

**Willamina City Council Regular Meeting**

**Tuesday, May 14, 2019, 6:00 pm**

**West Valley Fire Station**

**825 NE Main St.**

**Willamina, OR 97396**

***Revised 5/13/19 \****

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

PROCLAMATION – National Police Week \*

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon).”

1. Check Registers – March 1 to 31, 2019 (information only)
2. Financials March 31, 2019
3. Minutes from the April 9, 2019 City Council Meeting

REGULAR AGENDA

1. Police Service Fee – Ordinance No. 678  
An Ordinance Establishing a Public Safety Fee.
2. City Manager Contract Correction – Resolution 18-19-014
3. Saturday Market

***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](http://willaminaoregon.gov)*

4. Library Policies – Resolution No. 18-19-015

PUBLIC HEARING – PUBLIC HEARING ON SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2018/2019

RETURN TO REGULAR AGENDA

1. Fourth Supplemental Budget & Reallocation – Resolution 18-19-016

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

MAYORS REPORT

COUNCIL LIAISON REPORTS

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

INFORMATIONAL REPORTS FROM CITY OFFICERS

6. City Manager
7. Sheriff's Report

EVENT CALENDAR- Informational

# PROCLAMATION

**WHEREAS**, The Congress and the President of the United States have adopted Public Law 87-54, designating May 15<sup>th</sup> as Peace Officers' Memorial Day in recognition of law enforcement officers nationwide who have sacrificed their lives or been disabled in the performance of their duties; and

**WHEREAS**, Public Law 87-54 also designates the week in which May 15<sup>th</sup> falls as National Police Week in recognition of the service provided by thousands of federal, state, and local law enforcement officers; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards and sacrifices of those who dedicate their lives to the law enforcement profession, and to keeping our communities safe; and

**WHEREAS**, the officers throughout the State of Oregon and the nation, risk their lives on a daily basis to maintain peace within our state and nation, and to protect the lives and property of our citizens; and

**WHEREAS**, the Yamhill County Sheriff's Department deputies who are contracted to and serve the City of Willamina, and the deputies who serve the County at large, risk their lives on a daily basis to maintain peace within our community and protect the lives and property of our citizens; and

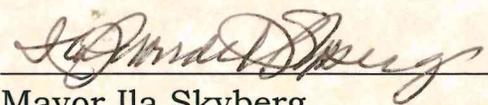
**WHEREAS**, the deputies who are contracted to and serve the City of Willamina provide a vital public service, safeguarding the rights and freedoms of the citizens of this City;

**NOW, THEREFORE**, We, the City of Willamina, do hereby proclaim the week of May 12 through May 18, 2019 as National Police Week in the City of Willamina; and

**BE IT FURTHER PROCLAIMED** that May 15, 2019, shall be Peace Officer's Memorial Day in the City of Willamina.

**Proclaimed this 14<sup>th</sup> day of May, 2019**



  
Mayor Ila Skyberg

# 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
<b>9333</b>										
03/19	03/04/2019	9333	1380	CARQUEST	4758-162345	1	10-66-5137	.00	3.04-	3.04- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162345	2	20-11-5137	.00	3.04-	3.04- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162345	3	30-11-5137	.00	7.09-	7.09- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162345	4	40-11-5137	.00	7.08-	7.08- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162497	1	30-11-5137	.00	33.94-	33.94- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162659	1	30-11-5137	.00	21.74-	21.74- V
03/19	03/04/2019	9333	1380	CARQUEST	4758-162660	1	30-11-5137	.00	13.42-	13.42- V
Total 9333:										89.35-
<b>9778</b>										
03/19	03/04/2019	9778	5765	Fernando Carrasco	082718	1	30-00-2300	.00	1.61-	1.61- V
03/19	03/04/2019	9778	5765	Fernando Carrasco	082718	2	40-00-2400	.00	2.44-	2.44- V
Total 9778:										4.05-
<b>9811</b>										
03/19	03/04/2019	9811	5769	Judy Reynolds	083118	1	40-00-2400	.00	2.91-	2.91- V
Total 9811:										2.91-
<b>9879</b>										
03/19	03/04/2019	9879	5775	Wade Reilly	092518	1	30-00-2300	.00	2.79-	2.79- V
Total 9879:										2.79-
<b>10274</b>										
03/19	03/05/2019	10274	5800	Albert Ball	022619	1	40-00-2400	.00	24.93	24.93
Total 10274:										24.93
<b>10275</b>										
03/19	03/05/2019	10275	310	AMAZON	021019	1	10-12-5137	.00	523.18	523.18
03/19	03/05/2019	10275	310	AMAZON	021019	2	10-12-5600	.00	415.98	415.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>10275</b>										
03/19	03/05/2019	10275	310	AMAZON	021019	3	10-65-5100	.00	22.46	22.46
03/19	03/05/2019	10275	310	AMAZON	021019	4	10-65-5106	.00	76.44	76.44
03/19	03/05/2019	10275	310	AMAZON	021019	5	10-65-5137	.00	183.52	183.52
Total 10275:									1,221.58	
<b>10276</b>										
03/19	03/05/2019	10276	4890	APRIL WOODEN	030119	1	10-13-5310	.00	50.00	50.00
Total 10276:									50.00	
<b>10277</b>										
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863850673	1	10-72-5140	.00	79.16	79.16
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863860850	1	10-66-5140	.00	13.46	13.46
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863860850	2	20-11-5140	.00	3.96	3.96
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863860850	3	30-11-5140	.00	22.16	22.16
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863860850	4	40-11-5140	.00	39.58	39.58
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863871007	1	10-66-5140	.00	13.46	13.46
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863871007	2	20-11-5140	.00	3.96	3.96
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863871007	3	30-11-5140	.00	22.16	22.16
03/19	03/05/2019	10277	430	ARAMARK UNIFORM SERVICES	863871007	4	40-11-5140	.00	39.58	39.58
Total 10277:									237.48	
<b>10278</b>										
03/19	03/05/2019	10278	700	BAKER AND TAYLOR BOOKS	4012447322	1	10-65-5100	.00	25.24	25.24
03/19	03/05/2019	10278	700	BAKER AND TAYLOR BOOKS	4012458018	1	10-65-5106	.00	36.07	36.07
03/19	03/05/2019	10278	700	BAKER AND TAYLOR BOOKS	4012458018	2	10-65-5100	.00	13.27	13.27
03/19	03/05/2019	10278	700	BAKER AND TAYLOR BOOKS	4012470142	1	10-65-5100	.00	8.94	8.94
03/19	03/05/2019	10278	700	BAKER AND TAYLOR BOOKS	T99491680	1	10-65-5102	.00	16.54	16.54
Total 10278:									100.06	
<b>10279</b>										
03/19	03/05/2019	10279	5678	Bob Burr	030119	1	10-13-5310	.00	50.00	50.00
Total 10279:									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
<b>10280</b>										
03/19	03/05/2019	10280	1380	CARQUEST	4758-179277	1	30-11-5504	.00	39.01	39.01
03/19	03/05/2019	10280	1380	CARQUEST	4758-179338	1	40-11-5137	.00	18.20	18.20
03/19	03/05/2019	10280	1380	CARQUEST	4758-179558	1	10-72-5137	.00	5.14	5.14
03/19	03/05/2019	10280	1380	CARQUEST	4758-179803	1	10-72-5137	.00	167.16	167.16
03/19	03/05/2019	10280	1380	CARQUEST	4758-179889	1	10-72-5137	.00	14.79	14.79
Total 10280:									244.30	
<b>10281</b>										
03/19	03/05/2019	10281	1390	CASCADE COLUMBIA	743024	1	30-11-5108	.00	1,375.80	1,375.80
03/19	03/05/2019	10281	1390	CASCADE COLUMBIA	743025	1	40-11-5108	.00	585.00	585.00
Total 10281:									1,960.80	
<b>10282</b>										
03/19	03/05/2019	10282	940	CASELLE, INC.	93909	1	10-12-5235	.00	1,200.00	1,200.00
Total 10282:									1,200.00	
<b>10283</b>										
03/19	03/05/2019	10283	890	CHARLENE BROWN	03019	1	10-67-5310	.00	200.00	200.00
Total 10283:									200.00	
<b>10284</b>										
03/19	03/05/2019	10284	1040	CHEMTRAC INC	27961	1	30-80-6001	.00	9,970.00	9,970.00
Total 10284:									9,970.00	
<b>10285</b>										
03/19	03/05/2019	10285	1130	CITY OF WILLAMINA	1182.01 2-15	1	30-11-5415	.00	98.60	98.60
03/19	03/05/2019	10285	1130	CITY OF WILLAMINA	1792.00 02-1	1	10-67-5415	.00	133.99	133.99
03/19	03/05/2019	10285	1130	CITY OF WILLAMINA	2234.00 2-15	1	10-66-5415	.00	98.60	98.60
03/19	03/05/2019	10285	1130	CITY OF WILLAMINA	2236.00 02-1	1	10-12-5415	.00	98.60	98.60
03/19	03/05/2019	10285	1130	CITY OF WILLAMINA	2238.00 02-1	1	10-12-5415	.00	98.60	98.60
Total 10285:									528.39	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10286	03/19	03/05/2019	10286	1135 CITY OF YAMHILL	331	1	10-14-5211	.00	250.00	250.00
Total 10286:										
								.00		250.00
10287	03/19	03/05/2019	10287	5677 Craig Johnson	030119	1	10-13-5310	.00	50.00	50.00
Total 10287:										
								.00		50.00
10288	03/19	03/05/2019	10288	1580 DK QUARRIES INC	118317	1	30-11-5504	.00	167.46	167.46
Total 10288:										
								.00		167.46
10289	03/19	03/05/2019	10289	5802 Evergreen Aviation & Space Muse	15002	1	10-65-5320	.00	100.00	100.00
Total 10289:										
								.00		100.00
10290	03/19	03/05/2019	10290	1760 FERGUSON ENTERPRISES, IN	0735977-1	1	30-11-5531	.00	379.95	379.95
03/19	03/05/2019	10290	1760 FERGUSON ENTERPRISES, IN	0736004		1	30-11-5530	.00	229.46	229.46
03/19	03/05/2019	10290	1760 FERGUSON ENTERPRISES, IN	737591		1	30-11-5531	.00	482.50	482.50
03/19	03/05/2019	10290	1760 FERGUSON ENTERPRISES, IN	737687		1	30-11-5531	.00	132.53	132.53
Total 10290:										
								.00		1,224.44
10291	03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119	1	10-70-5040	.00	450.00	450.00
03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119		2	10-71-5040	.00	375.00	375.00
03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119		3	10-65-5040	.00	150.00	150.00
03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119		4	10-66-5040	.00	150.00	150.00
03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119		5	30-11-5040	.00	75.00	75.00
03/19	03/05/2019	10291	5706 HRA VEBA Trust	030119		6	40-11-5040	.00	75.00	75.00
Total 10291:										
								.00		1,275.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10292										
03/19	03/05/2019	10292	2260	ILA SKYBERG	030119	1	10-13-5310	.00	100.00	100.00
	Total 10292:							.00		100.00
10293										
03/19	03/05/2019	10293	5733	Jared Nunley	030119	1	40-11-5200	.00	500.00	500.00
	Total 10293:							.00		500.00
10294										
03/19	03/05/2019	10294	2440	KELLER ASSOCIATES, INC.	19-1	1	40-11-5204	.00	192.50	192.50
03/19	03/05/2019	10294	2440	KELLER ASSOCIATES, INC.	33-1	1	30-11-5204	.00	110.00	110.00
03/19	03/05/2019	10294	2440	KELLER ASSOCIATES, INC.	8	1	41-80-6000	.00	3,271.25	3,271.25
03/19	03/05/2019	10294	2440	KELLER ASSOCIATES, INC.	8	2	21-80-6000	.00	85.00	85.00
03/19	03/05/2019	10294	2440	KELLER ASSOCIATES, INC.	8	3	10-66-5200	.00	17.50	17.50
	Total 10294:							.00		3,676.25
10295										
03/19	03/05/2019	10295	5709	Kenna West	022819	1	10-12-5344	.00	170.52	170.52
	Total 10295:							.00		170.52
10296										
03/19	03/05/2019	10296	2660	LEAGUE OF OREGON CITIES	2019-200409	1	10-12-5320	.00	1,866.61	1,866.61
	Total 10296:							.00		1,866.61
10297										
03/19	03/05/2019	10297	2670	LOCAL 737 - LABORERS INTL U	030119	1	10-00-2130	.00	195.20	195.20
	Total 10297:							.00		195.20
10298										
03/19	03/05/2019	10298	3060	NW NATURAL	1363252-3 0	1	10-65-5415	.00	127.16	127.16
03/19	03/05/2019	10298	3060	NW NATURAL	1391658-0 0	1	10-67-5415	.00	191.91	191.91

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10298:										
10299	03/19	03/05/2019	10299	5537 Oregon City Planning Directors As	022819	1	10-12-5320	.00	100.00	100.00
	03/19	03/05/2019	10299	5537 Oregon City Planning Directors As	022819	1	10-12-5320	.00	100.00-	100.00- V
Total 10299: .00										
10300										
	03/19	03/05/2019	10300	3160 OREGON DEPARTMENT OF RE	030419	1	10-14-5306	.00	107.00	107.00
Total 10300: .00										
10301										
	03/19	03/05/2019	10301	3590 PGE	022619	1	40-11-5415	.00	3,723.15	3,723.15
	03/19	03/05/2019	10301	3590 PGE	022619	2	10-67-5415	.00	112.99	112.99
	03/19	03/05/2019	10301	3590 PGE	022619	3	10-12-5415	.00	696.47	696.47
	03/19	03/05/2019	10301	3590 PGE	022619	4	30-11-5415	.00	4,569.75	4,569.75
	03/19	03/05/2019	10301	3590 PGE	022619	5	10-65-5415	.00	106.41	106.41
	03/19	03/05/2019	10301	3590 PGE	022619	6	10-66-5415	.00	161.63	161.63
	03/19	03/05/2019	10301	3590 PGE	022619	7	10-72-5415	.00	505.88	505.88
Total 10301: 9,876.28										
10302										
	03/19	03/05/2019	10302	3650 POLLARD WATER.COM	0129748	1	40-11-5504	.00	739.90	739.90
Total 10302: .00										
10303										
	03/19	03/05/2019	10303	610 RITA BALLER	030119	1	10-13-5310	.00	50.00	50.00
Total 10303: .00										
10304										
	03/19	03/05/2019	10304	5794 Roberta Lawson	030119	1	10-13-5310	.00	50.00	50.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10304:										
10305	03/19	03/05/2019	10305	4400 S & W ELECTRIC WORKS INC.	1778	1	40-11-5600	.00	1,973.00	1,973.00
Total 10305:										
10306	03/19	03/05/2019	10306	5801 Scott Clark		1	10-65-5504	.00	150.00	150.00
Total 10306:										
10307	03/19	03/05/2019	10307	4190 SENSUS USA INC	ZA18016969	1	30-11-5200	.00	1,715.95	1,715.95
Total 10307:										
10308	03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	1	20-11-5120	.00	124.37	124.37
03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	2	40-11-5120	.00	79.29	79.29	
03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	3	10-66-5120	.00	69.38	69.38	
03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	4	10-72-5120	.00	144.72	144.72	
03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	5	30-11-5120	.00	107.07	107.07	
03/19	03/05/2019	10308	4110 SHELDON OIL COMPANY	022819	6	10-18-5120	.00	66.33	66.33	
Total 10308:										
										591.16
10309	03/19	03/05/2019	10309	4160 SKYBERG'S	022819	1	10-12-5504	.00	195.13	195.13
03/19	03/05/2019	10309	4160 SKYBERG'S	022819	2	10-65-5504	.00	219.75	219.75	
03/19	03/05/2019	10309	4160 SKYBERG'S	022819	3	10-72-5137	.00	92.44	92.44	
03/19	03/05/2019	10309	4160 SKYBERG'S	022819	4	10-66-5137	.00	23.98	23.98	
03/19	03/05/2019	10309	4160 SKYBERG'S	022819	5	30-11-5137	.00	18.90	18.90	
03/19	03/05/2019	10309	4160 SKYBERG'S	022819	6	10-18-5137	.00	15.68	15.68	
Total 10309:										
										565.88

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10310	03/19	03/05/2019	10310	5635 SOLUTIONS YES	INV181135	1	10-12-5230	.00	242.82	242.82
Total 10310:										
10311	03/19	03/05/2019	10311	4230 SPRINT	569622313-2	1	10-18-5413	.00	46.45	46.45
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	2	10-12-5413	.00	11.61	11.61	
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	3	10-06-5413	.00	47.84	47.84	
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	4	20-11-5413	.00	2.79	2.79	
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	5	30-11-5413	.00	67.53	67.53	
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	6	40-11-5413	.00	61.31	61.31	
03/19	03/05/2019	10311	4230 SPRINT	569622313-2	7	40-11-5413	.00	.01	.01	
Total 10311:										
10312	03/19	03/05/2019	10312	5516 The Bulletin Board	3389	1	10-12-5230	.00	15.00	15.00
Total 10312:										
10313	03/19	03/05/2019	10313	4540 THERESA MCKNIGHT	030119	1	10-13-5310	.00	50.00	50.00
Total 10313:										
10314	03/19	03/05/2019	10314	4700 US BANK	021919	1	10-12-5344	.00	96.25	96.25
03/19	03/05/2019	10314	4700 US BANK	021919	2	10-12-5342	.00	35.00	35.00	
03/19	03/05/2019	10314	4700 US BANK	021919	3	10-13-5342	.00	175.00	175.00	
03/19	03/05/2019	10314	4700 US BANK	021919	4	10-12-5320	.00	20.00	20.00	
03/19	03/05/2019	10314	4700 US BANK	021919	5	10-12-5137	.00	192.33	192.33	
03/19	03/05/2019	10314	4700 US BANK	021919	6	10-72-5344	.00	38.88	38.88	
03/19	03/05/2019	10314	4700 US BANK	021919	7	10-12-5413	.00	161.73	161.73	
03/19	03/05/2019	10314	4700 US BANK	021919	8	10-12-5200	.00	146.24	146.24	
03/19	03/05/2019	10314	4700 US BANK	021919	9	10-65-5504	.00	1,328.44	1,328.44	
03/19	03/05/2019	10314	4700 US BANK	021919	10	10-66-5600	.00	136.09	136.09	
03/19	03/05/2019	10314	4700 US BANK	021919	11	10-12-5600	.00	443.69	443.69	
03/19	03/05/2019	10314	4700 US BANK	021919	12	30-11-5530	.00	2,033.12	2,033.12	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10314:										
10315	03/19	03/05/2019	10315	5799 Washington State University-Confe	37682627	1	10-12-5342	.00	1,225.00	1,225.00
Total 10315:										
10316	03/19	03/05/2019	10316	4960 WATERLAB CORP.	76765	1	30-11-5250	.00	105.00	105.00
Total 10316:										
10317	03/19	03/05/2019	10317	5575 WEST ONE HOMES	0222619	1	30-00-2300	.00	20.74	20.74
03/19	03/05/2019	10317	5575 WEST ONE HOMES		0222619	2	40-00-2400	.00	90.00	90.00
Total 10317:										
10318	03/19	03/05/2019	10318	4830 WILCO	554191	1	10-72-5140	.00	139.99	139.99
Total 10318:										
10319	03/19	03/05/2019	10319	5551 Wright Business Graphics	4210560	1	30-11-5230	.00	288.87	288.87
03/19	03/05/2019	10319	5551 Wright Business Graphics		4210560	2	40-11-5230	.00	288.87	288.87
Total 10319:										
10320	03/19	03/05/2019	10320	5030 XYLEM DEWATERING SOLUTIO	400893944	1	40-11-5600	.00	1,356.00	1,356.00
03/19	03/05/2019	10320	5030 XYLEM DEWATERING SOLUTIO		400893956	1	40-80-6000	.00	17,584.00	17,584.00
Total 10320:										
10321	03/19	03/05/2019	10321	5130 YAMHILL COMMUNICATIONS A	FY19-09-WIL	1	10-18-5302	.00	2,007.25	2,007.25

