

**Willamina City Council Agenda**  
**Tuesday, December 12, 2017 6:00pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then considered after the Consent Agenda items have been voted upon).”

1. Check Registers – October 1 to 31, 2017 (information only)
2. Financials October 2017
3. Minutes from the November 14, 2017 City Council Meeting
4. Approval of Resolution NO. 17-18-008 Authority for the City Manager to Execute a purchase and sale agreement for the sale of the “Old Public Works Building” on behalf of the City of Willamina

CORRESPONDENCE

REGULAR AGENDA

Library

1. Consideration – Appointment of Library Board Members

Administration

1. Consideration – Resolution 17.18-007 which adopts an updated Inclement Weather Policy

MAYORS REPORT

**Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900**

411 NE “C” Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

[willaminaoregon.gov](http://willaminaoregon.gov)

## COUNCIL LIAISON REPORTS

5. Chamber Liaison (Mayor Skyberg)
6. YCOM Board (Councilor Baller)
7. Yamhill County Housing Authority Board Member (Councilor Stritzke)
8. Yamhill County Transit Authority Board Member (Councilor Johnson)

## INFORMATIONAL REPORTS FROM/CITY OFFICERS

9. City Manager
10. Sheriff's Report

## EVENT CALENDAR

## ADJOURN

# **CONSENT AGENDA**

Report Criteria:

Report type: GL detail  
Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8868</b>	10/17	10/04/2017	8868	5677 Craig Johnson	092917	1	10-13-5342	.00	412.78	412.78
Total 8868:										
<b>8869</b>	10/17	10/04/2017	8869	3060 NW NATURAL	1363282-3 0	1	10-65-5415	.00	15.82	15.82
10/17	10/04/2017	8869	3060	NW NATURAL	1391658-0 9-	1	10-67-5415	.00	27.22	27.22
Total 8869:										
<b>8870</b>	10/17	10/04/2017	8870	5659 Petty Cash	10-03-17	1	10-12-5126	.00	29.35	29.35
10/17	10/04/2017	8870	5659	Petty Cash	10-03-17	2	10-12-5137	.00	100.30	100.30
10/17	10/04/2017	8870	5659	Petty Cash	10-03-17	3	10-66-5510	.00	15.80	15.80
Total 8870:										
<b>8871</b>	10/17	10/04/2017	8871	3590 PGE	092217	1	40-11-5415	.00	127.47	127.47
10/17	10/04/2017	8871	3590	PGE	092217	2	40-11-5415	.00	2,116.21	2,116.21
10/17	10/04/2017	8871	3590	PGE	092217	3	10-67-5415	.00	93.17	93.17
10/17	10/04/2017	8871	3590	PGE	092217	4	10-12-5415	.00	233.59	233.59
10/17	10/04/2017	8871	3590	PGE	092217	5	30-11-5415	.00	1,453.87	1,453.87
10/17	10/04/2017	8871	3590	PGE	092217	6	10-65-5415	.00	143.50	143.50
10/17	10/04/2017	8871	3590	PGE	092217	7	10-66-5415	.00	293.02	293.02
10/17	10/04/2017	8871	3590	PGE	092217	8	10-72-5415	.00	210.49	210.49
Total 8871:										
<b>8872</b>	10/17	10/04/2017	8872	5635 SOLUTIONS YES	INV119588	1	10-12-5230	.00	267.83	267.83
Total 8872:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8873	10/17 10/04/2017	8873	4720	USPS	10-3-17	1	10-12-5126	.00	490.00	490.00
	Total 8873:									
8874	10/17 10/10/2017	8874	110	A&E SAFE AND ALARM CO.	154896	1	10-12-5200	.00	119.70	119.70
10/17 10/10/2017	8874		110	A&E SAFE AND ALARM CO.	154900	1	10-67-5200	.00	59.85	59.85
	Total 8874:									
8875	10/17 10/10/2017	8875	4890	APRIL WOODEN	100117	1	10-13-5310	.00	50.00	50.00
	Total 8875:									
8876	10/17 10/10/2017	8876	430	ARAMARK UNIFORM SERVICES	863109501	1	10-66-5140	.00	12.58	12.58
10/17 10/10/2017	8876		430	ARAMARK UNIFORM SERVICES	863109501	2	20-11-5140	.00	3.70	3.70
10/17 10/10/2017	8876		430	ARAMARK UNIFORM SERVICES	863109501	3	30-11-5140	.00	20.72	20.72
10/17 10/10/2017	8876		430	ARAMARK UNIFORM SERVICES	863109501	4	40-11-5140	.00	37.00	37.00
	Total 8876:									
8877	10/17 10/10/2017	8877	590	BADGER METER	1193473	1	30-11-5600	.00	1,787.34	1,787.34
	Total 8877:									
8878	10/17 10/10/2017	8878	5678	Bob Burr	100117	1	10-13-5310	.00	50.00	50.00
	Total 8878:									
8879	10/17 10/10/2017	8879	870	BRETTHAUER OIL CO.	CL76075	1	10-72-5120	.00	106.54	106.54
10/17 10/10/2017	8879		870	BRETTHAUER OIL CO.	CL76075	2	40-11-5120	.00	86.00	86.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8879:										
8880	10/17	10/10/2017	8880	5701 Bubby or Shanda Cavan	100617	1	30-00-2300	.00	4.93	4.93
Total 8880:										
8881	10/17	10/10/2017	8881	1390 CASCADE COLUMBIA	704730	1	30-11-5108	.00	1,752.00	1,752.00
Total 8881:										
8882	10/17	10/10/2017	8882	940 CASELLE, INC.	83640	1	10-12-5235	.00	1,200.00	1,200.00
Total 8882:										
8883	10/17	10/10/2017	8883	1130 CITY OF WILLAMINA	2235.01 9-15	1	10-65-5415	.00	128.67	128.67
10/17	10/10/2017	8883	1130	CITY OF WILLAMINA	2236.00 09-1	1	10-12-5415	.00	899.94	899.94
10/17	10/10/2017	8883	1130	CITY OF WILLAMINA	2238.00 9-15	1	10-12-5415	.00	149.18	149.18
Total 8883:										
8884	10/17	10/10/2017	8884	1135 CITY OF YAMHILL	300	1	10-14-5211	.00	250.00	250.00
Total 8884:										
8885	10/17	10/10/2017	8885	5240 CONSUMER REPORTS	090417	1	10-65-5321	.00	29.00	29.00
Total 8885:										
8886	10/17	10/10/2017	8886	5677 Craig Johnson	100117	1	10-13-5310	.00	50.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8886:										
8887	10/17 10/10/2017	8887	1720	EXPRESS SERVICES, INC.	19488886	1	10-12-5200	.00	894.00	894.00
	10/17 10/10/2017	8887	1720	EXPRESS SERVICES, INC.	19531999	1	10-12-5200	.00	894.00	894.00
Total 8887:										
8888	10/17 10/10/2017	8888	4300	HEATHER STRITZKE	100117	1	10-13-5310	.00	50.00	50.00
Total 8888:										
8889	10/17 10/10/2017	8889	5340	HEIDI'S HELPING HANDS	758	1	10-12-5209	.00	250.00	250.00
Total 8889:										
8890	10/17 10/10/2017	8890	2260	ILA SKYBERG	093017	1	10-13-5355	.00	59.92	59.92
	10/17 10/10/2017	8890	2260	ILA SKYBERG	100117	1	10-13-5310	.00	100.00	100.00
Total 8890:										
8891	10/17 10/10/2017	8891	2520	KATHY TAYLOR CONSULTING	093017	1	10-12-5200	.00	267.60	267.60
Total 8891:										
8892	10/17 10/10/2017	8892	2660	LEAGUE OF OREGON CITIES	3287-1	1	10-13-5342	.00	50.00	50.00
	10/17 10/10/2017	8892	2660	LEAGUE OF OREGON CITIES	3291-1	1	10-13-5342	.00	50.00	50.00
	10/17 10/10/2017	8892	2660	LEAGUE OF OREGON CITIES	3312-1	1	10-13-5342	.00	100.00	100.00
	10/17 10/10/2017	8892	2660	LEAGUE OF OREGON CITIES	3313-1	1	10-13-5342	.00	100.00	100.00
	10/17 10/10/2017	8892	2660	LEAGUE OF OREGON CITIES	3574-1	1	10-13-5342	.00	50.00	50.00
Total 8892:										
350.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8893	10/17 10/10/2017	8893	2670	LOCAL 737 - LABORERS INTL U	100117	1	10-00-2130	.00	222.24	222.24
Total 8893:										
8894	10/17 10/10/2017	8894	5529	McMinville Gas Inc.	585551	1	10-72-5415	.00	268.10	268.10
Total 8894:										
8895	10/17 10/10/2017	8895	3180	OREGON HEALTH AUTHORITY	100117	1	30-11-5320	.00	210.00	210.00
Total 8895:										
8896	10/17 10/10/2017	8896	3380	OREVAC WEST INC	3376	1	30-11-5530	.00	1,575.00	1,575.00
Total 8896:										
8897	10/17 10/10/2017	8897	5699	Platinum Rate Services	091517	1	10-65-5321	.00	50.00	50.00
Total 8897:										
8898	10/17 10/10/2017	8898	3730	PRIMISYS	50232	1	10-12-5233	.00	150.00	150.00
10/17 10/10/2017	8898		3730	PRIMISYS	50232	2	10-12-5233	.00	200.00	200.00
10/17 10/10/2017	8898		3730	PRIMISYS	50232	3	10-12-5234	.00	400.00	400.00
Total 8898:										
8899	10/17 10/10/2017	8899	3820	RECOLOGY WESTERN OREGO	7673395	1	10-66-5415	.00	2.70	2.70
10/17 10/10/2017	8899		3820	RECOLOGY WESTERN OREGO	7673403	1	10-12-5415	.00	35.11	35.11
10/17 10/10/2017	8899		3820	RECOLOGY WESTERN OREGO	7673718	1	10-72-5415	.00	2.70	2.70
10/17 10/10/2017	8899		3820	RECOLOGY WESTERN OREGO	7673726	1	10-65-5415	.00	2.70	2.70

