

WILLAMINA CITY COUNCIL AGENDA

Combined City Council & Town Hall Meeting

Tuesday, January 10, 2017 @ 6:00pm

West Valley Fire District – revised 1/6/17

825 NE Main St, Willamina

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CONSENT AGENDA

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

CORRESPONDENCE none

REGULAR AGENDA

1. Swearing in of newly elected officials
2. Town Hall Meeting
 - a. Economic Development Presentation– Bob Sivick
3. Review of the REOI Request for Interest of Expression on the Old Department Store and Old Public Works Building
4. Resolution 16-17-008 A Resolution to establish the Right of Way use fee and license application fees for utilities operating within the City of Willamina Right of Way
5. Council Vacancy Application- update

BUSINESS CARRIED FORWARD-UPDATE

1. The Old Department Store
2. Library Awnings
3. Senior Center – Update
4. iPad - update

BUSINESS FROM THE COUNCIL

An Equal Opportunity Employer

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

willaminaoregon.gov

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

REPORTS FROM/CITY Officers

1. Sherriff's Report
2. Report from Public Works -Verbal
3. Librarian Report
4. Code Enforcement Report
5. Events Calendar

ADJOURN

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CONSENT AGENDA

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2016

COMBINED CASH ACCOUNTS

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

CASH ALLOCATION RECONCILIATION

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

GENERAL FUND

ASSETS

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

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

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

GENERAL FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

STREET FUND

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

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

STREET FUND

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

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

STREET FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED		96,000.00
	TOTAL ASSETS		<u>96,000.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	60,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	30,000.00	
	REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	BALANCE - CURRENT DATE	<u>96,000.00</u>	
	TOTAL FUND EQUITY		<u>96,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>96,000.00</u>

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

STREET SDC FUND

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

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

STREET SDC FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	86,692.19	
30-00-1251	UTILITY RECEIVABLE	52,694.84	
30-00-1300	INVENTORY	15,511.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	123,729.00	
30-00-1460	VEHICLES	29,608.00	
30-00-1490	ACCUMULATED DEPRECIATION	(1,510,072.00)	
	TOTAL ASSETS		<u>1,094,909.03</u>

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

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

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

WATER FUND

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

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

WATER FUND

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

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

WATER FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WATER SDC FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

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

WATER SDC FUND

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

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

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,715.00	72,715.00	.0
NET REVENUE OVER EXPENDITURES	.00	3,696.00	.00	(3,696.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	222,083.68	
40-00-1251	UTILITY RECEIVABLE	53,518.75	
40-00-1300	INVENTORY	15,511.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	(1,979,395.00)	
	TOTAL ASSETS		<u>2,977,702.43</u>

LIABILITIES AND EQUITY

LIABILITIES

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

FUND EQUITY

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

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

WASTEWATER FUND

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

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

WASTEWATER FUND

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

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

WASTEWATER FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	21,204.00	
	TOTAL ASSETS		21,204.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	15,000.00	
41-00-3100	FUND BALANCE, RESTRICTED	1,204.00	
	REVENUE OVER EXPENDITURES - YTD	5,000.00	
	BALANCE - CURRENT DATE	21,204.00	
	TOTAL FUND EQUITY		21,204.00
	TOTAL LIABILITIES AND EQUITY		21,204.00

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

WASTEWATER SDC FUND

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

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

WASTEWATER SDC FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2016

DEBT FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

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

DEBT FUND

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

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

DEBT FUND

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

Report Criteria:

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

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

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

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

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

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

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

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

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

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
12/16	12/28/2016	8067	1020	CENTURYLINK	313480540	1	10-12-5413	.00	102.84	102.84
12/16	12/28/2016	8067	1020	CENTURYLINK	313485013	1	10-12-5413	.00	242.86	242.86
12/16	12/28/2016	8067	1020	CENTURYLINK	313929229	1	30-11-5413	.00	195.62	195.62
12/16	12/28/2016	8067	1020	CENTURYLINK	314009711	1	30-11-5413	.00	92.51	92.51
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	1	10-12-5413	.00	15.56	15.56
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	2	10-66-5413	.00	1.87	1.87
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	3	20-11-5413	.00	3.74	3.74
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	4	30-11-5413	.00	21.17	21.17
12/16	12/28/2016	8067	1020	CENTURYLINK	314141888	5	40-11-5413	.00	19.92	19.92
12/16	12/28/2016	8067	1020	CENTURYLINK	314301458	1	10-65-5413	.00	91.59	91.59
Total 8067:								.00		1,340.70
8068										
12/16	12/28/2016	8068	5614	DAVID MOREY	122316	1	10-18-5120	.00	20.00	20.00
Total 8068:								.00		20.00
8069										
12/16	12/28/2016	8069	5628	FIRST FEDERAL	2017	1	10-12-5320	.00	21.00	21.00
Total 8069:								.00		21.00
8070										
12/16	12/28/2016	8070	2280	ILA SKYBERG	122216	1	10-13-5355	.00	459.68	459.68
Total 8070:								.00		459.68
8071										
12/16	12/28/2016	8071	3870	JUSTIN RIGGS	121016	1	30-11-5344	.00	36.72	36.72
12/16	12/28/2016	8071	3870	JUSTIN RIGGS	121216	1	30-11-5344	.00	58.75	58.75
Total 8071:								.00		95.47
8072										
12/16	12/28/2016	8072	5629	LORAIN BRUNNER	121416	1	30-00-2300	.00	29.49	29.49
12/16	12/28/2016	8072	5629	LORAIN BRUNNER	121416	2	40-00-2400	.00	40.94	40.94

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

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

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
Grand Totals:								.00		59,632.14

Summary by General Ledger Account Number

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

M = Manual Check, V = Void Check

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

M = Manual Check, V = Void Check

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

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

REGULAR AGENDA



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Theresa McKnight
Councilor Bob Burr*

MEMO TO: CITY COUNCIL
DATE: JANUARY 10, 2017
FROM: DEBBIE BERNARD, CITY RECORDER
SUBJECT: REQUEST FOR EXPRESSION OF INTEREST (REOI)

Background:

In the month of December 2016 the City ran an advertisement for the request of expression of interest in the News Register and local Bulletin asking the public to tell us what type of interest they had in the City's surplus properties. The city received a limited response. There were some interests in the purchase or lease of the Old City Shops and interest in the use of the Old Department Store Building.

Responses received are below:

Name	Property	Purchase	Interest in the Use of the building	Lease
Gary & Patty Brooks		x		x
Jason & Randy Skyberg – Schyberg's Hardware	Old City Shops	x		x
Jesse Brisdeno Investor	Old City Shops	x		
Grand Shera mina Food Bank	Old Department Store Building		x	
West Valley Fire	Old City Shops		x	

Action: Council to give Staff direction.

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

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

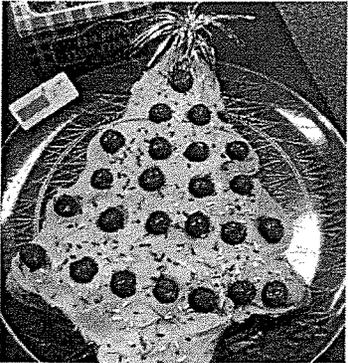
willaminaoregon.gov



Sandy Walker, cheerfully decked out in her snowman sweater and Santa hat, presents student artwork for sale at the Calvary Chapel bake sale and arts and crafts sale held on Saturday in the church hall. Sandy is the art teacher and home economics teacher at the Calvary Christian Academy, located at 121 NE Yamhill Street in Sheridan. The school has 28 students in grades kindergarten through 11. Proceeds from the event will be used for school expenses.

