

Willamina City Council Regular Meeting
Tuesday, January 8, 2019, 6:00 pm
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CORRESPONDENCE - none

PRESENTATIONS

1. Confederated Tribes of Grand Ronde - Community Development Planning
2. Polk County Cemetery Keepers
3. West Valley Visioning Project Survey

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).”

4. Check Registers – November 1 to 30, 2018 (information only)
5. Financials November 30, 2018
6. Minutes from the December 11, 2018 City Council Meeting

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

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

willaminaoregon.gov

REGULAR AGENDA

7. Election of Council President
8. Renewal of Permit for Short-Term Occupancy of a Recreation Vehicle
9. Regional Emergency Management Planning Grant Application Letter of Support
10. Ordinance No. 667 - Creation of the Cemetery Committee

INFORMATIONAL REPORTS (Items that require no Council action) - none

MAYORS REPORT

COUNCIL LIAISON REPORTS

11. Chamber Liaison (Councilor Wooden)
12. Library Liaison (Vacant)
13. YCOM Board (Councilor Baller)
14. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM CITY OFFICERS

15. City Manager
16. Sheriff's Report

EVENT CALENDAR- Informational

PUBLIC HEARING - None

CONSENT AGENDA

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9975										
11/18	11/06/2018	9975	4890	APRIL WOODEN	110118	1	10-13-5310	.00	50.00	50.00
Total 9975:										
								.00		50.00
9976										
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863687214	1	10-66-5140	.00	12.78	12.78
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863687214	2	20-11-5140	.00	3.76	3.76
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863687214	3	30-11-5140	.00	21.06	21.06
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863687214	4	40-11-5140	.00	37.60	37.60
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863697407	1	10-66-5140	.00	12.78	12.78
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863697407	2	20-11-5140	.00	3.76	3.76
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863697407	3	30-11-5140	.00	21.06	21.06
11/18	11/06/2018	9976	430	ARAMARK UNIFORM SERVICES	863697407	4	40-11-5140	.00	37.60	37.60
Total 9976:										
								.00		150.40
9977										
11/18	11/06/2018	9977	5678	Bob Burr	110118	1	10-13-5310	.00	50.00	50.00
Total 9977:										
								.00		50.00
9978										
11/18	11/06/2018	9978	1380	CARQUEST	103118	1	10-66-5137	.00	1.06	1.06
11/18	11/06/2018	9978	1380	CARQUEST	103118	2	20-11-5137	.00	1.06	1.06
11/18	11/06/2018	9978	1380	CARQUEST	103118	3	30-11-5137	.00	2.48	2.48
11/18	11/06/2018	9978	1380	CARQUEST	103118	4	40-11-5137	.00	2.48	2.48
11/18	11/06/2018	9978	1380	CARQUEST	4758-174480	1	10-72-5137	.00	82.90	82.90
11/18	11/06/2018	9978	1380	CARQUEST	4758-174490	1	10-72-5137	.00	.12	.12
11/18	11/06/2018	9978	1380	CARQUEST	4758-174858	1	10-72-5504	.00	78.00	78.00
11/18	11/06/2018	9978	1380	CARQUEST	4758-258680	1	10-66-5504	.00	49.71	49.71
Total 9978:										
								.00		217.81

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9979	11/18	11/06/2018	9979	1390 CASCADIE COLUMBIA	735069	1	30-11-5108	.00	605.60	605.60
	11/18	11/06/2018	9979	1390 CASCADIE COLUMBIA	735070	1	40-11-5108	.00	1,084.20	1,084.20
Total 9979: 1,689.80										
9980	11/18	11/06/2018	9980	940 CASELLE, INC.	91450	1	10-12-5235	.00	1,200.00	1,200.00
Total 9980: 1,200.00										
9981	11/18	11/06/2018	9981	890 CHARLENE BROWN	110118	1	10-67-5310	.00	200.00	200.00
Total 9981: 200.00										
9982	11/18	11/06/2018	9982	990 CHEMEKETA COMMUNITY COL	S1026331	1	10-65-5200	.00	53.70	53.70
Total 9982: 53.70										
9983	11/18	11/06/2018	9983	1130 CITY OF WILLAMINA	1182.01	1	30-11-5415	.00	98.60	98.60
	11/18	11/06/2018	9983	1130 CITY OF WILLAMINA	1792.00	1	10-67-5415	.00	133.65	133.65
	11/18	11/06/2018	9983	1130 CITY OF WILLAMINA	2235.01	1	10-65-5415	.00	136.61	136.61
	11/18	11/06/2018	9983	1130 CITY OF WILLAMINA	2236.00	1	10-12-5415	.00	101.98	101.98
	11/18	11/06/2018	9983	1130 CITY OF WILLAMINA	2238.00	1	10-12-5415	.00	99.52	99.52
Total 9983: 570.36										
9984	11/18	11/06/2018	9984	1135 CITY OF YAMHILL	324	1	10-14-5211	.00	250.00	250.00
Total 9984: 250.00										
9985	11/18	11/06/2018	9985	5677 Craig Johnson	110118	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 9985:										
9986	11/18	11/06/2018	9986	1460 DAVISON AUTO PARTS, INC.	450741	1	10-72-5504	.00	287.99	287.99
Total 9986:										
9987										
11/18	11/06/2018	9987	1760 FERGUSON ENTERPRISES, IN	0697475	1	30-11-5600	.00	390.00	390.00	
11/18	11/06/2018	9987	1760 FERGUSON ENTERPRISES, IN	0697929	1	30-11-5600	.00	1,460.00	1,460.00	
Total 9987:										
9988										
11/18	11/06/2018	9988	5750 Ginny Wymore	110118	1	10-13-5310	.00	50.00	50.00	
Total 9988:										
9989										
11/18	11/06/2018	9989	2040 HACH	11176708	1	30-11-5600	.00	1,790.04	1,790.04	
11/18	11/06/2018	9989	2040 HACH	11191595	1	30-11-5600	.00	4,431.00	4,431.00	
Total 9989:										
9990										
11/18	11/06/2018	9990	5706 HRA VEBA Trust	110118	1	10-70-5040	.00	450.00	450.00	
11/18	11/06/2018	9990	5706 HRA VEBA Trust	110118	2	10-71-5040	.00	375.00	375.00	
11/18	11/06/2018	9990	5706 HRA VEBA Trust	110118	3	10-65-5040	.00	150.00	150.00	
11/18	11/06/2018	9990	5706 HRA VEBA Trust	110118	4	30-11-5040	.00	75.00	75.00	
11/18	11/06/2018	9990	5706 HRA VEBA Trust	110118	5	40-11-5040	.00	300.00	300.00	
Total 9990:										
9991										
11/18	11/06/2018	9991	2260 ILA SKYBERG	110118	1	10-13-5310	.00	100.00	100.00	
Total 9991:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9992	11/18	11/06/2018	9992	5733 Jared Nunley	110118	1	40-11-5200	.00	500.00	500.00
Total 9992:										
9993	11/18	11/06/2018	9993	2520 KATHY TAYLOR CONSULTING	110118	1	10-12-5200	.00	1,128.40	1,128.40
Total 9993:										
9994	11/18	11/06/2018	9994	2440 KELLER ASSOCIATES, INC.	1710-16	1	40-11-5204	.00	1,195.00	1,195.00
Total 9994:										
9995	11/18	11/06/2018	9995	2670 LOCAL 737 - LABORERS INTL U	110118	1	10-00-2130	.00	190.20	190.20
Total 9995:										
9996	11/18	11/06/2018	9996	3300 ONE CALL CONCEPTS, INC.	8100519	1	30-11-5200	.00	40.70	40.70
Total 9996:										
9997	11/18	11/06/2018	9997	3160 OREGON DEPARTMENT OF RE	110518	1	10-14-5306	.00	157.00	157.00
Total 9997:										
9998	11/18	11/06/2018	9998	5659 Petty Cash	110518	1	10-17-5214	.00	111.00	111.00
11/18	11/06/2018	9998	5659 Petty Cash	110518	2	10-12-5137	.00	134.22	134.22	
Total 9998:										
9999	11/18	11/06/2018	9999	3700 POSEYLAND FLORIST	103118	1	10-13-5355	.00	182.00	182.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9999:										
10000										
11/18	11/06/2018	10000	3820	RECOLOGY WESTERN OREGO	10197804	1	10-66-5415	.00	44.15	44.15
11/18	11/06/2018	10000	3820	RECOLOGY WESTERN OREGO	10197812	1	10-12-5415	.00	36.34	36.34
11/18	11/06/2018	10000	3820	RECOLOGY WESTERN OREGO	10198109	1	30-11-5415	.00	10.99	10.99
11/18	11/06/2018	10000	3820	RECOLOGY WESTERN OREGO	10198117	1	10-65-5415	.00	44.15	44.15
11/18	11/06/2018	10000	3820	RECOLOGY WESTERN OREGO	10198125	1	10-72-5415	.00	154.84	154.84
Total 10000:										
10001										
11/18	11/06/2018	10001	610	RITA BALLER	110118	1	10-13-5310	.00	50.00	50.00
Total 10001:										
10002										
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	1	40-11-5120	.00	239.25	239.25
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	2	10-66-5120	.00	240.49	240.49
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	3	10-72-5120	.00	82.97	82.97
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	4	30-11-5120	.00	215.82	215.82
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	5	10-18-5120	.00	93.18	93.18
11/18	11/06/2018	10002	4110	SHELDON OIL COMPANY	35757	6	20-11-5120	.00	92.84	92.84
Total 10002:										
10003										
11/18	11/06/2018	10003	4160	SKYBERGS	103118	1	20-11-5137	.00	24.11	24.11
11/18	11/06/2018	10003	4160	SKYBERGS	103118	2	10-66-5137	.00	155.49	155.49
11/18	11/06/2018	10003	4160	SKYBERGS	103118	3	10-67-5504	.00	23.94	23.94
11/18	11/06/2018	10003	4160	SKYBERGS	103118	4	30-11-5137	.00	55.41	55.41
11/18	11/06/2018	10003	4160	SKYBERGS	103118	5	40-11-5137	.00	256.20	256.20
11/18	11/06/2018	10003	4160	SKYBERGS	103118	6	10-72-5137	.00	846.87	846.87
Total 10003:										
10004										
11/18	11/06/2018	10004	5635	SOLUTIONS YES	INV165613	1	10-65-5137	.00	20.04	20.04
Total 10004:										
10004										
Total 10004:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	11/18	11/06/2018	10004	5635 SOLUTIONS YES	INV165613	2	10-12-5230	.00	201.25	201.25
	Total 10004:									
	11/18	11/06/2018	10005	1810 STATE FORESTER	19249	1	10-66-5200	.00	10.48	10.48
	Total 10005:									
	11/18	11/06/2018	10006	4310 STETTLER SUPPLY COMPANY	133259	1	30-11-5530	.00	335.58	335.58
	Total 10006:									
	11/18	11/06/2018	10007	4360 SUMCO EXCAVATING INC	10380	1	30-80-6001	.00	19,591.00	19,591.00
	Total 10007:									
	11/18	11/06/2018	10008	5516 The Bulletin Board	2988	1	10-12-5230	.00	266.20	266.20
	Total 10008:									
	11/18	11/06/2018	10009	4540 THERESA MCKNIGHT	110118	1	10-13-5310	.00	50.00	50.00
	Total 10009:									
	11/18	11/06/2018	10010	5740 Thomas Holt	110218	1	10-12-5137	.00	203.91	203.91
	Total 10010:									
	11/18	11/06/2018	10011	4700 US BANK	101718	1	10-13-5355	.00	351.03	351.03
	11/18	11/06/2018	10011	4700 US BANK	101718	2	10-12-5137	.00	193.47	193.47
	11/18	11/06/2018	10011	4700 US BANK	101718	3	10-12-5342	.00	834.90	834.90
	11/18	11/06/2018	10011	4700 US BANK	101718	4	10-12-5200	.00	72.64	72.64
	Total 10011:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10011										
11/18	11/06/2018	10011	4700	US BANK	101718	5	10-12-5504	.00	128.75	128.75
11/18	11/06/2018	10011	4700	US BANK	101718	6	10-12-5342	.00	22.00	22.00
11/18	11/06/2018	10011	4700	US BANK	101718	7	20-11-5523	.00	143.30	143.30
11/18	11/06/2018	10011	4700	US BANK	101718	8	30-11-5530	.00	78.00	78.00
11/18	11/06/2018	10011	4700	US BANK	101718	9	30-11-5344	.00	4.50	4.50
11/18	11/06/2018	10011	4700	US BANK	101718	10	10-18-5342	.00	253.76	253.76
Total 10011:										2,082.35
10012										
11/18	11/06/2018	10012	4960	WATERLAB CORP.	75924	1	40-11-5250	.00	750.00	750.00
11/18	11/06/2018	10012	4960	WATERLAB CORP.	75924	2	30-11-5250	.00	140.00	140.00
Total 10012:										890.00
10013										
11/18	11/06/2018	10013	5150	YAMHILL COUNTY SHERIFFS O	110118	1	10-18-5217	.00	16,621.42	16,621.42
11/18	11/06/2018	10013	5150	YAMHILL COUNTY SHERIFFS O	110518	1	10-14-5313	.00	48.00	48.00
Total 10013:										16,669.42
10014										
11/18	11/13/2018	10014	700	BAKER AND TAYLOR BOOKS	4012357876	1	10-65-5100	.00	48.53	48.53
11/18	11/13/2018	10014	700	BAKER AND TAYLOR BOOKS	4012357876	2	10-65-5106	.00	72.43	72.43
Total 10014:										120.96
10015										
11/18	11/13/2018	10015	1380	CARQUEST	4758-174796	1	10-72-5137	.00	37.28	37.28
11/18	11/13/2018	10015	1380	CARQUEST	4758-175072	1	10-72-5137	.00	24.24	24.24
Total 10015:										61.52
10016										
11/18	11/13/2018	10016	1760	FERGUSON ENTERPRISES, IN	0693457-1	1	30-11-5530	.00	556.54	556.54
Total 10016:										556.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10017	11/18	11/13/2018	10017	2040 HACH	11212230	1	30-11-5108	.00	235.94	235.94
	Total 10017:									
								.00		235.94
10018	11/18	11/13/2018	10018	3870 JUSTIN RIGGS	110818	1	10-12-5137	.00	512.02	512.02
	Total 10018:									
								.00		512.02
10019	11/18	11/13/2018	10019	2700 LES SCHWAB TIRE CENTER	2160033654	1	10-66-5504	.00	744.92	744.92
	Total 10019:									
								.00		744.92
10020	11/18	11/13/2018	10020	2690 LOWES	910716	1	30-11-5504	.00	47.44	47.44
	Total 10020:									
								.00		47.44
10021	11/18	11/13/2018	10021	5529 McMinnville Gas Inc.	U0110703	1	10-72-5415	.00	102.25	102.25
	Total 10021:									
								.00		102.25
10022	11/18	11/13/2018	10022	3180 OREGON HEALTH AUTHORITY	110518	1	30-11-5320	.00	210.00	210.00
	Total 10022:									
								.00		210.00
10023	11/18	11/13/2018	10023	3490 PACIFIC REFLEX SIGNS	187651	1	10-18-5137	.00	66.24	66.24
	Total 10023:									
								.00		66.24
10024	11/18	11/13/2018	10024	3590 PGE	110518	1	10-19-5400	.00	1,544.92	1,544.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10024:										
								.00		1,544.92
10025										
11/18	11/13/2018	10025	3730	PRIMISYS	9952727	1	10-12-5234	.00	400.00	400.00
11/18	11/13/2018	10025	3730	PRIMISYS	9952727	2	10-12-5233	.00	50.00	50.00
11/18	11/13/2018	10025	3730	PRIMISYS	9952727	3	10-72-5233	.00	50.00	50.00
11/18	11/13/2018	10025	3730	PRIMISYS	9952727	4	10-65-5233	.00	150.00	150.00
Total 10025:										
								.00		650.00
10026										
11/18	11/13/2018	10026	5635	SOLUTIONS YES	INV161523	1	10-65-5137	.00	41.99	41.99
11/18	11/13/2018	10026	5635	SOLUTIONS YES	INV161523	2	10-12-5230	.00	109.08	109.08
Total 10026:										
								.00		151.07
10027										
11/18	11/13/2018	10027	4290	STAPLES CREDIT PLAN	2180631161	1	10-12-5137	.00	66.98	66.98
11/18	11/13/2018	10027	4290	STAPLES CREDIT PLAN	2183638141	1	10-12-5137	.00	58.73	58.73
Total 10027:										
								.00		125.71
10028										
11/18	11/13/2018	10028	4330	STUCK ELECTRIC CO	11112	1	30-11-5530	.00	160.00	160.00
Total 10028:										
								.00		160.00
10029										
11/18	11/13/2018	10029	5784	TS West LLC	110818	1	30-00-2300	.00	32.94	32.94
11/18	11/13/2018	10029	5784	TS West LLC	110818	2	40-00-2400	.00	45.72	45.72
Total 10029:										
								.00		78.66
10030										
11/18	11/13/2018	10030	4690	USABLUBOOK	727904	1	30-11-5530	.00	738.22	738.22
Total 10030:										
								.00		738.22

