

**Willamina City Council Regular Meeting
Tuesday, January 14, 2020 @ 6:00 PM
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396**

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CORRESPONDENCE – None

PRESENTATIONS – 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 – November 1 to 30, 2019 (informational)
2. Financials November 30, 2019 (informational)
3. Minutes from the December 10, 2019 City Council Meeting

REGULAR AGENDA

1. Ordinance No. 680 revision Section 32.45 of the Willamina Code of Ordinances
2. Updated Master Fee Schedule
3. City of Willamina Budget Officer and Budget Committee 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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PUBLIC HEARING

1. Continuance - Zone Change Application – ZC/CPMA 2019-02 Zone Change/Comprehensive Plan Map Amendment

INFORMATIONAL REPORTS (Items that require no Council action)

MAYORS REPORT

COUNCIL LIAISON REPORTS

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

INFORMATIONAL REPORTS FROM CITY OFFICERS

6. City Manager
7. Sheriff's Report

EVENT CALENDAR- Informational

Next Council Meeting Dates

Regular Session – February 11, 2020 (6:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

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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
10868										
11/19	11/05/2019	10868	5833	Storage Etc	092719	1	10-12-5200	.00	504.00-	504.00- V
Total 10868:										
									.00	504.00-
10932										
11/19	11/05/2019	10932	260	ALEXIN ANALYTICAL LABS INC	38082	1	30-11-5250	.00	375.00	375.00
Total 10932:										
									.00	375.00
10933										
11/19	11/05/2019	10933	310	AMAZON	101019	1	10-65-5102	.00	67.90	67.90
11/19	11/05/2019	10933	310	AMAZON	101019	2	10-65-5111	.00	197.09	197.09
11/19	11/05/2019	10933	310	AMAZON	101019	3	10-65-5137	.00	230.29	230.29
11/19	11/05/2019	10933	310	AMAZON	101019	4	10-65-5233	.00	146.57	146.57
11/19	11/05/2019	10933	310	AMAZON	101019	5	10-65-5100	.00	60.55	60.55
11/19	11/05/2019	10933	310	AMAZON	101019	6	10-65-5912	.00	256.69	256.69
11/19	11/05/2019	10933	310	AMAZON	101019	7	10-65-5101	.00	12.96	12.96
11/19	11/05/2019	10933	310	AMAZON	101019	8	10-12-5137	.00	1,517.63	1,517.63
11/19	11/05/2019	10933	310	AMAZON	101019	9	10-12-5820	.00	1,214.11	1,214.11
Total 10933:										
									.00	3,703.79
10934										
11/19	11/05/2019	10934	4890	APRIL WOODEN	110119	1	10-13-5310	.00	50.00	50.00
Total 10934:										
									.00	50.00
10935										
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864201643	1	10-66-5140	.00	27.83	27.83
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864201643	2	20-11-5140	.00	8.19	8.19
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864201643	3	30-11-5140	.00	45.84	45.84
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864201643	4	40-11-5140	.00	81.87	81.87
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864211472	1	10-66-5140	.00	18.78	18.78
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864211472	2	20-11-5140	.00	5.52	5.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864211472	3	30-11-5140	.00	30.94	30.94
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864211472	4	40-11-5140	.00	55.25	55.25
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864221186	1	10-66-5140	.00	18.78	18.78
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864221186	2	20-11-5140	.00	5.52	5.52
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864221186	3	30-11-5140	.00	30.94	30.94
11/19	11/05/2019	10935	430	ARAMARK UNIFORM SERVICES	864221186	4	40-11-5140	.00	55.25	55.25
Total 10935:										384.71
11/19	11/05/2019	10936	700	BAKER AND TAYLOR BOOKS	2034892339	1	10-65-5100	.00	11.09	11.09
11/19	11/05/2019	10936	700	BAKER AND TAYLOR BOOKS	2034892339	2	10-65-5106	.00	32.53	32.53
Total 10936:										43.62
11/19	11/05/2019	10937	5678	Bob Burr	110119	1	10-13-5310	.00	50.00	50.00
Total 10937:										50.00
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	1	10-12-5413	.00	274.26	274.26
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	2	10-66-5413	.00	13.07	13.07
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	3	10-65-5413	.00	19.53	19.53
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	4	10-67-5413	.00	28.07	28.07
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	5	20-11-5413	.00	26.14	26.14
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	6	30-11-5413	.00	208.29	208.29
11/19	11/05/2019	10938	1020	CENTURYLINK	101119	7	40-11-5413	.00	264.36	264.36
Total 10938:										833.72
11/19	11/05/2019	10939	990	CHEMEKETA COMMUNITY COL	S1079793	1	10-65-5200	.00	181.65	181.65
Total 10939:										181.65
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	1182.01 10-1	1	30-11-5415	.00	109.20	109.20
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	1442.01 101	1	10-12-5415	.00	44.46	44.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	1792.00	10-1	10-67-5415	.00	143.25	143.25
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	2234.00	10-1	10-66-5415	.00	108.32	108.32
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	2235.01	10-1	10-65-5415	.00	151.09	151.09
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	2236.00	10-1	10-12-5415	.00	112.32	112.32
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	2238.00	10-1	10-12-5415	.00	108.49	108.49
11/19	11/05/2019	10940	1130	CITY OF WILLAMINA	6094.00	10-1	10-12-5415	.00	108.32	108.32
Total 10940: 885.45										
10941	11/19	11/05/2019	10941	1135	CITY OF YAMHILL	353	10-14-5211	.00	250.00	250.00
Total 10941: 250.00										
10942	11/19	11/05/2019	10942	5677	Craig Johnson	110119	10-13-5310	.00	50.00	50.00
Total 10942: 50.00										
10943	11/19	11/05/2019	10943	1760	FERGUSON ENTERPRISES, IN	821087	30-11-5530	.00	643.12	643.12
Total 10943: 643.12										
10944	11/19	11/05/2019	10944	2040	HACH	11679059	30-11-5600	.00	486.00	486.00
11/19	11/05/2019	10944	2040	HACH	11687621	1	30-11-5530	.00	7.25	7.25
Total 10944: 493.25										
10945	11/19	11/05/2019	10945	2160	HONEY BUCKET	272	10-66-5200	.00	106.00	106.00
11/19	11/05/2019	10945	2160	HONEY BUCKET	551279273	1	10-66-5200	.00	106.00	106.00
11/19	11/05/2019	10945	2160	HONEY BUCKET	551279274	1	10-66-5200	.00	106.00	106.00
11/19	11/05/2019	10945	2160	HONEY BUCKET	551279275	1	10-68-5513	.00	115.00	115.00
Total 10945: 433.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10946										
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	1	10-70-5040	.00	450.00	450.00
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	2	10-71-5040	.00	375.00	375.00
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	3	10-65-5040	.00	150.00	150.00
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	4	10-66-5040	.00	150.00	150.00
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	5	30-11-5040	.00	75.00	75.00
11/19	11/05/2019	10946	5706	HRA VEBA Trust	110119	6	40-11-5040	.00	75.00	75.00
Total 10946:									1,275.00	
10947										
11/19	11/05/2019	10947	2260	ILA SKYBERG	110119	1	10-13-5310	.00	100.00	100.00
Total 10947:									100.00	
10948										
11/19	11/05/2019	10948	5733	Jared Nunley	110119	1	40-11-5200	.00	500.00	500.00
Total 10948:									500.00	
10949										
11/19	11/05/2019	10949	2440	KELLER ASSOCIATES, INC.	33-10-17-19	1	10-17-5204	.00	2,750.00	2,750.00
11/19	11/05/2019	10949	2440	KELLER ASSOCIATES, INC.	38	1	30-11-5204	.00	252.50	252.50
Total 10949:									3,002.50	
10950										
11/19	11/05/2019	10950	5709	Kenna West	103119	1	10-12-5344	.00	240.70	240.70
Total 10950:									240.70	
10951										
11/19	11/05/2019	10951	2670	LOCAL 737 - LABORERS INTL U	110119	1	10-00-2130	.00	195.20	195.20
Total 10951:									195.20	
10952										
11/19	11/05/2019	10952	5841	Mark Effmoff	103119	1	30-00-2300	.00	12.30	12.30
11/19	11/05/2019	10952	5841	Mark Effmoff	103119	2	40-00-2400	.00	90.00	90.00

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 10952:										
10953										
11/19	11/05/2019	10953	3060	NW NATURAL	1363282-3 1	1	10-65-5415	.00	56.16	56.16
11/19	11/05/2019	10953	3060	NW NATURAL	1391658-0 1	1	10-67-5415	.00	95.84	95.84
Total 10953:										
10954										
11/19	11/05/2019	10954	3190	OREGON DRINKING WATER PR	110119	1	30-11-5320	.00	210.00	210.00
Total 10954:										
10955										
11/19	11/05/2019	10955	3380	OREVAC WEST INC	5034	1	40-11-5504	.00	2,080.00	2,080.00
11/19	11/05/2019	10955	3380	OREVAC WEST INC	5035	1	40-11-5504	.00	1,950.00	1,950.00
Total 10955:										
10956										
11/19	11/05/2019	10956	3500	PACIFIC SOLAR	2754	1	10-12-5504	.00	597.00	597.00
11/19	11/05/2019	10956	3500	PACIFIC SOLAR	2755	1	30-11-5530	.00	1,088.00	1,088.00
11/19	11/05/2019	10956	3500	PACIFIC SOLAR	2757	1	40-11-5540	.00	1,412.40	1,412.40
Total 10956:										
10957										
11/19	11/05/2019	10957	3590	PGE	102519	1	40-11-5415	.00	2,341.96	2,341.96
11/19	11/05/2019	10957	3590	PGE	102519	2	10-67-5415	.00	106.96	106.96
11/19	11/05/2019	10957	3590	PGE	102519	3	10-12-5415	.00	337.30	337.30
11/19	11/05/2019	10957	3590	PGE	102519	4	30-11-5415	.00	5,250.40	5,250.40
11/19	11/05/2019	10957	3590	PGE	102519	5	10-65-5415	.00	181.43	181.43
11/19	11/05/2019	10957	3590	PGE	102519	6	10-66-5415	.00	58.26	58.26
11/19	11/05/2019	10957	3590	PGE	102519	7	10-72-5415	.00	279.33	279.33
11/19	11/05/2019	10957	3590	PGE	570000 9-24-	1	30-11-5415	.00	1,307.76	1,307.76
Total 10957:										
										9,883.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10958	11/19	11/05/2019	10958	3730 PRIMISYS	9959556	1	10-72-5233	.00	50.00	50.00
	11/19	11/05/2019	10958	3730 PRIMISYS	9959556	2	10-12-5234	.00	400.00	400.00
Total 10958:									450.00	
10959	11/19	11/05/2019	10959	610 RITA BALLER	110119	1	10-13-5310	.00	50.00	50.00
Total 10959:									50.00	
10960	11/19	11/05/2019	10960	5794 Roberta Lawson	110119	1	10-13-5310	.00	50.00	50.00
Total 10960:									50.00	
10961	11/19	11/05/2019	10961	5835 Shana Reid	110119	1	10-67-5310	.00	200.00	200.00
Total 10961:									200.00	
10962	11/19	11/05/2019	10962	4160 SKYBERGS	103119	1	10-12-5137	.00	176.82	176.82
	11/19	11/05/2019	10962	4160 SKYBERGS	103119	2	10-12-5820	.00	46.87	46.87
	11/19	11/05/2019	10962	4160 SKYBERGS	103119	3	10-66-5137	.00	12.25	12.25
	11/19	11/05/2019	10962	4160 SKYBERGS	103119	4	30-11-5137	.00	92.69	92.69
	11/19	11/05/2019	10962	4160 SKYBERGS	103119	5	40-11-5137	.00	93.85	93.85
	11/19	11/05/2019	10962	4160 SKYBERGS	103119	6	10-72-5137	.00	660.25	660.25
Total 10962:									1,082.73	
10963	11/19	11/05/2019	10963	5635 SOLUTIONS YES	INV212823	1	10-12-5230	.00	59.77	59.77
	11/19	11/05/2019	10963	5635 SOLUTIONS YES	INV212823	2	10-65-5137	.00	37.59	37.59
Total 10963:									97.36	
10964	11/19	11/05/2019	10964	4230 SPRINT	569622313-2	1	10-18-5413	.00	46.78	46.78

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10964:										
10965	11/19	11/05/2019	10965	1810 STATE FORESTER	20254	1	10-66-5200	.00	11.14	11.14
Total 10965:										
10966	11/19	11/05/2019	10966	5606 TERRRY'S TIRES & SERVICES LL	102319	1	10-72-5504	.00	36.00	36.00
Total 10966:										
10967	11/19	11/05/2019	10967	4540 THERESA MCKNIGHT	110119	1	10-13-5310	.00	50.00	50.00
Total 10967:										
10968	11/19	11/05/2019	10968	5740 Thomas Holt	19	1	10-12-5209	.00	480.00	480.00
Total 10968:										
10969	11/19	11/05/2019	10969	4680 UNITED RENTALS NORTHWEST	175647878-0	1	10-72-5415	.00	103.44	103.44
Total 10969:										
10970	11/19	11/05/2019	10970	4700 US BANK	101719	1	10-12-5342	.00	760.34	760.34
11/19	11/05/2019	10970	4700 US BANK	101719	101719	2	10-12-5137	.00	13.74	13.74
11/19	11/05/2019	10970	4700 US BANK	101719	101719	3	10-66-5137	.00	48.25	48.25
11/19	11/05/2019	10970	4700 US BANK	101719	101719	4	10-12-5137	.00	277.73	277.73

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 10970: .00 2,208.78								
10971										
11/19	11/05/2019	10971	5647	US BANK EQUIPMENT FINANCE	397399023	1	10-12-5606	.00	210.96	210.96
11/19	11/05/2019	10971	5647	US BANK EQUIPMENT FINANCE	397399023	2	10-65-5137	.00	127.55	127.55
		Total 10971: .00 338.51								
10972										
11/19	11/05/2019	10972	4690	USABLUBOOK	33435	1	30-11-5600	.00	174.23	174.23
		Total 10972: .00 174.23								
10973										
11/19	11/05/2019	10973	5575	WEST ONE HOMES	103119	1	40-00-2400	.00	73.91	73.91
		Total 10973: .00 73.91								
10974										
11/19	11/05/2019	10974	5621	WILLAMINA AUTOMOTIVE	2132	1	30-11-5504	.00	20.00	20.00
		Total 10974: .00 20.00								
10975										
11/19	11/05/2019	10975	5150	YAMHILL COUNTY SHERIFF'S O	110119	1	10-18-5217	.00	24,086.95	24,086.95
		Total 10975: .00 24,086.95								
10976										
11/19	11/12/2019	10976	5843	Business Oregon	1230000655	1	30-82-8030	.00	13,063.00	13,063.00
		Total 10976: .00 13,063.00								

