

Willamina City Council Agenda –Regular Meeting

Rescheduled for:

Tuesday, January 9, 2018 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

CORRESPONDENCE– Yamhill County Mediators

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 – November 1 to 30, 2017 (information only)
2. Financials November 2017
3. Minutes from the December 12, 2017 City Council Meeting

REGULAR AGENDA

Administration

1. Consideration – Appointment to the Planning Commission

MAYORS REPORT

COUNCIL LIAISON REPORTS

4. Chamber Liaison (April Wooden)
5. YCOM Board (Councilor Baller)
6. Yamhill County Housing Authority Board Member (Councilor Stritzke)
7. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM/CITY OFFICERS

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

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8. City Manager
9. Sheriff's Report

EVENT CALENDAR

ADJOURN

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

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CONSENT AGENDA

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8961:										
								.00		155.70
8962	11/17	11/07/2017	8962	5678 Bob Burr	110117	1	10-13-5310	.00	50.00	50.00
Total 8962:										
								.00		50.00
8963	11/17	11/07/2017	8963	870 BRETTTHAUER OIL CO.	CL78805	1	10-72-5120	.00	30.45	30.45
11/17	11/07/2017	8963	870 BRETTTHAUER OIL CO.		CL78805	2	30-11-5120	.00	34.70	34.70
Total 8963:										
								.00		65.15
8964	11/17	11/07/2017	8964	1380 CARQUEST	4758-156634	1	10-18-5504	.00	72.56	72.56
11/17	11/07/2017	8964	1380 CARQUEST		4758-156685	1	10-72-5137	.00	51.64	51.64
11/17	11/07/2017	8964	1380 CARQUEST		4758-157151	1	40-11-5137	.00	43.44	43.44
Total 8964:										
								.00		167.64
8965	11/17	11/07/2017	8965	1390 CASCADE COLUMBIA	706982	1	40-11-5108	.00	819.40	819.40
Total 8965:										
								.00		819.40
8966	11/17	11/07/2017	8966	990 CHEMEKETA COMMUNITY COL	S1018104	1	10-65-5200	.00	126.25	126.25
Total 8966:										
								.00		126.25
8967	11/17	11/07/2017	8967	1210 CNH CAPITAL	IS67289	1	10-72-5507	.00	475.57	475.57
Total 8967:										
								.00		475.57
8968	11/17	11/07/2017	8968	5677 Craig Johnson	110117	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 8968:										
8969	11/17	11/07/2017	8969	3350 DEPARTMENT OF ENVIRONME	102017	1	40-11-5320	.00	160.00	160.00
Total 8969:										
8970	11/17	11/07/2017	8970	5710 Derek or Melissa Gerwig	110117	1	30-00-1251	.00	141.60	141.60
Total 8970:										
8971	11/17	11/07/2017	8971	1720 EXPRESS SERVICES, INC.	19658293	1	10-12-5200	.00	894.00	894.00
Total 8971:										
8972	11/17	11/07/2017	8972	1760 FERGUSON ENTERPRISES, IN	0609545	1	30-11-5531	.00	1,226.16	1,226.16
Total 8972:										
8973	11/17	11/07/2017	8973	4300 HEATHER STRITZKE	110117	1	10-13-5310	.00	50.00	50.00
Total 8973:										
8974	11/17	11/07/2017	8974	5340 HEIDI'S HELPING HANDS	819	1	10-12-5209	.00	200.00	200.00
Total 8974:										
8975	11/17	11/07/2017	8975	2260 ILA SKYBERG	110117	1	10-13-5310	.00	100.00	100.00
Total 8975:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8976										
11/17	11/07/2017	8976	2440	KELLER ASSOCIATES, INC.	19	1	10-17-5204	.00	918.75	918.75
11/17	11/07/2017	8976	2440	KELLER ASSOCIATES, INC.	23	1	30-11-5204	.00	6,666.25	6,666.25
11/17	11/07/2017	8976	2440	KELLER ASSOCIATES, INC.	31	1	20-11-5204	.00	72.50	72.50
	Total 8976:							.00		7,657.50
8977										
11/17	11/07/2017	8977	2660	LEAGUE OF OREGON CITIES	3644	1	10-12-5230	.00	20.00	20.00
	Total 8977:							.00		20.00
8978										
11/17	11/07/2017	8978	2670	LOCAL 737 - LABORERS INTL U	110117	1	10-00-2130	.00	222.24	222.24
	Total 8978:							.00		222.24
8979										
11/17	11/07/2017	8979	5708	Make	103117	1	10-65-5321	.00	34.99	34.99
	Total 8979:							.00		34.99
8980										
11/17	11/07/2017	8980	5711	Michael or Dawn Sheets	103117	1	40-10-4340	.00	90.00	90.00
11/17	11/07/2017	8980	5711	Michael or Dawn Sheets	103117	2	30-10-4330	.00	65.00	65.00
	Total 8980:							.00		155.00
8981										
11/17	11/07/2017	8981	3160	OREGON DEPARTMENT OF RE	103117	1	10-14-5306	.00	185.00	185.00
	Total 8981:							.00		185.00
8982										
11/17	11/07/2017	8982	3800	QUILL	1697101	1	10-12-5137	.00	51.10	51.10
	Total 8982:							.00		51.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8983	11/17 11/07/2017	8983	610	RITA BALLER	110117	1	10-13-5310	.00	50.00	50.00
Total 8983:										
8984	11/17 11/07/2017	8984	5635	SOLUTIONS YES	INV123260	1	10-12-5230	.00	335.52	335.52
Total 8984:										
8985	11/17 11/07/2017	8985	1810	STATE FORESTER	18247	1	10-66-5200	.00	10.65	10.65
Total 8985:										
8986	11/17 11/07/2017	8986	4540	THERESA MCKNIGHT	110117	1	10-13-5310	.00	50.00	50.00
Total 8986:										
8987	11/17 11/07/2017	8987	4680	UNITED RENTALS NORTHWES	151543145-0	1	10-72-5600	.00	1,463.00	1,463.00
11/17 11/07/2017	8987		4680	UNITED RENTALS NORTHWES	151555990-0	1	10-72-5137	.00	79.99	79.99
Total 8987:										
8988	11/17 11/07/2017	8988	4660	UNIVERSAL BLOWER PAC INC	14925	1	40-11-5540	.00	234.05	234.05
Total 8988:										
8989	11/17 11/07/2017	8989	5551	Wright Business Graphics	4199657	1	30-11-5230	.00	202.34	202.34
11/17 11/07/2017	8989		5551	Wright Business Graphics	4199657	2	40-11-5230	.00	303.52	303.52
Total 8989:										
8990	11/17 11/07/2017	8990	5150	YAMHILL COUNTY SHERIFFS O	103117	1	10-14-5313	.00	64.00	64.00

