



City of Yamhill

A small taste of Oregon

AGENDA
CITY COUNCIL MEETING
Wednesday, August 10, 2022
7:00 P.M.

IN-PERSON with VIRTUAL OPTION

Please click the link below to join the webinar:

https://us02web.zoom.us/j/89361089164?pwd=uGZRLJAEvQO2xZsvgQVzppz_qbvIOS.1

Passcode: 416599

Please use one of the following phone numbers:

(253) 215-8782 or (346) 248-7799

Webinar ID: 893 6108 9164

Passcode: 416599

When dialing in, *9 raises your hand.

1. CALL TO ORDER – Roll Call

2. PUBLIC COMMENT

Yamhill encourages all citizens to comment on any City business (except land use applications). This is not a dialogue platform. Comments shall be limited to five minutes. If you request special accommodation or additional time, please contact s.b.candau@cityofyamhill.org, 503-662-3511 in advance.

3. PRESENTATIONS

- A. Water Advisory Committee
- B. Yamhill Neighborhood Association

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- A. Consider adoption of Resolution 798 City Water Rate
- B. Interim Appointments – *consider direction to Staff*
- C. Wage and Compensation Study – *review*
- D. Payroll Services – *consider third-party Payroll Services*
- E. Review and consider water application – 21896 NE Graham Ave, Yamhill

6. CONSENT AGENDA¹

- A. Approve Council Minutes
 - 1. Special Session – June 10, 2022
 - 2. Special Session – June 29, 2022
 - 3. Regular Session – July 13, 2022
- B. Financial Statement July 2022 - July 2022

7. DEPARTMENT REPORTS

- A. City Report: Administration, Police, Public Works
- B. Mayor Comments

8. ANNOUNCEMENTS

- A. Upcoming topics:
 - 1. Employment Handbook
 - 2. Implementing organizational development assessment recommendations

9. ADJOURNMENT

¹ The Consent Agenda is normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.



YAMHILL WATER ADVISORY COMMITTEE

The Water Advisory met on July 26, 2022, with OAWU and reviewed Water Rates and the different options.

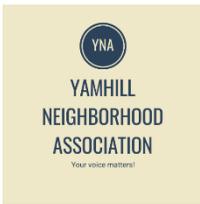
In reviewing water rates and the cost to produce and deliver water to the users on the City of Yamhill Water System it has been noted that the current rates are not keeping up with inflation, which is having a negative impact on the ability of the city to move forward on improving the Water System.

In the 2016 rate study a 3.5% annual increase was established, but if we look at the June 2022 Consumer Price Index (CPI) we see that that report shows a 9.1% increase. We also have the 17% increase that took affect in July of 2022, but this is for repaying of the loan for the transmission main line project.

After much discussion and support by the community members in attendance at the Water Advisory meeting, the committee makes the following recommendations to the Yamhill City Council.

1. The City of Yamhill take immediate steps to increase the water rates using the June 2022 CPI of 9.1% to all users, this would include not only those in the city but all water districts and the users in those districts. We would ask that the council act on this at the August 10, 2022, Council Meeting with implementation effective September 1, 2022. This would be an interim rate increase until such time as a complete water rate study can be completed and implemented.
2. We would also recommend that immediate steps be taken to contract with someone to perform a complete water rate study for the City of Yamhill. In referencing the 2022-2023 budget that was just adopted, there is \$15,000 set aside for this study.

It is vital that the City of Yamhill take these steps immediately. If we don't, we will continue to have a negative impact on the City's ability to move forward to improve the City's water system now and into the future.



**Yamhill
Neighborhood
Association**

212 N. Maple St
Yamhill, OR 97148

Phone: 917-999-1770

E-mail:

sales@yamhillneighborhoodassociation.org

City of Yamhill

205 S Maple Street,
Yamhill, OR 97148

Dear Mayor & City Council,

1 August 2022

Below is a short list of past questions Y.N.A. has asked at previous Yamhill City Council meeting and have not received an official answer to. The list starts at the most recent council meeting questions asked in July.

Thank you for your prompt attention to this matter.

1. Ask about city structures:
 - a. Why does the city not have a mission statement?
 - b. Why does the city not have a strategic plan?
 - c. Why does the city not have any work plans for each department?
I suggest that all three of these items be built and put into place as soon as possible so as to better serve the city's outlook and forward-thinking process.
2. We suggest the city move its bookkeeping practice from Cash to Accrual basis so it can take advantage of the other account structures not currently available in a cash basis accounting system.
3. We are asking the city today to find a new accounting firm using the practice called (Mandatory Rotation) to ensure and reinforce auditor independence and overall audit quality.
4. Today we are asking the city to find a new city planner using the practice called (Mandatory Rotation) to ensure and reinforce independence and overall planning quality.

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5. We are also asking the city to use the (Small City Development Code) as a guide line and to take all the planning stuff out of the municipal code and put it into a development code. So, the city has just a planning document in the development code that separates the two for better clarity and functionality. It's a lot more concrete and less conflicts between different departments and different concepts.

 6. Also, we are asking the city for (Committee Briefs) to be listed in the city report, as council, planning and water advisory committee decision are being made monthly. This is so the public knows what is going on monthly and have it posted to the city's website.

Regards,

Robert Davis

Founder

www.yamhillneighborhoodassociation.org

support@yamhillneighborhoodassociation.org



City of Yamhill

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Staff Report

Meeting Date:	August 10, 2022
Item Number:	5.A.
Prepared By:	Sharon Bregante-Candau
Topic:	Resolution 798 City Water Rate

Recommendation

Staff recommends City Council consider adoption of the following resolution.

Background

Water Advisory Committee recommends this rate increase until a rate study can be completed.

Attachments

- A. Draft Resolution 798

CITY OF YAMHILL

RESOLUTION NO. R-798

A RESOLUTION BY THE CITY COUNCIL OF YAMHILL, OREGON, AMENDING THE WATER RATE SCHEDULE, AND SUPERSEDING RESOLUTION R-780 AND ALL OTHER RESOLUTIONS REGARDING WATER RATE SCHEDULES

WHEREAS, Yamhill Municipal Code (YMC) Section 3.04.050, entitled “Water Rates”, provides that the City Council shall establish a water rate table which sets the service charges for the provision of water and water services; and

WHEREAS, YMC Section 3.04.050 provides that the City Council may revise the water rate table by subsequent resolution, and YMC Section 3.04.120 further provides that the City Council has the power to amend water rates and charges; and

WHEREAS, the Water Advisory Committee has recommended that the City Council increase all water rates included in the current water rate table by 9.1% as based on the increase in the applicable CPI; and

WHEREAS, the Water Advisory Committee has recommended that the City Council subsequently amend the water rate table to bring the rates in line with the recommendations contained in a future water rate study; and

WHEREAS, the City Council has determined that the fees hereinafter specified are not unusual, unjust, or unreasonable, and are necessary to continue the efficient operation of the Water Department.

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

SECTION 1. Effective September 1, 2022, the water rate table attached hereto as Exhibit A is hereby adopted:

SECTION 2. Delinquency charges, restoration charges, city standards and inspections charges shall remain in effect and unchanged.

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this the 10th day of August, 2022.

AYES: _____

NAYS: _____

Yvette Potter
Mayor, City of Yamhill

ATTEST:

Sharon Bregante-Candau, Acting City Recorder

EXHIBIT A

Water Rate Table

Inside City Rates:	
	<u>2022 Water Rate</u>
Residential: Base monthly rate (which includes 4,000 gallons) for a 3/4" meter:	\$66.62
Overage charge per 1,000 gallons (or pro-rated portion thereof) for all water usage above 4,000 gallons per month:	\$5.14
Commercial/Bulk/Industrial base monthly rate, based on the meter size (includes 0 gallons):	
3/4" Meter	\$35.82
1" Meter	\$45.46
1 1/2" Meter	\$58.73
2" Meter	\$94.55
3" Meter	\$358.10
4" Meter	\$455.86
6" Meter	\$683.60
8" Meter	\$943.92
Usage charge per 1,000 gallons of usage or pro-rata portion thereof:	\$5.14
Outside City Rates:	
	<u>2022 Water Rate</u>
Residential: Base monthly rate (which includes 4,000 gallons) for a 3/4" meter:	\$80.64
Overage charge per 1,000 gallons (or pro-rated portion thereof) for all water usage above 4,000 gallons per month:	\$6.22
Commercial/Bulk/Industrial base monthly rate, based on the meter size (includes 0 gallons):	
3/4" Meter	\$53.73
1" Meter	\$68.23
1 1/2" Meter	\$88.11
2" Meter	\$141.82
3" Meter	\$537.13
4" Meter	\$683.81
6" Meter	\$1025.38
8" Meter	\$1415.88
Usage charge per 1,000 gallons of usage or pro-rata portion thereof:	\$6.22



Staff Report

Meeting Date:	August 10, 2022
Item Number:	5.B.
Prepared By:	Sharon Bregante-Candau
Topic:	Interim Appointments

Recommendation

Staff recommends City Council consider appointment of Matt Brown, Matt Brown Consulting, as Interim Finance Director and/or City Administrator.

Background

The Administrative Clerk contacted Scott Dadson, Executive Director, Mid-Willamette Valley Council of Government, to review with him what the City was currently needing and what had transpired since the last meeting. Recommendations to check the League of Oregon Cities website for potentially interim services and areas of recruitment were followed up on.

Potential interim services were reviewed as this could be more immediate and expertise help until someone permanent could be recruited. Matt Brown, Matt Brown Consulting was found to be able to start quickly and possess the financial experience, training, and education that the City is in need of currently. Upon checking references, they came back recommending him, stating assignments were completed on time and he was knowledgeable and competent in his services. Matt can assist with reviewing the budget; audit; payroll audit; wage and compensation survey; and can provide the necessary recommendations. Matt is only available for the month of August, so this would be a short-term assignment but feels confident he can provide these services within this timeframe.

Recruitment services for a permanent person from Mid-Willamette Valley Council of Government and memo has been attached. Another provider recommended by Matt Brown, is Jensen Strategies, and I have attached their estimate. I will have an estimate by the City Council meeting from Local Government Personnel Services which the City is a new member of and have included a flyer of their services for City Council's review.

Finance Director/Administrative Manager job description has been attached for consideration by City Council. This could potentially be a better fit for the City's opening considering the City's current needs. This with a City Recorder, I have attached the job description which appears to have come from the work on the organizational development assessment, might be a good restructuring of the administrative department.

