

Willamina City Council Regular Meeting
Tuesday, July 16, 2019, 6:00 pm
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396

Revised 7/15/2019

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

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 – May 1 to 31, 2019 (informational)
2. Financials May 31, 2019 (informational)
3. Minutes from the June 4, 2019 City Council Meeting
4. Minutes from the July 1, 2019 Special City Council Meeting

REGULAR AGENDA

1. Personnel Policy Variance
2. City Flower Project
3. Library Board Appointment

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

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

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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

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

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CONSET 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
10467										
05/19	05/07/2019	10467	110	A&E SAFE AND ALARM CO.	169331	1	10-12-5504	.00	5.20	5.20
05/19	05/07/2019	10467	110	A&E SAFE AND ALARM CO.	169384	1	10-12-5200	.00	10.85	10.85
05/19	05/07/2019	10467	110	A&E SAFE AND ALARM CO.	169828	1	10-65-5200	.00	341.50	341.50
05/19	05/07/2019	10467	110	A&E SAFE AND ALARM CO.	169837	1	10-65-5200	.00	171.50	171.50
Total 10467: .00 529.05										
10468										
05/19	05/07/2019	10468	700	BAKER AND TAYLOR BOOKS	4012517798	1	10-65-5100	.00	17.19	17.19
05/19	05/07/2019	10468	700	BAKER AND TAYLOR BOOKS	4012517798	2	10-65-5106	.00	63.28	63.28
05/19	05/07/2019	10468	700	BAKER AND TAYLOR BOOKS	4012529043	1	10-65-5100	.00	21.74	21.74
05/19	05/07/2019	10468	700	BAKER AND TAYLOR BOOKS	4012529043	2	10-65-5106	.00	15.54	15.54
Total 10468: .00 117.75										
10469										
05/19	05/07/2019	10469	940	CASELLE, INC.	95060	1	10-12-5235	.00	1,200.00	1,200.00
Total 10469: .00 1,200.00										
10470										
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	1182.01 4-15	1	30-11-5415	.00	98.60	98.60
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	1792.00 4-15	1	10-67-5415	.00	133.61	133.61
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	2234.00 4-15	1	10-66-5415	.00	98.60	98.60
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	2235.01 4-15	1	10-65-5415	.00	136.70	136.70
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	2236.00 4-15	1	10-12-5415	.00	105.65	105.65
05/19	05/07/2019	10470	1130	CITY OF WILLAMINA	2238.00 4-15	1	10-12-5415	.00	98.68	98.68
Total 10470: .00 671.84										
10471										
05/19	05/07/2019	10471	1135	CITY OF YAMHILL	336	1	10-14-5211	.00	250.00	250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10471:										
10472	05/19	05/07/2019	10472	1210 CNH CAPITAL	IS74281	1	10-72-5507	.00	134.22	134.22
Total 10472:										
10473	05/19	05/07/2019	10473	1530 DEMCO	6591194	1	10-65-5912	.00	331.45	331.45
Total 10473:										
10474	05/19	05/07/2019	10474	3350 DEPARTMENT OF ENVIRONME	WQ20WSC-0	1	30-11-5320	.00	100.00	100.00
Total 10474:										
10475	05/19	05/07/2019	10475	2440 KELLER ASSOCIATES, INC.	28	1	10-17-5204	.00	222.50	222.50
05/19	05/07/2019	10475	2440 KELLER ASSOCIATES, INC.	34	1	30-11-5204	.00	50.00	50.00	
Total 10475:										
10476	05/19	05/07/2019	10476	3060 NW NATURAL	1363282-3-4-	1	10-65-5415	.00	59.96	59.96
05/19	05/07/2019	10476	3060 NW NATURAL	1391658-0-4-	1	10-67-5415	.00	117.51	117.51	
Total 10476:										
10477	05/19	05/07/2019	10477	5659 Petty Cash	050619	1	10-12-5126	.00	55.65	55.65
05/19	05/07/2019	10477	5659 Petty Cash	050619	2	10-17-5214	.00	6.40	6.40	
05/19	05/07/2019	10477	5659 Petty Cash	050619	3	10-12-5137	.00	188.87	188.87	
Total 10477:										
10478	05/19	05/07/2019	10478	3730 PRIMISYS	9955019	1	10-12-5233	.00	406.04	406.04

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 10478:										
05/19	05/07/2019	10478	3730	PRMISYS	9955019	2	10-12-5234	.00	400.00	400.00
Total 10479:										
05/19	05/07/2019	10479	3820	RECOLOGY WESTERN OREGO	11374071	1	10-66-5415	.00	35.86	35.86
05/19	05/07/2019	10479	3820	RECOLOGY WESTERN OREGO	11374089	1	10-12-5415	.00	36.34	36.34
05/19	05/07/2019	10479	3820	RECOLOGY WESTERN OREGO	11374360	1	30-11-5415	.00	10.99	10.99
05/19	05/07/2019	10479	3820	RECOLOGY WESTERN OREGO	11374378	1	10-65-5415	.00	10.99	10.99
05/19	05/07/2019	10479	3820	RECOLOGY WESTERN OREGO	11374386	1	10-72-5415	.00	220.96	220.96
Total 10479:										
315.14										
Total 10480:										
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	1	10-18-5120	.00	97.19	97.19
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	2	20-11-5120	.00	94.60	94.60
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	3	30-11-5120	.00	154.25	154.25
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	4	40-11-5120	.00	127.35	127.35
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	5	10-66-5120	.00	425.96	425.96
05/19	05/07/2019	10480	4110	SHELDON OIL COMPANY	40861	6	10-72-5120	.00	231.60	231.60
Total 10480:										
1,130.95										
Total 10481:										
05/19	05/07/2019	10481	4160	SKYBERGS	043019	1	10-12-5137	.00	210.41	210.41
05/19	05/07/2019	10481	4160	SKYBERGS	043019	2	30-11-5137	.00	208.19	208.19
05/19	05/07/2019	10481	4160	SKYBERGS	043019	3	40-11-5137	.00	5.49	5.49
05/19	05/07/2019	10481	4160	SKYBERGS	043019	4	10-65-5137	.00	329.17	329.17
05/19	05/07/2019	10481	4160	SKYBERGS	043019	5	10-66-5137	.00	63.20	63.20
05/19	05/07/2019	10481	4160	SKYBERGS	043019	6	10-72-5137	.00	152.75	152.75
Total 10481:										
969.21										
Total 10482:										
05/19	05/07/2019	10482	5516	The Bulletin Board	3560	1	10-12-5230	.00	36.00	36.00
Total 10482:										
36.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10483	05/19	05/07/2019	10483	5740 Thomas Holt	13	1	10-12-5209	.00	400.00	400.00
Total 10483:										
10484	05/19	05/07/2019	10484	5809 UsBorne Books & More Education	DIR4325272	1	10-65-5100	.00	349.75	349.75
Total 10484:										
10485	05/19	05/07/2019	10485	4960 WATERLAB CORP.	77202	1	30-11-5250	.00	105.00	105.00
05/19	05/07/2019	10485	4960 WATERLAB CORP.		77202	2	40-11-5250	.00	120.00	120.00
05/19	05/07/2019	10485	4960 WATERLAB CORP.		77203	1	30-11-5250	.00	35.00	35.00
Total 10485:										
10486	05/19	05/07/2019	10486	5551 Wright Business Graphics	4211966	1	30-11-5230	.00	379.11	379.11
05/19	05/07/2019	10486	5551 Wright Business Graphics		4211966	2	40-11-5230	.00	379.10	379.10
Total 10486:										
10487	05/19	05/07/2019	10487	5080 YAMHILL COUNTY COMMUNITY	050119	1	10-68-5510	.00	200.00	200.00
Total 10487:										
10488	05/19	05/14/2019	10488	1390 CASCADE COLUMBIA	747975	1	30-11-5108	.00	1,018.50	1,018.50
Total 10488:										
10489	05/19	05/14/2019	10489	980 CITY OF CARLTON	050819	1	10-13-5342	.00	150.00	150.00
Total 10489:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10490	05/19	05/14/2019	10490	5578 CREDITS INCORPORATED	29614	1	30-10-4330	.00	128.53	128.53
Total 10490:										
								.00		128.53
10491	05/19	05/14/2019	10491	5815 Dillon's	050719	1	30-00-2300	.00	42.64	42.64
Total 10491:										
								.00		42.64
10492	05/19	05/14/2019	10492	2040 HACH	11432349	1	30-11-5530	.00	815.75	815.75
05/19	05/14/2019	10492	2040 HACH		2164836	1	30-11-5600	.00	553.00-	553.00-
Total 10492:										
								.00		262.75
10493	05/19	05/14/2019	10493	2160 HONEY BUCKET	551057172	1	10-66-5200	.00	106.00	106.00
05/19	05/14/2019	10493	2160 HONEY BUCKET		551057173	1	10-66-5200	.00	106.00	106.00
05/19	05/14/2019	10493	2160 HONEY BUCKET		551057174	1	10-66-5200	.00	106.00	106.00
Total 10493:										
								.00		318.00
10494	05/19	05/14/2019	10494	5600 JON'S COMPLETE AUTOMOTIV	28026	1	10-72-5504	.00	83.20	83.20
Total 10494:										
								.00		83.20
10495	05/19	05/14/2019	10495	2690 LOWES	050219	1	10-65-5600	.00	316.72	316.72
05/19	05/14/2019	10495	2690 LOWES		050219	2	10-12-5504	.00	137.18	137.18
Total 10495:										
								.00		453.90
10496	05/19	05/14/2019	10496	2820 MANUFACTURERS MINERAL C	100433341	1	30-11-5108	.00	11,673.50	11,673.50
Total 10496:										
								.00		11,673.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10497	05/19	05/14/2019	10497	2900 MID-WILAMETTE VALLEY COU	1819384	1	10-17-5214	.00	903.81	903.81
Total 10497:										
10498	05/19	05/14/2019	10498	3070 NEWS REGISTER	93939	1	10-12-5230	.00	181.82	181.82
Total 10498:										
10499	05/19	05/14/2019	10499	3300 ONE CALL CONCEPTS, INC.	9040524	1	30-11-5200	.00	16.55	16.55
Total 10499:										
10500	05/19	05/14/2019	10500	3120 OREGON ASSOCIATION OF WA	050919	1	10-72-5342	.00	445.00	445.00
Total 10500:										
10501	05/19	05/14/2019	10501	3590 PGE	7840710000	1	10-19-5400	.00	1,548.71	1,548.71
Total 10501:										
10502	05/19	05/14/2019	10502	5575 WEST ONE HOMES	051019	1	40-00-2400	.00	88.60	88.60
Total 10502:										
10503	05/19	05/14/2019	10503	4800 WILLAMINA COASTAL HILLS CH	050719	1	10-12-5320	.00	150.00	150.00
Total 10503:										
10504	05/19	05/14/2019	10504	4070 WILLAMINA SELECT MARKET	50519	1	10-72-5137	.00	33.76	33.76

