City of Yamhill

A small taste of Oregon

Council Meeting Packet

September 9, 2026

6:30 p.m.

General Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
General Revenues					
4932	Business License	175.00	950.00	1,000.00	95.00%
4902	Cigarette Taxes	60.56	121.21	700.00	17.32%
4910	COPS Grant	0.00	0.00	55,000.00	0.00%
4915	Dog License Revenue	0.00	176.25	0.00	0.00%
4925	Franchise Fees	52.04	52.04	65,000.00	0.08%
4944	Grant - ODOT DUII	0.00	0.00	4,000.00	0.00%
4942	Grant - ODOT Seat Belt	0.00	1,870.86	5,000.00	37.42%
4943	Grant - ODOT Speed	0.00	1,213.79	5,000.00	24.28%
4945	Grant -ODOT Distracted Driving	0.00	0.00	5,000.00	0.00%
4952	Interest Income	1,363.27	2,732.50	18,000.00	15.18%
4903	Liquor Taxes	1,214.75	3,084.21	22,000.00	14.02%
4098	Marijuana Tax	0.00	0.00	1,700.00	0.00%
4913	Miscellaneous Income	214.05	1,285.67	4,500.00	28.57%
4928	Municipal Court Fees	1,400.00	3,008.97	30,000.00	10.03%
4924	Municipal Court Fines	3,147.50	5,870.38	45,000.00	13.05%
4941	Municipal Court Training Assmt	105.00	180.00	1,200.00	15.00%
4951	National Night Out	0.00	0.00	2,000.00	0.00%
4961	Park Fees	220.00	455.00	2,000.00	22.75%
4957	Park User Fees	0.00	0.00	12,936.00	0.00%
4914	Police Misc. Income	239.10	379.10	10,000.00	3.79%
4922	Police Service Fee	3,335.14	6,919.95	41,000.00	16.88%
4950	Police SRO-Yamhill/Carlton SD	0.00	0.00	12,500.00	0.00%
4901	Previously Levied Taxes	1,611.54	2,337.90	10,000.00	23.38%
4900	Property Tax Revenue	0.00	3,297.44	455,000.00	0.72%
4904	State Revenue Sharing	3,325.49	3,325.49	15,000.00	22.17%
4923	Towing Fees	0.00	0.00	100.00	0.00%
	General Revenues Totals	**$16,463.44**	**$37,260.76**	**$823,636.00**	
Police Dept					
4951	National Night Out	(17.96)	(17.96)	0.00	0.00%
	Police Dept Totals	**($17.96)**	**($17.96)**	**$0.00**	
	Revenue	**$16,445.48**	**$37,242.80**	**$823,636.00**	
	Gross Profit	**$16,445.48**	**$37,242.80**	**$823,636.00**	
Expenses					
Administrative Dept					
6124	Accounting Clerk	486.88	964.68	6,683.00	14.43%
6325	Ads & Printing	0.00	0.00	1,500.00	0.00%
6300	Attorney/Legal Fees	0.00	28.50	5,000.00	0.57%
6301	Audit Fees	0.00	0.00	9,200.00	0.00%
6412	Building Maintenance	225.00	225.00	2,000.00	11.25%
6335	Christmas Decorations	0.00	0.00	1,000.00	0.00%
6102	City Clerk	1,421.60	2,796.84	18,481.00	15.13%
6123	City Recorder	1,053.84	2,098.89	14,046.00	14.94%
6306	Contract Services	0.00	0.00	3,000.00	0.00%
6305	Dues, Travel, Training	0.00	942.01	6,000.00	15.70%
6334	Emergency Services	0.00	0.00	1,000.00	0.00%
6202	Liability Insurance	0.00	8,534.23	12,000.00	71.12%
6252	Miscellaneous Expense	0.00	0.00	500.00	0.00%
6328	Office Supplies	44.58	63.06	2,000.00	3.15%

General Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6200	Operations & Maint	374.31	780.85	8,000.00	9.76%
6120	Payroll Expense	3,165.25	8,139.41	41,000.00	19.85%
6329	Postage	0.00	0.00	500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	480.00	0.00%
6533	Transfer Out (Water Fund)	0.00	0.00	10,000.00	0.00%
6532	Transfer Out (Econ Dev)	0.00	0.00	16,079.00	0.00%
6210	Utilities	1,031.05	1,647.95	13,500.00	12.21%
	Administrative Dept Totals	**$7,802.51**	**$26,221.42**	**$171,969.00**	
City Council					
6305	Dues, Travel, Training	0.00	124.30	3,000.00	4.14%
6252	Miscellaneous Expense	0.00	45.81	500.00	9.16%
6328	Office Supplies	0.00	0.00	100.00	0.00%
	City Council Totals	**$0.00**	**$170.11**	**$3,600.00**	
Municipal Court					
6250	Assessments	837.00	837.00	13,000.00	6.44%
6300	Attorney/Legal Fees	0.00	0.00	150.00	0.00%
6224	Bail Refunds	65.00	65.00	300.00	21.67%
6102	City Clerk	1,421.60	2,796.84	18,481.00	15.13%
6310	Court Interpreter	0.00	0.00	800.00	0.00%
6305	Dues, Travel, Training	250.00	250.00	2,100.00	11.90%
6311	Municipal Judge	0.00	250.00	2,000.00	12.50%
6328	Office Supplies	0.00	0.00	500.00	0.00%
6200	Operations & Maint	80.28	162.69	1,000.00	16.27%
6120	Payroll Expense	1,170.73	3,036.81	16,000.00	18.98%
	Municipal Court Totals	**$3,824.61**	**$7,398.34**	**$54,331.00**	
Park Dept					
6200	Operations & Maint	619.70	1,468.11	8,000.00	18.35%
6120	Payroll Expense	1,183.32	3,044.14	14,000.00	21.74%
6401	Trees	0.00	0.00	4,600.00	0.00%
6210	Utilities	109.76	109.76	1,800.00	6.10%
6108	Utility Worker II	1,230.72	2,430.06	15,999.00	15.19%
	Park Dept Totals	**$3,143.50**	**$7,052.07**	**$44,399.00**	
Planning Dept					
6124	Accounting Clerk	243.44	482.34	3,342.00	14.43%
6325	Ads & Printing	0.00	0.00	1,000.00	0.00%
6303	City Planner	720.00	720.00	12,000.00	6.00%
6123	City Recorder	458.20	912.57	6,106.00	14.95%
6306	Contract Services	0.00	0.00	3,000.00	0.00%
6328	Office Supplies	0.00	0.00	150.00	0.00%
6120	Payroll Expense	694.65	1,807.32	7,748.00	23.33%
	Planning Dept Totals	**$2,116.29**	**$3,922.23**	**$33,346.00**	
Police Dept					
6304	911 YCOM Dispatch	1,572.42	3,144.84	23,000.00	13.67%
6300	Attorney/Legal Fees	0.00	0.00	3,100.00	0.00%
6944	Central Square CAD	0.00	0.00	10,000.00	0.00%
6305	Dues, Travel, Training	0.00	0.00	5,000.00	0.00%
6221	Equipment/Maintenance	0.00	0.00	5,150.00	0.00%
6337	Fuel	1,637.58	3,328.31	13,000.00	25.60%
6333	Investigation Expenses	0.00	20.00	1,300.00	1.54%
6202	Liability Insurance	0.00	14,583.83	18,800.00	77.57%
6252	Miscellaneous Expense	0.00	0.00	670.00	0.00%
6253	Miscellaneous Grant Expenses	0.00	0.00	1,000.00	0.00%

General Fund
Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6977	Mobile Data Computers	0.00	117.02	4,500.00	2.60%
6336	National Night Out Expense	100.00	100.00	2,000.00	5.00%
6117	ODOT Grant Payroll	0.00	2,091.18	10,500.00	19.92%
6328	Office Supplies	0.00	19.98	2,550.00	0.78%
6115	Overtime	0.00	244.20	9,500.00	2.57%
6120	Payroll Expense	11,598.16	29,192.49	165,000.00	17.69%
6254	Peer Support Expense	0.00	0.00	210.00	0.00%
6104	Police Chief	9,571.20	18,983.67	124,436.00	15.26%
6331	Police Equipment	507.80	507.80	10,300.00	4.93%
6105	Police Officer	5,209.60	9,458.72	55,225.00	17.13%
6976	Police Radios	0.00	0.00	3,000.00	0.00%
6404	Policy & Procedure Manual	0.00	2,521.34	2,500.00	100.85%
6106	Reserve Officer	0.00	0.00	12,500.00	0.00%
6327	Resource Materials	0.00	0.00	1,200.00	0.00%
6330	Uniform Allowance	774.68	774.68	3,700.00	20.94%
6210	Utilities	355.86	778.26	5,400.00	14.41%
6405	Vehicle Lease	0.00	0.00	12,450.00	0.00%
6027	Vehicle Maintenance	2,435.40	4,692.33	10,000.00	46.92%
	Police Dept Totals	**$33,762.70**	**$90,558.65**	**$515,991.00**	
	Expenses	**$50,649.61**	**$135,322.82**	**$823,636.00**	
	Revenue Less Expenditures	**($34,204.13)**	**($98,080.02)**	**$0.00**	
	Net Change in Fund Balance	**($34,204.13)**	**($98,080.02)**	**$0.00**	

Fund Balances

Beginning Fund Balance	15,829.84	79,705.73	0.00	0.00%
Net Change in Fund Balance	(34,204.13)	(98,080.02)	0.00	0.00%
Ending Fund Balance	(18,374.29)	(18,374.29)	0.00	0.00%

Report Options
Fund: General Fund
Period: 8/1/2026 to 8/31/2026
Detail Level: Level 1 Accounts
Display Account Categories: Yes
Revenue Reporting Method: Actual - Budget
Expense Reporting Method: Actual - Budget
Display Subtotals: No

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4980	Transfer In - Gen Fund		0.00	10,000.00	0.00%
Other Revenue					
4917	Backflow Testing Fees	80.00	80.00	0.00	0.00%
4100	Beginning Budget Balance		0.00	190,567.00	0.00%
4967	Biz Oregon Grant Match		0.00	350,000.00	0.00%
4968	Fema Admin Grant		0.00	60,000.00	0.00%
4966	Fema Grant		0.00	3,150,000.00	0.00%
4969	Grant-Biz Oregon		0.00	20,000.00	0.00%
4952	Interest Income	2,845.32	5,703.08	40,000.00	14.26%
4964	Merkley Grant		0.00	192,000.00	0.00%
4913	Miscellaneous Income		0.00	1,000.00	0.00%
4940	Security Deposits	1,160.18	1,630.52	3,500.00	46.59%
4960	Users Fees	111,531.36	246,890.19	1,200,000.00	20.57%
4958	Water Connection Fees		0.00	2,000.00	0.00%
	Revenue	**$115,616.86**	**$254,303.79**	**$5,219,067.00**	
	Gross Profit	**$115,616.86**	**$254,303.79**	**$5,219,067.00**	
Expenses					
Requirements					
6124	Accounting Clerk	2,093.59	4,148.14	28,737.00	14.43%
6325	Ads & Printing		0.00	100.00	0.00%
6300	Attorney/Legal Fees		0.00	11,000.00	0.00%
6301	Audit Fees		0.00	9,200.00	0.00%
6326	Chemicals		5,422.21	20,000.00	27.11%
6102	City Clerk	1,705.93	3,356.22	22,177.00	15.13%
6123	City Recorder	1,145.48	2,281.40	15,267.00	14.94%
6306	Contract Services	18,801.85	19,921.85	80,000.00	24.90%
6450	CSNW Security System		0.00	20,500.00	0.00%
6427	Deposit Refund	89.21	101.23	650.00	15.57%
6237	Distribution System	6,992.15	7,336.57	50,000.00	14.67%
6305	Dues, Travel, Training	762.66	2,184.17	7,500.00	29.12%
6334	Emergency Services		0.00	5,000.00	0.00%
6119	Facilities Manager	2,642.58	5,263.75	35,221.00	14.94%
6338	Fema Contract Services		0.00	30,000.00	0.00%
6448	Fema Match Biz Oregon Grant		0.00	350,000.00	0.00%
6447	Fema Tank		0.00	3,150,000.00	0.00%
6438	Fema Travel	698.75	698.75	5,000.00	13.98%
6337	Fuel	976.54	2,228.52	12,000.00	18.57%
6452	Grant-Biz Oregon		0.00	20,000.00	0.00%
6451	Hemlock Phase 2		0.00	200,000.00	0.00%
6232	Large Meter Testing		0.00	7,300.00	0.00%
6202	Liability Insurance		37,750.96	40,000.00	94.38%
6233	Meter Replacement	3,547.20	3,547.20	10,000.00	35.47%
6203	Misc. Tools		620.20	1,000.00	62.02%
6252	Miscellaneous Expense		0.00	1,000.00	0.00%
6328	Office Supplies	86.36	86.36	1,500.00	5.76%
6200	Operations & Maint	1,835.30	3,189.54	40,000.00	7.97%
6115	Overtime	67.72	168.52	5,000.00	3.37%
6118	Pager Pay	224.00	450.00	3,500.00	12.86%

