

WILLAMINA CITY COUNCIL AGENDA

**Combined City Council & Town Hall Meeting
Tuesday, February 14, 2017 @ 6:00pm****West Valley Fire District
825 NE Main St, Willamina**

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CONSENT AGENDA

1. Approval of Minutes – December 27, 2016 and January 10, 2017
2. Check Registers – January 1 to 31st, 2017 (information only)
3. Financials January 2017

CORRESPONDENCE – EID -Economic Improvement District

REGULAR AGENDA

1. Inauguration of City Councilor Designate April Wooden
2. Receipt of 2016 Audit Report from City of Willamina Auditor Rich Winkel and Kathy Taylor
3. Consideration of Retaining Ross Schultz to assist Mayor and City Council in Evaluating the Work Performance of the City Manager.
4. Consideration of Funding Request from Your Community Mediators
5. Consideration of Funding Request from Homeward Bound Pets
6. Consideration of Ordinance #666 to Amend the Willamina City Code with Regard to System Development Charges for the Change of Use of Existing Structures
7. Appointment of Budget Officer for the 2017-18 Fiscal Year Willamina City Budget
8. Consideration of Liquor License Renewals

PUBLIC HEARING

1. Public Hearing on Annexation/Zone Change/Comprehensive Plan Map Amendment 2016-01 as Recommended by the Willamina City Planning Commission
2. Consideration of Ordinance #667. An Ordinance annexing to the City of Willamina the territory described in Exhibit "A" and amending the Willamina Zoning Map to apply the R-2 Zone and amending the Comprehensive Plan Map to apply the MDR Designation to the annexed property.

BUSINESS CARRIED FORWARD-UPDATE

1. The Old Department Store & the Old City Shops
2. Library Awnings
3. Playground and Park Equipment

BUSINESS FROM THE COUNCIL

REPORTS FROM/CITY Officers

1. Sherriff's Report
2. Report from Public Works
3. Librarian Report
4. Code Enforcement Report
5. Events Calendar
6. City County Dinner

ADJOURN

CONSENT

City Of Willamina
Minutes of the Second Tuesday Meeting of the City of Willamina
December 27, 2016
6:00 PM
(Recorded meeting)

Location of Meeting:

West Valley Fire
825 NE Main ST
Willamina, Oregon 97132

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Katie Vinson arrived 30 minutes late
City Manager Bob Sivick
City Recorder Debbie Bernard
City Engineer Peter Olsen
City Attorney Paul Elsner
News Register Paul Daquilante
City Attorney Nancy Werner via phone
Guest: (Signed in but not limited to)
Doug Colton
Robert Hollinger
Mary Jane Hollinger
Karl Klym
Dennis Ulrich
Corey Farmer
Janelle Justen
Bridget Menely
Cheryl Aughenbaugh

The regular meeting of the City of Willamina was called to order at 6:00 PM on December 27, 2016 at West Valley Fire by Mayor Ila Skyberg. The pledge of allegiance was recited. The City Recorder took role call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

Public Input

Mayor Skyberg

Signed in to Public Input

Several people signed up to address the water shut off that occurred a week before Christmas and their dissatisfaction with getting their service turned off and the fee charged for the disconnection of water service. The complaints were directed at staff specifically the City Recorder.

Cori Farmer, 435 SW Hill Dr. Willamina – Cori addressed the Council and stated that her water had been shut off for non-payment. She said she was disappointed that Public works did not knock on the door prior to turning her service off. Cori read several sections of Regulations of the Public Utilities Commission. She noted that the City Shut Off process violated some of those regulations. She added that she would like to see city staff knock on the door before shutting water service off as a courtesy.

Janelle Justen from Grand Ronde and owns rental in Willamina said she has a 850 credit score and was insulted. Janelle read from a previously prepared several page documents. Her prepared details included being unhappy with the City Recorder and feeling disrespected and feeling mistreatment when she was at City Hall. Janelle passed a list of comments from Facebook to the Council individually so they could read the many comments others dissatisfaction of getting there water turned off.

Bridget Menely, 7835 NE C. St. Willamina – Bridget addresses the Council and said she was treated unfairly when she made arrangements with the office and then was turned off. She said that the City Recorder did not acknowledge her arrangement to pay her water bill at the end of December; she said that the City Manager then acknowledges her arrangements and her service was back on.

Cheryl Aughenbaugh, Willamina – Cheryl spoke and said that she asked forgiveness of the shut off fee and was told no. She said that her husband had been in the hospital and it was rude that there was no consideration given by City Recorder.

Jim Vinson, Willamina – signed up to speak but did not speak.

Justine Colton, Willamina – Justine addressed the Council and said that she felt it was time the City started charging for things like SDC fees and collecting on those charges.

Doug Colton, 475 SW Pioneer, Willamina – Doug commented that he had been sitting listening to the City Manager say everyone has to pay their fair share. Doug said is he

paying \$3.00 per unit of water and Willamina Number pays \$1. He wants to know why people are not paying their share. He said he was wondering why the City is considering not charging SDC's for some which sounds like the good old boy club. He commented on the shut off fee and asked why we don't consider lowering the Discount Fee from \$50.00 to \$25.00. Bob responded regarding the \$50.00 that is set by policy.

Michael Alger, 1200 NE Main, Willamina – Michael addressed the Council and said he is a local business owner and gave a background of when his business connected to the City water service and a background of his water bills in Lincoln City. He said he had been behind with his water billing in the past several times and never turned off in Lincoln City. He added they contact him to let him know he is behind. He said other cities hang a water door hanger as notifications. There they contact him with courtesy. He said the City should consider similar methods. He said there should be more notice.

City Manager Bob Sivick responded to all the comments by stating that he started in September, 2017 and took observation for several months and in November took action regarding the outstanding receivables. Bob said that he would not respond to any name calling. He then said we all know the City has been in serious financial shape for some time. He explained that he was hired to come in and manage the City's poorly managed finances. He would not deny that in the past people were allowed to pay part of their water bill and not get shut off. He said it now has to do the fiscal discipline. He went on to share that he reviewed a report of uncollected receivables of \$165,000 which is outrageous for a city this size. He explained because of that the City cannot even get a credit card. Bob added that 70 percent of the customers pay their bills religiously and he realizes water rates are high and the reason for that is 70% are subsidizing the people that do not pay. He said he just needs to do his job.

Councilor Vinson said she walked in late and apologized. She said she had not been aware of any notices regarding the utilities and billing changes and received several call for citizens. She said she wants us to be a team. Bob responded that he had communicated to the Council a month ago and disagreed that there had not been communication. Bob added that he began imposing the policy in November. He said he did not change policy the policy has always been in existence. He said he cannot control the council but he can control managing the City. He said he just needs to do his job. Katie said she does take time to read email and did not see anything. Bob respectfully disagreed and said he did inform the council.

Citizen Corey Farmer asked to give the Council the PUC website address for the record arcweb.sos.state.or.us.

Bob then said that he could see a disconnect in reference to the state website and asked the City Attorney Paul Elsner to address the PUC website and the Oregon administrative rules that had been presented to Council.

Paul explained to the Council and audience present that those rules do not apply to the City but do apply to other entities. Those rules are for private utility systems. He said

Municipalities do not have to abide by the PUC rules. Paul said we are not a public utility as defined by the PUC. There are private providers of utilities like PGE and Northwest Natural Gas.

The City is a home rule jurisdiction. Basically the City Charter is the constitution of the City. Every other city in Oregon is separate governments they are not public utility. They are a Municipal Corporation. The City of Willamina is a Municipal Corporation.

IV. Consideration of New Business

1. Old Bank Building proposed coffee shop SDC's Charges - moved down on the agenda
2. Ordinance 665 An Ordinance of the City of Willamina amending Title V of the Willamina Code (Public Works) by adding a new Chapter 53 relating to utility facilities in the public right of way.

Mayor Ila Skyberg

City Recorder Debbie Bernard & City Attorney Paul Elsner addressed the Ordinance. Paul Elsner explained the purpose of the Ordinance is to address anyone that wants to use public right of way.

Councilor Burr asked if the City Manager and City Attorney support the Ordinance. Bob Sivick responded yes.

The City Attorney then said that this is an 11 page document and advised on reading the ordinance by title only. He added that there will be fees paid essentially a right of way fee. Paul explained that all the conditions of all the requirements of every potential user will be taken care of by the Ordinance. He continued to say that Council will need to make two votes. One that is procedural which is to read the ordinance by title only and the other is substantive; a vote as to whether or not Council will want to adopt the ordinance by title only.

Bob Sivick added that it simplifies the process with anyone who has a Franchise with the City.

Rita asked if any utility franchises would be affected that are in the ground now. The City recorder responded no. PGE is on the poles. The Ordinance addresses the right of way. Mr. Elsner responded that it addresses all the franchisees.

Nancy Werner was on the phone to answer questions from the Council. There were no additional questions for Nancy. Mayor Skyberg responded to Nancy and thanked her for being available to answer questions. The City Recorder ended the call.

Doug Colton asked Mayor Skyberg if OnlineNW would be digging up the streets and if there is a guarantee that the streets would be put back the way they were supposed to be. Paul Elsner responded the Ordinances address all those issues. Paul said the model ordinance was drafted to address standards for street construction. Mayor Skyberg asked for a motion to read the Ordinance 665 by title only.

MOTION: Councilor Baller **moved** to read Ordinance 665 by Title only. Councilor McKnight **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, Stritzke, McKnight and Vinson voting aye. All in Favor.

The City Recorder Debbie Bernard read the Ordinance by Title Only.

Mayor Skyberg invited questions. Councilor McKnight asked about amending Title V. She asked what is title V. The City Recorder responded it is public works. Bob Sivick responded it is adding a chapter to the Code. Paul Elsner explained the Code is broken into a number of sections. Each of those Titles is a section; title V is things related to Public Works.

The City Attorney stated Councilors needed to be aware this is an emergency ordinance and has to have a unanimous vote.

MOTION: Councilor Baller **moved** to adopt Ordinance 665 an Ordinance of the City of Willamina amending Title V of the Willamina Code (Public Works) by adding a new Chapter 53 relating to utility facilities in the public right of way. Councilor McKnight **seconded** the motion. Motion **carried unanimously** with Councilors Baller, Burr, Stritzke, McKnight and Vinson voting aye. All in Favor.

Kathy Tate CEO from Online NW addressed the streets question. She said they do not dig up any streets. They use underground drills and after decided on the path in the right of way drill a core thru the pavement and use water to pressure down thru the hole and then they visually identify the utilities they want to located so when they drill they can avoid other users. Kathy went on to say when they are done working, they cover up the hole. She said you will see a small circle left behind. Also they always call in for a locate so to make sure they do not hit other providers in the right of way.

The City Engineer also addressed the question and said the way Online NW is drilling is the preferred way to do that.

3. Old Bank Building

Mayor Skyberg

Next Mayor Skyberg was asked by Councilor Burr if he could do his presentation. Councilor Vinson recused herself.

He said he wanted to start with caveats. The city paid the City Manager, City Attorney and the City Engineer for their expertise. He said he was not recommending that we go

against their opinion. Perhaps there may be change of opinion. He added that he does not want any favors. Bob also noted that Katie Vinson on Council will not affect his presentation.

Bob passed out several handouts and explained each. He said sheet one shows the City charges for System Development Charges. The second hand out is a correspondence regarding 110 NE Main. St from the City Manager Bob Sivick that states that SDC's for that property have been triggered. The next sheet titled Section 12. Exemptions, Reductions and Waivers section (3) states; The alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility is except from all portion of the system development charge.

Councilor Burr stated since he has been in Willamina 110 NE Main St Old Bank Building has been a bank, prior to that a dentist office, and prior to that an apartment. Bob went to the attached Ordinance 567 which states except alternation addition that does not increase the parcel use makes it except form system development charges. So going from those previous uses the City Engineer has stated there is an increase 10 fold. Bob said so his thoughts are if any business in town changes its use it should be charged system development charges. He said what he is talking about is change of use and one EDU's. He went over what is one EDU. He said a restaurant is one EDU for example and a tavern is one EDU so he does not know why the new coffee shop in the Bank Building is charged SDC's. Bob added that eventually there will be apartments added but what is being talked about is the restaurant.

Councilor Stritzke asked the administration where the coffee shop charged SDC's when they went into business. The City Recorder responded no.

Bob Sivick shared an example of a person on the interstate speeding and several others speeding and only one person has been stopped and cited. He said at some point we need to start enforcing the policy in a consistent manner. He also said just because it was not done incorrectly in the past is not a reason to not charge now.

4. City Surplus of 2008 Crown Vic Vehicle Mayor Ila Skyberg

The City Recorder addressed the request to salvage the 2008 Crown Victoria Vehicle. She said the vehicle is no longer of use to the Staff as it had been replaced with a 2008 Jeep Grand Cherokee that seats up to people. The Crown Vic was an old police vehicle and did not have back seating; it was also in need of much repair.

Mayor Skyberg stated that the Council had not been advised of the new purchase. The City Manager Bob Sivick responded that the Council was advised in the packet in December in the resolution to transfer funds; in addition it was also reported in the New Register.

MOTION: Councilor Baller **moved** to accept Resolution 16-17-008 a resolution of the Willamina City Council declaring surplus property and authorizing its sale or other disposition of the 2008 Ford Crown Victoria. Councilor McKnight **seconded** the motion. Motion **carried unanimously** with Councilors Baller, Burr, Stritzke, McKnight and Vinson voting aye. All in Favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 10, 2017 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 8:45 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard_____.

Minutes approved by: Mayor Ila Skyberg_____.

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

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg

Councilor Craig Johnson
 Councilor Heather Stritzke
 Councilor Bob Burr
 Councilor Theresa McKnight
 City Manager Bob Sivick
 City Recorder Debbie Bernard
 Public Works Director Jeff Brown
 Code Enforcement Officer
 Guest (not limited to):

Dave Buswell
 Dennis Ulrich
 Justine Colton
 Patty Brooks
 Janelle Justin
 Katie Vinson
 Doug Colton
 Donna Owens
 Gary Brooks
 April Wooden
 Mike Colton
 Jamie Van

Absent from Meeting: Rita Baller

Public Input:

Mary Bramall
 Dawn Owings
 Cori Farmer

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on January 10, 2017 at West Valley Fire Station by Mayor Ila Skyberg. The Flag Salute was recited. A roll call was taken by the City Recorder and a quorum was not present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Public Input

Mayor Ila Skyberg addressed those who signed in to speak.

- a. Mary Bramall stated her address at 774 NE Main St. Willamina. Mary addressed the Council to notify them that she witnessed footprints on the sheets of ice in the pond. She was concerned those foot prints could be front children playing.
- b. Corey Farmer stated her address of 435 SW Hill, Willamina. She reported to the Council that City workers have been parking in her yard. The City Manager responded and said that if there were any damages to the yard the city would repair the grass and public works would be alerted to not park on her property.

2. Consent Agenda

Mayor Ila Skyberg

The Consent Agenda to the January 23, 2017 meeting.

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

Oath of Office by the newly elected officials

Mayor Ila Skyberg

The City Recorder read the oath office for the elected officials; Each took the floor to address audience.

Mayor Ila Skyberg

Councilor Bob Burr

Councilor Craig Johnson

3. Town Hall Meeting

Mayor Ila Skyberg

- a. Economic Development Presentation - Bob Sivick

City Manager Bob Sivick introduced his Power Point presentation called Willamina Economic Development and Visioning.

Bob gave facts about Willamina.

Population (2015) 2,106

Growth since 2000 14.2% (Nationally-14.2%)

Median Age-37.5yrs. (Nationally-37.8 yrs.)

Population under 25yrs. – 33.7% (Nationally-33.4%)

Population over 65 yrs.-14.8% (nationally-13.8%)

Population over 25 years of age

Less than High School Education-18.2% (Nationally-11.6%)

High School Education or Greater-81.8% (Nationally-88.4%)

Bachelor's Degree or Greater-11% (Nationally-12.0%)

Employment by Industry (Full Time-16yrs.or over)

Education and Health Care-19.3% (Nationally-23.7%)

Entertainment, Lodging, Food Services-16.4%(Nationally-9.6%)

Manufacturing-14.7%(Nationally-10.4%)

Transportation-7.4%(Nationally-4.9%)

Agriculture, Forestry-4.9%(Nationally-2.0%)

Construction-4.9%(Nationally-6.2%)

Public Administration-4.7%(Nationally-4.9%)

Professional, Scientific, Technical Services-3.8% (Nationally-10.9%)

Information Services-3.3%(Nationally-2.8%)

Finance and Insurance-2.1%(Nationally-6.9%)

Other Services-2.7%(Nationally-.8%)

Willamina Economic Development Issues

Advantages

Population Growth

Young Residents

Disadvantages

Lack of Proximity to Major Highways and Metropolitan Areas

Lack of Residents with Advanced Degrees

Solution?

We Cannot:

Build a major highway through Willamina; Relocate Willamina to major metropolitan areas; Increase population to 20-28K overnight; Have residents earn advanced degrees.

We Can:

Pursue economic development with the assets we have.

Asset Based Economic Development

Asset based economic development is a bottom up approach to economic development. It builds on existing local resources to strengthen the local economy. It focuses on a community's environmental, cultural, and economic advantages and leverages them into sustained economic growth.

Jeri St. Onge noted that we need places for people to stay. The city currently does not have enough rentals for accommodate visitors.

It requires;
Strong leadership from the public and private sectors;

Innovation;
Collaboration between community leaders;
Cultural shift and rethinking of attitudes towards economic development; and
A source of funding

Bob then asked those present to participate and respond to

WHAT ARE WILLAMINA'S ASSETS?

The Pond.

WHAT ARE WILLAMINA'S NATURAL ASSETS?

The Location

WHAT ARE WILLAMINA'S HISTORIC ASSETS?

Audience member stated the Museum.

WHAT ARE WILLAMINA'S CULTURAL ASSETS? *The People.*

WHAT ARE WILLAMINA'S LIABILITIES?

Bob Sivick opened the question of "what are Willamina's liabilities" by prefacing that the City does not have the critical mass at this point. He said the City needs a point of movement. There must be an investment of public and private partnership to make this happen.

Comment from the audience: There is a perception of people in and out of Willamina that do not know what assets Willamina has. Bob responded and said we need to turn it around for those outside but we need to start within.

Bob S. said in thinking about the community and the research on the community and economy back to 1991 he noted things were last happening then. He asked the group who present if they remembered the department store. Bob asked people to think back to 1991 which was 25 years ago, and then asked folks if they thought the downtown since has improved or got worst. Audience member responded and said she thought it bottom out 15 years ago, and now is going up. Bob Asked the group to think 25 years from now and what they would you like to see in Willamina.

An audience member said a Brewery.

Downtown is beautifying during the holiday's it is like a Christmas village.

Audience member who lived outside the city would like to see the downtown as a center hub for CSA a boutique farm loop around the agriculture groups of people outside the city. She said the City needs to think of those outside the City who spend money inside the City. Bob responded and said he wants to provide incentives to bring more people into the city and spend money. Tobey Pratt gave an added the audience member's comments and gave the example Hood River with the Fruit Loop which creates a large economy for Hood River.

Bob asked do you want to see additional employers in town or do you want to see people come into town to eat and visit brew pubs; what do want to see in Willamina. Audience member said more than 50% in the room work in town and spend in town. Bob responded and said he understands that people in this room have a stake in the community and tend to be more involved.

Dick Paay said he would like to envision in 25 years' good schools.

Bob S. responded and said good schools are good for economic development.

Dick Paay commented that Chemeketa who usually has outreach classes in outer community but have not continued that and it is bad. Bob responded and said it could have to do with budgetary.

Audience member stood and said she had a master degree. She said she is a social worker and drives around Yamhill county for work. She said she was hearing broad statements that are not true and a true picture of the people. She said it would be important to get out to the people in person. There was applause from the Audience.

Bob asked the member to state what the misconception are. She said that she did not want the floor because she has a master degree or what she stating is logical but she wanted people present that have lived here all their lives to be listened to; She said she thinks there is a disconnect between people that oversee the City government and people that are present and there needs to be a healing before planning can be done.

Jeri St. Onge offered support and said Jennifer is stating that she is hearing disingenuous statements.

Bob responded this is not a conflict thing it is an inclusion thing. Jennifer then said she would like to see Bob and others visit outer areas and farms.

Dave Buswell said he would like to see the downtown livelier and people outside. He said one of the things he likes to do is eat at the Wildwood outside.

Craig Johnson said he would like to see a theater like the one in Independence. An amp a theater for example located at the Campus.

Audience member said she has lived here 40 years. What she sees is people like her are retiring. People like Bob and Rita who had the Pharmacy are retired. So, she is see the community evolving.

Bob responded and said we must roll with the bunches with the economy. He said it is unconvertable to talk about change and things that are wrong and good with our community.

Bob S. said what he likes most about Innovate Willamina is we are community that has embraced high tech.

Katie Vinson commented on what Genie said that there is a lot of fraternal organization that are dying out; she said one of the big things we have here in town is that we are connected in Willamina. She gathered several women that pulled up chairs that and gathered to create a women's group and communication factor that helps in social and commerce ways which meet the needs of the community.

Bob supported what Katie said and noted that the members of the local Civic Center were dying off and what a network of women did was came together to keep it going a very positive example of community involvement.

Audience member said he would like to see Hemp grown in the community.

Bob then moved to the NEXT STEP:

Bob said that the City applied and received a building blocks grand for sustainable communities which will identify infill needs in the Willamina and create a critical mass for economic development. A national team will be coming to

town on February 6 and 7 and visiting people and observe and evaluate the city and make Public presentation to all on the 7th. The people are from outside the community. The advantages to that are they are objective. They can look at it with clear eyes.

Jeri asked will they provide funds to help with infill.

Bob responded no. They will help us plan to plan.

After all the presentation and plan it will be thrown back to the elected officials to elect a committee. Bob said we are all a bunch of cooks throwing everything into a pot.

Katie committed on the Urban Grown Boundary and asked it easy to expand. Bob said Oregon has structure to boundaries and may be more difficult to change.

The City Recorder Debbie Bernard stated that the presentation would be on the Website for everyone to access.

Audience member asked who applied for the grant. Bob responded Ms. Bernard and I applied and apply for many grants. Presentation ended with Applause.

WHAT ARE WILLAMINA'S UNDERUTILIZED BUILDINGS AND SITES?

United States Environmental Protection Agency Building Blocks for Sustainable Communities. Application for assistance submitted in September 2016
 Recipients chosen in December 2016
 Willamina is one of 25 Communities chosen nationwide for this program

Infill Development

Repurposing unused or underutilized lots and buildings in downtown commercial district

Program helps local Governments identify obstacles to infill development and strategies for overcoming those obstacles

If successful infill development will increase property values and creates critical mass of rehabilitation and new development which will act as a catalyst for more development

National team will be visiting Willamina on February 6 and 7, 2017 to observe and evaluate the City and make a public presentation of findings and recommendations

Proposed Schedule –Economic Development

- Willamina City Council Work Session – December 6, 2016
- Town Hall Meeting – January 10, 2017
Political leaders, business leaders, community as a whole
- Visit & Evaluation by Community Planning & Economic Development Expert – February 6 and 7, 2017
- Saturday Workshop on Economic Development & Revitalization – March, 2017
Political Leaders, Business Leaders, Community as a whole
- Willamina City Council formulation of Economic Development Visioning Committee – April 2017
Members included Elected Officials, Business Leaders, Community Leaders, and Educational Leaders

Formulation of Economic Development & Revitalization Plan- Remainder of 2017

Next:

Review of the REOI Request for Interest of Expression on the Old Department Store and Old Public Works Building

Bob Sivick addressed the REOI (request for the expression of interest) on the Old Department Store and City Shops. He said that the City did do several advertisements looking for interest.

Bob said he received several interests. One specifically from the West Valley Fire Chief and asked him to speak. The Chief explained their interest is to store equipment. The Chief said he has two trailers that has medical equipment which are used to go out in the wild lands. He said that this building is full and so he would like to use the old city shops to store their emergency management assets that would allow them to be close and enhance the fire department capabilities.

Other interest was from a private party not present.

In addition, other interest was from Skyberg Hardware. Bob Sivick. said Ila Skyberg would speak as a private citizen and not the Mayor. Ila said they put their hat in the ring because they wanted to see something happen.

She said that Skyberg's Hardware has had to diversify to stay in business over the years. She noted the laundry mat, and the cleaners. In 1994 they were charged for every machine and on top of gas, insurance and maintenance the whole thing stop paying for itself. She said in thinking about the old city shops, they could move the lumber yard operation over there and have people to operate that operation there.

Bob then moved to discuss the old department store and said there was not much interest in that building as the old city shop. The interest that came in was from the Grand Sheramina Food Bank. Bob said his impression was that the City would have to gift the property to them to use; He added that they are losing their lease.

Audience member asked where did we advertise. The City Recorder responded that we advertised in the Newsregister and the Bulletin. The audience member asked why didn't we advertise on craigslist.

Katie Vinson said that a certain number to a certain family would find it offensive. Bob S. responded that the use of that building had been damaged in the recent past and that reduced its value. He said we may have come to a point that the condition of interior and the condition of the building may make it more valuable to level the building and sell the lot.

Katie Vinson asked if we could advertise for 2 weeks on Craigslist. Bob responded that he did not see any problem with advertising on Craigslist.

Mayor Skyberg asked if we had an appraisal on the buildings. Bob Sivick responded that he had not completed an appraisal but planned to get that done.

Did Paay audience member added that it could be argued that Willamina is at a survival level than a discretionary level. He said he recommends to the City to put those 2 property into private hand and back on the tax rolls.

In regard to the Council Vacancy Bob Sivick asked the Council if they would consider an application after the deadline; the response was no that proper notice and advertising had been completed. Bob suggested that at the next meeting we could have the applicants appear to speak to the council and at that point the Council could make a decision.

Mayor Skyberg asked about business carried forward. She asked to scratch off senior center and ipads.

Mayor Skyberg asked to schedule a special meeting on Thursday the 19th @ 6:00pm to complete the items on the agenda. Mayor asked for a motion to adjourn. Councilors seconded. Meeting adjourned at XXX.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 23, 2017 at:
West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

- 4. Resolution 16-17-008 A Resolution to establish the Right of Way use fee and license application fees for utilities operating within the City of Willamina Right of Way
- 5. Council Vacancy Application- update

The meeting was adjourned at 8:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie
Bernard_____.

Minutes approved by: Mayor Ila
Skyberg_____.