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10977	11/1/19	10977	940	CASELLE, INC.	98582	1	10-12-5235	.00	1,200.00	1,200.00
Total 10977: .00 1,200.00 1,200.00										
10978	11/1/19	10978	5842	Comfort Control Heating Inc.	27147	1	40-11-5504	.00	26.36	26.36
Total 10978: .00 26.36 26.36										
10979	11/1/19	10979	1760	FERGUSON ENTERPRISES, IN	813842	1	30-11-5530	.00	299.99	299.99
Total 10979: .00 299.99 299.99										
10980	11/1/19	10980	2010	GUARDIAN FIRE PROTECTION	141007	1	10-67-5200	.00	29.50	29.50
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141008	1	10-65-5200	.00	21.00	21.00
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141009	1	10-12-5200	.00	43.50	43.50
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141010	1	10-66-5200	.00	14.00	14.00
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141011	1	10-72-5200	.00	93.00	93.00
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141012	1	40-11-5200	.00	28.00	28.00
11/1/19	11/12/2019	10980	2010	GUARDIAN FIRE PROTECTION	141013	1	30-11-5200	.00	118.00	118.00
Total 10980: .00 347.00 347.00										
10981	11/1/19	10981	3070	NEWS REGISTER	102534	1	10-12-5230	.00	131.37	131.37
Total 10981: .00 131.37 131.37										
10982	11/1/19	10982	3300	ONE CALL CONCEPTS, INC.	9100513	1	30-11-5200	.00	41.00	41.00
Total 10982: .00 41.00 41.00										
10983	11/1/19	10983	3160	OREGON DEPARTMENT OF RE	110619	1	10-14-5306	.00	50.00	50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10983:										
10984	11/19	11/12/2019	10984	3700 POSEYLAND FLORIST	111389	1	10-13-5355	.00	100.00	100.00
Total 10984:										
10985	11/19	11/12/2019	10985	5835 Shana Reid	110219	1	10-67-5310	.00	200.00	200.00
Total 10985:										
10986	11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	1	10-18-5120	.00	81.02	81.02
11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	2	10-66-5120	.00	136.46	136.46	
11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	3	10-72-5120	.00	389.28	389.28	
11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	4	30-11-5120	.00	187.16	187.16	
11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	5	40-11-5120	.00	173.99	173.99	
11/19	11/12/2019	10986	4110 SHELDON OIL COMPANY	45967	6	20-11-5120	.00	99.69	99.69	
Total 10986:										
10987	11/19	11/12/2019	10987	5516 The Bulletin Board	4654	1	10-12-5230	.00	491.00	491.00
Total 10987:										
10988	11/19	11/12/2019	10988	4960 WATERLAB CORP.	78515	1	40-11-5250	.00	120.00	120.00
11/19	11/12/2019	10988	4960 WATERLAB CORP.	78515	2	30-11-5250	.00	140.00	140.00	
Total 10988:										
10989	11/19	11/12/2019	10989	4830 WILCO	574708	1	40-11-5540	.00	35.98	35.98
Total 10989:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10990	11/19	11/12/2019	10990	4070 WILLAMINA SELECT MARKET	110419	1	10-72-5137	.00	143.99	143.99
Total 10990: .00 143.99										
10991	11/19	11/12/2019	10991	5150 YAMHILL COUNTY SHERIFFS O	110619	1	10-14-5313	.00	16.00	16.00
Total 10991: .00 16.00										
10992	11/19	11/19/2019	10992	310 AMAZON	111019	1	10-65-5111	.00	38.74	38.74
11/19	11/19/2019	10992	310 AMAZON		111019	2	10-65-5137	.00	178.43	178.43
11/19	11/19/2019	10992	310 AMAZON		111019	3	10-65-5101	.00	48.91	48.91
11/19	11/19/2019	10992	310 AMAZON		111019	4	10-65-5102	.00	15.00	15.00
11/19	11/19/2019	10992	310 AMAZON		111019	5	10-65-5912	.00	23.57	23.57
11/19	11/19/2019	10992	310 AMAZON		111019	6	10-65-5100	.00	13.39	13.39
11/19	11/19/2019	10992	310 AMAZON		111019	7	10-12-5137	.00	749.72	749.72
11/19	11/19/2019	10992	310 AMAZON		111019	8	10-12-5600	.00	177.98	177.98
Total 10992: .00 1,245.74										
10993	11/19	11/19/2019	10993	430 ARAMARK UNIFORM SERVICES	864230950	1	10-66-5140	.00	18.78	18.78
11/19	11/19/2019	10993	430 ARAMARK UNIFORM SERVICES		864230950	2	20-11-5140	.00	5.52	5.52
11/19	11/19/2019	10993	430 ARAMARK UNIFORM SERVICES		864230950	3	30-11-5140	.00	30.94	30.94
11/19	11/19/2019	10993	430 ARAMARK UNIFORM SERVICES		864230950	4	40-11-5140	.00	55.25	55.25
Total 10993: .00 110.49										
10994	11/19	11/19/2019	10994	700 BAKER AND TAYLOR BOOKS	2034867026	1	10-65-5100	.00	72.30	72.30
11/19	11/19/2019	10994	700 BAKER AND TAYLOR BOOKS		2034867026	2	10-65-5106	.00	33.31	33.31
11/19	11/19/2019	10994	700 BAKER AND TAYLOR BOOKS		2034917826	1	10-65-5100	.00	67.27	67.27
11/19	11/19/2019	10994	700 BAKER AND TAYLOR BOOKS		2034917826	2	10-65-5106	.00	69.13	69.13
Total 10994: .00 242.01										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10995	11/19	11/19/2019	10995	1380 CARQUEST	4758-191587	1	10-72-5137	.00	5.93	5.93
Total 10995: .00 5.93										
10996	11/19	11/19/2019	10996	2750 CITY OF MCMINNVILLE	111319	1	10-12-5342	.00	90.00	90.00
Total 10996: .00 90.00										
10997	11/19	11/19/2019	10997	1530 DEMCO	6717224	1	10-65-5137	.00	84.84	84.84
Total 10997: .00 84.84										
10998	11/19	11/19/2019	10998	1690 ENVIRO-CLEAN	S19-110712	1	20-11-5504	.00	412.34	412.34
Total 10998: .00 412.34										
10999	11/19	11/19/2019	10999	1760 FERGUSON ENTERPRISES, IN	813860-1	1	30-11-5530	.00	203.16	203.16
11/19	11/19/2019	10999	1760 FERGUSON ENTERPRISES, IN	825583	1	30-11-5530	.00	154.62	154.62	
Total 10999: .00 357.78										
11000	11/19	11/19/2019	11000	2160 HONEY BUCKET	551315652	1	10-66-5200	.00	106.00	106.00
11/19	11/19/2019	11000	2160 HONEY BUCKET	551315653	1	10-66-5200	.00	106.00	106.00	
11/19	11/19/2019	11000	2160 HONEY BUCKET	551315654	1	10-66-5200	.00	106.00	106.00	
Total 11000: .00 318.00										
11001	11/19	11/19/2019	11001	3870 JUSTIN RIGGS	111219	1	40-11-5342	.00	1,019.00	1,019.00
Total 11001: .00 1,019.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11002	11/19	11002	2690	LOWES	110219	1	10-72-5504	.00	215.95	215.95
Total 11002: 215.95										
11003	11/19	11003	2900	MID-WILLAMETTE VALLEY COU	1920190	1	10-17-5214	.00	9,096.00	9,096.00
Total 11003: 9,096.00										
11004	11/19	11004	5603	Newman Paving & Curbing	5538	1	20-11-5522	.00	8,650.00	8,650.00
Total 11004: 8,650.00										
11005	11/19	11005	3070	NEWS REGISTER	102574	1	10-12-5230	.00	279.70	279.70
Total 11005: 279.70										
11006	11/19	11006	3160	OREGON DEPARTMENT OF RE	L114468644	1	30-11-5320	.00	388.00	388.00
Total 11006: 388.00										
11007	11/19	11007	5837	Pacific Excavation	1941 RT	1	20-11-5522	.00	3,772.78	3,772.78
Total 11007: 3,772.78										
11008	11/19	11008	3590	PGE	110619	1	10-19-5400	.00	1,548.98	1,548.98
Total 11008: 1,548.98										
11009	11/19	11009	3820	RECOLOGY WESTERN OREGO	12575080	1	10-66-5415	.00	28.23	28.23
11/19	11/19/2019	11009	3820	RECOLOGY WESTERN OREGO	12575098	1	10-12-5415	.00	37.32	37.32
11/19	11/19/2019	11009	3820	RECOLOGY WESTERN OREGO	12575346	1	30-11-5415	.00	11.21	11.21

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
11/19	11/19/2019	11009	3820	RECOLOGY WESTERN OREGO	12575353	1	10-65-5415	.00	45.25	45.25
11/19	11/19/2019	11009	3820	RECOLOGY WESTERN OREGO	12575361	1	10-72-5415	.00	159.02	159.02
Total 11009:									281.03	
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11010	11/19	11/19/2019	11010	5606 TERRY'S TIRES & SERVICES LL	111119	1	10-72-5504	.00	20.00	20.00
Total 11010:									20.00	
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11011	11/19	11/19/2019	11011	5647 US BANK EQUIPMENT FINANCE	399695097	1	10-12-5606	.00	210.96	210.96
11/19	11/19/2019	11011	5647	US BANK EQUIPMENT FINANCE	399695097	2	10-65-5137	.00	127.55	127.55
Total 11011:									338.51	
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11012	11/19	11/19/2019	11012	5130 YAMHILL COMMUNICATIONS A	FY20-06-WIL	1	10-18-5302	.00	2,043.58	2,043.58
Total 11012:									2,043.58	
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11013	11/19	11/26/2019	11013	5845 Juliette's House	111019	1	10-65-5342	.00	96.00	96.00
11/19	11/26/2019	11013	5845	Juliette's House	111019	2	10-12-5342	.00	48.00	48.00
Total 11013:									144.00	
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11014	11/19	11/26/2019	11014	430 ARAMARK UNIFORM SERVICES	864240694	1	10-66-5140	.00	18.78	18.78
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864240694	2	20-11-5140	.00	5.52	5.52
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864240694	3	30-11-5140	.00	30.94	30.94
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864240694	4	40-11-5140	.00	55.25	55.25
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864250478	1	10-66-5140	.00	23.31	23.31
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864250478	2	20-11-5140	.00	6.86	6.86
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864250478	3	30-11-5140	.00	38.39	38.39
11/19	11/26/2019	11014	430	ARAMARK UNIFORM SERVICES	864250478	4	40-11-5140	.00	68.55	68.55
Total 11014:									247.60	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11015										
11/19	11/26/2019	11015	700	BAKER AND TAYLOR BOOKS	2034937713	1	10-65-5100	.00	4.79	4.79
11/19	11/26/2019	11015	700	BAKER AND TAYLOR BOOKS	2034937713	2	10-65-5106	.00	48.93	48.93
	Total 11015:							.00	53.72	53.72
11016										
11/19	11/26/2019	11016	720	BEERY, ELSNER & HAMMOND L	20867	1	10-12-5203	.00	378.00	378.00
11/19	11/26/2019	11016	720	BEERY, ELSNER & HAMMOND L	20868	1	10-12-5203	.00	70.50	70.50
	Total 11016:							.00	448.50	448.50
11017										
11/19	11/26/2019	11017	5843	Business Oregon	112019	1	30-82-8035	.00	123.76	123.76
	Total 11017:							.00	123.76	123.76
11018										
11/19	11/26/2019	11018	1380	CARQUEST	4758-191808	1	10-72-5137	.00	179.88	179.88
11/19	11/26/2019	11018	1380	CARQUEST	4758-191910	1	40-11-5137	.00	46.57	46.57
11/19	11/26/2019	11018	1380	CARQUEST	4758-191927	1	10-66-5137	.00	1.31	1.31
11/19	11/26/2019	11018	1380	CARQUEST	4758-191927	2	20-11-5137	.00	1.31	1.31
11/19	11/26/2019	11018	1380	CARQUEST	4758-191927	3	30-11-5137	.00	3.05	3.05
11/19	11/26/2019	11018	1380	CARQUEST	4758-191927	4	40-11-5137	.00	3.03	3.03
	Total 11018:							.00	235.15	235.15
11019										
11/19	11/26/2019	11019	1390	CASCADE COLUMBIA	765052	1	30-11-5108	.00	1,665.58	1,665.58
	Total 11019:							.00	1,665.58	1,665.58
11020										
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	1	10-12-5413	.00	274.46	274.46
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	2	10-66-5413	.00	13.10	13.10
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	3	10-65-5413	.00	19.53	19.53
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	4	20-11-5413	.00	26.19	26.19
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	5	30-11-5413	.00	208.56	208.56
11/19	11/26/2019	11020	1020	CENTURYLINK	111119	6	40-11-5413	.00	264.61	264.61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	11/19	11/26/2019	11020	1020 CENTURYLINK	111119	7	10-67-5413	.00	28.07	28.07
	Total 11020: .00 834.52									
11021										
	11/19	11/26/2019	11021	1760 FERGUSON ENTERPRISES, IN	817928	1	30-11-5530	.00	402.82	402.82
	11/19	11/26/2019	11021	1760 FERGUSON ENTERPRISES, IN	826512	1	30-11-5530	.00	110.61	110.61
	Total 11021: .00 513.43									
11022										
	11/19	11/26/2019	11022	3060 NW NATURAL	1363282-3 11	1	10-65-5415	.00	92.85	92.85
	11/19	11/26/2019	11022	3060 NW NATURAL	1391658-0 11	1	10-67-5415	.00	132.04	132.04
	Total 11022: .00 224.89									
11023										
	11/19	11/26/2019	11023	3160 OREGON DEPARTMENT OF RE	112019	1	10-14-5306	.00	7.00	7.00
	Total 11023: .00 7.00									
11024										
	11/19	11/26/2019	11024	3180 OREGON HEALTH AUTHORITY	112619	1	30-11-5320	.00	75.00	75.00
	Total 11024: .00 75.00									
11025										
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	1	10-18-5413	.00	46.78	46.78
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	2	10-12-5413	.00	11.70	11.70
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	3	10-66-5413	.00	48.18	48.18
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	4	10-72-5415	.00	136.76	136.76
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	5	20-11-5413	.00	2.81	2.81
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	6	30-11-5413	.00	62.69	62.69
	11/19	11/26/2019	11025	4230 SPRINT	569622313-2	7	40-11-5413	.00	61.75	61.75
	Total 11025: .00 370.67									
11026										
	11/19	11/26/2019	11026	5740 Thomas Holt		1	10-12-5209	.00	400.00	400.00

GL Account	Debit	Credit	Proof
10-18-5302	2,043.58	.00	2,043.58
10-18-5342	280.84	.00	280.84
10-18-5413	93.56	.00	93.56
10-19-5400	1,548.98	.00	1,548.98
10-65-5040	150.00	.00	150.00
10-65-5100	229.39	.00	229.39
10-65-5101	61.87	.00	61.87
10-65-5102	82.90	.00	82.90
10-65-5106	183.90	.00	183.90
10-65-5111	235.83	.00	235.83
10-65-5137	786.25	.00	786.25
10-65-5200	202.65	.00	202.65
10-65-5233	146.57	.00	146.57
10-65-5342	96.00	.00	96.00
10-65-5413	39.06	.00	39.06
10-65-5415	526.78	.00	526.78
10-65-5912	280.26	.00	280.26
10-66-5040	150.00	.00	150.00
10-66-5120	136.46	.00	136.46
10-66-5137	61.81	.00	61.81
10-66-5140	126.26	.00	126.26
10-66-5200	661.14	.00	661.14
10-66-5413	122.60	.00	122.60
10-66-5415	194.81	.00	194.81
10-67-5200	29.50	.00	29.50
10-67-5310	400.00	.00	400.00
10-67-5413	56.14	.00	56.14
10-67-5415	478.09	.00	478.09
10-68-5513	115.00	.00	115.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	389.28	.00	389.28
10-72-5137	990.05	.00	990.05
10-72-5200	93.00	.00	93.00
10-72-5233	50.00	.00	50.00
10-72-5415	816.40	.00	816.40
10-72-5604	271.95	.00	271.95
20-00-2000	.00	13,031.33-	13,031.33-
20-11-5120	99.69	.00	99.69
20-11-5137	1.31	.00	1.31

GL Account	Debit	Credit	Proof
20-11-5140	37.13	.00	37.13
20-11-5413	58.08	.00	58.08
20-11-5504	412.34	.00	412.34
20-11-5522	12,422.78	.00	12,422.78
30-00-2000	.00	27,841.36-	27,841.36-
30-00-2300	12.30	.00	12.30
30-11-5040	75.00	.00	75.00
30-11-5108	1,665.58	.00	1,665.58
30-11-5120	187.16	.00	187.16
30-11-5137	95.74	.00	95.74
30-11-5140	207.99	.00	207.99
30-11-5200	159.00	.00	159.00
30-11-5204	252.50	.00	252.50
30-11-5250	515.00	.00	515.00
30-11-5320	673.00	.00	673.00
30-11-5413	542.96	.00	542.96
30-11-5415	6,678.57	.00	6,678.57
30-11-5504	20.00	.00	20.00
30-11-5530	2,909.57	.00	2,909.57
30-11-5600	660.23	.00	660.23
30-82-8030	13,063.00	.00	13,063.00
30-82-8035	123.76	.00	123.76
40-00-2000	.00	11,094.63-	11,094.63-
40-00-2400	163.91	.00	163.91
40-11-5040	75.00	.00	75.00
40-11-5120	173.99	.00	173.99
40-11-5137	143.45	.00	143.45
40-11-5140	371.42	.00	371.42
40-11-5200	528.00	.00	528.00
40-11-5250	120.00	.00	120.00
40-11-5342	1,019.00	.00	1,019.00
40-11-5413	653.16	.00	653.16
40-11-5415	2,341.96	.00	2,341.96
40-11-5504	4,056.36	.00	4,056.36
40-11-5540	1,448.38	.00	1,448.38
Grand Totals:	114,874.55	114,874.55-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