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8899:										
8900	10/17	10/10/2017	610	RITA BALLER	100117	1	10-13-5310	.00	50.00	50.00
Total 8900:										
8901	10/17	10/10/2017	4400	S & W ELECTRIC WORKS INC.	47420	1	30-11-5600	.00	472.00	472.00
Total 8901:										
8902	10/17	10/10/2017	5700	Salem Shred	2012	1	10-12-5355	.00	332.50	332.50
Total 8902:										
8903	10/17	10/10/2017	4110	SHELDON OIL COMPANY	24055	1	10-72-5120	.00	186.63	186.63
8903	10/17	10/10/2017	4110	SHELDON OIL COMPANY	24055	2	10-66-5120	.00	54.59	54.59
8903	10/17	10/10/2017	4110	SHELDON OIL COMPANY	24055	3	10-18-5120	.00	72.37	72.37
8903	10/17	10/10/2017	4110	SHELDON OIL COMPANY	24055	4	20-11-5120	.00	61.62	61.62
Total 8903:										
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	1	30-11-5137	.00	198.51	198.51
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	2	40-11-5137	.00	33.55	33.55
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	3	10-12-5137	.00	9.99	9.99
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	4	10-72-5137	.00	63.25	63.25
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	5	10-66-5137	.00	74.28	74.28
8904	10/17	10/10/2017	4160	SKYBERG'S	093017	6	20-11-5137	.00	1.19	1.19
Total 8904:										
8905	10/17	10/10/2017	4290	STAPLES CREDIT PLAN	093017	1	10-12-5137	.00	7.91	7.91
8905	10/17	10/10/2017	4290	STAPLES CREDIT PLAN	1896502941	1	10-12-5137	.00	20.59	20.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/17	10/10/2017	8905	4290	STAPLES CREDIT PLAN	1896772151	1	10-12-5137	.00	26.99	26.99
10/17	10/10/2017	8905	4290	STAPLES CREDIT PLAN	9760977944-	1	10-12-5137	.00	78.63	78.63
Total 8905:										134.12
<b>8906</b>										
10/17	10/10/2017	8906	4330	STUCK ELECTRIC CO	10758	1	30-11-5530	.00	898.10	898.10
10/17	10/10/2017	8906	4330	STUCK ELECTRIC CO	10759	1	40-11-5540	.00	874.00	874.00
Total 8906:										1,772.10
<b>8907</b>										
10/17	10/10/2017	8907	4380	SUPPLYWORKS	413733163	1	10-12-5137	.00	141.95	141.95
Total 8907:										141.95
<b>8908</b>										
10/17	10/10/2017	8908	5516	The Bulletin Board	1911	1	10-12-5230	.00	124.80	124.80
Total 8908:										124.80
<b>8909</b>										
10/17	10/10/2017	8909	4540	THERESA MCKNIGHT	100117	1	10-13-5310	.00	50.00	50.00
Total 8909:										50.00
<b>8910</b>										
10/17	10/10/2017	8910	4690	USABLUEBOOK	372507	1	30-11-5530	.00	174.95	174.95
10/17	10/10/2017	8910	4690	USABLUEBOOK	378191	1	30-11-5530	.00	817.71	817.71
Total 8910:										992.66
<b>8911</b>										
10/17	10/10/2017	8911	5575	WEST ONE HOMES	100517	1	30-00-2300	.00	43.48	43.48
10/17	10/10/2017	8911	5575	WEST ONE HOMES	100517	2	40-00-2400	.00	90.00	90.00
Total 8911:										133.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8912</b>										
10/17	10/10/2017	8912	4830	WILCO	509167	1	10-72-5140	.00	159.99	159.99
10/17	10/10/2017	8912	4830	WILCO	511543	1	10-72-5137	.00	194.97	194.97
Total 8912:									354.96	
<b>8913</b>										
10/17	10/10/2017	8913	4410	WILLAMINA SAW SHOP	331610	1	10-66-5504	.00	54.95	54.95
10/17	10/10/2017	8913	4410	WILLAMINA SAW SHOP	399834	1	10-72-5504	.00	77.70	77.70
10/17	10/10/2017	8913	4410	WILLAMINA SAW SHOP	399891	1	10-66-5504	.00	23.95	23.95
10/17	10/10/2017	8913	4410	WILLAMINA SAW SHOP	399922	1	10-72-5120	.00	15.00	15.00
10/17	10/10/2017	8913	4410	WILLAMINA SAW SHOP	833351	1	10-72-5120	.00	30.00	30.00
Total 8913:									201.60	
<b>8914</b>										
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	0128	1	10-12-5137	.00	53.32	53.32
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	0409	1	10-12-5137	.00	9.00	9.00
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	1544	1	10-12-5137	.00	5.69	5.69
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	1694	1	10-12-5137	.00	19.54	19.54
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	2401	1	10-12-5137	.00	11.98	11.98
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	3381	1	10-66-5137	.00	3.98	3.98
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	7023	1	10-12-5137	.00	4.99	4.99
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	8277	1	10-12-5137	.00	2.97	2.97
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	8584	1	10-12-5137	.00	9.69	9.69
10/17	10/10/2017	8914	4070	WILLAMINA SELECT MARKET	9511	1	10-12-5137	.00	7.89	7.89
Total 8914:									129.05	
<b>8915</b>										
10/17	10/10/2017	8915	5551	Wright Business Graphics	4198900	1	30-11-5230	.00	200.72	200.72
10/17	10/10/2017	8915	5551	Wright Business Graphics	4198900	2	40-11-5230	.00	301.09	301.09
Total 8915:									501.81	
<b>8916</b>										
10/17	10/10/2017	8916	5020	XEROX	090815830	1	10-12-5606	.00	165.97	165.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8916:										
8917	10/17	10/10/2017	8917	5130 YAMHILL COMMUNICATIONS A	FY18-04-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 8917:										
8918	10/17	10/10/2017	8918	5150 YAMHILL COUNTY SHERIFF'S O	100117	1	10-18-5217	.00	16,376.23	16,376.23
Total 8918:										
8919	10/17	10/12/2017	8919	5704 Cheryl Scott	101117	1	30-10-4330	.00	100.00	100.00
Total 8919:										
8920	10/17	10/12/2017	8920	5702 Kiwanis	101117	1	10-12-5320	.00	123.00	123.00
Total 8920:										
8921	10/17	10/24/2017	8921	310 AMAZON	101017	1	10-65-5102	.00	154.54	154.54
10/17	10/24/2017	8921	310 AMAZON	101017	101017	2	10-65-5101	.00	127.63	127.63
10/17	10/24/2017	8921	310 AMAZON	101017	101017	3	10-65-5106	.00	58.71	58.71
10/17	10/24/2017	8921	310 AMAZON	101017	101017	4	10-65-5137	.00	313.25	313.25
10/17	10/24/2017	8921	310 AMAZON	101017	101017	5	10-65-5111	.00	147.52	147.52
10/17	10/24/2017	8921	310 AMAZON	101017	101017	6	10-65-5112	.00	15.17	15.17
10/17	10/24/2017	8921	310 AMAZON	101017	101017	7	30-11-5137	.00	47.94	47.94
10/17	10/24/2017	8921	310 AMAZON	101017	101017	8	40-11-5137	.00	56.93	56.93
Total 8921:										
8922	10/17	10/24/2017	8922	320 AMERICAN EXTERMINATION P	125674	1	10-12-5200	.00	92.00	92.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8922:										
.00										
92.00										
<b>8923</b>										
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863078359-1	1	10-66-5140	.00	.68	.68
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863078359-1	2	20-11-5140	.00	.20	.20
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863078359-1	3	30-11-5140	.00	1.12	1.12
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863078359-1	4	40-11-5140	.00	2.00	2.00
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863088796	5	40-11-5140	.00	2.00	2.00
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863119838	1	10-66-5140	.00	12.58	12.58
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863119838	2	20-11-5140	.00	3.70	3.70
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863119838	3	30-11-5140	.00	20.72	20.72
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863119838	4	40-11-5140	.00	37.00	37.00
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863130198	1	10-66-5140	.00	12.58	12.58
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863130198	2	20-11-5140	.00	3.70	3.70
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863130198	3	30-11-5140	.00	20.72	20.72
10/17	10/24/2017	8923	430	ARAMARK UNIFORM SERVICES	863130198	4	40-11-5140	.00	37.00	37.00
Total 8923:										
.00										
154.00										
<b>8924</b>										
10/17	10/24/2017	8924	530	AVENET LLC	41475	1	10-12-5233	.00	80.00	80.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	2	10-14-5233	.00	40.00	40.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	3	10-66-5233	.00	20.00	20.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	4	10-65-5233	.00	40.00	40.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	5	10-17-5233	.00	20.00	20.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	6	10-67-5233	.00	30.00	30.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	7	20-11-5233	.00	40.00	40.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	8	30-11-5233	.00	115.00	115.00
10/17	10/24/2017	8924	530	AVENET LLC	41475	9	40-11-5233	.00	115.00	115.00
Total 8924:										
.00										
500.00										
<b>8925</b>										
10/17	10/24/2017	8925	700	BAKER AND TAYLOR BOOKS	4012021808	1	10-65-5106	.00	37.47	37.47
10/17	10/24/2017	8925	700	BAKER AND TAYLOR BOOKS	4012021808	2	10-65-5100	.00	91.93	91.93
Total 8925:										
.00										
129.40										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8926</b>										
10/17	10/24/2017	8926	720	BEERY, ELSNER & HAMMOND	15580	3	10-12-5203	.00	202.50	202.50
10/17	10/24/2017	8926	720	BEERY, ELSNER & HAMMOND	15581	1	10-17-5203	.00	760.00	760.00
10/17	10/24/2017	8926	720	BEERY, ELSNER & HAMMOND	15582	1	10-12-5203	.00	369.50	369.50
										<u>1,332.00</u>
<b>8927</b>										
10/17	10/24/2017	8927	870	BRETTHAUER OIL CO.	CL77564	1	40-11-5120	.00	45.94	45.94
10/17	10/24/2017	8927	870	BRETTHAUER OIL CO.	CL77564	2	30-11-5120	.00	63.71	63.71
10/17	10/24/2017	8927	870	BRETTHAUER OIL CO.	CL77564	3	10-72-5120	.00	34.64	34.64
										<u>144.29</u>
<b>8928</b>										
10/17	10/24/2017	8928	5707	Carrie Saucy-Bowersox	102317	1	30-00-2300	.00	57.12	57.12
10/17	10/24/2017	8928	5707	Carrie Saucy-Bowersox	102317	2	40-00-2400	.00	79.10	79.10
										<u>136.22</u>
<b>8929</b>										
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	1	10-12-5413	.00	362.59	362.59
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	2	10-66-5413	.00	15.75	15.75
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	3	10-65-5413	.00	107.90	107.90
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	4	10-67-5413	.00	64.47	64.47
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	5	20-11-5413	.00	31.50	31.50
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	6	30-11-5413	.00	514.13	514.13
10/17	10/24/2017	8929	1020	CENTURYLINK	101117	7	40-11-5413	.00	367.80	367.80
										<u>1,464.14</u>
<b>8930</b>										
10/17	10/24/2017	8930	1720	EXPRESS SERVICES, INC.	19557951	1	10-12-5200	.00	894.00	894.00
10/17	10/24/2017	8930	1720	EXPRESS SERVICES, INC.	19593059	1	10-12-5200	.00	894.00	894.00
										<u>1,788.00</u>
<b>8931</b>										
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	1	10-71-5040	.00	300.00	300.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	1	10-71-5040	.00	300.00-	300.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	2	10-70-5040	.00	450.00	450.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	2	10-70-5040	.00	450.00-	450.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	3	10-66-5040	.00	150.00	150.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	3	10-66-5040	.00	150.00-	150.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	4	30-11-5040	.00	75.00	75.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	4	30-11-5040	.00	75.00-	75.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	5	10-65-5040	.00	150.00	150.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	110117	5	10-65-5040	.00	150.00-	150.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	1	10-70-5040	.00	450.00	450.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	1	10-70-5040	.00	450.00-	450.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	2	10-71-5040	.00	300.00	300.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	2	10-71-5040	.00	300.00-	300.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	3	10-66-5040	.00	150.00	150.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	3	10-66-5040	.00	150.00-	150.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	4	30-11-5040	.00	75.00	75.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	4	30-11-5040	.00	75.00-	75.00- V
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	5	10-65-5040	.00	150.00	150.00
10/17	10/24/2017	8931	5706	Gallagher Benefit Services, Inc.	120117	5	10-65-5040	.00	150.00-	150.00- V
Total 8931: .00										
<b>8932</b>										
10/17	10/24/2017	8932	2200	HARBOR FREIGHT TOOLS	818343	1	10-72-5137	.00	175.97	175.97
Total 8932: .00										
<b>8933</b>										
10/17	10/24/2017	8933	2160	HONEY BUCKET	550465723	1	10-66-5200	.00	106.00	106.00
10/17	10/24/2017	8933	2160	HONEY BUCKET	550465724	1	10-66-5200	.00	106.00	106.00
10/17	10/24/2017	8933	2160	HONEY BUCKET	550565725	1	10-66-5200	.00	106.00	106.00
Total 8933: .00										
<b>8934</b>										
10/17	10/24/2017	8934	4470	KATHIE THOMAS	101917	1	30-00-2300	.00	21.19	21.19
10/17	10/24/2017	8934	4470	KATHIE THOMAS	101917	2	40-00-2400	.00	29.50	29.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8934:										
8935	10/17 10/24/2017	8935	2900	MID-WILLAMETTE VALLEY COU	1718115	1	10-17-5214	.00	3,879.06	3,879.06
Total 8935:										
8936	10/17 10/24/2017	8936	3300	ONE CALL CONCEPTS, INC.	7070525-IN	1	30-11-5200	.00	21.00	21.00
10/17 10/24/2017	8936	3300	3300	ONE CALL CONCEPTS, INC.	7080523-IN	1	30-11-5200	.00	42.00	42.00
Total 8936:										
8937	10/17 10/24/2017	8937	5703	Parents Magazine	011217	1	10-65-5321	.00	5.00	5.00
Total 8937:										
8938	10/17 10/24/2017	8938	3590	PGE	204570 10-1	1	10-19-5400	.00	1,550.44	1,550.44
10/17 10/24/2017	8938	3590	3590	PGE	641118 9 9-2	1	30-11-5415	.00	1,025.41	1,025.41
Total 8938:										
8939	10/17 10/24/2017	8939	3610	PHILLIP CURRIE	101717	1	30-00-2300	.00	31.52	31.52
10/17 10/24/2017	8939	3610	3610	PHILLIP CURRIE	101717	2	40-00-2400	.00	90.00	90.00
Total 8939:										
8940	10/17 10/24/2017	8940	3800	QUILL	1614670	1	10-12-5137	.00	53.34	53.34
Total 8940:										
8941	10/17 10/24/2017	8941	3820	RECOLOGY WESTERN OREGO	7673734	1	10-72-5415	.00	149.60	149.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8941:										
8942	10/17	10/24/2017	8942	3970 ROGERS MACHINERY COMPA	1097406	1	40-11-5600	.00	5,386.00	5,386.00
Total 8942:										
8943										
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	1	10-18-5413	.00	46.15	46.15
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	2	10-12-5413	.00	14.02	14.02
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	3	10-66-5413	.00	40.68	40.68
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	4	20-11-5413	.00	3.37	3.37
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	5	30-11-5413	.00	50.78	50.78
10/17	10/24/2017	8943	4230 SPRINT		569622313-1	6	40-11-5413	.00	50.40	50.40
Total 8943:										
8944										
10/17	10/24/2017	8944	5626 STATE OF OR-ADMIN SERVICE		ARQ17843	2	10-72-5320	.00	250.00	250.00
10/17	10/24/2017	8944	5626 STATE OF OR-ADMIN SERVICE		ARQ17843	3	10-12-5320	.00	250.00	250.00
Total 8944:										
8945										
10/17	10/24/2017	8945	4330 STUCK ELECTRIC CO		10767	1	30-11-5530	.00	195.75	195.75
10/17	10/24/2017	8945	4330 STUCK ELECTRIC CO		10795	1	10-12-5137	.00	159.00	159.00
Total 8945:										
8946										
10/17	10/24/2017	8946	4250 SUMMIT SUPPLY CORPORATIO		80411	1	10-72-5137	.00	105.50	105.50
Total 8946:										
8947										
10/17	10/24/2017	8947	5705 Trinna Collman		101917	1	30-00-2300	.00	9.03	9.03
10/17	10/24/2017	8947	5705 Trinna Collman		101917	2	40-00-2400	.00	12.71	12.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8947:										
8948	10/17	8948	4960	WATERLAB CORP.	73047	1	40-11-5250	.00	350.00	350.00
	10/17	8948	4960	WATERLAB CORP.	73047	2	30-11-5250	.00	105.00	105.00
Total 8948:										
8949	10/17	8949	5676	Willamette Fluid Power, Inc.	48751	1	10-72-5504	.00	494.30	494.30
Total 8949:										
8950	10/17	8950	1130	CITY OF WILLAMINA	1182.01	10-1	30-11-5415	.00	93.96	93.96
	10/17	8950	1130	CITY OF WILLAMINA	1293.00	10-1	10-72-5415	.00	93.96	93.96
	10/17	8950	1130	CITY OF WILLAMINA	1792.00	10-1	10-67-5415	.00	130.62	130.62
	10/17	8950	1130	CITY OF WILLAMINA	2235.01	10-1	10-65-5415	.00	128.93	128.93
	10/17	8950	1130	CITY OF WILLAMINA	2236.00	10-1	10-12-5415	.00	169.95	169.95
	10/17	8950	1130	CITY OF WILLAMINA	2238.00	10-1	10-12-5415	.00	95.32	95.32
Total 8950:										
8951	10/17	8951	1720	EXPRESS SERVICES, INC.	19626689	1	10-12-5200	.00	894.00	894.00
Total 8951:										
8952	10/17	8952	5709	Kenna West	103017	1	10-12-5504	.00	420.55	420.55
Total 8952:										
8953	10/17	8953	3060	NW NATURAL	1363282-3	1	10-65-5415	.00	36.51	36.51
	10/17	8953	3060	NW NATURAL	1391658-0	1	10-67-5415	.00	101.78	101.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8953:										
8954										
10/17	10/31/2017	8954	3590 PGE		102017	1	40-11-5415	.00	2,617.37	2,617.37
10/17	10/31/2017	8954	3590 PGE		102017	2	10-67-5415	.00	73.04	73.04
10/17	10/31/2017	8954	3590 PGE		102017	3	10-12-5415	.00	243.26	243.26
10/17	10/31/2017	8954	3590 PGE		102017	4	30-11-5415	.00	3,085.97	3,085.97
10/17	10/31/2017	8954	3590 PGE		102017	5	10-65-5415	.00	98.55	98.55
10/17	10/31/2017	8954	3590 PGE		102017	6	10-66-5415	.00	181.17	181.17
10/17	10/31/2017	8954	3590 PGE		102017	7	10-72-5415	.00	299.05	299.05
Total 8954:										
8955										
10/17	10/31/2017	8955	5647 US BANK EQUIPMENT FINANC		341751212	1	10-12-5606	.00	338.51	338.51
Total 8955:										
8956										
10/17	10/31/2017	8956	4690 USABLUEBOOK		392969	1	30-11-5530	.00	422.80	422.80
Total 8956:										
Grand Totals:										
74,700.19										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	2,100.00	48,052.94	45,952.94
10-00-2130	222.24	.00	222.24
10-12-5126	519.35	.00	519.35
10-12-5137	723.77	.00	723.77
10-12-5200	4,949.30	.00	4,949.30
10-12-5203	572.00	.00	572.00
10-12-5209	250.00	.00	250.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-12-5230	392.63	.00	392.63
10-12-5233	430.00	.00	430.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	373.00	.00	373.00
10-12-5355	332.50	.00	332.50
10-12-5413	376.61	.00	376.61
10-12-5415	1,826.35	.00	1,826.35
10-12-5504	420.55	.00	420.55
10-12-5606	504.48	.00	504.48
10-13-5310	400.00	.00	400.00
10-13-5342	762.78	.00	762.78
10-13-5355	59.92	.00	59.92
10-14-5211	250.00	.00	250.00
10-14-5233	40.00	.00	40.00
10-17-5203	760.00	.00	760.00
10-17-5214	3,879.06	.00	3,879.06
10-17-5233	20.00	.00	20.00
10-18-5120	72.37	.00	72.37
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	1,874.58	.00	1,874.58
10-18-5413	46.15	.00	46.15
10-19-5400	1,550.44	.00	1,550.44
10-65-5040	300.00	300.00-	.00
10-65-5100	91.93	.00	91.93
10-65-5101	127.63	.00	127.63
10-65-5102	154.54	.00	154.54
10-65-5106	96.18	.00	96.18
10-65-5111	147.52	.00	147.52
10-65-5112	15.17	.00	15.17
10-65-5137	313.25	.00	313.25
10-65-5233	40.00	.00	40.00
10-65-5321	84.00	.00	84.00
10-65-5413	107.90	.00	107.90
10-65-5415	554.68	.00	554.68
10-66-5040	300.00	300.00-	.00
10-66-5120	54.59	.00	54.59
10-66-5137	78.26	.00	78.26
10-66-5140	38.42	.00	38.42
10-66-5200	318.00	.00	318.00