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10031	11/18	11/13/2018	10031	4070 WILLAMINA SELECT MARKET	110418	1	10-12-5137	.00	55.53	55.53
Total 10031:										
10032	11/18	11/14/2018	10032	1470 CITY OF DAYTON	111418	1	10-13-5355	.00	120.00	120.00
Total 10032:										
10033	11/18	11/14/2018	10033	1470 CITY OF DAYTON	111318	1	10-13-5355	.00	30.00	30.00
Total 10033:										
10034	11/18	11/27/2018	10034	360 ALA AMERICAN LIBRARY ASSOC	111818	1	10-65-5320	.00	175.00	175.00
Total 10034:										
10035	11/18	11/27/2018	10035	310 AMAZON	111018	1	10-65-5112	.00	49.39	49.39
11/18	11/27/2018	10035	310 AMAZON		111018	2	10-65-5137	.00	80.55	80.55
11/18	11/27/2018	10035	310 AMAZON		111018	3	10-65-5101	.00	82.90	82.90
11/18	11/27/2018	10035	310 AMAZON		111018	4	10-65-5233	.00	18.37	18.37
11/18	11/27/2018	10035	310 AMAZON		111018	5	10-65-5102	.00	87.28	87.28
11/18	11/27/2018	10035	310 AMAZON		111018	6	10-65-5100	.00	12.99	12.99
11/18	11/27/2018	10035	310 AMAZON		111018	7	10-65-5106	.00	326.32	326.32
11/18	11/27/2018	10035	310 AMAZON		111018	8	10-12-5600	.00	359.55	359.55
11/18	11/27/2018	10035	310 AMAZON		111018	9	10-12-5137	.00	673.50	673.50
Total 10035:										
									1,690.85	
10036	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863707674	1	10-66-5140	.00	12.78	12.78
11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES		863707674	2	20-11-5140	.00	3.76	3.76
11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES		863707674	3	30-11-5140	.00	21.06	21.06
11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES		863707674	4	40-11-5140	.00	37.60	37.60
11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES		863717865	1	10-66-5140	.00	12.78	12.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863717865	2	20-11-5140	.00	3.76	3.76
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863717865	3	30-11-5140	.00	21.06	21.06
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863717865	4	40-11-5140	.00	37.60	37.60
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863728123	1	10-66-5140	.00	12.78	12.78
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863728123	2	20-11-5140	.00	3.76	3.76
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863728123	3	30-11-5140	.00	21.06	21.06
	11/18	11/27/2018	10036	430 ARAMARK UNIFORM SERVICES	863728123	4	40-11-5140	.00	37.60	37.60
	Total 10036: 225.60									
	11/18	11/27/2018	10037	700 BAKER AND TAYLOR BOOKS	4012345558	1	10-65-5106	.00	164.13	164.13
	11/18	11/27/2018	10037	700 BAKER AND TAYLOR BOOKS	4012368889	1	10-65-5100	.00	40.46	40.46
	11/18	11/27/2018	10037	700 BAKER AND TAYLOR BOOKS	4012368889	2	10-65-5106	.00	88.34	88.34
	Total 10037: 292.93									
	11/18	11/27/2018	10038	720 BEERY, ELSNER & HAMMOND	18478	1	10-12-5203	.00	567.97	567.97
	11/18	11/27/2018	10038	720 BEERY, ELSNER & HAMMOND	18480	1	10-17-5203	.00	172.00	172.00
	Total 10038: 739.97									
	11/18	11/27/2018	10039	1380 CARQUEST	4758-175239	1	10-72-5137	.00	8.97	8.97
	11/18	11/27/2018	10039	1380 CARQUEST	4758-175375	1	10-72-5137	.00	33.52	33.52
	Total 10039: 42.49									
	11/18	11/27/2018	10040	990 CHEMEKETA COMMUNITY COL	S1026526	1	10-65-5233	.00	177.70	177.70
	Total 10040: 177.70									
	11/18	11/27/2018	10041	1580 DK QUARRIES INC	117872	1	30-11-5504	.00	465.42	465.42
	Total 10041: 465.42									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10042										
11/18	11/27/2018	10042	5786	Dykes Family Trust	111918	1	30-00-2300	.00	23.28	23.28
11/18	11/27/2018	10042	5786	Dykes Family Trust	111918	2	40-00-2400	.00	32.41	32.41
Total 10042: .00 55.69										
10043										
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138434	1	10-72-5200	.00	96.25	96.25
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138435	1	10-12-5200	.00	20.25	20.25
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138436	1	10-65-5200	.00	34.50	34.50
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138437	1	10-67-5200	.00	13.50	13.50
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138438	1	30-11-5200	.00	40.50	40.50
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138439	1	40-11-5200	.00	27.00	27.00
11/18	11/27/2018	10043	2010	GUARDIAN FIRE PROTECTION	138440	1	10-66-5200	.00	108.00	108.00
Total 10043: .00 340.00										
10044										
11/18	11/27/2018	10044	2040	HACH	11217036	1	30-11-5530	.00	846.50	846.50
Total 10044: .00 846.50										
10045										
11/18	11/27/2018	10045	2160	HONEY BUCKET	550871545	1	10-66-5200	.00	106.00	106.00
11/18	11/27/2018	10045	2160	HONEY BUCKET	550871546	1	10-66-5200	.00	106.00	106.00
11/18	11/27/2018	10045	2160	HONEY BUCKET	550871547	1	10-68-5510	.00	106.00	106.00
Total 10045: .00 318.00										
10046										
11/18	11/27/2018	10046	3870	JUSTIN RIGGS	111418	1	30-11-5344	.00	272.93	272.93
Total 10046: .00 272.93										
10047										
11/18	11/27/2018	10047	2660	LEAGUE OF OREGON CITIES	2017-200409	1	10-12-5320	.00	12.58	12.58
Total 10047: .00 12.58										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10048	11/18	11/27/2018	10048	2900 MID-WILLAMETTE VALLEY COU	1819156	1	10-17-5214	.00	3,210.32	3,210.32
Total 10048:										
10049	11/18	11/27/2018	10049	3180 OREGON HEALTH AUTHORITY	111618	1	30-11-5320	.00	75.00	75.00
Total 10049:										
10050	11/18	11/27/2018	10050	3200 OREGON HISTORICAL SOCIET	111418	1	10-67-5320	.00	68.00	68.00
Total 10050:										
10051	11/18	11/27/2018	10051	4230 SPRINT	569622313-2	1	10-18-5413	.00	46.29	46.29
11/18	11/27/2018	10051	4230 SPRINT	569622313-2	2	10-12-5413	.00	11.57	11.57	
11/18	11/27/2018	10051	4230 SPRINT	569622313-2	3	10-66-5413	.00	47.68	47.68	
11/18	11/27/2018	10051	4230 SPRINT	569622313-2	4	20-11-5413	.00	2.78	2.78	
11/18	11/27/2018	10051	4230 SPRINT	569622313-2	5	30-11-5413	.00	62.03	62.03	
11/18	11/27/2018	10051	4230 SPRINT	569622313-2	6	40-11-5413	.00	61.10	61.10	
Total 10051:										
10052	11/18	11/27/2018	10052	4250 SUMMIT SUPPLY CORPORATIO	81623	1	10-66-5137	.00	108.00	108.00
Total 10052:										
10053	11/18	11/27/2018	10053	5740 Thomas Holt	111418	1	10-12-5344	.00	213.47	213.47
Total 10053:										
10054	11/18	11/27/2018	10054	5647 US BANK EQUIPMENT FINANC	370812984	1	10-12-5606	.00	283.93	283.93
11/18	11/27/2018	10054	5647 US BANK EQUIPMENT FINANC	370812984	2	10-65-5606	.00	170.44	170.44	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10054:										
10055	11/1/18	11/27/2018	10055	4690 USABLUEBOOK	730832	1	30-11-5530	.00	82.04	82.04
Total 10055:										
10056	11/1/18	11/27/2018	10056	5020 XEROX	095115608	1	10-12-5606	.00	165.97	165.97
Total 10056:										
10057	11/1/18	11/27/2018	10057	5130 YAMHILL COMMUNICATIONS A	FY19-06-WIL	1	10-18-5302	.00	2,007.25	2,007.25
Total 10057:										
10058	11/1/18	11/27/2018	10058	5080 YAMHILL COUNTY COMMUNITY	110718	1	10-68-5510	.00	200.00	200.00
11/1/18	11/27/2018	10058	5080	YAMHILL COUNTY COMMUNITY	110718	2	10-66-5200	.00	200.00	200.00
Total 10058:										
Grand Totals:										
									400.00	79,950.36