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

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 NOVEMBER 30, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(148,857.34)
99-00-1015	XPRESS DEPOSIT ACCOUNT		8,964.86
99-00-1020	PAYROLL - CHECKING		29,216.56
99-00-1030	INVESTMENTS-LGIP		195,196.25
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.76
99-00-1040	PETTY CASH		200.00
	TOTAL COMBINED CASH		84,721.09
99-00-1910	MERCHANT SERVICES CLEARING	(4,046.64)
99-00-1009	CASH ALLOCATED	(80,674.45)
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND		26,080.53
20	ALLOCATION TO STREET FUND	(81,319.42)
21	ALLOCATION TO STREET SDC FUND		9,000.00
30	ALLOCATION TO WATER FUND		88,315.57
31	ALLOCATION TO WATER SDC FUND		5,544.00
40	ALLOCATION TO WASTEWATER FUND		25,553.77
41	ALLOCATION TO WASTEWATER SDC FUND		7,500.00
	TOTAL ALLOCATIONS TO OTHER FUNDS		80,674.45
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(80,674.45)
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

GENERAL FUND

<u>ASSETS</u>			
10-00-1009	CASH ALLOCATED		26,080.53
10-00-1200	ACCOUNTS RECEIVABLE	(4,341.52)
10-00-1350	PREPAID EXPENSES	(690.00)
	TOTAL ASSETS		<u>21,049.01</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
10-00-2000	ACCOUNTS PAYABLE	(20,172.92)
10-00-2001	OTHER ACCOUNTS PAYABLE	(690.00)
10-00-2100	ACCRUED PAYROLL	(1,259.92)
10-00-2130	UNION DUES PAYABLE		298.91
10-00-2140	PERS PAYABLE		61.36
	TOTAL LIABILITIES	(21,762.57)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD		<u>42,811.58</u>
	BALANCE - CURRENT DATE		<u>42,811.58</u>
	TOTAL FUND EQUITY		<u>42,811.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>21,049.01</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4001 PROPERTY TAX	361,303.20	367,589.50	410,000.00	42,410.50	89.7
10-10-4002 PROPERTY TAX PRIOR	528.53	2,215.06	10,000.00	7,784.94	22.2
10-10-4003 INTEREST ON TAXES	2.12	87.39	100.00	12.61	87.4
10-10-4110 STATE CIGARETTE TAX	182.25	1,069.47	2,500.00	1,430.53	42.8
10-10-4111 STATE REVENUE SHARING	6,531.74	12,932.26	25,000.00	12,067.74	51.7
10-10-4112 STATE LIQUOR TAX	5,290.44	15,203.95	40,000.00	24,796.05	38.0
10-10-4113 STATE MARIJUANA TAX	.00	1,885.24	7,000.00	5,114.76	26.9
10-10-4501 BUSINESS LICENSES	.00	1,239.54	5,000.00	3,760.46	24.8
10-10-4511 LIEN SEARCHES	170.00	876.50	3,000.00	2,123.50	29.2
10-10-4571 OLCC LICENSE FEE	35.00	35.00	200.00	165.00	17.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	274.08	500.00	225.92	54.8
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,500.00	12,500.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	9,000.00	9,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	234.27	2,348.77	5,000.00	2,651.23	47.0
10-10-4605 FRANCHISE FEES ONLINENW	.00	3,505.99	3,500.00	(5.99)	100.2
10-10-4701 RENT - CENTER MARKET	.00	.00	2,400.00	2,400.00	.0
10-10-4816 DONATIONS	200.00	200.00	100.00	(100.00)	200.0
10-10-4900 INTEREST INCOME	2,976.84	16,097.88	20,000.00	3,902.12	80.5
10-10-4901 MISCELLANEOUS INCOME	(39,417.86)	399.53	500.00	100.47	79.9
10-10-4905 SALE OF CITY ASSETS	.00	1,000.00	.00	(1,000.00)	.0
TOTAL DEPARTMENT 10	338,036.53	426,960.16	618,300.00	191,339.84	69.1
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	1,076.00	1,586.00	1,800.00	214.00	88.1
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	1,076.00	1,586.00	1,900.00	314.00	83.5
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	490.00	11,660.00	10,000.00	(1,660.00)	116.6
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	5,300.00	.00	(5,300.00)	.0
TOTAL PLANNING	490.00	16,960.00	10,500.00	(6,460.00)	161.5
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	500.00	500.00	.0
10-18-4506 PUBLIC SAFETY FEE	7,995.68	33,671.20	99,500.00	65,828.80	33.8
TOTAL PUBLIC SAFETY	7,995.68	33,671.20	100,000.00	66,328.80	33.7

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,434.31	12,118.05	17,500.00	5,381.95	69.3
10-19-4823 UTILITY FEE	.00	.00	7,500.00	7,500.00	.0
TOTAL STREET LIGHTS	2,434.31	12,118.05	25,000.00	12,881.95	48.5
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,983.00	8,983.00	.0
10-60-4755 DOWNTOWN LOAN INTEREST PAY	30.00	40.00	125.00	85.00	32.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	420.00	560.00	1,015.00	455.00	55.2
TOTAL SPECIAL	450.00	600.00	10,123.00	9,523.00	5.9
<u>LIBRARY</u>					
10-65-4560 FINES	74.20	265.20	.00	(265.20)	.0
10-65-4705 CCRLS FORMULA PAYMENT	4,698.00	4,698.00	18,790.00	14,092.00	25.0
10-65-4711 CCRLS NET LENDING	2,586.00	4,776.69	.00	(4,776.69)	.0
10-65-4714 CCRLS RURAL PATRON	.00	16.06	.00	(16.06)	.0
10-65-4811 READY TO READ GRANT	842.18	842.18	1,000.00	157.82	84.2
10-65-4813 OREGON COMM FOUNDA GRANT	20,000.00	20,000.00	.00	(20,000.00)	.0
10-65-4816 DONATIONS	.00	.00	100.00	100.00	.0
10-65-4901 MISCELLANEOUS INCOME	109.20	254.77	200.00	(54.77)	127.4
TOTAL LIBRARY	28,309.58	30,852.90	20,090.00	(10,762.90)	153.6
<u>MUSEUM</u>					
10-67-4816 DONATIONS	.00	16,115.00	17,000.00	885.00	94.8
TOTAL MUSEUM	.00	16,115.00	17,000.00	885.00	94.8
<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>					
10-81-4813 GRANT YAMHILL CTY ECONOMIC DEV	21,674.00	21,674.00	.00	(21,674.00)	.0
10-81-4818 OREGON COMM FOUNDA GRANT	18,500.00	18,500.00	.00	(18,500.00)	.0
TOTAL DEPARTMENT 81	40,174.00	40,174.00	.00	(40,174.00)	.0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,816.58	9,082.90	21,799.00	12,716.10	41.7
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,643.50	8,217.50	19,722.00	11,504.50	41.7
TOTAL TRANSFER	3,460.08	17,300.40	41,521.00	24,220.60	41.7
TOTAL FUND REVENUE	422,426.18	596,337.71	845,934.00	249,596.29	70.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	125.68	310.83	1,800.00	1,489.17	17.3
10-12-5119	.00	.00	60.00	60.00	.0
10-12-5123	.00	.00	200.00	200.00	.0
10-12-5124	296.64	1,556.13	3,600.00	2,043.87	43.2
10-12-5126	.00	568.55	1,700.00	1,131.45	33.4
10-12-5137	886.36	5,682.30	15,000.00	9,317.70	37.9
10-12-5200	685.39	3,695.86	18,000.00	14,304.14	20.5
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	448.50	516.00	8,000.00	7,484.00	6.5
10-12-5207	.00	22,539.39	22,000.00	(539.39)	102.5
10-12-5209	400.00	2,660.00	5,800.00	3,140.00	45.9
10-12-5230	821.18	2,881.30	4,000.00	1,118.70	72.0
10-12-5233	.00	6,889.98	18,000.00	11,110.02	38.3
10-12-5234	400.00	2,000.00	5,500.00	3,500.00	36.4
10-12-5235	1,200.00	6,000.00	15,000.00	9,000.00	40.0
10-12-5320	.00	3,836.87	8,000.00	4,163.13	48.0
10-12-5342	138.00	2,628.71	8,500.00	5,871.29	30.9
10-12-5344	.00	1,356.78	3,600.00	2,243.22	37.7
10-12-5355	17.52	29.58	750.00	720.42	3.9
10-12-5413	450.65	2,009.67	9,000.00	6,990.33	22.3
10-12-5415	893.80	3,796.38	9,000.00	5,203.62	42.2
10-12-5504	.00	3,520.45	6,500.00	2,979.55	54.2
10-12-5600	177.98	1,433.13	4,000.00	2,566.87	35.8
10-12-5606	210.96	1,054.80	7,200.00	6,145.20	14.7
10-12-5818	.00	127.77	2,000.00	1,872.23	6.4
10-12-5819	724.29	2,326.15	5,000.00	2,673.85	46.5
10-12-5820	870.17	2,338.54	600.00	(1,738.54)	389.8
TOTAL ADMIN	8,747.12	79,759.17	197,810.00	118,050.83	40.3
<u>COUNCIL</u>					
10-13-5307	.00	169.98	1,000.00	830.02	17.0
10-13-5310	400.00	2,000.00	5,000.00	3,000.00	40.0
10-13-5342	.00	550.00	2,000.00	1,450.00	27.5
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5350	.00	.00	1,000.00	1,000.00	.0
10-13-5355	85.00	732.43	2,000.00	1,267.57	36.6
TOTAL COUNCIL	485.00	3,452.41	11,750.00	8,297.59	29.4

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	750.00	3,400.00	2,650.00	22.1
10-14-5306	57.00	57.00	1,000.00	943.00	5.7
10-14-5313	16.00	16.00	400.00	384.00	4.0
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	323.00	823.00	5,800.00	4,977.00	14.2
<u>PLANNING</u>					
10-17-5203	.00	270.00	500.00	230.00	54.0
10-17-5204	.00	4,750.00	20,000.00	15,250.00	23.8
10-17-5214	7,013.50	22,839.24	60,000.00	37,160.76	38.1
10-17-5230	.00	.00	3,000.00	3,000.00	.0
10-17-5342	.00	266.26	1,000.00	733.74	26.6
TOTAL PLANNING	7,013.50	28,125.50	84,500.00	56,374.50	33.3
<u>PUBLIC SAFETY</u>					
10-18-5000	2,128.92	12,017.04	29,000.00	16,982.96	41.4
10-18-5020	153.50	879.55	2,200.00	1,320.45	40.0
10-18-5040	1,474.63	7,295.38	15,000.00	7,704.62	48.6
10-18-5060	98.15	559.26	1,700.00	1,140.74	32.9
10-18-5090	1.07	6.62	100.00	93.38	6.6
10-18-5120	39.17	294.59	1,100.00	805.41	26.8
10-18-5137	.00	.00	1,050.00	1,050.00	.0
10-18-5217	24,086.95	120,434.75	290,000.00	169,565.25	41.5
10-18-5233	.00	.00	1,450.00	1,450.00	.0
10-18-5302	2,043.58	12,261.48	25,000.00	12,738.52	49.1
10-18-5342	60.00	615.84	500.00	(115.84)	123.2
10-18-5413	46.78	233.60	700.00	466.40	33.4
10-18-5504	.00	.00	1,000.00	1,000.00	.0
TOTAL PUBLIC SAFETY	30,132.75	154,598.11	368,800.00	214,201.89	41.9
<u>STREET LIGHTS</u>					
10-19-5400	1,548.98	7,744.90	17,000.00	9,255.10	45.6
TOTAL STREET LIGHTS	1,548.98	7,744.90	17,000.00	9,255.10	45.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	19,678.00	19,678.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,983.00	8,983.00	.0
TOTAL SPECIAL	.00	.00	28,661.00	28,661.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,936.30	20,376.94	46,500.00	26,123.06	43.8
10-65-5020 PAYROLL TAX	303.53	1,670.58	3,200.00	1,529.42	52.2
10-65-5040 BENEFITS	1,432.87	7,124.09	19,800.00	12,675.91	36.0
10-65-5060 PERS	138.99	752.01	1,600.00	847.99	47.0
10-65-5090 WORKERS COMP	2.82	14.18	100.00	85.82	14.2
10-65-5100 BOOKS CHILDREN	157.75	956.79	2,000.00	1,043.21	47.8
10-65-5101 AUDIO VISUAL CHILDREN	48.91	106.79	400.00	293.21	26.7
10-65-5102 AUDIO VISUAL ADULT	15.00	239.45	500.00	260.55	47.9
10-65-5106 BOOKS ADULTS	151.37	430.12	1,900.00	1,469.88	22.6
10-65-5111 SPECIAL PROGRAM CHILDREN	38.74	265.61	600.00	334.39	44.3
10-65-5112 SPECIAL PROGRAM ADULT	.00	19.99	200.00	180.01	10.0
10-65-5126 POSTAGE	.00	5.71	200.00	194.29	2.9
10-65-5137 SUPPLIES	431.52	1,579.41	3,000.00	1,420.59	52.7
10-65-5200 CONTRACT SERVICES	21.00	433.30	1,200.00	766.70	36.1
10-65-5233 TECHNOLOGY SERVICES	.00	346.57	2,500.00	2,153.43	13.9
10-65-5320 DUES, LICENSE, PERMITS	204.00	536.00	600.00	64.00	89.3
10-65-5321 SUBSCRIPTIONS	.00	42.95	150.00	107.05	28.6
10-65-5342 CONFERENCE/SEMINAR/TRAINING	516.00	641.00	600.00	(41.00)	106.8
10-65-5344 TRAVEL	.00	.00	600.00	600.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	510.00	510.00	.0
10-65-5413 TELEPHONE	19.53	115.88	1,700.00	1,584.12	6.8
10-65-5415 UTILITIES	442.15	2,031.28	3,700.00	1,668.72	54.9
10-65-5504 REPAIRS - MAINTENANCE	.00	179.99	1,500.00	1,320.01	12.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	.00	382.65	2,000.00	1,617.35	19.1
10-65-5912 GRANT EXPENSE READY TO READ	23.57	280.26	1,000.00	719.74	28.0
TOTAL LIBRARY	7,884.05	38,531.55	96,160.00	57,628.45	40.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,523.94	13,107.21	25,000.00	11,892.79	52.4
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	2,163.00	2,163.00	.0
10-66-5020 PAYROLL TAX	270.84	1,342.28	3,700.00	2,357.72	36.3
10-66-5040 BENEFITS	(57.14)	(362.27)	3,600.00	3,962.27	(10.1)
10-66-5060 PERS	169.33	919.13	1,500.00	580.87	61.3
10-66-5090 WORKERS COMP	2.18	2,111.28	2,300.00	188.72	91.8
10-66-5120 GAS - OIL	138.47	678.30	1,900.00	1,221.70	35.7
10-66-5137 SUPPLIES	168.22	426.15	1,500.00	1,073.85	28.4
10-66-5140 UNIFORMS - TOWELS	79.65	389.78	900.00	510.22	43.3
10-66-5200 CONTRACT SERVICES	332.00	2,115.14	5,000.00	2,884.86	42.3
10-66-5413 TELEPHONE	61.28	349.16	800.00	450.84	43.7
10-66-5415 UTILITIES	221.08	1,771.87	3,000.00	1,228.13	59.1
10-66-5504 REPAIRS - MAINTENANCE	.00	109.07	1,000.00	890.93	10.9
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	.00	1,000.00	1,000.00	.0
10-66-6000 CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	36.83	184.15	442.00	257.85	41.7
TOTAL PARKS	3,946.68	23,141.25	77,805.00	54,663.75	29.7
<u>MUSEUM</u>					
10-67-5090 WORKERS COMP	.00	.00	65.00	65.00	.0
10-67-5137 SUPPLIES	.00	154.40	500.00	345.60	30.9
10-67-5200 CONTRACT SERVICES	29.50	274.45	.00	(274.45)	.0
10-67-5233 TECHNOLOGY SERVICES	.00	500.00	600.00	100.00	83.3
10-67-5310 STIPEND	400.00	800.00	3,600.00	2,800.00	22.2
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	28.07	116.35	2,200.00	2,083.65	5.3
10-67-5415 UTILITIES	399.70	1,586.10	4,250.00	2,663.90	37.3
10-67-5504 REPAIRS - MAINTENANCE	.00	1,448.96	7,500.00	6,051.04	19.3
10-67-5601 COLLECTION ACQUISITION	.00	.00	300.00	300.00	.0
10-67-5820 EVENTS	.00	.00	750.00	750.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	.00	6,230.00	4,000.00	(2,230.00)	155.8
10-67-9990 RESERVE FOR FUTURE	.00	.00	3,000.00	3,000.00	.0
TOTAL MUSEUM	857.27	11,110.26	26,865.00	15,754.74	41.4
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	120.00	500.00	380.00	24.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	356.00	2,500.00	2,144.00	14.2
10-68-5513 PORTABLE RESTROOM	(32.86)	355.07	500.00	144.93	71.0
TOTAL CEMETERY	(32.86)	831.07	3,600.00	2,768.93	23.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	17,081.60	93,227.74	222,000.00	128,772.26	42.0
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	(238,764.00)	(238,764.00)	.0
10-70-5020 PAYROLL TAX	1,259.82	6,670.03	18,000.00	11,329.97	37.1
10-70-5040 BENEFITS	5,571.99	27,497.07	74,000.00	46,502.93	37.2
10-70-5060 PERS	787.48	4,312.50	12,000.00	7,687.50	35.9
10-70-5090 WORKERS COMP	4.98	527.66	700.00	172.34	75.4
TOTAL PAYROLL ADMIN	24,705.87	132,235.00	87,936.00	(44,299.00)	150.4
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	14,281.18	81,558.67	140,000.00	58,441.33	58.3
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	(216,300.00)	(216,300.00)	.0
10-71-5020 PAYROLL TAX	956.56	5,353.39	11,000.00	5,646.61	48.7
10-71-5040 BENEFITS	4,091.92	20,387.82	54,000.00	33,612.18	37.8
10-71-5060 PERS	1,068.36	6,649.58	11,000.00	4,350.42	60.5
10-71-5090 WORKERS COMP	1,517.67	1,667.06	300.00	(1,367.06)	555.7
TOTAL PAYROLL PUBLIC WORKS	21,915.69	115,616.52	.00	(115,616.52)	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	145.39	1,160.99	3,200.00	2,039.01	36.3
10-72-5137 SUPPLIES	573.74	6,469.54	6,000.00	(469.54)	107.8
10-72-5140 UNIFORMS - TOWELS	101.98	101.98	1,000.00	898.02	10.2
10-72-5200 CONTRACT SERVICES	93.00	93.00	500.00	407.00	18.6
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,500.00	12,500.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	50.00	500.00	450.00	10.0
10-72-5320 DUES, LICENSE, PERMITS	.00	253.00	1,000.00	747.00	25.3
10-72-5342 CONFERENCE/SEMINAR/TRAINING	60.00	1,506.10	1,500.00	(6.10)	100.4
10-72-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-72-5415 UTILITIES	940.70	3,106.31	9,000.00	5,893.69	34.5
10-72-5504 REPAIRS - MAINTENANCE	235.95	595.08	5,000.00	4,404.92	11.9
10-72-5507 EQUIPMENT MAINTENANCE	.00	2,023.55	1,000.00	(1,023.55)	202.4
10-72-5600 EQUIPMENT	.00	146.14	1,500.00	1,353.86	9.7
10-72-9615 FUND/DEPT ALLOCATIONS	(3,683.33)	(18,416.65)	(44,200.00)	(25,783.35)	(41.7)
TOTAL PUBLIC WORKS OPERATIONS	(1,532.57)	9,589.04	.00	(9,589.04)	.0
<u>CAPITAL</u>					
10-80-6010 CAPITAL OUTLAY	.00	9,700.00	5,000.00	(4,700.00)	194.0
TOTAL CAPITAL	.00	9,700.00	5,000.00	(4,700.00)	194.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5913 GRANT YAMHILL CTY ECONOMIC DEV	2,082.50	2,082.50	.00	(2,082.50)	.0
TOTAL DEPARTMENT 81	2,082.50	2,082.50	.00	(2,082.50)	.0
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(12,762.83)	(63,814.15)	(153,154.00)	(89,339.85)	(41.7)
TOTAL TRANSFER	(12,762.83)	(63,814.15)	(153,154.00)	(89,339.85)	(41.7)
TOTAL FUND EXPENDITURES	95,314.15	553,526.13	858,533.00	305,006.87	64.5
NET REVENUE OVER EXPENDITURES	327,112.03	42,811.58	(12,599.00)	(55,410.58)	339.8