Water Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6120	Payroll Expense	11,900.74	30,548.42	149,786.00	20.39%
6204	Permits		0.00	4,000.00	0.00%
6121	Plant Operator	2,558.88	5,068.87	33,265.00	15.24%
6329	Postage	286.17	286.17	2,000.00	14.31%
6441	Res. to Plant Tie Feasability		0.00	106,000.00	0.00%
6795	Reserve for Contingencies		0.00	285,665.00	0.00%
6521	Reserve Transfer (ACER Reserve		0.00	10,000.00	0.00%
6415	Reservoir Cleaning		0.00	17,000.00	0.00%
6208	Safety Equipment & Supplies	423.96	423.96	4,000.00	10.60%
6417	Sludge Hauling		0.00	3,500.00	0.00%
6524	Transfer Out (Water Debt Svc)		0.00	220,000.00	0.00%
6210	Utilities	1,654.06	2,145.52	35,000.00	6.13%
6108	Utility Worker II	3,692.16	7,290.16	47,999.00	15.19%
6027	Vehicle Maintenance		0.00	8,000.00	0.00%
Other Expense					
6201	Lab Equipment		0.00	5,200.00	0.00%
6440	Transmission Line Feasibility		0.00	106,000.00	0.00%
	Expenses	**$62,185.29**	**$144,518.69**	**$5,219,067.00**	
	Revenue Less Expenditures	**$53,431.57**	**$109,785.10**	**$0.00**	
	Net Change in Fund Balance	**$53,431.57**	**$109,785.10**	**$0.00**	

Fund Balances

Beginning Fund Balance	246,714.87	190,361.34	0.00	0.00%
Net Change in Fund Balance	53,431.57	109,785.10	0.00	0.00%
Ending Fund Balance	300,146.44	300,146.44	0.00	0.00%

Water Debt Depreciation Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	46,304.00	0.00%
4952	Interest Income	78.30	156.94	1,000.00	15.69%
	Revenue	**$78.30**	**$156.94**	**$47,304.00**	
	Gross Profit	**$78.30**	**$156.94**	**$47,304.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	27,304.00	0.00%
6409	SCADA/ Security System	0.00	0.00	20,000.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$47,304.00**	
	Revenue Less Expenditures	**$78.30**	**$156.94**	**$0.00**	
	Net Change in Fund Balance	**$78.30**	**$156.94**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	22,336.47	22,257.83	0.00	0.00%
	Net Change in Fund Balance	78.30	156.94	0.00	0.00%
	Ending Fund Balance	22,414.77	22,414.77	0.00	0.00%

Water SDC Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	410,229.00	0.00%
4952	Interest Income	687.20	1,377.40	5,000.00	27.55%
	Revenue	**$687.20**	**$1,377.40**	**$415,229.00**	
	Gross Profit	**$687.20**	**$1,377.40**	**$415,229.00**	
Expenses					
Requirements					
6540	Merkley Grant Match	0.00	0.00	48,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	367,229.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$415,229.00**	
	Revenue Less Expenditures	**$687.20**	**$1,377.40**	**$0.00**	
	Net Change in Fund Balance	**$687.20**	**$1,377.40**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	505,357.09	504,666.89	0.00	0.00%
	Net Change in Fund Balance	687.20	1,377.40	0.00	0.00%
	Ending Fund Balance	506,044.29	506,044.29	0.00	0.00%

Water Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	299,941.00	0.00%
4952	Interest Income	878.39	1,760.61	11,000.00	16.01%
4981	Transfer In - Water Fund	0.00	0.00	220,000.00	0.00%
	Revenue	**$878.39**	**$1,760.61**	**$530,941.00**	
	Gross Profit	**$878.39**	**$1,760.61**	**$530,941.00**	
Expenses					
6150	Debt Service Expense	0.00	0.00	152,000.00	0.00%
6945	Debt Service Interest	0.00	0.00	65,000.00	0.00%
6152	Reserved Debt Service Requirem	0.00	0.00	58,122.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	255,819.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$530,941.00**	
	Revenue Less Expenditures	**$878.39**	**$1,760.61**	**$0.00**	
	Net Change in Fund Balance	**$878.39**	**$1,760.61**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	305,506.88	304,624.66	0.00	0.00%
	Net Change in Fund Balance	878.39	1,760.61	0.00	0.00%
	Ending Fund Balance	306,385.27	306,385.27	0.00	0.00%

Report Options
Fund: Water Debt Service
Period: 8/1/2026 to 8/31/2026
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Actual - Budget
Expense Reporting Method: Actual - Budget
Budget: Water Debt Service

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4917	Backflow Testing Fees	0.00	0.00	1,200.00	0.00%
4100	Beginning Budget Balance	0.00	0.00	541,623.00	0.00%
4952	Interest Income	1,870.89	3,749.94	22,500.00	16.67%
4913	Miscellaneous Income	0.00	0.00	1,000.00	0.00%
4940	Security Deposits	789.60	1,263.36	3,500.00	36.10%
4916	Sewer Connection Fees	0.00	0.00	5,000.00	0.00%
4920	Sewer Inspections	0.00	0.00	3,500.00	0.00%
4918	Sewer Services	0.00	0.00	2,000.00	0.00%
4960	Users Fees	44,827.78	93,728.34	550,000.00	17.04%
	Revenue	**$47,488.27**	**$98,741.64**	**$1,130,323.00**	
	Gross Profit	**$47,488.27**	**$98,741.64**	**$1,130,323.00**	
Expenses					
Requirements					
6124	Accounting Clerk	2,044.90	4,051.67	28,069.00	14.43%
6325	Ads & Printing	0.00	0.00	200.00	0.00%
6300	Attorney/Legal Fees	0.00	0.00	1,500.00	0.00%
6301	Audit Fees	0.00	0.00	9,200.00	0.00%
6326	Chemicals	0.00	0.00	2,200.00	0.00%
6102	City Clerk	1,137.28	2,237.47	14,785.00	15.13%
6123	City Recorder	1,145.48	2,281.40	15,267.00	14.94%
6227	Collection System	0.00	497.91	45,000.00	1.11%
6306	Contract Services	580.00	2,724.90	40,000.00	6.81%
6427	Deposit Refund	151.84	174.40	2,000.00	8.72%
6305	Dues, Travel, Training	0.00	641.51	5,000.00	12.83%
6334	Emergency Services	0.00	0.00	10,000.00	0.00%
6119	Facilities Manager	2,642.58	5,263.76	35,221.00	14.94%
6337	Fuel	976.53	2,228.55	8,000.00	27.86%
6231	I & I, TV Insp & Cleaning	0.00	0.00	10,000.00	0.00%
6202	Liability Insurance	0.00	14,750.96	16,000.00	92.19%
6439	Manhole Project	0.00	0.00	22,000.00	0.00%
6203	Misc. Tools	47.98	47.98	2,500.00	1.92%
6252	Miscellaneous Expense	0.00	0.00	1,000.00	0.00%
6328	Office Supplies	15.60	15.60	1,000.00	1.56%
6200	Operations & Maint	2,980.08	5,389.14	41,000.00	13.14%
6115	Overtime	67.71	168.51	2,500.00	6.74%
6118	Pager Pay	224.00	450.00	3,500.00	12.86%
6120	Payroll Expense	10,202.08	26,249.67	130,057.00	20.18%
6204	Permits	0.00	4,067.44	5,300.00	76.74%
6121	Plant Operator	2,558.88	5,068.87	33,265.00	15.24%
6329	Postage	286.17	286.17	2,000.00	14.31%
6795	Reserve for Contingencies	0.00	0.00	455,960.00	0.00%
6521	Reserve Transfer (ACER Reserve	0.00	0.00	10,000.00	0.00%
6208	Safety Equipment & Supplies	179.98	201.46	5,000.00	4.03%
6409	SCADA/ Security System	2,421.65	2,421.65	26,200.00	9.24%
6417	Sludge Hauling	0.00	0.00	10,000.00	0.00%
6536	Transfer Out (Sewer Debt)	0.00	0.00	46,000.00	0.00%
6210	Utilities	2,526.55	2,703.02	27,500.00	9.83%
6108	Utility Worker II	2,461.44	4,860.11	31,999.00	15.19%

Sewer Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
6219	Vac Assist	18,650.00	18,650.00	22,000.00	84.77%
6027	Vehicle Maintenance	1,215.37	1,366.21	7,000.00	19.52%
Other Expense					
6201	Lab Equipment	0.00	0.00	2,100.00	0.00%
	Expenses	**$52,516.10**	**$106,798.36**	**$1,130,323.00**	
	Revenue Less Expenditures	**($5,027.83)**	**($8,056.72)**	**$0.00**	
	Net Change in Fund Balance	**($5,027.83)**	**($8,056.72)**	**$0.00**	

Fund Balances

Beginning Fund Balance	292,284.27	295,313.16	0.00	0.00%
Net Change in Fund Balance	(5,027.83)	(8,056.72)	0.00	0.00%
Ending Fund Balance	287,256.44	287,256.44	0.00	0.00%

Sewer System Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	67,292.00	0.00%
4952	Interest Income	113.65	227.79	1,400.00	16.27%
	Revenue	**$113.65**	**$227.79**	**$68,692.00**	
	Gross Profit	**$113.65**	**$227.79**	**$68,692.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	53,692.00	0.00%
6741	System Improvements	0.00	0.00	15,000.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$68,692.00**	
	Revenue Less Expenditures	**$113.65**	**$227.79**	**$0.00**	
	Net Change in Fund Balance	**$113.65**	**$227.79**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	68,792.24	68,678.10	0.00	0.00%
	Net Change in Fund Balance	113.65	227.79	0.00	0.00%
	Ending Fund Balance	68,905.89	68,905.89	0.00	0.00%

Sewer SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	585,188.00	0.00%
4952	Interest Income	984.28	1,972.86	9,500.00	20.77%
	Revenue	**$984.28**	**$1,972.86**	**$594,688.00**	
	Gross Profit	**$984.28**	**$1,972.86**	**$594,688.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	584,688.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$594,688.00**	
	Revenue Less Expenditures	**$984.28**	**$1,972.86**	**$0.00**	
	Net Change in Fund Balance	**$984.28**	**$1,972.86**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	614,457.66	613,469.08	0.00	0.00%
	Net Change in Fund Balance	984.28	1,972.86	0.00	0.00%
	Ending Fund Balance	615,441.94	615,441.94	0.00	0.00%