Attachments

- A. Matt Brown Consulting Information
- B. Personal Services Agreement – Matt Brown Consulting
- C. Yamhill Interim Administrator Recruitment COG
- D. Jensen Strategies Recruitment Estimate
- E. Finance and Admin Service Director Job Description
- F. Draft City Recorder for FY23
- G. Old City Recorder/Treasurer Job Description

Matt Brown Consulting

- Interim City Manager/Administrator
- Interim Finance Director

EXPERIENCE

Finance Director at City of St. Helens Oregon

- Manage Finance Department, Utility Billing, Municipal Court, and IT.
- Develop long-term financial planning, including debt service management, financial analysis, forecasting, and utility fee modeling.
- Develop annual budget process for city and urban renewal agency
- Preparing monthly, quarterly, and yearly financial reports for managers and City Council
- Establish procedures and performance measurement standards for efficiency improvements and strategic planning across departments.
- Oversee audit process and assist in preparing financial statements
- Oversee outside investments made by city

Senior Management Analyst at City of Forest Grove Oregon

- Develop annual budget process for city
- Develop long-term financial and strategic plans
- Perform financial analysis, including cost allocation, revenue forecasting, and utility rate analysis for long term financial planning
- Assist Finance Director with retirement investment strategies and management

Owner at Matt Brown Consulting

- Assisting public and non-profit agencies with organizational, financial, and HR management. Tasks have included strategic planning, goal setting, fund re-structures, utility rate analysis, interim Finance Director and City Manager/Administrator, job/department analysis, salary/benefit studies, and recruitment assistance

Other Past Experiences

- Senior Accountant at City of Hubbard Oregon from 2011-2013
- Accountant at NW Regional Educational Service District from 2009-2011
- Accountant at Pacific University from 2008-2009

EDUCATION & CERTIFICATES

2021 – 2022 Clackamas Community College, Human Resources Management Certificate

2018 – 2019 Harvard Business School, Executive Certificate in Public Leadership

2011 – 2013 Marylhurst University, Master's in Business Administration

2001 – 2005 Western Oregon University, Bachelors of Science in Business, Minor in Economics

2022 League of Oregon Cities City Management Certificate

2022 CJIS Security Level 4

2021 ICMA Government 101 and 201 Completion

2016 Oregon Government Finance Officer Certification

REFERENCES

East Cascades Works - Jessica Fitzpatrick, Director of Compliance & Operations

City of Sweet Home - Christy Wurster, Interim City Manager

Curry County - Elizabeth Knight, Sr Accounting Clerk

PERSONAL SERVICES AGREEMENT

This PERSONAL SERVICES AGREEMENT (this “Agreement”) is made and entered into by and between the **City of Yamhill, a municipality of the State of Oregon** (the “city”) and Matt Brown Consulting (“Contractor”).

RECITALS

A. The City is in need of personal services for financial administration assistance, and Contractor represents that it is qualified and prepared to provide such services.

B. The purpose of this Agreement is to establish the services to be provided by Contractor and the compensation and terms for such services.

AGREEMENT

1. Engagement. The City hereby engages Contractor to provide services (“Services”) related to financial administration, and Contractor accepts such engagement. The principal contact for Contractor shall be Matt Brown, phone 503-705-1041, email mattbrown@mattbrownconsulting.com.

2. Scope of Work. The duties and responsibilities of Contractor, including a schedule of performance, shall be as described in Attachment A attached hereto and incorporated herein by reference.

3. Term. Subject to the termination provisions of Section 10 of this Agreement, this Agreement shall commence once executed by both parties and shall terminate on 9/30/2022. The city reserves the exclusive right to extend the contract for a period of three (3) months. Such extensions shall be in writing with terms acceptable to both parties.

4. Compensation. The terms of compensation for the initial term shall be as provided in Attachment A.

5. Payment.

5.1 The city agrees to pay contractor for and in consideration of the faithful performance of the Services, and Contractor agrees to accept from the city as and for compensation for the faithful performance of the Services, the fees outlined in Attachment A. Reimbursable expenses shall be billed at cost without markup and shall include travel and related expenses, and reproduction of documents or reports. Any travel or additional expense shall be pre-approved by the city prior to being incurred.

5.2 Contractor shall make and keep reasonable records of work performed pursuant to this Agreement and shall provide detailed monthly billings to the city. Following approval by the city manager, billings shall be paid in full within thirty (30) days of receipt thereof. The city

shall notify Contractor of any disputed amount within fifteen (15) days from receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Disputed amounts may be withheld without penalty or interest pending resolution of the dispute.

5.3 The city may suspend or withhold payments if contractor fails to comply with any requirement of this agreement.

5.4 Contractor is engaged by the city as an independent contractor in accordance with the standards prescribed in ORS 670.600. Contractor shall not be entitled to any benefits that are provided by the city to employees.

6. Document Ownership. Contractor shall retain all common law, statutory and other reserved rights, including copyrights, in all work products, including, but not limited to, documents, drawings, papers, computer programs and photographs, performed or produced by Contractor for the benefit of the city under this Agreement, except that all copies of such plans, designs, calculations and other documents and renditions provided to the city shall become the property of city who may use them without contractor's further permission for any lawful purpose related to the project. Upon execution of this agreement, contractor grants to city an irrevocable, nonexclusive license to use contractor's work products created through its services for the project. The license granted under this section permits city to authorize its contractors, subcontractors of any tier, consultants, subconsultants of any tier, and material or equipment suppliers, to reproduce applicable portions of the work products in performing services for the project. Any unauthorized use of contractor's work product for purposes unrelated to the project shall be at city's sole risk and without liability to contractor.

7. Notices. All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: Finance Department
PO Box 9
205 S. Maple Street
Yamhill, OR 97148

CONTRACTOR: Matt Brown
14682 NW Cosmos Street
Portland OR 97229

When so addressed, such notices, bills and payments shall be deemed given upon deposit in the United States mail, postage-prepaid.

8. Standard of Care. Contractor shall comply with the applicable professional standard of care in the performance of the Services. Contractor shall prepare materials and deliverables in accordance with generally accepted standards of professional practice for the intended use of the project.

9. Termination.

9.1 Termination for Cause. City may terminate this Agreement effective upon delivery of written notice to Contractor under any of the following conditions:

9.1.1 If City funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of service. This Agreement may be modified to accommodate a reduction in funding.

9.1.2 If Contractor becomes insolvent, if a voluntary or an involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

9.1.3 If Contractor is in breach of this Agreement, and such breach is not remedied as contemplated by Section 9.2 of the Agreement.

9.2 Breach of Agreement

9.2.1 Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or City notifies Contractor of the breach, whichever is earlier. If Contractor fails to remedy a breach within three (3) working days of its actual notice or receipt of written notice from the City, City may terminate that part of the Agreement affected by the breach upon written notice to Contractor, may obtain substitute services in a reasonable manner, and may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

9.2.2 If the breach is material and Contractor fails to remedy the breach within three (3) working days of receipt of written notice from the City, City may declare Contractor in default, terminate this Agreement and pursue any remedy available for a default.

9.2.3 Pending a decision to terminate all or part of this Agreement, City unilaterally may order Contractor to suspend all or part of the services under this Agreement. If City terminates all or part of the Agreement pursuant to this Section 9.2, Contractor shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after City ordered suspension of those services. If City suspends certain services under this Agreement and later orders Contractor to resume those services after determining Contractor was not at fault, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

9.2.4 In the event of termination of this Agreement due to the fault of the Contractor, City may immediately cease payment to Contractor, and when the breach is remedied, City may recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement, along with any additional amounts for loss and damage caused to the City by the breach, and withhold such amounts from amounts owed by

City to Contractor. If the amount due Contractor is insufficient to cover City's damages due to the breach, Contractor shall tender the balance to City upon demand.

9.3 Termination for Convenience. City may terminate all or part of this Agreement at any time for its own convenience by providing three (3) days written notice to Contractor. Upon termination under this paragraph, Contractor shall be entitled to compensation for all services properly rendered prior to the termination, including Contractor's and sub consultants reasonable costs actually incurred in closing out the Agreement. In no instance shall Contractor be entitled to overhead or profit on work not performed.

10. No Third-Party Rights. This Agreement shall not create any rights in or inure to the benefit of any parties other than the City and Contractor.

11. Modification. Any modification of the provisions of this Agreement shall be set forth in writing and signed by the parties.

12. Waiver. A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach. All waivers shall be done in writing.

13. Indemnification.

13.1 Liability of Contractor for Claims Other Than Professional Liability. For claims for other than professional liability, Contractor shall defend, save and hold harmless City, its officers, agents and employees from all damages, demands, claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities or omissions of Contractor, its subcontractors, sub-consultants, agents or employees under this Agreement. A claim for other than professional responsibility is a claim made against the City in which the City's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

13.2 Liability of Contractor for Claims for Professional Liability. For claims for professional liability, Contractor shall save, and hold harmless City, its officers, agents and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of Contractor, its subcontractors, sub-consultants, agents or employees in the performance of professional services under this Agreement. A claim for professional responsibility is a claim made against the City in which the City's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the City.

13.3 Contractor and the officers, employees, agents and subcontractors of Contractor are not agents of the City, as those terms are used in ORS 30.265.

14. Governing Laws. This Agreement shall be governed by the laws of the State of Oregon.

15. Compliance with Law.

15.1 Contractor shall comply with all applicable federal, state and local statutes, ordinances, administrative rules, regulations and other legal requirements in performance of this Agreement.

15.2 Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the services provided for in the Agreement and shall be responsible for such payment of all persons supplying such labor or material to any subcontractor.

15.3 Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Agreement.

15.4 Contractor shall not permit any lien or claim to be filed or prosecuted against the City or its property on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien or claim so filed or prosecuted.

15.5 Contractor and any subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617.

15.6 If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or materials furnished to the Contractor or a subcontractor by any person in connection with the Agreement as such claim becomes due, the City may pay such claim to the persons furnishing the labor or material and charge the amount of payment against funds due or to become due Contractor by reason of the Agreement. The payment of a claim in the manner authorized hereby shall not relieve the Contractor from his/her or its obligation with respect to any unpaid claim. If the City is unable to determine the validity of any claim for labor or material furnished, the City may withhold from any current payment due Contractor an amount equal to said claim until its validity is determined and the claim, if valid, is paid.

15.7 If the Contractor fails, neglects or refuses to pay a person that provides labor or materials in connection with the Agreement within 30 days after receiving payment from the City, the Contractor owes the person the amount due plus interest charges that begin at the end of the 10-day period within which payment is due under ORS 279C.580 (4) and that end upon final payment, unless payment is subject to a good faith dispute as defined in ORS 279C.580. The rate of interest on the amount due is nine percent per annum. The amount of interest may not be waived.

15.8 Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

15.9 No person may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy

absolutely requires it, and in such cases the employee shall be paid at least time and a half pay:

15.9.1 Either:

15.9.1.1 For all overtime in excess of eight hours in any one day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or

15.9.1.2 For all overtime in excess of 10 hours in any one day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and

15.9.2 For all work performed on Saturday and on any legal holiday specified in ORS 279C.540;

15.9.3 Contractor shall pay employees for overtime work performed under the Agreement in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq.).

15.10 The Contractor must give notice to employees who work on this Agreement in writing, either at the time of hire or before commencement of work on the Agreement, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.

15.11 All subject employers working under the Contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126.

15.12 All sums due the State Unemployment Compensation Fund from the Contractor or any subcontractor in connection with the performance of the Agreement shall be promptly so paid.

15.13 Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.

15.14 Contractor certifies that it has not and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055. Without limiting the foregoing, Contractor expressly agrees to comply with: (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, (iv) ORS 659.425, (v) all regulations and administrative rules established pursuant to those laws; and (vi) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

15.15 The Contractor represents and warrants that Contractor (i) is not currently an employee of the federal government or the State of Oregon, and (ii) meets the specific independent contractor standards of ORS 670.600.

15.16 If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the City must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before City issues final payment under this agreement.

15.17 If this Contract exceeds \$50,000, is not otherwise exempt, and includes work subject to prevailing wage, Contractor shall comply with ORS 279C.838, ORS 279C.840, and federal law.

15.18 Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in connection with this Agreement in violation of ORS chapter 244.

15.19 Contractor shall ensure that any lawn and landscape maintenance, if applicable, shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

15.20 Contractor is a “subject employer,” as defined in ORS 656.005, and shall comply with ORS 656.017.

15.21 Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender, age, national origin, physical or mental disability, or disabled veteran or veteran status in violation of state or federal laws.

15.22 Contractor certifies that it currently has a City business license or will obtain one prior to delivering services under this Agreement.