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	(81,319.42)	
	TOTAL ASSETS		(81,319.42)
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	(25,826.78)	
	TOTAL LIABILITIES		(25,826.78)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(55,492.64)	
	BALANCE - CURRENT DATE	(55,492.64)	
	TOTAL FUND EQUITY		(55,492.64)
	TOTAL LIABILITIES AND EQUITY		(81,319.42)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4115 STATE HIGHWAY REVENUE	13,643.84	66,463.03	154,500.00	88,036.97	43.0
TOTAL DEPARTMENT 10	13,643.84	66,463.03	154,500.00	88,036.97	43.0
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20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	88,700.00	88,700.00	.0
TOTAL DEPARTMENT 81	.00	.00	88,700.00	88,700.00	.0
TOTAL FUND REVENUE	13,643.84	66,463.03	243,200.00	176,736.97	27.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	32,328.00	32,328.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	35,685.00	35,685.00	.0
20-11-5090 WORKERS COMP	.00	2,900.00	3,000.00	100.00	96.7
20-11-5120 GAS - OIL	92.35	401.61	1,200.00	798.39	33.5
20-11-5137 SUPPLIES	1.31	16.30	1,000.00	983.70	1.6
20-11-5140 UNIFORMS - TOWELS	23.42	114.73	500.00	385.27	23.0
20-11-5200 CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
20-11-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
20-11-5413 TELEPHONE	29.00	139.32	600.00	460.68	23.2
20-11-5415 UTILITIES	.00	.00	150.00	150.00	.0
20-11-5504 REPAIRS - MAINTENANCE	412.34	4,662.13	3,000.00	(1,662.13)	155.4
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	3,772.78	19,805.58	20,000.00	194.42	99.0
20-11-5523 TRAFFIC CONTROL	.00	.00	4,000.00	4,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	4,331.20	28,039.67	129,413.00	101,373.33	21.7
CAPITAL					
20-80-6000 CAPITAL OUTLAY	.00	11,500.00	11,500.00	.00	100.0
TOTAL CAPITAL	.00	11,500.00	11,500.00	.00	100.0
GRANT EXP SMALLCITIES ALLOTMNT					
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	70,126.00	120,000.00	49,874.00	58.4
TOTAL DEPARTMENT 81	.00	70,126.00	120,000.00	49,874.00	58.4
TRANSFER					
20-90-9610 OVERHEAD ALLOCATION	1,907.50	9,537.50	22,890.00	13,352.50	41.7
20-90-9615 PW EXPENSE ALLOCATION	550.50	2,752.50	6,606.00	3,853.50	41.7
TOTAL TRANSFER	2,458.00	12,290.00	29,496.00	17,206.00	41.7
TOTAL FUND EXPENDITURES	6,789.20	121,955.67	290,409.00	168,453.33	42.0
NET REVENUE OVER EXPENDITURES	6,854.64	(55,492.64)	(47,209.00)	8,283.64	(117.6)

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	9,000.00	
	TOTAL ASSETS		<u>9,000.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>9,000.00</u>	
	BALANCE - CURRENT DATE	<u>9,000.00</u>	
	TOTAL FUND EQUITY		<u>9,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	9,000.00	25,000.00	16,000.00	36.0
TOTAL DEPARTMENT 10	.00	9,000.00	25,000.00	16,000.00	36.0
TOTAL FUND REVENUE	.00	9,000.00	25,000.00	16,000.00	36.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	9,000.00	15,000.00	6,000.00	60.0

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

WATER FUND

<u>ASSETS</u>			
30-00-1009	CASH ALLOCATED	88,315.57	
30-00-1251	UTILITY RECEIVABLE	(3,484.80)	
30-00-1350	PREPAID EXPENSE	(10,000.00)	
	TOTAL ASSETS		<u>74,830.77</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2000	ACCOUNTS PAYABLE	8,086.53	
30-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)	
30-00-2100	ACCRUED PAYROLL	(586.00)	
30-00-2150	ACCRUED VACATION	47.78	
30-00-2300	WATER DEPOSITS	(80.00)	
	TOTAL LIABILITIES		(2,531.69)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>77,362.46</u>	
	BALANCE - CURRENT DATE	<u>77,362.46</u>	
	TOTAL FUND EQUITY		<u>77,362.46</u>
	TOTAL LIABILITIES AND EQUITY		<u>74,830.77</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4330 WATER REVENUE	61,315.51	308,999.10	718,000.00	409,000.90	43.0
30-10-4332 NEW CONNECTION FEE	.00	1,650.00	4,000.00	2,350.00	41.3
30-10-4337 DOUBLE CHECK VALVE	.00	600.00	1,500.00	900.00	40.0
30-10-4350 RECOVERY BAD DEBT	.00	.00	1,000.00	1,000.00	.0
30-10-4581 PENALTY AND FEES	744.77	3,963.57	2,000.00	(1,963.57)	198.2
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	35.00	125.00	90.00	28.0
TOTAL DEPARTMENT 10	62,060.28	315,247.67	726,625.00	411,377.33	43.4
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30-81-4800 CDBG GRANTS	.00	.00	475,900.00	475,900.00	.0
TOTAL DEPARTMENT 81	.00	.00	475,900.00	475,900.00	.0
TOTAL FUND REVENUE	62,060.28	315,247.67	1,202,525.00	887,277.33	26.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,956.57	28,464.64	73,250.00	44,785.36	38.9
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	96,587.00	96,587.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	106,618.00	106,618.00	.0
30-11-5020 PAYROLL TAX	286.18	1,743.79	4,500.00	2,756.21	38.8
30-11-5040 BENEFITS	802.27	3,930.67	10,500.00	6,569.33	37.4
30-11-5060 PERS	521.13	3,336.75	7,000.00	3,663.25	47.7
30-11-5090 WORKERS COMP	1.80	2,912.81	3,000.00	87.19	97.1
30-11-5105 BAD DEBT	164.88	1,044.28	3,000.00	1,955.72	34.8
30-11-5108 CHEMICALS	3,875.58	6,755.37	18,000.00	11,244.63	37.5
30-11-5120 GAS - OIL	111.06	957.36	2,000.00	1,042.64	47.9
30-11-5123 MERCHANT FEES	373.78	1,786.32	5,000.00	3,213.68	35.7
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	91.26	1,591.91	2,500.00	908.09	63.7
30-11-5140 UNIFORMS - TOWELS	131.21	642.07	2,000.00	1,357.93	32.1
30-11-5200 CONTRACT SERVICES	148.20	10,511.49	19,000.00	8,488.51	55.3
30-11-5204 ENGINEERING SERVICES	.00	657.50	16,000.00	15,342.50	4.1
30-11-5230 PRINTING AND PUBLISHING	359.07	1,654.34	4,000.00	2,345.66	41.4
30-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
30-11-5250 SYSTEM ANALYSIS	140.00	1,420.00	3,000.00	1,580.00	47.3
30-11-5320 DUES, LICENSE, PERMITS	673.00	1,430.84	5,600.00	4,169.16	25.6
30-11-5342 CONFERENCE/SEMINAR/TRAINING	60.00	60.00	750.00	690.00	8.0
30-11-5344 TRAVEL	.00	.00	750.00	750.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	271.25	1,345.65	3,500.00	2,154.35	38.5
30-11-5415 UTILITIES	2,731.84	15,571.28	45,000.00	29,428.72	34.6
30-11-5504 REPAIRS - MAINTENANCE	543.34	2,466.31	10,000.00	7,533.69	24.7
30-11-5530 SUPPLY SYSTEM MAINTENANCE	2,455.79	16,977.34	25,000.00	8,022.66	67.9
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	16,000.00	16,000.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	.00	660.23	8,000.00	7,339.77	8.3
30-11-5605 HYDRANT REPLACEMENT	.00	.00	4,000.00	4,000.00	.0
TOTAL EXPENDITURE	18,698.21	105,920.95	497,855.00	391,934.05	21.3
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30-80-6000 CAPITAL-VEHICLES	.00	12,000.00	13,000.00	1,000.00	92.3
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	975.00	498,100.00	497,125.00	.2
TOTAL DEPARTMENT 80	.00	12,975.00	511,100.00	498,125.00	2.5
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30-82-8030 WATER PRINCIPAL	13,063.00	13,063.00	27,851.00	14,788.00	46.9
30-82-8035 WATER INTEREST	123.76	123.76	33,143.00	33,019.24	.4
TOTAL DEPARTMENT 82	13,186.76	13,186.76	60,994.00	47,807.24	21.6

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 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	1,816.58	9,082.90	21,799.00	12,716.10	41.7
30-90-9231 TRANSFER IN	.00	.00	(13,203.00)	(13,203.00)	.0
30-90-9610 OVERHEAD ALLOCATION	5,699.17	28,495.85	68,390.00	39,894.15	41.7
30-90-9615 PW EXPENSE ALLOCATION	1,644.75	8,223.75	19,737.00	11,513.25	41.7
TOTAL TRANSFER	9,160.50	105,802.50	156,723.00	50,920.50	67.5
TOTAL FUND EXPENDITURES	41,045.47	237,885.21	1,226,672.00	988,786.79	19.4
NET REVENUE OVER EXPENDITURES	21,014.81	77,362.46	(24,147.00)	(101,509.46)	320.4

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	5,544.00	
	TOTAL ASSETS		5,544.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	5,544.00	
	BALANCE - CURRENT DATE	5,544.00	
	TOTAL FUND EQUITY		5,544.00
	TOTAL LIABILITIES AND EQUITY		5,544.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	5,544.00	15,000.00	9,456.00	37.0
TOTAL DEPARTMENT 10	.00	5,544.00	15,000.00	9,456.00	37.0
TOTAL FUND REVENUE	.00	5,544.00	15,000.00	9,456.00	37.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.0
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
TOTAL FUND EXPENDITURES	.00	.00	18,203.00	18,203.00	.0
NET REVENUE OVER EXPENDITURES	.00	5,544.00	(3,203.00)	(8,747.00)	173.1

