

Willamina City Council Regular Meeting
Tuesday, November 12, 2019 @ 6:00 PM
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Public Input: 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.

CORRESPONDENCE – None

PRESENTATIONS – None

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 not considered after the Consent Agenda items have been voted upon).”

1. Check Registers – September 1 to 30, 2019 (informational)
2. Financials September 30, 2019 (informational)
3. Minutes from the October 8, 2019 City Council Meeting
4. Minutes from the October 22, 2019 Special City Council Meeting

REGULAR AGENDA

1. Application for the Planning Commission

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

PUBLIC HEARING

1. Zone Change Application – ZC/CPMA 2019-01 Zone Change/Comprehensive Plan Map Amendment

INFORMATIONAL REPORTS (Items that require no Council action)

MAYORS REPORT

COUNCIL LIAISON REPORTS

1. Cemetery Committee Liaison (Councilor Baller)
2. Chamber Liaison (Councilor Wooden)
3. Library Liaison (Councilor Lawson)
4. YCOM Board (Councilor Baller)
5. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM CITY OFFICERS

6. City Manager
7. Sheriff's Report

EVENT CALENDAR- Informational

Next Council Meeting Dates

Regular Session – December 10, 2019 (6:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

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

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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
10776										
09/19	09/03/2019	10776	320	AMERICAN EXTERMINATION PL	141334	1	10-12-5200	.00	105.00	105.00
Total 10776:										
.00										
10777										
09/19	09/03/2019	10777	4890	APRIL WOODEN	090119	1	10-13-5310	.00	50.00	50.00
Total 10777:										
.00										
10778										
09/19	09/03/2019	10778	5678	Bob Burr	090119	1	10-13-5310	.00	50.00	50.00
Total 10778:										
.00										
10779										
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	1442.01 08-1	1	10-12-5415	.00	44.50	44.50
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	1792.00 08-1	1	10-67-5415	.00	143.54	143.54
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	2234.00 08-1	1	10-66-5415	.00	108.32	108.32
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	2235.08-15-	1	10-65-5415	.00	151.38	151.38
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	2236.00 08-1	1	10-12-5415	.00	187.13	187.13
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	2238.00 8-15	1	10-12-5415	.00	108.32	108.32
09/19	09/03/2019	10779	1130	CITY OF WILLAMINA	6094.00 08-1	1	10-12-5415	.00	108.32	108.32
Total 10779:										
851.51										
10780										
09/19	09/03/2019	10780	1270	COPY CATS	405301	1	10-68-5200	.00	120.00	120.00
Total 10780:										
.00										
10781										
09/19	09/03/2019	10781	5677	Craig Johnson	090119	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 10781:										
10782	09/19	09/03/2019	10782	5829 Daniel Dunkel	082919	1	40-00-2400	.00	27.04	27.04
Total 10782:										
10783	09/19	09/03/2019	10783	1460 DAVISON AUTO PARTS, INC.	475774	1	10-72-5504	.00	32.98	32.98
Total 10783:										
10784	09/19	09/03/2019	10784	2040 HACH	11606571	1	30-11-5530	.00	7.65	7.65
Total 10784:										
10785	09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	1	10-65-5040	.00	150.00	150.00
09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	2	10-70-5040	.00	450.00	450.00	
09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	3	10-71-5040	.00	375.00	375.00	
09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	4	10-66-5040	.00	150.00	150.00	
09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	5	30-11-5040	.00	75.00	75.00	
09/19	09/03/2019	10785	5706 HRA VEBBA Trust	090119	6	40-11-5040	.00	75.00	75.00	
Total 10785:										
1,275.00										
10786	09/19	09/03/2019	10786	2260 ILA SKYBERG	090119	1	10-13-5310	.00	100.00	100.00
Total 10786:										
100.00										
10787	09/19	09/03/2019	10787	5733 Jared Nunley	090119	1	40-11-5200	.00	500.00	500.00
Total 10787:										
500.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10788	09/19	09/03/2019	10788	2670 LOCAL 737 - LABORERS INTL U	090119	1	10-00-2130	.00	195.20	195.20
Total 10788:										
.00										
195.20										
10789	09/19	09/03/2019	10789	3060 NW NATURAL	1363282-3-8-	1	10-65-5415	.00	15.96	15.96
09/19	09/03/2019	10789		3060 NW NATURAL	1391658-0-8-	1	10-67-5415	.00	15.96	15.96
Total 10789:										
.00										
31.92										
10790	09/19	09/03/2019	10790	3590 PGE	082619	1	40-11-5415	.00	2,007.53	2,007.53
09/19	09/03/2019	10790		3590 PGE	082619	2	10-67-5415	.00	140.64	140.64
09/19	09/03/2019	10790		3590 PGE	082619	3	10-12-5415	.00	228.97	228.97
09/19	09/03/2019	10790		3590 PGE	082619	4	30-11-5415	.00	2,598.27	2,598.27
09/19	09/03/2019	10790		3590 PGE	082619	5	10-65-5415	.00	213.60	213.60
09/19	09/03/2019	10790		3590 PGE	082619	6	10-66-5415	.00	357.30	357.30
09/19	09/03/2019	10790		3590 PGE	082619	7	10-72-5415	.00	245.86	245.86
Total 10790:										
5,792.17										
10791	09/19	09/03/2019	10791	3730 PRIMISYS	9957964	1	10-12-5234	.00	400.00	400.00
09/19	09/03/2019	10791		3730 PRIMISYS	9957964	2	10-65-5233	.00	100.00	100.00
09/19	09/03/2019	10791		3730 PRIMISYS	9957964	3	40-11-5233	.00	2,017.99	2,017.99
Total 10791:										
2,517.99										
10792	09/19	09/03/2019	10792	5828 Richard Bailey	082919	1	40-00-2400	.00	12.89	12.89
Total 10792:										
.00										
12.89										
10793	09/19	09/03/2019	10793	610 RITA BALLER	090119	1	10-13-5310	.00	50.00	50.00
Total 10793:										
.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
10794	09/19	10794	5794	Roberta Lawson	090119	1	10-13-5310	.00	50.00	50.00
Total 10794: .00 50.00 50.00										
10795	09/19	10795	5635	SOLUTIONS YES	INV203832	1	10-12-5230	.00	78.08	78.08
09/19	09/03/2019	10795	5635	SOLUTIONS YES	INV203832	2	10-65-5137	.00	55.56	55.56
Total 10795: .00 133.64 133.64										
10796	09/19	10796	4540	THERESA MCKNIGHT	090119	1	10-13-5310	.00	50.00	50.00
Total 10796: .00 50.00 50.00										
10797	09/19	10797	4700	US BANK	081919	1	10-13-5342	.00	550.00	550.00
09/19	09/03/2019	10797	4700	US BANK	081919	2	10-12-5137	.00	97.58	97.58
09/19	09/03/2019	10797	4700	US BANK	081919	3	10-12-5342	.00	760.00	760.00
09/19	09/03/2019	10797	4700	US BANK	081919	4	10-13-5307	.00	169.98	169.98
09/19	09/03/2019	10797	4700	US BANK	081919	5	10-72-5137	.00	12.00	12.00
09/19	09/03/2019	10797	4700	US BANK	081919	6	10-72-5342	.00	222.22	222.22
09/19	09/03/2019	10797	4700	US BANK	081919	7	10-12-5600	.00	212.86	212.86
09/19	09/03/2019	10797	4700	US BANK	081919	8	10-12-5320	.00	170.00	170.00
09/19	09/03/2019	10797	4700	US BANK	081919	9	10-12-5413	.00	164.04	164.04
09/19	09/03/2019	10797	4700	US BANK	081919	10	10-65-5504	.00	179.99	179.99
09/19	09/03/2019	10797	4700	US BANK	081919	11	10-12-5200	.00	155.45	155.45
Total 10797: .00 2,694.12 2,694.12										
10798	09/19	10798	5551	Wright Business Graphics	4214326	1	30-11-5230	.00	642.86	642.86
09/19	09/03/2019	10798	5551	Wright Business Graphics	4214326	2	40-11-5230	.00	642.86	642.86
Total 10798: .00 1,285.72 1,285.72										
10799	09/19	10799	5150	YAMHILL COUNTY SHERIFFS O	090119	1	10-18-5217	.00	24,086.95	24,086.95

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 10799:										
10800										
09/19	09/03/2019	10800	4160	SKYBERGS	083119	1	10-72-5137	.00	337.98	337.98
09/19	09/03/2019	10800	4160	SKYBERGS	083119	2	30-11-5137	.00	49.89	49.89
09/19	09/03/2019	10800	4160	SKYBERGS	083119	3	40-11-5137	.00	16.68	16.68
09/19	09/03/2019	10800	4160	SKYBERGS	083119	4	10-67-5137	.00	10.20	10.20
Total 10800:										
10801										
09/19	09/10/2019	10801	110	A&E SAFE AND ALARM CO.	172615	1	30-11-5200	.00	59.85	59.85
Total 10801:										
10802										
09/19	09/10/2019	10802	430	ARAMARK UNIFORM SERVICES	864132827	1	10-66-5140	.00	16.47	16.47
09/19	09/10/2019	10802	430	ARAMARK UNIFORM SERVICES	864132827	2	20-11-5140	.00	4.85	4.85
09/19	09/10/2019	10802	430	ARAMARK UNIFORM SERVICES	864132827	3	30-11-5140	.00	27.13	27.13
09/19	09/10/2019	10802	430	ARAMARK UNIFORM SERVICES	864132827	4	40-11-5140	.00	48.45	48.45
Total 10802:										
10803										
09/19	09/10/2019	10803	840	BRIM TRACTOR COMPANY INC.	1576915	1	10-72-5507	.00	841.00	841.00
Total 10803:										
10804										
09/19	09/10/2019	10804	1380	CARQUEST	4758-187830	1	10-72-5137	.00	43.98	43.98
09/19	09/10/2019	10804	1380	CARQUEST	6401-280392	1	10-66-5504	.00	46.11	46.11
Total 10804:										
10805										
09/19	09/10/2019	10805	940	CASELLE, INC.	97429	1	10-12-5235	.00	1,200.00	1,200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10805:										
10806	09/19	10806	1130	CITY OF WILLAMINA	1182 01 8-15	1	30-11-5415	.00	208.38	208.38
Total 10806:										
10807	09/19	10807	1460	DAVISON AUTO PARTS, INC.	509	1	10-72-5504	.00	1.44	1.44
Total 10807:										
10808	09/19	10808	5822	Dig Deep Research, LLC	1675	1	30-11-5200	.00	157.44	157.44
09/19	09/10/2019	10808	5822	Dig Deep Research, LLC	1675	2	40-11-5200	.00	157.44	157.44
Total 10808:										
10809	09/19	10809	5830	Donald Parker	090919	1	30-10-4330	.00	50.48	50.48
Total 10809:										
10810	09/19	10810	1760	FERGUSON ENTERPRISES, IN	803103	1	10-72-5137	.00	25.29	25.29
Total 10810:										
10811	09/19	10811	2440	KELLER ASSOCIATES, INC.	2 7-19	1	20-81-5909	.00	3,904.00	3,904.00
09/19	09/10/2019	10811	2440	KELLER ASSOCIATES, INC.	20 7-19	1	40-11-5204	.00	52.50	52.50
09/19	09/10/2019	10811	2440	KELLER ASSOCIATES, INC.	31 7-19	1	10-17-5204	.00	1,250.00	1,250.00
09/19	09/10/2019	10811	2440	KELLER ASSOCIATES, INC.	36	1	30-11-5204	.00	405.00	405.00
Total 10811:										
10812	09/19	10812	5709	Kenna West	083119	1	10-12-5344	.00	119.13	119.13
Total 10812:										

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 10812:										
10813	09/19	09/10/2019	10813	2690 LOWES	910095	1	10-72-5600	.00	16.14	16.14
Total 10813:										
10814	09/19	09/10/2019	10814	2900 MID-WILLAMETTE VALLEY COU	1920096	1	10-17-5214	.00	4,807.81	4,807.81
Total 10814:										
10815	09/19	09/10/2019	10815	5603 Newnan Paving & Curbing	5550	1	20-11-5522	.00	700.00	700.00
09/19	09/10/2019	10815	5603 Newnan Paving & Curbing		5551	1	10-67-6000	.00	6,230.00	6,230.00
Total 10815:										
10816	09/19	09/10/2019	10816	3300 ONE CALL CONCEPTS, INC.	9080513	1	30-11-5200	.00	42.20	42.20
Total 10816:										
10817	09/19	09/10/2019	10817	5552 Oregon Code Enforcement Associ	090519	1	10-18-5342	.00	200.00	200.00
Total 10817:										
10818	09/19	09/10/2019	10818	3380 OREVAC WEST INC	082219	1	40-11-5504	.00	780.00	780.00
09/19	09/10/2019	10818	3380 OREVAC WEST INC		4887	1	40-11-5504	.00	500.00	500.00
Total 10818:										
10819	09/19	09/10/2019	10819	3500 PACIFIC SOLAR	2692	1	30-11-5530	.00	1,515.00	1,515.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10819:										
10820										
09/19	09/10/2019	10820	5659	Petty Cash	090519	1	10-12-5126	.00	18.55	18.55
09/19	09/10/2019	10820	5659	Petty Cash	090519	2	10-12-5137	.00	43.97	43.97
09/19	09/10/2019	10820	5659	Petty Cash	090519	3	10-12-5819	.00	325.60	325.60
Total 10820:										
10821										
09/19	09/10/2019	10821	3700	POSEYLAND FLORIST	110596	1	10-13-5355	.00	125.00	125.00
09/19	09/10/2019	10821	3700	POSEYLAND FLORIST	110597	1	10-13-5355	.00	110.00	110.00
Total 10821:										
10822										
09/19	09/10/2019	10822	3820	RECOLOGY WESTERN OREGO	12161162	1	10-66-5415	.00	11.21	11.21
09/19	09/10/2019	10822	3820	RECOLOGY WESTERN OREGO	12161170	1	10-12-5415	.00	37.32	37.32
09/19	09/10/2019	10822	3820	RECOLOGY WESTERN OREGO	12161436	1	30-11-5415	.00	2.70	2.70
09/19	09/10/2019	10822	3820	RECOLOGY WESTERN OREGO	12161444	1	10-65-5415	.00	2.70	2.70
09/19	09/10/2019	10822	3820	RECOLOGY WESTERN OREGO	12161451	1	10-72-5415	.00	159.02	159.02
Total 10822:										
10823										
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	1	10-18-5120	.00	103.94	103.94
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	2	20-11-5120	.00	41.04	41.04
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	3	30-11-5120	.00	181.85	181.85
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	4	40-11-5120	.00	169.91	169.91
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	5	10-66-5120	.00	131.65	131.65
09/19	09/10/2019	10823	4110	SHELDON OIL COMPANY	44224	6	10-72-5120	.00	292.38	292.38
Total 10823:										
10824										
09/19	09/10/2019	10824	5516	The Bulletin Board	4013	1	10-12-5230	.00	71.00	71.00
Total 10824:										
920.77										