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	41,707.31-	41,707.31-
10-00-2130	190.20	.00	190.20
10-12-5137	1,898.36	.00	1,898.36
10-12-5200	1,221.29	.00	1,221.29
10-12-5203	567.97	.00	567.97
10-12-5230	576.53	.00	576.53
10-12-5233	50.00	.00	50.00

GL Account	Debit	Credit	Proof
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	12.58	.00	12.58
10-12-5342	856.90	.00	856.90
10-12-5344	213.47	.00	213.47
10-12-5413	11.57	.00	11.57
10-12-5415	237.84	.00	237.84
10-12-5504	128.75	.00	128.75
10-12-5600	359.55	.00	359.55
10-12-5606	449.90	.00	449.90
10-13-5310	400.00	.00	400.00
10-13-5355	683.03	.00	683.03
10-14-5211	250.00	.00	250.00
10-14-5306	157.00	.00	157.00
10-14-5313	48.00	.00	48.00
10-17-5203	172.00	.00	172.00
10-17-5214	3,321.32	.00	3,321.32
10-18-5120	93.18	.00	93.18
10-18-5137	66.24	.00	66.24
10-18-5217	16,621.42	.00	16,621.42
10-18-5302	2,007.25	.00	2,007.25
10-18-5342	253.76	.00	253.76
10-18-5413	46.29	.00	46.29
10-19-5400	1,544.92	.00	1,544.92
10-65-5040	150.00	.00	150.00
10-65-5100	101.98	.00	101.98
10-65-5101	82.90	.00	82.90
10-65-5102	87.28	.00	87.28
10-65-5106	651.22	.00	651.22
10-65-5112	49.39	.00	49.39
10-65-5137	142.58	.00	142.58
10-65-5200	88.20	.00	88.20
10-65-5233	346.07	.00	346.07
10-65-5320	175.00	.00	175.00
10-65-5415	180.76	.00	180.76
10-65-5606	170.44	.00	170.44
10-66-5120	240.49	.00	240.49
10-66-5137	264.55	.00	264.55
10-66-5140	63.90	.00	63.90
10-66-5200	530.48	.00	530.48

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-66-5413	47.68	.00	47.68
10-66-5415	44.15	.00	44.15
10-66-5504	794.63	.00	794.63
10-67-5200	13.50	.00	13.50
10-67-5310	200.00	.00	200.00
10-67-5320	68.00	.00	68.00
10-67-5415	133.65	.00	133.65
10-67-5504	23.94	.00	23.94
10-68-5510	306.00	.00	306.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	82.97	.00	82.97
10-72-5137	1,033.90	.00	1,033.90
10-72-5200	96.25	.00	96.25
10-72-5233	50.00	.00	50.00
10-72-5415	257.09	.00	257.09
10-72-5504	365.99	.00	365.99
20-00-2000	.00	282.89-	282.89-
20-1-5120	92.84	.00	92.84
20-1-5137	25.17	.00	25.17
20-1-5140	18.80	.00	18.80
20-1-5413	2.78	.00	2.78
20-11-5523	143.30	.00	143.30
30-00-2000	.00	33,278.80-	33,278.80-
30-00-2300	56.22	.00	56.22
30-1-5040	75.00	.00	75.00
30-1-5108	841.54	.00	841.54
30-1-5120	215.82	.00	215.82
30-1-5137	57.89	.00	57.89
30-1-5140	105.30	.00	105.30
30-1-5200	81.20	.00	81.20
30-1-5250	140.00	.00	140.00
30-1-5320	285.00	.00	285.00
30-1-5344	277.43	.00	277.43
30-1-5413	62.03	.00	62.03
30-1-5415	109.59	.00	109.59
30-1-5504	512.86	.00	512.86
30-1-5530	2,796.88	.00	2,796.88
30-1-5600	8,071.04	.00	8,071.04
30-80-6001	19,591.00	.00	19,591.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
40-00-2000	.00	4,681.36-	4,681.36-
40-00-2400	78.13	.00	78.13
40-11-5040	300.00	.00	300.00
40-11-5108	1,084.20	.00	1,084.20
40-11-5120	239.25	.00	239.25
40-11-5137	258.68	.00	258.68
40-11-5140	188.00	.00	188.00
40-11-5200	527.00	.00	527.00
40-11-5204	1,195.00	.00	1,195.00
40-11-5250	750.00	.00	750.00
40-11-5413	61.10	.00	61.10
Grand Totals:	79,950.36	79,950.36-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(137,887.95)
99-00-1015	XPRESS DEPOSIT ACCOUNT		3,885.78
99-00-1020	PAYROLL - CHECKING		6,640.62
99-00-1030	INVESTMENTS-LGIP		268,721.01
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.38
	TOTAL COMBINED CASH		141,359.84
99-00-1905	GENERAL FUND CASH CLEARING		2,343.66
99-00-1910	MERCHANT SERVICES CLEARING	(367.58)
99-00-1009	CASH ALLOCATED	(143,335.92)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND		185,948.01
20	ALLOCATION TO STREET FUND	(14,179.31)
21	ALLOCATION TO STREET SDC FUND		12,100.00
30	ALLOCATION TO WATER FUND	(5,615.50)
31	ALLOCATION TO WATER SDC FUND	(3,071.25)
40	ALLOCATION TO WASTEWATER FUND	(32,504.33)
41	ALLOCATION TO WASTEWATER SDC FUND		658.30
	TOTAL ALLOCATIONS TO OTHER FUNDS		143,335.92
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(143,335.92)
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2018

