

**Willamina City Council Agenda**  
**Tuesday, November 14, 2017 6:00pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina (recorded meeting)**

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 “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then considered after the Consent Agenda items have been voted upon).”

1. Check Registers – September 1 to 30, 2017 (information only)
2. Financials September 2017
3. Minutes from the October 10, 2017 City Council Meeting
4. Approval of Resolution NO. 17-18-006 – A resolution to appoint the City Manager as the City Recorder and creating the position of Deputy City Recorder.
5. Approval of the Willamina Employee Handbook

CORRESPONDENCE

PRESENTATION – Randall WayCaster of WFMC Community Kitchen will be at the November Council Meeting to present to the Council.

REGULAR AGENDA

Administration

1. Consideration – Council to advise staff on the Method of Recruitment for soliciting new member to the Planning Commission

MAYORS REPORT

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

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

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

## COUNCIL LIAISON REPORTS

6. Chamber Liaison (Mayor Skyberg)
7. YCOM Board (Councilor Baller)
8. Yamhill County Housing Authority Board Member (Councilor Stritzke)
9. Yamhill County Transit Authority Board Member (Councilor Johnson)

## INFORMATIONAL REPORTS FROM/CITY OFFICERS

10. City Manager
11. Sheriff's Report

## EVENT CALENDAR

## ADJOURN

# Consent Agenda



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
	09/17	09/12/2017	8777	870 BRETTAUER OIL CO.	CL74533-1	1	30-11-5120	.00	58.32	58.32
	Total 8777:									
									.00	146.93
8778	09/17	09/12/2017	8778	1380 CARQUEST	090117	1	10-72-5137	.00	2.20	2.20
	09/17	09/12/2017	8778	1380 CARQUEST	4758-153663	1	30-11-5137	.00	90.30	90.30
	09/17	09/12/2017	8778	1380 CARQUEST	4758-153970	1	10-72-5137	.00	21.22	21.22
	09/17	09/12/2017	8778	1380 CARQUEST	4758-154087	1	10-72-5137	.00	5.28	5.28
	09/17	09/12/2017	8778	1380 CARQUEST	4758-154420	1	30-11-5137	.00	26.54	26.54
	Total 8778:									
									.00	145.54
8779	09/17	09/12/2017	8779	940 CASELLE, INC.	83050	1	10-12-5235	.00	1,200.00	1,200.00
	Total 8779:									
									.00	1,200.00
8780	09/17	09/12/2017	8780	1135 CITY OF YAMHILL	298	1	10-14-5211	.00	250.00	250.00
	Total 8780:									
									.00	250.00
8781	09/17	09/12/2017	8781	5677 Craig Johnson	090117	1	10-13-5310	.00	50.00	50.00
	Total 8781:									
									.00	50.00
8782	09/17	09/12/2017	8782	1580 DK QUARRIES INC	99043	1	10-72-5137	.00	150.83	150.83
	Total 8782:									
									.00	150.83
8783	09/17	09/12/2017	8783	1720 EXPRESS SERVICES, INC.	19392692	1	10-12-5200	.00	759.90	759.90
	Total 8783:									
									.00	759.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8784	09/17	09/12/2017	8784	4300 HEATHER STRITZKE	090117	1	10-13-5310	.00	50.00	50.00
	Total 8784:									
8785	09/17	09/12/2017	8785	5340 HEIDIS HELPING HANDS	733	1	10-12-5209	.00	200.00	200.00
	Total 8785:									
8786	09/17	09/12/2017	8786	2160 HONEY BUCKET	550413228	1	10-66-5200	.00	106.00	106.00
	09/17	09/12/2017	8786	2160 HONEY BUCKET	550413229	1	10-66-5200	.00	106.00	106.00
	09/17	09/12/2017	8786	2160 HONEY BUCKET	550413230	1	10-66-5200	.00	106.00	106.00
	Total 8786:									
8787	09/17	09/12/2017	8787	2260 ILA SKYBERG	090117	1	10-13-5310	.00	100.00	100.00
	Total 8787:									
8788	09/17	09/12/2017	8788	5693 Jason Skyberg	090117	1	30-00-2300	.00	43.37	43.37
	09/17	09/12/2017	8788	5693 Jason Skyberg	090117	2	40-00-2400	.00	60.14	60.14
	Total 8788:									
8789	09/17	09/12/2017	8789	2520 KATHY TAYLOR CONSULTING	090417	1	10-12-5200	.00	1,675.00	1,675.00
	Total 8789:									
8790	09/17	09/12/2017	8790	2670 LOCAL 737 - LABORERS INTL U	090117	1	10-00-2130	.00	222.24	222.24
	Total 8790:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8791	09/17	09/12/2017	8791	3070 NEWS REGISTER	64922	1	10-12-5230	.00	99.29	99.29
Total 8791: .00 99.29 99.29										
8792	09/17	09/12/2017	8792	3120 OREGON ASSOCIATION OF WA	29238	1	30-11-5320	.00	325.20	325.20
Total 8792: .00 325.20 325.20										
8793	09/17	09/12/2017	8793	3170 OREGON EMPLOYMENT DEPA	0512087-0	1	10-00-2110	.00	52.55	52.55
Total 8793: .00 52.55 52.55										
8794	09/17	09/12/2017	8794	3200 OREGON HISTORICAL SOCIET	081717	1	10-67-5320	.00	68.00	68.00
Total 8794: .00 68.00 68.00										
8795	09/17	09/12/2017	8795	3590 PGE	18603-64111	1	40-11-5415	.00	1,914.04	1,914.04
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	2	10-67-5415	.00	98.00	98.00
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	3	10-12-5415	.00	235.77	235.77
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	4	30-11-5415	.00	2,894.67	2,894.67
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	5	10-66-5415	.00	271.78	271.78
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	6	10-65-5415	.00	168.52	168.52
09/17	09/12/2017	8795	3590 PGE	18603-64111	18603-64111	7	10-72-5415	.00	223.47	223.47
Total 8795: .00 5,806.25 5,806.25										
8796	09/17	09/12/2017	8796	3700 POSEYLAND FLORIST	083117	1	10-12-5137	.00	345.00	345.00
Total 8796: .00 345.00 345.00										
8797	09/17	09/12/2017	8797	3730 PRIMISYS	013008	1	10-12-5233	.00	1,400.00	1,400.00
09/17	09/12/2017	8797	3730 PRIMISYS	013008	013008	2	10-12-5234	.00	400.00	400.00

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 8797:										
8798	09/17	09/12/2017	8798	3740 PRINT NW	18827	1	10-12-5230	.00	77.00	77.00
Total 8798:										
8799	09/17	09/12/2017	8799	5692 PumpTech, Inc.	0120046-IN	1	40-11-5137	.00	67.05	67.05
Total 8799:										
8800										
8800	09/17	09/12/2017	8800	3820 RECOLOGY WESTERN OREGO	07460132	1	10-66-5415	.00	10.71	10.71
09/17	09/12/2017	8800	3820 RECOLOGY WESTERN OREGO	07460140	1	10-12-5415	.00	35.11	35.11	
09/17	09/12/2017	8800	3820 RECOLOGY WESTERN OREGO	07460454	1	30-11-5415	.00	2.70	2.70	
09/17	09/12/2017	8800	3820 RECOLOGY WESTERN OREGO	07460462	1	10-65-5415	.00	10.71	10.71	
09/17	09/12/2017	8800	3820 RECOLOGY WESTERN OREGO	07460470	1	10-72-5415	.00	213.48	213.48	
Total 8800:										
8801										
8801	09/17	09/12/2017	8801	610 RITA BALLER	090117	1	10-13-5310	.00	50.00	50.00
Total 8801:										
8802										
8802	09/17	09/12/2017	8802	5549 Ross Schultz	W 17 04	1	10-12-5200	.00	1,828.40	1,828.40
Total 8802:										
8803										
8803	09/17	09/12/2017	8803	5694 Select Portfolio Servicing, Inc.	090517	1	30-00-2300	.00	22.50	22.50
09/17	09/12/2017	8803	5694 Select Portfolio Servicing, Inc.	090517	2	40-00-2400	.00	31.32	31.32	
Total 8803:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
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8804	09/17	09/12/2017	8804	4110	SHELDON OIL COMPANY	23204	10-72-5120	.00	402.84	402.84
	09/17	09/12/2017	8804	4110	SHELDON OIL COMPANY	23204	40-11-5120	.00	75.04	75.04
	09/17	09/12/2017	8804	4110	SHELDON OIL COMPANY	23204	10-66-5120	.00	39.64	39.64
	09/17	09/12/2017	8804	4110	SHELDON OIL COMPANY	23204	10-18-5120	.00	69.76	69.76
	09/17	09/12/2017	8804	4110	SHELDON OIL COMPANY	23204	20-11-5120	.00	25.76	25.76
Total 8804:									.00	613.04

8805	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	10-72-5137	.00	259.96	259.96
	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	30-11-5137	.00	20.99	20.99
	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	40-11-5137	.00	135.53	135.53
	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	10-12-5504	.00	1,263.06	1,263.06
	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	10-66-5137	.00	92.31	92.31
	09/17	09/12/2017	8805	4160	SKYBERG'S	083117	10-65-5137	.00	7.49	7.49
Total 8805:									.00	1,779.34

8806	09/17	09/12/2017	8806	5635	SOLUTIONS YES	INV116269	10-12-5230	.00	137.38	137.38
	09/17	09/12/2017	8806	5635	SOLUTIONS YES	INV116269	10-65-5137	.00	169.77	169.77
Total 8806:									.00	307.15

8807	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	1870616411	10-12-5137	.00	15.25	15.25
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	1870773781	10-12-5137	.00	181.57	181.57
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	1886127281	10-12-5137	.00	95.69	95.69
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	9756581071-	10-12-5137	.00	24.92	24.92
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	9756895107-	10-12-5137	.00	70.74	70.74
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	9759895107-	40-11-5137	.00	29.99	29.99
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	9760081449-	10-12-5137	.00	104.75	104.75
	09/17	09/12/2017	8807	4290	STAPLES CREDIT PLAN	9760237446-	10-12-5137	.00	4.79	4.79
Total 8807:									.00	527.70

8808	09/17	09/12/2017	8808	4330	STUCK ELECTRIC CO	10710	30-11-5530	.00	264.00	264.00
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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
8808	09/17	09/12/2017	8808	4330	STUCK ELECTRIC CO	10711	30-11-5530	.00	528.00	528.00
	09/17	09/12/2017	8808	4330	STUCK ELECTRIC CO	10716	10-72-5504	.00	108.00	108.00
Total 8808: 900.00										
8809	09/17	09/12/2017	8809	5516	The Bulletin Board	1851	10-12-5230	.00	71.40	71.40
Total 8809: 71.40										
8810	09/17	09/12/2017	8810	4540	THERESA MCKNIGHT	090117	10-13-5310	.00	50.00	50.00
Total 8810: 50.00										
8811	09/17	09/12/2017	8811	4960	WATERLAB CORP.	72842	40-11-5250	.00	210.00	210.00
09/17	09/12/2017	8811	4960	WATERLAB CORP.	72842		30-11-5250	.00	225.00	225.00
Total 8811: 435.00										
8812	09/17	09/12/2017	8812	5020	XEROX	090486563	10-12-5606	.00	165.97	165.97
Total 8812: 165.97										
8813	09/17	09/12/2017	8813	5150	YAMHILL COUNTY SHERIFFS O	090117	10-18-5217	.00	16,376.23	16,376.23
Total 8813: 16,376.23										
8814	09/17	09/19/2017	8814	5696	Cody James	091517	30-00-2300	.00	9.03	9.03
09/17	09/19/2017	8814	5696	Cody James	0915171		40-00-2400	.00	12.73	12.73
Total 8814: 21.76										
8815	09/17	09/19/2017	8815	5695	DELUXE	0204059801	10-12-5137	.00	60.15	60.15

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 8815:										
8816	09/17	09/19/2017	8816	1720 EXPRESS SERVICES, INC.	19424623		10-12-5200	.00	894.00	894.00
Total 8816:										
8817										
09/17	09/19/2017	8817	2690 LOWES		901667		10-12-5504	.00	56.99	56.99
09/17	09/19/2017	8817	2690 LOWES		914506		10-12-5504	.00	469.15	469.15
09/17	09/19/2017	8817	2690 LOWES		914585		10-12-5504	.00	411.25	411.25
Total 8817:										
8818										
09/17	09/19/2017	8818	3590 PGE		18603-20457		10-19-5400	.00	1,550.44	1,550.44
Total 8818:										
8819										
09/17	09/19/2017	8819	5080 YAMHILL COUNTY COMMUNITY		090717		10-68-5510	.00	200.00	200.00
Total 8819:										
8820										
09/17	09/25/2017	8820	5697 LNS Court Reporting		092517		10-12-5600	.00	250.00	250.00
Total 8820:										
8837										
09/17	09/27/2017	8837	310 AMAZON		0483194043		10-65-5137	.00	48.78	48.78
09/17	09/27/2017	8837	310 AMAZON		1063497952		10-65-5912	.00	152.52	152.52
09/17	09/27/2017	8837	310 AMAZON		2053228512		10-65-5100	.00	32.52	32.52
09/17	09/27/2017	8837	310 AMAZON		2144733996		10-65-5137	.00	93.44	93.44
09/17	09/27/2017	8837	310 AMAZON		2144733996		10-65-5111	.00	12.91	12.91
09/17	09/27/2017	8837	310 AMAZON		2332909543		10-65-5137	.00	5.99	5.99
09/17	09/27/2017	8837	310 AMAZON		2511010670		10-65-5100	.00	51.31	51.31
09/17	09/27/2017	8837	310 AMAZON		2511010670		10-65-5101	.00	33.91	33.91