GL Account	Debit	Credit	Proof
10-66-5233	20.00	.00	20.00
10-66-5413	56.43	.00	56.43
10-66-5415	476.89	.00	476.89
10-66-5504	78.90	.00	78.90
10-66-5510	15.80	.00	15.80
10-67-5200	59.85	.00	59.85
10-67-5233	30.00	.00	30.00
10-67-5413	64.47	.00	64.47
10-67-5415	425.83	.00	425.83
10-70-5040	900.00	900.00-	.00
10-71-5040	600.00	600.00-	.00
10-72-5120	372.81	.00	372.81
10-72-5137	539.69	.00	539.69
10-72-5140	159.99	.00	159.99
10-72-5320	250.00	.00	250.00
10-72-5415	1,023.90	.00	1,023.90
10-72-5504	572.00	.00	572.00
20-00-2000	.00	148.98-	148.98-
20-11-5120	61.62	.00	61.62
20-11-5137	1.19	.00	1.19
20-11-5140	11.30	.00	11.30
20-11-5233	40.00	.00	40.00
20-11-5413	34.87	.00	34.87
30-00-2000	150.00	15,804.20-	15,654.20-
30-00-2300	167.27	.00	167.27
30-10-4330	100.00	.00	100.00
30-11-5040	150.00	150.00-	.00
30-11-5108	1,752.00	.00	1,752.00
30-11-5120	63.71	.00	63.71
30-11-5137	246.45	.00	246.45
30-11-5140	63.28	.00	63.28
30-11-5200	63.00	.00	63.00
30-11-5230	200.72	.00	200.72
30-11-5233	115.00	.00	115.00
30-11-5250	105.00	.00	105.00
30-11-5320	210.00	.00	210.00
30-11-5413	564.91	.00	564.91
30-11-5415	5,659.21	.00	5,659.21
30-11-5530	4,084.31	.00	4,084.31
30-11-5600	2,259.34	.00	2,259.34

GL Account	Debit	Credit	Proof
40-00-2000	.00	12,944.07-	12,944.07-
40-00-2400	301.31	.00	301.31
40-11-5120	131.94	.00	131.94
40-11-5137	90.48	.00	90.48
40-11-5140	115.00	.00	115.00
40-11-5230	301.09	.00	301.09
40-11-5233	115.00	.00	115.00
40-11-5250	350.00	.00	350.00
40-11-5413	418.20	.00	418.20
40-11-5415	4,861.05	.00	4,861.05
40-11-5540	874.00	.00	874.00
40-11-5600	5,386.00	.00	5,386.00
<b>Grand Totals:</b>	<b>79,200.19</b>	<b>79,200.19-</b>	<b>.00</b>

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
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City Recorder: \_\_\_\_\_

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: GL detail

Check Type = {<>} "Adjustment"

CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 OCTOBER 31, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	183,930.83
99-00-1015	XPRESS DEPOSIT ACCOUNT	6,853.53
99-00-1020	PAYROLL - CHECKING	6,617.24
99-00-1030	INVESTMENTS-LGIP	807,448.81
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.37
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	1,008,134.78
99-00-1700	UTILITY CASH CLEARING	86,752.10
99-00-1900	COURT CASH CLEARING	( 225.00)
99-00-1905	GENERAL FUND CASH CLEARING	3,324.78
99-00-1910	MERCHANT SERVICES CLEARING	( 2,561.97)
99-00-1009	CASH ALLOCATED	( 1,095,424.69)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	( 234,845.13)
20	ALLOCATION TO STREET FUND	145,625.51
21	ALLOCATION TO STREET SDC FUND	129,000.00
30	ALLOCATION TO WATER FUND	324,191.82
31	ALLOCATION TO WATER SDC FUND	68,642.72
40	ALLOCATION TO WASTEWATER FUND	365,425.82
41	ALLOCATION TO WASTEWATER SDC FUND	24,546.58
50	ALLOCATION TO DEBT FUND	272,837.37
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,095,424.69
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 1,095,424.69)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(	234,845.13)	
10-00-1280	TAXES RECEIVABLE		28,722.00	
10-00-1300	INVENTORY		7,301.00	
10-00-1400	LAND		117,841.00	
10-00-1420	LAND IMPROVEMENTS		980,055.00	
10-00-1430	BUILDINGS		296,847.00	
10-00-1440	EQUIPMENT		194,313.00	
10-00-1460	VEHICLES		57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(	666,727.00)	
10-00-1900	DEFERRED PENSION		44,350.00	
	TOTAL ASSETS			<u>825,318.87</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		11,221.34	
10-00-2100	ACCRUED PAYROLL		6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	(	52.55)	
10-00-2130	UNION DUES PAYABLE	(	82.42)	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			40,774.67