GENERAL FUND

<u>ASSETS</u>			
10-00-1009	CASH ALLOCATED	185,948.01	
10-00-1200	ACCOUNTS RECEIVABLE	(4,156.93)	
	TOTAL ASSETS		<u>181,791.08</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
10-00-2000	ACCOUNTS PAYABLE	(12,086.74)	
10-00-2130	UNION DUES PAYABLE	(219.32)	
10-00-2140	PERS PAYABLE	34.66	
	TOTAL LIABILITIES		(12,271.40)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>194,062.48</u>	
	BALANCE - CURRENT DATE	<u>194,062.48</u>	
	TOTAL FUND EQUITY		<u>194,062.48</u>
	TOTAL LIABILITIES AND EQUITY		<u>181,791.08</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	278,548.00	278,548.00	.0
10-10-4001 PROPERTY TAX	326,321.52	331,762.58	369,000.00	37,237.42	89.9
10-10-4002 PROPERTY TAX PRIOR	2,541.15	12,158.59	10,000.00	(2,158.59)	121.6
10-10-4003 INTEREST ON TAXES	40.99	132.99	75.00	(57.99)	177.3
10-10-4110 STATE CIGARETTE TAX	.00	922.74	1,800.00	877.26	51.3
10-10-4111 STATE REVENUE SHARING	.00	5,919.48	24,000.00	18,080.52	24.7
10-10-4112 STATE LIQUOR TAX	2,985.95	14,345.04	32,000.00	17,654.96	44.8
10-10-4113 STATE MARIJUANA TAX	.00	1,442.12	5,000.00	3,557.88	28.8
10-10-4501 BUSINESS LICENSES	.00	105.00	3,500.00	3,395.00	3.0
10-10-4511 LIEN SEARCHES	3,791.16	4,442.16	1,000.00	(3,442.16)	444.2
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	324.27	1,500.00	1,175.73	21.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	13,000.00	13,000.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	8,000.00	8,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	288.89	2,162.00	5,200.00	3,038.00	41.6
10-10-4605 FRANCHISE FEES ONLINENW	.00	1,087.06	2,000.00	912.94	54.4
10-10-4701 RENT - CENTER MARKET	.00	1,000.00	2,000.00	1,000.00	50.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	2,568.47	11,776.84	15,000.00	3,223.16	78.5
10-10-4901 MISCELLANEOUS INCOME	64.38	150.13	1,000.00	849.87	15.0
TOTAL DEPARTMENT 10	338,602.51	387,731.00	837,823.00	450,092.00	46.3
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	1,164.00	2,148.00	1,500.00	(648.00)	143.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	1,164.00	2,148.00	1,600.00	(548.00)	134.3
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	.00	10,000.00	10,000.00	.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	2,150.00	.00	(2,150.00)	.0
TOTAL PLANNING	.00	2,150.00	10,500.00	8,350.00	20.5
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	2,500.00	2,500.00	.0
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC SAFETY	.00	.00	52,500.00	52,500.00	.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	305.26	6,620.14	19,000.00	12,379.86	34.8
10-19-4823 UTILITY FEE	2,136.33	5,303.01	9,500.00	4,196.99	55.8
TOTAL STREET LIGHTS	2,441.59	11,923.15	28,500.00	16,576.85	41.8
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,341.00	8,341.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	25,000.00	25,000.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-4560 FINES	75.79	343.19	900.00	556.81	38.1
10-65-4705 CCRLS FORMULA PAYMENT	.00	4,622.00	18,000.00	13,378.00	25.7
10-65-4708 CCRLS LOST BOOK	.00	20.00	200.00	180.00	10.0
10-65-4714 CCRLS RURAL PATRON	42.96	70.53	.00	(70.53)	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4812 YOUTH COLLECTION GRANT	.00	3,000.00	3,000.00	.00	100.0
10-65-4816 DONATIONS	.00	80.00	100.00	20.00	80.0
10-65-4901 MISCELLANEOUS INCOME	52.50	260.50	300.00	39.50	86.8
TOTAL LIBRARY	171.25	8,396.22	23,500.00	15,103.78	35.7
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>OR DEPT OF FISH & WILDLIFE</u>					
10-81-4814 OR DEPT OF FISH & WILDLIFE	.00	22,658.16	1,000.00	(21,658.16)	2265.8
TOTAL DEPARTMENT 81	.00	22,658.16	1,000.00	(21,658.16)	2265.8
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,750.00	8,750.00	21,000.00	12,250.00	41.7
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,575.00	7,875.00	18,900.00	11,025.00	41.7
TOTAL TRANSFER	3,325.00	16,625.00	39,900.00	23,275.00	41.7
TOTAL FUND REVENUE	345,704.35	451,631.53	1,030,164.00	578,532.47	43.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	133.75	666.96	1,800.00	1,133.04	37.1
10-12-5119	.00	.00	60.00	60.00	.0
10-12-5123	.00	.00	200.00	200.00	.0
10-12-5124	268.85	1,262.65	4,500.00	3,237.35	28.1
10-12-5126	.00	563.63	1,500.00	936.37	37.6
10-12-5137	1,492.44	6,793.82	12,000.00	5,206.18	56.6
10-12-5200	92.89	2,557.11	22,500.00	19,942.89	11.4
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	567.97	1,420.47	11,000.00	9,579.53	12.9
10-12-5207	.00	20,353.83	25,000.00	4,646.17	81.4
10-12-5209	.00	1,980.00	5,200.00	3,220.00	38.1
10-12-5230	413.70	1,803.68	5,000.00	3,196.32	36.1
10-12-5233	1,290.80	3,353.80	12,000.00	8,646.20	28.0
10-12-5234	400.00	2,000.00	5,500.00	3,500.00	36.4
10-12-5235	1,200.00	6,000.00	15,000.00	9,000.00	40.0
10-12-5320	12.58	3,074.89	6,000.00	2,925.11	51.3
10-12-5342	.00	2,308.66	5,000.00	2,691.34	46.2
10-12-5344	416.15	416.15	1,000.00	583.85	41.6
10-12-5355	.00	.00	750.00	750.00	.0
10-12-5413	351.40	5,895.46	5,000.00	(895.46)	117.9
10-12-5415	699.73	3,070.62	9,000.00	5,929.38	34.1
10-12-5504	.00	3,517.09	8,000.00	4,482.91	44.0
10-12-5600	359.55	1,534.23	3,500.00	1,965.77	43.8
10-12-5606	449.90	1,986.24	6,000.00	4,013.76	33.1
TOTAL ADMIN	8,149.71	70,559.29	180,510.00	109,950.71	39.1
<u>COUNCIL</u>					
10-13-5307	.00	491.00	1,000.00	509.00	49.1
10-13-5310	400.00	2,000.00	5,000.00	3,000.00	40.0
10-13-5342	.00	.00	3,500.00	3,500.00	.0
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5350	.00	650.00	800.00	150.00	81.3
10-13-5355	204.00	1,176.28	1,000.00	(176.28)	117.6
TOTAL COUNCIL	604.00	4,317.28	12,050.00	7,732.72	35.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	BAD DEBT	.00	.00	100.00	100.00 .0
10-14-5211	MUNI COURT JUDGE	.00	1,000.00	3,400.00	2,400.00 29.4
10-14-5306	STATE ASSESSMENT	212.00	321.00	1,500.00	1,179.00 21.4
10-14-5313	COUNTY JAIL ASSESSMENT	64.00	96.00	600.00	504.00 16.0
10-14-5320	DUES, LICENSE, PERMITS	.00	.00	200.00	200.00 .0
10-14-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00 .0
10-14-5344	TRAVEL	.00	.00	200.00	200.00 .0
	TOTAL COURT	276.00	1,417.00	6,500.00	5,083.00 21.8
<u>PLANNING</u>					
10-17-5203	LEGAL - PLANNING	172.00	172.00	500.00	328.00 34.4
10-17-5204	ENGINEERING SERVICES	.00	2,110.00	10,000.00	7,890.00 21.1
10-17-5214	PLANNING SERVICES	3,321.32	10,266.48	40,000.00	29,733.52 25.7
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00 .0
	TOTAL PLANNING	3,493.32	12,548.48	51,000.00	38,451.52 24.6
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	2,059.23	11,359.77	28,000.00	16,640.23 40.6
10-18-5020	PAYROLL TAX	159.59	880.39	2,800.00	1,919.61 31.4
10-18-5040	BENEFITS	5.90	29.50	25,300.00	25,270.50 .1
10-18-5060	PERS	97.80	539.58	1,800.00	1,260.42 30.0
10-18-5090	WORKERS COMP	1.22	8.57	300.00	291.43 2.9
10-18-5120	GAS - OIL	103.70	367.19	1,800.00	1,432.81 20.4
10-18-5137	SUPPLIES	74.93	275.35	1,000.00	724.65 27.5
10-18-5217	POLICE SERVICES CONTRACT	16,621.42	83,107.10	200,000.00	116,892.90 41.6
10-18-5302	DUES YCOM	2,007.25	12,043.50	25,000.00	12,956.50 48.2
10-18-5342	CONFERENCE/SEMINAR/TRAINING	.00	453.76	500.00	46.24 90.8
10-18-5413	TELEPHONE	46.29	320.90	900.00	579.10 35.7
10-18-5504	REPAIRS - MAINTENANCE	.00	147.44	2,000.00	1,852.56 7.4
	TOTAL PUBLIC SAFETY	21,177.33	109,533.05	289,400.00	179,866.95 37.9
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,544.92	7,902.32	19,500.00	11,597.68 40.5
	TOTAL STREET LIGHTS	1,544.92	7,902.32	19,500.00	11,597.68 40.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	25,000.00	25,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,341.00	8,341.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,908.02	16,372.30	39,500.00	23,127.70	41.5
10-65-5020 PAYROLL TAX	219.80	1,240.67	3,950.00	2,709.33	31.4
10-65-5040 BENEFITS	1,338.76	6,693.80	19,500.00	12,806.20	34.3
10-65-5060 PERS	138.11	777.69	2,400.00	1,622.31	32.4
10-65-5090 WORKERS COMP	2.06	13.57	60.00	46.43	22.6
10-65-5100 BOOKS CHILDREN	58.84	1,657.19	2,200.00	542.81	75.3
10-65-5101 AUDIO VISUAL CHILDREN	82.90	128.67	800.00	671.33	16.1
10-65-5102 AUDIO VISUAL ADULT	87.28	320.86	800.00	479.14	40.1
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	536.98	1,483.60	2,200.00	716.40	67.4
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	942.17	800.00	(142.17)	117.8
10-65-5112 SPECIAL PROGRAM ADULT	199.39	219.35	500.00	280.65	43.9
10-65-5126 POSTAGE	.00	106.88	150.00	43.12	71.3
10-65-5137 SUPPLIES	102.54	571.03	2,200.00	1,628.97	26.0
10-65-5200 CONTRACT SERVICES	34.50	433.25	800.00	366.75	54.2
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	196.07	796.06	1,750.00	953.94	45.5
10-65-5320 DUES, LICENSE, PERMITS	175.00	205.00	550.00	345.00	37.3
10-65-5321 SUBSCRIPTIONS	39.00	79.80	500.00	420.20	16.0
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	10.00	300.00	290.00	3.3
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	.00	1,479.01	1,200.00	(279.01)	123.3
10-65-5415 UTILITIES	320.01	1,561.64	3,800.00	2,238.36	41.1
10-65-5504 REPAIRS - MAINTENANCE	132.03	132.03	1,500.00	1,367.97	8.8
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	170.44	680.72	2,000.00	1,319.28	34.0
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-5913 YOUTH COLLECTION GRANT	.00	2,912.45	3,000.00	87.55	97.1
TOTAL LIBRARY	6,741.73	38,817.74	92,385.00	53,567.26	42.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,567.93	10,424.35	26,000.00	15,575.65	40.1
10-66-5001 PW ALLOCATED PAYROLL	210.92	1,054.60	2,531.00	1,476.40	41.7
10-66-5020 PAYROLL TAX	241.27	1,615.54	2,600.00	984.46	62.1
10-66-5040 BENEFITS	.00	150.00	4,750.00	4,600.00	3.2
10-66-5060 PERS	156.31	360.55	1,600.00	1,239.45	22.5
10-66-5090 WORKERS COMP	2.09	649.83	300.00	(349.83)	216.6
10-66-5120 GAS - OIL	.00	684.55	1,000.00	315.45	68.5
10-66-5137 SUPPLIES	279.54	572.02	1,500.00	927.98	38.1
10-66-5140 UNIFORMS - TOWELS	51.12	270.96	900.00	629.04	30.1
10-66-5200 CONTRACT SERVICES	520.00	1,889.42	5,000.00	3,110.58	37.8
10-66-5413 TELEPHONE	59.51	396.85	750.00	353.15	52.9
10-66-5415 UTILITIES	87.66	1,236.93	3,000.00	1,763.07	41.2
10-66-5504 REPAIRS - MAINTENANCE	794.63	2,615.30	2,500.00	(115.30)	104.6
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	.00	601.48	2,000.00	1,398.52	30.1
10-66-6000 CAPITAL OUTLAY	.00	200.00	10,000.00	9,800.00	2.0
10-66-9615 PW EXPENSE ALLOCATION	41.42	207.10	497.00	289.90	41.7
TOTAL PARKS	4,012.40	22,929.48	73,928.00	50,998.52	31.0
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	276.21	395.91	800.00	404.09	49.5
10-67-5233 TECHNOLOGY SERVICES	.00	450.00	500.00	50.00	90.0
10-67-5310 STIPEND	200.00	1,000.00	2,400.00	1,400.00	41.7
10-67-5320 DUES, LICENSE, PERMITS	68.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	16.85	1,465.69	850.00	(615.69)	172.4
10-67-5415 UTILITIES	367.29	1,411.65	3,400.00	1,988.35	41.5
10-67-5504 REPAIRS - MAINTENANCE	23.94	23.94	1,000.00	976.06	2.4
10-67-5606 EQUIPMENT LEASE	.00	.00	100.00	100.00	.0
TOTAL MUSEUM	952.29	4,815.19	9,150.00	4,334.81	52.6
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	306.00	918.00	2,500.00	1,582.00	36.7
TOTAL CEMETERY	306.00	918.00	3,600.00	2,682.00	25.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	16,318.42	88,316.91	209,000.00	120,683.09	42.3
10-70-5002 ADMIN ALLOCATED PAYROLL	(19,218.42)	(96,092.10)	(230,621.00)	(134,528.90)	(41.7)
10-70-5020 PAYROLL TAX	1,204.28	6,537.16	20,900.00	14,362.84	31.3
10-70-5040 BENEFITS	5,219.81	25,646.90	72,000.00	46,353.10	35.6
10-70-5060 PERS	775.13	4,195.04	12,300.00	8,104.96	34.1
10-70-5090 WORKERS COMP	5.49	154.62	1,000.00	845.38	15.5
TOTAL PAYROLL ADMIN	4,304.71	28,758.53	84,579.00	55,820.47	34.0
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	11,585.61	66,408.61	155,500.00	89,091.39	42.7
10-71-5001 PW ALLOCATED PAYROLL	(21,095.84)	(105,479.20)	(253,150.00)	(147,670.80)	(41.7)
10-71-5020 PAYROLL TAX	706.44	3,958.68	15,500.00	11,541.32	25.5
10-71-5040 BENEFITS	3,836.07	18,815.11	67,250.00	48,434.89	28.0
10-71-5060 PERS	881.02	4,879.92	13,200.00	8,320.08	37.0
10-71-5090 WORKERS COMP	4.94	29.17	1,700.00	1,670.83	1.7
TOTAL PAYROLL PUBLIC WORKS	(4,081.76)	(11,387.71)	.00	11,387.71	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	204.02	1,713.77	3,400.00	1,686.23	50.4
10-72-5137 SUPPLIES	1,594.37	2,730.12	8,000.00	5,269.88	34.1
10-72-5140 UNIFORMS - TOWELS	.00	140.98	1,000.00	859.02	14.1
10-72-5200 CONTRACT SERVICES	96.25	96.25	500.00	403.75	19.3
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,000.00	12,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	50.00	500.00	450.00	10.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	813.92	1,000.00	186.08	81.4
10-72-5344 TRAVEL	.00	.00	300.00	300.00	.0
10-72-5415 UTILITIES	549.07	2,100.17	10,000.00	7,899.83	21.0
10-72-5504 REPAIRS - MAINTENANCE	365.99	823.49	6,000.00	5,176.51	13.7
10-72-5507 EQUIPMENT MAINTENANCE	.00	117.99	2,500.00	2,382.01	4.7
10-72-5600 EQUIPMENT	56.98	843.19	3,000.00	2,156.81	28.1
10-72-9615 FUND/DEPT ALLOCATIONS	(4,141.67)	(20,708.35)	(49,700.00)	(28,991.65)	(41.7)
TOTAL PUBLIC WORKS OPERATIONS	(1,274.99)	721.53	.00	(721.53)	.0
<u>CAPITAL</u>					
10-80-6001 CAPITAL OUTLAY -WEBSITE	.00	2,715.00	10,000.00	7,285.00	27.2
10-80-6003 CAPITAL OUTLAY -CH - SIDINGI	.00	.00	8,000.00	8,000.00	.0
TOTAL CAPITAL	.00	2,715.00	18,000.00	15,285.00	15.1