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8837										
09/17	09/27/2017	8837	310	AMAZON	2942679800	1	10-65-5137	.00	35.04	35.04
Total 8837: .00 466.42										
8838										
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863078359	1	10-66-5140	.00	12.58	12.58
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863078359	2	20-11-5140	.00	3.70	3.70
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863078359	3	30-11-5140	.00	20.72	20.72
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863078359	4	40-11-5140	.00	37.00	37.00
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863088796	1	10-66-5140	.00	12.58	12.58
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863088796	2	20-11-5140	.00	3.70	3.70
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863088796	3	30-11-5140	.00	20.72	20.72
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863088796	4	40-11-5140	.00	37.00	37.00
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863099138	1	10-66-5140	.00	12.58	12.58
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863099138	2	20-11-5140	.00	3.70	3.70
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863099138	3	30-11-5140	.00	20.72	20.72
09/17	09/27/2017	8838	430	ARAMARK UNIFORM SERVICES	863099138	4	40-11-5140	.00	37.00	37.00
Total 8838: .00 222.00										
8839										
09/17	09/27/2017	8839	700	BAKER AND TAYLOR BOOKS	4012002795	1	10-65-5106	.00	161.79	161.79
09/17	09/27/2017	8839	700	BAKER AND TAYLOR BOOKS	4012002795	2	10-65-5100	.00	97.61	97.61
09/17	09/27/2017	8839	700	BAKER AND TAYLOR BOOKS	4012012783	1	10-65-5100	.00	90.80	90.80
Total 8839: .00 350.20										
8840										
09/17	09/27/2017	8840	720	BEERY, ELSNER & HAMMOND	15378	1	10-12-5203	.00	363.00	363.00
09/17	09/27/2017	8840	720	BEERY, ELSNER & HAMMOND	15379	1	10-12-5203	.00	815.00	815.00
09/17	09/27/2017	8840	720	BEERY, ELSNER & HAMMOND	15380	1	10-12-5203	.00	820.00	820.00
Total 8840: .00 1,998.00										
8841										
09/17	09/27/2017	8841	870	BRETTTHAUER OIL CO.	CL75399	1	10-72-5120	.00	38.74	38.74
09/17	09/27/2017	8841	870	BRETTTHAUER OIL CO.	CL75399	2	40-11-5120	.00	85.90	85.90
09/17	09/27/2017	8841	870	BRETTTHAUER OIL CO.	CL75399	3	30-11-5120	.00	122.61	122.61

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8841:										
8842	09/17	09/27/2017	8842	1380 CARQUEST	4758-154993	1	10-72-5137	.00	30.56	30.56
Total 8842:										
8843	09/17	09/27/2017	8843	1390 CASCADE COLUMBIA	702682	1	30-11-5108	.00	535.00	535.00
Total 8843:										
8844	09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	1	10-12-5413	.00	362.47	362.47
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	2	10-66-5413	.00	15.32	15.32	
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	3	10-65-5413	.00	89.54	89.54	
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	4	10-67-5413	.00	72.44	72.44	
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	5	20-11-5413	.00	30.63	30.63	
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	6	30-11-5413	.00	508.54	508.54	
09/17	09/27/2017	8844	1020 CENTURYLINK	313054538 9	7	40-11-5413	.00	266.16	266.16	
Total 8844:										
8845	09/17	09/27/2017	8845	1040 CHEMTRAC INC	26451	1	30-11-5108	.00	1,210.00	1,210.00
Total 8845:										
8846	09/17	09/27/2017	8846	1080 CIS TRUST	WIL-W2016-	1	10-70-5090	.00	364.20	364.20
Total 8846:										
8847	09/17	09/27/2017	8847	1130 CITY OF WILLAMINA	1182.01 9-15	1	30-11-5415	.00	94.00	94.00
09/17	09/27/2017	8847	1130 CITY OF WILLAMINA	1293.00 9-15	1	10-72-5415	.00	93.96	93.96	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8847:										
8848	09/17	09/27/2017	8848	1570 DAILY JOURNAL OF COMMERC	743438116	1	10-12-5230	.00	422.30	422.30
Total 8848:										
8849	09/17	09/27/2017	8849	1460 DAVISON AUTO PARTS, INC.	413598	1	30-11-5137	.00	62.77	62.77
09/17	09/27/2017	8849	1460 DAVISON AUTO PARTS, INC.	414339	1	10-72-5137	.00	16.49	16.49	16.49
Total 8849:										
8850	09/17	09/27/2017	8850	1480 DEANGELO BROTHERS INCOR	1313554	1	10-66-5512	.00	4,131.66	4,131.66
Total 8850:										
8851	09/17	09/27/2017	8851	1660 ELMER'S FLAG & BANNER	11044	1	10-12-5137	.00	129.30	129.30
09/17	09/27/2017	8851	1660 ELMER'S FLAG & BANNER	11053	1	10-72-5137	.00	57.60	57.60	57.60
Total 8851:										
8852	09/17	09/27/2017	8852	1720 EXPRESS SERVICES, INC.	19459579	1	10-12-5200	.00	759.90	759.90
Total 8852:										
8853	09/17	09/27/2017	8853	2040 HACH	10618790	1	30-11-5530	.00	78.48	78.48
09/17	09/27/2017	8853	2040 HACH	10619457	1	40-11-5137	.00	241.22	241.22	241.22
Total 8853:										
8854	09/17	09/27/2017	8854	2160 HONEY BUCKET	0550439975	1	10-66-5200	.00	106.00	106.00
09/17	09/27/2017	8854	2160 HONEY BUCKET	0550439976	1	10-66-5200	.00	106.00	106.00	106.00
Total 8854:										

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
	09/17	09/27/2017	8854	2160 HONEY BUCKET	0550439977	1	10-66-5200	.00	106.00	106.00
	Total 8854:									
	09/17	09/27/2017	8855	2610 LOCAL GOVERNMENT PERSON	13387	1	10-12-5200	.00	2,154.37	2,154.37
	Total 8855:									
	09/17	09/27/2017	8856	5698 Measurement Control Systems, In	195562	1	40-11-5540	.00	4,568.90	4,568.90
	Total 8856:									
	09/17	09/27/2017	8857	2900 MID-WILAMETTE VALLEY COU	1718093	1	10-17-5214	.00	2,946.10	2,946.10
	Total 8857:									
	09/17	09/27/2017	8858	3160 OREGON DEPARTMENT OF RE	092517	1	10-14-5306	.00	631.00	631.00
	Total 8858:									
	09/17	09/27/2017	8859	5692 PumpTech, Inc.	01220367-IN	1	40-11-5137	.00	701.31	701.31
	Total 8859:									
	09/17	09/27/2017	8860	3820 RECOLOGY WESTERN OREGO	22669	1	10-12-5415	.00	341.02	341.02
	Total 8860:									
	09/17	09/27/2017	8861	4110 SHELDON OIL COMPANY	287642	1	10-72-5137	.00	39.99	39.99
	Total 8861:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
8862	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.02	46.02
	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	2	10-12-5413	.00	13.79	13.79
	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.49	40.49
	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.31	3.31
	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.29	50.29
	09/17	09/27/2017	8862	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.38	49.38
Total 8862:										203.28	
8863	09/17	09/27/2017	8863	4290	STAPLES CREDIT PLAN	9760630009-	1	10-12-5137	.00	86.22	86.22
Total 8863:										86.22	
8864	09/17	09/27/2017	8864	4330	STUICK ELECTRIC CO	10726	1	30-11-5530	.00	1,398.00	1,398.00
Total 8864:										1,398.00	
8865	09/17	09/27/2017	8865	5647	US BANK EQUIPMENT FINANC	339504912	1	10-12-5606	.00	338.51	338.51
Total 8865:										338.51	
8866	09/17	09/27/2017	8866	5534	White Star Realty	092117	1	30-00-2300	.00	21.97	21.97
	09/17	09/27/2017	8866	5534	White Star Realty	092117	2	40-00-2400	.00	30.59	30.59
Total 8866:										52.56	
8867	09/17	09/27/2017	8867	5150	YAMHILL COUNTY SHERIFFS O	092517	1	10-14-5313	.00	240.00	240.00
Total 8867:										240.00	
Grand Totals:										67,805.39	

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-00-2000	411.25	50,718.41-	50,307.16-
10-00-2110	52.55	.00	52.55
10-00-2130	222.24	.00	222.24
10-12-5137	1,118.38	.00	1,118.38
10-12-5200	8,071.57	.00	8,071.57
10-12-5203	1,998.00	.00	1,998.00
10-12-5209	200.00	.00	200.00
10-12-5230	807.37	.00	807.37
10-12-5233	1,400.00	.00	1,400.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5413	376.26	.00	376.26
10-12-5415	611.90	.00	611.90
10-12-5504	1,789.20	411.25-	1,377.95
10-12-5600	250.00	.00	250.00
10-12-5606	504.48	.00	504.48
10-13-5310	400.00	.00	400.00
10-14-5211	250.00	.00	250.00
10-14-5306	631.00	.00	631.00
10-14-5313	240.00	.00	240.00
10-17-5214	2,946.10	.00	2,946.10
10-18-5120	69.76	.00	69.76
10-18-5217	16,376.23	.00	16,376.23
10-18-5413	46.02	.00	46.02
10-19-5400	1,550.44	.00	1,550.44
10-65-5100	331.04	.00	331.04
10-65-5101	33.91	.00	33.91
10-65-5106	190.57	.00	190.57
10-65-5111	12.91	.00	12.91
10-65-5137	360.51	.00	360.51
10-65-5413	89.54	.00	89.54
10-65-5415	179.23	.00	179.23
10-65-5912	152.52	.00	152.52
10-66-5120	39.64	.00	39.64
10-66-5137	92.31	.00	92.31
10-66-5140	62.90	.00	62.90
10-66-5200	636.00	.00	636.00
10-66-5413	55.81	.00	55.81
10-66-5415	282.49	.00	282.49

GL Account	Debit	Credit	Proof
10-66-5512	4,131.66	.00	4,131.66
10-67-5320	68.00	.00	68.00
10-67-5413	72.44	.00	72.44
10-67-5415	98.00	.00	98.00
10-68-5510	200.00	.00	200.00
10-70-5090	364.20	.00	364.20
10-72-5120	530.19	.00	530.19
10-72-5137	584.13	.00	584.13
10-72-5415	530.91	.00	530.91
10-72-5504	108.00	.00	108.00
20-00-2000	.00	78.20-	78.20-
20-11-5120	25.76	.00	25.76
20-11-5140	18.50	.00	18.50
20-11-5413	33.94	.00	33.94
30-00-2000	.00	8,755.73-	8,755.73-
30-00-2300	96.87	.00	96.87
30-11-5108	1,745.00	.00	1,745.00
30-11-5120	180.93	.00	180.93
30-11-5137	200.60	.00	200.60
30-11-5140	103.60	.00	103.60
30-11-5200	59.85	.00	59.85
30-11-5250	225.00	.00	225.00
30-11-5320	325.20	.00	325.20
30-11-5413	558.83	.00	558.83
30-11-5415	2,991.37	.00	2,991.37
30-11-5530	2,268.48	.00	2,268.48
40-00-2000	.00	8,664.30-	8,664.30-
40-00-2400	134.78	.00	134.78
40-11-5120	160.94	.00	160.94
40-11-5137	1,175.10	.00	1,175.10
40-11-5140	185.00	.00	185.00
40-11-5250	210.00	.00	210.00
40-11-5413	315.54	.00	315.54
40-11-5415	1,914.04	.00	1,914.04
40-11-5540	4,568.90	.00	4,568.90
Grand Totals:	68,627.89	68,627.89-	.00



CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 SEPTEMBER 30, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	178,142.94
99-00-1015	XPRESS DEPOSIT ACCOUNT	4,185.63
99-00-1020	PAYROLL - CHECKING	36,066.55
99-00-1030	INVESTMENTS-LGIP	784,486.97
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.37
99-00-1040	PETTY CASH	300.00
		1,006,166.46
	TOTAL COMBINED CASH	1,006,166.46
99-00-1700	UTILITY CASH CLEARING	18,612.62
99-00-1900	COURT CASH CLEARING	( 100.00)
99-00-1905	GENERAL FUND CASH CLEARING	( 14,652.03)
99-00-1910	MERCHANT SERVICES CLEARING	( 3,270.33)
99-00-1009	CASH ALLOCATED	( 1,006,756.72)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	( 161,847.07)
20	ALLOCATION TO STREET FUND	134,047.08
21	ALLOCATION TO STREET SDC FUND	129,000.00
30	ALLOCATION TO WATER FUND	241,874.92
31	ALLOCATION TO WATER SDC FUND	68,642.72
40	ALLOCATION TO WASTEWATER FUND	297,655.12
41	ALLOCATION TO WASTEWATER SDC FUND	24,546.58
50	ALLOCATION TO DEBT FUND	272,837.37
		1,006,756.72
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,006,756.72
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 1,006,756.72)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA  
BALANCE SHEET  
SEPTEMBER 30, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(	161,847.07)	
10-00-1280	TAXES RECEIVABLE		28,722.00	
10-00-1300	INVENTORY		7,301.00	
10-00-1400	LAND		117,841.00	
10-00-1420	LAND IMPROVEMENTS		980,055.00	
10-00-1430	BUILDINGS		296,847.00	
10-00-1440	EQUIPMENT		194,313.00	
10-00-1460	VEHICLES		57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(	666,727.00)	
10-00-1900	DEFERRED PENSION		44,350.00	
	TOTAL ASSETS			898,316.93

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		7,778.19	
10-00-2100	ACCRUED PAYROLL		6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	(	52.55)	
10-00-2130	UNION DUES PAYABLE	(	65.38)	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			37,348.56

