

WILLAMINA CITY COUNCIL AGENDA

City Council Special Meeting
Monday, January 23, 2017 @ 6:00pm
West Valley Fire District
825 NE Main St, Willamina

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CONSENT AGENDA

1. Approval of Minutes – December 13, 2016 -
2. Check Registers – December 1 to 31st, 2016 (information only)
3. Financials December 2016

CORRESPONDENCE -none

REGULAR AGENDA

1. System Development charges (SDC)
2. Swearing in of newly elected official
3. Resolution 16-17-008 A Resolution to establish the Right of Way use fee and license application fees for utilities operating within the City of Willamina Right of Way
4. Council Vacancy Application- update
5. 2017/18 Budget Committee Memo
6. Senior Discount - Discount for Water Service
7. Playground Equipment

ADJOURN

An Equal Opportunity Employer

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

willaminaoregon.gov

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.

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2016

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	65,528.27
99-00-1015	XPRESS DEPOSIT ACCOUNT	(3,583.98)
99-00-1020	PAYROLL - CHECKING	40,049.06
99-00-1030	INVESTMENTS-LGIP	876,165.31
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,982.78
99-00-1040	PETTY CASH	300.00
		981,441.44
	TOTAL COMBINED CASH	981,441.44
99-00-1700	UTILITY CASH CLEARING	(96,163.18)
99-00-1800	BUSINESS LICENSE CASH CLEARING	(140.00)
99-00-1900	COURT CASH CLEARING	(510.00)
99-00-1905	GENERAL FUND CASH CLEARING	885.64
99-00-1910	MERCHANT SERVICES CLEARING	2,976.83
99-00-1009	CASH ALLOCATED	(888,490.73)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	171,337.42
20	ALLOCATION TO STREET FUND	128,042.08
21	ALLOCATION TO STREET SDC FUND	96,000.00
30	ALLOCATION TO WATER FUND	86,692.19
31	ALLOCATION TO WATER SDC FUND	62,846.00
40	ALLOCATION TO WASTEWATER FUND	222,083.68
41	ALLOCATION TO WASTEWATER SDC FUND	21,204.00
50	ALLOCATION TO DEBT FUND	100,285.36
		888,490.73
	TOTAL ALLOCATIONS TO OTHER FUNDS	888,490.73
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(888,490.73)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	171,337.42	
10-00-1280	TAXES RECEIVABLE	29,479.00	
10-00-1300	INVENTORY	7,755.00	
10-00-1400	LAND	117,841.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	287,397.00	
10-00-1440	EQUIPMENT	134,487.00	
10-00-1460	VEHICLES	57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(547,587.00)	
10-00-1930	DUE FROM FUND 30	25,000.00	
	TOTAL ASSETS		<u>1,263,226.42</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	1,206.29	
10-00-2110	PAYROLL TAX PAYABLE	(119.67)	
10-00-2120	BENEFITS PAYABLE	5,039.68	
10-00-2130	UNION DUES PAYABLE	125.44	
10-00-2150	ACCRUED VACATION	23,138.80	
	TOTAL LIABILITIES		29,390.54

FUND EQUITY

10-00-3000	FUND BALANCE	48,619.60	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,024,655.00	
	REVENUE OVER EXPENDITURES - YTD	<u>135,561.28</u>	
	BALANCE - CURRENT DATE	<u>1,233,835.88</u>	
	TOTAL FUND EQUITY		<u>1,233,835.88</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,263,226.42</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	35,794.00	35,794.00	.0
10-10-4001 PROPERTY TAX	5,131.28	324,603.14	338,293.00	13,689.86	96.0
10-10-4002 PROPERTY TAX PRIOR	1,531.27	12,738.59	9,988.00	(2,750.59)	127.5
10-10-4003 INTEREST ON TAXES	.00	.00	52.00	52.00	.0
10-10-4110 STATE CIGARETTE TAX	185.98	3,896.26	3,060.00	(836.26)	127.3
10-10-4111 STATE REVENUE SHARING	.00	15,196.56	24,480.00	9,283.44	62.1
10-10-4112 STATE LIQUOR TAX	4,496.70	12,189.02	31,571.00	19,381.98	38.6
10-10-4501 BUSINESS LICENSES	35.00	35.00	2,229.00	2,194.00	1.6
10-10-4511 LIEN SEARCHES	100.00	384.50	612.00	227.50	62.8
10-10-4571 OLCC LICENSE FEE	.00	.00	218.00	218.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	396.97	12,241.00	11,844.03	3.2
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,938.00	12,938.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,590.00	59,590.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	260.00	260.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	805.11	2,803.04	4,769.00	1,965.96	58.8
10-10-4816 DONATIONS	.00	4.00	.00	(4.00)	.0
10-10-4900 INTEREST INCOME	757.98	3,662.51	2,856.00	(806.51)	128.2
10-10-4901 MISCELLANEOUS INCOME	5.25	499.78	.00	(499.78)	.0
TOTAL DEPARTMENT 10	13,048.57	376,409.37	538,951.00	162,541.63	69.8
 <u>COURT</u>					
10-14-4506 CODE ENFORCEMENT FINES	.00	.00	1,000.00	1,000.00	.0
10-14-4507 COURT FINES AND FEES	.00	75.00	3,409.00	3,334.00	2.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	1,020.00	1,020.00	.0
TOTAL COURT	.00	75.00	5,429.00	5,354.00	1.4
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	2,150.00	4,450.00	1,000.00	(3,450.00)	445.0
TOTAL PLANNING	2,150.00	4,450.00	1,000.00	(3,450.00)	445.0
 <u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	.00	7,530.10	18,000.00	10,469.90	41.8
10-19-4823 MISC UTILITY RESERVE	.00	1,882.06	4,500.00	2,617.94	41.8
TOTAL STREET LIGHTS	.00	9,412.16	22,500.00	13,087.84	41.8