FUND EQUITY

10-00-3000	FUND BALANCE		141,419.40	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		979,791.00	
	REVENUE OVER EXPENDITURES - YTD	(	<u>361,666.20)</u>	
	BALANCE - CURRENT DATE		<u>784,544.20</u>	
	TOTAL FUND EQUITY			<u>784,544.20</u>
	TOTAL LIABILITIES AND EQUITY			<u>825,318.87</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	42,423.00	42,423.00	.0
10-10-4001 PROPERTY TAX	709.36	4,475.04	345,000.00	340,524.96	1.3
10-10-4002 PROPERTY TAX PRIOR	314.87	2,964.00	20,000.00	17,036.00	14.8
10-10-4110 STATE CIGARETTE TAX	303.91	1,034.97	2,500.00	1,465.03	41.4
10-10-4111 STATE REVENUE SHARING	.00	5,725.35	25,000.00	19,274.65	22.9
10-10-4112 STATE LIQUOR TAX	2,626.55	8,329.68	32,000.00	23,670.32	26.0
10-10-4113 STATE MARIJUANA TAX	6,292.48	6,292.48	.00	( 6,292.48)	.0
10-10-4501 BUSINESS LICENSES	.00	70.00	2,000.00	1,930.00	3.5
10-10-4511 LIEN SEARCHES	200.00	665.00	600.00	( 65.00)	110.8
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	206.87	396.52	12,250.00	11,853.48	3.2
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,950.00	12,950.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,000.00	59,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	6,000.00	6,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	310.63	1,713.68	5,000.00	3,286.32	34.3
10-10-4605 FRANCHISE FEES ONLINENW	.00	254.51	5,000.00	4,745.49	5.1
10-10-4816 DONATIONS	.00	4.00	.00	( 4.00)	.0
10-10-4900 INTEREST INCOME	1,028.91	3,993.93	3,500.00	( 493.93)	114.1
10-10-4901 MISCELLANEOUS INCOME	1,061.75	6,524.87	1,000.00	( 5,524.87)	652.5
<b>TOTAL DEPARTMENT 10</b>	<b>13,055.33</b>	<b>42,444.03</b>	<b>574,423.00</b>	<b>531,978.97</b>	<b>7.4</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	25.00	500.00	475.00	5.0
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>25.00</b>	<b>1,000.00</b>	<b>975.00</b>	<b>2.5</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	600.00	35,000.00	34,400.00	1.7
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>600.00</b>	<b>45,000.00</b>	<b>44,400.00</b>	<b>1.3</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	.00	500.00	500.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	4,673.30	10,509.30	18,864.00	8,354.70	55.7
10-19-4823 MISC UTILITY RESERVE	.00	1,134.61	5,400.00	4,265.39	21.0
TOTAL STREET LIGHTS	4,673.30	11,643.91	24,264.00	12,620.09	48.0
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	53.88	53.88	8,000.00	7,946.12	.7
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	53.88	53.88	10,000.00	9,946.12	.5
<u>LIBRARY</u>					
10-65-4560 FINES	99.90	421.90	750.00	328.10	56.3
10-65-4705 CCRLS FORMULA PAYMENT	3,940.00	3,940.00	14,000.00	10,060.00	28.1
10-65-4708 CCRLS LOST BOOK	.00	49.94	500.00	450.06	10.0
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	.00	600.00	1,000.00	400.00	60.0
10-65-4816 DONATIONS	.00	.00	250.00	250.00	.0
10-65-4901 MISCELLANEOUS INCOME	47.50	254.94	.00	( 254.94)	.0
TOTAL LIBRARY	4,087.40	5,266.78	17,700.00	12,433.22	29.8
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
TOTAL CEMETERY	.00	.00	500.00	500.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	18,476.00	18,476.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	16,800.00	16,800.00	.0
10-90-9600 OVERHEAD ALLOCATED	.00	.00	152,292.00	152,292.00	.0
TOTAL TRANSFER	.00	.00	187,568.00	187,568.00	.0
TOTAL FUND REVENUE	21,869.91	60,033.60	860,955.00	800,921.40	7.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	96.39	428.47	1,800.00	1,371.53	23.8
10-12-5123	.00	1,377.04	200.00	( 1,177.04)	688.5
10-12-5124	272.23	945.75	4,000.00	3,054.25	23.6
10-12-5126	519.35	548.24	1,000.00	451.76	54.8
10-12-5137	955.84	4,189.04	7,000.00	2,810.96	59.8
10-12-5200	5,575.70	27,331.90	40,000.00	12,668.10	68.3
10-12-5201	.00	3,150.00	15,000.00	11,850.00	21.0
10-12-5203	572.00	4,592.88	10,000.00	5,407.12	45.9
10-12-5207	.00	21,014.18	35,000.00	13,985.82	60.0
10-12-5209	200.00	850.00	3,000.00	2,150.00	28.3
10-12-5230	480.32	2,176.25	5,000.00	2,823.75	43.5
10-12-5233	1,860.00	4,692.50	25,000.00	20,307.50	18.8
10-12-5234	800.00	1,200.00	5,000.00	3,800.00	24.0
10-12-5235	1,200.00	4,800.00	7,000.00	2,200.00	68.6
10-12-5320	123.00	3,800.43	6,500.00	2,699.57	58.5
10-12-5342	.00	1,040.00	5,000.00	3,960.00	20.8
10-12-5344	.00	.00	3,000.00	3,000.00	.0
10-12-5355	.00	1,582.50	750.00	( 832.50)	211.0
10-12-5413	376.61	1,523.51	5,500.00	3,976.49	27.7
10-12-5415	543.64	4,295.33	6,000.00	1,704.67	71.6
10-12-5504	530.55	1,968.50	10,000.00	8,031.50	19.7
10-12-5600	.00	671.00	5,000.00	4,329.00	13.4
10-12-5606	504.48	1,791.10	6,500.00	4,708.90	27.6
TOTAL ADMIN	14,610.11	93,968.62	207,250.00	113,281.38	45.3
<u>COUNCIL</u>					
10-13-5307	.00	.00	5,500.00	5,500.00	.0
10-13-5310	400.00	1,600.00	4,100.00	2,500.00	39.0
10-13-5342	821.52	3,459.30	2,500.00	( 959.30)	138.4
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5355	.00	269.92	700.00	430.08	38.6
TOTAL COUNCIL	1,221.52	5,329.22	13,550.00	8,220.78	39.3
<u>COURT</u>					
10-14-5105	.00	( 72.00)	.00	72.00	.0
10-14-5211	250.00	1,000.00	3,600.00	2,600.00	27.8
10-14-5306	185.00	816.00	500.00	( 316.00)	163.2
10-14-5313	64.00	304.00	300.00	( 4.00)	101.3
10-14-5320	.00	.00	1,000.00	1,000.00	.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
TOTAL COURT	499.00	2,048.00	6,650.00	4,602.00	30.8

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5203	LEGAL - PLANNING	760.00	760.00	.00 ( 760.00)	.0
10-17-5204	ENGINEERING SERVICES	918.75	1,043.75	10,000.00	8,956.25 10.4
10-17-5214	PLANNING SERVICES	3,879.06	10,053.69	35,000.00	24,946.31 28.7
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	50.00	.00 ( 50.00)	.0
	<b>TOTAL PLANNING</b>	<b>5,557.81</b>	<b>11,907.44</b>	<b>45,000.00</b>	<b>33,092.56 26.5</b>
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	1,543.50	6,812.48	20,000.00	13,187.52 34.1
10-18-5020	PAYROLL TAX	119.62	454.46	1,800.00	1,345.54 25.3
10-18-5040	BENEFITS	3.98	19.90	4,000.00	3,980.10 .5
10-18-5060	PERS	76.31	266.86	3,000.00	2,733.14 8.9
10-18-5090	WORKERS COMP	1.31	4.62	613.00	608.38 .8
10-18-5120	GAS - OIL	151.50	296.64	1,000.00	703.36 29.7
10-18-5137	SUPPLIES	31.27	31.27	500.00	468.73 6.3
10-18-5217	POLICE SERVICES CONTRACT	16,376.23	65,504.92	198,000.00	132,495.08 33.1
10-18-5302	DUES YCOM	.00	7,573.32	25,000.00	17,426.68 30.3
10-18-5413	TELEPHONE	46.15	184.21	700.00	515.79 26.3
10-18-5504	REPAIRS - MAINTENANCE	72.56	492.56	1,750.00	1,257.44 28.2
	<b>TOTAL PUBLIC SAFETY</b>	<b>18,422.43</b>	<b>81,641.24</b>	<b>256,363.00</b>	<b>174,721.76 31.9</b>
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,550.44	4,651.32	19,000.00	14,348.68 24.5
	<b>TOTAL STREET LIGHTS</b>	<b>1,550.44</b>	<b>4,651.32</b>	<b>19,000.00</b>	<b>14,348.68 24.5</b>
<u>SPECIAL</u>					
10-60-5758	DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00 .0
10-60-5900	EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00 .0
	<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00 .0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,687.50	10,633.64	22,374.00	11,740.36	47.5
10-65-5020 PAYROLL TAX	200.94	761.64	1,587.00	825.36	48.0
10-65-5040 BENEFITS	1,871.89	7,297.87	11,567.00	4,269.13	63.1
10-65-5060 PERS	104.70	407.60	1,060.00	652.40	38.5
10-65-5090 WORKERS COMP	2.39	8.98	51.00	42.02	17.6
10-65-5100 BOOKS CHILDREN	214.66	676.71	2,200.00	1,523.29	30.8
10-65-5101 AUDIO VISUAL CHILDREN	127.63	244.23	1,100.00	855.77	22.2
10-65-5102 AUDIO VISUAL ADULT	154.54	296.34	1,100.00	803.66	26.9
10-65-5106 BOOKS ADULTS	298.11	771.46	2,200.00	1,428.54	35.1
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	147.52	310.43	500.00	189.57	62.1
10-65-5112 SPECIAL PROGRAM ADULT	15.17	15.17	300.00	284.83	5.1
10-65-5137 SUPPLIES	313.25	712.28	1,200.00	487.72	59.4
10-65-5200 CONTRACT SERVICES	126.25	156.47	200.00	43.53	78.2
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	40.00	40.00	1,500.00	1,460.00	2.7
10-65-5320 DUES, LICENSE, PERMITS	.00	.00	750.00	750.00	.0
10-65-5321 SUBSCRIPTIONS	89.99	118.99	500.00	381.01	23.8
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-65-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-65-5413 TELEPHONE	107.90	391.50	1,300.00	908.50	30.1
10-65-5415 UTILITIES	282.71	1,200.33	3,000.00	1,799.67	40.0
10-65-5504 REPAIRS - MAINTENANCE	399.10	399.10	2,600.00	2,200.90	15.4
10-65-5606 EQUIPMENT LEASE	.00	.00	2,500.00	2,500.00	.0
10-65-5912 GRANT EXPENSE READY TO READ	.00	380.76	1,000.00	619.24	38.1
<b>TOTAL LIBRARY</b>	<b>7,184.25</b>	<b>24,823.50</b>	<b>60,089.00</b>	<b>35,265.50</b>	<b>41.3</b>
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,695.00	10,887.61	11,088.00	200.39	98.2
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	303.85	1,448.34	2,499.00	1,050.66	58.0
10-66-5040 BENEFITS	482.94	( 162.42)	.00	162.42	.0
10-66-5060 PERS	167.53	666.12	779.00	112.88	85.5
10-66-5090 WORKERS COMP	3.44	271.36	1,437.00	1,165.64	18.9
10-66-5120 GAS - OIL	109.78	149.42	800.00	650.58	18.7
10-66-5137 SUPPLIES	5.98	368.40	100.00	( 268.40)	368.4
10-66-5140 UNIFORMS - TOWELS	63.58	359.69	1,300.00	940.31	27.7
10-66-5200 CONTRACT SERVICES	328.65	1,282.65	6,000.00	4,717.35	21.4
10-66-5413 TELEPHONE	56.43	223.58	700.00	476.42	31.9
10-66-5415 UTILITIES	257.10	1,016.60	4,500.00	3,483.40	22.6
10-66-5504 REPAIRS - MAINTENANCE	.00	277.83	2,500.00	2,222.17	11.1
10-66-5510 LANDSCAPE MAINTENANCE	15.80	15.80	1,500.00	1,484.20	1.1
10-66-5512 POND AQUATIC WEED CONTROL	.00	8,263.32	5,500.00	( 2,763.32)	150.2
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	303.00	303.00	.0
<b>TOTAL PARKS</b>	<b>3,490.08</b>	<b>25,068.30</b>	<b>41,079.00</b>	<b>16,010.70</b>	<b>61.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	.00	.00	5,200.00	5,200.00	.0
10-67-5020 PAYROLL TAX	.00	.00	500.00	500.00	.0
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	59.85	119.70	.00	( 119.70)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	64.47	266.68	850.00	583.32	31.4
10-67-5415 UTILITIES	305.44	644.26	3,000.00	2,355.74	21.5
10-67-5504 REPAIRS - MAINTENANCE	.00	18.99	1,000.00	981.01	1.9
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MUSEUM</b>	<b>429.76</b>	<b>1,117.63</b>	<b>11,700.00</b>	<b>10,582.37</b>	<b>9.6</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	600.00	1,200.00	600.00	50.0
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>600.00</b>	<b>1,300.00</b>	<b>700.00</b>	<b>46.2</b>
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	14,659.06	48,855.00	209,000.00	160,145.00	23.4
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	( 184,991.00)	( 184,991.00)	.0
10-70-5020 PAYROLL TAX	1,097.38	3,528.97	11,500.00	7,971.03	30.7
10-70-5040 BENEFITS	9,006.34	30,858.80	33,313.00	2,454.20	92.6
10-70-5060 PERS	468.38	1,128.81	7,314.00	6,185.19	15.4
10-70-5090 WORKERS COMP	6.90	801.53	400.00	( 401.53)	200.4
<b>TOTAL PAYROLL ADMIN</b>	<b>25,238.06</b>	<b>85,173.11</b>	<b>76,536.00</b>	<b>( 8,637.11)</b>	<b>111.3</b>
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	9,820.30	40,628.35	125,000.00	84,371.65	32.5
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	( 214,541.00)	( 214,541.00)	.0
10-71-5020 PAYROLL TAX	567.76	2,139.77	16,321.00	14,181.23	13.1
10-71-5040 BENEFITS	5,055.69	18,748.37	53,058.00	34,309.63	35.3
10-71-5060 PERS	743.39	2,883.57	12,970.00	10,086.43	22.2
10-71-5090 WORKERS COMP	3.87	271.40	7,191.00	6,919.60	3.8
<b>TOTAL PAYROLL PUBLIC WORKS</b>	<b>16,191.01</b>	<b>64,671.46</b>	<b>( 1.00)</b>	<b>( 64,672.46)</b>	<b>64671</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	419.53	1,558.08	3,000.00	1,441.92	51.9
10-72-5137 SUPPLIES	507.76	2,295.90	15,000.00	12,704.10	15.3
10-72-5140 UNIFORMS - TOWELS	( 159.99)	159.99	2,200.00	2,040.01	7.3
10-72-5200 CONTRACT SERVICES	.00	.00	8,000.00	8,000.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	11,000.00	11,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	250.00	200.00	( 50.00)	125.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	810.71	2,327.42	12,000.00	9,672.58	19.4
10-72-5504 REPAIRS - MAINTENANCE	494.30	1,170.00	1,800.00	630.00	65.0
10-72-5507 EQUIPMENT MAINTENANCE	475.57	475.57	2,500.00	2,024.43	19.0
10-72-5600 EQUIPMENT	1,463.00	1,463.00	.00	( 1,463.00)	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	( 60,700.00)	( 60,700.00)	.0
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>4,010.88</b>	<b>20,699.96</b>	<b>.00</b>	<b>( 20,699.96)</b>	<b>.0</b>
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>112,438.00</b>	<b>112,438.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>98,405.35</b>	<b>421,699.80</b>	<b>860,954.00</b>	<b>439,254.20</b>	<b>49.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 76,535.44)</b>	<b>( 361,666.20)</b>	<b>1.00</b>	<b>361,667.20</b>	<b>(36166</b>

