

Willamina City Council Agenda

Regular Meeting

Tuesday, February 13, 2018 6:00pm

West Valley Fire District
825 NE Main St, Willamina

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

CORRESPONDENCE - none

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

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

1. Check Registers – December 1 to 31, 2017 (information only)
2. Financials December 2017
3. Minutes from the January 9, 2018 City Council Meeting
4. Approval of Budget Officer for 2018-19 Budget
5. Budget Committee Selections

REGULAR AGENDA

Administration

1. Consideration City Manager Salary Increase
2. Consideration-Cemetery Burial Plot price increase

MAYORS REPORT

COUNCIL LIAISON REPORTS

6. Chamber Liaison (April Wooden)
7. YCOM Board (Councilor Baller)

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

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

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8. Yamhill County Housing Authority Board Member (Councilor Stritzke)
9. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM/CITY OFFICERS

10. City Manager
11. Sheriff's Report

EVENT CALENDAR

PUBLIC HEARING

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

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CONSENT AGENDA

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9052	12/17 12/05/2017	9052	4890	APRIL WOODEN	120117	1	10-13-5310	.00	50.00	50.00
	Total 9052:							.00		50.00
9053	12/17 12/05/2017	9053	700	BAKER AND TAYLOR BOOKS	4012062011	1	10-65-5106	.00	96.58	96.58
12/17 12/05/2017	9053	700	BAKER AND TAYLOR BOOKS	4012062011	2	10-65-5100	.00	46.42	46.42	46.42
12/17 12/05/2017	9053	700	BAKER AND TAYLOR BOOKS	4012070680	1	10-65-5106	.00	39.47	39.47	39.47
12/17 12/05/2017	9053	700	BAKER AND TAYLOR BOOKS	4012070680	2	10-65-5100	.00	11.88	11.88	11.88
	Total 9053:							.00		194.35
9054	12/17 12/05/2017	9054	5678	Bob Burr	120117	1	10-13-5310	.00	50.00	50.00
	Total 9054:							.00		50.00
9055	12/17 12/05/2017	9055	870	BREITHAUER OIL CO.	CL81115	1	30-11-5120	.00	34.87	34.87
	Total 9055:							.00		34.87
9056	12/17 12/05/2017	9056	1380	CARQUEST	4758-158368	1	40-11-5137	.00	31.96	31.96
	Total 9056:							.00		31.96
9057	12/17 12/05/2017	9057	1130	CITY OF WILLAMINA	1792.00 11-1	1	10-67-5415	.00	126.43	126.43
	Total 9057:							.00		126.43
9058	12/17 12/05/2017	9058	5677	Craig Johnson	120117	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 9058:										
								.00		50.00
9059	12/17	12/05/2017	1760	FERGUSON ENTERPRISES, IN	0576225	1	40-11-5540	.00	22.00	22.00
	12/17	12/05/2017	1760	FERGUSON ENTERPRISES, IN	0612336-1	1	30-11-5530	.00	199.68	199.68
Total 9059:										
								.00		221.68
9060	12/17	12/05/2017	9060	HEATHER STRITZKE	120117	1	10-13-5310	.00	50.00	50.00
Total 9060:										
								.00		50.00
9061	12/17	12/05/2017	9061	ILA SKYBERG	120117	1	10-13-5310	.00	100.00	100.00
Total 9061:										
								.00		100.00
9062	12/17	12/05/2017	9062	JON'S COMPLETE AUTOMOTIV	26507	1	30-11-5504	.00	170.32	170.32
Total 9062:										
								.00		170.32
9063	12/17	12/05/2017	9063	Kalmbach Publishing Co.	112717	1	10-65-5321	.00	42.95	42.95
Total 9063:										
								.00		42.95
9064	12/17	12/05/2017	9064	OREGON DEPARTMENT OF RE	120117	1	10-14-5306	.00	52.00	52.00
Total 9064:										
								.00		52.00
9065	12/17	12/05/2017	9065	RICHARD HAYNES	120117	1	40-11-5200	.00	250.00	250.00
Total 9065:										
								.00		250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9066	12/17	12/05/2017	9066	610 RITA BALLER	120117	1	10-13-5310	.00	50.00	50.00
Total 9066:										
9067	12/17	12/05/2017	9067	5635 SOLUTIONS YES	INV126230	1	10-12-5230	.00	79.25	79.25
9067	12/17	12/05/2017	9067	5635 SOLUTIONS YES	INV126230	2	10-12-5230	.00	113.41	113.41
Total 9067:										
9068	12/17	12/05/2017	9068	4540 THERESA MCKNIGHT	120117	1	10-13-5310	.00	50.00	50.00
Total 9068:										
9069	12/17	12/05/2017	9069	5575 WEST ONE HOMES	120417	1	30-00-2300	.00	38.73	38.73
9069	12/17	12/05/2017	9069	5575 WEST ONE HOMES	120417	2	40-00-2400	.00	53.72	53.72
Total 9069:										
9070	12/17	12/05/2017	9070	5551 Wright Business Graphics	4200461	1	30-11-5230	.00	202.09	202.09
9070	12/17	12/05/2017	9070	5551 Wright Business Graphics	4200461	2	40-11-5230	.00	303.13	303.13
Total 9070:										
9071	12/17	12/05/2017	9071	5150 YAMHILL COUNTY SHERIFFS O	120117	1	10-14-5313	.00	16.00	16.00
9071	12/17	12/05/2017	9071	5150 YAMHILL COUNTY SHERIFFS O	120217	1	10-18-5217	.00	16,376.23	16,376.23
Total 9071:										
9072	12/17	12/12/2017	9072	110 A&E SAFE AND ALARM CO.	156174	1	10-65-5200	.00	59.85	59.85
Total 9072:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9073	12/17	12/12/2017	360	ALA AMRICAN LIBRARY ASSOC	120117	1	10-65-5320	.00	175.00	175.00
Total 9073:										
9074	12/17	12/12/2017	400	AOP TECHNOLOGIES	183745	1	40-11-5540	.00	810.62	810.62
Total 9074:										
9075	12/17	12/12/2017	430	ARAMARK UNIFORM SERVICES	863202903	1	10-66-5140	.00	10.12	10.12
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863202903	2	20-11-5140	.00	2.98	2.98
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863202903	3	30-11-5140	.00	16.67	16.67
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863202903	4	40-11-5140	.00	29.78	29.78
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863213374	1	10-66-5140	.00	9.66	9.66
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863213374	2	20-11-5140	.00	2.84	2.84
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863213374	3	30-11-5140	.00	15.90	15.90
12/17	12/12/2017	9075	430	ARAMARK UNIFORM SERVICES	863213374	4	40-11-5140	.00	28.40	28.40
Total 9075:										
9076	12/17	12/12/2017	480	ASSN FOR RURAL & SMALL LIB	120817	1	10-65-5320	.00	29.00	29.00
Total 9076:										
9077	12/17	12/12/2017	1390	CASCADE COLUMBIA	708742	1	40-11-5108	.00	964.20	964.20
Total 9077:										
9078	12/17	12/12/2017	940	CASELLE, INC.	84828	1	10-12-5235	.00	1,200.00	1,200.00
Total 9078:										
9079	12/17	12/12/2017	1760	FERGUSON ENTERPRISES, IN	0615873	1	31-80-6000	.00	617.64	617.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/17	12/12/2017	9079	1760	FERGUSON ENTERPRISES, IN	614785	1	40-11-5540	.00	184.54	184.54
12/17	12/12/2017	9079	1760	FERGUSON ENTERPRISES, IN	CM097714	1	30-11-5530	.00	334.08	334.08
Total 9079: 468.10										
9080										
12/17	12/12/2017	9080	2040	HACH	10737424	1	40-11-5540	.00	2,053.42	2,053.42
Total 9080: 2,053.42										
9081										
12/17	12/12/2017	9081	5706	HRA VEBA Trust	010118	1	10-70-5040	.00	450.00	450.00
12/17	12/12/2017	9081	5706	HRA VEBA Trust	010118-1	1	10-71-5040	.00	375.00	375.00
12/17	12/12/2017	9081	5706	HRA VEBA Trust	010118-1	2	30-11-5040	.00	75.00	75.00
12/17	12/12/2017	9081	5706	HRA VEBA Trust	010118-1	3	10-65-5040	.00	150.00	150.00
12/17	12/12/2017	9081	5706	HRA VEBA Trust	010118-1	4	40-11-5040	.00	150.00	150.00
Total 9081: 1,200.00										
9082										
12/17	12/12/2017	9082	2520	KATHY TAYLOR CONSULTING	120517	1	10-12-5200	.00	2,167.60	2,167.60
Total 9082: 2,167.60										
9083										
12/17	12/12/2017	9083	2700	LES SCHWAB TIRE CENTER	2020090504	1	10-72-5504	.00	1,069.76	1,069.76
Total 9083: 1,069.76										
9084										
12/17	12/12/2017	9084	2670	LOCAL 737 - LABORERS INTL U	120117	1	10-00-2130	.00	185.20	185.20
Total 9084: 185.20										
9085										
12/17	12/12/2017	9085	2690	LOWES	983609	1	10-12-5600	.00	188.10	188.10
Total 9085: 188.10										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9086	12/17	12/12/2017	9086	5529 McMinnville Gas Inc.	1003155	1	10-72-5415	.00	30.00	30.00
Total 9086:										
9087	12/17	12/12/2017	9087	3300 ONE CALL CONCEPTS, INC.	70901514-IN	1	30-11-5200	.00	14.70	14.70
12/17	12/12/2017	9087	3300	ONE CALL CONCEPTS, INC.	7100512-IN	1	30-11-5200	.00	27.30	27.30
12/17	12/12/2017	9087	3300	ONE CALL CONCEPTS, INC.	7110514-IN	1	30-11-5200	.00	28.35	28.35
Total 9087:										
9088	12/17	12/12/2017	9088	3110 OREGON ASSOCIATION OF MU	1058	1	10-12-5320	.00	50.00	50.00
Total 9088:										
9089	12/17	12/12/2017	9089	3230 OREGON LIBRARY ASSOCIATI	4256	1	10-65-5320	.00	30.00	30.00
Total 9089:										
9090	12/17	12/12/2017	9090	3590 PGE	204570 012-	1	10-19-5400	.00	1,550.44	1,550.44
Total 9090:										
9091	12/17	12/12/2017	9091	3700 POSEYLAND FLORIST	113017	1	10-13-5307	.00	140.00	140.00
Total 9091:										
9092	12/17	12/12/2017	9092	3820 RECOLOGY WESTERN OREGO	8037889	1	10-66-5415	.00	26.73	26.73
12/17	12/12/2017	9092	3820	RECOLOGY WESTERN OREGO	8037897	1	10-12-5415	.00	35.11	35.11
12/17	12/12/2017	9092	3820	RECOLOGY WESTERN OREGO	8038200	1	10-66-5415	.00	10.71	10.71
12/17	12/12/2017	9092	3820	RECOLOGY WESTERN OREGO	8038218	1	10-65-5415	.00	2.70	2.70
12/17	12/12/2017	9092	3820	RECOLOGY WESTERN OREGO	8038226	1	10-72-5415	.00	149.60	149.60
Total 9092:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9092:										
9093	12/17	12/12/2017	9093	4110 SHELDON OIL COMPANY	25862	1	10-72-5120	.00	158.70	158.70
	12/17	12/12/2017	9093	4110 SHELDON OIL COMPANY	25862	2	20-11-5120	.00	51.13	51.13
	12/17	12/12/2017	9093	4110 SHELDON OIL COMPANY	25862	3	10-18-5120	.00	74.91	74.91
	12/17	12/12/2017	9093	4110 SHELDON OIL COMPANY	25862	4	30-11-5120	.00	60.62	60.62
Total 9093:										
9094	12/17	12/12/2017	9094	4160 SKYBERG'S	113017	1	30-80-6001	.00	705.93	705.93
	12/17	12/12/2017	9094	4160 SKYBERG'S	113017-1	1	20-11-5137	.00	9.75	9.75
	12/17	12/12/2017	9094	4160 SKYBERG'S	113017-1	2	10-18-5137	.00	33.27	33.27
	12/17	12/12/2017	9094	4160 SKYBERG'S	113017-1	3	40-11-5137	.00	15.47	15.47
Total 9094:										
9095	12/17	12/12/2017	9095	4290 STAPLES CREDIT PLAN	113017	1	10-12-5137	.00	290.42	290.42
Total 9095:										
9096	12/17	12/12/2017	9096	4310 STETTLER SUPPLY COMPANY	127910	1	30-80-6001	.00	1,651.89	1,651.89
	12/17	12/12/2017	9096	4310 STETTLER SUPPLY COMPANY	127949	1	30-11-5504	.00	238.75	238.75
Total 9096:										
9097	12/17	12/12/2017	9097	4330 STUCK ELECTRIC CO	10855	1	10-72-5504	.00	298.00	298.00
Total 9097:										
9098	12/17	12/12/2017	9098	5516 The Bulletin Board	2053	1	10-12-5230	.00	164.20	164.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9098:										
9099	12/17 12/12/2017	9099	4690	USABLUBOOK	430238	1	30-80-6001	.00	153.33	153.33
	12/17 12/12/2017	9099	4690	USABLUBOOK	430251	1	30-80-6001	.00	488.86	488.86
Total 9099:										
9100	12/17 12/12/2017	9100	4960	WATERLAB CORP.	73501	1	40-11-5250	.00	490.00	490.00
	12/17 12/12/2017	9100	4960	WATERLAB CORP.	73501	2	30-11-5250	.00	420.00	420.00
Total 9100:										
9101	12/17 12/12/2017	9101	4070	WILLAMINA SELECT MARKET	111417	1	10-12-5137	.00	24.98	24.98
Total 9101:										
9102	12/17 12/12/2017	9102	5020	XEROX	091495591	1	10-12-5606	.00	165.97	165.97
Total 9102:										
9103	12/17 12/27/2017	9103	310	AMAZON	121017	1	10-65-5102	.00	29.25	29.25
	12/17 12/27/2017	9103	310	AMAZON	121017	2	10-65-5137	.00	453.16	453.16
	12/17 12/27/2017	9103	310	AMAZON	121017	3	10-12-5137	.00	178.88	178.88
	12/17 12/27/2017	9103	310	AMAZON	121017	4	10-65-5111	.00	46.04	46.04
	12/17 12/27/2017	9103	310	AMAZON	121017	5	10-65-5600	.00	438.46	438.46
Total 9103:										
9104	12/17 12/27/2017	9104	430	ARAMARK UNIFORM SERVICES	863223784	1	10-66-5140	.00	9.66	9.66
	12/17 12/27/2017	9104	430	ARAMARK UNIFORM SERVICES	863223784	2	20-11-5140	.00	2.84	2.84
	12/17 12/27/2017	9104	430	ARAMARK UNIFORM SERVICES	863223784	3	30-11-5140	.00	15.90	15.90
	12/17 12/27/2017	9104	430	ARAMARK UNIFORM SERVICES	863223784	4	40-11-5140	.00	28.40	28.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	12/17	9104	430	ARAMARK UNIFORM SERVICES	863234266	1	10-66-5140	.00	9.66	9.66
	12/17	9104	430	ARAMARK UNIFORM SERVICES	863234266	2	20-11-5140	.00	2.84	2.84
	12/17	9104	430	ARAMARK UNIFORM SERVICES	863234266	3	30-11-5140	.00	15.90	15.90
	12/17	9104	430	ARAMARK UNIFORM SERVICES	863234266	4	40-11-5140	.00	28.40	28.40
	Total 9104: 113.60									
9105										
	12/17	9105	720	BEERY, ELSNER & HAMMOND	15974	1	10-12-5203	.00	220.00	220.00
	12/17	9105	720	BEERY, ELSNER & HAMMOND	15976	1	10-12-5203	.00	60.00	60.00
	Total 9105: 280.00									
9106										
	12/17	9106	870	BRETTTHAUER OIL CO.	CL81914	1	10-72-5120	.00	70.80	70.80
	12/17	9106	870	BRETTTHAUER OIL CO.	CL81914	2	40-11-5120	.00	31.34	31.34
	12/17	9106	870	BRETTTHAUER OIL CO.	CL81914	3	30-11-5120	.00	133.08	133.08
	Total 9106: 235.22									
9107										
	12/17	9107	1380	CARQUEST	4758-158970	1	10-72-5137	.00	35.10	35.10
	Total 9107: 35.10									
9108										
	12/17	9108	1390	CASCADE COLUMBIA	710641	1	40-11-5108	.00	1,295.80	1,295.80
	12/17	9108	1390	CASCADE COLUMBIA	710650	1	40-11-5108	.00	924.20	924.20
	Total 9108: 2,220.00									
9109										
	12/17	9109	1020	CENTURYLINK	121117	1	10-12-5413	.00	368.43	368.43
	12/17	9109	1020	CENTURYLINK	121117	2	10-66-5413	.00	16.36	16.36
	12/17	9109	1020	CENTURYLINK	121117	3	10-65-5413	.00	92.22	92.22
	12/17	9109	1020	CENTURYLINK	121117	4	10-67-5413	.00	66.68	66.68
	12/17	9109	1020	CENTURYLINK	121117	5	20-11-5413	.00	32.72	32.72
	12/17	9109	1020	CENTURYLINK	121117	6	30-11-5413	.00	148.04	148.04
	12/17	9109	1020	CENTURYLINK	121117	7	40-11-5413	.00	261.58	261.58