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 JANUARY 31, 2017

COMBINED CASH ACCOUNTS

		(149,803.23)
99-00-1009	CASH ALLOCATED	
	TOTAL UNALLOCATED CASH	(149,803.23)

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	37,591.51
20	ALLOCATION TO STREET FUND	24,768.75
21	ALLOCATION TO STREET SDC FUND	9,000.00
30	ALLOCATION TO WATER FUND	99,398.25
31	ALLOCATION TO WATER SDC FUND	4,182.32
40	ALLOCATION TO WASTEWATER FUND	180,602.69
41	ALLOCATION TO WASTEWATER SDC FUND	7,500.00
50	ALLOCATION TO DEBT FUND	(213,240.29)
	TOTAL ALLOCATIONS TO OTHER FUNDS	149,803.23
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(149,803.23)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA
 BALANCE SHEET
 JANUARY 31, 2017

GENERAL FUND

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		24,479.26	
10-00-2110	PAYROLL TAX PAYABLE	(119.67)	
10-00-2120	BENEFITS PAYABLE		6,219.57	
10-00-2130	UNION DUES PAYABLE		114.08	
10-00-2140	PERS PAYABLE		1,923.73	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			55,755.77

FUND EQUITY

10-00-3000	FUND BALANCE	(1,109,804.00)	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		1,024,655.00	
	REVENUE OVER EXPENDITURES - YTD		46,984.74	
	BALANCE - CURRENT DATE	(13,164.26)	
	TOTAL FUND EQUITY			(13,164.26)
	TOTAL LIABILITIES AND EQUITY			42,591.51

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-00-1009 CASH ALLOCATED	64,787.69	(37,591.51)	.00	37,591.51	.0
10-00-1460 VEHICLES	.00	(5,000.00)	.00	5,000.00	.0
TOTAL DEPARTMENT 00	64,787.69	(42,591.51)	.00	42,591.51	.0
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10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	35,794.00	35,794.00	.0
10-10-4001 PROPERTY TAX	3,239.92	327,843.06	338,293.00	10,449.94	96.9
10-10-4002 PROPERTY TAX PRIOR	823.13	13,561.72	9,988.00	(3,573.72)	135.8
10-10-4003 INTEREST ON TAXES	.00	.00	52.00	52.00	.0
10-10-4110 STATE CIGARETTE TAX	246.38	4,142.64	3,060.00	(1,082.64)	135.4
10-10-4111 STATE REVENUE SHARING	.00	15,196.56	24,480.00	9,283.44	62.1
10-10-4112 STATE LIQUOR TAX	.00	12,189.02	31,571.00	19,381.98	38.6
10-10-4501 BUSINESS LICENSES	.00	35.00	2,229.00	2,194.00	1.6
10-10-4511 LIEN SEARCHES	120.00	504.50	612.00	107.50	82.4
10-10-4571 OLCC LICENSE FEE	.00	.00	218.00	218.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	208.72	605.69	12,241.00	11,635.31	5.0
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,938.00	12,938.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,590.00	59,590.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	260.00	260.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	325.24	3,128.28	4,769.00	1,640.72	65.6
10-10-4700 REIMBURSEMENT - FEMA	13,209.77	13,209.77	.00	(13,209.77)	.0
10-10-4816 DONATIONS	.00	4.00	.00	(4.00)	.0
10-10-4900 INTEREST INCOME	878.31	4,540.82	2,856.00	(1,684.82)	159.0
10-10-4901 MISCELLANEOUS INCOME	35.75	535.53	.00	(535.53)	.0
TOTAL DEPARTMENT 10	19,087.22	395,496.59	538,951.00	143,454.41	73.4
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<u>COURT</u>					
10-14-4506 CODE ENFORCEMENT FINES	.00	.00	1,000.00	1,000.00	.0
10-14-4507 COURT FINES AND FEES	.00	75.00	3,409.00	3,334.00	2.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	1,020.00	1,020.00	.0
TOTAL COURT	.00	75.00	5,429.00	5,354.00	1.4
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<u>PLANNING</u>					
10-17-4583 PLANNING FEES	650.00	5,100.00	1,000.00	(4,100.00)	510.0
10-17-4585 DEVELOPMENT FEES PLANNING	400.00	400.00	.00	(400.00)	.0
TOTAL PLANNING	1,050.00	5,500.00	1,000.00	(4,500.00)	550.0

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	9.31	9,064.20	18,000.00	8,935.80	50.4
10-19-4823 MISC UTILITY RESERVE	.00	2,263.26	4,500.00	2,236.74	50.3
TOTAL STREET LIGHTS	9.31	11,327.46	22,500.00	11,172.54	50.3
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	(53.29)	8,000.00	8,053.29	(.7)
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	(53.29)	10,000.00	10,053.29	(.5)
<u>LIBRARY</u>					
10-65-4560 FINES	73.00	393.82	1,795.00	1,401.18	21.9
10-65-4705 CCRLS FORMULA PAYMENT	.00	8,528.17	14,280.00	5,751.83	59.7
10-65-4708 CCRLS LOST BOOK	.00	159.67	301.00	141.33	53.1
10-65-4711 CCRLS NET LENDING	.00	601.50	1,814.00	1,212.50	33.2
10-65-4714 CCRLS RURAL PATRON	.00	120.00	1,681.00	1,561.00	7.1
10-65-4811 READY TO READ GRANT	.00	1,000.00	1,040.00	40.00	96.2
10-65-4816 DONATIONS	.00	.00	31.00	31.00	.0
10-65-4901 MISCELLANEOUS INCOME	27.50	147.97	.00	(147.97)	.0
TOTAL LIBRARY	100.50	10,951.13	20,942.00	9,990.87	52.3
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	510.00	510.00	.0
TOTAL CEMETERY	.00	.00	510.00	510.00	.0
<u>DEPARTMENT 81</u>					
10-81-4816 GRANT REVENUE FORD FAMILY FOUN	.00	5,000.00	.00	(5,000.00)	.0
TOTAL DEPARTMENT 81	.00	5,000.00	.00	(5,000.00)	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	14,076.00	14,076.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	17,442.00	17,442.00	.0
TOTAL TRANSFER	.00	.00	31,518.00	31,518.00	.0
TOTAL FUND REVENUE	85,034.72	385,705.38	630,850.00	245,144.62	61.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	597.53	2,858.64	1,938.00	(920.64)	147.5
10-12-5123	.00	605.94	.00	(605.94)	.0
10-12-5124	336.99	1,378.10	4,080.00	2,701.90	33.8
10-12-5126	.00	617.47	612.00	(5.47)	100.9
10-12-5137	371.04	3,307.08	7,140.00	3,832.92	46.3
10-12-5200	7,408.70	20,999.57	68,000.00	47,000.43	30.9
10-12-5201	14,000.00	14,000.00	15,000.00	1,000.00	93.3
10-12-5203	3,192.90	11,489.45	5,000.00	(6,489.45)	229.8
10-12-5207	.00	16,112.47	31,620.00	15,507.53	51.0
10-12-5209	200.00	1,550.00	2,550.00	1,000.00	60.8
10-12-5230	764.64	2,305.65	3,060.00	754.35	75.4
10-12-5233	1,635.00	11,953.06	20,400.00	8,446.94	58.6
10-12-5234	.00	1,200.00	6,120.00	4,920.00	19.6
10-12-5235	.00	2,400.00	4,404.00	2,004.00	54.5
10-12-5320	750.00	4,828.60	4,680.00	(148.60)	103.2
10-12-5342	986.18	1,096.18	1,500.00	403.82	73.1
10-12-5344	.00	1,435.24	700.00	(735.24)	205.0
10-12-5355	.00	145.22	300.00	154.78	48.4
10-12-5360	.00	3,331.00	.00	(3,331.00)	.0
10-12-5413	389.69	2,932.17	3,060.00	127.83	95.8
10-12-5415	4,806.46	7,418.20	5,610.00	(1,808.20)	132.2
10-12-5504	.00	55.00	10,200.00	10,145.00	.5
10-12-5600	.00	.00	1,000.00	1,000.00	.0
10-12-5606	618.95	3,452.97	6,000.00	2,547.03	57.6
TOTAL ADMIN	36,058.08	115,472.01	202,974.00	87,501.99	56.9
<u>COUNCIL</u>					
10-13-5307	.00	.00	1,700.00	1,700.00	.0
10-13-5342	.00	935.00	2,000.00	1,065.00	46.8
10-13-5344	.00	.00	600.00	600.00	.0
10-13-5355	100.00	834.68	1,200.00	365.32	69.6
TOTAL COUNCIL	100.00	1,769.68	5,500.00	3,730.32	32.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	.00	(1,671.00)	.00	1,671.00	.0
10-14-5200	.00	.00	200.00	200.00	.0
10-14-5211	250.00	1,750.00	3,600.00	1,850.00	48.6
10-14-5306	.00	416.33	1,367.00	950.67	30.5
10-14-5313	.00	104.98	271.00	166.02	38.7
10-14-5317	.00	.00	408.00	408.00	.0
10-14-5320	.00	40.00	2,000.00	1,960.00	2.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
10-14-5413	.00	.00	415.00	415.00	.0
10-14-5600	.00	.00	1,000.00	1,000.00	.0
	<u>250.00</u>	<u>640.31</u>	<u>10,511.00</u>	<u>9,870.69</u>	<u>6.1</u>
<u>PLANNING</u>					
10-17-5204	1,942.50	2,787.50	1,000.00	(1,787.50)	278.8
10-17-5214	4,348.93	9,940.28	3,000.00	(6,940.28)	331.3
	<u>6,291.43</u>	<u>12,727.78</u>	<u>4,000.00</u>	<u>(8,727.78)</u>	<u>318.2</u>
<u>PUBLIC SAFETY</u>					
10-18-5000	1,260.00	7,859.96	19,282.00	11,422.04	40.8
10-18-5020	105.23	629.84	1,751.00	1,121.16	36.0
10-18-5040	3.98	2,495.78	12,623.00	10,127.22	19.8
10-18-5060	.00	.00	1,157.00	1,157.00	.0
10-18-5090	1.21	5.75	595.00	589.25	1.0
10-18-5120	154.06	386.19	153.00	(233.19)	252.4
10-18-5137	.00	20.87	.00	(20.87)	.0
10-18-5217	.00	111,873.30	191,760.00	79,886.70	58.3
10-18-5302	1,748.83	12,241.81	21,420.00	9,178.19	57.2
10-18-5413	45.97	322.15	.00	(322.15)	.0
10-18-5504	.00	.00	255.00	255.00	.0
	<u>3,319.28</u>	<u>135,835.65</u>	<u>248,996.00</u>	<u>113,160.35</u>	<u>54.6</u>
<u>STREET LIGHTS</u>					
10-19-5400	1,546.43	10,795.56	18,360.00	7,564.44	58.8
	<u>1,546.43</u>	<u>10,795.56</u>	<u>18,360.00</u>	<u>7,564.44</u>	<u>58.8</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	1,591.34	10,308.71	15,340.00	5,031.29	67.2
10-65-5020 PAYROLL TAX	134.54	787.14	1,443.00	655.86	54.6
10-65-5040 BENEFITS	1,457.40	7,569.84	10,515.00	2,945.16	72.0
10-65-5060 PERS	90.27	361.59	964.00	602.41	37.5
10-65-5090 WORKERS COMP	1.35	6.91	46.00	39.09	15.0
10-65-5100 BOOKS CHILDREN	99.00	477.92	2,040.00	1,562.08	23.4
10-65-5101 AUDIO VISUAL CHILDREN	.00	77.82	1,020.00	942.18	7.6
10-65-5102 AUDIO VISUAL ADULT	.00	216.84	.00	(216.84)	.0
10-65-5106 BOOKS ADULTS	122.11	971.86	2,040.00	1,068.14	47.6
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	306.00	306.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	78.88	816.00	737.12	9.7
10-65-5112 SPECIAL PROGRAM ADULT	.00	14.99	204.00	189.01	7.4
10-65-5137 SUPPLIES	.00	572.52	.00	(572.52)	.0
10-65-5200 CONTRACT SERVICES	68.80	111.30	.00	(111.30)	.0
10-65-5209 CLEANING SERVICES	.00	354.13	1,020.00	665.87	34.7
10-65-5233 TECHNOLOGY SERVICES	.00	1,120.50	.00	(1,120.50)	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	621.00	500.00	(121.00)	124.2
10-65-5321 SUBSCRIPTIONS	.00	65.00	500.00	435.00	13.0
10-65-5413 TELEPHONE	121.23	732.43	1,224.00	491.57	59.8
10-65-5415 UTILITIES	161.67	1,622.65	2,550.00	927.35	63.6
10-65-5504 REPAIRS - MAINTENANCE	25.99	835.80	1,428.00	592.20	58.5
10-65-5606 EQUIPMENT LEASE	(3,796.50)	(2,626.59)	2,469.00	5,095.59	(106.4)
10-65-5912 GRANT EXPENSE READY TO READ	.00	384.39	1,000.00	615.61	38.4
10-65-6000 CAPITAL OUTLAY	.00	765.70	850.00	84.30	90.1
TOTAL LIBRARY	77.20	25,431.33	46,275.00	20,843.67	55.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,374.60	4,250.20	.00	(4,250.20)	.0
10-66-5001 PW ALLOCATED PAYROLL	.00	1,266.00	2,535.00	1,269.00	49.9
10-66-5020 PAYROLL TAX	308.58	1,091.62	.00	(1,091.62)	.0
10-66-5060 PERS	200.55	556.71	.00	(556.71)	.0
10-66-5090 WORKERS COMP	2.78	765.56	.00	(765.56)	.0
10-66-5120 GAS - OIL	91.91	339.09	153.00	(186.09)	221.6
10-66-5140 UNIFORMS - TOWELS	.00	479.01	612.00	132.99	78.3
10-66-5200 CONTRACT SERVICES	318.00	3,484.56	2,688.00	(796.56)	129.6
10-66-5413 TELEPHONE	54.92	404.03	714.00	309.97	56.6
10-66-5415 UTILITIES	2,098.95	2,887.56	2,202.00	(685.56)	131.1
10-66-5504 REPAIRS - MAINTENANCE	.00	643.17	2,244.00	1,600.83	28.7
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	5,100.00	5,100.00	.0
10-66-5600 EQUIPMENT	.00	.00	500.00	500.00	.0
10-66-9150 PW EXPENSE ALLOCATION	.00	.00	344.00	344.00	.0
10-66-9615 PW EXPENSE ALLOCATION	29.00	203.00	.00	(203.00)	.0
TOTAL PARKS	4,479.29	16,370.51	17,592.00	1,221.49	93.1
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	59.85	73.35	.00	(73.35)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	66.06	490.82	757.00	266.18	64.8
10-67-5415 UTILITIES	327.42	1,478.35	2,142.00	663.65	69.0
10-67-5504 REPAIRS - MAINTENANCE	.00	204.50	1,020.00	815.50	20.1
10-67-5606 EQUIPMENT LEASE	.00	557.25	1,531.00	973.75	36.4
TOTAL MUSEUM	453.33	2,872.27	5,550.00	2,677.73	51.8
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	400.00	2,448.00	2,048.00	16.3
10-68-5513 PORTABLE RESTROOM	.00	.00	204.00	204.00	.0
TOTAL CEMETERY	.00	400.00	2,752.00	2,352.00	14.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	12,443.23	91,648.68	106,000.00	14,351.32	86.5
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	(48,600.00)	(97,201.00)	(48,601.00)	(50.0)
10-70-5020 PAYROLL TAX	1,001.82	7,017.58	9,030.00	2,012.42	77.7
10-70-5040 BENEFITS	4,999.01	25,089.40	28,968.00	3,878.60	86.6
10-70-5060 PERS	212.82	4,318.80	6,360.00	2,041.20	67.9
10-70-5090 WORKERS COMP	5.54	1,252.10	319.00	(933.10)	392.5
10-70-9610 OVERHEAD ALLOCATION	.00	.00	9,628.00	9,628.00	.0
TOTAL PAYROLL ADMIN	18,662.42	80,726.56	63,104.00	(17,622.56)	127.9
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	8,569.75	68,601.59	180,755.00	112,153.41	38.0
10-71-5001 PW ALLOCATED PAYROLL	.00	(148,848.00)	(297,693.00)	(148,845.00)	(50.0)
10-71-5002 ADMIN ALLOCATED PAYROLL	.00	6,450.00	12,900.00	6,450.00	50.0
10-71-5020 PAYROLL TAX	505.97	4,365.47	15,846.00	11,480.53	27.6
10-71-5040 BENEFITS	3,705.98	24,788.78	51,513.00	26,724.22	48.1
10-71-5060 PERS	667.89	4,397.99	12,592.00	8,194.01	34.9
10-71-5090 WORKERS COMP	3.99	770.90	6,982.00	6,211.10	11.0
10-71-9610 OVERHEAD ALLOCATION	(3,367.00)	(16,835.00)	17,105.00	33,940.00	(98.4)
10-71-9615 OVERH ALLOCATED TO OTHER DEPT	.00	(6,734.00)	.00	6,734.00	.0
TOTAL PAYROLL PUBLIC WORKS	10,086.58	(63,042.27)	.00	63,042.27	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5002 ADMIN ALLOCATED PAYROLL	.00	876.00	1,751.00	875.00	50.0
10-72-5120 GAS - OIL	261.86	1,496.91	816.00	(680.91)	183.4
10-72-5137 SUPPLIES	300.26	2,964.18	15,300.00	12,335.82	19.4
10-72-5140 UNIFORMS - TOWELS	285.00	1,524.70	1,224.00	(300.70)	124.6
10-72-5200 CONTRACT SERVICES	516.71	3,794.78	8,262.00	4,467.22	45.9
10-72-5203 LEGAL SERVICES	.00	1,311.50	1,020.00	(291.50)	128.6
10-72-5207 INSURANCE	.00	7,919.54	4,182.00	(3,737.54)	189.4
10-72-5233 TECHNOLOGY SERVICES	.00	655.00	.00	(655.00)	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	85.00	200.00	115.00	42.5
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	140.00	1,500.00	1,360.00	9.3
10-72-5415 UTILITIES	1,345.06	5,923.28	2,346.00	(3,577.28)	252.5
10-72-5504 REPAIRS - MAINTENANCE	.00	1,071.75	816.00	(255.75)	131.3
10-72-5507 EQUIPMENT MAINTENANCE	.00	967.32	663.00	(304.32)	145.9
10-72-9610 OVERHEAD ALLOCATION	.00	.00	2,321.00	2,321.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	(40,401.00)	(40,401.00)	.0
TOTAL PUBLIC WORKS OPERATIONS	2,708.89	28,729.96	.00	(28,729.96)	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<hr/>					
10-81-5912 GRANT EXP GREEN GROWTHDEPTSTOR	.00	5,000.00	.00	(5,000.00)	.0
10-81-5915 GRANT EXP GREEN GROWTH FACADE	.00	3,950.00	.00	(3,950.00)	.0
10-81-5916 GRANT EXP FORD FAMILY FOUND	.00	3,632.80	.00	(3,632.80)	.0
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TOTAL DEPARTMENT 81	.00	12,582.80	.00	(12,582.80)	.0
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TRANSFER					
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10-90-9610 OVERHEAD CHARGE	.00	.00	(138,510.00)	(138,510.00)	.0
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TOTAL TRANSFER	.00	.00	(138,510.00)	(138,510.00)	.0
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CONTINGENCY					
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10-99-9900 CONTINGENCY	.00	.00	133,746.00	133,746.00	.0
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TOTAL CONTINGENCY	.00	.00	133,746.00	133,746.00	.0
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TOTAL FUND EXPENDITURES	84,032.93	381,312.15	630,850.00	249,537.85	60.4
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NET REVENUE OVER EXPENDITURES	1,001.79	4,393.23	.00	(4,393.23)	.0
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CITY OF WILLAMINA
 BALANCE SHEET
 JANUARY 31, 2017

STREET FUND

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	199.51	
	TOTAL LIABILITIES		199.51

FUND EQUITY

20-00-3000	FUND BALANCE	(18,720.68)	
	REVENUE OVER EXPENDITURES - YTD	32,568.42	
	BALANCE - CURRENT DATE	13,847.74	
	TOTAL FUND EQUITY		13,847.74
	TOTAL LIABILITIES AND EQUITY		14,047.25

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-00-1009 CASH ALLOCATED	(9,498.78)	(24,768.75)	.00	24,768.75	.0
20-00-1210 ODOT RECEIVABLE	.00	10,721.50	.00	(10,721.50)	.0
TOTAL DEPARTMENT 00	(9,498.78)	(14,047.25)	.00	14,047.25	.0
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20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	49,061.00	49,061.00	.0
20-10-4115 STATE HIGHWAY REVENUE	10,064.21	63,006.61	124,000.00	60,993.39	50.8
TOTAL DEPARTMENT 10	10,064.21	63,006.61	173,061.00	110,054.39	36.4
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TOTAL FUND REVENUE	565.43	48,959.36	173,061.00	124,101.64	28.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>					
20-11-5001 PW ALLOCATED PAYROLL	.00	16,542.00	33,081.00	16,539.00	50.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	4,626.00	9,252.00	4,626.00	50.0
20-11-5090 WORKERS COMP	.00	1,130.43	.00	(1,130.43)	.0
20-11-5120 GAS - OIL	39.91	402.20	2,040.00	1,637.80	19.7
20-11-5140 UNIFORMS - TOWELS	.00	251.02	168.00	(83.02)	149.4
20-11-5200 CONTRACT SERVICES	.00	19.17	.00	(19.17)	.0
20-11-5204 ENGINEERING SERVICES	.00	1,908.75	10,000.00	8,091.25	19.1
20-11-5344 TRAVEL	.00	.00	30.00	30.00	.0
20-11-5413 TELEPHONE	6.92	240.52	510.00	269.48	47.2
20-11-5415 UTILITIES	.00	.00	3,060.00	3,060.00	.0
20-11-5504 REPAIRS - MAINTENANCE	.00	683.69	204.00	(479.69)	335.1
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	6,630.00	6,630.00	.0
20-11-5522 STREET MAINTENANCE	159.60	2,016.41	20,000.00	17,983.59	10.1
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	206.43	27,820.19	86,475.00	58,654.81	32.2
<u>CAPITAL</u>					
20-80-6001 CAPITAL-SIDWALK STRIPING	.00	.00	2,000.00	2,000.00	.0
TOTAL CAPITAL	.00	.00	2,000.00	2,000.00	.0
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	.00	.00	12,268.00	12,268.00	.0
20-90-9615 PW EXPENSE ALLOCATION	374.00	2,618.00	4,490.00	1,872.00	58.3
TOTAL TRANSFER	374.00	2,618.00	16,758.00	14,140.00	15.6
<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	67,828.00	67,828.00	.0
TOTAL CONTINGENCY	.00	.00	67,828.00	67,828.00	.0
TOTAL FUND EXPENDITURES	580.43	30,438.19	173,061.00	142,622.81	17.6
NET REVENUE OVER EXPENDITURES	(15.00)	18,521.17	.00	(18,521.17)	.0

STREET SDC FUND

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	60,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	(60,000.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>9,000.00</u>	
	BALANCE - CURRENT DATE	<u>9,000.00</u>	
	TOTAL FUND EQUITY		<u>9,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-00-1009 CASH ALLOCATED	(3,000.00)	(9,000.00)	.00	9,000.00	.0
TOTAL DEPARTMENT 00	(3,000.00)	(9,000.00)	.00	9,000.00	.0
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21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	81,420.00	81,420.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	3,000.00	9,000.00	21,848.00	12,848.00	41.2
TOTAL DEPARTMENT 10	3,000.00	9,000.00	103,268.00	94,268.00	8.7
TOTAL FUND REVENUE	.00	.00	103,268.00	103,268.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

STREET SDC FUND

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

WATER FUND

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	8,098.35	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	31,299.88	
30-00-2830	WATER FHA 91-01 SERIES 1980	51,804.51	
30-00-2831	WATER FHA 91-02 SERIES 2001	799,924.40	
30-00-2910	DUE TO FUND 10	25,000.00	
30-00-2950	DUE TO FUND 50	100,000.00	
	TOTAL LIABILITIES		1,019,256.77

FUND EQUITY

30-00-3000	FUND BALANCE	(1,106,511.90)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	88,282.09	
	REVENUE OVER EXPENDITURES - YTD	101,941.67	
	BALANCE - CURRENT DATE	(916,288.14)	
	TOTAL FUND EQUITY		(916,288.14)
	TOTAL LIABILITIES AND EQUITY		102,968.63

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-00-1009 CASH ALLOCATED	(31,091.01)	(99,398.25)	.00	99,398.25	.0
30-00-1251 UTILITY RECEIVABLE	6,441.89	(3,570.38)	.00	3,570.38	.0
TOTAL DEPARTMENT 00	(24,649.12)	(102,968.63)	.00	102,968.63	.0
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30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	(70,922.00)	(70,922.00)	.0
30-10-4330 WATER REVENUE	43,437.49	317,440.56	502,000.00	184,559.44	63.2
30-10-4332 NEW CONNECTION FEE	500.00	1,500.00	4,080.00	2,580.00	36.8
30-10-4337 DOUBLE CHECK VALVE	77.00	231.00	561.00	330.00	41.2
30-10-4350 RECOVERY BAD DEBT	(18.45)	1,532.65	255.00	(1,277.65)	601.0
30-10-4581 PENALTY AND FEES	550.00	6,300.00	6,120.00	(180.00)	102.9
30-10-4582 NON-SUFFICIENT CHECK FEES	25.00	200.00	204.00	4.00	98.0
TOTAL DEPARTMENT 10	44,571.04	327,204.21	442,298.00	115,093.79	74.0
TOTAL FUND REVENUE	19,921.92	224,235.58	442,298.00	218,062.42	50.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	5,271.45	33,529.33	44,130.00	10,600.67	76.0
30-11-5001 PW ALLOCATED PAYROLL	.00	68,268.00	136,531.00	68,263.00	50.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	19,092.00	38,185.00	19,093.00	50.0
30-11-5020 PAYROLL TAX	389.80	2,398.86	3,837.00	1,438.14	62.5
30-11-5040 BENEFITS	808.66	6,121.33	9,539.00	3,417.67	64.2
30-11-5060 PERS	597.93	3,358.98	5,296.00	1,937.02	63.4
30-11-5090 WORKERS COMP	3.30	3,216.21	1,844.00	(1,372.21)	174.4
30-11-5108 CHEMICALS	73.69	7,360.59	20,400.00	13,039.41	36.1
30-11-5120 GAS - OIL	101.60	686.30	3,060.00	2,373.70	22.4
30-11-5123 MERCHANT FEES	.00	.00	1,530.00	1,530.00	.0
30-11-5126 POSTAGE	.00	222.80	2,040.00	1,817.20	10.9
30-11-5137 SUPPLIES	.00	1,423.16	2,040.00	616.84	69.8
30-11-5140 UNIFORMS - TOWELS	.00	631.98	1,008.00	376.02	62.7
30-11-5200 CONTRACT SERVICES	.00	2,120.19	10,246.00	8,125.81	20.7
30-11-5204 ENGINEERING SERVICES	.00	112.50	10,000.00	9,887.50	1.1
30-11-5250 SYSTEM ANALYSIS	460.00	3,435.00	3,321.00	(114.00)	103.4
30-11-5320 DUES, LICENSE, PERMITS	.00	672.85	1,605.00	932.15	41.9
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
30-11-5344 TRAVEL	87.59	503.68	530.00	26.32	95.0
30-11-5413 TELEPHONE	550.83	3,969.89	6,000.00	2,030.11	66.2
30-11-5415 UTILITIES	4,981.07	23,700.76	44,904.00	21,203.24	52.8
30-11-5504 REPAIRS - MAINTENANCE	.00	424.59	5,100.00	4,675.41	8.3
30-11-5530 SUPPLY SYSTEM MAINTENANCE	3,928.65	23,115.45	51,000.00	27,884.55	45.3
30-11-5531 DISTRIBUTION MAINTENANCE	.00	2,374.48	5,100.00	2,725.52	46.6
30-11-5600 EQUIPMENT	.00	1,619.67	12,000.00	10,380.33	13.5
TOTAL EXPENDITURE	17,254.57	208,358.60	419,746.00	211,387.40	49.6
30-80-6000 CAPITAL-VEHICLES	.00	.00	4,000.00	4,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	6,095.94	10,000.00	3,904.06	61.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	6,095.94	19,000.00	12,904.06	32.1
TRANSFER					
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	14,076.00	14,076.00	.0
30-90-9610 OVERHEAD ALLOCATION	.00	.00	50,631.00	50,631.00	.0
30-90-9615 PW EXPENSE ALLOCATION	1,544.00	10,808.00	18,529.00	7,721.00	58.3
30-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	39,609.00	39,609.00	.0
TOTAL TRANSFER	1,544.00	10,808.00	122,845.00	112,037.00	8.8

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL FUND EXPENDITURES	18,798.57	225,262.54	442,298.00	217,035.46	50.9
NET REVENUE OVER EXPENDITURES	1,123.35	(1,026.96)	.00	1,026.96	.0

CITY OF WILLAMINA
BALANCE SHEET
JANUARY 31, 2017

WATER SDC FUND

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,414.00	
31-00-3100	FUND BALANCE, RESTRICTED	(59,414.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>4,182.32</u>	
	BALANCE - CURRENT DATE	<u>4,182.32</u>	
	TOTAL FUND EQUITY		<u>4,182.32</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>4,182.32</u></u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-00-1009 CASH ALLOCATED	(486.32)	(4,182.32)	.00	4,182.32	.0
TOTAL DEPARTMENT 00	(486.32)	(4,182.32)	.00	4,182.32	.0
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31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	57,588.00	57,588.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	1,848.00	4,182.32	15,127.00	10,944.68	27.7
TOTAL DEPARTMENT 10	1,848.00	4,182.32	72,715.00	68,532.68	5.8
TOTAL FUND REVENUE	1,361.68	.00	72,715.00	72,715.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WATER SDC FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,715.00	72,715.00	.0
NET REVENUE OVER EXPENDITURES	1,361.68	.00	.00	.00	.0

WASTEWATER FUND

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	4,661.89	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	33,145.87	
40-00-2840	WASTEWATER TREATMENT G0300	1,229,373.00	
40-00-2841	WASTEWATER TREATMENT G9900	362,999.00	
	TOTAL LIABILITIES		1,632,140.57

FUND EQUITY

40-00-3000	FUND BALANCE	(2,726,740.20)	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,094,217.30	
	REVENUE OVER EXPENDITURES - YTD	175,650.92	
	BALANCE - CURRENT DATE	(1,456,871.98)	
	TOTAL FUND EQUITY		(1,456,871.98)
	TOTAL LIABILITIES AND EQUITY		175,268.59

