
	Gross Profit	\$84,494.30	\$1,115,018.49	\$1,360,779.00	
Expenses					
Requirements					
6983	3rd - E 2nd		225,870.38	212,000.00	106.54%
6124	Accounting Clerk	1,678.20	11,683.20	13,000.00	89.87%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		488.38	11,352.00	4.30%
6301	Audit Fees		7,666.68	6,192.00	123.82%
6326	Chemicals		13,266.74	20,640.00	64.28%
6101	City Administrator		21,777.53	22,000.00	98.99%
6102	City Clerk	2,252.88	18,023.30	18,747.00	96.14%
6123	City Recorder	1,628.40	12,990.58	14,114.00	92.04%
6227	Collection System		108.09	0.00	0.00%
6306	Contract Services	3,037.72	56,247.97	92,880.00	60.56%
6427	Deposit Refund	107.98	573.33	516.00	111.11%
6237	Distribution System	2,080.00	31,986.52	50,000.00	63.97%
6305	Dues, Travel, Training		2,903.02	6,000.00	48.38%
6334	Emergency Services		350.00	2,000.00	17.50%
6119	Facilities Manager	3,193.84	25,364.10	28,606.00	88.67%
6337	Fuel	2,224.69	9,084.41	5,000.00	181.69%
6985	Hemlock Street	99,600.82	99,600.82	75,000.00	132.80%
6232	Large Meter Testing		0.00	1,548.00	0.00%
6202	Liability Insurance		37,901.56	30,960.00	122.42%
6233	Meter Replacement		4,905.03	10,320.00	47.53%
6203	Misc. Tools	3.21	337.64	1,032.00	32.72%
6252	Miscellaneous Expense	131.26	972.05	1,032.00	94.19%
6984	Moore's/East 2nd		75,000.00	75,000.00	100.00%
6230	Office Equip/Maint/Supplies	56.09	636.73	1,032.00	61.70%
6200	Operations & Maint	2,020.60	20,479.92	46,440.00	44.10%
6115	Overtime	93.88	4,093.26	10,000.00	40.93%
6118	Pager Pay	336.00	2,708.25	3,500.00	77.38%
6120	Payroll Expense	11,647.93	112,894.53	137,023.00	82.39%
6204	Permits		979.00	2,580.00	37.95%
6121	Plant Operator	3,379.32	27,039.64	29,285.00	92.33%
6329	Postage	171.81	1,654.81	3,000.00	55.16%
6795	Reserve for Contingencies		0.00	98,902.00	0.00%
6521	Reserve Transfer (ACER Reserve)		13,500.00	13,500.00	100.00%
6415	Reservoir Cleaning		0.00	10,320.00	0.00%
6208	Safety Equipment & Supplies	348.00	921.32	2,000.00	46.07%
6417	Sludge Hauling		1,340.00	3,096.00	43.28%
6525	Transfer Out (PW Reserve)		12,500.00	12,500.00	100.00%

Water Fund

Statement of Revenue and Expenditures

		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Account Number					
6524	Transfer Out (Water Debt Svc)		200,000.00	200,000.00	100.00%
6210	Utilities	2,662.50	29,989.67	30,960.00	96.87%
6109	Utility Worker I	2,260.43	16,511.54	20,751.00	79.57%
6108	Utility Worker II	2,617.92	20,836.36	22,691.00	91.83%
6027	Vehicle Maintenance	363.96	12,260.80	10,000.00	122.61%
Other Expense					
6201	Lab Equipment		726.00	5,160.00	14.07%
Expenses		\$141,897.44	\$1,136,173.16	\$1,360,779.00	
Revenue Less Expenditures		(\$57,403.14)	(\$21,154.67)	\$0.00	
Net Change in Fund Balance		(\$57,403.14)	(\$21,154.67)	\$0.00	

Fund Balances

Beginning Fund Balance	228,246.36	191,997.89	0.00	0.00%
Net Change in Fund Balance	(57,403.14)	(21,154.67)	0.00	0.00%
Ending Fund Balance	170,843.22	170,843.22	0.00	0.00%

Water Debt Depreciation Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	39,537.00	0.00%
4952	Interest Income	75.30	860.80	1,186.00	72.58%
	Revenue	\$75.30	\$860.80	\$40,723.00	
	Gross Profit	\$75.30	\$860.80	\$40,723.00	
Expenses					
6428	Impound Projects	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	20,223.00	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%
	Expenses	\$0.00	\$0.00	\$40,723.00	
	Revenue Less Expenditures	\$75.30	\$860.80	\$0.00	
	Net Change in Fund Balance	\$75.30	\$860.80	\$0.00	
Fund Balances					
	Beginning Fund Balance	46,156.93	45,371.43	0.00	0.00%
	Net Change in Fund Balance	75.30	860.80	0.00	0.00%
	Ending Fund Balance	46,232.23	46,232.23	0.00	0.00%

Water SDC Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	370,905.00	0.00%
4949	Grant- OBDD	0.00	0.00	20,000.00	0.00%
4952	Interest Income	1,139.18	13,022.34	11,127.00	117.03%
4792	System Development Charges	28,536.00	214,370.00	214,020.00	100.16%
	Revenue	\$29,675.18	\$227,392.34	\$616,052.00	
	Gross Profit	\$29,675.18	\$227,392.34	\$616,052.00	
Expenses					
Requirements					
6983	3rd - E 2nd	0.00	53,156.00	53,156.00	100.00%
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	514,896.00	0.00%
	Expenses	\$0.00	\$53,156.00	\$616,052.00	
	Revenue Less Expenditures	\$29,675.18	\$174,236.34	\$0.00	
	Net Change in Fund Balance	\$29,675.18	\$174,236.34	\$0.00	
Fund Balances					
	Beginning Fund Balance	372,008.75	227,447.59	0.00	0.00%
	Net Change in Fund Balance	29,675.18	174,236.34	0.00	0.00%
	Ending Fund Balance	401,683.93	401,683.93	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	229,537.00	0.00%
4952	Interest Income	807.02	9,225.25	6,886.00	133.97%
4981	Transfer In - Water Fund	0.00	200,000.00	200,000.00	100.00%
Revenue		\$807.02	\$209,225.25	\$436,423.00	
Gross Profit		\$807.02	\$209,225.25	\$436,423.00	
Expenses					
6150	Debt Service Expense	0.00	147,875.42	131,522.00	112.43%
6945	Debt Service Interest	0.00	68,275.00	84,628.00	80.68%
6598	Unappropriated Ending Fund Bal	0.00	0.00	220,273.00	0.00%
Expenses		\$0.00	\$216,150.42	\$436,423.00	
Revenue Less Expenditures		\$807.02	(\$6,925.17)	\$0.00	
Net Change in Fund Balance		\$807.02	(\$6,925.17)	\$0.00	
Fund Balances					
	Beginning Fund Balance	298,362.13	306,094.32	0.00	0.00%
	Net Change in Fund Balance	807.02	(6,925.17)	0.00	0.00%
	Ending Fund Balance	299,169.15	299,169.15	0.00	0.00%

Report Options

Fund: Water Debt Service
 Period: 5/1/2025 to 5/31/2025
 Detail Level: Level 1 Accounts
 Display Account Categories: No
 Display Subtotals: No
 Revenue Reporting Method: Actual - Budget
 Expense Reporting Method: Actual - Budget
 Budget: Water Debt Service

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	533,158.00	0.00%
4952	Interest Income	1,777.94	20,324.20	15,995.00	127.07%
4913	Miscellaneous Income	800.00	7,287.93	0.00	0.00%
4940	Security Deposits	631.68	5,871.41	8,000.00	73.39%
4920	Sewer Inspections	616.00	4,620.00	0.00	0.00%
4963	Stormwater	933.27	11,530.76	0.00	0.00%
4960	Users Fees	38,557.36	429,826.38	404,330.00	106.31%
Revenue		\$43,316.25	\$479,460.68	\$961,483.00	
Gross Profit		\$43,316.25	\$479,460.68	\$961,483.00	
Expenses					
Requirements					
6124	Accounting Clerk	1,678.20	11,683.19	13,000.00	89.87%
6325	Ads & Printing	0.00	0.00	206.00	0.00%
6300	Attorney/Legal Fees	0.00	293.37	1,548.00	18.95%
6301	Audit Fees	0.00	7,666.66	5,676.00	135.07%
6326	Chemicals	289.98	1,037.33	2,064.00	50.26%
6101	City Administrator	0.00	21,777.52	22,000.00	98.99%
6102	City Clerk	1,501.92	12,015.54	12,498.00	96.14%
6123	City Recorder	1,628.40	12,990.58	14,114.00	92.04%
6227	Collection System	1,240.93	25,038.36	40,000.00	62.60%
6306	Contract Services	2,296.47	41,992.20	30,960.00	135.63%
6427	Deposit Refund	0.00	653.07	1,016.00	64.28%
6981	Disinfection	14,675.00	19,472.00	189,608.00	10.27%
6305	Dues, Travel, Training	0.00	1,911.45	4,128.00	46.30%
6334	Emergency Services	193.86	1,193.86	5,160.00	23.14%
6119	Facilities Manager	3,193.83	25,364.09	28,606.00	88.67%
6231	I & I, TV Insp & Cleaning	0.00	1,052.00	10,320.00	10.19%
6202	Liability Insurance	0.00	14,296.30	12,384.00	115.44%
6203	Misc. Tools	0.00	699.27	1,342.00	52.11%
6252	Miscellaneous Expense	30.74	530.82	516.00	102.87%
6230	Office Equip/Maint/Supplies	0.00	243.37	774.00	31.44%
6328	Office Supplies	150.89	670.10	516.00	129.86%
6200	Operations & Maint	2,850.95	26,975.21	40,000.00	67.44%
6115	Overtime	93.86	4,093.14	2,000.00	204.66%
6118	Pager Pay	336.00	2,708.25	3,000.00	90.28%
6120	Payroll Expense	9,966.49	99,129.13	115,099.00	86.13%
6204	Permits	107.12	3,796.12	5,160.00	73.57%
6121	Plant Operator	3,379.33	27,039.66	29,285.00	92.33%
6329	Postage	171.81	1,654.81	2,580.00	64.14%
6795	Reserve for Contingencies	0.00	0.00	191,425.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	13,500.00	13,500.00	100.00%
6208	Safety Equipment & Supplies	0.00	2,074.04	2,064.00	100.49%
6417	Sludge Hauling	0.00	3,882.00	7,224.00	53.74%
6525	Transfer Out (PW Reserve)	0.00	12,500.00	12,500.00	100.00%
6946	Transfer Out (Stormwater)	0.00	12,000.00	12,000.00	100.00%
6210	Utilities	2,814.99	25,539.91	35,088.00	72.79%
6422	Utility Truck Purchase	0.00	60,500.00	60,000.00	100.83%
6109	Utility Worker I	1,506.96	11,007.69	13,834.00	79.57%

Sewer Fund

Statement of Revenue and Expenditures

		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Account Number					
6108	Utility Worker II	1,745.28	13,890.90	15,127.00	91.83%
6027	Vehicle Maintenance	0.00	4,831.73	3,096.00	156.06%
Other Expense					
6201	Lab Equipment	0.00	0.00	2,064.00	0.00%
Expenses		\$49,853.01	\$525,703.67	\$961,482.00	
Revenue Less Expenditures		(\$6,536.76)	(\$46,242.99)	\$1.00	
Net Change in Fund Balance		(\$6,536.76)	(\$46,242.99)	\$1.00	