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Total 9109:										
9110	12/17	12/27/2017	9110	1270 COPY CATS	402626	1	10-12-5137	.00	226.00	226.00
Total 9110:										
9111	12/17	12/27/2017	9111	5695 DELUXE	0204141260	1	10-12-5230	.00	60.15	60.15
Total 9111:										
9112	12/17	12/27/2017	9112	1580 DK QUARRIES INC	99676	1	10-72-5137	.00	249.11	249.11
Total 9112:										
9113	12/17	12/27/2017	9113	2040 HACH	10746479	1	30-11-5530	.00	2,206.00	2,206.00
Total 9113:										
9114	12/17	12/27/2017	9114	2200 HARBOR FREIGHT TOOLS	825937	1	10-72-5600	.00	9.99	9.99
12/17	12/27/2017	9114	2200 HARBOR FREIGHT TOOLS	825938	1	10-72-5600	.00	56.99	56.99	56.99
Total 9114:										
9115	12/17	12/27/2017	9115	5340 HEIDI'S HELPING HANDS	915	1	10-12-5209	.00	200.00	200.00
Total 9115:										
9116	12/17	12/27/2017	9116	2160 HONEY BUCKET	550514890	1	10-66-5200	.00	106.00	106.00
12/17	12/27/2017	9116	2160 HONEY BUCKET	550514891	1	10-66-5200	.00	106.00	106.00	106.00
12/17	12/27/2017	9116	2160 HONEY BUCKET	550514892	1	10-66-5200	.00	106.00	106.00	106.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9116:										
9117	12/17	12/27/2017	2440	KELLER ASSOCIATES, INC.	20-1	1	10-17-5204	.00	1,307.50	1,307.50
	12/17	12/27/2017	2440	KELLER ASSOCIATES, INC.	24	1	30-11-5204	.00	2,332.50	2,332.50
Total 9117:										
9118	12/17	12/27/2017	2900	MID-WILLAMETTE VALLEY COU	1718170	1	10-17-5214	.00	3,894.78	3,894.78
Total 9118:										
9119	12/17	12/27/2017	5603	Newman Paving & Curbing	5007	1	20-11-5522	.00	800.00	800.00
Total 9119:										
9120	12/17	12/27/2017	5562	Oregon City/County Management	122617	1	10-12-5320	.00	172.94	172.94
Total 9120:										
9121	12/17	12/27/2017	3270	OREGON MAYORS ASSOCIATI	OMA18-1717	1	10-13-5355	.00	103.00	103.00
Total 9121:										
9122	12/17	12/27/2017	3730	PRIMISYS	9950306	1	10-12-5234	.00	400.00	400.00
	12/17	12/27/2017	3730	PRIMISYS	9950306	2	10-12-5233	.00	11.50	11.50
	12/17	12/27/2017	3730	PRIMISYS	9950306	3	10-12-5233	.00	1,139.50	1,139.50
	12/17	12/27/2017	3730	PRIMISYS	9950306	4	10-12-5233	.00	1.00	1.00
Total 9122:										
9123	12/17	12/27/2017	2100	RICHARD HAYNES	010118	1	40-11-5200	.00	250.00	250.00
Total 9123:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9123:										
9124	12/17	12/27/2017	9124	5571 Richard Winkel, CPA	120617	1	10-12-5201	.00	14,000.00	14,000.00
Total 9124:										
9125	12/17	12/27/2017	9125	5718 Rollie Husen	121917	1	30-00-2300	.00	65.00	65.00
12/17	12/27/2017	9125	5718	Rollie Husen	121917	2	40-00-2400	.00	90.00	90.00
Total 9125:										
9126	12/17	12/27/2017	9126	5637 SECRETARY OF STATE	120117	1	10-12-5320	.00	250.00	250.00
Total 9126:										
9127	12/17	12/27/2017	9127	4190 SENSUS USA INC	ZA17030167	1	30-11-5200	.00	1,715.95	1,715.95
Total 9127:										
9128	12/17	12/27/2017	9128	4230 SPRINT	569622313-1	1	10-18-5413	.00	46.21	46.21
12/17	12/27/2017	9128	4230	SPRINT	569622313-1	2	10-12-5413	.00	14.16	14.16
12/17	12/27/2017	9128	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.81	40.81
12/17	12/27/2017	9128	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.40	3.40
12/17	12/27/2017	9128	4230	SPRINT	569622313-1	5	30-11-5413	.00	51.06	51.06
12/17	12/27/2017	9128	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.93	49.93
Total 9128:										
9129	12/17	12/27/2017	9129	4310 STETTLER SUPPLY COMPANY	127970	1	30-80-6001	.00	53.10	53.10
Total 9129:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9130	12/17	12/27/2017	5647	US BANK EQUIPMENT FINANC	346212186	1	10-12-5606	.00	338.51	338.51
Total 9130:										
9131	12/17	12/27/2017	4690	USABLUBOOK	440287	1	30-11-5530	.00	380.30	380.30
Total 9131:										
9132	12/17	12/27/2017	5130	YAMHILL COMMUNICATIONS A	FY18-07-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 9132:										
Grand Totals:										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	1.00	53,514.08-	53,513.08-
10-00-2130	185.20	.00	185.20
10-12-5137	720.28	.00	720.28
10-12-5200	2,167.60	.00	2,167.60
10-12-5201	14,000.00	.00	14,000.00
10-12-5203	280.00	.00	280.00
10-12-5209	200.00	.00	200.00
10-12-5230	417.01	.00	417.01
10-12-5233	1,151.00	1.00-	1,150.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	472.94	.00	472.94
10-12-5413	382.59	.00	382.59
10-12-5415	35.11	.00	35.11
10-12-5600	188.10	.00	188.10
10-12-5606	504.48	.00	504.48