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10504:										
10505										
05/19	05/21/2019	10505	310	AMAZON	051019	1	10-65-5137	.00	91.55	91.55
05/19	05/21/2019	10505	310	AMAZON	051019	2	10-65-5112	.00	45.24	45.24
05/19	05/21/2019	10505	310	AMAZON	051019	3	10-12-5137	.00	781.47	781.47
Total 10505: 918.26										
10506										
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	21594190	1	10-66-5140	.00	27.50	27.50
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	21594190	2	20-11-5140	.00	8.09	8.09
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	21594190	3	30-11-5140	.00	45.29	45.29
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	21594190	4	40-11-5140	.00	80.87	80.87
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863962318	1	10-66-5140	.00	14.65	14.65
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863962318	2	20-11-5140	.00	4.31	4.31
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863962318	3	30-11-5140	.00	24.14	24.14
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863962318	4	40-11-5140	.00	43.10	43.10
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863972471	1	10-66-5140	.00	14.65	14.65
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863972471	2	20-11-5140	.00	4.31	4.31
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863972471	3	30-11-5140	.00	24.14	24.14
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863972471	4	40-11-5140	.00	43.10	43.10
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863982595	1	10-66-5140	.00	14.65	14.65
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863982595	2	20-11-5140	.00	4.31	4.31
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863982595	3	30-11-5140	.00	24.14	24.14
05/19	05/21/2019	10506	430	ARAMARK UNIFORM SERVICES	863982595	4	40-11-5140	.00	43.10	43.10
Total 10506: 420.35										
10507										
05/19	05/21/2019	10507	700	BAKER AND TAYLOR BOOKS	4012539213	1	10-65-5100	.00	163.38	163.38
05/19	05/21/2019	10507	700	BAKER AND TAYLOR BOOKS	4012539213	2	10-65-5106	.00	30.51	30.51
Total 10507: 193.89										
10508										
05/19	05/21/2019	10508	720	BEERY, ELSNER & HAMMOND L	19627	1	10-12-5203	.00	516.00	516.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10508:										
10509	05/19	05/21/2019	10509	1690 ENVIRO-CLEAN	S19-051004	1	20-11-5504	.00	938.85	938.85
Total 10509:										
10510										
05/19	05/21/2019	10510	1760 FERGUSON ENTERPRISES, IN		0753063	1	30-11-5137	.00	102.09	102.09
05/19	05/21/2019	10510	1760 FERGUSON ENTERPRISES, IN		759837	1	30-11-5137	.00	199.22	199.22
05/19	05/21/2019	10510	1760 FERGUSON ENTERPRISES, IN		759844	1	30-11-5530	.00	267.26	267.26
05/19	05/21/2019	10510	1760 FERGUSON ENTERPRISES, IN		CM112512	1	30-11-5530	.00	217.68	217.68
Total 10510:										
10511										
05/19	05/21/2019	10511	5659 Petty Cash		051619	1	10-12-5126	.00	62.63	62.63
05/19	05/21/2019	10511	5659 Petty Cash		051619	2	10-12-5137	.00	102.97	102.97
05/19	05/21/2019	10511	5659 Petty Cash		051619	3	10-13-5307	.00	54.95	54.95
05/19	05/21/2019	10511	5659 Petty Cash		051619	4	10-13-5307	.00	19.99	19.99
Total 10511:										
240.54										
10512										
05/19	05/21/2019	10512	5816 Triangle Pump & Equipment		12545	1	30-80-6001	.00	11,194.77	11,194.77
Total 10512:										
11,194.77										
10513										
05/19	05/21/2019	10513	5647 US BANK EQUIPMENT FINANCE		384912465	1	10-12-5606	.00	210.96	210.96
05/19	05/21/2019	10513	5647 US BANK EQUIPMENT FINANCE		384912465	2	10-65-5606	.00	127.55	127.55
Total 10513:										
338.51										
10514										
05/19	05/28/2019	10514	1020 CENTURYLINK		051119	1	10-12-5413	.00	245.70	245.70
05/19	05/28/2019	10514	1020 CENTURYLINK		051119	2	10-66-5413	.00	11.94	11.94
05/19	05/28/2019	10514	1020 CENTURYLINK		051119	3	10-67-5413	.00	20.07	20.07

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
10515										
05/19	05/28/2019	10515	2440	KELLER ASSOCIATES, INC.	29 5-21-19	1	10-17-5204	.00	3,112.50	3,112.50
Total 10515:										
10516										
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	1	10-18-5413	.00	46.40	46.40
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	2	10-12-5413	.00	11.60	11.60
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	3	10-06-5413	.00	47.79	47.79
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	4	10-72-5415	.00	137.25	137.25
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	5	20-11-5413	.00	2.78	2.78
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	6	30-11-5413	.00	62.18	62.18
05/19	05/28/2019	10516	4230	SPRINT	569622313-2	7	40-11-5413	.00	61.25	61.25
Total 10516:										
10517										
05/19	05/28/2019	10517	2480	WEST VALLEY KIWANIS	052119	1	10-13-5307	.00	658.50	658.50
Total 10517:										
10518										
05/19	05/28/2019	10518	5130	YAMHILL COMMUNICATIONS A	FY19-11-WIL	1	10-18-5302	.00	2,007.25	2,007.25
05/19	05/28/2019	10518	5130	YAMHILL COMMUNICATIONS A	FY19-12-WIL	1	10-18-5302	.00	2,007.25	2,007.25
Total 10518:										
Grand Totals:										
									50,748.65	50,748.65

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-00-2000	.00	22,245.92-	22,245.92-
10-12-5126	118.28	.00	118.28
10-12-5137	1,283.72	.00	1,283.72
10-12-5200	10.85	.00	10.85
10-12-5203	516.00	.00	516.00
10-12-5209	400.00	.00	400.00
10-12-5230	217.82	.00	217.82
10-12-5233	406.04	.00	406.04
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	150.00	.00	150.00
10-12-5413	257.30	.00	257.30
10-12-5415	240.67	.00	240.67
10-12-5504	142.38	.00	142.38
10-12-5606	210.96	.00	210.96
10-13-5307	733.44	.00	733.44
10-13-5342	150.00	.00	150.00
10-14-5211	250.00	.00	250.00
10-17-5204	3,335.00	.00	3,335.00
10-17-5214	910.21	.00	910.21
10-18-5120	97.19	.00	97.19
10-18-5302	4,014.50	.00	4,014.50
10-18-5413	46.40	.00	46.40
10-19-5400	1,548.71	.00	1,548.71
10-65-5100	552.06	.00	552.06
10-65-5106	109.33	.00	109.33
10-65-5112	45.24	.00	45.24
10-65-5137	420.72	.00	420.72
10-65-5200	513.00	.00	513.00
10-65-5415	207.65	.00	207.65
10-65-5600	316.72	.00	316.72
10-65-5606	127.55	.00	127.55
10-65-5912	331.45	.00	331.45
10-66-5120	425.96	.00	425.96
10-66-5137	63.20	.00	63.20
10-66-5140	71.45	.00	71.45
10-66-5200	318.00	.00	318.00
10-66-5413	59.73	.00	59.73
10-66-5415	134.46	.00	134.46
10-67-5413	20.07	.00	20.07

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-67-5415	251.12	.00	251.12
10-68-5510	200.00	.00	200.00
10-72-5120	231.60	.00	231.60
10-72-5137	186.51	.00	186.51
10-72-5342	445.00	.00	445.00
10-72-5415	358.21	.00	358.21
10-72-5504	83.20	.00	83.20
10-72-5507	134.22	.00	134.22
20-00-2000	.00	1,081.12-	1,081.12-
20-11-5120	94.60	.00	94.60
20-11-5140	21.02	.00	21.02
20-11-5413	26.65	.00	26.65
20-11-5504	938.85	.00	938.85
30-00-2000	770.68	26,966.47-	26,195.79-
30-00-2300	42.64	.00	42.64
30-10-4330	128.53	.00	128.53
30-11-5108	12,692.00	.00	12,692.00
30-11-5120	154.25	.00	154.25
30-11-5137	509.50	.00	509.50
30-11-5140	117.71	.00	117.71
30-11-5200	16.55	.00	16.55
30-11-5204	50.00	.00	50.00
30-11-5230	379.11	.00	379.11
30-11-5250	140.00	.00	140.00
30-11-5320	100.00	.00	100.00
30-11-5413	248.81	.00	248.81
30-11-5415	109.59	.00	109.59
30-11-5530	1,083.01	217.68-	865.33
30-11-5600	.00	553.00-	553.00-
30-80-6001	11,194.77	.00	11,194.77
40-00-2000	.00	1,225.82-	1,225.82-
40-00-2400	88.60	.00	88.60
40-11-5120	127.35	.00	127.35
40-11-5137	5.49	.00	5.49
40-11-5140	210.17	.00	210.17
40-11-5230	379.10	.00	379.10
40-11-5250	120.00	.00	120.00
40-11-5413	295.11	.00	295.11