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 10824:										
10825	09/19	09/10/2019	10825	5740 Thomas Holt	082119	1	10-12-5819	.00	116.44	116.44
	09/19	09/10/2019	10825	5740 Thomas Holt	17	1	10-12-5209	.00	340.00	340.00
	09/19	09/10/2019	10825	5740 Thomas Holt	17	2	10-12-5209	.00	100.00	100.00
Total 10825:										
10826	09/19	09/10/2019	10826	4960 WATERLAB CORP.	78058	1	30-11-5250	.00	555.00	555.00
	09/19	09/10/2019	10826	4960 WATERLAB CORP.	78058	2	40-11-5250	.00	155.00	155.00
Total 10826:										
10827	09/19	09/10/2019	10827	4830 WILCO	570062	1	40-11-5540	.00	203.99	203.99
Total 10827:										
10828	09/19	09/10/2019	10828	5676 Willamette Fluid Power, Inc.	52599	1	10-72-5507	.00	957.60	957.60
Total 10828:										
10829	09/19	09/10/2019	10829	5080 YAMHILL COUNTY COMMUNITY	083119	1	10-66-5200	.00	500.00	500.00
Total 10829:										
10830	09/19	09/24/2019	10830	110 A&E SAFE AND ALARM CO.	172686	1	10-67-5200	.00	125.25	125.25
Total 10830:										
10831	09/19	09/24/2019	10831	310 AMAZON	091019	1	10-12-5137	.00	686.27	686.27
	09/19	09/24/2019	10831	310 AMAZON	091019	2	10-12-5818	.00	127.77	127.77

M = Manual Check, V = Void Check

GL	Check	Check	Vendor	Payee	Invoice	Invoice	Invoice	Discount	Invoice	Check
Period	Issue Date	Number	Number		Number	Sequence	GL Account	Taken	Amount	Amount
09/19	09/24/2019	10831	310 AMAZON		091019	3	10-65-5101	.00	19.96	19.96
09/19	09/24/2019	10831	310 AMAZON		091019	4	10-65-5137	.00	240.36	240.36
09/19	09/24/2019	10831	310 AMAZON		091019	5	10-65-5100	.00	47.51	47.51
09/19	09/24/2019	10831	310 AMAZON		091019	6	10-65-5111	.00	29.78	29.78
09/19	09/24/2019	10831	310 AMAZON		091019	7	10-65-5102	.00	102.20	102.20
09/19	09/24/2019	10831	310 AMAZON		091019	8	10-12-5600	.00	449.82	449.82
09/19	09/24/2019	10831	310 AMAZON		091019	9	10-72-5137	.00	119.97	119.97
Total 10831:										1,823.64
10832										
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864142681	1	10-66-5140	.00	16.47	16.47
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864142681	2	20-11-5140	.00	4.85	4.85
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864142681	3	30-11-5140	.00	27.13	27.13
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864142681	4	40-11-5140	.00	48.45	48.45
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864152570	1	10-66-5140	.00	16.47	16.47
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864152570	2	20-11-5140	.00	4.85	4.85
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864152570	3	30-11-5140	.00	27.13	27.13
09/19	09/24/2019	10832	430 ARAMARK	ARAMARK UNIFORM SERVICES	864152570	4	40-11-5140	.00	48.45	48.45
Total 10832:										193.80
10833										
09/19	09/24/2019	10833	500 ATCO	INTERNATIONAL	10537499	1	40-11-5108	.00	250.00	250.00
Total 10833:										250.00
10834										
09/19	09/24/2019	10834	1380 CARQUEST		4758-188993	1	10-72-5137	.00	24.83	24.83
Total 10834:										24.83
10835										
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	1	10-12-5413	.00	248.40	248.40
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	2	10-66-5413	.00	12.14	12.14
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	3	10-65-5413	.00	19.53	19.53
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	4	10-67-5413	.00	20.07	20.07
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	5	20-11-5413	.00	24.28	24.28
09/19	09/24/2019	10835	1020 CENTURYLINK		091119	6	30-11-5413	.00	189.66	189.66

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
10835										
09/19	09/24/2019	10835	1020	CENTURYLINK	091119	7	40-11-5413	.00	238.27	238.27
Total 10835:									.00	752.35
10836										
09/19	09/24/2019	10836	1460	DAVISON AUTO PARTS, INC.	475111	1	10-72-5137	.00	89.85	89.85
09/19	09/24/2019	10836	1460	DAVISON AUTO PARTS, INC.	476509	1	10-72-5137	.00	1.44	1.44
Total 10836:									.00	91.29
10837										
09/19	09/24/2019	10837	2040	HACH	11632981	1	30-11-5108	.00	63.45	63.45
Total 10837:									.00	63.45
10838										
09/19	09/24/2019	10838	2160	HONEY BUCKET	551242143	1	10-66-5200	.00	106.00	106.00
09/19	09/24/2019	10838	2160	HONEY BUCKET	551242144	1	10-66-5200	.00	106.00	106.00
09/19	09/24/2019	10838	2160	HONEY BUCKET	551242145	1	10-66-5200	.00	106.00	106.00
09/19	09/24/2019	10838	2160	HONEY BUCKET	551242146	1	10-68-5513	.00	106.00	106.00
09/19	09/24/2019	10838	2160	HONEY BUCKET	551242146	2	10-68-5513	.00	9.00	9.00
Total 10838:									.00	433.00
10839										
09/19	09/24/2019	10839	5832	Marlee Terbush	091619	1	40-00-2400	.00	13.32	13.32
Total 10839:									.00	13.32
10840										
09/19	09/24/2019	10840	5831	Moisan LLC	2445	1	20-11-5504	.00	1,115.00	1,115.00
Total 10840:									.00	1,115.00
10841										
09/19	09/24/2019	10841	3120	OREGON ASSOCIATION OF WA	27363	1	30-11-5320	.00	402.84	402.84
Total 10841:									.00	402.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10842	09/19	10842	3490	PACIFIC REFLEX SIGNS	200209	1	40-11-5137	.00	79.18	79.18
Total 10842: .00 79.18										
10843	09/19	10843	3590	PGE	090619	1	10-19-5400	.00	1,548.98	1,548.98
Total 10843: .00 1,548.98										
10844	09/19	10844	4230	SPRINT	569622313-2	1	10-18-5413	.00	46.68	46.68
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	2	10-12-5413	.00	11.67	11.67
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	3	10-66-5413	.00	48.08	48.08
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	4	10-72-5415	.00	137.70	137.70
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	5	20-11-5413	.00	2.80	2.80
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	6	30-11-5413	.00	62.55	62.55
09/19	09/24/2019	10844	4230	SPRINT	569622313-2	7	40-11-5413	.00	61.62	61.62
Total 10844: .00 371.10										
10845	09/19	10845	5626	STATE OF OR-ADMIN SERVICE	ARQ020254	1	10-12-5320	.00	500.00	500.00
Total 10845: .00 500.00										
10846	09/19	10846	5740	Thomas Holt	091119	1	10-12-5819	.00	218.00	218.00
Total 10846: .00 218.00										
10847	09/19	10847	5647	US BANK EQUIPMENT FINANCE	394806459	1	10-12-5606	.00	210.96	210.96
09/19	09/24/2019	10847	5647	US BANK EQUIPMENT FINANCE	394806459	2	10-65-5606	.00	127.55	127.55
Total 10847: .00 338.51										
10848	09/19	10848	5130	YAMHILL COMMUNICATIONS A	FY20-04-WIL	1	10-18-5302	.00	2,043.58	2,043.58

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 10848:										
										2,043.58
Grand Totals:										
										79,038.61

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	57,778.91-	57,778.91-
10-00-2130	195.20	.00	195.20
10-12-5126	18.55	.00	18.55
10-12-5137	827.82	.00	827.82
10-12-5200	260.45	.00	260.45
10-12-5209	440.00	.00	440.00
10-12-5230	149.08	.00	149.08
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	670.00	.00	670.00
10-12-5342	760.00	.00	760.00
10-12-5344	119.13	.00	119.13
10-12-5413	424.11	.00	424.11
10-12-5415	714.56	.00	714.56
10-12-5600	662.68	.00	662.68
10-12-5606	210.96	.00	210.96
10-12-5818	127.77	.00	127.77
10-12-5819	660.04	.00	660.04
10-13-5307	169.98	.00	169.98
10-13-5310	400.00	.00	400.00
10-13-5342	550.00	.00	550.00
10-13-5355	235.00	.00	235.00
10-17-5204	1,250.00	.00	1,250.00
10-17-5214	4,807.81	.00	4,807.81
10-18-5120	103.94	.00	103.94
10-18-5217	24,086.95	.00	24,086.95
10-18-5302	2,043.58	.00	2,043.58
10-18-5342	200.00	.00	200.00

GL Account	Debit	Credit	Proof
10-18-5413	46.68	.00	46.68
10-19-5400	1,548.98	.00	1,548.98
10-65-5040	150.00	.00	150.00
10-65-5100	47.51	.00	47.51
10-65-5101	19.96	.00	19.96
10-65-5102	102.20	.00	102.20
10-65-5111	29.78	.00	29.78
10-65-5137	295.92	.00	295.92
10-65-5233	100.00	.00	100.00
10-65-5413	19.53	.00	19.53
10-65-5415	383.64	.00	383.64
10-65-5504	179.99	.00	179.99
10-65-5606	127.55	.00	127.55
10-66-5040	150.00	.00	150.00
10-66-5120	131.65	.00	131.65
10-66-5140	49.41	.00	49.41
10-66-5200	818.00	.00	818.00
10-66-5413	60.22	.00	60.22
10-66-5415	476.83	.00	476.83
10-66-5504	46.11	.00	46.11
10-67-5137	10.20	.00	10.20
10-67-5200	125.25	.00	125.25
10-67-5413	20.07	.00	20.07
10-67-5415	300.14	.00	300.14
10-67-6000	6,230.00	.00	6,230.00
10-68-5200	120.00	.00	120.00
10-68-5513	115.00	.00	115.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	292.38	.00	292.38
10-72-5137	655.34	.00	655.34
10-72-5342	222.22	.00	222.22
10-72-5415	542.58	.00	542.58
10-72-5504	34.42	.00	34.42
10-72-5507	1,798.60	.00	1,798.60
10-72-5600	16.14	.00	16.14
20-00-2000	.00	5,801.67-	5,801.67-
20-11-5120	41.04	.00	41.04
20-11-5140	14.55	.00	14.55
20-11-5413	27.08	.00	27.08

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
20-11-5504	1,115.00	.00	1,115.00
20-11-5522	700.00	.00	700.00
20-81-5909	3,904.00	.00	3,904.00
30-00-2000	.00	7,351.46-	7,351.46-
30-10-4330	50.48	.00	50.48
30-11-5040	75.00	.00	75.00
30-11-5108	63.45	.00	63.45
30-11-5120	181.85	.00	181.85
30-11-5137	49.89	.00	49.89
30-11-5140	81.39	.00	81.39
30-11-5200	259.49	.00	259.49
30-11-5204	405.00	.00	405.00
30-11-5230	642.86	.00	642.86
30-11-5250	555.00	.00	555.00
30-11-5320	402.84	.00	402.84
30-11-5413	252.21	.00	252.21
30-11-5415	2,809.35	.00	2,809.35
30-11-5530	1,522.65	.00	1,522.65
40-00-2000	.00	8,106.57-	8,106.57-
40-00-2400	53.25	.00	53.25
40-11-5040	75.00	.00	75.00
40-11-5108	250.00	.00	250.00
40-11-5120	169.91	.00	169.91
40-11-5137	95.86	.00	95.86
40-11-5140	145.35	.00	145.35
40-11-5200	657.44	.00	657.44
40-11-5204	52.50	.00	52.50
40-11-5230	642.86	.00	642.86
40-11-5233	2,017.99	.00	2,017.99
40-11-5250	155.00	.00	155.00
40-11-5413	299.89	.00	299.89
40-11-5415	2,007.53	.00	2,007.53
40-11-5504	1,280.00	.00	1,280.00
40-11-5540	203.99	.00	203.99
Grand Totals:	79,038.61	79,038.61-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check Type = (<>) "Adjustment"

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(35,616.30)
99-00-1015	XPRESS DEPOSIT ACCOUNT		2,832.43
99-00-1020	PAYROLL - CHECKING		43,078.26
99-00-1030	INVESTMENTS-LGIP	(36,109.37)
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.76
99-00-1040	PETTY CASH		200.00
	TOTAL COMBINED CASH	(25,614.22)
99-00-1900	COURT CASH CLEARING	(1,028.00)
99-00-1910	MERCHANT SERVICES CLEARING	(3,486.82)
99-00-1009	CASH ALLOCATED		30,129.04
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(216,346.95)
20	ALLOCATION TO STREET FUND	(14,402.92)
21	ALLOCATION TO STREET SDC FUND		6,000.00
30	ALLOCATION TO WATER FUND		104,486.39
31	ALLOCATION TO WATER SDC FUND		3,696.00
40	ALLOCATION TO WASTEWATER FUND		81,438.44
41	ALLOCATION TO WASTEWATER SDC FUND		5,000.00
	TOTAL ALLOCATIONS TO OTHER FUNDS	(30,129.04)
	ALLOCATION FROM GENERAL FUND - 99-00-1009		30,129.04
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(216,346.95)	
10-00-1200	ACCOUNTS RECEIVABLE	(4,628.17)	
10-00-1350	PREPAID EXPENSES	(690.00)	
	TOTAL ASSETS			(221,665.12)

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	(9,850.44)	
10-00-2001	OTHER ACCOUNTS PAYABLE	(690.00)	
10-00-2100	ACCRUED PAYROLL	(1,259.92)	
10-00-2130	UNION DUES PAYABLE		184.98	
10-00-2140	PERS PAYABLE		60.75	
	TOTAL LIABILITIES			(11,554.63)

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD	(210,110.49)		
BALANCE - CURRENT DATE	(210,110.49)		
TOTAL FUND EQUITY			(210,110.49)
TOTAL LIABILITIES AND EQUITY			(221,665.12)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
10-10-4001	PROPERTY TAX	1,199.32	5,719.69	410,000.00	404,280.31	1.4
10-10-4002	PROPERTY TAX PRIOR	290.47	1,626.49	10,000.00	8,373.51	16.3
10-10-4003	INTEREST ON TAXES	.87	83.02	100.00	16.98	83.0
10-10-4110	STATE CIGARETTE TAX	461.25	685.26	2,500.00	1,814.74	27.4
10-10-4111	STATE REVENUE SHARING	.00	6,400.52	25,000.00	18,599.48	25.6
10-10-4112	STATE LIQUOR TAX	3,024.06	6,383.97	40,000.00	33,616.03	16.0
10-10-4113	STATE MARIJUANA TAX	.00	.00	7,000.00	7,000.00	.0
10-10-4501	BUSINESS LICENSES	.00	338.50	5,000.00	4,661.50	6.8
10-10-4511	LIEN SEARCHES	231.50	571.50	3,000.00	2,428.50	19.1
10-10-4571	OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600	FRANCHISE FEES CENTURYLINK	.00	151.53	500.00	348.47	30.3
10-10-4601	FRANCHISE FEES NW NATURAL	.00	.00	12,500.00	12,500.00	.0
10-10-4602	FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603	FRANCHISE FEES WAVE BROADBAND	.00	.00	9,000.00	9,000.00	.0
10-10-4604	FRANCHISE FEES WESTERN ORWASTE	983.51	1,704.18	5,000.00	3,295.82	34.1
10-10-4605	FRANCHISE FEES ONLINENW	3,505.99	3,505.99	3,500.00	(5.99)	100.2
10-10-4701	RENT - CENTER MARKET	.00	.00	2,400.00	2,400.00	.0
10-10-4816	DONATIONS	.00	.00	100.00	100.00	.0
10-10-4900	INTEREST INCOME	3,139.80	9,985.23	20,000.00	10,014.77	49.9
10-10-4901	MISCELLANEOUS INCOME	20,845.77	21,151.62	500.00	(20,651.62)	4230.3
10-10-4905	SALE OF CITY ASSETS	.00	1,000.00	.00	(1,000.00)	.0
TOTAL DEPARTMENT 10		33,682.54	59,307.50	618,300.00	558,992.50	9.6
<u>COURT</u>						
10-14-4507	COURT FINES AND FEES	.00	510.00	1,800.00	1,290.00	28.3
10-14-4508	COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT		.00	510.00	1,900.00	1,390.00	26.8
<u>PLANNING</u>						
10-17-4583	PLANNING FEES	.00	8,970.00	10,000.00	1,030.00	89.7
10-17-4584	ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585	DEVELOPMENT FEES PLANNING	5,300.00	5,300.00	.00	(5,300.00)	.0
TOTAL PLANNING		5,300.00	14,270.00	10,500.00	(3,770.00)	135.9
<u>PUBLIC SAFETY</u>						
10-18-4200	CODE ENFORCEMENT FINES	.00	.00	500.00	500.00	.0
10-18-4506	PUBLIC SAFETY FEE	8,311.58	17,809.24	99,500.00	81,690.76	17.9
TOTAL PUBLIC SAFETY		8,311.58	17,809.24	100,000.00	82,190.76	17.8