15.23 Any other condition or clause required by law to be in this Agreement shall be considered included by this reference.

16. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of that confidential information to which it is exposed by reason of this Agreement. Contractor warrants that its employees assigned to this Agreement shall maintain necessary confidentiality.

17. Public City. Contractor shall not use any data, pictures, or other representations of the City in its external advertising, marketing programs, or other promotional efforts except with prior specific written authorization from the City.

18. Succession. This Agreement shall inure to the benefit of and shall be binding upon each of the parties hereto and such parties’ partners, successors, executors, administrators and assigns.

19. Assignment. This Agreement shall not be assigned by Contractor without the express written consent of the City. Contractor shall not assign Contractor’s interest in this

Agreement or enter into subcontracts for any part of the Services without the prior written consent of the City.

20. Mediation/Dispute Resolution

20.1 Should any dispute arise between the parties to this Agreement it is agreed that such dispute will be submitted to a mediator prior to any arbitration or litigation, and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and, only in the event said mediation efforts fail, through litigation or binding arbitration. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Curry City, unless both parties agree in writing otherwise. If arbitration is selected by the parties, the parties shall exercise good faith efforts to select an arbitrator who shall be compensated equally by both parties. Venue for any arbitration shall be Curry City. Venue for any litigation shall be the Circuit Court for Curry City.

21. Attorney Fees. If legal action is commenced in connection with this Agreement, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, expert fees and costs incurred therein at arbitration, trial and on appeal.

22. Records, Inspection and Audit by the City.

22.1 Contractor shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three years after City makes final payment on this Agreement and all other pending matters are closed.

22.2 Services provided by Contractor and Contractor's performance data, financial records, and other similar documents and records of Contractor that pertain, or may pertain, to the Services under this Agreement shall be open for inspection by the City or its agents at any reasonable time during business hours. Upon request, copies of records or documents shall be provided to the City free of charge.

22.3 The City shall have the right to inspect and audit Contractor's financial records pertaining to the Services under this Agreement at any time during the term of this Agreement or within three (3) years after City makes final payment on this Agreement and all other pending matters are closed.

22.4 This Section 23 is not intended to limit the right of the City to make inspections or audits as provided by law or administrative rule.

23. Force Majeure. Neither City nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall

within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

24. Entire Agreement. This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the Services described herein.

25. Severance. If any provision of this Agreement is held to be invalid, it will not affect the validity of any other provision. This Agreement will be construed as if the invalid provision had never been included.

26. Insurance. Consultant shall, at its own expense, at all times during the term of this agreement, maintain in force:

26.1 A comprehensive professional liability policy with minimum coverage of at least \$1,000,000 combined single limit. City shall be named as an additional insured. Certificates of Insurance shall be provided to the City upon request.

IN WITNESS WHEREOF, the City has caused this Agreement to be executed by its duly authorized undersigned agent, and Contractor has executed this Agreement on the date written below.

CITY:

CONTRACTOR:

Signature: _____

Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
Scope of Work & Compensation

Scope of Work

- Assist Finance Department and City with following activities
 - o FY 2022 Budget Review and provide recommendations to Council and staff as needed.
 - o FY 2023 Budget Review and provide recommendations to Council and staff as needed.
 - o Salary/Benefits Study for city positions not including Police Department and provide recommendations to Council and staff as needed
 - o Review Job description and duties of all positions reviewed in study, not including Police Department and make recommendations to Council and staff as needed.
- Additional duties as agreed upon with City Council & staff

Compensation

- \$100 per hour
- Mileage/Hotel, if required/requested, at IRS Mileage Rate, reimbursed at cost of service

MEMORANDUM

TO: Sharon Bregante-Candau
Administrative Clerk
City of Yamhill, Oregon

DATE: July 25, 2022

FROM: Scott Dadson
Executive Director
Mid-Willamette Valley Council of Governments

SUBJECT: City Administrator Recruitment – Process Overview

Sharon, you called to inquire as to recruiting an Interim Administrator for the City of Yamhill as the City's last process had not produced the resulted outcomes desired by the City, specifically in the areas of maintaining financial and budgetary services. In addition, the recruitment for a permanent Administrator had not yielded the placement of a permanent Administrator. While I will explain our process for both permanent and interim later in this memo, it is worth noting that there are resources for the City to explore to include the League of Oregon Cities Interim Staff site which can be found at <https://www.orcities.org/resources/programs-and-services/interim-city-staff-candidates>. If the area of Finance is of a concern, there are several organizations that have hiring web sites that I would recommend such as:

1. The Oregon GFOA <https://ogfoa.org/>
2. The Oregon City Recorders Association <https://www.oamr.org/>

You of course, are always welcome to use our site as well. I am happy to reach out to the OCCMA Senior Advisors and the City Manager list serve when the City feels it is in a better position to know what steps it wants to take next. I am happy and willing to discuss any of this with the Mayor and City Council at their convenience. Please let me know how I can be of further assistance.

For your records, Below is an example of your last ad that we posted:

Interim City Administrator- Yamhill, Oregon. The City of Yamhill is seeking qualified applicants for the position of Interim City Administrator to see the City through the period of transition. Appointed by and serving at the pleasure of the Mayor and four-member City Council. The City is looking for someone for 3-6 months who can evaluate the current City Operations and recommend to Council actions to meet the needs of a growing City in the areas of Personnel, Budgeting, Operations, Utilities and Contract Management. Experience/Education: The candidate will have experience as an executive/department head from a municipal organization or has been either an Assistant and/or City Administrator/Administrator with another municipality. The position requires at least five years' progressively responsible experience in local government. Progressive management

responsibilities would ideally include positions such as city administrator/manager, assistant City Administrator, finance director, community development director, Public Works Director, other department head or equivalent. Any satisfactory equivalent combination of education, training, and experience that shows the knowledge, skills, and abilities to perform the job duties proficiently may be considered. **All candidates are subject to a background check.** How to Apply: Persons interested in applying should submit a **cover letter, completed MWVCOG application form, and resume** to: MWVCOG Yamhill City Administrator Recruitment, 100 High Street SE, Suite 200, Salem, OR 97301 or e-mail to dvandyke@mwvcog.org. The application form is available to download at www.mwvcog.org/jobs. The application form includes the **Veteran's Preference** form. MWVCOG provides qualifying veterans and disabled veterans with employment preference in accordance with Oregon law. To claim veteran's preference, you must submit a Veteran's Preference Form and the required documentation with your application material. **Position open until filled. First review of applications will be conducted on or after October 13, 2021.**

Interim Administrator Services

For an Interim or Administrator Pro-Temp, we can assist our members in creating an ad, giving a third-party place for applications to be processed and to distribute this information to organizations such as the League of Cities and the Oregon City County Managers Senior Advisors for distribution amongst former City and County Administrators that may perform these services. We have done this service for several of our members to include your last recruitment process. Depending on the level of service needed, we consider this a Membership Service and provide this for free up to 15 hours. If the level of involvement from the COG needs to be more, such as Background Checks, Reference Checks, an hourly rate for administrative services plus any costs associated such as Background Check services and advertising would be applied.

Full Recruitment Services

To perform the full recruitment process, the COG does provide these services per an agreement entered between and by the city and the COG. The pricing for this is \$9000 plus costs, for a city of more than 1000 in population. The COG is currently working with several member Cities in this process.

For more about how we manage these recruitments, please find below, an overview of the Recruitment and Hiring Process that we offer for our membership in the Mid-Willamette Valley. The cost for these services is set by the Board of Directors for the Council of Government. The cost is \$9,360.00 for a city or organization between the populations size of 1,001-5,000 people. The balance of this memo is regarding our process.

Recruitment Process:

Hiring a City Administrator is one of the most important responsibilities a City Council has. The City Administrator can be the most pivotal employee a city's organization. They function as the

critical link between the Council and staff. The Administrator assures that council policy becomes reality in day-to-day services and that those services are delivered effectively.

The optimal relationship between the Administrator and the Council, employees, and the community is different for each city, and it is important that the process used to select the City Administrator accurately reflect Yamhill's values, culture, and current needs. The Mid-Willamette Valley Council of Governments (COG) is pleased to present to the Council an outline of how the COG can assist the city in developing a thorough, well-defined process to select the best candidate possible to be your next City Administrator.

The COG uses the Hybrid Method as outlined in the International City Management Associations (ICMA) Recruitment Guidelines. As such, the COG works with the Council and staff to conduct the recruitment themselves and provides support for this. Specifically, the COG uses the ICMA guidelines found in their Hybrid Model ¹ by working with the governing body to facilitate the discussion, develop the Administrator profile, and determine the structure of the recruitment process; as well as helping to review résumés, conduct reference checks, and structure the interview process.

The purpose of this memo is to outline what such proposal would entail to include a proposed schedule, process, position profile (recruitment brochure), standards, and criteria and policy directives to be used by the Council in the selection of its next City Administrator. This memo is intended to give an outline of efforts for Council to better inform the public on the selection process itself. A draft agreement for services is also attached to this document for review and discussion purposes. While the COG will recommend best practices, the control and outcome determination of same is the City Council's.

If you or the Council has any comments, questions, or concerns on this matter, we are prepared to engage in the discussion as you deliberate on this important matter for the City of Yamhill. Please feel free to contact me at sdadson@mwvcog.org or 503-540-1601 once you had a chance to review the attached overview.

¹ "In-House in Conjunction with Outside Party In the third alternative, the governing body can conduct the recruitment in-house and supplement the process, where necessary, with assistance from an executive search firm or another outside source, such as an the ICMA Range Rider. In some cases, the governing body may seek assistance at the beginning of the process to facilitate the discussion, develop the Administrator profile, and determine the structure of the recruitment process. In other cases, local government officials may initiate the process in-house by developing the profile and advertising for the vacancy, and they may then use an outside source to help review résumés, conduct reference checks, and structure the interview process. This alternative may be most appropriate if cost is a concern; however, because it also presents opportunities for lapses in communication, the exact responsibilities of each party must be clarified in a written agreement." ICMA Recruitment Guidelines

The Key Elements of the Recruitment and Selection Process

There are several key elements of the Recruitment and Selection Process and they are;

1. Development of the Administrator Profile - what do you want and need in the next Administrator.
2. How do you want to engage and or include the community in the Administrator Profile and in the process?
3. Determining the Compensation Schedule.
4. How do you want to reach potential candidates and, finally,
5. Reviewing the applicants, determining the Candidates to be interviewed, and selecting and negotiating with the final candidates.

The following sections are examples of the key elements that have been used by other member governments in the region and the COG and are meant to illustrate the elements noted above. The first of these is a draft schedule of what is a typical time frame for the Administrator/Administrator search process. All of this is subject to change based upon the Council's desires to engage such a process and the specifics therein:

Draft Schedule

	STEP	ESTIMATED TIME	COMPLETION
1	Council develops Draft Recruitment Process, Standards, and Profile		
2	Public Hearing and Council approval of Recruitment Process Standards and Profile		
3	Place advertisement		
4	Closing Date		
5	Send acknowledgment letters	One week after closing	
6	Screen/score applications	One week after closing	
7	Council meets in Executive Session to select candidates for phone/Zoom interviews and approve interview questions and score sheets (Optional depending on number of applications)		
8	Council meets in Executive Session to conduct phone/Zoom interviews for top candidates (Optional depending on number of applications)		
9	Council selects finalists for Background and Reference Checks in Executive Session		

10	Obtain candidate releases/Conduct backgrounds and reference checks	3 – 4 weeks	
11	Candidate Interviews: Community Open House followed by interviews in Executive Session.		
12	Selection of successful candidate; Delegation to negotiate		
12	Contract in place		
13	Start Date		

(Council meetings are 1st and 3rd Tuesday of the month, * notes a special meeting.)