GL Account	Debit	Credit	Proof
Grand Totals:	52,290.01	52,290.01	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check Type = (<>) "Adjustment"

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 MAY 31, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	102,406.53
99-00-1015	XPRESS DEPOSIT ACCOUNT	7,081.44
99-00-1020	PAYROLL - CHECKING	34,320.95
99-00-1030	INVESTMENTS-LGIP	1,604,804.48
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,986.87
99-00-1040	PETTY CASH	300.00
		1,751,900.27
99-00-1910	MERCHANT SERVICES CLEARING	181.03
99-00-1009	CASH ALLOCATED	(1,752,081.30)
		.00
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	321,460.98
20	ALLOCATION TO STREET FUND	195,550.84
21	ALLOCATION TO STREET SDC FUND	163,175.00
30	ALLOCATION TO WATER FUND	436,016.66
31	ALLOCATION TO WATER SDC FUND	64,537.98
40	ALLOCATION TO WASTEWATER FUND	553,658.48
41	ALLOCATION TO WASTEWATER SDC FUND	17,681.36
		1,752,081.30
TOTAL ALLOCATIONS TO OTHER FUNDS		1,752,081.30
ALLOCATION FROM GENERAL FUND - 99-00-1009		(1,752,081.30)
		.00
ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
BALANCE SHEET
MAY 31, 2019

GENERAL FUND

<u>ASSETS</u>			
10-00-1009	CASH ALLOCATED	321,460.98	
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>1,259,819.27</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
10-00-2000	ACCOUNTS PAYABLE	11,417.54	
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	(215.14)	
10-00-2140	PERS PAYABLE	4,284.39	
	TOTAL LIABILITIES		49,791.95
<u>FUND EQUITY</u>			
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>77,367.72</u>	
	BALANCE - CURRENT DATE	<u>1,210,027.32</u>	
	TOTAL FUND EQUITY		<u>1,210,027.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,259,819.27</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	2,256.58	385,275.37	369,000.00	(16,275.37)	104.4
10-10-4002 PROPERTY TAX PRIOR	386.78	14,473.38	10,000.00	(4,473.38)	144.7
10-10-4003 INTEREST ON TAXES	9.18	212.16	75.00	(137.16)	282.9
10-10-4110 STATE CIGARETTE TAX	728.41	2,266.62	1,800.00	(466.62)	125.9
10-10-4111 STATE REVENUE SHARING	5,367.14	26,172.43	24,000.00	(2,172.43)	109.1
10-10-4112 STATE LIQUOR TAX	2,890.47	31,781.58	32,000.00	218.42	99.3
10-10-4113 STATE MARIJUANA TAX	.00	2,966.10	5,000.00	2,033.90	59.3
10-10-4501 BUSINESS LICENSES	600.00	5,448.00	3,500.00	(1,948.00)	155.7
10-10-4511 LIEN SEARCHES	120.00	5,074.16	1,000.00	(4,074.16)	507.4
10-10-4571 OLCC LICENSE FEE	35.00	315.00	200.00	(115.00)	157.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	579.35	1,500.00	920.65	38.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	12,654.85	13,000.00	345.15	97.4
10-10-4602 FRANCHISE FEES PGE	.00	63,080.34	62,000.00	(1,080.34)	101.7
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	9,966.48	8,000.00	(1,966.48)	124.6
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	347.98	5,346.43	5,200.00	(146.43)	102.8
10-10-4605 FRANCHISE FEES ONLINENW	.00	3,683.14	2,000.00	(1,683.14)	184.2
10-10-4701 RENT - CENTER MARKET	.00	2,200.00	2,000.00	(200.00)	110.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4818 COMMUNITY PROJECT	.00	.00	2,000.00	2,000.00	.0
10-10-4900 INTEREST INCOME	3,722.72	32,328.77	15,000.00	(17,328.77)	215.5
10-10-4901 MISCELLANEOUS INCOME	166.25	465.09	1,000.00	534.91	46.5
TOTAL DEPARTMENT 10	16,630.51	604,289.25	839,823.00	235,533.75	72.0
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	(925.00)	1,678.00	1,500.00	(178.00)	111.9
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	(925.00)	1,678.00	1,600.00	(78.00)	104.9
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	600.00	53,240.00	36,000.00	(17,240.00)	147.9
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
TOTAL PLANNING	600.00	53,240.00	36,500.00	(16,740.00)	145.9
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	2,170.00	2,500.00	2,500.00	.00	100.0
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC SAFETY	2,170.00	2,500.00	52,500.00	50,000.00	4.8