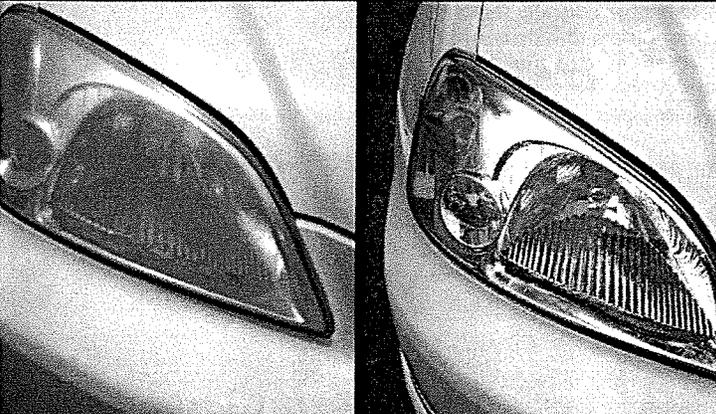


Many creative and delicious homemade treats were displayed.



Siobhan Wilber, a fifth grade student at the Calvary Christian Academy, shows a school classroom during the church bazaar.

Headlight Restoration



Signs of Spike INC ANDRY 503-899-8537

City Of Willamina

REQUEST FOR EXPRESSION OF INTEREST IN THE SALE OR LEASE OF EITHER OF THE FOLLOWING TWO PROPERTIES:

THE OLD DEPARTMENT STORE BUILDING
115 NW MAIN ST., WILLAMINA, OR 97396

----- or -----

THE OLD CITY SHOPS
250 NW MAIN ST. and 330 NW MAIN ST., WILLAMINA, OR
TAX LOT 13900 4252

Submission Deadline: December 31, 2016

Those interested in expressing an interest in leasing or purchasing either of these properties, and those who would like more information, are asked to contact:

City Manager Bob Sivick

411 NE "C" Street, Willamina, OR 97396

503-876-2242

Email Address: sivickr@ci.willamina.or.us

or

City Recorder Debbie Bernard

Phone: 503-876-2242

Fax: 503-876-1121

Email: Bernardd@ci.willamina.or.us

The City of Willamina invites and welcomes letters of interest on the sale or use of these properties. The information will be collected and reviewed by the Willamina City Council to determine the future use of each of these locations.



Old Department Store Location: The building is located at the west end of Main Street, close to the highway bridge over Willamina Creek. West Main Street intersects Main Street on a diagonal opposite the site, and a branch of the Southern Pacific Railroad passes between the rear of the site and the creek. A busy grocery store and restaurant are located across Main Street from the site.



Old City Shop Building location: The building is located at the west end of Main Street, behind Coyote Joe's Restaurant. The property has a metal shop building with an office and bathroom. The inside of the building is one open area. The shop is 75' x 30'. The building sits on land measuring a total square feet of:

100 x 75 = 7,500 ft. land (separate tax lot)

165 x 115 = 18,975 ft. land (separate tax lot)



West Valley Fire District

825 NE Main St.
Willamina, OR 97396
503-876-2004
Fax 503-876-7150

December 13th, 2016

City of Willamina
411 NE "C" Street,
Willamina, Oregon

Bob Sivick, City Manager,

This is a letter of interest for using the Old City Public Works Shop, as discussed in your previous City Council Meetings. West Valley Fire District has need for another enclosed building for emergency response trailers and supplies storage. As we prepare for a major disaster, such as a Cascadia Event, it is important to have our resources together and diversified in locations. As more emergency resources are acquired, it will help to have the building in which to store them. I would like to discuss with you about developing an agreement whereby we use the Old City Public Works Shop for our emergency preparedness storage needs, in exchange for the City of Willamina using the fire station for meetings. The agreement would be revenue neutral.

Thank you for considering my proposal,

Kevin A. Clark, Fire Chief
West Valley Fire District
503-876-2004

George Robertson
3- ~~843~~
843-4353
7680 embargmail
jyadams123@yahoo.com

To city of Willamina

The Grand Sheramina Food Bank

is interested in one of your

surplus buildings.