Sewer Debt Service

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Transfers In					
4982	Transfer In - Sewer Fund	0.00	0.00	46,000.00	0.00%
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	46,186.00	0.00%
4952	Interest Income	156.24	313.16	2,900.00	10.80%
	Revenue	**$156.24**	**$313.16**	**$95,086.00**	
	Gross Profit	**$156.24**	**$313.16**	**$95,086.00**	
Expenses					
Capital Reserve					
6150	Debt Service Expense	0.00	900.00	35,900.00	2.51%
6945	Debt Service Interest	0.00	0.00	9,291.00	0.00%
6598	Unappropriated Ending Fund Bal	0.00	0.00	49,895.00	0.00%
	Expenses	**$0.00**	**$900.00**	**$95,086.00**	
	Revenue Less Expenditures	**$156.24**	**($586.84)**	**$0.00**	
	Net Change in Fund Balance	**$156.24**	**($586.84)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	76,156.62	76,899.70	0.00	0.00%
	Net Change in Fund Balance	156.24	(586.84)	0.00	0.00%
	Ending Fund Balance	76,312.86	76,312.86	0.00	0.00%

Street Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4952	Interest Income	199.11	399.09	9,300.00	4.29%
4292	Recology Franchise Fees	499.63	1,038.35	7,000.00	14.83%
4494	Sidewalk Deposits	0.00	0.00	1,500.00	0.00%
4290	State Gas Tax Revenue	6,354.63	15,114.59	102,500.00	14.75%
	Revenue	**$7,053.37**	**$16,552.03**	**$120,300.00**	
	Gross Profit	**$7,053.37**	**$16,552.03**	**$120,300.00**	
Expenses					
Requirements					
6123	City Recorder	91.64	182.51	1,221.00	14.95%
6306	Contract Services	0.00	242.81	20,000.00	1.21%
6427	Deposit Refund	1,360.00	1,360.00	0.00	0.00%
6119	Facilities Manager	614.56	1,224.14	8,191.00	14.94%
6236	Footpaths/Bikepaths	0.00	0.00	1,025.00	0.00%
6200	Operations & Maint	3,891.31	3,948.26	10,000.00	39.48%
6120	Payroll Expense	1,742.62	4,970.98	22,526.00	22.07%
6121	Plant Operator	568.64	1,126.42	7,392.00	15.24%
6795	Reserve for Contingencies	0.00	0.00	7,278.00	0.00%
6229	Street Lights	1,919.21	1,919.21	20,000.00	9.60%
6222	Street Maintenance	0.00	0.00	12,000.00	0.00%
6108	Utility Worker II	820.47	1,620.02	10,667.00	15.19%
	Expenses	**$11,008.45**	**$16,594.35**	**$120,300.00**	
	Revenue Less Expenditures	**($3,955.08)**	**($42.32)**	**$0.00**	
	Net Change in Fund Balance	**($3,955.08)**	**($42.32)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	14,787.42	10,874.66	0.00	0.00%
	Net Change in Fund Balance	(3,955.08)	(42.32)	0.00	0.00%
	Ending Fund Balance	10,832.34	10,832.34	0.00	0.00%

Streets SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	260,185.00	0.00%
4952	Interest Income	436.76	875.43	3,700.00	23.66%
	Revenue	**$436.76**	**$875.43**	**$263,885.00**	
	Gross Profit	**$436.76**	**$875.43**	**$263,885.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	242,085.00	0.00%
6948	Transportation System Plan	270.00	270.00	21,800.00	1.24%
	Expenses	**$270.00**	**$270.00**	**$263,885.00**	
	Revenue Less Expenditures	**$166.76**	**$605.43**	**$0.00**	
	Net Change in Fund Balance	**$166.76**	**$605.43**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	295,167.38	294,728.71	0.00	0.00%
	Net Change in Fund Balance	166.76	605.43	0.00	0.00%
	Ending Fund Balance	295,334.14	295,334.14	0.00	0.00%

Building Fund
Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
Other Revenue					
4100	Beginning Budget Balance	0.00	0.00	18,189.00	0.00%
4931	Building Permits - Structural	100.00	100.00	0.00	0.00%
4939	Code Compliance Fees	325.00	400.00	1,000.00	40.00%
4938	County Building Services	66.09	335.65	2,000.00	16.78%
4952	Interest Income	36.22	72.60	750.00	9.68%
	Revenue	**$527.31**	**$908.25**	**$21,939.00**	
	Gross Profit	**$527.31**	**$908.25**	**$21,939.00**	
Expenses					
Requirements					
6123	City Recorder	229.10	456.29	3,054.00	14.94%
6119	Facilities Manager	245.82	489.65	3,276.00	14.95%
6328	Office Supplies	0.00	0.00	50.00	0.00%
6120	Payroll Expense	438.22	1,127.27	5,500.00	20.50%
6329	Postage	0.00	0.00	100.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	9,959.00	0.00%
	Expenses	**$913.14**	**$2,073.21**	**$21,939.00**	
	Revenue Less Expenditures	**($385.83)**	**($1,164.96)**	**$0.00**	
	Net Change in Fund Balance	**($385.83)**	**($1,164.96)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	13,354.52	14,133.65	0.00	0.00%
	Net Change in Fund Balance	(385.83)	(1,164.96)	0.00	0.00%
	Ending Fund Balance	12,968.69	12,968.69	0.00	0.00%

Economic Development Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	44,399.00	0.00%
4952	Interest Income	101.81	204.06	1,030.00	19.81%
4980	Transfer In - Gen Fund	0.00	0.00	16,079.00	0.00%
	Revenue	**$101.81**	**$204.06**	**$61,508.00**	
	Gross Profit	**$101.81**	**$204.06**	**$61,508.00**	
Expenses					
6300	Attorney/Legal Fees	0.00	0.00	1,000.00	0.00%
6123	City Recorder	458.20	912.57	6,107.00	14.94%
6251	Economic Development Loan	0.00	0.00	20,000.00	0.00%
6120	Payroll Expense	459.37	1,198.10	5,008.00	23.92%
6795	Reserve for Contingencies	0.00	0.00	29,393.00	0.00%
	Expenses	**$917.57**	**$2,110.67**	**$61,508.00**	
	Revenue Less Expenditures	**($815.76)**	**($1,906.61)**	**$0.00**	
	Net Change in Fund Balance	**($815.76)**	**($1,906.61)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	20,878.41	21,969.26	0.00	0.00%
	Net Change in Fund Balance	(815.76)	(1,906.61)	0.00	0.00%
	Ending Fund Balance	20,062.65	20,062.65	0.00	0.00%

Admin Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	41,700.00	0.00%
4952	Interest Income	104.74	209.93	1,000.00	20.99%
4921	Municipal Court Equip Assmt	70.00	120.00	600.00	20.00%
4982	Transfer In - Sewer Fund	0.00	0.00	10,000.00	0.00%
4981	Transfer In - Water Fund	0.00	0.00	10,000.00	0.00%
	Revenue	**$174.74**	**$329.93**	**$63,300.00**	
	Gross Profit	**$174.74**	**$329.93**	**$63,300.00**	
Expenses					
6403	Copy/Postal/Computing	658.69	658.69	3,500.00	18.82%
6795	Reserve for Contingencies	0.00	0.00	26,800.00	0.00%
6414	Software	0.00	3,956.13	6,000.00	65.94%
6408	Support Services	99.00	198.00	7,000.00	2.83%
6032	Website/IT	2,555.32	4,511.64	20,000.00	22.56%
	Expenses	**$3,313.01**	**$9,324.46**	**$63,300.00**	
	Revenue Less Expenditures	**($3,138.27)**	**($8,994.53)**	**$0.00**	
	Net Change in Fund Balance	**($3,138.27)**	**($8,994.53)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	12,777.65	18,633.91	0.00	0.00%
	Net Change in Fund Balance	(3,138.27)	(8,994.53)	0.00	0.00%
	Ending Fund Balance	9,639.38	9,639.38	0.00	0.00%

Public Works Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	37,672.00	0.00%
4952	Interest Income	64.83	129.94	1,500.00	8.66%
	Revenue	**$64.83**	**$129.94**	**$39,172.00**	
	Gross Profit	**$64.83**	**$129.94**	**$39,172.00**	
Expenses					
6415	Lab/Office	0.00	0.00	5,000.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	34,172.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$39,172.00**	
	Revenue Less Expenditures	**$64.83**	**$129.94**	**$0.00**	
	Net Change in Fund Balance	**$64.83**	**$129.94**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	58,309.62	58,244.51	0.00	0.00%
	Net Change in Fund Balance	64.83	129.94	0.00	0.00%
	Ending Fund Balance	58,374.45	58,374.45	0.00	0.00%

Report Options
Fund: Public Works Reserve Fund
Period: 8/1/2026 to 8/31/2026
Detail Level: Level 1 Accounts
Display Account Categories: No
Display Subtotals: No
Revenue Reporting Method: Actual - Budget
Expense Reporting Method: Actual - Budget
Budget: Public Works Reserve

Park SDC

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	665,533.00	0.00%
4952	Interest Income	1,121.42	2,247.74	12,000.00	18.73%
	Revenue	**$1,121.42**	**$2,247.74**	**$677,533.00**	
	Gross Profit	**$1,121.42**	**$2,247.74**	**$677,533.00**	
Expenses					
6740	Beulah Playground ADA-Safety	0.00	0.00	15,000.00	0.00%
6795	Reserve for Contingencies	197,375.33	197,375.33	562,533.00	35.09%
6741	System Improvements	0.00	0.00	100,000.00	0.00%
	Expenses	**$197,375.33**	**$197,375.33**	**$677,533.00**	
	Revenue Less Expenditures	**($196,253.91)**	**($195,127.59)**	**$0.00**	
	Net Change in Fund Balance	**($196,253.91)**	**($195,127.59)**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	710,296.32	709,170.00	0.00	0.00%
	Net Change in Fund Balance	(196,253.91)	(195,127.59)	0.00	0.00%
	Ending Fund Balance	514,042.41	514,042.41	0.00	0.00%

Park Equipment Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	19,052.00	0.00%
4952	Interest Income	31.94	64.02	300.00	21.34%
	Revenue	**$31.94**	**$64.02**	**$19,352.00**	
	Gross Profit	**$31.94**	**$64.02**	**$19,352.00**	
Expenses					
6402	Equipment Replacement	0.00	0.00	1,500.00	0.00%
6413	Gen Park Mxt & Improvement	0.00	0.00	1,500.00	0.00%
6795	Reserve for Contingencies	0.00	0.00	16,352.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$19,352.00**	
	Revenue Less Expenditures	**$31.94**	**$64.02**	**$0.00**	
	Net Change in Fund Balance	**$31.94**	**$64.02**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	19,386.53	19,354.45	0.00	0.00%
	Net Change in Fund Balance	31.94	64.02	0.00	0.00%
	Ending Fund Balance	19,418.47	19,418.47	0.00	0.00%

Stormwater

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	12,275.00	0.00%
4952	Interest Income	46.04	92.28	750.00	12.30%
4963	Stormwater	1,077.16	2,233.38	13,500.00	16.54%
	Revenue	**$1,123.20**	**$2,325.66**	**$26,525.00**	
	Gross Profit	**$1,123.20**	**$2,325.66**	**$26,525.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	16,525.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$26,525.00**	
	Revenue Less Expenditures	**$1,123.20**	**$2,325.66**	**$0.00**	
	Net Change in Fund Balance	**$1,123.20**	**$2,325.66**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	51,679.08	50,476.62	0.00	0.00%
	Net Change in Fund Balance	1,123.20	2,325.66	0.00	0.00%
	Ending Fund Balance	52,802.28	52,802.28	0.00	0.00%

Stormwater SDC Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	226,430.00	0.00%
4952	Interest Income	380.40	762.46	3,400.00	22.43%
	Revenue	**$380.40**	**$762.46**	**$229,830.00**	
	Gross Profit	**$380.40**	**$762.46**	**$229,830.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	219,830.00	0.00%
6416	System Development	0.00	0.00	10,000.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$229,830.00**	
	Revenue Less Expenditures	**$380.40**	**$762.46**	**$0.00**	
	Net Change in Fund Balance	**$380.40**	**$762.46**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	258,840.39	258,458.33	0.00	0.00%
	Net Change in Fund Balance	380.40	762.46	0.00	0.00%
	Ending Fund Balance	259,220.79	259,220.79	0.00	0.00%