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	606.02	16,762.24	19,000.00	2,237.76	88.2
10-19-4823 UTILITY FEE	1,800.00	9,478.02	9,500.00	21.98	99.8
TOTAL STREET LIGHTS	2,406.02	26,240.26	28,500.00	2,259.74	92.1
<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	110.25	745.19	900.00	154.81	82.8
10-65-4705 CCRLS FORMULA PAYMENT	4,622.00	13,866.00	18,000.00	4,134.00	77.0
10-65-4708 CCRLS LOST BOOK	146.07	166.07	200.00	33.93	83.0
10-65-4714 CCRLS RURAL PATRON	(70.53)	.00	.00	.00	.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	.00	122.00	100.00	(22.00)	122.0
10-65-4901 MISCELLANEOUS INCOME	41.25	502.50	300.00	(202.50)	167.5
TOTAL LIBRARY	4,849.04	19,401.76	23,500.00	4,098.24	82.6
<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
10-81-4816 GRANT REVENUE FORD FAMILY FOUN	.00	1,365.00	1,365.00	.00	100.0
10-81-4817 GRANT WEST VALLEY VISITORS ASC	.00	23,000.00	23,000.00	.00	100.0
TOTAL DEPARTMENT 81	.00	47,023.16	47,023.00	(.16)	100.0
<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 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	25,730.57	789,009.61	1,104,187.00	315,177.39	71.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	BANK CHARGES	85.69	1,421.99	1,800.00	378.01 79.0
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	365.74	2,892.33	4,500.00	1,607.67 64.3
10-12-5126	POSTAGE	118.28	1,240.16	1,500.00	259.84 82.7
10-12-5137	SUPPLIES	(1,736.87)	15,693.99	17,000.00	1,306.01 92.3
10-12-5200	CONTRACT SERVICES	5,817.88	13,007.36	22,500.00	9,492.64 57.8
10-12-5201	AUDIT SERVICES	.00	14,000.00	15,000.00	1,000.00 93.3
10-12-5203	LEGAL SERVICES	516.00	2,616.47	11,000.00	8,383.53 23.8
10-12-5207	INSURANCE	.00	20,666.83	25,000.00	4,333.17 82.7
10-12-5209	CLEANING SERVICES	400.00	4,440.00	5,200.00	760.00 85.4
10-12-5230	PRINTING AND PUBLISHING	2,246.24	5,007.27	5,000.00	(7.27) 100.2
10-12-5233	TECHNOLOGY SERVICES	865.00	8,240.90	12,000.00	3,759.10 68.7
10-12-5234	TECHNOLOGY BACK UP	400.00	4,400.00	5,500.00	1,100.00 80.0
10-12-5235	SOFTWARE MAINTENANCE	.00	13,200.00	15,000.00	1,800.00 88.0
10-12-5320	DUES, LICENSE, PERMITS	(301.00)	6,360.16	6,000.00	(360.16) 106.0
10-12-5342	CONFERENCE/SEMINAR/TRAINING	(266.00)	5,870.90	5,000.00	(870.90) 117.4
10-12-5344	TRAVEL	206.88	1,202.06	1,000.00	(202.06) 120.2
10-12-5355	MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00 .0
10-12-5413	TELEPHONE	417.34	8,472.02	9,000.00	527.98 94.1
10-12-5415	UTILITIES	604.25	7,731.43	9,000.00	1,268.57 85.9
10-12-5504	REPAIRS - MAINTENANCE	206.03	4,766.71	8,000.00	3,233.29 59.6
10-12-5600	EQUIPMENT	.00	3,335.81	3,500.00	164.19 95.3
10-12-5606	EQUIPMENT LEASE	210.96	3,417.91	6,000.00	2,582.09 57.0
	TOTAL ADMIN	10,156.42	147,984.30	189,510.00	41,525.70 78.1
<u>COUNCIL</u>					
10-13-5307	COMMUNITY PROJECT	433.44	924.44	1,000.00	75.56 92.4
10-13-5310	STIPEND	400.00	4,260.00	5,000.00	740.00 85.2
10-13-5342	CONFERENCE/SEMINAR/TRAINING	1,350.00	1,525.00	3,500.00	1,975.00 43.6
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	(900.00)	953.27	1,000.00	46.73 95.3
	TOTAL COUNCIL	1,283.44	8,312.71	12,050.00	3,737.29 69.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	.00	.00	100.00	100.00	.0
10-14-5211	250.00	2,550.00	3,400.00	850.00	75.0
10-14-5306	.00	534.00	1,500.00	966.00	35.6
10-14-5313	.00	160.00	600.00	440.00	26.7
10-14-5320	.00	.00	200.00	200.00	.0
10-14-5342	.00	.00	500.00	500.00	.0
10-14-5344	.00	.00	200.00	200.00	.0
TOTAL COURT	250.00	3,244.00	6,500.00	3,256.00	49.9
<u>PLANNING</u>					
10-17-5203	.00	320.50	500.00	179.50	64.1
10-17-5204	3,112.50	6,210.00	20,000.00	13,790.00	31.1
10-17-5214	910.21	13,475.76	40,000.00	26,524.24	33.7
10-17-5342	.00	20.00	500.00	480.00	4.0
TOTAL PLANNING	4,022.71	20,026.26	61,000.00	40,973.74	32.8
<u>PUBLIC SAFETY</u>					
10-18-5000	2,206.00	25,513.34	28,000.00	2,486.66	91.1
10-18-5020	159.48	1,961.83	2,800.00	838.17	70.1
10-18-5040	1,474.63	7,408.55	25,300.00	17,891.45	29.3
10-18-5060	155.52	1,211.85	1,800.00	588.15	67.3
10-18-5090	1.41	18.05	300.00	281.95	6.0
10-18-5120	78.38	839.36	1,800.00	960.64	46.6
10-18-5137	.00	291.03	1,000.00	708.97	29.1
10-18-5217	16,621.42	182,835.62	200,000.00	17,164.38	91.4
10-18-5302	4,014.50	24,087.00	25,000.00	913.00	96.4
10-18-5342	.00	453.76	500.00	46.24	90.8
10-18-5413	46.40	602.31	900.00	297.69	66.9
10-18-5504	715.00	1,031.18	2,000.00	968.82	51.6
TOTAL PUBLIC SAFETY	25,472.74	246,253.88	289,400.00	43,146.12	85.1
<u>STREET LIGHTS</u>					
10-19-5400	1,617.42	17,300.48	19,500.00	2,199.52	88.7
TOTAL STREET LIGHTS	1,617.42	17,300.48	19,500.00	2,199.52	88.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.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	.00	13,359.18	33,341.00	19,981.82	40.1
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,182.77	36,482.56	39,500.00	3,017.44	92.4
10-65-5020 PAYROLL TAX	370.59	2,932.06	3,950.00	1,017.94	74.2
10-65-5040 BENEFITS	1,432.87	15,134.52	19,500.00	4,365.48	77.6
10-65-5060 PERS	228.12	1,729.38	2,400.00	670.62	72.1
10-65-5090 WORKERS COMP	1.98	28.41	1,060.00	1,031.59	2.7
10-65-5100 BOOKS CHILDREN	(183.33)	2,424.56	2,700.00	275.44	89.8
10-65-5101 AUDIO VISUAL CHILDREN	200.00	558.93	800.00	241.07	69.9
10-65-5102 AUDIO VISUAL ADULT	100.00	691.69	800.00	108.31	86.5
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	(198.06)	2,006.11	2,200.00	193.89	91.2
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	(958.90)	25.26	1,100.00	1,074.74	2.3
10-65-5112 SPECIAL PROGRAM ADULT	145.24	391.92	500.00	108.08	78.4
10-65-5126 POSTAGE	.00	123.06	250.00	126.94	49.2
10-65-5137 SUPPLIES	(678.51)	2,197.15	2,200.00	2.85	99.9
10-65-5200 CONTRACT SERVICES	(400.00)	734.50	800.00	65.50	91.8
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	1,135.00	1,931.06	1,750.00	(181.06)	110.4
10-65-5320 DUES, LICENSE, PERMITS	.00	334.00	550.00	216.00	60.7
10-65-5321 SUBSCRIPTIONS	.00	127.25	500.00	372.75	25.5
10-65-5342 CONFERENCE/SEMINAR/TRAINING	200.00	210.00	300.00	90.00	70.0
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	(385.00)	498.10	500.00	1.90	99.6
10-65-5413 TELEPHONE	800.00	2,279.01	2,500.00	220.99	91.2
10-65-5415 UTILITIES	280.30	3,742.36	3,800.00	57.64	98.5
10-65-5504 REPAIRS - MAINTENANCE	518.12	5,377.25	3,500.00	(1,877.25)	153.6
10-65-5600 EQUIPMENT	66.72	66.72	100.00	33.28	66.7
10-65-5606 EQUIPMENT LEASE	127.55	1,318.51	2,000.00	681.49	65.9
10-65-5912 GRANT EXPENSE READY TO READ	.00	697.38	1,000.00	302.62	69.7
10-65-5913 YOUTH COLLECTION GRANT	.00	2,912.45	3,000.00	87.55	97.1
TOTAL LIBRARY	5,985.46	84,954.20	97,585.00	12,630.80	87.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,466.44	21,466.25	26,000.00	4,533.75	82.6
10-66-5001 PW ALLOCATED PAYROLL	.00	1,687.36	2,531.00	843.64	66.7
10-66-5020 PAYROLL TAX	(670.71)	2,411.08	2,600.00	188.92	92.7
10-66-5040 BENEFITS	3,150.00	4,050.00	4,750.00	700.00	85.3
10-66-5060 PERS	250.43	1,448.41	1,600.00	151.59	90.5
10-66-5090 WORKERS COMP	(397.89)	1,469.41	1,500.00	30.59	98.0
10-66-5120 GAS - OIL	(400.93)	1,055.45	1,000.00	(55.45)	105.6
10-66-5137 SUPPLIES	208.92	1,199.43	1,500.00	300.57	80.0
10-66-5140 UNIFORMS - TOWELS	86.10	654.47	900.00	245.53	72.7
10-66-5200 CONTRACT SERVICES	318.00	3,920.92	5,000.00	1,079.08	78.4
10-66-5413 TELEPHONE	(40.27)	654.51	750.00	95.49	87.3
10-66-5415 UTILITIES	283.88	2,568.63	3,000.00	431.37	85.6
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	.00	737.57	2,000.00	1,262.43	36.9
10-66-6000 CAPITAL OUTLAY	412.50	612.50	10,000.00	9,387.50	6.1
10-66-9615 PW EXPENSE ALLOCATION	.00	331.36	497.00	165.64	66.7
TOTAL PARKS	5,666.47	46,958.10	76,128.00	29,169.90	61.7
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	.00	515.61	800.00	284.39	64.5
10-67-5233 TECHNOLOGY SERVICES	.00	450.00	1,000.00	550.00	45.0
10-67-5310 STIPEND	200.00	2,200.00	2,400.00	200.00	91.7
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	320.07	1,872.75	2,150.00	277.25	87.1
10-67-5415 UTILITIES	(29.47)	3,481.42	3,400.00	(81.42)	102.4
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
TOTAL MUSEUM	490.60	8,611.72	10,950.00	2,338.28	78.7
<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	155.00	1,685.00	2,500.00	815.00	67.4
TOTAL CEMETERY	155.00	1,685.00	3,600.00	1,915.00	46.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	16,475.92	195,174.14	213,100.00	17,925.86	91.6
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	(153,747.36)	(230,621.00)	(76,873.64)	(66.7)
10-70-5020 PAYROLL TAX	1,229.34	14,724.79	20,900.00	6,175.21	70.5
10-70-5040 BENEFITS	5,571.99	58,336.90	72,000.00	13,663.10	81.0
10-70-5060 PERS	1,173.90	9,270.75	12,300.00	3,029.25	75.4
10-70-5090 WORKERS COMP	5.45	237.10	1,000.00	762.90	23.7
TOTAL PAYROLL ADMIN	24,456.60	123,996.32	88,679.00	(35,317.32)	139.8
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	13,418.03	147,338.59	155,500.00	8,161.41	94.8
10-71-5001 PW ALLOCATED PAYROLL	.00	(168,766.72)	(253,150.00)	(84,383.28)	(66.7)
10-71-5020 PAYROLL TAX	877.93	9,152.03	15,500.00	6,347.97	59.1
10-71-5040 BENEFITS	9,091.92	47,745.89	67,250.00	19,504.11	71.0
10-71-5060 PERS	1,457.48	10,868.62	13,200.00	2,331.38	82.3
10-71-5090 WORKERS COMP	405.60	463.54	1,700.00	1,236.46	27.3
TOTAL PAYROLL PUBLIC WORKS	25,250.96	46,801.95	.00	(46,801.95)	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	902.16	3,416.55	3,400.00	(16.55)	100.5
10-72-5137 SUPPLIES	292.52	4,768.07	8,000.00	3,231.93	59.6
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	770.00	1,000.00	230.00	77.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	145.00	958.92	1,000.00	41.08	95.9
10-72-5344 TRAVEL	150.00	298.95	300.00	1.05	99.7
10-72-5415 UTILITIES	1,084.32	8,611.88	10,000.00	1,388.12	86.1
10-72-5504 REPAIRS - MAINTENANCE	552.00	3,770.01	6,000.00	2,229.99	62.8
10-72-5507 EQUIPMENT MAINTENANCE	.00	344.07	2,500.00	2,155.93	13.8
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	3,126.00	3,251.64	.00	(3,251.64)	.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
10-80-6010 CAPITAL OUTLAY	.00	8,405.80	10,000.00	1,594.20	84.1
TOTAL CAPITAL	.00	11,120.80	28,000.00	16,879.20	39.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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
10-81-5916 GRANT EXP FORD FAMILY FOUND	.00	.00	1,365.00	1,365.00	.0
10-81-5917 GRANT WEST VALLEY VISITORS ASC	.00	.00	26,000.00	26,000.00	.0
TOTAL DEPARTMENT 81	.00	21,708.07	50,023.00	28,314.93	43.4
TRANSFER					
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)
CONTINGENCY					
10-99-9900 CONTINGENCY	.00	.00	278,811.00	278,811.00	.0
TOTAL CONTINGENCY	.00	.00	278,811.00	278,811.00	.0
TOTAL FUND EXPENDITURES	107,933.82	711,641.89	1,104,187.00	392,545.11	64.5
NET REVENUE OVER EXPENDITURES	(82,203.25)	77,367.72	.00	(77,367.72)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 MAY 31, 2019