George Robertson

503-843-4353

President

Grand Sheramina

George Robertson



Grand Sheramina Food Bank
Judy Adams, Manager
Home (503) 313-5702
Food Bank (503) 843-3133
Mailing Address:
P.O. Box 536, Sheridan, OR 97378
Physical Address:
120 N. Bridge St., Sheridan, OR 97378

Robert Sivick

From: sales@skybergs-lumber.com
Sent: Friday, December 16, 2016 10:49 AM
To: Robert Sivick

Skyberg's Hardware is interested in purchasing the old city shop building or possibly leasing to buy.
Sincerely, Randy Skyberg

Robert Sivick

From: Gary Brooks <gebmd@gmail.com>
Sent: Wednesday, December 28, 2016 2:48 PM
To: Robert Sivick
Subject: To make it official

Patty and I have an interest in the old city shop.

Add the following to the list as well;
Myself, Rolly and Bob Burr
The EID and the Chamber

Gary Brooks
Town busybody.

56



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Theresa McKnight
Councilor Bob Burr*

MEMO TO: CITY COUNCIL

DATE: JANUARY 10, 2016

FROM: DEBBIE BERNARD, CITY RECORDER

SUBJECT: RESOLUTION 16-17-008 a Resolution to establish the Right of way use fee and license application fees for utilities operating within the City of Willamina City right of way.

Background:

At their December 27, 2016 City Council meeting, Council adopted Ordinance 665 an ordinance of the City of Willamina amending Title V of the Willamina code by adding a new chapter 53 relating to utility facilities in the public right of way.

The next step to the use of the new ordinance is to pass Resolution 16-17-008; a resolution to establish the right of way use fee and license application fees for utilities operating within the City of Willamina City rights of way.

Attached is the license application the City can use for the new ordinance. Note that it is for information only. The license application fee has been set at \$300 as part of resolution 16-17-008. This is a fee that will cover the city's costs of reviewing and issuing the license. It is in addition to the right of way (ROW) use fees.

The League of Oregon Cities staff researched their data collection of municipality fees which were in addition to the set Franchise fee and reported to me those fees ranged from \$50 to \$300.

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

Annual Fee Rate:

Utility Service	ROW Use Fee Rate
Electric	3.5% of gross revenue as defined in the franchise agreement granted to Portland General Electric by Ordinance

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	653
Natural Gas	5.0% of gross revenue
Communications Services	5.0% of gross revenue
Water	3.0% of gross revenue
Sanitary Sewer	3.0% of gross revenue
Storm Sewer	3.0% of gross revenue

Note that the communications fee is at 5% even though CenturyLink currently pays 7%. State law caps what the City can charge CenturyLink at 7% of gross revenues from exchange access services, which is a very narrow part of their revenue. This resolution would require them to pay 5% of all gross revenue (not just revenue from exchange access services), but it cannot require CenturyLink to pay more than the state law cap.

Action:

1. Council motion to approve the fee Resolution #16-17-008 a Resolution to establish the Right of way use fee and license application fees for utilities operating within the City of Willamina City rights of way.

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willaminaoregon.gov

City of Willamina 411 NE "C" Street PO Box 629 Willamina OR 97396 Telephone: 503-876-2242 Fax: 503-876-1121 ci.willamina.or.us	CITY OF WILLAMINA APPLICATION RIGHT OF WAY USAGE LICENSE Please type or print clearly City Code – Chapter 53
--	---

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

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

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

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

Applicant Information:

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

Describe the Facilities to be Constructed or Operated:

General location of the existing and/or proposed facilities:

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

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

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

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

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

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

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

Check box if no authorizations required

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

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

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

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

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

License Expiration Date: _____

RESOLUTION NO. 16-17-008

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

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

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

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

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

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

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

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

Annual Fee Rate:

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

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

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

Ila Skyberg
Mayor

Attest:

Debbie Bernard
City Recorder

NOTICE OF CITY COUNCIL VACANCY

The City of Willamina is seeking interested applicants to fill a vacancy on the City Council to complete a 4 year term ending December 31, 2018. Applicants must be a qualified voter within the meaning of the state constitution and have been a resident of the City during the twelve months immediately preceding the appointment date. Application packets are available at City Hall during normal business hours (8 am to 5 pm weekdays) or by calling Debbie Bernard, City Recorder, at (503)876-2242. Completed applications must be received by 5:00 pm, local time, Monday, January 9, 2017.