CITY OF WILLAMINA  
BALANCE SHEET  
OCTOBER 31, 2017

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	145,625.51	
	TOTAL ASSETS		145,625.51
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	243.87	
	TOTAL LIABILITIES		243.87
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	154,704.94	
	REVENUE OVER EXPENDITURES - YTD	( 9,323.30)	
	BALANCE - CURRENT DATE	145,381.64	
	TOTAL FUND EQUITY		145,381.64
	TOTAL LIABILITIES AND EQUITY		145,625.51

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	124,574.00	124,574.00	.0
20-10-4115 STATE HIGHWAY REVENUE	11,687.41	33,187.66	110,000.00	76,812.34	30.2
<b>TOTAL DEPARTMENT 10</b>	<b>11,687.41</b>	<b>33,187.66</b>	<b>234,574.00</b>	<b>201,386.34</b>	<b>14.2</b>
<b>TOTAL FUND REVENUE</b>	<b>11,687.41</b>	<b>33,187.66</b>	<b>234,574.00</b>	<b>201,386.34</b>	<b>14.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	18,353.00	18,353.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	15,826.00	15,826.00	.0
20-11-5090 WORKERS COMP	.00	382.50	2,000.00	1,617.50	19.1
20-11-5120 GAS - OIL	225.59	251.35	1,500.00	1,248.65	16.8
20-11-5137 SUPPLIES	.00	303.54	200.00	( 103.54)	151.8
20-11-5140 UNIFORMS - TOWELS	18.70	91.17	600.00	508.83	15.2
20-11-5204 ENGINEERING SERVICES	72.50	72.50	10,000.00	9,927.50	.7
20-11-5413 TELEPHONE	34.87	136.16	500.00	363.84	27.2
20-11-5504 REPAIRS - MAINTENANCE	.00	180.00	3,000.00	2,820.00	6.0
20-11-5521 SIDEWALK MAINTENANCE	.00	350.00	10,000.00	9,650.00	3.5
20-11-5522 STREET MAINTENANCE	.00	40,370.00	40,000.00	( 370.00)	100.9
20-11-5523 TRAFFIC CONTROL	.00	373.74	2,000.00	1,626.26	18.7
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>351.66</b>	<b>42,510.96</b>	<b>105,479.00</b>	<b>62,968.04</b>	<b>40.3</b>
<b>TRANSFER</b>					
20-90-9610 OVERHEAD ALLOCATION	.00	.00	13,028.00	13,028.00	.0
20-90-9615 PW EXPENSE ALLOCATION	.00	.00	5,193.00	5,193.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>18,221.00</b>	<b>18,221.00</b>	<b>.0</b>
<b>CONTINGENCY</b>					
20-99-9900 CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>110,874.00</b>	<b>110,874.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>351.66</b>	<b>42,510.96</b>	<b>234,574.00</b>	<b>192,063.04</b>	<b>18.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,335.75</b>	<b>( 9,323.30)</b>	<b>.00</b>	<b>9,323.30</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	129,000.00	
	TOTAL ASSETS		<u>129,000.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	21,000.00	
	REVENUE OVER EXPENDITURES - YTD	<u>18,000.00</u>	
	BALANCE - CURRENT DATE	<u>129,000.00</u>	
	TOTAL FUND EQUITY		<u>129,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>129,000.00</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	111,848.00	111,848.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	18,000.00	30,000.00	12,000.00	60.0
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>18,000.00</b>	<b>141,848.00</b>	<b>123,848.00</b>	<b>12.7</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>18,000.00</b>	<b>141,848.00</b>	<b>123,848.00</b>	<b>12.7</b>

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

STREET SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>						
21-99-9900	CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
	TOTAL CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	141,848.00	141,848.00	.0
	NET REVENUE OVER EXPENDITURES	.00	18,000.00	.00	( 18,000.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	324,191.82	
30-00-1251	UTILITY RECEIVABLE	47,888.64	
30-00-1300	INVENTORY	14,602.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,669,250.00)	
	TOTAL ASSETS		<u>1,181,544.46</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	21,085.64	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	31,845.33	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2950	DUE TO FUND 50	185,000.00	
	TOTAL LIABILITIES		1,022,170.50

FUND EQUITY

30-00-3000	FUND BALANCE	( 3,932.26)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	( 44,253.33)	
	REVENUE OVER EXPENDITURES - YTD	<u>207,559.55</u>	
	BALANCE - CURRENT DATE	<u>159,373.96</u>	
	TOTAL FUND EQUITY		<u>159,373.96</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,181,544.46</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	( 164,271.00)	( 164,271.00)	.0
30-10-4330 WATER REVENUE	103,185.16	281,847.99	615,864.00	334,016.01	45.8
30-10-4332 NEW CONNECTION FEE	.00	3,860.19	4,000.00	139.81	96.5
30-10-4337 DOUBLE CHECK VALVE	.00	462.00	500.00	38.00	92.4
30-10-4350 RECOVERY BAD DEBT	90.16	456.10	500.00	43.90	91.2
30-10-4581 PENALTY AND FEES	200.00	600.00	7,000.00	6,400.00	8.6
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	25.00	200.00	175.00	12.5
<b>TOTAL DEPARTMENT 10</b>	<b>103,475.32</b>	<b>287,251.28</b>	<b>463,793.00</b>	<b>176,541.72</b>	<b>61.9</b>
<b>TOTAL FUND REVENUE</b>	<b>103,475.32</b>	<b>287,251.28</b>	<b>463,793.00</b>	<b>176,541.72</b>	<b>61.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,064.92	14,952.31	61,053.00	46,100.69	24.5
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	102,754.00	102,754.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	88,601.00	88,601.00	.0
30-11-5020 PAYROLL TAX	271.56	1,214.51	4,481.00	3,266.49	27.1
30-11-5040 BENEFITS	1,012.49	3,985.97	9,494.00	5,508.03	42.0
30-11-5060 PERS	612.13	2,137.37	4,613.00	2,475.63	46.3
30-11-5090 WORKERS COMP	2.10	1,094.44	5,908.00	4,813.56	18.5
30-11-5105 BAD DEBT	264.74	1,222.23	.00	( 1,222.23)	.0
30-11-5108 CHEMICALS	.00	4,845.54	20,000.00	15,154.46	24.2
30-11-5120 GAS - OIL	98.41	500.13	3,000.00	2,499.87	16.7
30-11-5123 MERCHANT FEES	195.18	446.09	2,200.00	1,753.91	20.3
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	918.99	1,551.19	2,400.00	848.81	64.6
30-11-5140 UNIFORMS - TOWELS	104.72	655.64	2,000.00	1,344.36	32.8
30-11-5200 CONTRACT SERVICES	63.00	122.85	5,000.00	4,877.15	2.5
30-11-5204 ENGINEERING SERVICES	6,666.25	7,376.25	10,000.00	2,623.75	73.8
30-11-5230 PRINTING AND PUBLISHING	202.34	655.67	.00	( 655.67)	.0
30-11-5250 SYSTEM ANALYSIS	105.00	575.00	6,000.00	5,425.00	9.6
30-11-5320 DUES, LICENSE, PERMITS	210.00	535.20	1,000.00	464.80	53.5
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	95.00	800.00	705.00	11.9
30-11-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413 TELEPHONE	564.91	2,239.85	7,000.00	4,760.15	32.0
30-11-5415 UTILITIES	4,220.34	11,966.89	52,000.00	40,033.11	23.0
30-11-5504 REPAIRS - MAINTENANCE	.00	370.16	5,000.00	4,629.84	7.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	195.75	7,461.41	55,000.00	47,538.59	13.6
30-11-5531 DISTRIBUTION MAINTENANCE	1,226.16	1,226.16	5,200.00	3,973.84	23.6
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600 EQUIPMENT	1,787.34	2,259.34	12,000.00	9,740.66	18.8
<b>TOTAL EXPENDITURE</b>	<b>22,786.33</b>	<b>67,489.20</b>	<b>471,504.00</b>	<b>404,014.80</b>	<b>14.3</b>
<hr/>					
30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	12,202.53	12,202.53	60,000.00	47,797.47	20.3
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>12,202.53</b>	<b>12,202.53</b>	<b>70,000.00</b>	<b>57,797.47</b>	<b>17.4</b>
<hr/>					
30-82-8030 WATER PRINCIPAL	.00	.00	18,376.00	18,376.00	.0
30-82-8035 WATER INTEREST	.00	.00	34,436.00	34,436.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>52,812.00</b>	<b>52,812.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>TRANSFER</u>						
30-90-9001	CLOSE DEBT CASH	.00	.00	54,557.00	54,557.00	.0
30-90-9110	IN LIEU OF FRANCHISE FEE	.00	.00	18,476.00	18,476.00	.0
30-90-9231	TRANSFER IN	.00	.00	13,203.00	13,203.00	.0
30-90-9610	OVERHEAD ALLOCATION	.00	.00	72,940.00	72,940.00	.0
30-90-9732	CLOSE DEBT LOAN FROM WW	.00	.00	185,000.00	185,000.00	.0
	TOTAL TRANSFER	.00	.00	344,176.00	344,176.00	.0
<u>CONTINGENCY</u>						
30-99-9900	CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
	TOTAL CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
	TOTAL FUND EXPENDITURES	34,988.86	79,691.73	831,127.00	751,435.27	9.6
	NET REVENUE OVER EXPENDITURES	68,486.46	207,559.55	( 367,334.00)	( 574,893.55)	56.5