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10321:										
10322	03/19	03/05/2019	10322	5150	YAMHILL COUNTY SHERIFFS O	0301119	10-18-5217	.00	16,621.42	16,621.42
	03/19	03/05/2019	10322	5150	YAMHILL COUNTY SHERIFFS O	030419	10-14-5313	.00	32.00	32.00
Total 10322:										
								.00	16,653.42	16,653.42
10323										
	03/19	03/12/2019	10323	110	A&E SAFE AND ALARM CO.	167961	30-11-5200	.00	59.85	59.85
Total 10323:										
								.00	59.85	59.85
10324										
	03/19	03/12/2019	10324	1380	CARQUEST	4758-178519	10-72-5137	.00	143.75	143.75
	03/19	03/12/2019	10324	1380	CARQUEST	4758-178664	10-72-5137	.00	69.51	69.51
	03/19	03/12/2019	10324	1380	CARQUEST	4758-178667	10-72-5137	.00	13.20	13.20
Total 10324:										
								.00	226.46	226.46
10325										
	03/19	03/12/2019	10325	2160	HONEY BUCKET	550994892	10-66-5200	.00	106.00	106.00
	03/19	03/12/2019	10325	2160	HONEY BUCKET	550994893	10-66-5200	.00	106.00	106.00
	03/19	03/12/2019	10325	2160	HONEY BUCKET	550994894	10-66-5200	.00	106.00	106.00
Total 10325:										
								.00	318.00	318.00
10326										
	03/19	03/12/2019	10326	2520	KATHY TAYLOR CONSULTING	1009	10-12-5200	.00	965.40	965.40
Total 10326:										
								.00	965.40	965.40
10327										
	03/19	03/12/2019	10327	4760	KATIE VINSON	030619	10-60-5758	.00	5,322.00	5,322.00
Total 10327:										
								.00	5,322.00	5,322.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10328	03/19	03/12/2019	10328	2690 LOWES	030219	1	10-65-5504	.00	967.24	967.24
Total 10328:										
10329	03/19	03/12/2019	10329	5529 McMinnville Gas Inc.	U0112559	1	10-72-5415	.00	548.41	548.41
Total 10329:										
10330	03/19	03/12/2019	10330	2900 MID-WILLAMETTE VALLEY COU	1819305	1	10-17-5214	.00	506.25	506.25
Total 10330:										
10331	03/19	03/12/2019	10331	5537 Oregon City Planning Directors As	030119	1	10-12-5320	.00	50.00	50.00
Total 10331:										
10332	03/19	03/12/2019	10332	3730 PRIMISYS	9954590	1	10-65-5233	.00	1,461.50	1,461.50
03/19	03/12/2019	10332	3730 PRIMISYS	9954590	9954590	2	10-12-5233	.00	7,244.30	7,244.30
03/19	03/12/2019	10332	3730 PRIMISYS	9954590	9954590	3	10-12-5234	.00	400.00	400.00
Total 10332:										
10333	03/19	03/12/2019	10333	3820 RECOLOGY WESTERN OREGO	10973600	1	10-66-5415	.00	38.56	38.56
03/19	03/12/2019	10333	3820 RECOLOGY WESTERN OREGO	10973618	10973618	1	10-12-5415	.00	36.34	36.34
03/19	03/12/2019	10333	3820 RECOLOGY WESTERN OREGO	10973899	10973899	1	30-11-5415	.00	10.99	10.99
03/19	03/12/2019	10333	3820 RECOLOGY WESTERN OREGO	10973907	10973907	1	10-65-5415	.00	44.15	44.15
03/19	03/12/2019	10333	3820 RECOLOGY WESTERN OREGO	10973915	10973915	1	10-72-5415	.00	154.84	154.84
Total 10333:										
10334	03/19	03/12/2019	10334	4290 STAPLES CREDIT PLAN	2248054801	1	10-12-5137	.00	68.98	68.98
Total 10334:										

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10334:										
10335	03/19	03/12/2019	10335	5606 TERRY'S TIRES & SERVICES LL	030719	1	10-72-5504	.00	20.00	20.00
Total 10335:										
Total 10336:										
10336	03/19	03/12/2019	10336	5740 Thomas Holt	030519	1	10-12-5137	.00	83.68	83.68
03/19	03/12/2019	10336	5740 Thomas Holt	031119	031119	1	10-12-5137	.00	186.53	186.53
03/19	03/12/2019	10336	5740 Thomas Holt	11	11	1	10-12-5209	.00	400.00	400.00
Total 10336:										
10337	03/19	03/12/2019	10337	2480 WEST VALLEY KIWANIS	030819	1	10-12-5137	.00	190.00	190.00
Total 10337:										
Total 10338:										
10338	03/19	03/19/2019	10338	110 A&E SAFE AND ALARM CO.	165973	1	10-12-5504	.00	125.25	125.25
Total 10338:										
Total 10339:										
10339	03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863881152	1	10-66-5140	.00	13.46	13.46
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863881152	863881152	2	20-11-5140	.00	3.96	3.96
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863881152	863881152	3	30-11-5140	.00	22.16	22.16
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863881152	863881152	4	40-11-5140	.00	39.58	39.58
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863891278	863891278	1	10-66-5140	.00	13.46	13.46
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863891278	863891278	2	20-11-5140	.00	3.96	3.96
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863891278	863891278	3	30-11-5140	.00	22.16	22.16
03/19	03/19/2019	10339	430 ARAMARK UNIFORM SERVICES	863891278	863891278	4	40-11-5140	.00	39.58	39.58
Total 10339:										
10340	03/19	03/19/2019	10340	720 BEERY, ELSNER & HAMMOND L	19245	1	10-65-5350	.00	379.10	379.10
Total 10340:										

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10340:										
10341	03/19	03/19/2019	10341	5803 Carl Hungate	031219	1	30-00-2300	.00	24.23	24.23
	03/19	03/19/2019	10341	5803 Carl Hungate	031219	2	40-00-2400	.00	33.68	33.68
Total 10341:										
								.00		57.91
10342										
03/19	03/19/2019	10342	1130 CITY OF WILLAMINA		2235.01 2-15	1	10-65-5415	.00	136.20	136.20
Total 10342:										
								.00		136.20
10343										
03/19	03/19/2019	10343	1270 COPY CATS		404695	1	10-12-5137	.00	289.37	289.37
Total 10343:										
								.00		289.37
10344										
03/19	03/19/2019	10344	3350 DEPARTMENT OF ENVIRONME		WQ19DDM-1	1	40-11-5320	.00	2,020.00	2,020.00
Total 10344:										
								.00		2,020.00
10345										
03/19	03/19/2019	10345	5805 Oregon Economic Development		2018-1271	1	10-12-5320	.00	250.00	250.00
Total 10345:										
								.00		250.00
10346										
03/19	03/19/2019	10346	3170 OREGON EMPLOYMENT DEPA		031219	1	10-70-5020	.00	100.63	100.63
Total 10346:										
								.00		100.63
10347										
03/19	03/19/2019	10347	3590 PGE		7840710000	1	10-19-5400	.00	1,548.71	1,548.71
Total 10347:										
								.00		1,548.71

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10348	03/19	10348	3650	POLLARD WATER.COM	0132516	1	30-11-5531	.00	179.41	179.41
Total 10348: .00 179.41										
10349	03/19	10349	4360	SUMCO EXCAVATING INC	10406	1	20-11-5504	.00	190.00	190.00
03/19	03/19/2019	10349	4360	SUMCO EXCAVATING INC	10413	1	20-11-5504	.00	190.00	190.00
Total 10349: .00 380.00										
10350	03/19	10350	5806	Tanya or Carl Damoude	031819	1	30-00-2300	.00	14.51	14.51
03/19	03/19/2019	10350	5806	Tanya or Carl Damoude	031819	2	40-00-2400	.00	20.29	20.29
Total 10350: .00 34.80										
10351	03/19	10351	5647	US BANK EQUIPMENT FINANCE	380222174	1	10-12-5606	.00	210.96	210.96
03/19	03/19/2019	10351	5647	US BANK EQUIPMENT FINANCE	380222174	2	10-65-5606	.00	127.55	127.55
Total 10351: .00 338.51										
10352	03/19	10352	5804	Wildwood Hotel	031119	1	10-12-5137	.00	275.00	275.00
Total 10352: .00 275.00										
10353	03/19	10353	4070	WILLAMINA SELECT MARKET	031019	1	10-72-5137	.00	27.93	27.93
Total 10353: .00 27.93										
10354	03/19	10354	310	AMAZON	031019	1	10-65-5137	.00	353.68	353.68
03/19	03/26/2019	10354	310	AMAZON	031019	2	10-65-5111	.00	41.99	41.99
03/19	03/26/2019	10354	310	AMAZON	031019	3	10-12-5137	.00	1,378.46	1,378.46

GL	Check Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10354:											
<b>10355</b>	03/19	03/26/2019	10355	700	BAKER AND TAYLOR BOOKS	4012481154	1	10-65-5100	.00	35.51	35.51
	03/19	03/26/2019	10355	700	BAKER AND TAYLOR BOOKS	4012481154	2	10-65-5106	.00	32.19	32.19
	03/19	03/26/2019	10355	700	BAKER AND TAYLOR BOOKS	T00618080	1	10-65-5101	.00	16.54	16.54
Total 10355:											
									.00	84.24	84.24
<b>10356</b>	03/19	03/26/2019	10356	1380	CARQUEST	4758-180717	1	10-72-5137	.00	28.99	28.99
	03/19	03/26/2019	10356	1380	CARQUEST	4758-180845	1	10-18-5504	.00	.60	.60
Total 10356:											
									.00	29.59	29.59
<b>10357</b>	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	1	10-12-5413	.00	185.94	185.94
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	2	10-66-5413	.00	11.66	11.66
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	3	10-67-5413	.00	16.73	16.73
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	4	20-11-5413	.00	23.32	23.32
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	5	30-11-5413	.00	180.30	180.30
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	6	40-11-5413	.00	226.61	226.61
	03/19	03/26/2019	10357	1020	CENTURYLINK	031119	7	40-11-5413	.00	.02	.02
Total 10357:											
									.00	644.54	644.54
<b>10358</b>	03/19	03/26/2019	10358	1460	DAVISON AUTO PARTS, INC.	461441	1	10-72-5137	.00	29.97	29.97
Total 10358:											
									.00	29.97	29.97
<b>10359</b>	03/19	03/26/2019	10359	1580	DK QUARRIES INC	118424	1	30-11-5504	.00	318.41	318.41
Total 10359:											
									.00	318.41	318.41
<b>10360</b>	03/19	03/26/2019	10360	2040	HACH	11377081	1	30-11-5108	.00	381.39	381.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	03/19	03/26/2019	10360	2040 HACH	11385311	1	30-11-5530	.00	553.00	553.00
	Total 10360:									
	03/19	03/26/2019	10361	2440 KELLER ASSOCIATES, INC.	9	1	41-80-6000	.00	368.75	368.75
	Total 10361:									
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	1	10-18-5413	.00	46.45	46.45
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	2	10-12-5413	.00	11.61	11.61
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	3	10-66-5413	.00	47.84	47.84
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	4	20-11-5413	.00	2.79	2.79
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	5	30-11-5413	.00	62.24	62.24
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	6	40-11-5413	.00	61.31	61.31
	03/19	03/26/2019	10362	4230 SPRINT	569622313-2	7	40-11-5413	.00	.01	.01
	Total 10362:									
	03/19	03/26/2019	10363	5740 Thomas Holt	031919	1	10-65-5137	.00	196.20	196.20
	03/19	03/26/2019	10363	5740 Thomas Holt	031919	2	10-12-5137	.00	86.50	86.50
	Total 10363:									
	03/19	03/26/2019	10364	5130 YAMHILL COMMUNICATIONS A	FY19-10-WIL	1	10-18-5302	.00	2,007.25	2,007.25
	Total 10364:									
	Grand Totals:									

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-00-2000	103.04	61,077.69	60,974.65-
10-00-2130	195.20	.00	195.20
10-12-5137	3,274.03	.00	3,274.03
10-12-5200	1,111.64	.00	1,111.64
10-12-5209	400.00	.00	400.00
10-12-5230	257.82	.00	257.82
10-12-5233	7,244.30	.00	7,244.30
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	2,286.61	100.00-	2,186.61
10-12-5342	1,260.00	.00	1,260.00
10-12-5344	266.77	.00	266.77
10-12-5413	370.89	.00	370.89
10-12-5415	930.01	.00	930.01
10-12-5504	320.38	.00	320.38
10-12-5600	859.67	.00	859.67
10-12-5606	210.96	.00	210.96
10-13-5310	400.00	.00	400.00
10-13-5342	175.00	.00	175.00
10-14-5211	250.00	.00	250.00
10-14-5306	107.00	.00	107.00
10-14-5313	32.00	.00	32.00
10-17-5214	506.25	.00	506.25
10-18-5120	66.33	.00	66.33
10-18-5137	15.68	.00	15.68
10-18-5217	16,621.42	.00	16,621.42
10-18-5302	4,014.50	.00	4,014.50
10-18-5413	92.90	.00	92.90
10-18-5504	.60	.00	.60
10-19-5400	1,548.71	.00	1,548.71
10-60-5758	5,322.00	.00	5,322.00
10-65-5040	150.00	.00	150.00
10-65-5100	105.42	.00	105.42
10-65-5101	16.54	.00	16.54
10-65-5102	16.54	.00	16.54
10-65-5106	144.70	.00	144.70
10-65-5111	41.99	.00	41.99
10-65-5137	733.40	.00	733.40
10-65-5233	1,461.50	.00	1,461.50
10-65-5320	100.00	.00	100.00

GL Account	Debit	Credit	Proof
10-65-5350	379.10	.00	379.10
10-65-5415	413.92	.00	413.92
10-65-5504	2,665.43	.00	2,665.43
10-65-5606	127.55	.00	127.55
10-66-5040	150.00	.00	150.00
10-66-5120	69.38	.00	69.38
10-66-5137	23.98	3.04-	20.94
10-66-5140	53.84	.00	53.84
10-66-5200	335.50	.00	335.50
10-66-5413	107.34	.00	107.34
10-66-5415	298.79	.00	298.79
10-66-5600	136.09	.00	136.09
10-67-5310	200.00	.00	200.00
10-67-5413	16.73	.00	16.73
10-67-5415	438.89	.00	438.89
10-70-5020	100.63	.00	100.63
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	144.72	.00	144.72
10-72-5137	592.88	.00	592.88
10-72-5140	219.15	.00	219.15
10-72-5344	38.88	.00	38.88
10-72-5415	1,209.13	.00	1,209.13
10-72-5504	20.00	.00	20.00
20-00-2000	3.04	549.11-	546.07-
20-11-5120	124.37	.00	124.37
20-11-5137	.00	3.04-	3.04-
20-11-5140	15.84	.00	15.84
20-11-5413	28.90	.00	28.90
20-11-5504	380.00	.00	380.00
21-00-2000	.00	85.00-	85.00-
21-80-6000	85.00	.00	85.00
30-00-2000	80.59	23,860.21-	23,779.62-
30-00-2300	59.48	4.40-	55.08
30-11-5040	75.00	.00	75.00
30-11-5108	1,757.19	.00	1,757.19
30-11-5120	107.07	.00	107.07
30-11-5137	18.90	76.19-	57.29-
30-11-5140	88.64	.00	88.64
30-11-5200	1,775.80	.00	1,775.80

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
30-11-5204	110.00	.00	110.00
30-11-5230	288.87	.00	288.87
30-11-5250	105.00	.00	105.00
30-11-5413	310.07	.00	310.07
30-11-5415	4,679.34	.00	4,679.34
30-11-5504	524.88	.00	524.88
30-11-5530	2,815.58	.00	2,815.58
30-11-5531	1,174.39	.00	1,174.39
30-80-6001	9,970.00	.00	9,970.00
40-00-2000	12.45	29,811.38-	29,798.93-
40-00-2400	168.90	5.35-	163.55
40-11-5040	75.00	.00	75.00
40-11-5108	585.00	.00	585.00
40-11-5120	79.29	.00	79.29
40-11-5137	18.20	7.08-	11.12
40-11-5140	158.32	.00	158.32
40-11-5200	500.00	.00	500.00
40-11-5204	192.50	.00	192.50
40-11-5230	288.87	.00	288.87
40-11-5320	2,020.00	.00	2,020.00
40-11-5413	349.25	.02-	349.23
40-11-5415	3,723.15	.00	3,723.15
40-11-5504	739.90	.00	739.90
40-11-5600	3,329.00	.00	3,329.00
40-80-6000	17,584.00	.00	17,584.00
41-00-2000	.00	3,640.00-	3,640.00-
41-80-6000	3,640.00	.00	3,640.00
Grand Totals:	119,222.51	119,222.51-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

Report Criteria:

Report Type: GL detail

Check Type = (<>) "Adjustment"

CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 MARCH 31, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	162,113.70
99-00-1015	XPRESS DEPOSIT ACCOUNT	3,782.12
99-00-1020	PAYROLL - CHECKING	35,286.45
99-00-1030	INVESTMENTS-LGIP	1,538,098.33
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,986.87
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	1,742,567.47
99-00-1910	MERCHANT SERVICES CLEARING	( 611.56)
99-00-1009	CASH ALLOCATED	( 1,741,955.91)
		<hr/>
	TOTAL UNALLOCATED CASH	<hr/> <hr/> .00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	504,293.91
20	ALLOCATION TO STREET FUND	174,886.88
21	ALLOCATION TO STREET SDC FUND	164,055.00
30	ALLOCATION TO WATER FUND	354,943.70
31	ALLOCATION TO WATER SDC FUND	62,977.98
40	ALLOCATION TO WASTEWATER FUND	462,849.58
41	ALLOCATION TO WASTEWATER SDC FUND	17,948.86
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,741,955.91
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 1,741,955.91)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<hr/> <hr/> .00