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5915 GRANT EXP-ODFW HUDELSTON POND	.00	21,708.07	1,000.00	(20,708.07)	2170.8
TOTAL DEPARTMENT 81	.00	21,708.07	1,000.00	(20,708.07)	2170.8
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(11,740.84)	(58,704.20)	(140,890.00)	(82,185.80)	(41.7)
TOTAL TRANSFER	(11,740.84)	(58,704.20)	(140,890.00)	(82,185.80)	(41.7)
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
TOTAL CONTINGENCY	.00	.00	296,111.00	296,111.00	.0
TOTAL FUND EXPENDITURES	34,464.82	257,569.05	1,030,164.00	772,594.95	25.0
NET REVENUE OVER EXPENDITURES	311,239.53	194,062.48	.00	(194,062.48)	.0

CITY OF WILLAMINA
BALANCE SHEET
NOVEMBER 30, 2018

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	(14,179.31)	
	TOTAL ASSETS		(14,179.31)
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	(44.26)	
	TOTAL LIABILITIES		(44.26)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(14,135.05)	
	BALANCE - CURRENT DATE	(14,135.05)	
	TOTAL FUND EQUITY		(14,135.05)
	TOTAL LIABILITIES AND EQUITY		(14,179.31)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	141,773.00	141,773.00	.0
20-10-4115 STATE HIGHWAY REVENUE	13,836.71	65,860.22	145,000.00	79,139.78	45.4
TOTAL DEPARTMENT 10	13,836.71	65,860.22	286,773.00	220,912.78	23.0
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	50,000.00	50,000.00	50,000.00	.00	100.0
TOTAL DEPARTMENT 81	50,000.00	50,000.00	50,000.00	.00	100.0
<hr/>					
TOTAL FUND REVENUE	63,836.71	115,860.22	336,773.00	220,912.78	34.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>						
20-11-5001	PW ALLOCATED PAYROLL	2,697.50	13,487.50	32,370.00	18,882.50	41.7
20-11-5002	ADMIN ALLOCATED PAYROLL	2,457.42	12,287.10	29,489.00	17,201.90	41.7
20-11-5090	WORKERS COMP	.00	1,510.92	1,000.00	(510.92)	151.1
20-11-5120	GAS - OIL	79.60	446.36	1,500.00	1,053.64	29.8
20-11-5137	SUPPLIES	57.33	453.35	1,500.00	1,046.65	30.2
20-11-5140	UNIFORMS - TOWELS	15.04	79.72	500.00	420.28	15.9
20-11-5204	ENGINEERING SERVICES	.00	11,003.80	10,000.00	(1,003.80)	110.0
20-11-5413	TELEPHONE	26.44	151.98	600.00	448.02	25.3
20-11-5504	REPAIRS - MAINTENANCE	.00	245.00	3,000.00	2,755.00	8.2
20-11-5521	SIDEWALK MAINTENANCE	.00	32.00	10,000.00	9,968.00	.3
20-11-5522	STREET MAINTENANCE	.00	27,150.59	60,000.00	32,849.41	45.3
20-11-5523	TRAFFIC CONTROL	.00	498.75	2,000.00	1,501.25	24.9
20-11-5600	EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
	TOTAL EXPENDITURE	5,333.33	67,347.07	153,459.00	86,111.93	43.9
20-81-5909	GRANT EXP SMALLCITIES ALLOTMNT	.00	52,494.00	50,000.00	(2,494.00)	105.0
	TOTAL DEPARTMENT 81	.00	52,494.00	50,000.00	(2,494.00)	105.0
<u>TRANSFER</u>						
20-90-9610	OVERHEAD ALLOCATION	1,501.25	7,506.25	18,015.00	10,508.75	41.7
20-90-9615	PW EXPENSE ALLOCATION	529.59	2,647.95	6,355.00	3,707.05	41.7
	TOTAL TRANSFER	2,030.84	10,154.20	24,370.00	14,215.80	41.7
<u>CONTINGENCY</u>						
20-99-9900	CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
	TOTAL CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
	TOTAL FUND EXPENDITURES	7,364.17	129,995.27	336,773.00	206,777.73	38.6
	NET REVENUE OVER EXPENDITURES	56,472.54	(14,135.05)	.00	14,135.05	.0

CITY OF WILLAMINA
BALANCE SHEET
NOVEMBER 30, 2018

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	12,100.00	
	TOTAL ASSETS		12,100.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	12,100.00	
	BALANCE - CURRENT DATE	12,100.00	
	TOTAL FUND EQUITY		12,100.00
	TOTAL LIABILITIES AND EQUITY		12,100.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	129,000.00	129,000.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	15,000.00	30,000.00	15,000.00	50.0
TOTAL DEPARTMENT 10	.00	15,000.00	159,000.00	144,000.00	9.4
TOTAL FUND REVENUE	.00	15,000.00	159,000.00	144,000.00	9.4

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	2,900.00	10,000.00	7,100.00	29.0
TOTAL DEPARTMENT 80	.00	2,900.00	10,000.00	7,100.00	29.0
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL CONTINGENCY	.00	.00	149,000.00	149,000.00	.0
TOTAL FUND EXPENDITURES	.00	2,900.00	159,000.00	156,100.00	1.8
NET REVENUE OVER EXPENDITURES	.00	12,100.00	.00	(12,100.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2018

WATER FUND

<u>ASSETS</u>			
30-00-1009	CASH ALLOCATED	(5,615.50)
30-00-1251	UTILITY RECEIVABLE		4,966.53
			<u>4,966.53</u>
	TOTAL ASSETS		(648.97)
			<u><u>648.97</u></u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2000	ACCOUNTS PAYABLE		4,130.71
30-00-2300	WATER DEPOSITS		731.30
			<u>731.30</u>
	TOTAL LIABILITIES		4,862.01
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(5,510.98)
			<u>5,510.98</u>
	BALANCE - CURRENT DATE	(5,510.98)
			<u>5,510.98</u>
	TOTAL FUND EQUITY		(5,510.98)
			<u><u>5,510.98</u></u>
	TOTAL LIABILITIES AND EQUITY		(648.97)
			<u><u>648.97</u></u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	197,407.00	197,407.00	.0
30-10-4330 WATER REVENUE	59,430.43	321,899.67	700,000.00	378,100.33	46.0
30-10-4332 NEW CONNECTION FEE	.00	2,750.00	5,000.00	2,250.00	55.0
30-10-4337 DOUBLE CHECK VALVE	.00	1,200.00	1,500.00	300.00	80.0
30-10-4350 RECOVERY BAD DEBT	185.86	699.25	500.00	(199.25)	139.9
30-10-4581 PENALTY AND FEES	450.00	1,450.00	2,500.00	1,050.00	58.0
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	75.00	150.00	75.00	50.0
TOTAL DEPARTMENT 10	60,066.29	328,073.92	907,057.00	578,983.08	36.2
TOTAL FUND REVENUE	60,066.29	328,073.92	907,057.00	578,983.08	36.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	5,452.58	24,155.64	58,000.00	33,844.36	41.7
30-11-5001 PW ALLOCATED PAYROLL	9,683.34	48,416.70	116,200.00	67,783.30	41.7
30-11-5002 ADMIN ALLOCATED PAYROLL	8,821.58	44,107.90	105,859.00	61,751.10	41.7
30-11-5020 PAYROLL TAX	361.96	1,708.50	5,800.00	4,091.50	29.5
30-11-5040 BENEFITS	756.17	3,676.46	10,200.00	6,523.54	36.0
30-11-5060 PERS	644.92	3,033.75	7,000.00	3,966.25	43.3
30-11-5090 WORKERS COMP	2.69	1,426.73	1,500.00	73.27	95.1
30-11-5105 BAD DEBT	232.39	2,055.51	4,000.00	1,944.49	51.4
30-11-5108 CHEMICALS	2,068.92	5,157.72	20,000.00	14,842.28	25.8
30-11-5120 GAS - OIL	67.98	765.45	3,000.00	2,234.55	25.5
30-11-5123 MERCHANT FEES	310.14	1,490.26	8,000.00	6,509.74	18.6
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	193.90	537.44	3,100.00	2,562.56	17.3
30-11-5140 UNIFORMS - TOWELS	84.24	696.32	2,000.00	1,303.68	34.8
30-11-5200 CONTRACT SERVICES	68.60	532.35	5,000.00	4,467.65	10.7
30-11-5204 ENGINEERING SERVICES	.00	12,525.00	5,000.00	(7,525.00)	250.5
30-11-5230 PRINTING AND PUBLISHING	336.03	1,543.70	3,000.00	1,456.30	51.5
30-11-5250 SYSTEM ANALYSIS	105.00	795.00	6,000.00	5,205.00	13.3
30-11-5320 DUES, LICENSE, PERMITS	75.00	1,462.73	1,000.00	(462.73)	146.3
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
30-11-5344 TRAVEL	272.93	279.43	500.00	220.57	55.9
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	243.58	1,417.82	5,000.00	3,582.18	28.4
30-11-5415 UTILITIES	4,622.67	17,043.57	45,000.00	27,956.43	37.9
30-11-5504 REPAIRS - MAINTENANCE	665.00	2,284.23	5,000.00	2,715.77	45.7
30-11-5530 SUPPLY SYSTEM MAINTENANCE	3,432.97	13,479.80	50,000.00	36,520.20	27.0
30-11-5531 DISTRIBUTION MAINTENANCE	.00	3,050.00	5,500.00	2,450.00	55.5
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	.00	15,215.34	7,000.00	(8,215.34)	217.4
TOTAL EXPENDITURE	38,502.59	206,857.35	485,509.00	278,651.65	42.6
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	27,027.15	50,000.00	22,972.85	54.1
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	27,027.15	55,000.00	27,972.85	49.1
30-82-8030 WATER PRINCIPAL	.00	.00	19,203.00	19,203.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,609.00	33,609.00	.0
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,750.00	8,750.00	21,000.00	12,250.00	41.7
30-90-9231 TRANSFER IN	(1,100.25)	(5,501.25)	(13,203.00)	(7,701.75)	(41.7)
30-90-9610 OVERHEAD ALLOCATION	5,389.25	26,946.25	64,671.00	37,724.75	41.7
30-90-9615 PW EXPENSE ALLOCATION	1,901.08	9,505.40	22,813.00	13,307.60	41.7
TOTAL TRANSFER	7,940.08	99,700.40	155,281.00	55,580.60	64.2
<u>CONTINGENCY</u>					
30-99-9900 FUND BALANCE	.00	.00	158,455.00	158,455.00	.0
TOTAL CONTINGENCY	.00	.00	158,455.00	158,455.00	.0
TOTAL FUND EXPENDITURES	46,442.67	333,584.90	907,057.00	573,472.10	36.8
NET REVENUE OVER EXPENDITURES	13,623.62	(5,510.98)	.00	5,510.98	.0

CITY OF WILLAMINA
BALANCE SHEET
NOVEMBER 30, 2018

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	(3,071.25)	
	TOTAL ASSETS		(3,071.25)
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(3,071.25)	
	BALANCE - CURRENT DATE	(3,071.25)	
	TOTAL FUND EQUITY		(3,071.25)
	TOTAL LIABILITIES AND EQUITY		(3,071.25)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	60,752.00	60,752.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	9,240.00	20,000.00	10,760.00	46.2
TOTAL DEPARTMENT 10	.00	9,240.00	80,752.00	71,512.00	11.4
TOTAL FUND REVENUE	.00	9,240.00	80,752.00	71,512.00	11.4

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	6,810.00	10,000.00	3,190.00	68.1
TOTAL DEPARTMENT 80	.00	6,810.00	10,000.00	3,190.00	68.1
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	1,100.25	5,501.25	13,203.00	7,701.75	41.7
TOTAL TRANSFER	1,100.25	5,501.25	13,203.00	7,701.75	41.7
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
TOTAL CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
 TOTAL FUND EXPENDITURES	 1,100.25	 12,311.25	 80,752.00	 68,440.75	 15.3
 NET REVENUE OVER EXPENDITURES	 (1,100.25)	 (3,071.25)	 .00	 3,071.25	 .0