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	(7,818.01)	(53.29)	8,000.00	8,053.29	(.7)
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	(7,818.01)	(53.29)	10,000.00	10,053.29	(.5)
<u>LIBRARY</u>					
10-65-4560 FINES	.00	320.82	1,795.00	1,474.18	17.9
10-65-4705 CCRLS FORMULA PAYMENT	.00	8,528.17	14,280.00	5,751.83	59.7
10-65-4708 CCRLS LOST BOOK	.00	159.67	301.00	141.33	53.1
10-65-4711 CCRLS NET LENDING	.00	601.50	1,814.00	1,212.50	33.2
10-65-4714 CCRLS RURAL PATRON	.00	120.00	1,681.00	1,561.00	7.1
10-65-4811 READY TO READ GRANT	1,000.00	1,000.00	1,040.00	40.00	96.2
10-65-4816 DONATIONS	.00	.00	31.00	31.00	.0
10-65-4901 MISCELLANEOUS INCOME	.00	120.47	.00	(120.47)	.0
TOTAL LIBRARY	1,000.00	10,850.63	20,942.00	10,091.37	51.8
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	510.00	510.00	.0
TOTAL CEMETERY	.00	.00	510.00	510.00	.0
<u>DEPARTMENT 81</u>					
10-81-4816 GRANT REVENUE FORD FAMILY FOUN	.00	5,000.00	.00	(5,000.00)	.0
TOTAL DEPARTMENT 81	.00	5,000.00	.00	(5,000.00)	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	14,076.00	14,076.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	17,442.00	17,442.00	.0
TOTAL TRANSFER	.00	.00	31,518.00	31,518.00	.0
TOTAL FUND REVENUE	8,380.56	406,143.87	630,850.00	224,706.13	64.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	BANK CHARGES	299.51	2,261.11	1,938.00 (323.11)	116.7
10-12-5123	MERCHANT FEES	.00	605.94	.00 (605.94)	.0
10-12-5124	PAYROLL PROCESSING FEES	197.49	1,041.11	4,080.00	3,038.89 25.5
10-12-5126	POSTAGE	.00	617.47	612.00 (5.47)	100.9
10-12-5137	SUPPLIES	(48.51)	2,658.42	7,140.00	4,481.58 37.2
10-12-5200	CONTRACT SERVICES	.00	13,590.87	68,000.00	54,409.13 20.0
10-12-5201	AUDIT SERVICES	.00	.00	15,000.00	15,000.00 .0
10-12-5203	LEGAL SERVICES	1,186.46	8,296.55	5,000.00 (3,296.55)	165.9
10-12-5207	INSURANCE	8,075.76	16,112.47	31,620.00	15,507.53 51.0
10-12-5209	CLEANING SERVICES	.00	1,100.00	2,550.00	1,450.00 43.1
10-12-5230	PRINTING AND PUBLISHING	87.00	1,541.01	3,060.00	1,518.99 50.4
10-12-5233	TECHNOLOGY SERVICES	.00	10,118.06	20,400.00	10,281.94 49.6
10-12-5234	TECHNOLOGY BACK UP	.00	1,200.00	6,120.00	4,920.00 19.6
10-12-5235	SOFTWARE MAINTENANCE	1,200.00	1,200.00	4,404.00	3,204.00 27.3
10-12-5320	DUES, LICENSE, PERMITS	154.00	4,078.60	4,680.00	601.40 87.2
10-12-5342	CONFERENCE/SEMINAR/TRAINING	90.00	110.00	1,500.00	1,390.00 7.3
10-12-5344	TRAVEL	.00	1,435.24	700.00 (735.24)	205.0
10-12-5355	MISCELLANEOUS EXPENSE	.00	.00	300.00	300.00 .0
10-12-5360	LEGAL CONSIDERATION	.00	3,331.00	.00 (3,331.00)	.0
10-12-5413	TELEPHONE	473.94	2,542.48	3,060.00	517.52 83.1
10-12-5415	UTILITIES	.00	1,645.23	5,610.00	3,964.77 29.3
10-12-5504	REPAIRS - MAINTENANCE	.00	55.00	10,200.00	10,145.00 .5
10-12-5600	EQUIPMENT	.00	.00	1,000.00	1,000.00 .0
10-12-5606	EQUIPMENT LEASE	394.33	2,426.29	6,000.00	3,573.71 40.4
	TOTAL ADMIN	12,109.98	75,966.85	202,974.00	127,007.15 37.4
<u>COUNCIL</u>					
10-13-5307	COMMUNITY PROJECT	.00	.00	1,700.00	1,700.00 .0
10-13-5342	CONFERENCE/SEMINAR/TRAINING	.00	680.00	2,000.00	1,320.00 34.0
10-13-5344	TRAVEL	.00	.00	600.00	600.00 .0
10-13-5355	COUNCIL EXPENSE	459.68	659.68	1,200.00	540.32 55.0
	TOTAL COUNCIL	459.68	1,339.68	5,500.00	4,160.32 24.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	(450.00)	(1,671.00)	.00	1,671.00	.0
10-14-5200	.00	.00	200.00	200.00	.0
10-14-5211	250.00	1,500.00	3,600.00	2,100.00	41.7
10-14-5306	416.33	416.33	1,367.00	950.67	30.5
10-14-5313	104.98	104.98	271.00	166.02	38.7
10-14-5317	.00	.00	408.00	408.00	.0
10-14-5320	.00	40.00	2,000.00	1,960.00	2.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
10-14-5413	.00	.00	415.00	415.00	.0
10-14-5600	.00	.00	1,000.00	1,000.00	.0
TOTAL COURT	321.31	390.31	10,511.00	10,120.69	3.7
<u>PLANNING</u>					
10-17-5204	.00	845.00	1,000.00	155.00	84.5
10-17-5214	.00	5,591.35	3,000.00	(2,591.35)	186.4
TOTAL PLANNING	.00	6,436.35	4,000.00	(2,436.35)	160.9
<u>PUBLIC SAFETY</u>					
10-18-5000	1,365.00	6,599.96	19,282.00	12,682.04	34.2
10-18-5020	114.00	524.61	1,751.00	1,226.39	30.0
10-18-5040	3.98	2,491.80	12,623.00	10,131.20	19.7
10-18-5060	.00	.00	1,157.00	1,157.00	.0
10-18-5090	1.50	4.54	595.00	590.46	.8
10-18-5120	20.00	149.81	153.00	3.19	97.9
10-18-5137	.00	20.87	.00	(20.87)	.0
10-18-5217	15,981.90	95,891.40	191,760.00	95,868.60	50.0
10-18-5302	1,748.83	10,492.98	21,420.00	10,927.02	49.0
10-18-5413	46.02	276.18	.00	(276.18)	.0
10-18-5504	.00	.00	255.00	255.00	.0
TOTAL PUBLIC SAFETY	19,281.23	116,452.15	248,996.00	132,543.85	46.8
<u>STREET LIGHTS</u>					
10-19-5400	1,545.47	9,249.13	18,360.00	9,110.87	50.4
TOTAL STREET LIGHTS	1,545.47	9,249.13	18,360.00	9,110.87	50.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	1,381.45	8,717.37	15,340.00	6,622.63	56.8
10-65-5020 PAYROLL TAX	116.19	652.60	1,443.00	790.40	45.2
10-65-5040 BENEFITS	1,419.33	6,112.44	10,515.00	4,402.56	58.1
10-65-5060 PERS	.00	180.26	964.00	783.74	18.7
10-65-5090 WORKERS COMP	1.88	5.56	46.00	40.44	12.1
10-65-5100 BOOKS CHILDREN	30.31	263.22	2,040.00	1,776.78	12.9
10-65-5101 AUDIO VISUAL CHILDREN	31.87	46.86	1,020.00	973.14	4.6
10-65-5102 AUDIO VISUAL ADULT	.00	162.87	.00	(162.87)	.0
10-65-5106 BOOKS ADULTS	94.43	682.16	2,040.00	1,357.84	33.4
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	306.00	306.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	55.46	78.88	816.00	737.12	9.7
10-65-5112 SPECIAL PROGRAM ADULT	14.99	14.99	204.00	189.01	7.4
10-65-5137 SUPPLIES	248.02	572.52	.00	(572.52)	.0
10-65-5200 CONTRACT SERVICES	.00	42.50	.00	(42.50)	.0
10-65-5209 CLEANING SERVICES	9.47	354.13	1,020.00	665.87	34.7
10-65-5233 TECHNOLOGY SERVICES	.00	1,120.50	.00	(1,120.50)	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	446.00	500.00	54.00	89.2
10-65-5321 SUBSCRIPTIONS	39.00	39.00	500.00	461.00	7.8
10-65-5413 TELEPHONE	91.59	611.20	1,224.00	612.80	49.9
10-65-5415 UTILITIES	.00	959.20	2,550.00	1,590.80	37.6
10-65-5504 REPAIRS - MAINTENANCE	.00	809.81	1,428.00	618.19	56.7
10-65-5606 EQUIPMENT LEASE	.00	1,169.91	2,469.00	1,299.09	47.4
10-65-5912 GRANT EXPENSE READY TO READ	.00	384.39	1,000.00	615.61	38.4
10-65-6000 CAPITAL OUTLAY	.00	765.70	850.00	84.30	90.1
TOTAL LIBRARY	3,533.99	24,192.07	46,275.00	22,082.93	52.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,485.20	2,875.60	.00	(2,875.60)	.0
10-66-5001 PW ALLOCATED PAYROLL	211.00	1,266.00	2,535.00	1,269.00	49.9
10-66-5020 PAYROLL TAX	245.17	783.04	.00	(783.04)	.0
10-66-5060 PERS	.00	180.95	.00	(180.95)	.0
10-66-5090 WORKERS COMP	248.86	762.78	.00	(762.78)	.0
10-66-5120 GAS - OIL	.00	247.18	153.00	(94.18)	161.6
10-66-5140 UNIFORMS - TOWELS	.00	378.01	612.00	233.99	61.8
10-66-5200 CONTRACT SERVICES	318.00	3,166.56	2,688.00	(478.56)	117.8
10-66-5413 TELEPHONE	53.42	349.11	714.00	364.89	48.9
10-66-5415 UTILITIES	18.36	567.21	2,202.00	1,634.79	25.8
10-66-5504 REPAIRS - MAINTENANCE	.00	618.70	2,244.00	1,625.30	27.6
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	5,100.00	5,100.00	.0
10-66-5600 EQUIPMENT	.00	.00	500.00	500.00	.0
10-66-9150 PW EXPENSE ALLOCATION	.00	.00	344.00	344.00	.0
10-66-9615 PW EXPENSE ALLOCATION	29.00	174.00	.00	(174.00)	.0
TOTAL PARKS	2,609.01	11,369.14	17,592.00	6,222.86	64.6
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	.00	13.50	.00	(13.50)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	65.59	424.76	757.00	332.24	56.1
10-67-5415 UTILITIES	.00	812.37	2,142.00	1,329.63	37.9
10-67-5504 REPAIRS - MAINTENANCE	.00	204.50	1,020.00	815.50	20.1
10-67-5606 EQUIPMENT LEASE	.00	.00	1,531.00	1,531.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	211.24	.00	.00	.00	.0
TOTAL MUSEUM	276.83	1,523.13	5,550.00	4,026.87	27.4
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	400.00	2,448.00	2,048.00	16.3
10-68-5513 PORTABLE RESTROOM	.00	.00	204.00	204.00	.0
TOTAL CEMETERY	.00	400.00	2,752.00	2,352.00	14.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	13,424.00	79,205.45	106,000.00	26,794.55	74.7
10-70-5002 ADMIN ALLOCATED PAYROLL	(8,100.00)	(48,600.00)	(97,201.00)	(48,601.00)	(50.0)
10-70-5020 PAYROLL TAX	1,009.32	6,015.76	9,030.00	3,014.24	66.6
10-70-5040 BENEFITS	4,019.48	20,090.39	28,968.00	8,877.61	69.4
10-70-5060 PERS	.00	3,893.16	6,360.00	2,466.84	61.2
10-70-5090 WORKERS COMP	408.02	1,246.56	319.00	(927.56)	390.8
10-70-9610 OVERHEAD ALLOCATION	.00	.00	9,628.00	9,628.00	.0
TOTAL PAYROLL ADMIN	10,760.82	61,851.32	63,104.00	1,252.68	98.0
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	7,975.02	60,031.84	180,755.00	120,723.16	33.2
10-71-5001 PW ALLOCATED PAYROLL	(24,808.00)	(148,848.00)	(297,693.00)	(148,845.00)	(50.0)
10-71-5002 ADMIN ALLOCATED PAYROLL	1,075.00	6,450.00	12,900.00	6,450.00	50.0
10-71-5020 PAYROLL TAX	483.93	3,859.50	15,846.00	11,986.50	24.4
10-71-5040 BENEFITS	3,587.95	21,082.80	51,513.00	30,430.20	40.9
10-71-5060 PERS	.00	3,060.34	12,592.00	9,531.66	24.3
10-71-5090 WORKERS COMP	251.52	766.91	6,982.00	6,215.09	11.0
10-71-9610 OVERHEAD ALLOCATION	(3,367.00)	(13,468.00)	17,105.00	30,573.00	(78.7)
10-71-9615 OVERH ALLOCATED TO OTHER DEPT	.00	(6,734.00)	.00	6,734.00	.0
TOTAL PAYROLL PUBLIC WORKS	(14,801.58)	(73,798.61)	.00	73,798.61	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5002 ADMIN ALLOCATED PAYROLL	146.00	876.00	1,751.00	875.00	50.0
10-72-5120 GAS - OIL	54.91	1,119.06	816.00	(303.06)	137.1
10-72-5137 SUPPLIES	110.50	2,168.96	15,300.00	13,131.04	14.2
10-72-5140 UNIFORMS - TOWELS	.00	1,239.70	1,224.00	(15.70)	101.3
10-72-5200 CONTRACT SERVICES	.00	2,750.18	8,262.00	5,511.82	33.3
10-72-5203 LEGAL SERVICES	.00	1,311.50	1,020.00	(291.50)	128.6
10-72-5207 INSURANCE	.00	7,919.54	4,182.00	(3,737.54)	189.4
10-72-5233 TECHNOLOGY SERVICES	.00	655.00	.00	(655.00)	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	200.00	200.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	140.00	1,500.00	1,360.00	9.3
10-72-5415 UTILITIES	.00	2,409.26	2,346.00	(63.26)	102.7
10-72-5504 REPAIRS - MAINTENANCE	.00	1,071.75	816.00	(255.75)	131.3
10-72-5507 EQUIPMENT MAINTENANCE	.00	967.32	663.00	(304.32)	145.9
10-72-9610 OVERHEAD ALLOCATION	.00	.00	2,321.00	2,321.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	(40,401.00)	(40,401.00)	.0
TOTAL PUBLIC WORKS OPERATIONS	311.41	22,628.27	.00	(22,628.27)	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5912 GRANT EXP GREEN GROWTHDEPTSTOR	.00	5,000.00	.00	(5,000.00)	.0
10-81-5915 GRANT EXP GREEN GROWTH FACADE	.00	3,950.00	.00	(3,950.00)	.0
10-81-5916 GRANT EXP FORD FAMILY FOUND	.00	3,632.80	.00	(3,632.80)	.0
TOTAL DEPARTMENT 81	.00	12,582.80	.00	(12,582.80)	.0
TRANSFER					
10-90-9610 OVERHEAD CHARGE	.00	.00	(138,510.00)	(138,510.00)	.0
TOTAL TRANSFER	.00	.00	(138,510.00)	(138,510.00)	.0
CONTINGENCY					
10-99-9900 CONTINGENCY	.00	.00	133,746.00	133,746.00	.0
TOTAL CONTINGENCY	.00	.00	133,746.00	133,746.00	.0
TOTAL FUND EXPENDITURES	36,408.15	270,582.59	630,850.00	360,267.41	42.9
NET REVENUE OVER EXPENDITURES	(28,027.59)	135,561.28	.00	(135,561.28)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	128,042.08	
20-00-1210	ODOT RECEIVABLE	268.61	
	TOTAL ASSETS		<u>128,310.69</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	3.31	
	TOTAL LIABILITIES		3.31
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	105,041.54	
	REVENUE OVER EXPENDITURES - YTD	23,265.84	
	BALANCE - CURRENT DATE	128,307.38	
	TOTAL FUND EQUITY		<u>128,307.38</u>
	TOTAL LIABILITIES AND EQUITY		<u>128,310.69</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	49,061.00	49,061.00	.0
20-10-4115 STATE HIGHWAY REVENUE	10,453.05	52,942.40	124,000.00	71,057.60	42.7
TOTAL DEPARTMENT 10	10,453.05	52,942.40	173,061.00	120,118.60	30.6
TOTAL FUND REVENUE	10,453.05	52,942.40	173,061.00	120,118.60	30.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>						
20-11-5001	PW ALLOCATED PAYROLL	2,757.00	16,542.00	33,081.00	16,539.00	50.0
20-11-5002	ADMIN ALLOCATED PAYROLL	771.00	4,626.00	9,252.00	4,626.00	50.0
20-11-5090	WORKERS COMP	369.33	1,130.43	.00	(1,130.43)	.0
20-11-5120	GAS - OIL	8.48	312.26	2,040.00	1,727.74	15.3
20-11-5140	UNIFORMS - TOWELS	.00	221.30	168.00	(53.30)	131.7
20-11-5200	CONTRACT SERVICES	.00	19.17	.00	(19.17)	.0
20-11-5204	ENGINEERING SERVICES	.00	1,908.75	10,000.00	8,091.25	19.1
20-11-5344	TRAVEL	.00	.00	30.00	30.00	.0
20-11-5413	TELEPHONE	30.61	233.60	510.00	276.40	45.8
20-11-5415	UTILITIES	.00	.00	3,060.00	3,060.00	.0
20-11-5504	REPAIRS - MAINTENANCE	.00	583.98	204.00	(379.98)	286.3
20-11-5521	SIDEWALK MAINTENANCE	.00	.00	6,630.00	6,630.00	.0
20-11-5522	STREET MAINTENANCE	.00	1,855.07	20,000.00	18,144.93	9.3
20-11-5600	EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE		3,936.42	27,432.56	86,475.00	59,042.44	31.7
<u>CAPITAL</u>						
20-80-6001	CAPITAL-SIDWALK STRIPING	.00	.00	2,000.00	2,000.00	.0
TOTAL CAPITAL		.00	.00	2,000.00	2,000.00	.0
<u>TRANSFER</u>						
20-90-9610	OVERHEAD ALLOCATION	.00	.00	12,268.00	12,268.00	.0
20-90-9615	PW EXPENSE ALLOCATION	374.00	2,244.00	4,490.00	2,246.00	50.0
TOTAL TRANSFER		374.00	2,244.00	16,758.00	14,514.00	13.4
<u>CONTINGENCY</u>						
20-99-9900	CONTINGENCY	.00	.00	67,828.00	67,828.00	.0
TOTAL CONTINGENCY		.00	.00	67,828.00	67,828.00	.0
TOTAL FUND EXPENDITURES		4,310.42	29,676.56	173,061.00	143,384.44	17.2
NET REVENUE OVER EXPENDITURES		6,142.63	23,265.84	.00	(23,265.84)	.0