GL Account	Debit	Credit	Proof
10-13-5307	140.00	.00	140.00
10-13-5310	400.00	.00	400.00
10-13-5355	103.00	.00	103.00
10-14-5306	52.00	.00	52.00
10-14-5313	16.00	.00	16.00
10-17-5204	1,307.50	.00	1,307.50
10-17-5214	3,894.78	.00	3,894.78
10-18-5120	74.91	.00	74.91
10-18-5137	33.27	.00	33.27
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	1,874.58	.00	1,874.58
10-18-5413	46.21	.00	46.21
10-19-5400	1,550.44	.00	1,550.44
10-65-5040	150.00	.00	150.00
10-65-5100	58.30	.00	58.30
10-65-5102	29.25	.00	29.25
10-65-5106	136.05	.00	136.05
10-65-5111	46.04	.00	46.04
10-65-5137	453.16	.00	453.16
10-65-5200	59.85	.00	59.85
10-65-5320	234.00	.00	234.00
10-65-5321	42.95	.00	42.95
10-65-5413	92.22	.00	92.22
10-65-5415	2.70	.00	2.70
10-65-5600	438.46	.00	438.46
10-66-5140	39.10	.00	39.10
10-66-5200	318.00	.00	318.00
10-66-5413	57.17	.00	57.17
10-66-5415	37.44	.00	37.44
10-67-5413	66.68	.00	66.68
10-67-5415	126.43	.00	126.43
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	229.50	.00	229.50
10-72-5137	284.21	.00	284.21
10-72-5415	179.60	.00	179.60
10-72-5504	1,367.76	.00	1,367.76
10-72-5600	66.98	.00	66.98
20-00-2000	.00	908.50	908.50
20-11-5120	51.13	.00	51.13

Check Register - GL Detail
Check Issue Dates: 12/1/2017 - 12/31/2017

GL Account	Debit	Credit	Proof
20-11-5137	9.75	.00	9.75
20-11-5140	11.50	.00	11.50
20-11-5413	36.12	.00	36.12
20-11-5522	800.00	.00	800.00
30-00-2000	334.08	11,659.82-	11,325.74-
30-00-2300	103.73	.00	103.73
30-11-5040	75.00	.00	75.00
30-11-5120	228.57	.00	228.57
30-11-5140	64.37	.00	64.37
30-11-5200	1,786.30	.00	1,786.30
30-11-5204	2,332.50	.00	2,332.50
30-11-5230	202.09	.00	202.09
30-11-5250	420.00	.00	420.00
30-11-5413	199.10	.00	199.10
30-11-5504	409.07	.00	409.07
30-11-5530	2,785.98	334.08-	2,451.90
30-80-6001	3,053.11	.00	3,053.11
31-00-2000	.00	617.64-	617.64-
31-80-6000	617.64	.00	617.64
40-00-2000	.00	8,346.89-	8,346.89-
40-00-2400	143.72	.00	143.72
40-11-5040	150.00	.00	150.00
40-11-5108	3,184.20	.00	3,184.20
40-11-5120	31.34	.00	31.34
40-11-5137	47.43	.00	47.43
40-11-5140	114.98	.00	114.98
40-11-5200	500.00	.00	500.00
40-11-5230	303.13	.00	303.13
40-11-5250	490.00	.00	490.00
40-11-5413	311.51	.00	311.51
40-11-5540	3,070.58	.00	3,070.58
Grand Totals:	75,382.01	75,382.01-	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

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

CITY OF WILLAMINA
COMBINED CASH INVESTMENT
DECEMBER 31, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	174,705.94
99-00-1015	XPRESS DEPOSIT ACCOUNT	7,977.86
99-00-1020	PAYROLL - CHECKING	67,445.46
99-00-1030	INVESTMENTS-LGIP	1,007,521.68
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.60
99-00-1040	PETTY CASH	300.00
	TOTAL COMBINED CASH	1,260,935.54
99-00-1700	UTILITY CASH CLEARING	(33,140.21)
99-00-1900	COURT CASH CLEARING	(675.00)
99-00-1905	GENERAL FUND CASH CLEARING	(10,925.97)
99-00-1910	MERCHANT SERVICES CLEARING	(1,734.34)
99-00-1009	CASH ALLOCATED	(1,214,460.02)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	333,990.01
20	ALLOCATION TO STREET FUND	137,362.41
21	ALLOCATION TO STREET SDC FUND	129,000.00
30	ALLOCATION TO WATER FUND	165,595.22
31	ALLOCATION TO WATER SDC FUND	66,696.80
40	ALLOCATION TO WASTEWATER FUND	84,431.63
41	ALLOCATION TO WASTEWATER SDC FUND	24,546.58
50	ALLOCATION TO DEBT FUND	272,837.37
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,214,460.02
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(1,214,460.02)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	333,990.01	
10-00-1280	TAXES RECEIVABLE	28,722.00	
10-00-1300	INVENTORY	7,301.00	
10-00-1400	LAND	117,841.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	296,847.00	
10-00-1440	EQUIPMENT	194,313.00	
10-00-1460	VEHICLES	57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(666,727.00)	
10-00-1900	DEFERRED PENSION	41,182.00	
	TOTAL ASSETS		<u>1,390,986.01</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	5,998.81	
10-00-2100	ACCRUED PAYROLL	6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	(52.55)	
10-00-2130	UNION DUES PAYABLE	(28.16)	
10-00-2140	PERS PAYABLE	6,062.74	
10-00-2150	ACCRUED VACATION	23,138.80	
	TOTAL LIABILITIES		41,669.14