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
11/17	11/07/2017	8990	5150	YAMHILL COUNTY SHERIFFS O	110117	1	10-18-5217	.00	16,376.23	16,376.23
Total 8990:										
8991	11/08/2017	8991	1400	CONFEDERATED TRIBES OF G	110817	1	10-13-5342	.00	210.00	210.00
Total 8991:										
8992	11/17	11/14/2017	430	ARAMARK UNIFORM SERVICES	863161200	1	10-66-5140	.00	12.58	12.58
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863161200	2	20-11-5140	.00	3.70	3.70
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863161200	3	30-11-5140	.00	20.72	20.72
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863161200	4	40-11-5140	.00	37.00	37.00
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863171657	1	10-66-5140	.00	12.58	12.58
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863171657	2	20-11-5140	.00	3.70	3.70
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863171657	3	30-11-5140	.00	20.72	20.72
11/17	11/14/2017	8992	430	ARAMARK UNIFORM SERVICES	863171657	4	40-11-5140	.00	37.00	37.00
Total 8992:										
8993	11/17	11/14/2017	700	BAKER AND TAYLOR BOOKS	4012043674	1	10-65-5106	.00	34.81	34.81
11/17	11/14/2017	8993	700	BAKER AND TAYLOR BOOKS	4012043674	2	10-65-5100	.00	11.39	11.39
11/17	11/14/2017	8993	700	BAKER AND TAYLOR BOOKS	4012050892	1	10-65-5106	.00	116.77	116.77
11/17	11/14/2017	8993	700	BAKER AND TAYLOR BOOKS	4012050892	2	10-65-5100	.00	5.99	5.99
Total 8993:										
8994	11/17	11/14/2017	720	BEERY, ELSNER & HAMMOND	15781	1	10-12-5203	.00	1,100.90	1,100.90
Total 8994:										
8995	11/17	11/14/2017	940	CASELLE, INC.	84230	1	10-12-5235	.00	1,200.00	1,200.00
Total 8995:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8996	11/17 11/14/2017	8996	1135	CITY OF YAMHILL	303	1	10-14-5211	.00	250.00	250.00
Total 8996:										
8997	11/17 11/14/2017	8997	1460	DAVISON AUTO PARTS, INC.	417956	1	40-11-5504	.00	153.55	153.55
Total 8997:										
8998	11/17 11/14/2017	8998	1600	DONALD L. RISSEEUW EXCAVA	11-03-17	1	30-11-5530	.00	912.50	912.50
Total 8998:										
8999	11/17 11/14/2017	8999	5627	ECONOMIC IMPROVEMENT DIS	11-13-17	1	10-60-5900	.00	7,925.49	7,925.49
Total 8999:										
9000	11/17 11/14/2017	9000	1720	EXPRESS SERVICES, INC.	19694394	1	10-12-5200	.00	894.00	894.00
Total 9000:										
9001	11/17 11/14/2017	9001	1760	FERGUSON ENTERPRISES, IN	607699	1	30-80-6001	.00	9,939.39	9,939.39
11/17 11/14/2017	9001	1760	FERGUSON ENTERPRISES, IN	608579	1	30-80-6001	.00	1,387.05	1,387.05	
11/17 11/14/2017	9001	1760	FERGUSON ENTERPRISES, IN	609246	1	30-80-6001	.00	453.29	453.29	
11/17 11/14/2017	9001	1760	FERGUSON ENTERPRISES, IN	612336	1	30-80-6001	.00	1,940.47	1,940.47	
11/17 11/14/2017	9001	1760	FERGUSON ENTERPRISES, IN	612341	1	31-80-6000	.00	1,328.28	1,328.28	
Total 9001:										
9002	11/17 11/14/2017	9002	5706	HRA VEBA Trust	110117	1	10-71-5040	.00	300.00	300.00
11/17 11/14/2017	9002	5706	HRA VEBA Trust	110117	2	10-70-5040	.00	450.00	450.00	
11/17 11/14/2017	9002	5706	HRA VEBA Trust	110117	3	10-66-5040	.00	150.00	150.00	
11/17 11/14/2017	9002	5706	HRA VEBA Trust	110117	4	30-11-5040	.00	75.00	75.00	

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9008										
11/17	11/14/2017	9008	3590	PGE	204570 0 11-	1	10-19-5400	.00	1,550.44	1,550.44
Total 9008:										
										1,550.44
9009										
11/17	11/14/2017	9009	3730	PRIMISYS	9950077	1	10-12-5233	.00	1,050.00	1,050.00
11/17	11/14/2017	9009	3730	PRIMISYS	9950077	2	10-12-5234	.00	400.00	400.00
Total 9009:										
										1,450.00
9010										
11/17	11/14/2017	9010	3820	RECOLOGY WESTERN OREGO	7860562	1	10-66-5415	.00	75.93	75.93
11/17	11/14/2017	9010	3820	RECOLOGY WESTERN OREGO	7860570	1	10-12-5415	.00	35.11	35.11
11/17	11/14/2017	9010	3820	RECOLOGY WESTERN OREGO	7860885	1	30-11-5415	.00	15.00	15.00
11/17	11/14/2017	9010	3820	RECOLOGY WESTERN OREGO	7860893	1	10-65-5415	.00	18.72	18.72
11/17	11/14/2017	9010	3820	RECOLOGY WESTERN OREGO	7860901	1	10-72-5415	.00	149.60	149.60
Total 9010:										
										294.36
9011										
11/17	11/14/2017	9011	2100	RICHARD HAYNES	110117	1	40-11-5200	.00	250.00	250.00
Total 9011:										
										250.00
9012										
11/17	11/14/2017	9012	5714	Scholten Construction Inc.	11-7-17	1	30-80-6001	.00	2,400.00	2,400.00
Total 9012:										
										2,400.00
9013										
11/17	11/14/2017	9013	4110	SHELDON OIL COMPANY	24953	1	20-11-5120	.00	163.97	163.97
11/17	11/14/2017	9013	4110	SHELDON OIL COMPANY	24953	2	10-66-5120	.00	55.19	55.19
11/17	11/14/2017	9013	4110	SHELDON OIL COMPANY	24953	3	10-72-5120	.00	118.02	118.02
11/17	11/14/2017	9013	4110	SHELDON OIL COMPANY	24953	4	10-18-5120	.00	79.13	79.13
11/17	11/14/2017	9013	4110	SHELDON OIL COMPANY	24953	5	10-72-5120	.00	49.79	49.79
Total 9013:										
										466.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9014										
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	1	10-12-5137	.00	232.85	232.85
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	2	10-86-5137	.00	5.98	5.98
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	3	10-18-5137	.00	31.27	31.27
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	4	10-72-5137	.00	322.27	322.27
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	5	30-11-5137	.00	871.05	871.05
11/17	11/14/2017	9014	4160	SKYBERG'S	10-31-17	6	40-11-5137	.00	29.45	29.45
		Total 9014:						.00	1,492.87	1,492.87
9015										
11/17	11/14/2017	9015	4290	STAPLES CREDIT PLAN	103117	1	10-12-5137	.00	140.25	140.25
		Total 9015:						.00	140.25	140.25
9016										
11/17	11/14/2017	9016	4380	SUPPLYWORKS	417478757	1	10-12-5137	.00	193.77	193.77
		Total 9016:						.00	193.77	193.77
9017										
11/17	11/14/2017	9017	5666	The Automation Group	2813	1	30-11-5530	.00	7,170.60	7,170.60
		Total 9017:						.00	7,170.60	7,170.60
9018										
11/17	11/14/2017	9018	5516	The Bulletin Board	1995	1	10-12-5230	.00	109.20	109.20
		Total 9018:						.00	109.20	109.20
9019										
11/17	11/14/2017	9019	4960	WATERLAB CORP.	73291	1	40-11-5250	.00	350.00	350.00
11/17	11/14/2017	9019	4960	WATERLAB CORP.	73291	2	30-11-5250	.00	990.00	990.00
		Total 9019:						.00	1,340.00	1,340.00
9020										
11/17	11/14/2017	9020	5621	WILLAMINA AUTOMOTIVE	111017	1	10-66-5504	.00	327.77	327.77

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Total 9020:										
9021	11/17	11/14/2017	9021	5130 YAMHILL COMMUNICATIONS A	FY18-05-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 9021:										
Total 9022:										
9022	11/17	11/28/2017	9022	310 AMAZON	111017	1	10-65-5137	.00	862.86	862.86
9022	11/17	11/28/2017	9022	310 AMAZON	111017	2	10-12-5137	.00	223.47	223.47
9022	11/17	11/28/2017	9022	310 AMAZON	111017	3	10-65-5111	.00	40.74	40.74
9022	11/17	11/28/2017	9022	310 AMAZON	111017	4	10-65-5102	.00	37.90	37.90
9022	11/17	11/28/2017	9022	310 AMAZON	111017	5	10-65-5101	.00	41.94	41.94
9022	11/17	11/28/2017	9022	310 AMAZON	111017	6	10-12-5600	.00	369.98	369.98
Total 9022:										
Total 9023:										
9023	11/17	11/28/2017	9023	5716 Angel Waggoner	111517	1	30-00-2300	.00	23.50	23.50
9023	11/17	11/28/2017	9023	5716 Angel Waggoner	111517	2	40-00-2400	.00	32.70	32.70
Total 9023:										
Total 9024:										
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192061	1	10-66-5140	.00	11.25	11.25
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192061	2	20-11-5140	.00	3.31	3.31
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192061	3	30-11-5140	.00	18.52	18.52
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192061	4	40-11-5140	.00	33.07	33.07
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192493	1	10-66-5140	.00	11.25	11.25
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192493	2	20-11-5140	.00	3.31	3.31
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192493	3	30-11-5140	.00	18.52	18.52
9024	11/17	11/28/2017	9024	430 ARAMARK UNIFORM SERVICES	863192493	4	40-11-5140	.00	33.07	33.07
Total 9024:										
Total 9025:										
9025	11/17	11/28/2017	9025	870 BRETTHAUER OIL CO.	CL79642	1	30-11-5120	.00	76.73	76.73