FUND EQUITY

10-00-3000	FUND BALANCE		141,419.40	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		979,791.00	
	REVENUE OVER EXPENDITURES - YTD	(	285,242.03)	
	BALANCE - CURRENT DATE		860,968.37	
	TOTAL FUND EQUITY			860,968.37
	TOTAL LIABILITIES AND EQUITY			898,316.93

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	42,423.00	42,423.00	.0
10-10-4001 PROPERTY TAX	881.83	3,765.68	345,000.00	341,234.32	1.1
10-10-4002 PROPERTY TAX PRIOR	861.24	2,649.13	20,000.00	17,350.87	13.3
10-10-4110 STATE CIGARETTE TAX	474.77	731.06	2,500.00	1,768.94	29.2
10-10-4111 STATE REVENUE SHARING	.00	5,725.35	25,000.00	19,274.65	22.9
10-10-4112 STATE LIQUOR TAX	2,720.16	5,703.13	32,000.00	26,296.87	17.8
10-10-4501 BUSINESS LICENSES	35.00	70.00	2,000.00	1,930.00	3.5
10-10-4511 LIEN SEARCHES	65.00	465.00	600.00	135.00	77.5
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	189.65	12,250.00	12,060.35	1.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,950.00	12,950.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,000.00	59,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	6,000.00	6,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	784.48	1,403.05	5,000.00	3,596.95	28.1
10-10-4605 FRANCHISE FEES ONLINENW	254.51	254.51	5,000.00	4,745.49	5.1
10-10-4816 DONATIONS	.00	4.00	.00	( 4.00)	.0
10-10-4900 INTEREST INCOME	947.70	2,965.02	3,500.00	534.98	84.7
10-10-4901 MISCELLANEOUS INCOME	1,049.25	5,463.12	1,000.00	( 4,463.12)	546.3
<b>TOTAL DEPARTMENT 10</b>	<b>8,073.94</b>	<b>29,388.70</b>	<b>574,423.00</b>	<b>545,034.30</b>	<b>5.1</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	25.00	500.00	475.00	5.0
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>25.00</b>	<b>1,000.00</b>	<b>975.00</b>	<b>2.5</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	600.00	35,000.00	34,400.00	1.7
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>600.00</b>	<b>45,000.00</b>	<b>44,400.00</b>	<b>1.3</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	.00	500.00	500.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.0</b>
 <u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	1,181.09	5,836.00	18,864.00	13,028.00	30.9
10-19-4823 MISC UTILITY RESERVE	1,134.61	1,134.61	5,400.00	4,265.39	21.0
<b>TOTAL STREET LIGHTS</b>	<b>2,315.70</b>	<b>6,970.61</b>	<b>24,264.00</b>	<b>17,293.39</b>	<b>28.7</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,000.00	8,000.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<u>LIBRARY</u>					
10-65-4560 FINES	180.50	322.00	750.00	428.00	42.9
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	14,000.00	14,000.00	.0
10-65-4708 CCRLS LOST BOOK	.00	49.94	500.00	450.06	10.0
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	600.00	600.00	1,000.00	400.00	60.0
10-65-4816 DONATIONS	.00	.00	250.00	250.00	.0
10-65-4901 MISCELLANEOUS INCOME	77.75	207.44	.00	( 207.44)	.0
<b>TOTAL LIBRARY</b>	<b>858.25</b>	<b>1,179.38</b>	<b>17,700.00</b>	<b>16,520.62</b>	<b>6.7</b>
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.0</b>
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	18,476.00	18,476.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	16,800.00	16,800.00	.0
10-90-9600 OVERHEAD ALLOCATED	.00	.00	152,292.00	152,292.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>187,568.00</b>	<b>187,568.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>11,247.89</b>	<b>38,163.69</b>	<b>860,955.00</b>	<b>822,791.31</b>	<b>4.4</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	BANK CHARGES	120.12	332.08	1,800.00	1,467.92 18.5
10-12-5123	MERCHANT FEES	111.27	1,488.31	200.00	( 1,288.31) 744.2
10-12-5124	PAYROLL PROCESSING FEES	350.85	673.52	4,000.00	3,326.48 16.8
10-12-5126	POSTAGE	.00	28.89	1,000.00	971.11 2.9
10-12-5137	SUPPLIES	710.96	3,233.20	7,000.00	3,766.80 46.2
10-12-5200	CONTRACT SERVICES	5,750.87	21,756.20	40,000.00	18,243.80 54.4
10-12-5201	AUDIT SERVICES	.00	3,150.00	15,000.00	11,850.00 21.0
10-12-5203	LEGAL SERVICES	1,998.00	4,020.88	10,000.00	5,979.12 40.2
10-12-5207	INSURANCE	.00	21,014.18	35,000.00	13,985.82 60.0
10-12-5209	CLEANING SERVICES	250.00	650.00	3,000.00	2,350.00 21.7
10-12-5230	PRINTING AND PUBLISHING	761.53	1,695.93	5,000.00	3,304.07 33.9
10-12-5233	TECHNOLOGY SERVICES	.00	2,832.50	25,000.00	22,167.50 11.3
10-12-5234	TECHNOLOGY BACK UP	.00	400.00	5,000.00	4,600.00 8.0
10-12-5235	SOFTWARE MAINTENANCE	1,200.00	3,600.00	7,000.00	3,400.00 51.4
10-12-5320	DUES, LICENSE, PERMITS	250.00	3,677.43	6,500.00	2,822.57 56.6
10-12-5342	CONFERENCE/SEMINAR/TRAINING	.00	1,040.00	5,000.00	3,960.00 20.8
10-12-5344	TRAVEL	.00	.00	3,000.00	3,000.00 .0
10-12-5355	MISCELLANEOUS EXPENSE	332.50	1,582.50	750.00	( 832.50) 211.0
10-12-5413	TELEPHONE	376.26	1,146.90	5,500.00	4,353.10 20.9
10-12-5415	UTILITIES	1,317.82	3,751.69	6,000.00	2,248.31 62.5
10-12-5504	REPAIRS - MAINTENANCE	114.89	1,437.95	10,000.00	8,562.05 14.4
10-12-5600	EQUIPMENT	250.00	671.00	5,000.00	4,329.00 13.4
10-12-5606	EQUIPMENT LEASE	504.48	1,286.62	6,500.00	5,213.38 19.8
	<b>TOTAL ADMIN</b>	<b>14,399.55</b>	<b>79,469.78</b>	<b>207,250.00</b>	<b>127,780.22 38.3</b>
<u>COUNCIL</u>					
10-13-5307	COMMUNITY PROJECT	.00	.00	5,500.00	5,500.00 .0
10-13-5310	STIPEND	400.00	1,200.00	4,100.00	2,900.00 29.3
10-13-5342	CONFERENCE/SEMINAR/TRAINING	412.78	2,637.78	2,500.00	( 137.78) 105.5
10-13-5344	TRAVEL	.00	.00	750.00	750.00 .0
10-13-5355	COUNCIL EXPENSE	59.92	269.92	700.00	430.08 38.6
	<b>TOTAL COUNCIL</b>	<b>872.70</b>	<b>4,107.70</b>	<b>13,550.00</b>	<b>9,442.30 30.3</b>
<u>COURT</u>					
10-14-5105	BAD DEBT	.00	( 72.00)	.00	72.00 .0
10-14-5211	MUNI COURT JUDGE	250.00	750.00	3,600.00	2,850.00 20.8
10-14-5306	STATE ASSESSMENT	631.00	631.00	500.00	( 131.00) 126.2
10-14-5313	COUNTY JAIL ASSESSMENT	240.00	240.00	300.00	60.00 80.0
10-14-5320	DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00 .0
10-14-5342	CONFERENCE/SEMINAR/TRAINING	.00	.00	750.00	750.00 .0
10-14-5344	TRAVEL	.00	.00	500.00	500.00 .0
	<b>TOTAL COURT</b>	<b>1,121.00</b>	<b>1,549.00</b>	<b>6,650.00</b>	<b>5,101.00 23.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5204	ENGINEERING SERVICES	.00	125.00	10,000.00	9,875.00 1.3
10-17-5214	PLANNING SERVICES	2,946.10	6,174.63	35,000.00	28,825.37 17.6
10-17-5342	CONFERENCE/SEMINAR/TRAINING	.00	50.00	.00	( 50.00) .0
	<b>TOTAL PLANNING</b>	<b>2,946.10</b>	<b>6,349.63</b>	<b>45,000.00</b>	<b>38,650.37 14.1</b>
<u>PUBLIC SAFETY</u>					
10-18-5000	SALARY - WAGES	1,606.50	5,268.98	20,000.00	14,731.02 26.3
10-18-5020	PAYROLL TAX	124.52	334.84	1,800.00	1,465.16 18.6
10-18-5040	BENEFITS	7.96	15.92	4,000.00	3,984.08 .4
10-18-5060	PERS	55.73	190.55	3,000.00	2,809.45 6.4
10-18-5090	WORKERS COMP	1.22	3.31	613.00	609.69 .5
10-18-5120	GAS - OIL	.00	145.14	1,000.00	854.86 14.5
10-18-5137	SUPPLIES	.00	.00	500.00	500.00 .0
10-18-5217	POLICE SERVICES CONTRACT	16,376.23	49,128.69	198,000.00	148,871.31 24.8
10-18-5302	DUES YCOM	1,874.58	7,573.32	25,000.00	17,426.68 30.3
10-18-5413	TELEPHONE	46.02	138.06	700.00	561.94 19.7
10-18-5504	REPAIRS - MAINTENANCE	.00	420.00	1,750.00	1,330.00 24.0
	<b>TOTAL PUBLIC SAFETY</b>	<b>20,092.76</b>	<b>63,218.81</b>	<b>256,363.00</b>	<b>193,144.19 24.7</b>
<u>STREET LIGHTS</u>					
10-19-5400	STREET LIGHTS	1,550.44	3,100.88	19,000.00	15,899.12 16.3
	<b>TOTAL STREET LIGHTS</b>	<b>1,550.44</b>	<b>3,100.88</b>	<b>19,000.00</b>	<b>15,899.12 16.3</b>
<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
	<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00 .0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,852.88	7,946.14	22,374.00	14,427.86	35.5
10-65-5020 PAYROLL TAX	214.57	560.70	1,587.00	1,026.30	35.3
10-65-5040 BENEFITS	2,511.18	5,425.98	11,567.00	6,141.02	46.9
10-65-5060 PERS	99.85	302.90	1,060.00	757.10	28.6
10-65-5090 WORKERS COMP	2.53	6.59	51.00	44.41	12.9
10-65-5100 BOOKS CHILDREN	272.24	462.05	2,200.00	1,737.95	21.0
10-65-5101 AUDIO VISUAL CHILDREN	33.91	116.60	1,100.00	983.40	10.6
10-65-5102 AUDIO VISUAL ADULT	.00	141.80	1,100.00	958.20	12.9
10-65-5106 BOOKS ADULTS	161.79	473.35	2,200.00	1,726.65	21.5
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	12.91	162.91	500.00	337.09	32.6
10-65-5112 SPECIAL PROGRAM ADULT	.00	.00	300.00	300.00	.0
10-65-5137 SUPPLIES	183.25	399.03	1,200.00	800.97	33.3
10-65-5200 CONTRACT SERVICES	.00	30.22	200.00	169.78	15.1
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	.00	1,500.00	1,500.00	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	.00	750.00	750.00	.0
10-65-5321 SUBSCRIPTIONS	29.00	29.00	500.00	471.00	5.8
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-65-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-65-5413 TELEPHONE	89.54	283.60	1,300.00	1,016.40	21.8
10-65-5415 UTILITIES	290.69	917.62	3,000.00	2,082.38	30.6
10-65-5504 REPAIRS - MAINTENANCE	.00	.00	2,600.00	2,600.00	.0
10-65-5606 EQUIPMENT LEASE	.00	.00	2,500.00	2,500.00	.0
10-65-5912 GRANT EXPENSE READY TO READ	152.52	380.76	1,000.00	619.24	38.1
<b>TOTAL LIBRARY</b>	<b>6,906.86</b>	<b>17,639.25</b>	<b>60,089.00</b>	<b>42,449.75</b>	<b>29.4</b>
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,937.35	9,192.61	11,088.00	1,895.39	82.9
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	386.22	1,144.49	2,499.00	1,354.51	45.8
10-66-5040 BENEFITS	( 645.36)	( 645.36)	.00	645.36	.0
10-66-5060 PERS	159.88	498.59	779.00	280.41	64.0
10-66-5090 WORKERS COMP	4.45	267.92	1,437.00	1,169.08	18.6
10-66-5120 GAS - OIL	.00	39.64	800.00	760.36	5.0
10-66-5137 SUPPLIES	78.26	362.42	100.00	( 262.42)	362.4
10-66-5140 UNIFORMS - TOWELS	50.32	296.11	1,300.00	1,003.89	22.8
10-66-5200 CONTRACT SERVICES	318.00	954.00	6,000.00	5,046.00	15.9
10-66-5413 TELEPHONE	55.81	167.15	700.00	532.85	23.9
10-66-5415 UTILITIES	295.72	759.50	4,500.00	3,740.50	16.9
10-66-5504 REPAIRS - MAINTENANCE	78.90	277.83	2,500.00	2,222.17	11.1
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	4,131.66	8,263.32	5,500.00	( 2,763.32)	150.2
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	303.00	303.00	.0
<b>TOTAL PARKS</b>	<b>7,851.21</b>	<b>21,578.22</b>	<b>41,079.00</b>	<b>19,500.78</b>	<b>52.5</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	.00	.00	5,200.00	5,200.00	.0
10-67-5020 PAYROLL TAX	.00	.00	500.00	500.00	.0
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	.00	59.85	.00	( 59.85)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	72.44	202.21	850.00	647.79	23.8
10-67-5415 UTILITIES	120.39	338.82	3,000.00	2,661.18	11.3
10-67-5504 REPAIRS - MAINTENANCE	.00	18.99	1,000.00	981.01	1.9
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MUSEUM</b>	<b>192.83</b>	<b>687.87</b>	<b>11,700.00</b>	<b>11,012.13</b>	<b>5.9</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	600.00	1,200.00	600.00	50.0
<b>TOTAL CEMETERY</b>	<b>200.00</b>	<b>600.00</b>	<b>1,300.00</b>	<b>700.00</b>	<b>46.2</b>
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	15,185.92	34,195.94	209,000.00	174,804.06	16.4
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	( 184,991.00)	( 184,991.00)	.0
10-70-5020 PAYROLL TAX	1,135.63	2,431.59	11,500.00	9,068.41	21.1
10-70-5040 BENEFITS	10,220.14	21,852.46	33,313.00	11,460.54	65.6
10-70-5060 PERS	244.75	660.43	7,314.00	6,653.57	9.0
10-70-5090 WORKERS COMP	371.18	794.63	400.00	( 394.63)	198.7
<b>TOTAL PAYROLL ADMIN</b>	<b>27,157.62</b>	<b>59,935.05</b>	<b>76,536.00</b>	<b>16,600.95</b>	<b>78.3</b>
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	10,005.90	30,808.05	125,000.00	94,191.95	24.7
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	( 214,541.00)	( 214,541.00)	.0
10-71-5020 PAYROLL TAX	528.06	1,572.01	16,321.00	14,748.99	9.6
10-71-5040 BENEFITS	6,280.72	13,692.68	53,058.00	39,365.32	25.8
10-71-5060 PERS	743.39	2,140.18	12,970.00	10,829.82	16.5
10-71-5090 WORKERS COMP	4.10	267.53	7,191.00	6,923.47	3.7
<b>TOTAL PAYROLL PUBLIC WORKS</b>	<b>17,562.17</b>	<b>48,480.45</b>	<b>( 1.00)</b>	<b>( 48,481.45)</b>	<b>48480</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	190.28	1,138.55	3,000.00	1,861.45	38.0
10-72-5137 SUPPLIES	581.03	1,788.14	15,000.00	13,211.86	11.9
10-72-5140 UNIFORMS - TOWELS	319.98	319.98	2,200.00	1,880.02	14.5
10-72-5200 CONTRACT SERVICES	.00	.00	8,000.00	8,000.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	11,000.00	11,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	250.00	250.00	200.00	( 50.00)	125.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	456.75	1,516.71	12,000.00	10,483.29	12.6
10-72-5504 REPAIRS - MAINTENANCE	77.70	675.70	1,800.00	1,124.30	37.5
10-72-5507 EQUIPMENT MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	( 60,700.00)	( 60,700.00)	.0
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>1,875.74</b>	<b>16,689.08</b>	<b>.00</b>	<b>( 16,689.08)</b>	<b>.0</b>
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>112,438.00</b>	<b>112,438.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>102,728.98</b>	<b>323,405.72</b>	<b>860,954.00</b>	<b>537,548.28</b>	<b>37.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 91,481.09)</b>	<b>( 285,242.03)</b>	<b>1.00</b>	<b>285,243.03</b>	<b>(28524</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 SEPTEMBER 30, 2017