Police Vehicle Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	23,372.00	0.00%
4952	Interest Income	44.79	89.77	700.00	12.82%
4926	Vehicle Replacement Assmt	350.00	600.00	3,000.00	20.00%
	Revenue	**$394.79**	**$689.77**	**$27,072.00**	
	Gross Profit	**$394.79**	**$689.77**	**$27,072.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	27,072.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$27,072.00**	
	Revenue Less Expenditures	**$394.79**	**$689.77**	**$0.00**	
	Net Change in Fund Balance	**$394.79**	**$689.77**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	975.25	680.27	0.00	0.00%
	Net Change in Fund Balance	394.79	689.77	0.00	0.00%
	Ending Fund Balance	1,370.04	1,370.04	0.00	0.00%

City Hall Reserve Fund

Statement of Revenue and Expenditures

Account Number		Current Period Aug 2026 Aug 2026 Actual	Year-To-Date Jul 2026 Aug 2026 Actual	Annual Budget Jul 2026 Jun 2027	Jul 2026 Jun 2027 Percent of Budget
Revenue & Expenditures					
Revenue					
4100	Beginning Budget Balance	0.00	0.00	16,202.00	0.00%
4952	Interest Income	27.37	54.86	340.00	16.14%
	Revenue	**$27.37**	**$54.86**	**$16,542.00**	
	Gross Profit	**$27.37**	**$54.86**	**$16,542.00**	
Expenses					
6795	Reserve for Contingencies	0.00	0.00	16,542.00	0.00%
	Expenses	**$0.00**	**$0.00**	**$16,542.00**	
	Revenue Less Expenditures	**$27.37**	**$54.86**	**$0.00**	
	Net Change in Fund Balance	**$27.37**	**$54.86**	**$0.00**	
Fund Balances					
	Beginning Fund Balance	355.71	328.22	0.00	0.00%
	Net Change in Fund Balance	27.37	54.86	0.00	0.00%
	Ending Fund Balance	383.08	383.08	0.00	0.00%

City of Yamhill
A small taste of Oregon

CITY RECORDER REPORT

September 2026

Short-term action items

Creation of DT Survey, Tracking and Presentation
Cougar Reporting to ODFW
Processed 1 New at Home Business License: Dot & Millie, Online Antiques Dealer
BC Policy and Resolution
Completion of Fees Schedule and Resolution
Received/Created Letters for 3 Code Complaints Reports
1 Building Compliance App: New Build Residential Approved
3 ROW Permits Approved
1 Sign Permit Approved
Several Website, Facebook, YouTube Updates
Completed PSU Annual Population Survey
Reviewed OLCC Renewals
Filed Certification of Candidates with Yamhill County

Ongoing Projects

Project	Status
Master Fee Schedule	Completed
Board, Committee, Commission Policy	Completed
TLT Tax Ordinance	Ongoing
Records Inventory/Disposition	Upcoming

YAMHILL POLICE DEPARTMENT

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

To:		Yamhill City Council	
From:		Greg Graven	
Subject:		Police Statistics August 2026	

Police Statistics:

Number of Calls/Activity:		202	
Number of Case Reports:		19	
Number of Arrests:		10	
Number of Municipal Court Citations:		04	
Number of Warnings:		41	
Number of Circuit Court Citations:		12	
Citizen Calls for Service		110	
Officer Initiated Contacts		48	

Hours Worked:

Greg Graven		143	
Chris Livingston		211	
Andrew McMullen		00	

Miles Driven:

Greg Graven		865	
Chris Livingston		3108	
Andrew McMullen		00	

YAMHILL POLICE DEPARTMENT

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

Yamhill Police Department August Staff Report for City Council

Date: 09/01/2026

Yamhill Police Department:

Greg Graven

- Respond to Calls for Service
- Vision Reports/Case Files Documents
- OSP Firearm Background Checks
- Records Request/Records Documents
- ONIBRS, LEEP Use of Force COLECT, CAD Inform, YPD Stats, Monthly Staff Report August
- Change National Night Out to Next Tuesday 08/11/2026 due to Heat & Air Quality from Fires
- DA's Office Evidence Request
- ATL Attempt to Locate Reckless Drive NB Hwy 47//Pike Road. Black Sedan Possibly Ford Focus Unknow Plate Putting hands out the window – random turn signal not turning Checked Hwy 47 NB passed OSP Trooper SB Hwy 47 Cove Orchard S-1
- Health Alert Network Smoke Conditions Coordination Advisory Virtual Meeting NW Weather
- Certified Letter for Civil Litigation Evidence Preservation Demand 26YC1909
- ONIBRS When to Report Destruction of Property / Vandalism Full Circle Training
- Mid-Willamette Valley Area Commission on Transportation (MWACT) Microsoft Teams Meeting
- Yamhill Municipal Court
- Lexipol DTB's August
- Training Files Documents
- Invoices/Budget Documents
- Alarm Columbia Bank N Maple Street Cook Solutions Accidental Manager T-1
- YCSO w/ 844 MDT Vision

- Set Up for National Night Out
- YCOM Executive Board Meeting YC Government Offices
- National Night Out Beulah Park
- Follow Up 24YP0157 E Dahlia Street W-1
- City Council Meeting
- DA's Office Evidence Request
- Monthly Staff Meeting w/ Kim Steele, Angie Fowler, Kara Corrigan, Jason Wofford, Kyle Adams, Jeremy Brown
- Microsoft Share Point/Viva Landing Training by Alexonet IT & Microsoft Virtual w/ Kim Steele, Angie Fowler, Kara Corrigan, Jason Wofford, Kyle Adams, Jeremy Brown
- MCAT /SART Sexual Assault Response Team Meeting Sane Nurse Sane Protocol Juliette's House
- SRO School Resource Officer Meeting w/ Superintendent Clint Raever YC District Office N Larch Place
- DA's Office Drop Off Paperwork
- Meeting w/ Day Wireless
- Cold Domestic Disturbance Harassment W Main Street Case# 26YP0067 R-1
- Lexipol Polic Manual Updates
- Call WVMC Possible Drug Overdose on Methamphetamine Fentanyl in Grand Ronde Purchased possibly purchased drugs from (S) Referred to YCSO SCAN Street Crimes & Narcotics Team W-1
- YC Radio Advisory Workgroup Microsoft Teams Meeting
- ATL Attempt to Locate Reckless Driver Following Too Close NB Hwy 47 from Carlton Unknow Washington Plate Ford Sedan (C) in White Buick Lacrosse S-1
- YC School Staff Orientation w/ 844 Livingston YC Cafeteria
- YC District Office w/ staff to advised of water leak at LDS Church
- Training Records
- Follow Up on 26YP0063 W-1
- Callout Dog @ Large E 4th Street. Spoke with RP Dog is a Male Pitbull "Tonka." Tonka was returned to owners at E Camellia Street after RP took dog to Carlton Vet. Kim Steele provided information on dog owner and contacted them. Dog returned to owner. W-1
- Follow Up Cold Disturbance Yamhill Shell Gas Station N Maple Street. Altercation on Saturday 08/22/2026 @ 1700 between patrol and employee. Employee posted a sign on telephone pole with hours employee is working "Telephone Tough guy" Patron feels directed towards him. Non-Criminal, employee removed sign upon request. W-1
- OCMDI Monthly Inservice Case Review Weather Environment Deaths
- Follow Up on 26YP0063. Referred to 844 Livingston
- Columbia Bank w/ Kim Steele Cashier's Check for Auction of Property
- Yamhill County Courthouse Auction of Property S Maple Street & E First Street w/ Kim Steele & Mayor Shea Corrigan. Won bid for Property.

- AOA Agency Assist YCSO 339 Non-Injury Motor Vehicle Crash Westside Road//Moores Valley Road. Maroon Ford F350 No Plate Recent Purchase W-8
- Call regarding a company requesting copies of all crash reports for non-profit that works with those injured to make sure they don't become addicted to pain medication. Advised will be making records requests monthly. Provided records request process W-1
- Set Up for Jim Phillips Funeral Procession / Service Beulah Park

SRO Officer Chris Livingston

- FTEP w/ YCSO
- AOA Agency Assist YCSO 329 Single Vehicle Crash Bald Peak w/ Life Flight Activated
- County Fair Detail
- Area checks various county parks.
- Disturbance Sheridan (just a lady yelling and upset her mom has cancer)
- Possible DUII Polk County Line
- Welfare Check McMinnville S-1
- Reckless Drive McMinnville S-1
- Runaway Sheridan, came home before we could find her.
- Welfare check Sheridan, he was home not answering bro for 2 weeks.
- Park checks west county.
- Single vehicle crash Hebo Road
- Disturbance Sheridan drunk guy crashed his e-bike and checked out by medics.
- Disabled motorist Sheridan he got it started.
- Organized Retail Theft Operation McMinnville PD/YCSO/OSP
- Report of a body in the water at Rodgers landing. False report
- Medical assist Stag Hollow Road
- Traffic control crash Abby Road
- LL "fraud" non-custodial mom angry grandma took 18-year-old daughter to hospital and Mom got the bill.
- Yamhill County Fair. Report of Juveniles drinking.
- DUII driver McMinnville, he wasn't
- Medical assist w/ aggressive dogs rural Newberg
- Medical assist Lafayette
- Crash Gooseneck Road, DUII Polk Co's call
- Suicidal and driving from Salem to FG to Astoria UTL
- Drone call out for burg in Amity but called off as I reached McMinnville since suspect was found and detained.
- LL welfare check in Lafayette regarding person who actually lives in McMinnville, so YCOM is having MPD check on her.
- Looking for a suspicious vehicle out of Dayton.
- Picking up documents from Mac PD.
- Suspicious Carlton

- Warrant service S Maple Street 26YP0057
- Warrant service Amity 26YP0058, 26YC2072
- Juvenile w/ vape Sheridan
- Dog at large cite Dayton w/ 337
- Disturbance Haugen Rd turned into Domestic 305 Arrested him,
- Report of suicidal was already reported to YCIS last school year parent did not know that
- Request for a POH of visitor that has dementia in Willamina, explained we can't do that
- Callers getting 'threatening' messages in Sheridan, but husband was egging the messenger on. Advised them to tell caller to stop of LE will get involved and tell husband to stop his inflammatory responses.
- Backing up county warrant service in Mac their custody and arrest
- LL fraud Sheridan that called back and said NM it isn't fraud
- National Night Out Beulah Park
- Reckless drive Lafayette Hwy no impairment
- FI McMinnville
- Crash SE Cruickshank Road traffic control
- Reckless NB 99 Semi UTL
- Suicide Bald Peak w/ Newberg & OSP
- GOLF CART TRAFFIC COMLAINT BEULAH PARK subject was driving when I stopped them. They were warned to stop doing dumb stuff and they said they smoothed the gravel back out and won't go in the skate park anymore, will have lights on and use hand signals Y2
- DHS Willamina 26YP0066, 26YC2142
- Amity dog call LL
- DHS Cross 26YP0059
- Juveniles on scooter explained laws
- Suicidal 26YP0060
- Trespass American Market Sheridan
- Trespass Bar Sheridan
- Kids on roof Sheridan, they were jumping off into a pool w/ parents watching.
- Suicidal Sheridan 26YC2126, 26YP0061
- Fight Sheridan 26YP0062, 26YC2128
- Speaking to Driver's Ed class at Chemeketa
- Juvenile Abuse Strangulation AOA 26YP0063, 26YC2139. Sheridan.
- Medical assist Sheridan
- Follow up on Willamina welfare check
- Warrant service Willamina found reg sex offender living with kids the earlier welfare check was about and he had a felony warrant 26YC2141, 26YP0065 and DHS report same people 26YP0066
- Alarm S Maple Street. New gas station employee set it off