FUND EQUITY

10-00-3000	FUND BALANCE	138,251.40	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	979,791.00	
	REVENUE OVER EXPENDITURES - YTD	<u>206,274.47</u>	
	BALANCE - CURRENT DATE	<u>1,349,316.87</u>	
	TOTAL FUND EQUITY		<u>1,349,316.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,390,986.01</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	42,423.00	42,423.00	.0
10-10-4001 PROPERTY TAX	31,991.36	343,938.98	345,000.00	1,061.02	99.7
10-10-4002 PROPERTY TAX PRIOR	486.63	4,913.71	20,000.00	15,086.29	24.6
10-10-4003 INTEREST ON TAXES	11.73	26.04	.00	(26.04)	.0
10-10-4110 STATE CIGARETTE TAX	163.25	1,198.22	2,500.00	1,301.78	47.9
10-10-4111 STATE REVENUE SHARING	7,604.84	13,330.19	25,000.00	11,669.81	53.3
10-10-4112 STATE LIQUOR TAX	4,580.03	16,111.91	32,000.00	15,888.09	50.4
10-10-4113 STATE MARIJUANA TAX	.00	6,292.48	.00	(6,292.48)	.0
10-10-4501 BUSINESS LICENSES	35.00	105.00	2,000.00	1,895.00	5.3
10-10-4511 LIEN SEARCHES	120.00	865.00	600.00	(265.00)	144.2
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	396.52	12,250.00	11,853.48	3.2
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,950.00	12,950.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,000.00	59,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	6,000.00	6,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	738.60	2,739.47	5,000.00	2,260.53	54.8
10-10-4605 FRANCHISE FEES ONLINENW	.00	734.76	5,000.00	4,265.24	14.7
10-10-4701 RENT - CENTER MARKET	200.00	200.00	.00	(200.00)	.0
10-10-4816 DONATIONS	.00	4.00	.00	(4.00)	.0
10-10-4900 INTEREST INCOME	1,369.47	6,404.91	3,500.00	(2,904.91)	183.0
10-10-4901 MISCELLANEOUS INCOME	(6,187.50)	338.87	1,000.00	661.13	33.9
10-10-4905 SALE OF CITY ASSETS	119,138.00	119,138.00	.00	(119,138.00)	.0
TOTAL DEPARTMENT 10	160,251.41	516,738.06	574,423.00	57,684.94	90.0
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	97.00	122.00	500.00	378.00	24.4
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
TOTAL COURT	97.00	122.00	1,000.00	878.00	12.2
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	3,540.00	4,740.00	35,000.00	30,260.00	13.5
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	(3,100.00)	(600.00)	.00	600.00	.0
TOTAL PLANNING	440.00	4,140.00	45,000.00	40,860.00	9.2
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	1,720.00	1,720.00	500.00	(1,220.00)	344.0
TOTAL PUBLIC SAFETY	1,720.00	1,720.00	500.00	(1,220.00)	344.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,322.00	12,822.30	18,864.00	6,041.70	68.0
10-19-4823 MISC UTILITY RESERVE	.00	1,134.61	5,400.00	4,265.39	21.0
TOTAL STREET LIGHTS	2,322.00	13,956.91	24,264.00	10,307.09	57.5
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	7,979.37	8,000.00	20.63	99.7
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	7,979.37	10,000.00	2,020.63	79.8
<u>LIBRARY</u>					
10-65-4560 FINES	86.75	508.65	750.00	241.35	67.8
10-65-4705 CCRLS FORMULA PAYMENT	4,217.00	8,157.00	14,000.00	5,843.00	58.3
10-65-4708 CCRLS LOST BOOK	7.90	57.84	500.00	442.16	11.6
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	1,000.00	1,600.00	1,000.00	(600.00)	160.0
10-65-4816 DONATIONS	48.00	48.00	250.00	202.00	19.2
10-65-4901 MISCELLANEOUS INCOME	105.00	359.94	.00	(359.94)	.0
TOTAL LIBRARY	5,464.65	10,731.43	17,700.00	6,968.57	60.6
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
TOTAL CEMETERY	.00	.00	500.00	500.00	.0
<u>GRANT REV GRANT YOUNG MEMORIAL</u>					
10-81-4812 GRANT REV GRANT YOUNG MEMORIAL	1,000.00	1,000.00	.00	(1,000.00)	.0
TOTAL DEPARTMENT 81	1,000.00	1,000.00	.00	(1,000.00)	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	18,476.00	18,476.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	16,800.00	16,800.00	.0
10-90-9600 OVERHEAD ALLOCATED	.00	.00	152,292.00	152,292.00	.0
TOTAL TRANSFER	.00	.00	187,568.00	187,568.00	.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TOTAL FUND REVENUE	171,295.06	556,387.77	860,955.00	304,567.23	64.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	136.88	666.07	1,800.00	1,133.93	37.0
10-12-5119	.00	20.00	.00	(20.00)	.0
10-12-5123	(944.12)	432.92	200.00	(232.92)	216.5
10-12-5124	266.24	1,543.20	4,000.00	2,456.80	38.6
10-12-5126	.00	556.16	1,000.00	443.84	55.6
10-12-5137	791.44	5,740.75	7,000.00	1,259.25	82.0
10-12-5200	5,317.60	33,563.75	40,000.00	6,436.25	83.9
10-12-5201	10,850.00	14,000.00	15,000.00	1,000.00	93.3
10-12-5203	280.00	5,973.78	10,000.00	4,026.22	59.7
10-12-5207	.00	21,014.18	35,000.00	13,985.82	60.0
10-12-5209	200.00	1,300.00	3,000.00	1,700.00	43.3
10-12-5230	224.35	2,739.46	5,000.00	2,260.54	54.8
10-12-5233	2,150.00	6,842.50	25,000.00	18,157.50	27.4
10-12-5234	800.00	2,000.00	5,000.00	3,000.00	40.0
10-12-5235	1,200.00	7,200.00	7,000.00	(200.00)	102.9
10-12-5320	472.94	4,523.37	6,500.00	1,976.63	69.6
10-12-5342	.00	1,040.00	5,000.00	3,960.00	20.8
10-12-5344	.00	.00	3,000.00	3,000.00	.0
10-12-5355	(1,250.00)	332.50	750.00	417.50	44.3
10-12-5413	382.59	2,294.53	5,500.00	3,205.47	41.7
10-12-5415	680.97	5,364.43	6,000.00	635.57	89.4
10-12-5504	113.91	2,082.41	10,000.00	7,917.59	20.8
10-12-5600	.00	1,229.08	5,000.00	3,770.92	24.6
10-12-5606	(372.63)	1,927.25	6,500.00	4,572.75	29.7
TOTAL ADMIN	21,300.17	122,386.34	207,250.00	84,863.66	59.1
<u>COUNCIL</u>					
10-13-5307	1,250.00	1,390.00	5,500.00	4,110.00	25.3
10-13-5310	400.00	2,400.00	4,100.00	1,700.00	58.5
10-13-5342	.00	3,619.30	2,500.00	(1,119.30)	144.8
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5355	493.55	763.47	700.00	(63.47)	109.1
TOTAL COUNCIL	2,143.55	8,172.77	13,550.00	5,377.23	60.3
<u>COURT</u>					
10-14-5105	72.00	.00	.00	.00	.0
10-14-5211	.00	1,250.00	3,600.00	2,350.00	34.7
10-14-5306	52.00	868.00	500.00	(368.00)	173.6
10-14-5313	16.00	320.00	300.00	(20.00)	106.7
10-14-5320	.00	.00	1,000.00	1,000.00	.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
TOTAL COURT	140.00	2,438.00	6,650.00	4,212.00	36.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5203	LEGAL - PLANNING	(760.00)	.00	.00	.0
10-17-5204	ENGINEERING SERVICES	1,307.50	2,351.25	10,000.00	23.5
10-17-5214	PLANNING SERVICES	4,654.78	17,949.21	35,000.00	51.3
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	50.00	.00	(50.00) .0
	TOTAL PLANNING	5,202.28	20,350.46	45,000.00	24,649.54 45.2
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	1,575.00	10,734.23	20,000.00	9,265.77 53.7
10-18-5020	PAYROLL TAX	122.08	758.43	1,800.00	1,041.57 42.1
10-18-5040	BENEFITS	3.98	27.86	4,000.00	3,972.14 .7
10-18-5060	PERS	186.28	526.46	3,000.00	2,473.54 17.6
10-18-5090	WORKERS COMP	1.26	7.76	613.00	605.24 1.3
10-18-5120	GAS - OIL	67.38	438.93	1,000.00	561.07 43.9
10-18-5137	SUPPLIES	65.00	129.54	500.00	370.46 25.9
10-18-5217	POLICE SERVICES CONTRACT	16,376.23	98,257.38	198,000.00	99,742.62 49.6
10-18-5302	DUES YCOM	3,749.16	13,197.06	25,000.00	11,802.94 52.8
10-18-5413	TELEPHONE	46.21	276.57	700.00	423.43 39.5
10-18-5504	REPAIRS - MAINTENANCE	.00	492.56	1,750.00	1,257.44 28.2
	TOTAL PUBLIC SAFETY	22,192.58	124,846.78	256,363.00	131,516.22 48.7
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,550.44	7,752.20	19,000.00	11,247.80 40.8
	TOTAL STREET LIGHTS	1,550.44	7,752.20	19,000.00	11,247.80 40.8
<u>SPECIAL</u>					
10-60-5758	DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00 .0
10-60-5900	EID TAX DISBURSEMENT	.00	7,925.49	8,000.00	74.51 99.1
	TOTAL SPECIAL	.00	7,925.49	10,000.00	2,074.51 79.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,715.00	17,972.52	22,374.00	4,401.48	80.3
10-65-5020 PAYROLL TAX	203.23	1,315.75	1,587.00	271.25	82.9
10-65-5040 BENEFITS	1,472.86	10,018.15	11,567.00	1,548.85	86.6
10-65-5060 PERS	258.43	769.41	1,060.00	290.59	72.6
10-65-5090 WORKERS COMP	1.97	14.28	51.00	36.72	28.0
10-65-5100 BOOKS CHILDREN	.00	735.01	2,200.00	1,464.99	33.4
10-65-5101 AUDIO VISUAL CHILDREN	.00	286.17	1,100.00	813.83	26.0
10-65-5102 AUDIO VISUAL ADULT	29.25	363.49	1,100.00	736.51	33.0
10-65-5106 BOOKS ADULTS	.00	907.51	2,200.00	1,292.49	41.3
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	(453.96)	247.21	500.00	252.79	49.4
10-65-5112 SPECIAL PROGRAM ADULT	.00	15.17	300.00	284.83	5.1
10-65-5126 POSTAGE	.00	35.96	.00	(35.96)	.0
10-65-5137 SUPPLIES	664.50	2,239.64	1,200.00	(1,039.64)	186.6
10-65-5200 CONTRACT SERVICES	59.85	236.57	200.00	(36.57)	118.3
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	40.00	1,500.00	1,460.00	2.7
10-65-5320 DUES, LICENSE, PERMITS	234.00	234.00	750.00	516.00	31.2
10-65-5321 SUBSCRIPTIONS	.00	191.93	500.00	308.07	38.4
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-65-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-65-5413 TELEPHONE	92.22	578.42	1,300.00	721.58	44.5
10-65-5415 UTILITIES	398.81	1,909.45	3,000.00	1,090.55	63.7
10-65-5504 REPAIRS - MAINTENANCE	.00	399.10	2,600.00	2,200.90	15.4
10-65-5600 EQUIPMENT	438.46	438.46	.00	(438.46)	.0
10-65-5606 EQUIPMENT LEASE	765.42	765.42	2,500.00	1,734.58	30.6
10-65-5912 GRANT EXPENSE READY TO READ	500.00	880.76	1,000.00	119.24	88.1
TOTAL LIBRARY	7,380.04	40,594.38	60,089.00	19,494.62	67.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	554.56	12,926.00	11,088.00	(1,838.00)	116.6
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	.00	1,649.52	2,499.00	849.48	66.0
10-66-5040 BENEFITS	.00	(270.47)	.00	270.47	.0
10-66-5060 PERS	47.72	908.77	779.00	(129.77)	116.7
10-66-5090 WORKERS COMP	.00	273.69	1,437.00	1,163.31	19.1
10-66-5120 GAS - OIL	86.74	236.16	800.00	563.84	29.5
10-66-5137 SUPPLIES	102.89	471.29	100.00	(371.29)	471.3
10-66-5140 UNIFORMS - TOWELS	48.76	456.11	1,300.00	843.89	35.1
10-66-5200 CONTRACT SERVICES	318.00	1,967.40	6,000.00	4,032.60	32.8
10-66-5413 TELEPHONE	57.17	337.98	700.00	362.02	48.3
10-66-5415 UTILITIES	130.86	1,254.45	4,500.00	3,245.55	27.9
10-66-5504 REPAIRS - MAINTENANCE	.00	605.60	2,500.00	1,894.40	24.2
10-66-5510 LANDSCAPE MAINTENANCE	.00	15.80	1,500.00	1,484.20	1.1
10-66-5512 POND AQUATIC WEED CONTROL	.00	8,263.32	5,500.00	(2,763.32)	150.2
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	303.00	303.00	.0
TOTAL PARKS	1,346.70	29,095.62	41,079.00	11,983.38	70.8
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	560.00	560.00	5,200.00	4,640.00	10.8
10-67-5020 PAYROLL TAX	47.56	47.56	500.00	452.44	9.5
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	.00	146.70	.00	(146.70)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	66.68	399.26	850.00	450.74	47.0
10-67-5415 UTILITIES	421.65	1,421.93	3,000.00	1,578.07	47.4
10-67-5504 REPAIRS - MAINTENANCE	.00	18.99	1,000.00	981.01	1.9
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
TOTAL MUSEUM	1,095.89	2,662.44	11,700.00	9,037.56	22.8
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	800.00	1,200.00	400.00	66.7
TOTAL CEMETERY	.00	800.00	1,300.00	500.00	61.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	14,300.58	85,703.60	209,000.00	123,296.40	41.0
10-70-5002 ADMIN ALLOCATED PAYROLL	(80,520.00)	(80,520.00)	(184,991.00)	(104,471.00)	(43.5)
10-70-5020 PAYROLL TAX	1,051.32	6,236.50	11,500.00	5,263.50	54.2
10-70-5040 BENEFITS	5,532.36	43,042.64	33,313.00	(9,729.64)	129.2
10-70-5060 PERS	1,756.74	3,353.93	7,314.00	3,960.07	45.9
10-70-5090 WORKERS COMP	6.72	818.68	400.00	(418.68)	204.7
TOTAL PAYROLL ADMIN	(57,872.28)	58,635.35	76,536.00	17,900.65	76.6
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	11,277.09	68,996.95	125,000.00	56,003.05	55.2
10-71-5001 PW ALLOCATED PAYROLL	(105,022.00)	(105,022.00)	(214,541.00)	(109,519.00)	(49.0)
10-71-5020 PAYROLL TAX	743.56	4,041.37	16,321.00	12,279.63	24.8
10-71-5040 BENEFITS	3,867.12	26,061.65	53,058.00	26,996.35	49.1
10-71-5060 PERS	1,934.47	5,635.23	12,970.00	7,334.77	43.5
10-71-5090 WORKERS COMP	6.61	286.31	7,191.00	6,904.69	4.0
TOTAL PAYROLL PUBLIC WORKS	(87,193.15)	(.49)	(1.00)	(.51)	(49.0)
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	142.74	1,859.52	3,000.00	1,140.48	62.0
10-72-5137 SUPPLIES	583.96	2,931.50	15,000.00	12,068.50	19.5
10-72-5140 UNIFORMS - TOWELS	.00	159.99	2,200.00	2,040.01	7.3
10-72-5200 CONTRACT SERVICES	.00	33.75	8,000.00	7,966.25	.4
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	11,000.00	11,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	250.00	200.00	(50.00)	125.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	1,402.39	4,310.89	12,000.00	7,689.11	35.9
10-72-5504 REPAIRS - MAINTENANCE	1,367.76	2,537.76	1,800.00	(737.76)	141.0
10-72-5507 EQUIPMENT MAINTENANCE	.00	475.57	2,500.00	2,024.43	19.0
10-72-5600 EQUIPMENT	66.98	1,529.98	.00	(1,529.98)	.0
10-72-9615 FUND/DEPT ALLOCATIONS	(25,089.00)	(25,089.00)	(60,700.00)	(35,611.00)	(41.3)
TOTAL PUBLIC WORKS OPERATIONS	(21,525.17)	(.04)	.00	.04	.0
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(75,546.00)	(75,546.00)	.00	75,546.00	.0
TOTAL TRANSFER	(75,546.00)	(75,546.00)	.00	75,546.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTINGENCY</u>					
10-99-9900	CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
	TOTAL CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
	TOTAL FUND EXPENDITURES	(179,784.95)	350,113.30	860,954.00	510,840.70	40.7
	NET REVENUE OVER EXPENDITURES	351,080.01	206,274.47	1.00	(206,273.47)	20627