Fund Balances

Beginning Fund Balance	488,075.45	527,781.68	0.00	0.00%
Net Change in Fund Balance	(6,536.76)	(46,242.99)	1.00	0.00%
Ending Fund Balance	481,538.69	481,538.69	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	64,261.00	0.00%
4952	Interest Income	123.58	1,412.69	2,570.00	54.97%
	Revenue	\$123.58	\$1,412.69	\$66,831.00	
	Gross Profit	\$123.58	\$1,412.69	\$66,831.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	51,831.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$66,831.00	
	Revenue Less Expenditures	\$123.58	\$1,412.69	\$0.00	
	Net Change in Fund Balance	\$123.58	\$1,412.69	\$0.00	
Fund Balances					
	Beginning Fund Balance	67,050.44	65,761.33	0.00	0.00%
	Net Change in Fund Balance	123.58	1,412.69	0.00	0.00%
	Ending Fund Balance	67,174.02	67,174.02	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	354,879.00	0.00%
4952	Interest Income	895.97	10,242.13	10,646.00	96.21%
4792	System Development Charges	16,988.00	127,410.00	119,003.00	107.06%
	Revenue	\$17,883.97	\$137,652.13	\$484,528.00	
	Gross Profit	\$17,883.97	\$137,652.13	\$484,528.00	
Expenses					
6981	Disinfection	0.00	1,199.25	47,402.00	2.53%
6795	Reserve for Contingencies	0.00	0.00	437,126.00	0.00%
	Expenses	\$0.00	\$1,199.25	\$484,528.00	
	Revenue Less Expenditures	\$17,883.97	\$136,452.88	\$0.00	
	Net Change in Fund Balance	\$17,883.97	\$136,452.88	\$0.00	
Fund Balances					
	Beginning Fund Balance	562,008.99	443,440.08	0.00	0.00%
	Net Change in Fund Balance	17,883.97	136,452.88	0.00	0.00%
	Ending Fund Balance	579,892.96	579,892.96	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	63,904.00	0.00%
4952	Interest Income	199.38	2,279.16	1,917.00	118.89%
4960	Users Fees	0.00	42,059.81	42,000.00	100.14%
	Revenue	\$199.38	\$44,338.97	\$107,821.00	
	Gross Profit	\$199.38	\$44,338.97	\$107,821.00	
Expenses					
Requirements					
6150	Debt Service Expense	0.00	35,800.00	30,000.00	119.33%
6945	Debt Service Interest	9,290.63	19,281.26	24,181.00	79.74%
6795	Reserve for Contingencies	0.00	0.00	53,640.00	0.00%
	Expenses	\$9,290.63	\$55,081.26	\$107,821.00	
	Revenue Less Expenditures	(\$9,091.25)	(\$10,742.29)	\$0.00	
	Net Change in Fund Balance	(\$9,091.25)	(\$10,742.29)	\$0.00	
Fund Balances					
	Beginning Fund Balance	55,086.95	56,737.99	0.00	0.00%
	Net Change in Fund Balance	(9,091.25)	(10,742.29)	0.00	0.00%
	Ending Fund Balance	45,995.70	45,995.70	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	127,323.00	0.00%
4952	Interest Income	422.43	4,828.91	3,820.00	126.41%
4292	Recology Franchise Fees	314.07	5,508.04	4,900.00	112.41%
4290	State Gas Tax Revenue	7,799.82	90,489.63	92,400.00	97.93%
Revenue		\$8,536.32	\$100,826.58	\$228,443.00	
Gross Profit		\$8,536.32	\$100,826.58	\$228,443.00	
Expenses					
Requirements					
6101	City Administrator	0.00	10,888.81	11,000.00	98.99%
6123	City Recorder	130.26	1,039.17	1,129.00	92.04%
6306	Contract Services	0.00	8,373.75	15,480.00	54.09%
6982	East Main Street	0.00	26,498.29	45,895.00	57.74%
6221	Equipment/Maintenance	0.00	610.29	2,064.00	29.57%
6119	Facilities Manager	1,680.96	13,349.50	15,257.00	87.50%
6236	Footpaths/Bikepaths	0.00	695.89	5,160.00	13.49%
6200	Operations & Maint	397.64	17,955.42	20,640.00	86.99%
6120	Payroll Expense	2,587.42	29,958.14	32,660.00	91.73%
6121	Plant Operator	750.96	6,008.81	6,508.00	92.33%
6795	Reserve for Contingencies	0.00	0.00	4,378.00	0.00%
6229	Street Lights	1,861.48	18,141.27	17,338.00	104.63%
6222	Street Maintenance	45.44	27,144.48	41,280.00	65.76%
6109	Utility Worker I	502.32	3,669.24	4,611.00	79.58%
6108	Utility Worker II	581.76	4,630.30	5,042.00	91.83%
Expenses		\$8,538.24	\$168,963.36	\$228,442.00	
Revenue Less Expenditures		(\$1.92)	(\$68,136.78)	\$1.00	
Net Change in Fund Balance		(\$1.92)	(\$68,136.78)	\$1.00	
Fund Balances					
	Beginning Fund Balance	1,737.22	69,872.08	0.00	0.00%
	Net Change in Fund Balance	(1.92)	(68,136.78)	1.00	0.00%
	Ending Fund Balance	1,735.30	1,735.30	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	157,157.00	0.00%
4952	Interest Income	415.30	4,747.47	6,286.00	75.52%
4792	System Development Charges	9,384.00	91,676.00	61,148.00	149.92%
	Revenue	\$9,799.30	\$96,423.47	\$224,591.00	
	Gross Profit	\$9,799.30	\$96,423.47	\$224,591.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	178,696.00	0.00%
6416	System Development	0.00	10,026.36	45,895.00	21.85%
	Expenses	\$0.00	\$10,026.36	\$224,591.00	
	Revenue Less Expenditures	\$9,799.30	\$86,397.11	\$0.00	
	Net Change in Fund Balance	\$9,799.30	\$86,397.11	\$0.00	
Fund Balances					
	Beginning Fund Balance	247,537.77	170,939.96	0.00	0.00%
	Net Change in Fund Balance	9,799.30	86,397.11	0.00	0.00%
	Ending Fund Balance	257,337.07	257,337.07	0.00	0.00%

Sidewalk Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	28,116.00	0.00%
4952	Interest Income	53.55	612.15	843.00	72.62%
4940	Security Deposits	0.00	1,660.00	0.00	0.00%
Revenue		\$53.55	\$2,272.15	\$28,959.00	
Gross Profit		\$53.55	\$2,272.15	\$28,959.00	
Expenses					
6499	Capital Reserve	0.00	0.00	3,459.00	0.00%
6427	Deposit Refund	0.00	0.00	500.00	0.00%
6423	Sidewalk Installation	0.00	28,272.00	25,000.00	113.09%
Expenses		\$0.00	\$28,272.00	\$28,959.00	
Revenue Less Expenditures		\$53.55	(\$25,999.85)	\$0.00	
Net Change in Fund Balance		\$53.55	(\$25,999.85)	\$0.00	
Fund Balances					
Beginning Fund Balance		(11,090.67)	14,962.73	0.00	0.00%
Net Change in Fund Balance		53.55	(25,999.85)	0.00	0.00%
Ending Fund Balance		(11,037.12)	(11,037.12)	0.00	0.00%

Building Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	28,537.00	0.00%
4931	Building Permits - Structural	0.00	575.00	0.00	0.00%
4939	Code Compliance Fees	521.18	3,271.18	500.00	654.24%
4938	County Building Services	0.00	6,723.68	4,000.00	168.09%
4952	Interest Income	62.67	716.43	856.00	83.70%
Revenue		\$583.85	\$11,286.29	\$33,893.00	
Gross Profit		\$583.85	\$11,286.29	\$33,893.00	
Expenses					
Requirements					
6124	Accounting Clerk	335.64	2,336.65	2,600.00	89.87%
6101	City Administrator	0.00	5,444.38	5,500.00	98.99%
6123	City Recorder	325.68	2,598.13	2,823.00	92.03%
6119	Facilities Manager	336.18	2,669.83	3,814.00	70.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	822.34	9,798.94	11,053.00	88.65%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	7,953.00	0.00%
Expenses		\$1,819.84	\$22,847.93	\$33,893.00	
Revenue Less Expenditures		(\$1,235.99)	(\$11,561.64)	\$0.00	
Net Change in Fund Balance		(\$1,235.99)	(\$11,561.64)	\$0.00	
Fund Balances					
	Beginning Fund Balance	20,247.00	30,572.65	0.00	0.00%
	Net Change in Fund Balance	(1,235.99)	(11,561.64)	0.00	0.00%
	Ending Fund Balance	19,011.01	19,011.01	0.00	0.00%

Economic Development Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	151,301.00	0.00%
4952	Interest Income	289.28	3,306.89	4,539.00	72.86%
4970	Loan Payments	0.00	0.00	600.00	0.00%
	Revenue	\$289.28	\$3,306.89	\$156,440.00	
	Gross Profit	\$289.28	\$3,306.89	\$156,440.00	
Expenses					
6124	Accounting Clerk	671.28	4,673.28	5,200.00	89.87%
6313	Administrative Costs	0.00	32.20	250.00	12.88%
6300	Attorney/Legal Fees	0.00	293.37	1,000.00	29.34%
6101	City Administrator	0.00	10,888.81	11,000.00	98.99%
6123	City Recorder	651.36	5,196.23	5,646.00	92.03%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	1,214.71	15,625.46	16,384.00	95.37%
6795	Reserve for Contingencies	0.00	0.00	96,910.00	0.00%
	Expenses	\$2,537.35	\$36,709.35	\$156,440.00	
	Revenue Less Expenditures	(\$2,248.07)	(\$33,402.46)	\$0.00	
	Net Change in Fund Balance	(\$2,248.07)	(\$33,402.46)	\$0.00	
Fund Balances					
	Beginning Fund Balance	122,756.35	153,910.74	0.00	0.00%
	Net Change in Fund Balance	(2,248.07)	(33,402.46)	0.00	0.00%
	Ending Fund Balance	120,508.28	120,508.28	0.00	0.00%

Admin Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	74.71	853.99	0.00	0.00%
4921	Municipal Court Equip Assmt	38.00	640.00	900.00	71.11%
4980	Transfer In - Gen Fund	0.00	12,500.00	12,500.00	100.00%
4982	Transfer In - Sewer Fund	0.00	13,500.00	13,500.00	100.00%
4981	Transfer In - Water Fund	0.00	13,500.00	13,500.00	100.00%
Revenue		\$112.71	\$40,993.99	\$40,400.00	
Gross Profit		\$112.71	\$40,993.99	\$40,400.00	
Expenses					
6403	Copy/Postal/Computing	300.69	2,424.69	4,000.00	60.62%
6414	Software	0.00	3,710.76	5,000.00	74.22%
6408	Support Services	99.00	2,221.00	16,400.00	13.54%
6437	Water Billing Software	0.00	14,475.00	15,000.00	96.50%
Expenses		\$399.69	\$22,831.45	\$40,400.00	
Revenue Less Expenditures		(\$286.98)	\$18,162.54	\$0.00	
Net Change in Fund Balance		(\$286.98)	\$18,162.54	\$0.00	
Fund Balances					
Beginning Fund Balance		42,709.10	24,259.58	0.00	0.00%
Net Change in Fund Balance		(286.98)	18,162.54	0.00	0.00%
Ending Fund Balance		42,422.12	42,422.12	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	2,249.00	0.00%
4952	Interest Income	50.51	577.41	67.00	861.81%
4982	Transfer In - Sewer Fund	0.00	12,500.00	12,500.00	100.00%
4981	Transfer In - Water Fund	0.00	12,500.00	12,500.00	100.00%
Revenue		\$50.51	\$25,577.41	\$27,316.00	
Gross Profit		\$50.51	\$25,577.41	\$27,316.00	
Expenses					
6415	Lab/Office	515.10	10,778.41	10,000.00	107.78%
6795	Reserve for Contingencies	0.00	0.00	12,826.00	0.00%
6433	Security Cameras	0.00	4,490.00	4,490.00	100.00%
Expenses		\$515.10	\$15,268.41	\$27,316.00	
Revenue Less Expenditures		(\$464.59)	\$10,309.00	\$0.00	
Net Change in Fund Balance		(\$464.59)	\$10,309.00	\$0.00	
Fund Balances					
	Beginning Fund Balance	38,088.68	27,315.09	0.00	0.00%
	Net Change in Fund Balance	(464.59)	10,309.00	0.00	0.00%
	Ending Fund Balance	37,624.09	37,624.09	0.00	0.00%