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Total 9025:										
9026	11/17	11/28/2017	9026	1390 CASCADE COLUMBIA	708743	1	30-11-5108	.00	367.50	367.50
Total 9026:										
Total 9027:										
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	1	10-12-5413	.00	374.31	374.31
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	2	10-66-5413	.00	16.51	16.51
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	3	10-66-5413	.00	94.70	94.70
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	4	10-67-5413	.00	65.90	65.90
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	5	20-11-5413	.00	33.01	33.01
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	6	30-11-5413	.00	522.61	522.61
9027	11/17	11/28/2017	9027	1020 CENTURYLINK	111117	7	40-11-5413	.00	327.48	327.48
Total 9027:										
Total 9028:										
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	1	10-70-5040	.00	5,856.96	5,856.96
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	2	10-65-5040	.00	1,457.40	1,457.40
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	3	10-18-5040	.00	3.98	3.98
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	4	10-71-5040	.00	4,159.74	4,159.74
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	5	40-11-5040	.00	352.02	352.02
9028	11/17	11/28/2017	9028	1080 CIS TRUST	120117	6	30-11-5040	.00	798.45	798.45
Total 9028:										
Total 9029:										
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	1182.01 11-1	1	30-11-5415	.00	93.96	93.96
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	1293.00 11-1	1	10-72-5415	.00	94.07	94.07
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	1442.01 11-1	1	10-12-5415	.00	52.48	52.48
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	2235.01 11-1	1	10-65-5415	.00	128.55	128.55
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	2236.00 11-1	1	10-12-5415	.00	174.95	174.95
9029	11/17	11/28/2017	9029	1130 CITY OF WILLAMINA	2238.00 11-1	1	10-12-5415	.00	94.41	94.41
Total 9029:										
Total 9028:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9030	11/17	11/28/2017	9030	3350 DEPARTMENT OF ENVIRONME	112017	1	40-11-5320	.00	160.00	160.00
Total 9030:										
9031	11/17	11/28/2017	9031	1760 FERGUSON ENTERPRISES, IN	611519	1	30-80-6001	.00	990.30	990.30
11/17	11/28/2017	9031	1760 FERGUSON ENTERPRISES, IN	613038	613038	1	30-80-6001	.00	239.34	239.34
Total 9031:										
9032	11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135370	1	10-12-5200	.00	20.25	20.25
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135371	135371	1	10-65-5200	.00	20.25	20.25
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135372	135372	1	40-11-5200	.00	33.75	33.75
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135373	135373	1	10-66-5200	.00	48.75	48.75
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135374	135374	1	10-67-5200	.00	27.00	27.00
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135375	135375	1	10-72-5200	.00	33.75	33.75
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135376	135376	1	40-11-5200	.00	20.25	20.25
11/17	11/28/2017	9032	2010 GUARDIAN FIRE PROTECTION	135384	135384	1	40-11-5600	.00	89.00	89.00
Total 9032:										
9033	11/17	11/28/2017	9033	5340 HEIDI'S HELPING HANDS	872	1	10-12-5209	.00	250.00	250.00
Total 9033:										
9034	11/17	11/28/2017	9034	2160 HONEY BUCKET	550490290	1	10-66-5200	.00	106.00	106.00
11/17	11/28/2017	9034	2160 HONEY BUCKET	550490291	550490291	1	10-66-5200	.00	106.00	106.00
11/17	11/28/2017	9034	2160 HONEY BUCKET	550490292	550490292	1	10-66-5200	.00	106.00	106.00
Total 9034:										
9035	11/17	11/28/2017	9035	5709 Kenna West	112717	1	10-12-5137	.00	30.97	30.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9035:										
								.00		30.97
9036										
11/17	11/28/2017	9036	3060	NW NATURAL	1363282-3 1	1	10-65-5415	.00	65.89	65.89
11/17	11/28/2017	9036	3060	NW NATURAL	1391658-0 1	1	10-67-5415	.00	133.57	133.57
Total 9036:										
								.00		199.46
9037										
11/17	11/28/2017	9037	3180	OREGON HEALTH AUTHORITY	112717	1	30-11-5320	.00	75.00	75.00
Total 9037:										
								.00		75.00
9038										
11/17	11/28/2017	9038	5659	Petty Cash	112817	1	10-12-5128	.00	7.92	7.92
11/17	11/28/2017	9038	5659	Petty Cash	112817	2	10-12-5137	.00	190.43	190.43
11/17	11/28/2017	9038	5659	Petty Cash	112817	3	10-65-5128	.00	35.96	35.96
11/17	11/28/2017	9038	5659	Petty Cash	112817	4	10-12-5119	.00	20.00	20.00
Total 9038:										
								.00		254.31
9039										
11/17	11/28/2017	9039	3590	PGE	112017	1	40-11-5415	.00	3,168.57	3,168.57
11/17	11/28/2017	9039	3590	PGE	112017	2	10-67-5415	.00	96.02	96.02
11/17	11/28/2017	9039	3590	PGE	112017	3	10-12-5415	.00	372.20	372.20
11/17	11/28/2017	9039	3590	PGE	112017	4	30-11-5415	.00	3,816.25	3,816.25
11/17	11/28/2017	9039	3590	PGE	112017	5	10-65-5415	.00	113.17	113.17
11/17	11/28/2017	9039	3590	PGE	112017	6	10-66-5415	.00	69.55	69.55
11/17	11/28/2017	9039	3590	PGE	112017	7	10-72-5415	.00	307.41	307.41
Total 9039:										
								.00		7,943.17
9040										
11/17	11/28/2017	9040	3740	PRINT NW	19009	1	10-12-5230	.00	37.00	37.00
Total 9040:										
								.00		37.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9041										
11/17	11/28/2017	9041	2100	RICHARD HAYNES	112017	1	30-00-2300	.00	19.58	19.58
11/17	11/28/2017	9041	2100	RICHARD HAYNES	112017	2	40-00-2400	.00	27.26	27.26
	Total 9041:							.00		46.84
9042										
11/17	11/28/2017	9042	5637	SECRETARY OF STATE	AR117136	1	10-12-5320	.00	250.00	250.00
	Total 9042:							.00		250.00
9043										
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.15	46.15
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	2	10-12-5413	.00	14.12	14.12
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.72	40.72
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.39	3.39
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.92	50.92
11/17	11/28/2017	9043	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.79	49.79
	Total 9043:							.00		205.09
9044										
11/17	11/28/2017	9044	4600	TRAFFIC SAFETY SUPPLY CO I	135545	1	20-11-5523	.00	121.75	121.75
	Total 9044:							.00		121.75
9045										
11/17	11/28/2017	9045	5647	US BANK EQUIPMENT FINANC	343976825	1	10-12-5606	.00	508.78	508.78
	Total 9045:							.00		508.78
9046										
11/17	11/28/2017	9046	5130	YAMHILL COMMUNICATIONS A	FY18-06-WIL	1	10-18-5302	.00	1,874.58	1,874.58
	Total 9046:							.00		1,874.58
9047										
11/17	11/28/2017	9047	5080	YAMHILL COUNTY COMMUNITY	110717	1	10-68-5510	.00	200.00	200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9047:										
								.00		200.00
Grand Totals:										
								.00		117,585.08