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	504,293.91	
10-00-1280	TAXES RECEIVABLE	30,299.00	
10-00-1300	INVENTORY	8,213.00	
10-00-1400	LAND	117,674.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	273,506.00	
10-00-1440	EQUIPMENT	193,843.00	
10-00-1460	VEHICLES	56,367.00	
10-00-1490	ACCUMULATED DEPRECIATION	( 721,598.71)	
	TOTAL ASSETS		<u>1,442,652.20</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	14,677.08	
10-00-2002	ACCRUED EXPENSES	( 155.50)	
10-00-2004	DEFERRED REVENUE	24,278.00	
10-00-2100	ACCRUED PAYROLL	10,182.66	
10-00-2130	UNION DUES PAYABLE	( 275.04)	
10-00-2140	PERS PAYABLE	2,857.63	
	TOTAL LIABILITIES		51,564.83

FUND EQUITY

10-00-3000	FUND BALANCE	207,813.31	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	899,846.29	
	REVENUE OVER EXPENDITURES - YTD	<u>258,427.77</u>	
	BALANCE - CURRENT DATE	<u>1,391,087.37</u>	
	TOTAL FUND EQUITY		<u>1,391,087.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,442,652.20</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	8,547.55	381,435.00	369,000.00	( 12,435.00)	103.4
10-10-4002 PROPERTY TAX PRIOR	252.57	13,697.95	10,000.00	( 3,697.95)	137.0
10-10-4003 INTEREST ON TAXES	3.92	192.58	75.00	( 117.58)	256.8
10-10-4110 STATE CIGARETTE TAX	.00	1,538.21	1,800.00	261.79	85.5
10-10-4111 STATE REVENUE SHARING	6,845.09	20,805.29	24,000.00	3,194.71	86.7
10-10-4112 STATE LIQUOR TAX	2,181.90	26,317.05	32,000.00	5,682.95	82.2
10-10-4113 STATE MARIJUANA TAX	1,523.98	2,966.10	5,000.00	2,033.90	59.3
10-10-4501 BUSINESS LICENSES	3,575.00	3,715.00	3,500.00	( 215.00)	106.1
10-10-4511 LIEN SEARCHES	60.00	4,813.16	1,000.00	( 3,813.16)	481.3
10-10-4571 OLCC LICENSE FEE	.00	245.00	200.00	( 45.00)	122.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	459.98	1,500.00	1,040.02	30.7
10-10-4601 FRANCHISE FEES NW NATURAL	.00	12,654.85	13,000.00	345.15	97.4
10-10-4602 FRANCHISE FEES PGE	63,080.34	63,080.34	62,000.00	( 1,080.34)	101.7
10-10-4603 FRANCHISE FEES WAVE BROADBAND	9,966.48	9,966.48	8,000.00	( 1,966.48)	124.6
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	897.44	4,599.92	5,200.00	600.08	88.5
10-10-4605 FRANCHISE FEES ONLINENW	2,596.08	3,683.14	2,000.00	( 1,683.14)	184.2
10-10-4701 RENT - CENTER MARKET	200.00	1,800.00	2,000.00	200.00	90.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	3,564.36	25,096.59	15,000.00	( 10,096.59)	167.3
10-10-4901 MISCELLANEOUS INCOME	( 331.76)	1,630.59	1,000.00	( 630.59)	163.1
<b>TOTAL DEPARTMENT 10</b>	<b>102,962.95</b>	<b>578,697.23</b>	<b>837,823.00</b>	<b>259,125.77</b>	<b>69.1</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	290.00	2,603.00	1,500.00	( 1,103.00)	173.5
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
<b>TOTAL COURT</b>	<b>290.00</b>	<b>2,603.00</b>	<b>1,600.00</b>	<b>( 1,003.00)</b>	<b>162.7</b>
 <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	52,150.00	.00	( 52,150.00)	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>52,150.00</b>	<b>10,500.00</b>	<b>( 41,650.00)</b>	<b>496.7</b>
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	330.00	2,500.00	2,170.00	13.2
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>330.00</b>	<b>52,500.00</b>	<b>52,170.00</b>	<b>.6</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,402.89	13,757.62	19,000.00	5,242.38	72.4
10-19-4823 UTILITY FEE	.00	7,678.02	9,500.00	1,821.98	80.8
TOTAL STREET LIGHTS	2,402.89	21,435.64	28,500.00	7,064.36	75.2
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	8,037.18	8,341.00	303.82	96.4
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	25,000.00	25,000.00	.0
TOTAL SPECIAL	.00	8,037.18	33,341.00	25,303.82	24.1
<u>LIBRARY</u>					
10-65-4560 FINES	192.00	566.69	900.00	333.31	63.0
10-65-4705 CCRLS FORMULA PAYMENT	4,622.00	9,244.00	18,000.00	8,756.00	51.4
10-65-4708 CCRLS LOST BOOK	.00	20.00	200.00	180.00	10.0
10-65-4714 CCRLS RURAL PATRON	.00	70.53	.00	( 70.53)	.0
10-65-4811 READY TO READ GRANT	.00	1,000.00	1,000.00	.00	100.0
10-65-4812 YOUTH COLLECTION GRANT	.00	3,000.00	3,000.00	.00	100.0
10-65-4816 DONATIONS	17.00	122.00	100.00	( 22.00)	122.0
10-65-4901 MISCELLANEOUS INCOME	108.00	439.50	300.00	( 139.50)	146.5
TOTAL LIBRARY	4,939.00	14,462.72	23,500.00	9,037.28	61.5
<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>DEPARTMENT 81</u>					
10-81-4814 OR DEPT OF FISH & WILDLIFE	.00	22,658.16	22,658.00	( .16)	100.0
10-81-4817 GRANT WEST VALLEY VISITORS ASC	.00	23,000.00	.00	( 23,000.00)	.0
TOTAL DEPARTMENT 81	.00	45,658.16	22,658.00	( 23,000.16)	201.5
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	14,000.00	21,000.00	7,000.00	66.7
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	12,600.00	18,900.00	6,300.00	66.7
TOTAL TRANSFER	.00	26,600.00	39,900.00	13,300.00	66.7

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	110,594.84	749,973.93	1,051,822.00	301,848.07	71.3

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	143.96	1,260.92	1,800.00	539.08	70.1
10-12-5119 DISCREPENCIES	.00	.00	60.00	60.00	.0
10-12-5123 MERCHANT FEES	.00	.00	200.00	200.00	.0
10-12-5124 PAYROLL PROCESSING FEES	301.78	2,301.61	4,500.00	2,198.39	51.2
10-12-5126 POSTAGE	550.00	1,121.88	1,500.00	378.12	74.8
10-12-5137 SUPPLIES	4,069.28	15,538.77	17,000.00	1,461.23	91.4
10-12-5200 CONTRACT SERVICES	615.84	6,953.82	22,500.00	15,546.18	30.9
10-12-5201 AUDIT SERVICES	.00	14,000.00	15,000.00	1,000.00	93.3
10-12-5203 LEGAL SERVICES	.00	1,842.47	11,000.00	9,157.53	16.8
10-12-5207 INSURANCE	.00	20,353.83	25,000.00	4,646.17	81.4
10-12-5209 CLEANING SERVICES	400.00	3,600.00	5,200.00	1,600.00	69.2
10-12-5230 PRINTING AND PUBLISHING	385.89	2,555.31	5,000.00	2,444.69	51.1
10-12-5233 TECHNOLOGY SERVICES	1,050.00	13,914.16	12,000.00	( 1,914.16)	116.0
10-12-5234 TECHNOLOGY BACK UP	400.00	3,600.00	5,500.00	1,900.00	65.5
10-12-5235 SOFTWARE MAINTENANCE	1,200.00	10,800.00	15,000.00	4,200.00	72.0
10-12-5320 DUES, LICENSE, PERMITS	2,186.61	5,684.16	6,000.00	315.84	94.7
10-12-5342 CONFERENCE/SEMINAR/TRAINING	1,648.74	4,802.30	5,000.00	197.70	96.1
10-12-5344 TRAVEL	96.25	877.85	1,000.00	122.15	87.8
10-12-5355 MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00	.0
10-12-5413 TELEPHONE	521.01	7,637.26	9,000.00	1,362.74	84.9
10-12-5415 UTILITIES	935.68	5,804.63	9,000.00	3,195.37	64.5
10-12-5504 REPAIRS - MAINTENANCE	701.10	4,460.49	8,000.00	3,539.51	55.8
10-12-5600 EQUIPMENT	443.69	3,335.81	3,500.00	164.19	95.3
10-12-5606 EQUIPMENT LEASE	210.96	2,995.99	6,000.00	3,004.01	49.9
<b>TOTAL ADMIN</b>	<b>15,860.79</b>	<b>133,441.26</b>	<b>189,510.00</b>	<b>56,068.74</b>	<b>70.4</b>
<u>COUNCIL</u>					
10-13-5307 COMMUNITY PROJECT	.00	491.00	1,000.00	509.00	49.1
10-13-5310 STIPEND	400.00	3,460.00	5,000.00	1,540.00	69.2
10-13-5342 CONFERENCE/SEMINAR/TRAINING	175.00	175.00	3,500.00	3,325.00	5.0
10-13-5344 TRAVEL	.00	.00	750.00	750.00	.0
10-13-5350 VOLUNTEER APPRECIATION	.00	650.00	800.00	150.00	81.3
10-13-5355 COUNCIL EXPENSE	165.00	1,853.27	1,000.00	( 853.27)	185.3
<b>TOTAL COUNCIL</b>	<b>740.00</b>	<b>6,629.27</b>	<b>12,050.00</b>	<b>5,420.73</b>	<b>55.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>COURT</u>						
10-14-5105	BAD DEBT	.00	.00	100.00	100.00	.0
10-14-5211	MUNI COURT JUDGE	250.00	2,050.00	3,400.00	1,350.00	60.3
10-14-5306	STATE ASSESSMENT	107.00	534.00	1,500.00	966.00	35.6
10-14-5313	COUNTY JAIL ASSESSMENT	32.00	160.00	600.00	440.00	26.7
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	389.00	2,744.00	6,500.00	3,756.00	42.2
<u>PLANNING</u>						
10-17-5203	LEGAL - PLANNING	.00	320.50	500.00	179.50	64.1
10-17-5204	ENGINEERING SERVICES	.00	2,875.00	10,000.00	7,125.00	28.8
10-17-5214	PLANNING SERVICES	506.25	12,302.30	40,000.00	27,697.70	30.8
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	20.00	500.00	480.00	4.0
	TOTAL PLANNING	506.25	15,517.80	51,000.00	35,482.20	30.4
<u>PUBLIC SAFETY</u>						
10-18-5000	SALARY - WAGES	2,223.37	20,093.88	28,000.00	7,906.12	71.8
10-18-5020	PAYROLL TAX	173.28	1,566.06	2,800.00	1,233.94	55.9
10-18-5040	BENEFITS	1,474.63	4,537.06	25,300.00	20,762.94	17.9
10-18-5060	PERS	105.61	954.45	1,800.00	845.55	53.0
10-18-5090	WORKERS COMP	1.29	14.60	300.00	285.40	4.9
10-18-5120	GAS - OIL	69.22	663.79	1,800.00	1,136.21	36.9
10-18-5137	SUPPLIES	.00	291.03	1,000.00	708.97	29.1
10-18-5217	POLICE SERVICES CONTRACT	16,621.42	149,592.78	200,000.00	50,407.22	74.8
10-18-5302	DUES YCOM	4,014.50	20,072.50	25,000.00	4,927.50	80.3
10-18-5342	CONFERENCE/SEMINAR/TRAINING	.00	453.76	500.00	46.24	90.8
10-18-5413	TELEPHONE	46.45	506.54	900.00	393.46	56.3
10-18-5504	REPAIRS - MAINTENANCE	.60	148.04	2,000.00	1,851.96	7.4
	TOTAL PUBLIC SAFETY	24,730.37	198,894.49	289,400.00	90,505.51	68.7
<u>STREET LIGHTS</u>						
10-19-5400	STREET LIGHTS	1,548.71	14,134.35	19,500.00	5,365.65	72.5
	TOTAL STREET LIGHTS	1,548.71	14,134.35	19,500.00	5,365.65	72.5

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	5,322.00	5,322.00	25,000.00	19,678.00	21.3
10-60-5900 EID TAX DISBURSEMENT	.00	8,037.18	8,341.00	303.82	96.4
TOTAL SPECIAL	5,322.00	13,359.18	33,341.00	19,981.82	40.1
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,016.58	28,516.89	39,500.00	10,983.11	72.2
10-65-5020 PAYROLL TAX	241.04	2,197.32	3,950.00	1,752.68	55.6
10-65-5040 BENEFITS	1,432.87	12,336.04	19,500.00	7,163.96	63.3
10-65-5060 PERS	143.28	1,354.51	2,400.00	1,045.49	56.4
10-65-5090 WORKERS COMP	2.13	22.09	1,060.00	1,037.91	2.1
10-65-5100 BOOKS CHILDREN	42.65	1,908.04	2,700.00	791.96	70.7
10-65-5101 AUDIO VISUAL CHILDREN	16.54	296.02	800.00	503.98	37.0
10-65-5102 AUDIO VISUAL ADULT	.00	555.77	800.00	244.23	69.5
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	32.19	2,042.99	2,200.00	157.01	92.9
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	41.99	984.16	1,100.00	115.84	89.5
10-65-5112 SPECIAL PROGRAM ADULT	.00	246.68	500.00	253.32	49.3
10-65-5126 POSTAGE	.00	123.06	250.00	126.94	49.2
10-65-5137 SUPPLIES	629.49	2,340.94	2,200.00	( 140.94)	106.4
10-65-5200 CONTRACT SERVICES	.00	543.75	800.00	256.25	68.0
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	2,257.56	1,750.00	( 507.56)	129.0
10-65-5320 DUES, LICENSE, PERMITS	.00	334.00	550.00	216.00	60.7
10-65-5321 SUBSCRIPTIONS	.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	379.10	379.10	500.00	120.90	75.8
10-65-5413 TELEPHONE	.00	1,479.01	2,500.00	1,020.99	59.2
10-65-5415 UTILITIES	356.12	3,049.54	3,800.00	750.46	80.3
10-65-5504 REPAIRS - MAINTENANCE	5,264.38	4,859.13	1,500.00	( 3,359.13)	323.9
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	127.55	1,063.41	2,000.00	936.59	53.2
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	11,725.91	69,892.26	95,585.00	25,692.74	73.1

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,679.93	16,058.57	26,000.00	9,941.43	61.8
10-66-5001 PW ALLOCATED PAYROLL	.00	1,687.36	2,531.00	843.64	66.7
10-66-5020 PAYROLL TAX	248.21	2,693.92	2,600.00	( 93.92)	103.6
10-66-5040 BENEFITS	150.00	750.00	4,750.00	4,000.00	15.8
10-66-5060 PERS	158.77	1,031.02	1,600.00	568.98	64.4
10-66-5090 WORKERS COMP	891.34	1,865.01	1,500.00	( 365.01)	124.3
10-66-5120 GAS - OIL	121.56	1,030.42	1,000.00	( 30.42)	103.0
10-66-5137 SUPPLIES	124.98	819.31	1,500.00	680.69	54.6
10-66-5140 UNIFORMS - TOWELS	53.84	495.12	900.00	404.88	55.0
10-66-5200 CONTRACT SERVICES	636.00	3,284.92	5,000.00	1,715.08	65.7
10-66-5413 TELEPHONE	59.50	635.09	750.00	114.91	84.7
10-66-5415 UTILITIES	287.80	1,938.85	3,000.00	1,061.15	64.6
10-66-5504 REPAIRS - MAINTENANCE	.00	2,690.75	3,500.00	809.25	76.9
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	136.09	737.57	2,000.00	1,262.43	36.9
10-66-6000 CAPITAL OUTLAY	.00	200.00	10,000.00	9,800.00	2.0
10-66-9615 PW EXPENSE ALLOCATION	.00	331.36	497.00	165.64	66.7
<b>TOTAL PARKS</b>	<b>4,548.02</b>	<b>36,249.27</b>	<b>76,128.00</b>	<b>39,878.73</b>	<b>47.6</b>
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	.00	455.76	800.00	344.24	57.0
10-67-5233 TECHNOLOGY SERVICES	.00	450.00	1,000.00	550.00	45.0
10-67-5310 STIPEND	200.00	1,800.00	2,400.00	600.00	75.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	16.73	1,532.61	2,150.00	617.39	71.3
10-67-5415 UTILITIES	412.81	3,066.47	3,400.00	333.53	90.2
10-67-5504 REPAIRS - MAINTENANCE	.00	23.94	1,000.00	976.06	2.4
10-67-5606 EQUIPMENT LEASE	.00	.00	100.00	100.00	.0
<b>TOTAL MUSEUM</b>	<b>629.54</b>	<b>7,396.78</b>	<b>10,950.00</b>	<b>3,553.22</b>	<b>67.6</b>
<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	.00	1,130.00	2,500.00	1,370.00	45.2
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>1,130.00</b>	<b>3,600.00</b>	<b>2,470.00</b>	<b>31.4</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	16,475.92	153,984.34	213,100.00	59,115.66	72.3
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	( 153,747.36)	( 230,621.00)	( 76,873.64)	( 66.7)
10-70-5020 PAYROLL TAX	1,329.97	11,651.44	20,900.00	9,248.56	55.8
10-70-5040 BENEFITS	5,571.99	47,636.80	72,000.00	24,363.20	66.2
10-70-5060 PERS	782.61	7,314.23	12,300.00	4,985.77	59.5
10-70-5090 WORKERS COMP	4.70	224.26	1,000.00	775.74	22.4
TOTAL PAYROLL ADMIN	24,165.19	67,063.71	88,679.00	21,615.29	75.6
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	12,430.95	115,221.32	155,500.00	40,278.68	74.1
10-71-5001 PW ALLOCATED PAYROLL	.00	( 168,766.72)	( 253,150.00)	( 84,383.28)	( 66.7)
10-71-5020 PAYROLL TAX	760.42	7,020.56	15,500.00	8,479.44	45.3
10-71-5040 BENEFITS	4,091.92	34,945.05	67,250.00	32,304.95	52.0
10-71-5060 PERS	911.79	8,500.62	13,200.00	4,699.38	64.4
10-71-5090 WORKERS COMP	4.86	49.29	1,700.00	1,650.71	2.9
TOTAL PAYROLL PUBLIC WORKS	18,199.94	( 3,029.88)	.00	3,029.88	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	179.21	2,282.79	3,400.00	1,117.21	67.1
10-72-5137 SUPPLIES	405.52	4,240.19	8,000.00	3,759.81	53.0
10-72-5140 UNIFORMS - TOWELS	.00	360.13	1,000.00	639.87	36.0
10-72-5200 CONTRACT SERVICES	.00	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	100.00	500.00	400.00	20.0
10-72-5320 DUES, LICENSE, PERMITS	.00	100.00	1,000.00	900.00	10.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	813.92	1,000.00	186.08	81.4
10-72-5344 TRAVEL	38.88	148.95	300.00	151.05	49.7
10-72-5415 UTILITIES	1,256.16	6,392.28	10,000.00	3,607.72	63.9
10-72-5504 REPAIRS - MAINTENANCE	1,897.00	3,218.01	6,000.00	2,781.99	53.6
10-72-5507 EQUIPMENT MAINTENANCE	.00	117.99	2,500.00	2,382.01	4.7
10-72-5600 EQUIPMENT	.00	890.17	3,000.00	2,109.83	29.7
10-72-9615 FUND/DEPT ALLOCATIONS	.00	( 33,133.36)	( 49,700.00)	( 16,566.64)	( 66.7)
TOTAL PUBLIC WORKS OPERATIONS	3,776.77	( 2,372.68)	.00	2,372.68	.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 9 MONTHS ENDING MARCH 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5915 GRANT EXP-ODFW HUDELSTON POND	.00	21,708.07	22,658.00	949.93	95.8
TOTAL DEPARTMENT 81	.00	21,708.07	22,658.00	949.93	95.8
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	.00	( 93,926.72)	( 140,890.00)	( 46,963.28)	( 66.7)
TOTAL TRANSFER	.00	( 93,926.72)	( 140,890.00)	( 46,963.28)	( 66.7)
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	275,811.00	275,811.00	.0
TOTAL CONTINGENCY	.00	.00	275,811.00	275,811.00	.0
TOTAL FUND EXPENDITURES	112,142.49	491,546.16	1,051,822.00	560,275.84	46.7
NET REVENUE OVER EXPENDITURES	( 1,547.65)	258,427.77	.00	( 258,427.77)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	174,886.88	
	TOTAL ASSETS		174,886.88
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	83.12	
	TOTAL LIABILITIES		83.12
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	160,326.96	
	REVENUE OVER EXPENDITURES - YTD	14,476.80	
	BALANCE - CURRENT DATE	174,803.76	
	TOTAL FUND EQUITY		174,803.76
	TOTAL LIABILITIES AND EQUITY		174,886.88