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2016

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	96,000.00	
	TOTAL ASSETS		96,000.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	60,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	30,000.00	
	REVENUE OVER EXPENDITURES - YTD	6,000.00	
	BALANCE - CURRENT DATE	96,000.00	
	TOTAL FUND EQUITY		96,000.00
	TOTAL LIABILITIES AND EQUITY		96,000.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	81,420.00	81,420.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	6,000.00	21,848.00	15,848.00	27.5
TOTAL DEPARTMENT 10	.00	6,000.00	103,268.00	97,268.00	5.8
TOTAL FUND REVENUE	.00	6,000.00	103,268.00	97,268.00	5.8

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	103,268.00	103,268.00	.0
TOTAL CONTINGENCY	.00	.00	103,268.00	103,268.00	.0
TOTAL FUND EXPENDITURES	.00	.00	103,268.00	103,268.00	.0
NET REVENUE OVER EXPENDITURES	.00	6,000.00	.00	(6,000.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	86,692.19	
30-00-1251	UTILITY RECEIVABLE	52,694.84	
30-00-1300	INVENTORY	15,511.00	
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	123,729.00	
30-00-1460	VEHICLES	29,608.00	
30-00-1490	ACCUMULATED DEPRECIATION	(1,510,072.00)	
	TOTAL ASSETS		<u>1,094,909.03</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	1,351.01	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	31,797.37	
30-00-2830	WATER FHA 91-01 SERIES 1980	51,804.51	
30-00-2831	WATER FHA 91-02 SERIES 2001	799,924.40	
30-00-2910	DUE TO FUND 10	25,000.00	
30-00-2950	DUE TO FUND 50	100,000.00	
	TOTAL LIABILITIES		<u>1,013,006.92</u>

FUND EQUITY

30-00-3000	FUND BALANCE	(47,502.59)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	88,282.09	
	REVENUE OVER EXPENDITURES - YTD	<u>41,122.61</u>	
	BALANCE - CURRENT DATE	<u>81,902.11</u>	
	TOTAL FUND EQUITY		<u>81,902.11</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,094,909.03</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	(70,922.00)	(70,922.00)	.0
30-10-4330 WATER REVENUE	.00	232,721.42	502,000.00	269,278.58	46.4
30-10-4332 NEW CONNECTION FEE	.00	1,000.00	4,080.00	3,080.00	24.5
30-10-4337 DOUBLE CHECK VALVE	.00	154.00	561.00	407.00	27.5
30-10-4350 RECOVERY BAD DEBT	1,397.47	1,551.10	255.00	(1,296.10)	608.3
30-10-4581 PENALTY AND FEES	.00	3,850.00	6,120.00	2,270.00	62.9
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	150.00	204.00	54.00	73.5
TOTAL DEPARTMENT 10	1,397.47	239,426.52	442,298.00	202,871.48	54.1
TOTAL FUND REVENUE	1,397.47	239,426.52	442,298.00	202,871.48	54.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	5,068.68	28,257.88	44,130.00	15,872.12	64.0
30-11-5001 PW ALLOCATED PAYROLL	11,378.00	68,268.00	136,531.00	68,263.00	50.0
30-11-5002 ADMIN ALLOCATED PAYROLL	3,182.00	19,092.00	38,185.00	19,093.00	50.0
30-11-5020 PAYROLL TAX	307.46	2,009.06	3,837.00	1,827.94	52.4
30-11-5040 BENEFITS	787.65	5,312.67	9,539.00	4,226.33	55.7
30-11-5060 PERS	.00	2,244.94	5,296.00	3,051.06	42.4
30-11-5090 WORKERS COMP	1,049.40	3,212.91	1,844.00	(1,368.91)	174.2
30-11-5108 CHEMICALS	.00	6,364.46	20,400.00	14,035.54	31.2
30-11-5120 GAS - OIL	44.11	555.11	3,060.00	2,504.89	18.1
30-11-5123 MERCHANT FEES	.00	.00	1,530.00	1,530.00	.0
30-11-5126 POSTAGE	.00	222.80	2,040.00	1,817.20	10.9
30-11-5137 SUPPLIES	.00	1,270.68	2,040.00	769.32	62.3
30-11-5140 UNIFORMS - TOWELS	.00	465.70	1,008.00	542.30	46.2
30-11-5200 CONTRACT SERVICES	1,725.83	2,113.89	10,246.00	8,132.11	20.6
30-11-5204 ENGINEERING SERVICES	.00	112.50	10,000.00	9,887.50	1.1
30-11-5250 SYSTEM ANALYSIS	885.00	2,975.00	3,321.00	346.00	89.6
30-11-5320 DUES, LICENSE, PERMITS	.00	672.85	1,605.00	932.15	41.9
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
30-11-5344 TRAVEL	95.47	416.09	530.00	113.91	78.5
30-11-5413 TELEPHONE	539.95	3,419.06	6,000.00	2,580.94	57.0
30-11-5415 UTILITIES	.00	14,271.41	44,904.00	30,632.59	31.8
30-11-5504 REPAIRS - MAINTENANCE	.00	424.59	5,100.00	4,675.41	8.3
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,472.30	17,268.22	51,000.00	33,731.78	33.9
30-11-5531 DISTRIBUTION MAINTENANCE	121.57	2,374.48	5,100.00	2,725.52	46.6
30-11-5600 EQUIPMENT	.00	1,619.67	12,000.00	10,380.33	13.5
TOTAL EXPENDITURE	26,657.42	182,943.97	419,746.00	236,802.03	43.6
30-80-6000 CAPITAL-VEHICLES	.00	.00	4,000.00	4,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	6,095.94	10,000.00	3,904.06	61.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	6,095.94	19,000.00	12,904.06	32.1
TRANSFER					
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	14,076.00	14,076.00	.0
30-90-9610 OVERHEAD ALLOCATION	.00	.00	50,631.00	50,631.00	.0
30-90-9615 PW EXPENSE ALLOCATION	1,544.00	9,264.00	18,529.00	9,265.00	50.0
30-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	39,609.00	39,609.00	.0
TOTAL TRANSFER	1,544.00	9,264.00	122,845.00	113,581.00	7.5

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL FUND EXPENDITURES	28,201.42	198,303.91	442,298.00	243,994.09	44.8
NET REVENUE OVER EXPENDITURES	(26,803.95)	41,122.61	.00	(41,122.61)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	62,846.00	
	TOTAL ASSETS		62,846.00

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,414.00	
31-00-3100	FUND BALANCE, RESTRICTED	(264.00)	
	REVENUE OVER EXPENDITURES - YTD	3,696.00	
	BALANCE - CURRENT DATE	62,846.00	
	TOTAL FUND EQUITY		62,846.00
	TOTAL LIABILITIES AND EQUITY		62,846.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	57,588.00	57,588.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	3,696.00	15,127.00	11,431.00	24.4
TOTAL DEPARTMENT 10	.00	3,696.00	72,715.00	69,019.00	5.1
TOTAL FUND REVENUE	.00	3,696.00	72,715.00	69,019.00	5.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<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	59,512.00	59,512.00	.0
TOTAL CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,715.00	72,715.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,696.00	.00	(3,696.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	222,083.68	
40-00-1251	UTILITY RECEIVABLE	53,518.75	
40-00-1300	INVENTORY	15,511.00	
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	(1,979,395.00)	
	TOTAL ASSETS		<u>2,977,702.43</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	1,541.01	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	33,520.24	
40-00-2840	WASTEWATER TREATMENT G0300	1,229,373.00	
40-00-2841	WASTEWATER TREATMENT G9900	362,999.00	
	TOTAL LIABILITIES		1,629,394.06