Report Options

Fund: Public Works Reserve Fund

Period: 5/1/2025 to 5/31/2025

Detail Level: Level 1 Accounts

Display Account Categories: No

Display Subtotals: No

Revenue Reporting Method: Actual - Budget

Expense Reporting Method: Actual - Budget

Budget: Public Works Reserve

Park SDC
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	469,704.00	0.00%
4952	Interest Income	1,069.91	12,230.55	14,091.00	86.80%
4792	System Development Charges	14,708.00	89,014.00	94,800.00	93.90%
	Revenue	\$15,777.91	\$101,244.55	\$578,595.00	
	Gross Profit	\$15,777.91	\$101,244.55	\$578,595.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	478,595.00	0.00%
6741	System Improvements	0.00	0.00	100,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$578,595.00	
	Revenue Less Expenditures	\$15,777.91	\$101,244.55	\$0.00	
	Net Change in Fund Balance	\$15,777.91	\$101,244.55	\$0.00	
Fund Balances					
	Beginning Fund Balance	644,889.36	559,422.72	0.00	0.00%
	Net Change in Fund Balance	15,777.91	101,244.55	0.00	0.00%
	Ending Fund Balance	660,667.27	660,667.27	0.00	0.00%

Park Equipment Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	6,604.00	0.00%
4952	Interest Income	26.45	302.33	198.00	152.69%
4984	Transfer in - Parks	0.00	7,500.00	7,500.00	100.00%
	Revenue	\$26.45	\$7,802.33	\$14,302.00	
	Gross Profit	\$26.45	\$7,802.33	\$14,302.00	
Expenses					
6420	Beulah Park Improvements	0.00	3,160.00	3,160.00	100.00%
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	8,142.00	0.00%
	Expenses	\$0.00	\$3,160.00	\$14,302.00	
	Revenue Less Expenditures	\$26.45	\$4,642.33	\$0.00	
	Net Change in Fund Balance	\$26.45	\$4,642.33	\$0.00	
Fund Balances					
	Beginning Fund Balance	18,999.74	14,383.86	0.00	0.00%
	Net Change in Fund Balance	26.45	4,642.33	0.00	0.00%
	Ending Fund Balance	19,026.19	19,026.19	0.00	0.00%

Stormwater

Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4952	Interest Income	22.19	253.67	200.00	126.84%
4982	Transfer In - Sewer Fund	0.00	12,000.00	12,000.00	100.00%
	Revenue	\$22.19	\$12,253.67	\$12,200.00	
	Gross Profit	\$22.19	\$12,253.67	\$12,200.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	12,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$12,000.00	
	Revenue Less Expenditures	\$22.19	\$12,253.67	\$200.00	
	Net Change in Fund Balance	\$22.19	\$12,253.67	\$200.00	
Fund Balances					
	Beginning Fund Balance	12,231.48	0.00	0.00	0.00%
	Net Change in Fund Balance	22.19	12,253.67	200.00	0.00%
	Ending Fund Balance	12,253.67	12,253.67	0.00	0.00%

Stormwater SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	118,745.00	0.00%
4952	Interest Income	319.42	3,651.38	3,562.00	102.51%
4792	System Development Charges	7,824.00	58,680.00	50,430.00	116.36%
	Revenue	\$8,143.42	\$62,331.38	\$172,737.00	
	Gross Profit	\$8,143.42	\$62,331.38	\$172,737.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	172,737.00	0.00%
	Expenses	\$0.00	\$0.00	\$172,737.00	
	Revenue Less Expenditures	\$8,143.42	\$62,331.38	\$0.00	
	Net Change in Fund Balance	\$8,143.42	\$62,331.38	\$0.00	
Fund Balances					
	Beginning Fund Balance	215,936.61	161,748.65	0.00	0.00%
	Net Change in Fund Balance	8,143.42	62,331.38	0.00	0.00%
	Ending Fund Balance	224,080.03	224,080.03	0.00	0.00%

Police Vehicle Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	45,645.00	0.00%
4952	Interest Income	119.30	1,363.72	1,369.00	99.61%
4926	Vehicle Replacement Assmt	190.00	3,176.25	4,500.00	70.58%
	Revenue	\$309.30	\$4,539.97	\$51,514.00	
	Gross Profit	\$309.30	\$4,539.97	\$51,514.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	51,514.00	0.00%
	Expenses	\$0.00	\$0.00	\$51,514.00	
	Revenue Less Expenditures	\$309.30	\$4,539.97	\$0.00	
	Net Change in Fund Balance	\$309.30	\$4,539.97	\$0.00	
Fund Balances					
	Beginning Fund Balance	69,618.80	65,388.13	0.00	0.00%
	Net Change in Fund Balance	309.30	4,539.97	0.00	0.00%
	Ending Fund Balance	69,928.10	69,928.10	0.00	0.00%

City Hall Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period May 2025 May 2025 Actual	Year-To-Date Jul 2024 May 2025 Actual	Annual Budget Jul 2024 Jun 2025	Jul 2024 Jun 2025 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	15,472.00	0.00%
4952	Interest Income	29.47	336.89	464.00	72.61%
	Revenue	\$29.47	\$336.89	\$15,936.00	
	Gross Profit	\$29.47	\$336.89	\$15,936.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	15,936.00	0.00%
	Expenses	\$0.00	\$0.00	\$15,936.00	
	Revenue Less Expenditures	\$29.47	\$336.89	\$0.00	
	Net Change in Fund Balance	\$29.47	\$336.89	\$0.00	
Fund Balances					
	Beginning Fund Balance	16,143.90	15,836.48	0.00	0.00%
	Net Change in Fund Balance	29.47	336.89	0.00	0.00%
	Ending Fund Balance	16,173.37	16,173.37	0.00	0.00%



CITY COUNCIL/PLANNING COMMISSION WORKSESSION MINUTES

The City Council and Planning Commission joint work session on April 9, 2025, focused on updates to the comprehensive plan and code, funded by DLCD grants. Key points included the need for clear and objective standards, updates to zoning regulations, and the introduction of new housing types like duplexes and accessory dwelling units (ADUs). The central business district will see changes to allow mixed-use development, while parking and loading zones will be reevaluated. The process for amending zoning regulations was also discussed, emphasizing the importance of public input and clear standards. The next steps involve Planning Commission and City Council hearings in May and June.

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 4:47 p.m.

ROLL CALL

Council Present, In-Person: Mayor Shea Corrigan
Councilors: Tim Askey, Kim Kind, Patty Pairan

Planning Commission Present, In-Person: Chairman Shawn Freiling
Commissioners: Ken Moore, Lyn Carl

Staff Present, In-Person: City Administrator, Shelley Reimer:
Curt Fisher, City Planner; Angie Fowler, City Recorder

Consultants: Steve Faust, 3J Consulting, Doug Rux, Rux Group

II. PRESENTATIONS

Project Overview and Initial Steps

- The project began with audits of the Comprehensive Plan and code in late spring/early summer 2024.
- A buildable land inventory was created to describe the land supply for future development.
- A Citizens Advisory Committee (CAC) was formed to provide input and focus on the project.

Comprehensive Plan and Code Audits

- The project is funded by grants from the Oregon Department of Land Conservation and Development, with a deadline of mid-June.



- The code updates focus on aligning land use regulations with the city's economic vision for the central business district.
- The project aims to facilitate housing production, affordability, and choice, complying with state rules and statutes.
- The CAC met four times to focus on the project and ensure it stays within the scope and timeline.

Comprehensive Plan Changes and Updates

- The Comprehensive Plan maps were updated to reflect current information, including zoning designations, riparian streams, and wetlands.
- The water system plan was updated to include a long-term sustainable water source, as identified by the CAC.
- The comprehensive plan now includes high-level descriptions of zone designations to support code changes.
- Goals and policies were modified to support the central business district and housing development.

Code Changes and Review Process

- Doug Rux explains the code audit process, identifying definitions and statutory provisions that needed updating.
- The review process was updated to include type one through four reviews, with clear and objective standards for administrative decisions.
- Type two reviews include public notice and written comments, while type three and four reviews go to the Planning Commission for a public hearing.
- The new review process aims to streamline the review process and align with modern standards.

Residential Code Changes

- Duplexes are now allowed in all residential zones, complying with state law.
- Accessory dwelling units (ADUs) are allowed in zones where single-family dwellings are allowed, with specific standards for size and design.
- Building height is measured using the Oregon Structural Specialty Code, allowing structures up to 45 feet in height.
- Manufactured housing and mobile homes are treated the same, with clear and objective standards for compliance.



Downtown Code Changes

- The central business district will not permit drive-in uses, old motels, or single-family residential dwellings.
- Industrial uses are limited to wineries, breweries, and distilleries, with specific requirements for retail sales and production areas.
- Public facilities zones are clarified to allow only specific uses, such as city halls and parks.
- Home occupations are allowed in mixed-use buildings, with specific standards for compatibility with the primary use.

Parking and Loading Requirements

- Parking stalls are reduced to 9 feet wide by 18.5 feet long for off-street parking.
- On-street parking dimensions are typically 8 feet wide by 20 feet long, with coordination needed with ODOT for state highways.
- Loading zones in the central business district can be located in the public right of way, with specific signage requirements.
- The number of parking spaces is not capped, allowing the market to respond to demand.

**III. FINAL
COMMENTS/NEXT
STEPS**

- The Planning Commission hearing is scheduled for May 19, with a City Council hearing on June 11.
- The final draft of the code and comprehensive plan updates will be presented to the Planning Commission for approval.
- Curt will be responsible for submitting updates to the DLCD and entering updates into the PAPA system after the planning commission meeting.
- The process for amending zoning regulations and development standards is outlined, including public input and review by the Planning Commission and City Council.
- The grant has a deadline of mid-June, which is the end of DLCD fiscal biennium.

IV. ADJOURNMENT

The meeting adjourned at 6:09 p.m.



City of Yamhill
A small taste of Oregon

LOCATION: Council Chambers

DATE: April 9, 2025

TIME: 4:45 p.m.

Respectfully Submitted and Approved.

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler, City Recorder



CITY COUNCIL MEETING MINUTES

The council considered increasing SDC fees by 4.5% and the police service fee by \$1.20, aiming to bring it to \$6.20. They tabled the decision on the parks service fee ordinance until the budget is finalized. The council also addressed two vacancies on the Planning Commission, considering allowing two outsiders but opting to table the decision until the next meeting. They discussed the possibility of creating a Tourism Committee or a tourism advocate on the Economic Development Committee and added a review of the EDC membership to next month's agenda.