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	66,870.41-	66,870.41-
10-00-2130	222.24	.00	222.24
10-12-5119	20.00	.00	20.00
10-12-5126	7.92	.00	7.92
10-12-5137	1,062.84	.00	1,062.84
10-12-5200	1,808.25	.00	1,808.25
10-12-5203	1,100.90	.00	1,100.90
10-12-5209	450.00	.00	450.00
10-12-5230	501.72	.00	501.72
10-12-5233	1,050.00	.00	1,050.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	250.00	.00	250.00
10-12-5413	388.43	.00	388.43
10-12-5415	729.15	.00	729.15
10-12-5504	110.00	.00	110.00
10-12-5600	369.98	.00	369.98
10-12-5606	508.78	.00	508.78
10-13-5310	400.00	.00	400.00
10-13-5342	681.52	.00	681.52
10-14-5211	250.00	.00	250.00
10-14-5306	185.00	.00	185.00
10-14-5313	64.00	.00	64.00
10-17-5204	918.75	.00	918.75
10-17-5214	3,240.74	.00	3,240.74
10-18-5040	3.98	.00	3.98
10-18-5120	79.13	.00	79.13
10-18-5137	31.27	.00	31.27

GL Account	Debit	Credit	Proof
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	3,749.16	.00	3,749.16
10-18-5413	46.15	.00	46.15
10-18-5504	72.56	.00	72.56
10-19-4822	1.09	.00	1.09
10-19-5400	1,550.44	.00	1,550.44
10-60-5900	7,925.49	.00	7,925.49
10-65-5040	1,757.40	.00	1,757.40
10-65-5100	122.73	.00	122.73
10-65-5101	41.94	.00	41.94
10-65-5102	37.90	.00	37.90
10-65-5106	201.93	.00	201.93
10-65-5111	390.74	.00	390.74
10-65-5126	35.96	.00	35.96
10-65-5137	862.86	.00	862.86
10-65-5200	146.50	.00	146.50
10-65-5321	64.98	.00	64.98
10-65-5413	94.70	.00	94.70
10-65-5415	326.33	.00	326.33
10-65-5504	399.10	.00	399.10
10-66-5040	300.00	.00	300.00
10-66-5120	55.19	.00	55.19
10-66-5137	5.98	.00	5.98
10-66-5140	72.82	.00	72.82
10-66-5200	377.40	.00	377.40
10-66-5413	57.23	.00	57.23
10-66-5415	145.48	.00	145.48
10-66-5504	327.77	.00	327.77
10-67-5200	27.00	.00	27.00
10-67-5413	65.90	.00	65.90
10-67-5415	229.59	.00	229.59
10-68-5510	200.00	.00	200.00
10-70-5040	6,756.96	.00	6,756.96
10-71-5040	4,834.74	.00	4,834.74
10-72-5120	198.26	.00	198.26
10-72-5137	453.90	.00	453.90
10-72-5200	33.75	.00	33.75
10-72-5415	551.08	.00	551.08
10-72-5507	475.57	.00	475.57
10-72-5600	1,463.00	.00	1,463.00

GL Account	Debit	Credit	Proof
20-00-2000	.00	416.04-	416.04-
20-11-5120	163.97	.00	163.97
20-11-5140	21.42	.00	21.42
20-11-5204	72.50	.00	72.50
20-11-5413	36.40	.00	36.40
20-11-5523	121.75	.00	121.75
30-00-1251	141.60	.00	141.60
30-00-2000	.00	41,873.71-	41,873.71-
30-00-2300	123.36	.00	123.36
30-10-4330	98.97	.00	98.97
30-11-5040	948.45	.00	948.45
30-11-5108	367.50	.00	367.50
30-11-5120	111.43	.00	111.43
30-11-5137	871.05	.00	871.05
30-11-5140	119.92	.00	119.92
30-11-5204	6,666.25	.00	6,666.25
30-11-5230	202.34	.00	202.34
30-11-5250	990.00	.00	990.00
30-11-5320	75.00	.00	75.00
30-11-5413	573.53	.00	573.53
30-11-5415	3,925.21	.00	3,925.21
30-11-5530	8,083.10	.00	8,083.10
30-11-5531	1,226.16	.00	1,226.16
30-80-6001	17,349.84	.00	17,349.84
31-00-2000	.00	1,328.28-	1,328.28-
31-80-6000	1,328.28	.00	1,328.28
40-00-2000	.00	7,096.64-	7,096.64-
40-00-2400	193.29	.00	193.29
40-10-4340	144.94	.00	144.94
40-11-5040	352.02	.00	352.02
40-11-5108	819.40	.00	819.40
40-11-5137	72.89	.00	72.89
40-11-5140	214.14	.00	214.14
40-11-5200	304.00	.00	304.00
40-11-5230	303.52	.00	303.52
40-11-5250	350.00	.00	350.00
40-11-5320	320.00	.00	320.00
40-11-5413	377.27	.00	377.27
40-11-5415	3,168.57	.00	3,168.57
40-11-5504	153.55	.00	153.55

GL Account	Debit	Credit	Proof
40-11-5540	234.05	.00	234.05
40-11-5600	89.00	.00	89.00
Grand Totals:	117,585.08	117,585.08-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check Type = {<->} "Adjustment"

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	27,134.42
99-00-1015	XPRESS DEPOSIT ACCOUNT	7,870.29
99-00-1020	PAYROLL - CHECKING	97,735.66
99-00-1030	INVESTMENTS-LGIP	957,362.55
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.37
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	1,093,387.29
99-00-1700	UTILITY CASH CLEARING	(12,853.11)
99-00-1900	COURT CASH CLEARING	(225.00)
99-00-1905	GENERAL FUND CASH CLEARING	(14,652.03)
99-00-1910	MERCHANT SERVICES CLEARING	(2,101.80)
99-00-1009	CASH ALLOCATED	(1,063,555.35)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(40,898.29)
20	ALLOCATION TO STREET FUND	155,668.65
21	ALLOCATION TO STREET SDC FUND	129,000.00
30	ALLOCATION TO WATER FUND	274,683.54
31	ALLOCATION TO WATER SDC FUND	67,314.44
40	ALLOCATION TO WASTEWATER FUND	180,403.06
41	ALLOCATION TO WASTEWATER SDC FUND	24,546.58
50	ALLOCATION TO DEBT FUND	272,837.37
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,063,555.35
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(1,063,555.35)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(40,898.29)	
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>1,019,265.71</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	(11,760.94)	
10-00-2100	ACCRUED PAYROLL		6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	(52.55)	
10-00-2130	UNION DUES PAYABLE	(13.96)	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			17,860.85