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	11,964.50	120,286.59	145,000.00	24,713.41	83.0
<b>TOTAL DEPARTMENT 10</b>	<b>11,964.50</b>	<b>120,286.59</b>	<b>286,773.00</b>	<b>166,486.41</b>	<b>41.9</b>
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	50,000.00	50,000.00	.00	100.0
<b>TOTAL DEPARTMENT 81</b>	<b>.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>.00</b>	<b>100.0</b>
<b>TOTAL FUND REVENUE</b>	<b>11,964.50</b>	<b>170,286.59</b>	<b>336,773.00</b>	<b>166,486.41</b>	<b>50.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	21,580.00	32,370.00	10,790.00	66.7
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	19,659.36	29,489.00	9,829.64	66.7
20-11-5090 WORKERS COMP	.00	2,266.38	4,100.00	1,833.62	55.3
20-11-5120 GAS - OIL	79.16	773.12	1,500.00	726.88	51.5
20-11-5137 SUPPLIES	( 3.04)	517.76	1,500.00	982.24	34.5
20-11-5140 UNIFORMS - TOWELS	15.84	145.65	500.00	354.35	29.1
20-11-5204 ENGINEERING SERVICES	.00	11,003.80	15,000.00	3,996.20	73.4
20-11-5413 TELEPHONE	26.11	257.22	600.00	342.78	42.9
20-11-5504 REPAIRS - MAINTENANCE	380.00	2,624.70	3,000.00	375.30	87.5
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	1,058.49	2,000.00	941.51	52.9
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>498.07</b>	<b>87,069.07</b>	<b>161,559.00</b>	<b>74,489.93</b>	<b>53.9</b>
<hr/>					
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	52,494.00	65,000.00	12,506.00	80.8
<b>TOTAL DEPARTMENT 81</b>	<b>.00</b>	<b>52,494.00</b>	<b>65,000.00</b>	<b>12,506.00</b>	<b>80.8</b>
<hr/>					
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	.00	12,010.00	18,015.00	6,005.00	66.7
20-90-9615 PW EXPENSE ALLOCATION	.00	4,236.72	6,355.00	2,118.28	66.7
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>16,246.72</b>	<b>24,370.00</b>	<b>8,123.28</b>	<b>66.7</b>
<hr/>					
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	85,844.00	85,844.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>85,844.00</b>	<b>85,844.00</b>	<b>.0</b>
<hr/>					
<b>TOTAL FUND EXPENDITURES</b>	<b>498.07</b>	<b>155,809.79</b>	<b>336,773.00</b>	<b>180,963.21</b>	<b>46.3</b>
<hr/>					
<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,466.43</b>	<b>14,476.80</b>	<b>.00</b>	<b>( 14,476.80)</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	164,055.00	
	TOTAL ASSETS		164,055.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	57,000.00	
	REVENUE OVER EXPENDITURES - YTD	17,055.00	
	BALANCE - CURRENT DATE	164,055.00	
	TOTAL FUND EQUITY		164,055.00
	TOTAL LIABILITIES AND EQUITY		164,055.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	3,000.00	21,000.00	30,000.00	9,000.00	70.0
TOTAL DEPARTMENT 10	3,000.00	21,000.00	159,000.00	138,000.00	13.2
TOTAL FUND REVENUE	3,000.00	21,000.00	159,000.00	138,000.00	13.2

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	3,945.00	10,000.00	6,055.00	39.5
TOTAL DEPARTMENT 80	.00	3,945.00	10,000.00	6,055.00	39.5
<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	3,945.00	159,000.00	155,055.00	2.5
NET REVENUE OVER EXPENDITURES	3,000.00	17,055.00	.00	( 17,055.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	354,943.70	
30-00-1251	UTILITY RECEIVABLE	53,614.30	
30-00-1300	INVENTORY	16,426.00	
30-00-1400	LAND	122,298.00	
30-00-1410	SYSTEMS	1,599,368.40	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	605,516.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	42,663.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,760,206.08)	
	TOTAL ASSETS		1,164,869.32

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	1,931.82	
30-00-2100	ACCRUED PAYROLL	996.41	
30-00-2150	ACCRUED VACATION	3,429.48	
30-00-2300	WATER DEPOSITS	53,815.58	
30-00-2820	ACCRUED INTEREST	13,723.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	694,317.42	
30-00-2940	DUE TO FUND 40	185,000.00	
	TOTAL LIABILITIES		953,213.71

FUND EQUITY

30-00-3000	FUND BALANCE	156,514.96	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	( 7,244.86)	
	REVENUE OVER EXPENDITURES - YTD	62,385.51	
	BALANCE - CURRENT DATE	211,655.61	
	TOTAL FUND EQUITY		211,655.61
	TOTAL LIABILITIES AND EQUITY		1,164,869.32

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	57,243.85	550,020.98	700,000.00	149,979.02	78.6
30-10-4332 NEW CONNECTION FEE	550.00	3,850.00	5,000.00	1,150.00	77.0
30-10-4337 DOUBLE CHECK VALVE	200.00	1,600.00	1,500.00	( 100.00)	106.7
30-10-4350 RECOVERY BAD DEBT	184.00	1,097.48	500.00	( 597.48)	219.5
30-10-4581 PENALTY AND FEES	400.00	2,300.00	2,500.00	200.00	92.0
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	100.00	150.00	50.00	66.7
30-10-4600 BUS. OREGON GRANT	.00	.00	31,500.00	31,500.00	.0
30-10-4610 BUS. OREGON LOAN	.00	.00	31,500.00	31,500.00	.0
<b>TOTAL DEPARTMENT 10</b>	<b>58,577.85</b>	<b>558,968.46</b>	<b>970,057.00</b>	<b>411,088.54</b>	<b>57.6</b>
<b>TOTAL FUND REVENUE</b>	<b>58,577.85</b>	<b>558,968.46</b>	<b>970,057.00</b>	<b>411,088.54</b>	<b>57.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,930.58	40,675.71	58,000.00	17,324.29	70.1
30-11-5001 PW ALLOCATED PAYROLL	.00	77,466.72	116,200.00	38,733.28	66.7
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	70,572.64	105,859.00	35,286.36	66.7
30-11-5020 PAYROLL TAX	351.60	3,053.16	5,800.00	2,746.84	52.6
30-11-5040 BENEFITS	802.27	6,842.98	10,200.00	3,357.02	67.1
30-11-5060 PERS	619.75	5,340.64	7,000.00	1,659.36	76.3
30-11-5090 WORKERS COMP	2.43	2,143.05	3,000.00	856.95	71.4
30-11-5105 BAD DEBT	62.22	2,774.20	4,000.00	1,225.80	69.4
30-11-5108 CHEMICALS	546.99	7,080.51	20,000.00	12,919.49	35.4
30-11-5120 GAS - OIL	248.23	1,327.69	3,000.00	1,672.31	44.3
30-11-5123 MERCHANT FEES	648.26	3,037.40	8,000.00	4,962.60	38.0
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	( 17.74)	881.98	3,100.00	2,218.02	28.5
30-11-5140 UNIFORMS - TOWELS	88.64	1,065.46	2,000.00	934.54	53.3
30-11-5200 CONTRACT SERVICES	126.80	2,462.00	5,000.00	2,538.00	49.2
30-11-5204 ENGINEERING SERVICES	.00	16,655.00	18,000.00	1,345.00	92.5
30-11-5230 PRINTING AND PUBLISHING	.00	2,456.83	3,000.00	543.17	81.9
30-11-5250 SYSTEM ANALYSIS	359.00	1,364.00	6,000.00	4,636.00	22.7
30-11-5320 DUES, LICENSE, PERMITS	.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	.00	279.43	500.00	220.57	55.9
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	242.54	2,396.25	5,000.00	2,603.75	47.9
30-11-5415 UTILITIES	4,778.15	31,028.24	45,000.00	13,971.76	69.0
30-11-5504 REPAIRS - MAINTENANCE	318.41	10,897.26	5,000.00	( 5,897.26)	218.0
30-11-5530 SUPPLY SYSTEM MAINTENANCE	4,315.12	24,490.25	100,000.00	75,509.75	24.5
30-11-5531 DISTRIBUTION MAINTENANCE	179.41	5,095.69	5,500.00	404.31	92.7
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
<b>TOTAL EXPENDITURE</b>	<b>17,602.66</b>	<b>336,065.16</b>	<b>550,009.00</b>	<b>213,943.84</b>	<b>61.1</b>
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	36,997.15	50,000.00	13,002.85	74.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>36,997.15</b>	<b>55,000.00</b>	<b>18,002.85</b>	<b>67.3</b>
30-82-8030 WATER PRINCIPAL	.00	.00	20,203.00	20,203.00	.0
30-82-8035 WATER INTEREST	.00	.00	38,609.00	38,609.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>58,812.00</b>	<b>58,812.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	.00	14,000.00	21,000.00	7,000.00	66.7
30-90-9231 TRANSFER IN	.00	( 8,802.00)	( 13,203.00)	( 4,401.00)	( 66.7)
30-90-9610 OVERHEAD ALLOCATION	.00	43,114.00	64,671.00	21,557.00	66.7
30-90-9615 PW EXPENSE ALLOCATION	.00	15,208.64	22,813.00	7,604.36	66.7
TOTAL TRANSFER	.00	123,520.64	155,281.00	31,760.36	79.6
<u>CONTINGENCY</u>					
30-99-9900 FUND BALANCE	.00	.00	150,955.00	150,955.00	.0
TOTAL CONTINGENCY	.00	.00	150,955.00	150,955.00	.0
TOTAL FUND EXPENDITURES	17,602.66	496,582.95	970,057.00	473,474.05	51.2
NET REVENUE OVER EXPENDITURES	40,975.19	62,385.51	.00	( 62,385.51)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	62,977.98	
	TOTAL ASSETS		62,977.98
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	57,554.72	
31-00-3100	FUND BALANCE, RESTRICTED	8,099.26	
	REVENUE OVER EXPENDITURES - YTD	( 2,676.00)	
	BALANCE - CURRENT DATE	62,977.98	
	TOTAL FUND EQUITY		62,977.98
	TOTAL LIABILITIES AND EQUITY		62,977.98

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	1,848.00	12,936.00	20,000.00	7,064.00	64.7
TOTAL DEPARTMENT 10	1,848.00	12,936.00	80,752.00	67,816.00	16.0
TOTAL FUND REVENUE	1,848.00	12,936.00	80,752.00	67,816.00	16.0

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	.00	8,802.00	13,203.00	4,401.00	66.7
TOTAL TRANSFER	.00	8,802.00	13,203.00	4,401.00	66.7
<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	.00	15,612.00	80,752.00	65,140.00	19.3
NET REVENUE OVER EXPENDITURES	1,848.00	( 2,676.00)	.00	2,676.00	.0

CITY OF WILLAMINA  
BALANCE SHEET  
MARCH 31, 2019

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	462,849.58	
40-00-1251	UTILITY RECEIVABLE	48,397.42	
40-00-1300	INVENTORY	16,426.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	313,738.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	69,004.00	
40-00-1490	ACCUMULATED DEPRECIATION	( 2,467,873.69)	
40-00-1930	DUE FROM FUND 30	185,000.00	
	TOTAL ASSETS		2,912,497.31

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	1,194.00	
40-00-2100	ACCRUED PAYROLL	735.45	
40-00-2150	ACCRUED VACATION	575.20	
40-00-2400	SEWER DEPOSITS	41,471.34	
40-00-2820	ACCRUED INTEREST	34,953.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,024,490.00	
40-00-2841	WASTEWATER TREATMENT G9900	260,116.00	
	TOTAL LIABILITIES		1,363,535.69

FUND EQUITY

40-00-3000	FUND BALANCE	606,510.69	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	915,217.91	
	REVENUE OVER EXPENDITURES - YTD	27,233.02	
	BALANCE - CURRENT DATE	1,548,961.62	
	TOTAL FUND EQUITY		1,548,961.62
	TOTAL LIABILITIES AND EQUITY		2,912,497.31

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	54,270.98	486,485.78	630,000.00	143,514.22	77.2
40-10-4342 NEW CONNECTION FEE	150.00	1,050.00	1,500.00	450.00	70.0
40-10-4350 RECOVERY BAD DEBT	254.05	1,442.10	500.00	( 942.10)	288.4
<b>TOTAL DEPARTMENT 10</b>	<b>54,675.03</b>	<b>488,977.88</b>	<b>767,749.00</b>	<b>278,771.12</b>	<b>63.7</b>
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>.00</b>	<b>100.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>54,675.03</b>	 <b>548,977.88</b>	 <b>827,749.00</b>	 <b>278,771.12</b>	 <b>66.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,050.49	24,291.60	57,000.00	32,708.40	42.6
40-11-5001 PW ALLOCATED PAYROLL	.00	68,032.64	102,049.00	34,016.36	66.7
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	63,515.36	95,273.00	31,757.64	66.7
40-11-5020 PAYROLL TAX	238.75	1,905.97	5,700.00	3,794.03	33.4
40-11-5040 BENEFITS	1,855.75	22,573.51	20,000.00	( 2,573.51)	112.9
40-11-5060 PERS	135.82	1,520.79	3,600.00	2,079.21	42.2
40-11-5090 WORKERS COMP	1.28	1,843.07	3,000.00	1,156.93	61.4
40-11-5105 BAD DEBT	84.15	2,227.26	4,000.00	1,772.74	55.7
40-11-5108 CHEMICALS	2,661.40	8,472.58	15,000.00	6,527.42	56.5
40-11-5120 GAS - OIL	118.65	1,530.62	1,500.00	( 30.62)	102.0
40-11-5123 MERCHANT FEES	648.25	3,037.39	8,000.00	4,962.61	38.0
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	7.96	1,128.79	3,000.00	1,871.21	37.6
40-11-5140 UNIFORMS - TOWELS	158.32	1,456.27	2,500.00	1,043.73	58.3
40-11-5200 CONTRACT SERVICES	500.00	4,577.00	8,000.00	3,423.00	57.2
40-11-5204 ENGINEERING SERVICES	.00	4,656.25	8,000.00	3,343.75	58.2
40-11-5230 PRINTING AND PUBLISHING	.00	2,456.79	3,000.00	543.21	81.9
40-11-5250 SYSTEM ANALYSIS	.00	1,350.00	7,000.00	5,650.00	19.3
40-11-5320 DUES, LICENSE, PERMITS	2,020.00	3,519.73	4,000.00	480.27	88.0
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	287.91	2,792.59	4,000.00	1,207.41	69.8
40-11-5415 UTILITIES	3,723.15	21,316.16	34,000.00	12,683.84	62.7
40-11-5504 REPAIRS - MAINTENANCE	39.01	14,536.87	9,000.00	( 5,536.87)	161.5
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	3,202.14	20,000.00	16,797.86	16.0
40-11-5600 EQUIPMENT	.00	4,686.12	8,000.00	3,313.88	58.6
<b>TOTAL EXPENDITURE</b>	<b>15,530.89</b>	<b>264,629.50</b>	<b>426,872.00</b>	<b>162,242.50</b>	<b>62.0</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	38,533.00	25,000.00	( 13,533.00)	154.1
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>38,533.00</b>	<b>25,000.00</b>	<b>( 13,533.00)</b>	<b>154.1</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	109,193.00	109,193.00	.00	100.0
40-82-8045 SEWER INTEREST	.00	60,464.72	60,465.00	.28	100.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>169,657.72</b>	<b>169,658.00</b>	<b>.28</b>	<b>100.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	12,600.00	18,900.00	6,300.00	66.7
40-90-9241 TRANSFER IN	.00	( 15,834.72)	( 23,752.00)	( 7,917.28)	( 66.7)
40-90-9610 OVERHEAD ALLOCATION	.00	38,802.72	58,204.00	19,401.28	66.7
40-90-9615 PW EXPENSE ALLOCATION	.00	13,356.64	20,035.00	6,678.36	66.7
TOTAL TRANSFER	.00	48,924.64	73,387.00	24,462.36	66.7
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	132,832.00	132,832.00	.0
TOTAL CONTINGENCY	.00	.00	132,832.00	132,832.00	.0
TOTAL FUND EXPENDITURES	15,530.89	521,744.86	827,749.00	306,004.14	63.0
NET REVENUE OVER EXPENDITURES	39,144.14	27,233.02	.00	( 27,233.02)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2019

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	17,948.86	
	TOTAL ASSETS		17,948.86
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	9,546.58	
41-00-3100	FUND BALANCE, RESTRICTED	16,677.00	
	REVENUE OVER EXPENDITURES - YTD	( 8,274.72)	
	BALANCE - CURRENT DATE	17,948.86	
	TOTAL FUND EQUITY		17,948.86
	TOTAL LIABILITIES AND EQUITY		17,948.86

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

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	2,500.00	17,500.00	20,000.00	2,500.00	87.5
TOTAL DEPARTMENT 10	2,500.00	17,500.00	38,724.00	21,224.00	45.2
TOTAL FUND REVENUE	2,500.00	17,500.00	38,724.00	21,224.00	45.2

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	368.75	9,940.00	10,000.00	60.00	99.4
TOTAL DEPARTMENT 80	368.75	9,940.00	10,000.00	60.00	99.4
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	15,834.72	23,752.00	7,917.28	66.7
TOTAL TRANSFER	.00	15,834.72	23,752.00	7,917.28	66.7
<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	368.75	25,774.72	38,724.00	12,949.28	66.6
NET REVENUE OVER EXPENDITURES	2,131.25	( 8,274.72)	.00	8,274.72	.0

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**April 9, 2019**  
**6:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Ila Skyberg

Council President Rita Baller  
Councilor Theresa McKnight  
Councilor April Wooden  
Councilor Roberta Lawson  
Councilor Craig Johnson  
Councilor Bob Burr  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Library Manager Sara Frost  
Guest: (not limited to:)  
Yamhill County Sheriff Tim Svenson

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on April 9, 2019 at the West Valley Fire Station by Mayor Ila Skyberg. The flag salute was recited. The Deputy City Recorder took roll, and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Presentations - Proclamation - Child Abuse Prevention  
Mayor Ila Skyberg  
Mayor Skyberg read a Proclamation naming April 2019 National Child Abuse Prevention Month. The Proclamation certificate was presented to the Juliette House representative, Carole Joa, and President/CEO Russell Mark.