- Disturbance/Criminal Mischief/POH 47 @ Pekkola subject in the road wanting to die. Detained until OSP arrived
- RO delivery & CTA Misdemeanor Warrant in McMinnville with 327
- Hacker Road civil disturbance father son arguing
- Serious injury crash Woodland Loop 26YP0068, 26YC2177
- Medical call E 1st St Yamhill. Reported subject took molly, mushrooms and pot and was OD'ing. was transported by medical.
- Medical assist Sheridan
- Reckless drive Yamhill UTL
- Follow up crash Woodland
- Follow up DHS 26YP0059 & checking same property for 306 for stolen excavator
- Welfare check W Erica. Online friend called worried about statements 19 year at that address made.
- Planning meeting for Jim Phillips Service
- Calls in Willamina and Sheridan with 317
- Case 26YP0069 DUII Hwy 18
- SRO Staff Breakfast at Gym
- FTEP discussion at SO
- Welfare Check Baker Creek Road. She wasn't answering the nursing home's calls. She was fine and didn't want to talk to them.
- Searching for wanted subject in McMinnville. UTL
- Willamina helping DHS make contact with subject since boyfriend has multiple Felony Warrants and know to have weapons. He wasn't found
- DTBs, Log Sheets
- WRAP Training
- Disturbance Carlton covering 874 code 3. big nothing
- Reckless driver into Carlton UTL
- Crash Yamhill Road & Withycombe Road 26YP0070
- Suspicious smell Dillion Lane outside Newberg Probably PGE fixing something on that road.
- Funeral detail for Jim Phillips
- Seatbelt Grant
- SRO School Resource Officer detail
- Case 26YP0071 Pursuit & BHI

Officer Andrew McMullen

- Funeral detail for Jim Phillips

Greg Graven
Chief of Police

Outlook

report

From Jason Wofford <j.wofford@yamhilloregon.gov>
Date Tue 9/1/2026 10:47 AM
To Angela Fowler <a.fowler@yamhilloregon.gov>

PUBLIC WORKS MONTHLY REPORT

August 2026

Department	Status
Water Treatment: working on scada,plc and mcc upgrades	• open
Water Distribution: fixed four water line breaks	• closed
Wastewater Treatment: continue to rotate lagoons	• open
Collections System: smoked tested olive and main	• closed
Streets: patch back, applied thermoplastic in front of high school and continued work on RRFB with Odot	• open
Parks: general clean up and maintence .	• open

CIP PROJECTS

Project: water distribution on hemlock with AKS	Status open

STATISTICS

Water Distribution for the Month:

ACCOMPLISHMENTS THIS MONTH

Kyle Adams and Josh Johnson finished course work in water operations and wastewater.

City of Yamhill
A small taste of Oregon

LOCATION: Council Chambers
DATE: August 12, 2026
TIME: 6:00 p.m.

CITY COUNCIL EXECUTIVE SESSION MINUTES

EXECUTIVE SESSION PERMITTED MATTER:
ORS 192.660(2)(e)
TO CONDUCT DELIBERATIONS WITH DESIGNEE ON REAL PROPERTY TRANSACTION NEGOTIATIONS

I. **CALL TO ORDER**		Mayor Corrigan called the meeting to order at 6:04 p.m.
ROLL CALL		**Present, In-Person:** Mayor Shea Corrigan Councilors: Tim Askey, Kim Kind, Patty Pairan **Staff Present, In-Person:** Kara Corrigan, Finance Manager
II. **ADJOURNMENT**		The meeting adjourned at 6:31 p.m.

*Representatives of the news media and designated staff may attend executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

*Executive sessions do not allow for public attendance. No action will be taken in the executive session. If action needs to be taken, the council will do so in regular session.

Respectfully Submitted and Approved.

Shea Corrigan
Mayor, City of Yamhill

Angie Fowler
City Recorder

DRAFT

CITY COUNCIL MEETING MINUTES

The Yamhill City Council meeting on August 12, 2026, began with a moment of silence for two long-term fire department volunteers, Jim Phillips and John Peasley, who passed away recently. Proclamations were issued to honor their lives and services. The council discussed the need for a policy to honor firefighters and police with a day of remembrance. A plaque from the LOC was presented, recognizing the city's ongoing projects. The police chief reported on the field training evaluation program and the National Night Out event. The city administrator highlighted the success of Derby Days and discussed water billing issues and a potential acquisition of a gravel lot for a veteran's memorial park.

I.	**CALL TO ORDER**	Mayor Corrigan called the meeting to order at 6:37 p.m.
	ROLL CALL	**Present, In-Person:** Mayor Shea Corrigan Councilors: Tim Askey, Kim Kind, Patty Pairan **Staff Present, In-Person:** Chief Greg Graven, Police Department. Jason Wofford, Public Works Facilities Manager Angie Fowler, City Recorder
II.	**FLAG SALUTE**	The mayor led the Pledge of Allegiance.
III.	**PROCLAMATIONS**	A) Proclamation Honoring the Life and Legacy of Jim Phillips B) Proclamation Honoring the Life and Service of Jon Peasley
IV.	**ADDITIONS UPDATES OR ADDITIONS**	There were no updates to the agenda

VI.	**PUBLIC COMMENT**	Public Comment was received by: Lauren Randolph, Yamhill, OR
VII.	**DEPARTMENT REPORTS**	B) Police Department Chief Graven reported on the field training evaluation program for Officer Livingston, which is going well. He commended staff on their work for the National Night Out event with particular mention to Josh in Public Works for his last-minute efforts. He asked if there were any questions regarding his reports to the council this month. There were none. C) Public Works Jason Wofford, Facilities Manager, reported on the installation of the Rapid Blinking Flasher (RBF) light installation at the crosswalk on 240 and also updated the council on the status of an RBF for Hwy 47. He also discussed Level 2 water curtailment. They have increased their run times from 13-14 hrs./day to now 17-18 hrs./day. They have decreased the amount of water they are taking due to the low level of the creek. He reiterated that these are all things that should be expected this time of year. This is not a factor due to the general population or a general user. A) Administration Mayor Corrigan reported on administration after the PD and PW reports. He reported on Derby Days and made commendations for the Derby Days committee, Public Works, and Police for their involvement. He reported on the first quarterly report to FEMA and OEM on the water tank project. He also discussed the EDC and Planning Commission's work on design standards for the downtown area and the parks master plan.
VIII.	**COMMITTEE REPORTS**	A) Planning Commission A report for the planning commission was included in the packet. B) Economic Development Committee

The EDC is working on a survey for downtown design standards to help the planning commission with their update.

IX.	**CONSENT AGENDA**	A) Minutes 6-12-26 City Council Meeting B) Minutes 7-15-26 City Council Meeting **A MOTION TO APPROVE THE CONSENT AGENDA** **ROLL CALL:** Motion introduced by Tim Askey and seconded by Kim Kind **Ayes (4):** Askey, Kind, Pairan, Corrigan **Nays (0):** None **The motion carried.**
X.	**NEW BUSINESS**	A) Action from Executive Session 192.660(2)(e) **A MOTION TO DIRECT STAFF TO START NEGOTIATIONS TO PURCHASE THE GRAVEL LOTS ACROSS THE STREET IN THE MANNER THAT WAS DISCUSSED IN THE AUGUST 12TH EXECUTIVE SESSION.** **ROLL CALL:** Motion introduced by Tim Askey and seconded by Kim Kind **Ayes (4):** Askey, Kind, Pairan, Corrigan **Nays (0):** None **The motion carried.** B) Golf Cart Ordinance Discussion The council discussed the draft ordinance. They will continue polishing and bring back a revised draft.
XI.	**INFORMATION/ ANNOUNCEMENTS/ FOR THE GOOD OF THE ORDER**	A) Jim Phillip's celebration of Life, August 30th at 1 p.m. B) Election Filing Deadline: August 18th (incumbent) August 25th (non-incumbent) C) Elections Voter Pamphlet Inclusion Statement Deadline: August 25th D) Labor Day September 7 – City Offices Closed E) Henderson House Crown of Yamhill County Fundraiser Saturday Oct. 3rd.

ADJOURNMENT	A motion was made to adjourn. The meeting adjourned at 7:21 p.m.

Signed,

____
Shea Corrigan
Mayor, City of Yamhill

Attest:

____
Angie Fowler, City Recorder

City of Yamhill
A small taste of Oregon

LOCATION: Council Chambers
August 26, 2026
TIME: 6:30 p.m.

CITY COUNCIL MEETING MINUTES

I. CALL TO ORDER

Mayor Corrigan called the meeting to order at 6:30 p.m.

II. ROLL CALL

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

Staff Present, In-Person: Angie Fowler, City Recorder

III. PUBLIC COMMENT

Public Comment was received by:
Rocky Losli, Yamhill, OR

IV. UNFINISHED BUSINESS

A) Consider Resolution R2026-855 A Resolution of the City Council of Yamhill, Oregon, Adding Tax Lots R3404AC01500 & R3404AC01501 to the City's Pars Capital Improvement Plan (CIP) Project List.

A MOTION TO CONSIDER RESOLUTION R2026-855 A RESOLUTION OF THE CITY COUNCIL OF YAMHILL, OREGON, ADDING TAX LOTS R3404AC01500 & R3404AC01501 TO THE CITY'S PARS CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST.

ROLL CALL: Motion introduced by and seconded by Kim Kind
Ayes (4): Corrigan, Askey, Kind, Pairan
Nays (0): None
Abstain (1): Featherson

The motion carried.

V.	**ADJOURNMENT**	A motion was made to adjourn. The meeting adjourned at 6:41 p.m.

Signed,

Shea Corrigan
Mayor, City of Yamhill

Attest:

Angie Fowler
City Recorder, City of Yamhill

City of Yamhill
A small taste of Oregon

Memo

To: Council

From: Angie Fowler, City Recorder

Subject: Board, Commission, Committee Policy/Resolution

Council Members,

Attached for your consideration is a proposed resolution adopting a uniform policy governing all City of Yamhill boards, commissions, and committees.

As the number and responsibilities of city-appointed bodies have grown, it has become increasingly important to ensure consistency in expectations, procedures, and standards of conduct. The proposed policy establishes clear guidelines related to membership, appointments, meeting procedures, decision-making, record-keeping, and reporting requirements. Adopting a single, unified policy will strengthen transparency, improve efficiency, and ensure equitable and consistent governance across all appointed bodies.

City staff have reviewed the proposed policy and recommend its adoption. Once approved, staff will support its implementation and provide any necessary orientation or resources to affected boards, commissions, and committees.

I respectfully request that the City Council approve the accompanying resolution adopting the “Policy for City of Yamhill Boards, Commissions, and Committees.”

Please let me know if you would like any revisions or additional background information prior to the meeting.

205 S MAPLE ST, YAMHILL, OR 97148
T: 503-662-3511 EXT. 102 W: WWW.CITYOFYAMHILL.ORG

City of Yamhill
A small taste of Oregon

DR26-10
RESOLUTION R2026-856

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL APPROVING AND ADOPTING A POLICY FOR ALL CITY OF YAMHILL BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, the City of Yamhill relies on its boards, commissions, and committees to support effective governance, public engagement, and informed decision-making; and

WHEREAS, the City Council recognizes the need for consistent standards, procedures, and expectations to ensure these bodies operate transparently, efficiently, and in alignment with the City's goals and values; and

WHEREAS, the City Council has reviewed the proposed "Policy for City of Yamhill Boards, Commissions, and Committees," which establishes uniform guidelines related to membership, appointments, conduct, meetings, record-keeping, and reporting; and

WHEREAS, adopting a unified policy will help ensure accountability, clarity of roles, and equitable participation across all city-appointed bodies.

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

Section 1. Approval. The "Policy for City of Yamhill Boards, Commissions, and Committees" is hereby approved and adopted.

Section 2. Compliance. All existing boards, commissions, and committees shall comply with the requirements and procedures contained in this policy.