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2018

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	(32,504.33)	
40-00-1251	UTILITY RECEIVABLE		5,236.67	
	TOTAL ASSETS			(27,267.66)

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE		19,324.16	
40-00-2400	SEWER DEPOSITS		1,872.08	
	TOTAL LIABILITIES			21,196.24

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(48,463.90)	
	BALANCE - CURRENT DATE	(48,463.90)	
	TOTAL FUND EQUITY			(48,463.90)
	TOTAL LIABILITIES AND EQUITY			(27,267.66)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	135,749.00	135,749.00	.0
40-10-4340 WASTEWATER REVENUE	55,233.98	270,674.91	630,000.00	359,325.09	43.0
40-10-4342 NEW CONNECTION FEE	.00	750.00	1,500.00	750.00	50.0
40-10-4350 RECOVERY BAD DEBT	205.74	914.73	500.00	(414.73)	183.0
TOTAL DEPARTMENT 10	55,439.72	272,339.64	767,749.00	495,409.36	35.5
<u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
TOTAL FUND REVENUE	55,439.72	332,339.64	827,749.00	495,409.36	40.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,294.04	17,486.96	57,000.00	39,513.04	30.7
40-11-5001 PW ALLOCATED PAYROLL	8,504.08	42,520.40	102,049.00	59,528.60	41.7
40-11-5002 ADMIN ALLOCATED PAYROLL	7,939.42	39,697.10	95,273.00	55,575.90	41.7
40-11-5020 PAYROLL TAX	294.19	1,441.82	5,700.00	4,258.18	25.3
40-11-5040 BENEFITS	3,162.67	15,493.03	20,000.00	4,506.97	77.5
40-11-5060 PERS	.00	1,117.32	3,600.00	2,482.68	31.0
40-11-5090 WORKERS COMP	1.82	1,230.73	1,500.00	269.27	82.1
40-11-5105 BAD DEBT	219.78	1,687.28	4,000.00	2,312.72	42.2
40-11-5108 CHEMICALS	1,633.00	3,757.18	15,000.00	11,242.82	25.1
40-11-5120 GAS - OIL	358.54	1,111.89	1,500.00	388.11	74.1
40-11-5123 MERCHANT FEES	310.14	1,490.25	8,000.00	6,509.75	18.6
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	653.59	1,030.17	3,000.00	1,969.83	34.3
40-11-5140 UNIFORMS - TOWELS	150.40	797.00	2,500.00	1,703.00	31.9
40-11-5200 CONTRACT SERVICES	527.00	2,527.00	8,000.00	5,473.00	31.6
40-11-5204 ENGINEERING SERVICES	.00	2,933.75	3,000.00	66.25	97.8
40-11-5230 PRINTING AND PUBLISHING	336.03	1,543.67	3,000.00	1,456.33	51.5
40-11-5250 SYSTEM ANALYSIS	.00	970.00	7,000.00	6,030.00	13.9
40-11-5320 DUES, LICENSE, PERMITS	693.00	885.73	4,000.00	3,114.27	22.1
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
40-11-5344 TRAVEL	.00	.00	250.00	250.00	.0
40-11-5413 TELEPHONE	289.25	1,637.37	4,000.00	2,362.63	40.9
40-11-5415 UTILITIES	2,871.26	11,167.73	34,000.00	22,832.27	32.9
40-11-5504 REPAIRS - MAINTENANCE	.00	8,007.40	9,000.00	992.60	89.0
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	685.14	20,000.00	19,314.86	3.4
40-11-5600 EQUIPMENT	.00	400.00	8,000.00	7,600.00	5.0
TOTAL EXPENDITURE	31,238.21	159,618.92	420,372.00	260,753.08	38.0
<hr/>					
40-80-6000 CAPITAL OUTLAY	20,949.00	20,949.00	10,000.00	(10,949.00)	209.5
TOTAL DEPARTMENT 80	20,949.00	20,949.00	10,000.00	(10,949.00)	209.5
<hr/>					
40-82-8040 SEWER PRINCIPAL	109,193.00	109,193.00	109,193.00	.00	100.0
40-82-8045 SEWER INTEREST	60,464.72	60,464.72	60,465.00	.28	100.0
TOTAL DEPARTMENT 82	169,657.72	169,657.72	169,658.00	.28	100.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,575.00	7,875.00	18,900.00	11,025.00	41.7
40-90-9241 TRANSFER IN	(1,979.34)	(9,896.70)	(23,752.00)	(13,855.30)	(41.7)
40-90-9610 OVERHEAD ALLOCATION	4,850.34	24,251.70	58,204.00	33,952.30	41.7
40-90-9615 PW EXPENSE ALLOCATION	1,669.58	8,347.90	20,035.00	11,687.10	41.7
TOTAL TRANSFER	6,115.58	30,577.90	73,387.00	42,809.10	41.7
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL FUND EXPENDITURES	227,960.51	380,803.54	827,749.00	446,945.46	46.0
NET REVENUE OVER EXPENDITURES	(172,520.79)	(48,463.90)	.00	48,463.90	.0

CITY OF WILLAMINA
BALANCE SHEET
NOVEMBER 30, 2018

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	658.30	
	TOTAL ASSETS		<u>658.30</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>658.30</u>	
	BALANCE - CURRENT DATE	<u>658.30</u>	
	TOTAL FUND EQUITY		<u>658.30</u>
	TOTAL LIABILITIES AND EQUITY		<u>658.30</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	18,724.00	18,724.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	12,500.00	20,000.00	7,500.00	62.5
TOTAL DEPARTMENT 10	.00	12,500.00	38,724.00	26,224.00	32.3
TOTAL FUND REVENUE	.00	12,500.00	38,724.00	26,224.00	32.3

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	.00	1,945.00	10,000.00	8,055.00	19.5
TOTAL DEPARTMENT 80	.00	1,945.00	10,000.00	8,055.00	19.5
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	1,979.34	9,896.70	23,752.00	13,855.30	41.7
TOTAL TRANSFER	1,979.34	9,896.70	23,752.00	13,855.30	41.7
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL CONTINGENCY	.00	.00	4,972.00	4,972.00	.0
TOTAL FUND EXPENDITURES	1,979.34	11,841.70	38,724.00	26,882.30	30.6
NET REVENUE OVER EXPENDITURES	(1,979.34)	658.30	.00	(658.30)	.0

City Of Willamina
Minutes of the Regular Meeting of the City Council
December 11, 2018
6:00 PM

Location of Meeting:

West Valley Fire Station
825 NE Main St.
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President Rita Baller

Councilor Craig Johnson

Councilor Bob Burr

Councilor Ginny Wymore

Councilor April Wooden

Councilor Theresa McKnight

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Guest (not limited to):

News Register Reporter Paul Daliquante

Harold Leavey

Roberta Lawson

James Daley

Barbara Hoffenbredl

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on December 11, 2018, at West Valley Fire Station by Mayor Ila Skyberg. The flag salute was recited. The Deputy City Recorder took the roll call, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with a few comments on the elected essentials training flyer.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg stated there were none.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg, there was none.

3. Correspondence/Presentation - Elected essential training flyer.

Mayor Ila Skyberg

Mayor Skyberg asked for a tally of those want to attend the training.

City Manager West commented she would address the elected essentials flyer later in the Agenda.

Councilor Wooden responded that she would like to attend the January 23, 2019 training in Keizer. Mayor Skyberg also wanted to attend the training.

The City Manager added that the City is working with the Council of Governments, and the League of Oregon Cities to bring additional training to the City.

4. Recess- Presentations for City Councilors

Mayor Ila Skyberg

Mayor Skyberg presented Councilor Wymore with an appreciation plaque for her service on Council. Mayor Skyberg thanked Councilor Wymore for accepting the position.

The Mayor then announced a presentation of appreciation for Councilor McKnight and presented her with a plaque. The Mayor thanked Councilor McKnight for her years of service and professionalism.

Mayor Skyberg asked the council if they would like to recess for refreshments or continue. Councilor Baller suggested we continue. The session continued without a recess.

5. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

Councilor Wooden moved for a correction to the minutes. The corrections included 1) adding Betty Frownfelter as an Art Tour founder and removing "Mr" Frownfelter; and 2) Add the last name to the minutes in regard to the approval of Planning Commissioner Debra Jo Summers.

Councilor Johnson moved for a correction to the heading of the minutes of the Special Meeting on November 28, 2018. The correction included adding the word "Special" to the heading.

MOTION: Councilor Baller moved to accept the Consent Agenda with the corrections. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr,

Wymore, Johnson, Wooden, and McKnight all in favor.

Council President Baller then read the items on the consent agenda.

1. Check Register from October 1 to 31, 2018
 2. Financials from October 31, 2018
 3. Minutes from the November 7, 2018 City Council Meeting
 4. Minutes from November 28, 2018 Special City Council Meeting.
6. Regular Agenda - Thank You Letter
Mayor Ila Skyberg
Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved to approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Councilor Burr questioned having a thank you letter delayed for a signature until the next council meeting instead of having the City Manager or Mayor sign the letter.

The City Manager explained that the letter needs Council approval to be on behalf of the City Council.

7. Ordinance No. 676 - An Ordinance Amending Title IX, Chapter 90. Animals, Second Reading
Mayor Ila Skyberg
Mayor Skyberg called for a motion.

MOTION: Councilor Wymore moved to adopt Ordinance No. 676. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Mayor Skyberg asked for the second reading of Ordinance No. 676.

The Deputy City Recorder read Ordinance No. 676 in its entirety.

8. Planning Commission Appointments
Mayor Ila Skyberg
Mayor Skyberg asked for a motion.

MOTION: Councilor Wooden moved to appoint Eric Wagner to the City of Willamina Planning Commission for a full term ending December 31, 2021; and reappoint Sheryl Hansen and Ila Schunter to a full term ending December 31, 2021. Councilor Wymore seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

9. 2018 Election Results/Oath Of Office

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

Councilor Burr commented that the Polk report listed Councilor Baller as receiving votes. Councilor Wooden commented that James Daley is listed in the “totals” section; not Rita Baller.

Deputy City Recorder reviewed the votes of each candidate and explained that the Council, by motion, accepts the results.

MOTION: Councilor Johnson moved to accept the 2018 Certified Election results. Councilor Baller seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Deputy City Recorder then asked Mayor Skyberg for permission to give the Oath of Office. The Oath was given to Mayor Skyberg, James Daley, Roberta Lawson, and April Wooden.

10. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported she attended several meetings including the Polk County Elected Officials Breakfast Meeting at the end of November; The Meet and Greet for the Fire Chief candidates at the West Valley Fire Station; and She met with Denise Beacon from the Ford Foundation who talked to several people in town and interviewed them to ask what they thought of the Ford Family Foundation as a whole.

11. Chamber Liaison Report

Mayor Ila Skyberg

Mayor Skyberg called upon Councilor Wooden for her report.

Councilor Wooden reported that the Chamber is still working on the placement of the second saw blade sign which will be located at Coastal Fiber; the Christmas lights went up on December 18, 2018; President Don Sheldon attended an active shooter workshop; and She attended the Meet and Greet at the West Valley Fire Station.

12. Library Liaison

Mayor Ila Skyberg

Mayor Skyberg asked for the library liaison report. Councilor McKnight reported that the library is doing great and is very active. She commented there is something going on all the time.

13. YCOM Board

Mayor Ila Skyberg

Mayor Skyberg asked for the YCOM Board.

Councilor Baller commented she was unable to attend the last meeting.

14. Yamhill County Transit Authority Board Member Report

Mayor Ila Skyberg

Mayor Skyberg called up Councilor Johnson.

Councilor Johnson reported that the next meeting is scheduled for January 2019.