Advertising

The recommended advertising is to use known targeted groups and institutions, as well as a public posting for all who may be interested in the position. The COG recommends advertising in the following locations:

- League of Oregon Cities (LOC) Website (\$20)
- Association of Washington Cities Website (\$200)
- City of Yamhill Website
- MWVCOG Website (no charge)
- ICMA (International City Administrators Association) Weekly Newsletter – 60 days
Prices are determined by job function, not word count: City Administrator - \$450 member/\$600 non-member
- National League of Cities - 30 days - \$250 member/\$350 non-member

Background Check Process

The background check process will involve a credit check (because this position has fiduciary responsibilities), a criminal history check, and reference checks to include a subordinate, peer, and supervisor. In conducting reference checks, the COG will endeavor to obtain names and interview others who know the candidate but is otherwise not listed in the candidate’s reference list.

Interview Panels

The Council has the option of a traditional process, of formal council led interviews conducted in executive session for the protection of the candidates and for council with initial screening of candidates and interviews conducted by the Council. The Administrator Profile, the timeline, the other components of the process are important but at the council level. The Council may also

select other processes to include other options such as interview panels, both internal panels and outside or citizen panels. A final phase may include options such as panels consisting of: (1) the Council, (2) a Community/Partner panel, and (3) a Staff panel. The Community and Staff panel will select among its membership someone to provide a report to the City Council. The Community/Partner panel and Staff panel will not rank candidates. Instead, the report will consist of a summary of each candidate's strengths and weaknesses as determined by a consensus of each panel.

How the council should choose to do this part of the process should be clear and upfront for the benefit of both council and candidates.

Open House

Prior to the final interviews, the city may opt to host an Open House where the public will be able to meet with the candidates. Depending on the timing, COVID restrictions may require a creative substitution for the Open House utilizing Zoom or another virtual event platform.

Administrator Profile Development

One of the most important parts of the process is the development of an Administrator/Administrator Profile. The COG work with the Council on the Evaluation Process to include the Evaluation Criteria to be used in the search and selection process.

The following is a sample of what the criteria may be. It should be noted that this sample is jurisdiction and council specific and serves as an example only for discussion purposes:

Candidates will be evaluated on the following:

- **ADMINISTRATIVE ABILITY – STAFF RELATIONS** – Must be able to prioritize effectively, be pro-active and open to ideas, suggestion and constructive criticism from citizens, City Council, and staff. Must be highly ethical and of unquestioned integrity and be able to lead by example. In working with staff, needs to be an effective supervisor who is able to establish clear expectations, provide productive feedback and foster an atmosphere of teamwork and collaboration.
- **COUNCIL RELATIONS** – Expected to actively provide on-going regular communication to the Council on the needs, affairs and activities of the City and be able to provide the Council with the necessary information to be able to make informed decisions. Needs to be accountable to the Council for their time and be able to carry out the intentions and directions of the Council in a positive manner.
- **PUBLIC/COMMUNITY RELATIONS** – Must be involved with the community and committed to building on Yamhill's sense of community. Must be able to recognize and value diverse points of view, understand multicultural environments and be able to work effectively with the entire community. Must have a strong commitment to providing excellent customer service. Must understand small town politics.

- **VERBAL COMMUNICATION** – Ability to convey information and ideas accurately. Delivery should be smooth and fluent. Uses appropriate grammar, vocabulary, sentence structure, etc. Includes listening, understanding, responding appropriately and the use of gestures, eye contact, etc., to enhance the communication. Presents self in a positive manner.
- **INTERPERSONAL SKILLS** – Ability to deal with people in a tactful, diplomatic, and polite manner. Interacts with others in a way that demonstrates sensitivity to their needs and motives and does not arouse antagonism or negative feelings. Perceives the impact of their behavior upon others and adjust accordingly. Has a genuine interest in and empathy for people. Treats individuals in a fair, consistent, and impartial manner. Ability to deal effectively with potential conflict.
- **TECHNICAL KNOWLEDGE** – Responses reflect appropriate knowledge of the principles, policies, and procedures of municipal government. Demonstrates awareness of the roles and responsibilities of the Council and Administrator. Has a strong background in financial management, public works project financing and management, and budgeting.

Veterans Preference

The city will apply a scoring methodology for veteran's preference that will apply at every stage of elimination. In addition, pursuant to Oregon law, veteran candidates with transferrable skills will be granted an automatic interview. A "transferable skill" is a skill that a veteran has obtained through military education or experience that substantially relates, directly or indirectly, to the civil service position for which the veteran is applying.

From: [Erik Jensen](#)
To: [Sharon Bregante-Candau](#)
Cc: [Emily Rehder](#)
Subject: Re: Matt Brown Consulting
Date: Thursday, August 4, 2022 4:28:09 PM

Hi Sharon,

My apologies for the delayed response. We would be interested in assisting the City of Yamhill in one or more of those recruitments. Since you only asked for an estimate, I'm providing the estimated costs below but we are prepared to provide a full-fledged proposal for the recruitment(s) including a detailed scope and qualifications if you need one.

Our budget for a comprehensive City Manager search is approximately \$28,000 plus direct expenses (e.g., advertising, graphic artist fees for the recruitment brochure, background checks, consultant mileage at IRS rate, lodging, and per diem). Typically expenses run about \$5,000 and do not include finalist candidates' travel expenses, if needed. Please note that our City Manager recruitment process includes:

- candidate profile development (including stakeholder interviews)
- brochure development
- strategic advertising strategy and ad placement
- proactive outreach to potential candidates
- application review by our team of former upper level local government administrators
- Zoom interviews with up to 10 semi-finalists by experienced public administrators
- meeting with City Council in executive session to present the semi-finalists including briefing books with applications and other information (e.g. internet research) and recommendations on finalists
- Reference checks on all finalists
- Background checks (criminal and credit, employment and education verification)
- Comprehensive onsite management and facilitation of a "finalist week" including community/staff receptions, three interview panels (public administrators, community leaders, and department heads), City Council interviews, and facilitation of the City Council executive session to select the preferred finalist pending contract negotiations. Written summaries of feedback from the receptions and panels are provided to the City Council prior to deliberation.

Department head and other key city position recruitments are less because we will do the initial phase (profile, advertising, preliminary application review and rating, and, if desired, an initial round of online interviews). Normally our clients prefer to run the finalist process for those positions in-house. Depending on the position and the extent of services requested, professional fees run between \$12,000 - \$18,000 plus direct expenses probably in the range of \$3,000.

If you want us to conduct more than one recruitment simultaneously, or in close time proximity, we will offer a discount since there will be some economies of scale.

We would be happy to provide references as well. You may be aware that we conducted the City Manager recruitment for your neighbor city, Carlton, and I'm sure their Assistant City Manager, Christy Martinez, would be happy to share their experience working with our firm. Let us know if you would like us to submit a formal proposal. It would be our honor to work with the City of Yamhill.

Best,

Erik

Erik Jensen

Principal

Jensen Strategies, LLC

Direct: 503-477-8312

Mobile: 503-307-8020

Email: erik@jensenstrategies.com

1750 S. Harbor Way, Suite 350

Portland, OR 97201

www.jensenstrategies.com



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OUR SERVICES

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We're here when you need us!

Up-to-Date Information

- ✓ Technical assistance: Call or email LGPS, and our specialists will answer your questions.
- ✓ Quarterly newsletter to keep you up to date on current issues and trends.

Pre-employment Background & Reference Investigations

No Cost Job Posting on our website

Wage and Hour assistance

- ✓ FLSA analysis
- ✓ Wage & Hour claims

Discounted Service Rates:

Labor Relations representation

- ✓ Experienced labor relations consultants and lawyers
- ✓ Contract negotiations
- ✓ Interest / grievance arbitrations
- ✓ Employment Relations Board matters, including ULPs and union-formation issues
- ✓ PECBA Comparables Analysis
- ✓ Unemployment Hearings

Human Resources expertise

- ✓ HR Professionals
- ✓ Classification and Compensation studies
- ✓ Job descriptions / analysis
- ✓ Personnel policy manual review
- ✓ Policy development and review
- ✓ Executive level recruitment services
- ✓ FMLA/OFLA compliance

Contact Us
(541) 682-4283
asklgps@lcog.org

Job Title: Finance and Administrative Services Director Department: Administration
Hiring Salary Range: \$55,000 - \$65,000 Employment Type: Full-Time, Exempt, Non-Represented

Application Deadline: Open Until Filled

First Application Review Date:

General Statement of Responsibilities

Reporting to the City Council, the Finance and Administrative Services Director carries out the financial and administrative operations of the City. This position performs advanced professional, technical, and administrative fiscal data processing and accounting work including fulfilling annual audit requirements and budgets. This position currently supervises 2 administration employees.

Summary of Duties - Essential Functions

- Organize and maintain the City's accounting system.
- Collaborate with department heads in annual budget preparation.
- Prepare monthly budget and financial reports.
- Process, prepare and submit payroll, associated reports and tax filings and employee time and fringe benefit records.
- Manage and process City employee insurance and personnel reports.
- Maintain City records.
- Directs the annual audit by independent auditors, prepares workpapers and spreadsheets as needed.
- Track project costs and furnish reports to City Council.
- Follow all established safety rules and procedures.
- Organize administration team and processes to prevent fraud using accounting best practices.
- Provide supervision and support to City and Administrative Clerks.
- Organize and supervise administration team duties.
- Create and maintain an environment that embraces world class customer service, innovation, and a growth mindset.

Auxiliary Job Functions and Responsibilities

Receive telephone calls and visitors to City Hall. Respond to questions and provide requested information or refer to appropriate person/department. Prepare staff reports for the City Council. Other duties, tasks, or work as requested or assigned.

Minimum Qualifications

- Bachelor's Degree in Accounting, Business Management, Public Administration or comparable coursework.
- OR any satisfactory equivalent combination of education and experience which

ensures the ability to perform the essential functions of the position.

- Ability to prepare complete and accurate financial records and reports.
- Knowledge of accounts payables and receivables.
- Considerable skill in the use of personal computers, including Excel and Word.
- Ability to learn CenterPoint accounting software.
- Ability to work independently, exercise judgment in determining correct procedures to follow and perform complex accounting work accurately.
- Ability to establish and maintain effective relationships with other staff and the public.
- A valid Oregon driver's license or ability to obtain one within 6 months of hire.

Desirable Qualification

- Master of Public Administration, Business, Accounting, or related field.
- Knowledge of municipal finance, government functions, and operations.
- Extensive knowledge of fund accounting practices, fiscal principles and governmental procedures.
- Knowledge and experience working with PERS.
- Knowledge and experience with the CenterPoint accounting software.
- Advanced Excel Skills.

Physical Demands of Position:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, communicate, hear, reach and manipulate objects, office equipment or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Working Hours and Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Full time 40 hours per week in an office setting requiring the ability to deal with multiple interruptions and yet maintain composure and attention to detail and other usual office working conditions. The noise level is typical of most office environments

City Recorder

Non-Exempt, Fulltime

Salary \$30 - \$40

Last Updated February 2020

Position Overview

Under the general supervision, plans, organizes, provides, and participates in all City Recorder functions and activities including the custody, access, and archiving of the City's official records, providing for and responding to requests for public information, election services, and coordinating assigned activities with other City departments, outside agencies, and the public. The City Recorder is responsible for coordinating City Council meetings and agendas, and ensuring compliance with laws governing public meetings, records, and elections.