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-00-1009 CASH ALLOCATED	(34,427.31)	(180,602.69)	.00	180,602.69	.0
40-00-1251 UTILITY RECEIVABLE	3,372.00	5,334.10	.00	(5,334.10)	.0
TOTAL DEPARTMENT 00	(31,055.31)	(175,268.59)	.00	175,268.59	.0
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40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	168,314.00	168,314.00	.0
40-10-4340 WASTEWATER REVENUE	49,067.09	341,181.63	543,200.00	202,018.37	62.8
40-10-4342 NEW CONNECTION FEE	150.00	300.00	1,020.00	720.00	29.4
40-10-4350 RECOVERY BAD DEBT	337.36	1,777.15	255.00	(1,522.15)	696.9
TOTAL DEPARTMENT 10	49,554.45	343,258.78	712,789.00	369,530.22	48.2
TOTAL FUND REVENUE	18,499.14	167,990.19	712,789.00	544,798.81	23.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,119.93	21,334.77	53,139.00	31,804.23	40.2
40-11-5001 PW ALLOCATED PAYROLL	.00	62,772.00	125,546.00	62,774.00	50.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	17,556.00	35,113.00	17,557.00	50.0
40-11-5020 PAYROLL TAX	236.36	1,632.54	4,526.00	2,893.46	36.1
40-11-5040 BENEFITS	1,681.98	11,178.50	19,298.00	8,119.50	57.9
40-11-5060 PERS	154.27	978.68	3,188.00	2,209.32	30.7
40-11-5090 WORKERS COMP	1.80	2,364.10	1,923.00	(441.10)	122.9
40-11-5108 CHEMICALS	.00	7,243.18	9,180.00	1,936.82	78.9
40-11-5120 GAS - OIL	174.88	796.12	2,550.00	1,753.88	31.2
40-11-5123 MERCHANT FEES	.00	.00	2,040.00	2,040.00	.0
40-11-5126 POSTAGE	.00	70.50	1,734.00	1,663.50	4.1
40-11-5137 SUPPLIES	340.95	1,059.21	1,530.00	470.79	69.2
40-11-5140 UNIFORMS - TOWELS	.00	1,262.25	1,862.00	599.75	67.8
40-11-5200 CONTRACT SERVICES	350.00	1,010.73	.00	(1,010.73)	.0
40-11-5204 ENGINEERING SERVICES	.00	780.00	1,530.00	750.00	51.0
40-11-5250 SYSTEM ANALYSIS	700.00	2,660.00	7,140.00	4,480.00	37.3
40-11-5320 DUES, LICENSE, PERMITS	195.00	195.00	504.00	309.00	38.7
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	430.00	500.00	70.00	86.0
40-11-5344 TRAVEL	.00	.00	131.00	131.00	.0
40-11-5413 TELEPHONE	356.55	2,557.95	5,304.00	2,746.05	48.2
40-11-5415 UTILITIES	3,873.60	18,997.81	26,520.00	7,522.19	71.6
40-11-5504 REPAIRS - MAINTENANCE	.00	1,130.45	2,652.00	1,521.55	42.6
40-11-5540 TREATMENT SYSTEM MAINTENANCE	329.31	1,658.07	12,097.00	10,438.93	13.7
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
TOTAL EXPENDITURE	11,514.63	157,667.86	324,507.00	166,839.14	48.6
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	1,000.00	1,000.00	.0
<hr/>					
TRANSFER					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	17,442.00	17,442.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	46,557.00	46,557.00	.0
40-90-9615 PW EXPENSE ALLOCATION	1,420.00	9,940.00	17,038.00	7,098.00	58.3
40-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	148,395.00	148,395.00	.0
TOTAL TRANSFER	1,420.00	9,940.00	229,432.00	219,492.00	4.3
<hr/>					
CONTINGENCY					
40-99-9900 CONTINGENCY	.00	.00	157,850.00	157,850.00	.0
TOTAL CONTINGENCY	.00	.00	157,850.00	157,850.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	12,934.63	167,607.86	712,789.00	545,181.14	23.5
NET REVENUE OVER EXPENDITURES	5,564.51	382.33	.00	(382.33)	.0

WASTEWATER SDC FUND

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	15,000.00	
41-00-3100	FUND BALANCE, RESTRICTED	(15,000.00)	
	REVENUE OVER EXPENDITURES - YTD	<u>7,500.00</u>	
	BALANCE - CURRENT DATE	<u>7,500.00</u>	
	TOTAL FUND EQUITY		<u>7,500.00</u>
	TOTAL LIABILITIES AND EQUITY		<u><u>7,500.00</u></u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-00-1009 CASH ALLOCATED	(2,500.00)	(7,500.00)	.00	7,500.00	.0
TOTAL DEPARTMENT 00	(2,500.00)	(7,500.00)	.00	7,500.00	.0
<hr/>					
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	9,975.00	9,975.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	2,500.00	7,500.00	19,299.00	11,799.00	38.9
TOTAL DEPARTMENT 10	2,500.00	7,500.00	29,274.00	21,774.00	25.6
TOTAL FUND REVENUE	.00	.00	29,274.00	29,274.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2017

WASTEWATER SDC FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 JANUARY 31, 2017

DEBT FUND

LIABILITIES AND EQUITY

LIABILITIES

50-00-2002	ACCRUED INTEREST	45,318.00	
	TOTAL LIABILITIES		45,318.00

FUND EQUITY

50-00-3000	FUND BALANCE	(543,844.00)	
50-00-3050	FUND BALANCE, RESTRICTED	498,526.00	
	REVENUE OVER EXPENDITURES - YTD	(213,240.29)	
	BALANCE - CURRENT DATE	(258,558.29)	
	TOTAL FUND EQUITY		(258,558.29)
	TOTAL LIABILITIES AND EQUITY		(213,240.29)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

		DEBT FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
		-----	-----	-----	-----	-----
50-00-1009	CASH ALLOCATED	.00	213,240.29	.00	(213,240.29)	.0
	TOTAL DEPARTMENT 00	.00	213,240.29	.00	(213,240.29)	.0
<hr/>						
50-10-4000	BEGINNING FUND BALANCE BUDGET	.00	.00	413,526.00	413,526.00	.0
50-10-4900	INTEREST INCOME	.00	.00	2,500.00	2,500.00	.0
	TOTAL DEPARTMENT 10	.00	.00	416,026.00	416,026.00	.0
<hr/>						
TRANSFER						
50-90-9730	DEBT SERVICE TRANSFER FROM 30	.00	.00	39,609.00	39,609.00	.0
50-90-9731	DEBT SERVICE TRANSFER FROM 31	.00	.00	13,203.00	13,203.00	.0
50-90-9740	DEBT SERVICE TRANSFER FROM 40	.00	.00	148,396.00	148,396.00	.0
50-90-9741	DEBT SERVICE TRANSFER FROM 41	.00	.00	24,157.00	24,157.00	.0
	TOTAL TRANSFER	.00	.00	225,365.00	225,365.00	.0
<hr/>						
	TOTAL FUND REVENUE	.00	213,240.29	641,391.00	428,150.71	33.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2017

DEBT FUND

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

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 1
Feb 06, 2017 04:34PM

Report Criteria:

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8087										
01/17	01/05/2017	8087	310	AMAZON	0784038924	1	10-65-5100	.00	59.34	59.34
01/17	01/05/2017	8087	310	AMAZON	0784038924	2	10-65-5137	.00	43.49	43.49
01/17	01/05/2017	8087	310	AMAZON	0784038924	3	10-65-5106	.00	48.76	48.76
01/17	01/05/2017	8087	310	AMAZON	0784038924	4	10-65-5209	.00	9.47	9.47
01/17	01/05/2017	8087	310	AMAZON	0784038924	5	10-65-5101	.00	15.29	15.29
01/17	01/05/2017	8087	310	AMAZON	0784038924	6	10-65-5112	.00	14.99	14.99
01/17	01/05/2017	8087	310	AMAZON	1492514867	1	10-65-5101	.00	7.99	7.99
01/17	01/05/2017	8087	310	AMAZON	1492549679	1	10-65-5100	.00	72.64	72.64
01/17	01/05/2017	8087	310	AMAZON	1492549679	2	10-65-5111	.00	55.46	55.46
01/17	01/05/2017	8087	310	AMAZON	1492549679	3	10-65-5101	.00	8.59	8.59
01/17	01/05/2017	8087	310	AMAZON	1492549679	4	10-65-5106	.00	17.26	17.26
01/17	01/05/2017	8087	310	AMAZON	1713318608	1	10-65-5912	.00	213.17	213.17
01/17	01/05/2017	8087	310	AMAZON	1713339660	1	10-65-5912	.00	171.22	171.22
01/17	01/05/2017	8087	310	AMAZON	2107017841	1	10-65-5100	.00	10.79	10.79
Total 8087:								.00		748.46
8088										
01/17	01/05/2017	8088	4640	CONST & GEN LABORERS UNI	JANUARY 20	1	10-00-2130	.00	148.16	148.16
Total 8088:								.00		148.16
8089										
01/17	01/05/2017	8089	5240	CONSUMER REPORTS	0047278023	1	10-65-5321	.00	26.00	26.00
Total 8089:								.00		26.00
8090										
01/17	01/05/2017	8090	1460	DAVISON AUTO PARTS, INC.	924-388956	1	20-11-5504	.00	85.91	85.91
01/17	01/05/2017	8090	1460	DAVISON AUTO PARTS, INC.	924-390112	1	20-11-5504	.00	13.80	13.80
01/17	01/05/2017	8090	1460	DAVISON AUTO PARTS, INC.	924-390268	1	10-72-5137	.00	6.44	6.44
Total 8090:								.00		106.15

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 2
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8091										
01/17	01/05/2017	8091	1760	FERGUSON ENTERPRISES, IN	0557867	1	30-11-5530	.00	486.29	486.29
Total 8091:								.00	486.29	486.29
8092										
01/17	01/05/2017	8092	5340	HEIDI'S HELPING HANDS	461	1	10-12-5209	.00	250.00	250.00
Total 8092:								.00	250.00	250.00
8093										
01/17	01/05/2017	8093	2160	HONEY BUCKET	0550209898	1	10-66-5200	.00	106.00	106.00
01/17	01/05/2017	8093	2160	HONEY BUCKET	0550209899	1	10-66-5200	.00	106.00	106.00
01/17	01/05/2017	8093	2160	HONEY BUCKET	0550209900	1	10-66-5200	.00	106.00	106.00
Total 8093:								.00	318.00	318.00
8094										
01/17	01/05/2017	8094	2440	KELLER ASSOCIATES, INC.	0000011	1	40-11-5204	.00	341.25	341.25
Total 8094:								.00	341.25	341.25
8095										
01/17	01/05/2017	8095	3060	NW NATURAL	122716	1	10-65-5415	.00	138.02	138.02
01/17	01/05/2017	8095	3060	NW NATURAL	122716M	1	10-67-5415	.00	236.68	236.68
Total 8095:								.00	374.70	374.70
8096										
01/17	01/05/2017	8096	3180	OREGON HEALTH AUTHORITY	010117	1	40-11-5320	.00	195.00	195.00
Total 8096:								.00	195.00	195.00
8097										
01/17	01/05/2017	8097	3590	PGE	161443 1 12.	1	10-67-5415	.00	85.40	85.40
01/17	01/05/2017	8097	3590	PGE	161543 0 12.	1	10-12-5415	.00	46.58	46.58
01/17	01/05/2017	8097	3590	PGE	324253 8 12.	1	10-12-5415	.00	556.06	556.06
01/17	01/05/2017	8097	3590	PGE	466859 0 12.	1	10-67-5415	.00	16.48	16.48
01/17	01/05/2017	8097	3590	PGE	496020 3 12.	1	30-11-5415	.00	294.56	294.56

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 3
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/17	01/05/2017	8097	3590	PGE	507121 6 12.	1	10-65-5415	.00	132.55	132.55
01/17	01/05/2017	8097	3590	PGE	513433 7 12.	1	10-66-5415	.00	26.39	26.39
01/17	01/05/2017	8097	3590	PGE	610174 9 12.	1	10-12-5415	.00	16.48	16.48
01/17	01/05/2017	8097	3590	PGE	744232 4 12.	1	30-11-5415	.00	621.38	621.38
01/17	01/05/2017	8097	3590	PGE	750342 2 12.	1	30-11-5415	.00	20.77	20.77
01/17	01/05/2017	8097	3590	PGE	750533 6 12.	1	30-11-5415	.00	1,992.90	1,992.90
01/17	01/05/2017	8097	3590	PGE	805606 5 12.	1	40-11-5415	.00	839.50	839.50
01/17	01/05/2017	8097	3590	PGE	805764 2 12.	1	40-11-5415	.00	576.98	576.98
01/17	01/05/2017	8097	3590	PGE	807423 3 12.	1	40-11-5415	.00	72.92	72.92
01/17	01/05/2017	8097	3590	PGE	811057 3 12.	1	40-11-5415	.00	1,632.08	1,632.08
01/17	01/05/2017	8097	3590	PGE	841250 8 12.	1	10-66-5415	.00	160.17	160.17
01/17	01/05/2017	8097	3590	PGE	864782 2 12.	1	10-72-5415	.00	351.90	351.90
01/17	01/05/2017	8097	3590	PGE	892840 4 12.	1	10-66-5415	.00	16.48	16.48
01/17	01/05/2017	8097	3590	PGE	9997 2 12.22	1	40-11-5415	.00	586.19	586.19
Total 8097:								.00		8,045.77
8098										
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.02	46.02
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	2	10-12-5413	.00	5.91	5.91
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	3	10-12-5413	.00	.71	.71
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	4	20-11-5413	.00	1.42	1.42
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	5	30-11-5413	.00	8.04	8.04
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	6	40-11-5413	.00	7.56	7.56
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	7	10-66-5413	.00	38.82	38.82
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	8	10-12-5413	.00	7.88	7.88
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	9	10-66-5413	.00	.95	.95
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	10	20-11-5413	.00	1.89	1.89
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	11	30-11-5413	.00	10.72	10.72
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	12	40-11-5413	.00	10.09	10.09
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	13	30-11-5413	.00	31.52	31.52
01/17	01/05/2017	8098	4230	SPRINT	569622313-1	14	40-11-5413	.00	32.88	32.88
Total 8098:								.00		204.41
8099										
01/17	01/05/2017	8099	5630	U.S. BANK EQUIPMENT FINANC	319868659	1	10-12-5606	.00	366.50	366.50

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 4
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8099:								.00		366.50
8100										
01/17	01/05/2017	8100	5150	YAMHILL COUNTY SHERIFF'S O	JANUARY 20	1	10-18-5217	.00	15,981.90	15,981.90
Total 8100:								.00		15,981.90
8101										
01/17	01/05/2017	8101	4730	UNITED STATES TREASURY	FORM 4506	1	10-12-5137	.00	250.00	250.00
Total 8101:								.00		250.00
8102										
01/17	01/18/2017	8102	110	A&E SAFE AND ALARM CO.	148185	1	10-12-5200	.00	59.85	59.85
01/17	01/18/2017	8102	110	A&E SAFE AND ALARM CO.	148185	2	10-65-5200	.00	59.85	59.85
01/17	01/18/2017	8102	110	A&E SAFE AND ALARM CO.	148189	1	10-67-5200	.00	59.85	59.85
Total 8102:								.00		179.55
8103										
01/17	01/18/2017	8103	360	ALA AMRICAN LIBRARY ASSOC	2017	1	10-65-5320	.00	175.00	175.00
Total 8103:								.00		175.00
8104										
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862654508	1	10-66-5140	.00	25.25	25.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862654508	2	40-11-5140	.00	74.25	74.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862654508	3	20-11-5140	.00	7.43	7.43
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862654508	4	30-11-5140	.00	41.57	41.57
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862665049	1	10-66-5140	.00	25.25	25.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862665049	2	40-11-5140	.00	74.25	74.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862665049	3	20-11-5140	.00	7.43	7.43
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862665049	4	30-11-5140	.00	41.57	41.57
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862675504	1	10-66-5140	.00	25.25	25.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862675504	2	40-11-5140	.00	74.25	74.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862675504	3	20-11-5140	.00	7.43	7.43
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862675504	4	30-11-5140	.00	41.57	41.57
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862686012	1	10-66-5140	.00	25.25	25.25

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 5
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862686012	2	40-11-5140	.00	74.25	74.25
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862686012	3	20-11-5140	.00	7.43	7.43
01/17	01/18/2017	8104	430	ARAMARK UNIFORM SERVICES	862686012	4	30-11-5140	.00	41.57	41.57
Total 8104:								.00		594.00
8105										
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011782451	1	10-65-5106	.00	28.41	28.41
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011782451	2	10-65-5100	.00	11.13	11.13
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011789118	1	10-65-5100	.00	89.79	89.79
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011789118	2	10-65-5106	.00	52.44	52.44
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011799758	1	10-65-5106	.00	115.15	115.15
01/17	01/18/2017	8105	700	BAKER AND TAYLOR BOOKS	4011799758	2	10-65-5100	.00	44.21	44.21
Total 8105:								.00		341.13
8106										
01/17	01/18/2017	8106	870	BRETTTHAUER OIL CO.	CL55966	1	40-11-5120	.00	65.06	65.06
01/17	01/18/2017	8106	870	BRETTTHAUER OIL CO.	CL55966	2	30-11-5120	.00	29.59	29.59
Total 8106:								.00		94.65
8107										
01/17	01/18/2017	8107	1380	CARQUEST	4758-141586	1	10-72-5137	.00	190.04	190.04
01/17	01/18/2017	8107	1380	CARQUEST	4758-141796	1	10-72-5137	.00	9.30	9.30
01/17	01/18/2017	8107	1380	CARQUEST	4758-142581	1	10-72-5137	.00	26.38	26.38
01/17	01/18/2017	8107	1380	CARQUEST	6401-211470	1	10-72-5137	.00	13.08	13.08
Total 8107:								.00		238.80
8108										
01/17	01/18/2017	8108	1390	CASCADE COLUMBIA	683180	1	40-11-5108	.00	1,430.80	1,430.80
01/17	01/18/2017	8108	1390	CASCADE COLUMBIA	683671	1	40-11-5108	.00	1,623.20	1,623.20
01/17	01/18/2017	8108	1390	CASCADE COLUMBIA	683673	1	30-11-5108	.00	707.75	707.75
Total 8108:								.00		3,761.75
8109										
01/17	01/18/2017	8109	940	CASELLE, INC.	78136	1	10-12-5235	.00	1,200.00	1,200.00

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 6
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8109:								.00		1,200.00
8110										
01/17	01/18/2017	8110	1130	CITY OF WILLAMINA	121516	1	10-12-5415	.00	313.07	313.07
01/17	01/18/2017	8110	1130	CITY OF WILLAMINA	121516C	1	10-12-5415	.00	3,869.54	3,869.54
01/17	01/18/2017	8110	1130	CITY OF WILLAMINA	2235.01 12.1	1	10-65-5415	.00	228.51	228.51
Total 8110:								.00		4,411.12
8111										
01/17	01/18/2017	8111	1135	CITY OF YAMHILL	00281	1	10-14-5211	.00	250.00	250.00
Total 8111:								.00		250.00
8112										
01/17	01/18/2017	8112	5578	CREDITS INCORPORATED	21670	1	30-10-4350	.00	262.75	262.75
01/17	01/18/2017	8112	5578	CREDITS INCORPORATED	21670	2	40-10-4350	.00	362.86	362.86
Total 8112:								.00		625.61
8113										
01/17	01/18/2017	8113	5580	DONNA TOLINE	011017	1	30-00-2300	.00	65.00	65.00
01/17	01/18/2017	8113	5580	DONNA TOLINE	011017	2	40-00-2400	.00	90.00	90.00
Total 8113:								.00		155.00
8114										
01/17	01/18/2017	8114	1760	FERGUSON ENTERPRISES, IN	0558154	1	31-10-4431	.00	1,361.68	1,361.68
01/17	01/18/2017	8114	1760	FERGUSON ENTERPRISES, IN	0558154-1	1	30-11-5530	.00	23.00	23.00
01/17	01/18/2017	8114	1760	FERGUSON ENTERPRISES, IN	0559944	1	30-11-5530	.00	602.84	602.84
01/17	01/18/2017	8114	1760	FERGUSON ENTERPRISES, IN	0560078	1	30-11-5530	.00	171.94	171.94
Total 8114:								.00		2,159.46
8115										
01/17	01/18/2017	8115	2520	KATHY TAYLOR CONSULTING	DECEMBER	1	10-12-5200	.00	4,479.60	4,479.60

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 7
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8115:								.00		4,479.60
8116										
01/17	01/18/2017	8116	2660	LEAGUE OF OREGON CITIES	1521	1	10-13-5342	.00	150.00	150.00
01/17	01/18/2017	8116	2660	LEAGUE OF OREGON CITIES	2017 WORK	1	10-12-5342	.00	300.00	300.00
Total 8116:								.00		450.00
8117										
01/17	01/18/2017	8117	2700	LES SCHWAB TIRE CENTER	2160023202	1	40-11-5504	.00	500.45	500.45
Total 8117:								.00		500.45
8118										
01/17	01/18/2017	8118	5631	LORELI K WRIGHT	CONSIDERA	1	10-12-5200	.00	2,777.25	2,777.25
Total 8118:								.00		2,777.25
8119										
01/17	01/18/2017	8119	5529	McMinnville Gas Inc.	577593	1	10-72-5415	.00	351.62	351.62
01/17	01/18/2017	8119	5529	McMinnville Gas Inc.	577792	1	10-72-5415	.00	1,319.20	1,319.20
Total 8119:								.00		1,670.82
8120										
01/17	01/18/2017	8120	2900	MID-WILLAMETTE VALLEY COU	012517	1	10-13-5342	.00	105.00	105.00
01/17	01/18/2017	8120	2900	MID-WILLAMETTE VALLEY COU	1617201	1	10-17-5214	.00	4,348.93	4,348.93
Total 8120:								.00		4,453.93
8121										
01/17	01/18/2017	8121	3070	NEWS REGISTER	53975	1	10-12-5230	.00	263.74	263.74
Total 8121:								.00		263.74
8122										
01/17	01/18/2017	8122	3270	OREGON MAYORS ASSOCIATI	2017 DUES	1	10-13-5355	.00	100.00	100.00

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 8
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8122:								.00		100.00
8123										
01/17	01/18/2017	8123	3490	PACIFIC REFLEX SIGNS	183685	1	10-12-5355	.00	145.22	145.22
Total 8123:								.00		145.22
8124										
01/17	01/18/2017	8124	3590	PGE	204570 0 01.	1	10-19-5400	.00	1,546.43	1,546.43
01/17	01/18/2017	8124	3590	PGE	641118 9 11.	1	30-11-5415	.00	1,515.97	1,515.97
Total 8124:								.00		3,062.40
8125										
01/17	01/18/2017	8125	3700	POSEYLAND FLORIST	094990	1	10-13-5355	.00	75.00	75.00
Total 8125:								.00		75.00
8126										
01/17	01/18/2017	8126	3730	PRIMISYS	011750	1	10-12-5233	.00	170.00	170.00
01/17	01/18/2017	8126	3730	PRIMISYS	011751	1	10-12-5233	.00	30.00	30.00
Total 8126:								.00		200.00
8127										
01/17	01/18/2017	8127	3820	RECOLOGY WESTERN OREGO	05954664	1	10-66-5415	.00	18.36	18.36
01/17	01/18/2017	8127	3820	RECOLOGY WESTERN OREGO	05954672	1	10-12-5415	.00	34.32	34.32
01/17	01/18/2017	8127	3820	RECOLOGY WESTERN OREGO	05954987	1	30-11-5415	.00	2.70	2.70
01/17	01/18/2017	8127	3820	RECOLOGY WESTERN OREGO	05954995	1	10-65-5415	.00	2.70	2.70
01/17	01/18/2017	8127	3820	RECOLOGY WESTERN OREGO	05955000	1	10-72-5415	.00	146.24	146.24
Total 8127:								.00		204.32
8128										
01/17	01/18/2017	8128	4190	SENSUS METERING SYSTEMS	ZA17012515	1	30-11-5200	.00	1,665.98	1,665.98
Total 8128:								.00		1,665.98

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 9
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8129										
01/17	01/18/2017	8129	4110	SHELDON OIL COMPANY	16177	1	10-66-5120	.00	46.81	46.81
01/17	01/18/2017	8129	4110	SHELDON OIL COMPANY	16177	2	10-72-5120	.00	104.85	104.85
01/17	01/18/2017	8129	4110	SHELDON OIL COMPANY	16177	3	10-18-5120	.00	82.32	82.32
01/17	01/18/2017	8129	4110	SHELDON OIL COMPANY	16177	4	20-11-5120	.00	50.03	50.03
01/17	01/18/2017	8129	4110	SHELDON OIL COMPANY	286616	1	10-72-5120	.00	11.14	11.14
Total 8129:								.00		295.15
8130										
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	1	10-12-5137	.00	17.28	17.28
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	2	10-72-5137	.00	225.54	225.54
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	3	10-66-5504	.00	24.47	24.47
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	4	30-11-5530	.00	63.24	63.24
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	5	20-11-5522	.00	1.74	1.74
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	6	40-11-5540	.00	107.14	107.14
01/17	01/18/2017	8130	4160	SKYBERG'S	123116	7	40-11-5137	.00	38.54	38.54
Total 8130:								.00		477.95
8131										
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1702772131	1	10-12-5137	.00	94.18	94.18
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1715485111	1	10-12-5137	.00	8.81	8.81
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1715485961	1	10-12-5137	.00	154.36	154.36
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1715485961	2	10-72-5137	.00	24.18	24.18
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1716317131	1	10-12-5137	.00	21.81	21.81
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1723713941	1	10-12-5137	.00	75.36	75.36
01/17	01/18/2017	8131	4290	STAPLES CREDIT PLAN	1723717241	1	30-11-5137	.00	152.48	152.48
Total 8131:								.00		531.18
8132										
01/17	01/18/2017	8132	4310	STETTTLER SUPPLY COMPANY	122275	1	30-11-5530	.00	56.41	56.41
Total 8132:								.00		56.41
8133										
01/17	01/18/2017	8133	4330	STUCK ELECTRIC CO	10460	1	40-11-5540	.00	291.00	291.00

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 10
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8133:								.00		291.00
8134										
01/17	01/18/2017	8134	4960	WATERLAB CORP.	71093	1	40-11-5250	.00	700.00	700.00
01/17	01/18/2017	8134	4960	WATERLAB CORP.	71093	2	30-11-5250	.00	460.00	460.00
Total 8134:								.00		1,160.00
8135										
01/17	01/18/2017	8135	4830	WILCO	485369	1	40-11-5137	.00	32.98	32.98
Total 8135:								.00		32.98
8136										
01/17	01/18/2017	8136	4070	WILLAMINA SELECT MARKET	010117	1	10-72-5137	.00	20.66	20.66
01/17	01/18/2017	8136	4070	WILLAMINA SELECT MARKET	010117	2	10-12-5137	.00	17.87	17.87
Total 8136:								.00		38.53
8137										
01/17	01/18/2017	8137	5020	XEROX	087353626	1	10-12-5606	.00	41.23	41.23
01/17	01/18/2017	8137	5020	XEROX	146067098	1	10-67-5606	.00	557.25	557.25
Total 8137:								.00		598.48
8138										
01/17	01/18/2017	8138	5130	YAMHILL COMMUNICATIONS A	FY17-08-WIL	1	10-18-5302	.00	1,748.83	1,748.83
Total 8138:								.00		1,748.83
8139										
01/17	01/25/2017	8139	310	AMAZON	0784010681	1	10-65-5100	.00	13.17	13.17
01/17	01/25/2017	8139	310	AMAZON	0784073895	1	10-65-5102	.00	16.99	16.99
01/17	01/25/2017	8139	310	AMAZON	0784073895	2	10-65-5100	.00	12.74	12.74
01/17	01/25/2017	8139	310	AMAZON	2253022301	1	10-65-5102	.00	19.99	19.99
01/17	01/25/2017	8139	310	AMAZON	2253055929	1	10-65-5102	.00	16.99	16.99
01/17	01/25/2017	8139	310	AMAZON	2253055929	2	10-65-5101	.00	30.96	30.96

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 11
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8139:								.00		110.84
8140										
01/17	01/25/2017	8140	430	ARAMARK UNIFORM SERVICES	17194160	1	10-72-5140	.00	285.00	285.00
Total 8140:								.00		285.00
8141										
01/17	01/25/2017	8141	720	BEERY, ELSNER & HAMMOND	13394	1	10-12-5203	.00	3,192.90	3,192.90
Total 8141:								.00		3,192.90
8142										
01/17	01/25/2017	8142	870	BRETTTHAUER OIL CO.	CL57288	1	40-11-5120	.00	51.47	51.47
01/17	01/25/2017	8142	870	BRETTTHAUER OIL CO.	CL57288	2	10-72-5120	.00	58.08	58.08
01/17	01/25/2017	8142	870	BRETTTHAUER OIL CO.	CL57288	3	10-72-5120	.00	30.15	30.15
01/17	01/25/2017	8142	870	BRETTTHAUER OIL CO.	CL57288	4	30-11-5120	.00	38.32	38.32
Total 8142:								.00		178.02
8143										
01/17	01/25/2017	8143	1390	CASCADE COLUMBIA	684669	1	40-11-5108	.00	1,383.30	1,383.30
Total 8143:								.00		1,383.30
8144										
01/17	01/25/2017	8144	1020	CENTURYLINK	313013154	1	40-11-5413	.00	48.16	48.16
01/17	01/25/2017	8144	1020	CENTURYLINK	313054538	1	10-12-5413	.00	105.87	105.87
01/17	01/25/2017	8144	1020	CENTURYLINK	313054538	2	10-66-5413	.00	12.70	12.70
01/17	01/25/2017	8144	1020	CENTURYLINK	313054538	3	10-65-5413	.00	25.41	25.41
01/17	01/25/2017	8144	1020	CENTURYLINK	313054538	4	30-11-5413	.00	143.98	143.98
01/17	01/25/2017	8144	1020	CENTURYLINK	313054538	5	40-11-5413	.00	135.51	135.51
01/17	01/25/2017	8144	1020	CENTURYLINK	313164607	1	10-67-5413	.00	66.06	66.06
01/17	01/25/2017	8144	1020	CENTURYLINK	313409135	1	30-11-5413	.00	47.11	47.11
01/17	01/25/2017	8144	1020	CENTURYLINK	313480540	1	40-11-5413	.00	103.94	103.94
01/17	01/25/2017	8144	1020	CENTURYLINK	313485013	1	10-12-5413	.00	254.98	254.98
01/17	01/25/2017	8144	1020	CENTURYLINK	313929229	1	30-11-5413	.00	195.62	195.62
01/17	01/25/2017	8144	1020	CENTURYLINK	314009711	1	30-11-5413	.00	93.46	93.46