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>144,805.54)</u>	
	BALANCE - CURRENT DATE		<u>1,001,404.86</u>	
	TOTAL FUND EQUITY			<u>1,001,404.86</u>
	TOTAL LIABILITIES AND EQUITY			<u>1,019,265.71</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	307,472.58	311,947.62	345,000.00	33,052.38	90.4
10-10-4002 PROPERTY TAX PRIOR	1,463.08	4,427.08	20,000.00	15,572.92	22.1
10-10-4003 INTEREST ON TAXES	14.31	14.31	.00	(14.31)	.0
10-10-4110 STATE CIGARETTE TAX	.00	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	3,202.20	11,531.88	32,000.00	20,468.12	36.0
10-10-4113 STATE MARIJUANA TAX	.00	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	80.00	745.00	600.00	(145.00)	124.2
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	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	287.19	2,000.87	5,000.00	2,999.13	40.0
10-10-4605 FRANCHISE FEES ONLINENW	480.25	734.76	5,000.00	4,265.24	14.7
10-10-4816 DONATIONS	.00	4.00	.00	(4.00)	.0
10-10-4900 INTEREST INCOME	1,041.51	5,035.44	3,500.00	(1,535.44)	143.9
10-10-4901 MISCELLANEOUS INCOME	9.50	6,526.37	1,000.00	(5,526.37)	652.6
TOTAL DEPARTMENT 10	314,050.62	356,486.65	574,423.00	217,936.35	62.1
 <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
TOTAL COURT	.00	25.00	1,000.00	975.00	2.5
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	600.00	1,200.00	35,000.00	33,800.00	3.4
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	2,500.00	2,500.00	.00	(2,500.00)	.0
TOTAL PLANNING	3,100.00	3,700.00	45,000.00	41,300.00	8.2
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	.00	500.00	500.00	.0
TOTAL PUBLIC SAFETY	.00	.00	500.00	500.00	.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>						
10-19-4822	STREET LIGHTS FEE	(9.00)	10,500.30	18,864.00	8,363.70	55.7
10-19-4823	MISC UTILITY RESERVE	.00	1,134.61	5,400.00	4,265.39	21.0
TOTAL STREET LIGHTS		(9.00)	11,634.91	24,264.00	12,629.09	48.0
<u>SPECIAL</u>						
10-60-4010	EID BUSINESS TAXES	7,925.49	7,979.37	8,000.00	20.63	99.7
10-60-4758	DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL		7,925.49	7,979.37	10,000.00	2,020.63	79.8
<u>LIBRARY</u>						
10-65-4560	FINES	.00	421.90	750.00	328.10	56.3
10-65-4705	CCRLS FORMULA PAYMENT	.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	.00	254.94	.00	(254.94)	.0
TOTAL LIBRARY		.00	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		325,067.11	385,092.71	860,955.00	475,862.29	44.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	100.72	529.19	1,800.00	1,270.81	29.4
10-12-5119	20.00	20.00	.00	(20.00)	.0
10-12-5123	.00	1,377.04	200.00	(1,177.04)	688.5
10-12-5124	331.21	1,276.96	4,000.00	2,723.04	31.9
10-12-5126	7.92	556.16	1,000.00	443.84	55.6
10-12-5137	760.27	4,949.31	7,000.00	2,050.69	70.7
10-12-5200	914.25	28,246.15	40,000.00	11,753.85	70.6
10-12-5201	.00	3,150.00	15,000.00	11,850.00	21.0
10-12-5203	1,100.90	5,693.78	10,000.00	4,306.22	56.9
10-12-5207	.00	21,014.18	35,000.00	13,985.82	60.0
10-12-5209	250.00	1,100.00	3,000.00	1,900.00	36.7
10-12-5230	338.86	2,515.11	5,000.00	2,484.89	50.3
10-12-5233	.00	4,692.50	25,000.00	20,307.50	18.8
10-12-5234	.00	1,200.00	5,000.00	3,800.00	24.0
10-12-5235	1,200.00	6,000.00	7,000.00	1,000.00	85.7
10-12-5320	250.00	4,050.43	6,500.00	2,449.57	62.3
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	388.43	1,911.94	5,500.00	3,588.06	34.8
10-12-5415	388.13	4,683.46	6,000.00	1,316.54	78.1
10-12-5504	.00	1,968.50	10,000.00	8,031.50	19.7
10-12-5600	558.08	1,229.08	5,000.00	3,770.92	24.6
10-12-5606	508.78	2,299.88	6,500.00	4,200.12	35.4
	<u>7,117.55</u>	<u>101,086.17</u>	<u>207,250.00</u>	<u>106,163.83</u>	<u>48.8</u>
<u>COUNCIL</u>					
10-13-5307	140.00	140.00	5,500.00	5,360.00	2.6
10-13-5310	400.00	2,000.00	4,100.00	2,100.00	48.8
10-13-5342	160.00	3,619.30	2,500.00	(1,119.30)	144.8
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5355	.00	269.92	700.00	430.08	38.6
	<u>700.00</u>	<u>6,029.22</u>	<u>13,550.00</u>	<u>7,520.78</u>	<u>44.5</u>
<u>COURT</u>					
10-14-5105	.00	(72.00)	.00	72.00	.0
10-14-5211	250.00	1,250.00	3,600.00	2,350.00	34.7
10-14-5306	.00	816.00	500.00	(316.00)	163.2
10-14-5313	.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
	<u>250.00</u>	<u>2,298.00</u>	<u>6,650.00</u>	<u>4,352.00</u>	<u>34.6</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5203	LEGAL - PLANNING	.00	760.00	.00 (760.00)	.0
10-17-5204	ENGINEERING SERVICES	.00	1,043.75	10,000.00	8,956.25 10.4
10-17-5214	PLANNING SERVICES	3,240.74	13,294.43	35,000.00	21,705.57 38.0
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	50.00	.00 (50.00)	.0
	TOTAL PLANNING	3,240.74	15,148.18	45,000.00	29,851.82 33.7
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	2,346.75	9,159.23	20,000.00	10,840.77 45.8
10-18-5020	PAYROLL TAX	181.89	636.35	1,800.00	1,163.65 35.4
10-18-5040	BENEFITS	3.98	23.88	4,000.00	3,976.12 .6
10-18-5060	PERS	73.32	340.18	3,000.00	2,659.82 11.3
10-18-5090	WORKERS COMP	1.88	6.50	613.00	606.50 1.1
10-18-5120	GAS - OIL	74.91	371.55	1,000.00	628.45 37.2
10-18-5137	SUPPLIES	33.27	64.54	500.00	435.46 12.9
10-18-5217	POLICE SERVICES CONTRACT	16,376.23	81,881.15	198,000.00	116,118.85 41.4
10-18-5302	DUES YCOM	1,874.58	9,447.90	25,000.00	15,552.10 37.8
10-18-5413	TELEPHONE	46.15	230.36	700.00	469.64 32.9
10-18-5504	REPAIRS - MAINTENANCE	.00	492.56	1,750.00	1,257.44 28.2
	TOTAL PUBLIC SAFETY	21,012.96	102,654.20	256,363.00	153,708.80 40.0
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,550.44	6,201.76	19,000.00	12,798.24 32.6
	TOTAL STREET LIGHTS	1,550.44	6,201.76	19,000.00	12,798.24 32.6
<u>SPECIAL</u>					
10-60-5758	DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00 .0
10-60-5900	EID TAX DISBURSEMENT	7,925.49	7,925.49	8,000.00	74.51 99.1
	TOTAL SPECIAL	7,925.49	7,925.49	10,000.00	2,074.51 79.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	4,623.88	15,257.52	22,374.00	7,116.48	68.2
10-65-5020 PAYROLL TAX	350.88	1,112.52	1,587.00	474.48	70.1
10-65-5040 BENEFITS	1,247.42	8,545.29	11,567.00	3,021.71	73.9
10-65-5060 PERS	103.38	510.98	1,060.00	549.02	48.2
10-65-5090 WORKERS COMP	3.33	12.31	51.00	38.69	24.1
10-65-5100 BOOKS CHILDREN	58.30	735.01	2,200.00	1,464.99	33.4
10-65-5101 AUDIO VISUAL CHILDREN	41.94	286.17	1,100.00	813.83	26.0
10-65-5102 AUDIO VISUAL ADULT	37.90	334.24	1,100.00	765.76	30.4
10-65-5106 BOOKS ADULTS	136.05	907.51	2,200.00	1,292.49	41.3
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	390.74	701.17	500.00	(201.17)	140.2
10-65-5112 SPECIAL PROGRAM ADULT	.00	15.17	300.00	284.83	5.1
10-65-5126 POSTAGE	35.96	35.96	.00	(35.96)	.0
10-65-5137 SUPPLIES	862.86	1,575.14	1,200.00	(375.14)	131.3
10-65-5200 CONTRACT SERVICES	20.25	176.72	200.00	23.28	88.4
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.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	72.94	191.93	500.00	308.07	38.4
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	94.70	486.20	1,300.00	813.80	37.4
10-65-5415 UTILITIES	310.31	1,510.64	3,000.00	1,489.36	50.4
10-65-5504 REPAIRS - MAINTENANCE	.00	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
TOTAL LIBRARY	8,390.84	33,214.34	60,089.00	26,874.66	55.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,483.83	12,371.44	11,088.00	(1,283.44)	111.6
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	201.18	1,649.52	2,499.00	849.48	66.0
10-66-5040 BENEFITS	(108.05)	(270.47)	.00	270.47	.0
10-66-5060 PERS	194.93	861.05	779.00	(82.05)	110.5
10-66-5090 WORKERS COMP	2.33	273.69	1,437.00	1,163.31	19.1
10-66-5120 GAS - OIL	.00	149.42	800.00	650.58	18.7
10-66-5137 SUPPLIES	.00	368.40	100.00	(268.40)	368.4
10-66-5140 UNIFORMS - TOWELS	47.66	407.35	1,300.00	892.65	31.3
10-66-5200 CONTRACT SERVICES	366.75	1,649.40	6,000.00	4,350.60	27.5
10-66-5413 TELEPHONE	57.23	280.81	700.00	419.19	40.1
10-66-5415 UTILITIES	106.99	1,123.59	4,500.00	3,376.41	25.0
10-66-5504 REPAIRS - MAINTENANCE	327.77	605.60	2,500.00	1,894.40	24.2
10-66-5510 LANDSCAPE MAINTENANCE	.00	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
TOTAL PARKS	2,680.62	27,748.92	41,079.00	13,330.08	67.6
<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	27.00	146.70	.00	(146.70)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	65.90	332.58	850.00	517.42	39.1
10-67-5415 UTILITIES	356.02	1,000.28	3,000.00	1,999.72	33.3
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
TOTAL MUSEUM	448.92	1,566.55	11,700.00	10,133.45	13.4
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	800.00	1,200.00	400.00	66.7
TOTAL CEMETERY	200.00	800.00	1,300.00	500.00	61.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	22,548.02	71,403.02	209,000.00	137,596.98	34.2
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	(184,991.00)	(184,991.00)	.0
10-70-5020 PAYROLL TAX	1,656.21	5,185.18	11,500.00	6,314.82	45.1
10-70-5040 BENEFITS	6,651.48	37,510.28	33,313.00	(4,197.28)	112.6
10-70-5060 PERS	468.38	1,597.19	7,314.00	5,716.81	21.8
10-70-5090 WORKERS COMP	10.43	811.96	400.00	(411.96)	203.0
TOTAL PAYROLL ADMIN	31,334.52	116,507.63	76,536.00	(39,971.63)	152.2
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	17,091.51	57,719.86	125,000.00	67,280.14	46.2
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	(214,541.00)	(214,541.00)	.0
10-71-5020 PAYROLL TAX	1,158.04	3,297.81	16,321.00	13,023.19	20.2
10-71-5040 BENEFITS	3,446.16	22,194.53	53,058.00	30,863.47	41.8
10-71-5060 PERS	817.19	3,700.76	12,970.00	9,269.24	28.5
10-71-5090 WORKERS COMP	8.30	279.70	7,191.00	6,911.30	3.9
TOTAL PAYROLL PUBLIC WORKS	22,521.20	87,192.66	(1.00)	(87,193.66)	87192
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	158.70	1,716.78	3,000.00	1,283.22	57.2
10-72-5137 SUPPLIES	51.64	2,347.54	15,000.00	12,652.46	15.7
10-72-5140 UNIFORMS - TOWELS	.00	159.99	2,200.00	2,040.01	7.3
10-72-5200 CONTRACT SERVICES	33.75	33.75	8,000.00	7,966.25	.4
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	581.08	2,908.50	12,000.00	9,091.50	24.2
10-72-5504 REPAIRS - MAINTENANCE	.00	1,170.00	1,800.00	630.00	65.0
10-72-5507 EQUIPMENT MAINTENANCE	.00	475.57	2,500.00	2,024.43	19.0
10-72-5600 EQUIPMENT	.00	1,463.00	.00	(1,463.00)	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	(60,700.00)	(60,700.00)	.0
TOTAL PUBLIC WORKS OPERATIONS	825.17	21,525.13	.00	(21,525.13)	.0
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
TOTAL CONTINGENCY	.00	.00	112,438.00	112,438.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	108,198.45	529,898.25	860,954.00	331,055.75	61.6
NET REVENUE OVER EXPENDITURES	216,868.66	(144,805.54)	1.00	144,806.54	(14480