The City Recorder reports to the City Administrator. This position does not exercise direct supervision of staff, but serves as a team leader, project coordinator, and/or primary resource for a variety of specialized records management functions.

The City Recorder supports the Administrative Team and serves as the Clerk of the City Council, the Budget Committee, Records Manager and City Elections Official. This position is responsible for a variety of highly confidential and sensitive information and requires use of substantial independent judgment. The position is responsible for organizing official proceedings and processes and developing and maintaining complex records management and retention systems.

Responsibilities

ESSENTIAL JOB FUNCTIONS

The following tasks are representative and not to be considered all inclusive.

- Serves as Clerk of the Council, attends Council, Budget Committee, and Planning Commission meetings; records proceedings; assembles public records; drafts or edits minutes that are submitted for Council approval; assures distribution of signed ordinances, resolutions, minutes and other documents approved by Council or the Agency.
- Ensures arrangements are made for all City Council, Budget Committee, and Planning Commission meetings. Schedules and makes necessary legal notification of all special meetings, executive sessions and public hearings.
- Prepares the City Council and Budget Committee agenda packets in coordination with the Mayor, City Administrator and department heads. Advises departments regarding preparation of Council packet documentation; reviews completed agenda reports and oversees distribution to Council and staff. Posts the agenda packets to the City's website.
- Serves as Election Officer for the City; handles all aspects of City elections including preparing and distributing official notifications, providing information to candidates and campaign

committees and ensuring compliance with all city, county, and state rules, regulations and requirements. Coordinates orientation for new members of the City Council.

- Oversees records management, assigns numbers for and maintains indexes on Ordinances, Resolutions, and other documents approved by Council, prepares certified legal copies when necessary. Advises and educates City departments for compliance with requirements of state retention laws.
- Maintains custody and indexing of official minutes, ordinances, and resolutions. Maintains files of official agreements, contracts, petitions, street vacations, easements, deeds and other legal documents.
- Provides City staff and the public with general information about the City Charter, Ordinances, Resolutions and City Council activities, responds to public inquiries and complaints.
- Responds to public records requests in compliance with Oregon Public Records Law and provides public records to citizens, civic organizations, news media, and other public agencies.
- Prepares and files official record for land use actions appealed to the Land Use Board of Appeals.
- May provide executive level support to the City Council, City Administrator.
- Schedules and makes necessary legal notification of all special meetings, executive sessions and public hearings for City Council, Budget Committee, and Planning Commission.
- Signs all official documents including ordinances, resolutions, contracts and other documents as necessary.
- Special project work including research for City Council, City Manager, and other department heads.
- Processes liquor license applications or renewal for new and established businesses in Wilsonville.
- Coordinates advertising, appointments, and notifications of board vacancies for all City Boards and Commissions. Maintains roster, terms of office, and contact information for all Boards and Commissions.
- Serves as Oregon Notary Public and as designee to receive legal process service, signs official city documents, including ordinances, resolutions, contracts and other documents as necessary and maintains custody of City Seal, administers oaths to Council upon request.
- Processes Building Permits and provides administrative assistance to City Planner.

Coordinate and perform other projects, functions, and tasks, as assigned

Customer Service Standards for Employees

These standards are to ensure the organization is focused on providing high quality service to the public

and other employees. Employees are expected to meet these standards as part of their job responsibilities.

Communication

- Acknowledge customers when they enter a city facility by greeting them with a smile and positive tone of voice whether in person, on the phone or in email.
- Gather necessary information to assist the customer. Where possible, handle issues/questions/requests without transferring customer to someone else.
- Seek out answers to questions first; if unsuccessful provide name/contact information of someone who can assist.
- Listen, understand, and clarify to gain in depth understanding of the needs to ensure they are being met.
- Address difficult or contentious issues in a constructive manner.
- Be positive and enthusiastic when speaking with customers.

Respect

- Be courteous and polite.
- Treat customers with dignity and respect.
- Understand customer's expectations and treat them as a priority.
- Actively listen and give customer undivided attention.
- Appreciate differing perspectives, opinions, and needs.
- Demonstrate integrity and build trust through credibility, reliability, commitment, and ethical behavior.

Responsiveness

- Provide prompt and reliable service.
- Respond to phone/email as soon as possible.
- Follow through in a timely manner on commitments made to customers and provide estimated timeline for completion.
- Change voicemail and email when out of office/unavailable and provide alternate contact person for customers.
- Demonstrate a "can-do" approach.
- Exhibit problem-solving skills leading to sound judgment and quality decisions.

Qualifications

Education & Experience

Associate's degree in Management, Business Administration or a closely related field from an accredited school and four (4) years of progressively responsible municipal government administrative experience which includes states laws pertaining to public meetings, municipal records management, election procedures, and municipal court procedures

- OR -

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

Preference may be given to candidates with a Bachelor's degree.

Required Certifications/Licenses

- Possess, or ability to obtain within twelve (12) months of hire, basic Certified Municipal Clerk Certification. Master Municipal Clerk Certification preferred.
- Possess, or the ability to obtain within six (6) months of hire, Oregon Notary Public designation.
- Possess a valid driver license.

Knowledge, Skills, & Abilities

- Knowledge of City, state, and federal policy and procedures related to election administration and voter pamphlets.
- Knowledge of municipal government, the organizational structure, the function of various departments, and office management.
- Knowledge of Oregon Revised Statutes and legal requirements for public meetings.
- Knowledge of principles, practices, and procedures of municipal government management, including public meeting laws and Roberts Rules of Order.
- Knowledge of local, state, and federal laws governing municipalities.
- Knowledge of public notice laws.
- Knowledge of safety principles, methods, and procedures.
- Excellent communication skills, both verbally and in writing.
- Skilled in researching and obtaining data necessary to evaluate solutions to complex problems and issues with multiple variables.
- Skilled in reading, analyzing, and interpreting professional and technical journals, reports, and legal documents.
- Skilled in the use of personal computers, including word processing, spreadsheet, and records management software.

- Skilled in taking and transcribing minutes of public meetings.
- Ability to present facts and recommendations to employees, management, elected officials, public groups and boards.
- Ability to establish and maintain effective working relationships with employees, management staff, representatives of governmental and community agencies and maintain professional integrity of sensitive and confidential information.
- Ability to interpret and apply federal, state and local laws, policies, rules and regulations.
- Ability to apply generalized theory to specific situations.
- Ability to prepare complex reports, correspondence, and records.
- Ability to apply and adapt practices and techniques to the meet requirements of management, employees, and changing organizational dynamics.
- Ability to work efficiently to manage projects under deadline pressure and in a significantly lean staffing model while maintaining excellent customer service.
- Ability to prioritize and delegate work, analyze situations, and make recommendations to the City Manager or City Council.

Additional Information

Work Environment: Job duties are generally performed in an indoor office setting with environmental controls. Work assignments will include evenings.

Physical Requirements: Frequent sitting, continuous talking and hearing both in person and over the phone, frequent keyboarding and repetitive motions of the hands/wrists, occasional walking, reaching, and lifting and/or carrying up to 40 pounds.

Cognitive Functions: The position incumbent works in a fast-paced office environment characterized by deadlines, interruptions, and complex decision-making processes. Work is performed with minimal direction and supervision and routinely requires independent judgment. The incumbent must be capable of working effectively with coworkers, members of the public, and elected officials. Concentration and focus are required to complete detail-oriented tasks.

Tools/Equipment Used: General office equipment, including but not limited to: computer, printer, telephone, fax machine, and copy machine. Computer software including but not limited to: records management, word-processing, spreadsheet, website, and database programs.

Other Requirements

I understand and acknowledge this position is at-will, and the City and incumbents in this position mutually reserve the right to end the employment relationship with or without cause at any time.

I have read the above job description and can perform the essential functions of this position with or

without reasonable accommodation. I understand it is my responsibility to contact Human Resources if I at any time require an accommodation to complete the essential functions of this position.

City of Yamhill

Job Description

Position: City Recorder/Treasurer

General Statement of Duties:

Under general supervision and direction of the mayor, implements policy as established by the city council. Administers plans and directs the overall budgeting and finance functions of the City; directs the functions of the Finance Department in all areas including payroll, accounts payable, accounts receivable, special assessments, treasury and bonded debt. Administers all duties of the City Recorder office, including serving as Clerk of the Council, overseeing and/or performing work relating to the maintenance of official city records and the election process; does related work as required.

Distinguishing Features of the Classification:

Acts as Chief Financial Officer and Clerk of the Council and operates under state and federal laws, the city charter and ordinances as well as direction and rulings of the city council. Most duties of this position involve working with department heads, the mayor and the city council. Actions taken are on broad policy, planning and budgeting of city operations as directed by the city council. An employee in this classification serves a dual function as both the Treasurer and City Recorder.

Supervision Received:

Work is performed under the general supervision of the city council and the mayor provides direct supervision.

Supervision Exercised:

Exercises fiscal supervision over the city budget and expense control: direct supervision of clerical personnel in the Finance Department and the City Recorder's office.

Principal Duties and Responsibilities as Treasurer:

1. Prepares payroll for City employees including paying Federal and State payroll taxes and filing necessary payroll reports.
2. Reconciles city bank accounts; compiles the monthly financial reports.
3. Responsible for the accounts payable function of the City.
4. Prepares and balances the daily cash receipts and prepares daily bank deposit.
5. Prepares the annual budget; reviews departmental needs, prepares and transmits budget estimates for final Council action.
6. Prepares and compiles documents for annual and periodic audits.

7. Provides direction to the City Clerk in the accomplishment of the duties of custodian of the Water/Sewer Accounts for monthly billings and statements and Municipal Court functions.
8. Confers with all department heads on programs, procedures and administrative problems to improve the effectiveness of city services.
9. Assesses city needs: responsible for purchase and disposal of equipment and supplies in accordance with purchasing policies and procedures; prepares bid specifications when required.
10. Maintains current knowledge of outside grant and funding programs; prepares grant and funding applications as authorized by the City Council.

Principal Duties and Responsibilities as City Recorder:

1. Serves as Clerk of the Council: Attends all City Council meetings and workshops. Prepares all agendas with necessary research for Council decisions. Prepares correspondence and minutes for all meetings. Prepares and publishes notices of all City Council meetings under the Public Meetings laws. Initiates and prepares ordinances and resolutions for the Council's consideration.
2. Maintains current knowledge of applicable City ordinances, state and federal laws, and changes as they occur that affect the City of Yamhill government. Monitors City ordinances, resolutions, policies and procedures and fee schedules and makes appropriate recommendations to the City Council.
3. Ensures proper maintenance, dissemination, integrity, and confidentiality of all City records, books, files, reports, policies and procedures, other miscellaneous public documents, and oral and written communications as necessary. Provides for overall backup, quality control, security, and emergency situations.
4. Assists private citizens seeking information or making complaints and attempts to dispose of these matters to the best advantage of all parties concerned.
5. Serves as the City Elections Officer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Abilities:

1. Thorough knowledge of principles and methods used in finance, office management, accounting, spread sheet data entry, budgeting and banking in a municipal setting.
2. Ability to monitor and maintain harmony among employees, resolve grievances, respond to complaints, perform or assist subordinates in performing duties.
3. Ability to prepare and analyze concise, accurate, and comprehensive reports and correspondence.