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,414.42	7,249.65	17,500.00	10,250.35	41.4
10-19-4823 UTILITY FEE	.00	.00	7,500.00	7,500.00	.0
TOTAL STREET LIGHTS	2,414.42	7,249.65	25,000.00	17,750.35	29.0
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,983.00	8,983.00	.0
10-60-4755 DOWNTOWN LOAN INTEREST PAY	.00	10.00	125.00	115.00	8.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	140.00	1,015.00	875.00	13.8
TOTAL SPECIAL	.00	150.00	10,123.00	9,973.00	1.5
<u>LIBRARY</u>					
10-65-4560 FINES	151.00	191.00	.00	(191.00)	.0
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	18,790.00	18,790.00	.0
10-65-4711 CCRLS NET LENDING	.00	2,188.50	.00	(2,188.50)	.0
10-65-4714 CCRLS RURAL PATRON	.00	16.06	.00	(16.06)	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4816 DONATIONS	.00	.00	100.00	100.00	.0
10-65-4901 MISCELLANEOUS INCOME	88.00	145.57	200.00	54.43	72.8
TOTAL LIBRARY	239.00	2,541.13	20,090.00	17,548.87	12.7
<u>MUSEUM</u>					
10-67-4816 DONATIONS	.00	16,115.00	17,000.00	885.00	94.8
TOTAL MUSEUM	.00	16,115.00	17,000.00	885.00	94.8
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,816.58	5,449.74	21,799.00	16,349.26	25.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,643.50	4,930.50	19,722.00	14,791.50	25.0
TOTAL TRANSFER	3,460.08	10,380.24	41,521.00	31,140.76	25.0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	53,407.62	128,332.76	845,934.00	717,601.24	15.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	77.07	185.05	1,800.00	1,614.95	10.3
10-12-5119	.00	.00	60.00	60.00	.0
10-12-5123	.00	.00	200.00	200.00	.0
10-12-5124	187.29	1,018.57	3,600.00	2,581.43	28.3
10-12-5126	18.55	568.55	1,700.00	1,131.45	33.4
10-12-5137	878.71	2,810.02	15,000.00	12,189.98	18.7
10-12-5200	2,459.57	2,950.62	18,000.00	15,049.38	16.4
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	.00	.00	8,000.00	8,000.00	.0
10-12-5207	.00	22,539.39	22,000.00	(539.39)	102.5
10-12-5209	1,000.00	1,780.00	5,800.00	4,020.00	30.7
10-12-5230	515.43	1,758.48	4,000.00	2,241.52	44.0
10-12-5233	3,462.98	6,889.98	18,000.00	11,110.02	38.3
10-12-5234	400.00	1,200.00	5,500.00	4,300.00	21.8
10-12-5235	1,200.00	3,600.00	15,000.00	11,400.00	24.0
10-12-5320	1,775.87	3,826.87	8,000.00	4,173.13	47.8
10-12-5342	21.25	1,730.37	8,500.00	6,769.63	20.4
10-12-5344	795.98	1,116.08	3,600.00	2,483.92	31.0
10-12-5355	.00	.00	750.00	750.00	.0
10-12-5413	424.12	1,108.47	9,000.00	7,891.53	12.3
10-12-5415	566.90	2,044.97	9,000.00	6,955.03	22.7
10-12-5504	269.46	2,712.21	6,500.00	3,787.79	41.7
10-12-5600	449.82	1,255.15	4,000.00	2,744.85	31.4
10-12-5606	210.96	632.88	7,200.00	6,567.12	8.8
10-12-5818	127.77	127.77	2,000.00	1,872.23	6.4
10-12-5819	543.60	1,204.29	5,000.00	3,795.71	24.1
10-12-5820	207.39	207.39	600.00	392.61	34.6
TOTAL ADMIN	15,592.72	61,267.11	197,810.00	136,542.89	31.0
<u>COUNCIL</u>					
10-13-5307	.00	169.98	1,000.00	830.02	17.0
10-13-5310	400.00	1,200.00	5,000.00	3,800.00	24.0
10-13-5342	.00	550.00	2,000.00	1,450.00	27.5
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5350	.00	.00	1,000.00	1,000.00	.0
10-13-5355	192.43	547.43	2,000.00	1,452.57	27.4
TOTAL COUNCIL	592.43	2,467.41	11,750.00	9,282.59	21.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105 BAD DEBT	.00	.00	100.00	100.00	.0
10-14-5211 MUNI COURT JUDGE	.00	500.00	3,400.00	2,900.00	14.7
10-14-5306 STATE ASSESSMENT	.00	.00	1,000.00	1,000.00	.0
10-14-5313 COUNTY JAIL ASSESSMENT	.00	.00	400.00	400.00	.0
10-14-5320 DUES, LICENSE, PERMITS	.00	.00	200.00	200.00	.0
10-14-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-14-5344 TRAVEL	.00	.00	200.00	200.00	.0
TOTAL COURT	.00	500.00	5,800.00	5,300.00	8.6
<u>PLANNING</u>					
10-17-5203 LEGAL - PLANNING	.00	270.00	500.00	230.00	54.0
10-17-5204 ENGINEERING SERVICES	1,250.00	1,250.00	20,000.00	18,750.00	6.3
10-17-5214 PLANNING SERVICES	4,807.81	10,620.18	60,000.00	49,379.82	17.7
10-17-5230 PRINTING AND PUBLISHING	.00	.00	3,000.00	3,000.00	.0
10-17-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
TOTAL PLANNING	6,057.81	12,140.18	84,500.00	72,359.82	14.4
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	2,200.48	6,542.67	29,000.00	22,457.33	22.6
10-18-5020 PAYROLL TAX	159.04	484.00	2,200.00	1,716.00	22.0
10-18-5040 BENEFITS	1,474.63	4,423.89	15,000.00	10,576.11	29.5
10-18-5060 PERS	101.45	306.88	1,700.00	1,393.12	18.1
10-18-5090 WORKERS COMP	1.32	3.78	100.00	96.22	3.8
10-18-5120 GAS - OIL	41.08	174.40	1,100.00	925.60	15.9
10-18-5137 SUPPLIES	.00	.00	1,050.00	1,050.00	.0
10-18-5217 POLICE SERVICES CONTRACT	24,086.95	72,260.85	290,000.00	217,739.15	24.9
10-18-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
10-18-5302 DUES YCOM	4,087.16	8,174.32	25,000.00	16,825.68	32.7
10-18-5342 CONFERENCE/SEMINAR/TRAINING	200.00	275.00	500.00	225.00	55.0
10-18-5413 TELEPHONE	46.68	140.04	700.00	559.96	20.0
10-18-5504 REPAIRS - MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
TOTAL PUBLIC SAFETY	32,398.79	92,785.83	368,800.00	276,014.17	25.2
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	1,548.98	4,646.94	17,000.00	12,353.06	27.3
TOTAL STREET LIGHTS	1,548.98	4,646.94	17,000.00	12,353.06	27.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	19,678.00	19,678.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,983.00	8,983.00	.0
TOTAL SPECIAL	.00	.00	28,661.00	28,661.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,913.13	10,554.66	46,500.00	35,945.34	22.7
10-65-5020 PAYROLL TAX	301.72	913.32	3,200.00	2,286.68	28.5
10-65-5040 BENEFITS	1,432.87	4,325.61	19,800.00	15,474.39	21.9
10-65-5060 PERS	131.75	398.05	1,600.00	1,201.95	24.9
10-65-5090 WORKERS COMP	2.32	7.22	100.00	92.78	7.2
10-65-5100 BOOKS CHILDREN	316.57	727.40	2,000.00	1,272.60	36.4
10-65-5101 AUDIO VISUAL CHILDREN	19.96	44.92	400.00	355.08	11.2
10-65-5102 AUDIO VISUAL ADULT	102.20	156.55	500.00	343.45	31.3
10-65-5106 BOOKS ADULTS	191.84	191.84	1,900.00	1,708.16	10.1
10-65-5111 SPECIAL PROGRAM CHILDREN	29.78	29.78	600.00	570.22	5.0
10-65-5112 SPECIAL PROGRAM ADULT	.00	19.99	200.00	180.01	10.0
10-65-5126 POSTAGE	.00	5.71	200.00	194.29	2.9
10-65-5137 SUPPLIES	436.42	752.46	3,000.00	2,247.54	25.1
10-65-5200 CONTRACT SERVICES	.00	170.80	1,200.00	1,029.20	14.2
10-65-5233 TECHNOLOGY SERVICES	.00	200.00	2,500.00	2,300.00	8.0
10-65-5320 DUES, LICENSE, PERMITS	30.00	209.00	600.00	391.00	34.8
10-65-5321 SUBSCRIPTIONS	.00	42.95	150.00	107.05	28.6
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	600.00	600.00	.0
10-65-5344 TRAVEL	.00	.00	600.00	600.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	510.00	510.00	.0
10-65-5413 TELEPHONE	19.53	76.82	1,700.00	1,623.18	4.5
10-65-5415 UTILITIES	258.14	1,005.78	3,700.00	2,694.22	27.2
10-65-5504 REPAIRS - MAINTENANCE	.00	179.99	1,500.00	1,320.01	12.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	127.55	382.65	2,000.00	1,617.35	19.1
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
TOTAL LIBRARY	7,313.78	20,395.50	96,160.00	75,764.50	21.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,872.12	6,883.61	25,000.00	18,116.39	27.5
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	2,163.00	2,163.00	.0
10-66-5020 PAYROLL TAX	265.36	673.40	3,700.00	3,026.60	18.2
10-66-5040 BENEFITS	(57.14)	(144.42)	3,600.00	3,744.42	(4.0)
10-66-5060 PERS	166.08	500.67	1,500.00	999.33	33.4
10-66-5090 WORKERS COMP	2.06	2,106.16	2,300.00	193.84	91.6
10-66-5120 GAS - OIL	175.65	403.37	1,900.00	1,496.63	21.2
10-66-5137 SUPPLIES	.00	197.43	1,500.00	1,302.57	13.2
10-66-5140 UNIFORMS - TOWELS	82.35	230.58	900.00	669.42	25.6
10-66-5200 CONTRACT SERVICES	318.00	1,454.00	5,000.00	3,546.00	29.1
10-66-5413 TELEPHONE	60.22	226.56	800.00	573.44	28.3
10-66-5415 UTILITIES	408.85	1,355.98	3,000.00	1,644.02	45.2
10-66-5504 REPAIRS - MAINTENANCE	21.29	109.07	1,000.00	890.93	10.9
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-6000 CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	36.83	110.49	442.00	331.51	25.0
TOTAL PARKS	3,351.67	14,106.90	77,805.00	63,698.10	18.1
<u>MUSEUM</u>					
10-67-5090 WORKERS COMP	.00	.00	65.00	65.00	.0
10-67-5137 SUPPLIES	.00	154.40	500.00	345.60	30.9
10-67-5200 CONTRACT SERVICES	125.25	185.10	.00	(185.10)	.0
10-67-5233 TECHNOLOGY SERVICES	500.00	500.00	600.00	100.00	83.3
10-67-5310 STIPEND	.00	200.00	3,600.00	3,400.00	5.6
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	20.07	60.21	2,200.00	2,139.79	2.7
10-67-5415 UTILITIES	289.41	840.35	4,250.00	3,409.65	19.8
10-67-5504 REPAIRS - MAINTENANCE	1,268.71	1,448.96	7,500.00	6,051.04	19.3
10-67-5601 COLLECTION ACQUISITION	.00	.00	300.00	300.00	.0
10-67-5820 EVENTS	.00	.00	750.00	750.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	6,230.00	6,230.00	4,000.00	(2,230.00)	155.8
10-67-9990 RESERVE FOR FUTURE	.00	.00	3,000.00	3,000.00	.0
TOTAL MUSEUM	8,433.44	9,619.02	26,865.00	17,245.98	35.8
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	120.00	500.00	380.00	24.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	106.00	2,500.00	2,394.00	4.2
10-68-5513 PORTABLE RESTROOM	115.00	115.00	500.00	385.00	23.0
TOTAL CEMETERY	115.00	341.00	3,600.00	3,259.00	9.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	17,076.38	50,523.74	222,000.00	171,476.26	22.8
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	(238,764.00)	(238,764.00)	.0
10-70-5020 PAYROLL TAX	1,259.55	3,520.48	18,000.00	14,479.52	19.6
10-70-5040 BENEFITS	5,571.99	16,796.97	74,000.00	57,203.03	22.7
10-70-5060 PERS	784.88	2,343.84	12,000.00	9,656.16	19.5
10-70-5090 WORKERS COMP	4.77	514.81	700.00	185.19	73.5
TOTAL PAYROLL ADMIN	24,697.57	73,699.84	87,936.00	14,236.16	83.8
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	13,363.67	47,786.02	140,000.00	92,213.98	34.1
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	(216,300.00)	(216,300.00)	.0
10-71-5020 PAYROLL TAX	857.70	3,044.67	11,000.00	7,955.33	27.7
10-71-5040 BENEFITS	4,091.92	12,586.98	54,000.00	41,413.02	23.3
10-71-5060 PERS	953.60	4,028.60	11,000.00	6,971.40	36.6
10-71-5090 WORKERS COMP	5.19	140.61	300.00	159.39	46.9
TOTAL PAYROLL PUBLIC WORKS	19,272.08	67,586.88	.00	(67,586.88)	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	131.34	552.56	3,200.00	2,647.44	17.3
10-72-5137 SUPPLIES	2,195.19	4,989.67	6,000.00	1,010.33	83.2
10-72-5140 UNIFORMS - TOWELS	.00	.00	1,000.00	1,000.00	.0
10-72-5200 CONTRACT SERVICES	.00	.00	500.00	500.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,500.00	12,500.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	500.00	500.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	93.00	1,000.00	907.00	9.3
10-72-5342 CONFERENCE/SEMINAR/TRAINING	888.88	1,111.10	1,500.00	388.90	74.1
10-72-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-72-5415 UTILITIES	529.78	1,485.97	9,000.00	7,514.03	16.5
10-72-5504 REPAIRS - MAINTENANCE	26.44	323.13	5,000.00	4,676.87	6.5
10-72-5507 EQUIPMENT MAINTENANCE	.00	2,023.55	1,000.00	(1,023.55)	202.4
10-72-5600 EQUIPMENT	.00	146.14	1,500.00	1,353.86	9.7
10-72-9615 FUND/DEPT ALLOCATIONS	(3,683.33)	(11,049.99)	(44,200.00)	(33,150.01)	(25.0)
TOTAL PUBLIC WORKS OPERATIONS	88.30	12,175.13	.00	(12,175.13)	.0
<u>CAPITAL</u>					
10-80-6010 CAPITAL OUTLAY	.00	5,000.00	5,000.00	.00	100.0
TOTAL CAPITAL	.00	5,000.00	5,000.00	.00	100.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>						
10-90-9610	OVERHEAD CHARGE	(12,762.83)	(38,288.49)	(153,154.00)	(114,865.51)	(25.0)
	TOTAL TRANSFER	(12,762.83)	(38,288.49)	(153,154.00)	(114,865.51)	(25.0)
	TOTAL FUND EXPENDITURES	106,699.74	338,443.25	858,533.00	520,089.75	39.4
	NET REVENUE OVER EXPENDITURES	(53,292.12)	(210,110.49)	(12,599.00)	197,511.49	(1667.