FUND EQUITY

40-00-3000	FUND BALANCE	155,381.14	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,094,217.30	
	REVENUE OVER EXPENDITURES - YTD	<u>98,709.93</u>	
	BALANCE - CURRENT DATE	<u>1,348,308.37</u>	
	TOTAL FUND EQUITY		<u>1,348,308.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,977,702.43</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	168,314.00	168,314.00	.0
40-10-4340 WASTEWATER REVENUE	.00	242,953.70	543,200.00	300,246.30	44.7
40-10-4342 NEW CONNECTION FEE	.00	150.00	1,020.00	870.00	14.7
40-10-4350 RECOVERY BAD DEBT	1,606.84	1,802.65	255.00	(1,547.65)	706.9
TOTAL DEPARTMENT 10	1,606.84	244,906.35	712,789.00	467,882.65	34.4
TOTAL FUND REVENUE	1,606.84	244,906.35	712,789.00	467,882.65	34.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,929.60	18,214.84	53,139.00	34,924.16	34.3
40-11-5001 PW ALLOCATED PAYROLL	10,462.00	62,772.00	125,546.00	62,774.00	50.0
40-11-5002 ADMIN ALLOCATED PAYROLL	2,926.00	17,556.00	35,113.00	17,557.00	50.0
40-11-5020 PAYROLL TAX	216.44	1,396.18	4,526.00	3,129.82	30.9
40-11-5040 BENEFITS	1,638.55	9,496.52	19,298.00	9,801.48	49.2
40-11-5060 PERS	.00	670.13	3,188.00	2,517.87	21.0
40-11-5090 WORKERS COMP	771.66	2,362.30	1,923.00	(439.30)	122.8
40-11-5108 CHEMICALS	1,430.80	4,236.68	9,180.00	4,943.32	46.2
40-11-5120 GAS - OIL	96.64	621.24	2,550.00	1,928.76	24.4
40-11-5123 MERCHANT FEES	.00	.00	2,040.00	2,040.00	.0
40-11-5126 POSTAGE	.00	70.50	1,734.00	1,663.50	4.1
40-11-5137 SUPPLIES	.00	646.74	1,530.00	883.26	42.3
40-11-5140 UNIFORMS - TOWELS	.00	965.25	1,862.00	896.75	51.8
40-11-5200 CONTRACT SERVICES	.00	660.73	.00	(660.73)	.0
40-11-5204 ENGINEERING SERVICES	.00	438.75	1,530.00	1,091.25	28.7
40-11-5250 SYSTEM ANALYSIS	490.00	1,960.00	7,140.00	5,180.00	27.5
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	504.00	504.00	.0
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	430.00	500.00	70.00	86.0
40-11-5344 TRAVEL	.00	.00	131.00	131.00	.0
40-11-5413 TELEPHONE	243.99	2,201.40	5,304.00	3,102.60	41.5
40-11-5415 UTILITIES	.00	11,416.54	26,520.00	15,103.46	43.1
40-11-5504 REPAIRS - MAINTENANCE	.00	630.00	2,652.00	2,022.00	23.8
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	930.62	12,097.00	11,166.38	7.7
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
TOTAL EXPENDITURE	21,205.68	137,676.42	324,507.00	186,830.58	42.4
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	1,000.00	1,000.00	.0
<hr/>					
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	17,442.00	17,442.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	46,557.00	46,557.00	.0
40-90-9615 PW EXPENSE ALLOCATION	1,420.00	8,520.00	17,038.00	8,518.00	50.0
40-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	148,395.00	148,395.00	.0
TOTAL TRANSFER	1,420.00	8,520.00	229,432.00	220,912.00	3.7
<hr/>					
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	157,850.00	157,850.00	.0
TOTAL CONTINGENCY	.00	.00	157,850.00	157,850.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	22,625.68	146,196.42	712,789.00	566,592.58	20.5
NET REVENUE OVER EXPENDITURES	(21,018.84)	98,709.93	.00	(98,709.93)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	21,204.00	
	TOTAL ASSETS		21,204.00

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	15,000.00	
41-00-3100	FUND BALANCE, RESTRICTED	1,204.00	
	REVENUE OVER EXPENDITURES - YTD	5,000.00	
	BALANCE - CURRENT DATE	21,204.00	
	TOTAL FUND EQUITY		21,204.00
	TOTAL LIABILITIES AND EQUITY		21,204.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	9,975.00	9,975.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	5,000.00	19,299.00	14,299.00	25.9
TOTAL DEPARTMENT 10	.00	5,000.00	29,274.00	24,274.00	17.1
TOTAL FUND REVENUE	.00	5,000.00	29,274.00	24,274.00	17.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,157.00	24,157.00	.0
TOTAL TRANSFER	.00	.00	24,157.00	24,157.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	5,117.00	5,117.00	.0
TOTAL CONTINGENCY	.00	.00	5,117.00	5,117.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,274.00	29,274.00	.0
NET REVENUE OVER EXPENDITURES	.00	5,000.00	.00	(5,000.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	100,285.36	
50-00-1930	DUE FROM FUND 30	100,000.00	
		<u> </u>	
	TOTAL ASSETS		<u><u>200,285.36</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	(85,000.35)	
50-00-3050	FUND BALANCE, RESTRICTED	498,526.00	
	REVENUE OVER EXPENDITURES - YTD	<u>(213,240.29)</u>	
	BALANCE - CURRENT DATE	<u>200,285.36</u>	
	TOTAL FUND EQUITY		<u>200,285.36</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>200,285.36</u></u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	413,526.00	413,526.00	.0
50-10-4900 INTEREST INCOME	.00	.00	2,500.00	2,500.00	.0
TOTAL DEPARTMENT 10	.00	.00	416,026.00	416,026.00	.0
 <u>TRANSFER</u>					
50-90-9730 DEBT SERVICE TRANSFER FROM 30	.00	.00	39,609.00	39,609.00	.0
50-90-9731 DEBT SERVICE TRANSFER FROM 31	.00	.00	13,203.00	13,203.00	.0
50-90-9740 DEBT SERVICE TRANSFER FROM 40	.00	.00	148,396.00	148,396.00	.0
50-90-9741 DEBT SERVICE TRANSFER FROM 41	.00	.00	24,157.00	24,157.00	.0
TOTAL TRANSFER	.00	.00	225,365.00	225,365.00	.0
 TOTAL FUND REVENUE	 .00	 .00	 641,391.00	 641,391.00	 .0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2016

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
50-82-8030 WATER DEBT SERVICE PRINC	.00	40,443.51	66,342.00	25,898.49	61.0
50-82-8035 WATER DEBT SERVICE INTEREST	.00	53,610.27	37,762.00	(15,848.27)	142.0
50-82-8040 WW DEBT SERVICE PRINCIPAL	.00	66,618.00	102,573.00	35,955.00	65.0
50-82-8045 WW DEBT SERVICE INTEREST	.00	52,568.51	69,980.00	17,411.49	75.1
TOTAL DEPARTMENT 82	.00	213,240.29	276,657.00	63,416.71	77.1
 <u>CONTINGENCY</u>					
50-99-9900 CONTINGENCY	.00	.00	364,734.00	364,734.00	.0
TOTAL CONTINGENCY	.00	.00	364,734.00	364,734.00	.0
 TOTAL FUND EXPENDITURES	 .00	 213,240.29	 641,391.00	 428,150.71	 33.3
 NET REVENUE OVER EXPENDITURES	 .00	 (213,240.29)	 .00	 213,240.29	 .0

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
8025										
12/16	12/01/2016	8025	2750	CITY OF MCMINNVILLE	120116	1	10-12-5342	.00	90.00	90.00
Total 8025:								.00	90.00	90.00
8026										
12/16	12/08/2016	8026	310	AMAZON	2107007408	1	10-65-5137	.00	12.65	12.65
12/16	12/08/2016	8026	310	AMAZON	2107007408	2	10-65-5102	.00	14.99	14.99
12/16	12/08/2016	8026	310	AMAZON	2107007408	3	10-65-5106	.00	18.98	18.98
12/16	12/08/2016	8026	310	AMAZON	2107007408	4	10-65-5100	.00	22.95	22.95
12/16	12/08/2016	8026	310	AMAZON	2107007408	5	10-65-5209	.00	12.73	12.73
12/16	12/08/2016	8026	310	AMAZON	2107007408	6	10-65-5100	.00	7.92	7.92
12/16	12/08/2016	8026	310	AMAZON	2107013481	1	10-65-5100	.00	6.82	6.82
12/16	12/08/2016	8026	310	AMAZON	2107060747	1	10-65-5137	.00	19.54	19.54
12/16	12/08/2016	8026	310	AMAZON	2107093469	1	10-65-5137	.00	26.98	26.98
12/16	12/08/2016	8026	310	AMAZON	2107093469	2	10-65-5209	.00	81.93	81.93
Total 8026:								.00	225.49	225.49
8027										
12/16	12/08/2016	8027	1380	CARQUEST	4758-140377	1	10-72-5137	.00	13.61	13.61
12/16	12/08/2016	8027	1380	CARQUEST	4758-141023	1	10-72-5137	.00	26.04	26.04
12/16	12/08/2016	8027	1380	CARQUEST	4758-141023	2	40-11-5137	.00	15.98	15.98
12/16	12/08/2016	8027	1380	CARQUEST	4758-141120	1	10-72-5137	.00	100.21	100.21
12/16	12/08/2016	8027	1380	CARQUEST	4758-141389	1	10-72-5507	.00	85.58	85.58
Total 8027:								.00	241.42	241.42
8028										
12/16	12/08/2016	8028	1390	CASCADE COLUMBIA	680739	1	40-11-5108	.00	1,193.40	1,193.40
Total 8028:								.00	1,193.40	1,193.40
8029										
12/16	12/08/2016	8029	5624	CLINT FISHER	120216	1	30-00-2300	.00	23.00	23.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/08/2016	8029	5624	CLINT FISHER	120216	2	40-00-2400	.00	32.02	32.02
Total 8029:								.00		55.02
8030										
12/16	12/08/2016	8030	5627	ECONOMIC IMPROVEMENT DIS	120816	1	10-60-4010	.00	7,818.01	7,818.01
Total 8030:								.00		7,818.01
8031										
12/16	12/08/2016	8031	5340	HEIDI'S HELPING HANDS	428	1	10-12-5209	.00	200.00	200.00
Total 8031:								.00		200.00
8032										
12/16	12/08/2016	8032	5625	JEREMY BRINKER	120116	1	30-00-2300	.00	1.76	1.76
12/16	12/08/2016	8032	5625	JEREMY BRINKER	120116	2	40-00-2400	.00	2.67	2.67
Total 8032:								.00		4.43
8033										
12/16	12/08/2016	8033	3870	JUSTIN RIGGS	112816	1	30-11-5344	.00	46.92	46.92
Total 8033:								.00		46.92
8034										
12/16	12/08/2016	8034	5529	McMinnville Gas Inc.	113016	1	10-72-5415	.00	193.73	193.73
Total 8034:								.00		193.73
8035										
12/16	12/08/2016	8035	3060	NW NATURAL	112216	1	10-67-5415	.00	48.98	48.98
12/16	12/08/2016	8035	3060	NW NATURAL	112216M	1	10-67-5415	.00	110.84	110.84
Total 8035:								.00		159.82
8036										
12/16	12/08/2016	8036	4160	SKYBERG'S	113016	1	10-67-6000	.00	211.24	211.24
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	1	30-11-5137	.00	16.98	16.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	2	10-72-5137	.00	115.80	115.80
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	3	10-66-5504	.00	20.68	20.68
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	4	30-11-5504	.00	32.76	32.76
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	5	30-11-5530	.00	34.01	34.01
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	6	20-11-5522	.00	10.48	10.48
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	7	40-11-5540	.00	44.06	44.06
12/16	12/08/2016	8036	4160	SKYBERG'S	113016C	8	40-11-5137	.00	40.06	40.06
Total 8036:								.00		526.07
8037										
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.02	46.02
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	2	10-12-5413	.00	13.94	13.94
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.49	40.49
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.35	3.35
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.48	50.48
12/16	12/08/2016	8037	4230	SPRINT	569622313-1	6	40-11-5413	.00	51.91	51.91
Total 8037:								.00		206.19
8038										
12/16	12/08/2016	8038	5626	STATE OF OR-ADMIN SERVICE	ARG62130	1	10-65-6000	.00	10.00	10.00
Total 8038:								.00		10.00
8039										
12/16	12/08/2016	8039	4330	STUCK ELECTRIC CO	10421	1	30-11-5530	.00	679.00	679.00
Total 8039:								.00		679.00
8040										
12/16	12/08/2016	8040	4360	SUMCO EXCAVATING INC	10149	1	10-72-5504	.00	140.00	140.00
Total 8040:								.00		140.00
8041										
12/16	12/08/2016	8041	5551	Wright Imaging	4191743	1	10-72-5200	.00	500.29	500.29