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	68,642.72	
	TOTAL ASSETS		<u>68,642.72</u>

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,150.00	
31-00-3100	FUND BALANCE, RESTRICTED	( 1,595.28)	
	REVENUE OVER EXPENDITURES - YTD	<u>11,088.00</u>	
	BALANCE - CURRENT DATE	<u>68,642.72</u>	
	TOTAL FUND EQUITY		<u>68,642.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>68,642.72</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	51,338.00	51,338.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	11,088.00	15,000.00	3,912.00	73.9
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>11,088.00</b>	<b>66,338.00</b>	<b>55,250.00</b>	<b>16.7</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>11,088.00</b>	<b>66,338.00</b>	<b>55,250.00</b>	<b>16.7</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL FUND EXPENDITURES	.00	.00	66,338.00	66,338.00	.0
NET REVENUE OVER EXPENDITURES	.00	11,088.00	.00	( 11,088.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	365,425.82	
40-00-1251	UTILITY RECEIVABLE	68,577.46	
40-00-1300	INVENTORY	14,602.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	( 2,272,840.00)	
	TOTAL ASSETS		<u>2,841,749.28</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	1,765.36	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	36,916.90	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,096,584.00	
40-00-2841	WASTEWATER TREATMENT G9900	296,381.00	
	TOTAL LIABILITIES		1,470,838.51

FUND EQUITY

40-00-3000	FUND BALANCE	167,964.33	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,000,177.60	
	REVENUE OVER EXPENDITURES - YTD	<u>202,768.84</u>	
	BALANCE - CURRENT DATE	<u>1,370,910.77</u>	
	TOTAL FUND EQUITY		<u>1,370,910.77</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,841,749.28</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	103,498.51	258,282.09	560,000.00	301,717.91	46.1
40-10-4342 NEW CONNECTION FEE	.00	800.00	1,000.00	200.00	80.0
40-10-4350 RECOVERY BAD DEBT	124.50	629.83	1,500.00	870.17	42.0
TOTAL DEPARTMENT 10	103,623.01	259,711.92	705,321.00	445,609.08	36.8
TOTAL FUND REVENUE	103,623.01	259,711.92	705,321.00	445,609.08	36.8

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	4,688.52	14,208.60	54,733.00	40,524.40	26.0
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	92,361.00	92,361.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	80,564.00	80,564.00	.0
40-11-5020 PAYROLL TAX	349.90	1,028.47	4,662.00	3,633.53	22.1
40-11-5040 BENEFITS	1,812.50	8,079.92	19,877.00	11,797.08	40.7
40-11-5060 PERS	145.31	592.02	3,284.00	2,691.98	18.0
40-11-5090 WORKERS COMP	2.21	804.17	1,981.00	1,176.83	40.6
40-11-5105 BAD DEBT	234.39	1,145.84	.00	( 1,145.84)	.0
40-11-5108 CHEMICALS	819.40	2,736.00	15,000.00	12,264.00	18.2
40-11-5120 GAS - OIL	45.94	372.35	2,000.00	1,627.65	18.6
40-11-5123 MERCHANT FEES	292.27	543.18	3,000.00	2,456.82	18.1
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	86.38	1,475.45	2,000.00	524.55	73.8
40-11-5140 UNIFORMS - TOWELS	189.00	913.58	3,800.00	2,886.42	24.0
40-11-5200 CONTRACT SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5204 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5230 PRINTING AND PUBLISHING	303.52	857.22	.00	( 857.22)	.0
40-11-5250 SYSTEM ANALYSIS	350.00	1,190.00	7,000.00	5,810.00	17.0
40-11-5320 DUES, LICENSE, PERMITS	160.00	160.00	3,500.00	3,340.00	4.6
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	418.20	1,460.54	5,000.00	3,539.46	29.2
40-11-5415 UTILITIES	2,617.37	9,060.93	38,000.00	28,939.07	23.8
40-11-5504 REPAIRS - MAINTENANCE	.00	910.00	2,500.00	1,590.00	36.4
40-11-5540 TREATMENT SYSTEM MAINTENANCE	234.05	6,018.81	14,000.00	7,981.19	43.0
40-11-5600 EQUIPMENT	5,386.00	5,386.00	6,500.00	1,114.00	82.9
<b>TOTAL EXPENDITURE</b>	<b>18,134.96</b>	<b>56,943.08</b>	<b>363,362.00</b>	<b>306,418.92</b>	<b>15.7</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	.00	108,359.00	108,359.00	.0
40-82-8045 SEWER INTEREST	.00	.00	65,379.00	65,379.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>173,738.00</b>	<b>173,738.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	16,800.00	16,800.00	.0
40-90-9241 TRANSFER IN	.00	.00	24,323.00	24,323.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	( 301,759.00)	( 301,759.00)	.0
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	.00	.00	26,132.00	26,132.00	.0
TOTAL TRANSFER	.00	.00	( 49,504.00)	( 49,504.00)	.0
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL FUND EXPENDITURES	18,134.96	56,943.08	753,968.00	697,024.92	7.6
NET REVENUE OVER EXPENDITURES	85,488.05	202,768.84	( 48,647.00)	( 251,415.84)	416.8

CITY OF WILLAMINA  
 BALANCE SHEET  
 OCTOBER 31, 2017

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	24,546.58	
	TOTAL ASSETS		24,546.58

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	16,204.00	
41-00-3100	FUND BALANCE, RESTRICTED	( 6,657.42)	
	REVENUE OVER EXPENDITURES - YTD	15,000.00	
	BALANCE - CURRENT DATE	24,546.58	
	TOTAL FUND EQUITY		24,546.58
	TOTAL LIABILITIES AND EQUITY		24,546.58

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	11,346.00	11,346.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	15,000.00	20,000.00	5,000.00	75.0
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>15,000.00</b>	<b>31,346.00</b>	<b>16,346.00</b>	<b>47.9</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>15,000.00</b>	<b>31,346.00</b>	<b>16,346.00</b>	<b>47.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,323.00	24,323.00	.0
TOTAL TRANSFER	.00	.00	24,323.00	24,323.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL FUND EXPENDITURES	.00	.00	31,346.00	31,346.00	.0
NET REVENUE OVER EXPENDITURES	.00	15,000.00	.00	( 15,000.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
OCTOBER 31, 2017

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	272,837.37	
50-00-1930	DUE FROM FUND 30	185,000.00	
		<hr/>	
	TOTAL ASSETS		457,837.37
			<hr/> <hr/>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	( 40,688.28)	
50-00-3050	FUND BALANCE, RESTRICTED	498,525.65	
		<hr/>	
	TOTAL FUND EQUITY		457,837.37
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		457,837.37
			<hr/> <hr/>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	313,526.00	313,526.00	.0
TOTAL DEPARTMENT 10	.00	.00	313,526.00	313,526.00	.0
TOTAL FUND REVENUE	.00	.00	313,526.00	313,526.00	.0

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2017

DEBT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>						
50-90-9992	CLOSE DEBT CASH TO WW	.00	.00	313,526.00	313,526.00	.0
	TOTAL TRANSFER	.00	.00	313,526.00	313,526.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	313,526.00	313,526.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City of Willamina City Council**  
**November 14, 2017**  
**6:00 PM (revised)**

**Location of Meeting:**

West Valley Fire  
 825 NE Main ST  
 Willamina, Oregon 97132

**Present at Meeting:**

Mayor Ila Skyberg  
 Councilor Rita Baller  
 Councilor Theresa McKnight  
 Councilor Bob Burr  
 Councilor Heather Stritzke  
 Councilor Craig Johnson  
 City Manager, City Recorder Kenna West  
 Deputy City Recorder Debbie Bernard  
 Public Works Director Jeff Brown  
 Guest: (not limited to:)  
 Planning Commissioner Shirley Fitzgerald  
 Paul Daliquante News Register

**Absent from Meeting:**

Councilor April Wooden

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on November 14, 2017 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard called the roll call and a quorum was present. The Flag Salute was led by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

## 1. Public Input

Mayor Ila Skyberg

Shirley Fitzgerald stated her address as 531 SE Washington St. Shirley posed the question to the Council that the general public was taking notice of the homeless population increasing through the news and asked if they were going to do something to address the

issue. She said that she was aware of at least three homeless camps at her end of town. She was wondering if the City was going to gather a group of people to look at the homeless issue. Kenna said it is a noticeable trend and Willamina like other cities have the issue of funding. Kenna continued to say that we are doing what we can by trying to take action through networking with Yamhill County and giving out a homeless information packet that include contact information for services available in Yamhill County.

Shirley also reported to the Council that there are children roaming around the community at 2:00 to 3:00am.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked if there were any agenda items the Council wanted to pull from Consent.

There were none.

**MOTION:** Councilor Baller moved to approve the consent agenda with these 5 items.

**Item 1** is the check registers for September 1 through 30, 2017 outlining those items paid by check during this time frame.

**Item 2** is the financial report for September 2017 outlining the income and expenses for September 2017.

**Item 3** is the minutes form the October 10, 2017 council meeting.

**Item 4** is a resolution appointing the City Manager as Recorder and creating the position of Deputy City Recorder.

**Item 5** updated City Employee Handbook. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

3. Regular Agenda - Consideration - Council to advise Staff on the method of recruitment for soliciting new member to the planning commission

Mayor Ila Skyberg

The Mayor asked Debbie to address this topic. Debbie responded and said a vacancy had come up on the Planning Commission due to Michelle Nolen resigning back in August. Also, in review of the Commission she discovered that Ordinance No. 643 changed the terms of the planning commission to 3 years which moved 3 planning commissioner terms to expire December 31, 2017. As staff, Debbie asked Council to continue to support the method of advertising for a replacement that had been done in the past and to reappoint the three commissioners for an additional 3 year term.

Councilor Burr suggested the terms of office be reviewed and suggested a 2 year term.

Councilor Baller said that a 2 year term does not give a commissioner enough time to really learn the job and would want the term to stay. She would like to see everyone reappointed.

**MOTION:** Councilor Stritzke moved to approve the recommendation in the staff report to direct staff to recruit to fill the current vacancy via advertising in the local newspapers and notify the public of the current vacancy via the Willamina High School reader board and the City of Willamina Website. Also move to approve the reappointment of Shirley Fitzgerald, Susan Richman, and Patrick Howard Keith to the City of Willamina Planning Commission for a full term expiring December 31, 2020. Councilor Burr seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

#### 4. Mayors Report

Mayor Skyberg attended the Kiwanis meeting today. A representative from the Ford Foundation Denise Bacon who is looking to help the City create a comprehensive plan and move us forward. The next meeting will be on December 5, 2017 at 1:00 at Coyote Joes.

Councilor Baller asked who wants the plan. Mayor Skyberg responded the plan is for the City and Rural communities.

Kenna added that Denise Bacon brought her boss who along to the meeting. She added that both are very invested in the City of Willamina. Denise is looking at a comprehensive plan that is looking at the West Valley Campus and the downtown, in addition to the surrounding agriculture area. Kenna reported the Denise's boss gave her the approval to go move ahead.