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	137,362.41	
	TOTAL ASSETS		137,362.41

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	78.02	
	TOTAL LIABILITIES		78.02

FUND EQUITY

20-00-3000	FUND BALANCE	154,704.94	
	REVENUE OVER EXPENDITURES - YTD	(17,420.55)	
	BALANCE - CURRENT DATE	137,284.39	
	TOTAL FUND EQUITY		137,284.39
	TOTAL LIABILITIES AND EQUITY		137,362.41

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	124,574.00	124,574.00	.0
20-10-4115 STATE HIGHWAY REVENUE	10,093.26	53,740.10	110,000.00	56,259.90	48.9
TOTAL DEPARTMENT 10	10,093.26	53,740.10	234,574.00	180,833.90	22.9
TOTAL FUND REVENUE	10,093.26	53,740.10	234,574.00	180,833.90	22.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

STREET FUND

<u>EXPENDITURE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
20-11-5001 PW ALLOCATED PAYROLL	10,089.00	10,089.00	18,353.00	8,264.00	55.0
20-11-5002 ADMIN ALLOCATED PAYROLL	7,735.00	7,735.00	15,826.00	8,091.00	48.9
20-11-5090 WORKERS COMP	.00	382.50	2,000.00	1,617.50	19.1
20-11-5120 GAS - OIL	75.18	377.66	1,500.00	1,122.34	25.2
20-11-5137 SUPPLIES	.00	313.29	200.00	(113.29)	156.7
20-11-5140 UNIFORMS - TOWELS	14.34	119.53	600.00	480.47	19.9
20-11-5204 ENGINEERING SERVICES	.00	72.50	10,000.00	9,927.50	.7
20-11-5413 TELEPHONE	36.12	208.68	500.00	291.32	41.7
20-11-5504 REPAIRS - MAINTENANCE	.00	180.00	3,000.00	2,820.00	6.0
20-11-5521 SIDEWALK MAINTENANCE	.00	350.00	10,000.00	9,650.00	3.5
20-11-5522 STREET MAINTENANCE	800.00	41,170.00	40,000.00	(1,170.00)	102.9
20-11-5523 TRAFFIC CONTROL	.00	495.49	2,000.00	1,504.51	24.8
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	18,749.64	61,493.65	105,479.00	43,985.35	58.3
 <u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	7,257.00	7,257.00	13,028.00	5,771.00	55.7
20-90-9615 PW EXPENSE ALLOCATION	2,410.00	2,410.00	5,193.00	2,783.00	46.4
TOTAL TRANSFER	9,667.00	9,667.00	18,221.00	8,554.00	53.1
 <u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
TOTAL CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
 TOTAL FUND EXPENDITURES	 28,416.64	 71,160.65	 234,574.00	 163,413.35	 30.3
 NET REVENUE OVER EXPENDITURES	 (18,323.38)	 (17,420.55)	 .00	 17,420.55	 .0

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

STREET SDC FUND

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

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

STREET SDC FUND

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

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

STREET SDC FUND

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

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	165,595.22	
30-00-1251	UTILITY RECEIVABLE	57,100.87	
30-00-1300	INVENTORY	14,602.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	(1,669,250.00)	
	TOTAL ASSETS		<u>1,032,160.09</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	6,625.26	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,501.97	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2950	DUE TO FUND 50	185,000.00	
	TOTAL LIABILITIES		1,008,366.76