I. CALL TO ORDER Mayor Corrigan called the meeting to order at 6:30 p.m.

ROLL CALL

Present, In-Person: Mayor Shea Corrigan

Councilors: Tim Askey, Kim Kind, Chris Featherston, Patty Pairan

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

Staff Present, Virtually: Kara Corrigan, Financial Manager (For discussion of the financials)

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

III. PUBLIC COMMENT Public Comment was received by:
Bob Davis, YNA, Yamhill, OR
Rocky Losli, Yamhill, OR
Grant Erickson, Yamhill, OR
Amy Brewer, Yamhill, OR

**IV. AGENDA UPDATES
OR ADDITIONS**

The City Recorder added a New Business item B. Discussion of the Police Service Fee, and SDC increases per their ordinance and resolution. And the discussion of a parks service fee ordinance.



V. CONSENT AGENDA

A) Financials

The financial manager updated the council on the monthly financials via phone.

B) Minutes: 4-9-25, 4-15-25, and 4-20-25

A MOTION TO APPROVE THE CONSENT AGENDA

ROLL CALL: Motion introduced by Tim Askey and seconded by Kim Kind

Ayes (5): Featherston, Askey, Corrigan, Kind, Pairan

Nays (0): None

The motion carried.

VI. DEPARTMENT REPORTS

Mayor Corrigan noted, in an effort to save on costs, that the department reports would be moved up on the agenda so that the paid employees could report to the council and leave.

A) Police Department

Chief Greg Graven provided a report to the council and asked if anyone had questions on it that he could answer. There were no questions.

In addition to the report, he noted that from the 19th through the end of the month, including Memorial Day weekend, there is a seat belt safety operation taking place throughout the state.

B) Public Works

Jason Wofford, Facilities Manager, directed the council to his report and asked if there were questions.

In addition to his report, he updated the council on the Small Cities Allotment (SCA) Grant to upgrade East 3rd St walking path/sidewalk. This project would be fully covered through the grants and SDCs. Our portion, coming out of SDCs, would be \$37,300. This project was initially guesstimated at 307 K.

He also noted that Public Works now does backflow testing and that can be scheduled by calling Public Works.



The water plant is bringing in 400 gpm, and outflow is averaging 147 gpm.

C) Administration

The mayor reported on what he has been doing in administration.

He noted that the contract planner expense was unsustainable since the changeover. He contacted our previous city planner and asked if we could work something out to get him back and he agreed.

He updated the council on the ARPA grant reporting that was completed. After two years of non-reporting, we were at risk of having to pay back the grant. He was able to contact Senator Merkley's office and the National League of Cities. With their help, and the help of the staff, they were able to get into the reporting portal and get that taken care of.

We were notified that the grant for the FEMA water storage tanks was put at an "at risk" category due to changes at the federal level. He, John Christianson, the city engineer, and Jason Wofford have a meeting set up with Shannon Briars with the mitigation program to address any concerns and help make sure that grant goes through successfully.

The City Recorder gave a PowerPoint presentation on the administration with updates on Police and Public Works pulled from their reports.

VII. COMMITTEE REPORTS

A) Planning Commission

There were no updates from the Planning Commission. They did not have a meeting last month.

B) Economic Development Committee

Robert Davis, EDC Secretary, updated the council on the EDC's last meeting.

VIII. UNFINISHED BUSINESS

A) Online Water Bill Payments Update

This was covered in the City Administration Report

B) TGM Grant Update



This is the grant that we had applied for previously and were not awarded for the Transportation System Plan (TSP). We will be reapplying this year. The pre-application meeting was rescheduled, we will have more on that later.

C) SDC and Police Service Fee Update Discussion

The council discussed adding all the different fee updates to the Master Fee Schedule and having those fees reviewed in January of each year.

They additionally discussed the two fees that are past due for updating and Voted to increase those per their respective methodologies.

A MOTION TO INCREASE THE SDC FEES BY 4.5% TO GET THEM UP TO DATE AND TO INCREASE THE POLICE SERVICE FEE TO \$6.20/MO. TO GET THAT UP TO DATE BASED ON THE RESOLUTION.

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

Ayes (5): Featherston, Askey, Corrigan, Kind, Pairan

Nays (0): None

The motion carried.

IX. NEW BUSINESS

A) Planning Commission Vacancies Discussion

The council discussed the planning commission vacancies that have not been filled. The position has been posted for 5 months. The staff is asking the council if they would like to consider updating the ordinance to allow two, as opposed to one, applicants from outside of the city limits as they do have interested people that do not reside inside of the city.

The consensus of the council was to keep the ordinance as it is for the time being and reach out to prospective applicants and see if they get any interest.



X. COUNCIL REPORTS

A) Mayor

Mayor Corrigan reported that he had someone reach out to him regarding a tourism committee. This led to the council wishing to review the committee membership guidelines in the EDC at the next meeting.

B) Council

Councilor Pairan updated the council on the request to speak with the school regarding the possibility of a city newsletter made by the school journalism class. Clint Raever let her know that this would have to include Carlton as well, since the school district includes both cities. She is going to reach out to Carlton to see if they are interested.

Councilor Featherston stated that he FFA has some left-over flowers and asked if we were wishing to plant flowers in the downtown area. And questioned if they would get watered. Mayor Corrigan said to reach out to Jason Wofford.

**XI. INFORMATION/
ANNOUNCEMENTS**

A) Budget Hearing Scheduled May 28 at 6 pm

B) Legislative Updates to the Zoning Code and Comprehensive Plan

1) Planning Hearing May 19 at 6:30 pm

2) Council Hearing June 11 at 6:30 pm

C) OLCC Permits for Larson House May 17

D) Reminder to Council: Update Volunteer Hours

E) Accepting Applications for Planning Commission and Economic Development Committee.

XII. ADJOURNMENT

Councilor Featherston made a motion to adjourn the meeting.

The meeting adjourned at 8:33 p.m.

Respectfully Submitted and Approved.

Attest:

Shea Corrigan
Mayor, City of Yamhill

Angela Fowler, City Recorder



City of Yamhill

A small taste of Oregon

RESOLUTION R-838

A RESOLUTION COMPENSATING FOR OMITTED POLICE SERVICE FEE INCREASES AND ESTABLISHING A SCHEDULE FOR REVIEW OF INCREASES IN THE FUTURE.

WHEREAS, Ordinance 532 established a police service fee in May of 2021; and

WHEREAS, Section 5 of the Ordinance established a schedule for automatic annual increases to this fee; and

WHEREAS, Due to staff changes, the annual increases have been omitted since its conception; and

WHEREAS, The calculations of missed increases, based on the methodology in the resolution, come to \$1.20.; and

WHEREAS, The council desires to follow the ordinance, compensate for missed increases, and establish a schedule for when increases will be made.

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

Section 1.

Effective with the next water billing sent out, the police service fee will increase by \$1.20.

Section 2.

The Police Service Fee increases will be applied when the City of Yamhill Schedule of Fees is reviewed, in January of each year.

Section 3.

This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 11th day of June 2025.

Signed:

Shea Corrigan, Mayor

Attest:

Angie Fowler, City Recorder

**PROFESSIONAL SERVICES AGREEMENT
CONSULTING CITY PLANNER SERVICES
BETWEEN
WALTER J. WENDOLOWSKI
AND
THE CITY OF YAMHILL, OREGON**

This AGREEMENT is made and entered into by and between Walter J. Wendolowski, ('CONSULTANT' herein) and City of Yamhill, a political subdivision of the State of Oregon ("CITY" herein).

ARTICLE 1. PURPOSE OF AGREEMENT

The purpose of this AGREEMENT shall be to set forth responsibilities and to clarify the relationship between the CITY and the CONSULTANT. The CONSULTANT shall supply professional services as herein described. In consideration for said services, the CITY shall pay the CONSULTANT such monies, and in such manner, as herein described.

ARTICLE 2. WHOLE AGREEMENT SUPERSEDING ANY PRIOR AGREEMENTS

This AGREEMENT is the complete and exclusive statement of the AGREEMENT between the parties relevant to the purpose described above and supersedes all prior agreements or proposals, oral or written, and all other communication between the parties regarding this AGREEMENT. No modification of this AGREEMENT will be binding on either party except as a written addendum, signed by an authorized agent of each party.

ARTICLE 3. NONDISCRIMINATION

No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by or resulting from this AGREEMENT on the grounds of sex, race, color, creed, marital status, age, or national origin. Any violation of this provision shall be considered a material violation of this AGREEMENT and shall be grounds for cancellation, termination, or suspension in whole or in part by the CITY.

ARTICLE 4. DUTIES AND RESPONSIBILITIES OF THE PARTIES

The parties shall perform services as described below:

- A. CONSULTANT Responsibilities
 1. CONSULTANT shall serve as the contract City Planner of the City of Yamhill.
 2. CONSULTANT shall perform the work as outlined in the attached Exhibit A.
- B. CITY Responsibilities
 1. CITY agrees to pay \$90 per hour for these services. This rate will be used for the length of the contract. The CONSULTANT may propose adjusting the rate effective July 1, 2026, and in subsequent fiscal years. The CITY will be notified of any proposed rate change by April 1 of each year so, if approved, the adjustment can be reflected in the Manager's proposed budget for the ensuing fiscal year.

2. The CONSULTANT will not invoice the CITY for normal day-to-day office expenses and printing, for travel expenses including mileage, and for long-distance telephone charges.
3. THE CONSULTANT may charge for lodging and necessary meals, other major out-of-pocket expenses, only if part of a CITY project and if approved in advance by the CITY.
4. CITY shall review, process, and pay CONSULTANT's invoice within 30 days of receipt.
5. CITY shall designate a key contact person, and one or more secondary contact persons to be used when the primary contact is not available, through which all requests for services will come and with whom the activities of the CONSULTANT will be coordinated.

ARTICLE 5. STANDARD OF SERVICES AND WARRANTY

The CONSULTANT agrees to perform his services with that standard of care, skill, and diligence normally provided by a professional individual in the performance of similar services. The CONSULTANT warrants that the recommendations, guidance, and performance of any person assigned under this AGREEMENT shall be in accordance with the professional standards and requirements of this AGREEMENT.

ARTICLE 6. INDEPENDENT AGENT

The CONSULTANT shall be an "independent agent." All persons employed to furnish services hereunder are employees of the CONSULTANT and not of the CITY. Further, the CITY shall not be liable for any of the CONSULTANT'S acts or omissions performed under this or other agreements to which the CONSULTANT is a party.

ARTICLE 7. INDEMNIFICATION

- A. The CONSULTANT shall save harmless and indemnify the CITY, its City Councilors, employees, and agents for all claims, damages, losses, and expenses, including but not limited to reasonable attorney's fees arising out of or resulting from negligent performance or of failure to perform the obligations of the AGREEMENT.
- B. The CITY, its City Councilors, employees, and agents shall save harmless, indemnify, and defend the CONSULTANT for any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from actions by the City Council, Planning Commission, or Staff which are appealed or challenged in the Judicial system.

ARTICLE 8. NON-ASSIGNMENT

No portion of nor any interest in this AGREEMENT may be assigned to a third party without the express and prior approval of the CITY. It is understood and agreed that the CONSULTANT may subcontract portions of the scope of work to qualified subcontractors working under the direct supervision of the CONSULTANT.