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

STREET FUND

<u>ASSETS</u>		
20-00-1009	CASH ALLOCATED	(14,402.92)
	TOTAL ASSETS	(14,402.92)
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
20-00-2000	ACCOUNTS PAYABLE	45,831.05
	TOTAL LIABILITIES	45,831.05
<u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	(60,233.97)
	BALANCE - CURRENT DATE	(60,233.97)
	TOTAL FUND EQUITY	(60,233.97)
	TOTAL LIABILITIES AND EQUITY	(14,402.92)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4115 STATE HIGHWAY REVENUE	14,920.00	39,315.53	154,500.00	115,184.47	25.5
TOTAL DEPARTMENT 10	14,920.00	39,315.53	154,500.00	115,184.47	25.5
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20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	88,700.00	88,700.00	.0
TOTAL DEPARTMENT 81	.00	.00	88,700.00	88,700.00	.0
TOTAL FUND REVENUE	14,920.00	39,315.53	243,200.00	203,884.47	16.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	32,328.00	32,328.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	35,685.00	35,685.00	.0
20-11-5090 WORKERS COMP	.00	2,900.00	3,000.00	100.00	96.7
20-11-5120 GAS - OIL	57.68	209.57	1,200.00	990.43	17.5
20-11-5137 SUPPLIES	.00	14.99	1,000.00	985.01	1.5
20-11-5140 UNIFORMS - TOWELS	24.25	67.90	500.00	432.10	13.6
20-11-5200 CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
20-11-5204 ENGINEERING SERVICES	(1,222.00)	(1,222.00)	10,000.00	11,222.00	(12.2)
20-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
20-11-5413 TELEPHONE	27.08	81.24	600.00	518.76	13.5
20-11-5415 UTILITIES	.00	.00	150.00	150.00	.0
20-11-5504 REPAIRS - MAINTENANCE	1,115.00	1,115.00	3,000.00	1,885.00	37.2
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	7,382.80	7,382.80	20,000.00	12,617.20	36.9
20-11-5523 TRAFFIC CONTROL	.00	.00	4,000.00	4,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	7,384.81	10,549.50	129,413.00	118,863.50	8.2
<u>CAPITAL</u>					
20-80-6000 CAPITAL OUTLAY	.00	11,500.00	11,500.00	.00	100.0
TOTAL CAPITAL	.00	11,500.00	11,500.00	.00	100.0
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	70,126.00	70,126.00	120,000.00	49,874.00	58.4
TOTAL DEPARTMENT 81	70,126.00	70,126.00	120,000.00	49,874.00	58.4
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,907.50	5,722.50	22,890.00	17,167.50	25.0
20-90-9615 PW EXPENSE ALLOCATION	550.50	1,651.50	6,606.00	4,954.50	25.0
TOTAL TRANSFER	2,458.00	7,374.00	29,496.00	22,122.00	25.0
TOTAL FUND EXPENDITURES	79,968.81	99,549.50	290,409.00	190,859.50	34.3
NET REVENUE OVER EXPENDITURES	(65,048.81)	(60,233.97)	(47,209.00)	13,024.97	(127.6)

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	6,000.00	
	TOTAL ASSETS		<u>6,000.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	BALANCE - CURRENT DATE	<u>6,000.00</u>	
	TOTAL FUND EQUITY		<u>6,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	6,000.00	25,000.00	19,000.00	24.0
TOTAL DEPARTMENT 10	.00	6,000.00	25,000.00	19,000.00	24.0
TOTAL FUND REVENUE	.00	6,000.00	25,000.00	19,000.00	24.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	6,000.00	15,000.00	9,000.00	40.0

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	104,486.39	
30-00-1251	UTILITY RECEIVABLE	(2,886.77)	
30-00-1350	PREPAID EXPENSE	(10,000.00)	
	TOTAL ASSETS		91,599.62

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	7,882.25	
30-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)	
30-00-2100	ACCRUED PAYROLL	(586.00)	
30-00-2150	ACCRUED VACATION	47.78	
30-00-2300	WATER DEPOSITS	(665.00)	
	TOTAL LIABILITIES		(3,320.97)

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	94,920.59	
	BALANCE - CURRENT DATE	94,920.59	
	TOTAL FUND EQUITY		94,920.59
	TOTAL LIABILITIES AND EQUITY		91,599.62

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4330 WATER REVENUE	64,024.14	191,302.78	718,000.00	526,697.22	26.6
30-10-4332 NEW CONNECTION FEE	.00	1,100.00	4,000.00	2,900.00	27.5
30-10-4337 DOUBLE CHECK VALVE	.00	400.00	1,500.00	1,100.00	26.7
30-10-4350 RECOVERY BAD DEBT	.00	.00	1,000.00	1,000.00	.0
30-10-4581 PENALTY AND FEES	1,190.00	2,415.00	2,000.00	(415.00)	120.8
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	.00	125.00	125.00	.0
TOTAL DEPARTMENT 10	65,214.14	195,217.78	726,625.00	531,407.22	26.9
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30-81-4800 CDBG GRANTS	.00	.00	475,900.00	475,900.00	.0
TOTAL DEPARTMENT 81	.00	.00	475,900.00	475,900.00	.0
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TOTAL FUND REVENUE	65,214.14	195,217.78	1,202,525.00	1,007,307.22	16.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	5,459.34	14,876.27	73,250.00	58,373.73	20.3
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	96,587.00	96,587.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	106,618.00	106,618.00	.0
30-11-5020 PAYROLL TAX	372.22	934.81	4,500.00	3,565.19	20.8
30-11-5040 BENEFITS	802.27	2,433.81	10,500.00	8,066.19	23.2
30-11-5060 PERS	665.42	1,869.46	7,000.00	5,130.54	26.7
30-11-5090 WORKERS COMP	2.52	2,907.51	3,000.00	92.49	96.9
30-11-5105 BAD DEBT	450.55	773.94	3,000.00	2,226.06	25.8
30-11-5108 CHEMICALS	1,729.03	2,705.87	18,000.00	15,294.13	15.0
30-11-5120 GAS - OIL	161.81	659.14	2,000.00	1,340.86	33.0
30-11-5123 MERCHANT FEES	334.45	1,048.52	5,000.00	3,951.48	21.0
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	227.18	1,090.99	2,500.00	1,409.01	43.6
30-11-5140 UNIFORMS - TOWELS	135.65	379.82	2,000.00	1,620.18	19.0
30-11-5200 CONTRACT SERVICES	86.45	10,322.29	19,000.00	8,677.71	54.3
30-11-5204 ENGINEERING SERVICES	(570.00)	(570.00)	16,000.00	16,570.00	(3.6)
30-11-5230 PRINTING AND PUBLISHING	317.75	1,295.27	4,000.00	2,704.73	32.4
30-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
30-11-5250 SYSTEM ANALYSIS	555.00	765.00	3,000.00	2,235.00	25.5
30-11-5320 DUES, LICENSE, PERMITS	402.84	757.84	5,600.00	4,842.16	13.5
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	750.00	750.00	.0
30-11-5344 TRAVEL	.00	.00	750.00	750.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	252.21	802.69	3,500.00	2,697.31	22.9
30-11-5415 UTILITIES	1,331.41	6,160.87	45,000.00	38,839.13	13.7
30-11-5504 REPAIRS - MAINTENANCE	1,170.00	1,826.97	10,000.00	8,173.03	18.3
30-11-5530 SUPPLY SYSTEM MAINTENANCE	2,144.15	8,799.62	25,000.00	16,200.38	35.2
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	16,000.00	16,000.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
30-11-5605 HYDRANT REPLACEMENT	.00	.00	4,000.00	4,000.00	.0
TOTAL EXPENDITURE	16,030.25	59,840.69	497,855.00	438,014.31	12.0
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30-80-6000 CAPITAL-VEHICLES	.00	12,000.00	13,000.00	1,000.00	92.3
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	975.00	975.00	498,100.00	497,125.00	.2
TOTAL DEPARTMENT 80	975.00	12,975.00	511,100.00	498,125.00	2.5
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30-82-8030 WATER PRINCIPAL	.00	.00	27,851.00	27,851.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,143.00	33,143.00	.0
TOTAL DEPARTMENT 82	.00	.00	60,994.00	60,994.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	.00	.00	60,000.00	60,000.00	.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,816.58	5,449.74	21,799.00	16,349.26	25.0
30-90-9231 TRANSFER IN	.00	.00	(13,203.00)	(13,203.00)	.0
30-90-9610 OVERHEAD ALLOCATION	5,699.17	17,097.51	68,390.00	51,292.49	25.0
30-90-9615 PW EXPENSE ALLOCATION	1,644.75	4,934.25	19,737.00	14,802.75	25.0
TOTAL TRANSFER	9,160.50	27,481.50	156,723.00	129,241.50	17.5
TOTAL FUND EXPENDITURES	26,165.75	100,297.19	1,226,672.00	1,126,374.81	8.2
NET REVENUE OVER EXPENDITURES	39,048.39	94,920.59	(24,147.00)	(119,067.59)	393.1

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2019

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	3,696.00	
	TOTAL ASSETS		3,696.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	3,696.00	
	BALANCE - CURRENT DATE	3,696.00	
	TOTAL FUND EQUITY		3,696.00
	TOTAL LIABILITIES AND EQUITY		3,696.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	3,696.00	15,000.00	11,304.00	24.6
TOTAL DEPARTMENT 10	.00	3,696.00	15,000.00	11,304.00	24.6
TOTAL FUND REVENUE	.00	3,696.00	15,000.00	11,304.00	24.6

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.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
TOTAL FUND EXPENDITURES	.00	.00	18,203.00	18,203.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,696.00	(3,203.00)	(6,899.00)	115.4

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	81,438.44	
40-00-1251	UTILITY RECEIVABLE	69.78	
40-00-1350	PREPAID EXPENSES	(10,000.00)	
	TOTAL ASSETS		<u>71,508.22</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	11,797.12	
40-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)	
40-00-2100	ACCRUED PAYROLL	(160.12)	
40-00-2150	ACCRUED VACATION	36.46	
40-00-2400	SEWER DEPOSITS	302.06	
	TOTAL LIABILITIES		1,975.52

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>69,532.70</u>	
	BALANCE - CURRENT DATE	<u>69,532.70</u>	
	TOTAL FUND EQUITY		<u>69,532.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>71,508.22</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4340 WASTEWATER REVENUE	52,756.21	156,927.93	655,000.00	498,072.07	24.0
40-10-4342 NEW CONNECTION FEE	.00	300.00	1,200.00	900.00	25.0
40-10-4350 RECOVERY BAD DEBT	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT 10	52,756.21	157,227.93	657,400.00	500,172.07	23.9
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	.00	60,000.00	60,000.00	.0
TOTAL TRANSFER	.00	.00	60,000.00	60,000.00	.0
 TOTAL FUND REVENUE	 52,756.21	 157,227.93	 717,400.00	 560,172.07	 21.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,507.75	7,183.99	68,000.00	60,816.01	10.6
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	85,222.00	85,222.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	96,461.00	96,461.00	.0
40-11-5020 PAYROLL TAX	224.41	615.56	3,000.00	2,384.44	20.5
40-11-5040 BENEFITS	2,776.69	8,339.07	10,500.00	2,160.93	79.4
40-11-5060 PERS	136.76	419.54	2,000.00	1,580.46	21.0
40-11-5090 WORKERS COMP	1.85	2,105.36	2,200.00	94.64	95.7
40-11-5105 BAD DEBT	221.34	513.05	2,500.00	1,986.95	20.5
40-11-5108 CHEMICALS	1,934.00	1,934.00	15,000.00	13,066.00	12.9
40-11-5120 GAS - OIL	127.40	535.16	2,300.00	1,764.84	23.3
40-11-5123 MERCHANT FEES	334.45	1,048.50	4,000.00	2,951.50	26.2
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	306.35	868.03	2,100.00	1,231.97	41.3
40-11-5140 UNIFORMS - TOWELS	242.25	678.30	2,000.00	1,321.70	33.9
40-11-5200 CONTRACT SERVICES	500.00	11,657.44	22,000.00	10,342.56	53.0
40-11-5204 ENGINEERING SERVICES	52.50	52.50	6,000.00	5,947.50	.9
40-11-5230 PRINTING AND PUBLISHING	317.76	1,295.28	3,000.00	1,704.72	43.2
40-11-5233 TECHNOLOGY SERVICES	.00	2,017.99	1,450.00	(567.99)	139.2
40-11-5250 SYSTEM ANALYSIS	155.00	225.00	5,000.00	4,775.00	4.5
40-11-5320 DUES, LICENSE, PERMITS	195.00	195.00	4,500.00	4,305.00	4.3
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	480.00	500.00	20.00	96.0
40-11-5344 TRAVEL	.00	.00	500.00	500.00	.0
40-11-5413 TELEPHONE	299.89	945.95	4,000.00	3,054.05	23.7
40-11-5415 UTILITIES	1,920.08	5,661.54	34,000.00	28,338.46	16.7
40-11-5504 REPAIRS - MAINTENANCE	141.05	3,491.05	20,000.00	16,508.95	17.5
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	938.99	10,000.00	9,061.01	9.4
40-11-5541 COLLECTION MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURE	12,394.53	51,201.30	426,733.00	375,531.70	12.0
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40-80-6000 CAPITAL OUTLAY	.00	11,741.20	41,000.00	29,258.80	28.6
TOTAL DEPARTMENT 80	.00	11,741.20	41,000.00	29,258.80	28.6
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40-82-8040 SEWER PRINCIPAL	.00	.00	120,081.00	120,081.00	.0
40-82-8045 SEWER INTEREST	.00	.00	55,421.00	55,421.00	.0
TOTAL DEPARTMENT 82	.00	.00	175,502.00	175,502.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,643.50	4,930.50	19,722.00	14,791.50	25.0
40-90-9241 TRANSFER IN	.00	.00	(24,570.00)	(24,570.00)	.0
40-90-9610 OVERHEAD ALLOCATION	5,156.16	15,468.48	61,874.00	46,405.52	25.0
40-90-9615 PW EXPENSE ALLOCATION	1,451.25	4,353.75	17,415.00	13,061.25	25.0
TOTAL TRANSFER	8,250.91	24,752.73	74,441.00	49,688.27	33.3
TOTAL FUND EXPENDITURES	20,645.44	87,695.23	717,676.00	629,980.77	12.2
NET REVENUE OVER EXPENDITURES	32,110.77	69,532.70	(276.00)	(69,808.70)	25193.