FUND EQUITY

30-00-3000	FUND BALANCE	(77,541.59)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	29,356.00	
	REVENUE OVER EXPENDITURES - YTD	<u>71,978.92</u>	
	BALANCE - CURRENT DATE	<u>23,793.33</u>	
	TOTAL FUND EQUITY		<u>23,793.33</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,032,160.09</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	(164,271.00)	(164,271.00)	.0
30-10-4330 WATER REVENUE	50,414.51	332,134.64	615,864.00	283,729.36	53.9
30-10-4332 NEW CONNECTION FEE	.00	3,860.19	4,000.00	139.81	96.5
30-10-4337 DOUBLE CHECK VALVE	.00	462.00	500.00	38.00	92.4
30-10-4350 RECOVERY BAD DEBT	137.30	625.33	500.00	(125.33)	125.1
30-10-4581 PENALTY AND FEES	.00	600.00	7,000.00	6,400.00	8.6
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	25.00	200.00	175.00	12.5
TOTAL DEPARTMENT 10	50,551.81	337,707.16	463,793.00	126,085.84	72.8
TOTAL FUND REVENUE	50,551.81	337,707.16	463,793.00	126,085.84	72.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,801.64	24,782.03	61,053.00	36,270.97	40.6
30-11-5001 PW ALLOCATED PAYROLL	49,051.00	49,051.00	102,754.00	53,703.00	47.7
30-11-5002 ADMIN ALLOCATED PAYROLL	37,607.00	37,607.00	88,601.00	50,994.00	42.5
30-11-5020 PAYROLL TAX	301.65	2,034.46	4,481.00	2,446.54	45.4
30-11-5040 BENEFITS	672.57	5,483.07	9,494.00	4,010.93	57.8
30-11-5060 PERS	1,463.30	4,081.49	4,613.00	531.51	88.5
30-11-5090 WORKERS COMP	2.57	1,101.28	5,908.00	4,806.72	18.6
30-11-5105 BAD DEBT	.00	1,222.23	.00	(1,222.23)	.0
30-11-5108 CHEMICALS	.00	5,213.04	20,000.00	14,786.96	26.1
30-11-5120 GAS - OIL	169.81	842.16	3,000.00	2,157.84	28.1
30-11-5123 MERCHANT FEES	579.21	1,227.94	2,200.00	972.06	55.8
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	.00	1,551.19	2,400.00	848.81	64.6
30-11-5140 UNIFORMS - TOWELS	80.27	814.39	2,000.00	1,185.61	40.7
30-11-5200 CONTRACT SERVICES	1,813.35	1,936.20	5,000.00	3,063.80	38.7
30-11-5204 ENGINEERING SERVICES	(6,666.25)	710.00	10,000.00	9,290.00	7.1
30-11-5230 PRINTING AND PUBLISHING	.00	857.76	.00	(857.76)	.0
30-11-5250 SYSTEM ANALYSIS	420.00	1,985.00	6,000.00	4,015.00	33.1
30-11-5320 DUES, LICENSE, PERMITS	.00	610.20	1,000.00	389.80	61.0
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	95.00	800.00	705.00	11.9
30-11-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413 TELEPHONE	199.10	3,012.48	7,000.00	3,987.52	43.0
30-11-5415 UTILITIES	4,293.46	20,170.56	52,000.00	31,829.44	38.8
30-11-5504 REPAIRS - MAINTENANCE	409.07	779.23	5,000.00	4,220.77	15.6
30-11-5530 SUPPLY SYSTEM MAINTENANCE	3,259.18	18,669.29	55,000.00	36,330.71	33.9
30-11-5531 DISTRIBUTION MAINTENANCE	.00	1,226.16	5,200.00	3,973.84	23.6
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600 EQUIPMENT	.00	2,259.34	12,000.00	9,740.66	18.8
TOTAL EXPENDITURE	97,456.93	187,322.50	471,504.00	284,181.50	39.7
30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	10,631.09	31,403.74	60,000.00	28,596.26	52.3
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	10,631.09	31,403.74	70,000.00	38,596.26	44.9
30-82-8030 WATER PRINCIPAL	.00	.00	18,376.00	18,376.00	.0
30-82-8035 WATER INTEREST	.00	.00	34,436.00	34,436.00	.0
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9001	.00	.00	54,557.00	54,557.00	.0
30-90-9110	.00	.00	18,476.00	18,476.00	.0
30-90-9231	.00	.00	13,203.00	13,203.00	.0
30-90-9610	35,284.00	35,284.00	72,940.00	37,656.00	48.4
30-90-9615	11,718.00	11,718.00	.00	(11,718.00)	.0
30-90-9732	.00	.00	185,000.00	185,000.00	.0
TOTAL TRANSFER	47,002.00	47,002.00	344,176.00	297,174.00	13.7
<u>CONTINGENCY</u>					
30-99-9900	.00	.00	(107,365.00)	(107,365.00)	.0
TOTAL CONTINGENCY	.00	.00	(107,365.00)	(107,365.00)	.0
TOTAL FUND EXPENDITURES	155,090.02	265,728.24	831,127.00	565,398.76	32.0
NET REVENUE OVER EXPENDITURES	(104,538.21)	71,978.92	(367,334.00)	(439,312.92)	19.6

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	66,696.80	
	TOTAL ASSETS		<u>66,696.80</u>

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,150.00	
31-00-3100	FUND BALANCE, RESTRICTED	(1,595.28)	
	REVENUE OVER EXPENDITURES - YTD	<u>9,142.08</u>	
	BALANCE - CURRENT DATE	<u>66,696.80</u>	
	TOTAL FUND EQUITY		<u>66,696.80</u>
	TOTAL LIABILITIES AND EQUITY		<u>66,696.80</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER SDC FUND

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

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	1,945.92	10,000.00	8,054.08	19.5
TOTAL DEPARTMENT 80	.00	1,945.92	10,000.00	8,054.08	19.5
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL FUND EXPENDITURES	.00	1,945.92	66,338.00	64,392.08	2.9
NET REVENUE OVER EXPENDITURES	.00	9,142.08	.00	(9,142.08)	.0

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	84,431.63	
40-00-1251	UTILITY RECEIVABLE	78,730.24	
40-00-1300	INVENTORY	14,602.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	(2,272,840.00)	
	TOTAL ASSETS		<u>2,570,907.87</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	4,652.17	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	37,803.61	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	974,652.83	
40-00-2841	WASTEWATER TREATMENT G9900	244,574.50	
	TOTAL LIABILITIES		1,300,874.36

FUND EQUITY

40-00-3000	FUND BALANCE	162,247.33	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,005,894.60	
	REVENUE OVER EXPENDITURES - YTD	<u>101,891.58</u>	
	BALANCE - CURRENT DATE	<u>1,270,033.51</u>	
	TOTAL FUND EQUITY		<u>1,270,033.51</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,570,907.87</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	51,491.29	309,595.24	560,000.00	250,404.76	55.3
40-10-4342 NEW CONNECTION FEE	.00	800.00	1,000.00	200.00	80.0
40-10-4350 RECOVERY BAD DEBT	189.62	863.53	1,500.00	636.47	57.6
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TOTAL DEPARTMENT 10	51,680.91	311,258.77	705,321.00	394,062.23	44.1
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TOTAL FUND REVENUE	51,680.91	311,258.77	705,321.00	394,062.23	44.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,054.72	18,878.60	54,733.00	35,854.40	34.5
40-11-5001 PW ALLOCATED PAYROLL	45,882.00	45,882.00	92,361.00	46,479.00	49.7
40-11-5002 ADMIN ALLOCATED PAYROLL	35,178.00	35,178.00	80,564.00	45,386.00	43.7
40-11-5020 PAYROLL TAX	256.42	1,543.62	4,662.00	3,118.38	33.1
40-11-5040 BENEFITS	286.90	9,817.02	19,877.00	10,059.98	49.4
40-11-5060 PERS	1,663.32	2,399.05	3,284.00	884.95	73.1
40-11-5090 WORKERS COMP	2.24	808.93	1,981.00	1,172.07	40.8
40-11-5105 BAD DEBT	.00	1,145.84	.00	(1,145.84)	.0
40-11-5108 CHEMICALS	2,220.00	5,920.20	15,000.00	9,079.80	39.5
40-11-5120 GAS - OIL	31.34	403.69	2,000.00	1,596.31	20.2
40-11-5123 MERCHANT FEES	868.81	1,715.94	3,000.00	1,284.06	57.2
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	31.96	1,566.32	2,000.00	433.68	78.3
40-11-5140 UNIFORMS - TOWELS	143.38	1,197.10	3,800.00	2,602.90	31.5
40-11-5200 CONTRACT SERVICES	500.00	804.00	1,500.00	696.00	53.6
40-11-5204 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5230 PRINTING AND PUBLISHING	.00	1,160.35	.00	(1,160.35)	.0
40-11-5250 SYSTEM ANALYSIS	490.00	2,030.00	7,000.00	4,970.00	29.0
40-11-5320 DUES, LICENSE, PERMITS	.00	320.00	3,500.00	3,180.00	9.1
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	311.51	2,149.32	5,000.00	2,850.68	43.0
40-11-5415 UTILITIES	3,453.77	15,683.27	38,000.00	22,316.73	41.3
40-11-5504 REPAIRS - MAINTENANCE	1,170.00	2,233.55	2,500.00	266.45	89.3
40-11-5540 TREATMENT SYSTEM MAINTENANCE	810.62	9,089.39	14,000.00	4,910.61	64.9
40-11-5600 EQUIPMENT	.00	5,475.00	6,500.00	1,025.00	84.2
TOTAL EXPENDITURE	95,354.99	165,401.19	363,362.00	197,960.81	45.5
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40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
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40-82-8040 SEWER PRINCIPAL	.00	.00	108,359.00	108,359.00	.0
40-82-8045 SEWER INTEREST	.00	.00	65,379.00	65,379.00	.0
TOTAL DEPARTMENT 82	.00	.00	173,738.00	173,738.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	16,800.00	16,800.00	.0
40-90-9241 TRANSFER IN	.00	.00	24,323.00	24,323.00	.0
40-90-9610 OVERHEAD ALLOCATION	33,005.00	33,005.00	(301,759.00)	(334,764.00)	10.9
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	10,961.00	10,961.00	26,132.00	15,171.00	41.9
TOTAL TRANSFER	43,966.00	43,966.00	(49,504.00)	(93,470.00)	88.8
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL FUND EXPENDITURES	139,320.99	209,367.19	753,968.00	544,600.81	27.8
NET REVENUE OVER EXPENDITURES	(87,640.08)	101,891.58	(48,647.00)	(150,538.58)	209.5

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED		24,546.58
	TOTAL ASSETS		<u>24,546.58</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED		16,204.00
41-00-3100	FUND BALANCE, RESTRICTED	(6,657.42)
	REVENUE OVER EXPENDITURES - YTD	<u>15,000.00</u>	
	BALANCE - CURRENT DATE		<u>24,546.58</u>
	TOTAL FUND EQUITY		<u>24,546.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>24,546.58</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WASTEWATER SDC FUND

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

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

WASTEWATER SDC FUND

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

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2017

DEBT FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

DEBT FUND

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

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2017

DEBT FUND

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

City Of Willamina
Minutes of the Once A Month Meeting of the City of Willamina City Council
January 9, 2018
6:00 PM

Location of Meeting:

West Valley Fire
845 NE Main St
Willamina, Oregon 97132

Present at Meeting:

Council President Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
Councilor Bob Burr
Councilor Craig Johnson

Absent from Meeting:

Mayor Ila Skyberg
Councilor Heather Stritzke

Guest:

Paul Daquilante, Report
News Register

The regular meeting of the City of Willamina City Council was called to order at 6:10 PM on January 9, 2018 at West Valley Fire by Council President Rita Baller. The Flag Salute was recited and the Roll Call was taken by Deputy City Recorder Debbie Bernard. Mayor Skyberg and Councilor Stritzke had an excused absence.