ARTICLE 9. CONSULTANT EMPLOYEES AND SUBCONTRACTORS

- A. Payment for Labor or Material - CONSULTANT shall make payment promptly, as due, to all persons supplying to CONSULTANT labor or material for the prosecution of the work provided for in this contract. (ORS 279.312)
- B. Contributions to the Industrial Accident Fund - CONSULTANT shall pay all contributions or amounts due to the Industrial Accident Fund from CONSULTANT incurred in the performance of this contract and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279.312)
- C. Income Tax Withholding- CONSULTANT shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- D. Payment of Claims by the City- If CONSULTANT fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to CONSULTANT or a subcontractor by any person in connection with this contract as the claim becomes due, the City may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to CONSULTANT pursuant to this contract. The City's payment of a claim under this Paragraph shall not relieve CONSULTANT or consultant's surety, if any, from responsibility for those claims. (ORS 279.314)
- E. Workers Compensation - CONSULTANT is a subject employer that will comply with ORS 656.017. CONSULTANT warrants that all persons engaged in contract work and subject to the Oregon workers compensation law are covered by a workers compensation plan or insurance policy that fully complies with Oregon law. CONSULTANT shall indemnify the City for any liability incurred by the City as a result of CONSULTANT'S breach of the warranty under this Paragraph. (ORS 279.320)

ARTICLE 10. CHANGES

Any change in the terms of this agreement will require written approval by both the CITY and CONSULTANT.

ARTICLE 11. OWNERSHIP OF WORK PRODUCT

All work products of the CONSULTANT which result from this AGREEMENT are the exclusive property of the CITY and may be used by the CONSULTANT in related projects..

ARTICLE 12. TERMINATION OF AGREEMENT

This AGREEMENT may be terminated under either of the following conditions:

- A. With written mutual agreement of both parties. Termination under this provision may be immediate. The CITY will pay CONSULTANT for all fees and expenses incurred through the date of termination.

- B. With 30 days' notice with written notice of termination by one party. The CITY will pay CONSULTANT for all fees and expenses incurred through the date of termination.

ARTICLE 13. SURVIVAL

The terms, conditions, representations, and all warranties contained in this AGREEMENT shall survive the termination or expiration of this AGREEMENT.

The CONSULTANT and the CITY hereby agree to all provisions of this AGREEMENT.

FOR THE CONSULTANT:

Walter Wendolowski

May 21, 2025

Signature

Date

Walter J. Wendolowski

Planning Consultant

Printed Name

Title

FOR THE CITY:

Signature

Date

Printed Name

Title

EXHIBIT A
SCOPE OF SERVICES

- A. Current Planning Services - Managing all planning and related applications including helping the staff to process the application and hearing preparations, development of staff reports and recommendations, presentations at public hearings advising the Planning Commission and City Council, follow-up with appropriate orders and ordinances. Working with citizens and staff with planning related questions.
- B. Long Range Planning Projects - Preparations of reports, studies, codes, and plans as needed and requested by the City. Assist with logistics, schedule, and specific re-equipments such as noticing.
- C. Consultation and Advocacy - Assisting the Staff, Commission, and Council on general planning issues. Representing the City with state and county and other agency officials relative to planning issues. Provide other professional services including organizational development, training, facilitation, and general consultation as requested.



MEMORANDUM

TO: Board of Directors
Mid-Willamette Valley Council of Governments

DATE: December 3, 2024

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: Resolution No. 2024-08 Establishing Rates for Services for FY 2025-26

ISSUE

Should the Mid-Willamette Valley Council of Governments (COG) Board of Directors adopt the attached resolution establishing rates for fee-for-service programs FY 2025-26?

BACKGROUND

The COG, as an intergovernmental entity formed by agreement pursuant to ORS Chapter 190, has the authority to enter into intergovernmental agreements for the delivery of services to its member governments. The COG presently offers a host of fee-for-service programs on a contractual basis with its member governments, including, but not limited to, land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services.

As part of the budget setting process, the Board adopts a rate schedule annually that sets out the fees that the COG charges for services provided to member and non-member governments.

RECOMMENDATION

The Board adopt Resolution No. 2024-08 establishing rates for fee-for-service programs FY 2025-26.

DISCUSSION

The following discussion summarizes the analysis that staff used to arrive at the rates on the attached resolution to include:

- Any relevant historical context for the program or service and its associated rates;
- The assumptions and methodology staff used to arrive at the recommended rate;

- Where applicable, how the recommended rate compares with private sector rates for similar work; and
- Whether the proposed rate will generate revenue in excess of expenses, only recover costs, or result in a program loss (and if so, why that is advisable).

Member Services Rates

Recruiting Services. The rates set forth in the attached resolution are based on an analysis that averages the number of hours spent on this service over a five-year period and tiered by entity size. The rates are well below that which recruiters charge (which based on recent recruitments in the area are \$25,000 - \$35,000 per recruitment). However, the services conducted by recruiters is markedly different, in that recruiters offer a guarantee and will also actively recruit candidates (whereas the COG's service approximates the role of an internal Human Resources staff - a passive recruitment model). The anticipated net effect of the attached rates is to be both revenue and cost neutral based on a five-year average.

Legal Services. The COG began providing legal services in 2018. The attached resolution contains two rates for attorney services. The first is for General Council Legal Services at \$200 per hour and Hearings Officer services at a rate of \$300 per hour. Both rates are at or below what cities have historically paid for these services. In FY 2023-24 We had a legal subscription service, but we found this model was no profitable and did not break even, so we are not recommending repeating that program.

The COG's cost for providing this service is expected to be \$120 per hour starting July 1, 2025. On a strictly per-hour basis, this model results in a net revenue of \$107 per hour for attorney services. That net revenue goes to pay for the cost of legal services provided to the COG on internal matters. The anticipated net effect of the attached rates is to be revenue and cost neutral, with some potential for a net gain (depending on the degree to which the attorney is used for internal matters).

Strategic Planning / Goal Setting. The COG provides goal setting and strategic planning sessions through a contractor. The attached rates reflect the cost of the contractor. The net effect is to be both revenue and cost neutral.

Miscellaneous Services. The COG will occasionally provide additional member services on a fee for service basis. For example, members will contract with the COG to facilitate amendments to the city Charter, facilitate resolution of conflicts, or perform other studies within the skills and abilities of the Executive Director. The anticipated hourly cost for the Executive Director (including wages and benefits) is \$140. The anticipated hourly cost for administrative support is \$80. Staff recommends a rate of \$154 per hour for the Executive Director and \$88.00 per hour for the Administrative Support, which is the rate that most facilitators charge for similar services. Because the demand for this type of work is intermittent, it is difficult to accurately predict the revenue impact of this rate, but any revenue would be minimal.

Community Development Rates

Land Use Planning. The COG provides land use planning services on a contractual, hourly basis for over twenty (20) jurisdictions throughout the region. The current contracts are set to expire on June 30, 2025.

Contract work includes current planning, special planning projects and long-range planning work, such as updating comprehensive plans, buildable land inventories and UGB expansions, code updates, mapping, etc. and this work is often shared between the local jurisdiction and private sector (if we are not successful in securing grant sources).

The staff recommended rates are intended to recover costs, however, some rates have historically been lower than cost recovery. In these cases, we are raising these rates incrementally 10% this year, and similar increases in following years) to improve recovery over time.

A market rate analysis of other planning services consultants within the region shows that, at the recommended rates, the COG proposed FY24/25 in the mid-range of other planning consultants within the region.

Program attributes that sets the COG apart, in addition to our hourly services contracts, are:

- Direct representation of our local jurisdictions with an assigned planner they can become familiar with and develop firm relationships and understandings;
- Support from the Community Development program as a whole, including support from the Community Development Director, Housing Rehabilitation Specialist, Grant Administrator, and Small Business Loan Program staff; and
- Support from a total of seven (7) Community Development staff rather than a single land use planner providing office hours that can often serve as a siloed resource.

Grants Administration. COG staff also contract with cities and other local governments throughout the year for funding application assistance, administration of public infrastructure grants and loans, and/or income surveys or other tasks needed to ensure continued eligibility for various state and federal funding programs. The recommended rate will achieve full cost recovery for this program area and is well within market rates for similar services.

Housing Rehabilitation. Community Development staff support the Valley Development Initiatives (VDI) housing rehabilitation program and contracted hourly services to support housing rehabilitation program contracts for the cities of Jefferson, Mt. Angel, Scotts Mills, Silverton, and Woodburn who maintain their own housing funds and desire COG assistance with program administration. The recommended rate will achieve full cost recovery for this program area.

Other Economic Development Services. Community Development staff will occasionally provide other economic development services, such as urban renewal planning and other

economic development efforts as requested by member local governments to enhance the region. The recommended rates for these services will achieve full cost recovery for those activities.

Geographic Information Services (GIS) / Transportation Modeling Services Rates

The COG provides various technical GIS services to member governments to include:

- Updates of zoning and comprehensive plan maps as well as other maps needed for local land use planning services;
- Requested services of a local government, such as address mapping, or assistance with Census program participation (e.g. Boundary and Annexation Survey)
- Support to Yamhill County to maintain and update the county's online GIS web application;
- Services for the Salem-Keizer School District to maintain and update data layers, update and create maps of school boundaries, and maintain the district's online GIS web application (the Salem-Keizer School Finder), and other services requested by the district; and
- Mailing list GIS services for ODOT Region 2.

Modeling Services. On an infrequent basis (from two to four times per year), the COG transportation section will get requests for modeling forecasts from private sector companies (or their consultants) for projects associated with a private-sector land use development application. COG only provides this service only for the geographic area inside the SKATS MPO area. The proposed Transportation Modeling services hour charges of \$157/hour is higher than the "break-even" costs of \$110/hour for a Senior Planner- \$100/hour for an Associate Planner. In a typical year, the total amount of hours charge is less than 20 hours. Requests from our local governments within SKATS and ODOT for modeling forecasts and related outputs is not charged to those jurisdictions or ODOT since they provide local or state funds for matching the federal funds provided to the COG for SKATS.

Loan Program Service Rates

The loan program bills the individual loan programs for the time spent to market, underwrite, funding and servicing the loans. The recommended staff rates are expected to achieve full cost recovery when loans are funded. However, because many prospective lending opportunities are not pursued by the business borrowers and their participating lenders, for a variety of reasons beyond the control of the loan program staff, the time spent working on these prospective projects is not billable, so the time and costs are not recovered in instances when a loan does not fund. The costs of those activities are then borne by the carryover in program income from year to year, which derives from other program revenues.

The loan program budget is the aggregate revenues of each revenue source. For example, the SBA 504 program and the Oregon Business Development Fund generates income in excess of costs; the COG revolving loan fund and VDI loan programs fund most, to all of the revenues to

cover expenses and the contract lending services provided two cities and one county is subsidized by the other COG lending activities.

The COG's rates are well below market rates and that of other public sector lenders. A true private sector comparison is problematic because a lender would be reluctant to accept the liability risk and increased insurance costs inherent with a contract for lending services that are not core to the lender's activities. However, for comparison purposes assume the COG's rate for loan officer and program manager to be doubled to match private sector salaries (loan officer and team leader) and add a factor of plus 50% for indirect costs; the loan servicing rates would be increased by an indirect increase of 50%. Public sector comparisons are limited to other Councils of Governments in the State, which either are understaffed, do not have the software capacity, and are unable to provide lending services outside of their area of operations. Typically, these public entities have higher staff rates because of their individual burden rates/indirect costs in comparison to MWVCOG, as per our prior affiliation with jointly operated (three COGs) Certified Development Company.

INTERGOVERNMENTAL AGREEMENT
Between
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
And
CITY OF YAMHILL

1. PARTIES TO AGREEMENT

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

2. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which COG will provide services as described on the Local Service Plan to MEMBER.

3. TERM

This Agreement shall be effective for the period of time from July 1, 2025, through and until June 30, 2026, unless sooner terminated or extended as provided herein.