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	134,047.08	
	TOTAL ASSETS		134,047.08
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	1.19	
	TOTAL LIABILITIES		1.19
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	154,704.94	
	REVENUE OVER EXPENDITURES - YTD	( 20,659.05)	
	BALANCE - CURRENT DATE	134,045.89	
	TOTAL FUND EQUITY		134,045.89
	TOTAL LIABILITIES AND EQUITY		134,047.08

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	124,574.00	124,574.00	.0
20-10-4115 STATE HIGHWAY REVENUE	11,281.58	21,500.25	110,000.00	88,499.75	19.6
TOTAL DEPARTMENT 10	11,281.58	21,500.25	234,574.00	213,073.75	9.2
TOTAL FUND REVENUE	11,281.58	21,500.25	234,574.00	213,073.75	9.2

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>						
20-11-5001	PW ALLOCATED PAYROLL	.00	.00	18,353.00	18,353.00	.0
20-11-5002	ADMIN ALLOCATED PAYROLL	.00	.00	15,826.00	15,826.00	.0
20-11-5090	WORKERS COMP	.00	382.50	2,000.00	1,617.50	19.1
20-11-5120	GAS - OIL	.00	25.76	1,500.00	1,474.24	1.7
20-11-5137	SUPPLIES	1.19	303.54	200.00	( 103.54)	151.8
20-11-5140	UNIFORMS - TOWELS	14.80	72.47	600.00	527.53	12.1
20-11-5204	ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5413	TELEPHONE	33.94	101.29	500.00	398.71	20.3
20-11-5504	REPAIRS - MAINTENANCE	.00	180.00	3,000.00	2,820.00	6.0
20-11-5521	SIDEWALK MAINTENANCE	.00	350.00	10,000.00	9,650.00	3.5
20-11-5522	STREET MAINTENANCE	.00	40,370.00	40,000.00	( 370.00)	100.9
20-11-5523	TRAFFIC CONTROL	.00	373.74	2,000.00	1,626.26	18.7
20-11-5600	EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
	<b>TOTAL EXPENDITURE</b>	<b>49.93</b>	<b>42,159.30</b>	<b>105,479.00</b>	<b>63,319.70</b>	<b>40.0</b>
<u>TRANSFER</u>						
20-90-9610	OVERHEAD ALLOCATION	.00	.00	13,028.00	13,028.00	.0
20-90-9615	PW EXPENSE ALLOCATION	.00	.00	5,193.00	5,193.00	.0
	<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>18,221.00</b>	<b>18,221.00</b>	<b>.0</b>
<u>CONTINGENCY</u>						
20-99-9900	CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
	<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>110,874.00</b>	<b>110,874.00</b>	<b>.0</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>49.93</b>	<b>42,159.30</b>	<b>234,574.00</b>	<b>192,414.70</b>	<b>18.0</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>11,231.65</b>	<b>( 20,659.05)</b>	<b>.00</b>	<b>20,659.05</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 SEPTEMBER 30, 2017

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	129,000.00	
	TOTAL ASSETS		129,000.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	21,000.00	
	REVENUE OVER EXPENDITURES - YTD	18,000.00	
	BALANCE - CURRENT DATE	129,000.00	
	TOTAL FUND EQUITY		129,000.00
	TOTAL LIABILITIES AND EQUITY		129,000.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	111,848.00	111,848.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	18,000.00	30,000.00	12,000.00	60.0
TOTAL DEPARTMENT 10	.00	18,000.00	141,848.00	123,848.00	12.7
TOTAL FUND REVENUE	.00	18,000.00	141,848.00	123,848.00	12.7

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
TOTAL CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
TOTAL FUND EXPENDITURES	.00	.00	141,848.00	141,848.00	.0
NET REVENUE OVER EXPENDITURES	.00	18,000.00	.00	( 18,000.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 SEPTEMBER 30, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	241,874.92	
30-00-1251	UTILITY RECEIVABLE	22,751.45	
30-00-1300	INVENTORY	14,602.00	
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	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,669,250.00)	
	TOTAL ASSETS		<u>1,074,090.37</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	7,542.86	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	12,224.93	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2950	DUE TO FUND 50	185,000.00	
	TOTAL LIABILITIES		989,007.32

FUND EQUITY

30-00-3000	FUND BALANCE	( 9,736.71)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	( 44,253.33)	
	REVENUE OVER EXPENDITURES - YTD	<u>139,073.09</u>	
	BALANCE - CURRENT DATE	<u>85,083.05</u>	
	TOTAL FUND EQUITY		<u>85,083.05</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,074,090.37</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	( 164,271.00)	( 164,271.00)	.0
30-10-4330 WATER REVENUE	62,294.04	178,662.83	615,864.00	437,201.17	29.0
30-10-4332 NEW CONNECTION FEE	.00	3,860.19	4,000.00	139.81	96.5
30-10-4337 DOUBLE CHECK VALVE	.00	462.00	500.00	38.00	92.4
30-10-4350 RECOVERY BAD DEBT	.00	365.94	500.00	134.06	73.2
30-10-4581 PENALTY AND FEES	200.00	400.00	7,000.00	6,600.00	5.7
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	25.00	200.00	175.00	12.5
<b>TOTAL DEPARTMENT 10</b>	<b>62,494.04</b>	<b>183,775.96</b>	<b>463,793.00</b>	<b>280,017.04</b>	<b>39.6</b>
<b>TOTAL FUND REVENUE</b>	<b>62,494.04</b>	<b>183,775.96</b>	<b>463,793.00</b>	<b>280,017.04</b>	<b>39.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,606.58	10,887.39	61,053.00	50,165.61	17.8
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	102,754.00	102,754.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	88,601.00	88,601.00	.0
30-11-5020 PAYROLL TAX	350.96	942.95	4,481.00	3,538.05	21.0
30-11-5040 BENEFITS	1,376.58	2,973.48	9,494.00	6,520.52	31.3
30-11-5060 PERS	518.71	1,525.24	4,613.00	3,087.76	33.1
30-11-5090 WORKERS COMP	3.07	1,092.34	5,908.00	4,815.66	18.5
30-11-5105 BAD DEBT	.00	957.49	.00	( 957.49)	.0
30-11-5108 CHEMICALS	3,497.00	4,845.54	20,000.00	15,154.46	24.2
30-11-5120 GAS - OIL	122.61	401.72	3,000.00	2,598.28	13.4
30-11-5123 MERCHANT FEES	250.91	250.91	2,200.00	1,949.09	11.4
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	378.12	632.20	2,400.00	1,767.80	26.3
30-11-5140 UNIFORMS - TOWELS	82.88	550.92	2,000.00	1,449.08	27.6
30-11-5200 CONTRACT SERVICES	59.85	59.85	5,000.00	4,940.15	1.2
30-11-5204 ENGINEERING SERVICES	.00	710.00	10,000.00	9,290.00	7.1
30-11-5230 PRINTING AND PUBLISHING	200.72	453.33	.00	( 453.33)	.0
30-11-5250 SYSTEM ANALYSIS	225.00	470.00	6,000.00	5,530.00	7.8
30-11-5320 DUES, LICENSE, PERMITS	325.20	325.20	1,000.00	674.80	32.5
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	95.00	800.00	705.00	11.9
30-11-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413 TELEPHONE	558.83	1,674.94	7,000.00	5,325.06	23.9
30-11-5415 UTILITIES	1,547.87	7,746.55	52,000.00	44,253.45	14.9
30-11-5504 REPAIRS - MAINTENANCE	.00	370.16	5,000.00	4,629.84	7.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	4,942.24	7,265.66	55,000.00	47,734.34	13.2
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	5,200.00	5,200.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600 EQUIPMENT	472.00	472.00	12,000.00	11,528.00	3.9
<b>TOTAL EXPENDITURE</b>	<b>18,519.13</b>	<b>44,702.87</b>	<b>471,504.00</b>	<b>426,801.13</b>	<b>9.5</b>
<hr/>					
30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	.00	60,000.00	60,000.00	.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>.0</b>
<hr/>					
30-82-8030 WATER PRINCIPAL	.00	.00	18,376.00	18,376.00	.0
30-82-8035 WATER INTEREST	.00	.00	34,436.00	34,436.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>52,812.00</b>	<b>52,812.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9001 CLOSE DEBT CASH	.00	.00	54,557.00	54,557.00	.0
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	18,476.00	18,476.00	.0
30-90-9231 TRANSFER IN	.00	.00	13,203.00	13,203.00	.0
30-90-9610 OVERHEAD ALLOCATION	.00	.00	72,940.00	72,940.00	.0
30-90-9732 CLOSE DEBT LOAN FROM WW	.00	.00	185,000.00	185,000.00	.0
TOTAL TRANSFER	.00	.00	344,176.00	344,176.00	.0
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
TOTAL CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
TOTAL FUND EXPENDITURES	18,519.13	44,702.87	831,127.00	786,424.13	5.4
NET REVENUE OVER EXPENDITURES	43,974.91	139,073.09	( 367,334.00)	( 506,407.09)	37.9

CITY OF WILLAMINA  
BALANCE SHEET  
SEPTEMBER 30, 2017

WATER SDC FUND

ASSETS

31-00-1009 CASH ALLOCATED

68,642.72

TOTAL ASSETS

68,642.72

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050 FUND BALANCE, RESTRICTED

59,150.00

31-00-3100 FUND BALANCE, RESTRICTED

( 1,595.28)

REVENUE OVER EXPENDITURES - YTD

11,088.00

BALANCE - CURRENT DATE

68,642.72

TOTAL FUND EQUITY

68,642.72

TOTAL LIABILITIES AND EQUITY

68,642.72

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	51,338.00	51,338.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	11,088.00	15,000.00	3,912.00	73.9
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>11,088.00</b>	<b>66,338.00</b>	<b>55,250.00</b>	<b>16.7</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>11,088.00</b>	<b>66,338.00</b>	<b>55,250.00</b>	<b>16.7</b>

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<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	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL FUND EXPENDITURES	.00	.00	66,338.00	66,338.00	.0
NET REVENUE OVER EXPENDITURES	.00	11,088.00	.00	( 11,088.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 SEPTEMBER 30, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	297,655.12	
40-00-1251	UTILITY RECEIVABLE	36,847.88	
40-00-1300	INVENTORY	14,602.00	
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	( 2,272,840.00)	
	TOTAL ASSETS		<u>2,742,249.00</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	3,538.32	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	17,825.00	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,096,584.00	
40-00-2841	WASTEWATER TREATMENT G9900	296,381.00	
	TOTAL LIABILITIES		<u>1,453,519.57</u>