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2019

WASTEWATER SDC FUND

<u>ASSETS</u>		
41-00-1009	CASH ALLOCATED	5,000.00
	TOTAL ASSETS	<u>5,000.00</u>
 <u>LIABILITIES AND EQUITY</u>		
 <u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	<u>5,000.00</u>
	BALANCE - CURRENT DATE	<u>5,000.00</u>
	TOTAL FUND EQUITY	<u>5,000.00</u>
	TOTAL LIABILITIES AND EQUITY	<u>5,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	5,000.00	20,000.00	15,000.00	25.0
TOTAL DEPARTMENT 10	.00	5,000.00	20,000.00	15,000.00	25.0
TOTAL FUND REVENUE	.00	5,000.00	20,000.00	15,000.00	25.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.0
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,570.00	24,570.00	.0
TOTAL TRANSFER	.00	.00	24,570.00	24,570.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,570.00	29,570.00	.0
NET REVENUE OVER EXPENDITURES	.00	5,000.00	(9,570.00)	(14,570.00)	52.3

**City Of Willamina
City Council Regular Meeting
Minutes
October 8, 2019
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President Baller
Councilor McKnight
Councilor Wooden
Councilor Burr
Councilor Johnson
Councilor Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Yamhill County Sheriff Deputy Joshua Schmidt
Yamhill County Sheriff Sgt. Russ Vandewettering
Guest (not limited to):
Ginny Wymore
News-Register Report Paul Daliquante

Mayor Ila Skyberg called the regular meeting of the City of Council to order at 6:00 PM on October 8, 2019 at the West Valley Fire Station. Deputy City Recorder Bernard called the roll, and a quorum was present. Mayor Skyberg led in the flag salute.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with one addition.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Additions, Deletions, and Corrections

Mayor Ila Skyberg

Mayor Skyberg announced the addition of an application for the Willamina Planning Commission under the regular agenda as number one.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called on Ginny Wymore under public input. Ginny offered a big thank you to Bridge the Gap partakers from The City Willamina Staff, Sherriff, and West Valley Fire. Ginny said the event was huge this year. Ginny presented Council with an invitation to the Coastal Hills Art Tour on November 8th and 9th. She said the Tea Room is a go. There is a free shuttle available during the event. She described the new artists as a good mixture of the arts.

Councilor Wooden commented that if it were not for Ginny, this would not have happened.

3. Presentations

Mayor Ila Skyberg

Mayor Skyberg introduced Yamhill County Sheriff's Deputy Schmidt, who spoke and shared some of his backgrounds. Deputy Schmidt came from Helena, Montana, about one year ago. His last four years as a deputy were in Helena, Montana.

Councilor Baller asked Deputy Schmidt what has been the most exciting thing on his new job.

Deputy Schmidt is the field-training officer who trains others coming out of the academy; he said he was humbled to help others and to share his training knowledge. Sgt Russ Vandewettering accompanied Deputy Schmidt.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called on Council President Baller for a motion to approve the consent agenda and read the items on consent.

1. Check Registers from August 1 to 31, 2019
2. Financials August 3, 2019

3. Minutes from the September 10, 2019 City Council Meeting

MOTION: Council President Baller moved to approve the Consent Agenda. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

3. Regular Agenda

Mayor Skyberg

Mayor Skyberg stated the question, Shall the City Council appoint Shana Reid to the Willamina Planning Commission? Mayor Skyberg asked for a motion.

MOTION: Councilor McKnight moved that the City Council appoint Shana Reid to the Willamina Planning Commission. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

Mayor Skyberg asked for any discussion.

Councilor Baller asked if there was another vacancy. City Manager West responded that there is another vacancy, and we hope to fill it as soon as possible.

4. Mayors Report

Mayor Skyberg

Mayor Skyberg reported that she attended the Sheridan Town Hall meeting October 3, 2019 with Congresswomen Suzanne Bonamici speaking who spoke on the Oregon Congress and answered questions from local citizens regarding their concerns.

5. Council Liason Reports

Mayor Skyberg called on Cemetery Committee Liaison Baller to report. Councilor Baller reported there was no meeting.

Chamber Liason Wooden reported there are 30 artists signed up for the Art Tour. Also, volunteers are working on the Christmas lights.

Library Liaison Lawson reported that the Library Board Meeting is on the 15th at 9:00 AM. On Halloween, the library will hold a special event at the library.

YCOM Board Liason Baller reported their meeting canceled.

Yamhill Country Transit Liason Johnson reported that there were 218 riders on Saturday, and Willamina was well represented. Their next meeting is at the end of October.

6. Report From City Officers

Mayor Skyberg

City Manager West reported she attended the Oregon Main Street Conference in Tillamook. Large and Small Cities met to talk about their downtowns and how to improve them. The program focused on how to find grants and how to get people to their downtowns.

City Manager West shared that the City is working on a Development Code Update. In addition, the City received an \$18,000 Nike Community Impact Fund, Grant. The City to have a handicap merry-go-round at the Tina Miller Park. On Wednesday, October 16, 2019 at 9:00 AM at the Hampton Pond, the Hampton staff to place a specially built ADA ramp to go in the water at 9:00 AM.

Last, regarding the Trunk or Treat Event, the street in front of City Hall and the Library, the intersection at C Street and 1st Street, and C Street in front of the parking lot is blocked off. The staff dress-up theme is Alice and Wonderland.

7. Adjourn

Mayor Skyberg

Councilor Burr moved to adjourn. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

IV. Time of Next Meeting

November 12, 2019 at 6:00 PM is the next meeting:

West Valley Fire Station

825 NE Main St.

Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 7:00 PM.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

Special City Council Meeting
Minutes of the As Needed Meeting of the City Council
October 22, 2019
3:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Baller
Councilor Mcknight
Councilor Wooden
Councilor Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown

Absent from Meeting:

Councilor Johnson
Councilor Burr

Mayor Ila Skyberg called to order the Special City Council Meeting at 3:00 PM on October 22, 2019 at West Valley Fire Station. Mayor Skyberg led in the Flag Salute. Deputy City Recorder Debbie Bernard took the roll call, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There was none.

III. Consideration of Open Issues

1. Application For The Planning Commission
Mayor Ila Skyberg

Mayor Skyberg stated the question, "Shall the Council appoint Ginny Wymore to the Willamina Planning Commission?"

Mayor Skyberg asked for a motion and discussion.

Councilor Baller commented that Ginny would do great on the commission and was supportive.

MOTION: Councilor Baller moved to appoint Ginny Wymore to the City of Willamina Planning Commission. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, and Lawson.

MOTION: Councilor Wooden moved to adjourn at 3:10 PM. Councilor Baller seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, and Lawson.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on November 12, 2019 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 3:10 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 SPECIAL CITY COUNCIL MEETING OF NOVEMBER 12, 2019**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: APPLICATION TO THE PLANNING COMMISSION

ISSUE

Shall the Council appoint Mary Jane Hollinger to the Willamina Planning Commission?

RECOMMENDATION

Staff recommends that the City Council appoint Mary Jane Hollinger to the Willamina Planning Commission.

SUMMARY AND BACKGROUND

At their September 10, 2019, City Council approved Resolution directing and authorizing City staff on all future advertising of the Planning Commission. The staff has advertised locally in the Bulletin and Willamina High School reader board for vacancies. The City has received an application for government office from Mary Jane Hollinger to fill a vacancy.

Ordinance 643 Section 31.20 provides that members serve at the will of the Council.

Ordinance 643 Section 31.30 further provides that the 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 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 that fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

If appointed, Mary Jane Hollinger fills the last open seat on the commission.

FACTS AND FINDINGS

1. The staff has advertised locally for two vacancies on the Planning Commission and received an application from Mary Jane Hollinger.
2. Ordinance 643 Section 31.20 provides that members serve at the will of the Council.
3. Ordinance 643 Section 31.30 further provides that the Commission members shall be appointed by the City Council.
4. If Mary Jane Hollinger is appointed, the commission completes it's seven-members.

Kenna West

Kenna West, City Manager

City of Willamina
Staff Report
For the City Council Special Meeting October 22, 2019 at 3:00 PM

Proposed Motion: *I move to appoint Mary Jane Hollinger to the City of Willamina Planning Commission.*

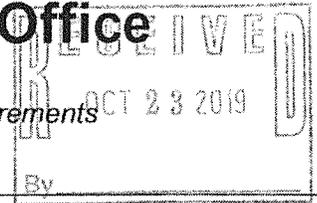
Attachments:
Application – Mary Jane Hollinger



City of Willamina

Application for City Office

See back for position criteria and requirements



Applicant's Full Name Mary Jane Hollinger

Physical Address [REDACTED]

Mailing Address [REDACTED]

Home Phone Number 503-876-8799

Cell Phone Number ∅

Email ∅

Occupation Retired

Years of Residency 14 yrs Registered Voter Yes No

Cemetery Committee 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?

Planning Commission

Please share any governmental or volunteer experience you have had

Previously - property tax collector in Calif - 3yr in El Dorado Co, 4 1/2 yr in Santa Barbara Co, Volunteer at West Valley Community Campus, Chamber of Commerce, Ring Salvation Army hall for Kiwanis, help with busy litter clean up, put up/take down Christmas lights, check gutters on Main St, trim Garden Spot park - etc, etc

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

No one else seems to be stepping up for it -

Signature Mary Jane Hollinger Date Oct 23, 2019

PUBLIC HEARING AGENDA

**CITY OF WILLAMINA
411 NE C Street – P O Box 629
Willamina, OR 97396
503-876-2242 fax 503-876-1121**

**STAFF REPORT
Zone Change/Comprehensive Plan Map Amendment 2019-01
City Council Hearing – November 12, 2019**

I. BACKGROUND

REPORT DATE: November 5, 2019
FILE NUMBER: ZC/CPMA 2019-01

APPLICANT/OWNER: Scott Henning, 167 SW Main Street, Willamina, OR 97396

LOCATION: Yamhill County Assessor's Map/Tax Lot: 6701DB/00301
ADDRESS: 167 SW Main Street
SIZE: .8 acre (34,848 square feet)
CURRENT USE: Residential
ZONING: Single-Family Residential (R-1)/Residential Commercial (C-2)

REQUEST: Proposal is for a Zone Change and Comprehensive Plan Map Amendment on a split-zoned property with a current zoning and Comprehensive Plan designation of Single-Family Residential (R-1)/Commercial Residential (C-2). The proposed zoning for the entire lot is Commercial Residential (C-2).

CRITERIA: Willamina Development Code:
Section 2.101: Single Family Residential (R-1)
Section 2.105: Commercial Residential (C-2)
Section 3.102: Zone Change
Willamina Comprehensive Plan

EXHIBITS: A: Location Map
B: Site Plan
C: Applicant Materials

II. OVERVIEW

Project Description:

Proposal is for a Zone Change and Comprehensive Plan Map Amendment on a split-zoned property with a current zoning and Comprehensive Plan designation of Single-Family Residential (R-1)/Commercial Residential (C-2). The proposed zoning for the entire lot is Commercial Residential (C-2).

Zone Change and Comprehensive Plan Map Amendments are Type III actions. A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. The Planning Commission has an advisory role. Public notice is provided and public hearings are held at the Planning Commission and City Council. Section 3.202 lists the notice requirements. Appeal of the decision is to the Land Use Board of Appeals (LUBA).

Notice of this hearing before the City Council was sent to all property owners within 100 feet of the boundaries of the subject property on October 1, 2019, over twenty days before the scheduled hearing.

Notice of this hearing was published in the News-Register on September 17, 2019.

A request for comment was sent to the City Public Works Department, City Engineer, and the Fire Department. No comments or concerns were noted.

The Willamina Planning Commission held a public hearing on the proposal on October 24, 2019. After review of the staff report and testimony from the applicant, the Planning Commission voted to recommend approval of the application to the City Council.

III. CRITERIA AND FINDINGS

According to the Willamina Development Code, Section 3.102, zone change proposals shall be approved if the applicant provides evidence substantiating the criteria listed below.

A. The proposed zone is appropriate for the Comprehensive Plan land use designation of the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification

Applicant Response: "Yes. The proposed zone change to C-2 meets the goals of the Comprehensive Plan needs and use."

Findings: The proposal for a Zone Change is concurrent with a proposal for a Comprehensive Plan Map Amendment. If both amendments, to the zoning map and to the Comprehensive Plan map, are approved, the zone will be appropriate for the Comprehensive Plan land use designation. Staff finds this criterion is met.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity

Applicant Response: "Building size limitations for accessory structures are none. N/A

Findings: The proposed zoning for this site will allow for the existing use, which is residential. The subject site is capable of meeting the dimensional requirements of the C-2 Zone for the existing and proposed use. Staff finds this criterion is met.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance

Applicant Response: "Proposed structure meets 2.209.10, #4.

Findings: Development standards for the C-2 zone are outlined in Section 2.105 of the Willamina Development Code. Residential development, including the proposed accessory structure, can be provided in compliance within the development standard. Staff finds this criterion is met.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property

Applicant Response: "Utility services are provided by local municipality."

Findings: Adequate public facilities are available to the site as it is adjacent to existing urban development. The proposal was reviewed by the City Public Works Director, City Engineer, and Fire Department. No comments or concerns were noted. Staff finds this criterion is met.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met

Applicant Response: "Because the C-2 zone allows for residential and commercial use, the use of the residence is allowed."

Findings: The purpose of the Commercial Residential District (C-2) is to provide for a mixture of residential and limited commercial uses in areas adjacent to General Commercial districts. This district is compatible with the Residential Commercial designation in the Willamina Comprehensive Plan. The C-2 zone allows for all permitted uses of the R-2 zone, which includes the existing and proposed uses for the subject site. Staff finds this criterion is met.

STATEWIDE PLANNING GOALS

Goal 1: *Citizen Involvement.* The public will be given the opportunity to voice their concerns at the public hearings before the Planning Commission and the City Council and will be notified of decisions made on the application. Staff finds this criterion is met.

Goal 2: *Land Use Planning.* Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Willamina Development Code, Section 3: Procedure for Type III Review and Section 3.102: Zone Change. The application is being considered for conformance with the standards set forth in Section 2.105: Commercial Residential District (C-2), as well as for its adherence to the broader goals of the Comprehensive Plan. Staff finds this criterion is met.

Goals 3: *Agricultural Lands*. This goal is not applicable. The subject property is not agricultural land and is located inside the urban growth boundary.

Goal 4: *Forest Lands*. This goal is not applicable. The subject property is not forest land and is located inside the urban growth boundary.

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas*. This goal aims to *protect natural resources and conserve scenic and historic areas and open spaces*. This goal is not applicable. The subject property contains no significant natural resources.

Goal 6: *Air, Water and Land Resources*. This goal is not applicable. The subject property contains no significant air, water, or land resources.