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 12
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/17	01/25/2017	8144	1020	CENTURYLINK	314141888 1	1	10-12-5413	.00	15.08	15.08
01/17	01/25/2017	8144	1020	CENTURYLINK	314141888 1	2	10-66-5413	.00	1.81	1.81
01/17	01/25/2017	8144	1020	CENTURYLINK	314141888 1	3	20-11-5413	.00	3.62	3.62
01/17	01/25/2017	8144	1020	CENTURYLINK	314141888 1	4	30-11-5413	.00	20.51	20.51
01/17	01/25/2017	8144	1020	CENTURYLINK	314141888 1	5	40-11-5413	.00	19.30	19.30
01/17	01/25/2017	8144	1020	CENTURYLINK	314301458 1	1	10-65-5413	.00	95.82	95.82
Total 8144:								.00	1,388.94	1,388.94
8145										
01/17	01/25/2017	8145	5633	DONNA HIEBERT	012017	1	30-00-2300	.00	45.34	45.34
01/17	01/25/2017	8145	5633	DONNA HIEBERT	012017	2	40-00-2400	.00	62.87	62.87
Total 8145:								.00	108.21	108.21
8146										
01/17	01/25/2017	8146	1870	FURROW PUMP	0039322-IN	1	30-11-5530	.00	1,312.64	1,312.64
Total 8146:								.00	1,312.64	1,312.64
8147										
01/17	01/25/2017	8147	2160	HONEY BUCKET	0550122910	1	10-66-5200	.00	106.00	106.00
01/17	01/25/2017	8147	2160	HONEY BUCKET	0550229104	1	10-66-5200	.00	106.00	106.00
01/17	01/25/2017	8147	2160	HONEY BUCKET	0550229105	1	10-66-5200	.00	106.00	106.00
Total 8147:								.00	318.00	318.00
8148										
01/17	01/25/2017	8148	3870	JUSTIN RIGGS	010917	1	30-11-5344	.00	29.38	29.38
Total 8148:								.00	29.38	29.38
8149										
01/17	01/25/2017	8149	5632	LEE OLSON	012017	1	30-00-2300	.00	27.38	27.38
01/17	01/25/2017	8149	5632	LEE OLSON	012017	2	40-00-2400	.00	38.07	38.07
Total 8149:								.00	65.45	65.45

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 13
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8150										
01/17	01/25/2017	8150	5634	MARION COUNTY COMMUNITY	011917	1	10-12-5342	.00	55.00	55.00
Total 8150:								.00		55.00
8151										
01/17	01/25/2017	8151	3070	NEWS REGISTER	53108	1	10-12-5230	.00	193.90	193.90
Total 8151:								.00		193.90
8152										
01/17	01/25/2017	8152	3300	ONE CALL CONCEPTS, INC.	6120520	1	30-11-5200	.00	6.30	6.30
Total 8152:								.00		6.30
8153										
01/17	01/25/2017	8153	1710	RICHARD P EVANS JR	5675	1	40-11-5200	.00	350.00	350.00
Total 8153:								.00		350.00
8154										
01/17	01/25/2017	8154	5636	SKILLPATH/NST SEMINARS	11354438	1	10-12-5342	.00	179.00	179.00
Total 8154:								.00		179.00
8155										
01/17	01/25/2017	8155	5635	SOLUTIONS YES	INV92932	1	10-12-5606	.00	163.42	163.42
01/17	01/25/2017	8155	5635	SOLUTIONS YES	INV92932	2	10-65-5606	.00	1.34	1.34
Total 8155:								.00		164.76
8156										
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	1	10-18-5413	.00	45.97	45.97
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	2	10-12-5413	.00	5.90	5.90
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	3	10-66-5413	.00	.71	.71
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	4	20-11-5413	.00	1.41	1.41
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	5	30-11-5413	.00	8.02	8.02
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	6	40-11-5413	.00	7.55	7.55
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	7	10-66-5413	.00	38.76	38.76

M = Manual Check, V = Void Check

City of Willamina
LIVE 10.09.15

Check Register - GL Detail
Check Issue Dates: 1/1/2017 - 1/31/2017

Page: 14
Feb 06, 2017 04:34PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	8	10-12-5413	.00	7.86	7.86
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	9	10-66-5413	.00	.94	.94
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	10	20-11-5413	.00	1.89	1.89
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	11	30-11-5413	.00	10.69	10.69
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	12	40-11-5413	.00	10.06	10.06
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	13	30-11-5413	.00	31.44	31.44
01/17	01/25/2017	8156	4230	SPRINT	569622313-1	15	40-11-5413	.00	32.03	32.03
Total 8156:								.00		203.23
8157										
01/17	01/25/2017	8157	5516	The Bulletin Board	1234	1	10-12-5230	.00	307.00	307.00
Total 8157:								.00		307.00
8158										
01/17	01/25/2017	8158	4700	US BANK	321858078	1	10-12-5606	.00	367.21	367.21
Total 8158:								.00		367.21
8159										
01/17	01/25/2017	8159	5551	Wright Imaging	4191743-1	1	10-72-5200	.00	10.21	10.21
01/17	01/25/2017	8159	5551	Wright Imaging	4192429	1	10-72-5200	.00	517.68	517.68
Total 8159:								.00		527.89
8160										
01/17	01/26/2017	8160	5637	SECRETARY OF STATE	2016	1	10-12-5320	.00	250.00	250.00
Total 8160:								.00		250.00
8161										
01/17	01/30/2017	8161	5566	Barbara Hofenbredl	012017	1	30-00-2300	.00	23.19	23.19
01/17	01/30/2017	8161	5566	Barbara Hofenbredl	012017	2	40-00-2400	.00	32.28	32.28
Total 8161:								.00		55.47
8162										
01/17	01/30/2017	8162	990	CHEMEKETA COMMUNITY COL	S0975347	1	10-65-5200	.00	8.95	8.95

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 8162:								.00		8.95
8163										
01/17	01/30/2017	8163	1450	DEPT OF ADMINISTRATIVE SV	ARQ16353	1	10-12-5320	.00	500.00	500.00
Total 8163:								.00		500.00
8164										
01/17	01/30/2017	8164	5340	HEIDI'S HELPING HANDS	492	1	10-12-5209	.00	200.00	200.00
Total 8164:								.00		200.00
8165										
01/17	01/30/2017	8165	3870	JUSTIN RIGGS	012717	1	30-11-5344	.00	58.21	58.21
Total 8165:								.00		58.21
8166										
01/17	01/30/2017	8166	5596	SIVICK, ROBERT J	011317	1	10-12-5342	.00	197.18	197.18
01/17	01/30/2017	8166	5596	SIVICK, ROBERT J	012717	1	10-12-5342	.00	10.00	10.00
Total 8166:								.00		207.18
8167										
01/17	01/31/2017	8167	5634	MARION COUNTY COMMUNITY	2017MVRC	1	10-12-5342	.00	45.00	45.00
Total 8167:								.00		45.00
Grand Totals:								.00		79,359.66

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	54,194.83-	54,194.83-
10-00-2130	148.16	.00	148.16

GL Account	Debit	Credit	Proof
10-12-5137	639.67	.00	639.67
10-12-5200	7,316.70	.00	7,316.70
10-12-5203	3,192.90	.00	3,192.90
10-12-5209	450.00	.00	450.00
10-12-5230	764.64	.00	764.64
10-12-5233	200.00	.00	200.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	750.00	.00	750.00
10-12-5342	786.18	.00	786.18
10-12-5355	145.22	.00	145.22
10-12-5413	404.19	.00	404.19
10-12-5415	4,836.05	.00	4,836.05
10-12-5606	938.36	.00	938.36
10-13-5342	255.00	.00	255.00
10-13-5355	175.00	.00	175.00
10-14-5211	250.00	.00	250.00
10-17-5214	4,348.93	.00	4,348.93
10-18-5120	82.32	.00	82.32
10-18-5217	15,981.90	.00	15,981.90
10-18-5302	1,748.83	.00	1,748.83
10-18-5413	91.99	.00	91.99
10-19-5400	1,546.43	.00	1,546.43
10-65-5100	313.81	.00	313.81
10-65-5101	62.83	.00	62.83
10-65-5102	53.97	.00	53.97
10-65-5106	262.02	.00	262.02
10-65-5111	55.46	.00	55.46
10-65-5112	14.99	.00	14.99
10-65-5137	43.49	.00	43.49
10-65-5200	68.80	.00	68.80
10-65-5209	9.47	.00	9.47
10-65-5320	175.00	.00	175.00
10-65-5321	26.00	.00	26.00
10-65-5413	121.23	.00	121.23
10-65-5415	501.78	.00	501.78
10-65-5606	1.34	.00	1.34
10-65-5912	384.39	.00	384.39
10-66-5120	46.81	.00	46.81
10-66-5140	101.00	.00	101.00
10-66-5200	636.00	.00	636.00

GL Account	Debit	Credit	Proof
10-66-5413	94.69	.00	94.69
10-66-5415	221.40	.00	221.40
10-66-5504	24.47	.00	24.47
10-67-5200	59.85	.00	59.85
10-67-5413	66.06	.00	66.06
10-67-5415	338.56	.00	338.56
10-67-5606	557.25	.00	557.25
10-72-5120	204.22	.00	204.22
10-72-5137	515.62	.00	515.62
10-72-5140	285.00	.00	285.00
10-72-5200	527.89	.00	527.89
10-72-5415	2,168.96	.00	2,168.96
20-00-2000	.00	191.43-	191.43-
20-11-5120	50.03	.00	50.03
20-11-5140	29.72	.00	29.72
20-11-5413	10.23	.00	10.23
20-11-5504	99.71	.00	99.71
20-11-5522	1.74	.00	1.74
30-00-2000	.00	11,503.70-	11,503.70-
30-00-2300	160.91	.00	160.91
30-10-4350	262.75	.00	262.75
30-11-5108	707.75	.00	707.75
30-11-5120	67.91	.00	67.91
30-11-5137	152.48	.00	152.48
30-11-5140	166.28	.00	166.28
30-11-5200	1,672.28	.00	1,672.28
30-11-5250	460.00	.00	460.00
30-11-5344	87.59	.00	87.59
30-11-5413	601.11	.00	601.11
30-11-5415	4,448.28	.00	4,448.28
30-11-5530	2,716.36	.00	2,716.36
31-00-2000	.00	1,361.68-	1,361.68-
31-10-4431	1,361.68	.00	1,361.68
40-00-2000	.00	12,108.02-	12,108.02-
40-00-2400	223.22	.00	223.22
40-10-4350	362.86	.00	362.86
40-11-5108	4,437.30	.00	4,437.30
40-11-5120	116.53	.00	116.53
40-11-5137	71.52	.00	71.52
40-11-5140	297.00	.00	297.00

GL Account	Debit	Credit	Proof
40-11-5200	350.00	.00	350.00
40-11-5204	341.25	.00	341.25
40-11-5250	700.00	.00	700.00
40-11-5320	195.00	.00	195.00
40-11-5413	407.08	.00	407.08
40-11-5415	3,707.67	.00	3,707.67
40-11-5504	500.45	.00	500.45
40-11-5540	398.14	.00	398.14
Grand Totals:	<u>79,359.66</u>	<u>79,359.66-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

CORRESPONDENCE

Economic Improvement District

P.O. Box 411
Willamina, OR 97396

EID

ADVISORY COMMITTEE & OFFICERS *Economic Improvement District - Since 1991*

PRESIDENT: Rolly Heuser

(503)876-3003

Vice-President: Gary Brooks

Secretary: Connie Crawford Lain

Treasurer: Geneva Wymore

Past President: Robert Burr

February 1, 2017

City of Willamina

411 NE C St.

Willamina, OR 97396

Dear Mayor, Ila Skyberg

Willamina City Manager, Robert Sivick

Willamina City Council Members:

1. The Advisory Committee & Officers for 2017 are:
President: Rolly Heuser
Vice-President: Gary Brooks
Secretary: Connie Crawford Lain
Treasurer: Geneva Wymore
Past President: Robert Burr
2. A copy of the 2016-17 EID Annual Report & Proposed Budget is attached.
3. The Advisory Committee is requesting an update of the list of Willamina Businesses and Business Owners for EID Taxes for 2017 for both Yamhill & Polk Counties.
4. The EID members meet the first Wednesday of each month at Coyote Joe's meeting room at 8:00 am. New members always welcome.

Sincerely,



Geneva Wymore

EID Treasurer 2016-17

Economic Improvement District

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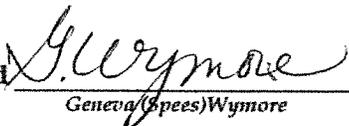
2016 - 2017 EID ANNUAL REPORT

CATEGORIES:	ITEM/ACTIVITIES:	2016 Credits	2016 Debits	2017 Credits	2017 Debit Budget
	2016 EID Beg. Balance: \$ 16,711.24			Beg. Balance:	Proposed
	2016-17 EID/Taxes	7,818.01		\$16,057.50	(\$ 14,029.00)
<hr/>					
1. <u>Administrative:</u>	Postage, copies, Application Fees, Letters, Permits, etc. Cards & Flowers.	\$ 21.00	\$ 88.30 \$ (10.80) <i>Donations</i>		\$ 100.00
2. <u>Beautification:</u>	Planter Baskets/Tubs Flowers/Soil, Flags, Trees, Lights/Garland/Decorations		\$ 810.16 \$ 2,312.72		\$ 1,500.00 \$ 3,000.00
3. <u>Business Develop:</u>	A.) ART TOUR: Letters, Publicity, (Banners, Brochures, Posters) Artist fees, Dinner, Tea Room: Horse wagon/Shuttle (800.00) Signs, Pegboards, etc.	\$ 1,627.05	\$ 5,548.21		\$ 3,500.00
	B.) ART PROJECT/SCULPTURES: (\$5000 Loan) Metal Sculptures (3/ 771.00) Wood Carvings (proposed \$3500)		\$ 0.00 0.00 \$ 0.00 Pending		\$ 3,429.00
	C.) CITY WIDE SALE (fees/signs)	\$ 315.25	\$ 303.00 \$ (340.00) <i>Donations</i>		\$ 100.00
4. <u>Parking:</u>	Crosswalks, Curbs, Parking Lot Improvements, Signs, Banners & Brackets (Proposed Banner Holders - FFA)		\$ 268.34		\$ 500.00
5. <u>Community:</u>	A.) 4 th of July Fireworks/ Trophies/T-shirts B.) City Clean-up Day (dumpster) C.) Fireman's Breakfast (2) D.) Food Banks (Pork For People) E.) Christmas Lights Parade, Cider, Donuts, Publicity, Santa /Carriage Rental, Banners, tree, etc.		\$ 600.00 \$ 146.22 \$ 318.10 \$ (361.00) <i>Artist's Food Bank Donations</i> \$ 40.00		\$ 600.00 \$ 300.00 \$ 300.00 \$ 500.00 \$ 200.00

Total Credit/Debits: (2016) \$ 9,781.31 \$ 10,435.05 (2017) \$ 16,057.50 (\$ 14,029.00)
 Total Donations 2016: (\$ 711.80)

Goose Benefit Dinner (Donations) Beg. Balance: \$ 3,236.32 - Ending Balance: \$ 3,236.32

Check Book Balance 12/31/16 = \$ 19,293.82 EID Ending Balance: \$ 16,057.50

Approved: Date 1/4/2017 EID Budget for Jan. 1 to Dec. 31, 2017, Signed  Treasurer/EID
 Annual Budget Meeting 1/4/2017 Geneva (Spees)Wymore

Economic Improvement District

P.O. Box 411
Willamina, OR 97396

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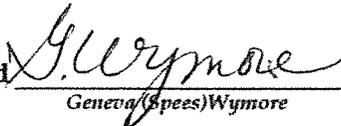
2016 - 2017 EID ANNUAL REPORT

CATEGORIES:	ITEM/ACTIVITIES:	2016 Credits	2016 Debits	2017 Credits	2017 Debit Budget
2016 EID Beg. Balance:	\$ 16,711.24			Beg. Balance:	Proposed
2016-17 EID/Taxes		7,818.01		\$16,057.50	(\$ 14,029.00)
1. Administrative:	Postage, copies, Application Fees, Letters, Permits, etc.		\$ 88.30		
	Cards & Flowers.	\$ 21.00	\$ (10.80) Donations		\$ 100.00
2. Beautification:	Planter Baskets/Tubs		\$ 810.16		\$ 1,500.00
	Flowers/Soil, Flags, Trees, Lights/Garland/Decorations		\$ 2,312.72		\$ 3,000.00
3. Business Develop:	A.) ART TOUR: Letters, Publicity, (Banners, Brochures, Posters)				
	Artist fees, Dinner, Tea Room: Horse wagon/Shuttle (800.00) Signs, Pegboards, etc.	\$ 1,627.05	\$ 5,548.21		\$ 3,500.00
	B.) ART PROJECT/SCULPTURES: (\$5000 Loan)		\$ 0.00		\$ 3,429.00
	Metal Sculptures (3/ 771.00)		0.00		
	Wood Carvings (proposed \$3500)		\$ 0.00 Pending		
	C.) CITY WIDE SALE (fees/signs)	\$ 315.25	\$ 303.00		\$ 100.00
			\$ (340.00) Donations		
4. Parking:	Crosswalks, Curbs, Parking Lot Improvements, Signs, Banners & Brackets (Proposed Banner Holders - FFA)		\$ 268.34		\$ 500.00
5. Community:	A.) 4 th of July Fireworks/ Trophies/T-shirts		\$ 600.00		\$ 600.00
	B.) City Clean-up Day (dumpster)		\$ 146.22		\$ 300.00
& Promotional Functions:	C.) Fireman's Breakfast (2)		\$ 318.10		\$ 300.00
	D.) Food Banks (Pork For People)		\$ (361.00) Artist's Food Bank Donations		\$ 500.00
	E.) Christmas Lights Parade, Cider, Donuts, Publicity, Santa /Carriage Rental, Banners, tree, etc.		\$ 40.00		\$ 200.00

Total Credit/Debits: (2016) \$ 9,781.31 \$ 10,435.05 (2017) \$ 16,057.50 (\$ 14,029.00)
Total Donations 2016: (\$ 711.80)

Goose Benefit Dimer (Donations) Beg. Balance: \$ 3,236.32 - Ending Balance: \$ 3,236.32

Check Book Balance 12/31/16 = \$ 19,293.82 EID Ending Balance: \$ 16,057.50

Approved: Date 1/4/2017 EID Budget for Jan. 1 to Dec. 31, 2017, Signed  Treasurer/EID
Annual Budget Meeting 1/4/2017 *Geneva (Spees)Wymore*

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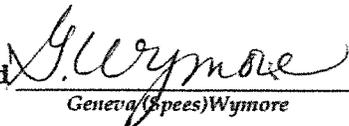
2016 - 2017 EID ANNUAL REPORT

CATEGORIES:	ITEM/ ACTIVITIES:	2016 Credits	2016 Debits	2017 Credits	2017 Debit Budget
2016 EID Beg. Balance: \$ 16,711.24				Beg. Balance:	Proposed
2016-17	EID/Taxes	7,818.01		\$16,057.50	(\$ 14,029.00)
<hr/>					
1. <u>Administrative:</u>	Postage, copies, Application Fees, Letters, Permits, etc. Cards & Flowers.	\$ 21.00	\$ 88.30 \$ (10.80) <i>Donations</i>		\$ 100.00
2. <u>Beautification:</u>	Planter Baskets/Tubs Flowers/Soil, Flags, Trees, Lights/Garland/Decorations		\$ 810.16 \$ 2,312.72		\$ 1,500.00 \$ 3,000.00
3. <u>Business Develop:</u>	A.) ART TOUR: Letters, Publicity, (Banners, Brochures, Posters) Artist fees, Dinner, Tea Room: Horse wagon/Shuttle (800.00) Signs, Pegboards, etc.	\$ 1,627.05	\$ 5,548.21		\$ 3,500.00
	B.) ART PROJECT/SCULPTURES: (\$5000 Loan) Metal Sculptures (3/ 771.00) Wood Carvings (proposed \$3500)		\$ 0.00 0.00 \$ 0.00 Pending		\$ 3,429.00
	C.) CITY WIDE SALE (fees/signs)	\$ 315.25	\$ 303.00 \$ (340.00) <i>Donations</i>		\$ 100.00
4. <u>Parking:</u>	Crosswalks, Curbs, Parking Lot Improvements, <u>Signs, Banners</u> & Brackets (Proposed Banner Holders - FFA)		\$ 268.34		\$ 500.00
5. <u>Community:</u>	A.) 4 th of July Fireworks/ Trophies/T-shirts		\$ 600.00		\$ 600.00
	B.) City Clean-up Day (dumpster)		\$ 146.22		\$ 300.00
<u>& Promotional,</u>	C.) Fireman's Breakfast (2)		\$ 318.10		\$ 300.00
<u>Functions:</u>	D.) Food Banks (Pork For People)		\$ (361.00) <i>Artist's Food Bank Donations</i>		\$ 500.00
	E.) Christmas Lights Parade, Cider, Donuts, Publicity, Santa /Carriage Rental, Banners, tree, etc.		\$ 40.00		\$ 200.00

Total Credit/Debits: (2016) \$ 9,781.31 \$ 10,435.05 (2017) \$ 16,057.50 (\$ 14,029.00)
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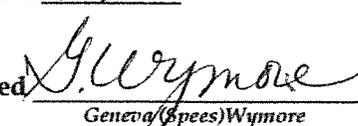
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	2016 EID Beg. Balance: \$ 16,711.24			Beg. Balance:	Proposed
	2016-17 EID/Taxes	7,818.01		\$16,057.50	(\$ 14,029.00)
<hr/>					
1. <u>Administrative:</u>	Postage, copies, Application Fees, Letters, Permits, etc. Cards & Flowers.	\$ 21.00	\$ 88.30 \$ (10.80) <i>Donations</i>		\$ 100.00
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	B.) ART PROJECT/SCULPTURES: (\$5000 Loan) Metal Sculptures (3/ 771.00) Wood Carvings (proposed \$3500)		\$ 0.00 0.00 \$ 0.00 Pending		\$ 3,429.00
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4. <u>Parking:</u>	Crosswalks, Curbs, Parking Lot Improvements, <u>Signs, Banners & Brackets</u> (Proposed Banner Holders - FFA)		\$ 268.34		\$ 500.00
5. <u>Community:</u>	A.) 4 th of July Fireworks/ Trophies/T-shirts		\$ 600.00		\$ 600.00
	B.) City Clean-up Day (dumpster)		\$ 146.22		\$ 300.00
<u>& Promotional Functions:</u>	C.) Fireman's Breakfast (2)		\$ 318.10		\$ 300.00
	D.) Food Banks (Pork For People)		\$ (361.00) <i>Artist's Food Bank Donations</i>		\$ 500.00
	E.) Christmas Lights Parade, Cider, Donuts, Publicity, Santa /Carriage Rental, Banners, tree, etc.		\$ 40.00		\$ 200.00

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Economic Improvement District

P.O. Box 411

Willamina, OR 97396

EID

ADVISORY COMMITTEE & OFFICERS *Economic Improvement District - Since 1991*

PRESIDENT: Rolly Heuser (503)876-3003

Vice-President: Gary Brooks

Secretary: Connie Crawford Lain

Treasurer: Geneva Wymore

Past President: Robert Burr

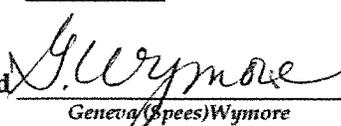
2016 - 2017 EID ANNUAL REPORT

CATEGORIES:	ITEM/ACTIVITIES:	2016 Credits	2016 Debits	2017 Credits	2017 Debit Budget
2016 EID Beg. Balance: \$ 16,711.24				Beg. Balance:	Proposed
2016-17	EID/Taxes	7,818.01		\$16,057.50	(\$ 14,029.00)
<hr/>					
1. <u>Administrative:</u>	Postage, copies, Application Fees, Letters, Permits, etc.		\$ 88.30		
	Cards & Flowers.	\$ 21.00	\$ (10.80) <i>Donations</i>		\$ 100.00
2. <u>Beautification:</u>	Planter Baskets/Tubs				
	Flowers/Soil, Flags, Trees,		\$ 810.16		\$ 1,500.00
	Lights/Garland/Decorations		\$ 2,312.72		\$ 3,000.00
3. <u>Business Develop:</u>	A.) ART TOUR: Letters, Publicity, (Banners, Brochures, Posters)				
	Artist fees, Dinner, Tea Room: Horse wagon/Shuttle (800.00)	\$ 1,627.05	\$ 5,548.21		\$ 3,500.00
	Signs, Pegboards, etc.				
	B.) ART PROJECT/SCULPTURES: (\$5000 Loan)		\$ 0.00		\$ 3,429.00
	Metal Sculptures (3/ 771.00)		0.00		
	Wood Carvings (proposed \$3500)		\$ 0.00 Pending		
	C.) CITY WIDE SALE (fees/signs)	\$ 315.25	\$ 303.00		\$ 100.00
			\$ (340.00) <i>Donations</i>		
4. <u>Parking:</u>	Crosswalks, Curbs, Parking Lot Improvements, Signs, Banners & Brackets (Proposed Banner Holders - FFA)		\$ 268.34		\$ 500.00
5. <u>Community:</u>	A.) 4 th of July Fireworks/ Trophies/T-shirts		\$ 600.00		\$ 600.00
	B.) City Clean-up Day (dumpster)		\$ 146.22		\$ 300.00
<u>& Promotional,</u>	C.) Fireman's Breakfast (2)		\$ 318.10		\$ 300.00
<u>Functions:</u>	D.) Food Banks (Pork For People)		\$ (361.00) <i>Artist's Food Bank Donations</i>		\$ 500.00
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Total Credit/Debits: (2016) \$ 9,781.31 \$ 10,435.05 (2017) \$ 16,057.50 (\$ 14,029.00)
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Check Book Balance 12/31/16 = \$ 19,293.82 EID Ending Balance: \$ 16,057.50

Approved: Date 1/4/2017 EID Budget for Jan. 1 to Dec. 31, 2017, Signed  Treasurer/EID
 Annual Budget Meeting 1/4/2017 Geneva (Spees)Wymore

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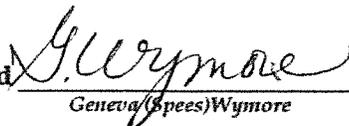
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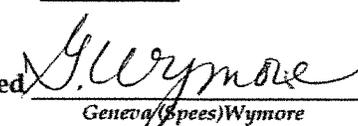
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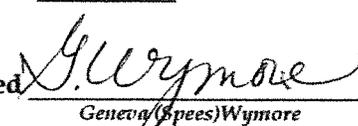
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 Annual Budget Meeting 1/4/2017 *Geneva (Spees)Wymore*

REGULAR AGENDA

WILLAMINA, OREGON
Annual Financial Report
For the Year Ended June 30, 2016

CITY OF WILLAMINA
Officers and Members of the City Council
June 30, 2016

<u>MAYOR</u>	<u>Term Expires December 31,</u>
Ila Skyberg 411 "C" Street Willamina, OR 97396	2016
 <u>CITY COUNCIL</u>	
Rita Baller PO Box 646 Willamina, OR 97396	2016
Robert Burr PO Box 467 Willamina, OR 97396	2016
Heather Stritzke PO Box 932 Willamina, OR 97396	2016
Theresa McKnight PO Box 226 Willamina, OR 97396	2018
Katie Vinson PO Box 482 Willamina, OR 97396	2016

CITY MANAGER

Bob Sivick

CITY RECORDER

Debbie Bernard

REGISTERED ADDRESS

PO Box 629
Willamina, OR 97396

CITY OF WILLAMINA
For the year ended June 30, 2016

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITOR’S REPORT	1
MANAGEMENT’S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	11
Fund Financial Statements:	
Governmental Funds	
Balance Sheet	12
Statement of Revenues, Expenditures and Changes in Fund Balances	13
Reconciliation of Statement of Revenues, Expenditures, and Changes in Fund Balance to Statement of Activities	14
Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	
General Fund	15
Street Fund	16
Proprietary Funds	
Statement of Net Position	17
Statement of Revenues, Expenses and Changes in Net Position	18
Statement of Cash Flows	19
Notes to Financial Statements	20
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Proportionate Share of Net Pension Liability	39
Schedule of Employer Contributions (OPERS)	39
COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES	
Major Governmental Fund	
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – Street System Development Charges Fund	40
Major Enterprise Funds	
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	
Water Fund	41
Wastewater Fund	42
Debt Service Fund	43
Nonmajor Enterprise Funds	
Combining Statement of Fund Net Position	44
Combining Statement of Revenues, Expenses and Changes in Net Position	45
Combining Statement of Cash Flows	46
Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual	
Water System Development Charges Fund	47
Wastewater System Development Charges Fund	48

COMPLIANCE SECTION

Auditor's Comments and Disclosures Required by State Regulations	49
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	51

Independent Auditor's Report

To the City Council
Willamina, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City of Willamina's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Richard Winkel, CPA

PO Box 91637
Portland, OR 97291

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2016 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-9 and schedules of the proportionate share of the net pension liability and contributions on page 39 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the City of Willamina's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Reports on Other Legal and Regulatory Requirements

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated January 4, 2017, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Other Reporting Required by Oregon Revised Statutes

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated January 4, 2017 on our consideration of the City of Willamina's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Richard Winkel, CPA

January 4, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016**

The management of the City of Willamina, Oregon, presents this narrative overview and analysis to facilitate both a short and long-term analysis of the financial activities of the City for the fiscal year ended June 30, 2016. This Management's Discussion and Analysis (MD&A) is based on currently known facts, decisions, and conditions that existed as of the date the financial statements are issued.