4. METHOD OF PAYMENT AND PAYMENT SCHEDULE

- 4.1 COG agrees to submit written invoices for services to the billing contact person identified in the signature block below.
- 4.2 COG shall submit invoices for services according to the current COG "Schedule of Fees for Services."
- 4.3 MEMBER agrees to pay for services at the rates set forth in the most current COG Schedule of Fee for Services resolution schedule, including, as applicable, hourly staff rates, flat rates, indirect rate (if applicable), and mileage at the IRS mileage rate for travel related to providing said services.
- 4.4 MEMBER agrees to make payment to COG within 30 days of receipt of invoices from COG.

5. ACCESS TO RECORDS

Both parties shall maintain all records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document both parties' performance hereunder. Parties acknowledge and agree that the Oregon Secretary of State's Office, the Federal Government, and their

duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts, and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of six (6) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

6. COMPLIANCE WITH APPLICABLE LAWS

Each party agrees to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the provision of services under this Agreement, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

7. AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Any amendments shall be in writing and signed by duly authorized representatives of both parties.

8. SUSPENSION OR TERMINATION

- 8.1 This Agreement may be extended by written agreement of the parties signed by the representatives authorized to execute this agreement.
- 8.2 This agreement may be terminated by mutual consent of the parties at any time.
- 8.3 This Agreement may also be terminated for convenience upon written notification by either party with a minimum notice of thirty (30) calendar days delivered by mail or in person. In the event of Agreement termination for convenience, COG shall be due payment for all work completed by the time of termination.
- 8.4 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

9. INDEPENDENT CONTRACTOR

MEMBER has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

10. LIMITED WARRANTY

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

11. CONFLICT OF INTEREST

No member, officer, or employee of MEMBER, or its designees or agents, no member of the MEMBER Council, and no other public official of MEMBER who exercises any function or responsibility with respect to this project during the public official's tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under the contract.

12. NONDISCRIMINATION

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

13. INSURANCE

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

14. INDEMNIFICATION

Each party shall indemnify, defend, save, and hold harmless the other party and its officers, employees, and agents from and against all claims, suits, actions, liabilities, damages, losses, or expenses, arising out of the acts or omissions of the party, its officers, agents, or employees performing under this Agreement, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of the person's official duties

15. MERGER CLAUSE

The Parties concur and agree that this agreement constitutes the entire agreement between the Parties. No waiver, consent, modification, or change to the terms of this agreement shall bind either party unless in writing and signed by both Parties. There are no understandings, agreements, or representations, oral or written, not specified herein, regarding this agreement. The Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its term and conditions.

16. ASSIGNMENT, DELEGATION, SUCCESSOR

Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

17. CONFLICTS

Should a conflict arise regarding billing or quality of service, the parties shall prior to bringing a claim, action, suit, or proceeding in court, meet to attempt to resolve the issue within thirty (30) days of issue identification. Each party shall designate a representative authorized to negotiate a solution to the conflict. If the conflict cannot be resolved by the parties, the parties will submit the issue for mediation. Each party shall make a good-faith effort to resolve the conflict through mediation. If the conflict cannot be resolved by the parties through mediation.

18. GOVERNING LAW, JURISDICTION, VENUE & ATTORNEY FEES

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a Circuit Court of the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party shall be responsible for the party's attorney fees, costs, and disbursements at all times, including appeals.

19. WAIVER

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

20. COUNTERPARTS.

This Agreement and any subsequent amendments may be executed in any number of counterparts (including by facsimile, PDF, or other electronic transmission), each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one agreement binding on all parties.

21. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

22. NOTICES

Any notice required to be given to COG or MEMBER under this Agreement shall be sufficient if given, in writing, by first-class mail or in person as described in the signature block below.

23. SIGNATURES

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the Parties hereto as of the effective date set forth herein.

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

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

CITY OF YAMHILL

By: _____

Scott Dadson, Executive Director

Date: _____

Mid-Willamette Valley Council of Governments

By: _____

Printed Name & Title _____

Date: _____

City of Yamhill

BILLING CONTACT FOR INVOICES

FOR COG

Amber Mathiesen

Finance Director

amathiesen@mwvcog.org

100 High Street SE Ste. 200

Salem, OR 97301

NOTICES

For COG:

Scott Dadson

Executive Director

sdadson@mwvcog.org

100 High Street SE

Salem, OR 97301

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____

BEFORE THE BOARD OF DIRECTORS

FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

RESOLUTION 2024-08

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

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

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

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

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

That the following rates shall take effect for the COG's fee-for-service program beginning July 1, 2025, and ending June 30, 2026, unless sooner amended:

Member Services

		COG Member Rates	Affiliate Member Rates	Grant Contract Rates
Recruitment Services				
Population - Up to 1,000		\$ 9,400	\$ 10,300	
Population - 1,001 to 5,000		\$ 12,000	\$ 13,200	
Population - Over 5,000		\$ 16,100	\$ 17,700	
Background Check Services (per background check)		\$ 700	\$ 800	
Legal Services				
General Counsel Services	Per hour	\$ 200	\$ 220	
Hearings Officer Services	Per hour	\$ 300	\$ 330	
Strategic Planning/Goal Setting				
Evening/Half Day (4 hours)*		\$ 2,000	\$ 2,970	
One Day (8 Hours)*		\$ 4,000	\$ 5,940	
Evening Plus full day (10 hours)*		\$ 4,700	\$ 7,095	
* hourly rates apply thereafter				

Member Services (continued)

		COG Member Rates	Affiliate Member Rates	Grant Contract Rates
Staff Services				
Executive Director	per hour	\$ 154	\$ 226	\$ 231
Department Director	per hour	\$ 169	\$ 171	\$ 231
Loan Program Manager	per hour	\$ 145	\$ 179	\$ 198
Project Manager 2	per hour	\$ 145	\$ 138	\$ 198
Planner, Senior	per hour	\$ 133	\$ 132	\$ 182
Admin Services Coordinator	per hour	\$ 121	\$ 111	\$ 165
Accountant	per hour	\$ 121	\$ 111	\$ 165
Planner, Associate	per hour	\$ 121	\$ 129	\$ 165
Project Manager 1	per hour	\$ 121	\$ 120	\$ 165
Administrative Specialist	per hour	\$ 97	\$ 102	\$ 132
Planner, Assistant	per hour	\$ 97	\$ 92	\$ 132
Modeling Services				
Modeling Services Member Rate	per hour	\$ 160	\$ 160	
Modeling Services For Profit Rate	per hour	\$ 200	\$ 200	
Loan Underwriting , Packaging and Closing Services*				
*charged as per lender requirement		See contract	See contract	
Copy				
Black and White Copies (Each)		\$ 0.30	\$ 0.30	
Color Copies (Each)		\$ 1.00	\$ 0.90	
Regular Plots (Each)		\$ 42.00	\$ 42.00	
Image Plots (Each)		\$ 60.50	\$ 61.00	

Charges for services not described above may be developed as requests for service are received.

Affiliate and Business Partner Rates

	Individual / Non-Profit Affiliate
Cost	\$500
Eligibility	<ul style="list-style-type: none">i. Local governments outside of Marion, Polk and Yamhill countiesii. Individual: Available to public employees or employees of nonprofits who work regularly with COG.iii. Nonprofit: Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club)
Scope of Services	<ul style="list-style-type: none">i. Affiliates are eligible for fee-for-service community development, transportation planning and GIS programs and such other services as the Executive Director may deem appropriate based on available resources.ii. Affiliates are not eligible to participate in the COG's fee for service programs that are limited to Marion, Polk, and Yamhill local government entities (i.e. recruitments, strategic planning, etc.)

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 17th Day of December 2024.

ATTEST



Ian Davidson, Chair
COG Board of Directors


Scott Dadson (Dec 18, 2024 11:49 PST)

Scott Dadson
Executive Director









Resolution 2024-08 Establishing Rates for Fee-for-Service Programs

Final Audit Report

2024-12-18

Created:	2024-12-18
By:	Linda Hansen (lhansen@mwvcog.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAATWF5NQ_FimXSUFACTCP3BWR3pWVPnk5Y

"Resolution 2024-08 Establishing Rates for Fee-for-Service Programs" History

-  Document created by Linda Hansen (lhansen@mwvcog.org)
2024-12-18 - 7:30:35 PM GMT
-  Document emailed to Ian Davidson (ian.davidson@cherriots.org) for signature
2024-12-18 - 7:30:41 PM GMT
-  Document emailed to Scott Dadson (sdadson@mwvcog.org) for signature
2024-12-18 - 7:30:41 PM GMT
-  Email viewed by Scott Dadson (sdadson@mwvcog.org)
2024-12-18 - 7:49:35 PM GMT
-  Document e-signed by Scott Dadson (sdadson@mwvcog.org)
Signature Date: 2024-12-18 - 7:49:58 PM GMT - Time Source: server
-  Email viewed by Ian Davidson (ian.davidson@cherriots.org)
2024-12-18 - 11:03:36 PM GMT
-  Document e-signed by Ian Davidson (ian.davidson@cherriots.org)
Signature Date: 2024-12-18 - 11:12:31 PM GMT - Time Source: server
-  Agreement completed.
2024-12-18 - 11:12:31 PM GMT

Planning Commission Modifications
5/27/25

Exhibit “A”

Section:

10.08.010 Definitions.

“Lot” means a parcel or tract of land occupied, or to be occupied, by a building or unit group of buildings, and its accessory buildings, together with such yards or open spaces as are required by this title and having a frontage upon a street. means a unit of land that is created by a subdivision of land or tract of land having a frontage upon a street and is occupied or to be occupied, by a building or unit group of buildings and its accessory structures buildings, together with such yards or open spaces as required by this Title.

“Manufactured home”, except as provided in paragraph (b) of this subsection, means a structure constructed for movement on the public highways that has sleeping, cooking and plumbing facilities, that is intended for human occupancy, that is being used for residential purposes and that was constructed in accordance with federal manufactured housing construction and safety standards and regulations in effect at the time of construction, and constructed after June 15, 1976.

10.20.010 Purpose.

The purpose of the R-3 zone is to permit single-family dwellings and their accessory structures, duplex dwellings and their accessory structures, Accessory Dwelling Units and permit the integration of multi-family dwellings through the conditional use process, within and adjacent to single family and two family residential areas. The target net density is 5.4 -20 dwelling units per acre and for multi family 3.3 -20 dwelling units per acre. (Ord. 454 §2, 2000)

10.128.030 Review Procedure Type I - IV.

(B) Type II procedure (Administrative/Staff Review with Notice).

The Planning Official or his or her designee performs administrative staff reviews through the Type II procedure. Type II decisions are made by the Planning Official with public notice and an opportunity for appeal to the Planning Commission.

(1) Application Requirements.

(a) Applications for projects requiring administrative review shall be made on forms provided by the city.

(b) The Planning Official shall advise the applicant of the application submittal requirements. At a minimum, the application shall include all of the following information:

(i) The information requested on the application form;
(ii) Plans and exhibits required for the specific approval(s) being sought (for example, requirements for partition in Title 11, Chapter 11.12);

(iii) A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail;

(iv) Information demonstrating compliance with prior decision(s) and conditions of approval for the subject site, as applicable;

(v) Draft public notice and public mailing list; and

(vi) The required fee.

(2) Procedure.

(a) Posted Notice. The Planning Official shall post public notice(s) of the application on the subject site not less than 14 days prior to a decision. Notice posters shall be posted in conspicuous locations, with at least one poster on each street frontage adjacent to the subject site. Notices shall be posted at least once every 600 feet of street frontage along the perimeter of the property. The Planning Official shall prepare a signed affidavit of posting, which shall be made a part of the file. The affidavit shall state the date and location(s) where the notice was posted.

(ab) The Planning Official shall mail public notice of applications subject to administrative review not less than 14 days prior to a decision. The Planning Official shall prepare an affidavit of notice stating the date the notice was mailed, which shall be made a part of the file.