Section 3. Authorizations: City staff are directed to provide the necessary support and guidance to ensure smooth implementation of the policy.

Section 4. Effective Date: This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this ___ day of ______ , 2025.

Ayes: _______
Nays: _______

Signed: Attest:

Shea Corrigan, Mayor Angie Fowler, City Recorder

BOARD, COMMISSION, AND COMMITTEE POLICY
Onboarding Requirements, Public Meetings, Rules of Procedure, Public Records, Code of Conduct, and Social Media Conduct

Purpose
This policy establishes standardized expectations for all members appointed to boards and committees. It ensures consistent onboarding, compliance with applicable laws, transparent public meetings, responsible records management, and appropriate conduct in both official and online environments.

Scope
This policy applies to all members of advisory boards, committees, commissions, workgroups, and similar appointed bodies operating under the authority of the City of Yamhill.

Onboarding Requirements
All board and committee members must complete the following onboarding steps within 30 days of appointment:

1. Review governing documents, including:
    - The City Charter/Municipal Code
    - Enabling BC resolutions
    - Applicable statutes
2. Attend an orientation session covering organizational structure, member responsibilities, meeting procedures, ethics requirements and parliamentary procedure.
3. Complete required legal and ethics training through OGEC:
    - Government Ethics for new board, commission & council members
    - Public Meetings Law
    - Conflicts of Interest & Prohibited Use of Office
4. Read/Acknowledge receipt of this policy and any related guidelines.
5. Read/Acknowledge COY Public Records/Public Meetings Handout
6. Read/Acknowledge receipt of COY Board, Commission, Committee Member Code of Conduct
7. Provide contact information for official communications.
8. Planning Commission members shall Complete a Statement of Economic Interest (SEI) filing with Oregon Government Ethics Commission (OGEC)

BC POLICY

Public Meetings
Boards and committees must comply with all state and local open meetings laws.

- Meetings must be publicly noticed within required timeframes and include agenda information.
- Deliberations and decision-making must occur in public unless allowed by law for closed or executive sessions.
- Minutes must be taken, approved, and retained as official public records.
- Members must avoid discussing board business with a quorum outside of properly noticed meetings.

Rules of Procedure
Each board or committee shall follow the rules of procedure adopted by the City of Yamhill or the specific body.

- A quorum must be present to conduct business.
- The chair is responsible for managing the meeting flow, recognizing speakers, and ensuring orderly discussion.
- Members must adhere to adopted parliamentary procedures or simplified rules as designated.
- Conflicts of interest must be declared before discussion and voting on affected items.
- Decisions must be made in accordance with established voting requirements.

Public Records Requirements
Board and committee documents are public records unless exempt by law.

- Documents, notes, emails, and messages related to board work must be retained and made available upon request.
- Personal devices or accounts used for official business may be subject to disclosure under public records laws.
- Confidential or exempt information must be handled according to legal requirements.

Code of Conduct
Members shall maintain professional, respectful, and ethical behavior at all times.

- Treat fellow members, staff, and the public with courtesy and fairness.
- Avoid harassment, discrimination, or hostile behavior.
- Refrain from actions that could compromise the board’s integrity or public trust.
- Maintain confidentiality of legally protected information.

- Act in the best interests of the organization and avoid conflicts of interest.

<u>Social Media Conduct</u>
Members' online activity can reflect on the board and the organization.

- Do not represent personal opinions as official board positions unless authorized.
- Avoid discussing active board matters on social media, especially in ways that could constitute an un-noticed meeting or influence deliberations.
- Refrain from posting confidential or sensitive information.
- Maintain respectful communication and avoid inflammatory, discriminatory, or harassing language.
- If you identify as a board or committee member online, you must maintain professionalism consistent with this policy.
- Personal social media accounts are not maintained by the city. If the member chooses to post regarding city business, they will be responsible for following all applicable laws including ADA compliance and public records law. All fines associated with non-compliance are those of the individual.

<u>Enforcement</u>
Failure to comply with this policy may result in corrective action, including verbal or written warnings, removal from a position as allowed by law or policy, or other actions deemed appropriate by the mayor/council.

<u>Policy Review</u>
This policy shall be reviewed periodically and updated as necessary to remain compliant with legal requirements and organizational needs.

I certify that I have read and understand the policy for boards, committees, and commission members of the City of Yamhill. I will abide by the guidelines and complete the required onboarding within the required timeframe.

Print Name: ______________________________

Signature: ______________________________

Date: ______________________________

Board/Committee ______________________________

COY PUBLIC RECORDS/PUBLIC MEETINGS HANDOUT FOR BOARDS, COMMITTEES, AND COMMISSIONS

Oregon's open government laws promote democracy by ensuring that government conducts its business in a transparent manner. Oregon residents have a right to know how their government is spending their tax dollars and exercising the powers granted by the people. The following information is for members of city boards, committees, and commissions so they are aware of these legal requirements and how they apply to their service to Yamhill.

PUBLIC RECORDS

WHAT IS A PUBLIC RECORD?

A public record includes any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics. Public records can be in many formats, including a document, book, paper, photograph, file, or sound recording. It is important for members to be aware that **any message, including emails that relate to city business are public records that belong to the public**, regardless of whether they were sent or received on a public or private email system.

PUBLIC RECORDS LAW

Oregon's Public Records law is divided into two parts. The first part dictates how long a public record must be kept (retention) and requirements for its disposition. Retention is determined by the content of the record. For example, an email notification about a meeting date/time/location can be deleted after it is read; however, minutes from that meeting must be retained permanently. The second part of the law establishes every person's right to inspect any non-exempt public record of a public body. Very few records in Oregon are exempt from disclosure.

WHO IS SUBJECT TO PUBLIC RECORDS LAWS?

The law applies to every "governing" and "public" body. In Yamhill, this includes city staff, the City Council, and members of all advisory boards, commissions, and task forces.

USE OF PERSONAL EMAIL / PERSONAL DIGITAL DEVICES

Members may use privately-owned e-mail accounts or personal digital devices (PDDs) for sending and receiving messages related to city business; however, members should forward these communications to city staff, so they are retained. Members must also realize that when private accounts and PDDs are used for city business, those accounts or devices may be subject to public disclosure. Whenever city business is done on a PDD there is no expectation of privacy.

WHAT DOES THIS MEAN FOR MEMBERS?

Public records generated as part of business related to a city advisory board, committee, or commission are maintained by the city recorder. In other words, the city is charged with the responsibility for maintaining public records in accordance with the law. If you generate a public record or receive a public record from a third party, you must send it to the city staff liaison or appropriate city department staff so it may be included in the record file. For example, if your neighbor knows you are on the Planning Commission and they send you an email with information that relates to city business, simply forward a copy of that email communication to staff in the Planning Department so it may be appropriately filed and retained.

Similarly, if someone provides you with a hard-copy letter addressed to the Planning Commission, please be sure to forward it to city staff.

PUBLIC MEETINGS

WHAT IS A PUBLIC MEETING?

A public meeting is the convening of any governing body (in person, via email, via telephone, via online chat) for which a quorum (majority) is required in order to make a decision or to deliberate toward a decision *on any matter*. Reasonable notice must be provided to inform the public and all interested parties about the time, place, and agenda of public meetings. The city is committed to providing equal access to all public meetings and information per the requirements of the Americans with Disabilities Act (ADA) and Oregon Revised Statutes (ORS); accordingly, the city strives to be as accommodating as possible to ensure that all public meetings are as accessible as possible for persons with disabilities.

Governing bodies also must comply with these requirements when their members use electronic communication in lieu of face-to-face official meetings. For example, communications between a quorum of members of a governing body convening electronically are subject to the Public Meetings Law. If the communications constitute a decision or deliberation toward a decision for which a quorum is required the meeting would be subject to the Public Meetings Law. Given these requirements, the use of email and other online communication to conduct public business creates the risk of violating Oregon's open meeting laws and should be avoided.

A gathering of less than a quorum of a committee or other body is not a “meeting” under the Public Meetings Law. While a gathering of less than a quorum is not a "meeting," members should not gather (or communicate) as a group to discuss city business outside a public meeting. Such a gathering could create a “serial” quorum, may give the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law which supports keeping the public informed of the deliberations of governing bodies. Discussions and decisions need to be conducted at meetings, even though it is not always convenient.

WHAT DOES THIS MEAN FOR MEMBERS?

It is important to understand what constitutes a public meeting so members do not inadvertently violate the law. Meetings scheduled by city staff will be appropriately noticed; however, online discussions by a quorum of members violate public meetings law and should not occur.

FOR MORE INFORMATION

For further reading on Oregon’s public records and meetings laws, please see the Attorney General’s Public Records and Meetings Manual (link below).

http://www.doj.state.or.us/public_records/manual/pages/index.aspx

If you have questions about any of the above material contact the Office of the City Recorder at a.fowler@yamhilloregon.gov or at 503-662-3511 ext. 102.

CODE OF CONDUCT FOR BOARDS, COMMISSIONS, AND COMMITTEES

Thank you for serving on a city board, commission, or committee (BC). Your participation is a critical part of our government's decision–making process. This document is designed to provide a framework to guide BC members in their actions. If you have questions about BCs contact the Office of the City Recorder at a.fowler@yamhilloregon.gov or at 503-662-3511, ext. 102.

ETHICS

As a BC member you are a public official as defined in Oregon Revised Statute (ORS) 244.020(14). This code of conduct is a supplement to existing statutes governing conduct of public officials including Oregon's ethics law; see the state's Guide for Public Officials. Adherence to ethics rules includes rejecting gifts, services, or other special considerations that are only offered to you because of your service as a public official. Ethics rules may also require you to excuse yourself from participating in decisions when the financial interests of a member of your immediate family or household, or your own, may be affected by your BC's action.

CARRYING OUT BOARD DUTIES

It is important to remember that you represent the city and are held to a higher standard while performing your BC responsibilities. You may be faced with difficult decisions and situations. BC members are expected to be civil and diplomatic, and in general:

- All BC meetings are public meetings subject to the state's public meeting laws.
- You should always review materials provided in advance.
- You should always do your part to maintain the organization's transparency. Avoid even the appearance of a conflict of interest by declaring publicly if a potential or actual conflict of interest arises and take appropriate steps.
- Be aware of the public nature of written messages and e-mail. All materials created in your official capacity are subject to the state's public records laws.

Keep the following in mind when dealing with other BC members, city staff, and the public:

BC Member Conduct with One Another During Meetings

- Difficult or contentious discussions may arise. Encourage civil and constructive discourse and refrain from belligerent language, personal attacks, slanderous, threatening, abusive or disparaging comments.
- Be honest with everyone. As a BC member you are a public official and have a responsibility to conduct the BC's public business in a transparent and open manner.
- Give credit to others' contributions to the process.
- Strive to make independent, objective, fair and impartial judgments.

BC Member Conduct Outside Public Meetings

- Be respectful even in private. The same level of respect for differing points of view used in public discussions should be maintained in private conversations.

- Private conversations can become public. As public officials, BC members should be aware that they can be the focus of public attention. Even casual conversation about city business, other public officials, or staff may draw attention and be repeated.
- Understand proper political involvement. BC members, as private community members, may support political candidates or issues but such activities must be done separate from their role as a BC member.

BC Member Conduct with the Public

- Be welcoming and respectful to speakers. For many community members, speaking in front of a BC is a new experience. BC members should listen and make comments or ask questions appropriately, respectfully, and professionally.
- Make no promises on behalf of the BC in unofficial settings. BC members may be asked to explain an action or to give their opinion about an issue. It is appropriate to give a brief overview, but overt or implicit promises of specific actions are to be avoided. In the case of quasi-judicial land use matters, additional prohibitions on communications apply, on which the Planning Commission receives further guidance.
- Be mindful of what you say. Anything said in a public meeting may end up in print. In discussions about city business with the press or through social media, be careful to not represent a personal opinion as if it were the city or BC position. In general, be careful what you post online – remember the old adage: if you don't want to see it on the front page of the newspaper don't type it or say it.