Goal 7: *Areas Subject to Natural Disasters and Hazards*. This goal is not applicable. The subject property is not within the flood zone.

Goal 8: *Recreation Needs*. This goal is not applicable. This proposed change does not impact recreational lands within the City.

Goal 9: *Economy of the State*. This goal is not applicable. The proposed change is from a split residential and commercial residential zone to a commercial residential zone.

Goal 10: *Housing*. The proposed change to Commercial Residential (C-2) will allow for all residential uses allowed in the R-1 and R-2 zones. Staff finds this criterion is met.

Goal 11: *Public Facilities and Services*. Goal 11 requires *a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development*. The City Public Works Director, City Engineer, and Fire Department have reviewed the proposal. No comments or concerns were noted. Further review of potential impacts to transportation, storm drainage and water systems will be performed in the event the property is further developed or partitioned in the future. Staff finds this criterion is met.

Goal 12: *Transportation*. No change to the subject site's impact on the transportation network is anticipated. Staff finds this criterion is met.

Goal 13: *Energy Conservation*. The comprehensive plan of the City of Willamina encourages energy efficient development. The property is already within the city's urban growth boundary and adjacent to the city limits. Staff finds this criterion is met.

Goal 14: *Urbanization*. Goal 14 *provides for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities*. The proposal to rezone the subject site from mixed R-1/C-2 to C-2 adheres to this goal by providing residential and commercial options that will serve the purpose of the C-2 zone as a transition zone. Staff finds this criterion is met.

Goals 15-19. These goals apply to specific geographic locations, none of which are impacted here. Staff finds these goals do not apply.

IV. CONCLUSIONS

Because the application satisfies the required criteria, as indicated above, the Planning Commission recommends APPROVAL of the request for a Zone Change and Comprehensive Plan Map Amendment to change the zoning and designation of the subject site from split zone R-1/C-2 to C-2.

V. CITY COUNCIL ACTION

In response to the request for approval of Zone Change (ZC 19-01)/Comprehensive Plan Map Amendment (CPMA 19-01), the City Council may take one of the following actions:

- A. Make a motion to approve ZC/CPMA 19-01, including the findings and conditions of approval as recommended by staff in the staff report; or
- B. Make a motion to approve ZC/CPMA 19-01 with modified findings, conclusions and/or conditions as determined by the City Council; or
Note: The Council member making the motion needs to state the reasons for the modifications and any revised conditions of approval.
- C. Make a motion to continue the public hearing to a date and time certain and indicate the additional information needed to allow for a future decision; or
- D. Make a motion to deny the application.
Note: The Council member making the motion needs to state the reasons for denying the application.

Recommended Motion: I make a motion to approve the proposal for Zone Change and Comprehensive Plan Map Amendment 19-01, based upon the findings as indicated in the staff report.

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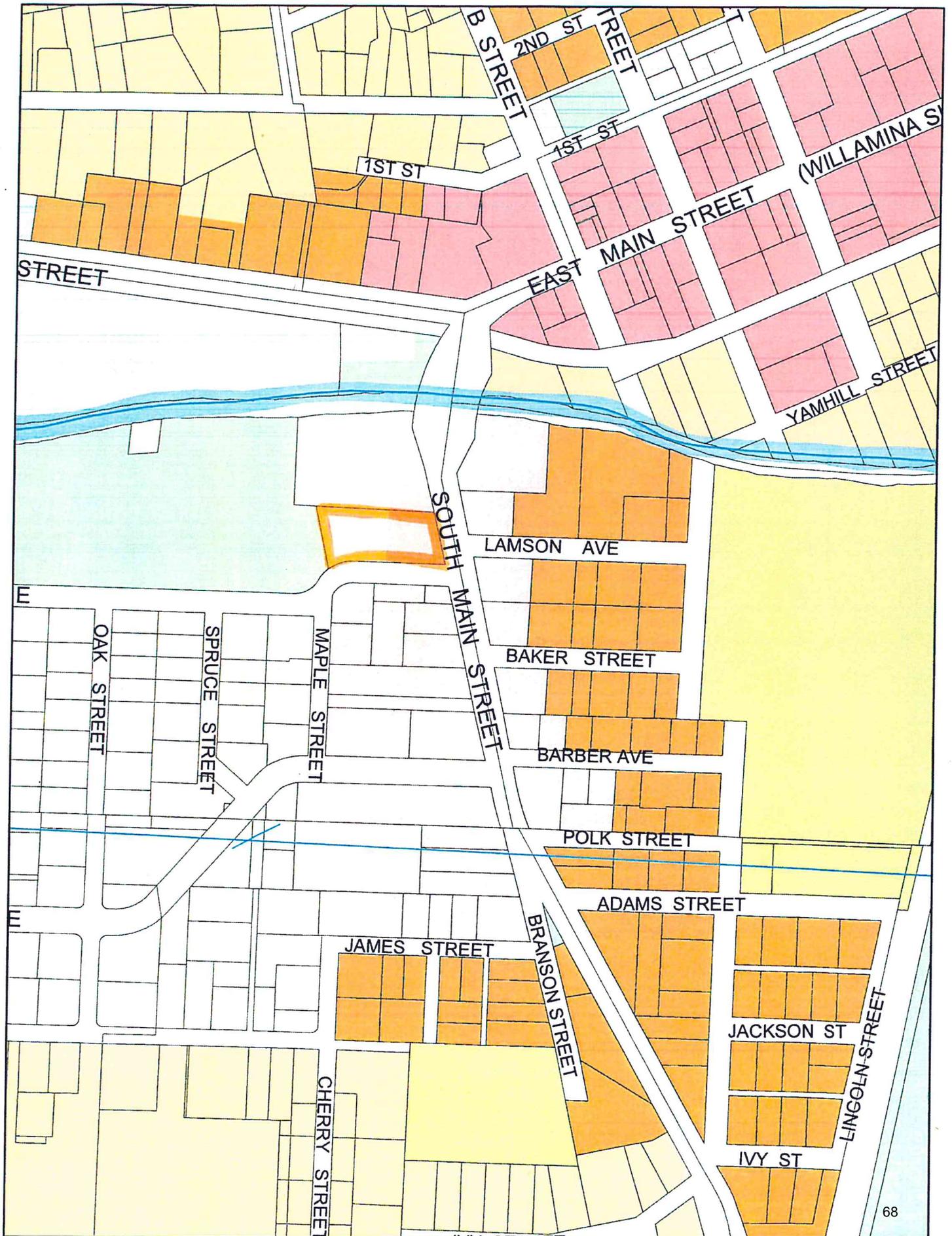
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City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

PLANNING APPLICATION FORM

Property Address: 167 S.W. Main St.
Willamina, OR 97396

Assessor's Map & Tax Lot Polk Yamhill
- 67-01-DB Tax Lot(s) 301
- - - Tax Lot(s) - - -

Zoning C-2/R-1

Project Type (Please check all applicable):

- Annexation
- Conditional Use
- Home Occupation
- Lot Line Adjustment
- Non-Conforming Use
- Partition
- Signs
- Similar Use
- Subdivision and Planned Unit Development
- Variance
 - Minor
 - Major
- Zone Change
- Other: _____

Size of the Project (# of units, lots, sq. ft., etc.):

Attachments:

- (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
- (1) 8 1/2" x 11" reduced copy of site plan
- Written Narrative/Response to Criteria
- Power of Attorney (if applicable)

Description of Request

(include name of project and proposed uses)
Request to change zoning from
R1-C2 zoning to C2

(For Office Use)

COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

Property Owner: Scott Henning
Address: 167 S.W. Main St.
Willamina, OR 97396
Phone: 971-237-1721

Applicant: Scott Henning/Wes Johnson
Address: SAME AS ABOVE
Phone: 971-237-1721/619-817-1795

Authorized Representative (if different from applicant):

Wesley Stamping Johnson
Address: General Contractor
C.C.B # 210023
Phone: 619-817-1795

Surveyor or Engineer (if applicable):

Address: _____
Phone: _____

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

Wesley Stamping Johnson 8/29/2019
(Signature of Owner or Attorney-in-Fact) / Date

(Signature of Additional Owner) _____ Date _____

(For Office Use)

Date Application Received: _____
Date Application Complete: _____
Pre-app required? Y N Pre-app # _____
Fee Paid: 1500.00 Initials: CSB
File Number: _____

A Zone Change Application Includes:

- Application cover page (submitted to City)
- Explanation of Type III Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)

- Written explanation of zone change request:

*Request to Change zoning from
R1-C2 zoning to C2*

- Written response to criteria (attached)
- Deposit Fee: \$1500.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Zone Change – Written Response to Criteria

Criteria the City Council uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating all of the following:

Willamina Development Code, Section 3.102.03

A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.

Response: Yes, proposed zone change to C2 meets the goals of the Comprehensive Plan's needs & use.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Response: Building size limitations for accessory structures are none, N/A.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance.

Response: Proposed structure meets 2.20910 #4

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Response: Utility services are provided by local municipality.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.

Response: Because the C2 zone allows for residential and commercial the use, the use of the residence is allowed.

F. The following additional criteria shall be used to review all non-residential changes:

1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.
2. The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next 5 years.
3. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.

Response: _____

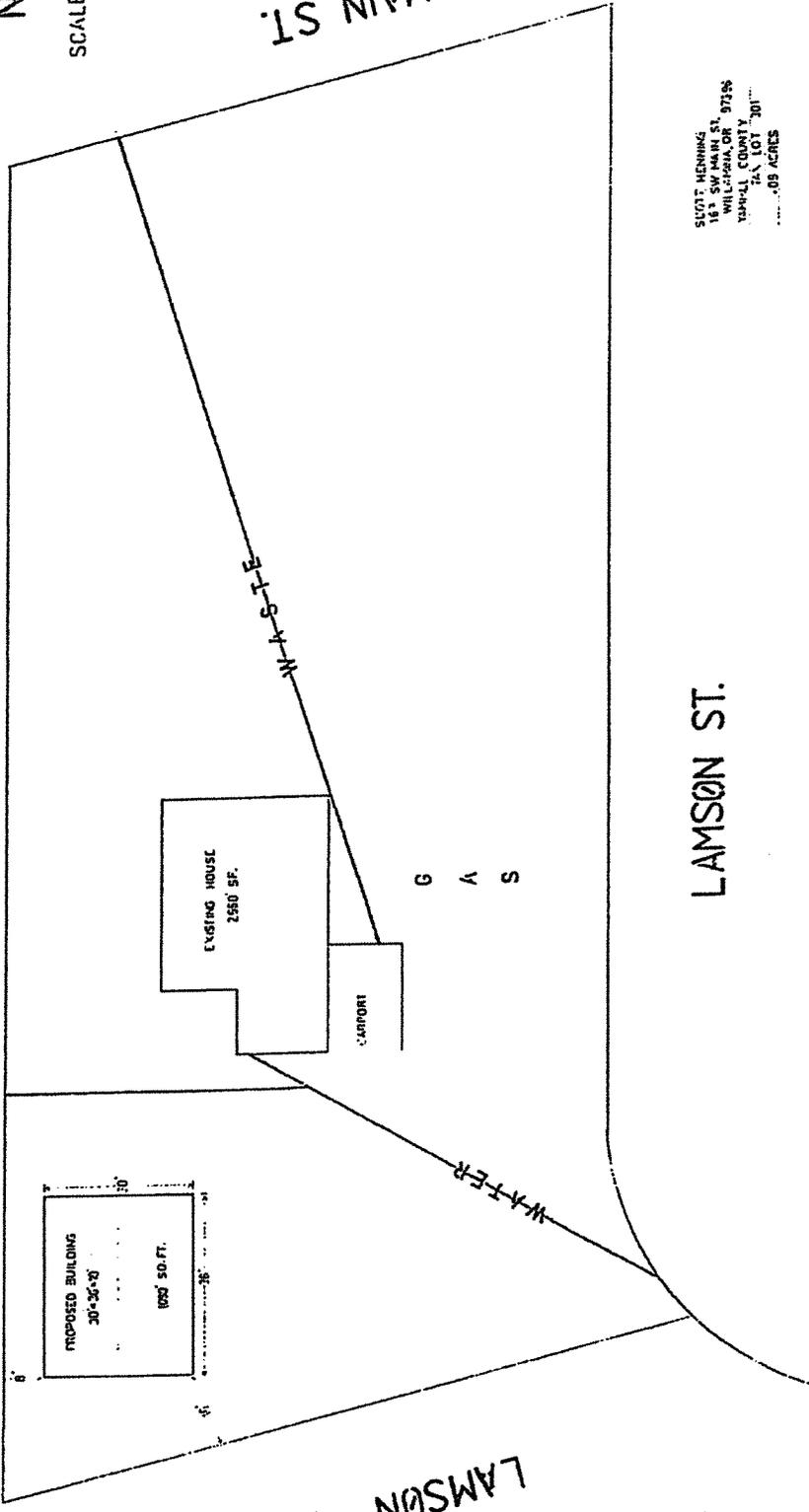
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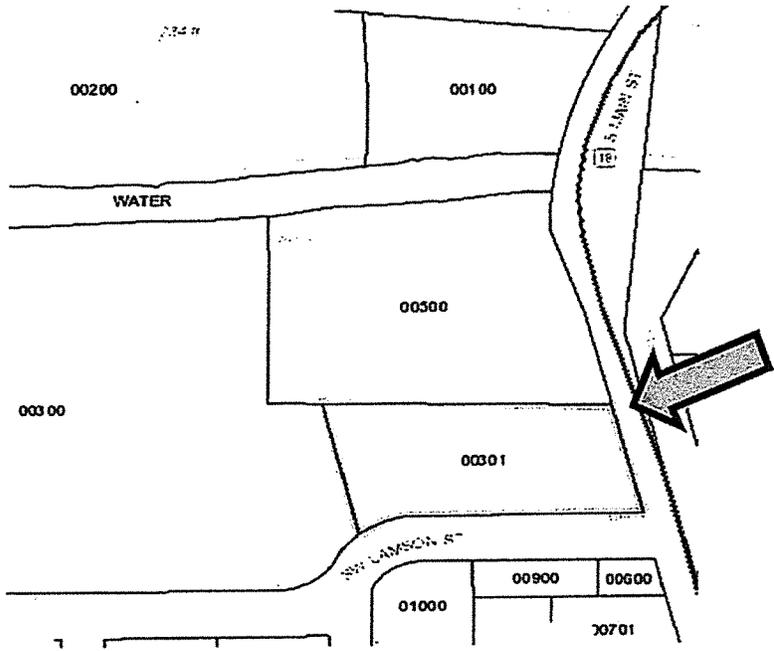