FUND EQUITY

40-00-3000	FUND BALANCE	171,271.04	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,000,177.60	
	REVENUE OVER EXPENDITURES - YTD	<u>117,280.79</u>	
	BALANCE - CURRENT DATE	<u>1,288,729.43</u>	
	TOTAL FUND EQUITY		<u>1,288,729.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,742,249.00</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	51,479.43	154,783.58	560,000.00	405,216.42	27.6
40-10-4342 NEW CONNECTION FEE	.00	800.00	1,000.00	200.00	80.0
40-10-4350 RECOVERY BAD DEBT	.00	505.33	1,500.00	994.67	33.7
<b>TOTAL DEPARTMENT 10</b>	<b>51,479.43</b>	<b>156,088.91</b>	<b>705,321.00</b>	<b>549,232.09</b>	<b>22.1</b>
<b>TOTAL FUND REVENUE</b>	<b>51,479.43</b>	<b>156,088.91</b>	<b>705,321.00</b>	<b>549,232.09</b>	<b>22.1</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,139.11	9,520.08	54,733.00	45,212.92	17.4
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	92,361.00	92,361.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	80,564.00	80,564.00	.0
40-11-5020 PAYROLL TAX	225.20	678.57	4,662.00	3,983.43	14.6
40-11-5040 BENEFITS	2,903.46	6,267.42	19,877.00	13,609.58	31.5
40-11-5060 PERS	148.03	446.71	3,284.00	2,837.29	13.6
40-11-5090 WORKERS COMP	2.07	801.96	1,981.00	1,179.04	40.5
40-11-5105 BAD DEBT	.00	911.45	.00	( 911.45)	.0
40-11-5108 CHEMICALS	.00	1,916.60	15,000.00	13,083.40	12.8
40-11-5120 GAS - OIL	171.90	326.41	2,000.00	1,673.59	16.3
40-11-5123 MERCHANT FEES	250.91	250.91	3,000.00	2,749.09	8.4
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	976.08	1,389.07	2,000.00	610.93	69.5
40-11-5140 UNIFORMS - TOWELS	148.00	724.58	3,800.00	3,075.42	19.1
40-11-5200 CONTRACT SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5204 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5230 PRINTING AND PUBLISHING	301.09	553.70	.00	( 553.70)	.0
40-11-5250 SYSTEM ANALYSIS	210.00	840.00	7,000.00	6,160.00	12.0
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	3,500.00	3,500.00	.0
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	315.54	1,042.34	5,000.00	3,957.66	20.9
40-11-5415 UTILITIES	2,243.68	6,443.56	38,000.00	31,556.44	17.0
40-11-5504 REPAIRS - MAINTENANCE	.00	910.00	2,500.00	1,590.00	36.4
40-11-5540 TREATMENT SYSTEM MAINTENANCE	5,442.90	5,784.76	14,000.00	8,215.24	41.3
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>16,477.97</b>	<b>38,808.12</b>	<b>363,362.00</b>	<b>324,553.88</b>	<b>10.7</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	.00	108,359.00	108,359.00	.0
40-82-8045 SEWER INTEREST	.00	.00	65,379.00	65,379.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>173,738.00</b>	<b>173,738.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	16,800.00	16,800.00	.0
40-90-9241 TRANSFER IN	.00	.00	24,323.00	24,323.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	( 301,759.00)	( 301,759.00)	.0
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	.00	.00	26,132.00	26,132.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>( 49,504.00)</b>	<b>( 49,504.00)</b>	<b>.0</b>
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>256,372.00</b>	<b>256,372.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>16,477.97</b>	<b>38,808.12</b>	<b>753,968.00</b>	<b>715,159.88</b>	<b>5.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>35,001.46</b>	<b>117,280.79</b>	<b>( 48,647.00)</b>	<b>( 165,927.79)</b>	<b>241.1</b>

CITY OF WILLAMINA  
BALANCE SHEET  
SEPTEMBER 30, 2017

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	24,546.58	
	TOTAL ASSETS		<u>24,546.58</u>

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	16,204.00	
41-00-3100	FUND BALANCE, RESTRICTED	( 6,657.42)	
	REVENUE OVER EXPENDITURES - YTD	<u>15,000.00</u>	
	BALANCE - CURRENT DATE	<u>24,546.58</u>	
	TOTAL FUND EQUITY		<u>24,546.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>24,546.58</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	11,346.00	11,346.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	15,000.00	20,000.00	5,000.00	75.0
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>15,000.00</b>	<b>31,346.00</b>	<b>16,346.00</b>	<b>47.9</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>15,000.00</b>	<b>31,346.00</b>	<b>16,346.00</b>	<b>47.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,323.00	24,323.00	.0
TOTAL TRANSFER	.00	.00	24,323.00	24,323.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL FUND EXPENDITURES	.00	.00	31,346.00	31,346.00	.0
NET REVENUE OVER EXPENDITURES	.00	15,000.00	.00	( 15,000.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
SEPTEMBER 30, 2017

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	272,837.37	
50-00-1930	DUE FROM FUND 30	185,000.00	
	TOTAL ASSETS		<u>457,837.37</u>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	( 40,688.28)	
50-00-3050	FUND BALANCE, RESTRICTED	498,525.65	
	TOTAL FUND EQUITY		<u>457,837.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>457,837.37</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	313,526.00	313,526.00	.0
TOTAL DEPARTMENT 10	.00	.00	313,526.00	313,526.00	.0
TOTAL FUND REVENUE	.00	.00	313,526.00	313,526.00	.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2017

DEBT FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>						
50-90-9992	CLOSE DEBT CASH TO WW	.00	.00	313,526.00	313,526.00	.0
	TOTAL TRANSFER	.00	.00	313,526.00	313,526.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	313,526.00	313,526.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**City Of Willamina**  
**Minutes of the Monthly Meeting of the City of Willamina City Council**  
**October 10, 2017**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 824 NE Main ST  
 Willamina, Oregon 97132

**Present at Meeting:**

Mayor Skyberg  
 Councilor Stritzke  
 Councilor Johnson  
 Councilor Burr  
 Councilor Baller (5 minutes late)  
 Councilor McKnight  
 Councilor Wooden  
 City Manager Kenna West  
 City Recorder Debbie Bernard  
 Library Manager Sara Frost  
 Guest:  
 Chief Kenneth Clark  
 John McCleery,  
 Darlene Brown  
 Ginny Wymore (absent)

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on October 10, 2017 at West Valley Fire by Mayor Ila Skyberg. The roll call was taken by Debbie Bernard, City Recorder and a quorum was present. The Flag Salute was led by Mayor Ila Skyberg.

**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. Additions And Corrections

Mayor Ila Skyberg

Mayor Skyberg introduced the additions and corrections.

1. The Willamina Coastal Hills Art Tour for November 10 & 11th Flyer

2. 2017-2019 Department of Land Conservation and development  
Technical Assistance Grant Application
3. The Emergency Management Committee of Willamina Meeting on October 19,  
2017 - Town Hall Announcement
4. Support of the award to Brian O'Neil Construction on the sale of the old city  
shops.

**MOTION:** Councilor Johnson moved to accept the additions and corrections.  
Councilor Wooden seconded. Motion carried unanimously with Councilors  
Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

2. Mayors Presentation - John McCleery, Darlene Brown, Joyce Zimbrick  
Mayor Ila Skyberg  
Mayor Skyberg talked about John McCleery professionalism and easy manner  
and how much he would be missed. John started his retirement this month. Mayor  
Skyberg took a picture with John and gave him thanks from City Council and the  
community for his 15 years tenure as Post Master. John was honored with the  
Certificate of Appreciation.

Next, Mayor Skyberg presented Darlene Brown and Joyce Zimbrick (absent) with  
special thanks for the service to the Library Board. Mayor Skyberg referred back  
to when Darlene was a school teacher and her son was in her class. She said both  
were volunteers extraordinaire! Both were presented with a certificate of  
appreciation.

The Mayor then recessed the meeting to continue honors of the citizens; the  
recess included cake and coffee.

3. Consent Agenda  
Mayor Skyberg  
**MOTION:** Councilor Stritzke motion to accept the Consent Agenda which  
included Check registers August 1, to August 31, 2017 and financials; also the  
minutes from June 19, 2017, September 12, 2017 and September 27, 2017  
Council meetings. Councilor Craig Johnson seconded. Motion carried  
unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and  
Johnson. All in favor.
4. Correspondence  
Mayor Ila Skyberg  
Mayor Skyberg reported she received a Thank You card from Mary Jane  
Hollinger thanking the Council for their quick response on the painting of the stop  
sign area at Lamson and Washington.
5. Regular Agenda - Consideration for approval of Resolution 17-18-004  
authorizing the establishment of The Health Reimbursement/Voluntary  
Employee's Beneficiary Association Plan.

Mayor Ila Skyberg turned it over to the City Manager Kenna West.

Kenna explained that during the labor negotiations with our union one of the terms that came about was a health reimbursement association plan. Kenna said it is a pro forma type of request for a resolution as the Council already agreed to the bargaining agreement.

**MOTION:** Councilor Stritzke moved to approve Resolution 17-18-004 authorizing the establishment of the Health Reimbursement/Voluntary Employees 'Beneficiary Association Plan. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

6. Creation of A New Position Of Billing & Office Specialist III And Allocation To The Class Delineated As Office Coordinator.

Mayor Ila Skyberg asked the City Manager to address the creation of the new position.

Kenna explained that the new position is needed as new technologies and more technical processes required by software has created the need for staff to spend more time on those tasks. She added that the absence of the position has clearly presented the need to fill it.

**MOTION:** Councilor McKnight moved to approve to create a new position of Billing & Office Specialist III. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Burr asked if the city would have to open up the position for job applications.

Kenna responded the process for the job announcement will be that it is posted internally first. If a there is applicant that meets those qualifications they may be hired. If there is not qualified applicant internally the job will then be posted outside. It would be a two-step process.

7. Upgrade And Renovation Of The Exterior Front (C Street) Of The City Of Willamina City Library Through Donation Of Material And Labor From The Willamina Civic Club.

Mayor Ila Skyberg asked the Library Manager to address the topic.

Sara explained that the Civic Club presented to the Library Board a plan of renovation for the front area of the library. She then described the drawing which was included in the council packet. She further explained that drawing showing planters along the front creating a courtyard effect. The work would be done by

the Hampton Mill Wrights and Willamina High school students. Sara said there would be no cost to the Library.

**MOTION:** Councilor Stritzke moved to approve the upgrade and renovation of the exterior of front (C Street) of the City of Willamina City Library through donation of material and labor from the Willamina Civic Club. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Wooden asked if the front of the Library would become the main entrance of the library. Sara responded that the entrance is really not wheel chair friendly at this point. She added that some people do use it as a main entrance. April, asked about the drawing and if there would be an arbor and an awning. Sara responded that there may be an arbor that would go between the two planters.

Kenna asked the Mayor if she could adjust procedure for the topic of the DLCD Grant Application for Technical Assistance. She explained that she had been working with COG to complete the application.

**MOTION:** Councilor Wooden moved to approve Resolution 17-18-005 allowing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical assistance grant. . Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

#### 8. Library Membership Change Mayor Ila Skyberg

The City Manager explained that there would be a slight adjustment to process. She explained to pass ordinance no.669 there would a discussion then move to approve ordinance no. 669 then a vote; it would then be read in its entirety and then read the title only.

Sara spoke to the topic and said that at the last Library Board meeting it was discussed to expand the library board members from 5 to 7. She further explained that the need would be to have 5 up to 7 board members at a one time.

**MOTION:** Councilor Wooden moved to approve to approve ordinance no. 669 revision the City of Willamina Code of ordinances chapter 31, 31.03 (B) to allow up to seven members on the Library Board. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Wooden reflected on why there ever was just 5 board members. She said it may have been that there were 5 present at the time the Ordinance.

## 9. Ordinance #669

Mayor Ila Skyberg

**MOTION:** Councilor Wooden moved to accept the reading of Ordinance 669. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Ordinance 669 was read it its entirety then by title only. The vote was taken.

Mayors Report – Chamber Liaison

Mayor Skyberg presented a CIS Golden Seal Safety Award for the City staff safety performance and handed it to the City Recorder to display in the office of public works and city hall. The safety award was awarded to the City of Willamina at the League of Oregon Cities Annual Conference.

Councilor Wooden reported that the Chamber had purchase a trailer which would be placed at the City Shops property and arrive on the 18<sup>th</sup>.

City Manager, Kenna West reported that on October 19<sup>th</sup> there is an Emergency management preparedness meeting. Kenna asked the chair Chief Ken Clark to give an update. He reported that the focus is really on personal responsibility which continues to encourage people to be prepared. He said it is inevitable that there will be an emergency. The responsibility is on the citizens to be ready. He said it will take a few years for it to become a part of ones thinking for preparedness. The meeting is on October 19<sup>th</sup> at 6:00pm at West Valley Fire.

Kenna reported that the League of Oregon Cities magazine came out with an article seeking committee members. Kenna added that the City is a member of league and that small cities on committees gives us a voice. She said there are several areas of need that include community development, energy conservation, and government debt; in addition to HR which is collective bargaining, public right of way and transportation. She encouraged the Council to participation. Kenna added that she would be sending in her application of interest.

Mayor Skyberg closed the council meeting.

## 10. Motion to support the award of the RFP to Brian O’Neil Construction.

Mayor Ila Skyberg opened the Public Hearing on the award of the RFP to Brian O’Neil Construction and read the public hearing script.

**MOTION:** Councilor Wooden moved to approve the award of the sale of the Old Public Works building as approved the September 27, 2017 Special City Council Meeting. Councilor Baller seconded. . Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

## 11. Adjourn

Mayor Ila Skyberg

**MOTION:** Councilor Burr moved to adjourn at 7:50pm. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

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

The next meeting will be held at on at:  
West Valley Fire  
824 NE Main St.  
Willamina, Oregon, 97396

The meeting was adjourned at 7:50pm by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard City Recorder

\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg

\_\_\_\_\_.