(bc) The purpose of the administrative review notice is to give nearby property owners and other interested people and agencies the opportunity to submit written comments on the application before the Planning Official issues the decision. The intent is to invite people to participate early in the decision-making process. Therefore all of the following individuals and agencies shall be notified:

(i) All owners of record of real property within a minimum of 300 feet of the subject site;
(ii) Any person who submits a written request to receive a notice; and
(iii) Any governmental agency that is entitled to notice under an intergovernmental agreement entered into with the city and any other affected agencies. At a minimum, the Planning Official shall notify the road authority if different than the city of Yamhill. The failure of another agency to respond with written comments on a pending application shall not invalidate an action or permit approval made by the city under this code.

(ed) The notice shall contain all of the following information:

(i) The deadline for submitting written comments;
(ii) A summary of the proposal and the relevant approval criteria. The notice must have sufficient detail to help the public identify and locate applicable code requirements;
(iii) The address and city contact person for submitting written comments;
(iv) The street address or other easily understandable reference to the location of the proposed use or development;
(v) Disclosure statement indicating that if any person fails to address the relevant approval criteria with enough detail, they may not be able to appeal to the Land Use Board of Appeals or circuit court on that issue. Only comments on the relevant approval criteria are considered relevant evidence;
(vi) Statement that all evidence relied upon by the Planning Official to make its decision is in the public record and is available for public review. Copies of this evidence can be obtained at a reasonable cost from the city; and
(vii) Statement that after the comment period closes the city will issue its decision and the decision shall be mailed to the applicant and to anyone else who submitted written comments or who is otherwise legally entitled to notice.

(de) At the conclusion of the comment period, the Planning Official shall review the comments received and prepare a decision notice approving, approving with conditions, or denying the application based on the applicable code criteria.

(ef) The Planning Official shall prepare a notice of decision and mail it to the applicant, property owner (if different), those who provided written comments on the proposal, and those who requested a copy of the decision. The administrative notice of decision shall contain all of the following information:

(i) A description of the applicant's proposal and the city's decision on the proposal. The notice may be a summary, provided it references the specifics of the proposal and conditions of approval in the public record;

(ii) The address or other geographic description of the property proposed for development, including a map of the property in relation to the surrounding area (i.e., copy of assessor's map may be used);

(iii) A statement of where the city's decision can be obtained;

- (iv) The date the decision shall become final, unless appealed; and
- (v) A statement that all persons entitled to notice may appeal the decision to the Planning Commission pursuant to 10.128.040(B).
- (fg) Effective Date of Decision. Unless the conditions of approval specify otherwise, an administrative decision becomes effective 14 calendar days after the city mails the decision notice unless the decision is appealed pursuant to 10.128.040(B).

Exhibit “B”

11.04.020 Definitions.

“**Lot**” means a unit of land that is created by a subdivision of land or tract of land having a frontage upon a street and is occupied or to be occupied, by a building or unit group of buildings and its accessory buildings, together with such yards or open spaces as required by this ~~chapter~~ Title.

Exhibit “C”

10.46.0570 Building Standards.

(E) Special Design Requirements. For property located on either side of Maple Street, the following additional design standards shall apply:

(1) Setbacks. The maximum building setback from a street-side property line shall be zero feet.

(2) Building Height. No building or structure shall exceed 45 feet in height as measured using the Oregon Structural Specialty Code. Buildings shall be within 10% of the average height of existing buildings within the block.

(3) Building Design. Buildings shall be similar in character and design with existing structures.



City Hall Staff Report May 2025

City Clerk/Court Clerk

- Rollout of NexBillpay – utility account online payment system
- Several planning/municipal code information requests
- Data Entry of several citations, court paperwork, and municipal court appearances
- Code enforcement issues

Financial Manager

- Reconciled all 4 accounts for the City of Yamhill
- Completed all necessary reporting for the federal ARPA grant for closeout
- Gathering all information needed for final submission and close out of the DCLD grant
- Meeting with OEM and AKS regarding the FEMA grant
- City Council meeting for supplemental budget
- Appropriations for budget resolution
- Daily Deposits
- Invoicing and payments

City Recorder

- Continuing work on Master Fee Schedule
- Continuing work on Council rules resolution
- Completed Transient Lodging Tax reporting forms
- Resolution for updating Police Service fees to date and schedule of when to increase in future
- Updated SDC fees per resolution, updated Building Compliance App and website to reflect the changes
- Attended 4 meetings: Planning x2, EDC, and Council budget hearings
- All noticing, agendas, and website postings
- Assisted with gathering information for DLCD Grant reimbursement submission



YAMHILL POLICE DEPARTMENT

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



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

<u>Police Statistics:</u>

Number of Calls/Activity:		302	
Number of Case Reports:		21	
Number of Arrests:		17	
Number of Municipal Court Citations:		83	
Number of Warnings:		155	
Number of Circuit Court Citations:		35	
Citizen Calls for Service		48	
Officer Initiated Contacts		179	

<u>Hours Worked:</u>

Greg Graven		166	
Travis Van Cleave		199.5	
Chris Livingston		89.25	

<u>Miles Driven:</u>

Greg Graven		1000	
Travis Van Cleave		2145	
Chris Livingston		316	



YAMHILL POLICE DEPARTMENT

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



Yamhill Police Department May Staff Report for City Council

Date: 06/03/2025

Yamhill Police Department:

Greg Graven

- Respond to Calls for Service
- AOA Agency Assist OSP Lt. Doug Shugardt ODFW Oregon Department of Fish & Wildlife Loose Bull Elk Hwy 240//Yamhill Road **1/16th of a mile from the city limits of Yamhill.** Captured & Removed to Relocate. Advised 30 days to change address w/ DMV
- Records Request
- Citizen Complaint
- Monthly Staff Report April/YPD Stats April/ONIBRS April/CAD Inform April/LEEP Use of Force April /LEEP Suicide Data April/LEEP LEPC COLECT April
- Briefing w/ 841 Van Cleave
- DA's Office Evidence Release x11
- Evidence Documents
- Invoices
- Training Records
- Fuel Cloud Updates
- PERS EDX Reporting 04/13/2025 to 04/26/2025
- ABLE Active Bystandership for Law Enforcement Webinar
- Fraud E Erica Street 25YP0050
- Follow Up for 841 Van Cleave 25YP0049 Hartz Trucking
- AOA Agency Assist YCSO 312 Vandewettering Civil Service NW Lilac Hill Road
- OHSET Oregon High School Equestrian Team Escort Detail
- ECHO Deflection Engagement Coordination Best Practice & Report Webinar
- TAT Threat Assessment Team Microsoft Teams Meeting
- Traffic Hazard S Maple Street Green Van WFA 70's YOA on Phone w/ door open
- Call Information Temporary Liquor License for an event @ Larson House S Maple Street

- Follow Up 25YP0050 Recovered Property E Erica Street
- AOA Agency Assist Hillsboro PD Officer Brennan **NOT IN HILLSBORO I WAS IN YAMHILL DOING THE AOA** (S) ATL Attempt to Locate (S) Black Volkswagen Jetta @ Fireside Tavern W Main Street PC for Harassment/Sex Abuse III S-1 W-8
- Washington County Family Justice Center Beaverton SW 158th Ave #100 Rachel Schutz FJC, Amanda Pickar Beaverton PD, Jim Berning Washington County SO w/ Captain Todd Whitlow YCSO
- AOA Agency Assist Hillsboro PD Officer Brennan **AGAIN NOT IN HILLSBORO I WAS IN YAMHILL DOING THE AOA** (S) ATL Attempt to Locate (S) Black Volkswagen Jetta @ Fireside Tavern W Main Street PC for Harassment/Sex Abuse III Learned in Custody by Hillsboro PD W-8
- Traffic Stop / Motor Vehicle Crash w/ 841 Van Cleave Hwy 47//Flett Road V#1 Black Porsche Cayenne 25YP0051 841 Primary McMinnville Tow W-8
- Timecards for 04/27/2025 to 05/10/2025
- Grant Documents
- Les Schwab Detail
- Lexipol COPS Hiring Grant Consultation w/ Kim Steele Webinar
- YCOM User Group Committee Meeting McMinnville PD Appointed Chair of Committee
- Meeting w/ Mayor Shea Corrigan
- Payroll Processing 04/27/2025 to 05/10/2025
- Equity Advisory Workgroup Zoom Training Mental Health Promotion & Suicide Prevention
- Send Off Escort YC HS Flag Football Team
- AOA Agency Assist Suspicious NE Geelan Road (S) YCSO 341 841 Van Cleave W-8
- City Council Meeting
- Dog @ Large W 2nd Street German Shorthair Pointer Male Newberg Animal Shelter
- LEA Meeting OSP McMinnville
- Civil Dispute Hwy 47 (C) Neighbor put up a fence between property on driveway Chicken wire fencing in a bucket
- Reckless Drive SB Hwy 47//Cove Orchard Road White 1995 Honda
- Karly's Law Webinar DOJ, Oregon Network Child Abuse Center
- Follow Up Dog @ Large W 2nd Street S-1
- Seatbelt Grant Survey
- NexBillPay w/ Kim Steele, Angie Fowler, Kara Corrigan Webinar
- Follow Up Dog @ Large W 2nd Street S-1
- MCAT Juliette's House
- YCSO Room 32 YCOM Budget Committee Meeting #1 McMinnville
- SRO Meeting w/ Superintendent Clint Reaver YC District Office N Larch Place
- Lexipol DTB's
- Lexipol Policy Manual Updates
- ECHO Deflection Access Pathways Zoom Webinar Session #14

- Use of Force Supreme Court Barnes v Felix Webinar
- Patrol City Ordinance Violations
- OCMDI Case Review Cascade Life Alliance Webinar
- Derby Days ODOT Parade Permit Application
- LOC Legislative Updates on HB-SB for 2025
- Evidence to OSP Forensic Lab
- Payroll Processing for 05/11/2025 to 05/24/2025
- PERS EDX for 05/11/2025 to 05/24/2025
- Send Off Detail for YC HS Baseball & Track YC High School N Maple Street
- LEDS CJIS Documents
- Microsoft 365 Attest
- Grant Documents
- City of Yamhill Budget Hearing Meeting
- Siletz Tribal Charitable Contribution Fund Grant Documents

Corporal Travis Van Cleave

- 05/01 Agency Assist @ Old Railroad Grade
 - YPD Case 25-045 Fail to Carry/Present Hwy 240/MP 1
- 05/03 Agency Assist YFPD on Reservoir Rd
 - Assist Rocket Team with Test Fire
- 05/04 Beulah Park Derby Day Panel
 - YPD Case 25-047 DHS Cross Report
 - Courtesy transport Hwy 47 & Dryer Lane to McMinnville
- 05/06 MCAT Meeting
 - YPD Case 25-049 Hit and Run @ PWKS
- 05/09 Agency Assist OSP Traffic Hazard Hwy 47//Flett
 - YPD Case 25-051 Elude Hwy 47//Flett Rd
- 05/10 Patrol
- 05/11 YPD Case 25-052, False Info @ Hwy 240/Yamhill Rd
- 05/12 Subpoena Service in Cove Orchard
- 05/14 Agency Assist OSP/YCSO/Mac PD Pursuit in McMinnville
 - Agency Assist YCSO Pursuit from Lafayette to Salem
- 05/15 Grand Jury Cases 25-051 and 25-052
- 05/17 YPD Case 25-054, Injured Cat 3rd Street
 - Civilian Rider from Mac High
- 05/18 Cover YCSO Foot Pursuit In Mac
- 05/20 YCHS Volleyball Escort
 - Civilian Rider from Mac High
- 05/22 ATL Traffic Hazard Hwy 47//MP34 Students throwing things off bus
 - YPD Case 25-058 Fake Social Security Card
 - Agency Assist YCSO DUII Hwy 47//Cove Orchard