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2017

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	155,668.65	
	TOTAL ASSETS		<u>155,668.65</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	60.88	
	TOTAL LIABILITIES		60.88

FUND EQUITY

20-00-3000	FUND BALANCE	154,704.94	
	REVENUE OVER EXPENDITURES - YTD	<u>902.83</u>	
	BALANCE - CURRENT DATE	<u>155,607.77</u>	
	TOTAL FUND EQUITY		<u>155,607.77</u>
	TOTAL LIABILITIES AND EQUITY		<u>155,668.65</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	10,459.18	43,646.84	110,000.00	66,353.16	39.7
TOTAL DEPARTMENT 10	10,459.18	43,646.84	234,574.00	190,927.16	18.6
TOTAL FUND REVENUE	10,459.18	43,646.84	234,574.00	190,927.16	18.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	51.13	302.48	1,500.00	1,197.52	20.2
20-11-5137 SUPPLIES	9.75	313.29	200.00	(113.29)	156.7
20-11-5140 UNIFORMS - TOWELS	14.02	105.19	600.00	494.81	17.5
20-11-5204 ENGINEERING SERVICES	.00	72.50	10,000.00	9,927.50	.7
20-11-5413 TELEPHONE	36.40	172.56	500.00	327.44	34.5
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	121.75	495.49	2,000.00	1,504.51	24.8
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	233.05	42,744.01	105,479.00	62,734.99	40.5
TRANSFER					
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
TOTAL TRANSFER	.00	.00	18,221.00	18,221.00	.0
CONTINGENCY					
20-99-9900 CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
TOTAL CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
TOTAL FUND EXPENDITURES	233.05	42,744.01	234,574.00	191,829.99	18.2
NET REVENUE OVER EXPENDITURES	10,226.13	902.83	.00	(902.83)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2017

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	129,000.00	
	TOTAL ASSETS		129,000.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	21,000.00	
	REVENUE OVER EXPENDITURES - YTD	18,000.00	
	BALANCE - CURRENT DATE	129,000.00	
	TOTAL FUND EQUITY		129,000.00
	TOTAL LIABILITIES AND EQUITY		129,000.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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
TOTAL DEPARTMENT 10	.00	18,000.00	141,848.00	123,848.00	12.7
TOTAL FUND REVENUE	.00	18,000.00	141,848.00	123,848.00	12.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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
 NOVEMBER 30, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	274,683.54	
30-00-1251	UTILITY RECEIVABLE	48,030.24	
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>1,132,177.78</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	2,364.74	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,241.97	
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		1,003,846.24

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>176,517.13</u>	
	BALANCE - CURRENT DATE	<u>128,331.54</u>	
	TOTAL FUND EQUITY		<u>128,331.54</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,132,177.78</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	(127.86)	281,720.13	615,864.00	334,143.87	45.7
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	31.93	488.03	500.00	11.97	97.6
30-10-4581 PENALTY AND FEES	.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
TOTAL DEPARTMENT 10	(95.93)	287,155.35	463,793.00	176,637.65	61.9
TOTAL FUND REVENUE	(95.93)	287,155.35	463,793.00	176,637.65	61.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	6,028.08	20,980.39	61,053.00	40,072.61	34.4
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	518.30	1,732.81	4,481.00	2,748.19	38.7
30-11-5040 BENEFITS	824.53	4,810.50	9,494.00	4,683.50	50.7
30-11-5060 PERS	480.82	2,618.19	4,613.00	1,994.81	56.8
30-11-5090 WORKERS COMP	4.27	1,098.71	5,908.00	4,809.29	18.6
30-11-5105 BAD DEBT	.00	1,222.23	.00	(1,222.23)	.0
30-11-5108 CHEMICALS	367.50	5,213.04	20,000.00	14,786.96	26.1
30-11-5120 GAS - OIL	172.22	672.35	3,000.00	2,327.65	22.4
30-11-5123 MERCHANT FEES	202.64	648.73	2,200.00	1,551.27	29.5
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	.00	1,551.19	2,400.00	848.81	64.6
30-11-5140 UNIFORMS - TOWELS	78.48	734.12	2,000.00	1,265.88	36.7
30-11-5200 CONTRACT SERVICES	.00	122.85	5,000.00	4,877.15	2.5
30-11-5204 ENGINEERING SERVICES	.00	7,376.25	10,000.00	2,623.75	73.8
30-11-5230 PRINTING AND PUBLISHING	202.09	857.76	.00	(857.76)	.0
30-11-5250 SYSTEM ANALYSIS	990.00	1,565.00	6,000.00	4,435.00	26.1
30-11-5320 DUES, LICENSE, PERMITS	75.00	610.20	1,000.00	389.80	61.0
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	573.53	2,813.38	7,000.00	4,186.62	40.2
30-11-5415 UTILITIES	3,910.21	15,877.10	52,000.00	36,122.90	30.5
30-11-5504 REPAIRS - MAINTENANCE	.00	370.16	5,000.00	4,629.84	7.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	7,948.70	15,410.11	55,000.00	39,589.89	28.0
30-11-5531 DISTRIBUTION MAINTENANCE	.00	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	.00	2,259.34	12,000.00	9,740.66	18.8
TOTAL EXPENDITURE	22,376.37	89,865.57	471,504.00	381,638.43	19.1
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30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	8,570.12	20,772.65	60,000.00	39,227.35	34.6
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	8,570.12	20,772.65	70,000.00	49,227.35	29.7
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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
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	30,946.49	110,638.22	831,127.00	720,488.78	13.3
NET REVENUE OVER EXPENDITURES	(31,042.42)	176,517.13	(367,334.00)	(543,851.13)	48.1