## 2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the items on the consent agenda.

Council President Baller moved to approve the items on the consent agenda. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

Councilor Baller read all five items on the consent agenda:

1. Check Registers-February 1 to 28, 2019
2. Financials February 28, 2019
3. Minutes from the March 12, 2019 City Council Meeting
4. Liquor License for New Owner of Dillon's
5. Annual Chamber Bark Dust Sale Partnership

## 3. Wayfinding Map Grant

Mayor Skyberg asked, "Shall the City Council authorize the appointment of a technical advisory committee to provide information and feedback to the Mid-Willamette Valley Council of Governments on a wayfinding map for the City of Willamina?"

**MOTION:** Councilor Johnson moved that the City Council appoint Councilor April Wooden and Public Works Director Jeff Brown to the technical advisory committee for the MWVCOG wayfinding map project. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

## 4. Mayor Ila Skyberg

Mayor Skyberg introduced this issue of Triangle Park change of use and then asked, "Shall the City of Council authorize the City Manager to pursue the possible change of use for the property referred to as "Triangle Park?"

**MOTION:** Councilor Wooden moved that the City Council authorize the City Manager to pursue a change of use for Triangle Park from a park to multi-family housing. Councilor McKnight seconded the motion. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

## 5. Willamina Public Library Image

Mayor Ila Skyberg

Mayor Skyberg asked, "Shall the City Council approve and adopt the attached logo for use by the Willamina Public Library?"

**MOTION:** Councilor Lawson moved that the City Council approve and adopt the attached Willamina Public Library logo as the official logo of our Library. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

**MOTION:** Mayor Skyberg moved to send a thank you to all those who participated in submitting artwork on the logo design on behalf of the City Council. Councilor Baller seconded the motion. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

6. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for the Cemetery Committee Liaison. Councilor Baller reported that the Committee had not met.

Chamber Liaison Wooden reported that the Chamber had several event dates:

April 20, 2019 is the Connie Crawford Lain Memorial Bench Dedication;

April 26 & 27<sup>th</sup> is the Chamber Bark Dust Sale;

June 22 is the City Wide Cleanup Day;

July 4 is the 70<sup>th</sup> Old Fashioned 4<sup>th</sup> of July Celebration;

July 19 and 20<sup>th</sup> is the City Wide Garage Sale; and

September 14<sup>th</sup> is the Bridge the Gap event.

YCOM Board Liaison Baller reported she did not attend the meeting.

Library Liaison Lawson reported that the library brought in \$400.00 on the Bingo Event. Also, the work continues on the inside remodel.

7. Information Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg asked for the City Manager's Report. The City Manager responded that would forego her report to provide additional time for the Public Hearing next on the agenda.

8. Public Safety Fee Public Hearing

Mayor Ila Skyberg

Mayor Skyberg closed the Regular Session and opened the Public Safety Fee Public Hearing. The Mayor read the public hearing script.

Mayor Skyberg called upon Sheriff Svenson to speak on Yamhill County Sheriff's Deputy Services.

1. **Sheriff Tim Svenson** opened and thanked the Council for allowing him to present.

The Sheriff said it was a common discussion about this time year to discuss the police services contract. He added that this year is a little different from others because in January 2019 the County signed an agreement with the Local Teamsters Union that approved an extension of the contract for three years with increases on a gradual scale totaling thirty-four percent. The raise was necessary as their office, over a relatively short period of time, lost eight employees. He said those who left based their decision on compensation. They were unable to do the job they wanted to do for the Sheriff at the pay rate they had, so they went

elsewhere. The union became aware of the problem, and together with the County sat at the table, and came to the decision of a market pay adjustment for staff across the board. What that meant was in January 2019 employees were given a six percent pay raise. The Sheriff said that the contract extension in January 2019 was absorbed strictly by the Sheriff office. On July 1, 2019, their staff will get an additional 6% plus 2 ½ percent cost of living, and then another 8.5% in 2020 and 2021 a total 34% pay raise. The Sheriff said that employees of the Sheriff's office had not received a pay increase since 1994 except for cost of living.

Sheriff Svenson then addresses the City of Willamina police services contract specifically. He said that they bill back the actual cost to the city for the deputies. Also, they pay the deputies' a pay range from one to eight. He pointed out that the contract deputies, many who have 15 years' experience, are charged to the contract at a level 6 deputy. Sheriff's Svenson added that the currently assigned deputies like serving the community and added that much of the overtime is not charged back to the contract. He sympathized with the City and the hard decisions they have to make.

2. **City Manager Kenna West** addressed the community next and explained how government funds are identified and how they are used. She said that water and sewer funds could not be used to pay for police services. SDC system develops charges revenue is restricted and cannot be used in other funds. City Manager West also pointed directly to the total amount of money received for Yamhill and Polk county taxes that totaled \$367,000.

City Manager West commented that the current police services contract at \$198,000 is paid out of the general fund where tax revenue is going. The rest of the general fund supports, administration, library, parks, cemetery, code enforcement, and museum services. City Manager West said that the new contract with increases would total \$216,000 for the same coverage. Also, if the City decided to go to two deputies that would take the contract cost up to \$289,000. She asked the public what services they want the City to cut if a public safety fee wasn't approved.

The City Manager also announced that the public hearing from this point could be handled like a town hall and the audience could ask questions. However, if the meeting were to stray, she would turn back to the public hearing where only those who signed in could speak for three minutes. City Manager West clearly stated that Police does not equal Water. She said that the police fee would not have any impact on their water billing. Adding that if you do not pay the police fee, you will not get your water turned off. City Manager West commented that the City's ordinance would make it "illegal" in that situation to turn the water off. Also, the police service fee may not show up on the water bill at all. It may be handled as a separate bill enclosed with the water bill as that would be most efficient instead of sending out two separate mailings. The City Manager spoke to the service the deputies have done most recently. She said they have driven out drugs and dealers

in less than two years. City Manager West commented on the commendable work Deputy Skaer, and Rojo has done with 40 arrests related to drugs and 100 additional unrelated. The City Manager asked the citizens if they desire a safe place to live and explained that a “safe place to live” was one of the most desired attributes people are looking for when seeking a new community.

A community member from the audience commented that she understands municipal budgets and supports the police but does not know where she is going to get the money to pay for it. She added that now she is taking from her savings to pay her bills.

Another member said he was present to represent many senior citizens of the community that cannot afford the fee.

There was a suggestion from an audience member to review ideas for options for seniors to pay the fee. An example was given that there could be a volunteer work assignment that would compensate the paying fee.

A citizen in the audience shared that he supported the police and was a volunteer member of the police in the past. He said that people do not see everything that the police do. He then moved into talking about a personal code enforcement issue and trailers in front yards. City Manager West warned that it was straying from the topic.

Another member also wanted to discuss code enforcement and a neighbor who has a problem with junk. He said he has complained to the City for the last 15 years and seen no action taken to address the issue.

**3. The public did stray, and the meeting turned back to the Public Hearing. Several audience members left the meeting.**

Mayor Skyberg returned to the Public Hearing Script and called for all those who signed up to speak who were in favor and then opposed. She then asked Council if they would like to comment.

Ginny Wymore spoke in favor of the Police Service Fee. Ms. Wymore said that she has lived here for 40 years. She said she appreciates what the police do and shared a story when she had to call the police because of a burglar and the whole County showed up. She said she is on a fixed income and is in support of paying the fee.

Shirley Fitzgerald asked for clarification of the raise received by the Sheriff’s Department. She said she heard it was going to be 31% and tonight heard from the Sheriff that it would be 34%. City Manager West responded that the Sheriff was correct. She was also concerned about the line item on the water bill. Again, City

Manager West commented that the plan was to not include the fee on the water bill if possible.

Councilor Baller shared a story of how teens perceive their safety. She explained that when walking with her dog by the Tina Miller Center in the evening she heard teens say to each other do not walk alone.

Mayor Skyberg Closed the Public Hearing.

#### **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on May 14, 2019 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97132

Mayor Skyberg adjourned the meeting at 7:30 PM.

Minutes submitted by Deputy City Recorder, Debbie Bernard

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Minutes approved by Mayor Ila Skyberg

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# REGULAR AGENDA

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF MAY 14, 2019**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: KENNA WEST, CITY MANAGER**  
**SUBJECT: PUBLIC SAFETY FEE RECOMMENDATION**

**ISSUE**

Shall the City Council approve Ordinance 678 enacting a Public Safety Fee?

**RECOMMENDATION:**

Approve Ordinance 678 enacting a Public Safety Fee.

**SUMMARY AND BACKGROUND**

The City of Willamina (City) contracts with the Yamhill County Sheriff for law enforcement services for the City. These services are provided to and specifically for the City of Willamina. The deputies are stationed in the City and provide services to the City, which would otherwise not be provided by the Sheriff's Department. The deputies' days and hours of service are determined by the City's needs and in coordination with City administration. That contract is renewed on an annual basis.

In 2019, the Yamhill County Sheriff's Department received a wage increase for the first time in at least a decade (other than COLAs). This wage increase takes place incrementally over a three year term and when calculated over the three years, with cost of living increases, it is at least a 31% increase.

The Yamhill County Sheriff's Department intends to pass through at least a portion of those increases to the contract cities, of which the City of Willamina is one. Without this contract, the City would be without dedicated police services for its community members.

The General Fund for the City of Willamina does not contain sufficient funds to pay for the increased costs of the contract deputies and to maintain a sustained quality of current services to its citizens.

**FUNDING**

As has been explained at multiple public hearings, the City of Willamina budget funds are broken into a number of distinct, individual, and independent funds. Those funds include, among others, the General Fund, the Water Fund, the Wastewater (Sewer) Fund, and the Street Fund. The monies in the Water Fund can only be used for water service expenses, not police or other services. The monies in the Sewer fund can only be used for sewer service expenses, not police or other services. The monies in the Street fund can only be used for streets and sidewalks and related services, not for police or other services. The ONLY monies that can be used for police services are those in the General Fund. The General Fund monies are used to pay for Public Safety (including Code Enforcement), Parks, Library Services, the

Cemetery, the Museum, City Council expenses, Planning Services, Engineering Services, Legal Services, maintenance of City Hall, maintenance of the Library building, maintenance of the Museum building, and maintenance of the other buildings owned by the City, and City administration. The monies come into that fund from three main sources, grants (but these monies cannot be relied on as they depend upon the grant application and award process), franchise fees (fees charged to those entities that use the City's right-of-way), and taxes. In reviewing expected revenue, it is clear that without a very significant reduction in services, there will be insufficient funds to maintain the City's contract deputies at the coverage levels necessary for the safety and security of our community should a public safety fee not be approved. City administration is currently moving forward on cost-saving actions, but even with those potential cost-saving measures, some form of public safety fee will be necessary to continue to provide necessary levels of police coverage.

### COVERAGE

The City currently contracts for 1.5 deputies. This is insufficient coverage for the safety needs of our community. There are significant days and times when law enforcement coverage is not provided to the City because we do not have contract deputy hours available.

The League of Oregon Cities recently released a Police Services Survey. That data has been used to prepare the attached spreadsheets. Of distinct importance in reviewing these spreadsheets, is the last column to the right. This column provides the number of police officers **per 1000 citizens**. By looking at this column one can compare "apples to apples" in regard to officer coverage.

The first spreadsheet, attached hereto as Attachment B, includes the data for every responding city, plus the City of Willamina, at our current level of service of 1.5 deputies. You will note that when calculated **per 1000 citizens**, the City of Willamina has 0.7 officers per 1000 citizens. This is the lowest police service of any other reporting city in the State.

The second spreadsheet, attached hereto as Attachment C, has been filtered to show only those cities with a population under 5,000. Of note, the most recent PSU census numbers show the City of Willamina with a population of 2,160. This second spreadsheet is highlighted to show Willamina in yellow and those cities with a population of within approximately 100 of Willamina's population, in green. Please note the following:

1. Willamina still has the lowest number of police officers per 1000 citizens at 0.7. The next closest city has 1 police officer per 1000 citizens.
2. The average number of officers per 1000 citizens for those cities closest in size to Willamina is 1.6 per 1000 citizens. When you calculate Willamina's population of 2,160, you find that Willamina would need **3.5 deputies** to simply meet the average police coverage of other reporting cities our size in the State.
3. The cities closest to Willamina in size (those highlighted in green) have between 1.0 and 2.2 officers per 1000 citizens. When you calculate Willamina's population of 2,160, you find that Willamina would need **between 2.2 and 4.7 deputies** to meet the same level of police coverage of other reporting cities our size in the State.

The final spreadsheet, attached hereto Attachment D, has been filtered to show only those cities with a population under 5,000; and the Willamina data has been adjusted to show the recommended two contract deputies. Note that even with the increase to two deputies, the police coverage for Willamina would still be less than any other City of our size at 0.9 officers per 1000 citizens; however, the increased coverage hours provided would include those very important at risk late evening and early morning hours.

What this data reflects is that the City of Willamina has been functioning for some time with **significantly** less dedicated police officers than any other reporting city in the State. This is not, however, just a set of statistics. This fact is proven each time staff at City Hall has seen drug deals happening directly in front of City Hall. These drug deals generally occur at times when we do not have dedicated contract coverage and by the time the rural patrol can get there the offenders are long gone. We have spread our contract deputies as thin as possible to get as much coverage as we can, but as the data shows and our own staff experiences reflect, 1.5 deputies is simply insufficient for a town the size of Willamina.

## COMMUNITY OUTREACH

City administration provided a number of venues for community input including an informational article and survey in the monthly utility bill, a public hearing, and attendance and outreach at meetings and events within the City.

### Surveys

Surveys were sent out in the April utility billings which are sent to each household using City services. The surveys provided the public safety fee options being considered and requested comments. Only 26 surveys (including emails) were returned. Fourteen (14) of the respondents were in favor of the proposed public safety fee, in some form, and twelve (12) were opposed to the public safety fee. Unfortunately, with a city population of 2,160, this is a statistically insignificant number of responses. That being said, City administration has taken into account the survey responses and comments before making a recommendation.

### Public Hearing

The City administration was very happy to have community members attend the April Public Hearing. Unfortunately, as with the surveys, the number of people who attended were not many, and with a population of 2,160, it was a statistically insignificant number of attendees. Again, that being said, City administration has taken into account the discussions and testimony that took place at the Public Hearing, including the discussion regarding those community members who couldn't afford to pay the fee because of financial constraints and those who were happy to pay a public safety fee to maintain or enhance police services.

### Meetings and Events

City administration attended meetings and events within the City to discuss the circumstances surrounding police services and the possible public safety fee. Again, as with the other outreach, there were community members who supported the public safety fee and those who felt some community members may be financially constrained. As with the other

input, City administration has taken into account the feedback and comments from the attendees at these meetings.

### **RECOMMENDATION**

City administration recommends that the City Council approve Ordinance 678 and enact a public safety fee as outlined on the attached Attachment A to Ordinance 678. This will create a public safety fee which will allow an enhancement of police services from 1.5 to 2.0 deputies.

In addition, based on the feedback provided by community members, the Ordinance will also create an "Allowance" procedure where those citizens who can verify they are already receiving benefits based on financial limitations (which are delineated in Attachment A to Ordinance 678), may apply for up to a 25% allowance on the public safety fee.

Further, as many of the most vociferous opponents at the Public Hearing were those community members who were self-described "not low-income", this will create a procedure where those citizens can donate funds to an account held by the City, from which those community members who receive an Allowance can apply for additional assistance from that fund.

Finally, the Ordinance makes it "illegal" (not allowed) for the City to "turn off" utility services should the public safety fee not be paid.

The approval of Ordinance 678 will allow the City to provide necessary enhanced police coverage services while also providing an avenue for an Allowance process to those who are already receiving benefits based on financial limitations.

As a caveat to the above, it must be made clear that the proposed public safety fee does not cover the entire cost of the necessary police coverage services, nor was it ever intended to do so. It simply assists the City in paying the contract increases due to the wage increase while also providing assistance to pay for the necessary enhanced police coverage service. The City will still be required to reduce expenses and move forward with cost cutting measures; however, these reductions and measures will not be so severe as to significantly reduce the services provided to our community.

### **FACTS AND FINDINGS**

1. The City of Willamina contracts with the Yamhill County Sheriff's Department to provide the City with dedicated contract deputies.
2. The contract between the City and The Yamhill County Sheriff's Department is reviewed and, if approved, renewed on an annual basis.
3. The Yamhill County Sheriff's Department received a wage increase for the first time in at least a decade which will result in an increase of at least 31% over the next 3 years.
4. At least a portion of that increase will be "passed through" to contract cities, including the City of Willamina.

5. The City has been functioning for some time with significantly less dedicated police services than is statistically and factually necessary for the safety of the community.
6. A public safety fee will aid the City in paying for the enhanced police services necessary for the safety of its community.
7. Statistically, the City has the least police coverage of any reporting City in the State. In order to reach a level of service closer to that of other similar sized cities, the City must increase its contract police officers to 2 from the current 1.5.

*Proposed Motion: I move that the Council adopt Ordinance 678 enacting a Public Service Fee in accordance with Attachment A to Ordinance 678 AND I move that the Deputy City Recorder read Ordinance 678 into the record first in its entirety and then by title only.*

*Kenna L. West*

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Kenna L. West, City Manager

Attachments:

- Ordinance 678 with attachment – Attachment A
- Spreadsheet – Attachment B
- Spreadsheet – Attachment C
- Spreadsheet – Attachment D

**ORDINANCE NO. 678**

**AN ORDINANCE ESTABLISHING A PUBLIC SAFETY FEE**

**WHEREAS**, the City of Willamina contracts with the Yamhill County Sheriff's Department for its police services; and

**WHEREAS**, the Yamhill County Sheriff's Department, in 2019, provided an incremental wage increase to its deputies over three years in addition to annual cost of living increases; and

**WHEREAS**, the cost of the wage increase and annual cost of living increases are, at least in part, being passed through to the City of Willamina via their police services contract with the Yamhill County Sheriff's Department; and

**WHEREAS**, the current level of service, which includes 1.5 deputies, is insufficient to cover all needed days and times of law enforcement coverage resulting in a need for 2.0 deputies; and

**WHEREAS**, police services are used by every developed property in the City;

The City of Willamina ordains as follows:

**Section 1: Purpose and Intent:**

- A. The principal purpose of this Ordinance is to safeguard, facilitate, and encourage the safety and welfare of the families, citizens, community members, and businesses of the City.
- B. The Council finds that sufficient and consistent police services provides a multitude of economic and social benefits to the community, including, but not limited to:
  - a. Increased protection of its citizens, of all ages
  - b. Prevention of crime
  - c. Enhanced protection of property
  - d. Increased safety and livability within the community
  - e. Promotion of business, industry, and tourism, and
  - f. Promotion of community spirit and growth
- C. It is the intent of this Ordinance to provide a funding mechanism to help pay for the benefits conferred on the city residents, community members, and businesses by the provision of sufficient and consistent police services.
- D. The Public Safety Fee enacted in this Ordinance is intended to supplement existing funding, and is not intended to provide full funding for the City's law enforcement contract with the Sheriff's Department. It is expected that the Public Safety Fee revenues collected will not cover the entire cost of the law

enforcement contract and any additional funding for that law enforcement contract will continue to be allocated from other non-dedicated city funds provided, however, the City Council may direct the reimbursement to such other non-dedicated city funds if additional Public Safety Fee revenues are collected.