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	195,550.84	
		<u>195,550.84</u>	
	TOTAL ASSETS		<u>195,550.84</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	1,205.05	
		<u>1,205.05</u>	
	TOTAL LIABILITIES		1,205.05
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	160,326.96	
	REVENUE OVER EXPENDITURES - YTD	34,018.83	
		<u>34,018.83</u>	
	BALANCE - CURRENT DATE	194,345.79	
		<u>194,345.79</u>	
	TOTAL FUND EQUITY		<u>194,345.79</u>
	TOTAL LIABILITIES AND EQUITY		<u>195,550.84</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	13,850.47	142,812.91	145,000.00	2,187.09	98.5
TOTAL DEPARTMENT 10	13,850.47	142,812.91	286,773.00	143,960.09	49.8
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20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	50,000.00	50,000.00	.00	100.0
TOTAL DEPARTMENT 81	.00	50,000.00	50,000.00	.00	100.0
TOTAL FUND REVENUE	13,850.47	192,812.91	336,773.00	143,960.09	57.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	.00	867.72	1,500.00	632.28	57.9
20-11-5137 SUPPLIES	25.07	542.83	1,500.00	957.17	36.2
20-11-5140 UNIFORMS - TOWELS	25.33	192.53	500.00	307.47	38.5
20-11-5204 ENGINEERING SERVICES	.00	11,003.80	15,000.00	3,996.20	73.4
20-11-5413 TELEPHONE	26.65	310.44	600.00	289.56	51.7
20-11-5415 UTILITIES	(68.71)	.00	.00	.00	.0
20-11-5504 REPAIRS - MAINTENANCE	474.52	3,099.22	3,000.00	(99.22)	103.3
20-11-5521 SIDEWALK MAINTENANCE	600.00	632.00	10,000.00	9,368.00	6.3
20-11-5522 STREET MAINTENANCE	.00	27,800.59	60,000.00	32,199.41	46.3
20-11-5523 TRAFFIC CONTROL	.00	1,058.49	2,000.00	941.51	52.9
20-11-5600 EQUIPMENT	1,040.00	1,040.00	1,500.00	460.00	69.3
TOTAL EXPENDITURE	2,122.86	90,053.36	161,559.00	71,505.64	55.7
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20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	52,494.00	65,000.00	12,506.00	80.8
TOTAL DEPARTMENT 81	.00	52,494.00	65,000.00	12,506.00	80.8
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<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
TOTAL TRANSFER	.00	16,246.72	24,370.00	8,123.28	66.7
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<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	85,844.00	85,844.00	.0
TOTAL CONTINGENCY	.00	.00	85,844.00	85,844.00	.0
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TOTAL FUND EXPENDITURES	2,122.86	158,794.08	336,773.00	177,978.92	47.2
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NET REVENUE OVER EXPENDITURES	11,727.61	34,018.83	.00	(34,018.83)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 MAY 31, 2019

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	163,175.00	
	TOTAL ASSETS		163,175.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	57,000.00	
	REVENUE OVER EXPENDITURES - YTD	16,175.00	
	BALANCE - CURRENT DATE	163,175.00	
	TOTAL FUND EQUITY		163,175.00
	TOTAL LIABILITIES AND EQUITY		163,175.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	.00	21,000.00	30,000.00	9,000.00	70.0
TOTAL DEPARTMENT 10	.00	21,000.00	159,000.00	138,000.00	13.2
TOTAL FUND REVENUE	.00	21,000.00	159,000.00	138,000.00	13.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	880.00	4,825.00	10,000.00	5,175.00	48.3
TOTAL DEPARTMENT 80	880.00	4,825.00	10,000.00	5,175.00	48.3
<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	880.00	4,825.00	159,000.00	154,175.00	3.0
NET REVENUE OVER EXPENDITURES	(880.00)	16,175.00	.00	(16,175.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
MAY 31, 2019

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	436,016.66	
30-00-1251	UTILITY RECEIVABLE	55,642.97	
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		1,247,970.95

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	4,154.10	
30-00-2100	ACCRUED PAYROLL	996.41	
30-00-2150	ACCRUED VACATION	3,429.48	
30-00-2300	WATER DEPOSITS	53,858.56	
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		955,478.97

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	143,221.88	
	BALANCE - CURRENT DATE	292,491.98	
	TOTAL FUND EQUITY		292,491.98
	TOTAL LIABILITIES AND EQUITY		1,247,970.95

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	59,738.90	668,175.26	700,000.00	31,824.74	95.5
30-10-4332 NEW CONNECTION FEE	.00	3,850.00	5,000.00	1,150.00	77.0
30-10-4337 DOUBLE CHECK VALVE	.00	1,600.00	1,500.00	(100.00)	106.7
30-10-4350 RECOVERY BAD DEBT	.00	1,097.48	500.00	(597.48)	219.5
30-10-4581 PENALTY AND FEES	50.00	2,600.00	2,500.00	(100.00)	104.0
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	125.00	150.00	25.00	83.3
30-10-4600 BUS. OREGON GRANT	.00	.00	31,500.00	31,500.00	.0
30-10-4610 BUS. OREGON LOAN	.00	26,126.00	31,500.00	5,374.00	82.9
TOTAL DEPARTMENT 10	59,788.90	703,573.74	970,057.00	266,483.26	72.5
TOTAL FUND REVENUE	59,788.90	703,573.74	970,057.00	266,483.26	72.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,247.23	52,083.14	58,000.00	5,916.86	89.8
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	312.80	3,838.56	5,800.00	1,961.44	66.2
30-11-5040 BENEFITS	802.27	8,339.84	10,200.00	1,860.16	81.8
30-11-5060 PERS	816.49	6,729.81	7,000.00	270.19	96.1
30-11-5090 WORKERS COMP	2.39	2,149.08	3,000.00	850.92	71.6
30-11-5105 BAD DEBT	51.14	2,919.14	4,000.00	1,080.86	73.0
30-11-5108 CHEMICALS	11,692.00	19,077.51	20,000.00	922.49	95.4
30-11-5120 GAS - OIL	69.78	1,551.72	3,000.00	1,448.28	51.7
30-11-5123 MERCHANT FEES	297.58	3,665.23	8,000.00	4,334.77	45.8
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	384.93	1,577.19	3,100.00	1,522.81	50.9
30-11-5140 UNIFORMS - TOWELS	141.85	1,328.01	2,000.00	671.99	66.4
30-11-5200 CONTRACT SERVICES	22.85	2,501.40	5,000.00	2,498.60	50.0
30-11-5204 ENGINEERING SERVICES	.00	16,705.00	18,000.00	1,295.00	92.8
30-11-5230 PRINTING AND PUBLISHING	335.19	3,171.13	3,000.00	(171.13)	105.7
30-11-5250 SYSTEM ANALYSIS	1,505.00	2,974.00	6,000.00	3,026.00	49.6
30-11-5320 DUES, LICENSE, PERMITS	(600.00)	962.73	1,000.00	37.27	96.3
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	248.81	2,893.35	5,000.00	2,106.65	57.9
30-11-5415 UTILITIES	3,260.83	42,205.83	45,000.00	2,794.17	93.8
30-11-5504 REPAIRS - MAINTENANCE	(7,000.00)	3,897.26	5,000.00	1,102.74	78.0
30-11-5530 SUPPLY SYSTEM MAINTENANCE	24,915.26	50,105.49	100,000.00	49,894.51	50.1
30-11-5531 DISTRIBUTION MAINTENANCE	(8,000.00)	4,982.75	5,500.00	517.25	90.6
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	(8,000.00)	6,662.34	7,000.00	337.66	95.2
TOTAL EXPENDITURE	25,506.40	388,639.30	550,009.00	161,369.70	70.7
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	11,194.77	48,191.92	50,000.00	1,808.08	96.4
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	11,194.77	48,191.92	55,000.00	6,808.08	87.6
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
TOTAL DEPARTMENT 82	.00	.00	58,812.00	58,812.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	36,701.17	560,351.86	970,057.00	409,705.14	57.8
NET REVENUE OVER EXPENDITURES	23,087.73	143,221.88	.00	(143,221.88)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 MAY 31, 2019

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	64,537.98	
	TOTAL ASSETS		64,537.98

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	57,554.72	
31-00-3100	FUND BALANCE, RESTRICTED	8,099.26	
	REVENUE OVER EXPENDITURES - YTD	(1,116.00)	
	BALANCE - CURRENT DATE	64,537.98	
	TOTAL FUND EQUITY		64,537.98
	TOTAL LIABILITIES AND EQUITY		64,537.98

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	.00	12,936.00	20,000.00	7,064.00	64.7
TOTAL DEPARTMENT 10	.00	12,936.00	80,752.00	67,816.00	16.0
TOTAL FUND REVENUE	.00	12,936.00	80,752.00	67,816.00	16.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	(1,560.00)	5,250.00	10,000.00	4,750.00	52.5
TOTAL DEPARTMENT 80	(1,560.00)	5,250.00	10,000.00	4,750.00	52.5
 <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	 (1,560.00)	 14,052.00	 80,752.00	 66,700.00	 17.4
 NET REVENUE OVER EXPENDITURES	 1,560.00	 (1,116.00)	 .00	 1,116.00	 .0

CITY OF WILLAMINA
BALANCE SHEET
MAY 31, 2019

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	553,658.48	
40-00-1251	UTILITY RECEIVABLE	47,969.23	
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		3,002,878.02

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	2,394.12	
40-00-2100	ACCRUED PAYROLL	735.45	
40-00-2150	ACCRUED VACATION	575.20	
40-00-2400	SEWER DEPOSITS	42,011.34	
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		1,365,275.81

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	115,873.61	
	BALANCE - CURRENT DATE	1,637,602.21	
	TOTAL FUND EQUITY		1,637,602.21
	TOTAL LIABILITIES AND EQUITY		3,002,878.02