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council
President
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Theresa McKnight
Councilor Bob Burr*

MEMO TO: CITY COUNCIL

DATE: JANUARY 10, 2017

FROM: DEBBIE BERNARD, CITY RECORDER

SUBJECT: NOTICE OF COUNCIL VACANCY

In the month of December 2016 City staff ran recruitment advertising for the Council vacancy seat left by Allan Bramall's resignation in 2016, per the direction from Council. The term for that seat ends in 2018. The advertisement was placed in the News Register, The Local Bulletin and Willamina High School Reader Board.

The Applications received to date have been from citizens Barbara Leavens who lives at 262 1st ST., Willamina and Jamesa VanDenBosch who resides at 22605 Business 18, Willamina, Oregon.

There may be additional applications as the deadline is January 9, 2016 at 5:00pm. Copies of the applications will be presented at the Council the meeting. Below is are an excerpt from the City Charter referencing qualifications for officers and filling vacancies:

CHAPTER III

FORM OF GOVERNMENT

Section 12: Qualifications of Elective Officers

No person is eligible for an elective office of the city unless at the time of the officer's election, the officer is a qualified elector within the meaning of the state constitution, is a resident of the city and has been a resident of the city during the twelve months immediately preceding the election. No person shall hold an elective office of the city if the person is an employee of the city. The council is the final judge of the qualifications and election of its own members. No person may be a candidate at a single election for more than one elective office of the city.

VACANCIES IN OFFICE

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Section 28: Vacancies: Filling

A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a council member's absence from the city, a majority of the other council members may, by appointment, fill the vacancy pro-tem

Action: Council to give Staff direction.

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**Monthly Library Report
December 2016**

CIRCULATION COMPARISON

December 2015 – 1688

December 2016 – 1778

NUMBER OF PATRONS SERVED:

534

NUMBER OF PATRONS UTILIZING PCs:

102

HOLDS:

Number picked Up – 273

STORYTIME ATTENDANCE:

Youth – 14

Adults – 10

NUMBER OF ITEMS ADDED TO CATALOG

19

TOTAL LIBRARY SERVICE HOURS:

72

VOLUNTEERS:

10 Volunteers / 92.75 Hours

Highlights:

Winter Celebration Program 12/21 Attendance: 76 (kids-34, adults-22)

Closed early due to weather on 12/8, 12/14 and 12/15

Closed for Holiday 12/26

Completed CCRLS Website Mgmt Training

Volunteer
Monthly Report
December 2016

Willamina Public Library:

Volunteer Library Programs Planner - assist the Library by developing and planning programs for Youth and Adults

Volunteer Children's Library Clerk - assist the Library by offering exceptional service to patrons and youth in the Children's area while maintaining a clean and safe environment

Volunteer Circulation Clerk - assist the Library by offering exceptional service to patrons at the Circulation desk

City Hall:

Volunteer Administrative Clerk - assist with filing, data entry, office duties and answering phones

Volunteer Archiving Clerk - assist with scanning archive documents into the computer



Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 12/1/2016 to 12/31/2016

City of WILLAMINA

UCR Description	12/1/2015 To 12/31/2015	12/1/2016 To 12/31/2016	Percentage Change	YTD (2016)	Prior Year (2015)
Part 1					
Aggravated Assault	1	0		2	2
Burglary-Business	1	0		2	7
Burglary-Non-Residence	2	0		3	9
Burglary-Residence	1	0		9	16
Larceny	4	1	-75 %	52	77
Motor Vehicle Theft-Auto	1	3	200 %	10	8
Rape	0	0		0	4
Robbery	0	0		0	3
Part 1 Total	10	4	-60 %	78	126
Part 2					
All Other	0	0		8	7
Animal Problems	0	0		1	0
Disorderly Conduct	2	1	-50 %	8	11
Drug Laws	4	1	-75 %	25	30
DUII	0	0		5	7
Forgery	0	0		1	4
Fraud	0	0		2	4
Kidnapping	0	0		1	0
Liquor Laws	0	0		2	4
Runaway	0	0		2	2
Sex Offenses	0	0		1	3
Simple Assault	2	0		28	42
Stolen Property	0	0		3	2
Trespass/Prowler	1	0		16	28
Vandalism	3	1	-66.67 %	18	37
Weapons	2	0		3	3
Part 2 Total	14	3	-78.57 %	124	184
Part 3					
All Other	7	5	-28.57 %	102	89
Non-Reportable Offenses	11	13	18.18 %	99	97
Part 3 Total	18	18	0 %	201	186
Total For WILLAMINA	42	25	-40.48 %	403	496

Code Enforcement Monthly Report- January 2017

Code Complaints Rectified - 6

No Citations or Warnings given and reached compliance on the above issues by talking with people and working out solutions.

I'm still getting positive feedback from citizens on how the new image of Code Enforcement is being carried out in town.

Issued 2 verbal warnings to people burning trash. Citation will be issued if they are caught burning household trash again.

Had squatters in the storage units off Main St. and were able to convince them to leave with the help of deputies.

Actively going around town and educating RV owners on new trailer ordinances. Only have two locations that people are to be believed to be living in motorhomes. I'm sure I'll find a few more.

Cases are slowing down due to weather but continue to monitor past case locations and working on maintaining the cleanliness of the central part of town.

Working with several citizens on forming a volunteer group to assist citizens with maintaining their properties. This will be for low income and disabled citizens that we have had complaints of trash and junk at their homes and financially can't afford removal. More information will be available next month after we have a few meetings.

Year

2017

Yearly Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

January 2017

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

01/01/17 (Sun)	City Hall Closed New Year's Day	holiday
01/16/17 (Mon)	City Hall Closed Martin Luther King Jr. Day	holiday
01/03/17 (Tue)	Planning Commission Meeting	meeting
1/10/17 (Tue)	Town Hall Meeting	meeting
1/10/17 (Tue)	Meeting	meeting
1/17/17 (Tue)	Planning Commission Training	
1/24/17 (Tue)	Planning Commission Training	

February 2017

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

February

02/02/17 (Thu)	Groundhog Day	holiday
02/12/17 (Sun)	Lincoln's Birthday	holiday
02/14/17 (Tue)	Valentines Day	holiday
02/20/17 (Mon)	President's Day	holiday
02/07/14 (Fri)	Planning Commission Meeting	meeting
02/14/14 (Tues)	City Council Meeting	meeting
02/22 & 23/17 (Wed & Thurs)	Tenative - 3 Day Visit & Evaluation by 8-10 Community Planning & Economic Development Experts	meeting
02/24/17 (Fri)	3 Day Visit & Evaluation by 8-10 Community Planning & Economic Development Experts	meeting
02/25/17 (Sat)	Saturday Workshop on Economic Development & Revitalization – February, 2017	meeting
02/28/17 (Tue)	Revitalization – February, 2017 - Political Leaders, Business Leaders, Community	meeting

March 2017

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

03/17/17 (Fri)	St. Patrick's Day	holiday
03/12/17 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/07/17 (Tue)	Planning Commission	meeting
03/14/17 (Tue)	City Council Regular Meeting	meeting
03/21/17 (Tue)	Development Visioning Committee – March, 2017 Members to Include: Elected Officials, Business Leaders, Community	meeting

April 2017

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

04/01/17 (Sat)	April Fool's Day	holiday
04/22/17 (Sat)	Earth Day	holiday

Yearly Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

May 2017

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

05/29/17 (Mon)	Memorial Day	holiday
05/14/17 (Sun)	Mother's Day	holiday

June 2017

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

06/14/17 (Wed)	Flag Day	holiday
06/18/17 (Sun)	Father's Day	holiday