## **Section 2: Definitions:**

For the purposes of this Ordinance the following shall mean:

**DEVELOPED PROPERTY:** A parcel or portion of real property on which a dwelling, structure, or building exists.

**NON-RESIDENTIAL UNIT:** Developed property that is not primarily for personal domestic accommodation, such as a business or commercial enterprise. A non-residential structure which provides facilities for one or more businesses, including, but not limited to, permanent provisions for access to the public, shall have each distinct business facility considered as a separate non-residential unit. Motels and hotels shall be considered non-residential units for these purposes.

**PERSON:** A natural person, unincorporated associates, tenancy in common, partnership, corporation, limited liability company, cooperative, trust, any governmental agency, excluding the City of Willamina, and any other entity in law or in fact.

**RESIDENTIAL UNIT:** Developed property with a residential structure which provides living facilities for one or more persons including, but not limited to, permanent provisions for living, sleeping, or sanitation. A home business in a residential zone will be regarded only as a residential unit, not as a non-residential unit. Multi-family residential property consisting of two or more dwelling units, condominium units or individual mobile home units shall have each unit considered as a separate residential unit. An accessory dwelling unit shall be considered a separate residential unit. A lot or parcel which contains a non-residential building or structure used primarily for personal purposes, not primarily for business or commercial purposes, shall be considered a residential unit.

**RESPONSIBLE PARTY:** The person owing the Public Safety Fee; either the individual who normally pays the utility bills for a property or another individual who has agreed in writing to pay the fee.

## **Section 3: Creation of a Public Safety Fee:**

There is hereby created a Public Safety Fee for the purposes of providing funding for police services. All Public Safety Fee revenues shall be distinctly and clearly noted in the city budget. The revenues from the Public Safety Fee shall be collected and used for police services and for no other purpose. The fees paid and collected by virtue of this Ordinance shall not be used for general or other governmental or proprietary purposes of the City.

#### **Section 4: Imposition of a Public Safety Fee:**

- A. There is hereby created a Public Safety Fee to accomplish the above-stated purposes.
- B. The Public Safety Fee is hereby established and shall be assessed by the City on all utility accounts connected to City utilities in a sum as described in Attachment A, which is incorporated herein.
- C. The Public Safety Fee billing will be included as a line item on the City's utility billings but, together with the Utility Service Fee, will be due on a different date than the remainder of the bill so as to disperse payment of the entire amount owed by customers over an entire billing cycle. In general, the City will provide approximately two weeks between due dates for the Public Service Fee and Utility Service fee, which shall be due together, and the remainder of customers' bills.
- D. The obligation to pay a Public Safety Fee arises when a person responsible uses or otherwise benefits from police services. It is presumed that police services are used, and that a benefit arises, whenever the subject real property is a developed property.
- E. All developed properties within the City shall be charged a Public Safety Fee.
- F. Undeveloped properties shall not be charged a Public Safety Fee.

#### **Section 5: Collection:**

- A. Public Safety Fees shall be collected monthly. Statements for the fee will be included as a line item on the City's utility billings but, together with the Utility Service Fee, will be due on a different date than the remainder of the bill so as to disperse payment of the entire amount owed by customers over an entire billing cycle.
- B. Unless another person has agreed in writing to pay, and a copy of that writing is filed with the City, the person normally responsible for paying the City's water and sewer charges is responsible for paying the Public Safety Fee.
- C. In the event a developed property is not served by a domestic water meter or sewer hook-up, or if water and sewer service is disconnected the Public Safety Fee shall be paid by the persons having the right to occupy the property.
- D. A request for water or sewer service or occupancy of an un-serviced building will automatically initiate appropriate billing for the Public Safety Fee.

- E. There shall be no charge for an undeveloped property until such time as a request for City utility service or for valid occupancy without such service is requested. The Public Safety Fee does not in any way create an obligation of the real property. Rather, the obligation to pay the Public Safety Fee is a personal obligation of the customer responsible for payment of the City utility account. No lien will attach to the real property at which the account is located because of nonpayment of the Public Safety Fee.
- F. The imposition of the Public Safety Fee shall be calculated on the basis of the number of residential or non-residential units supported, without regard to the number of water meters serving the property.
- G. Notwithstanding the above, if the Public Safety Fee is not paid for a period of three months, the Fee shall be imposed on the responsible party.

#### **Section 6: Program Administration:**

- A. The City Manager, or the City Manager's designee, shall be responsible for the administration of this Ordinance and for the collection of fees hereunder.
- B. The City Manager is authorized and directed to review the operation of the Ordinance and, where appropriate, recommend changes thereto in the form of administrative procedures for adoption by the City Council by Resolution. Such procedures if adopted by the Council shall be given full force and effect, and unless clearly inconsistent with this Chapter, shall apply uniformly throughout the City.
- C. The amount and collection process of the Public Safety Fee shall be examined by the City Council, Budget Committee, and City Manager on at least an annual basis as part of the City's annual budget formulation process.

#### **Section 7: Enforcement:**

- A. Notwithstanding any provision herein to the contrary, the City may institute any necessary collection action including, but not limited to, referring the unpaid amounts to a collection agency for collection action, and/or instituting any necessary legal proceedings to enforce the provisions of this chapter, including but not limited to injunctive relief and collection of charges owing. The City's enforcement rights shall be cumulative.
- B. The City shall not "turn off" any utility as a collection action for the Public Safety Fee.

**Section 8: 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 9: Codification:**

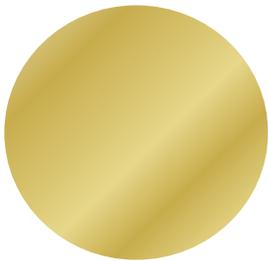
Provisions of this Ordinance shall be incorporated into the City Code and the word "Ordinance" may be changed to "code", "article", "section", "chapter", or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any "Whereas" clauses and boilerplate provisions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

**Section 10: 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 14th day of May, 2019, and duly

**PASSED** and **ADOPTED** this 14<sup>th</sup> day of May, 2019, by the following votes:

- Mayor Skyberg: \_\_\_\_\_
- Councilor Baller: \_\_\_\_\_
- Councilor Burr: \_\_\_\_\_
- Councilor Johnson: \_\_\_\_\_
- Councilor Lawson: \_\_\_\_\_
- Councilor McKnight: \_\_\_\_\_
- Councilor Wooden: \_\_\_\_\_



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, Deputy City Recorder*

**PUBLIC SAFETY FEE RATE SHEET  
MONTHLY RATE**

July 2019 to June 2020 - \$9.72  
July 2020 to June 2021 - \$10.52  
July 2021 to June 2022 - \$11.47

Thereafter, the City Manager shall review and recommend the Public Safety Fee rate at least once per year during the budgeting process and in accordance with the proposed annual contract from the Sheriff's Department for review, consideration, and if appropriate approval, by the Budget Committee and the City Council.

**ALLOWANCE PROCESS**

Any responsible party may request an allowance in regard to the above Public Safety Fee. An allowance may be granted up to 25%. The City Manager, or the City Manager's designee, shall have the authority to grant such an allowance, based on the responsible party's financial need which may be determined based on the responsible party's proof of current enrollment in the following assistance programs:

- Supplemental Nutritional Assistance Program (SNAP)
- Medicaid
- Supplemental Security Income Benefits
- Housing Choice Voucher Program

The Policies and Procedures for the administration of the Allowance Process shall be prepared by the City Manager or the City Manager's designee and shall apply equally to each applicant. The City of Willamina does not have the staff to independently verify financial need and, therefore, will rely upon the verification provided by those agencies listed above. Should the City become aware of other agencies that provide services to individuals based on low income levels, enrollment in those agency programs may be added as a determination factor to this Allowance Process.

**DONATIONS**

During the public hearing and outreach process, many individuals who were self-described as not reduced or low income, indicated their concern for residents with reduced or low income. Based on this feedback, the City may include a "Donation" section on the utility billing. A responsible party may insert a payment amount into that donation box, and pay the amount donated to the City, which will accept and hold those donations. The donated monies will be made available to responsible parties who are enrolled in the Allowance Process on a "first come, first served" basis. Each responsible party enrolled in the Allowance Process may access these donated funds no more than twice per year. The City does not guarantee that those individuals who indicated their concern for those with reduced or low income will donate funds, and thus, the City cannot guarantee that any such funds will be available. However, should there be donated funds, the City will hold them as noted above. The Policies and Procedures necessary to administer this fund shall be created by city administration and approved by the City Council.

2019 LEAGUE OF OREGON CITIES  
POLICE SERVICE SURVEY

City	Population	Total Law Enforcement	Total officers	Total civilians	Officers per 1000
Albany	53145	97	65	32	1.2
Amity	1655	9	2	7	1.2
Ashland	20815	35	28	7	1.3
Astoria	9695	23	13	10	1.3
Aumsville	3975	7	6	1	1.5
Baker City	9890	18	15	3	1.5
Bandon	3155	7	7	0	2.2
Beaverton	97000	179	139	40	1.4
Bend	89505	123	96	27	1.1
Boardman	3690	11	10	1	2.7
Brookings	6630	21	14	7	2.1
Canby	16800	28	24	4	1.4
Cannon Beach	1710	9	7	2	4.1
Carlton	2270	4	3	1	1.3
Central Point	17895	31	25	6	1.4
Coburg	1195	4	3	1	2.5
Columbia City	1985	7	4	3	2
Condon	690	1	1	0	1.4
Coos Bay	16680	32	22	10	1.3
Coquille	3915	8	7	1	1.8
Corvallis	59280	81	57	24	1
Cottage Grove	10005	29	18	11	1.8
Dallas	15830	26	20	6	1.3
Eagle Point	9105	13	12	1	1.3
Enterprise	1985	4	4	0	2
Eugene	169695	307	188	119	1.1
Florence	8795	24	16	8	1.8
Forest Grove	24125	37	31	6	1.3
Gearhart	1505	3	3	0	2
Gervais	2585	6	5	1	1.9
Gladstone	11880	19	17	2	1.4
Gold Beach	2265	7	5	2	2.2
Grants Pass	37285	87	55	32	1.5
Gresham	110505	155	125	30	1.1
Hermiston	18200	31.5	27	4.5	1.5
Hillsboro	101920	177	130	47	1.3
Hood River	7990	16	14	2	1.8
Hubbard	3305	4	3	1	0.9
Independence	9370	19	14	5	1.5
Jacksonville	2980	6	5	1	1.7
John Day	1735	10	10	0	5.8
Junction City	6125	16	9	7	1.5
Keizer	38505	45	38	7	1
King City	3700	8	7	1	1.9
Klamath Falls	21890	41	36	5	1.6
La Grande	13340	31	18	13	1.3

2019 LEAGUE OF OREGON CITIES  
POLICE SERVICE SURVEY

Lake Oswego	38215	59	43	16	1.1
Lebanon	16920	39	27	12	1.6
Lincoln City	8730	37	25	12	2.9
Madras	6345	11	10	1	1.6
Malin	815	7	7	0	8.6
Manzanita	640	4	4	0	6.3
McMinnville	33810	51	43	8	1.3
Medford	80375	141	104	37	1.3
Milton-Freewater	7105	17	11	6	1.5
Milwaukie	20525	41.25	37.25	4	1.8
Molalla	9625	17	14	3	1.5
Monmouth	9890	15	12	3	1.2
Mt. Angel	3415	9	7	2	2
Myrtle Creek	3490	7	7	0	2
Myrtle Point	2535	6	5	1	2
Newberg-Dundee*	27025	49	35	14	1.3
Newport	10125	26	22	4	2.2
North Bend	9815	28	21	7	2.1
North Plains	3095	4	4	0	1.3
Nyssa	3310	8	7	1	2.1
Oakridge	3280	7	5	2	1.5
Ontario	11470	25	21	4	1.8
Oregon City	34860	54	47	7	1.3
Pendleton	16810	28	23	5	1.4
Philomath	4715	10	9	1	1.9
Phoenix	4620	10	9	1	1.9
Pilot Rock	1505	3	3	0	2
Port Orford	1145	6	5	1	4.4
Portland	648740	1174	925	249	1.4
Prineville	10010	28	16	12	1.6
Rainier	1925	6	5	1	2.6
Redmond	29190	53	42	11	1.4
Reedsport	4175	17	11	6	2.6
Rockaway Beach	1350	4	4	0	3
Rogue River	2245	6	5	1	2.2
Roseburg	24820	42	38	4	1.5
Salem	165265	234	190	44	1.1
Sandy	10990	22	18	4	1.6
Scappoose	7200	11	10	1	1.4
Seaside	6660	31	26	5	3.9
Sherwood	19505	26	23	3	1.2
Silverton	10325	19	17	2	1.6
Springfield	60865	96	64	32	1.1
St. Helens	13240	17	15	2	1.1
Stayton	7810	17	13	4	1.7
Sutherlin	8140	15	12	3	1.5
Sweet Home	9225	22	15	7	1.6

2019 LEAGUE OF OREGON CITIES  
POLICE SERVICE SURVEY

Talent	6380	10	8	2	1.3
The Dalles	14735	26	23	3	1.6
Tigard	52785	85.5	69	16.5	1.3
Tillamook	4920	10	10	0	2
Toledo	3490	13	7	6	2
Tualatin	27055	46	38	8	1.4
Turner	2085	2	2	0	1
Umatilla	7320	14	12	2	1.6
Vernonia	2065	4	3	1	1.5
Warrenton	5310	13	12	1	2.3
West Linn	25830	29	26	3	1
<b>Willamina</b>	<b>2160</b>	<b>1.5</b>	<b>1.5</b>	<b>0</b>	<b>0.7</b>
Winston	5480	9	8	1	1.5
Woodburn	24760	38	30	8	1.2
Yamhill	1090	9	3	6	2.8

2019 LEAGUE OF OREGON CITIES  
POLICE SERVICES SURVEY - UNDER 5K

Attachment C

City	Population	Total Law Enforcement	Total officers	Total civilians	Officers per 1000
Amity	1655	9	2	7	1.2
Aumsville	3975	7	6	1	1.5
Bandon	3155	7	7	0	2.2
Boardman	3690	11	10	1	2.7
Cannon Beach	1710	9	7	2	4.1
Carlton	2270	4	3	1	1.3
Coburg	1195	4	3	1	2.5
Columbia City	1985	7	4	3	2
Condon	690	1	1	0	1.4
Coquille	3915	8	7	1	1.8
Enterprise	1985	4	4	0	2
Gearhart	1505	3	3	0	2
Gervais	2585	6	5	1	1.9
Gold Beach	2265	7	5	2	2.2
Hubbard	3305	4	3	1	0.9
Jacksonville	2980	6	5	1	1.7
John Day	1735	10	10	0	5.8
King City	3700	8	7	1	1.9
Malin	815	7	7	0	8.6
Manzanita	640	4	4	0	6.3
Mt. Angel	3415	9	7	2	2
Myrtle Creek	3490	7	7	0	2
Myrtle Point	2535	6	5	1	2
North Plains	3095	4	4	0	1.3
Nyssa	3310	8	7	1	2.1
Oakridge	3280	7	5	2	1.5
Philomath	4715	10	9	1	1.9
Phoenix	4620	10	9	1	1.9
Pilot Rock	1505	3	3	0	2
Port Orford	1145	6	5	1	4.4
Rainier	1925	6	5	1	2.6
Reedsport	4175	17	11	6	2.6
Rockaway Beach	1350	4	4	0	3
Rogue River	2245	6	5	1	2.2
Tillamook	4920	10	10	0	2
Toledo	3490	13	7	6	2
Turner	2085	2	2	0	1
Vernonia	2065	4	3	1	1.5
Willamina	2160	1.5	1.5	0	0.7
Winston	5480	9	8	1	1.5
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2019 LEAGUE OF OREGON CITIES  
POLICE SERVICES SURVEY - UNDER 5K

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Willamina	2160	2	2	0	0.9
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Yamhill	1090	9	3	6	2.8

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF MAY 14, 2019**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: KENNA WEST, CITY MANAGER**  
**SUBJECT: CITY MANAGER CONTRACT CORRECTION AMENDMENT**

**ISSUE**

Shall the City Council adopt Resolution 18-19-14 amending the City Manager's contract to correct a scrivener's error?

**RECOMMENDATION:**

Adopt Resolution 18-19-14

**SUMMARY AND BACKGROUND**

On August 16, 2017, the City of Willamina and Kenna West entered into an employment agreement. The agreement is for a term of three years. It was recently found that there was a scrivener's error at Section 2.A (a copy of which is attached hereto as Attachment A). The agreement inaccurately reflects a commencement date of August 16, 2016 and an expiration date of August 16, 2019. As the document was signed on August 16, 2017, it is clear that the commencement of the agreement could not have occurred one year prior to the date signed and that the actual date of commencement should have been the date of execution, August 16, 2017.

Section 8.B allows for amendment or adjustment of the terms of the Agreement; however such amendment must be signed by an authorized representative of the City Council on behalf of the City. Attached as Attachment B is Resolution 18-19-14, which delineates the correction of the scrivener's error to the City Manager's contract.

**FACTS AND FINDINGS**

1. An employment agreement was entered into between the City of Willamina and Kenna West on August 16, 2017 for a term of three years.
2. There was a scrivener's error at Section 2.A, wherein the date of commencement was listed as August 16, 2016, rather than the correct August 16, 2017.
3. The attached Resolution 18-19-14, if adopted, will correct this scrivener's error.

*Proposed Motion: I move that the City Council adopt Resolution 18-19-14.*

*Kenna L. West*

---

Kenna L. West, City Manager

Attachments: Employment Agreement, Page 2 – Attachment A  
Resolution 18-19-14 – Attachment B

A. This Agreement commences August 16, 2016 and expires on August 16, 2019. When the Agreement expires, the City has no further financial or other obligation to the Employee. In the event the Council desires to extend the Agreement beyond the expiration date, the Council must do so through an amendment.