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	54,430.14	595,100.54	630,000.00	34,899.46	94.5
40-10-4342 NEW CONNECTION FEE	.00	1,050.00	1,500.00	450.00	70.0
40-10-4350 RECOVERY BAD DEBT	.00	1,442.10	500.00	(942.10)	288.4
TOTAL DEPARTMENT 10	54,430.14	597,592.64	767,749.00	170,156.36	77.8
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 54,430.14	 657,592.64	 827,749.00	 170,156.36	 79.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,333.46	30,661.89	57,000.00	26,338.11	53.8
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	1,020.22	3,265.16	5,700.00	2,434.84	57.3
40-11-5040 BENEFITS	(6,144.25)	18,181.44	20,000.00	1,818.56	90.9
40-11-5060 PERS	202.45	1,858.22	3,600.00	1,741.78	51.6
40-11-5090 WORKERS COMP	1.92	1,847.87	3,000.00	1,152.13	61.6
40-11-5105 BAD DEBT	76.40	2,335.18	4,000.00	1,664.82	58.4
40-11-5108 CHEMICALS	.00	10,571.13	15,000.00	4,428.87	70.5
40-11-5120 GAS - OIL	(104.96)	1,553.01	1,500.00	(53.01)	103.5
40-11-5123 MERCHANT FEES	297.58	3,665.21	8,000.00	4,334.79	45.8
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	231.75	1,366.03	3,000.00	1,633.97	45.5
40-11-5140 UNIFORMS - TOWELS	253.27	1,925.04	2,500.00	574.96	77.0
40-11-5200 CONTRACT SERVICES	500.00	5,577.00	8,000.00	2,423.00	69.7
40-11-5204 ENGINEERING SERVICES	.00	4,656.25	8,000.00	3,343.75	58.2
40-11-5230 PRINTING AND PUBLISHING	335.18	3,171.07	3,000.00	(171.07)	105.7
40-11-5250 SYSTEM ANALYSIS	1,485.00	2,835.00	7,000.00	4,165.00	40.5
40-11-5320 DUES, LICENSE, PERMITS	.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	295.11	3,382.32	4,000.00	617.68	84.6
40-11-5415 UTILITIES	2,056.85	29,858.99	34,000.00	4,141.01	87.8
40-11-5504 REPAIRS - MAINTENANCE	(7,000.00)	7,536.87	9,000.00	1,463.13	83.7
40-11-5540 TREATMENT SYSTEM MAINTENANCE	7,400.00	10,602.14	20,000.00	9,397.86	53.0
40-11-5600 EQUIPMENT	.00	4,686.12	8,000.00	3,313.88	58.6
TOTAL EXPENDITURE	3,239.98	284,603.67	426,872.00	142,268.33	66.7
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	38,533.00	43,000.00	4,467.00	89.6
TOTAL DEPARTMENT 80	.00	38,533.00	43,000.00	4,467.00	89.6
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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
TOTAL DEPARTMENT 82	.00	169,657.72	169,658.00	.28	100.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 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	114,832.00	114,832.00	.0
TOTAL CONTINGENCY	.00	.00	114,832.00	114,832.00	.0
TOTAL FUND EXPENDITURES	3,239.98	541,719.03	827,749.00	286,029.97	65.4
NET REVENUE OVER EXPENDITURES	51,190.16	115,873.61	.00	(115,873.61)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 MAY 31, 2019

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	17,681.36	
	TOTAL ASSETS		17,681.36

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	9,546.58	
41-00-3100	FUND BALANCE, RESTRICTED	16,677.00	
	REVENUE OVER EXPENDITURES - YTD	(8,542.22)	
	BALANCE - CURRENT DATE	17,681.36	
	TOTAL FUND EQUITY		17,681.36
	TOTAL LIABILITIES AND EQUITY		17,681.36

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 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	.00	17,500.00	20,000.00	2,500.00	87.5
TOTAL DEPARTMENT 10	.00	17,500.00	38,724.00	21,224.00	45.2
TOTAL FUND REVENUE	.00	17,500.00	38,724.00	21,224.00	45.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	267.50	10,207.50	10,000.00	(207.50)	102.1
TOTAL DEPARTMENT 80	267.50	10,207.50	10,000.00	(207.50)	102.1
<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	 267.50	 26,042.22	 38,724.00	 12,681.78	 67.3
 NET REVENUE OVER EXPENDITURES	 (267.50)	 (8,542.22)	 .00	 8,542.22	 .0

City Of Willamina
Minutes of the Meeting of the City Council
June 4, 2019
6:00 PM

Location of Meeting:

West Valley Fire District
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor April Wooden
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
News-Register Reporter Paul Daliquante
Guest:
Al McCandless
Ken McCandless
Loree Havel
Arthur Schwartz
Dave Larmouth Western Oregon Waste

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on June 4, 2019 at the West Valley Fire District by Mayor Ila Skyberg. The Flag Salute was recited. The Deputy City Recorder took roll call, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Deletions, Corrections And Additions
Mayor Ila Skyberg

Mayor Skyberg announced an Amendment to the Agreement between the City of Willamina and Keller Associates, Inc. as an addition to the Agenda and entered it on the Regular Agenda under Numer 7.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called for Ken McCandless under the public comment to speak. Mr. McCandless introduced a copy of notes he created which he wanted to address with Council regarding his property land use.

City Manager West responded to Mr. McCandless and advised him he could not discuss a case that was going to the Planning Commission in front of the members of City Council because the City Council is the appellate body for the Planning Commission. She recommended Mr. McCandless not continue. Mr. McCandless said he would then leave and left the meeting.

Arthur Schwartz and Loree Havel were next to speak under Public Input. Mr. Schwartz of West Valley Visioning shared that their dinner held in Sheridan had been well attended. Mr. Schwartz invited all who are interested in the next event to attend. He also encouraged the Mayor and Council to attend their public meetings held on Thursdays between 3:30 to 4:30 PM at Willamina City Hall Old Council Chambers Conference Room.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for Council President Rita Baller to read the items on the Consent Agenda. Mayor Skyberg asked for a motion.

Council President Baller stated four items were on the consent agenda.

1. Check Registers – April 1 to 31, 2019
2. Financials April 31, 2019
3. Minutes from the May 14, 2019 City Council Meeting
4. Consideration of the use of the Tina Miller Park for the Summer Food Program
Willamina School District 30-44-63J

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

4. Council of Governments Contract

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council authorize the City Manager to execute the Land Use Planning Services Contract with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina?”

MOTION: Councilor Johnson moved that the City Council authorize the City Manager to

sign the Land Use Planning Contract on behalf of the City of Willamina. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

5. City of Willamina Excessive Force Policy

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-021 adopting an excessive force policy?”

MOTION: Councilor Wooden moved to approve Resolution 18-19-021 adopting an excessive force policy. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

6. Resolution No. 18-19-022 Supporting Fair Housing

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council adopt Resolution No. 18-19-022 supporting fair housing?”

MOTION: Councilor McKnight moved that the City Council adopt Resolution 18-19-022 supporting fair housing. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

7. City of Willamina Master Fee Schedule

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council adopt Resolution 18-19-023 approving a City Master Fee Schedule.”

MOTION: Councilor Wooden moved that the Council adopt Resolution 18-19-023 approving the City of Willamina Master Fee Schedule as attached thereto. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Councilor Johnson commented that the fee schedule is something that can be used by contractors that come to the City needing that information.

City Manager West complimented the Deputy City Recorder for her hard work in developing the Master Fee Schedule.

8. Resolution in Support of the City's Application for a 2019 Transportation and Growth Management Grant

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council adopt Resolution No. 18-19-024 approving and supporting the City of Willamina's application for a 2019 Transportation and Growth Management Grant from the Oregon Department of Transportation?”

MOTION: Councilor Wooden moved to adopt Resolution No. 18-19-024 supporting the City's application for a 2019 TMG Grant. Councilor McKnight seconded the motion.

Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Councilor Johnson thanked the City Manager and her team for applying for the Grant.

City Manager West commented that livability is Council's highest priority goal for the year and that safe and sufficient streets fell directly within that Council goal.

9. Agreement for Police Services with Yamhill County

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council authorize the Mayor and City Manager to execute the attached Agreement for Police Services with Yamhill County on behalf of the City of Willamina?"

MOTION: Councilor Johnson moved that the City Council authorize the Mayor and City Manager to sign the attached Agreement for Police Services on behalf of the City of Willamina. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

PUBLIC HEARING - Mayor Skyberg closed the Regular Session and opened the Public Hearing on the proposed uses of State Revenue Sharing Funds in the FY 2019-2020 Budget. Mayor Skyberg read from a script and asked for general testimony and questions or comments. There was none.

10. City's Election to Receive State Revenue

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall City Council approve Resolution 18-19-017 declaring the City's election to receive State Revenue Funds?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-017. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

11. Resolution 18-19-018 Certifying the City provides four or more services

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council approve Resolution 18-19-018 declaring that the City of Willamina provides four or more services in accordance with ORS 221.760."

MOTION: Councilor Wooden moved to approve Resolution 18-19-018 declaring the City provides four or more services and meets the eligibility to receive state funds. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

NEXT PUBLIC HEARING - Mayor Skyberg read from a public hearing script to open the public hearing on FY 2019-2020 Budget as approved by the Budget Committee on

May 21, 2019. Mayor Skyberg asked for general testimony and questions or comments from the Council. There was none.

12. The Fiscal Year 2019-2020 City of Willamina Approved Budget Resolution 18-19-019
Mayor Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-019, adopting the 2019-2020 Budget, as amended, making appropriations and imposing and categorizing taxes in accordance with ORS 294.456?”

MOTION: Councilor McKnight moved to approve Resolution 18-19-019, adopting the 2019-2020 Budget, making appropriations, imposing, and categorizing taxes in accordance with ORS 294.456, and imposing the tax rate at \$4.2039 per \$1,000. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

NEXT PUBLIC HEARING - Mayor Skyberg then opened the next public hearing and read from a script on the proposed 2.7% rate increase for Recology Western Oregon effective July 1, 2019. Mayor Skyberg called for testimony from proponents. Dave Larmouth from Recology Western Oregon spoke to the City Council. He explained the rate increase is based on the consumer price index. He also detailed the city has 689 carts and 87 large containers in the City.