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8041:								.00		500.29
8042										
12/16	12/20/2016	8042	110	A&E SAFE AND ALARM CO.	146880	1	30-11-5200	.00	59.85	59.85
Total 8042:								.00		59.85
8043										
12/16	12/20/2016	8043	700	BAKER AND TAYLOR BOOKS	4011759825	1	10-65-5106	.00	122.20	122.20
Total 8043:								.00		122.20
8044										
12/16	12/20/2016	8044	870	BRETTHAUER OIL CO.	CL53837	1	40-11-5120	.00	56.44	56.44
12/16	12/20/2016	8044	870	BRETTHAUER OIL CO.	CL53837	2	10-72-5120	.00	57.46	57.46
12/16	12/20/2016	8044	870	BRETTHAUER OIL CO.	CL53837	3	30-11-5120	.00	82.14	82.14
Total 8044:								.00		196.04
8045										
12/16	12/20/2016	8045	1390	CASCADE COLUMBIA	681860	1	40-11-5108	.00	1,339.98	1,339.98
Total 8045:								.00		1,339.98
8046										
12/16	12/20/2016	8046	1130	CITY OF WILLAMINA	111516	1	10-65-5415	.00	114.29	114.29
12/16	12/20/2016	8046	1130	CITY OF WILLAMINA	111516LIBR	1	10-12-5415	.00	52.99	52.99
Total 8046:								.00		167.28
8047										
12/16	12/20/2016	8047	1135	CITY OF YAMHILL	00278	1	10-14-5211	.00	250.00	250.00
Total 8047:								.00		250.00
8048										
12/16	12/20/2016	8048	4640	CONST & GEN LABORERS UNI	120116	1	10-00-2130	.00	148.16	148.16

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8048:								.00		148.16
8049										
12/16	12/20/2016	8049	2160	HONEY BUCKET	0550189285	1	10-66-5200	.00	106.00	106.00
12/16	12/20/2016	8049	2160	HONEY BUCKET	0550189286	1	10-66-5200	.00	106.00	106.00
12/16	12/20/2016	8049	2160	HONEY BUCKET	0550189287	1	10-66-5200	.00	106.00	106.00
Total 8049:								.00		318.00
8050										
12/16	12/20/2016	8050	2440	Keller Associates Inc	0000010	1	40-11-5204	.00	438.75	438.75
12/16	12/20/2016	8050	2440	Keller Associates Inc	0000010-003	1	10-17-5204	.00	285.00	285.00
12/16	12/20/2016	8050	2440	Keller Associates Inc	0000028	1	20-11-5204	.00	793.75	793.75
Total 8050:								.00		1,517.50
8051										
12/16	12/20/2016	8051	2900	MID-WILLAMETTE VALLEY COU	1617175	1	10-17-5214	.00	1,057.78	1,057.78
Total 8051:								.00		1,057.78
8052										
12/16	12/20/2016	8052	5611	Parker, Lisa	120616	1	10-12-5344	.00	19.44	19.44
Total 8052:								.00		19.44
8053										
12/16	12/20/2016	8053	3590	PGE	161443 1 11.	1	10-67-5415	.00	79.93	79.93
12/16	12/20/2016	8053	3590	PGE	161543 0 11.	1	10-12-5415	.00	25.83	25.83
12/16	12/20/2016	8053	3590	PGE	324253 8 11.	1	10-12-5415	.00	344.32	344.32
12/16	12/20/2016	8053	3590	PGE	466859 0 11.	1	10-67-5415	.00	16.48	16.48
12/16	12/20/2016	8053	3590	PGE	496020 3 11.	1	30-11-5415	.00	244.10	244.10
12/16	12/20/2016	8053	3590	PGE	507121 6 11.	1	10-65-5415	.00	114.52	114.52
12/16	12/20/2016	8053	3590	PGE	513433 7 11.	1	10-66-5415	.00	25.50	25.50
12/16	12/20/2016	8053	3590	PGE	610174 9 11.	1	10-12-5415	.00	16.48	16.48
12/16	12/20/2016	8053	3590	PGE	744232 4 11.	1	30-11-5415	.00	611.13	611.13
12/16	12/20/2016	8053	3590	PGE	750342 2 11.	1	30-11-5415	.00	18.68	18.68
12/16	12/20/2016	8053	3590	PGE	750533 6 11.	1	30-11-5415	.00	1,678.59	1,678.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/20/2016	8053	3590	PGE	805606 5 11.	1	40-11-5415	.00	777.18	777.18
12/16	12/20/2016	8053	3590	PGE	805764 2 11.	1	40-11-5415	.00	338.53	338.53
12/16	12/20/2016	8053	3590	PGE	807423 3 11.	1	40-11-5415	.00	54.78	54.78
12/16	12/20/2016	8053	3590	PGE	811057 3 11.	1	40-11-5415	.00	1,652.26	1,652.26
12/16	12/20/2016	8053	3590	PGE	841250 8 11.	1	10-66-5415	.00	37.47	37.47
12/16	12/20/2016	8053	3590	PGE	864782 2 11.	1	10-72-5415	.00	325.52	325.52
12/16	12/20/2016	8053	3590	PGE	892840 4 11.	1	10-66-5415	.00	16.48	16.48
12/16	12/20/2016	8053	3590	PGE	9997 2 11.21	1	40-11-5415	.00	344.80	344.80
Total 8053:								.00		6,722.58
8054										
12/16	12/20/2016	8054	3730	PRIMISYS	011592	1	10-12-5233	.00	30.00	30.00
12/16	12/20/2016	8054	3730	PRIMISYS	011593	1	10-12-5233	.00	425.00	425.00
Total 8054:								.00		455.00
8055										
12/16	12/20/2016	8055	3820	RECOLOGY WESTERN OREGO	05728696	1	10-66-5415	.00	18.36	18.36
12/16	12/20/2016	8055	3820	RECOLOGY WESTERN OREGO	05728704	1	10-12-5415	.00	34.32	34.32
12/16	12/20/2016	8055	3820	RECOLOGY WESTERN OREGO	05729025	1	30-11-5415	.00	2.70	2.70
12/16	12/20/2016	8055	3820	RECOLOGY WESTERN OREGO	05729033	1	10-65-5415	.00	14.72	14.72
12/16	12/20/2016	8055	3820	RECOLOGY WESTERN OREGO	05729041	1	10-72-5415	.00	146.24	146.24
Total 8055:								.00		216.34
8056										
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	1	20-11-5120	.00	8.48	8.48
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	2	30-11-5120	.00	16.96	16.96
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	3	40-11-5120	.00	16.96	16.96
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	4	10-66-5120	.00	44.90	44.90
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	5	10-72-5120	.00	105.45	105.45
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	6	10-18-5120	.00	26.76	26.76
12/16	12/20/2016	8056	4110	SHELDON OIL COMPANY	15404	7	20-11-5120	.00	59.21	59.21
Total 8056:								.00		278.72
8057										
12/16	12/20/2016	8057	4290	STAPLES CREDIT PLAN	1680411211	1	10-12-5137	.00	48.51-	48.51-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/20/2016	8057	4290	STAPLES CREDIT PLAN	1688185821	1	10-65-5137	.00	59.98	59.98
Total 8057:								.00		11.47
8058										
12/16	12/20/2016	8058	4690	USABLUEBOOK	113556	1	40-11-5540	.00	180.45	180.45
Total 8058:								.00		180.45
8059										
12/16	12/20/2016	8059	4960	WATERLAB CORP.	70827	1	40-11-5250	.00	490.00	490.00
12/16	12/20/2016	8059	4960	WATERLAB CORP.	70827	2	30-11-5250	.00	885.00	885.00
Total 8059:								.00		1,375.00
8060										
12/16	12/20/2016	8060	5150	YAMHILL COUNTY SHERIFF'S O	120116	1	10-18-5217	.00	15,981.90	15,981.90
Total 8060:								.00		15,981.90
8061										
12/16	12/21/2016	8061	5626	STATE OF OR-ADMIN SERVICE	2008 JEEP C	1	10-00-1460	.00	5,000.00	5,000.00
Total 8061:								.00		5,000.00
8062										
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862612422	1	10-66-5140	.00	25.25	25.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862612422	2	40-11-5140	.00	74.25	74.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862612422	3	20-11-5140	.00	7.43	7.43
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862612422	4	30-11-5140	.00	41.57	41.57
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862623034	1	10-66-5140	.00	25.25	25.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862623034	2	40-11-5140	.00	74.25	74.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862623034	3	20-11-5140	.00	7.43	7.43
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862623034	4	30-11-5140	.00	41.57	41.57
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862633513	1	10-66-5140	.00	25.25	25.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862633513	2	40-11-5140	.00	74.25	74.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862633513	3	20-11-5140	.00	7.43	7.43
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862633513	4	30-11-5140	.00	41.57	41.57
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862644031	1	10-66-5140	.00	25.25	25.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862644031	2	40-11-5140	.00	74.25	74.25
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862644031	3	20-11-5140	.00	7.43	7.43
12/16	12/28/2016	8062	430	ARAMARK UNIFORM SERVICES	862644031	4	30-11-5140	.00	41.57	41.57
Total 8062:								.00		594.00
8063										
12/16	12/28/2016	8063	700	BAKER AND TAYLOR BOOKS	4011762998	1	10-65-5100	.00	40.09	40.09
12/16	12/28/2016	8063	700	BAKER AND TAYLOR BOOKS	4011771115	1	10-65-5106	.00	184.84	184.84
12/16	12/28/2016	8063	700	BAKER AND TAYLOR BOOKS	4011771115	2	10-65-5100	.00	8.39	8.39
Total 8063:								.00		233.32
8064										
12/16	12/28/2016	8064	720	BEERY, ELSNER & HAMMOND	13338	1	10-12-5203	.00	1,186.46	1,186.46
Total 8064:								.00		1,186.46
8065										
12/16	12/28/2016	8065	870	BRETTHAUER OIL CO.	CL55201	1	40-11-5120	.00	40.20	40.20
12/16	12/28/2016	8065	870	BRETTHAUER OIL CO.	CL55201	2	10-72-5120	.00	54.91	54.91
12/16	12/28/2016	8065	870	BRETTHAUER OIL CO.	CL55201	3	30-11-5120	.00	44.11	44.11
Total 8065:								.00		139.22
8066										
12/16	12/28/2016	8066	940	CASELLE, INC.	77433	1	10-12-5235	.00	1,200.00	1,200.00
Total 8066:								.00		1,200.00
8067										
12/16	12/28/2016	8067	1020	CENTURYLINK	313013154	1	40-11-5413	.00	47.87	47.87
12/16	12/28/2016	8067	1020	CENTURYLINK	313054538	1	10-12-5413	.00	98.18	98.18
12/16	12/28/2016	8067	1020	CENTURYLINK	313054538	2	10-66-5413	.00	11.78	11.78
12/16	12/28/2016	8067	1020	CENTURYLINK	313054538	3	20-11-5413	.00	23.56	23.56
12/16	12/28/2016	8067	1020	CENTURYLINK	313054538	4	30-11-5413	.00	133.53	133.53
12/16	12/28/2016	8067	1020	CENTURYLINK	313054538	5	40-11-5413	.00	125.67	125.67
12/16	12/28/2016	8067	1020	CENTURYLINK	313164607	1	10-67-5413	.00	65.59	65.59
12/16	12/28/2016	8067	1020	CENTURYLINK	313409135	1	30-11-5413	.00	46.84	46.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/16	12/28/2016	8067	1020	CENTURYLINK	313480540	1	10-12-5413	.00	102.84	102.84
12/16	12/28/2016	8067	1020	CENTURYLINK	313485013	1	10-12-5413	.00	242.86	242.86
12/16	12/28/2016	8067	1020	CENTURYLINK	313929229	1	30-11-5413	.00	195.62	195.62
12/16	12/28/2016	8067	1020	CENTURYLINK	314009711	1	30-11-5413	.00	92.51	92.51
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	1	10-12-5413	.00	15.56	15.56
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	2	10-66-5413	.00	1.87	1.87
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	3	20-11-5413	.00	3.74	3.74
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	4	30-11-5413	.00	21.17	21.17
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	5	40-11-5413	.00	19.92	19.92
12/16	12/28/2016	8067	1020	CENTURYLINK	314301458	1	10-65-5413	.00	91.59	91.59
Total 8067:								.00		1,340.70
8068										
12/16	12/28/2016	8068	5614	DAVID MOREY	122316	1	10-18-5120	.00	20.00	20.00
Total 8068:								.00		20.00
8069										
12/16	12/28/2016	8069	5628	FIRST FEDERAL	2017	1	10-12-5320	.00	21.00	21.00
Total 8069:								.00		21.00
8070										
12/16	12/28/2016	8070	2260	ILA SKYBERG	122216	1	10-13-5355	.00	459.68	459.68
Total 8070:								.00		459.68
8071										
12/16	12/28/2016	8071	3870	JUSTIN RIGGS	121016	1	30-11-5344	.00	36.72	36.72
12/16	12/28/2016	8071	3870	JUSTIN RIGGS	121216	1	30-11-5344	.00	58.75	58.75
Total 8071:								.00		95.47
8072										
12/16	12/28/2016	8072	5629	LORAIN BRUNNER	121416	1	30-00-2300	.00	29.49	29.49
12/16	12/28/2016	8072	5629	LORAIN BRUNNER	121416	2	40-00-2400	.00	40.94	40.94