B. Council will either extend this Agreement or allow it to expire. In the event Council does not extend this Agreement, the City agrees to provide sixty (60) calendar days written notice to Employee. In the event the City does not provide sixty (60) calendar days written notice to Employee, Employee will receive compensation equal to the amount of time the City was deficient in providing notice. Employee shall receive payment for the deficiency in Employee's final paycheck.

C. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of Employee subject only to the provisions set forth in this Agreement.

D. Nothing in this Agreement prevents, limit or otherwise interferes with the right of Employee to resign at any time from her position with City subject only to the provisions set forth in this Agreement.

E. Employee agrees to remain in the exclusive employ of the City during the term of this Agreement, unless Employee receives approval from City Council to hold outside employment.

### **Section 3: Termination.**

A. Notice. Before the Agreement expires, this Agreement may be terminated by either the City or Employee for any reason whatsoever upon giving not less than thirty (30) calendar days' written notice to the other party.

B. Continued Employment During Notice Period. In the event the City terminates this Agreement before the expiration date, the City Council may, at its discretion, opt not to have Employee continue in her position during that thirty day period.

C. Severance. In the event Employee is terminated without cause by the City Council before expiration of this Agreement and during such time as Employee is willing and able to perform the duties of City Manager, then City agrees to pay Employee four (4) months' base salary. Payment of the applicable amount shall be made monthly, each payment being the value of one (1) month's salary. The right to said payment ceases if during the period of the scheduled payments Employee accepts employment with another employer (including self-employment). Employee has an affirmative obligation to notify City upon acceptance of other employment. In the event Employee fails to notify City of her employment, City shall have the right (but not the obligation) to seek recovery from Employee of any and all amounts improperly received as well as recovery of any cost(s) or fee(s) (including attorney fees) City incurs in pursuit thereof. In the



Mayor Ila Skyberg

**Council Members:**

Rita Baller, *Council President*  
Bob Burr  
Craig Johnson  
Roberta Lawson  
Theresa McKnight  
April Wooden

**City Management:**

City Manager: *Kenna L. West*  
Finance Manager: *Scott Clark*  
Public Works Director: *Jeff Brown*  
Library Manager: *Sarah Frost*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION OF BUSINESS**

**RESOLUTION NUMBER 18-19-14**

A Resolution of the Willamina City Council authorizing a correction to the City Manager's Employment Agreement.

**WHEREAS**, a three year Employment Agreement was entered into between the City of Willamina and Kenna West on August 16, 2017; and

**WHEREAS**, Section 2.A of the Agreement contains a scrivener's error indicating commencement of the Agreement would begin on August 16, 2016, one year prior to the actual execution of the Agreement; and

**WHEREAS**, the correct commencement date is August 16, 2017, the date of execution of the Agreement; and

**WHEREAS**, Section 8.B of the Agreement provides for amendment/adjustment of the Agreement as long as it is in writing and signed by an authorized representative of the City Council on behalf of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF**

**WILLAMINA THAT** Section 2.A of the Employment Agreement between the City of Willamina and Kenna West shall be revised to read as follows:

*This Agreement commences on August 16, 2017 and expires on August 16, 2020. When the Agreement expires, the City has no further financial or other obligation to the Employee. In the event the Council desires to extend the Agreement beyond the expiration date, the Council must do so through an amendment.*

**PASSED and ADOPTED** by the City Council of the City of Willamina this **14<sup>th</sup> day of May, 2019**



\_\_\_\_\_  
Ila Skyberg, Mayor

**ATTEST:**

\_\_\_\_\_  
Debbie Bernard, Deputy City Recorder

**City Of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF MAY 14, 2019**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**  
**SUBJECT: APPROVAL OF WILLAMINA FARMERS MARKET AND THE CLOSURE OF B STREET FROM MAIN STREET TO 1<sup>ST</sup> STREET ISSUE**

Shall City Council approve the closure of B Street from Main Street to 1<sup>st</sup> Street on Sundays for Willamina Farmers Market?

**RECOMMENDATION**

Staff recommends City Council approve this request.

**SUMMARY AND BACKGROUND**

The City receives an annual request from Sage Baller and David Morey to allow the closure of B Street from Main Street to 1<sup>st</sup> Street for use by the Farmers Market. This closure would be on Sundays, from June 16, 2019 through November 22, 2019. In addition, the Market would utilize the parking area owned by the City for vendors and customers of the market to park, and they would utilize road blocking signage provided by the City's Public Works Department. The Market has operated in this location for 3 years and there has been overwhelmingly positive feedback on this event.

**FACTS AND FINDINGS**

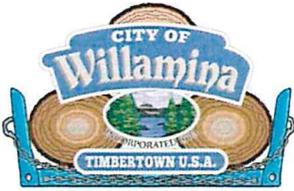
1. The City receives an annual request from Sage Baller and David Morey to allow the closure of B Street from Main Street to 1<sup>st</sup> Street for use by the Market.
2. The City has received positive feedback on this event since it began its operations three years ago.
3. Sage Baller and David Morey request approval for the closure of B Street from Main Street to 1<sup>st</sup> Street, the use of the City owned parking area, and the use of the City's roadway blocking signage. The roadway would be closed from 8:00 am to 2:00 pm on Sundays from June 16, 2019 through November 22, 2019.
4. The following properly executed forms are attached for your information:
  - a. Event Permit & a Hold Harmless Agreement, and
  - b. An Insurance Certificate naming the City of Willamina as an additional insured in the sum of \$2 million.



Proposed Motion: *I move to approve the closure of B Street from Main Street to 1<sup>st</sup> Street, the use of the City's parking lot, and the use of the City's road blocking signage for the use of the Farmers Market on the days and times outlined in the City staff report.*

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Deputy City Recorder Debbie Bernard



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President*  
*Bob Burr*  
*Craig Johnson*  
*Roberta Lawson*  
*Theresa McKnight*  
*April Wooden*

**Event Permit – hold harmless**

**May 14, 2019**

Date of Application Submitted: **April 29, 2019**

Event Permit: **Saturday Market**

Applicant: **Willamina Farmers Market – Sage Baller & David Morey Managers**

Applicant Address/ City / Zip Code:

38505 Tindle Creek Rd SW, Willamina, Oregon

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Contact phone number: **503-999-9483 Sage**

E-mail address: **barefarnes.com**

Name of Organization responsible: **Sage Baller & David Morey, Willamina Farmers Market**

Type of Event: **Farmers Market**

Event Dates: **June 16 thru November 22, 2019 Sundays Only**

Event Times: Sunday 10am – 2pm

Teardown 2pm to 3pm

**Insurance Requirements**

Except for neighborhood block parties, the City requires the Permittee carry Commercial General Liability Insurance in a minimum amount of \$2 million naming the City of Willamina as an additional insured. Claims made in excess of the policy will still be the responsibility of the Permittee. Permittee shall provide a certificate of insurance as proof the required insurance coverage has been obtained.

**Insurance Company: Sentinel Insurance Company, LTD (attached copy)**

**Policy Number: 72 SBM AP6667 DX 04/09/2019 to 04/09/2020**

**Coverage Limits: Each occurrence \$2,000,000 damage to rented premises \$1,000,000 med exp \$10,000 personal & adv injury \$2,000,000 general aggregate \$4,000,000 products com/op agg \$4,000,000**

This permit is subject to the following conditions for street closures: B St. Between Main and 1<sup>st</sup>.

1. No alcoholic beverages are permitted on city streets unless an OLCC license has been issued for a community event.
2. No through-street closure applications will be considered for other than a community-wide event.
3. Residences & business located adjacent to the proposed closure must be notified a minimum of 10 days prior to the event.
4. Barricades and cones are available at no cost from the City of Willamina. Availability is on a first come first served basis. Participants are responsible for pickup and return of barricades. Return is required on first business day following the event. Applicant shall be responsible for clean-up and removal of debris created as a result of this event.
5. Signage is the responsibility of the applicant. No Parking signs must be in place a minimum of 24 hrs. in advance of the event. These signs must be read letters on a white background, a minimum of 11x17 size; 4 per block. This is in addition to the barricades for the event.

Indemnity agreement

Permittee shall defend, indemnify and hold harmless the City of Willamina its officers, agents, employees and insurers against any claim, demand, suit or action of whatsoever nature resulting from or arising out of this event.

Signature David R. Murray Date 5-1-19

I hereby certify that:

- I am the authorized representative of the named group
- That the above statements are true to the best of my knowledge; and
- That I will abide by all restrictions, administrative rules and applicable City Ordinances.

I have read and understand the above statements.

Signature David R. Murray Date 5-1-19

Deputy City Recorder, Debbie Bernard Debbie Bernard Date 5-1-19



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> G&M INSURANCE PO BOX 68  WILLAMINA OR 97396		<b>CONTACT NAME:</b> DENNIS ULRICH <b>PHONE (A/C, No, Ext):</b> 503-876-4222 <b>FAX (A/C, No):</b> 503-876-4334 <b>E-MAIL ADDRESS:</b> DENULR@AIM.COM	
<b>INSURED</b> WILLAMINA COASTAL HILLS CHAMBER OF COMMERCE PO BOX 411 WILLAMINA OR 97396		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A : SENTINEL INSURANCE COMPANY, LTD INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

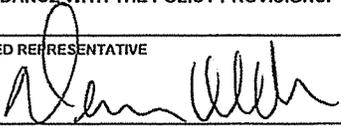
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		72 SBM AP6667	04/09/2019	04/09/2020	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  <b>DED</b> <b>RETENTIONS</b>						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS    OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVENTS SPONSORED BY THE WILLAMINA COASTAL HILLS CHAMBER OF COMMERCE.  
 WILLAMINA FARMER'S MARKET IS A CHAMBER SPONSORED EVENT.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF WILLAMINA OREGON PO BOX 491  WILLAMINA OR 97396	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF MAY 14, 2019

**TO: MAYOR AND CITY COUNCIL**

**FROM: WILLAMINA PUBLIC LIBRARY BOARD through KENNA WEST, CITY MANAGER**

**SUBJECT: WILLAMINA PUBLIC LIBRARY POLICIES**

**ISSUE**

Shall the City Council adopt Resolution 18-19-15 approving the policies brought forth by the Library Board?

**RECOMMENDATION:**

Adopt Resolution 18-19-15.

**SUMMARY AND BACKGROUND**

In order to more effectively and efficiently manage the Library collection, use of technology, and to provide structure to children visiting the Library, the Library Manager requested the Library Board develop a draft set of policies for City Council review, and if appropriate, adoption including the following:

Willamina Public Library Collection Development Policy  
Adult Technology Use Policy  
Children's Technology Use Policy  
Willamina Public Library Children's Code of Conduct

The Library Board spent a great deal of time and consideration as it prepared the attached policies and after much deliberation, in its role as a recommending board to the City Council, the Library Board recommends the attached policies for review and, if appropriate, adoption by the City Council.

**FACTS AND FINDINGS**

1. The Board is established as a body to provide recommendations to the City Council pursuant to Chapter 31 of the Willamina Code of Ordinances.
2. The Board, at properly noticed meetings, with a quorum present, voted to present the attached proposed policies to the City Council for consideration as the Willamina Public Library official policies.
3. If approved and adopted by the City Council the policies will become the official policies of the Willamina Public Library.

*Proposed Motion: I move that the City Council adopt Resolution 18-19-15.*

KENNA L. WEST  
Kenna L. West, City Manager

Attachments: Resolution 18-19-15  
Collection Development Policy  
Adult Technology Use Policy  
Children's Technology Use Policy  
Willamina Public Library Children's Code of Conduct



Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Bob Burr  
Craig Johnson  
Roberta Lawson  
Theresa McKnight  
April Wooden*

**City Management:**

*City Manager: Kenna L. West  
Finance Manager: Scott Clark  
Public Works Director: Jeff Brown  
Library Manager: Sarah Frost*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION OF BUSINESS**

**RESOLUTION NUMBER 18-19-15**

A Resolution of the Willamina City Council adopting the policies proposed by the Willamina Library Board.

**WHEREAS**, the Willamina Library Board is established as a body to provide recommendations to the City Council pursuant to Chapter 31 of the Willamina Code of Ordinances; and

**WHEREAS**, the Willamina Library Board, at properly noticed meetings, with a quorum present, developed the following policies: Willamina Public Library Collection Development Policy, Adult Technology Use Policy, Children’s Technology Use Policy, and Willamina Public Library Children’s Code of Conduct, which are attached hereto; and

**WHEREAS**, the Willamina Library Board, at properly noticed meetings, with a quorum present, voted to present the attached proposed policies to the City Council for consideration as the Willamina Public Library official policies

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF**

**WILLAMINA THAT** the attached policies are approved and shall become the official policies of the Willamina Public Library.

**PASSED and ADOPTED** by the City Council of the City of Willamina this **14<sup>th</sup> day of May, 2019**



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, Deputy City Recorder*

# WILLAMINA PUBLIC LIBRARY COLLECTION DEVELOPMENT

## PURPOSE OF THE POLICY

The purpose of the Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, allocation of resources, and long-range planning of collection needs in accordance with the library's mission.

## MISSION STATEMENT

The mission of the Willamina Public Library is to provide programs and resources that are designed to 1) promote early childhood literacy 2) prepare young adults to explore trade, professional, and academic careers, and 3) make knowledge available to members of a rural population who lack the means to access information and resources elsewhere.

## COMMUNITY PROFILE

Willamina is a city located in both Polk and Yamhill Counties. Willamina was incorporated in 1903. As of the 2010 census there were 2025 people, 698 households, and 501 families residing in the city. Since the 2010 census the city has seen growth and development.

Nicknamed "Timber Town U.S.A.," Willamina is known for its logging and timber production. The surrounding area has also seen an increase in farming production. During the months of June through September local farmers, bakers, makers and creators can be found downtown at the Willamina Farmer's Market. Willamina is quickly becoming known for its art, history and cultural scene with a variety of live performances, local exhibits, and art tours. Not to be forgotten is the local recreation including parks for bird watching, the Huddleston Pond for fishing, nearby hiking and riding trails as well as some enjoyable swimming holes.

## RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Responsibility for selection of materials within Collection Development Policy guidelines is vested in the Library Manager. The Library Manager may authorize members of the staff who are qualified by reason of education, training, judgment, and experience to assist with selection. Suggestions from the public are welcomed and are given serious consideration within policy guidelines. Final decision for selection rests with the Library Manager. The goal will be the development of collections that maintain a balance between diverse points of view and reflect the interests and cultural values of the community.

## NEEDS AND SERVICES DEFINED

The Willamina Public Library provides service to the residents of the city of Willamina. As a member of the Chemeketa Cooperative Regional Library Service (CCRLS), the Library also provides basic library service to residents of rural Yamhill County and Polk County without charge, and charges a fee to households outside the City limits for unlimited access to library services and collections. Children through the age of thirteen years who live outside the City limits and in the area served by the

Library through CCRLS are eligible for a CCRLS Create A Reader Everyday (CARE) card to check out materials from the children's room, the young adult room, or children's videos from the media center.

The Library shares its resources with 17 public libraries in Polk, Yamhill, and Marion counties, and the Chemeketa Community College library. The Library's collection emphasizes current, popular materials in a variety of formats; up-to-date resources to satisfy a wide range of personal interests; and timely information to support an educated, self-reliant citizenry.

To help define the needs of a diverse and changing population, it is the goal of the Library to respond to community needs by focusing on the following service responses as defined by the Public Library Association:

#### General Information:

- The Library will develop programs to promote effective use of the Library's resources, services and all of its collections, including remote access to electronic databases, the online catalog, and the Internet.
- The Library will continue to refine and improve services and programs which are currently offered, including but not limited to, expanded reference collections in print and electronic formats; local history assistance; consumer information; information literacy; and current technology.
- The Library will provide current and accurate print, non-print and electronic reference services using professionally trained personnel; increase public access to reference services via telephone and e-mail; develop and maintain current technology; and develop continuing education and training programs for staff to enhance their professional skills, promote a high level of customer service, and foster the ability to use and plan for new technology.

#### Current Topics and Titles:

- The Library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Given a choice between multiple copies of current best sellers and a wide selection across a range of titles and subject areas, the choice will support a broad range of collection development to meet the needs and interests of multiple users.
- The Library will increase staffing, equipment and supplies to support the processing of materials acquired and to better serve the public. Collections will be organized so materials will be easy to find, and "weeded" on a regular basis to eliminate extra copies of popular titles that are no longer in high demand.
- The Library will provide free access to children's collections for all children through the age of 13 who reside in the CCRLS service area and expand programs and services to young people ages 12-18.
- The Library will develop and implement collections and services "beyond the walls" to expand access to services in the community and to address space limitations in the current facility.

### Cultural Awareness:

- The Library will reduce cultural, language, and communication barriers by providing Spanish-speaking collections, offering signage and promotional materials in both English and Spanish, and providing staff training in cultural awareness.
- The Library will develop collections, programming, and displays that promote an understanding of diversity, including differences related to culture, language and ethnicity, religious preference, and age, and encourage cross-cultural communication.

All library roles actively support the unique needs of special populations and Lifelong Learning. Some of these include: the business community, senior citizens, preschoolers, young adults, people seeking jobs or career change or advancement, home schoolers, parents, non-English speaking people, students and people with disabilities.

The library staff takes an active approach to anticipating emerging trends and purchases materials in subject areas that will enhance the overall development of the collection.

For materials not found in the collection, interlibrary loans are available through a variety of local, regional, and national systems including CCRLS, and OCLC. The cost of interlibrary loan transactions and the timeliness of the user's need are also factors in purchase decisions. While the Library is committed to resource sharing on an equitable basis, it is important to note that the use of materials from other libraries is a privilege rather than a right and can be abused.

### GENERAL DESCRIPTION OF THE COLLECTION

As of March 1, 2019 Willamina Public Library's collection consisted of 9,742 adult books, 1,511 books for teen readers, 6,159 books for young readers, 3,160 audio-visual items, and 5 paid periodical subscriptions. The collection is directly accessible to the public for browsing. Access is gained through the use of the Library's online catalog, online databases, and the Internet.

Formats – The Library collection consists of books, periodicals, video materials, compact discs, DVDs, computer applications, online databases, Internet access, and other formats as available. Paperback books are purchased to supplement high demand hard cover titles, when the paperback edition is the only format available, when the overall lower cost makes it more economical, and for materials that are easily dated, and genre collections.

Languages – The collection consists primarily of English language materials. The Library does collect foreign language learning resources and is expanding the collection of Spanish language fiction and non-fiction materials for leisure reading.

Rare books – As a public library we do not collect rare books of high value. The Library does maintain a collection of local and Oregon history.

Funding considerations – The primary source of financing for the Library’s collection is the library budget funded through the City of Willamina. Other sources are grants. Donations and Fundraisers to the Library are made possible by the West Valley Kiwanis Club 501c3 fiscal pass-through.

#### SELECTION PROCEDURES

Sources for the selection of materials include book review journals, newspapers, catalogs of standard library materials, trade catalogs and announcements, online listings, and patron recommendations.

Selection of materials is determined by the Library’s Mission Statement, Collection Development Policy, anticipated demand, availability at other libraries, and budget.