Mayor Skyberg asked for testimony from opponents and general testimony. There was none.

13. RWO Western Oregon Waste Proposed Rates Resolution 18-19-020

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-020 approving the proposed 2.70% collections rate increase presented by Recology Western Oregon?”

MOTION: Councilor Johnson moved to approve Resolution 18-19-020 approving the proposed Recology Western Oregon rate increase as presented. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Mayor Skyberg closed the public hearings and return to Regular Session.

14. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that on May 24th she and the City Manager attended the Firehouse Subs Grant Award Presentation Ceremony in McMinnville. The West Valley Fire Station was awarded a nearly \$35,000 Grant to address their Portable Radio needs. In addition, Mayor Skyberg attended the Mayors Dinner in Dayton.

15. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for reports.

Cemetery Committee Liaison Baller thanked Jeff for the clean-up at the cemetery. Jeff responded that it was the County Crew who did the clean-up in preparation of the Memorial Day Holiday.

Chamber Liaison Wooden reported on several calendar events:

1. June 22 – City Wide Cleanup Day
2. June 29 – Mud Drags
3. July 4th – 70th Old Fashioned 4th of July Celebration
4. July 19-20 – City Wide Garage Sales
5. September 14, - Bridge the Gap
6. November 8-9 Willamina Coastal Hills 28th Art Tour & Quilt Show
7. January 25th, 2020 – Formal Mayor’s Ball

Liaison Wooden also reported that the Chamber members were very positive about the City’s acquiring the 1940’s Fire Engine from the West Valley Fire District.

Library Liaison Lawson reported that the Library Manager’s office is not finished yet. Jeff commented that this Friday is the target completion date.

YCOM Liaison Baller reported their meeting is next week.

Transportation Liaison Johnson reported he had been welcomed to continue on the Board.

16. Informational Reports from City Officers

City Manager West reported that the flower poles are up on Main Street. Jeff coordinated the flowers going up on Thursday. The City Manager said she applied for the Nike Grant on behalf of the City. The focus of the grant was to obtain a wheelchair accessible merry-go-round and a “toddler” slide for the Tina Miller Park.

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

IV. Agenda and Time of Next Meeting

The next meeting is a Special Meeting and will be held at 9:00 AM on July 1, 2019 at:
West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

The next regular meeting will be held at 6:00 PM on July 16, 2019 at:
West Valley Fire Station

June 4, 2019 City Council Meeting Minutes

825 NE Main Street
Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 8:00 PM

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City Of Willamina
Minutes of Special City Council Meeting
July 1, 2019
9:00 AM**

Location of Meeting:

West Valley Fire District
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Theresa McKnight
Councilor April Wooden
Councilor Bob Burr
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Director Sarah Frost

Absent: Council President Rita Baller
Councilor Craig Johnson

Mayor Ila Skyberg called the City of Willamina Special City Council meeting to order at 9:00 AM on July 1, 2019 at the West Valley Fire District. Mayor Skyberg led in the flag salute. The Deputy City Recorder Debbie Bernard took the roll call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Consideration of Open Issues

1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for the items on the Consent Agenda and asked for a motion.

MOTION: Councilor Burr moved to approve the items on the consent agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight and Lawson all in favor.

Councilor Burr stated the item on the consent agenda is Insurance Coverage Renewal 2019/2020.

2. Resolution No. 18-19-025 A Resolution Adopting A Section 3 Plan and Limited English Proficiency Language Access Plan

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-025 adopting a Section 3 Plan and a Limited English Proficiency Language Access Plan?"

MOTION: Councilor Burr moved that Council adopt Resolution 18-19-025 adopting a Section 3 Plan and Limited English Proficiency Language Access Plan. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: Councilor Burr said when we deal with the Federal government there are strings attached like the Section 3-Limited English Proficiency Plan and noted the Davis Beacon Act required every city to pay prevailing wages which then cost the tax payers more money.

3. Resolution No. 18-19-026 A Resolution Designating The West Valley Enterprise Zone for Electronic Commerce

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce?"

MOTION: Councilor Wooden moved to adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: City Manager West commented the City is uniquely qualified for this zone overlay as we are a 10 gig fiber optic City. She also noted that the application is on a first come first serve basis with July 1, 2019 being the first date allowed for adoption of this Resolution.

4. Resolution 18-19-027 A Resolution Authorizing A Small City Allotment Grant Application by the City Of Willamina

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall City Council approve Resolution 18-19-027 authorizing a Small City Allotment grant application by the City of Willamina?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-027 authorizing a Small City Allotment grant application for the Fir Street overlay project by the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

- 5. Agreement For Community Development Block Grant Administration Assistance with The Mid-Willamette Valley Council of Governments
Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council authorize Mayor Skyberg to execute the agreement for Community Development Block Grant Administration assistance with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina.

MOTION: Councilor Wooden moved that the City Council authorize Mayor Skyberg to sign the Agreement on behalf of the City of Willamina. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

- 6. Informational Reports
Mayor Ila Skyberg

Mayor Skyberg called for the City Manager's report. City Manager West reported she has been with the City for 2 ½ years and in that time her management team has done an incredible job. She announced that she would be changing their titles to reflect the very high level of responsibility they have taken on in their job duties. As a result, the Public Works Superintendant will formally change to the Public Works Director, Library Manager will change to Library Director, Accountant will change to Finance Manager, and the title of Planning Clerk will be added to the Deputy City Recorder's title. .

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

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on July 16, 2019 at:
West Valley Fire District
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 9:30 AM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JULY 16, 2019**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: PERSONNEL POLICY VARIANCE

ISSUE

Shall the City Council authorize a one-time variance to the City of Willamina personnel policy regarding accrued vacation payout?

RECOMMENDATION:

Authorize a one-time variance to the City of Willamina personnel policy regarding accrued vacation payout?

SUMMARY AND BACKGROUND

The adopted City of Willamina personnel policy includes a “use it or lose it” clause within the Vacation portion of the policy. This clause requires that all employees use their vacation, they cannot accrue vacation over that allowed by the personnel policy and/or bargaining agreement as it will be “lost” if not used, and no payment in lieu of use of vacation or of accrued vacation is allowed.

Employee Health

There have been many studies over the years that confirm that employees who take vacation time are far less likely to “burn out” and are physically healthier than those who do not. The City encourages and, indeed now, requires all employees to follow our adopted personnel policy and use their vacation or “lose” it. City Management understands the very heavy work load of all employees, but is also cognizant of the career and health risks that could arise should employees not take the necessary rest time in the form of earned vacation.

Historically, prior City Management did not require staff to take the necessary time off resulting in vacation hour “build-up” of more than that allowed by policy. Now that the policy is being followed, the employee is forced into a position of taking large amounts of vacation in a very short time or losing the accrued vacation. In order to not penalize the employee for their diligent work over the years and prior City Management’s lack of enforcement, current City Management recommends a one-time variance to the adopted personnel policy.

City Finances

In addition to the potential adverse career and health effect on our employees, the City too is adversely affected by the vacation hour build up. These hours are considered a “debt” against our assets in our annual financial review. Obviously, this is not something that the City wants to see continue. This is another reason that City Management recommends a one-time variance to the adopted personnel policy.

Variance Recommendation

In discussing this issue with Financial and Human Resources professionals, it was recommended that the City and employee propose an agreement where the employee is able to receive a one-time payment of accrued vacation, but a reduction in the full amount is received in consideration for the one-time payment variance. The employee and City Management have crafted a proposed agreement including a 20% reduction in accrued vacation which results in an 80% vacation accrual payment to the employee.

The result of this agreement and enforcement of the City's policies by current City Management, is that the employee will no longer be in a "lose it" position in regard to vacation, and the City will not carry the current accrued vacation on its financial records in the future.

FACTS AND FINDINGS

1. The City's adopted personnel policy requires vacation be used and does not allow payment in lieu of vacation taken.
2. Prior City Management did not enforce the required vacation usage which has resulted in an employee now being in a "use it or lose it" position in regard to accrued vacation. This results in a hardship on the employee and the City as the employee must take a great number of vacation days in a very short period of time.
3. The City and the employee have crafted a proposed agreement which includes a 20% reduction in accrued vacation resulting in an 80% vacation payout to the employee.

Proposed Motion: I move that the City Council authorize a one-time variance to the personnel policy in regard to vacation leave payout.

Kenna L. West

Kenna L. West, City Manager

Attachments: None

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JULY 16, 2019**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: CITY FLOWER PROJECT

ISSUE

Shall the City Council authorize City Management to pursue the possible adoption of a City Flower?

RECOMMENDATION:

Authorize City Management to pursue the possible adoption of a City Flower.

SUMMARY AND BACKGROUND

At recent seminars, it has been noted by other City's staff and citizens that many cities have a designated City Flower. In many of those cities, this flower has become an icon to the citizens and is planted in citizen flower gardens as well as City parks.

In a review of the City of Willamina records, it appears that a City Flower has not been adopted. City Management would like to pursue the possibility of adopting a City Flower. This would include research into what other cities have adopted for City Flowers, in order to avoid duplication; a request for City Flower nominations being sent out to citizens via the City Newsletter, at meetings, via fliers at City Hall and the City Library; and once all nominations have been compiled, a staff report being brought to the City Council for their final determination on which flower should be adopted as the City Flower.

Once adopted, the City will plant the City Flower in the City Hall gardens, in our planters, and if possible in our Parks. We will add the City Flower designation to our new website design, and in many of the City's marketing and economic development fliers. It is hoped that this will be a fun process that our citizens can partake in, and perhaps even have their nominated flower chosen as our City Flower!