Financial Highlights

- The City's governmental activities assets exceed liabilities (net position) as of June 30, 2016 by \$1,295,227 an increase of \$46,160 from the prior year.
- The City's business-type activities assets exceed liabilities (net position) by \$1,697,142, a decrease of \$160,334 from the prior year.
- The General Fund's fund balance is \$15,307 at the end of the current fiscal year.
- The City's unrestricted cash and cash equivalents as of June 30, 2016 are \$854,047.

Overview of the Financial Statements

The following discussion and analysis is intended to serve as an introduction to the City's basic financial statements and other supplementary information. The City's basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the basic financial statements

Government-wide financial statements - The government-wide financial statements are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business. These statements include all assets of the City (including infrastructure such as streets, traffic signals, street lights, buildings, bridges, etc.) as well as all liabilities (including general obligation long-term debt). Additionally, certain eliminations have occurred with regards to inter-fund activities.

The statement of net position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash inflows or outflows in a future fiscal period. Examples of such items include earned but uncollected property taxes (future inflow), and interest accrued (future outflow).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include the following:

- General government (City Council, Mayor's office, Human Resources, Finance)
- Public safety (Police protection service)
- Highways and streets
- Community Services
- Community Development

CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

The business-type activities of the City include the following:

- Water
- Sewer

Fund financial statements – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

Governmental funds - Governmental funds are used to account for activities where the emphasis is placed on available financial resources, rather than upon net income determination. Therefore, unlike the government-wide financial statements, governmental fund financial statements focus on the acquisition and use of current expendable resources, as well as the balances of expendable resources available at the end of the fiscal year. Such information may be useful in evaluating the City's near term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintained three individual governmental funds. Information for the funds that are considered significant (major) is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances. All three of the City's funds are considered to be major funds: General, Street, and System Development Charges Funds.

The City adopts annual appropriated budgets for all funds. To demonstrate compliance with the budget, budgetary comparison statements have been provided for all funds either in the basic financial statements (major governmental funds) or as supplementary information (all other funds).

Proprietary funds – Proprietary funds are used to account for activities where the emphasis is placed on net income determination. Enterprise funds are used to report the same functions presented as business-type activities in the governmental-wide financial statements.

The City uses enterprise funds to account for its water and sewer utility activities.

The enterprise funds of the City are reported separately as proprietary fund financial statements in the basic financial statements.

The City presents five individual proprietary funds. Information is presented separately in the enterprise fund balance sheet and in the enterprise fund statement of revenue, expenditures and changes in fund balances for those funds that are considered significant (major) to the City taken as a whole. These financial statements report three major funds: Water, Wastewater, and Debt Service. Data from the other two enterprise funds are combined into a single aggregated presentation.

Notes to financial statements – The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. They are an integral part of the financial statements and should be read in conjunction with them.

CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

Supplementary information – The combining statements and schedules referred to earlier follow the required supplementary information in this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by \$2,992,370 as of June 30, 2016.

	Governmental Activities		Business-type Activities		Totals	
	FY 2016	FY 2015	FY 2016	FY 2015	FY 2016	FY 2015
Assets:						
Cash and investments	\$ 241,791	\$ 133,196	\$ 612,256	\$ 562,816	\$ 854,047	\$ 696,012
Other current assets	47,467	62,692	123,670	302,684	171,137	365,376
Capital assets, net	<u>1,040,489</u>	<u>1,024,655</u>	<u>3,407,166</u>	<u>3,626,600</u>	<u>4,447,655</u>	<u>4,651,255</u>
Total assets	<u>1,329,747</u>	<u>1,220,543</u>	<u>4,143,092</u>	<u>4,492,100</u>	<u>5,472,839</u>	<u>5,712,643</u>
Deferred outflow of resources	44,350	-	-	-	44,350	-
Liabilities:						
Other current liabilities	78,870	11,009	258,496	315,644	337,366	326,653
Long-term obligations	<u>-</u>	<u>-</u>	<u>2,187,454</u>	<u>2,318,980</u>	<u>2,187,454</u>	<u>2,318,980</u>
Total liabilities	<u>78,870</u>	<u>11,009</u>	<u>2,445,950</u>	<u>2,634,624</u>	<u>2,524,820</u>	<u>2,645,633</u>
Net Position:						
Invested in capital assets net of related debt	1,040,489	1,024,655	1,088,186	1,182,500	2,128,675	2,207,155
Restricted	85,000	85,000	572,940	572,940	657,940	657,940
Unrestricted	<u>169,738</u>	<u>99,879</u>	<u>36,016</u>	<u>102,036</u>	<u>205,754</u>	<u>201,915</u>
Total net position	<u>295,227</u>	<u>\$ 1,209,534</u>	<u>\$ 1,697,142</u>	<u>\$ 1,857,476</u>	<u>\$ 2,992,369</u>	<u>\$ 3,067,010</u>

The largest portion of the City's net position reflect its investment of \$2,128,675 or 71%, in capital assets (e.g., land, buildings, improvements, equipment, and infrastructure, net of accumulated depreciation and related debt). The City uses capital assets to provide services to citizens. Consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position, \$657,940 or approximately 22% represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position totaling \$205,754 or approximately 7% represents the balance that may be used to meet the City's ongoing obligations to citizens and creditors.

CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

The change in net position for the year ended June 30, 2016 is as follows:

	<u>Governmental Activities</u>	<u>Business- Type Activities</u>	<u>2016 Totals</u>
Revenues			
Program			
Charges for services	\$ 55,618	\$ 1,051,099	\$ 1,106,717
Operating grants and contributions	283,700	-	283,700
General			
Property taxes	349,500	-	349,500
Franchise fees	86,812	-	86,812
Intergovernmental	180,277	-	180,277
Interest	3,596	-	3,596
Miscellaneous	7,840	-	7,840
	<u>967,343</u>	<u>1,051,099</u>	<u>2,018,442</u>
Total revenues and transfers			
Expenses			
General government	178,087	-	178,087
Public safety	235,655	-	235,655
Highways and streets	348,066	-	348,066
Community services	184,977	-	184,977
Community development	4,685	-	4,685
Water	-	555,430	555,430
Wastewater	-	625,716	625,716
	<u>951,470</u>	<u>1,181,146</u>	<u>2,132,616</u>
Total expenses			
Change in net position before transfers	15,873	(130,047)	(114,174)
Transfers	<u>30,287</u>	<u>(30,287)</u>	<u>-</u>
Change in net position	46,160	(160,334)	(114,174)
Net position - beginning	<u>1,249,067</u>	<u>1,857,476</u>	<u>3,106,543</u>
Total net position	<u>\$ 1,295,227</u>	<u>\$ 1,697,142</u>	<u>\$ 2,992,369</u>

The change in net position for the year ended June 30, 2015 is not available as that year was not audited.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016**

Governmental Funds

The General Fund ended the year with a fund balance of \$15,307, a decrease of \$45,006 from the prior year. Revenues for fiscal year 2015-2016 were \$530,764 and expenses were \$606,055. Total governmental funds ended the year with a fund balance of \$211,113.

Enterprise Funds

The City operates two utility services, water and wastewater. These funds are operated like private enterprises and the accounting reflects this. Enterprise funds also include a debt service fund and two System Development Charges Funds.

General Fund Budgetary Highlights

During the year, budgetary appropriations exceeded actual expenditures. The General Fund revenues were under budgeted revenues by \$10,775 while actual expenditures in the General Fund were under budget by \$40,982.

Capital Assets

As of June 30, 2016, the City had the following capital assets:

	Governmental Activities		Business-type Activities		Totals	
	FY 2016	FY 2015	FY 2016	FY 2015	FY 2016	FY 2015
Land	\$ 117,841	\$ 117,841	\$ 548,891	\$ 548,891	\$ 666,732	\$ 666,732
Land improvements	980,055	980,055	776	776	980,831	980,831
Buildings	296,847	287,397	927,136	927,136	1,223,983	1,214,533
Equipment	194,313	134,487	421,584	421,584	615,897	556,071
Distribution and collection systems	-	-	5,124,723	5,124,723	5,124,723	5,124,723
Vehicles	52,462	52,462	100,857	92,957	153,319	145,419
Less accumulated depreciation	(601,029)	(547,587)	(3,716,801)	(3,489,467)	(4,317,830)	(4,037,054)
Capital assets, net	<u>\$ 1,040,489</u>	<u>\$ 1,024,655</u>	<u>\$ 3,407,166</u>	<u>\$ 3,626,600</u>	<u>\$ 4,447,655</u>	<u>\$ 4,651,255</u>

Additional information about the City's capital assets can be found in Note 4 to the basic financial statements.

Long-Term Obligations

At the end of the fiscal year, the City had total long-term obligations of \$2,318,980. Of this amount \$823,442 represented bonded indebtedness. The City's bonded debt is in the business-type activities and is classified as Revenue Bonds. The City also has two loans from Oregon Economic and Community Development Department (OECD) which are also in the business-type activities which supplemented the revenue bonds for work in the water treatment plant and the wastewater project. Additional information on the City's long-term obligations can be found in Note 5 to the basic financial statements.

**CITY OF WILLAMINA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016**

Economic Factors and Next Year's Budget

During the preparation of the budget for the ensuing fiscal year, the long-term impacts of the local economy were examined in conjunction with business decisions made by the City. The City uses a conservative approach when preparing the budget each year.

Requests for information

The City's financial statements are designed to present users with a general overview of the City's finances and to demonstrate the City's accountability. If you have any questions about this report, please contact the City at (503) 876-2242 or by mail at 411 NE C Street, Willamina, Oregon 97396.

BASIC FINANCIAL STATEMENTS

CITY OF WILLAMINA

Statement of Net Position

June 30, 2016

	Governmental Activities	Business-type Activities	Totals
ASSETS			
Cash and investments	\$ 241,791	\$ 612,256	\$ 854,047
Receivables, net	39,712	92,648	132,360
Inventories	7,755	31,022	38,777
Capital assets:			
Land	117,841	548,891	666,732
Capital assets, net	922,648	2,858,275	3,780,923
Total assets	1,329,747	4,143,092	5,472,839
DEFERRED OUTFLOWS OF RESOURCES			
Pension related items	44,350	-	44,350
LIABILITIES			
Accounts payable and accrued expenses	78,870	18,960	97,830
Accrued interest payable	-	45,318	45,318
Customer deposits payable	-	62,692	62,692
Long-term obligations:			-
Due within one year	-	131,526	131,526
Due in more than one year	-	2,187,454	2,187,454
Total liabilities	78,870	2,445,950	2,524,820
NET POSITION:			
Invested in capital assets, net of related debt	1,040,489	1,088,186	2,128,675
Restricted for:			
Debt service	-	498,526	498,526
Capital projects	60,000	74,414	134,414
Highways and streets	25,000	-	25,000
Grants and economic improvement	-	-	-
Unrestricted	169,738	36,016	205,754
Total net position	\$ 1,295,227	\$ 1,697,142	\$ 2,992,369

The accompanying notes are an integral part of these financial statements

CITY OF WILLAMINA

Statement of Activities

For the Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		Totals
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental activities:							
General government	\$ 178,087	\$ 2,495	\$ 1,700	\$ -	\$ (173,892)		\$ (173,892)
Public safety	235,655	4,021	-	-	(231,634)		(231,634)
Highways and streets	348,066	30,000	273,098	-	(44,968)		(44,968)
Community services	184,977	18,302	8,902	-	(157,773)		(157,773)
Community development	4,685	800	-	-	(3,885)		(3,885)
Total governmental activities	951,470	55,618	283,700	-	(612,152)		(612,152)
Business-type activities:							
Water	555,430	464,553	-	-		(90,877)	(90,877)
Wastewater	625,716	586,546	-	-		(39,170)	(39,170)
Total business-type activities	1,181,146	1,051,099	-	-		(130,047)	(130,047)
Totals	\$ 2,132,616	\$ 1,106,717	\$ 283,700	\$ -	(612,152)	(130,047)	(742,199)
General revenues:							
Property taxes, levied for general purposes					349,500		349,500
Franchise taxes					86,812		86,812
Intergovernmental					180,277		180,277
Unrestricted investment earnings					3,596		3,596
Miscellaneous					7,840		7,840
Transfers					30,287	(30,287)	-
Total general revenues and transfers					658,312	(30,287)	628,025
Change in net position					46,160	(160,334)	(114,174)
Net position - beginning, restated					1,249,067	1,857,476	3,106,543
Net position - ending					\$ 1,295,227	\$ 1,697,142	\$ 2,992,369

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

Balance Sheet - Governmental Funds

June 30, 2016

	General	Street	Street SDC	Total
ASSETS:				
Cash and investments	\$ 38,254	\$ 113,537	\$ 90,000	\$ 241,791
Receivables, net	28,722	10,990	-	39,712
Inventories	7,755	-	-	7,755
Total assets	\$ 74,731	\$ 124,527	\$ 90,000	\$ 289,258
LIABILITIES:				
Accounts payable and accrued expenses	\$ 35,811	\$ 18,721	\$ -	\$ 54,532
DEFERRED INFLOWS OF RESOURCES:				
Unavailable revenue	23,613	-	-	23,613
FUND BALANCES:				
Nonspendable	7,755	-	-	7,755
Restricted for grants and economic improvement	-	105,806	90,000	195,806
Unassigned	7,552	-	-	7,552
Total fund balances	15,307	105,806	90,000	211,113
Total liabilities, deferred inflows and fund balances	\$ 74,731	\$ 124,527	\$ 90,000	

RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	1,040,489
Governmental activities report as deferred outflows of resources contributions to the public employee retirement system	44,350
Some liabilities are not due and payable in the current period and are not reported in the funds	(24,338)
Some long-term assets are not available for current period expenditures and are therefore reported as unavailable revenue in the funds.	23,613
NET POSITION OF GOVERNMENTAL ACTIVITIES	\$1,295,227

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenditures and
Changes in Fund Balances - Governmental Funds**

For the Year Ended June 30, 2016

	<u>General</u>	<u>Street</u>	<u>Street SDC</u>	<u>Total</u>
REVENUES:				
Property taxes	\$ 348,250	\$ -	\$ -	\$ 348,250
Franchise fees	86,812	-	-	86,812
System development charges	-	-	30,000	30,000
Licenses, permits and fees	20,393	-	-	20,393
Fines and forfeitures	5,225	-	-	5,225
Intergovernmental	48,044	132,233	-	180,277
Grants and donations	10,602	273,098	-	283,700
Interest	3,596	-	-	3,596
Miscellaneous	7,840	-	-	7,840
	<hr/>	<hr/>	<hr/>	<hr/>
Total revenues	530,762	405,331	30,000	966,093
EXPENDITURES:				
General government	111,462	-	-	111,462
Public safety	235,655	-	-	235,655
Highways and streets	-	349,586	-	349,586
Community services	184,977	-	-	184,977
Community development	4,685	-	-	4,685
Capital outlay	69,276	-	-	69,276
	<hr/>	<hr/>	<hr/>	<hr/>
Total expenditures	606,055	349,586	-	955,641
Excess of (deficiency) of revenues over expenditures	<hr/>	<hr/>	<hr/>	<hr/>
	(75,293)	55,745	30,000	10,452
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	30,287	-	-	30,287
	<hr/>	<hr/>	<hr/>	<hr/>
Net change in fund balances	(45,006)	55,745	30,000	40,739
Fund balances, beginning of year	60,313	50,061	60,000	170,374
	<hr/>	<hr/>	<hr/>	<hr/>
Fund balances, end of year	<u>\$ 15,307</u>	<u>\$ 105,806</u>	<u>\$ 90,000</u>	<u>\$ 211,113</u>

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Reconciliation of the Statement of Revenues, Expenditures and Changes in
Fund Balances – Governmental Funds to the Statement of Activities**

For the Year Ended June 30, 2016

Total changes in fund balances – Governmental Funds	\$	40,739
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Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the governmental funds. This is the effect of the change in the deferred property tax revenue during the year.

Taxes	1,250
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Capital asset additions are reported in the governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense.

Capital outlay	\$ 69,276	
Depreciation	<u>(53,442)</u>	15,834

The amount contributed to the defined benefit pension plan is reported as an expenditure in the funds while the governmental activities reports pension expense as the change in pension related deferred outflows of resources.

	4,816
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

Compensated absences	<u>(16,479)</u>
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Change in net position	\$	<u><u>46,160</u></u>
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The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
General Fund**

For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Property taxes	\$ 338,284	\$ 346,283	\$ 348,250	\$ 1,967
Franchise fees	88,037	88,037	86,812	(1,225)
Licenses and permits	43,657	29,257	20,393	(8,864)
Fines and forfeitures	8,875	8,875	5,225	(3,650)
Intergovernmental	70,124	60,485	48,044	(12,441)
Grants	4,220	4,220	10,602	6,382
Interest	2,346	2,346	3,596	1,250
Miscellaneous	2,034	2,034	7,840	5,806
Total revenues	557,577	541,537	530,762	(10,775)
EXPENDITURES:				
General government	278,705	193,164	180,738	12,426
Public safety	255,045	255,045	235,655	19,390
Community services	190,827	190,828	184,977	5,851
Community development	8,000	8,000	4,685	3,315
Total expenditures	732,577	647,037	606,055	40,982
Excess (deficiency) of revenues over expenditures	(175,000)	(105,500)	(75,293)	(51,757)
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	-	32,000	30,287	(1,713)
Change in fund balances	(175,000)	(73,500)	(45,006)	(53,470)
Fund balance, beginning of year	175,000	76,337	60,313	(16,024)
Fund balance, end of year	\$ -	\$ 2,837	\$ 15,307	\$ 12,470

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
Street Fund**

For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Intergovernmental	\$ 119,377	\$ 119,377	\$ 132,233	\$ 12,856
Grants and donations	258,000	258,000	273,098	15,098
Total revenues	377,377	377,377	405,331	27,954
EXPENDITURES:				
Personnel services	52,910	40,054	39,724	330
Materials and services	347,519	367,663	309,862	57,801
Capital outlay	-	1,000	-	1,000
Contingency	6,948	17,202	-	17,202
Total expenditures	407,377	425,919	349,586	76,333
Change in fund balance	(30,000)	(48,542)	55,745	104,287
Beginning fund balance	30,000	48,542	50,061	1,519
Ending fund balance	\$ -	\$ -	\$ 105,806	\$ 105,806

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

Statement of Net Position
Proprietary Funds

June 30, 2016

	Business-type Activities / Enterprise Funds				
	Water	Wastewater	Debt Service	Total Nonmajor Funds	Total Enterprise Funds
ASSETS:					
Current assets					
Cash and investments	\$ 70,090	\$ 153,286	\$ 313,526	\$ 75,354	\$ 612,256
Receivables, net	39,681	52,967	-	-	92,648
Inventories	15,511	15,511	-	-	31,022
Due from other funds	-	-	185,000	-	185,000
Total current assets	125,282	221,764	498,526	75,354	920,926
Capital assets, net	868,299	2,538,867	-	-	3,407,166
Total assets	993,581	2,760,631	498,526	75,354	4,328,092
LIABILITIES:					
Current liabilities					
Accounts payable and accrued expenses	7,830	6,040	-	-	13,870
Accrued interest payable	14,681	30,637	-	-	45,318
Customer deposits	30,542	32,150	-	-	62,692
Compensated absences payable	3,129	1,961	-	-	5,090
Due to other funds	185,000	-	-	-	185,000
Total current liabilities	241,182	70,788	-	-	311,970
Long-term obligations					
Due within one year	28,953	102,573	-	-	131,526
Due in more than one year	794,489	1,392,965	-	-	2,187,454
Total long-term liabilities	823,442	1,495,538	-	-	2,318,980
Total liabilities	1,064,624	1,566,326	-	-	2,630,950
NET POSITION:					
Invested in capital assets, net of related debt	44,857	153,286	-	-	198,143
Restricted for:					
Debt service	-	-	498,526	-	498,526
Capital projects	-	-	-	75,354	75,354
Unrestricted	(115,900)	1,041,019	-	-	925,119
Total net position	\$ (71,043)	\$1,194,305	\$ 498,526	\$ 75,354	\$1,697,142

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

**Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds**

For the Year Ended June 30, 2016

	Business-type Activities / Enterprise Funds				
	Water	Wastewater	Debt Service	Total Nonmajor Funds	Total Enterprise Funds
Operating revenues					
Charges for services	\$ 448,161	\$ 561,396	\$ -	\$ 41,542	\$ 1,051,099
Operating expenses					
Personnel services	173,254	209,531	-	-	382,785
Materials and services	249,545	163,619	-	-	413,164
Depreciation	79,612	147,722	-	-	227,334
Total operating expenses	502,411	520,872	-	-	1,023,283
Operating income (loss)	(54,250)	40,524	-	41,542	27,816
Non-operating revenues (expenses)					
Interest expense	(53,021)	(104,842)	-	-	(157,863)
Total non-operating revenues (expenses)	(53,021)	(104,842)	-	-	(157,863)
Income (loss) before transfers	(107,271)	(64,318)	-	41,542	(130,047)
Transfers in	83,282	194,985	237,665	-	515,932
Transfers out	(80,071)	(187,881)	(237,665)	(40,602)	(546,219)
Change in net position	(104,060)	(57,214)	-	940	(160,334)
Net position, beginning of year	33,017	1,251,519	498,526	74,414	1,857,476
Net position, end of year	\$ (71,043)	\$ 1,194,305	\$ 498,526	\$ 75,354	\$ 1,697,142

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA

Statement of Cash Flows
Proprietary Funds

For the Year Ended June 30, 2016

	Business-type Activities / Enterprise Funds				
	Water	Wastewater	Debt Service	Total Nonmajor Funds	Totals
Cash flows from operating activities					
Cash received from customers	\$ 495,319	\$ 601,279	\$ -	\$ 41,542	\$ 1,138,140
Cash paid to employees	(173,254)	(209,531)	-	-	(382,785)
Cash paid to suppliers	(229,366)	(130,379)	-	-	(359,745)
Net cash provided by operating activities	92,699	261,369	-	41,542	395,610
Cash flows from capital and related financing activities					
Purchase of capital assets	(7,900)	-	-	-	(7,900)
Transfers in	16,656	23,946	-	-	40,602
Transfers out	(13,445)	(16,842)	-	(40,602)	(70,889)
Due to (from) other funds	60,000	-	(85,000)	-	(25,000)
Principal paid on long-term obligations	(28,286)	(96,834)	-	-	(125,120)
Interest paid on long-term obligations	(53,021)	(104,842)	-	-	(157,863)
Net cash provided by (used in) capital and related financing activities	(25,996)	(194,572)	(85,000)	(40,602)	(346,170)
Net increase (decrease) in cash and cash equivalents	66,703	66,797	(85,000)	940	49,440
Cash and cash equivalents at beginning of year	3,387	86,489	398,526	74,414	562,816
Cash and cash equivalents at end of year	\$ 70,090	\$ 153,286	\$ 313,526	\$ 75,354	\$ 612,256
Reconciliation to statement of net position					
Cash and cash equivalents	\$ 70,090	\$ 153,286	\$ 313,526	\$ 75,354	\$ 612,256

Reconciliation of Operating Income (Loss) to Net Cash Provided by Operating Activities

Reconciliation of operating income (loss) to net cash provided by operating activities					
Operating income (loss)	\$ (54,250)	\$ 40,524	\$ -	\$ 41,542	\$ 27,816
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:					
Depreciation	79,612	147,722	-	-	227,334
(Increase) decrease in assets					
Receivables	43,881	33,303	-	-	77,184
Inventories	915	915	-	-	1,830
(Increase) decrease in liabilities					
Accounts payable and accrued expenses	19,264	32,325	-	-	51,589
Customer deposits	3,277	6,580	-	-	9,857
Net cash provided by operating activities	\$ 92,699	\$ 261,369	\$ -	\$ 41,542	\$ 395,610

The accompanying notes are an integral part of these financial statements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Willamina, Oregon (the City) have been prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The Financial Reporting Entity

The City of Willamina, Oregon is governed by an elected mayor and council members who comprise the City Council. The City Council exercises supervisory responsibilities over the City operations, but day-to-day management control is the responsibility of a City Manager, who reports to the City Council.

The accompanying financial statements present all activities, funds, and component units for which the City is financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. Based upon the evaluation of this criteria, the City is a primary government with no includable component units.

Basic Financial Statements

Basic financial statements are presented at both the government-wide and fund financial level. Both levels of statements categorize primary activities as either government or business-type. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

Government-wide financial statements report information on all activities of the primary government. As a general rule, the effect of interfund activity has been eliminated from these statements. These statements focus on the sustainability of the City as an entity and the change in aggregated financial position resulting from the activities of the fiscal period. These aggregated statements consist of the Statement of Net Position and the Statement of Activities.

The Statement of Activities demonstrates the degree to which the direct and allocated indirect expenses of a given function or business-type activity are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Indirect expenses are those costs, usually administrative in nature, that support all City functions and enable direct services to be provided. Program revenues include (1) fees, fines, and charges to customers who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or program, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Fund financial statements display information at the individual fund level. Each fund is considered to be a separate accounting entity. Funds are classified and summarized as governmental or proprietary. Major individual governmental funds are reported as separate columns in the fund financial statements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting

The government-wide and proprietary fund financial statements are accounted for using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues are charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Significant revenues, which are susceptible to accrual under the modified accrual basis of accounting, include property taxes and federal and state grants. Other revenue items are considered to be measurable and available when received by the City. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The financial transactions of the City are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, receipts and disbursements.

The City reports the following major governmental funds:

General Fund – This fund accounts for activities of the City which are not accounted for in any other fund. Principal sources of revenue are property taxes, franchise fees and state and county shared revenues. Primary expenditures are for police protection, library services and general government.

Street Fund - This fund accounts for the cost of maintaining City streets and storm water drainage systems. Principal sources of revenues are grants and state and county shared revenues.

Street System Development Charges Fund - This fund accounts for development fees collected which are restricted for use to fund street capital improvements.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus and Basis of Accounting (Continued)

The City reports the following major proprietary funds:

Wastewater Fund – A fund established for provision of sanitary sewer services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

Water Fund – A fund established for provision of water services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

Debt Service Fund - This fund accounts for payment of principal and interest on the long-term debt related to water and sewer operations.

The City reports the following non-major proprietary funds:

Water SDC and Sanitary Sewer SDC Funds – These funds account for systems development charges earmarked for future system improvements.

Net Position

Net position represents the difference between assets and liabilities. Net position is reported as restricted when there are limitations imposed on their use either through enabling legislation or through external restrictions imposed by creditors, grantors, or regulations of other governments. Net position is classified in the following three categories:

Invested in capital assets, net – consists of capital assets net of accumulated depreciation.

Restricted net position – consists of net position with constraints placed on them by entities outside of the City.

Unrestricted net position – all other net positions that do not meet either of the criteria above.

Fund Balance

The City follows the guidance in GASB 54. Under this standard, the fund balances are classified within one of the fund balance categories listed below.

- Nonspendable fund balance represents amounts that are not in a spendable form.
- Restricted fund balance represents amounts constrained to specific purpose by their providers (such as grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- Committed fund balance represents amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified or rescinded only through ordinances or resolutions approved by the City Council.
- Assigned fund balance represents amounts a government intends to use for a specific purpose; intent can be expressed by the City Council or by an official or body to which the City Council delegates the authority.
- Unassigned fund balance represents amounts that are available for any purpose; these amounts are reported only in the General Fund. This classification is also used to report any negative fund balance amounts in other governmental funds in certain circumstances.

When both restricted and unrestricted resources are available for use, it is the City's practice to use restricted resources first, then unrestricted resources as they are needed.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect reporting amounts of certain assets, liabilities, revenues and expenses as of and for the year ended June 30, 2016. Actual results may differ from such estimates.

Cash and Investments

Investments, included in cash and investments, are carried at cost which approximates fair value. There are no investments carried at amortized cost. For purposes of the statement of cash flows, the proprietary funds consider cash and cash equivalents to include the cash and the investment common pool. These amounts have the general characteristics of demand deposit accounts in that the funds may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

Receivables and Unavailable Revenues

Receivables in governmental and enterprise funds are stated net of any allowance for doubtful accounts.

Receivables for state, county and local shared revenues, included in accounts receivable, are recorded as revenue in the governmental funds as earned.