SCOTT HENNING
 143 S. MAIN ST.
 WILCOX, OR 97156
 WHEEL COUNTY
 TAX LOT 301
 .08 ACRES

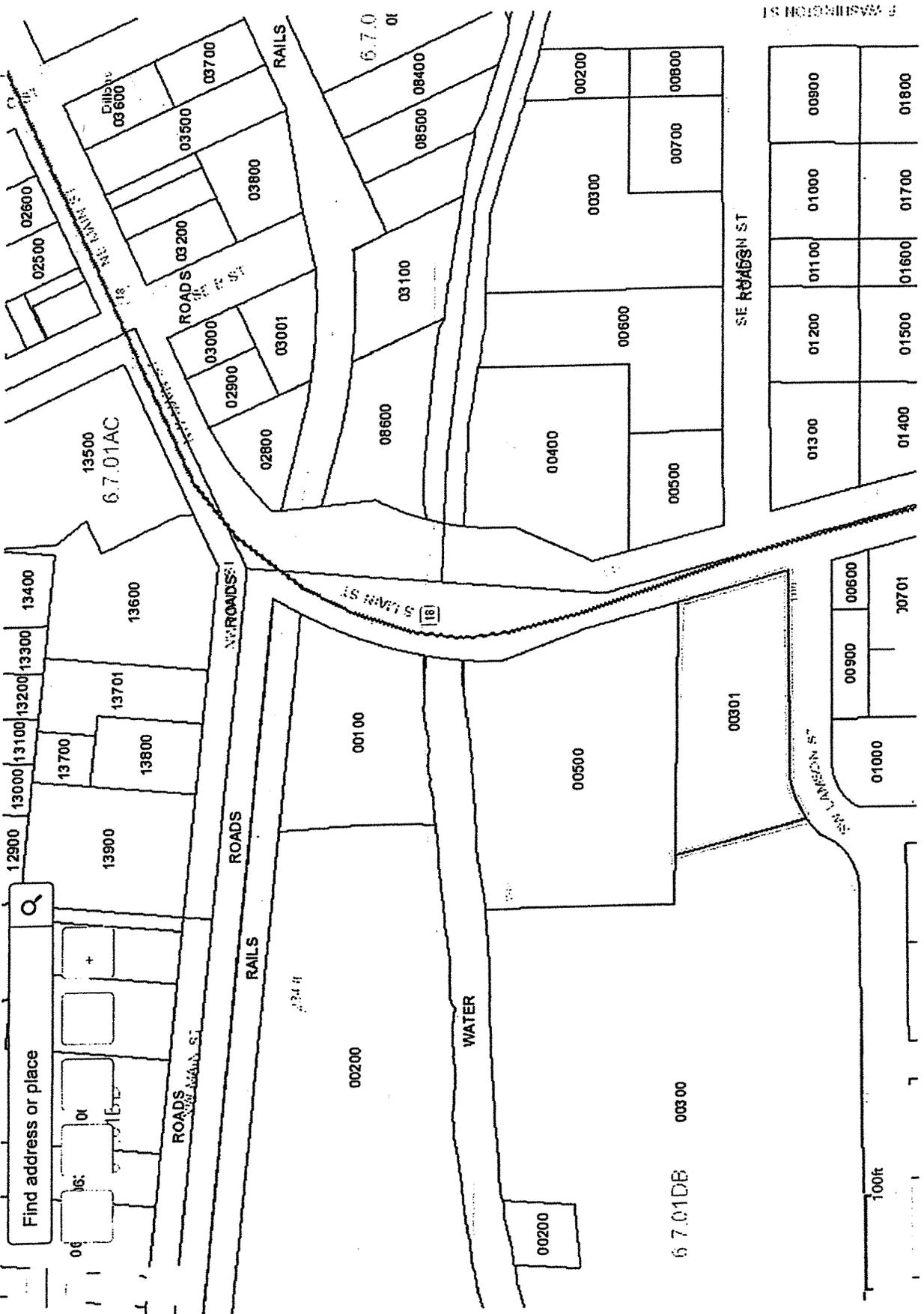
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LAMSON ST.

LAMSON PARK



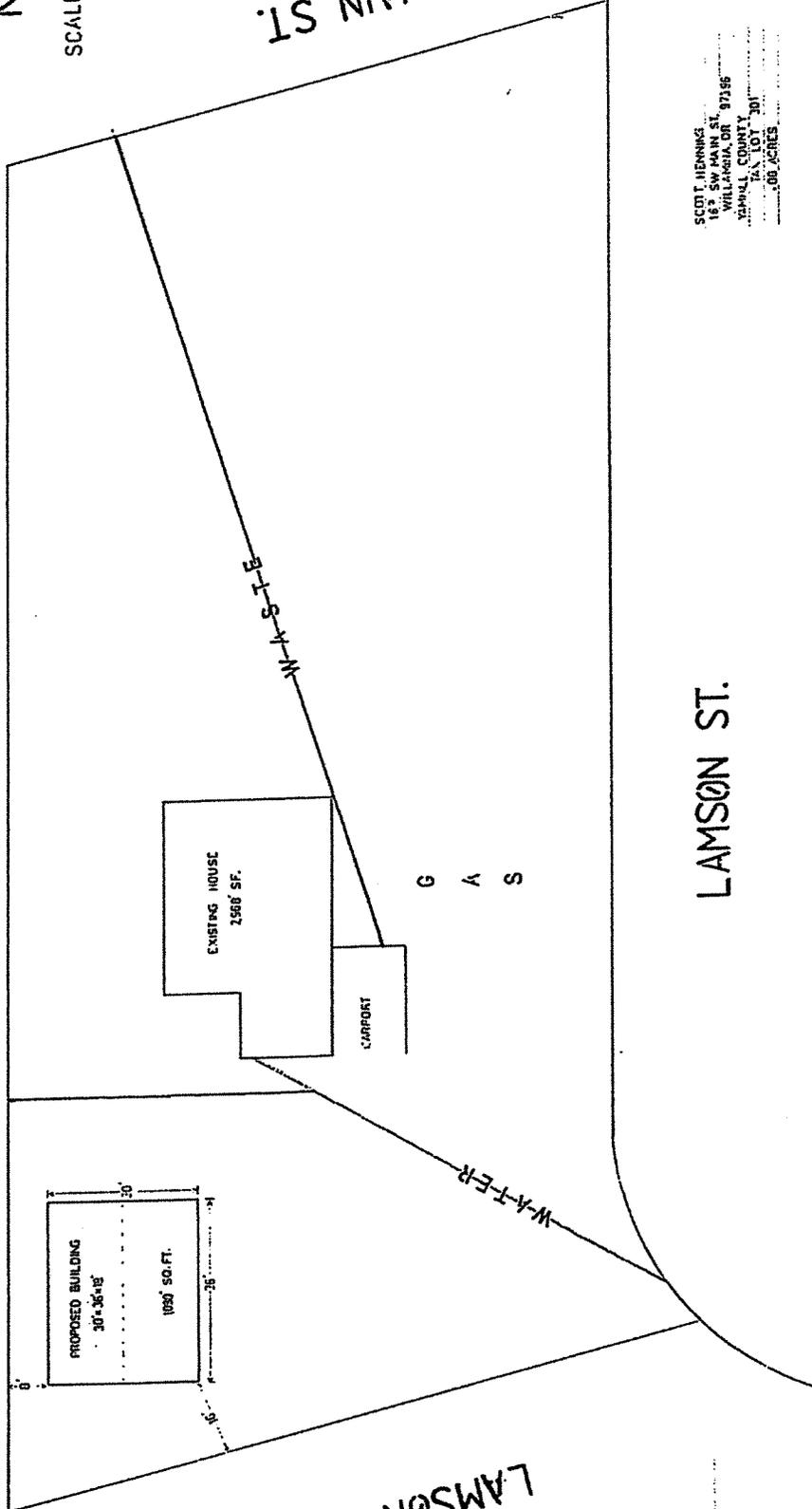
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SW MAIN ST.



SCOTT HENNING
 163 SW MAIN ST.
 WILLAMINA, OR 97196
 WHEEL COUNTY
 TAX LOT 301
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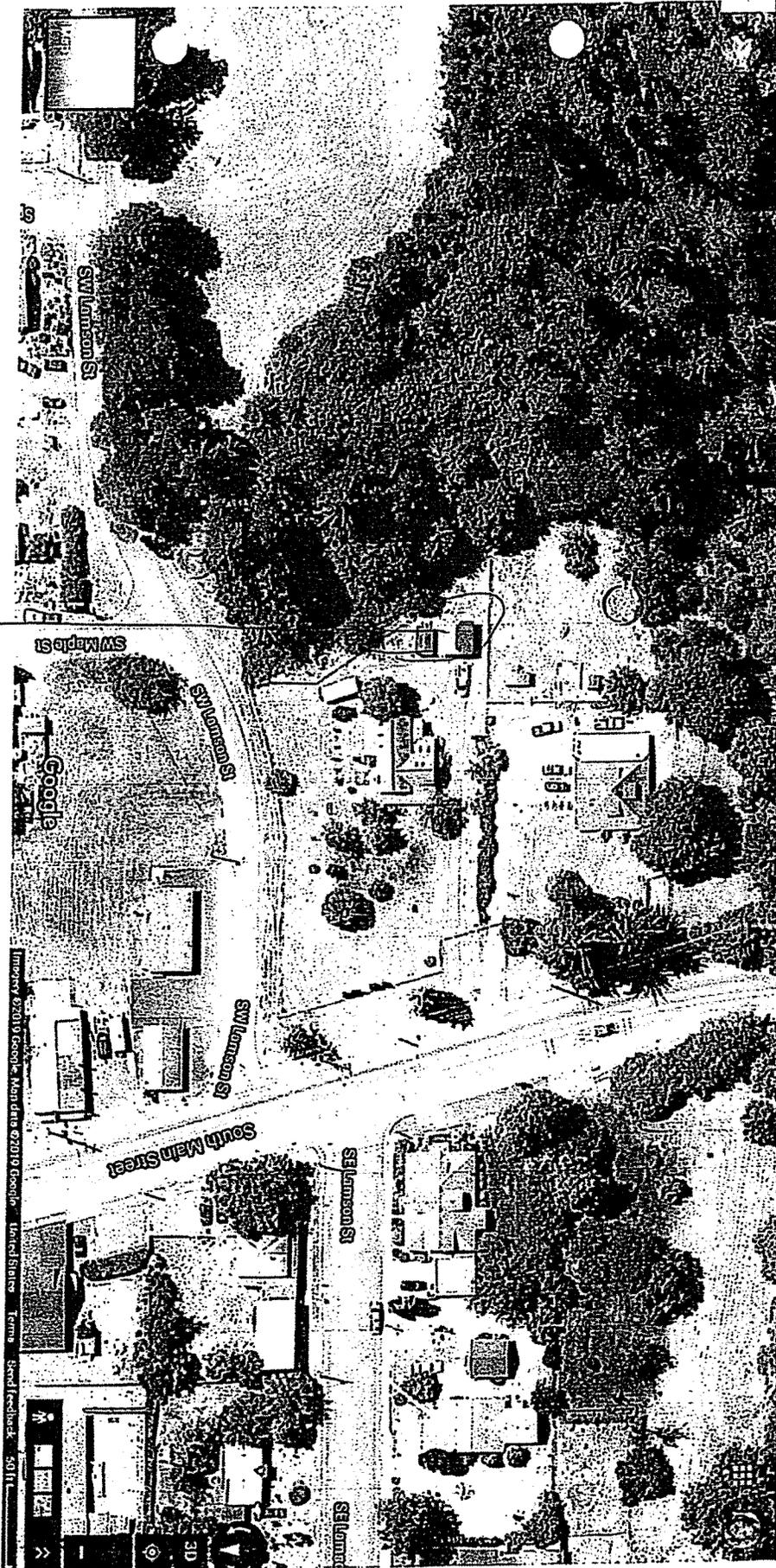
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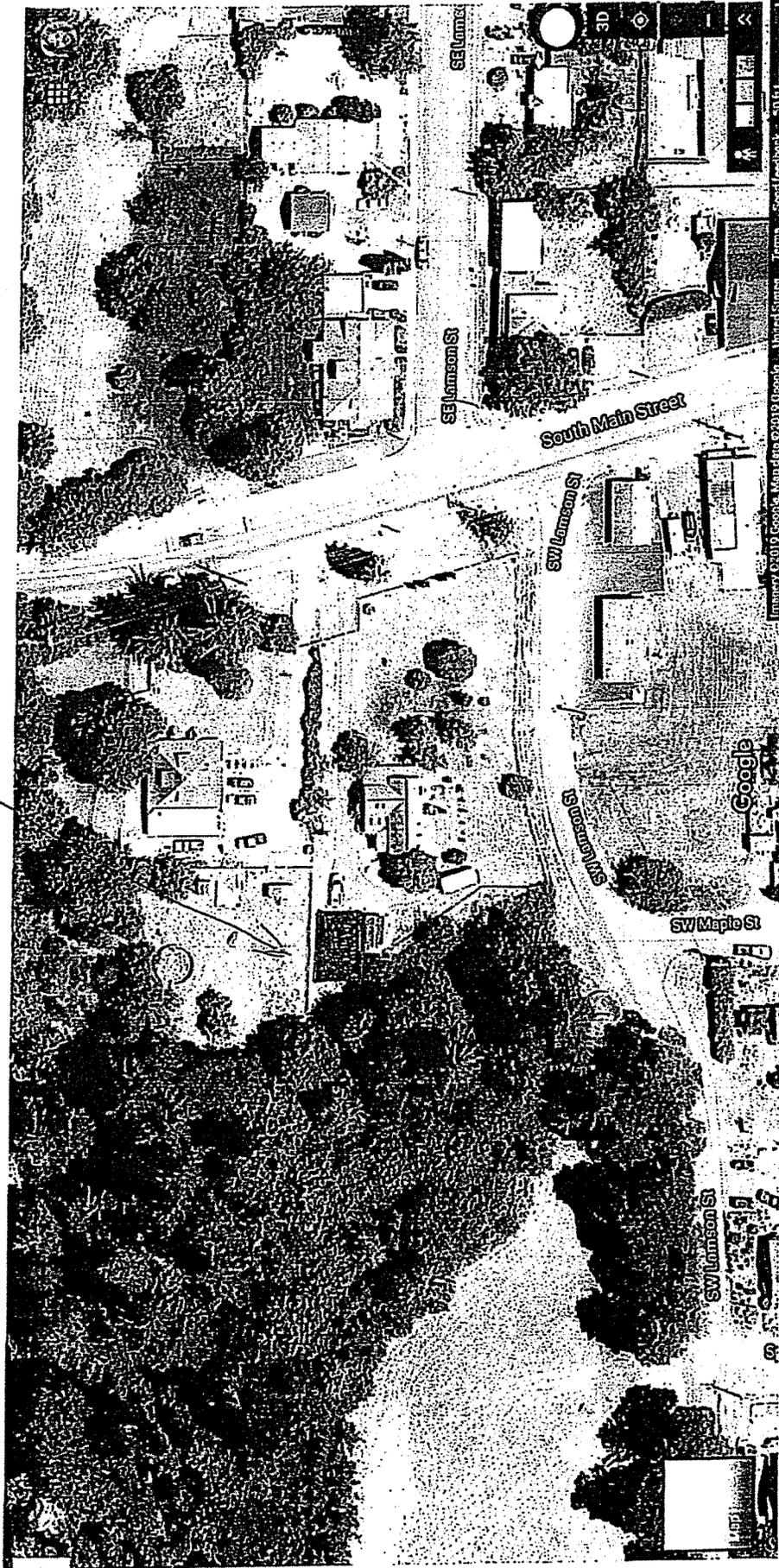
LAMSON PARK