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

WASTEWATER FUND

<u>ASSETS</u>			
40-00-1009	CASH ALLOCATED		25,553.77
40-00-1251	UTILITY RECEIVABLE		4,161.90
40-00-1350	PREPAID EXPENSES	(10,000.00)
	TOTAL ASSETS		<u>19,715.67</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2000	ACCOUNTS PAYABLE		10,879.11
40-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)
40-00-2100	ACCRUED PAYROLL	(160.12)
40-00-2150	ACCRUED VACATION		36.46
40-00-2400	SEWER DEPOSITS		1,562.06
	TOTAL LIABILITIES		<u>2,317.51</u>
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>17,398.16</u>	
	BALANCE - CURRENT DATE		<u>17,398.16</u>
	TOTAL FUND EQUITY		<u>17,398.16</u>
	TOTAL LIABILITIES AND EQUITY		<u>19,715.67</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4340 WASTEWATER REVENUE	55,034.32	266,967.35	655,000.00	388,032.65	40.8
40-10-4342 NEW CONNECTION FEE	.00	450.00	1,200.00	750.00	37.5
40-10-4350 RECOVERY BAD DEBT	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT 10	55,034.32	267,417.35	657,400.00	389,982.65	40.7
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 55,034.32	 327,417.35	 717,400.00	 389,982.65	 45.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,287.52	13,292.87	68,000.00	54,707.13	19.6
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	85,222.00	85,222.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	96,461.00	96,461.00	.0
40-11-5020 PAYROLL TAX	258.62	1,226.31	3,000.00	1,773.69	40.9
40-11-5040 BENEFITS	2,776.69	13,856.91	10,500.00	(3,356.91)	132.0
40-11-5060 PERS	157.11	791.03	2,000.00	1,208.97	39.6
40-11-5090 WORKERS COMP	2.06	2,110.36	2,200.00	89.64	95.9
40-11-5105 BAD DEBT	142.73	731.26	2,500.00	1,768.74	29.3
40-11-5108 CHEMICALS	.00	1,934.00	15,000.00	13,066.00	12.9
40-11-5120 GAS - OIL	110.64	819.79	2,300.00	1,480.21	35.6
40-11-5123 MERCHANT FEES	373.78	1,786.29	4,000.00	2,213.71	44.7
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	63.76	2,191.01	2,100.00	(91.01)	104.3
40-11-5140 UNIFORMS - TOWELS	234.30	1,146.62	2,000.00	853.38	57.3
40-11-5200 CONTRACT SERVICES	528.00	12,685.44	22,000.00	9,314.56	57.7
40-11-5204 ENGINEERING SERVICES	.00	52.50	6,000.00	5,947.50	.9
40-11-5230 PRINTING AND PUBLISHING	359.08	1,654.36	3,000.00	1,345.64	55.2
40-11-5233 TECHNOLOGY SERVICES	.00	2,017.99	1,450.00	(567.99)	139.2
40-11-5250 SYSTEM ANALYSIS	120.00	345.00	5,000.00	4,655.00	6.9
40-11-5320 DUES, LICENSE, PERMITS	.00	535.00	4,500.00	3,965.00	11.9
40-11-5342 CONFERENCE/SEMINAR/TRAINING	1,079.00	1,559.00	500.00	(1,059.00)	311.8
40-11-5344 TRAVEL	.00	.00	500.00	500.00	.0
40-11-5413 TELEPHONE	326.36	1,599.11	4,000.00	2,400.89	40.0
40-11-5415 UTILITIES	2,838.47	10,841.97	34,000.00	23,158.03	31.9
40-11-5504 REPAIRS - MAINTENANCE	435.36	7,956.41	20,000.00	12,043.59	39.8
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	2,387.37	10,000.00	7,612.63	23.9
40-11-5541 COLLECTION MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURE	12,093.48	81,520.60	426,733.00	345,212.40	19.1
40-80-6000 CAPITAL OUTLAY	.00	11,741.20	41,000.00	29,258.80	28.6
TOTAL DEPARTMENT 80	.00	11,741.20	41,000.00	29,258.80	28.6
40-82-8040 SEWER PRINCIPAL	120,081.00	120,081.00	120,081.00	.00	100.0
40-82-8045 SEWER INTEREST	55,421.84	55,421.84	55,421.00	(.84)	100.0
TOTAL DEPARTMENT 82	175,502.84	175,502.84	175,502.00	(.84)	100.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,643.50	8,217.50	19,722.00	11,504.50	41.7
40-90-9241 TRANSFER IN	.00	.00	(24,570.00)	(24,570.00)	.0
40-90-9610 OVERHEAD ALLOCATION	5,156.16	25,780.80	61,874.00	36,093.20	41.7
40-90-9615 PW EXPENSE ALLOCATION	1,451.25	7,256.25	17,415.00	10,158.75	41.7
TOTAL TRANSFER	8,250.91	41,254.55	74,441.00	33,186.45	55.4
TOTAL FUND EXPENDITURES	195,847.23	310,019.19	717,676.00	407,656.81	43.2
NET REVENUE OVER EXPENDITURES	(140,812.91)	17,398.16	(276.00)	(17,674.16)	6303.7

CITY OF WILLAMINA
 BALANCE SHEET
 NOVEMBER 30, 2019

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	7,500.00	
	TOTAL ASSETS		<u>7,500.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>7,500.00</u>	
	BALANCE - CURRENT DATE	<u>7,500.00</u>	
	TOTAL FUND EQUITY		<u>7,500.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>7,500.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	7,500.00	20,000.00	12,500.00	37.5
TOTAL DEPARTMENT 10	.00	7,500.00	20,000.00	12,500.00	37.5
TOTAL FUND REVENUE	.00	7,500.00	20,000.00	12,500.00	37.5

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.0
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,570.00	24,570.00	.0
TOTAL TRANSFER	.00	.00	24,570.00	24,570.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,570.00	29,570.00	.0
NET REVENUE OVER EXPENDITURES	.00	7,500.00	(9,570.00)	(17,070.00)	78.4

**City Of Willamina City Council
Meeting Minutes
December 10, 2019
6:00 PM**

Location of Meeting:

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

Present at Meeting:

Council President Rita Baller
Councilor Bob Burr
Councilor Craig Johnson
Councilor Theresa McKnight
City Manager Kenna West
Public Works Director Jeff Brown
Deputy City Recorder Debbie Bernard
City Planner Lisa Brosnan
City Attorney Spencer Parsons
City Engineer Peter Olsen
City Engineer Jessie Fields
Guests (not Limited To:)
Harold Miller
Peter Scherbaker
Mary Jane Hollinger

Absent from Meeting:

Mayor Ila Skyberg - excused
Councilor April Wooden - excused
Councilor Roberta Lawson – excused

Council President Baller called the regular meeting of the City of Willamina City Council to order at 6:00 PM on December 10, 2019 at the West Valley Fire District. Council President Baller led in the flag salute. Deputy City Recorder took the 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. Public Input
Council President Baller
Councilor Baller called on Mary Jane Hollinger to speak. Ms. Hollinger asked the Council to consider a city slogan. She added that other cities have slogans, and she would like to see the City of Willamina develop a City slogan.
2. Consent Agenda
Council President Baller
Councilor Baller called on Councilor Burr for a motion. Also, to read the items within the consent agenda.

Councilor Burr read three items:

1. Check Registers from October 31, 2019 (informational)
2. Financials October 31, 2019 (informational)
3. Minutes from the November 12, 2019 City Council Meeting

MOTION: Councilor Burr moved to approve the items listed on the Consent Agenda. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Johnson, and McKnight all in favor.

3. Regular Agenda – Initiation of Code Amendments
Council President Baller called for a motion.

MOTION: Councilor McKnight moved to approve the initiation of the Development Code and Zone Map Amendments and the continuation of the work begun by the Planning Commission to provide recommendations for such Amendments to the City Council. Councilor Johnson seconded the motion. Motion carried with Councilors McKnight, Johnson, and Burr all in favor.

City Manager West explained that the City received a grant award of over \$20,000 from the Yamhill County Economic Development Fund to complete an update of the City of Willamina Development Code. She added that the Planning Commission and Council representatives have started the work through the past two Planning Commission work sessions and worked on proposed amendments to the C-1 and C-2 zone, which it is hoped will come to Council in January. A quarterly schedule of work sessions is proposed to complete the project within one year.

4. Public Hearing – Zone Change Application ZC/CPMA 2019-02 Zone Change/Comprehensive Plan Amendment
Councilor Baller read the Land Use Planning Public Hearing Procedures.

LAND USE PLANNING PUBLIC HEARING PROCEDURES

CHAIR: Good evening, my name is Rita Baller. I am the Council President of the City of Willamina and I will be presiding over the Public Hearing. The public hearing is now open. This is the time and place set for the public hearing in the matter of Zone Change and Comprehensive Plan Map Amendment 2019-02. Oregon land use law requires several items to be read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

PLANNER: The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.102. The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments and evidence must be directed toward the criteria or other criteria in the plan or land use regulation which you believe to apply to the decision. [197.763(5)(b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue. [197.763(5)(c)]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in circuit court. [197.796(3)(b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The Council or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763(6)(a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept

open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

Council President Baller: Questions for the audience: Are there objections to the notice that was sent in this case? Are there objections to the jurisdiction of the Council to hear and decide this case? There were none.

Council President Baller: Questions for the Council: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council? Council President Baller declared she had discussed the case with several people that included the City Engineer, Staff, and abutting property owner prior to the meeting, however, it would not have any bias or effect should she be able to vote, and, in this case, she is not voting. City Attorney Spencer Parsons called for a point of order. He asked if anyone in the audience wanted to challenge the Council President's declaration of ex-parte contact. There were none.

Council President Baller: We are now ready for the staff report.

City Planner Lisa Brosnan briefed the Staff report.

Planner Brosnan started by explaining that before the Council, there was a proposal for a zone change and a comprehensive plan amendment. In addition, before continuing with the hearing, she announced that the applicant would like to postpone the hearing to a time certain of January 14, 2020 and have time to work on possible configurations. Planner Brosnan added that staff would like time to work with the applicant.

Council President Baller called for a motion to extend the time for the applicant to meet with Staff and discuss the case further.

MOTION: Councilor Burr moved to approve extending time to the applicant to discuss the case with the Staff and return on January 14, 2020. Councilor McKnight seconded the motion. Motion carried with Councilor Burr, Johnson, and McKnight all in favor.

City Attorney Spencer Parsons explained to the Council the applicant signed to extend the 120 Rule to March 10, 2020.

Council President Baller closed the public hearing and opened the regular session.

Council President Baller asked for Liaison Reports:

Council President Baller, there was no current report on the Cemetery Committee.

Councilor Baller YCOM Liaison reported that she resigned from the YCOM Board due to health reasons.

Council President Baller asked the Councilors if they would like to report on the Chamber as Councilor Wooden was absent. Councilor Burr said that the Parade was an enormous success with more floats in the parade this year than last.

Council President Baller asked for reports from City Manager Kenna West. City Manager West reported on several items:

1. Shelving – City Manager West said Public Works Director Brown went to surplus and secured an amazing deal on shelving for City Hall and the Library
2. Fir Street – Manager West said that the City is moving forward on the repair of Fir Street. The Public Works Director met with the City Engineer today to discuss the project, and the paving is planned to begin before Spring.
3. Christmas Presents – The Staff at City Hall will provide a wrapped present to those known in the community that may need some Christmas Cheer.
4. Library Renovation – The renovation of the Library will begin in February 2020. The Library will be closed for the full month of February to complete the renovation. Public Works Director Brown reported that the project includes repainting the inside, new lighting, new carpet, and new windows in the rollout doors. City Manager West explained that the Oregon Community Foundation Grant will pay for these improvements.

Councilor Burr asked who is doing the work on the renovation. City Manager West responded that the City Public Works Director Brown will do the work.

5. City Manager West reported that she sent in the necessary executed document to move forward with adding the Willamina High School to the future water line improvement that will serve the School by integrating them into the awarded grant. Manager West reported the City can now move forward on the design part of the project plan.
6. Parks – The new equipment for Tina Miller Park is on its way, which will make this the first park in Willamina to have ADA compliant equipment.
7. The Staff drew names for the Turkey and Ham give away. The names will be announced in the Newsletter.

Councilor Baller asked about the trailer reported set on fire in Lamson Park. City Manager West responded that the City communicated with the owner of the trailer who had threatened to burn it down. However, Code Enforcement was on site, and no damage occurred.

Councilor Baller called for a motion to adjourn.

MOTION: Councilor Burr moved to adjourn at 7:00 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, McKnight and Johnson all in favor.

V. Time of Next Meeting

The next meeting will be held at 6:00 PM on January 14, 2020 at:
West Valley Fire Station
825 NE Main St.
Willamina, Oregon 97396

The meeting was adjourned at 7:00 PM by Council President Rita Baller.

Minutes submitted by Deputy City Recorder Debbie Bernard_____

Minutes approved by Council President Rita Baller_____

REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 14, 2020**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

SUBJECT: REVISION OF SECTION 32.45 OF THE CITY OF WILLAMINA CODE OF ORDINANCES TO ALLOW REVISION OF CITY HALL BUSINESS HOURS

ISSUE

Shall City Council adopt Ordinance No. 680 revising Section 32.45 of the Willamina Code of Ordinances?

RECOMMENDATION

Staff recommends adoption of Ordinance No. 680.

SUMMARY AND BACKGROUND

The City of Willamina Code of Ordinances (hereinafter "Code") provides the parameters by which the City of Willamina shall operate. Section 32.45 of the Code provides that City Hall business hours shall be from 8:00 am to 5:00 pm, Monday through Friday with a staggered lunch. City staff have received a number of requests for City Hall to be open outside the standard 8:00 am to 5:00 pm so that community members do not have to take time off of work to access needed assistance from City Hall.

City staff have reviewed which work days the Willamina community members access services at City Hall. It was found that Fridays are, by far, the least active days for community member access.

The City does not have available funds to retain an additional employee to provide the requested additional hours, nor does the City have funds available to pay current employees overtime to provide the requested service times.

After some consideration, City management proposes the following revised City Hall business hours:

Monday through Thursday: 7:30 am to 5:30 pm
Friday: 7:30 am to 11:30 am

This revised schedule allows City staff to provide assistance to the community outside of the standard 8:00 am to 5:00 pm hours thus allowing community members to access assistance at City Hall without the hardship of having to take time off work to do so.

Further, the City of Willamina Public Library is open at times after 5:00 pm and do not have the support of City Hall staff. This change in City Hall hours also provides an additional safety measure and support for our Library employees who are working after 5:00 pm.

Items such as business hours for city facilities and staff time are generally considered a management function. In addition, the needs of our community may change periodically and relatively quickly. Under the current Ordinance, it will take over 60 days to implement a community requested change to City Hall business hours. In order to provide a quicker and more efficient response to the changing needs and requests of our citizens, it is in the best interest of our

community and employees to provide the City Manager with the authority to revise business hours as needed, based upon the needs of the community and safety of City staff.

FACTS AND FINDINGS

1. The City of Willamina Code of Ordinance, Section 32.45 provides for City Hall business hours to be from 8:00 am to 5:00 pm with a staggered lunch.
2. City staff have received a significant number of requests from community members for City Hall operating hours outside of the standard 8:00 am to 5:00 pm.
3. The City of Willamina does not have funding available to hire another employee to cover additional hours outside of the 8:00 am to 5:00 pm time frame, nor does the City have funding available to pay overtime to its current employees to cover those additional hours.
4. City staff reviewed which work days community members access services at City Hall and it was found that Fridays are, by far, the least accessed day of the week.
5. Based on the request of the community and findings by City staff, it is recommended that City Hall business hours be revised as follows: Monday through Thursday from 7:30 am to 5:30 pm and Friday from 7:30 am to 11:30 am. This provides additional service hours outside of 8:00 to 5:00 as requested by community members, but does not put a financial burden on the City to do so.
6. Under the current Ordinance it will over 60 days to make the proposed community requested change to City Hall hours. In order to more quickly and efficiently respond to changes in our community's needs, it is recommended that the City Manager be authorized to adjust the business hours for City Hall based upon the needs of the community and safety of the employees.

Proposed Motion: I move to adopt Ordinance No. 680 revising Section 32.45 of the Willamina Code of Ordinances.