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF NOVEMBER 14, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: CONSIDERATION FOR APPROVAL OF RESOLUTION 17-18-006  
APPOINTING THE POSITION OF CITY MANAGER TO  
SIMULTANEOUSLY SERVE IN THE CAPACITY OF CITY RECORDER**

**ISSUE**

Shall City Council approve Resolution 17-18-006 appointing the position of City Manager to simultaneously serve in the capacity of City Recorder?

**RECOMMENDATION**

Approve Resolution 17-18-006 appointing the position of City Manager to simultaneously serve in the capacity of City Recorder.

**SUMMARY AND BACKGROUND**

The Willamina Municipal Code, Chapter 30.15(A) provides that the City Manager may also act in the appointive capacity of the City Recorder. By providing for the City Manager to simultaneously serve in the capacity of City Recorder it will result in a more efficient management of the responsibilities of the position of City Recorder. If approved, the resolution provides for the creation of the position of Deputy City Recorder. The current City Recorder will fill this position as an at-will employee and will report to the City Manager in the same manner and to the same extent as other City employees.

**FACTS AND FINDINGS**

1. There is no financial impact to the City of Willamina due to the approval of this resolution.
2. By providing for the City Manager to simultaneously serve in the capacity of City Recorder it results in a more efficient management of the responsibilities of the position of City Recorder.
3. Approval of the resolution will create the position of Deputy City Recorder, which is an at-will position, which reports to the City Manager in the same manner and to the same extent as other City employees. This position will be filled by the current City Recorder.

4. **Proposed Motion:** *I move to approve Resolution 17-18-006 appointing the Position of City Manager to simultaneously serve in the capacity of City Recorder.*

*Kenna L. West*

---

Kenna L. West, City Manager

Attachments:

- A. Resolution No. 17-18-006 Appointing the position of City Manager to simultaneously serve in the capacity of City Recorder

**RESOLUTION NO. 17-18-006**

**A RESOLUTION APPOINTING THE CITY MANAGER AS THE CITY RECORDER AND CREATING THE POSITION OF DEPUTY CITY RECORDER**

WHEREAS, Willamina Municipal Code (“WMC”) chapter 30.15(A) provides that the City Manager “may also act in the appointive capacity of the City Recorder”; and

WHEREAS, consistent with the WMC, the City Council wishes to have the position of City Manager serve as the City Recorder to better reflect the current assignment of duties; and

WHEREAS, the City Council wishes to create a new at-will employee position of Deputy City Recorder, which will assist the City Manager with the duties historically performed by a City Recorder;

WHEREAS, the City Manager’s title and duties will be dictated by the Willamina City Charter section 22 and WMC 30.15(E);

WHEREAS, the current City Recorder will be appointed as the Deputy City Recorder, the duties of which will be determined by the City Manager.

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

**Section 1.** Pursuant to WMC 30.15(A), the City Council appoints the position of City Manager to simultaneously serve in the capacity of City Recorder.

**Section 2.** The City Council creates a new at-will position of Deputy City Recorder and directs the City Manager to appoint the current City Recorder to that position. The Deputy City Recorder will thereafter report to the City Manager in the same manner and to the same extent as other City employees.

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

**Duly adopted by the City Council this 14th day of November, 2017.**

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

Attest:

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

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF NOVEMBER 14, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: CONSIDERATION FOR APPROVAL OF IMPLEMENTATION OF THE CITY OF WILLAMINA PERSONNEL POLICY, NOVEMBER 2017**

**ISSUE**

Shall City Council approve the implementation of the City of Willamina Personnel Policy, November 2017?

**RECOMMENDATION**

Approve the implementation of the City of Willamina Personnel Policy, November 2017.

**SUMMARY AND BACKGROUND**

The current City of Willamina Personnel Policy (hereinafter Policy) was amended in 1994. Laws, standards, and equipment have changed substantially since the Policy was implemented. These changes include but are not limited to the following: cell phone use, children at work, harassment standards, benefits standards, computer and internet usage, and other pertinent personnel issues. The City of Willamina Personnel Policy, November 2017 addresses these issues and brings updates to the City's other personnel policies.

**FACTS AND FINDINGS**

1. The current City of Willamina Personnel Policy was amended in 1994.
2. Laws, standards, and equipment, among other things, have changed substantially since the implementation of the current Policy.
3. Approval of the implementation of the City of Willamina Personnel Policy, November 2017, will bring the City's personnel policies up-to-date and align them with current laws and standards. The City of Willamina Personnel Policy, November 2017 will become effective upon approval.
4. **Proposed Motion:** *I move to approve the implementation of the City of Willamina Personnel Policy, November 2017.*

*Kenna L. West*  
\_\_\_\_\_  
Kenna L. West, City Manager

Attachments:

- A. City of Willamina Personnel Policy, November 2017



citycounty insurance services  
[cisoregon.org](http://cisoregon.org)

# Willamina Employee Handbook

Updated November 2017

# City of Willamina



Effective November 15, 2017

## Welcome!

Welcome to the City of Willamina we're glad to have you on our team. At the City of Willamina, we believe that our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Willamina and its employees, other than those found in either applicable collective bargaining agreements or contracts of employment. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Willamina with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Willamina that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement or contract of employment provisions. To the extent that a provision in a valid collective bargaining agreement or contract of employment contradicts or is inconsistent with what is in this Employee Handbook, the collective bargaining agreement or contract of employment provision controls.

This handbook does not create a contract of employment between the City of Willamina and its employees. With the exception of employees subject to a collective bargaining agreement or contract of employment, all employment at the City of Willamina is "at will." That means that either you or the City of Willamina may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Willamina other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Manager (or is included in a collective bargaining agreement or contract of employment).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask me.

Sincerely,

*Kenna L. West*

Kenna L. West, City Manager  
City of Willamina

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## I. Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination, or bullying.

### A. No-Discrimination Policy

The City of Willamina provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

### B. No-Harassment Policy

The City of Willamina prohibits harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees' right to work in a harassment-free workplace.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Willamina-related or City of Willamina-sponsored trips (such as conferences or work-related travel), and during off-hours when that off-duty conduct creates an unlawful hostile work environment for any of the City of Willamina's employees. ***Such harassment is prohibited whether committed by City of Willamina employees or by non-employees, such as elected officials, members of the community, or vendors.***

#### Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures;

display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

#### Other Forms of Prohibited Harassment

The City of Willamina's policy also prohibits harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal, written, or physical conduct that denigrates or shows hostility towards an individual because of any protected status, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Threatening, intimidating, or hostile acts that relate to a protected class; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

#### Bullying

The City of Willamina strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Willamina, therefore, prohibits employees from bullying one and other or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

### Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of other employees and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Manager, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

Employees are strongly encouraged to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop. Employees who have experienced any harassment, discrimination, or bullying, are expected and required to bring the matter to the attention of the City Manager or a supervisor or member of management as soon as possible.

In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the City Manager.

### Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Willamina's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Willamina will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

### Protection against Retaliation

The City of Willamina prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

*See also* the Reporting Improper and Unlawful Activity Policy, below.

## C. Disability Accommodation Policy

The City of Willamina is committed to complying fully with Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

### Accommodations

The City of Willamina will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operations of the City of Willamina.

### Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City of Willamina) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the City Manager, and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation.

#### D. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Willamina will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Willamina;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City of Willamina;
- A substantial and specific danger to public health and safety resulting from actions of the City of Willamina; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Willamina will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county, or metropolitan service district.

### Employee Reporting Options

In addition to the City of Willamina's Open Door Policy, employees who wish to report potential improper or unlawful conduct should first talk to his or her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform

the City Manager about any reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Willamina were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

#### Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Willamina's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Willamina; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

#### Policy Against Retaliation

The City of Willamina will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or she is disclosing information about conduct that is improper or unlawful.

In addition, the City of Willamina prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Willamina employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal, or other applicable laws and regulations. The City of Willamina may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his or her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Willamina determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

## **II. Employment Status**

### **A. Probationary Period of Employment**

All new employees, including current employees who are promoted or transferred within the City of Willamina, are hired into a probationary training period that generally lasts no less than six months. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be considered during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities, and the requirements of the position match. It is also an opportunity for you to decide if the City of Willamina meets your expectations of an employer.

At or before the end of the probationary period, a decision about your employment status will be made. The City of Willamina will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City of Willamina may terminate the employment relationship during the probationary period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by the City of Willamina for any definite period of time. Both you and the City of Willamina are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

## B. Employee Classification

The City of Willamina classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City of Willamina's benefit programs.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Generally, a regular part-time employee with employment requiring more than 20 hours of work per week is eligible to participate in the City of Willamina's benefit programs on a pro-rata basis. Generally, a regular part-time employee with employment requiring 20 hours or less of work per week is not eligible to participate in the City of Willamina's benefit programs other than those mandated by applicable law.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will

be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Willamina rules and procedures.

### C. The Workweek

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. Typically, business hours are from Monday through Friday 8:00 a.m. through 5:00 p.m.

### D. Meal Periods and Rest Breaks

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so that the City of Willamina may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee’s meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be “skipped” in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to him or her should contact their supervisor or the City Manager.

#### Requirement

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1

## E. Overtime

### Time-and-a-Half

The City of Willamina pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 hours in any workweek. See "Employee Classification," above.

### Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave ) will not be counted toward the 40 hours per workweek required to receive overtime pay.

### Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City of Willamina on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the City of Willamina on a Saturday, Sunday, or holiday, it generally will be assigned to the employees who regularly perform the particular work involved.

When overtime is required by the City of Willamina on a Sunday or on a holiday, the City of Willamina will endeavor to give the employees required to work, notice of their assignment during their last shift worked prior to such Sunday or Holiday.

### Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized in writing by a supervisor or management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

## F. Timekeeping Requirements

All non-exempt employees must accurately record time worked for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City of Willamina business. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination. An employee who fails to record his or her time may be subjected to discipline as well.

Salaried exempt employees also may be required to record their time on either a time card or time sheet. These employees will be instructed separately on this process.

## G. Employee-Incurred Expenses and Reimbursements

The City of Willamina will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Willamina will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Willamina-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Willamina will reimburse/pay for are:

- Conferences or Workshops,
- Education,
- Meals, and
- Mileage and Parking: Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Willamina.

## H. Payroll Policies

You will be paid semi-weekly. For hourly (non-exempt) employees, the pay period runs during the normal workweek. Employees will be paid for the preceding two week pay period on every other Wednesday.

For salaried (exempt and non-exempt) employees, "month" is defined as the 1<sup>st</sup> – 31<sup>st</sup>.

Paydays are generally every other Wednesday, for both non-exempt and exempt employees.

The City of Willamina does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her check from the City of Willamina, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to the City of Willamina for someone else to receive the check.

The City of Willamina makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Willamina has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to your supervisor and/or the City Manager. The City of Willamina will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City of Willamina's pay practices.

## I. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and

other matters. If you have changes in any of the following items, please notify the City Manager's office to assure that the proper updates/paperwork are completed as quickly as possible:

- Name,
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only),
- Address or telephone number,
- Dependents,
- Person to be notified in case of emergency,
- Other information having a bearing on your employment, and
- Tax withholding.

Employees may not intentionally withhold information from the City of Willamina about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City of Willamina may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

#### J. Performance Reviews

All City of Willamina employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention, and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City of Willamina's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Willamina will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work,
- A review of exceptional employee accomplishments,
- Establishment of goals for career development and job enrichment,
- A review of areas needing improvement, and
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

### **III. Time Off and Leaves of Absence**

#### **A. Attendance, Punctuality and Reporting Absences**

Employees are expected to report to work as scheduled, on time, and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Willamina business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call no later than three hours before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

#### **B. Vacation**

It is the policy of the City of Willamina to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date unless the employee has a separate employment contract with the City of Willamina which delineates that employee's vacation time. For regular, full-time employees, vacation accrues as follows:

1. At the end of the first year of service, one week, or 40 hours, of vacation.
2. Two years or more but less than eleven years of service, two weeks, or 80 hours, of vacation per year.
3. Eleven years or more but less than 16 years of service, three weeks, or 120 hours, of vacation per year.
4. Sixteen years or more of service, three weeks (120 hours), plus an additional 8 hours per year for each year over sixteen years of service.

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week. For example, a regular, part-time employee who usually works 20 hours per week would earn 20 hours of vacation upon completing his or her first year of service.

Vacation does not accrue between employment anniversary dates and may not be taken until it is earned. Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. For example, an employee with two weeks' vacation as of his or her third anniversary date must use the two weeks prior to his or her fourth anniversary date. If an employee fails to take his or her earned vacation time before the employee's anniversary date in violation of this policy, the employee will not earn any further vacation until that unused vacation has been taken.

Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation. Those employees who resign their position and have:

1. Served an initial twelve month period,
2. Complied with probation requirements, and
3. Separated from the City in good standing

shall be entitled to payment for accrued vacation leave. In case of death, compensation for accrued vacation leave shall be paid to the beneficiary in the same manner that salary due to the decedent is paid. Vacation must be scheduled with one's supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

### C. Sick Leave

The City of Willamina provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Manager. Please also refer to the Oregon Sick Leave Law poster that is posted in the coffee room at City Hall and is incorporated here by reference.

#### Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment, but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued. Unless the employee has a separate employment contract with the City of Willamina which delineates that employee's sick leave.

Sick leave with pay for full-time regular or probationary employees shall accrue at the rate of one working day of leave (8 hours) for each full calendar month of the employee's service. Regular part-time employees shall accrue a pro-rated amount of sick leave. Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regular prescribed rate. Sick leave may be taken in hourly increments. Unless the employee has a separate employment contract with the City of Willamina which delineates that employee's sick leave.

#### Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Employees may carry over up to a maximum of 1040 hours of accrued and unused sick leave for use in a subsequent calendar year.

### Use of Sick Leave

Accrued paid sick leave may be used for the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care. This is available for the employee or his/her family member.
  - "Family member" means the eligible employee's grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

### Employee Notice of Need for Sick Leave

*Foreseeable Sick Leave.* If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave using the City of Willamina's call-in/notification procedures. If an employee is unable to reach their direct supervisor, they should notify the City Manager. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the City of Willamina. Employees must notify their direct supervisor of any change in the expected duration of sick leave as soon as is practicable.

*Unforeseeable Sick Leave:* If the need for sick leave is unforeseeable, the employee must notify their direct supervisor as soon as practicable and comply generally with the City of Willamina's call-in procedures. Generally, an employee should notify his/her immediate supervisor of

unforeseeable sick leave at least 30 minutes prior to the beginning of his/her shift, unless physically unable to do so, at which time notice should be given as soon as possible.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City of Willamina may deny the use and legal protections of sick leave.

#### Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City of Willamina may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault, or stalking.

#### Sick Leave Abuse

If the City of Willamina suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City of Willamina may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

#### Donated Sick Leave

The City of Willamina allows employees to voluntarily transfer accrued vacation leave, sick leave, and/or compensatory time to the sick leave account of an eligible employee who has exhausted all accrued leave and benefits.

Eligible employees must be unable to return to work due to their own serious illness or injury which is life threatening or which will require a lengthy convalescence. Eligibility for leave donations will require a medical certification indicating eligibility under the above definition. It is prohibited for anyone to pressure, intimidate or otherwise attempt to convince any employee to take action in a donation issue that is not of the employee's own volition.

A lifetime maximum of 600 hours may be donated to the affected employee during the tenure of their employment with the City of Willamina. There is no assurance made by the City of Willamina that the affected employee will receive any donations due to the voluntary nature of this policy.

To qualify as a donating employee, an employee must be a regular status employee working half time or greater and have sufficient vacation leave, sick leave, and/or compensatory time accrued to cover donated time. Donating employees agree to make no future claim upon the City of Willamina for compensation associated with the hours donated.

Any exception to this policy requires approval by the City Manager.

## D. Holidays and Floating Holidays

The City of Willamina recognizes nine holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

- New Year's Day
- President's Day
- Memorial Day
- Labor Day
- Martin Luther King Jr. Day
- Independence Day (July 4)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day or any other excused absence under the City of Willamina policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

### Floating Holidays

Employees may select one additional day off with pay (known as a "floating holiday") during a calendar year, on any day they choose.

Floating holidays may only be used in full-day increments; partial days are not allowed. Floating holidays must be used in the year they accrue. Floating holidays do not "carryover" to the next year.

Employees must coordinate requests for floating holidays with their manager.

## E. Family Medical Leave

### Statement of No FMLA/OFLA Coverage

The City of Willamina's employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that the City of Willamina will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, during a period of military conflict, as defined by law, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the

Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this leave, the employee must have worked an average of at least 20 hours per week prior to beginning the requested leave.

#### F. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to full-time employees who have worked for the City of Willamina for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is unpaid; employees, however, may use accrued sick leave during the bereavement leave period. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, sibling, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin. This leave will be administered in accordance with Oregon's sick leave law, and the time off will be deducted from the employee's sick leave bank.

#### G. Jury and Witness Duty

##### Jury Duty

The City of Willamina will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay he or she receives, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.

##### Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the Accounting Manager upon receipt.

Except for employee absences covered under the City of Willamina's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

## H. Religious Observances Leave and Accommodation Policy

The City of Willamina respects the religious beliefs and practices of all employees. The City of Willamina will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City of Willamina's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with employee's supervisor.

## I. Crime Victim Leave Policy

Any employee who has worked an average of at least 20 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Willamina may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

## J. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to seek legal or law enforcement assistance or remedies, secure medical treatment for or time off to recover from injuries, seek counseling from a licensed mental health professional, obtain services from a victim services provider, or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor as far in advance as possible. That notice shall include the time needed, when the time will be needed, and the reason for the leave. The City of Willamina will then generally require certification of the need for the leave such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Willamina notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Willamina. Please contact your supervisor or the City Manager immediately with requests for reasonable safety accommodations.

#### K. Military Leave

Employees who wish to serve in the military and take military leave should contact their supervisor or the City Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

### IV. Employee Benefits

#### A. Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both the City of Willamina policy and that of its health insurance provider are entitled to the benefit options offered by the City of Willamina. Generally speaking, that means the City of Willamina offers medical insurance for all of its regular, full-time employees unless otherwise established by law. The City of Willamina pays ninety percent (90%) of the cost of coverage for its regular, full-time employees and their dependents. Part-time employees are eligible to healthcare benefits as delineated in Section III, A(2) of this Handbook.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City of Willamina. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the City of Willamina, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City Manager's Office.

#### B. Employee Assistance Program (EAP)

This free, confidential service is provided to all employees covered by the City of Willamina medical insurance benefits, and their covered dependents who may be experiencing life

problems. Information regarding this service can be obtained by contacting your supervisor or the City Manager.

### C. Workers' Compensation and Safety On the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation, and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

#### Steps to Take if You Are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to your supervisor.

***Failure to timely follow these steps may negatively affect your ability to receive benefits.***

#### Return to Work

If you require workers' compensation leave, the City of Willamina will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider who is familiar with your condition demonstrating your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City of Willamina does not discriminate against employees who suffer a workplace injury or illness.

#### Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

#### Overlap with Other Laws

The City of Willamina will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA). If, after returning from a

workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

## I. PERS (Public Employees' Retirement System) Benefits

The City of Willamina participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). For information about the City of Willamina's contributions to employee PERS or OPSRP plans, please see the Accounting Manager.

## V. Miscellaneous Policies

### A. Alcohol/Drug Use, Abuse and Testing Policy

#### Prohibited Conduct

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

- a. Possession, sale and/or use of drugs on City of Willamina premises, while in City of Willamina-provided clothes, while on City of Willamina-related or work-related travel, or while on City of Willamina business (other than employees who possess drugs while they are engaged in law-enforcement work);
- b. Failure to notify the City of Willamina of an arrest or conviction under any criminal drug or alcohol statute within five days of the arrest or conviction;
- c. Possession and/or consumption of alcoholic beverages or being under the influence of alcohol during work hours, while in City of Willamina-provided clothes or on City of Willamina premises, while operating a City of Willamina vehicle (or while operating a personal vehicle in connection with the performance of City of Willamina business), or while performing job functions other than at the employee's home (other than employees who possess drugs while they are engaged in law-enforcement work); or.
- d. Being under the influence of drugs while on duty, on City of Willamina premises, on City of Willamina work time, while in City of Willamina-provided clothes, while on City of Willamina business, or while operating a City of Willamina vehicle (or while operating a personal vehicle in connection with the performance of City of Willamina business).

As used in this policy, "drug" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.

## Prescription Medication and Medical Marijuana

An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work. This includes, without limitation, medical marijuana. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City of Willamina will not agree to allow an employee to use medical marijuana as an accommodation.

## Testing

The City of Willamina reserves the right to:

- a. Subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test,
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy,
- c. Discipline or discharge employees who test positive or otherwise violate this policy, and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage City of Willamina vehicle(s), machinery, equipment, or property; or (2) result in an injury to themselves or another employee requiring offsite medical attention; and (3) when the City of Willamina has a reasonable basis to believe that the accident or injury may have been caused by drug or alcohol use.

The phrase "reasonable suspicion" (or any variation thereof) used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

- A pattern of abnormal or erratic behavior,
- Information provided by a reliable and credible source,
- A work-related accident,
- Direct observation of drug or alcohol use,
- Presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes),
- Unexplained significant deterioration in individual job performance,
- Unexplained or suspicious absenteeism or tardiness,
- Employee admissions regarding drug or alcohol use, or
- Unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms, or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled

substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate his/her "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by their supervisor or the City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

#### Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Willamina property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Willamina may search the employee's possessions located on City of Willamina property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on City of Willamina property, or in property, equipment, or supplies provided by the City of Willamina to employee.

#### Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs, or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

#### Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug-related or alcohol-related activity within five days of the arrest or conviction,
- Entry into a drug court or diversion program, or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or cdl).

Failure to report as required will result in disciplinary action up to and including termination.

## Drug and Alcohol Treatment

The City of Willamina recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Willamina is willing to help such employees obtain appropriate treatment.

An employee who believes that he or she has a problem involving the use of alcohol or drugs should ask a supervisor or City Manager for assistance.

The City of Willamina will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Willamina to the extent its existing benefits package covers some or all of the program costs.

Although the City of Willamina recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of the City of Willamina policy is discovered, the employee's willingness to seek the City of Willamina or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

## Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, or agency is prohibited unless written authorization is obtained from the employee.

### B. Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones and similar devices), tablets and similar devices, all of which are referred to as "cellular devices" in the Cellular Devices Policy.

#### Cell Phones and Cellular Devices in General (both City of Willamina-provided and personal cell phones/cellular devices)

Employees are allowed to bring personal cell phones and cellular devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City of Willamina-provided cell phones/cellular devices may not violate the City of Willamina's policies against harassment and discrimination. Thus, employees who use a personal or City of Willamina-provided cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by the City of Willamina) that is harassing or otherwise in violation of the City of Willamina's no-harassment and no-discrimination policies will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or City of Willamina-provided cell phone/cellular device for work purposes outside of their normal work schedule without written authorization in advance from the City Manager. This includes, but is not limited to, reviewing,

sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

#### Employee Use of City of Willamina-Provided Cell Phones/Cellular Devices

Cell phones/cellular devices are made available to City of Willamina employees on a limited basis to conduct the City of Willamina's business. Determinations as to which employees receive a City of Willamina-provided cell phone will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City of Willamina may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City of Willamina away from the office (see the City Manager for more information).

Employees who receive a cell phone or cellular device from the City of Willamina must agree to not use the cell phone/cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or cellular device from the City of Willamina must acknowledge and understand that because the cell phone/cellular device is paid for and provided by the City of Willamina, or subsidized by the City of Willamina, any communications (including text messages) received by or sent from the cell phone/cellular device may be subject to inspection and review if the City of Willamina has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other City of Willamina policy. An employee who refuses to provide the City of Willamina access to his/her personal cell phone/cellular device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use City of Willamina-provided cell phones or cellular devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City of Willamina-provided cell phone/cellular device.

#### Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours, or at any City of Willamina-sponsored function unless authorized to do so by the City Manager.

#### Cell Phones/Cellular Devices and Public Records

City of Willamina-related business conducted on City of Willamina-provided or personal cell phones/cellular devices, may be subject to disclosure under Oregon's Public Records laws.

#### Cell Phone/Cellular Device Use While Driving

The use of a cell phone or cellular device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Willamina vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the use of employee-owned cell phones and phones provided or subsidized by the City of Willamina.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Willamina-authorized or City of Willamina-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or “instant” messages while driving on City of Willamina business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

### C. Use of City of Willamina Email and Electronic Equipment, Facilities, and Services

The City of Willamina uses multiple types of electronic equipment, facilities, and services for producing documents, research, and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet, and any new technologies used in the future. This policy governs the use of such City of Willamina property.

#### Ownership

All information and communications in any format, stored by any means on or received via the City of Willamina’s electronic equipment, facilities, or services is the sole property of the City of Willamina.

#### Use

All of the City of Willamina’s electronic equipment, facilities, and services are provided and intended for City of Willamina business purposes only, and not for personal matters, communications or entertainment. Access to the Internet, websites, and other electronic services paid for by the City of Willamina are to be used for City of Willamina business only, incidental use excepted. This means, for example, that employees may not use the City of Willamina-provided Internet, or City of Willamina electronic equipment, facilities, and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City of Willamina’s no-harassment, no-discrimination, or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent, or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City of Willamina-specific confidential information;

- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g. viruses, worms, Trojan horses); or
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Willamina-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Willamina email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

### Inspection and Monitoring

Employee communications, both business and personal, made using the City of Willamina electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City of Willamina equipment, facilities or services are the property of the City of Willamina and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Willamina's electronic equipment, facilities, or services are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City of Willamina's ownership of the electronic information, electronic equipment, facilities, or services, or the City of Willamina's right to inspect such information. The City of Willamina reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all of the City of Willamina's electronic equipment, facilities, and services, including all communications, internet usage, and resources visited. The City of Willamina will override all personal passwords if it becomes necessary to do so for any reason.

### Personal Hardware and Software

Employees may not install personal hardware or software on the City of Willamina's computer systems without approval from the City Manager. All software installed on the City of Willamina's computer systems must be licensed. Copying or transferring of City of Willamina-owned software may be done only with the written authorization of the City Manager.

### Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City of Willamina management. No employee can examine, change, or use another person's files, output or user name unless they have explicit authorization from the City Manager to do so.

### Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications, or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating

should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

#### Inappropriate Web Sites

The City of Willamina's electronic equipment, facilities, or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate the City of Willamina's policies on harassment and discrimination.

#### D. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Willamina, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City of Willamina or the City of Willamina's legitimate business interests may result in disciplinary action up to and including termination.

#### Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City of Willamina's no-harassment and no-discrimination policies or that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website, or other social networking site to a City of Willamina-owned or City of Willamina-maintained website without identifying yourself as a City of Willamina employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Willamina. If the City of Willamina is a subject of the content you are creating, be clear and open about the fact that you are a City of Willamina employee, and make it clear that your views do not represent those of the City of Willamina or its employees or elected officials.

#### Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City of Willamina's employees and elected officials, and suppliers or other third parties who do business with the City of Willamina. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage citizens, co-workers, City of Willamina employees or elected officials, or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or City of Willamina policy.