15. City Manager Report

Mayor Ila Skyberg

The City Manager praised the City staff. The detailed report highlighted each staff skills, assets, and accomplishments for 2018. She told Council she was very proud of her team and all that they completed as a team. The City Manager concluded her report by providing Council with the details and totals on all the Grants received during the year which totaled \$221,608.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 8, 2019, at:
West Valley Fire Station
825 NE Main St.
Willamina, Oregon 97396

The meeting was adjourned at 7:10 PM by Mayor Ila Skyberg

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 8, 2019**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: ELECTION OF COUNCIL PRESIDENT

ISSUE

Shall the City Council elect a Council President to serve from January 8, 2019 through the first City Council meeting of 2021?

RECOMMENDATION:

City Council should elect a Council President to serve from January 8, 2019 through the first City Council meeting of 2021.

SUMMARY AND BACKGROUND

Chapter IV at Section 18 of the City of Willamina City Charter provides that the City Council shall elect a Council President from amongst its membership at the first meeting of each odd-numbered year.

This is the first meeting of the Willamina City Council for the year 2019 (an odd-numbered year); and, thus an election of the Council President is required by the City of Willamina Charter.

The newly elected Council President will serve from this date through the first City Council meeting of 2021.

FACTS AND FINDINGS

1. The Willamina City Charter provides that a Council President shall be elected at the first City Council meeting of each odd-numbered year. Chapter IV, Section 18.
2. This is the first City Council meeting for the year 2019 (an odd-numbered year); and, thus an election of the Council President is required.
3. The elected Council President will serve from January 8, 2019 through the first City Council meeting of 2021.

Proposed Motion: *I move to elect _____ as Council President for the City Council of the City of Willamina.*

Kenna L. West

Kenna L. West, City Manager

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 8, 2019**

TO: MAYOR AND CITY COUNCIL

**FROM: COMMUNITY CODE AND SUPPORT DEPARTMENT through KENNA WEST,
CITY MANAGER**

**SUBJECT: RENEWAL OF PERMIT FOR SHORT-TERM OCCUPANCY OF A
RECREATIONAL VEHICLE.**

ISSUE

Shall City Council approve the renewal of a permit for short-term occupancy (90 days) of a recreational vehicle and authorize City Manager to, in the future, administratively renew said permit?

RECOMMENDATION:

Approve the renewal of a permit for short-term occupancy of a recreational vehicle and authorize City Manager to administratively renew said permit.

SUMMARY AND BACKGROUND

Chapter 96 of the City of Willamina Code of Ordinances at §96.02(C) provides the City Manager with the authority to grant a permit to occupy a recreational vehicle for a period not to exceed ninety (90) days when the applicant can provide evidence of hardship necessitating such a permit.

The owners of the property located at 330 Jackson Street, in the city limits of the City of Willamina, requested such a permit for one of the owner's father to reside in a recreational vehicle parked in the home's driveway. The Community Support and Code Officer reviewed the location, took pictures of the proposed parking area, and interviewed the homeowner. The homeowner confirmed that her father would be living in the recreational vehicle so that she could assist him in his fight against bladder cancer. He was receiving care from the Veteran's Administration in Portland in regard this cancer. It was recommended by his physicians that he reside close to a caretaker due to his need for assistance. The location of the recreational vehicle is at the back of the homeowner's driveway, well screened from neighboring property and street view, yet within steps of the homeowner's side door for ease of access. Based on the above circumstances the City Manager granted a 90 day permit to reside in the recreational vehicle. The allowed 90 days has now expired and the homeowner requests an extension.

Chapter 96 of the City of Willamina Code of Ordinances does not provide a process for the renewal of the permit; therefore, this matter is being brought to the City Council for their review and determination. The homeowner has provided the following additional information:

Her father continues to be treated by the Veteran's Administration in Portland. The cancer has now spread from his bladder to his bloodstream. He will be undergoing an additional operation in the near future in treatment of a condition which has developed secondary to the spreading cancer.

The City of Willamina Community Support and Code Officer has provided the following additional information:

The recreational vehicle has been at the location for 90 days. It has been well maintained and is well-screened from the neighbors and street traffic. The neighbors have no complaints regarding the recreational vehicle and, in fact, have commented that they like the homeowner's father who resides in that recreational vehicle.

Based on the above facts, the Community Support and Code Officer and City Manager recommend that the City Council approve the renewal of a permit for short-term occupancy (90 days) of a recreational vehicle as currently sited on the property at 330 Jackson Street

In addition, as the homeowner's father's condition has exacerbated and his prognosis is somewhat uncertain due to the newly diagnosed spread of the cancer, it is requested that the City Council provide the City Manager with the authority to administratively renew such permit in 90 day increments, should such renewal(s) be requested and should there be, based on the City's investigation, evidence of hardship necessitating such a renewal.

FACTS AND FINDINGS

1. The homeowner at 330 Jackson Street in Willamina requested and received a 90 day permit for her father to reside in a recreational vehicle parked in her driveway.
2. This permit was issued based upon the need of the homeowner's father for a caregiver in regard to his bladder cancer and on-going treatment which is being provided by the Veteran's Hospital in Portland.
3. The homeowner sited the recreational vehicle in a location well-screened from their neighbor's and street view. There have been no complaints in regard to this recreational vehicle.
4. The current 90 day permit has expired and the homeowner would like to extend that permit as they have recently received information that the cancer has spread to her father's bloodstream and that he will be undergoing an operation in the near future requiring significant after care from a caregiver.
5. There is no mechanism or process for the renewal of the 90 day permit within the City of Willamina code; therefore the City Council is being asked to review and decide upon whether to approve such a renewal.
6. Should the City Council authorize renewal of the permit; it is further requested that, due to the on-going need for care, and uncertain prognosis, that the City Council authorize the City Manager to issue additional 90 day permits as long as there is evidence of a continued hardship necessitating such renewals.

Proposed Motion: *I move to approve the renewal of a permit for short-term occupancy of a recreational vehicle located at 330 Jackson Street and authorization for the City Manager to administratively renew said permit should such a request be submitted in the future.*

Kenna L. West

Kenna L. West, City Manager

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 8, 2019**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

**SUBJECT: REGIONAL EMERGENCY MANAGEMENT PLANNING GRANT APPLICATION
LETTER OF SUPPORT**

ISSUE

Shall City Council approve the attached letter in support of the Confederated Tribes of Grand Ronde's (The Tribe) regional emergency planning grant application, and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina?

RECOMMENDATION:

Approve the attached letter and authorize Mayor Skyberg to sign it on behalf of the City of Willamina.

SUMMARY AND BACKGROUND

The Confederated Tribes of Grand Ronde Emergency Management Department, the City of Willamina, the Yamhill County Emergency Management Department, and the West Valley Fire District have created a regional emergency management committee to assess and address potential emergency situations within the West Valley Region. During this assessment, it has become clear that the West Valley region which includes, among others, The Tribe, The City of Willamina, and surrounding rural areas is unique in its inability to access assistance should there be a large-scale emergency situation. Therefore, this region must have a well formed Emergency Management Plan in place to best serve our communities.

The Emergency Management Department of The Tribe is considering applying for a federally funded grant to prepare such a Regional Emergency Management Plan. The Tribe has not yet been asked to authorize the application of this grant; however, the timeline for application is very short, and there is some risk that the attached letter could not be brought to the City of Willamina City Council in time, should approval be received from The Tribe. Therefore, the City of Willamina management requests preemptive review of the attached letter.

Should the attached letter meet with the Council's approval, and the Mayor is authorized to sign on behalf of the City of Willamina, the signed letter will be provided to The Tribe's Emergency Management Department for their use, should approval to proceed with the grant application be given.

FACTS AND FINDINGS

1. In a joint and collaborative effort, The Confederated Tribes of Grand Ronde, the City of Willamina, Yamhill County, and the West Valley Fire District have formed a regional emergency management committee.

2. That committee has assessed the potential threat to the West Valley Region should there be a large scale emergency and determined that the region is in need of a Regional Emergency Management Plan.
3. The Tribe's Emergency Management Department is considering an application for federal funding for such a plan.
4. Should The Tribe provide authority for that application, the timeline for application is very short with a significant risk that a letter of support from the City may not be available prior to the date the application closes.
5. The attached letter, if approved, will be signed by Mayor Skyberg and provided to The Tribe's Emergency Management Department for their use, should they be authorized to apply for the grant funds.

Proposed Motion: *I move to approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina.*

Kenna L. West

Kenna L. West, City Manager

Attachment A: Emergency Management Planning Grant Support Letter

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 8, 2019**

TO: MAYOR AND CITY COUNCIL

FROM: WILLAMINA HISTORIC CEMETERY COMMITTEE (AD HOC) through KENNA WEST, CITY MANAGER

SUBJECT: ESTABLISHMENT OF THE WILLAMINA HISTORIC CEMETERY COMMITTEE (STANDING COMMITTEE)

ISSUE

Shall City Council approve Ordinance No. 677 creating the Willamina Historic Cemetery Committee and, if approved, accept the proposed by-laws?

RECOMMENDATION:

Approve Ordinance No. 677 creating the Willamina Historic Cemetery Committee and accept the proposed by-laws.

SUMMARY AND BACKGROUND

The City of Willamina previously accepted the donation of the Willamina Historic Cemetery (hereinafter Cemetery) from the prior owners. Since that time, the City has maintained an “ad hoc” committee to continue the operations of the Cemetery and review relevant matters. There are significant issues upcoming in relation to the Cemetery resulting in the need for the creation of a City recognized standing committee for the Willamina Historic Cemetery.

A meeting of the ad hoc Willamina Historic Cemetery Committee was held on December 10, 2018, at which time the attached organizational document and by-laws were reviewed, revised, and voted upon for submission to the City Council. It was recommended by this ad hoc Committee that the attached organizational document and by-laws be submitted to the City of Willamina City Council for review, and if appropriate, approval and/or acceptance.

FACTS AND FINDINGS

1. The City of Willamina previously accepted the ownership of the Willamina Historic Cemetery.
2. An “ad hoc” Willamina Historic Cemetery Committee was formed to continue the operations of the Cemetery and address relevant matters.
3. There are significant issues upcoming which need to be decided in regard to the Cemetery and a formal standing advisory committee is necessary for the continued efficient operation of the Cemetery.
4. The current “ad hoc” Willamina Historic Cemetery Committee has approved and recommended the attached documents for approval and/or acceptance by the City Council, should the Council so move.

Proposed Motion: *I move to approve Ordinance 677 and accept the attached by-laws for the Willamina Historic Cemetery Committee*

Kenna L. West

Kenna L. West, City Manager

Attachments:

- A. City of Willamina Ordinance 677 with Exhibit A
- B. Willamina Historic Cemetery Committee By-Laws

ORDINANCE NO. 677

AN ORDINANCE OF THE CITY OF WILLAMINA CREATING TITLE III, CHAPTER 31, SECTIONS 31.40 THROUGH 31.46

WHEREAS, The City Council of the City of Willamina finds it necessary to establish a Cemetery Committee to provide input and act in an advisory capacity to the Council regarding the Willamina Historic Cemetery, and

WHEREAS, The City of Willamina Code of Ordinances, Title III, Chapter 31, addresses City Organizations;

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

SECTION 1. The City of Willamina Code of Ordinances, Title III, Chapter 31, City Organizations is hereby amended to include Sections 31.40 through 31.46, which is set forth as Exhibit A, attached hereto.

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, or clauses.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated into the City Code and the word "Ordinance" may be changed to "code", "article", "section", "chapter", or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any "Whereas" clauses and boilerplate provisions (i.e. Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 4. Effective Date. This ordinance shall become effective thirty (30) days after adoption.

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with

Chapter VIII, Section 30-31 of the City Charter on the _____ day of _____, 2019,
and duly **PASSED** and **ADOPTED** this _____ day of _____, 2019, by the
following votes:

Mayor Skyberg: _____

Councilor Wooden: _____

Councilor Lawson: _____

Councilor Baller: _____

Councilor Burr: _____

Councilor Johnson: _____

Councilor Daley: _____

Duly adopted by the City Council this _____ day of _____, 2019.

Ila Skyberg, Mayor

ATTEST:

Deputy City Recorder

WILLAMINA HISTORIC CEMETERY COMMITTEE

§ 31.40 DEFINITIONS

As used in § 31.40 to § 31.46,

- (A) The term “Cemetery” means the Willamina Historic Cemetery;
- (B) The term “City” means the City of Willamina;
- (C) The term “Committee” means the Willamina Historic Cemetery Committee; and
- (D) The term “term” shall mean a timeframe of three years beginning January 1st of the first year and ending December 31st of the third year.