4. Ability to communicate verbally and in writing effectively, professionally, and convincingly with the public and employees. Ideal candidate will have the ability to make complex information easily understood.
5. Ability to work harmoniously and cooperatively with the public, co-workers, subordinates and elected and appointed officials.
6. Ability to develop and implement sound work practices in regard to scheduling and budgeting in order to meet workflow demands in a timely and efficient manner.
7. Ability to work under pressure, stress, and public antipathy and handle verbal abuse and abusive language.
8. Ability to understand, follow and deliver written and oral instructions.
9. Ability to demonstrate well-developed personal qualities of leadership persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, compassion, and independent decision-making.
10. Ability to derive pertinent information from the public, co-workers, and records.
11. Ability to assess City needs and priorities and make decisions and/or recommendations in accordance with City policies about personnel, materials and supplies, equipment and training.
12. Ability to administer City, county, state and federal laws, ordinances, policies and regulations effectively to promote and manage public services and goodwill.
13. Ability to analyze, understand, and prepare technical information and reports and apply them to City operations, policies and procedures.
14. Ability to effectively motivate personnel, recognize the lack of personnel effectiveness, and bring about a positive performance and effectiveness.
15. Ability to conduct public speaking presentations as requested or required.
16. Ability to direct, effectively and with good judgment, the operation of personnel and equipment under both emergency and non-emergency conditions.

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Experience and Training:

1. College degree or equivalent work experience in the field
2. Some supervisory experience; or
3. Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
4. Currently Certified Municipal Clerk or willingness to complete certification within 4 years of hire date.

Other Qualifications:

1. Must have a valid Oregon Driver's License and a safe driving record.
2. Be able to pass a criminal background check.
3. Must submit to a drug screening if required

Physical Abilities:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;
3. Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment;
4. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a general office environment;
5. Sufficient ability to lift supplies and equipment ranging in weight of up to 25 lbs.



Staff Report

Meeting Date:	August 10, 2022
Item Number:	5.C.
Prepared By:	Sharon Bregante-Candau, Administrative Clerk
Topic:	Wage and Compensation Study

Recommendation

Staff recommends considering quotes for Wage and Compensation Study.

Background

Administrative Clerk followed up with Local Government Personnel Services to define study and services needed and obtain quote from them. Matt Brown Consulting also provides these services at \$100 an hour – see Attachment A in Personal Services Agreement Matt Brown Consulting.

Attachments

- A. Yamhill Salary and Wage Study LGPS Estimate
- B. Personal Services Agreement Matt Brown Consulting

Local Government Personnel Services

Your Resource for Labor Relations and HR Assistance

859 Willamette St., Ste 500
Eugene OR 97401

(541) 682-4283

asklgps@lcoq.org

<https://www.lcoq.org/1105/Local-Government-Personnel-Services>



Project Purpose:

- ▶ Conduct an external market analysis for salaries, to include comparable cities in Oregon.
- ▶ Provide/present findings, analysis, and market-based recommendations of total compensation.

Project Scope of Work and Estimate Prepared for:

Yvette Potter, Mayor
City of Yamhill
205 S Maple Street
PO Box 9
Yamhill OR 97148
(503) 662-3511
p.schuetz@cityofyamhill.org

Date: February 28, 2022

Description of Services	Estimated Hours
Preparation & Development	
<ul style="list-style-type: none"> ▶ Confirm/finalize project parameters (project options, comparators, data points, and positions to be included) ▶ Customize data tables 	4.00
Background Review - Yamhill Data	
<ul style="list-style-type: none"> ▶ Review City of Yamhill job descriptions and current salary structures for summary overview of comparable external market factors for survey and analysis purposes 	2.00
External Market Survey	
<ul style="list-style-type: none"> ▶ Request and collect comparator data (job descriptions, salary schedules, wages, etc); follow up as needed ▶ Up to ten (10) public sector comparators 	5.00
Eleven (11) Classifications	
<ul style="list-style-type: none"> ▶ Review, evaluate, and analyze collected data, perform job matching, and follow up on data requests as needed ▶ Draft up to eleven (11) raw wage data tables to summarize findings & analysis 	11.00
Findings, Analysis, & Recommendations	
<ul style="list-style-type: none"> ▶ Review, evaluate, and analyze data ▶ Draft/summarize findings, analysis, and market-based recommendations ▶ Draft recommendations for classification plan/salary schedule 	8.00
Report Development & Project Finalization	
<ul style="list-style-type: none"> ▶ Prepare project report for city review ▶ Review project report with city ▶ Make updates as necessary & finalize report 	6.00
ESTIMATED PROJECT HOURS & COST (MEMBER RATE)	
	36.00
HOURLY BILLING RATE (MEMBER RATE)	
	\$147.00
ESTIMATED TOTAL PROJECT COST	
	\$5,292.00
ESTIMATED PROJECT HOURS & COST (NON-MEMBER RATE)	
	36.00
HOURLY BILLING RATE (NON-MEMBER RATE)	
	\$179.00
ESTIMATED TOTAL PROJECT COST	
	\$6,444.00

PROJECT ASSUMPTIONS

- ▶ Project includes 11 city positions.
- ▶ External market salary survey includes up to ten (10) public-sector comparators.
- ▶ Conferences / meetings conducted virtually, for COVID safety.

PROJECT TIMELINE

- ▶ First available date to begin project work: Approximately August 15, 2022 or one (1) week after notice to proceed - whichever is later.
- ▶ Project timeline is dependent upon city and external participant participation throughout this classification and compensation study.

PROJECT DISCLOSURES

- ▶ This project estimate, including timeline, is offered for 30 days from the date of the estimate. After 30 days, please contact us for an updated estimate, including timeline.
- ▶ This is a good faith estimate. Actual project hours, whether more or less than estimated, will be billed quarterly.
- ▶ Project modifications requested will be confirmed in writing.
- ▶ Should any conference / meeting be conducted in person, mileage / travel costs will be billed.

July 20,2022

To Whom It May Concern:

I Raul Perez am writing to explain the reasons for why I'm requesting city water services to my residence at 21896 NE Graham Ave, Yamhill Oregon 97148.

I closed on the purchased of the` above address on May 19, 2022. When I purchased the property, it was not disclosed to me that the residence was not being service with city water. Only there after moving into the residence I noticed the water was salty. The residence was being supplied by well water.

The water from the well is not suitable for human consumption. Furthermore, the water cannot be used for watering any vegetation. For the saltwater dries out plants. It is uncomfortable to shower with such water. Livestock cannot drink such water coming from the well.

I have taken some measures to improve the water quality. I have installed several filters to filter the water from the well that provides water to the residence. I have pictures of the filters installed near the well pump. Also, I can provide receipts of the supplies recently purchased to improve the filtration and quality of the water. None of the above measures that I have taken have produce any results to improve the quality of the water.

I am requesting city water services considering the above information.

Thank you
Raul Perez



City of Yamhill

A small taste of Oregon

CITY OF YAMHILL, CITY COUNCIL MEETING
Friday, June 10, 2022
Immediately following Executive Session
Approximately 5:00 P.M.
MINUTES

SPECIAL MEETING

1. CALL TO ORDER: Roll Call

Mayor Yvette Potter called the meeting to order at 5:41 PM.

Present In-Person: Mayor Yvette Potter, Councilors: Kay Echaury and Marci Hedin

Absent: Councilors Tim Askey and Andrew McMullen

Staff Present In-Person: Sharon Bregante-Candau, Administrative Clerk

2. NEW BUSINESS:

A. City Administrator – *consider appointment*

Motion by Echaury, seconded by Hedin, pending positive review of all references and successful police background check, that the City Attorney begin the employment agreement with Brent Carver.

Roll call: Ayes: Potter, Echaury, and Hedin
Nays: None

The motion carried.

7. ADJOURNMENT: 5:44PM

Respectfully submitted,

Yvette Potter
Mayor, City of Yamhill

ATTEST:
Sharon Bregante-Candau
Administrative Clerk

DRAFT

8/5/2022
6:37 PM**Admin Reserve Fund, Building Fund, City Hall Reserve Fund, Economic**

Page 1 of 2

Income Statement
7/1/2022 to 7/31/2022

	Jul 2022	Jul 2022
	Jul 2022	Jul 2022
	Actual	Actual
Revenue		
Other Revenue		
Admin Court Fees	755.00	755.00
Business License	25.00	25.00
Cigarette Taxes	74.07	74.07
Interest Income	3,339.57	3,339.57
Liquor Taxes	2,408.92	2,408.92
Miscellaneous Income	35.00	35.00
Municipal Court Equip Assmt	32.00	32.00
Municipal Court Fines	2,452.50	2,452.50
Municipal Court Training Assmt	48.00	48.00
Park Fees	205.00	205.00
Police Misc. Income	644.73	644.73
Police Service Fee	1,750.00	1,750.00
Police SRO-Yamhill/Carlton SD	2,500.00	2,500.00
Previously Levied Taxes	1,894.78	1,894.78
Property Tax Revenue	31.56	31.56
Security Deposits	512.44	512.44
State Gas Tax Revenue	8,401.84	8,401.84
State Revenue Sharing	392.59	392.59
Stormwater	722.43	722.43
Users Fees	60,362.12	60,362.12
Vehicle Replacement Assmt	160.00	160.00
Total Revenue	\$86,747.55	\$86,747.55
Total Gross Profit	\$86,747.55	\$86,747.55

Expenses**Requirements**

911 YCOM Dispatch	1,040.00	1,040.00
Admin Clerk	5,070.19	5,070.19
Administrative Costs	32.20	32.20
Ads & Printing	1,257.32	1,257.32
Assessments	737.81	737.81
Attorney/Legal Fees	1,950.50	1,950.50
Building Maintenance	120.00	120.00
Chemicals	49.98	49.98
City Clerk	6,389.70	6,389.70
Contract Services	27,533.50	27,533.50
Copy/Postal/Computing	680.45	680.45
Debt Service Expense	800.00	800.00
Deposit Refund	47.99	47.99
Distribution System	1,583.50	1,583.50
Dues, Travel, Training	3,495.00	3,495.00
Equipment/Maintenance	229.00	229.00
Facilities Manager	6,627.00	6,627.00
Footpaths/Bikepaths	669.25	669.25
Meter Replacement	2,834.45	2,834.45
Miscellaneous Expense	569.75	569.75
ODOT Grant Payroll	1,352.28	1,352.28
Office Supplies	5.63	5.63
Operations & Maint	11,340.57	11,340.57

Income Statement
7/1/2022 to 7/31/2022

	Jul 2022	Jul 2022
	Jul 2022	Jul 2022
	Actual	Actual
Pager Pay	708.00	708.00
Payroll Expense	20,206.40	20,206.40
Permits	3,499.00	3,499.00
Plant Operator	6,830.34	6,830.34
Police Chief	9,007.34	9,007.34
Police Equipment	2,697.00	2,697.00
Police Officer	8,436.32	8,436.32
Policy & Procedure Manual	1,941.80	1,941.80
Safety Equipment & Supplies	10.06	10.06
Software	2,317.84	2,317.84
Street Lights	1,289.76	1,289.76
Street Maintenance	1,200.00	1,200.00
Support Services	2,855.00	2,855.00
Traffic Officer	7,452.88	7,452.88
Utilities	4,872.03	4,872.03
Utility Worker I	9,120.26	9,120.26
Vehicle Maintenance	4,408.63	4,408.63
Website/IT	3,775.00	3,775.00
Total Expenses	\$165,043.73	\$165,043.73
Total Net Income (Loss) From Operations	(\$78,296.18)	(\$78,296.18)
Total Net Income (Loss)	(\$78,296.18)	(\$78,296.18)