A City Flower adoption is also very timely. The City of Willamina received a grant to begin a wayfinding project for our beautiful city. This project will help visitors find recreational opportunities in and around our City; locate necessary businesses, services and governmental buildings; and will provide a visually appealing integrated signage for the entire West Valley region. We are in the very early stages of this project. As the process progresses there will be at least one public meeting where citizens can share their ideas on those important landmarks in our area, on proposed signage design, and on locations for that signage. As we are beginning this wayfinding project, now is a wonderful time to also include the adoption of a City Flower as that flower could potentially be incorporated into the signage design and certainly into the marketing and economic development materials.

FACTS AND FINDINGS

1. Many cities in Oregon have an adopted City Flower. A review of the City of Willamina records doesn't show an adopted flower for our City.
2. For many of the cities with an adopted City Flower, that flower becomes an icon with the citizens and City. It is used in flower gardens, on marketing materials, and in economic development fliers.
3. If authorized, City Management would follow a process of adoption that would include reaching out citizens for nominations, making certain the City did not duplicate another City's adopted flower, and eventual adoption by the City Council.
4. Now is a particularly good time to begin this process, as the City is currently involved in a wayfinding project and an adopted City Flower could be utilized in this process.
5. It is the hope of City Management, that this will be a fun, yet not time consuming process, for our citizens to be involved in and that our beautiful City will have an iconic City Flower that could be used throughout the City in both citizen and City gardens.

Proposed Motion: I move that the City Council authorize the City Manager to pursue the possible adoption of a City Flower.

Kenna L. West

Kenna L. West, City Manager

Attachments: None

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JULY 16, 2019**

TO: MAYOR AND CITY COUNCIL
FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER
SUBJECT: LIBRARY BOARD APPOINTMENT

ISSUE

Shall the City Council consider applications for the Library Board and appoint a member to the vacancy?

RECOMMENDATION:

Review the applications for the Library Board and appoint to the Library Board vacancy.

SUMMARY AND BACKGROUND

The Library Board currently has one vacancy. The Library Board by Charter, as amended and approved by the City Council on October 10, 2017, shall consist of a minimum of 5 but no more than 7 members appointed by the Mayor and confirmed by the Council.

The following applicants have submitted their applications for consideration to the Library Board:

Evelyn M. Griffey-Huggins
Kepola Rene Napoleon

FACTS AND FINDINGS

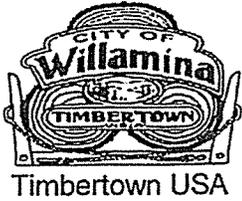
1. The Mayor may decide to appoint an applicant to the Library Board, and the Council may decide to confirm the appointment by motion.
2. The City has received two applications for a vacancy on the Library Board.

Debbie Bernard

Debbie Bernard, Deputy City Recorder

Attachments:
Applications for City Office

JUN 24 2019



City of Willamina Application for City Office

See back for position criteria and requirements

Applicant's Full Name Evelyn M. Griffey-Huggins

Physical Address [REDACTED]

Mailing Address [REDACTED]

Home Phone Number [REDACTED]

Cell Phone Number same

Email parrot_place.@msn.com

Occupation clerk-cashier - Retail

Years of Residency 5

Registered Voter Yes No

Cemetery Committee

Budget Committee

Library Board

Planning Commission

City Council

(Attach additional sheets, if desired, when answering the questions below)

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

to help improve library - make it
accessable to everyone - regardless of
age, etc.

Please share any governmental or volunteer experience you have had

none

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

I commit to employment & interest,
Try to do my very best to improve
any occupation I have pursued.
Have worked with public for 50 yrs.

Signature Evelyn M. Griffey-Huggins Date 6-20-19

An Equal Opportunity Employer

Evelyn M. Griffey-Huggins

~~XXXXXXXXXX~~

~~XXXXXXXXXX~~

~~XXXXXXXXXX~~
~~Williamina, Oregon 97146~~

parrot_place@msn.com

Summary

I have 20+ years working in a Retail environment. My experience has been in cashiering, customer service, and accounting. Computer Service skills, am detail oriented and organized. I have good time management, learn new technology and systems quickly. I am very good with math and accounting. I work well on my own and with a team. Computer Literate in Windows XP Professional, Excel, Word, and UPS World Ship.

Work Experience

2003 to 2009

Fred Meyer

Cashiering, running U-Scan registers (6 to 11 at a time usually)

Customer Service Desk dealing with returns, Western Union Services, Money Orders, Lottery, Faxes, Cashing Payroll Checks, and basic Customer Service with product Satisfaction, exchanges, etc.

1995 to 2008

Ranchero Wizard in California and Bend

Ranchero Wizard was a Custom Car Parts Specialist. My main duties was as Owner-Operator Bookkeeper, Receiving and Packaging. Customer Service, Software and Internet Shipping with UPS-World Ship and Fed-Ex-Air and Ground

1991 to 1997

Thrifty-Payless Drug Stores (Now Rite Aide)

Pharmacy Clerk, Technician, Cashier & Data Maintenance

Responsible for Price Integrity for Entire Store

Started as cashier, promoted to DMC. I was in charge of Daily Computer Price Changes for the Santa Cruz Store. Became Pharmacy clerk, became Pharmacy Technician after completing 1800 hrs. in Pharmacy. Licensed in California and Oregon. Promoted to regional DMC, where I traveled to various store sites and was responsible for price integrity and computer changes for each store. Merchandise

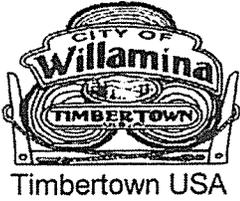
Audits to assure the correct product pricing and sales changes. Audited for sales prices and accuracy (Then free if not marked correctly). Reported to District Manager. Acted as Clerk/Cashier as Needed.

Woolworths 1980 to 1983

Clerk cashier,, worked as Bookkeeper for 6 months. Worked as Luncheonette Manager for 2 years in charge of all aspects of restaurant operation. Separate within Woolworth store. Hiring, ordering, inventory control etc.

1986 to 1991

Clerk cashier, department head for 28 departments, half store. Stocking, price changes, etc.



City of Willamina Application for City Office

See back for position criteria and requirements

Applicant's Full Name Kepola René Napoleon

Physical Address [REDACTED]

Mailing Address [REDACTED], OR 97136

Home Phone Number [REDACTED]

Cell Phone Number [REDACTED]

Email kpaoza@yahoo.com

Occupation Homemaker & Homeschool MOM

Years of Residency 5 Registered Voter Yes No

Cemetery Committee Budget Committee Library Board Planning Commission City Council

(Attach additional sheets, if desired, when answering the questions below)

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

I am interested in serving on the Library Board to help establish and maintain policies that contribute to a welcoming, inclusive and functional library environment.

Please share any governmental or volunteer experience you have had

Please see attached sheet.

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

Please see attached sheet.

Signature Kepola René Napoleon Date 6-27-19

An Equal Opportunity Employer

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

Experience

2002: Volunteer Volleyball summer camp coach
Taft High School, Lincoln City, OR

2006-2008: Health and Physical Education Teacher
South Medford High School, Medford, OR

2007: Volunteer JV softball assistant Coach
South Medford High School, Medford, OR

2008-2009: Substitute Teacher
Molalla River School District, Molalla, OR

2012: Volunteer 7th & 8th grade girls' basketball coach
City of Lincoln City, Lincoln City, OR

2018-present: Library volunteer
Willamina Public Library, Willamina, OR

May 2019-present: Chair of Love Our Library Fundraising Committee
Willamina Public Library, Willamina, OR

Why Am I the Best Candidate?

Volunteering in the library provides me knowledge about the inner workings of the library: what's happening there, the needs that arise, as well as patrons' comments and concerns. My experience as a volunteer has given me the opportunity to build a rapport with library staff and other volunteers and patrons.

Recently, I became the new chair of the Love Our Library Fundraising Committee. If appointed as a member of the Library Board, I can be a direct liaison to both the board and the committee. I plan to bridge the gap in hopes that the board and committee can work more closely together.

With my current involvement, "inside" knowledge, and weekly presence as a library patron and volunteer, I am the best candidate for this position. Thank you for your consideration.



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 6/1/2019 to 6/30/2019**

City	UCR Description	6/1/2018 to 6/30/2018	6/1/2019 to 6/30/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	5
	Arson	1	0		1	4
	Burglary-Business	0	0		1	3
	Burglary-Non-Residence	0	0			4
	Burglary-Residence	1	0		6	6
	Larceny	6	3	-50.00 %	29	67
	Motor Vehicle Theft-Auto	0	0		3	3
	Murder	1	0			1
	Rape	0	0			2
	Robbery	0	0			1
	Part 1 Total	9	3	-66.67 %	41	96
Part 2						
	All Other	1	0		5	11
	Animal Problems	0	0			1
	Disorderly Conduct	0	0		6	10
	Drug Laws	1	4	300.00 %	19	21
	DUII	0	0		4	4
	Forgery	0	0		2	5
	Fraud	0	0		2	1
	Kidnapping	0	0			1
	Liquor Laws	0	1		2	3
	Runaway	0	0		1	4
	Sex Offenses	2	0		4	6
	Simple Assault	3	3		19	36
	Stolen Property	0	0			1
	Trespass/Prowler	0	0		8	14
	Vandalism	2	1	-50.00 %	14	33
	Part 2 Total	9	9		86	151
	Total For WILLAMINA	41	27	-34.15 %	256	532

Report run date: 7/2/2019



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 6/1/2019 to 6/30/2019**

City	UCR Description	6/1/2018 to 6/30/2018	6/1/2019 to 6/30/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 3						
	All Other	8	6	-25.00 %	48	101
	Non-Reportable Offenses	15	9	-40.00 %	81	184
	Part 3 Total	23	15	-34.78 %	129	285
	Total For WILLAMINA	41	27	-34.15 %	256	532

Yearly Schedule of Events

CITY OF WILLAMNA CITY COUNCIL

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 NOTE NEW DATE	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

July 2019

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

July

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

August 2019

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

August

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

September 2019

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

September

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