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2017

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	67,314.44	
	TOTAL ASSETS		67,314.44
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
31-00-2000	ACCOUNTS PAYABLE	617.64	
	TOTAL LIABILITIES		617.64
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	59,150.00	
31-00-3100	FUND BALANCE, RESTRICTED	(1,595.28)	
	REVENUE OVER EXPENDITURES - YTD	9,142.08	
	BALANCE - CURRENT DATE	66,696.80	
	TOTAL FUND EQUITY		66,696.80
	TOTAL LIABILITIES AND EQUITY		67,314.44

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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
TOTAL DEPARTMENT 10	.00	11,088.00	66,338.00	55,250.00	16.7
TOTAL FUND REVENUE	.00	11,088.00	66,338.00	55,250.00	16.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	1,945.92	1,945.92	10,000.00	8,054.08	19.5
TOTAL DEPARTMENT 80	1,945.92	1,945.92	10,000.00	8,054.08	19.5
<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	1,945.92	1,945.92	66,338.00	64,392.08	2.9
NET REVENUE OVER EXPENDITURES	(1,945.92)	9,142.08	.00	(9,142.08)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	180,403.06	
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>2,656,726.52</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	3,190.74	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	37,443.61	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	974,652.83	
40-00-2841	WASTEWATER TREATMENT G9900	244,574.50	
	TOTAL LIABILITIES		1,299,052.93

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>189,531.66</u>	
	BALANCE - CURRENT DATE	<u>1,357,673.59</u>	
	TOTAL FUND EQUITY		<u>1,357,673.59</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,656,726.52</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	(178.14)	258,103.95	560,000.00	301,896.05	46.1
40-10-4342 NEW CONNECTION FEE	.00	800.00	1,000.00	200.00	80.0
40-10-4350 RECOVERY BAD DEBT	44.08	673.91	1,500.00	826.09	44.9
TOTAL DEPARTMENT 10	(134.06)	259,577.86	705,321.00	445,743.14	36.8
TOTAL FUND REVENUE	(134.06)	259,577.86	705,321.00	445,743.14	36.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,615.28	16,823.88	54,733.00	37,909.12	30.7
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	258.73	1,287.20	4,662.00	3,374.80	27.6
40-11-5040 BENEFITS	1,450.20	9,530.12	19,877.00	10,346.88	48.0
40-11-5060 PERS	143.71	735.73	3,284.00	2,548.27	22.4
40-11-5090 WORKERS COMP	2.52	806.69	1,981.00	1,174.31	40.7
40-11-5105 BAD DEBT	.00	1,145.84	.00	(1,145.84)	.0
40-11-5108 CHEMICALS	964.20	3,700.20	15,000.00	11,299.80	24.7
40-11-5120 GAS - OIL	.00	372.35	2,000.00	1,627.65	18.6
40-11-5123 MERCHANT FEES	303.95	847.13	3,000.00	2,152.87	28.2
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	58.91	1,534.36	2,000.00	465.64	76.7
40-11-5140 UNIFORMS - TOWELS	140.14	1,053.72	3,800.00	2,746.28	27.7
40-11-5200 CONTRACT SERVICES	304.00	304.00	1,500.00	1,196.00	20.3
40-11-5204 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5230 PRINTING AND PUBLISHING	303.13	1,160.35	.00	(1,160.35)	.0
40-11-5250 SYSTEM ANALYSIS	350.00	1,540.00	7,000.00	5,460.00	22.0
40-11-5320 DUES, LICENSE, PERMITS	160.00	320.00	3,500.00	3,180.00	9.1
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	377.27	1,837.81	5,000.00	3,162.19	36.8
40-11-5415 UTILITIES	3,168.57	12,229.50	38,000.00	25,770.50	32.2
40-11-5504 REPAIRS - MAINTENANCE	153.55	1,063.55	2,500.00	1,436.45	42.5
40-11-5540 TREATMENT SYSTEM MAINTENANCE	2,259.96	8,278.77	14,000.00	5,721.23	59.1
40-11-5600 EQUIPMENT	89.00	5,475.00	6,500.00	1,025.00	84.2
TOTAL EXPENDITURE	13,103.12	70,046.20	363,362.00	293,315.80	19.3
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40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
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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
TOTAL DEPARTMENT 82	.00	.00	173,738.00	173,738.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	13,103.12	70,046.20	753,968.00	683,921.80	9.3
NET REVENUE OVER EXPENDITURES	(13,237.18)	189,531.66	(48,647.00)	(238,178.66)	389.6

CITY OF WILLAMINA
BALANCE SHEET
NOVEMBER 30, 2017

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	24,546.58	
	TOTAL ASSETS		<u>24,546.58</u>

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	<u>15,000.00</u>	
	BALANCE - CURRENT DATE	<u>24,546.58</u>	
	TOTAL FUND EQUITY		<u>24,546.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>24,546.58</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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
TOTAL DEPARTMENT 10	.00	15,000.00	31,346.00	16,346.00	47.9
TOTAL FUND REVENUE	.00	15,000.00	31,346.00	16,346.00	47.9

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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
NOVEMBER 30, 2017

DEBT FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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 5 MONTHS ENDING NOVEMBER 30, 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 Monthly Meeting of the City of Willamina City Council
December 12, 2017

6:00 PM

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 Wet
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest: (not limited to:)
Library Manager Sara Frost

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on December 12, 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 the Consent 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. Consent Agenda

Mayor Ila Skyberg

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

Item 1 is the check registers for October 1 through 31, 2017 outlining those items paid by check during this time frame.

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

Item 3 is the minutes from the November 14, 2017 council meeting.

Item 4 is the approval of resolution no. 17-18-008 giving the 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. Councilor Stritzke seconded.

Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

2. Regular Agenda - Consideration of the appointment of library board members.
Mayor Ila Skyberg
Mayor Skyberg appointed Barbara Leavens, Tracy Dillon and William Nelson to the Library Board.
3. Administration – Consideration of Resolution No.17.18.007 which adopts an updated Inclement Weather Policy.
Mayor Ila Skyberg

MOTION: Councilor Burr moved to approve Resolution No. 17.18.007 which adopts an updated inclement weather policy and giving the City Manager the authority to close City Hall. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

Mayor Skyberg asked the City Manager to address resolution 17.18-007.

The City Manager noted that the resolution is an update the old one and would give her the authority to close City Hall during a period of inclement weather. The policy also gives time and a half to public works employees called in to work during that period.

4. Mayor Report
Mayor Ila Skyberg (included with the chamber liaison report).
5. Council Liaison Reports
Mayor Ila Skyberg
Chamber Liaison (Mayor Skyberg)
Mayor Skyberg commented that we owe special thanks to Bob & Rita Burr for their hard work on the Christmas Parade. She noted that the parade was very successful and that Santa was amazing; the Mayor thanked Craig Johnson.

YCOM Board (Councilor Baller)

Councilor Baller reported that everything went really well at their last meeting. She said she cannot say enough about the spectacular job they do. She added that 911 will be getting new equipment.

Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke said she had nothing to report.

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson reported their next meeting is in January 2018.

6. City Manager Report

City Manager Kenna West

The City Manager reported that there was nothing out of the ordinary. Kenna commented that the Council is running more efficiently.

7. Sheriff's Report

Mayor Ila Skyberg

The City Manager commented on the Sherriff report. She noted that the report shows increase of activity and the reason for that was presence. The deputies are more present which reflect more activity.

Bob Burr asked Jeff about the new sand filter. He responded that everything is working well. Kenna added that the refurbished sand filter is online and running. She added that the seal is will be inspected to make sure it is operational as intended.