Structures
Removed

BEFORE



Proposed foot print



Scott Henning # 971-237-1721

167 S.W. MAIN st.
Williamina, OR
97369

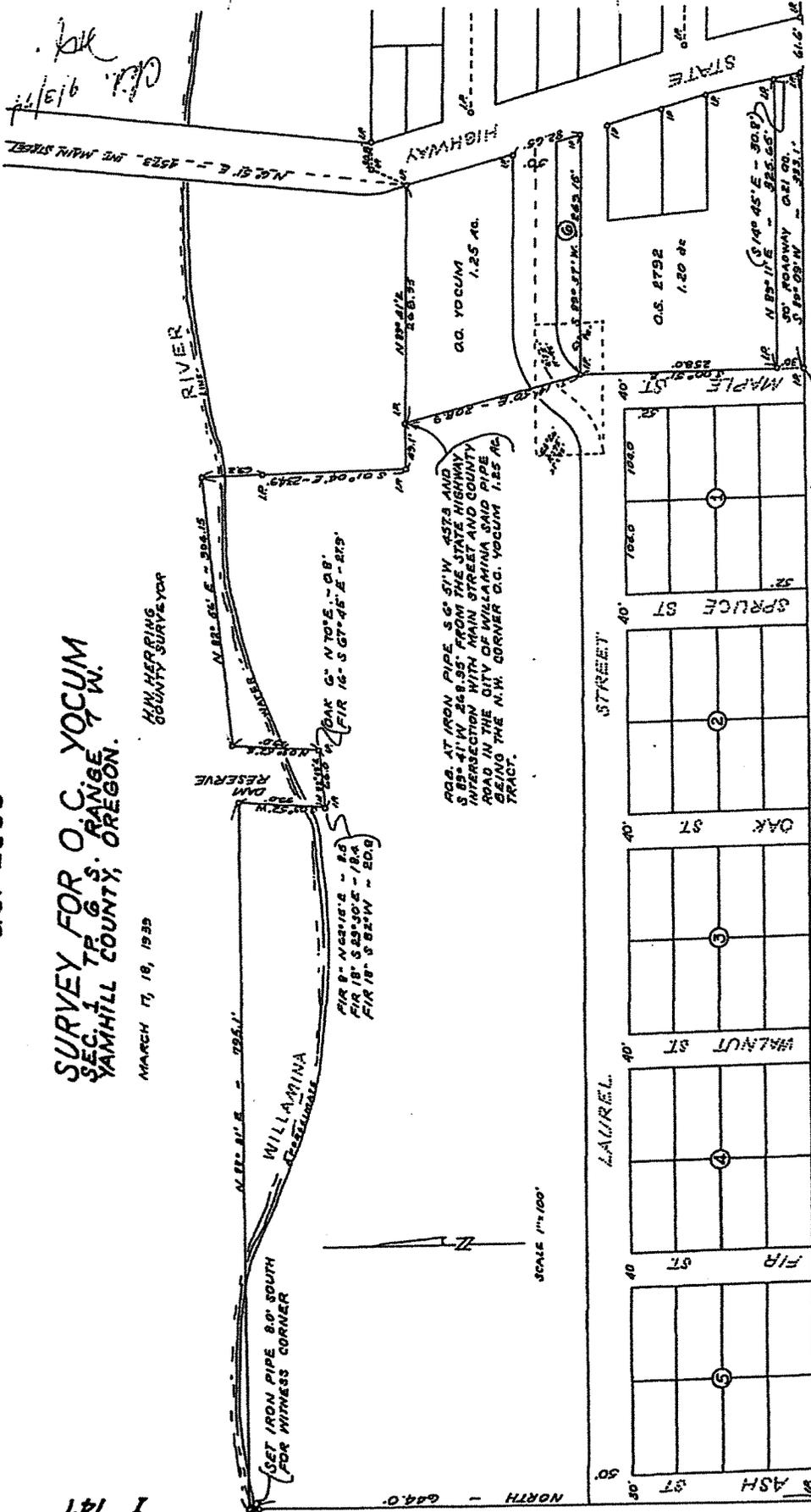
Contractor: Wes Johnson
619-817-1795

C.S. 2893

SURVEY FOR O.C. YOCUM SEC. 1 TP. 6 S. RANGE 7 W. YAMHILL COUNTY, OREGON.

MARCH 17, 19, 1935

H.M. HERRING
COUNTY SURVEYOR



ROB. AT IRON PIPE S 6° 51' W - 45.5 AND
S 89° 41' W - 248.35' FROM THE STATE HIGHWAY
INTERSECTION WITH MAIN STREET AND COUNTY
ROAD IN THE CITY OF WILLAMINA SAID PIPE
BEING THE N.W. CORNER O.C. YOCUM 1.25 AC.
TRACT.

SET IRON PIPE 8.0' SOUTH
FOR WITNESS CORNER

WILLAMINA
RESERVE

FIR 8" N 63° 18' E - 8.0
FIR 18" S 23° 30' E - 18.0
FIR 18" S 82° 15' W - 20.0

SCALE 1" = 100'

NORTH - 644.0

I 147

OAK N 68° 14' W - 24.9'
MARKED IN O.S. NO. 1453

C.S. 2893

RECORDING UNIT 9-74

1-147

FIELD NOTES

OF

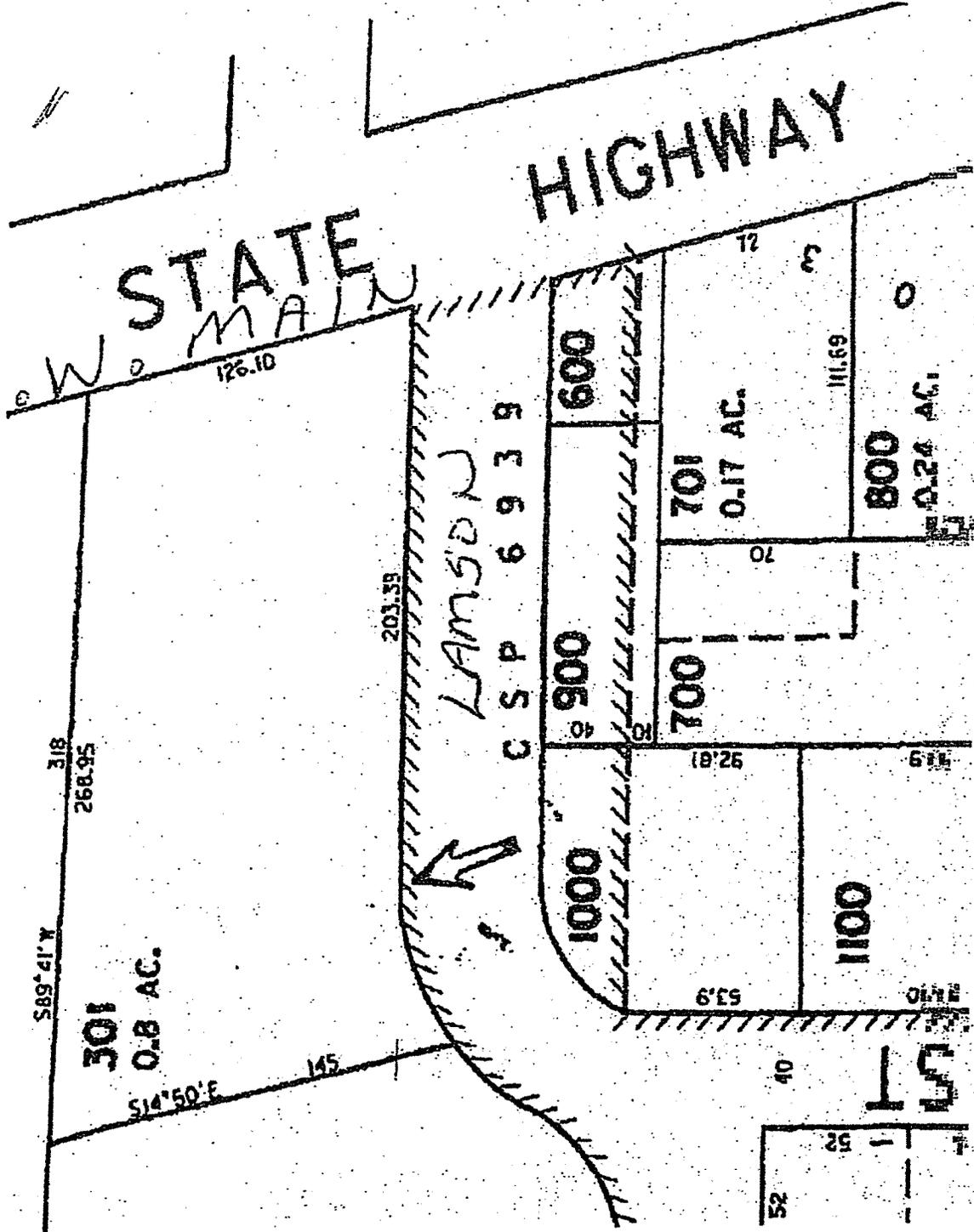
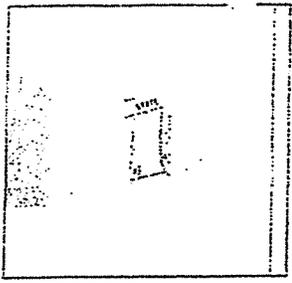
County Survey No. 2593 Made for D. C. Yocum
 on the 17-18 day of March 1922
Willis Proctor and Russell Proctor Chasers
 duly sworn.

feet

Beginning:

- at an iron pipe set at the N.W. corner of the D. C. Yocum 125 acre tract said point being 56°51'W 457 feet and 58°41'W 268.95 feet from the intersection of Main Street and State Highway and County Road near the City of Willamina, Oregon and being in the North half of the 1/2 sec. 1/4 range D. C. Yocum and being in the North half of the 1/4 sec. 1/4 range D. C. Yocum = 1670 Acres = 43.00 ac. Section 1 in T. 6. S. R. 11. W. of the Will. River, Oregon.
 Thence 51°45'0"E.
- 208.9 to iron pipe at the S.W. corner of said 125 acre tract and the N.W. corner of County Survey # 2792.
 Thence 65°00'51"E.
- 758.0 to iron pipe set in former survey on division line of said Proctor claim.
 Thence 58°09'W along division line of claim.
- 1273.1 to iron pipe set in former survey and from which one oak marked in County Survey # 2792 bears 71.6°W 2.45 feet.
 Thence 71°22'W.
- 644.0 to point in edge of water for N.W. corner, and set iron pipe 80 feet for witness corner.
 Thence down stream 71°55'31"E.
- 795.1 to point in river on West line of record for down.
 Thence 53°52'W.
- 99.0 set iron pipe on steep bluff for S.W. corner of property where down stream river is situated, and marked a fire in diam. bears 562°N 85 feet, and 18" in diam. bears 57°40'E 15 feet, and a bluff in 15" bears 382° 208 feet.
 Thence 71°34'58"E.
- 66.0 set iron pipe at S.E. corner of record for down site and marked a fire 16" in diam. bears 367°40'E 2.78 feet and an oak 6" bears 71°78'E 10.0 feet.
 Thence 71°35'E.
- 99.0 to point in river for North line of Yocum
 Thence 71°35'E down river.
- 307.15 to set corner of Yocum and Will. corner of said property.
 Thence 31°04'E (at 582) set iron pipe for witness corner on south side of bluff for said or (and erect)
- 734.9 set iron pipe angle corner of Yocum and S.W. corner of said
 Thence 71°54'1"E.
- 49.1 to beginning and containing 18.43 acres more or less.
 Hill Farming
 County Survey # 2792
- Also 30 feet roadway
- Beginning at iron pipe at the S. E. corner of the above tract
 Thence 71°00'51'W
- 30.1 to iron pipe at the S.W. corner of County Survey # 2792
 Thence 71°35'11"E along south line of said survey
- 375.65 to iron pipe at S. E. corner of said survey, and on the margin of the highway where
 Thence 51°45'0"E
- 30.8 to iron pipe on division line of claim
 Thence 58°09'W
- 333.1 to beginning containing 2.1 of an acre more or less.
 Hill Farming

861840



N

1/4" = 1'

30'

CAMP TRAILER

Inside Usage

ENCLOSED
SHOP

MOTORCYCLE

RIDING
MOWER

36'



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 10/1/2019 to 10/31/2019**

City	UCR Description	10/1/2018 to 10/31/2018	10/1/2019 to 10/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	2	0		2	5
	Arson	0	0		2	4
	Burglary-Business	1	0		1	3
	Burglary-Non-Residence	2	0		1	4
	Burglary-Residence	0	0		8	6
	Larceny	7	2	-71.43 %	49	67
	Motor Vehicle Theft-Auto	0	0		3	3
	Murder	0	0			1
	Rape	0	0			2
	Robbery	0	0			1
	Part 1 Total	12	2	-83.33 %	66	96
Part 2						
	All Other	0	0		10	11
	Animal Problems	0	0			1
	Disorderly Conduct	1	3	200.00 %	11	10
	Drug Laws	1	2	100.00 %	28	21
	DUII	0	0		8	4
	Forgery	0	0		2	5
	Fraud	0	1		6	1
	Kidnapping	0	0			1
	Liquor Laws	0	0		2	3
	Runaway	0	0		5	4
	Sex Offenses	0	1		5	6
	Simple Assault	2	2		29	36
	Stolen Property	0	0			1
	Trespass/Prowler	2	0		9	14
	Vandalism	5	3	-40.00 %	28	33
	Total For WILLAMINA	49	33	-32.65 %	409	532



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 10/1/2019 to 10/31/2019**

City	UCR Description	10/1/2018 to 10/31/2018	10/1/2019 to 10/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	0	0		2	
Part 2 Total		11	12	8.33 %	145	151
Part 3						
	All Other	12	8	-33.33 %	81	101
	Non-Reportable Offenses	14	11	-21.43 %	117	184
Part 3 Total		26	19	-26.92 %	198	285
Total For WILLAMINA		49	33	-32.65 %	409	532

Yearly Schedule of Events

CITY OF WILLAMNA CITY COUNCIL

July 2019

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			

July

07/04/19 (Thu)	Independence day - CITY HALL CLOSED	holiday
07/02/19 (Tues)	Planning Commission	meeting
07/15/19 (Tues)	Deadline for filing the LB 50	meeting
07/16/19 (Tues)	City Council Regular Meeting Note New Date	meeting

August 2019

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

August

08/06/19 (Tues)	Planning Commission Regular Meeting	meeting
08/13/19 (Tues)	City Council Regular Meeting	meeting
08/27/19 (Tues)	Rescheduled Planning Commission Meeting	meeting

September 2019

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					

September

09/02/19 (Mon)	Labor Day	holiday
09/03/19 (Tue)	Planning Commission Regular Meeting	meeting
09/10/19 (Tue)	City Council Regular Meeting	meeting

October 2019

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		

October

NOTE NEW DATES FOR PLANNING COMMISSION		-
10/08/19 (Tue)	City Council Meeting	meeting
10/14/19 (Mon)	Columbus Day	holiday
10/24/19 (Thu)	Planning Commission	meeting
10/31/19 (Thu)	Halloween	holiday

November 2019

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

November

11/12/19 (Tues)	City Council Meeting	meeting
11/21/19 (Thu)	Planning Commission	meeting
11/28/19 (Thu)	Thanksgiving	holiday
11/03/19 (Sun)	Daylight Saving (move clocks back 1 hour)	holiday

December 2019

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				

December

12/10/19 (Tues)	City Council Meeting	meeting
12/24/19 (Tue)	Christmas Eve	holiday
12/25/19 (Wed)	Christmas Day	holiday
12/26/19 (Thurs)	Planning Commission - pending new time/date	holiday