§ 31.41 CEMETERY COMMITTEE ESTABLISHED

A Cemetery Committee is hereby created and shall be named “Willamina Historic Cemetery Committee”.

§ 31.42 COMPOSITION; APPOINTMENT AND TERM OF MEMBERS

- (A) The Committee shall consist of up to seven voting members appointed by the Mayor;
- (B) Committee terms shall be staggered so that not more than two terms shall expire in any one year;
 - a. The first official Committee membership may have a member with a term that exceeds three years in order to allow for staggered terms as required by §31.42. There shall, otherwise, be no term upon the Committee which exceeds three years.
- (C) No member shall serve more than two consecutive full terms;
- (D) Members shall be chosen from among such persons concerned with and interested in the Willamina Historic Cemetery, the history of Willamina and its citizens, and/or historic cemeteries in general;
- (E) At least five members shall be residents of or have their places of business in the City;
- (F) Up to two members may be non-residents who have shown an interest in and dedication to the City, the Willamina Historic Cemetery, historic cemeteries, or cemeteries in general;
- (G) One of the seven members shall be a member of the Willamina Museum of Local History Board, Foundation or Membership;
- (H) A City employee shall be appointed as a non-voting liaison to the Committee by the City Manager; and

- (I) In the case of a vacancy, the Mayor shall appoint a successor to complete the unexpired term, if any. A Committee position becomes vacant upon a member's:
 - (1) Death;
 - (2) Resignation from office;
 - (3) Term expiration; or
 - (4) Non-attendance of more than two consecutive meetings for reasons other than illness or emergency and upon a concurrence of a quorum of the Committee that the member's position shall be deemed vacant due to non-attendance.

§ 31.43 COMPENSATION OF MEMBERS

The members of the Committee shall not receive any compensation for their services.

§ 31.44 ORGANIZATION

- (A) The Committee shall establish the time and place of meetings which shall be open to the public, and shall adopt bylaws for the conduct of its business consistent with the Charter and this Code;
- (B) The Committee shall annually elect a chairman, vice-chairman, and secretary;
- (C) A quorum shall be a simple majority of the number of filled positions on the Committee;
- (D) At least once per year, the Committee shall present to the City Council a report of the activities of the Willamina Historic Cemetery Committee including, but not limited to:
 - a. The number of gravesites or plots sold;
 - b. Any grants or other funds received for the year and how those grants or funds were, or will be used;
 - c. The Committee's progress toward completion of the Willamina Historic Cemetery comprehensive plan;
 - d. Any other information pertinent to the Willamina Historic Cemetery, its upkeep, or its future.

§ 31.45 MEETING PLACE

The City Manager shall make available to the Committee a convenient meeting place.

§ 31.46 FUNCTION AND DUTIES

It shall be the function of the Committee to act as an advisory to the City Council and it shall have the following duties:

- (A) To prepare and propose to the City Council policies regarding the fees to be charged for gravesites, plots, and services for the Cemetery;
- (B) To propose capital improvement projects and methods of financing the same;

- (C) To propose regulations, if needed, concerning maintenance of records and the duties of the Sexton;
- (D) To make other recommendations, when requested by the City Council, or City Manager, on any issue, policy or proposal concerning the Cemetery; and
- (E) Each member of the Committee independently and as a group shall act in the best interests of the City and its citizens to maintain and preserve the historical, cultural, and physical well-being of the Cemetery.

WILLAMINA HISTORIC CEMETERY COMMITTEE

BY-LAWS

Authorized by Chapter 31 of the Willamina Code of Ordinances

I. COMMITTEE COMPOSITION AND TERMS

The Willamina Historic Cemetery Committee (Committee) was established by the Willamina City Council through Ordinance No. 677, codified within Chapter 31 of the Willamina Code of Ordinances. The number of committee members and qualifications for membership are set forth within Chapter 31 of the Willamina Code of Ordinances as may be amended.

II. OFFICERS

- a. At its regular meeting in January, the Committee shall elect a chair, vice-chair, and secretary from among the members willing and able to serve.
- b. **Chair.** The Chair shall act as Presiding Officer at all meetings of the Committee. The Chair shall have all duties and privileges of any Committee member, and shall not be denied any right or privilege by reason of the Chair's position as Presiding Officer.
- c. **Vice-Chair.** In the event of the Chair's absence from any Committee meeting, the Vice-Chair shall act as the Presiding Officer. Whenever the Chair is unable, on account of absence, illness, recusal, or other cause, to perform the functions of the office, the Vice-Chair shall act as Chair Pro-Tem.
- d. **Secretary.** The Secretary shall act as the recorder for the meetings and in coordination with the City employee liaison shall make certain that all meetings are properly noticed, minutes are taken, and records kept in accordance with the pertinent public meeting laws of the State of Oregon.
- e. **Term.** A Committee member may serve a maximum of two successive full terms, and may serve an unlimited number of non-successive terms.
- f. **Privileges Not Affected by Status.** The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Committee member by reason of acting as the Presiding Officer.

III. REGULAR MEETINGS

The Committee shall hold meetings at such time as it shall determine. Those meetings shall be open to the public and shall be noticed and held in accordance with the public meeting laws of the State of Oregon. In December the Committee shall develop a tentative work plan for the following calendar year commencing January 1st. Annually, in January, the Committee shall adopt a meeting schedule for the following year.

IV. SPECIAL MEETINGS

Special meetings may be called by the Chair of the Committee, the City Manager, or the City Manager's designee. Special meetings shall be open to the public and shall be noticed and held in accordance with the public meeting laws of the State of Oregon.

V. QUORUM

A quorum shall be a simple majority of the number of filled positions on the Committee. A quorum is necessary to transact business. A majority vote of the members present shall be required to carry a motion, proposal, or resolution.

VI. ABSENCE OF MEMBERS

If a member of the Committee fails to attend more than two consecutive meetings for reasons other than illness or emergency then, upon a concurrence of a quorum of the Committee, that member's position shall be deemed vacant due to non-attendance.

VII. DUTIES AND FUNCTIONS OF THE Committee

The duties and functions of the Committee are set forth in Willamina Code of Ordinances §31.46.

VIII. SUBCOMMITTEES

Subcommittees may be formed by the Committee on an as-needed basis. Each subcommittee shall consist of at least two members of the Committee. Annually, in February, the Committee shall review and establish the goals and objectives of each subcommittee for the following year, and modify, eliminate, or continue each subcommittee.

IX. PARLIAMENTARY PROCEDURES

The most current edition of Robert's Rules of Order, revised, shall govern procedures of the Willamina Historic Cemetery Committee at its regular and special meetings.

X. VOTING

- a. For those actions proposed by the Chair, unanimous consent shall have the effect of a motion duly carried without the necessity of a formal vote.
- b. The action of the majority vote of the Committee shall be deemed the position of the Board as a whole and shall be carried forward as such to the City Council.
- c. If a member disagrees with the Committee position and wishes to express that opposition to the City Council, as a courtesy, the Committee Chair and the City Manager shall be notified prior to the member's attendance at City Council.
- d. When the Chair of the Committee is in the minority, as a courtesy, the Chair may appoint a member of the Committee to carry and present the position of the majority to the City Council.

XI. COMMUNICATIONS

- a. Agendas of the Committee will be sent via email to members, the City employee liaison, the City Manager, and any other individuals or groups who have so requested. The agenda shall also be available in print form upon request.
- b. All written communications to outside groups shall be sent out by the City of Willamina and only after review and approval by the City Manager or the City Manager's designee.
- c. Under no circumstances shall any member take any action or make any statement committing, or acting on behalf of the Committee as a whole unless given authority to do so by a vote of the Committee or as the City Manager's designee.
- d. Official actions of the Committee or recommendations to the City Council shall be forwarded directly to the City Council with a copy to the City Manager.

XII. AMENDMENTS

These Bylaws may be amended at any regular meeting of the Committee by a majority vote, provided that at least ten days' prior notice is given to the members. The Willamina Historic Cemetery Committee has no authority to amend, modify, or delete any rule, regulation, or ordinance established by the City Council or the Charter of the City of Willamina.

Signed this _____ day of _____, 2019

_____, Chair

Approved and signed this _____ day of _____, 2019

Ila Skyberg, Mayor

Kenna L. West, City Manager



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2018 to 12/31/2018**

City	UCR Description	1/1/2017 to 12/31/2017	1/1/2018 to 12/31/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	10	5	-50.00 %	5	10
	Arson	1	4	300.00 %	4	1
	Burglary-Business	1	3	200.00 %	3	1
	Burglary-Non-Residence	6	4	-33.33 %	4	6
	Burglary-Residence	7	6	-14.29 %	6	7
	Larceny	52	65	25.00 %	65	52
	Motor Vehicle Theft-Auto	5	3	-40.00 %	3	5
	Murder	0	1		1	
	Rape	0	1		1	
	Robbery	0	1		1	
	Part 1 Total	82	93	11.83 %	93	82
Part 2						
	All Other	14	11	-21.43 %	11	14
	Animal Problems	1	1		1	1
	Disorderly Conduct	14	10	-28.57 %	10	14
	Drug Laws	33	21	-36.36 %	21	33
	DUII	10	4	-60.00 %	4	10
	Forgery	1	5	400.00 %	5	1
	Fraud	6	1	-83.33 %	1	6
	Kidnapping	0	1		1	
	Liquor Laws	3	3		3	3
	Runaway	3	4	33.33 %	4	3
	Sex Offenses	13	5	-61.54 %	5	13
	Simple Assault	34	35	2.94 %	35	34
	Stolen Property	3	1	-66.67 %	1	3
	Trespass/Prowler	15	14	-6.67 %	14	15
	Vandalism	24	33	37.50 %	33	24
	Total For WILLAMINA	507	519	2.31 %	519	507



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 1/1/2018 to 12/31/2018**

City	UCR Description	1/1/2017 to 12/31/2017	1/1/2018 to 12/31/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	3	0			3
Part 2 Total		177	149	-15.82 %	149	177
Part 3						
	All Other	97	99	2.06 %	99	97
	Non-Reportable Offenses	151	178	17.88 %	178	151
Part 3 Total		248	277	10.47 %	277	248
Total For WILLAMINA		507	519	2.31 %	519	507

Yearly Schedule of Events

CITY OF WILLAMNA CITY COUNCIL

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January		
01/01/19 (Tue)	New Year's Day -City Hall is Closed	holiday
01/01/19 (Tue)	Planning Commission - Canceled	holiday
01/8/19 (Tue)	City Council Regular Meeting	meeting
01/21/19 (Mon)	Martin Luther King Jr. Day - City Hall is Closed	holiday
		-
		-

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February		
02/02/19 (Sat)	Groundhog Day	holiday
02/05/19 (Tue)	Planning Commission Regular Meeting	meeting
02/12/19 (Tue)	City Council Regular Meeting	meeting
02/12/19 (Tue)	Lincoln's Birthday	holiday
02/14/19 (Thu)	Valentines Day	holiday
02/18/19 (Mon)	President's Day - City Hall is Closed	holiday

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March		
03/05/19 (Tue)	Plannng Commission Rgular Meeting	meeting
03/10/19 (Sun)	Daylight Saving (move clocks ahead 1 hour)	event
03/12/19 (Tue)	City Council Regular Meeting	meeting
03/17/19 (Sun)	St. Patrick's Day	holiday

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April		
04/01/19 (Mon)	April Fool's Day	holiday
04/02/19 (Tue)	Planning Commission Regular Meeting	meeting
04/10/19 (Tue)	City Council Regular Meeting	meeting
04/15/19 (Mon)	SEI Filing Deadline - Ethics Comission Filing	deadline
04/22/19 (Mon)	Earth Day	holiday

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May		
05/07/19 (Tue)	Planning Commission Regular Meeting	meeting
05/14/19 (Tue)	City Council Regular Meeting	meeting
05/12/19 (Sun)	Mother's Day	holiday
05/27/19 (Mon)	Memorial Day - City Hall is Closed	holiday