Councilor Burr reported it was the Mayor Birthday and asked all to join in to sing Happy Birthday.

8. Adjourn

Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to adjourn. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 9, 2018 at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97132

The agenda for the next meeting is as follows:

The meeting was adjourned at 6:15 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

Minutes approved by: Mayor Ila Skyberg _____.

REGULAR AGENDA

**City of Willamina
Staff Report
For the City Council Meeting of January 9, 2018**

To: Mayor and City Council
From: Debbie Bernard, Deputy City Recorder
Subject: Recruitment for Planning Commission Vacancy Term Expires December 31, 2018

ISSUE

Shall the City Council appoint Ila Schunter to the planning commission to fill the partial term and vacant seat left by Planning Commissioner Michelle Nolan August 1, 2017?

RECOMMENDATION

Staff recommends that City Council appoint Ila Schunter.

SUMMARY AND BACKGROUND

Planning Commissioner Michele Nolen resigned her position as of August 1, 2017. Her term expires on December 31, 2018. Staff advertised for the recruitment for over one month on the High School Reader Board and the Bulletin as directed by City Council and received one application.

FACTS AND FINDINGS

1. Planning Commissioner Michelle Nolen resigned effective August 1, 2017 leaving a partial term vacancy on the Planning Commission; unexpired term ends December 31, 2018.
2. Ordinance No. 643, section 31.30 Term of Office states: Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioner shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of the City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

PROPOSED MOTION

1. *I move to appoint Ila Schunter to the City of Willamina Planning Commission for the unexpired term ending December 31, 2018 on Seat No.6.*

Debbie Bernard, Deputy City Recorder

City of Willamina
 Staff Report
 For the City Council Meeting of January 9, 2018

Attachments:

Exhibit A, Willamina Planning Commission Members & Terms 2017 (below)
 Ordinance No. 643

Willamina Planning Commission Members & Terms								
2017								
Seat	Prior Term Name	Current Term Name	Partial Term		Full Term		Full Term	
			Appointed	Expires	Appointed	Expires	Appointed	Expires
1	Chair Hamilton, Loyal	Dennis Ulrich	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
2	James Brown	Shirely Fitzgerald	12/31/2014	12/31/2017		12/31/2014	11/2017	12/31/2017
3	James Vaccarezza	Susan Richman	12/31/2014	12/31/2017		12/31/2014	11/2017	12/31/2017
4	Dennis Ulrich	Sheryl Christie Hansen	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
5	Vacant	Patric Howard Keith	12/31/2014	12/31/2017		12/31/2015	11/2017	12/31/2017
6	Vacant	Michelle Nolen	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
7	Vacant	Martin Attebery	12/31/2014	12/31/2018		12/31/2015	03/2017	12/31/2018

ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, the City of Willamina has adopted Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY
NAYS	None
ABSTAIN	None
ABSENT	None



Vernon Mosser
Vernon Mosser, Mayor

ATTEST:
Sue C Hollis
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED

EXHIBIT A – ORDINANCE NO. 643

Page 1 of 7

31.10 **Re-establishment**

There is hereby established a city Planning Commission (hereafter called “Commission”) which is an advisory committee to the City Council.

31.20 **Membership**

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- 2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

EXHIBIT A – ORDINANCE NO. 643

Page 2 of 7

- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

31.30 Term of Office

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

31.40 Method to Fill Vacancies

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

31.50 Presiding Members

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

31.60 **Duties and Powers of Presiding Members**

(1) Chairperson:

- a. Preside at all meetings of the Commission.
- b. Sign all documents of the Commission.
- c. Review Planning Commission agendas with staff.
- d. Encourage active discussion of all items brought before the Commission.
- e. In conjunction with staff, orient new members to the Planning Commission.
- f. Report to the Council on the activities of the Planning Commission at least once a year.
- g. See that all actions of the Commission are properly taken.

(2) Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

31.70 **Meetings**

- (1) One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1st Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

EXHIBIT A – ORDINANCE NO. 643

Page 4 of 7

- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

31.80 Compensation

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

31.90 Expenditures

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

31.100 Staff Services

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

31.200 Training

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

31.300 **Ethics**

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

31.400 **Conflict of Interest**

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

31.500 **Powers and Duties of the Commission**

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

EXHIBIT A – ORDINANCE NO. 643

Page 7 of 7

- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Ila Schunter

Physical Address [Redacted]

Mailing Address Same

Home Phone Number [Redacted]

Cell Phone Number [Redacted]

Email [Redacted]

Occupation retired

Years of Residency 1992-25,4s 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 want to get to know more about how Willamina is ran. I'm looking for volunteer work around Willamina.

Please share any governmental or volunteer experience you have had

Willamina Free Methodist Church community kitchen Sat. dinner.
Lions Club, years ago.

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

I am hoping I can make a difference in how the city wants to go in years to come.

Signature Ila Schunter Date 11-22-17



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2017 to 12/31/2017**

City	UCR Description	1/2/2016 to 12/31/2016	1/1/2017 to 12/31/2017	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	2	10	400.00 %		2
	Arson	0	1			
	Burglary-Business	2	1	-50.00 %		2
	Burglary-Non-Residence	3	5	66.67 %		3
	Burglary-Residence	10	7	-30.00 %		10
	Larceny	53	51	-3.77 %		53
	Motor Vehicle Theft-Auto	10	5	-50.00 %		10
	Part 1 Total	80	80			80
Part 2						
	All Other	8	14	75.00 %		8
	Animal Problems	1	1			1
	Disorderly Conduct	8	14	75.00 %		8
	Drug Laws	25	33	32.00 %		25
	DUII	5	10	100.00 %		5
	Forgery	1	1			1
	Fraud	2	6	200.00 %		2
	Kidnapping	1	0			1
	Liquor Laws	3	2	-33.33 %		3
	Runaway	2	3	50.00 %		2
	Sex Offenses	4	10	150.00 %		4
	Simple Assault	28	33	17.86 %		28
	Stolen Property	3	3			3
	Tresspass/Prowler	17	15	-11.76 %		17
	Vandalism	18	24	33.33 %		18
	Weapons	3	3			3
	Part 2 Total	129	172	25.00 %		129
	Total For WILLAMINA	417	497	16.10 %	1	417



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 1/1/2017 to 12/31/2017**

City	UCR Description	1/2/2016 to 12/31/2016	1/1/2017 to 12/31/2017	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 3						
	All Other	102	96	-5.88 %	1	102
	Non-Reportable Offenses	106	149	40.57 %		106
	Part 3 Total	208	245	15.10 %	1	208
	Total For WILLAMINA	417	497	16.10 %	1	417



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 12/1/2017 to 12/31/2017**

City	UCR Description	12/1/2016 to 12/31/2016	12/1/2017 to 12/31/2017	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0			2
	Burglary-Business	0	0			2
	Burglary-Non-Residence	0	1			3
	Burglary-Residence	1	1			10
	Larceny	2	4	100.00 %		53
	Motor Vehicle Theft-Auto	3	0			10
	Part 1 Total	6	6			80
Part 2						
	All Other	0	0			8
	Animal Problems	0	0			1
	Disorderly Conduct	1	1			8
	Drug Laws	1	3	200.00 %		25
	DUII	0	0			5
	Forgery	0	0			1
	Fraud	0	0			2
	Kidnapping	0	0			1
	Liquor Laws	2	0			3
	Runaway	0	0			2
	Sex Offenses	2	0			4
	Simple Assault	0	3			28
	Stolen Property	0	0			3
	Tresspass/Prowler	1	2	100.00 %		17
	Vandalism	1	2	100.00 %		18
	Weapons	0	0			3
	Part 2 Total	8	11	27.27 %		129
Part 3						
	All Other	5	6	20.00 %	1	102
	Total For WILLAMINA	40	33	-17.50 %	1	417



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 12/1/2017 to 12/31/2017**

City	UCR Description	12/1/2016 to 12/31/2016	12/1/2017 to 12/31/2017	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	21	10	-52.38 %		106
	Part 3 Total	26	16	-38.46 %	1	208
	Total For WILLAMINA	40	33	-17.50 %	1	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