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8072:								.00		70.43
8073										
12/16	12/28/2016	8073	3030	NATIONAL GEOGRAPHIC SOCI	0916362338	1	10-65-5321	.00	39.00	39.00
Total 8073:								.00		39.00
8074										
12/16	12/28/2016	8074	3300	ONE CALL CONCEPTS, INC.	6110520	1	30-11-5200	.00	2.10	2.10
Total 8074:								.00		2.10
8075										
12/16	12/28/2016	8075	3100	OREGON ASSOC OF MUNICIPA	00595	1	10-12-5320	.00	50.00	50.00
Total 8075:								.00		50.00
8076										
12/16	12/28/2016	8076	3370	OREGON DEPARTMENT OF MO	122316	1	10-12-5320	.00	83.00	83.00
Total 8076:								.00		83.00
8077										
12/16	12/28/2016	8077	3160	OREGON DEPARTMENT OF RE	121916	1	10-14-5306	.00	416.33	416.33
Total 8077:								.00		416.33
8078										
12/16	12/28/2016	8078	3590	PGE	204570 0 12.	1	10-19-5400	.00	1,545.47	1,545.47
Total 8078:								.00		1,545.47
8079										
12/16	12/28/2016	8079	3650	POLLARD WATER.COM	0062107	1	30-11-5531	.00	121.57	121.57
Total 8079:								.00		121.57

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8080										
12/16	12/28/2016	8080	4330	STUCK ELECTRIC CO	10438	1	30-11-5530	.00	757.50	757.50
12/16	12/28/2016	8080	4330	STUCK ELECTRIC CO	10440	1	30-11-5530	.00	27.00	27.00
12/16	12/28/2016	8080	4330	STUCK ELECTRIC CO	10451	1	30-11-5530	.00	687.80	687.80
Total 8080:								.00		1,472.30
8081										
12/16	12/28/2016	8081	4250	SUMMIT SUPPLY CORPORATIO	79233	1	10-72-5137	.00	110.50	110.50
Total 8081:								.00		110.50
8082										
12/16	12/28/2016	8082	4380	SUPPLYWORKS	385328497	1	10-65-5137	.00	204.53	204.53
Total 8082:								.00		204.53
8083										
12/16	12/28/2016	8083	5516	The Bulletin Board	1193	1	10-12-5230	.00	87.00	87.00
Total 8083:								.00		87.00
8084										
12/16	12/28/2016	8084	5020	XEROX	087204310	1	10-65-5606	.00	184.44	184.44
12/16	12/28/2016	8084	5020	XEROX	087204311	1	10-12-5606	.00	394.33	394.33
Total 8084:								.00		578.77
8085										
12/16	12/28/2016	8085	5130	YAMHILL COMMUNICATIONS A	FY17-07-WIL	1	10-18-5302	.00	1,748.83	1,748.83
Total 8085:								.00		1,748.83
8086										
12/16	12/28/2016	8086	5150	YAMHILL COUNTY SHERIFF'S O	121916	1	10-14-5313	.00	104.98	104.98
Total 8086:								.00		104.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Grand Totals:								.00	59,632.14	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-1460	5,000.00	.00	5,000.00
10-00-2000	48.51	44,201.48-	44,152.97-
10-00-2130	148.16	.00	148.16
10-12-5137	.00	48.51-	48.51-
10-12-5203	1,186.46	.00	1,186.46
10-12-5209	200.00	.00	200.00
10-12-5230	87.00	.00	87.00
10-12-5233	455.00	.00	455.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	154.00	.00	154.00
10-12-5342	90.00	.00	90.00
10-12-5344	19.44	.00	19.44
10-12-5413	473.38	.00	473.38
10-12-5415	473.94	.00	473.94
10-12-5606	394.33	.00	394.33
10-13-5355	459.68	.00	459.68
10-14-5211	250.00	.00	250.00
10-14-5306	416.33	.00	416.33
10-14-5313	104.98	.00	104.98
10-17-5204	285.00	.00	285.00
10-17-5214	1,057.78	.00	1,057.78
10-18-5120	46.76	.00	46.76
10-18-5217	15,981.90	.00	15,981.90
10-18-5302	1,748.83	.00	1,748.83
10-18-5413	46.02	.00	46.02
10-19-5400	1,545.47	.00	1,545.47
10-60-4010	7,818.01	.00	7,818.01
10-65-5100	86.17	.00	86.17
10-65-5102	14.99	.00	14.99
10-65-5106	326.02	.00	326.02
10-65-5137	323.68	.00	323.68

GL Account	Debit	Credit	Proof
10-65-5209	94.66	.00	94.66
10-65-5321	39.00	.00	39.00
10-65-5413	91.59	.00	91.59
10-65-5415	243.53	.00	243.53
10-65-5606	184.44	.00	184.44
10-65-6000	10.00	.00	10.00
10-66-5120	44.90	.00	44.90
10-66-5140	101.00	.00	101.00
10-66-5200	318.00	.00	318.00
10-66-5413	54.14	.00	54.14
10-66-5415	97.81	.00	97.81
10-66-5504	20.68	.00	20.68
10-67-5413	65.59	.00	65.59
10-67-5415	256.23	.00	256.23
10-67-6000	211.24	.00	211.24
10-72-5120	217.82	.00	217.82
10-72-5137	366.16	.00	366.16
10-72-5200	500.29	.00	500.29
10-72-5415	665.49	.00	665.49
10-72-5504	140.00	.00	140.00
10-72-5507	85.58	.00	85.58
20-00-2000	.00	932.29-	932.29-
20-11-5120	67.69	.00	67.69
20-11-5140	29.72	.00	29.72
20-11-5204	793.75	.00	793.75
20-11-5413	30.65	.00	30.65
20-11-5522	10.48	.00	10.48
30-00-2000	.00	6,905.05-	6,905.05-
30-00-2300	54.25	.00	54.25
30-11-5120	143.21	.00	143.21
30-11-5137	16.98	.00	16.98
30-11-5140	166.28	.00	166.28
30-11-5200	61.95	.00	61.95
30-11-5250	885.00	.00	885.00
30-11-5344	142.39	.00	142.39
30-11-5413	540.15	.00	540.15
30-11-5415	2,555.20	.00	2,555.20
30-11-5504	32.76	.00	32.76
30-11-5530	2,185.31	.00	2,185.31
30-11-5531	121.57	.00	121.57

GL Account	Debit	Credit	Proof
40-00-2000	.00	7,641.83-	7,641.83-
40-00-2400	75.63	.00	75.63
40-11-5108	2,533.38	.00	2,533.38
40-11-5120	113.60	.00	113.60
40-11-5137	56.04	.00	56.04
40-11-5140	297.00	.00	297.00
40-11-5204	438.75	.00	438.75
40-11-5250	490.00	.00	490.00
40-11-5413	245.37	.00	245.37
40-11-5415	3,167.55	.00	3,167.55
40-11-5540	224.51	.00	224.51
Grand Totals:	<u>59,729.16</u>	<u>59,729.16-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

**City of Willamina
Minutes of the Monthly Meeting of the City Council
December 13, 2016
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Katie Vinson
City Manager Bob Sivick
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Code Enforcement David Morey
Librarian Sarah Frost
News Register Paul Daquilante
Craig Johnson
Marlena Bertram Yamhill County Mediators
Dennis Ulrich

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on December 13, 2016 at West Valley Fire by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Additions to The Agenda

Mayor Ila Skyberg

Mayor Skyberg stated the additions to the agenda which were a Memo regarding November 8, 2016 Elections Certified results. Also, a Memo and revised Resolution #16-17-005 regarding bank account signers. Last addition #16-17-007 Resolution in the Matter of Establishing and Implementing a Policy Delineating Rights and Remedies to Employees who disclose information to person or authorities.

Mayor Skyberg asked for a motion to accept the additions to the Agenda.

MOTION: Councilor Stritzke motion to accept the consent agenda. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

2. Consent Agenda

Mayor Ila Skyberg

Councilor Vinson wanted noted that she came in late arriving after Sage Baller Coin presentation and therefore did not vote to in the motion.

MOTION: Councilor Stritzke motion to accept the consent agenda with the noted corrections by Councilor Vinson. Councilor Burr seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

Rita asked the copier. City Manager Bob Sivick responded and said that the copier at the museum will stay and it is paid for in full.

3. Regular Agenda

Mayor Ila Skyberg

In regards to Resolution on the matter of adjusting funds in fund for the Fiscal Year 2016-17 the City Recorder explained that the 2016-17 budget did not include the salary for the City Manager. Bob Sivick added that his predecessor Ross Schultz was paid under contract services and was not a salary employee and that is the reason for utilizing contingency funds. The City Recorder gave further details on the transfer of funds which included monies for planning and development to cover the increase cost associated with the many new cases coming on board for review; in addition to capital outlay for a vehicle and grant monies that had not been claimed as revenue in this budget. In addition, the contingency fund transfers to cover the .2 FTE salary of the library volunteer coordinator.

MOTION: Councilor Baller motion to accept Resolution 16-17006. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight and Vinson voting aye. All in Favor.

In regards to Resolution to change Authorized check signers. City Manager Bob Sivick was added as a signer and Councilor Vinson was taken off.

MOTION: Councilor Burr motion to accept Resolution 16-17-005. Councilor Baller seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

In regards to Resolution to amend the City of Willamina Personnel Policy Handbook to provide legal protections to City employees who act as whistleblowers.

MOTION: Councilor Baller motion to accept Resolution 16-17-007. Councilor

Vison seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

4. Staff Report Regarding SDC's System Development Charges
Mayor Ila Skyberg

Councilor Burr asked Mayor Skyberg if he could do a presentation and had handout for the council. Councilor Burr also asked Councilor Vinson to step away from the dais or perhaps even stand outside of the room because the discussion to start is about the new coffee shop which she owns and operates. Councilor Burr gave a background to his presentation and commented that he spoke with the City Attorney Paul Elsner regarding the property located at 110 NE Main St which caused SDC (system development charges) to be assessed. Councilor Burr then went over Ordinance No. 567. Bob added that Paul Elsner talked to Peter Olsen who stated that the increase in use is a factor of 10. Last Councilor Burr noted that Council endorsed EDU's back in 1994. He also said that EDU's are the bases on what a single family uses. Bob explained what an EDU is worth?