I. Review of Previous Minutes

The minutes of the previous meeting were reviewed and approved with corrections; addition of Councilor April Wooden to those listed as present.

II. Consideration of Open Issues

1. Agenda Additions, Deletions, And Corrections
Council President Rita Baller
April Wooden asked for a correction to the list of those present. She was present at the December 12, 2017 meeting. Deputy City Recorder confirmed and will make the correction.
2. Public Input
Council President Rita Baller
There was none.

3. Correspondence
Council President Rita Baller
There was none.

4. Consent Agenda
Council President Rita Baller
Councilor Baller called for a motion on the Consent Agenda.

MOTION: Councilor Burr moved to approve the consent agenda with corrections to the minutes as amended adding Councilor Wooden as present. Councilor McKnight seconded. Motion carried with Councilors, Baller, Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke were absent.

Councilor Baller asked for Councilor Burr to read the items on the Consent Agenda. Councilor Burr then stated item (1) Check Register from November 1 to 30th 2017, (2) Financials from November 2017 and (3) Minutes from the December 12, 2017 City Council Meeting.

5. Regular Agenda
Consideration - Appointment to the Planning Commission
Councilor Baller introduced the item on the agenda. Councilor Baller commented that Ila Schunter would be a great asset to the Planning Commission. She added that she was very impressed by the citizen's desire to be involved.

Councilor Baller asked about upcoming training for the Planning Commission. Rita felt that it was important as rules and regulation are always changing. Debbie said, "None scheduled, however, there could be training scheduled and budgeted in the next physical year. City Manager Kenna West added that she is working on a supplemental budget and would check on possible training funds.

Councilor Johnson asked if the new person would be getting training from the Oregon Ethics Commission. Debbie responded that the new person would be added for annual reporting which is coming up soon.

Councilor Johnson had support for Ila Schunter on the Planning Commission and said she would be a good addition.

MOTION: Councilor Johnson moved to approve Ila Schunter to the Planning Commission. Councilor Burr seconded. Motion carried with Councilors, Baller, Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke were absent.

Councilor Baller asked Staff to make contact with Ila to let her know of the decision.

Councilor Burr made reference to the City Manager's weekly report and asked about SDC's System Development Chargers Survey and asked for an update. He also asked if

there was a committee looking at SDC's. The City Manager responded that she was aware of the Consultant visiting with the City Council on SDC's and she would be following-up with him to begin that process. Kenna said that she would move forward with the previous recommendation from the Council.

Councilor Johnson asked about the Dollar General Store and if they were still coming in? The City Manager responded and said they continue to look at the site on Main Street; Kenna reported the next step would be a pre-application.

Councilor Johnson said he had concerns regarding street lighting and asked how we get more lighting coming into Willamina near the Wallace Bridge. He wanted to know how to talk to ODOT to get more lighting. He said it is very dark in that area.

Councilor Wooden added that she would like to see more lighting at the end of town near the West Valley Fire. She said when leaving the building it is very dark. Leaving the building is very dark. April would like to see one more lighting at the entrance to the Building on Highway 18.

Councilor Johnson also talked about the need for lighting at 18B and Rock Creek.

Rita said between Kenna, Frank and ODOT they should get something done.

6. Mayor Report

Mayor Was Absent.

7. Council Liaison Reports

Councilor Rita Baller

Councilor Baller asked for Liaison Reports.

Chamber Liaison report (April Wooden)

April reported the last meeting was on the EID (Economic Improvement District) and they had an election of officers. She added that there would be a report presented to City Council at a future date for their approval. Also she announced that the Museum Chocolate Tasting fundraising event is November 3, 2018.

YCOM Board (Councilor Baller)

Rita reported that there was no meeting this month. The next meeting would be in February. Also, YCOM purchased new monitors.

Yamhill County Housing Authority Board Member (Councilor Stritzke) – Councilor Stritzke was absent.

Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported the Transit Board will meet next week.

8. Information from City Officers

Council President Rita Baller
Rita asked for a report from the City Manager.

Kenna reported that she is working on a supplemental budget.
Kenna reported she was appointed to the League of Oregon Cities Policy Adversary Committee.

Kenna reported on the Sheriff report. She said she was so pleased with the Sheriff's coverage. She noted the DUI statistics are up 100% and that is due to them doing things. She said they are doing a great job!

- 9. Adjourn
Council President
Councilor Baller asked for a motion to adjourn.

MOTION: Councilor Wooden moved to adjourn. Councilor Burr seconded. Motion carried with Councilors, Baller Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke was absent.

IV. Consideration of New Business

- 1. Street Lighting

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on February 13, 2018 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 6:10 PM by Council President Rita Baller.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

_____ Date: _____.

Minutes approved by: Council President Rita Baller

_____ Date: _____.

**City of Willamina
Staff Report
For the City Council Meeting of February 13, 2018**

To: Mayor and City Council
From: Debbie Bernard, Deputy City Recorder
Subject: 2018-19 Appointment of Budget Officer

ISSUE

Shall the City Council approve the City Manager as the Budget Officer for the 2018-19 Budget?

RECOMMENDATION

Appoint Kenna West, City Manager as the Budget Officer for the preparation and presentation of the 2018-19 Budget.

SUMMARY AND BACKGROUND

In accordance with state law. The City Council must designate one person to serve as budget officer, unless otherwise provided by city charter.

The Oregon Statute under ORS § 294.331¹ statute states that the governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body. [1963 c.576 §5].

The City of Willamina Charter under Title III section 30.15 states the City Manager will prepare and transmit to the City Council an annual City Budget.

FACTS AND FINDINGS

1. In accordance with state law. The City Council must designate one person to serve as budget officer, unless otherwise provided by city charter.
2. City Code states the City Manager will prepare and transmit to the City Council an annual city budget.

PROPOSED MOTION

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

MOTION: I move to appoint the City Manager Kenna West as Budget Officer.

Debbie Bernard, Deputy City Recorder

Attachments:

**City of Willamina
Staff Report
For the City Council Meeting of February 13, 2018**

To: Mayor and City Council
From: Debbie Bernard, Deputy City Recorder
Subject: 2018-19 Budget Committee and Proposed Budget Calendar

BACKGROUND

The City of Willamina Budget Committee is a requirement of Chapter 294 of the Oregon Revised Statutes. The Committee consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the Mayor and to serve a term of three years. For the 2018-19 Budget all members of the committee hold current seats and terms.

SUMMARY AND BACKGROUND

The City of Willamina Budget Committee is in full membership and meets state requirements. This email is to update the City Council of the Members for the 2018-19 Budget year. In addition, the statute suggest a Budget Calendar which is attached for your information.

FACTS AND FINDINGS

1. Oregon Statute Chapter 294 (2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors few that the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.
2. According to Title III Administration, Chapter 30.03 Committees (A) The Mayor will appoint the members and chairpersons at the beginning of his or her term of office or as vacancies occur to the following standing committees: (2) Budget.

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

Title	term begin	term ends	Last Name	First Name
Budget Committee	2/1/2016	12/31/2018	Kruchock	Gregg
Budget Committee	4/13/2015	12/31/2018	Toney	Laurie
Budget Committee	6/10/2015	12/31/2018	Fitzgerald	Shirley
Budget Committee	1/1/2016	12/31/2018	Holstad	Vern
Budget Committee	12/13/2016	12/31/2020	Leavens	Barbara A.
Budget Committee	1/9/2017	12/31/2020	Owings	Dawn
Budget Committee	1/6/2017	12/31/2020	VanDenBosch	James (Jaime)
Budget Committee	2/14/2017	12/31/2020	Morey	Samantha

City of Willamina City Council			Wooden	April
City of Willamina City Council			Burr	Bob
City of Willamina City Council			Johnson	Craig
City of Willamina City Council			Stritzke	Heather
City of Willamina City Council			Baller	Rita
City of Willamina City Council			McKnight	Theresa
City of Willamina City Council/ Mayor			Skyberg	Ila

PROPOSED MOTION

MOTION: none

Debbie Bernard, Deputy City Recorder

EVENT Budget Calendar	Attendees	Planned Dates(s)
Estimate current year -end revenue and expenditures	Dept. Heads	Tuesday, February 13, 2018
Requested budget prepared and provided to City Manager	City Mgr., Finance Mgr., Dept. Heads	Monday, April 16, 2018
Budget Message	City Manager	Tuesday, April 24, 2018
PUBLISH "Notice of Budget Committee Meeting" (ORS 294.426)	City Recorder	<u>April 25, 2018</u> , 5-30 days before meeting, 10+days on website
Provide proposed budget (ORS 294.408)	Mayor, City Council City Mgr., Dept. heads	<u>Tuesday May 1, 2018</u>
First Budget Committee meeting approves budget (OR 294.428)	Budget Committee	Tuesday, May 15, 2018
Publish "Notice of Budget Hearing"(ORS 294.438, 294,.448)	City Recorder	<u>May 25, 2018</u> , 5-30 days before meeting, 10+days on website
City Council hold public hearing; adopts budget; levies taxes (ORS 294.456)	City Council	Tuesday, June 12, 2018
Adopted budget goes into effect	City	Sunday, July 1, 2018
Adopted budget submitted to County, Assessor and Department of Revenue (ORS 294.458)	City Recorder	Friday, July 13, 2018

REGULAR AGENDA

**City of Willamina
Staff Report
For the City Council Meeting of February 13, 2018**

To: Mayor and City Council
From: Debbie Bernard, Deputy City Recorder
Subject: 6 months Anniversary Salary Increase for the City Manager

ISSUE

Shall the City Council complete a performance review and approve a salary increase for the City of Willamina City Manager pursuant to the employment contract entered into on August 16, 2017?

RECOMMENDATION

Staff recommends that City Council complete a performance review and approve a salary increase pursuant to the employment contract entered into on August 16 2017.

SUMMARY AND BACKGROUND

The City of Willamina City Code at 30.15(G) states that the City and the proposed City Manager will enter into a written contract which specifies the terms and conditions of the City Manager's employment with the City. Such a contract was entered into between the City and the current City Manager on August 16, 2017.