Receivables of the business-type funds are recorded as revenue as earned.

Real and personal property taxes are levied as of July 1 for each fiscal year on values assessed as of January 1. Property taxes are an enforceable lien on both real and personal property as of July 1 and are due and payable in three installments on November 15, February 15, and May 15. All property taxes are billed and collected by Polk County and Yamhill County and remitted to the City. In the governmental fund financial statements, property taxes are reflected as revenues in the fiscal period for which they were levied, provided they are due, or past due and receivable within the current period, and collected within the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period (30 days). Otherwise, they are reported as unavailable revenues.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Intergovernmental revenues are recognized as revenues when all eligibility requirements are met. There are, however, essentially two types of intergovernmental revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, all eligibility requirements are determined to be met when the underlying expenditures are recorded. In the other, monies are virtually unrestricted as to the purpose of the expenditure and are usually revocable only for failure to comply with prescribed requirements; therefore, all eligibility requirements are determined to be met at the time of receipt or earlier if the susceptible to accrual criteria are met.

Licenses and permits, charges for services, fines and forfeits and miscellaneous revenues (except investment earnings) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Rental income is typically received in advance and is deferred when appropriate.

Special assessments receivable and repayment of revolving loans expected to be collected within sixty days after year end are considered measurable and available and are recognized as revenue. Assessment installments that are long-term are offset by deferred revenues.

Inventory

Inventory in the governmental and proprietary funds is stated at cost (last-in, first-out basis). Inventory in the governmental funds is charged to expenditures as purchased. Inventory in the proprietary funds is charged to expense as used.

Capital Assets

Capital assets (items costing more than \$5,000 and lasting more than one year) are stated at cost or estimated historical cost. Donated assets are recorded at fair market value at date of donation. Estimated fair market value of donated assets is determined based on engineering estimates of current cost or price indexed cost.

Normal maintenance and repairs are charged to operations as incurred. Major additions, improvements and replacements are capitalized. Gains or losses from sales or retirements of capital assets are included in operations.

Capital assets are depreciated unless they are inexhaustible in nature (e.g. land). Depreciation is an accounting process to allocate the cost of capital assets to expense in a systematic and rational manner to those periods expected to benefit from the use of capital assets. Depreciation is not intended to represent an estimate in the decline of fair market value, nor are capital assets, net of accumulated depreciation, intended to represent an estimate of the current condition of the assets, or the maintenance requirements needed to maintain the assets at their current level of condition.

Depreciation is computed over the estimated useful lives of the capital assets, all estimates of useful lives are based on actual experience by City departments with identical or similar capital assets. Depreciation is calculated using the straight-line method over their estimated useful lives.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The estimated useful lives of the various categories of assets are as follows:

Buildings	40-50 years
Improvements other than buildings	20-40 years
Water and Sewer systems	25 years
Equipment	4-15 years
Vehicles	7-15 years

Long-Term Debt

Long-term debt directly related and expected to be paid from the enterprise funds is recorded in these funds. All other unmatured long-term debt is recorded on the Statement of Net Position. Repayment of compensated absences, have been made primarily from the General, Street, Sewer and Water Funds.

Deferred Inflows and Outflows

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The City reports deferred outflow of resources related to pensions for contributions made after the June 30, 2015 measurement date.

The other instance of deferred inflows arises only under the modified accrual basis of accounting. Accordingly, *unavailable revenue* is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. These amounts are deferred and recognized as inflow of resources in the period that the amounts become available.

Accrued Compensated Absences

The City has a policy which permits employees to earn vacation at a rate determined by length of employment. Any amounts not used will be paid upon the employee's termination of employment. Sick pay, which does not vest, is recorded in all funds when leave is taken.

Fund Deficit

As of June 30, 2016 the Water Fund had a fund deficit of \$71,043. The City plans to correct this deficit in the future by controlling expenditures.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget and Budgetary Accounting

A budget is prepared for each fund in accordance with the modified accrual basis of accounting for all funds. Appropriations are made at the department level for the General Fund and object level (personnel services, materials and services, capital outlay and debt service) for all other funds. Expenditures may not legally exceed appropriations. Appropriations lapse at the end of each fiscal year. Budget amounts include original approved amounts and all subsequent appropriation transfers approved by the City Council. After budget approval, the City Council may approve supplemental appropriations if an occurrence, condition, or need exists which had not been ascertained at the time the budget was adopted. Management may not amend the budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the City Council.

2. CASH AND INVESTMENTS

The City maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is displayed on the financial statements as cash and investments.

Cash and investments are comprised of the following at June 30, 2016:

Cash on deposit with financial institutions	\$ 115,534
Local Government Investment Pool	738,240
Petty cash	<u>273</u>
Total	<u>\$ 854,047</u>

Deposits

The City's deposits with various financial institutions had a bank value of \$872,990 and a book value of \$854,047 at year end. The difference is due to transactions in process. All deposits not covered by FDIC insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, the City's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the City's deposits with financial institutions up to \$250,000 for the aggregate of all demand deposits and the aggregate of all time deposit and interest bearing accounts at each institution. Deposits in excess of FDIC coverage are with institutions participating in the Oregon Public Funds Collateralization Program (PFCP). The PFCP is a shared liability structure for participating bank depositories, better protecting public funds though still not guaranteeing that all funds are 100% protected. Barring any exceptions, a bank depository is required to pledge collateral valued at least 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities. As of June 30, 2016, all balances were covered by FDIC.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

2. CASH AND INVESTMENTS (Continued)

Investments

Investments in the Local Government Investment Pool (LGIP) are stated at cost, which approximates fair value. The state of Oregon's investment policies used in administering the LGIP are governed by statute and the Oregon Investment Council (the Council). The State Treasurer is the investment officer for the Council and is responsible for the funds on deposit in the State Treasury. The State Treasury's investments in short-term securities are limited by the portfolio rules established by the Oregon Short-term Fund Board and the Council. In accordance with Oregon statutes, the investment funds are invested and the investments are those funds managed, as a prudent investor would do, exercising reasonable care, skill, and caution.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the risk that its fair value will decline if interest rates rise. In order to manage the interest rate risk of its investments, the City only invests in the LGIP. The LGIP has rules that require at least 50 percent of its investments to mature within 93 days, not more than 25 percent may mature in over a year, and all other investments must mature in no more than three years.

Custodial Risk - Investments

For an investment, this is the risk that, in the event of a failure of the counterparty, the City will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. The City's investment policy limits the types of investments that may be held and does not allow securities to be held by the counterparty.

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Council. The LGIP is an open-ended no-load diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP's portfolio rules provide that broker/dealers meet certain qualifications and that investments are delivered to and held by a third-party custodian which holds the securities in the state of Oregon's name.

3. Receivables

The City's receivables at June 30, 2016 are as follows:

	Governmental Activities/Funds		Business-type Activities/Proprietary Funds		Totals
	General	Street	Water	Wastewater	
Property Taxes	\$ 28,722	\$ -	\$ -	\$ -	\$ 28,722
Grants	-	10,990	-	-	10,990
Accounts	-	-	39,681	52,967	92,648
	<u>\$ 28,722</u>	<u>\$ 10,990</u>	<u>\$ 39,681</u>	<u>\$ 52,967</u>	<u>\$ 132,360</u>

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

3. Receivables (Continued)

Property tax transactions during the year ended June 30, 2016 are as follows:

Transactions by Year	Property Taxes Uncollected, Beginning	Levy as Extended by Assessor	Interest and (Discounts)	Collections	Adjustments	Property Taxes Uncollected, Ending
2015-2016	\$ -	\$ 358,141	\$ (9,148)	\$ 335,570	\$ (1,907)	\$ 11,516
2014-2015	12,424	-	104	6,210	(184)	6,134
2013-2014	6,869	-	130	2,815	(40)	4,144
2012-2013	4,605	-	147	1,995	(34)	2,723
2011-2012	2,241	-	123	971	(43)	1,350
2010-2011	1,310	-	16	140	(43)	1,143
2009-2010	1,190	-	10	83	(47)	1,070
2009 & prior	840	-	13	105	(106)	642
	<u>\$ 29,479</u>	<u>\$ 358,141</u>	<u>\$ (8,605)</u>	347,889	<u>\$ (2,404)</u>	<u>\$ 28,722</u>
				Prior year taxes collected in current year (5,109)		
				Current year taxes collected in subsequent year 5,470		
				<u>\$ 348,250</u>		

4. CAPITAL ASSETS

The summary of capital assets for the governmental activities for the year ended June 30, 2015 is as follows:

	June 30, 2015	Additions	Deletions	June 30, 2016
Capital assets not being depreciated				
Land	\$ 117,841	\$ -	\$ -	\$ 117,841
Capital assets being depreciated				
Land improvements	980,055	-	-	980,055
Buildings	287,397	9,450	-	296,847
Equipment	134,487	59,826	-	194,313
Vehicles	52,462	-	-	52,462
Total capital assets being depreciated	<u>1,454,401</u>	<u>69,276</u>	<u>-</u>	<u>1,523,677</u>
Less accumulated depreciation for:				
Land improvements	314,165	38,906	-	353,071
Buildings	116,003	7,238	-	123,241
Equipment	70,498	6,416	-	76,914
Vehicles	46,921	882	-	47,803
Total accumulated depreciation	<u>547,587</u>	<u>53,442</u>	<u>-</u>	<u>601,029</u>
Total capital assets being depreciated, net	<u>906,814</u>	<u>15,834</u>	<u>-</u>	<u>922,648</u>
Governmental activities capital assets, net	<u>\$ 1,024,655</u>	<u>\$ 15,834</u>	<u>\$ -</u>	<u>\$ 1,040,489</u>

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

4. CAPITAL ASSETS (Continued)

The summary of capital assets for the business-type activities for the year ended June 30, 2015 is as follows:

	<u>June 30, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>June 30, 2016</u>
Capital assets not being depreciated				
Land	\$ 117,841	\$ -	\$ -	\$ 117,841
Capital assets being depreciated				
Water system	1,564,436	-	-	1,564,436
Wastewater system	3,560,287	-	-	3,560,287
Land improvements	776	-	-	776
Buildings	927,136	-	-	927,136
Equipment	421,583	-	-	421,583
Vehicles	92,957	7,900	-	100,857
Total capital assets being depreciated	<u>6,567,175</u>	<u>7,900</u>	<u>-</u>	<u>6,575,075</u>
Less accumulated depreciation for:				
Water system	1,133,169	54,675		1,187,844
Wastewater system	1,548,534	137,126	-	1,685,660
Land improvements	776	-	-	776
Buildings	356,447	22,924	-	379,371
Equipment	367,057	8,083	-	375,140
Vehicles	83,483	4,526	-	88,009
Total accumulated depreciation	<u>3,489,466</u>	<u>227,334</u>	<u>-</u>	<u>3,716,800</u>
Total capital assets being depreciated, net	<u>3,077,079</u>	<u>(219,434)</u>	<u>-</u>	<u>2,858,275</u>
Business-type activities capital assets, net	<u>\$ 3,626,600</u>	<u>\$ (219,434)</u>	<u>\$ -</u>	<u>\$ 3,407,166</u>

Depreciation expense was charged to functions/programs of the City as follows:

Governmental activities:

 General government \$ 53,442

Business-type activities:

 Water 79,612
 Wasterwater 47,722

Total business-type activities \$ 227,334

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

5. LONG-TERM OBLIGATIONS

Changes in long-term obligations for the year ended June 30, 2016 were as follows:

	July 1, 2015	Additions	Reductions	June 30, 2016	Due Within One Year
<u>Revenue Bonds</u>					
1980 revenue bonds	\$ 51,804	\$ -	\$ 11,360	\$ 40,444	\$ 11,368
2000 revenue bonds	799,924	-	16,926	782,998	17,585
<u>Loans</u>					
OECDG G99003	362,999	-	30,663	332,336	35,955
OECDG G03004	1,229,373	-	66,171	1,163,202	66,618
Total	<u>\$ 2,444,100</u>	<u>\$ -</u>	<u>\$ 125,120</u>	<u>\$ 2,318,980</u>	<u>\$ 131,526</u>

Business-type activities long-term obligations

1980 Revenue bonds – Original issue of \$235,000 to finance costs associated with improvements to the water system. Interest on the bonds is 5.0% and the bonds mature in the fiscal year ending June 30, 2021. The City paid off the remaining obligation from these bonds subsequent to year end.

2000 Revenue bonds – Original issue of \$971,700 to finance costs associated with improvements to the water system. Interest on the bonds is 4.5% and the bonds mature in the fiscal year ending June 30, 2041.

Oregon Economic and Community Development Department (OECDG) G99003 – Original issue of \$725,339 to finance improvements to the wastewater system. Interest on the loan is 5.16% and matures in the fiscal year ended June 30, 2023.

Oregon Economic and Community Development Department (OECDG) G03004 – Original issue of \$1,830,000 to finance improvements to the wastewater system. Interest on the loan is variable and matures in the fiscal year ended June 30, 2028.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

5. LONG-TERM OBLIGATIONS (Continued)

Future debt service requirements on the long-term obligations of the business-type activities are as follows:

Fiscal Year	Revenue Bonds				Loans			
	Series 1980		Series 2000		OECDG G9903		OECDG G03004	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	\$ 11,368	\$ 2,443	\$ 17,585	\$ 35,235	\$ 35,955	\$ 17,412	\$ 66,618	\$ 52,569
2018	11,937	1,874	18,376	34,444	36,265	15,542	72,094	49,837
2019	12,534	1,277	19,203	33,617	36,591	13,656	72,602	46,809
2020	4,605	651	20,067	32,753	41,937	11,735	78,144	43,687
2021	-	-	20,970	31,850	42,302	9,532	78,722	40,249
2022-2026	-	-	119,886	144,214	139,286	14,930	463,599	142,849
2027-2031	-	-	149,399	114,700	-	-	331,423	30,967
2032-2036	-	-	186,179	77,921	-	-	-	-
2037-2041	-	-	231,333	32,087	-	-	-	-
	<u>\$ 40,444</u>	<u>\$ 6,245</u>	<u>\$ 216,087</u>	<u>\$ 312,113</u>	<u>\$332,336</u>	<u>\$ 82,807</u>	<u>\$ 831,779</u>	<u>\$ 376,000</u>

Fiscal Year	Totals	
	Principal	Interest
2017	\$ 131,526	\$ 107,659
2018	138,672	101,697
2019	140,930	95,359
2020	144,753	88,826
2021	141,994	81,631
2022-2026	722,771	301,993
2027-2031	480,822	145,667
2032-2036	186,179	77,921
2037-2041	231,333	32,087
	<u>\$ 1,420,646</u>	<u>\$ 777,165</u>

6. PENSION PLAN – OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM

Plan Description

Substantially all City employees are members in the Oregon Public Employees Retirement System (OPERS); a cost-sharing multiple-employer defined benefit pension plan that acts as a common investment and administrative agent for government units in the State of Oregon. Employees hired before August 29, 2003 belong to the Tier One/Tier Two Retirement Benefit Program (established pursuant to ORS Chapter 238), while employees hired on or after August 29, 2003 belong to the OPSRP Pension Program (established pursuant to ORS Chapter 238A). OPERS produces an independently audited CAFR which can be found at: http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

Benefits Provided

Tier One/Tier Two Retirement Benefit

Pension Benefits. The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0% for police and fire employees, 1.67% for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at a minimum retirement age for a service retirement allowance if he or she has had contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits. Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits. A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefit regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

Tier One/Tier Two Retirement Benefit (Continued)

Benefit Changes After Retirement. Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25% on the first \$60,000 of annual benefit and 0.15% on annual benefits above \$60,000.

OPSRP Pension Program

Pension Benefits. The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated by formula for members who attain normal retirement age. For general service members, 1.5% is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit. For police and fire members, 1.8% is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and if the pension program is terminated, the date on which termination becomes effective.

Death Benefits. Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits. A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement. Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25% on the first \$60,000 of annual benefit and 0.15% on annual benefits above \$60,000.

OPSRP Individual Account Program (IAP)

Pension Benefits. The IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

Death Benefits. Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping. PERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2013 actuarial valuation. The rates based on a percentage of payroll, first became effective July 1, 2015. The City's contribution rates for the period were 6.08% for Tier One/Tier Two members and 0.0% for OPSRP General Service members. The City did not have any contributions exclusive of the 6% "pick-up" during the year ended June 30, 2016.

Covered employees are required to contribute 6% of their salary to the Plan, but the employer is allowed to pay any or all of the employees' contribution in addition to the required employers' contribution. The City has elected to contribute the 6% "pick-up" or \$30,520 of the employees' contribution.

Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2015, the City reported neither an asset nor a liability for its proportionate share of the OPERS net pension asset/liability. The net pension asset was measured as of June 30, 2015, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of December 31, 2013 rolled forward to June 30, 2015. The City's proportion of the net pension asset was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2015, the City's proportion was 0.00%, which is unchanged from its proportion measured as of June 30, 2014.

For the year ended June 30, 2016, the City recognized a credit to pension expense of \$4,816.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

At June 30, 2016, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between employer contributions and employer's proportionate share of system contributions	\$ 13,830	\$ -
Contributions subsequent to the measurement date	<u>30,520</u>	<u>-</u>
Net deferred outflow of resources	<u>\$ 44,350</u>	<u>\$ -</u>

Deferred outflows of resources related to pensions of \$30,520 resulting from the City's contributions subsequent to the measurement date will be recognized as either a reduction of the net pension liability or an increase in the net pension asset in the year ended June 30, 2017. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<i>Fiscal Year Ending June 30,</i>	
2017	\$ 3,468
2018	3,468
2019	3,648
2020	2,754
2021	<u>672</u>
Total	<u>\$ 13,830</u>

Actuarial Methods and Assumptions

The total pension liability in the December 31, 2013 actuarial valuation was determined using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset Valuation Method	Market value of assets

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

Actuarial Methods and Assumptions (Continued)

Actuarial Assumptions:

Inflation Rate	2.75%
Investment Rate of Return	7.75%
Projected Salary Increases	3.75% overall payroll growth; salaries for individuals are assumed to grow at 3.75% plus assumed rates of merit/longevity increases based on service
Mortality	<p>Healthy retirees and beneficiaries:</p> <p>RP-2000 Sex-distinct, generational per Scale AA, with collar adjustments and set-backs as described in the valuation.</p> <p>Active members:</p> <p>Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation.</p> <p>Disabled retirees:</p> <p>Mortality rates are a percentage (65% for males, 90% for females) of the RP-2000 static combined disabled mortality sex-distinct table.</p>

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2014 experience study which reviewed experience for the four-year period ending on December 31, 2014.

Discount Rate

The discount rate used to measure the total pension liability was 7.75% for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

6. PENSION PLAN (Continued)

Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2013 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption was based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target</u>	<u>Compound Annual Return (Geometric)</u>
Core Fixed Income	7.20 %	4.50 %
Short-Term Bonds	8.00	3.70
Intermediate-Term Bonds	3.00	4.10
High Yield Bonds	1.80	6.66
Large Cap US Equities	11.65	7.20
Mid Cap US Equities	3.88	7.30
Small Cap US Equities	2.27	7.45
Developed Foreign Equities	14.21	6.90
Emerging Foreign Equities	5.49	7.40
Private Equity	20.00	8.26
Opportunity Funds/Absolute Return	5.00	6.01
Real Estate (Property)	13.75	6.51
Real Estate (REITS)	2.50	6.76
Commodities	1.25	6.07
Assumed Inflation - Mean		2.75

Sensitivity of the City's proportionate share of the net pension liability to changes in the discount rate

Because the City does not have a proportionate share of the net pension liability there is no sensitivity analysis provided.

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued OPERS financial report.

CITY OF WILLAMINA, OREGON
Notes to Financial Statements
June 30, 2016

7. INTERFUND LOANS

As of June 30, 2016, the Debt Service Fund has loaned \$185,000 to the Water Fund.

8. INTERFUND TRANSACTIONS

Interfund transfers in and out for all funds on the budgetary basis of accounting were as follows:

	<i>Transfers In</i>	<i>Transfers Out</i>
General	\$ 29,656	\$ -
Water	83,282	78,834
Wastewater	194,985	188,487
Debt service	237,665	237,665
Water SDC	-	16,656
Wastewater SDC	-	23,946
	\$ 545,588	\$ 545,588

These transfers reflect the principal and interest debt payments made by the Debt Service Fund for the debt obligations of the Water and Wastewater Funds and pay franchise fees to the General Fund.

9. BEGINNING BALANCE ADJUSTMENTS

The following beginning balance adjustments have been recorded on GAAP basis to recognize the City's deferred outflow of resources related to the implementation of GASB Statement No. 68 "Accounting and Reporting for Pension Plans" and GASB Statement No. 71 "Pension Transition for Contributions Made Subsequent to the Measurement Date.

<i>Activity/Fund</i>	<i>Increase (decrease) in beginning net position</i>
<i>Governmental activities</i>	\$ 39,533

10. CONTINGENCIES

The City purchases commercial insurance to cover all commonly insurable risks, which includes property damage, liability and employee bonds. Most policies carry a small deductible amount. The City has not had any losses in the past three years that have exceeded policy coverage.

11. SUBSEQUENT EVENTS

Management has evaluated subsequent events through January 4, 2017, the date on which the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF WILLAMINA
Year Ended June 30, 2016

Schedule of Proportionate Share of Net Pension Liability

<u>Year Ended</u>	<u>Proportion of the Net Pension Liability (Asset)</u>	<u>Proportionate Share of the Net Pension Liability (Asset)</u>	<u>Actual Covered Member Payroll</u>	<u>Net Pension Liability (Asset) as a Percentage of Covered Payroll</u>	<u>Fiduciary Net Position as a Percentage of Total Pension Liability</u>
6/30/2014	0.000%	\$ -		0.00%	92.0%
6/30/2015	0.000%	\$ -		0.00%	103.6%
6/30/2016	0.000%	\$ -	\$ 428,762	0.00%	91.9%

**Schedule of the Employer Contributions
Oregon Public Employees Retirement System**

<u>Year Ended</u>	<u>Statutorily Required Contribution</u>	<u>Actual Employer Contributions</u>	<u>Contribution Excess / (Deficiency)</u>	<u>Actual Covered Member Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
6/30/2014	\$ -	\$ -	\$ -		
6/30/2015	\$ 39,534	\$ 39,534	\$ -		
6/30/2016	\$ 30,520	\$ 30,520	\$ -	\$ 428,762	7.1%

Note: 10-year trend information required by GASB Statement 68 will be presented prospectively

**COMBINING AND INDIVIDUAL FUND FINANCIAL
STATEMENTS AND SCHEDULES**

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and
Changes in Fund Balance – Budget and Actual
Street System Development Charges Fund**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
System Development Charges	\$ 21,420	\$ 21,420	\$ 30,000	\$ 8,580
Total revenues	<u>21,420</u>	<u>21,420</u>	<u>30,000</u>	<u>8,580</u>
EXPENDITURES:				
Materials and services	-	-	-	-
Contingency	<u>51,420</u>	<u>81,420</u>	<u>-</u>	<u>81,420</u>
Total expenditures	<u>51,420</u>	<u>81,420</u>	<u>-</u>	<u>81,420</u>
Change in fund balance	(30,000)	(60,000)	30,000	90,000
Beginning fund balance	<u>30,000</u>	<u>60,000</u>	<u>60,000</u>	<u>-</u>
Ending fund balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 90,000</u></u>	<u><u>\$ 90,000</u></u>

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Water - Enterprise Fund (Major Fund)**

For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 429,556	\$ 430,070	\$ 448,161	\$ 18,091
Grants	22,834	22,834	-	(22,834)
Miscellaneous	458	9,945	-	(9,945)
Total revenues	452,848	462,849	448,161	(14,688)
EXPENDITURES:				
Personnel services	195,228	179,896	173,254	6,642
Materials and services	209,102	312,100	249,545	62,555
Capital outlay	24,000	-	7,900	(7,900)
Contingency	24,550	15,619	-	15,619
Total expenditures	452,880	507,615	430,699	76,916
Excess (deficiency) of revenues over expenditures	(32)	(44,766)	17,462	62,228
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	(49,968)	100,032	3,211	(96,821)
Net change in fund balances	(50,000)	55,266	20,673	(34,593)
Fund balance, beginning of year	50,000	(55,266)	33,017	88,283
Fund balance, end of year	\$ -	\$ -	\$ 53,690	\$ 53,690
Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):				
Net change in fund balance, budgetary basis			20,673	
Depreciation expense			(79,612)	
Capital outlay			7,900	
Interest expense			(53,021)	
Net change in fund balance, GAAP			\$ (104,060)	

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Wastewater - Enterprise Fund (Major Fund)**

For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance
REVENUES:				
Charges for services	\$ 536,325	\$ 522,154	\$ 561,396	\$ 39,242
Grants	-	1,071	-	(1,071)
Miscellaneous	-	13,100	-	(13,100)
Total revenues	536,325	536,325	561,396	25,071
EXPENDITURES:				
Personnel services	220,820	211,557	209,531	2,026
Materials and services	158,563	255,365	163,619	91,746
Capital outlay	6,500	-	-	-
Contingency	53,347	79,610	-	79,610
Total expenditures	439,230	546,532	373,150	173,382
Excess (deficiency) of revenues over expenditures	97,095	(10,207)	188,246	198,453
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	(147,095)	(147,095)	7,104	154,199
Net change in fund balances	(50,000)	(157,302)	195,350	352,652
Fund balance, beginning of year	50,000	157,302	1,251,519	1,094,217
Fund balance, end of year	\$ -	\$ -	\$ 1,446,869	\$ 1,446,869
Reconciliation of change in fund balance to generally accepted accounting principles (GAAP):				
Net change in fund balance, budgetary basis			195,350	
Depreciation expense			(147,722)	
Interest expense			(104,842)	
Net change in fund balance, GAAP			\$ (57,214)	

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Debt Service - Enterprise Fund (Major Fund)**

For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance
EXPENDITURES:				
Debt service	237,665	286,515	237,665	48,850
Contingency	-	43,850	-	43,850
 Total expenditures	 237,665	 330,365	 237,665	 92,700
 Excess (deficiency) of revenues over expenditures	 (237,665)	 (330,365)	 (237,665)	 (92,700)
OTHER FINANCING SOURCES (USES):				
Transfers in	237,665	237,665	237,665	-
Transfers out	(2,326)	(150,000)	-	150,000
 Net change in fund balances	 (2,326)	 (242,700)	 -	 57,300
 Fund balance, beginning of year	 5,000	 498,526	 498,526	 -
Fund balance, end of year	\$ 2,674	\$ 255,826	\$ 498,526	\$ 242,700

CITY OF WILLAMINA

**Combining Statement of Fund Net Position
Nonmajor Enterprise Funds**

June 30, 2016

	Water System Development Charges	Wastewater System Development Charges	Total
	<u> </u>	<u> </u>	<u> </u>
ASSETS:			
Current assets			
Cash and investments	\$ 59,150	\$ 16,204	\$ 75,354
	<u> </u>	<u> </u>	<u> </u>
NET POSITION:			
Reserved for capital projects	\$ 59,150	\$ 16,204	\$ 75,354
	<u> </u>	<u> </u>	<u> </u>
Net position	\$ 59,150	\$ 16,204	\$ 75,354
	<u> </u>	<u> </u>	<u> </u>

CITY OF WILLAMINA

**Combining Statement Revenues, Expenses and Changes in Fund Net Position
Nonmajor Enterprise Funds**

For the Year Ended June 30, 2016

	Water System Development Charges	Wastewater System Development Charges	Total
Operating revenues			
Charges for services	\$ 16,392	\$ 25,150	\$ 41,542
Operating income (loss)	16,392	25,150	41,542
Nonoperating revenues (expenses)			
Transfers out	(16,656)	(23,946)	(40,602)
Change in net position	(264)	1,204	940
Net position, beginning of year	59,414	15,000	74,414
Net position, end of year	\$ 59,150	\$ 16,204	\$ 75,354

CITY OF WILLAMINA
Combining Statement of Cash Flows
Nonmajor Enterprise Funds

For the Year Ended June 30, 2016

	Water System Development Charges	Wastewater System Development Charges	Total
Cash flows from operating activities			
Cash received from customers	\$ 16,392	\$ 25,150	\$ 41,542
Net cash provided by operating activities	16,392	25,150	41,542
Cash flows from capital and related financing activities			
Transfers out	(16,656)	(23,946)	(40,602)
Net cash used in capital and related financing activities	(16,656)	(23,946)	(40,602)
Net increase (decrease) in cash and cash equivalents	(264)	1,204	940
Cash and cash equivalents at beginning of year	59,414	15,000	74,414
Cash and cash equivalents at end of year	\$ 59,150	\$ 16,204	\$ 75,354

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Water System Development Charges - Enterprise Fund**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
Charges for services	\$ 14,830	\$ 14,830	\$ 16,392	\$ 1,562
Total revenues	<u>14,830</u>	<u>14,830</u>	<u>16,392</u>	<u>1,562</u>
EXPENDITURES:				
Contingency	<u>18,174</u>	<u>57,588</u>	<u>-</u>	<u>57,588</u>
Total expenditures	<u>18,174</u>	<u>57,588</u>	<u>-</u>	<u>57,588</u>
Excess (deficiency) of revenues over expenditures	(3,344)	(42,758)	16,392	59,150
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	<u>(16,656)</u>	<u>(16,656)</u>	<u>(16,656)</u>	<u>-</u>
Net change in fund balances	<u>(20,000)</u>	<u>(59,414)</u>	<u>(264)</u>	<u>59,150</u>
Fund balance, beginning of year	<u>20,000</u>	<u>59,414</u>	<u>59,414</u>	<u>-</u>
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 59,150</u>	<u>\$ 59,150</u>

CITY OF WILLAMINA

**Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Wastewater System Development Charges - Enterprise Fund**

For the Year Ended June 30, 2016

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
REVENUES:				
Charges for services	\$ 18,921	\$ 18,921	\$ 25,150	\$ 6,229
Total revenues	<u>18,921</u>	<u>18,921</u>	<u>25,150</u>	<u>6,229</u>
EXPENDITURES:				
Contingency	<u>975</u>	<u>9,975</u>	<u>-</u>	<u>9,975</u>
Total expenditures	<u>975</u>	<u>9,975</u>	<u>-</u>	<u>9,975</u>
Excess (deficiency) of revenues over expenditures	17,946	8,946	25,150	16,204
OTHER FINANCING SOURCES (USES):				
Transfers in (out)	<u>(23,946)</u>	<u>(23,946)</u>	<u>(23,946)</u>	<u>-</u>
Net change in fund balances	<u>(6,000)</u>	<u>(15,000)</u>	<u>1,204</u>	<u>16,204</u>
Fund balance, beginning of year	<u>6,000</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,204</u>	<u>\$ 16,204</u>

COMPLIANCE SECTION



Independent Auditor's Report Required by Oregon State Regulations

To the City Council
Willamina, Oregon

We have audited the basic financial statements of the City of Willamina (the City) as of and for the year ended June 30, 2016 and have issued our report thereon dated January 4, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of Public Funds with Financial Institutions (ORS Chapter 295)
- Indebtedness limitations, restrictions and repayment
- Insurance and Fidelity Bond Coverage
- Budgets legally required (ORS Chapter 294)
- Public Contracting and Purchasing
- Programs Funded From Outside Sources
- Authorized investment of surplus funds (ORS Chapter 294)

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In connection with our testing nothing came to my attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

This report is intended for the information and use of the city council and management of the City of Willamina and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Richard Winkel, CPA

January 4, 2017



Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards*

To the City Council
Willamina, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Willamina, Oregon as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City of Willamina's basic financial statements, and have issued our report thereon dated January 4, 2017

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Richard Winkel, CPA

PO Box 91637
Portland, OR 97291

tel: (503) 332-6750
fax: (888) 739-8185
email: rwinkel@winkelcpa.com

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Richard Winkel, CPA". The signature is written in a cursive, slightly slanted style.