He then asked are we not using EDU's anymore. He gave an example of his Pharmacy that went to a Fabric Shop; he then questioned if that was a negative EDU. He added that the Fabric shop went out and now Quick Checks who have 8 employees; Bob asked should there be a new charge of increase in use for that change.

Bob stated that the City should use EDU's.

MOTION: Councilor Burr motion to basically say we should be using this EDU's charge chart in the change of use and that the City exempt SDC charges of any business that does not increase from the previous use. There was no second. Motion died.

City Manager Bob Sivick advised Council that they could not make a motion as the public has not had a chance to consider the issue and it should go onto the agenda for the next meeting before any motions are made.

Council asked staff to invite the City Engineer and City Attorney be present at the next meeting.

5. Yamhill County Certified Results
Mayor Ila Skyberg

The City Recorder referred to the official certified results in the Council packet and noted that new comer Craig Johnson would join the Council incumbents Bob Burr and Rita Baller. She also added that she had received an application for interest in a Council seat from Barbara Leavens who ran in the general elections. The City Recorder asked council for direction. Council requested that the recorder advertise for interest in the open seat.

MOTION: Councilor Stritzke motion to accept the Yamhill County Certified results. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

6. OLCC Application Odd Fellow Pizza Company
 Mayor Ila Skyberg
 A liquor license application for the Odd Fellow Pizza Company at 282 NE Main St was presented for Council to review and acknowledge. No motion was required. A consensus by head nod of the Council was in support of the application submitted by the owner Karen Harding.

7. Your Community Mediators of Yamhill County
 Mayor Ila Skyberg
 Mayor Skyberg introduced Marlana Bertram, Executive Director with Your Community Mediators of Yamhill County. Marlana expressed her appreciation for the relationship with the City of Willamina and appreciation for partnering. She shared that the Mediators of Yamhill County is ran with one full time staffer and 30 volunteers who go thru in-depth training on conflict resolution. She went onto say that she was visiting to give Council an update and acknowledge her appreciation.
 Marlana referenced the handout in the packet and said in the 2015-16 fiscal year 2 % of YCM's caseload served Willamina residents. A total of 10 Willamina residents were served. Marlana added that in the next year the plan is to develop a School Truancy Mediation Program and a plan for a videotape Family Meeting Workshop to air on u-tube to help family members learn how to better communicate with each other skillfully.

8. Business Carried Forward
 Mayor Ila Skyberg
 Councilor Vinson did not have an update on the Library Awnings.
 The City Recorder did not have an update on the refurbished iPad but said she is continuing to work on it.
 Councilor Vinson did give an update on the Senior Center; she had met with members of the Senior Center recently; Katie added that there is interest to revive the club and have a Women's Group.

9. Business from The Council
 Mayor Ila Skyberg
 Mayor Skyberg asked about the Planning Commissioners training with the Cog and if was set. She added that the Councilor would like to the training also.

10. Reports from City Officers
 Mayor Ila Skyberg
 Bob Sivick presented the Public Works Waste Water Staff with a certificate of appreciation from the National Weather Servicrs for providing reporting updates. Bob also reported on the interest of the old department store and old city shop. He said that he had received one interested party and would have further updates after the deadline for (REOI) request for expression of interest.

IV. Agenda and Time of Next Meeting

The next regular City Council meeting will be held at 6:00 PM on January 10, 2017 at:
 West Valley Fire Station
 825 NE Main St

Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Town Hall Meeting
Economic Development

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie
Bernard_____.

Minutes approved by: Mayor Ila
Skyberg_____.

RESOLUTION NO. 16-17-008

A RESOLUTION TO ESTABLISH THE RIGHT-OF-WAY USE FEE AND LICENSE APPLICATION FEES FOR UTILITIES OPERATING WITHIN THE CITY OF WILLAMINA CITY RIGHTS OF WAY

WHEREAS, on December 27, 2016, the City adopted Ordinance No. 665, which amends Title V of the Code of the City of Willamina to add a new Chapter 53 “Utility Facilities in the Public Rights of Way” (“Ordinance”) ; and

WHEREAS, among other things, the Ordinance establishes fees related to utility use of the rights-of-way in the City, the rates of which are to be set by resolution of the City Council; and

WHEREAS, the City Council finds that all utilities should compensate the City for the privilege of using the rights-of-way, which is a limited public asset, and further finds that the right-of-way use fee rates set forth below will better compensate the City for the costs, impacts and burdens related to utility use of rights-of-way in the City than current franchise fees; and

WHEREAS, the City Council finds that it is in the public interest to establish the rates and fees set forth below.

NOW, THEREFORE, THE CITY OF WILLAMINA, OREGON RESOLVES AS FOLLOWS:

Section 1. The License application fee established in Chapter 53.06 (C) shall be \$300.

Section 2. The rates of the Right-of-Way Use Fee established in Chapter 53.12 (A) shall be as follows, to the extent permitted under applicable law:

Annual Fee Rate:

Utility Service	ROW Use Fee Rate
Electric	3.5% of gross revenue as defined in the franchise agreement granted to Portland General Electric by Ordinance 653
Natural Gas	5.0% of gross revenue
Communications Services	5.0% of gross revenue
Water	3.0% of gross revenue
Sanitary Sewer	3.0% of gross revenue
Storm Sewer	3.0% of gross revenue

Except as set forth above, “gross revenue” means any and all amounts, of any kind, nature or form, without deductions for expense, less net uncollectibles, derived from the operation of utility facilities in the City and the provision of utility services in the City, subject to all applicable limitations in federal or state law.

Section 3. This Resolution shall be in full force and effect upon its adoption by the Council.

Duly adopted by the City Council this 10 day of January, 2017.

Ila Skyberg
Mayor

Attest:

Debbie Bernard
City Recorder

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	CITY OF WILLAMINA APPLICATION RIGHT OF WAY USAGE LICENSE Please type or print clearly City Code – Chapter 53
--	---

Pursuant to Chapter 53 of the Code of the City of Willamina, unless a person has a valid franchise from the City, every person who owns or controls any utility facilities (as defined in the Code) in, upon, beneath, over or across any public right of way (ROW), and prior to constructing, placing or locating any utility facilities in the ROW, shall obtain a license from the City.

Instructions: Please provide all information requested below, including applicable application fees, to the Willamina _____ Department. The application must be signed by an authorized representative of the entity requesting a license.

The City will review the information and return an executed copy of the application, if approved. The copy of the executed license application will serve as the license required by Chapter 53.

For additional information, please contact _____, 503-876-_____.

Applicant Information:

<i>Applicant Name (Include Corporate Name registered with Oregon Secretary of State and any DBAs and affiliates that will construct, own or control any facilities in the ROW.)</i>	<i>Applicant's Authorized Contact Name(s) and Title(s):</i>
<i>Street</i>	<i>City/State/Zip</i>
	<i>Phone</i>
<i>E-mail Address</i>	<i>Fax Number</i>

Describe the Facilities to be Constructed or Operated:

General location of the existing and/or proposed facilities:

Description of the approximate number of feet of plant existing and/or to be installed in the ROW:

Describe whether the facilities are or will be aerial or underground:

Describe the size of facilities and equipment that are or will be located in, on, under, over, or above the ROW:

Check all of the following that apply regarding the services to be provided by Applicant over the facilities in the ROW (see definitions in Chapter 53) and provide a description of the utility services to be provided:

Cable Service
 Communications Services
 Natural Gas
 Electricity
 Water
 Sanitary Sewer
 Storm Sewer
 Other: _____

Please provide a description of the utility services to be provided:

Attach documentation or a statement that demonstrates that the applicant has received or is legally qualified to receive authorizations from state and/or federal authorities necessary to conduct the activities that will require use of the ROW.

Check box if no authorizations required

SIGNATURES:
By executing this License, the undersigned affirms that he/she is an authorized representative of the company ("Licensee") with the authority to execute this License Application.

I hereby certify, on behalf of Licensee, that the information provided in the license application is true and correct as of the date hereof, and that Licensee agrees to abide by the obligations set forth in Chapter 53 of the Code of the City of Willamina.

By: _____	Title	Date
-----------	-------	------

The City of Willamina hereby grants to Licensee the License required pursuant to Chapter 53 of the Code of the City of Willamina:

By: _____	Title	Date
-----------	-------	------

License Expiration Date: _____

WILLAMINA CITY COUNCIL AGENDA

Combined City Council & Town Hall Meeting

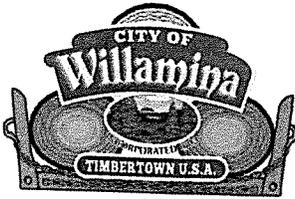
Tuesday, January 10, 2017 @ 6:00pm

West Valley Fire District – revised 1/6/17

825 NE Main St, Willamina

Additions to the Agenda

1. Minutes from December 13, 2016 City Council Regular Meeting
2. Applications for City Office from:
 - a. Barbara Annette Leavens
 - b. Martin Wayne Attebery
 - c. Jamesa VanDenBaosch
 - d. Dawn Marie Owings
 - e. April L Wooden
 - f. Kevin Clark Nortness



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Barbara Annette Leavens
 Physical Address 262 1st Street, Willamina, OR 97394
 Mailing Address P.O. Box 563, Willamina, OR 97396
 Home Phone Number 503-876-8910
 Cell Phone Number _____
 Email leavensp@Hotmail.Com
 Occupation Health Care Worker

Years of Residency 3 Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
 Select all you wish to apply for
 (Attach additional sheets, if desired, when answering the questions below)

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

Because I also live in this town and care about it, I want to help and do whatever I can. We all need to work together to improve the City of Willamina.

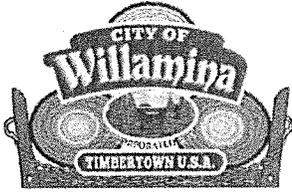
Please share any governmental or volunteer experience you have had

I have @ least 25 years on different boards. I also have a MPA from Portland State, I have done grants, budgets, fundraisers, the Will mess that I just want to help.

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

I am not scared getting my hands dirty and getting right to work. Like I have said before I care about what goes on in the City. All the

Signature Barbara A. Leavens Date 12/13/16



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name MARTIN WAYNE ATTEBERY
Physical Address 902 SW MAIN STR WILLAMINA
Mailing Address P.O. BOX 303 WILLAMINA, OR 97396
Home Phone Number 503-876-2575
Cell Phone Number 503-435-8075
Email OLIVERSDAD007@aol.com
Occupation RETIRED CONTRACTOR

Years of Residency 20+ Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

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

I FEEL I HAVE EXPERIENCE TO OFFER IN HELPING THE CITY IN ITS PLANNING PROCESS FOR THE FUTURE.

Please share any governmental or volunteer experience you have had

PAST WILLAMINA PLANNING COMMISSION MEMBER. PAST COMMANDER AMERICAN LEGION POST 75 - ALSO PAST ADJUTANT.

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

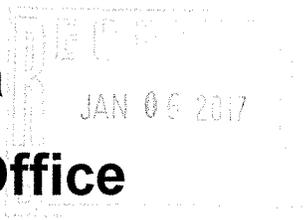
HONESTY, FAIRNESS, WILLINGNESS TO LISTEN TO ALL SIDES BEFORE CONSIDERING WHAT'S BEST FOR THE FUTURE OF THE COMMUNITY.