#### 5. Council Liaison Reports

##### Mayor Ila Skyberg

Mayor Skyberg reported that the 2017 Coastal Hills Art Tour was very successful. Gennie Wymore is the Coordinator and is looking to do it differently next year. There were many positive comments about the community. Mayor Skyberg thanked Jeff Brown for his efforts during the event. Mayor Skyberg reported that April Wooden had been working on the trailer unit that is now located at the City Shops.

##### YCOM Board (Councilor Baller)

Councilor Baller reported that they had a short meeting. They discussed the large amount of calls coming in on dog control. She said there at could be 10 calls all on the same issues and they are working on how to address that and make it better. The 911 funds are coming in now. Rita explained that when you purchase a cell phone you pay a fee that goes to 911. The money coming in may be better than expected, she said.

##### Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke reported the Board had their last quarterly meeting for 2017. They passed their budget. They have two types of loans one for mortgage assistance. The other type is a loan to fix house repairs. Heather reported that they had to write off three loans this year. She said that two of the write offs were in Willamina.

Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson referred to an article in the paper that discussed the bus stops. The next meeting will be in January.

Reports from City Officers

City Manager Kenna West reported on the completion of the intake.

Kenna said things are working and everything is in line. She said there intake project is coming to completion. This was big project and a big deal. She said there is a lot of trouble when the sand gets into the pumps and puts stress on the system. The new project will improve those problems and reduce our overtime man power.

Councilor Burr reported that the light parade is December 2, 2017. He said the City might consider a float if there was a way to get participation.

**MOTION:** Councilor Stritzke moved to adjourn at 6:35 pm. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

#### **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on December 12, 2017 at:

West Valley Fire

825 NE Main ST

Willamina, Oregon 97396

The meeting was adjourned at 6:35 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard City Recorder

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Minutes approved by: Mayor Ila Skyberg

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**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: AUTHORITY FOR THE CITY MANAGER TO EXECUTE A PURCHASE AND SALE AGREEMENT FOR THE SALE OF THE "OLD PUBLIC WORKS BUILDING" ON BEHALF OF THE CITY OF WILLAMINA**

**ISSUE**

Shall City Council approve Resolution 17.18-008 which authorizes the City Manager to execute a Purchase and Sale Agreement and other necessary documents (if any) to complete the sale of the "Old Public Works Building".

**RECOMMENDATION:**

Approve Resolution 17.18-008 authorizing the City Manager to execute a Purchase and Sale Agreement and other necessary documents (if any) to complete the sale of the "Old Public Works Building".

**SUMMARY AND BACKGROUND**

The City of Willamina, in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina, offered for sale real property owned by the City of Willamina, located at 220 NW Main Street in Willamina, Oregon (hereinafter "Old Public Works Building"). The winning bidder on the "Old Public Works Building" was Brian O'Neil. Attached to this staff report is a Purchase and Sale Agreement which was prepared in accordance with and to memorialize the terms of the sale of the "Old Public Works Building".

In order to proceed with the sale, the City Manager must receive authorization from the City Council to sign the Purchase and Sale Agreement and other necessary documents (if any) on behalf of the City of Willamina.

**FACTS AND FINDINGS**

1. The City of Willamina in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina accepted an offer to purchase the "Old Public Works Building" made by Brian O'Neil.
2. In order to proceed with the sale of the "Old Public Works Building", the City Manager must receive authorization from the City Council to sign the Purchase and Sale Agreement and other necessary documents (if any) on behalf of the City of Willamina.
3. If approved Resolution 17.18-008 will provide the City Manager with the necessary authority to sign the Purchase and Sale Agreement and other necessary documents (if any) to complete the sale of the "Old Public Works Building".

4. **Proposed Motion:** *I move to approve Resolution 17.18-008 authorizing the City Manager to execute the documents necessary to proceed with the sale of the “Old Public Works Building” on behalf of the City of Willamina.*

Kenna L. West  
Kenna L. West, City Manager

Attachments:

- A. Resolution 17.18-008 Authorizing the City Manager to Execute a Purchase and Sale Agreement on Behalf of the City of Willamina in Regard to the Sale of the “Old Public Works Building”.
- B. Purchase and Sale Agreement

RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A PURCHASE AND SALE AGREEMENT ON BEHALF OF THE CITY OF WILLAMINA IN REGARD TO THE SALE OF THE "OLD PUBLIC WORKS BUILDING"

RESOLUTION NO.17.18-008

**WHEREAS**, the real property owned by the City of Willamina, located at 220 NW Main Street in Willamina, Oregon commonly called the "Old Public Works Building" (hereinafter "Old Public Works Building") was offered for sale in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina; and

**WHEREAS**, the winning bid on this offer of sale was \$119,000 with closing within 90 days of acceptance, the bid was made by Brian O'Neil, and that bid was accepted on September 27, 2017 in accordance with the applicable laws of the State of Oregon, Yamhill County, and City of Willamina; and

**WHEREAS**, the attached Purchase and Sale Agreement was prepared in accordance with and to memorialize the terms of the sale of the "Old Public Works Building";

**NOW, THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA:

**Section 1.** That the City Council hereby approves the terms of the attached Purchase and Sale Agreement; and

**Section 2.** That the City Manager is authorized to execute the Purchase and Sale Agreement and other necessary documents (if any) on behalf of the City of Willamina to complete the sale of the Old Public Works Building.

Passed and adopted this 12th day of December, 2017.

\*\*\*\*\*

I hereby certify that the foregoing resolution was passed and adopted by the City Council of the City of Willamina at a regular meeting of said Council, held on the 12<sup>th</sup> day of December, 2017.

Dated this \_\_\_\_\_ day of December, 2017.

\_\_\_\_\_  
Deputy City Recorder

# **REGULAR AGENDA**

**City of Willamina  
Staff Report  
For the City Council Meeting of December 12th, 2017**

**TO: Mayor and city Council**

**FROM: Sarah Frost, Library Manager through  
Kenna West, City Manager**

**SUBJECT: APPOINTMENT OF LIBRARY BOARD MEMBERS**

**ISSUE:**

Shall the City Council consider applications for the Library Board and appoint members to the three (3) vacancies?

**RECOMMENDATION:**

Review the applicants for Library Board and appoint three (3) applicants to the Library Board Vacancies.

**SUMMARY AND BACKGROUND:**

The Library Board currently has four (4) members. The Library Board by Charter, as amended and approved by the City Council on October 10th, 2017, shall consist of a minimum of 5 but no more than 7 members appointed by the Mayor and confirmed by the City Council.

Willamina Library Board Member & Terms 2017:

SEAT	NAME	Appointed	Expires
1	Dave Buswell	2016	2020
2	Dan Goff	2010	2018
3	Sheryl Hansen	2017	2021
4	Susan Vanderhoof	2017	2021
5	VACATED	2016	2020
6	NEW	2017	2021
7	NEW	2017	2021

The following applicants have submitted their applications for consideration to the Library Board:

Barbara Leavens

Tracy Dillon

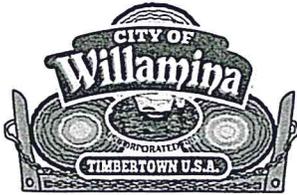
Will Nelson

Larai Oster

Deloras Shelton

**FACTS AND FINDINGS:**

The Mayor may make the decision to appoint up to three (3) Library Board members and the Council may decide to confirm the appointments by motion.



# City of Willamina

## Application for City Office



See back for position criteria and requirements

Applicant's Full Name Barbara A. Leavens  
 Physical Address 262 NE 1st St  
 Mailing Address P.O. BOX 563 Willamina OR 97396  
 Home Phone Number (503) 876-8910  
 Cell Phone Number \_\_\_\_\_  
 Email leavens P@Hotmail.com  
 Occupation CareGiver

Years of Residency 4 Registered Voter  Yes  No

Position(s)  Budget Committee  Library Board  Planning Commission  City Council

Select all you wish to apply for  
 (Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

Because I live here and love this town I want so much more for it. Plus I am always in the library, I have volunteered in the library ever since Sarah took over it. I do all the

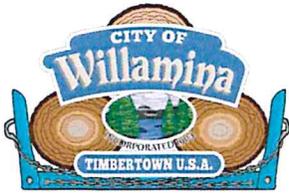
Please share any governmental or volunteer experience you have had <sup>research & Back ground stuff.</sup>

I have A MPA from PSU, worked on different committees state & cities. Was on the Willamina Budget Committee this year. I have volunteered @ the library ~~etc~~ since Sarah took it

What do you think makes you the best candidate for this position?

OVER. Like As I have said above be an working @ Sarah the first day, we seem to work well together. New letters, different Activists for children, park, ect. I have been @ the meetings of the board once or twice or so. Also I know grant writing.

Signature Barbara A. Leavens Date 8/25/17



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Wint Tracy Dillon

Physical Address 18241 Willamina Creek Road, Willamina, OR 97396

Mailing Address POB 715, Willamina, OR 97396

Home Phone Number 503-876-8358

Cell Phone Number 503-876-8358

Email dillont@pdx.edu

Occupation Professor, English Department, Portland State University

Years of Residency 10+

Registered Voter  Yes  No

Position(s)  
*Select all you wish to apply for*

Budget Committee

Library Board

Planning Commission

City Council

**(Attach additional sheets, if desired, when answering the questions below)**

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

Please see the attached.

Please share any governmental or volunteer experience you have had

Please see the attached.

What do you think makes you the best candidate for this position?

Please see the attached.

Signature

Date

11/15/2017

**An Equal Opportunity Employer**

411 NE C Street, Willamina, Oregon 97396-2783 – Telephone (503) 876-2242 / Fax (503) 876-1121

[www.willaminaoregon.gov](http://www.willaminaoregon.gov)

**Application for Library Board**  
**W. Tracy Dillon**  
**November 15, 2017**

**Why are you interested in serving the City of Willamina in one or more of the capacities chosen?**

As a brief biographical background, my family bought property on Willamina Creek Rd and have been local residents for 10+ years; we plan to retire and remain here for the duration. Both my wife, Grace, and I are professors at Portland State University. PSU emphasizes community engagement and is well-known for its motto, "Let Knowledge Serve the City." That ethos aligns with my personal interests in serving students and the community through a variety of instructional and programmatic approaches including "community-based learning" (CBL), something I've been doing for years at PSU. Currently, for example, I teach various grant writing courses as CBL offerings, meaning that the students partner with community entities (typically 501(c)3's) and help them secure funding to support their missions and goals. This term, my students are partnering on City projects including the Library, the Community Center, Water Infrastructure, and Economic Development. This ability to shift focus in order to serve my own local community is very satisfying, as much of my volunteer and CBL activities have been concentrated in Portland, or spread regionally and sometimes nationally or internationally. (I have partnered with the Willamina School District on grant writing over the years.) Given my training in English literary studies, writing instruction, and other "bookish" stuff, the mission and importance of the City Library naturally resonate with me.

I have well-developed management and organizational skills derived from years of administrative work including serving as the creator and Director, Technical and Professional Writing MA/MS Program, as English Department Chair, and as chair and member of so many committees over the years that trying to remember them all hurts. At this point in my career, I have stepped away from heavy administrative duties in order to concentrate on teaching, service, and personal writing/research projects. That move has freed up time for volunteering in new capacities that I trust will bring professional development and personal satisfaction. While I am more than a decade away from retiring, I have entered a transitional phase that allows me to focus on "what's next" as I ween myself away from Portland State and look to Willamina, Sheridan, and Yamhill County for "home improvement" projects. Again, serving the interests of the Library makes a lot of sense to me given my background and training.

**Please share any governmental or volunteer experience you have had.**

No elected offices (other than internally at PSU, but I'm guessing that's not the kind of governance you mean). I also volunteer for the Portland-based organization Comfort Hospice and Palliative Care, which serves Yamhill County along with other regional patients.

**What do you think makes you the best candidate for this position?**

I can't predict that I will be your best candidate, but I would say that I view literacy and education generally as instruments of social justice; reading and writing are fundamental to critical thinking; critical thinking provides the strongest foundation for meaningful citizenship. Libraries are historically vital symbols of a community's commitment to these ideals. Thus, especially given economic trends and times that threaten funding for the arts and literacy programs, I'm inclined to be protective when it comes to buildings where people can get books, read them for free, and become better neighbors and colleagues as a result. Making the library a groovy place for kids to go seems like a great use of time.