BC Member Conduct with City Staff

- Respect city staff and their role in the process. BC members should not disrupt staff from carrying out administrative duties, attending meetings, or implementing policy. BC members should not make belligerent, personal, slanderous, threatening, abusive, or disparaging comments to or about staff.

MEETING ATTENDANCE

Members are expected to attend all BC meetings; however, the community understands that conflicts may prevent a member from attending up to 25% of the meetings a year. For these purposes, "year" refers to the twelve-month period beginning from the start date of the member's BC term.

YAMHILL MUNICIPAL CODE (YMC) AND BC BYLAWS

Some of the city's BCs were established by the City Council as authorized by the YMC and some were established by Council resolution. Each BC also has its own set of bylaws for members to follow; for specific committee bylaws see the resolution or contact the City Recorder.

DISCPLINARY ACTION AND REMOVAL

Pursuant to R-846, BC members may be removed at any time by the mayor for misconduct, nonperformance of duty, or failure to obey the federal, state, or local laws. If a BC member violates this code of conduct or any applicable laws the Council may choose to take the following steps:

1) The BC chair, or other appropriate officer if the issue involves the chair, will meet with the member in violation.
2) If the issue continues, the member in violation will meet with the City Administrator or a City Council member to discuss the issue and an email about the issue will be sent to the entire Council.
3) If steps 1 and 2 do not resolve the issue, Council will take necessary actions to remove the member in violation from the BC as authorized by R-846.

IMPLEMENTATION

All BC members will review this code of conduct and affirm in writing that they understand its provisions and pledge to conduct themselves by the guidelines listed. A periodic review by Council of this document will be conducted to ensure that it is an effective and useful tool.

CODE OF CONDUCT & PUBLIC RECORDS AND MEETINGS OVERVIEW CERTIFICATION

As a member of a city board, commission, or committee (BC), I affirm that:

- ✓ I have read and understand the Yamhill Code of Conduct for Boards, Commissions and Committees, and its application to my role and responsibilities while serving on a city BC.
- ✓ I have read and understand the Yamhill Public Records & Meetings Overview for members of BCs and how my actions on behalf of the city are governed by the applicable laws of the State of Oregon.
- ✓ I pledge to conduct myself by the code of conduct.
- ✓ I understand that I may be removed from my position if my conduct falls below these standards.

Print Name: ______________________________

Signature: ______________________________

Date: ______________________________

Board/Committee ______________________________

City of Yamhill
A small taste of Oregon

Memo

To: Council

From: Angie Fowler, City Recorder

Subject: Master Fee Schedule Update

Council Goals: Financial Sustainability

Council Members,

Attached for your review is a draft of the proposed updates to the Master Fee Schedule along with a prepared resolution for consideration.

In accordance with Council rules, a resolution is introduced for first reading. After introduction, the Council may take one of the following actions:

1. Direct that a public hearing on the resolution be held; or
2. Pass the resolution; or
3. Reject the resolution in whole or in part.

If the Council would prefer to review the fee schedule in greater detail before acting, a motion may be made to schedule a work session for further discussion.

City of Yamhill
A small taste of Oregon

DR26-11
RESOLUTION R2026-857

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YAMHILL, ADOPTING A MASTER FEE SCHEDULE, ESTABLISHING ADJUSTMENT AND REVIEW PROCEDURES, AND REPEALING ALL PREVIOUS RESOLUTIONS INCONSISTENT WITH THE FEES SPECIFIED IN THIS SCHEDULE

WHEREAS, the City of Yamhill periodically reviews and updates its Master Fee Schedule to ensure fees accurately reflect the cost of services and current regulatory requirements; and

WHEREAS, the City has prepared an updated Master Fee Schedule establishing fees for city services, permits, licenses, and other activities; and

WHEREAS, the City Council desires to adopt the updated Master Fee Schedule and repeal previous resolutions or portions thereof that establish fees now superseded by the updated schedule;

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

Section 1. Approval and Adoption: The Master Fee Schedule attached as Exhibit A is hereby approved and adopted.

Section 2. Supersedure: All previous resolutions, or portions of resolutions, establishing fees that conflict with the Master Fee Schedule adopted by this Resolution are hereby repealed.

Section 3. Notice to Customers: City staff are directed to make the updated Master Fee Schedule available to the public and ensure it is incorporated into City records and publications as appropriate.

Section 4. Annual Adjustments: Fees identified in the Master Fee Schedule as subject to automatic annual adjustment based on the Consumer Price Index (CPI), Construction Price Index (CPI-Construction), or Engineering News-Record (ENR) index shall be updated automatically each year in January, using index values specified in each fee's listed methodology. City staff shall apply the appropriate index to each fee and update the schedule accordingly without additional Council action.

Section 5. Periodic Review: There shall be a periodic review of all fees on this schedule, at a frequency of no longer than every five years.

<u>Section 6.</u> **Effective Date:** This Resolution shall be effective upon its approval and adoption and will remain in effect until repealed.

Duly passed by the City Council this ___ day of ______ , 2026.

Ayes: _______
Nays: _______

Signed:	Attest:
______________________________	______________________________
Shea Corrigan, Mayor	Angie Fowler, City Recorder

Exhibit A

Master Fee Schedule
Schedule of Fees & Penalties

Note: All fees are subject to change during the annual fee update process

Administration- General

Description	Fee
Audio/Visual Reproductions	$50 minimum/Actual Cost after first hr.
Bound Documents	Actual Cost
Business License (Initial Application)	$100.00
Business License (Renewal)	$75.00
Business License (Home Occupation) Renewal *See Planning for Permit	$25.00
Business License Temporary (Soliciting, Auction, Peddling, etc.)	$50/3 days
Business License Past Due	$10/day up to $300
Certified Mail	Actual Cost
CD	Actual Cost
Copies- B&W 8 1/2 x 11	.50/page
Copies- B&W 8 1/2 x 14	.75/page
Copies- B&W 11 x 17	$1.00/page
Copies- Color 8 1/2 x 11	.75/page
Copies- Color 8 1/2 x 14	$1.15/page
Copies- Color 11 x 17	$1.50/page
Copies- Maps and other Nonstandard Sized Docs	Actual Cost
Copies-Printed Copy of any City Code	$20
Copies- Color Copy of Zone Map	$6
Credit Card Surcharge (for transactions over $1000)	3%
Dishonored Checks	$25, plus any fees charged by financial institution
DVD	Actual Cost
Electronic Documents Sent via Email - Up to 10 files and 10 MB	$0
Electronic Documents Sent via Email - Over 10 files and 10 MB	$15
Faxes	$1.00/page
Flashdrives	Actual Cost
Lien Search	$35
Lien Annual Percentage Rate	12%
Lien Placement Administrative Fee	$150.00
Links	Free
Liquor License (Initial Application)	$100.00
Liquor License (Change or Ownership)	$75.00
Liquor License (Renewal)	$35.00
Liquor License (Special Event)	$35.00
Maps and Other Nonstandard Sized Docs	Actual Cost
Notary Services/Per Signer	$10.00
Postage	Actual Cost
Research Fee- General	Actual Cost
Scanned Copies to PDF up to 11 x 17	$1.50/page
Scanned Large Copies to PDF	Actual Cost

Public Records Request Fees

Records Request - Level I	$0	Plus applicable document costs		
Records Request - Level II	$50 min. (30 minutes)/Actual cost after	Plus applicable document costs	Plus Research fees	
Records Request - Level III *Requires Professional Review Fees	$50 min. (30 minutes)/Actual cost after	Plus applicable document costs	Plus Research fees	Plus Professional Review Fees
Documents Costs	*See Administrative Fees			
Professional Review Fees	Actual Cost			
Research fee	$50 min. (30 minutes)/Actual cost after			
Supervised Records Inspection	$50 min. (30 minutes)/Actual cost after			

Utilities & City Services

Description		Tier Structure*			
	Base/ Meter Charge	Base/Meter Charge Includes	Tier 1 = 9.75/gallon	Tier 2 = 11.70/gallon	Tier 3 =14.05/gallon
Water Utility Residential- Inside City Limits (5/8" to 3/4")*	$80.51	0- 4000 gallons	4001-8000 gallons	8001-12000 gallons	12000+ gallons
Water Utility Commercial- Inside City Limits (5/8" to 3/4")*	$96.61	0- 4000 gallons	4001-8000 gallons	8001-12000 gallons	12000+ gallons

Water Utility Commercial- Inside City Limits (1")*	$135.26	n/a	0-11,200	11,200-16,800	16,801+
Water Utility Commercial- Inside City Limits (1.5")*	$173.90	n/a	0-14,400	14,401-21,600	21,601+
Water Utility Commercial- Inside City Limits (2")*	$280.17	n/a	0-23,200	23,201-34,800	34,800+
Water Utility Commercial- Inside City Limits (3")*	$1,062.72	n/a	0-44,000	44.001-88,000	88,001+
Water Utility Commercial- Inside City Limits (4")*	$1,352.55	n/a	0-56,000	56,000-112,000	112,000+
Water Utility Residential Rural- Outside City Limits (5/8" to 3/4")*	$96.61	0- 4000 gallons	4001-8000 gallons	8001-12000 gallons	12000+ gallons
Water Utility - Outside City Limits (1")*	$135.26	n/a	0-11,200	11,200-16,800	16,801+
Water Utility - Outside City Limites (1.5")*	$173.90	n/a	0-14,400	14,401-21,600	21,601+
Water Utility - Outside City Limits (2")*	$280.17	n/a	0-23,200	23,201-34,800	34,800+
Water Utility - Outside City Limits (3")*	$1,062.72	n/a	0-44,000	44.001-88,000	88,001+
Water Utiltiy - Outside City Limits (4")*	$1,352.55	n/a	0-56,000	56,000-112,000	112,000+
Sewer Residential	$78.96	n/a			
Sewer (2 EDU)	$156.78	n/a			
Sewer (School EDU)/20 Students - Assessed in October	$78.96/20	n/a			

Other Utility Deposit, Fees & Penalties:

Connection Fees *See Public Works/Building Fees	
Hydrant Meter Hookup	$100 +deposit $250
Hydrant Meter Usage Rate	Water Utility Commercial- Inside City Limits (2")
Late Payment on Utility Account	$5.00
Meter Lock - Service Disconnection/Reconnection	$55.00
Shut-off Notice Fee	$10.00
Tampering Fee*	Actual Cost +Penalties
Unauthorized Connection	Abatement Cost +Penalties
Water Deposit - Inside City Limits (Refundable)**	$156.78
Water Deposit - Residential - Outside City Limits (Refundable) **	$188.14
Sewer Deposit (Refundable)**	$157.92

Minimum, in city, w/ CPI increase to water, sewer and psf = $167.83

*The City departments are authorized to charge the responsible party pr personnel, equipment, vehicles, materials, supplies, and overhead for services provided by the City of Yamhill to repair or maintain city utility lines, mains, service lines, water meters, water meter boxes or other utility property that has been destroyed or damaged.

* Water/Sewer Deposits are refundable for property owners after a year service with payment history in good standing.
* Water/Sewer Deposits increase with base charge adjustments. (equal to 2x base charge)
*** Water Rates increase annually in January with CPI (2.7% Dec 2025)**

City Services Fees (billed on utility bill)*

Description	**Current Fee**	**Notes**
Police Service Fee*	$6.36/ADU	*Per the ordinance, this fee is to automatically increase with the CPI annually- This year it would be 2.7 % (16 c
Stormwater Fee	$2.00/EDU	
Parks Fee*		
City Services Fees Total:	**$8.36/$10.36**	

* City Services Fees are applied to utility account per ordinance in the following order: Water, Sewer, PSF, Storm, *PKF* — *City Servie Fees are billed on utility bills in lump sum
*** City Services Fees increase annually with CPI**

Park/Community Center Reservations

Description	**Current fees**
Community Center/Council Room Reservation (1)	$30 for 2 hrs. $5 each additional hour

*Note: Business is conducted in City Hall and PD, this space should be mainly for meetings or small gatherings that will not cause disturbance in the attached offices.