January 4, 2017

City Administrator Review – Willamina

January 20, 2017

Your Honor, Bob,

From our conversation on the phone I understand that Willamina would like to engage me through my company City-x to assist Council in the process of the City Administrators Review in accordance with his contract section VII (a) and the process of setting goals for the next review period.

The tasks outline below would allow Council and the Administrator to view input from those people who work with and for the City. This input will provide a fair foundation for Council to give a meaningful review to the City Administrator;

Task 1. Document criteria to evaluate City Administrator, from public input, in accordance with to ORS 192.660 7 (d)(D). This allows Council and Administrator to meet in executive session as needed once this part of the task is complete. This could be accomplished in the same Council meeting that this contract is approved.

Task 1. will also include a joint meeting with Council and Administrator to refine the process, set a timeline and establish meeting dates for the rest of the process. This could be accomplished in a work session following the regular Council meeting where this contract is approved.

Task 2. Interview all Council Members and document their input on the performance of Willamina City Administrator during the period Sept. 1, 2016 through Jan. 1, 2017.

Task 3. As selected by the Mayor and selected by the City Administrator, interview three local Willamina Citizens and document their input on the performance of Willamina City Administrator during the period Sept. 1, 2016 through Jan. 1, 2017.

Task 4. As selected by Council and Mayor and City Administrator interview 3 City Business Partners and document their input on the performance of Willamina City Administrator during the period Sept. 1, 2016 through Jan. 1, 2017.

Task 5. Interview the City Administrator and document his input on the performance of Willamina City Administrator during the period Sept. 1, 2016 through Jan. 1, 2017.

Task 6. Interview staff as selected by the Mayor and Council and document their input on the performance of Willamina City Administrator during the period Sept. 1, 2016 through Jan. 1, 2017.

Task 7. Compile all information collected and evaluate response based on criteria and present to Mayor, Council and Administrator. This could be in open session or in Exec session depending on City Administrators request.

Task 8. Work with both Council and Administrator to set goals for the next Annual review in November of 2017.

I will provide task dates after our first meeting, and other tasks may be added during (a.) above.

I have attached a contract (following pages) that I would like to use. With Council approval I am available to begin work immediately.

Thanks,

Ross

Agreement

City of Willamina and City- X

Feb. 1, 2017

This Agreement is made between City of Willamina ("The City") and City-X, a Consultant ("Consultant") pursuant to which City of Willamina agrees to retain and Consultant agrees to be retained as a non-exclusive business advisor to perform consulting services related to financial planning and operations.

Scope of Engagement

Consultant will assist the City Administrator in tasks related to the City's operations as assigned. Please see Exhibit A attached for further current specifics. Additional tasks may be assigned with written consent of both parties.

This Agreement shall commence on the date hereof and shall remain in effect until terminated. Consultant's engagement hereunder may be terminated at any time, with or without cause, by either Consultant or City of Willamina. Termination must be in writing to the other Party.

Reimbursable Expenses

The Consultant is not requiring any expense reimbursements for the work being done on City of Willamina's behalf as discussed described in Exhibit A attached. Should the Consultant attend special functions or out of town seminars or meetings on behalf of the City of Willamina, all reimbursements will be in accordance with City of Willamina Personnel Policy.

Confidentiality

City of Willamina and Consultant may from time to time provide to each other and each party may obtain confidential information concerning City of Willamina and its business and prospects, including without limitation the terms and provisions of this Agreement and information concerning City of Willamina's and/or other third parties' modes and methods of conducting its business, its procedures, policies, business plans, operations, research, product specifications, product descriptions and designs, know-how, pricing structure, inventions, trade secrets, and its lists of contacts, referral sources, employees, suppliers, independent contractors and customers (collectively referred to herein as the "Confidential Information"). Neither City of Willamina, nor Consultant shall during the term of this Agreement, or at any time thereafter, disclose or use (except as required in connection with the performance of its duties hereunder), whether directly or

indirectly, all or any part of the Confidential Information, without the prior written consent of the other party.

Indemnification

Since Consultant will be acting on behalf of City of Willamina in connection with this Agreement, City of Willamina will indemnify and hold harmless Consultant, its shareholders, agents and employees to the full extent lawful, from and against losses, claims, damages, or liabilities related to or arising out of Consultant's involvement under this Agreement, and will reimburse Consultant's employees providing consulting services hereunder for any amounts such indemnified parties shall have paid in respect of such losses, claims, damages or liabilities and will reimburse Consultant and any other party entitled to be indemnified hereunder for all expenses (including reasonable legal fees) for any final non-appealable judgment, except that the indemnifying party will not, however, be responsible for any claim, liabilities, losses, damages, or expenses which are finally and judicially determined to have resulted from the, recklessness, gross negligence or willful misconduct of an indemnified party. The indemnifying party shall have the sole right to retain counsel and settle any matter at its sole discretion. The foregoing agreement shall be in addition to any rights that Consultant or any indemnified party may have at common law or otherwise. The provisions of this paragraph shall survive the termination of this agreement.

Independent Consultant

It is the express intention of the parties that Consultant is an independent contractor. Nothing in this Agreement shall in any way be construed to constitute Consultant as an agent, employee or representative of City of Willamina, but Consultant shall perform the Services hereunder as an independent contractor. Consultant agrees to furnish all materials necessary to accomplish this contract, and shall incur all expenses associated with performance. Consultant acknowledges and agrees that Consultant is obligated to report as income all compensation received by Consultant pursuant to this Agreement, and Consultant agrees to and acknowledges the obligation to pay all self-employment and other taxes thereon. Consultant further agrees to indemnify and hold harmless City of Willamina and its directors, officers, and employees from and against all taxes, losses, damages, liabilities, costs and expenses, including attorney's fees and other legal expenses, arising directly or indirectly from (i) any negligent, reckless or intentionally wrongful act of Consultant or Consultant's assistants, employees or agents, (ii) a determination by a court or agency that Consultant is not an independent contractor, or (iii) any breach by Consultant or Consultant's assistants, employees or agents of any of the covenants contained in this Agreement.

For this engagement, Ross Schultz, will be the assigned City-x representative and will complete all work contemplated as part of this agreement.

Other Matters

The engagement between Consultant and City of Willamina is for the limited purposes set forth in this Agreement, and the rights and obligations of each of Consultant and City of Willamina are defined by this Agreement.

City of Willamina recognizes and confirms that in rendering its services, Consultant will be using and relying on data, material and other information furnished to Consultant orally or in writing by City of Willamina, and City of Willamina recognizes and confirms that Consultant does not assume responsibility for the accuracy of such data, material and information and that Consultant may rely upon it without independent verification to the extent such reliance is reasonable under the circumstances.

Entire Agreement

This Agreement states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (whether oral or written) between Consultant and City of Willamina respecting the subject matter hereof.

This Agreement shall be binding upon the parties hereto and their respective successors, administrators and authorized assigns. This Agreement requires that any Assignee is legally able and willing to assume all assigned responsibilities under this Agreement and that any assignment be subject to prior written consent of the other party hereto.

This Agreement may only be amended, supplemented or modified, whether in whole or in part, by a document signed by all the parties hereto.

Survival of Terms

The terms and provisions contained in this Agreement that, by their sense and context, are intended to survive the performance thereof by the parties hereto shall so survive the completion of performance and termination of this Agreement, including, without limitation, provisions for indemnification, confidentiality and the making of any and all payments due hereunder.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

Accepted and agreed to as of the date first above written:

Consultant

By: City-X
Name: Ross Schultz _____ Date _____
Title: Principal

City of Willamina

By: City of Willamina
Name: Bob Sivick _____ Date _____
Title: City Administrator

EXHIBIT A

At the direction of the City Council as it's agent; Consultant will begin working on agreed tasks Feb. 1 2017. Current tasks include;

Task 1. Document criteria to evaluate City Administrator, from public input, in accordance with to ORS 192.660 7 (d)(D). This allows Council and Administrator to meet in executive session as needed once this part of the task is complete. This could be accomplished in the same Council meeting that this contract is approved.

Task 1. will also include a joint meeting with Council and Administrator to refine the process, set a timeline and establish meeting dates for the rest of the process. This could be accomplished in a work session following the regular Council meeting where this contract is approved.

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Task 7. Compile all information collected and evaluate response based on criteria and present to Mayor, Council and Administrator. This could be in open session or in Exec session depending on City Administrators request.

Task 8. Work with both Council and Administrator to set goals for the next Annual review in November of 2017.

For the items above I am anticipating a billing of \$100.00 per hour. I will not bill travel time, but will bill mileage at IRS rates for 2017 for any time required to be on site.



**Your Community Mediators
of Yamhill County**

P.O. Box 444, McMinnville, OR 97128

503-435-2835

www.ycmediators.org

Empowering people to make positive changes in the way they respond to conflict

January 18, 2017

2017 FUNDING REQUEST

\$1,050

Ila Skyberg, Mayor
Debbie Bernard, City Recorder
City of Willamina
411 NE "C" Street, Willamina, OR 97396

Greetings from Your Community Mediators!

As we move forward into 2017, the Board and staff of Your Community Mediators wish to again thank the City of Willamina for supporting community mediation and education.

YCM strives to be as transparent as possible regarding the specific value of services we provide to the City of Willamina. We are proud of how well we leverage your annual contribution to support YCM's team of 25+ dedicated volunteer mediators, coordinated by YCM's executive director, to continue building a "*culture of peace*" in the Willamina community.

To update the City of Willamina administrators, Budget Committee and City Council, we'd like to present the accompanying **FY2015-16 Willamina Case Statistical Summary**. It details the types of Willamina cases served in the past fiscal year, numbers of residents served, mediations performed, and direct operational/staff expenses associated with these cases.

In addition, the Case Summary outlines the number of hours and dollar value of volunteer mediator time, as determined by the U.S. Department of Labor, Bureau of Labor Statistics, associated with each of those case types. By contrast, paying for the same number hours of service from professional paid mediator time (at \$100-\$150+ per hour) would cost significantly more - and doesn't include hours that would also be billed for case intake, scheduling, office space overhead, etc.

Without Your Community Mediators and the City's collaborative support, many Willamina residents needing help with many types of disputes simply could not afford them and *would have to do without*.

The Case Summary further reflects the resulting **\$1,413 Total Case Service Value** of our services to Willamina residents in FY2015-16; that total value amount was reduced by \$163 - the value of donated volunteer mediator time.

Under the dotted line in the Summary is our current fiscal year's program Budget upon which we are basing our 2017 Funding Request. In the darker box near the bottom right we have again noted the reduction of hard service costs by the anticipated County contribution income based on the County's contribution last year.

(over)

For 2017, we are **requesting Program Support in the amount of \$1,050** to continue to ensure that Willamina residents have full access to YCM's valuable range of services.

In addition to mediating and facilitating various types of community, family and small claims issues our volunteers

- Provide semi-weekly conflict resolution classes to youth at the **County Juvenile Detention Center**,
- Hold annual **Basic Mediation Trainings** to increase the public roster of trained **conflict resolution "specialists,"** and
- Make **educational and skill-building presentations** to local groups whenever possible.

Please ask if you'd like a presentation for a City department meeting, service club, etc...

This year we are continuing to develop our **School Truancy Mediation Program**, and are initiating a **Listening Program for senior citizens** to help remind community elders that they are not invisible or alone. Our skilled volunteer listeners help seniors feel accepted, understood, valued and respected. Effective listening helps them clarify their thinking and assists in exploring fresh ideas and solutions to challenges in their lives.

We're excited about the advance of effective conflict resolution in the Willamina community, and we look forward to more in-depth discussion with you about our continued collaboration to provide these services.

Wishing you Peace and Prosperity in the year ahead, and always...



Renee Vorm, YCM Board Chair



Marlena I. Bertram, Executive Director

FY2015-16 WILLAMINA CASE STATISTICAL SUMMARY ~ YCM COMMUNITY MEDIATION PROGRAM

CASE TYPE	# of CASES	# Willamina Residents Served	# MEDIATIONS	OPERATIONAL/STAFF EXPENSE distributed to Willamina cases	VOLUNTEER VALUATION (state rate)	
					Vol Mediator Hrs @ \$32.50	\$ Volunteer Services Value
Small Claims	2	4	2	400	2	\$ 65
Community: Landlord-Tenant	1	3	1	450	3	\$ 98
Family: Parent/Adolescent	1	3	-	400		
	4	10	3	1,250	5	\$ 163

Case Referral Sources

Courts, Courthouse referral	2	Self-referral	1
Social service	1		

\$	1,413	TOTAL CASE SERVICES VALUE during 2015-16
\$	(163)	LESS donated volunteer mediator services
\$	1,250	2015-16 Case Value Supported by Willamina funds

In the 2015-16 fiscal year 1.5% of YCM's caseload served Willamina residents

.....

Your Community Mediators of Yamhill County ~ FY2015-16 Year BUDGET Snapshot

INCOME		EXPENSE	
Grants: State, Jubitz, Kiwanis, United Way	29,660	Staffing Expense	61,226
Cities & County Contributions	41,050	Office Support	16,450
Contracts - Small Claims, Manufact Parks	7,500	Travel & Meeting Expense	2,000
Donations, Service Fees, Fundraising	3,700	Contracted Services - Payroll, tax prep	1,650
Fees for Services - Facilitations, Bus, PPlan	1,050	Training & Outreach Expense	350
Volunteer & Family Workshop Trainings	500		
Total INCOME: \$83,450		Total EXPENSE: \$ 80,675	

Request for FY2017-18 Program Support

\$	1,250	1.5% of 15-16 Expense Budget, serving Willamina residents
\$	(200)	LESS 2% of pending \$10,000 Small Claims/Truancy Mediation contract
\$	1,050	Contribution Request from City of Willamina

Recent history of Willamina contributions
 2013: \$800 2014: \$0 2015: \$0 2016: \$1000

The City of Willamina's contribution for YCM's FY2017-18 program support ensures that ALL Willamina residents have access to our valuable range of services

~ Mediation, dispute resolution education & training, group facilitation ~ Effective conflict resolution ~

Homeward Bound Pets Adoption Shelter
 P.O. Box 8, 10601 SE Loop Road
 McMinnville, OR 97128
 503-472-0341



Homeward Bound Pets Thrift Shop
 1120 NE Lafayette Avenue
 McMinnville, OR 97128
 503-434-6545

Homeward Bound Pets
Every Animal Matters

January 03, 2017
 Funding request \$250

Mayor & City Council
 411 NE "C" Street
 Willamina, OR 97396

Mayor and City Council,

As you know, since 2011 Homeward Bound Pets has been conducting the first low-cost cat spay/neuter program in Yamhill County, funded in part by grants, in part by the county and cities of Yamhill County. We are truly appreciative of your ongoing support. 2016 has been very busy, spay/neutering over 800 community cats, thereby preventing literally millions of unwanted births.

We have been transporting cats out of county to larger hospitals able to handle the high volume. However, for many years we have wished to have our very own local clinic in order to better serve our community's needs. Homeward Bound Pets has been hard at work for the past 2 years to set up Yamhill County's very first low-cost Spay/Neuter Clinic for both cats and dogs!

Our dream is close to becoming a reality! We have acquired a building donated to us for clinic use in downtown McMinnville. Our campaign so far has raised over \$150,000 (goal of \$195,000.) toward the interior remodel and purchase of veterinary equipment. Renovation is scheduled to begin mid-January 2017, and we anticipate opening our doors in the fall.

All residents of Yamhill County will be welcome to use this low-cost clinic for spay/neuter of cats and dogs. There will be further-discounted fees for low-income citizens such as the disabled, homeless and senior citizens. In order to help ensure good animal health, we will offer vaccines as well.

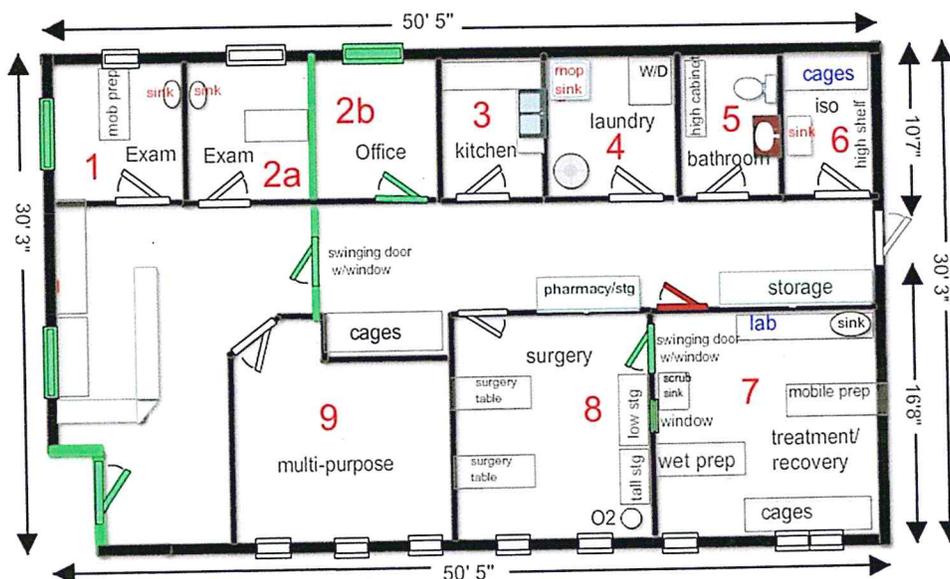
Now more than ever we need the support of our entire community. We would like to request \$250 from the City of Willamina for our Spay/Neuter Program.

Respectfully,

Ronnie Vostinak
 Homeward Bound Pets
 Executive Director



Homeward Bound Pets Spay/Neuter Clinic



Dear

Do you ever wonder about the lives of stray and feral cats like Lucy that have one litter after another all their lives? Or why so many pets are never fixed, resulting in multiple litters of unplanned kittens and puppies? Although many in our community have big hearts, they have small wallets. The best way to help these animals have better health and longer lives is to provide low-cost spay/neuter for cats and dogs. You now have an opportunity to contribute to this solution and help Homeward Bound Pets open the first low-cost spay/neuter clinic in Yamhill County.

Although Homeward Bound Pets began a low-cost spay/neuter program in 2011 and has already fixed over 4,800 cats, we have had to transport cats out of county to a high-volume clinic. We invite you to be a partner and help make the dream come true of having a low-cost spay/neuter clinic here in Yamhill County for both cats and dogs.

A suitable building in McMinnville has been donated for Homeward Bound Pets to use as a spay/neuter clinic. The benefits of having our own clinic are numerous:

- The dollars spent will remain in the local economy.
- The new clinic will be able to spay/neuter dogs as well as cats.
- A closer location will be safer and less stressful for animals, owners, and volunteers than driving long distances.
- The clinic can also offer low-cost vaccinations for dogs and cats.

To make this clinic a reality, we are seeking \$195,000 through crowdfunding, business donations, and private donations. We have raised 81% of this amount.

Your contribution in any amount is appreciated, and all gifts are tax-deductible in accordance with the law. Donors of \$50 or more will receive a specially designed window cling. Higher donor levels will be recognized on a wall plaque with your name, or in memory or in honor of a loved one.

Thank you on behalf of the animals,

Homeward Bound Pets Spay/Neuter Steering Committee

Susan Aker
Vicky Bay
Sharon Fenwick
Laura Grady
Wendy Kohn, D.V. M.

Marcy McDowell
Lynn Norris
Georgann Percival
Nichole Pilakowski, D.V.M.
Chris Trunde

Abby Vanhoef, D.V.M.
Shirley Ward-Mullen
Sara William-Jarred
Dawn Witt

**Happiness is...your support of Homeward Bound Pets
Low-Cost Spay/Neuter Clinic!**



Homeward Bound Pets Spay/Neuter Clinic Donor Levels for Recognition Plaque

<p>Gold  \$10,000 +</p> <p>Silver  \$5,000</p> <p>Ruby  \$2,500</p>	<p>Emerald  \$1,000</p> <p>Sapphire  \$500</p> <p>Amethyst  \$250</p>
--	--

No donation is too small!



Homeward Bound Pets and the Spay/Neuter Steering Committee are grateful for your tax-deductible donation to support the remodel and equipping of the Spay/Neuter Clinic. (Tax ID # 93-0687293)

Donor's Name: _____ Contribution Amount: _____

Address: _____

Phone Number: _____ E-Mail: _____

HOW TO DONATE:

1. Pay locally by cash, credit or check at:
 - A. **Homeward Bound Pets Thrift Shop**; 1120 NE Lafayette Ave., McMinnville (behind JW Carstar)
 - B. **Homeward Bound Pets Shelter**; 10601 SE Loop Rd., McMinnville
2. Mail a Check – Payable to **Homeward Bound Pets**, P.O. Box 8, McMinnville, OR 97128
3. On our website: **hbpets.org** using PayPal or credit card
4. Through GoFundMe: address _____

For more information, call: 971-261-0709

Happiness is...fixed cats and dogs!



Lucy is one lucky cat! She didn't begin life that way, however. Lucy was an unfixed young cat when she was abandoned on a farm in Yamhill County. The property owners were kind to her and to the many other cats abandoned on their land and provided food and shelter the best they could. However, their income of \$1000 a

month simply could not cover the costs of spay/neuter, vaccines, or any veterinary care. Many kittens were born, and the population spiraled out of control. Soon diseases spread, many cats did not survive, and even the property owners' own pets began to get ill. Despite their best intentions, they were heartbroken at seeing first-hand the results of cat overpopulation.

This is a true story, and there are many other similar situations existing throughout Yamhill County. Fortunately, this is not the end of the story. There is a happy ending for Lucy and all her friends! The cats' caretakers teamed up with Homeward Bound Pets in 2015, and every one of the kittens and cats were fixed through our low-cost spay/neuter program. Today there is a happy, healthy, and managed colony that the caretakers can truly enjoy. They know what to do when other abandoned cats come along; they call Homeward Bound Pets and get those cats fixed!



ORDINANCE #666

AN ORDINANCE OF THE CITY OF WILLAMINA AMENDING TITLE III, CHAPTER 33
(FEES) OF THE WILLAMINA CODE RELATING TO SYSTEM DEVELOPMENT
CHARGES

WHEREAS, Title III, chapter 33 (fees) of the City of Willamina's municipal code (Code) imposes system development charges (SDCs) on some changes in use of existing structures;

WHEREAS, the Willamina City Council desires to amend the Code to exclude all changes in use of existing structures from system development charges;

WHEREAS, the City finds it is in the public interest to enact the changes to the Code as set forth in this Ordinance.

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

Section 1: The Code of the City of Willamina Title III, chapter 33 is hereby amended as set forth in Exhibit. A.

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

Ila Skyberg
Mayor

Attest:

Debbie Bernard
City Recorder

exhibit A

EXHIBIT A

CHAPTER 33: FEES

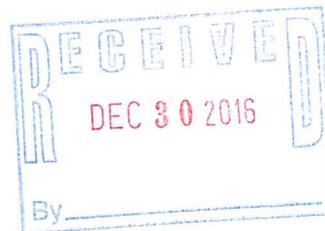
Section 33.26 EXEMPTIONS, REDUCTIONS AND WAIVERS

- (A) Structures and uses established and existing on or before July 1, 1991 are exempt from system development charges imposed by this subchapter, except water and sewer charge, to the extent of the structure or use then existing and to the extent of the parcel of land as is constituted on that date. Structures and uses affected by this division shall pay the water and sewer charges pursuant to the terms of this subchapter upon the receipt of a permit to connect to the water or sewer system.
- (B) Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the State Uniform Building Code, are exempt from all portions of the system development charge.
- ~~(C) An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of the public improvement facility is exempt from all portions of the system development charge.~~
- (D) A change in use of a parcel is exempt from all portions of the system development charge if the change of use does not increase the parcel's use of a public improvement facility.
- (E) Replacing an existing structure with a new structure is exempt from all portions of the system development charge when the new structure does not increase the use of a public improvement facility.
- (F) A change in use of an existing structure is exempt from all portions of the system development charge if the change of use is similarly classified by the city's zoning or community development code to the then current use, i.e. commercial to commercial, residential to residential or industrial to industrial.
- (G) An alternation or addition to an existing structure is exempt from all portions of the system development charge.