The terms of that contract include a review of the City Manager's performance after 6 months of employment (Section 4D). Should the City Council provide a favorable review the City Manager is eligible for an increase in her yearly salary of up to \$5,000 (Section 5B).

FACTS AND FINDINGS

The City entered into a contract of employment with the current City Manager on August 16, 2017.

The contract allows for a performance evaluation with potential increase in yearly salary of up to \$5,000.00 after six months of employment.

PROPOSED MOTION

MOTION: Move to complete a performance evaluation and approve an increase in the current City Manager's yearly salary of \$5,000.00.

Debbie Bernard, Deputy City Recorder

**City of Willamina
Staff Report
For the City Council Meeting of February 13, 2018**

To: Mayor and City Council
From: Debbie Bernard, Deputy City Recorder
Subject: Burial and Rate Increase for Plots

ISSUE

Shall the City Council approve a rate increase on Cemetery plots from \$150.00 to \$1500 to bring the rate in line the with plot rates in comparable cities.

RECOMMENDATION

Approve increase plot rate.

SUMMARY AND BACKGROUND

The Willamina Cemetery Association deeded the Cemetery land to the City of Willamina on July 1, 1986. The records of the Cemetery were maintained by Myrtle Barber via a handwritten journal until 2016. Burials in the Willamina Cemetery have been minimal over the ensuing years. The journal reflects a plot charge over the years ranging from \$25.00 to \$150.00 which is significantly below the average for comparable city cemeteries. The Public Works Director opens and closes the gate per individual request.

The costs to complete the basic maintenance on the cemetery exceeds the payments received for interment. The Public Works Director opens and closes the gate as needed for services; often time on weekend days.

FACTS AND FINDINGS

- The City of Willamina owns the Cemetery.
- The hand written notes indicate the land was annexed into Willamina by Ordinance #317; Deed Vol 19 page 395-403. Joseph MaryKnifeong sold 2.19 acres for a \$1.00 for this cemetery February 24, 1877 (per the notes) which was recorded 3/29/1877 Book 10 Deed Records page 585 Polk County. The County Clerk records did not have a copy of the deed recorded in 1877. The Deputy City Recorder of Willamina did not locate Ordinance #317.
- The Cemetery maintenance is completed by inmates on an as needed basis at an average cost of \$200.00. Currently the City does not take in enough revenue to cover those expenditures.
- Payments made on an annual basis for maintenance range from \$800.00 to \$1,200.00. In a current audit of the receipt records, the average annual amount paid for interment is less than \$500.00.
- The City complies with Annual State reporting.

City of Willamina
Staff Report
For the City Council Meeting of February 6, 2018

- The City of Willamina cannot continue to supplement the cost of interment for the cemetery. Further, the Cemetery grounds continue to decline due to a lack of funds for needed maintenance, updates and security.
- The increased interment rate will allow the City to complete needed repairs and maintenance while providing a secure and pleasant location for members of the bereaved family to visit their loved ones.

PROPOSED MOTION

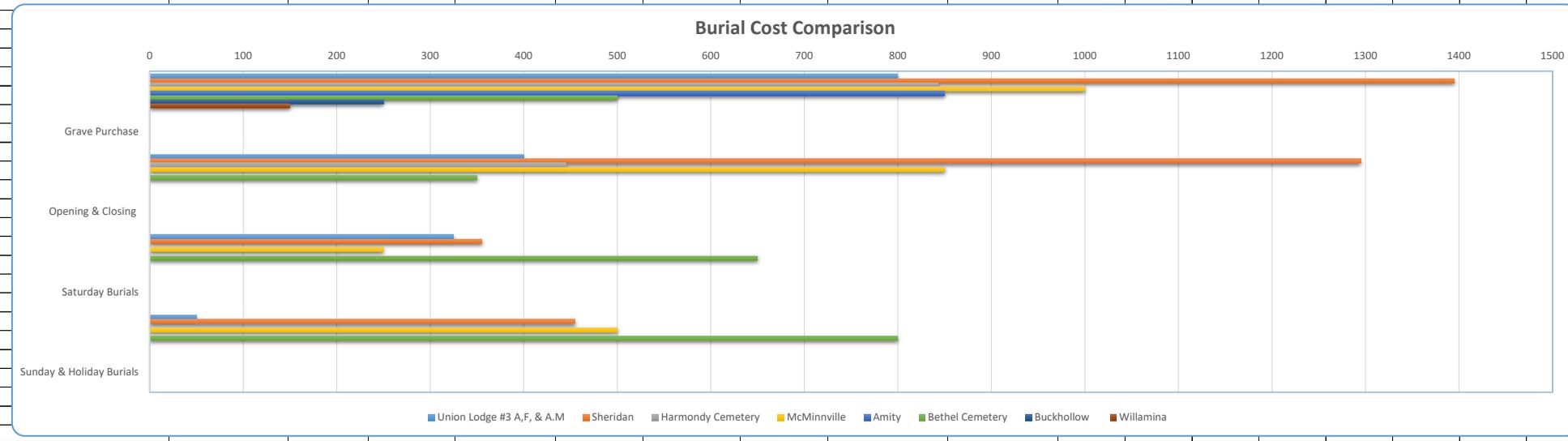
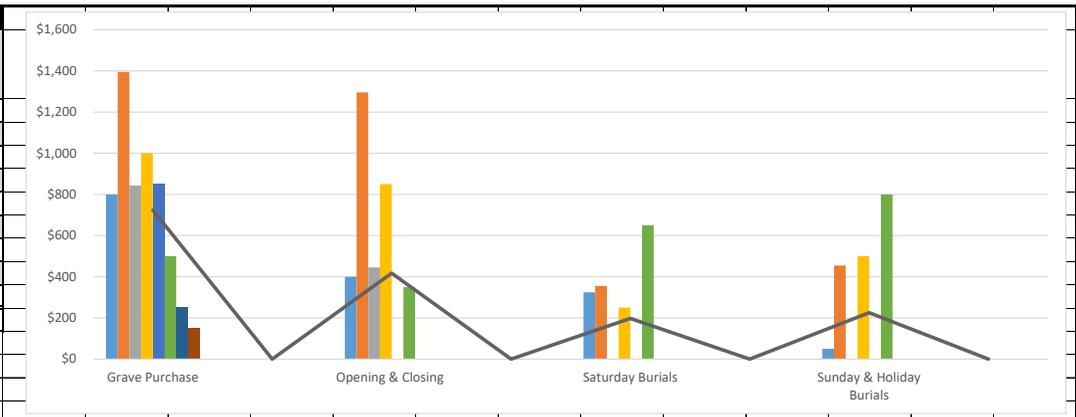
1. I move to approve the increase for a plot in the Willamina Cemetery to \$1500.00.

Debbie Bernard, Deputy City Recorder

Attachments: Spreadsheet of
Rate
Comparisons

Grave Site Cost Comparison

	2	3	4	5	6	7	8	9	10
Service	Union Lodge #3 A,F, & A.M	Sheridan	Harmony Cemetery	McMinnville	Amity	Bethel Cemetery	Buckhollow	Willamina	Average Cost for burial services
Grave Purchase	\$800	\$1,395.00	\$843	\$1,000	\$850	\$500	\$250	\$150	\$ 723.50
Opening & Closing	\$400	\$1,295	\$ 445.00	\$850		\$350			\$ 417.50
Saturday Burials	\$325	355		\$250		\$650			\$ 197.50
Sunday & Holiday Burials	\$50	455		\$500		\$800			\$ 225.63
Total	\$ 1,575.00	\$ 3,500.00	\$ 1,288.00	\$ 2,600.00	\$ 850.00	\$ 2,300.00	\$ 250.00	\$ 150.00	\$ 1,564.13





**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2018 to 1/31/2018**

City	UCR Description	1/1/2017 to 1/31/2017	1/1/2018 to 1/31/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0			10
	Arson	0	0			1
	Burglary-Business	0	0			1
	Burglary-Non-Residence	2	0			5
	Burglary-Residence	0	0			7
	Larceny	5	3	-40.00 %	3	51
	Motor Vehicle Theft-Auto	0	0			5
	Rape	0	1		1	
	Part 1 Total	7	4	-42.86 %	4	80
Part 2						
	All Other	0	1		1	14
	Animal Problems	0	0			1
	Disorderly Conduct	0	1		1	14
	Drug Laws	3	1	-66.67 %	1	33
	DUII	0	0			10
	Forgery	0	1		1	1
	Fraud	1	0			6
	Liquor Laws	2	1	-50.00 %	1	3
	Runaway	0	1		1	3
	Sex Offenses	6	0			11
	Simple Assault	2	2		2	33
	Stolen Property	0	0			3
	Trespass/Prowler	1	0			15
	Vandalism	0	2		2	24
	Weapons	0	0			3
	Part 2 Total	15	10	-33.33 %	10	174
Part 3						
	All Other	9	13	44.44 %	13	96
	Total For WILLAMINA	43	37	-13.95 %	37	500



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2018 to 1/31/2018**

City	UCR Description	1/1/2017 to 1/31/2017	1/1/2018 to 1/31/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	12	10	-16.67 %	10	150
	Part 3 Total	21	23	8.70 %	23	246
	Total For WILLAMINA	43	37	-13.95 %	37	500

2018 Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

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

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

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

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

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

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

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

April		
04/01/18 (Sun)	April Fool's Day	holiday
04/22/18 (Sun)	Earth Day	holiday
04/03/18 (Tue)	Planning Commission	meeting
04/10/18 (Tue)	City Council Regular Meeting	meeting
04/15/18 (Sun)	SEI Statement of Economic Interest Filing De deadline	

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

May		
05/28/18 (Mon)	Memorial Day	holiday
05/13/18 (Sun)	Mother's Day	holiday
05/01/18(Tues)	Planning Commission	meeting
05/08/18 (Tues)	City Council Regular Meeting	meeting
05/15/18 (Tues)	First Budget Committee Meetig	meeting

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

June		
06/14/18 (Thu)	Flag Day	holiday
06/17/18 (Sun)	Father's Day	holiday
06/05/18 (Tue)	Planning Commission	meeting
06/12/18 (Tue)	City Council Regular Meeting	meeting
06/12/18 (Tue)	City Holds Public Hearing on 2018-19 Budget	meeting