- 05/24 Found Keys at Post Office, Located owner Rockyford Rd
- 05/25 ATL Reckless Driver Hwy 240/Kuehne
 - ATL Reck Driver Hwy 47/Bony
 - YPD Case 25-060 DUII Kuykendal/Clay Pit
- 05/26 Paper
- 05/27 YPD Case 25-061 Theft @ S Maple
 - YPD Case 25-062 Warrant @ Hwy 47
 - Seatbelt Grant
- 05/29 Suicide Prevention Training in McMinnville
 - Seatbelt Grant
- 05/31 ATL Reckless Driver Hwy 47/SCL Gaston
 - Agency Assist Yamhill Fire 4th Street Medical
 - YPD Case 25-064 Warrant at Fireside
 - Agency Assist YCSO DUII Crash Old Railroad Grade Road
 - YPD Case 25-065, Trespass arrest @ Fireside
- Calls for service 16
- Officer contacts 140
- Cites 94
- Warnings 126
- Arrests 7

SRO Officer Chris Livingston

- School Resource Officer Detail at the Schools
- Crash Main & Elm Street Case 25YP0046
- DHS Cross Report Case 25YP0048
- Fire board meeting Yamhill Fire Protection District S Olive Street
- Karly's Law Training
- DHS Cross Report Case 25YP0053
- Drone Training
- Non-Injury Crash Case 25YP0056 Main & Maple Street
- Loose dogs E 1st Street
- Medical call gravel lot by Fire Station S Olive Street
- SRO due to baseball & softball games
- DHS Cross Report Case 25YP0059
- Seatbelt Grant
- DHS Cross Report Case 25YP0063
- Cover Carlton PD 874 Verbal Domestic Disturbance Carlton
- Follow Up DHS Cross Report Case 25YP0059

Greg Graven
Chief of Police



RESOLUTION R-840

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, ADOPTING THE 2025-2026 FISCAL YEAR BUDGET, APPROPRIATING MONIES FOR OPERATION AND LEVYING A PROPERTY TAX

WHEREAS, The Yamhill Budget Committee met on April 22nd, 2025, and May 4, 2025, and approved the budget ; and

WHEREAS, The Yamhill City Council met on May 28th, 2025, and held a public hearing on the approved 2024-2025 City Budget;

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

Section 1.

The City Council of the City of Yamhill hereby adopts the budget approved by the Budget Committee for fiscal year 2025-2026, in the sum of \$10,470,124 to be appropriated as follows:

- General Fund #10

Council	\$2,600.00
Municipal Court	\$52,526.00
Administration	\$153,283.00
Police	\$583,109.00
Planning	\$48,480.00
Parks	\$42,918.00
	\$882,916.00

- Water Fund #20

Personal Services	\$288,899.00
Materials and Supplies	\$363,460.00
Capital	\$4,045,280.00
Transfers	\$321,000.00
Contingency	\$306,968.00
	\$5,325,607.00

- Sewer Fund #30

Personal Services	\$ 257,605.00
-------------------	---------------

Materials and Supplies	\$240,940.00
Capital	\$329,000.00
Transfers	\$166,408.00
<u>Contingency</u>	<u>\$94,016.00</u>
	\$1,087,969.00

- Economic Development #50

Personal Services	\$21,830.00
Materials and Supplies	\$19,380.00
<u>Contingency</u>	<u></u>
	\$41,210.00

- Building Fund #51

Personal Services	\$16,413.00
Materials and Supplies	\$150.00
<u>Contingency</u>	<u>\$17,800.00</u>
	\$34,363.00

- Street Fund #52

Personal Services	\$59,935.00
Materials and Supplies	\$64,900.00
Capital	\$250,500.00
<u>Contingency</u>	<u>\$70,726.00</u>
	\$446,061.00

- Sidewalk Fund #54

Materials and Supplies	\$0
Capital	\$0
<u>Contingency</u>	<u>\$0</u>
	\$0

- Park SDC Fund #57

Capital	\$100,000.00
<u>Contingency</u>	<u>\$472,912.00</u>
	\$572,912.00

- Public Works Reserve #74

Capital	\$65,000.00
<u>Contingency</u>	<u>\$45,298.00</u>
	\$110,298.00

- Water SDC Fund #76

Capital	\$48,000.00
<u>Contingency</u>	<u>\$193,810.00</u>
	\$241,810.00

- Sewer Reserve Fund #79

Capital	\$20,000.00
<u>Contingency</u>	<u>\$47,319.00</u>
	\$67,319.00

- Sewer SDC Fund #80

Capital	\$58,000.00
<u>Contingency</u>	<u>\$396,736.00</u>
	\$454,736.00

- Street SDC Fund #82

Materials and Services	\$21,800.00
Capital	\$57,300.00
<u>Contingency</u>	<u>\$97,076.00</u>
	\$176,176.00

- City Hall Reserve Fund #73

Transfers	\$16,207.00
<u>Contingency</u>	<u>\$0</u>
	\$16,207.00

- Water Depreciation Fund #56

Capital	\$5,500.00
Transfers	\$25,000.00
<u>Contingency</u>	<u>\$15,820.00</u>
	\$46,320.00

- Water Debt Service Fund #61

Debt Service	\$274,275.00
<u>Unappropriated EFB</u>	<u>\$251,993.00</u>
	\$526,268.00

- Sewer Debt Service Fund #62

Debt Service	\$81,591.00
<u>Unappropriated EFB</u>	<u>\$59,256.00</u>
	\$140,847.00

- Admin Reserve Fund #70

Materials and Supplies	\$33,200.00
<u>Transfers</u>	<u>\$19,801.00</u>
	\$53,001.00

- Police Vehicle Reserve Fund #71

<u>Transfers</u>	<u>\$28,582.00</u>
	\$28,582.00

- Park Reserve Fund #72

Capital	\$3,000.00
<u>Contingency</u>	<u>\$11,717.00</u>
	\$14,717.00

- Stormwater SDC Fund #83

<u>Contingency</u>	<u>\$165,776.00</u>
	\$165,776.00

- Stormwater Operations Fund

<u>Contingency</u>	<u>\$37,029.00</u>
	\$37,029.00

Total Appropriations	\$10,470,124.00
-----------------------------	------------------------

Section 2.

The City of Yamhill hereby imposes property taxes provided for in the 2025-26 Budget, and that these taxes are imposed and categorized for the tax year 2025-26 upon the assessed value of all taxable property within the City of Yamhill.

Section 3. This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 11th day of June 2025.

Signed:

Shea Corrigan, Mayor

Attest:

Angie Fowler, City Recorder



City of Yamhill

A small taste of Oregon

RESOLUTION R-841

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, The City of Yamhill City Council held a public Hearing on May 28th, on the topic of the City Receiving State Revenue Sharing Funds; and

WHEREAS, The City of Yamhill 2025 – 2026 Fiscal Year Budget has included an estimate of funds as a Resource from State Revenue Sharing into the General Fund;

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

Section 1.

Pursuant to ORS 221.770, the City of Yamhill hereby elects to receive State Revenues for the fiscal year 2025-2026 into the General for the City of Yamhill's 2025 – 2026 Budget.

Section 2.

This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 11th day of June 2025.

Signed:

Shea Corrigan, Mayor

Attest:

Angie Fowler, City Recorder



REQUEST FOR COUNCIL ACTION

Order ☐ Ordinance ☐ Resolution ☐ Motion ☒ Information ☐
Proclamation ☐

Subject:
Economic Development
Committee Resolution Update

Staff:
Angie Fowler

Order on Agenda: Business

Hearing Type: N/A

Recommendation:

The recommendation is to update the Resolution establishing the Economic Development Committee as outlined in the attached Exhibit A. The new language will:

- Allow for a broader group of applicants to have the potential to apply
- Replace the direct reference to the City Administrator, allowing for a staff liaison in place of the specified position
- Add a council representative to the committee.

If the council agrees to the changes as outlined, the motion would be:

"I move to amend the language of resolution R-827, the resolution establishing the Economic Development Committee as outlined in Exhibit A. "

*If the council wishes to make changes, list the changes in the motion



EXHIBIT A

RESOLUTION NO. R-827 UPDATE

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

SECTION 1: ECONOMIC DEVELOPMENT COMMITTEE. The Yamhill City Council hereby establishes an Economic Development Committee subject to the following provisions, terms and conditions:

- A. Purpose: The purpose of the Economic Development Committee is to perform research into economic development questions, consider options regarding economic opportunities, development and investments, investigate grant and funding options for economic development in the city, recommend code updates to the Planning Commission, and make recommendations to the City Council concerning economic development for the City of Yamhill.
- B. Establishment: The Economic Development Committee shall be established as a sub-committee to the City Council on September 11, 2024, and shall remain in existence until the City Council deems the committee is no longer needed.
- C. Membership: The Economic Development Committee shall consist of ~~eight~~ members including ~~one~~ two non-voting advisory members and ~~seven~~ five voting members. The non-voting advisory members shall be the Public Works Facilities Manager and the contract City Planner. The voting members shall include the ~~City Administrator, City Public Works Manager, a Yamhill Planning Commissioner, one representative from the YDA, one representative from the downtown business district, one resident from inside the UGB, and one at-large member.~~ City Staff Liaison, City Council Representative, and three citizens (one of which may be at-large).
- D. Appointment: The ~~City Administrator, Public Works Manager,~~ City Staff Liaison, City Council Representative, and Contract Planner shall be members by virtue of their role with the City. All other members shall be appointed to the Economic Development Committee by the City Council for two-year terms from the effective date of this Resolution.

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

SECTION 2: ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENT: The City Council appoints the following positions as members of this committee, subject to the membership conditions stated above:

Voting Members:

City Administrator

Public Works Manager

YDA representative

At-large

Planning Commissioner

One Downtown business representative

One Resident inside UGB

City Staff Liaison

City Council Representative

Three (3) Citizens appointed to the committee (1 of the 3 may be at-large)

Non-voting advisory members:

Public Works Facilities Manager

Contract City Planner

CITY, COUNTY, LOCAL GOVERNMENT DINNER COLORS OF SUMMER

HOSTED BY CHEHALEM PARK & RECREATION DISTRICT

WEDNESDAY, JUNE 18

CHEHALEM CULTURAL CENTER
415 E. SHERIDAN ST., NEWBERG, OR 97132

EVENT SCHEDULE

Doors open + Buffet | 5:30 p.m.

Program begins | 6:00 p.m.

Presentation in LaJoie Theater | 8:00 p.m.–8:30 p.m.

COST | \$45

CATERING | TRELIS

MENU

Main Course: Roasted chicken with garlic smashed potatoes and seasonal roasted vegetables.

Dessert: Vanilla bean cheesecake with fresh lemon curd and seasonal fruit.

NO-HOST BAR | DUCK POND CELLARS

Please let us know if you have any dietary restrictions or need special accommodations.

PARKING

Parking lot with accessible parking is located on Sherman Street. Street parking is available around the building. There are additional free parking lots on 2nd Street.

RSVP BY JUNE 4

CONTACT KAT RICKER

971.832.4222 | kricker@cprdnewberg.org

MAKE CHECKS PAYABLE TO

Chehalem Park and Recreation District
125 S. Elliott Road, Newberg, OR 97132

This event is part of a series through the Mid-Willamette Valley Council of Governments.