Statement of Revenue and Expenditures

Account Number		Current Period	Year-To-Date	Annual Budget	Jul 2022
		Jul 2022 Actual	Jul 2022 Actual	Jul 2022 Jun 2023	Jul 2022 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4928	Admin Court Fees	755.00	755.00	23,000.00	3.28%
4100	Beginning Budget Balance	0.00	0.00	447,330.00	0.00%
4932	Business License	25.00	25.00	700.00	3.57%
4902	Cigarette Taxes	74.07	74.07	2,200.00	3.37%
4915	Dog License Revenue	0.00	0.00	500.00	0.00%
4925	Franchise Fees	0.00	0.00	48,000.00	0.00%
4944	Grant - ODOT- DUII	0.00	0.00	4,000.00	0.00%
4943	Grant - ODOT PSG/Speed Grant	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	0.00	0.00	3,500.00	0.00%
4948	Grant - Planning	0.00	0.00	1,000.00	0.00%
4945	Grant -ODOT Distracted Driving	0.00	0.00	3,500.00	0.00%
4952	Interest Income	618.08	618.08	5,000.00	12.36%
4962	Land Use Fees	0.00	0.00	15,000.00	0.00%
4903	Liquor Taxes	2,408.92	2,408.92	19,500.00	12.35%
4913	Miscellaneous Income	35.00	35.00	2,000.00	1.75%
4924	Municipal Court Fines	2,452.50	2,452.50	55,000.00	4.46%
4941	Municipal Court Training Assmt	48.00	48.00	1,100.00	4.36%
4951	National Night Out	0.00	0.00	1,500.00	0.00%
4961	Park Fees	205.00	205.00	1,200.00	17.08%
4914	Police Misc. Income	644.73	644.73	6,000.00	10.75%
4922	Police Service Fee	1,750.00	1,750.00	29,000.00	6.03%
4950	Police SRO-Yamhill/Carlton SD	2,500.00	2,500.00	10,000.00	25.00%
4901	Previously Levied Taxes	1,894.78	1,894.78	11,000.00	17.23%
4900	Property Tax Revenue	31.56	31.56	340,766.00	0.01%
4904	State Revenue Sharing	392.59	392.59	15,000.00	2.62%
4923	Towing Fees	0.00	0.00	100.00	0.00%
General Revenues Totals		\$13,835.23	\$13,835.23	\$1,049,896.00	
Revenue		\$13,835.23	\$13,835.23	\$1,049,896.00	
Gross Profit		\$13,835.23	\$13,835.23	\$1,049,896.00	
Expenses					
Administrative Dept					
6103	Admin Clerk	760.52	760.52	7,353.00	10.34%
6325	Ads & Printing	1,257.32	1,257.32	2,500.00	50.29%
6300	Attorney/Legal Fees	1,930.52	1,930.52	10,000.00	19.31%
6301	Audit Fees	0.00	0.00	10,000.00	0.00%
6412	Building Maintenance	0.00	0.00	3,000.00	0.00%
6335	Christmas Decorations	0.00	0.00	1,000.00	0.00%
6101	City Administrator	0.00	0.00	36,002.00	0.00%
6102	City Clerk	958.46	958.46	8,556.00	11.20%
6306	Contract Services	8,496.25	8,496.25	12,500.00	67.97%
6305	Dues, Travel, Training	747.99	747.99	2,500.00	29.92%
6334	Emergency Services	0.00	0.00	4,000.00	0.00%
6309	Janitorial Services	0.00	0.00	2,600.00	0.00%
6202	Liability Insurance	0.00	0.00	8,850.00	0.00%
6252	Miscellaneous Expense	432.48	432.48	500.00	86.50%
6328	Office Supplies	0.00	0.00	2,500.00	0.00%
6200	Operations & Maint	1,001.40	1,001.40	6,000.00	16.69%
6120	Payroll Expense	929.80	929.80	37,743.00	2.46%

Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
6329	Postage	0.00	0.00	400.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	105,879.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	10,831.00	0.00%
6522	Reserve Transfer (PD Vehicle)	0.00	0.00	25,000.00	0.00%
6210	Utilities	617.19	617.19	9,200.00	6.71%
6032	Website/IT	3,775.00	3,775.00	10,000.00	37.75%
Administrative Dept Totals		\$20,906.93	\$20,906.93	\$316,914.00	
City Council					
6332	Community Support Services	0.00	0.00	2,000.00	0.00%
6305	Dues, Travel, Training	270.80	270.80	1,000.00	27.08%
6252	Miscellaneous Expense	0.00	0.00	1,000.00	0.00%
City Council Totals		\$270.80	\$270.80	\$4,000.00	
Municipal Court					
6103	Admin Clerk	604.82	604.82	2,941.00	20.57%
6250	Assessments	737.81	737.81	22,000.00	3.35%
6300	Attorney/Legal Fees	0.00	0.00	500.00	0.00%
6224	Bail Refunds	0.00	0.00	400.00	0.00%
6102	City Clerk	1,813.36	1,813.36	19,963.00	9.08%
6310	Court Interpreter	0.00	0.00	1,200.00	0.00%
6305	Dues, Travel, Training	126.60	126.60	2,000.00	6.33%
6311	Municipal Judge	0.00	0.00	4,000.00	0.00%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	0.00	0.00	1,500.00	0.00%
6120	Payroll Expense	870.12	870.12	18,935.00	4.60%
Municipal Court Totals		\$4,152.71	\$4,152.71	\$73,939.00	
Park Dept					
6200	Operations & Maint	181.58	181.58	15,000.00	1.21%
6120	Payroll Expense	180.81	180.81	18,610.00	0.97%
6523	Reserve Transfer (Park)	0.00	0.00	5,000.00	0.00%
6433	Security Cameras	0.00	0.00	10,000.00	0.00%
6401	Trees	0.00	0.00	6,000.00	0.00%
6210	Utilities	53.00	53.00	2,000.00	2.65%
6109	Utility Worker I	918.77	918.77	16,536.00	5.56%
Park Dept Totals		\$1,334.16	\$1,334.16	\$73,146.00	
Planning Dept					
6103	Admin Clerk	513.03	513.03	9,804.00	5.23%
6325	Ads & Printing	0.00	0.00	2,000.00	0.00%
6303	City Planner	0.00	0.00	10,000.00	0.00%
6306	Contract Services	672.00	672.00	70,000.00	0.96%
6305	Dues, Travel, Training	0.00	0.00	500.00	0.00%
6328	Office Supplies	0.00	0.00	200.00	0.00%
6120	Payroll Expense	156.75	156.75	12,562.00	1.25%
6114	Planning/ City Administrator	0.00	0.00	5,000.00	0.00%
Planning Dept Totals		\$1,341.78	\$1,341.78	\$110,066.00	
Police Dept					
6304	911 YCOM Dispatch	1,040.00	1,040.00	18,500.00	5.62%
6300	Attorney/Legal Fees	0.00	0.00	3,000.00	0.00%
6305	Dues, Travel, Training	916.53	916.53	4,000.00	22.91%
6221	Equipment/Maintenance	0.00	0.00	4,600.00	0.00%
6333	Investigation Expenses	0.00	0.00	1,000.00	0.00%
6202	Liability Insurance	0.00	0.00	13,570.00	0.00%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%

General Fund Statement of Revenue and Expenditures

Account Number	Current Period Jul 2022 Jul 2022 Actual	Year-To-Date Jul 2022 Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget	
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%
6977	Mobile Data Computers	0.00	0.00	3,000.00	0.00%
6336	National Night Out Expense	0.00	0.00	1,500.00	0.00%
6117	ODOT Grant Payroll	1,352.28	1,352.28	15,000.00	9.02%
6328	Office Supplies	5.63	5.63	2,200.00	0.26%
6115	Overtime	0.00	0.00	3,000.00	0.00%
6120	Payroll Expense	8,929.42	8,929.42	190,159.00	4.70%
6254	Peer Support Expense	0.00	0.00	100.00	0.00%
6104	Police Chief	9,007.34	9,007.34	85,000.00	10.60%
6331	Police Equipment	2,697.00	2,697.00	9,000.00	29.97%
6105	Police Officer	8,436.32	8,436.32	71,802.00	11.75%
6976	Police Radios	0.00	0.00	500.00	0.00%
6404	Policy & Procedure Manual	1,941.80	1,941.80	2,000.00	97.09%
6106	Reserve Officer	0.00	0.00	10,000.00	0.00%
6327	Resource Materials	0.00	0.00	1,000.00	0.00%
6107	Traffic Officer	7,452.88	7,452.88	63,003.00	11.83%
6330	Uniform Allowance	0.00	0.00	3,250.00	0.00%
6210	Utilities	690.60	690.60	3,000.00	23.02%
6405	Vehicle Lease	0.00	0.00	25,000.00	0.00%
6027	Vehicle Maintenance	1,934.26	1,934.26	22,000.00	8.79%
Police Dept Totals		\$44,404.06	\$44,404.06	\$556,684.00	
Expenses		\$72,410.44	\$72,410.44	\$1,134,749.00	
Revenue Less Expenditures		(\$58,575.21)	(\$58,575.21)	(\$84,853.00)	
Net Change in Fund Balance		(\$58,575.21)	(\$58,575.21)	(\$84,853.00)	

Fund Balances

Beginning Fund Balance	471,956.25	471,956.25	0.00	0.00%
Net Change in Fund Balance	(58,575.21)	(58,575.21)	(84,853.00)	0.00%
Ending Fund Balance	413,381.04	413,381.04	0.00	0.00%

Report Options

Fund: General Fund
 Period: 7/1/2022 to 7/31/2022
 Detail Level: Level 1 Accounts
 Display Account Categories: Yes
 Revenue Reporting Method: Actual - Budget
 Expense Reporting Method: Actual - Budget
 Budget: General Fund Master
 Display Subtotals: No

Water Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jul 2022 Actual	Year-To-Date Jul 2022 Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	252,199.00	0.00%
4952	Interest Income	481.04	481.04	3,000.00	16.03%
4913	Miscellaneous Income	0.00	0.00	8,000.00	0.00%
4940	Security Deposits	208.76	208.76	5,000.00	4.18%
4960	Users Fees	26,295.35	26,295.35	450,000.00	5.84%
	Revenue	\$26,985.15	\$26,985.15	\$718,199.00	
	Gross Profit	\$26,985.15	\$26,985.15	\$718,199.00	
Expenses					
6103	Admin Clerk	1,367.75	1,367.75	12,255.00	11.16%
6325	Ads & Printing	0.00	0.00	100.00	0.00%
6300	Attorney/Legal Fees	9.99	9.99	5,000.00	0.20%
6301	Audit Fees	0.00	0.00	6,200.00	0.00%
6326	Chemicals	49.98	49.98	25,000.00	0.20%
6101	City Administrator	0.00	0.00	25,002.00	0.00%
6102	City Clerk	1,808.93	1,808.93	14,260.00	12.69%
6306	Contract Services	9,459.50	9,459.50	85,000.00	11.13%
6427	Deposit Refund	20.55	20.55	500.00	4.11%
6237	Distribution System	1,583.50	1,583.50	35,000.00	4.52%
6305	Dues, Travel, Training	716.54	716.54	4,500.00	15.92%
6334	Emergency Services	0.00	0.00	2,000.00	0.00%
6119	Facilities Manager	2,814.24	2,814.24	21,832.00	12.89%
6407	Intake Structure	0.00	0.00	500.00	0.00%
6201	Lab Equipment	0.00	0.00	2,000.00	0.00%
6232	Large Meter Testing	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	0.00	26,550.00	0.00%
6233	Meter Replacement	2,834.45	2,834.45	15,000.00	18.90%
6203	Misc. Tools	0.00	0.00	1,000.00	0.00%
6252	Miscellaneous Expense	63.75	63.75	1,000.00	6.38%
6230	Office Equip/Maint/Supplies	0.00	0.00	400.00	0.00%
6200	Operations & Maint	2,087.44	2,087.44	40,000.00	5.22%
6115	Overtime	0.00	0.00	4,000.00	0.00%
6118	Pager Pay	354.00	354.00	3,500.00	10.11%
6120	Payroll Expense	4,022.31	4,022.31	119,930.00	3.35%
6204	Permits	20.00	20.00	2,000.00	1.00%
6121	Plant Operator	3,205.46	3,205.46	23,241.00	13.79%
6329	Postage	0.00	0.00	2,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	62,857.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	0.00	12,000.00	0.00%
6415	Reservoir Cleaning	0.00	0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	0.00	0.00	500.00	0.00%
6409	SCADA/ Security System	0.00	0.00	5,000.00	0.00%
6417	Sludge Hauling	0.00	0.00	3,000.00	0.00%
6529	Transfer Out (Water Deprec)	0.00	0.00	5,000.00	0.00%
6440	Transmission Line Feasibility	0.00	0.00	200,000.00	0.00%
6210	Utilities	1,798.38	1,798.38	22,000.00	8.17%
6109	Utility Worker I	3,648.11	3,648.11	33,072.00	11.03%
6405	Vehicle Lease	0.00	0.00	7,500.00	0.00%
6027	Vehicle Maintenance	1,171.01	1,171.01	8,000.00	14.64%
6426	Water Filter Media	0.00	0.00	70,000.00	0.00%
	Expenses	\$37,035.89	\$37,035.89	\$918,199.00	