PAST CONSTRUCTION CONTRACTOR AND REAL ESTATE BROKER

Signature *Martin Wayne Attebery* Date 06 JAN 2017



City of Willamina



Application for City Office

See back for position criteria and requirements

Applicant's Full Name Jamesa (Jaime) Van Den Bosch

Physical Address 22605 Business 18, Willamina, OR 97396

Mailing Address Same as above

Home Phone Number 971-312-1910

Cell Phone Number 424-477-7101

Email jb4;28@gmail.com

Occupation Homemaker

Years of Residency 2

Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

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

I enjoy being able to help those in my community.

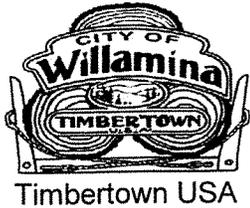
Please share any governmental or volunteer experience you have had

City of The Dalles Traffic Safety Committee
Wasco County and Yamhill County Mounted Poses

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

I approach these types of positions from a stand point of helping and serving others without personal gain.

Signature [Handwritten Signature] Date 1/6/17



City of Willamina Application for City Office

RECEIVED
11-19-17

See back for position criteria and requirements

Applicant's Full Name Dawn Marie Owings
Physical Address 378 SW Oak St. Willamina OR 973
Mailing Address 378 SW Oak St Willamina OR 97396
Home Phone Number N/A
Cell Phone Number (503) 437 3372
Email dawn.owings@gmail.com
Occupation Special Education Aide

Years of Residency 7yrs Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

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

I have decided to make Willamina my long time home, raise my children, and I would like to be a part of the future of the City of Willamina.

Please share any governmental or volunteer experience you have had

coached Tball, volunteer at several school and community events, volunteered with national honor society, volunteered at youth sporting events, an FFA Alumni Auction.

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

I am invested for the future of our community, my family lives and works here. I would like to be a part of the positive changes as well as the challenges as our community continues to grow.

Signature Dawn Owings Date 11/9/17

An Equal Opportunity Employer



City of Willamina

Application for City Office



See back for position criteria and requirements

Applicant's Full Name APRIL LORRAINE WOODEN
 Physical Address 472 NE MAIN STREET WILLAMINA OR
 Mailing Address PO BOX 496 WILLAMINA OR 97396
 Home Phone Number 503-876-4664
 Cell Phone Number 503-550-1510
 Email april545@juno.com
 Occupation _____

Years of Residency 50 yrs + 18 yrs prior Registered Voter Yes No
 Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
 (Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
SERVING THE CITY IS A FAMILY TRADITION. I HAVE SERVED IN SEVERAL CAPACITIES AND AM WILLING TO PUT TIME + EFFORT INTO THE GOALS DECIDED UPON BY THE COLLECTIVE COUNCIL

Please share any governmental or volunteer experience you have had
2 TERMS ON THE LIBRARY BOARD, WILLAMINA BUSINESS GROUP + EID, A NUMBER OF YEARS ON THE BUDGET COMMITTEE, CHAMBER OF COMMERCE, PARTICIPATED IN RURAL DEVELOPMENT INITIATIVE TWICE, CITY MUSEUM, STEERING COMMITTEE FOR DEVELOPMENT OF FTYAMHILL STATE PARK

What do you think makes you the best candidate for this position?
AS A NEARLY LIFELONG CITIZEN OF WILLAMINA I HAVE A VESTED INTEREST IN KEEPING THE CITY VIBBLE, WORKING TO ATTRACT NEW BUSINESS AND TOURISTS, LISTENING TO THE WILL OF THE PEOPLE, AND WORKING WITH CURRENT COUNCIL MEMBERS IN THE BEST INTERESTS OF THE CITY.

Signature April Wooden Date 01-09-2017



City of Willamina Application for City Office



See back for position criteria and requirements

Applicant's Full Name KEVIN CLARK NORTNESS
 Physical Address 715 SW BARBER ST
 Mailing Address PO BOX 55
 Home Phone Number _____
 Cell Phone Number 503 857-2992
 Email KCNORTNESS@yahoo.com
 Occupation LITIGATION CONSULTANT

Years of Residency 20 Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
 (Attach additional sheets, if desired, when answering the questions below)

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

PLEASE SEE ATTACHED

Please share any governmental or volunteer experience you have had

//

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

//

Signature Date 1/4/2017

KEVIN C. NORTNESS Attachment to City of Willamina Application:

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

I served on the Council for two years [2007-2009]. I've resided in Willamina since 1997. I've operated an independent civil litigation consulting practice since 2005, following four years of college, four years of law school, three years with the United States Department of Justice (Portland), five years as a partner in a litigation support firm (Portland and San Francisco), and nine years as Class Action Litigation Manager for a Salem law firm.

In 2015, I served for three months as interim-temporary Municipal Court Administrator for the City of Lincoln City [appointed on the death of the previous administrator], including handling arraignments, hearings, and trials. My consulting clients as of January, 2017 are primarily located in the State of Washington, at times necessitating my presence away from Willamina. The majority of my work is performed from my home office on SW Barber Street. My cases involve constitutional issues and environmental/land use disputes between landowners and local governments, counties, and both state and federal government agencies. Although my work involves hearings and lawsuits, I recognize that there are pragmatic, non-ideological, and non-litigious (thus cooperative) solutions to most local problems. The proper goal of a volunteer city councilperson, in my judgment, is to represent the interests of fellow citizens to the extent possible, while making a contribution to effective local governance. My assumption is that residents and businesses in Willamina want to prosper and reach their potential. It seems to me a given that thriving local commerce, fewer vacancies, and higher land values are achievable in this community, despite its' particular set of problems and obstacles, if simply on basis that similarly-situated communities elsewhere in this state and nation have overcome their own considerable impediments. I assume that the citizens of Willamina want to be safe and secure in our homes, and on our streets. I assume that we all care about not only the present but the future of our local youth. I assume that we want to feel confident that the City is responsive to our individual concerns, and fair in its dealings with citizenry and business owners alike.

This City may have some essential inefficiencies. But while budgetary constraints and area economy are the valid excuse or impetus for some shortcomings (and civically active individuals often play a greater role than City staff or Council members in ensuring a vital community, although some individuals play dual roles as such), the City itself has a civic responsibility. Unlike a business, such vitality isn't measured solely by profit margins and commercial viability.

A City begins every working day with the well-being of the entire community in mind -- both its' prosperity and its' health. Helen Keller wrote that "I am only one, but I am one. I cannot do everything, but I can do something, and I will not fail to do the something that I can do."

That statement encapsulates why I'm volunteering to serve on City Council at this time. Perhaps I can help make a difference. I can certainly try. If not selected and approved for renewed service as an appointed member of the Council, I will continue to observe and applaud those who do serve, and those who contribute to our community otherwise. They may be relatively few in number, but they're appreciated. And in a city this size, we know who they are.

Please share any governmental or volunteer experience you have had:

Previous: unpaid positions -- campaign volunteer: gubernatorial, Senate, and presidential campaigns; paid positions -- statewide campaign coordinator: presidential, Senate, and legislative campaigns, public employees Union Organizer (Oregon), private sector Union Organizer (Georgia); volunteer offices held -- President, Willamette River Public Speaking Club, Board Member and Treasurer, Oregon Grassroots, Chairperson: Washington State Bar Association Oregon-Washington Reciprocity Committee, Board Member, West Slope Library Board; memberships -- Oregon Trial Lawyers Association, Trial Lawyers for Public Justice, Washington State Trial Lawyers Association, National Employment Lawyers Association, City Club of Portland, Center for the Study of the Presidency, Democratic Leadership Council.

Recent: Willamina Library Board, Willamina Budget Committee, Willamina Planning Commission, Willamina City Council.

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

I can't state whether I'm the best candidate for the position, and ergo I can't state "what I think makes me the best candidate." Depending on the other applicants for the current open seat, I may not be the most experienced, capable, or even preferable volunteer applicant, nor for that matter the best prospective Council member.

If by chance I'm the lone applicant, I'd venture to say "by that measure alone, I'm the best candidate."

If all other applicants share my sense of a need for every able and available citizen to help self-government succeed in our neck of the woods, the selected volunteer will be the right choice -- regardless who we are, or what we've done.

The Council's responsible officers will make the right choice. The replacement volunteer councilperson will have demonstrated or stated an adherence to values and interests consistent with the present Council's own, and a propensity to serve the collective values and interests of this community.

-- KCN

MEMO

TO: MAYOR ILA SKYBERG AND MEMBERS OF THE WILLAMINA CITY COUNCIL
DATE: JANUARY 23, 2016
FROM: DEBBIE BERNARD, WILLAMINA CITY RECORDER
SUBJECT: BUDGET OFFICER APPOINTMENT & BUDGET COMMITTEE for 2017/2018

Background:

It is time again to start the Budget process and looking forward to the next budget year. In the 2016 /17 budget year, the City had a complete 7-member citizens and 7-member governing body budget committee. The City starts the next budget year needing to recruit for the budget committee vacancies left by Craig Johnson who is now serving on City Council and Jacqueline Haworth who has moved out of town. The current governing body is made of a 6-member council, therefore to have the equal number of budget committee members only one vacancy needs to fill.

The chart below is of the Budget Committee in 2016/17.

Last	First	Appointment	Appointment ends Dec 2016
Hollinger	Robert	4/13/2015	12/31/2017
Holstad	Vern	Apr-16	12/31/2018
Toney	Laurie	4/13/2015	12/31/2017
Wooden	April	4/13/2015	12/31/2017
Kruchock	Greg	Apr-16	12/31/2018
Johnson	Craig	5/9/2014	12/31/2016
Haworth	Jacqueline	4/13/2015	12/31/2017

For the 2017/18 Budget year, the Mayor by rights of the Charter can appoint replacements for those vacancies. The Mayor can also appoint the budget officer. The Budget Officer in the past has been the city manager, city recorder or the accountant. The Oregon statutes states the following in regard designating one person to serve as budget officer and addresses citizens member to serve on the budget committee.

§ 294.331¹

Budget officer

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]

1. Oregon Budget Law states that the City should have a Budget Committee made up of the members of the governing body (City Council) plus an equal number of citizen members. ORS 294.414 provides for the eventuality that not enough volunteers can be found to serve:

ORS 294.414 Budget committee.

(1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(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 fewer than 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. A full committee would have 14 members, 7 of which would be citizen members.

Action Requested

Mayor and Council to give staff direction.

Z/CITY COUNCIL/SPECIAL MEETING.01.23.17

An Equal Opportunity Employer

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

MEMORANDUM

TO: Ila Skyberg, Willamina Mayor
Members of the Willamina City Council
FROM: Robert J. Sivick, Willamina City Manager
DATE: January 18, 2017
RE: Senior Citizen Water Discount

Councilor Craig Johnson requested an item be placed on the meeting agenda regarding the possible reinstatement of the City of Willamina's (City) discount for water service to senior citizens. It is my understanding said discount was discontinued in July, 2015 for fiscal reasons.

If the Willamina City Council (Council) wishes to reinstate the senior citizen discount it must consider the following:

1. This or any other discount erodes the City's revenue base and shifts the financial burden of maintaining and upgrading the water utility infrastructure to non-discounted ratepayers.
2. This discount may breed resentment amongst ratepayers if it is being provided to seniors who are well off financially.
3. This or any other discount creates the possibility of fraud and prevention and monitoring of such will increase the workload for limited City staff.
4. This or any other discount may result in the demand for other discounts such as for non-profit organizations or low income households. This will have the effect of further eroding the City's revenue base, greater cost shifting to non-discounted ratepayers, and an increase in workload for limited City staff.

The decision of whether to reinstate the senior citizen water discount and the parameters of doing so is one of policy and therefore the purview of the Council. The Administration requests the Council discuss the matter and offer it guidance on possible action or whether to take action at all.