Kenna L. West

Kenna L. West, City Manager

Attachment:

- A. Ordinance No. 680

ORDINANCE NO. 680

**AN ORDINANCE AMENDING SECTION 32.45 OF THE
WILLAMINA CODE OF ORDINANCES**

WHEREAS, the City of Willamina Code of Ordinances provides the parameters by which the City of Willamina shall operate, including the business hours for City Hall; and

WHEREAS, the employees and management of the City of Willamina endeavor to serve all of the City's community members; and

WHEREAS, City staff and management have received a number of requests for City Hall business hours outside of the standard 8:00 am to 5:00 pm to allow community members to access City Hall staff assistance without having to take time off of their work; and

WHEREAS, City staff have reviewed which work days our community members access services at City Hall, and found that Fridays are, by far, the least utilized day of services by our community members; and

WHEREAS, the City budget does not provide for funds to hire additional City Hall staff to cover the hours outside of the standard 8:00 am to 5:00 pm, nor is there sufficient funds within the City's budget for overtime expenses for the current employees to cover the additional hours; and

WHEREAS, with a revision of the business hours found in Section 32.45 of the Willamina Code of Ordinance to allow for business hours as follows:

Monday through Thursday: 7:30 am to 5:30 pm
Friday: 7:30 am to 11:30 am

It will allow the current employees to provide additional coverage hours outside of the standard 8:00 am to 5:00 pm and allow them to provide assistance to the citizens of Willamina without placing an undue hardship on those citizens of having to take time off work to receive staff assistance; and

WHEREAS, The City of Willamina Public Library is open at times after 5:00 pm. This revision will also provide an additional safety measure for our Library employees who have been without City Hall assistance after the hour of 5:00 pm; and

WHEREAS, items such as business hours are generally considered a management function, and the needs of the City of Willamina community may change periodically and relatively quickly, it is in the best interest of the community to provide the City Manager with the authority to revise business hours to allow a quick and efficient response to the needs of the community.

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

Section 1: Revisions

Section 32.45 of the Willamina Code of Ordinances shall be revised as follows:

- (A) Business hours for City Hall are generally Monday through Thursday, from 7:30 am to 5:30 pm and Friday, from 7:30 am to 11:30 am. These business hours may be adjusted by the City Manager as needed to best serve the needs of the community or the safety of City staff.

Section 2: Severability:

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

Section 3: Codification:

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

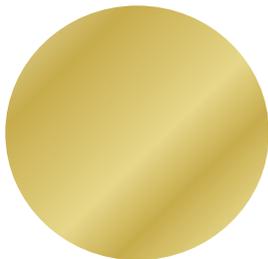
Section 4: Effective Date:

This ordinance shall become effective thirty (30) days after adoption

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with Chapter VIII, Section 30-31 of the City Charter on the 14th day of January, 2020.

PASSED and **ADOPTED** this 14th day of January, 2020, 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

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 14, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: ADOPTION OF THE 2020 MASTER FEE SCHEDULE

ISSUE

Shall the City Council adopt the proposed 2020 Master Fee Schedule?

RECOMMENDATION:

Adopt the proposed 2020 Master Fee Schedule.

SUMMARY AND BACKGROUND

On June 4, 2019, the City's first Master Fee Schedule was established and adopted via Resolution 18-19-023. During the Council's review and discussion of the Master Fee Schedule as well as after adoption of that Schedule, there were found scrivener's errors which have been corrected in the proposed 2020 Master Fee Schedule.

In addition, the fees and rates which automatically increase pursuant to Ordinance 678 and Resolution 17.18.0-11 have been updated in accordance with those controlling documents.

FACTS AND FINDINGS

1. On June 4, 2019, the City of Willamina City Council established and adopted a Master Fee Schedule via Resolution 18-19-023.
2. Minor scrivener's errors found within the Master Fee Schedule have been corrected in the proposed 2020 Master Fee Schedule.
3. The fees and rates which automatically increase pursuant to Ordinance 678 and Resolution 17.18.0-11 have been updated in accordance with those controlling documents.

Proposed Motion: I move that we adopt the attached 2020 Master Fee Schedule.

Kenna L. West

Kenna L. West, City Manager

Attachments: Proposed 2020 Master Fee Schedule

Master Fee Schedule



City of Willamina



CITY OF WILLAMNA MASTER FEE SCHEDULE		Fee
Description		
Administration-General		
Building Compliance Application		\$ 100.00
Business License Annual Renewal		\$ 75.00
Business License Initial Application		100.00
Business License Past Due		\$ 10.00 per month up to \$ 50.00
Business License Transfer or Assign		\$ 50.00
Color Copy of Zone Map		\$ 6.00 per map
Copies-Black/White 11 by 17		\$ 1.00 per page
Copies-Black/White 8 ½ by 11		\$.75 per page
Copies-Black/White 8 ½ by 14		\$ 1.00 per page
Copies-Color 11 by 17		\$ 1.50 per page
Copies-Color 8 ½ by 14		\$ 1.25 per page
Copies-Color 8 ½ by 11		\$ 1.00 per page
Electronic Documents Sent by Email/FTP		\$15.00
Faxes -		\$ 1.50 per page
General Records Search (City Staff)		\$ 25.00
Liquor License Application New		\$ 100.00
Liquor License Change or Ownership		\$ 75.00
Liquor License Renewal		\$ 35.00
Liquor License Special Event		\$ 35.00
Maps and Other Nonstandard Size Docs		\$ 25.00
Printed copy of any City Code		\$ 25.00
Scanned Copies to PDF to 11x17		\$ 1.25 per page
Scanned Large Copies to PDF		Actual Cost
Public Record Request		
Public Records Request Digital File		\$ 15.00 per CD/DVD or Copies

CITY OF WILLAMNA MASTER FEE SCHEDULE

Public Records Request see ORS 192.440 (plus actual hourly cost for staff.) *Plus the actual hourly cost for staff research fee, and cost of copies	\$ 50.00*
Research Fee per hour (City Staff) Level 2	\$ 40.00 per hour
Public Records Review (City Attorney) Level 3	\$ 215.00 per hour
Municipal Court	
Fail to Appear for Trial	\$ 35.00
Returned Check	\$ 35.00
State Presumptive Class A – ORS 153.019	\$ 440.00
State Presumptive Class B –ORS 153.019	\$ 265.00
State Presumptive Class C-ORS 153.019	\$ 165.00
State Presumptive Class D –ORS 153.019	\$ 115.00
Traffic School Class A	\$ NA
Traffic School Class B	\$ 150.00
Traffic School Class C	\$ 100.00
Traffic School Class D	\$ 75.00
Trial	\$ 35.00
Court Administrative Fee	\$ 25.00
Permits	
Event Permit	No charge
Sign Permit-Commercial/Industrial Zones- Staff Review	\$ 100.00
Sign Permit-Non Commercial/Industrial Zones-Staff Review	\$ 100.00
Planning	
All applications shall be assessed a 10% administration fee based on the application costs.	10% added
Annexations/Zone Change	\$ 2,500.00
Appeals to Council 50% of the Application Fee of action appealed	\$ 2,500.00
Code Interpretation	\$ 100.00
Comprehensive Plan Amendent/Zone Change	\$ 2,500.00
Conditional Use Permit	\$ 600.00
Construction Application Fee -5% of actual Construction Cost	5%
Lot Line Adjustment	\$ 350.00

CITY OF WILLAMNA MASTER FEE SCHEDULE

Multiple Applications- Most expensive Application fee in full plus ½ of application fee for other applications	
Home Occupations-Staff Review-	\$ 100.00
Non-Conforming Use Determination-Planning Commission Review	\$ 600.00
Non-Conforming Use Determination-Staff Review	\$ 100.00
Partition	\$ 1,000.00
Plan Review Fee (pre-platted subdivision and infill lots)	\$ 2,500.00
Planned Unit Development (PUD)	\$ 1,800.00
Pre-Application Conference	\$ 450.00
Request for Land Use Approval Extension	\$ 600.00
Similar Use Determination	\$ 600.00
Site Plan Review	\$ 600.00
Subdivision –Final Plan	\$ 2,500.00
Subdivision-Preliminary Plat -\$750 plus \$450.00 per lot up to the maximum of	\$ 2,500.00
Temporary Mobile Home Placement	\$ 50.00
Variance Application	\$ 600.00
Lien Search	
Per Property Address	\$ 25.00
Public Safety Fee	
Ordinance 678 – Public Safety Fee per utility account through June 2020	\$ 9.72
Ordinance 678 – Public Safety Fee per utility account July 2020 through June 2021	\$ 10.52
SDC System Development Charges	
Water System Development Charge – Per Service	\$ 1,848
Sewer System Development Charge – Per Service	\$ 2,500
Streets SDC – Per Service	\$ 3,000
Water Connection Fee– Per Service	\$ 550
Sewer Connection Fee– Per Service	\$ 150
Double Check Valve Includes Box– Per Service	\$ 200
Total SDCs – w/connection fees	\$ 8,248
Utility Billing	
*Pursuant to Resolution 17.18.011	
Meter Size	Base Rate by Size
5/8	\$ 36.48
¾	\$ 36.48

CITY OF WILLAMNA MASTER FEE SCHEDULE

1	\$ 58.37
1 1/2	\$ 72.96
2	\$ 132.72
6	\$ 729.68
8	\$ 2,189.02
10	\$ 2,918.70
12	\$ 4,086.18
F-3/4	\$ 36.48
1-2	\$ 826.33
1-3/4	\$ 66.11
1-8	\$ 33.04
Utility Billing continued	

Rate	Description	Service	Base Amount	per 100 cubic ft.	15% surcharge
105	Apt > 4 Units	(water - Meter)	\$145.99	\$4.38	\$21.90
109	Business	(water - Meter)	\$72.98	\$4.38	\$10.95
111	Car Wash	(water Meter)	\$72.98	\$4.38	\$10.95
114	Willamina Lumber	(water - Meter)	\$3,305.31	\$1.31	\$495.80
115	Meter - 2 inch	(water - Meter)	\$145.94	\$4.38	\$21.89
123	Single Family (W1)	(water - Meter)	\$36.48	\$4.38	\$5.47
300	Single Family (S1)	(Sewer)	\$63.90	\$0.00	\$9.59
304	Car Wash -Sewer (SCW)	(Sewer)	\$121.62	\$0.00	\$18.24
305	Grocery Store (SF)	(Sewer)	\$154.91	\$0.00	\$23.24
309	Vacation Rate (SH)	(Sewer)	\$20.04	\$0.00	\$3.00
310	Laundry Sewer (SL)	(Sewer)	\$319.12	\$0.00	\$47.87
312	Willamina Lumber (SLW)	(Sewer)	\$772.26	\$0.00	\$115.84
313	House/Cabins (SPS)	(Sewer)	\$184.04	\$0.00	\$27.60
315	Café/restaurant (ST1)	(Sewer)	\$153.15	\$0.00	\$22.97
317	Café/restaurant (ST3)	(Sewer)	\$204.25	\$0.00	\$30.64
318	Café/restaurant (ST4)	(Sewer)	\$97.04	\$0.00	\$14.55
321	Willamina Lumber New	(Sewer)	\$3,305.31	\$0.00	\$495.80
322	High School New	(water - Meter)	\$729.68	\$4.38	\$0.00

CITY OF WILLAMNA MASTER FEE SCHEDULE

901	Exterritorial Water Surcharge	(Extraterritorial Water Service)		15%	
1001	Exterritorial Sewer Surcharge	(Extraterritorial Sewer Service)		15%	
1201	Utility Rate	(Utility Rate)	\$3.00		
1300	NSF Check Fee	(NSF Check Fee)	\$35.00		
1901	Late Fee	(Penalty)	\$5.00		

The rate codes below have a base rate of \$36.48 and commodity rate of \$4.38 and extraterritorial charge of 15% not listed above:

*103 Vacation Rate, 106 Duplex, 107 3-Plex, 108 4-Plex or Multi Units, 110 Rays Grocery, 112 Group Home, 113 Laundry, 116 House Cabin, 117 3/4"Base Rate, 118 Café Restaurant, 119 Business -1, 120 Café Restaurant, 121 Café Restaurant (T4), 122 Café Restaurant (T6)

The rate codes below have a base rate of \$63.90 and an extraterritorial charge of 15% not listed above:

*301 Apartment/Duplex (SA), 302 Business -Sewer (SB), 303 Church - Sewer (SC), 308 Group Home (SGH), 314 Senior Rate (SS), 320 ST 6

CONTINUED PAGE 7

CITY OF WILLAMNA MASTER FEE SCHEDULE

VIOLATIONS OF THE MUNICIPAL CODE - CODE ENFORCEMENT	Penalty
<p>Violation of the City of Willamina Municipal Code may result in the following fees or penalties. Each day that a violation exist is a separate offense. Title IX General Offenses <i>(this list does not include all offenses)</i></p>	
<p>Ordinance 466 – General Regulations - Chapter 90 Animals – §90.03 Dog required to be on a leash - §90.99 Penalty</p>	<p>\$ 250.00</p>
<p>Ordinance 670 – General Regulations – Amending Title IX – Chapter 91 Abandoned Vehicles</p>	<p>\$ 50.00</p>
<p>Amended Ordinance 534 – Chapter 93: Nuisances – §93.07 Nuisances Affecting the Public Safety (B) (1) Unnecessary noise.</p>	<p>\$ 300.00</p>
<p>Ordinance No. 673 – Title XIII, Chapter 132 - Offenses Against Public Peace – §132.09 Smoking in Public Places</p>	<p>\$ 100.00</p>
<p>Ordinance 676 – IX, Chapter 90 Animals – Picking up after your dog</p>	<p>\$ 300.00</p>

**City of Willamina
Staff Report
FOR THE CITY OF COUNCIL MEETING OF JANUARY 14, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER
**SUBJECT: APPOINTMENT OF 2020-2021 BUDGET OFFICER and
BUDGET COMMITTEE MEMBERS**

ISSUE

Shall the City Council appoint the City Manager as the Budget Officer and approve the seven member budget committee for the 2020-2021 Fiscal Year Budget?

RECOMMENDATION

Appoint Kenna West, City Manager as the Budget Officer for the preparation and presentation of the 2020-2021 Fiscal Year Budget and approve the seven current members of the Budget Committee for the 2020-2021 Fiscal Year Budget.

SUMMARY AND BACKGROUND

In accordance with state law, the City Council must designate one person to serve as Budget Officer, unless otherwise provided by City Charter.

ORS § 294.331(1) provides that the governing body of each municipal corporation shall, unless otherwise provided by County or City Charter, designate one person to serve as Budget Officer. The Budget Officer shall prepare or supervise the preparation of the budget document and shall act under the direction of the governing body.

ORS § 294.414 provides that the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section and that the budget committee shall consist of the members of the governing body and a number equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body.

The City of Willamina Code of Ordinances, Title III, Chapter 30 §30.15 provides that the City Manager will prepare and transmit to the City Council an annual City Budget.

City Manager Kenna West has served as the City of Willamina Budget Officer for the last two budget cycles.

The City of Willamina has a seven member budget committee with three seats expiring on December 31, 2020. These seats expire after the date the Fiscal Year 2020-2021 Budget must be adopted; therefore, these expiring positions should cause no delay or hinderance in the budget process.

FACTS AND FINDINGS

1. In accordance with State Law, the City Council must designate one person to serve as Budget Officer unless otherwise provided by City Charter.
2. City Code provides that the City Manager shall prepare and transmit to the City Council an annual city budget.
3. The City must also establish a budget committee in accordance with ORS § 294.414, which in the case of the City of Willamina would require a 7 member budget committee.
4. The City of Willamina has a current seven-member budget committee with terms that do not expire prior to the required adoption date of the Fiscal Year 2020-2021 budget. The names and terms of those members are delineated in the table below:

Budget Committee	2/12/2019	12/31/2022	Kruchock	Gregg
Budget Committee	2/12/2019	12/31/2022	Toney	Laurie
Budget Committee	2/12/2019	12/31/2022	Vinson	Katie
Budget Committee	2/12/2019	12/31/2022	Holstad	Vern
Budget Committee	2/12/2019	12/31/2020	Lybarger	Phillip
Budget Committee	1/9/2017	12/31/2020	Owings	Dawn
Budget Committee	1/6/2017	12/31/2020	VanDenBosch	Jaime

Proposed Motion: *I move to appoint City Manager Kenna West as Budget Officer and approve the current members of the budget committee for the 2020-2021 fiscal year budget.*

Debbie Bernard, Deputy City Recorder

PUBLIC HEARING

CITY OF WILLAMINA
411 NE C Street – P O Box 629
Willamina, OR 97396
503-876-2242 fax 503-876-1121

STAFF REPORT
Zone Change/Comprehensive Plan Map Amendment 2019-02
City Council Hearing – January 14, 2020

I. BACKGROUND

REPORT DATE: January 7, 2019
FILE NUMBER: ZC 2019-02/CPMA 2019-02
APPLICANT: Tony and Peter Scherbakor; P.O. Box 436, Mt. Angel, OR 97362
OWNER: Harold Miller; P.O. Box 989, Jefferson, OR 97352
LOCATION: Yamhill County Assessor’s Map/Tax Lot: 6701AC/2200, 2300, 2400, 2500, 2600, 2700
ADDRESS: No situs address
SIZE: Approximately 48,240 square feet
CURRENT USE: One existing single-family dwelling
ZONING: Single-Family Residential (R-1)
REQUEST: Proposal is for a Zone Change and Comprehensive Plan Map Amendment. The current zoning is Single family Residential (R-1). The proposed zoning is Two-Family Residential (R-2).