Maintain the confidentiality of the City of Willamina's confidential information. Do not post internal reports, policies, procedures or other internal, City of Willamina-related confidential communications or information. (See "Confidential City of Willamina Information" policy, below.)

#### Request for Employee Social Media Passwords

City of Willamina supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Willamina.

Nothing in this policy prohibits the City of Willamina from requiring an employee to produce content from his or her social media or internet account in connection with a City of Willamina-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

### E. Confidential City of Willamina Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Willamina policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical, or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files, or similar materials (except in the ordinary course of performing duties on behalf of the City of Willamina) may be removed from our premises without permission from the City Manager. Likewise, any materials developed by the City of Willamina's employees in the performance of their jobs is the property of the City of Willamina and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Willamina's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

### F. Ethics

At the City of Willamina, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their

reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Willamina or the City of Willamina's citizens.

We at the City of Willamina are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Willamina from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Willamina's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

### G. Open-Door Policy

The City of Willamina's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City of Willamina's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone at the City of Willamina, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

### H. Outside Employment

Generally, employees may obtain employment with an employer other than the City of Willamina or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of the City of Willamina's time (including the employee's work time), facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Willamina. In other words, the employee may not engage in private business interests or other employment activities on the City of Willamina's time or using the City of Willamina's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works; or
- Receipt of money or other consideration for performance of duties that the employee is required to perform for the City of Willamina.

The City of Willamina requires employees to report outside employment to their supervisor on an annual basis, or sooner if any changes in outside employment occurs.

### I. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug-related or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas, or diversions that result from conduct which occurred while on duty, on City of Willamina property, or in a City of Willamina vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas, or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited, or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

### J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Willamina employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

### K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Willamina (see "Holidays" section, above), the City of Willamina is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Manager (or his/her designee) will decide whether and to what extent the City of Willamina will close.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If you cannot safely report to work in such circumstances, you should contact your supervisor. If staff cannot reach the office and are able to serve the City of

Willamina from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

#### L. Driving While on Business

Employees using a private vehicle to conduct the City of Willamina's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City of Willamina business use should make any necessary arrangements with their insurance carriers.

The City of Willamina may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment.

While on City of Willamina business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

#### M. Workplace Violence

The City of Willamina recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City of Willamina.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Willamina, or that threaten the safety, security, or financial interests of the City of Willamina. Employees should make such reports directly to the City Manager.

The City of Willamina also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

#### N. Workplace Inspections – No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by the City of Willamina pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records, it may also include a search of desks, work areas, file cabinets, voicemail systems, and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Willamina as these areas are not private.*

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

#### O. Smoke-Free Workplace

The City of Willamina provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. This policy applies to employees, volunteers, and any visitors to the City of Willamina property, vehicles, or facilities/buildings.

The City of Willamina buildings and vehicles are tobacco-free areas. Tobacco use is prohibited during working hours. Further, the City of Willamina prohibits tobacco use in or around City of Willamina vehicles and equipment or machinery.

If you wish to smoke, you must do so outside of the City of Willamina's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City of Willamina has established employee smoking areas that your supervisor can show you.

#### P. Children in the Workplace

The City of Willamina values its employees and recognizes the importance that families fulfill in the lives of employees. The following policy addresses and outlines the circumstances under which it is appropriate to bring minor children to the workplace. These policies are intended to foster respect for the needs of all parties impacted by the presence of minor children at the City of Willamina work place.

In general, the workplace is typically not the appropriate place for minor children to be present on a frequent or continuing basis. Employees may request permission from the City Manager to have their child(ren) in the workplace with them on an emergency basis only. It is assumed that these situations will be relatively rare, and that they will impede work as little as possible. Such situations may include but are not limited to sickness of a babysitter or caregiver or when a child may stop to visit or wait for transportation. It is understood that no permission will be granted for a sick child to be brought to the workplace.

By requesting that their child(ren) be allowed to attend or actually having their child attend the workplace with them, the employee agrees to the following:

- The employee accepts full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence,
- The employee agrees to assume responsibility for the child at all times and to ensure the child's presence does not disrupt the employee's work or interfere with the workplace activities, and
- The employee agrees to supervise the child at all times and agrees that he or she will not leave the child with another employee.

It is understood that some City of Willamina workplaces may be areas where safety and/or confidentiality factors exist which are not conducive to allowing children at that workplace including, but not limited to:

- Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
- Any areas, indoor or out, containing power tools or machinery with exposed moving parts or rotating equipment;
- Areas with excessive noise, temperatures, inadequate ventilation or pollutants;
- City of Willamina vehicles, heavy duty or other motorized equipment;
- Any other high risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.); or
- Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards.

In the above situations, children are not allowed to attend the workplace with employees.

## **VI. Termination of Employment**

### **A. Workplace Rules and Prohibited Conduct**

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City of Willamina's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Willamina records, or failure to include documents in personnel files as required by City of Willamina rules or standard procedures.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Willamina property, or the property of any other employee, citizen, vendor, or third party.
- Unauthorized use of City of Willamina equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on City of Willamina property.
- Carrying firearms or any other dangerous weapon on City of Willamina premises at any time. (Except for weapons carried by active duty safety officers.)
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on City of Willamina property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Willamina employee, customer, or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.

- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Willamina.
- Misrepresentation of City of Willamina policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Willamina. Employees may not use the City of Willamina's name, logo, likeness, facilities, assets, or other resources of the City of Willamina for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security, or City of Willamina policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Willamina or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City of Willamina and/or having their City of Willamina-provided services disconnected. This includes, without limitation, situations where the employee writes a check to the City of Willamina that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates City of Willamina policy.

This statement of prohibited conduct does not alter the City of Willamina's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City of Willamina remains free to terminate the employment relationship at any time, with or without cause or notice.

## B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the City of Willamina's standards, The City of Willamina will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City of Willamina policies, procedures, and rules and for other inappropriate behavior or conduct, the City of Willamina may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City of Willamina may also choose to send the employee to training or an educational opportunity.

In all cases, the City of Willamina retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City of Willamina reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Willamina deems such action appropriate. The City of Willamina retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

### C. Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give the City of Willamina as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave the City of Willamina, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive work days without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor or the City Manager before making a final decision.

Employees must return all City of Willamina property, including phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor or the City Manager on or before their last day of work.

### D. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Willamina discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

# Employee Acknowledgement

## Acknowledgment of Receipt of Willamina Employee Handbook, November 2017

I acknowledge that I have received and will read a copy of the City of Willamina Employee Handbook November 2017. I also understand that a copy of the Willamina Employee Handbook, November 2017, is available to me at any time to review at City Hall.

I understand that the City of Willamina has adopted the Willamina Employee Handbook, November 2017, only as a general guide about policies, work rules, and the work environment, and that they are subject to change at any time in the City of Willamina's sole discretion. I also understand that the Willamina Employee Handbook, November 2017, controls over any other contradictory statements, other than those found in applicable collective bargaining agreements or employment contracts. I acknowledge that the Willamina Employee Handbook, November 2017, is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City of Willamina or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement or employment contract. Other than promises that may be found in that collective bargaining agreement or employment contract, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City of Willamina's policies regarding equal employment opportunity and provision of a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my supervisor, the City Manager, or any trusted manager or supervisor.

During my employment with the City of Willamina, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

---

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

# Regular Agenda

**City of Willamina  
Staff Report  
For the City Council Meeting of November 14, 2017**

**To: Mayor and City Council**  
**From: Debbie Bernard, City Recorder**  
**Subject: Recruitment for Planning Commission Vacancy and  
Reappointment of Planning Commissioners Whose  
Terms Expire December 31, 2017**

**ISSUE**

In what manner shall city staff recruit for the currently vacant Planning Commission seat? Shall the City Council reappointment those Planning Commissioners whose terms expire on December 31, 2017?

**RECOMMENDATION**

Staff recommends that City Council direct recruitment of the currently vacant Planning Commission seat via advertisements in the News Register, Bulletin Board and on the Willamina High School reader board. Staff also recommends that Council re-appoint those Planning Commissioners whose seats expire December 31, 2017.

**SUMMARY AND BACKGROUND**

Planning Commissioner Michele Nolen resigned her position as of August 1, 2017. Her term expires on December 31, 2018. This position will need to be filled and, pursuant to Ordinance No. 643, Section 31.40, and City Council must direct city staff on the method used to recruit new commissioners.

Further, Ordinance No. 643, revised the term of office for Planning Commissioners from four to three years. Due to this change in term of office three Commissioners' terms will expire on December 31, 2017. Section 31.30 provides that the Commissioners may be considered for reappointment at the discretion of the City Council.

**FACTS AND FINDINGS**

1. Planning Commissioner Michelle Nolen resigned effective August 1, 2017 leaving a partial term vacancy on the Planning Commission.
2. Ordinance No. 643, Section 31.40 provides that the City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.
3. Historically, the City Council has directed staff to advertise vacant positions in the News Register and the Bulletin Board and notify the public via the Willamina High School reader board.
4. In addition to the current vacancy, three seats on the Planning Commission expire effective December 31, 2017.
5. Ordinance No. 643, Section 31.30 provides that the City Council may be reappointed at the discretion of the City Council.

**PROPOSED MOTIONS**

1. *I move to direct staff to recruit to fill the current vacancy via advertising in the local newspapers and notify the public of the current vacancy via the Willamina High School reader board and City of Willamina website.*
  
2. *I move to reappointment Shirley Fitzgerald, Susan Richman, and Patrick Howard Keith to the City of Willamina Planning Commission for a full term expiring December 31, 2020.*

---

Debbie Bernard, City Recorder

Attachments:

Exhibit A, Willamina Planning Commission Members & Terms 2017 (below)  
 Ordinance No. 643

Willamina Planning Commission Members & Terms								
2017								
Seat	Prior Term Name	Current Term Name	Partial Term		Full Term		Full Term	
			Appointed	Expires	Appointed	Expires	Appointed	Expires
1	Chair Hamilton, Loyal	Dennis Ulrich	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
2	James Brown	Shirely Fitzgerald	12/31/2014	12/31/2017		12/31/2014	11/2017	12/31/2017
3	James Vaccarezza	Susan Richman	12/31/2014	12/31/2017		12/31/2014	11/2017	12/31/2017
4	Dennis Ulrich	Sheryl Christie Hansen	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
5	Vacant	Patric Howard Keith	12/31/2014	12/31/2017		12/31/2015	11/2017	12/31/2017
6	Vacant	Michelle Nolen	12/31/2015	12/31/2018		12/31/2015	11/2017	12/31/2018
7	Vacant	Martin Attebery	12/31/2014	12/31/2018		12/31/2015	03/2017	12/31/2018

ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, the City of Willamina has adopted Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY
NAYS	None
ABSTAIN	None
ABSENT	None



Vernon Mosser  
Vernon Mosser, Mayor

ATTEST:  
Sue C Hollis  
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED

## EXHIBIT A – ORDINANCE NO. 643

### Page 1 of 7

#### **31.10**      **Re-establishment**

There is hereby established a city Planning Commission (hereafter called “Commission”) which is an advisory committee to the City Council.

#### **31.20**      **Membership**

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- 2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

**EXHIBIT A – ORDINANCE NO. 643**

**Page 2 of 7**

- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

**31.30 Term of Office**

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

**31.40 Method to Fill Vacancies**

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

**31.50 Presiding Members**

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

**31.60**      **Duties and Powers of Presiding Members**

(1)      Chairperson:

- a.      Preside at all meetings of the Commission.
- b.      Sign all documents of the Commission.
- c.      Review Planning Commission agendas with staff.
- d.      Encourage active discussion of all items brought before the Commission.
- e.      In conjunction with staff, orient new members to the Planning Commission.
- f.      Report to the Council on the activities of the Planning Commission at least once a year.
- g.      See that all actions of the Commission are properly taken.

(2)      Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

**31.70**      **Meetings**

- (1)      One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1<sup>st</sup> Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

**EXHIBIT A – ORDINANCE NO. 643**

**Page 4 of 7**

- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

**31.80        Compensation**

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

**31.90        Expenditures**

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

**31.100      Staff Services**

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

**31.200      Training**

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

**31.300**      **Ethics**

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

**31.400**      **Conflict of Interest**

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

**31.500**      **Powers and Duties of the Commission**

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

**EXHIBIT A – ORDINANCE NO. 643**

**Page 7 of 7**

- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council

# Yearly Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

### September 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

### September

09/04/17(Mon)	Labor Day	holiday
09/05/17 (Tue)	Planning Commission	meeting
09/12/17 (Tue)	City Council Meeting	meeting
09/23/17 (Sat)	Willamina's Harvest Festival	event
<b>09/25/17(Mon)</b>	<b>RFP Request for Proposal Deadline</b>	<b>deadline</b>
09/26/17(Tue)	Tenative City Council Meeting	meeting
<b>09/28/17(Thurs)</b>	<b>LOC 92ND Annual Conference 28, 29, &amp; 30th</b>	<b>event</b>

### October 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				

### October

		-
		-
10/03/17 (Tue)	Planning Commission	meeting
10/10/17(Tue)	City Council Meeting	meeting
10/09/17(Mon)	Columbus Day	holiday
10/31/17(Tue)	Halloween	holiday

### November 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		

### November

		-
11/10/17 (Fri.Sat & Sun)	Coastal Hills Art Tour Celebrating 26 years	event
11/07/17(Tue)	Planngng Commission	meeting
11/14/17(Tue)	City Council Meeting	meeting
11/23/17(Thu)	Thanksgiving	holiday

### December 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						

### December

		-
12/05/17(Tue)	Planning Commission	meeting
12/12/17(Tue)	City Council Meeting	meeting
12/24/17(Sun)	Christmas Eve	holiday
12/25/17(Mon)	Christmas Day	holiday