Water Fund
Statement of Revenue and Expenditures

Account Number	Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue Less Expenditures	(\$10,050.74)	(\$10,050.74)	(\$200,000.00)	
Net Change in Fund Balance	(\$10,050.74)	(\$10,050.74)	(\$200,000.00)	

Fund Balances

Beginning Fund Balance	253,316.29	253,316.29	0.00	0.00%
Net Change in Fund Balance	(10,050.74)	(10,050.74)	(200,000.00)	0.00%
Ending Fund Balance	243,265.55	243,265.55	0.00	0.00%

Water SDC Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	516,674.00	0.00%
4952	Interest Income	469.72	469.72	2,000.00	23.49%
4792	System Development Charges	0.00	0.00	129,920.00	0.00%
	Revenue	\$469.72	\$469.72	\$648,594.00	
	Gross Profit	\$469.72	\$469.72	\$648,594.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	142,594.00	0.00%
6416	System Development	0.00	0.00	100,000.00	0.00%
6524	Transfer Out (Water Debt Svc)	0.00	0.00	158,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$400,594.00	
	Revenue Less Expenditures	\$469.72	\$469.72	\$248,000.00	
	Net Change in Fund Balance	\$469.72	\$469.72	\$248,000.00	
Fund Balances					
	Beginning Fund Balance	516,978.21	516,978.21	0.00	0.00%
	Net Change in Fund Balance	469.72	469.72	248,000.00	0.00%
	Ending Fund Balance	517,447.93	517,447.93	0.00	0.00%

Sewer Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Jul 2022 Actual	Year-To-Date Jul 2022 Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	374,152.00	0.00%
4952	Interest Income	412.41	412.41	1,500.00	27.49%
4913	Miscellaneous Income	0.00	0.00	500.00	0.00%
4940	Security Deposits	303.68	303.68	8,000.00	3.80%
4963	Stormwater	722.43	722.43	10,500.00	6.88%
4960	Users Fees	23,369.00	23,369.00	392,553.00	5.95%
	Revenue	\$24,807.52	\$24,807.52	\$787,205.00	
	Gross Profit	\$24,807.52	\$24,807.52	\$787,205.00	
Expenses					
6103	Admin Clerk	1,367.75	1,367.75	12,255.00	11.16%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6300	Attorney/Legal Fees	9.99	9.99	1,500.00	0.67%
6301	Audit Fees	0.00	0.00	5,200.00	0.00%
6326	Chemicals	0.00	0.00	1,500.00	0.00%
6101	City Administrator	0.00	0.00	25,002.00	0.00%
6102	City Clerk	1,808.95	1,808.95	14,260.00	12.69%
6227	Collection System	0.00	0.00	15,000.00	0.00%
6306	Contract Services	6,305.75	6,305.75	20,000.00	31.53%
6427	Deposit Refund	27.44	27.44	500.00	5.49%
6305	Dues, Travel, Training	716.54	716.54	3,500.00	20.47%
6334	Emergency Services	0.00	0.00	5,000.00	0.00%
6119	Facilities Manager	2,375.42	2,375.42	21,832.00	10.88%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6201	Lab Equipment	0.00	0.00	1,500.00	0.00%
6202	Liability Insurance	0.00	0.00	10,030.00	0.00%
6203	Misc. Tools	0.00	0.00	1,500.00	0.00%
6252	Miscellaneous Expense	73.52	73.52	300.00	24.51%
6230	Office Equip/Maint/Supplies	0.00	0.00	750.00	0.00%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	7,885.16	7,885.16	30,000.00	26.28%
6115	Overtime	0.00	0.00	3,008.00	0.00%
6118	Pager Pay	354.00	354.00	3,000.00	11.80%
6120	Payroll Expense	3,888.27	3,888.27	119,930.00	3.24%
6204	Permits	3,479.00	3,479.00	2,000.00	173.95%
6121	Plant Operator	3,205.47	3,205.47	23,241.00	13.79%
6329	Postage	0.00	0.00	2,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	370,625.00	0.00%
6521	Reserve Transfer (ACER Reserve)	0.00	0.00	12,000.00	0.00%
6208	Safety Equipment & Supplies	10.06	10.06	1,500.00	0.67%
6417	Sludge Hauling	0.00	0.00	2,000.00	0.00%
6210	Utilities	1,712.86	1,712.86	22,000.00	7.79%
6109	Utility Worker I	3,648.10	3,648.10	33,072.00	11.03%
6405	Vehicle Lease	0.00	0.00	7,500.00	0.00%
6027	Vehicle Maintenance	1,303.36	1,303.36	8,000.00	16.29%
	Expenses	\$38,171.64	\$38,171.64	\$790,205.00	
	Revenue Less Expenditures	(\$13,364.12)	(\$13,364.12)	(\$3,000.00)	
	Net Change in Fund Balance	(\$13,364.12)	(\$13,364.12)	(\$3,000.00)	
Fund Balances					
	Beginning Fund Balance	374,847.16	374,847.16	0.00	0.00%

Sewer Fund
Statement of Revenue and Expenditures

Account Number	Current Period Jul 2022 Jul 2022 Actual	Year-To-Date Jul 2022 Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Net Change in Fund Balance	(13,364.12)	(13,364.12)	(3,000.00)	0.00%
Ending Fund Balance	361,483.04	361,483.04	0.00	0.00%

Sewer SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	340,124.00	0.00%
4952	Interest Income	219.49	219.49	1,500.00	14.63%
4792	System Development Charges	0.00	0.00	77,340.00	0.00%
	Revenue	\$219.49	\$219.49	\$418,964.00	
	Gross Profit	\$219.49	\$219.49	\$418,964.00	
	Revenue Less Expenditures	\$219.49	\$219.49	\$418,964.00	
	Net Change in Fund Balance	\$219.49	\$219.49	\$418,964.00	
Fund Balances					
	Beginning Fund Balance	340,282.35	340,282.35	0.00	0.00%
	Net Change in Fund Balance	219.49	219.49	418,964.00	0.00%
	Ending Fund Balance	340,501.84	340,501.84	0.00	0.00%

Street Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	118,298.00	0.00%
4952	Interest Income	114.42	114.42	2,800.00	4.09%
4292	Recology Franchise Fees	0.00	0.00	4,900.00	0.00%
4290	State Gas Tax Revenue	8,401.84	8,401.84	92,400.00	9.09%
	Revenue	\$8,516.26	\$8,516.26	\$218,398.00	
	Gross Profit	\$8,516.26	\$8,516.26	\$218,398.00	
Expenses					
6103	Admin Clerk	202.81	202.81	1,961.00	10.34%
6101	City Administrator	0.00	0.00	2,000.00	0.00%
6306	Contract Services	2,600.00	2,600.00	15,000.00	17.33%
6221	Equipment/Maintenance	229.00	229.00	2,000.00	11.45%
6119	Facilities Manager	1,325.40	1,325.40	11,644.00	11.38%
6236	Footpaths/Bikepaths	669.25	669.25	5,000.00	13.39%
6200	Operations & Maint	184.99	184.99	20,000.00	0.92%
6120	Payroll Expense	1,117.21	1,117.21	19,041.00	5.87%
6121	Plant Operator	419.41	419.41	5,165.00	8.12%
6795	Reserve for Contingencies	0.00	0.00	106,587.00	0.00%
6241	Storm Drain Replacement	0.00	0.00	5,000.00	0.00%
6229	Street Lights	1,289.76	1,289.76	15,000.00	8.60%
6222	Street Maintenance	1,200.00	1,200.00	10,000.00	12.00%
6109	Utility Worker I	905.28	905.28	0.00	0.00%
	Expenses	\$10,143.11	\$10,143.11	\$218,398.00	
	Revenue Less Expenditures	(\$1,626.85)	(\$1,626.85)	\$0.00	
	Net Change in Fund Balance	(\$1,626.85)	(\$1,626.85)	\$0.00	
Fund Balances					
	Beginning Fund Balance	124,128.33	124,128.33	0.00	0.00%
	Net Change in Fund Balance	(1,626.85)	(1,626.85)	0.00	0.00%
	Ending Fund Balance	122,501.48	122,501.48	0.00	0.00%

Streets SDC Reserve Fund
Statement of Revenue and Expenditures

Account Number		Current Period Jul 2022 Actual	Year-To-Date Jul 2022 Actual	Annual Budget Jul 2022 Jun 2023	Jul 2022 Jun 2023 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	149,682.00	0.00%
4952	Interest Income	99.45	99.45	400.00	24.86%
4792	System Development Charges	0.00	0.00	39,740.00	0.00%
	Revenue	\$99.45	\$99.45	\$189,822.00	
	Gross Profit	\$99.45	\$99.45	\$189,822.00	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	84,822.00	0.00%
6416	System Development	0.00	0.00	105,000.00	0.00%
	Expenses	\$0.00	\$0.00	\$189,822.00	
	Revenue Less Expenditures	\$99.45	\$99.45	\$0.00	
	Net Change in Fund Balance	\$99.45	\$99.45	\$0.00	
Fund Balances					
	Beginning Fund Balance	149,748.86	149,748.86	0.00	0.00%
	Net Change in Fund Balance	99.45	99.45	0.00	0.00%
	Ending Fund Balance	149,848.31	149,848.31	0.00	0.00%

To: Yamhill City Council
From: Greg Graven
Subject: Police Statistics July 2022

Number of Calls:

Number of Calls/Activity:	287
Number of Case Reports:	14
Number of Arrests:	03
Number of Citations:	53
Number of Warnings:	173
Number of Circuit Court Citations:	01

Hours Worked:

Greg Graven	133
Travis Van Cleave	181
AJ Miller	176

Reserves:

Chris Livingston	47
Jeff Yates	18

Miles Driven:

Greg Graven	824
Travis Van Cleave	855
AJ Miller	974

Reserves:

Chris Livingston	411
Jeff Yates	47