CRITERIA: **Willamina Development Code:**
Section 2.101: Single Family Residential (R-1)
Section 2.102: Two Family Residential (R-2)
Section 3.102: Zone Change

EXHIBITS: A: Location Map
B: Applicant Materials
C: Agency Comment, City Engineer (Revised 121019)
D: Agency Comment, Fire

II. OVERVIEW

Project Description:

Proposal is for a Zone Change and Comprehensive Plan Map Amendment. The current zoning is Single family Residential (R-1). The proposed zoning is Two-Family Residential (R-2).

Zone Change and Comprehensive Plan Map Amendments are Type III actions. A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. The Planning Commission has an advisory role. Public notice is provided and public hearings are held at the Planning Commission and City Council. Section 3.202 lists the notice requirements. Appeal of the decision is to the Land Use Board of Appeals (LUBA).

Notice of the hearings before the Planning Commission and City Council was sent to all property owners within 100 feet of the boundaries of the subject property on November 1, 2019, twenty days before the first scheduled hearing.

Notice of this hearing was published in the News-Register, in accordance with Section 3.202 of the Willamina Development Code.

A request for comment was sent to the City Public Works Department, City Engineer, and the Fire Department. Comments received from the City Engineer are incorporated into the findings and conditions of approval of this staff report, and can be found in their entirety as Exhibits C and D.

The City Engineer provided revised agency comment, dated December 10, 2019, which is incorporated in this report and is included as Exhibit C.

The Planning Commission held a duly noticed public hearing on the proposal on November 21, 2019. After review of the staff report, and testimony from the applicant and the public, the Planning Commission deliberated on the proposal and voted to recommend approval to the City Council.

The subject site is an existing subdivision. The current proposal is for a zone change and comprehensive plan map amendment only. The City Attorney has provided an opinion that the applicant must comply with the City's current Development Code standards with any future development of the site, which includes all required street improvements.

III. CRITERIA AND FINDINGS

According to the Willamina Development Code, Section 3.102, zone change proposals shall be approved if the applicant provides evidence substantiating the criteria listed below.

A. The proposed zone is appropriate for the Comprehensive Plan land use designation of the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification

Applicant Response: Proposing to change zone from R1 to R2 so that the side setbacks will change from 7.5 feet to 5 feet which will then allow us to build a wider house.

Findings: The proposal for a Zone Change is concurrent with a proposal for a Comprehensive Plan Map Amendment. If both amendments, to the zoning map and to the Comprehensive Plan map, are approved, the zone will be appropriate for the Comprehensive Plan land use designation. Staff finds this criterion is met.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity

Applicant Response: No change to lot lines. No changes to boundaries.

Findings: The proposed zoning for this site will allow for the existing use, which is residential. The subject site is capable of meeting the dimensional requirements of the C-2 Zone for the existing and proposed use. Staff finds this criterion is met.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance

Applicant Response: Proposed development meets Ordinance 679, amending Section 2.102 of the Willamina Development Code.

Findings: Development standards for the Two-Family Residential (R-2) zone are outlined in Section 2.102 of the Willamina Development Code. Residential development can be provided in compliance within the development standards. Staff finds this criterion is met.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property

Applicant Response: Utility services are provided by the local municipality.

Findings: Adequate public facilities are available to the site as it is adjacent to existing urban development, with the exception of a street to provide access to any future development on the site. The proposal was reviewed by the City Public Works Director, City Engineer, and the Fire Department. Comments from the City Engineer and Fire Department are summarized here and in the conditions of approval, and can be found in their entirety in Exhibits C and D.

Street improvements and access to 6th, rather than 5th, would be in the best interest of the City. Improvement of 6th Street would serve the future developments to the north of 6th Street, provide better connectivity to existing homes on 6th, and would be a step toward connection through to the 5th Street to the east, as noted in the Transportation System Plan. Additionally, it has been found that the existing platted lots do not meet utility requirements for proper residential development. Requirements relating to utilities and streets are included in the **Conditions** of approval. Staff finds this criterion can be met as conditioned.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met

Applicant Response: Because the R2 zone allows 5 foot side setbacks.

Findings: The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex and triplex housing opportunities at densities between 5 and 7 units per acre. The R-2 District is consistent with the Moderate Density Residential Comprehensive Plan designation. The applicant has no proposal to divide the subject site, as the lots are already platted by subdivision. Staff finds this criterion is met.

STATEWIDE PLANNING GOALS

Goal 1: *Citizen Involvement.* The public will be given the opportunity to voice their concerns at the public hearings before the Planning Commission and the City Council and will be notified of decisions made on the application. Staff finds this criterion is met.

Goal 2: *Land Use Planning.* Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Willamina Development Code, Section 3: Procedure for Type III Review and Section 3.102: Zone Change. The application is being considered for conformance with the standards set forth in Section 2.102: Two-Family Residential Zone, as well as for its adherence to the broader goals of the Comprehensive Plan. Staff finds this criterion is met.

Goals 3: *Agricultural Lands.* This goal is not applicable. The subject property is not agricultural land and is located inside the urban growth boundary.

Goal 4: *Forest Lands.* This goal is not applicable. The subject property is not forest land and is located inside the urban growth boundary.

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas.* This goal aims to protect natural resources and conserve scenic and historic areas and open spaces. This goal is not applicable. The subject property contains no significant natural resources.

Goal 6: *Air, Water and Land Resources.* This goal is not applicable. The subject property contains no significant air, water, or land resources.

Goal 7: *Areas Subject to Natural Disasters and Hazards.* This goal is not applicable. The subject property is not within the flood zone.

Goal 8: *Recreation Needs.* This goal is not applicable. This proposed change does not impact recreational lands within the City.

Goal 9: *Economy of the State.* This goal is not applicable. The proposed change is from a residential zone to a higher density residential zone.

Goal 10: *Housing.* The proposed change to Two-Family Residential (R-2) will allow for all residential uses allowed in the R-1 and R-2 zones. Staff finds this criterion is met.

Goal 11: *Public Facilities and Services.* Goal 11 requires a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural

development. The City Public Works Director, City Engineer, and Fire Department have reviewed the proposal and find that public facilities are available to the site, and have made recommendations for improvements that shall be required before the application of building permits. Staff finds this criterion can be met as conditioned.

Goal 12: *Transportation.* No change to the subject site's impact

Goal 13: *Energy Conservation.* The comprehensive plan of the City of Willamina encourages energy efficient development. The property is already within the city's urban growth boundary. Staff finds this criterion is met.

Goal 14: *Urbanization.* Goal 14 provides for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities. The proposal to rezone the subject site from R-1 to R-2 provides options that will serve the purpose of the R-2 zone as a residential zone. Staff finds this criterion is met.

Goals 15-19. These goals apply to specific geographic locations, none of which are impacted here. Staff finds these goals do not apply.

IV. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

Because the application satisfies the required criteria, as indicated above, staff recommends City Council APPROVAL for a Zone Change and Comprehensive Plan Map Amendment to change the zoning and designation of the subject site from R-1 to R-2, subject to the following conditions of approval.

Conditions of Approval are to be completed before application for a Building Permit

1. ROW dedication shall be made for the extension of 6th Street and to provide frontage to Lots 5 and 6. Any ROW acquisition costs must be borne by the developer.
2. The applicant shall make $\frac{3}{4}$ street improvements to 6th Street along the northern frontage of the subject site. Improvements must meet the most recently adopted Public Improvements Design standards and shall be in accordance with Section 2.202.04 of the Willamina Development Code for a local street:
 - a. Paved travel lanes: 20 feet
 - b. Paved parallel parking on the south side of the roadway: 8 feet
 - c. Curb and gutter on the south side of the roadway (frontage side)
 - d. Gravel strip: 2 feet
 - e. Sidewalk: 5 feet on the frontage side (south)
3. A turn around approved by the Fire Department shall be provided, designed per the most recently adopted Public Improvements Design Standards and shall be in accordance with Section 2.202 of the Willamina Development Code.

4. Applicant shall provide a grading and drainage report prepared by an Oregon registered professional engineer, including calculation of pre/post development peak flows and justification of stormwater facilities provided (2.204.04(A)).
 - a. Provide stormwater detention facilities as needed to limit post flows to pre-development flows. Facilities must also provide water quality components (2.204.04(A)(6) & (5)).
 - b. Applicant shall show location of proposed stormwater facilities on the site plan.
5. Water services shall be extended to the development and individual lots. All necessary easements shall be granted if located outside of ROW (2.205.02). Water services must meet the most recently adopted Public Improvement Design Standards.
6. Sanitary services shall be extended to the development and individual lots. All necessary easements shall be granted if located outside of ROW (2.205.02). Sanitary services must meet the most recently adopted Public Improvement Design Standards.
7. Future residential development of the subject lots shall be oriented toward 6th Street and shall access from 6th Street.
8. Unless street improvements are provided to 5th Street, a fence or wall shall be constructed along the southern property line of the subject site in order to prevent access from these properties to the unimproved 5th Street.
9. All improvements shall comply with the requirements of the most recently adopted Public Improvements Design Standards of the City.

V. CITY COUNCIL ACTION

In response to the request for approval of Zone Change (ZC 19-02)/Comprehensive Plan Map Amendment (CPMA 19-02), the City Council may take one of the following actions:

- A. Make a motion for approval of ZC/CPMA, including the findings and conditions of approval as recommended by staff in the staff report; or
- B. Make a motion for approval of ZC/CPMA 19-02 to the City Council with modified findings, conclusions and/or conditions as determined by the City Council; or

Note: The Council member making the motion needs to state the reasons for the modifications and any revised conditions of approval.

- C. Make a motion to continue the public hearing to a date and time certain and indicate the additional information needed to allow for a future decision; or
- D. Make a motion to deny the application.
Note: The Council member making the motion needs to state the reasons for denying the application.

Recommended Motion: I make a motion for approval of the proposal for Zone Change and Comprehensive Plan Map Amendment 19-02, based upon the findings as indicated in the staff report and including the conditions of approval as presented in the staff report.

City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

PLANNING APPLICATION FORM

Property Address: Valley View Addition

Assessor's Map & Tax Lot Polk Yamhill
R6701 AC. Tax Lot(s) 02700, 02600, 02500,
Tax Lot(s) 02400,
02300, 02200

Zoning R-1

Project Type (Please check all applicable):

- Annexation
- Conditional Use
- Home Occupation
- Lot Line Adjustment
- Non-Conforming Use
- Partition
- Signs
- Similar Use
- Subdivision and Planned Unit Development
- Variance
 - Minor
 - Major
- Zone Change
- Other: Zone Change

Size of the Project (# of units, lots, sq. ft., etc.):

6 existing lots rezoned from R-1 to R-2

Attachments:

- (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
- (1) 8 1/2" x 11" reduced copy of site plan
- Written Narrative/Response to Criteria
- Power of Attorney (if applicable)

Description of Request

(include name of project and proposed uses)

Applicant is requesting the six existing tax lots to be rezoned from R-1 zoning to R-2 zoning.

Property Owner: Harold Miller
Address: PO BOX 989
Jefferson OR 97352
Phone: _____

Applicant: Tony Scherbakov
Address: PO Box 436
Mt. Angel OR 97362
Phone: 503-510-9183
Peter Scherbakov 503-956-0390

Authorized Representative (if different from applicant):
Tony Scherbakov
Address: Same as Applicant
Peter Scherbakov
Phone: _____

Surveyor or Engineer (if applicable):
Fortey Five North Surveying LLC
Address: 1583 Country Glen Ave.
NE Keizer OR 97302
Phone: 503-558-3330

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

Harold M. Miller 10-27-19
(Signature of Owner or Attorney-in-Fact) Date

(Signature of Additional Owner) Date

(For Office Use)
Date Application Received: 10-28-19
Date Application Complete: _____
Pre-app required? Y N Pre-app # _____
Fee Paid: _____ Initials: (DB)
File Number: _____

(For Office Use)

COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

A Zone Change Application Includes:

- Application cover page (submitted to City)
- Explanation of Type III Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)
- Written explanation of zone change request:
Applicant would like to change the current R-1 Zoning
to R-2 Zoning for the purpose of maximizing the yard
setbacks to accommodate home placement with the current grade
of land. (The land is sloped, wider home width rather than deeper
to accommodate design & construction needs.)

- Written response to criteria (attached)
- Deposit Fee: \$1500.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Zone Change – Written Response to Criteria

Criteria the City Council uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating all of the following:

Willamina Development Code, Section 3.102.03

- A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.

Response: Purposing to change zone from R1 to R2 so that the side set backs will change from 7.5' to 5' which will then allow us to build a wider house.

- B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Response: No change to lot lines, no changes to boundaries.

- C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance.

Response: Purposed development meets ordinance 679 amending section 2.102 of the Willamina development code

- D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Response: Utilities services are provided by local municipality

- E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.

Response: Because the R2 zone allows 5' side set backs

- F. The following additional criteria shall be used to review all non-residential changes:

1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.
2. The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next 5 years.
3. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.

Response: N/A

If additional space is needed, please attach an additional page(s).

Process Sheet: Type III Action Summary

City Council Decision

A Type III action is a quasi-judicial review in which the City Council applies objective and subjective standards that allow considerable discretion. The Planning Commission provides a recommendation to the City Council. Public notice is provided for the Planning Commission and City Council public hearings.

Application Submittal

The applicant submits an application that includes the following:

- Cover page,
- Any required written responses, and
- Any required or supplemental drawings or maps.

Application Review

Although the City tries to take less than the allowed time, City staff has 30 days to review the application to determine its completeness.

Incomplete Application

If the application is deemed incomplete, the City contacts the applicant regarding the missing information. The incomplete letter explains the process and timing to submit the additional details.

Application Deemed Complete

When the application is deemed complete, the City schedules a public hearing before the Planning Commission at their next available meeting date. The Commission meets on the first Tuesday of every month. The City also schedules another public hearing before the City Council. Council's regular meeting date is the second Thursday of the each month.

Public Notice

The City publishes a newspaper notice, and mails a written notice of the hearings to property owners within 100 feet of the subject property at least 10 days prior to the Commission hearing and at least 20 days prior to the Council hearing.

Timing of Application Submittal

It is advisable to submit an application a minimum of 30 days prior to Commission hearing dates to allow time for its review and the preparation of required public notices. If an application is incomplete, the City schedules a hearing based upon submittal of the additional information.