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name William S. Nelson  
 Physical Address 682 N.E. MAIN ST, Willamina  
 Mailing Address P.O. Box 162  
 Home Phone Number none  
 Cell Phone Number 503 857 7135  
 Email will-nelson@hotmail.com  
 Occupation retired

Years of Residency 6.5 (2.5 yr in town) Registered Voter  Yes  No

Position(s)  Budget Committee  Library Board  Planning Commission  City Council   
 Select all you wish to apply for

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?  
after volunteering for over a year at library I recognize the need for people who are interested and motivated to "be in service towards community"

Please share any governmental or volunteer experience you have had

USMC 1965-1968  
U.S. Forest Service volunteer 1999-2005 San Gabriel Station / Mt Baldy Ca.  
Willamina library Aug 2016 - Present Nov-2017

What do you think makes you the best candidate for this position?

I know how important having a quorum is with a board who is engaged and who show up for meetings. Not having a quorum 3 out of 10 times last year is sad to say the least.

Having worked with Sarah since she took over from Melissa I am enthusiastic about serving on the library board

Signature Wm S Nelson

Date 11/29/17

An Equal Opportunity Employer

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# City of Willamina Application for City Office



See back for position criteria and requirements

Applicant's Full Name Lakai M. Oster

Physical Address 771 NE 4th Pl., Willamina, OR 97396

Mailing Address same

Home Phone Number 503-434-9422

Cell Phone Number 503-883-1430

Email Ostersteven@rocketmail.com

Occupation stay-at-home mom + once a week librarian at private elementary school

Years of Residency 2 3/4

Registered Voter  Yes  No

Position(s)  
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I love books, have always enjoyed hanging out in libraries, as well as working in them in various ways. I am currently in my 2nd school year as ~~an~~ librarian at McMinnville Adventist Christian School. ~~I have some ideas~~ of my local library. ~~I'd love to be a part~~

Please share any governmental or volunteer experience you have had

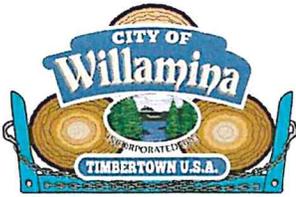
I'm a volunteer at the school, as librarian, + PTA member.

What do you think makes you the best candidate for this position?

I have ideas for improving service at our local library, + love libraries

Signature Lakai M. Oster

Date 11-29-17



# City of Willamina Application for City Office

See back for position criteria and requirements

Applicant's Full Name DELORES ANNE SHELTON  
 Physical Address 286 SOUTH MAIN STREET  
 Mailing Address PO BOX 798  
 Home Phone Number 503-876-5124  
 Cell Phone Number 541-735-5672  
 Email proudgma2002@aim.com  
 Occupation HOMEMAKER

Years of Residency 9 Registered Voter  Yes  No

Position(s) Budget Committee Library Board Planning Commission City Council  
 Select all you wish to apply for

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I have been an avid reader since grade school & have always made great use of libraries. I was employed as a Student Aide in the library of my college. Later, I was the Library Assistant at a high school in eastern Oregon. I very much support libraries.

Please share any governmental or volunteer experience you have had

I have volunteered in my kids' elementary school for several teachers; worked in many Children's Ministries; took part in the 2nd Cohort of the Ford Family Foundation in Willamina; Secretary of 2 TOPS organizations.

What do you think makes you the best candidate for this position?

I have previous experience in libraries as an employee & I took great pleasure in my work. I believe having access to a wide variety of reading materials makes one a well-rounded individual.

Signature Delores A. Shelton Date 12-7-17

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: CITY OF WILLAMINA INCLEMENT WEATHER POLICY**

**ISSUE**

Shall City Council approve Resolution 17.18-007 which adopts an updated Inclement Weather Policy and rescinds the current outdated policy?

**RECOMMENDATION:**

Approve Resolution 17.18-007 adopting an updated Inclement Weather Policy and rescinding the current outdated policy.

**SUMMARY AND BACKGROUND**

The City of Willamina Inclement Weather Policy was last amended in 2011. That policy does not address the potential for a closure of operations due to inclement weather or conditions that limit safe transportation or mobility. Nor does it address the potential need for one or more employees from the Public Works Department to be at work during such inclement weather or hazardous road conditions. The new policy addresses these potential situations and provides an understanding of pay rates in accordance with the policy.

If approved, Resolution 17.18-007 will rescind Resolution 10.11-023 in its entirety and will provide a more complete policy regarding city employees' duties to report to work during inclement weather or at times of hazardous road conditions.

**FACTS AND FINDINGS**

1. The City of Willamina current Inclement Weather Policy is outdated and no longer meets the City standards and needs.
2. If approved Resolution 17.18-007 will rescind Resolution 10.11-023 in its entirety and will provide a more complete Inclement Weather Policy.
3. **Proposed Motion:** *I move to approve Resolution 17.18-007 adopting an updated Inclement Weather Policy for City of Willamina Employees.*

*Kenna L. West*  
\_\_\_\_\_  
Kenna L. West, City Manager

Attachments:

- A. Resolution 17.18-007 Adopting an Inclement Weather Policy for the City of Willamina Employees.

**CITY OF WILLAMINA  
INCLEMENT WEATHER POLICY**

This policy covers inclement weather and conditions that limit safe transportation or mobility such as snowstorms, ice storms, wind storms, earthquakes, volcanic eruptions, floods, or any formal declaration by the City Manager of inclement weather or other circumstances which may cause unsafe driving conditions for both public and private transportation.

In the event of inclement weather, employees are expected to report to work unless directed not to do so by the City Manager.

If an employee is unable to report to work or will be delayed in reporting to work due to inclement weather or hazardous road conditions, the employee must contact their supervisor as soon as reasonably possible. This contact must be in the form of direct communication either by phone or text message and there must be a confirmed response. If an employee is unable to report to work or will be delayed in reporting to work two or more hours, the employee will be allowed to charge the absence to vacation, compensatory or administrative time, or leave without pay. Sick leave is not allowed for use under these conditions.

If an employee leaves work two or more hours early due to inclement weather or hazardous road conditions, the employee must contact their supervisor prior to the employee's departure from work. This contact must be in the form of direct communication either in person or by phone or text message and there must be a confirmed response. If an employee leaves work two or more hours early due to inclement weather or hazardous road conditions, the employee will be allowed to charge the absence to vacation, compensatory or administrative time, or leave without pay. Sick leave is not allowed for use under these conditions.

In the event the City Manager closes operations due to inclement weather or other hazardous road conditions:

- A. Employees will be paid their regular rate of pay for the time they were unable to work due to closure of operations; except
- B. During periods of inclement weather, it is understood that the City of Willamina Public Works Department may be required to continue operations for the safety and well-being of the citizens of this City. Should any non-exempt employee be required by the Public Works Director or City Manager to report to work when the City Manager has closed operations, then that employee shall receive overtime (1-1/2 times their regular rate of pay) for only that time for which they were required to be on-site and at work. There shall be no reimbursement for travel time to or from work.

In the event of inclement weather or hazardous road conditions, employees are expected to use good judgment and safe practices while at work or conducting business for the City. The safety of the City's employees and residents are of paramount importance to the City of Willamina.

RESOLUTION ADOPTING AN INCLEMENT WEATHER POLICY FOR  
CITY OF WILLAMINA EMPLOYEES

RESOLUTION NO.17.18-007

**WHEREAS**, the safety of its employees and citizens is a primary concern of the City of Willamina; and

**WHEREAS**, the City and surrounding areas experience inclement weather, particularly during the winter months, that make driving and working conditions hazardous; and

**WHEREAS**, the prior inclement weather policy, adopted pursuant to Resolution Number 10.11-023, is now outdated and no longer meets the City standards and needs;

**NOW, THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA:

**Section 1.** That the City Council hereby approves the Inclement Weather Policy attached hereto as Exhibit A and by this reference made a part hereof; and

**Section 2.** That this resolution rescinds Resolution No. 10.11-023 in its entirety; and

**Section 3.** That this resolution shall become effective immediately upon adoption.

Passed and adopted this 12th day of December, 2017.

\*\*\*\*\*

I hereby certify that the foregoing resolution was passed and adopted by the City Council of the City of Willamina at a regular meeting of said Council, held on the 12<sup>th</sup> day of December, 2017.

Dated this \_\_\_\_\_ day of December, 2017.

\_\_\_\_\_  
Deputy City Recorder



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 11/1/2017 to 11/30/2017**

City	UCR Description	11/1/2016 to 11/30/2016	11/1/2017 to 11/30/2017	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	1	3	200.00 %	10	2
	Arson	0	0		1	
	Burglary-Business	0	1		1	2
	Burglary-Non-Residence	0	0		4	3
	Burglary-Residence	1	2	100.00 %	6	10
	Larceny	4	3	-25.00 %	45	53
	Motor Vehicle Theft-Auto	0	0		5	10
	<b>Part 1 Total</b>	<b>6</b>	<b>9</b>	<b>33.33 %</b>	<b>72</b>	<b>80</b>
Part 2						
	All Other	2	3	50.00 %	14	8
	Animal Problems	0	0		1	1
	Disorderly Conduct	3	2	-33.33 %	11	8
	Drug Laws	2	1	-50.00 %	29	25
	DUII	1	0		10	5
	Forgery	0	0		1	1
	Fraud	0	0		6	2
	Kidnapping	0	0			1
	Liquor Laws	0	0		2	3
	Runaway	0	1		3	2
	Sex Offenses	0	0		10	4
	Simple Assault	5	5		30	28
	Stolen Property	1	0		3	3
	Tresspass/Prowler	1	3	200.00 %	13	17
	Vandalism	1	2	100.00 %	21	18
	Weapons	1	1		3	3
	<b>Part 2 Total</b>	<b>17</b>	<b>18</b>	<b>5.56 %</b>	<b>157</b>	<b>129</b>
	<b>Total For WILLAMINA</b>	<b>38</b>	<b>37</b>	<b>-2.63 %</b>	<b>455</b>	<b>417</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 11/1/2017 to 11/30/2017**

City	UCR Description	11/1/2016 to 11/30/2016	11/1/2017 to 11/30/2017	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	7	5	-28.57 %	88	102
	Non-Reportable Offenses	8	5	-37.50 %	138	106
	Part 3 Total	15	10	-33.33 %	226	208
	<b>Total For WILLAMINA</b>	38	37	-2.63 %	455	417

# 2018 Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January		
01/01/18 (Mon)	City Hall Closed New Year's Day	holiday
01/15/18 (Mon)	City Hall Closed Martin Luther King Jr. Day	holiday
01/02/18 (Tue)	Planning Commission Meeting	meeting
1/09/18 (Tue)	City Council Regular Meeting	meeting

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February		
02/02/18 (Fri)	Groundhog Day	holiday
02/12/18 (Mon)	Lincoln's Birthday	holiday
02/14/18 (Wed)	Valentines Day	holiday
02/19/18 (Mon)	President's Day	holiday
02/06/18 (Tue)	Planning Commission Meeting	meeting
02/13/14 (Tues)	City Council Meeting	meeting

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March		
03/17/18 (Sat)	St. Patrick's Day	holiday
03/11/18 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/06/2018 (Tue)	Planning Commission	meeting
03/13/18 (Tue)	City Council Regular Meeting	meeting

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April		
04/01/18 (Sun)	April Fool's Day	holiday
04/22/18 (Sun)	Earth Day	holiday
04/03/18 (Tue)	Planning Commission	meeting
04/10/18 (Tue)	City Council Regular Meeting	meeting

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May		
05/28/18 (Mon)	Memorial Day	holiday
05/13/18 (Sun)	Mother's Day	holiday
05/01/18(Tues)	Planning Commission	meeting
05/08/18 (Tues)	City Council Regular Meeting	meeting

June 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June		
06/14/18 (Thu)	Flag Day	holiday
06/17/18 (Sun)	Father's Day	holiday
06/05/18 (Tue)	Planning Commission	meeting
06/12/18 (Tue)	City Council Regular Meeting	meeting