City Park Area (1) (2)	**Private Use**	**Commercial Use**	**Non-Profit Use***
Bingo Hall	$50	$75	$0
Food Booths	$50	$75	$0
Covered Areas	$40	$75	$0
Sportsball Court	$15	$25	$0
Volleyball	$15	$25	$0
Horseshoe Pits	$15	$25	$0
Alchohol Permit*See Liquor License -Special Event			
Vendor License *See Business License -Temporary			
Cleaning Fee (1)	$75 (1)	$150(1)	$75 (1)
Wear & Tear (2)	$75 (2)	$150 (2)	$75 (2)
Special Event/Sporting Events- Any City Park/Property (3)(4)	TBD	TBD	TBD

(*)=Must provide non-profit ID Number(1)= 1/2 is refundable with removal off all garbage and no expense incurred by the City for cleanup (2)= This will be charged for groups over 200 (3) Required for groups of 200 or more, requires advanced permission of City Council. Inquire with City Hall. (4) Requires COI

Municpal Court	
Description	**Current Fee**
DMV Suspension	$15
Fail to Appear for Trial Fee	$35
Fail to Appear for Arraignment Fee	$15
Returned Check Fee	$25
State Presumptive Class A	$440
State Presumptive Class B	$265
State Presumptive Class C	$165
State Presumptive Class D	$115
Traffic School Class A	N/A
Traffic School Class B	$150
Traffic School Class C	$100
Traffic School Class D	$50
Trial Fee	$35
Court Cost Fee	$25
Violations Bureau Reduction - No Contest/Guilty	($20)
Voilations Bureau Dismissal/Fix-it Ticket	$50
Payment Administrative Fee	15% of Obligation

General Penalites	
Title 1 - Government	
Dishonored Checks	$35 +fees charged by bank
Title 2 - Local Improvements	
Violation - Penalty, Public ROW Rules & Regulations	Class C
Violation - Penalty, Sidewalk Regulations	
1) First Conviction	Class D
2) Second Conviction	Class C
Title 3 - Utilities	
Violation - Penalty, Water Department Rules & Regulations CH 3.04 - 3.44	Class C
Violation - Penalty, Backflow/Corss-connection Rules & Regulations	Class C
Violation - Penalty, Surplus Water Rules & Regulations	Class C
Violation - Penalty;	Class C
1) Subsection B - Second Violation of same type	Class C
2) Subsection C - Third Violation of same type	Class B
3) Subsection D - Fourth Violation of same type	Class A
Violation - Penalty, Protection from Damage	Not to exceed $1000
Violation - Penalty, Damage to Sewer Department Property	Class A
Violation - Penalty, Non-Correction	Class B
Violation -Penalty, Sewer Department Rules and Regulations CH 3.56 - 3.76	Class B
Title 4 - Sanitation	
Violation- Penalties, Nuisances Rules & Regulations	Class C
Title 5 - Offences	
Violation-Penalties, Chapter 5.04 Nuisances Rules and Regulation	Class D
Violation-Penatlies, Chapter 5.04 Failure to Provide Name	Class A
Violation-Penalties, Chapter 5.20 Discarded Vehicles Rules & Regulations	Class C
Title 6 - Traffic Violation Penalites	
Traffic General Regulations	Class D
Violation - Penalty, Sections 6.08.010 - 6.08.060	Class D
Violation - Penalty, Sections 6.08.070 - 6.08.110	Class D
Parking Regulations	
Violation - Penalty, Sections 6.12.010 - 6.12.09	Class D

Violation - Pentaly, Section 6.12.100	Class D
Title 7 - Public Protection	
Park Rules and Regulations	
Violation - Penalty, Sections 7.04.060 - 7.02.040	Class D
Violation - Penalty, Section 7.04.050	Class A
Fire Hazards Regulations	
Violation - Penalty, Section 7.08.030	Class A
Violation - Penalty, Weed Control Regulations	Class D
Violation - Penalty, Street Names and Uniform Address RegulationsClass D	Class D
Title 8 - Business Regulations	
Violation - Penalty of Title 8 - Business Regulations	Class D
Title 9 - Building	
Building Code Regulations	Class C
Failure to obtain a permit prior to initiating work	Double specified permit fee
Violation - Pentalty, Building Nuisance Regulations	Class B

Police Department

Description	Current Fee			
Chief of Police Review for Security	$100.00			
Department Policy, Copy Request	$5.00 ea.			
Document Costs	*See Administrative Fees			
Fingerprint cards	$10 (Requires officer availability)			
Officer Notes	$10/Record			
Police Records Request Digital File	$20 up to 20 pages. Non-refundable even if no record exists. Additional research may apply			
Professional Review Fees	Actual Cost			
Record Check (Address/Name)	$20.00			
Records Request - Level I	$0	Plus applicable document costs		
Records Request - Level II	$50 min. (30 minutes)/Actual cost after	Plus applicable document costs	Plus Research fees	
Records Request - Level III **Requires Professional Review Fees*	$50 min. (30 minutes)/Actual cost after	Plus applicable document costs	Plus Research fees	Plus Professional Review Fees
Research fee	$50 min. (30 minutes)/Actual cost after			
Supervised Records Inspection	$50 min. (30 minutes)/Actual cost after			
Towed Vehicle Administrative Fee	$125.00			

Public Works/Building Fees

Description	Current Fee	Deposit	Notes
Backflow Testing Fee	$50		When performed by our PW
Building Permit Compliance Review	$125.00		New Home/Remodel Large Scale
Building Permit Complaince Review - Minor	$75.00		Solar Panel, Plumbing, Electrical Minor Scale
Contracted Service Provider Fees	Actual Cost		
Grading Permit *Requires Professional Review	$125	$500	
Outside Water Request	N/A - Moratorium		
Professional Review Fees	Actual Cost		
System Development Charge - Water*	$7,723.00		
System Development Charge - Sewer*	$4,598.00		
System Development Charge - Parks*	$3,967.00		
System Development Charge - Streets*	$2,539.00		
System Development Charge - Stormwater*	$2,118.00		
Total SDCs	**$20,945.00**		

***SDCs listed are for Single Dwelling Unit .75" meter, Inquire with City Hall for full schedule if larger connection is required.**

***SDCs are updated automatically annually in January by the ENR CPI (3.6% for Dec 2025)**

Sidewalk Deposit - Residential	$20/Linear foot
Sidewalk Deposit - Commercial	$32/Linear foot
Sewer Connection/Inspection Fee	$200 per service
Water Connection/Inspection Fee	$650 per service

Public Works

Description	Fee
Right-of-Way Permits	$250.00
ROW Franchise Utility (1 year)	COI,Bond, Franchise License
ROW Mailbox Permit	$25.00
ROW Construction	$50, COI
ROW Street Obstruction/Traffic Control	$100, COI, Bond

Misc Permits

Description	Fee	Notes
Golf Cart Registration/Permit		Will be established with ordianance
Noise Variance Permit	$50.00	
Truck Parking Permit	$50.00	
RV Guest Occupancy Permit (30-days) * Renewable 1x only	$50.00	Temporary Dwelling Permit/RV Placement Permit - See Planning Fees

Planning/Land Use

Description	Current Fee	Deposit	Suggested Fee (2026)	Notes

Land Use Application fees are collected with a non-refundable application fee . Deposits are collected when the city seeks to recover actual costs for a professional expenenses and services; and, due to the uniqueness of each application, setting a fixed fee is impractical. The costs for services and professional expenses include, but are not limited to, services rendered by the City Planner, City Engineer, or City Attorney; administrative costs covering staff reports, correspondence, accounting, public works review, required notice publishing, supplies, and postage. If the actual costs exceed the deposit, the City reserves the right to require and additional deposit and/or invoice for the additional charges.

Application Review Types	
Type I	**Type II**
Staff Review Applying City Standards that do not require discretion	**Administrative/Staff Review with Notice** Decisions are made by the Planning Official with Public Notice and an Opportunity for appeal to the Planning Commission
Type III	**Type IV**
Quasi-Judicial Review - Planning Commission Hearing Decisions are made by the Planning Commission after a hearing with an opportunity for appeal to council	**Legislative Review- Planning Commsion and City Council Hearings** Creation or Revision, Large-scale implemetation of Amendments

Description	Fee	Deposit
Annexation (Type IV)	$2,500.00	$1,000
Appeals		
1) Type I Appeal	$450	
2) Type II Appeal	$800	
3) Type III or IV Appeal	$975	
Code Interpretation (Type I)	$250	
Code Text Amendment (Type IV)	..	Initiated by City Council or PC - Actual Cost
Comprehensive Plan/Map Amendment (Type IV)	..	Initiated by City Council or PC - Actual Cost
Conditional Use Permit (Type III)	$1,000	$500
Conditional Use Permit, Specific (Type III)	$1,000	$500
Development Permit (Type I or II)	$650	
Development Permit, Specific (Type I or II)	$650	
Flood Hazard Overlay (Type II)	$650	
Historic Review (Type II)	$650	
Historic Demolition (Type III)	$1,000	$500
Home Occupation, Type 2 (Type I) (Staff Review)	$300	
Home Occupation, Type 1 (Type III) (PC Review)	$800	
Legal Lot Determination (Type I)	$350	$500
Nonconforming Use or Structure, Expansion of (Type III)	$1,000	$500
Partion or Replat of 2-3 Lots		
1) Preliminary Plat without Stream Corridor (Type II)	$1,500	$1,000
2) Preliminary Plat with Stream Corridor (Type III)	$1,000	$1,000
3) Final Plat (Type I)	Invoiced/Deducted from Preliminary Plat Application & Deposit	
Planned Unit Development (PUD) (Type III)	$1500 + $20/lot	$500
Planned Unit Development (PUD) Extension (Type III)	$635	

Planned Unit Development (PUD) Amendment (Type III)	$800	
Pre-Application Conference	$1,000	$500
Property Boundary Adj. (includes Lot Consolidation) (Type I)	$285	
RV Permit *See Temporary Dwelling or RV Guest Occupancy Permit		
Signs (Type I)	$200	
Signs EMC or Electronic Reader Board (Type III)	$650	
Similar Use Authorization (Type I)	$250.00	
Subdivision or Replat of >3 lots		
1) Preliminary Plat without Stream Corridor (Type II)	$2500 plus $20/lot	$1,000
2) Preliminary Plat with Stream Corridor (Type III)	$2000 plus $20/lot	$1,000
3) Final Plat (Type I)	Invoiced/Deducted from Preliminary Plat Application & Deposit	
Temporary Dwellings/RV Placement Permit (Type I)	$250.00	
Vacation (Street)	$1,500	$1,000
Variance (Type III) (including Sign Variance)	$350 + deposit $500	$500
Zone Change (Type IV)	..	Initiated by City Council or PC - Actual Cost

HOUSEHOLD HAZARDOUS WASTE COLLECTION EVENT

WHEN

September 19th, 2026
9:00am– 2:00pm

WHERE

Yamhill County Fairgrounds

2070 NE Lafayette Ave, McMinnville

Scan this QR to sign up!

Questions? Email: watkinsa@yamhillcounty.gov (503)434-7516

OPEN TO HOUSEHOLDS OF YAMHILL COUNTY

REGISTRATION REQUIRED

Use QR code to sign up or visit

www.yamhillcounty.gov/310/Solid-Waste-Recycling

ACCEPTED ITEMS INCLUDE:

Batteries

Fluorescent bulbs

Gasoline/Diesel

Paint

Household Cleaners

Garden products

Pool/hot tub cleaners

Fire Extinguishers

Solvents

Aerosol Cans

Antifreeze

& more

***Individual items must be 5 gallons or smaller; no business hazardous waste can be accepted. More information available at sign up**