Decision

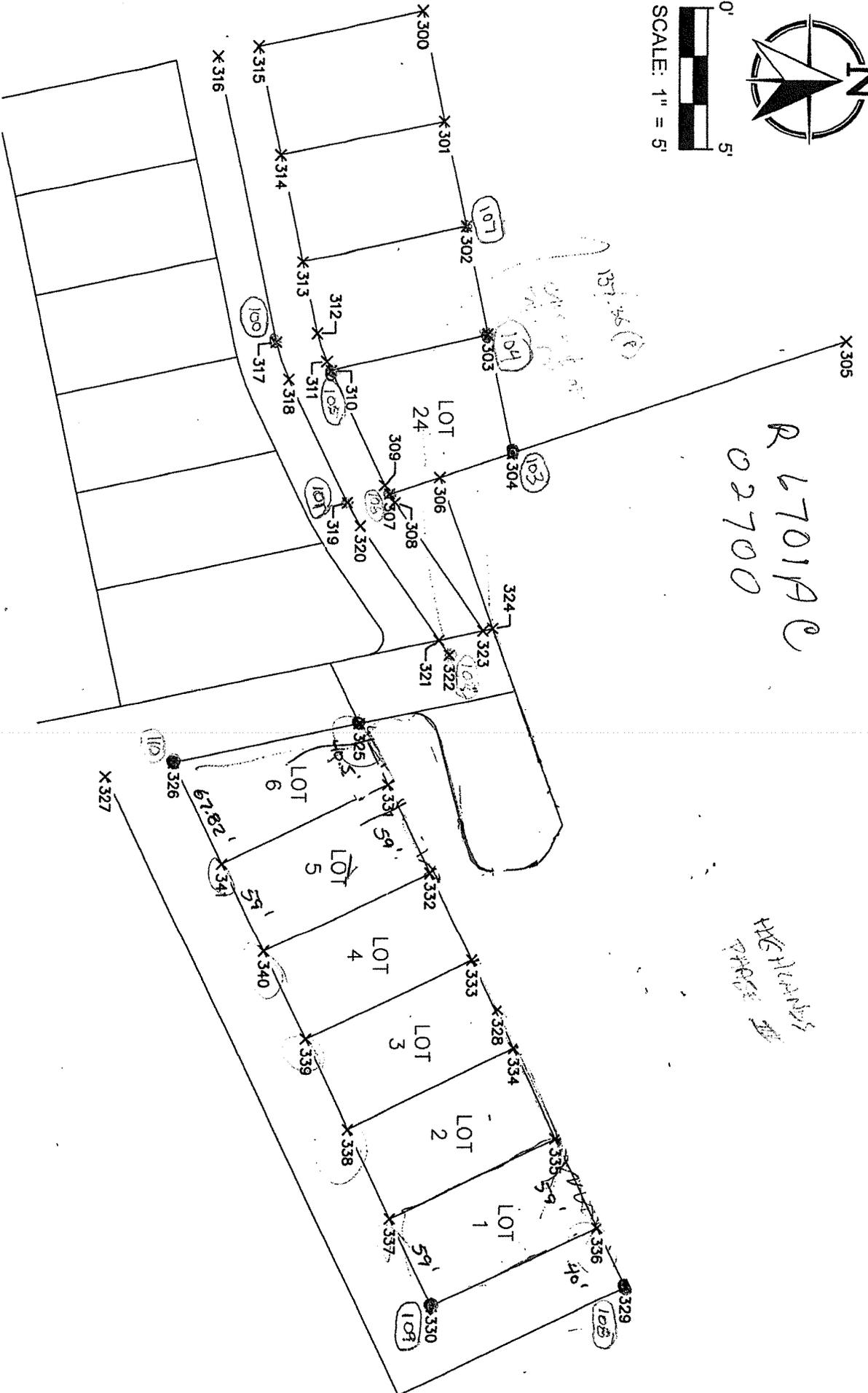
The Planning Commission makes a recommendation to the City Council. City Council usually makes an oral decision after conducting and then closing the public hearing. Based on the oral decision a written resolution is prepared and passed at the next meeting, or an ordinance is prepared and passed by the Council at their next two (2) meetings. A notice of the decision is mailed to the applicant and those parties who participated in the public hearing process. The process allows a 21-day period to submit a Notice of Intent to Appeal to the Oregon Land Use Board of Appeals (LUBA). If no Notice of Intent to Appeal is submitted, the decision is final on the 22nd day.



SCALE: 1" = 5'

R 6701A C
02700

HEILAND'S
APPROX



*Steve
Heiland*

EXHIBIT MAP

IN THE XX 1/4 OF SECTION XX,

T.XX., R.XX., W.M.

XXXX COUNTY, OREGON

DATE: XXXX

SURVEYED FOR: XXXX



**FORTY FIVE NORTH
SURVEYING, LLC**

1583 Country Glen Ave, NE, Keizer, OR 97303
P: (503) 558-3330 E: info@ffnsurveying.com

JOB NO.
XX-XXX

SHEET
1/X

City Engineer – Recommended Conditions of Approval

December 10th, 2019

Project: Harold Miller Property Zone
Change
142 NW Main St

Zoning: Single Family Residential – R1 **Client:** City of Willamina

Tax Lot: 02200, 02300, 02400, 02500,
02600, 02700

FINDING

Regarding zone change from R-1 to R-2 and future development t of the 6 lots adjacent to 5th and 6th street (taxlots 02200 to 02700), it has been found that street improvements and access to 6th, rather than 5th, would be in the best interest of the City. Improvement of 6th street would serve the future developments to the north of 6th street, provides better connectivity to existing homes on 6th, and would be a step towards connection through to the 5th street to the east as noted in the transportation system plan. Additionally, it has been found that the existing platted lots do not meet utility requirements for proper residential development.

The following recommended conditions of approval should be completed at the cost of the developer prior to issuance of any building permits for the subject lots to ensure development in accordance with City Standards and Code.

RECOMMENDED CONDITIONS OF APPROVAL

1. ROW dedication shall be made for the extension of 6th street and to provide frontage to Lots 5 and 6, any ROW acquisition costs must be borne by the developer
2. The applicant shall make $\frac{3}{4}$ street improvements to 6th street along the northern frontage of the subject site. Improvements must meet the most recently adopted Public Improvements Design Standards and shall be in accordance with section 2.202.04 of the Willamina Development Code for a local street:
 - a. Paved travel lanes: 20-feet
 - b. Paved parallel parking on the South side of the roadway: 8-feet
 - c. Curb and gutter on the South side of the roadway (frontage side)
 - d. Gravel strip: 2-feet
 - e. Sidewalk: 5-feet on the frontage side (South)
3. A turn around approved by the fire department shall be provided designed per the most recently adopted Public Improvements Design Standards and shall be in accordance with section
4. Provide grading and drainage report prepared by an Oregon registered professional engineer including calculation of pre/post development peak flows and justification of stormwater facilities provided – (2.204.04(A))
 - a. Provide stormwater detention facilities as needed to limit post flows to pre development flows, facilities must also provide water quality components - (2.204.04(A)(6)&(5))
 - b. Show location of proposed stormwater facilities on site plan

5. Water services shall be extended to the development and individual parcels and grant any necessary easements if located outside of ROW (2.205.02). Water services must meet the most recently adopted public improvement design standards.
6. Sanitary services shall be extended to the development and individual lots and grant any necessary easements if located outside of ROW (2.205.02). Sanitary services must meet the most recently adopted public improvement design standards.
7. Future residential development of the subject lots shall be oriented toward 6th street and shall access from 6th street
8. Unless street improvements are provided to 5th street, a fence or wall shall be constructed along the southern property line of the subject site in order to prevent access from these properties to the unimproved 5th street
9. All improvements shall comply with the requirements of the most recently adopted Public Improvements Design Standards of the City

From: [Debbie Bernard](#)
To: [Brosnan, Lisa](#)
Subject: FW: Direction needed for Zone Change application - Miller
Date: Thursday, January 2, 2020 9:16:04 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)

External: Please report suspicious email to security@wesd.org

From: Damon Schulze [mailto:dschulze@sheridanfd.org]
Sent: Tuesday, December 10, 2019 4:57 PM
To: Debbie Bernard <BernardD@ci.willamina.or.us>
Subject: RE: Direction needed for Zone Change application - Miller

Hi Debbie,

We agree with the proposed changes to 6th street as stated below. However, because it is longer than 150', we would require an approved turnaround to be provided at the end of the street. Please see the attached Diagram 2-A out of the Oregon Fire Code Application Guide with the approved turnarounds.

Damon Schulze
Deputy Chief

From: Debbie Bernard <BernardD@ci.willamina.or.us>
Sent: Tuesday, December 10, 2019 4:35 PM
To: Damon Schulze <dschulze@sheridanfd.org>
Subject: FW: Direction needed for Zone Change application - Miller

See the attachment.

From: Jesse Fields [mailto:jfields@Kellerassociates.com]
Sent: Tuesday, December 10, 2019 1:53 PM
To: Brosnan, Lisa <LBrosnan@mwvcog.org>; Kenna West <westk@ci.willamina.or.us>; Debbie Bernard <BernardD@ci.willamina.or.us>; Jeff Brown <BrownJ@ci.willamina.or.us>; Peter Olsen <polsen@Kellerassociates.com>; dschulze@sheridanfd.org
Subject: RE: Direction needed for Zone Change application - Miller

Lisa/Debbie,

I apologize for the last minute delivery here. I had been waiting to discuss with Lisa but hadn't been able to connect. Peter and I are ok with where this sits as attached.

Thanks and see you tonight!

	<p>JESSE FIELDS, EI Project Engineer CELL 503-999-1434 OFFICE 503-364-2002 245 Commercial St SE, Suite 210, Salem, OR 97301 kellerassociates.com</p>
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From: Brosnan, Lisa <LBrosnan@mwvcog.org>
Sent: Thursday, December 5, 2019 8:08 AM
To: Kenna West <westk@ci.willamina.or.us>; Debbie Bernard <bernardd@ci.willamina.or.us>; Jeff Brown <brownj@ci.willamina.or.us>; Peter Olsen <polsen@Kellerassociates.com>; Jesse Fields <jfields@Kellerassociates.com>; dschulze@sheridanfd.org
Subject: Direction needed for Zone Change application - Miller

Hello Everyone,

The Willamina City Council will take a vote on an application for a zone change and comprehensive plan map amendment next Tuesday, December 10th. You have all seen this application, but I have a specific question for you that requires your feedback before the hearing.

Mr. Miller proposes a zone change from R1 to R2 for 6 lots, east of Churchman, that were platted in 1947. Currently, there is no suitable access to these lots, although the site is adjacent to both an existing ROW for 5th Street to the south and what could be a continuation of 6th Street to the north. The City will require that one of these be improved with ¾ street improvements (two travel lanes, and parking and sidewalk on one side). The Planning Commission has made a recommendation that 5th Street be improved, which is what the applicant would prefer (I think).

My question is this: would the City prefer that 6th Street be improved, instead of 5th, as it would seem that 6th Street would be a better connection to 5th Street to the east, near E Street, in the future? Or, would 5th Street be a better way to make this connection?

Also, in consideration of fire safety and access, if only a ¾ street is required for either of these streets, would a turnaround be required?

Please let me know your thoughts by the end of this week, so that we can all be on the same page regarding this before the Council hearing.

Thanks for your help.

Lisa

Lisa Brosnan
Associate Planner
Mid-Willamette Valley Council of Governments
100 High Street, SE, Suite 200
Salem, OR 97301
Phone: 503.540.1616
FAX: 503.588.6094
www.mwvcog.org



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**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 12/1/2019 to 12/31/2019**

City	UCR Description	12/1/2018 to 12/31/2018	12/1/2019 to 12/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		3	5
	Arson	0	0		2	4
	Burglary-Business	0	0		1	3
	Burglary-Non-Residence	0	0		1	4
	Burglary-Residence	1	0		8	6
	Larceny	4	2	-50.00 %	54	67
	Motor Vehicle Theft-Auto	0	2		5	3
	Murder	0	0			1
	Rape	0	0			2
	Robbery	0	0			1
	Part 1 Total	5	4	-20.00 %	74	96
Part 2						
	All Other	0	2		14	11
	Animal Problems	0	0			1
	Disorderly Conduct	0	0		11	10
	Drug Laws	2	1	-50.00 %	32	21
	DUII	0	1		11	4
	Forgery	2	0		2	5
	Fraud	0	0		6	1
	Kidnapping	0	0			1
	Liquor Laws	0	0		2	3
	Runaway	0	0		5	4
	Sex Offenses	0	0		6	6
	Simple Assault	2	1	-50.00 %	36	36
	Stolen Property	0	0			1
	Trespass/Prowler	0	1		11	14
	Vandalism	0	2		31	33
	Total For WILLAMINA	29	27	-6.90 %	483	532



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 12/1/2019 to 12/31/2019**

City	UCR Description	12/1/2018 to 12/31/2018	12/1/2019 to 12/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	0	1		4	
Part 2 Total		6	9	33.33 %	171	151
Part 3						
	All Other	6	7	16.67 %	104	101
	Non-Reportable Offenses	12	7	-41.67 %	134	184
Part 3 Total		18	14	-22.22 %	238	285
Total For WILLAMINA		29	27	-6.90 %	483	532



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2019 to 12/31/2019**

City	UCR Description	1/1/2018 to 12/31/2018	1/1/2019 to 12/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	5	3	-40.00 %	3	5
	Arson	4	2	-50.00 %	2	4
	Burglary-Business	3	1	-66.67 %	1	3
	Burglary-Non-Residence	4	1	-75.00 %	1	4
	Burglary-Residence	6	8	33.33 %	8	6
	Larceny	67	54	-19.40 %	54	67
	Motor Vehicle Theft-Auto	3	5	66.67 %	5	3
	Murder	1	0			1
	Rape	2	0			2
	Robbery	1	0			1
	Part 1 Total	96	74	-22.92 %	74	96
Part 2						
	All Other	11	14	27.27 %	14	11
	Animal Problems	1	0			1
	Disorderly Conduct	10	11	10.00 %	11	10
	Drug Laws	21	32	52.38 %	32	21
	DUII	4	11	175.00 %	11	4
	Forgery	5	2	-60.00 %	2	5
	Fraud	1	6	500.00 %	6	1
	Kidnapping	1	0			1
	Liquor Laws	3	2	-33.33 %	2	3
	Runaway	4	5	25.00 %	5	4
	Sex Offenses	6	6		6	6
	Simple Assault	36	36		36	36
	Stolen Property	1	0			1
	Trespass/Prowler	14	11	-21.43 %	11	14
	Vandalism	33	31	-6.06 %	31	33
	Total For WILLAMINA	530	483	-8.87 %	483	532



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 1/1/2019 to 12/31/2019**

City	UCR Description	1/1/2018 to 12/31/2018	1/1/2019 to 12/31/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	0	4		4	
Part 2 Total		151	171	11.70 %	171	151
Part 3						
	All Other	101	104	2.97 %	104	101
	Non-Reportable Offenses	182	134	-26.37 %	134	184
Part 3 Total		283	238	-15.90 %	238	285
Total For WILLAMINA		530	483	-8.87 %	483	532

YEARLY SCHEDULE OF EVENTS

Year

Yearly Schedule of Events

January 2020						
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		
01/01/20 (Wed)	New Year's Day	holiday
01/20/20 (Mon)	Martin Luther King Jr. Day	holiday
01/14/20 (Tues)	Appoint a Budget Officer	note
01/14/20 (Tue)	City Council Regular Meeting	meeting
01/22/20 (Tues)	Planning Commission Work Session	meeting
01/23/20 (Thu)	Planning Commission Regular Meeting	meeting
01/29/20 (Wed)	Appoint a Budget Committee	-

February 2020						
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

February		
02/11/20 (Tue)	City Council Regular Meeting	meeting
02/12/20 (Wed)	Lincoln's Birthday	holiday
02/14/20 (Fri)	Valentines Day	holiday
02/17/20 (Mon)	President's Day	holiday
02/27/20 (Thurs)	Planning Commission Regular Meeting	meeting

March 2020						
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		
03/10/20 (Tue)	City Council Regular Meeting	meeting
03/08/20 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/17/20 (Tue)	St. Patrick's Day	holiday
03/19/20 (Thu)	Publish the First Notice of the Budget Committee	deadline
03/26/20 (Thu)	Planning Commission Meeting	meeting

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April		
04/01/20 (Wed)	Public Second Notice Budget	meeting
04/14/20 (Tue)	City Council Regular Meeting	meeting
04/22/20 (Wed)	Earth Day	holiday
04/23/20 (Thu)	Planning Commission Regular Meeting	meeting
04/15,20 (Wed)	SEI Filing Deadline	note

May 2020						
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		
05/25/20 (Mon)	Memorial Day	holiday
05/10/20 (Sun)	Mother's Day	holiday
05/20/20 (Wed)	Budget Hearing	meeting

June 2020						
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		
06/09/20 (Tues)	City Council Regular Meeting	meeting
06/25/20 (Thurs)	Planning Commission Regular Meeting	meeting
06/14/20 (Sun)	Flag Day	holiday
06/21/20 (Sun)	Father's Day	holiday