Acquisition procedures include the use of standing orders, wholesalers, jobbers, local bookstores, and automation. Discount, efficiency, speed and reliability all enter into the decision.

#### YOUNG ADULT SELECTION

The Young Adult Library Services Association (YALSA), a division of the American Library Association, defines young adults as persons between the ages of twelve and eighteen (commonly referred to as “teens.”) Young adults are persons who no longer see themselves as children but whom society does not see as adults. Willamina Public Library’s young adult collection consists of materials geared to the interests of middle and high school youth. Materials selected for young adults must meet the same selection criteria as all other library materials.

In selecting materials for young adults, special consideration is given to information, situations, and characterization that accurately reflect the adolescent experience. The use of incidental profanity or frankness in dealing with social issues is present in some materials. The value and impact of such material must be examined as a whole; the significance of an entire work often transcends the words, phrases, or incidents out of which it is made.

The young adult collection serves as a bridge between the children’s and adult collections and, as such, overlap at both ends of the collection is inevitable to ease users’ transitions and to accommodate the wide variation in young adults’ reading levels and interests, sophistication, and maturity.

Willamina Public Library affirms respect for the reading, listening and viewing privacy of every individual. Parents and guardians have the responsibility to guide and direct the use of the Library by their children and young adults. The Library does not stand in place of the parent.

#### GIFTS POLICY

The Willamina Public Library accepts gifts of materials in all formats. Gifts of money designated for library materials are also accepted. Gifts are added to the collection based on the same criteria as purchased materials. The Library reserves the right to

accept or dispose of any gift offered, through donation to other libraries or to the Fundraiser Committee for their book sale.

The Willamina Public Library will not provide appraisal of gift materials. A receipt is given upon request.

The Library encourages the donation of funds for the purchase of memorial books and books to celebrate a special occasion or to enhance a specific subject area.

#### COLLECTION MAINTENANCE

The collection receives ongoing evaluation and weeding to keep it accurate, up-to-date and in good physical condition.

The automated system provides the staff with lost book printouts and annual lists of items that have not circulated. These lists are reviewed on an ongoing basis. The entire collection is evaluated every two years.

Criteria for weeding are: physical condition, currency and accuracy, use, scope and duplication.

Care is taken to avoid weeding classic works in a subject area, material useful for its historic value, and items of local interest and importance.

Books that are of historical significance or out of print will be considered for rebinding.

#### COOPERATIVE COLLECTION DEVELOPMENT

An important consideration in the development of the Library's collection is the holdings of other local libraries, institutions in the regional library system and in the state. Specialized holdings at Linfield College, Western Oregon University, and the Oregon State Library in most cases should not be duplicated.

In addition, the Library works cooperatively with other libraries to rotate the purchasing of expensive books and online databases, and to avoid unnecessary duplication.

Library staff recognizes that certain materials must be available in the Library and that patrons should not be asked to wait for standard materials. The Library receives reference assistance to enhance local resources.

#### CHALLENGES AND CENSORSHIP

The Willamina Public Library supports intellectual freedom and endorses the "Library Bill of Rights" and the "Freedom to Read Statement" (American Library Association) (appended.) In addition, the Oregon Revised Statutes, Chapter 357, states:

#### **The State of Oregon recognizes that:**

- (1) Libraries constitute a cultural, informational and educational resource essential to the people of this state.

(2) Library services should be available widely throughout the state to bring within convenient reach of the people appropriate opportunities for reading, study, and free inquiry.

(3) Providing and supporting adequate library services is a proper and necessary function of government at all levels.

The Willamina Public Library recognizes the right of individuals to question materials in the Library's collection. An individual questioning material is free to discuss such material with designated members of the library staff. An individual may state his or her opinion in writing on the Reconsideration of Materials Form (appended.) The concern will be reviewed by the Library Manager. Questioned materials will be reviewed to determine if they meet the selection criteria as described in this document. Book reviews will be read, usage of the item checked, and holdings in other libraries sought. The Library Manager will reply to the individual in a timely manner.

#### LIMITS ON THE COLLECTION

While the collection includes standard works for the lay public in the areas of law, medicine, genealogy, patent searching and other fields, it is not meant to support in-depth research by professionals in those fields.

Textbooks, in general, are not purchased. The Library does not purchase textbooks used in the local school district or textbooks or workbooks for home schoolers. Textbooks continually change, making it hard to keep up with new editions without expending an unreasonable percentage of the book budget. A textbook will only be selected if it is the best book available for a particular subject. The latest textbooks are available at the school district.

The collection is not a primary resource for college course work or academic research.

Formats may change as technology and availability of materials in new formats occurs.

#### COLLECTION DEVELOPMENT OVERVIEW

Many public libraries in the U.S. have similar roles and responsibilities in their communities. Approaches to collection development are also similar. Willamina Public Library's overview, which follows, is modeled after McMinnville Public Library's "Criteria for Selection."

The development of the Library's materials collection is based upon responsiveness to the changing needs of the people of Willamina. These changing needs require that materials be evaluated initially and on a continuing basis.

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship and the value of the material to the informational needs of the community. In other instances, the criteria may be substantial demand. A work will not be excluded from the Library's collection because it presents an aspect of life honestly, presents a different view from the mainstream, or because of frankness of

expression. Selection goals will apply to material selection in all formats. Due to budget restraints, material in visual formats will primarily be selected for appropriate family viewing.

The Library's service responses are the framework for the following selection goals in all formats:

- (1) To represent differing viewpoints on a subject.
- (2) To reflect the problems, aspirations, attitudes, and ideas of a pluralistic society.
- (3) To support business, cultural, recreational, civic, and independent learning pursuits in the community.
- (4) To stimulate self-understanding and growth.
- (5) To enhance job-related knowledge and skills.

Selection criteria for reference materials:

- Public demand in subject areas
- Reputation for accuracy and completeness
- Timeliness
- Ease of use
- Suitability for intended audience

Selection criteria for adult fiction materials:

- Public demand
- Popularity of the author and/or genre
- Relationship to the collection
- Reputation of the publisher
- Timeliness
- Positive critical reviews and awards received
- Significance

Selection criteria for adult nonfiction materials:

- Public demand
- Timeliness
- Scarcity of material on the subject
- Reputation of publisher
- Media attention
- Style – quality of writing
- Positive critical reviews
- Significance

Selection criteria for juvenile fiction materials:

- Public demand
- Positive reviews
- Significance
- Relationship to the collection
- Quality of writing
- Popularity of the author and/or genre
- Timeliness
- Appeal
- Reputation of the author and illustrator
- Awards received

Selection criteria for juvenile nonfiction materials:

- Public demand
- Timeliness, contemporary or permanent value
- Format and illustration quality
- Quality and suitability of the physical format
- Awards received

DRAFT Updated 3/18/19

Willamina Public Library

Request for Reconsideration of Library Material

Your Name:

Address:

City, State, Zip:

Phone:

Request made on behalf of:

Yourself

An organization (please specify) \_\_\_\_\_

Another group (please specify) \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Format of item (book, audio book, cd, etc): \_\_\_\_\_

How was the item brought to your attention?

Did you read/view/examine the entire work? Yes No

What are your concerns about the item? (please be specific, use additional pages or the back of this sheet if necessary):

Did you find anything worthwhile in this work?

What would you like to see done about this item?

What other works would you recommend to convey the subject of this item?

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Library appreciates your interest. Your comments will be forwarded to the Library Manager who will respond to you by letter within 14 days.

## ADULT TECHNOLOGY USE POLICY

- Dedicated computers are for ages 13 and over.
- There is a 1 hour limit per day for Internet computers. The hour can be split into more than one session a day.
- Computers use may be extended for use for up to 2 hours per day as seen fit by Library Staff.
- Reservations for Internet computers can be made in person for the same day. The library does not take computer reservations over the phone.
- Print copies are 25 cents for black and white.
- Only two people at a terminal at one time.
- Internet computers are unfiltered.
- Talking and other disturbances must be kept to a minimum.
- These terminals are for public use. Viewing and displaying sexually explicit sites is an illegal (O.R.S. 167.060) and inappropriate use of public property and a violation of the rights of others.

Violation of these policies will forfeit computer privileges. Repeat offenses will result in permanent suspension of computer use and possible imposition of legal sanctions.

## CHILDREN'S TECHNOLOGY USE

- Dedicated computers are for children age 12 and under.
- Children 0 through 9 years of age must be supervised while using the Internet.
- Children 10 through 12 years of age may use the Internet without supervision.
- Sign up to use the Internet or game computers at the Circulation Desk.
- There is a 30 minute limit for both Internet and game computers. Internet use may be extended for school projects, homework, and special circumstances as seen fit by Library Staff.
- Children may have only one Internet or one game session per day.
- No reservations for computers will be taken by phone.
- Print copies are 25 cents for black and white.
- You may use a USB drive to save your work.
- Only two people at a terminal at one time.
- These terminals are for public use. Viewing and displaying sexually explicit sites is an illegal (O.R.S. 167.060) and inappropriate use of public property and a violation of the rights of others.

Violation of these policies will forfeit computer privileges. Repeat offenses will result in permanent suspension of computer use and possible imposition of legal sanctions.

## WILLAMINA PUBLIC LIBRARY CHILDREN'S CODE OF CONDUCT

- Children 0 through 6 years old **MUST** be accompanied and supervised by a responsible caretaker at all times
- Children 7 through 9 years old **MUST** have a responsible caretaker somewhere in the library during their visit
- **WALK, DON'T RUN**
- **USE INSIDE VOICES**
- Treat library materials respectfully
- Only assistance animals are allowed in the library

Books not checked out should be left stacked neatly on a table.

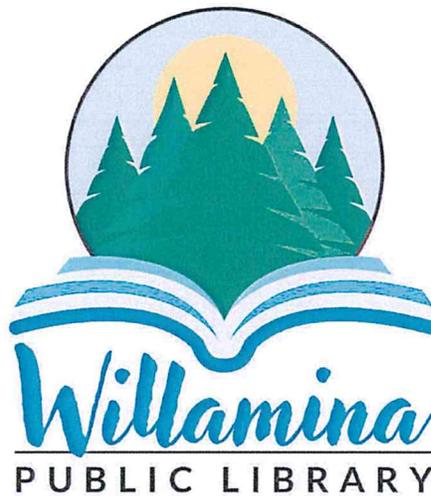
Puppets, puzzles, and other active toys should be picked up, placed in their containers and returned to their proper spaces so the next child can enjoy them.

If children are left unattended at the library and no responsible caregiver can be found or contacted, the Willamina Public Library staff must, by law, contact the Police Department. An officer will come to pick up the child and continue to try to contact the caregiver. This is for your child's safety and well-being.

This is in compliance with Oregon Revised Statute 163.545

Approved by Willamina Library Board 2/19/2019

2019  
Summer  
Reading  
Program  
Edition



**SUMMER**  
**June-August**  
**Library Hours:**

11AM – 4PM  
 Sunday  
 11AM – 6PM  
 MONDAY  
 12PM-5PM  
 TUES & WED

**Youth Programs**

11AM-12PM  
 TUES & WED



Join us for this year's Space Themed Summer Reading Program

June 18th-August 13th

registration will begin June 2nd

Read Books, Attend Programs, complete activities and Earn Prizes!



**PERFORMANCE CALENDAR**

Tuesdays 11:00AM

@ Tina Miller Park

June 18th Reptile Man

June 25th Comedy Kids Magic

with Mr. Fantastic

July 9th Red Yarn

Folksongs & Puppetry for Families

July 16th Our Place in Space

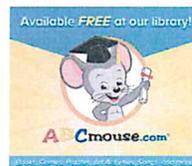
University of Oregon

Museum of Natural and

Cultural History

August 6th Tacohachi

Traditional Japanese Drum & Dance

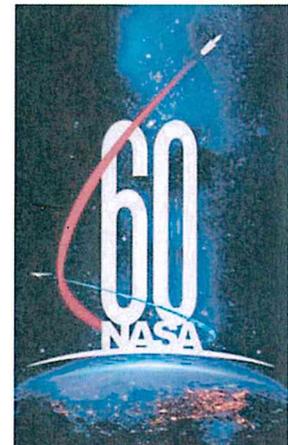
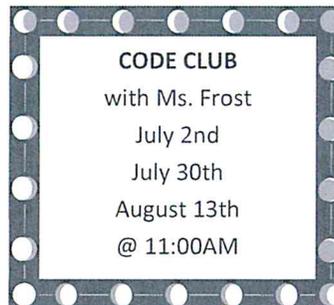


**ABCmouse**

with Mrs. Napoleon.

June 11th and 12th

@ 11:00AM



Start Your Week with Space!  
 NASA Live Mondays at 11AM for  
 exciting science lessons. Keep your  
 Summer Mondays open.  
 More details soon!

382 NE C St, Willamina, OR 97396  
 503 - 876 - 6182

**Chemeketa Cooperative**  
**Regional Library Service**

Community. Literacy. Technology.



@WillaminaOregonPublicLibrary



@WillaminaPublicLibrary

# SUMMER STORYTIME

June 19th—August 14th

with  
**The Story Lady**

Wednesdays at 11:00AM

EARLY LITERACY

~STORIES, MUSIC, ART, AND MORE~



### Meet Cosmo!

Cosmo is our Library Mascot this summer. Find Cosmo at participating locations this summer for a chance to take this adorable Alien home August 13th.

Learn more starting June 2nd!

**REACH!**  
FOR THE STARS

A Reading Incentive Program

Kids benefit by developing a reading routine and receiving books and prizes based on pledges and reading time!

USBORNE  
BOOKS & MORE  
Educational Service

July 13th 3:00PM Reach for the Stars Kick-off and StoryTime & Craft with Princess Belle  
July 14th-July 28th Reach for the Stars Program

Thank you to our Sponsors/Donors!

<coming soon>

2018 Sponsors/Donors:

Hampton Lumber, Skyberg's Hardware,  
Shell, Slow Train, Select Market,  
WildWood, Oddfellows, KAMN

Become a member of the  
Library Fundraiser Team!  
Ask us how

Become a Library Volunteer!  
Shelving, Projects, Programs and More.

FOLLOW US TO STAY CONNECTED FOR ADDITIONAL  
PROGRAMS & ACTIVITIES TO BE ANNOUNCED!



### SPACE TALK

with NASA Ambassador

Dr. Roger Diehl

Sunday August 11th 4:00PM-5:00PM

BIO:

In 2014, Dr. Roger Diehl retired after 39 years at the Jet Propulsion Laboratory. During this time at JPL, he made contributions to many missions in the disciplines of mission design and systems engineering. His discovery of the VEEGA trajectory enabled the Galileo spacecraft to be launched to Jupiter after the Challenger accident had ruled out other options. Dr. Diehl also was the Cassini Mission Design Manager, the Shuttle Radar Topography Mission Payload Operations Manager, and Project Systems Engineer for two projects.

The Summer Reading Program is made possible by funds from the Ready To Read Grant. The Ready to Read grant program is managed by the State Library.



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 4/1/2019 to 4/30/2019**

City	UCR Description	4/1/2018 to 4/30/2018	4/1/2019 to 4/30/2019	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	0		1	5
	Arson	0	0			4
	Burglary-Business	0	1		1	3
	Burglary-Non-Residence	0	0			4
	Burglary-Residence	0	2		6	6
	Larceny	1	4	300.00 %	20	67
	Motor Vehicle Theft-Auto	1	0		2	3
	Murder	0	0			1
	Rape	0	0			2
	Robbery	1	0			1
	<b>Part 1 Total</b>	<b>3</b>	<b>7</b>	<b>57.14 %</b>	<b>30</b>	<b>96</b>
Part 2						
	All Other	1	2	100.00 %	4	11
	Animal Problems	0	0			1
	Disorderly Conduct	2	1	-50.00 %	3	10
	Drug Laws	2	7	250.00 %	11	21
	DUII	0	3		4	4
	Forgery	1	1		2	5
	Fraud	1	1		2	1
	Kidnapping	1	0			1
	Liquor Laws	0	0			3
	Runaway	1	0			4
	Sex Offenses	1	1		4	6
	Simple Assault	1	2	100.00 %	12	36
	Stolen Property	0	0			1
	Trespass/Prowler	3	2	-33.33 %	5	14
	Vandalism	2	1	-50.00 %	9	33
	<b>Part 2 Total</b>	<b>16</b>	<b>21</b>	<b>23.81 %</b>	<b>56</b>	<b>151</b>
	<b>Total For WILLAMINA</b>	<b>35</b>	<b>48</b>	<b>27.08 %</b>	<b>174</b>	<b>530</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 4/1/2019 to 4/30/2019**

City	UCR Description	4/1/2018 to 4/30/2018	4/1/2019 to 4/30/2019	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	7	<b>6</b>	-14.29 %	34	101
	Non-Reportable Offenses	9	<b>14</b>	55.56 %	54	182
	Part 3 Total	16	<b>20</b>	20.00 %	88	283
	<b>Total For WILLAMINA</b>	35	<b>48</b>	27.08 %	174	530

# 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
02/11/19 (Mon)	Cemetery Committee 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
02/19/19 (Tue)	Library Board Meeting	meeting
	NO PLANNING COMMISSION MTG FEB	meeting
02/21/19 (Thu)	Work Session - Law Enforcement Needs	meeting

### 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

03/04/19 (Mon)	<b>TENTATIVE-WORK SESSION CC GOALS</b>	meeting
03/05/19 (Tue)	Planning Commission Regular Meeting	meeting
03/10/19 (Sun)	Daylight Saving (move clocks ahead 1 hour)	event
03/12/19 (Tue)	City Council Regular Meeting	meeting
03/19/19 (Tue)	Library Board Meeting	meeting

### 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

04/02/19 (Tue)	Planning Commission Regular Meeting	meeting
04/08/19 (Mon)	Cemetery Committee Meeting	meeting
04/09/19 (Tue)	City Council Regular Meeting	meeting
04/15/19 (Mon)	SEI Filing Deadline - Ethics Commission Filing	deadline
04/16/19 (Tues)	<b>TENTATIVE - WORK SESSION -TRANSPORTA</b>	holiday
04/16/19 (Tues)	Library Board Meeting	meeting

### 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 Meeting Canceled	meeting
05/14/19 (Tue)	City Council Regular Meeting	meeting
05/16/19 (Thu)	City County Dinner May 16 in Carlton	event
05/20/19 (Mon)	Work Session on Transportation	meeting
05/21/19 (Tue)	Budget Committee Meeting 21st, 22nd	meeting
05/21/19 (Tue)	Library Board Meeting	meeting
05/27/19 (Mon)	Memorial Day - City Hall is Closed	holiday

### June 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						

### June

06/04/19 (Tue)	City Council Regular Meeting <b>NOTE NEW DATE</b>	meeting
06/11/19 (Tue)	No Meeting	meeting
06/10/19 (Mon)	Cemetery Committee Meeting	meeting
06/16/19 (Sun)	Father's Day	holiday
06/18/19 (Tue)	Library Board Meeting	meeting
06/24/19 (Tue)	Special City Council Meeting if needed	meeting
06/25/19 (Tue)	Planning Commission (moved from June 4th)	meeting