2017/ 2018 BUDGET CALENDAR

BUDGET CALENDAR

DATE	TIME	DESCRIPTION
Thu 02/16/2017	6:00 PM	City Council Appoint Budget Officer at their February 11, 2016 meetng. Appoint budget officer (ORS 294.331).
Thu 02/16/2017	6:00 PM	City Council Appoint Budget Committee Members. Appoint electors to the budget committee (ORS 294.414, renumbered from 294.336). The budget committee consists of the governing body of the local government and an equal number of electors appointed by the governing body
	6:00 PM	
Sun 03/12/2017	6:00 PM	1st Publish Notice of Budget Committee Meeting (no more than 30 days prior to meeting) Can contain notice of several meetings if needed. If posted online as well, then second notice is not needed in newspaper. Online content must be published at least 10 days prior to Budget Meeting.) News Register Edition (date). Publish notice of budget committee meeting (ORS 294.401). After the proposed budget is prepared, the budget officer publishes a "Notice of Budget Committee Meeting." The notice must contain the date, place and time of the budget committee's first formal meeting, and of the meeting in which public comment will be heard. It may contain notice of several meetings, if the budget officer anticipates that more than one meeting will be needed. <ul style="list-style-type: none"> • If the sole form of notice is publication in a newspaper, it must be published at least twice, five to 30 days before the scheduled budget committee meeting date. 15 150-504-420 (Rev. 05-12) • If the notice is published both in a newspaper and online, it need only be published once in the newspaper, but the publication must include the website address for the online publication, and it must be published online for at least 10 days before the meeting. • If the notice is hand delivered or mailed, only one notice is required, not later than 10 days before the meeting.
Wed 03/22/2017	6:00 PM	Prepare proposed budget (ORS 294.426, renumbered from 294.331). The budget officer prepares or supervises the preparation of a proposed budget to present to the budget committee.
Sun 04/16/2017	1:00 PM	Publish 2nd Notice of Budget Committee Meeting (at least 5 days after 1st Notice but no less than 5 days before the meeting)
Thu 05/11/2017	6:00 PM	Budget Committee Meeting.5. Budget committee meets (ORS 294.426, renumbered from 294.401). The budget message is delivered at the first budget committee meeting. The budget message explains the proposed budget and any significant changes in the local government's fiscal policy or financial position. After the initial meeting, the budget committee may meet as many times as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. The budget committee is allowed to meet for training and advisory reviews throughout the year, but the budget may not be deliberated before the first meeting for which notice is published. All meetings are subject to Oregon's Public Meetings Law (ORS Chapter 192). The budget officer may make the proposed budget available to the members of the budget committee at any time before the first meeting, or may distribute the budget at the first meeting. At the time the budget is given to the committee, a copy must be filed in the office of the district. The budget becomes a public record at this point and must be made available to anyone who is interested in viewing it. 6. Budget committee approves budget (ORS 294.428, renumbered from 294.406). The budget committee
Sat 05/13/2017	6:00 PM	Publish Notice of Budget Hearing (5-30 days prior to Hearing)
Wed 05/17/2017	6:00 PM	Budget committee approves budget (ORS 294.428, renumbered from 294.406). The budget committee considers the budget proposed by the budget officer and comments made by the public and may make additions or deletions. When the budget committee is satisfied, it approves the budget. The budget approved by the committee specifies the amount or rate of each ad valorem tax levy. Approval of the budget and of the amount or rate of tax should be by motion and be recorded in the minutes of the meeting
Fri 06/09/2017	6:00 PM	Publish budget summary and notice of budget hearing (ORS 294.448, renumbered from 294.421). After the budget is approved, the governing body of the local government must hold a budget hearing. The governing body must publish a "Notice of Budget Hearing and Financial Summary" five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed or hand delivered. See Chapter 9 for more detail on publication requirements.
Fri 06/09/2017	6:00 PM	Hold Budget Hearing
Fri 06/09/2017	6:00 PM	Hold budget hearing (ORS 294.453, renumbered from 294.430). The governing body must hold the budget hearing on the date specified in the public notice. The purpose of the hearing is to listen to citizens' testimony on the approved budget. Additional hearings may be held. All hearings must be open to the public.
Fri 06/16/2017		Adopt budget , make appropriations, impose taxes, and categorize taxes (ORS 294.456, renumbered from 294.435). The governing body may make changes in the approved budget before it is adopted. Before the beginning of the fiscal year to which the budget relates, the governing body can also make changes to the adopted budget. However, if the governing body wants to make any of the following changes, they must first publish a revised "Notice of Budget Hearing and Financial Summary" and hold another public hearing: <ul style="list-style-type: none"> • If the governing body increases taxes over the amount approved by the budget committee. • If the governing body increases estimated expenditures in a fund over the amount approved by the budget committee by more than \$5,000 or 10 percent, whichever is greater. • If the governing body increases estimated expenditures in a fund in a biennial budget over the amount approved by the budget committee by more than \$10,000 or 10 percent, whichever is greater. After the budget hearing, and after considering public testimony, the governing body prepares a resolution or ordinance that formally adopts the budget, makes appropriations and, if property taxes are needed, levies and categorizes each tax. The budget is the basis for
Sat 07/15/2017	9:00 AM	Certify taxes (ORS 294.458, renumbered from 294.555). The next step in the budget cycle is to certify any property taxes to the county assessor. Taxes must be certified every year, even if the local government operates on a biennial budget. The documents submitted to the assessor's office by a taxing district subject to Local Budget Law are: <ul style="list-style-type: none"> • Two copies of the notice of levy and the categorization certification (Form LB-50, ED-50 or UR-50). This form authorizes the assessor to place the district's taxes on the property tax roll. • Two copies of the resolution
Sat 07/15/2017	9:00 AM	Post-adoption. After the preceding steps have been completed, changes to the budget are restricted by statute: <ul style="list-style-type: none"> • ORS 294.338, renumbered from 294.326, authorizes certain appropriations as an exception to the budget process. • ORS 294.463, renumbered from 294.450, governs the transfer of appropriations within a fund or from the general fund to another fund. • ORS 294.481, renumbered from 294.455, provides for the expenditure of funds to repair or replace property that has been damaged or destroyed. It also allows funds to be expended because of a civil disturbance or natural disaster. • ORS 294.468, renumbered from 294.460, authorizes loans from one fund to
Fri 09/29/2017	9:00 AM	Submit Copy of Budget to County Clerk



City of Willamina, Attn: City Recorder
 WILLAMINA
 411 NE C Street
 Willamina, OR 97396

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **3/31/2017**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$35.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until 3/3/2017 to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

- 1. DO NOTHING.** If you do not submit a recommendation by **3/3/2017**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gov or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 5138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

District 2 Renewals

WILLAMINA

Page 1

<u>License No./ Premises No.</u>	<u>Tradename/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 240988 Prem. 55827	BEST STOP MARKET BD BADLA LLC O - OFF-PREMISES SALES	313 E MAIN ST WILLAMINA, OR 97396 503-307-4085	PO BOX 9 WILLAMINA, OR 97396
Lic. 233854 Prem. 36139	CENTER MARKET #5 RAMAN INC O - OFF-PREMISES SALES	180 NE MAIN ST WILLAMINA, OR 97396 503-876-7700	PO BOX 958 WILLAMINA, OR 97396
Lic. 233184 Prem. 24684	COYOTE JOE'S COYOTE JOE'S INC L - LIMITED ON-PREMISES SALES	142 MAIN ST WILLAMINA, OR 97396 503-876-3003	PO BOX 349 WILLAMINA, OR 97396
Lic. 232873 Prem. 3495	DILLON'S BAR & GRILL CAROLYN J. CANNON F-COM - FULL ON-PREMISES SALES	161-181 NE MAIN ST WILLAMINA, OR 97396 503-932-7976	4252 BROOKS AVE NE KEIZER, OR 97303
Lic. 236503 Prem. 38377	WILDWOOD CAFE WILDWOOD SERVICES INC F-COM - FULL ON-PREMISES SALES	150 NE MAIN ST WILLAMINA, OR 97396 503-876-7897	41100 TINDLE CR WILLAMINA, OR 97396
Lic. 234764 Prem. 3494	WILLAMINA SELECT MARKET SMJ LLC O - OFF-PREMISES SALES	112 W MAIN ST WILLAMINA, OR 97396 503-638-2421	PO BOX 125 SHERIDAN, OR 97378
Lic. 234291 Prem. 51563	WILLAMINA SHELL & GROCERY SHELDON OIL COMPANY O - OFF-PREMISES SALES	692 NE MAIN ST WILLAMINA, OR 97396 503-842-2172	2801 3RD ST TILLAMOOK, OR 97141

Count for WILLAMINA

7

PUBLIC HEARING

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

STAFF REPORT
ANNEXATION/ZONE CHANGE/COMPREHENSIVE PLAN MAP AMENDMENT 2016-01
City Council Hearing - February 14, 2017

I. BACKGROUND

Report Date: February 8, 2017
 Applicant: Edwin Sharer
 Owner: Steve Draper
 Location: Polk County Assessor's Map and Tax Lot:
 06712000/1100 (See Exhibit A)
 Property Address: No situs address.
 Property Size: Approximately 17.12 acres
 Current Use: Vacant
 Comprehensive Plan: Low Density Residential (LDR)
 Zoning: County Zone: Suburban Residential (SR)
 Request: Annexation of approximately 17.12 acres within the Urban Growth
 Boundary with a corresponding zone change and comprehensive plan
 map amendment.

Exhibit A: Vicinity Map
 Exhibit B: Existing and Proposed Zoning
 Exhibit C: Applicant's Materials - Annexation
 Exhibit D: Applicant's Materials - Zone Change
 Exhibit E: Engineer's Comments

II. REQUEST/BACKGROUND

Annexation of approximately 17.12 acres within the Urban Growth Boundary (UGBJ) with a corresponding zone change and comprehensive plan map amendment. The site is currently zoned Suburban Residential (SR) in Polk County. The proposed zoning is Two-Family Residential (R-2). The Comprehensive Plan Map designation for this site is currently Low Density Residential (LDR). The proposed Comprehensive Plan Map designation is Moderate Density Residential (MDR).

According to the City of Willamina, Development Code, Section 3.111, the boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the City's Urban Growth Boundary and contiguous to the City or separated from it by a stream or right-of-way only.

This proposal was considered by the Planning Commission at a public hearing on February 7, 2017. The Planning Commission voted unanimously to recommend to the City Council adoption of the staff report

and approval of an Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the Planning Commission. The condition of approval deleted by the Planning Commission was E: "Hill Street shall be improved to collector standards as a condition of approval for subdivision." The issue of access to any potential subdivision on the subject site and the conditions and feasibility of the surrounding streets to serve a potential subdivision will be addressed at the time of subdivision and will be considered in relation to the results of a traffic impact analysis and input from the public.

The City Council shall hear testimony and shall approve or deny the proposal. The City Council's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal relates to the criteria listed below:

III. CRITERIA - STATEWIDE PLANNING GOALS

Findings:

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

Goal 2: *Land Use Planning*. Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Willamina Development Code, Section 3: Procedure for Type III Review, Section 3.111: Annexations and Section 3.102: Zone Change. The application is being considered for conformance with the standards set forth in Section 2.102: Two-Family Residential Zone, as well as for its adherence to the broader goals of the Comprehensive Plan. Staff finds this criterion is met.

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

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

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas*. This goal aims to protect natural resources and conserve scenic and historic areas and open spaces. The subject property contains an intermittent stream. A proposed condition of approval is the review and approval by the Oregon Department of State Lands prior to any on-site development.

Goal 6: *Air, Water and Land Resources*. This goal endeavors to maintain and improve the quality of the air, water and land resources of the State. The subject property contains an intermittent stream. A proposed condition of approval is the review and approval by the Oregon Department of State Lands prior to any on-site development.

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

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

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

Goal 10: *Housing*. The current proposal adds to the amount of land available for residential development and adheres to Housing Element goals of the Comprehensive Plan: *To take steps to ensure that Willamina residents are provided with safe and sanitary housing and to encourage the development of a range of housing types and cost levels to adequately meet the needs of its citizens*. A 2012 report by the Population Research Center of Portland State University found that by 2035, Willamina will have a population of 3,261 people, a 26% change from the actual 2011 population. Households are projected to increase to 845, and it is anticipated that 924 housing units will exist in Willamina by 2035. Thus, between 2011 and 2035, the potential housing demand may be anywhere from 136 to 192 units. Staff finds this criterion is met.

Goal 11: *Public Facilities and Services*. Goal 11 requires *a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development*. The City's public works director has provided comment assuring that the approval of the zone change will not have an adverse impact upon the provision of public facilities and services. Further review of potential impacts to transportation, storm drainage and water systems will be performed in the event the property is developed or partitioned in the future. Staff finds this criterion is met.

Goal 12: *Transportation*. The site abuts five city streets. Any needed improvements to streets used for access to the site will be reviewed at the time of subdivision and development. Staff finds this criterion is met.

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

Goal 14: *Urbanization*. Goal 14 *provides for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities*. This site is located within the city's urban growth boundary and is adjacent to the city limits. Residential development of this site will provide for the orderly expansion of the city and the accommodation of projected population growth. Staff finds this criterion is met.

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

IV. CRITERIA – WILLAMINA DEVELOPMENT CODE - ANNEXATION

For all annexations the decision shall state how the proposal will:

1. Affect the community's air resources

Applicant Response: "It is proposed that along with this annexation request, the property will be zoned R-2 Residential. R-2 Residential development is the least densely developed residential zone available to this property. This allows more square footage per unit/lot (lowest density) than other residential zones. Residential zones don't emit higher amounts of dust, smoke, particulate, odors, etc., as compared to industrial or manufacturing. Due to the city's close proximity to the coastal foothills, the topographical terrain, abundance of prevailing winds and surrounding forest use this development will have minimal impact on the city's air resources.

Findings: The proposed annexation and zone change with subsequent development adhering to standards for R-2 zoning is not expected to have a negative effect on the community's air resources. Criterion 1 is met.

2. Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands

Applicant Response: "This property has been within the city's urban growth boundary for roughly 20 years. As nearby development has occurred provisions have been implemented for availability for utility and city services to be provided in this area. Except for adequate water pressure, all city services are adequate, and available at this property. Currently, there are four existing improved city streets fronting this property, with water lines, city sewer, power, natural gas, and sidewalks. Storm sewer will utilize the seasonal creek as it the same for Pioneer Heights Subdivision."

Findings: The subject property is within the city's urban growth boundary. It's north and east sides are contiguous with the boundary for the City of Willamina. The current County zoning of this site is Suburban Residential and the proposed R-2 zoning is compatible with surrounding properties in the City of Willamina. Criterion 2 is met.

3. Relate to areas with natural hazards

Applicant Response: "Two types of natural hazard come to mind concerning this property; The seasonal creek and drainage area associated with it, and the sloped terrain. As to the seasonal creek, the applicant is providing a proposed tentative lot layout/plan. Open space has been designated the entire length of the creek area except for two street crossings with culverts. No other development will disturb the creek.

The terrain on this subject property is very similar to that of Pioneer Heights. There are no adversely steep slopes and as such will be quite manageable. All proposed street development can be accomplished within city code requirements. Any development work will require City and State Department of Environmental Quality permits. Those concerns can be met with proper steps to protect against erosion and for public safety."

Findings: There is an identified creek on the subject property as well as areas of sloped terrain. The applicant proposes to designate open space areas around the creek, except for two street crossings over the creek with culverts. The designation of open space areas to protect the creek and a more detailed analysis of steep slopes will be a factor in the consideration of a subdivision proposal for this site.

Criterion 3 is met.

4. Affect the fish and wildlife in the proposed annexation

Applicant Response: "There are obviously different types of wildlife habitat currently in use on the subject property. Only minimal area of the seasonal creek will be disturbed for two street crossings. The applicant's proposed tentative lot layout shows proposed open space the entire length of the undisturbed creek area, except for the street crossing areas. Also, there are no fences that are proposed which would restrict movement of the different types of critters that might possibly move through this area. With the only disturbance to the seasonal creek area being the street crossings, downstream water quality should remain good and be adequately protected."

Findings:At the time of subdivision review, consideration will be given to the wildlife habitat on the subject property and conditions may be imposed to protect these areas in order to minimize any negative effects on wildlife due to development. Criterion 4 is met.

5. Utilize energy resources and conserve energy use

Applicant Response: "This property is located close to existing urban development. Existing city streets will be extended providing the closest possible access to destinations residents might wish to reach. Traffic will not be routed away from the direction of travel they wish to go, with wasted travel time and mileage. This property has a significant amount of south and southeasterly slope. This type of slope lends itself to utilizing solar benefits at the time of construction, benefiting the occupants of the dwellings. The applicant will be seeking R-2 zoning, which should allow for somewhat larger lots and better suited for utilizing solar benefits. Newly constructed streets will be of sufficient width to accommodate bicycles and sidewalks for pedestrian traffic."

Findings:The location of the subject site, bordering the city limits on two sides and adjacent to existing urban development, lends itself to the conservation of energy resources. Criterion 5 is met.

6. Protect open spaces and scenic views and areas

Applicant Response: "The proposed use here is for residential development, with R-2 zoning. R-2 zoning is the least densely development zone, available to this property, which usually equates to larger lots allowing flexibility in landscaping and siting the dwelling and more easily achieving spacious views for the inhabitants. Pioneer Heights is a living example of view potential from these sloped hillsides. The creek area will be mindfully protected and the open space adjacent to it will be preserved for everyone to enjoy."

Findings:At the time of subdivision review, consideration will be given to the open spaces and scenic views on the subject property. Conditions may be imposed to protect these areas in order to minimize any negative effects due to development. Criterion 6 is met.

7. Provides for transportation needs in a safe, orderly and economic manner

Applicant Response: "Constructive planning by the city regarding past development makes this an appropriate annexation to the city. As stated prior in this narrative and again here, the transportation needs of this development property are a natural fit to the existing city transportation network and the City's Transportation Planning Plan. Access to this property is provided by 4 city streets, which have been constructed to the edge of this property, needing only to be extended through the property at the time of development. Pioneer drive, Pine Street, Conestoga Street, and Bales Avenue are all improved, with sidewalks. Power, water, sewer, and communication utilities are available at the end of each existing street.

Hill Street must be extended to the west, extending through any new development. A major portion of Hill street, currently lacks current upgrades: curbs, sidewalks, etc. The City's Transportation Plan calls for Hill Street to be improved as development occurs along the street. As the subject property is developed, Hill Street will be extended within the property to Collector Street specifications regarding width.

Findings:The subject property is adequately served by existing transportation infrastructure with the potential for access by four streets: Pioneer Drive, Pine street, Conestoga Street, and Bales Avenue. The Transportation System Plan calls for Hill Street to be improved as future development occurs. The requirement that Hill Street be extended through the property according to collector street standards may be a condition of approval at the time of subdivision. Criterion 7 is met.

8. Provide for an orderly and efficient arrangement of public services

Applicant Response: “All city services are currently located within, and available to the Pioneer Heights Subdivision. Five city streets currently abut and can serve this property. All five currently have city services and can be used to provide some services if needed. The four streets in Pioneer Heights Subdivision (Pioneer Drive, Pine street, Conestoga Street, and Bales Avenue) are improved with all city services and are stubbed to the property, and merely need extending onto the subject property. As development has occurred adjacent to the subject property, it became apparent that if additional development were to occur, additional water capacity and water pressure would need to be made available. Pioneer Heights has only minimal pressure in the higher elevations.

At the intersection of Hill and Bales and extending westward, a new water line and booster pump would need to be constructed to supplement this new development. It is anticipated that the addition of these two features (larger water line and booster pump) extending along the newly constructed portion of Hill Street will be connected to some portion of the existing Pioneer Heights Subdivision so that the current water situation will be improved and supplemented. The expense of these water service improvements will be borne by the applicant when the property is developed.”

Findings:Utility services are available to the subject property. City facilities for water, sewage, and electricity are stubbed to the property at Pioneer Drive, Pine Street, Conestoga Street and Bales Avenue. It has been noted that additional water capacity and water pressure may be needed at the time of subdivision and may be required as a condition of approval for subdivision. A plan for storm drainage and erosion control will be required before the subdivision application will be approved. Future flows to the creek as the result of development will need to be less than or equal to current flows and detention facilities will likely be required. Verification of the downstream sanitary conveyance system capacity will need to be submitted before a subdivision application will be approved. Criterion 8 is met.

9. Provide for the recreational needs of the citizens

Applicant Response: “The city requires fees to be paid at the time of development for parks and recreation. All new streets will have sidewalks for walker, hikers, and runners. Street will be of sufficient width for bicycles.”

Findings:As part of the review for subdivision and development, conditions may be imposed to provide for recreational features, including sidewalks. Criterion 9 is met.

10. Affect identified historical sites and structures and provide for the preservation of such sites and structures

Applicant Response: “The subject property is a bare land parcel. The applicant is not aware of any identified historical sites or structures associated with the subject property. Most certainly there are none associated with this property that would be impacted or destroyed.”

Findings: Not applicable.

11. Improve and enhance the economy of the City

Applicant Response: “Upon completion of this annexation, zone change and subdivision approval process, the city of Willamina and its citizens will have the opportunity to enjoy new homes in a nice setting. Not everyone wants a new home, just as not everyone wants to live in an older home, but new

homes bring opportunity and more choices for families. Property taxes on new houses bring tax dollars that help to improve infrastructure, schools and support other services, and are proportionally higher than most older existing homes due to Measure 50.

Findings:The annexation of the subject property and subsequent development of the site will add to the City's tax base and will enhance the economy by providing additional housing choice for residents. Criterion 11 is met.

12. Provide quality, safe housing through a variety of housing types and price ranges

Applicant Response: "Development of this property in R-2 zoning is the goal of this endeavor. This property is sloped hillside and will lend itself to larger rather than smaller lot sizes.

It is not always possible to provide multiple types of housing in a single property development. The proposed R-2 Designation will allow many different types of dwelling units, including: single family dwelling including single family manufactured homes, single family attached dwelling unit/townhouse, duplex dwellings, triplex housing, residential care homes and day care facilities."

Findings:The annexation of this site and subsequent residential development will add to the city's housing stock, providing additional housing choice for residents. Criterion 12 is met.

V. CRITERIA – WILLAMINA DEVELOPMENT CODE - ZONE CHANGE

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

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

Applicant Response: "This property is included within the City's Urban Growth Boundary and is currently zoned Suburban Residential as noted on the Comprehensive Plan Map. This request is for R-2 Zoning which is the least densely developed Residential District available to this property.

Findings:The subject property is within the City's urban growth boundary and is contiguous with the existing city limits on its north and east sides. The proposal includes a zone change from County Suburban Residential to Two-Family Residential (R-2) and a corresponding Comprehensive Plan Map change from Low Density Residential to Moderate Density Residential, which is compatible with the surrounding zoning of R-3 to the north and R-2/R-1 zoning to the east. Criterion A is met.

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

Applicant Response: "Each individual zoning designation in the City of Willamina, has minimum dwelling densities which are required to be met by the developer. The designated plans are filed with and approved by the State of Oregon. As noted in Item (A), above, the requested zone R-2, has the least densely developed minimum units per acre.

This requested zoning designation comes after careful consideration of several factors. The property is sloped hillside, and larger lots are more favorable than higher density with smaller lots.

This property lies adjacent to Pioneer Heights Subdivision, and sharing the same type of terrain. The adjacent subdivision, (Pioneer Heights) is an example of what the finished development will comprise. Planned city services are anticipated to be capable of serving this type of development on this property. As part of that city planning it has been anticipated that development of this property will include water

lines, within the development, that will increase both water capacity and water pressure for this property and supplement portions of Pioneer Heights and some surrounding properties in the city.”

Findings:The proposed zoning for this site will require a minimum density of 5 units per acre and a maximum density of 7 units per acre. A level of development between the minimum and maximum density can be accommodated on the site. Criterion B is met.

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

Applicant Response: “The City of Willamina has an established development code, which can and will be met as this development moves forward. Items such as street width, slope, and access availability, all can be met. Access to public utilities is available and ready to be extended from Pioneer Heights Subdivision, which is very similar to what will occur on this property.”

Findings:Development standards for the R-2 zone are outlined in Section 2.102 of the Willamina Development Code. Residential development within the minimum and maximum densities required can be provided in compliance within the development standards required. Criterion C is met.

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

Applicant Response: “As discussed earlier in this submittal all city services are provided and available at the north and northeast boundaries of the subject property. These include:

- Street access: There are 5 existing streets serving the subject property: Pioneer Drive, Pine Street, Conestoga Street, Bales avenue, and Hill street. Hill Street is not as well improved as the other four mentioned streets. Willamina’s Transportation Planning Plan calls for Hill Street to be improved as future development occurs.
- City Water: Water is available and stubbed to the subject property at the end of each existing street terminating at the boundary of the subject property. New development will include extending Hill Street though the subject property and provide new water line and booster pump, for more capacity and additional pressure for this development and portions of Pioneer Heights and some additional existing properties.
- City Sewer: Sanitary sewer lines are available at ends of all five streets where they front onto this subject property.
- Storm Sewer: Storm sewer will utilize the seasonal creek area within the development.
- Public utilities: Electric, telephone, natural gas: All are available at the end of the 5 service streets already mentioned.

Findings:Adequate public facilities are available to the site as it is adjacent to existing urban development. Additional water pressure will be needed at the time of development and will be conditioned at the time of subdivision. Criterion D is met.

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

Applicant Response: “The purpose statement for R-2 zoning is as follows: ‘The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex, and triplex housing opportunities at densities between 4.0 and 4.7 units per acres. The R-2 District is consistent with the Moderate Density Comprehensive Plan designation.’

The Applicant believes this purpose statement is in error. Section 2.102.05 (C) of the City’s Development Code states that “when R-2 land is subdivided, the minimum density shall be five (5) units per acre and the maximum density shall be seven (7) units per acre.

The Applicant’s proposed use of 5 units per acre is within the minimum and maximum density.

Additionally, allowing a mix of single-family, duplex, and triplex units allows for different types of lifestyles and ultimately brings appeal and opportunities to a diverse base of potential occupants.”

Findings:The applicant is correct in that the purpose statement for the R-2 zone is in conflict with the Development Standards of Section 2.102.05. In this case, the Development Standards supersede the purpose statement. The correct minimum density requirement is 5 units per acre and the correct maximum density requirement is 7 units per acre. This density will allow for the intent of the purpose statement to provide for the development of a mixture of single-family, duplex and triplex housing opportunities. Criterion E is met.

VI. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

The above findings show the criteria are met. Staff recommends approval of Annexation, Zone Change to R-2 zone, and Comprehensive Plan Map Amendment to Moderate Density Residential, subject to the following conditions of approval:

- A. Compliance with Section 3.107: Subdivisions and Planned Unit Developments must be met at the time of subdivision.
- B. Upgrades to the existing Hill Street pump station and a possible increase to the size of the mainline along Hill Street will be conditioned at the time of subdivision. Both the necessary improvements to the booster pump station and the mainline shall be modeled by the City Engineer with the system-wide model consistent with the new demands and fire flows. The applicant shall be responsible for the cost of that modeling. A check valve on SW Pioneer Drive water line to supplement fire flows to Pioneer Heights will be conditioned at the time of subdivision.
- C. A plan for storm drainage and erosion control will be required before a subdivision application is approved. Future flows to the seasonal creek as the result of development shall be less than or equal to current flows. Detention facilities will likely be required.
- D. The downstream sanitary conveyance system capacity will need to be verified before subdivision application will be approved. If existing lines cannot handle increased flows, upgrades should be made to trunk lines at the developer's expense. This may include upgrades to the south pump station.
- E. All public and private utilities shall be extended into new development at the developer's expense as part of the conditions of approval for subdivision.
- F. In order to protect the intermittent stream located on site, review and approval by the Oregon Department of State Lands is required prior to any on-site development.

VII. CITY COUNCIL ACTION

The City Council may take one of the following actions:

- A. Make a motion to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report.
- B. Make a motion to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the City Council.

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

- C. Make a motion to continue the public hearing to a date and time certain and state the additional information that is needed to allow for a future decision.
- D. Make a motion to deny the requested Annexation, Zone Change, and Comprehensive Plan Map Amendment.

Note: The Councilor making the motion needs to state the reasons for the recommendation of denial.

ORDINANCE 667**AN ORDINANCE ANNEXING TO THE CITY OF WILLAMINA THE TERRITORY DESCRIBED IN EXHIBIT "A" AND AMENDING THE WILLAMINA ZONING MAP TO APPLY THE R-2 ZONE AND AMENDING THE COMPREHENSIVE PLAN MAP TO APPLY THE MDR DESIGNATION TO THE ANNEXED PROPERTY.**

WHEREAS, the applicant, Steven M. Draper, is the sole owner of the tract of land described in Exhibit "A" and has petitioned and desires that said property be annexed to the City of Willamina, Oregon; and

WHEREAS, the tract of land in Exhibit "A" is approximately 17.12 acres (745,747 square feet); and

WHEREAS, the above described area and property is contiguous to the City of Willamina, Oregon; and

WHEREAS, the above described area and property is within the urban growth boundary of the City of Willamina, Oregon; and

WHEREAS, pursuant to the Development Code of the City of Willamina, the Recorder of the City of Willamina, Oregon, caused notice of said hearing to be published at least twenty days prior to the date of said hearing in the McMinnville News-Register, a newspaper of general circulation published in the City of McMinnville, Oregon, and caused notice of said public hearing to be mailed to the owners of property within 100 feet of the subject property at least twenty days prior to said public hearing, all of which appears from the certificates of the recorder on file in the recorder's office, and which notice described the territory and area proposed to be annexed to the City of Willamina, Oregon, and called said meeting to be held in question of the annexation.

WHEREAS, on February 7, 2017, the Willamina Planning Commission held a public hearing at which time the registered voters and other interested persons were invited to appear and be heard on the question of annexation of said area and property herein above first described; and

WHEREAS, on February 7, 2017, the Willamina Planning Commission unanimously voted to recommend that the City Council approve the annexation, zone change, and comprehensive plan map amendment of said area and property herein above first described; and

WHEREAS, a public hearing was held February 14, 2017 before the City Council of the City of Willamina, at which time the registered voters and other interested citizens were given full opportunity to be present and heard on the question of annexation of said area and property herein above first described; now therefore,

THE CITY OF WILLAMINA DOES ORDAIN AS FOLLOWS:

Section 1. That insomuch as the owner of the real premises described above has consented in writing to the annexation of said area and property, and such consent is on file in the recorder's office in the City of Willamina, IT IS HEREBY ORDERED, DECLARED AND PROCLAIMED that the area and property described in Exhibit "A" and shown on the Annexation Map in Exhibit "B" is hereby annexed to the City of Willamina, Yamhill County, State of Oregon.

Section 2. The City Council of the City of Willamina does hereby adopt those certain findings of fact and conclusionary findings attached hereto as EXHIBIT "C" and by this reference made a part hereof.

Section 3. The City Council of the City of Willamina does hereby amend the Zoning Map of the City of Willamina, Oregon, establishing the Two-Family Residential (R-2) Zone on the subject property described in Exhibit "A" and shown in Exhibit "B" and by this reference made a part hereof.

Section 4. The City Council of the City of Willamina does hereby amend the Comprehensive Plan Map of the City of Willamina, Oregon, establishing the Moderate Density Residential (MDR) Zone on the subject property described in Exhibit "A" and shown in Exhibit "B" and by this reference made a part hereof.

Section 4. The Recorder of the City of Willamina, Oregon, is hereby authorized and directed to make and submit to the Secretary of State of Oregon, the Department of Revenue of Oregon, the Assessor of Yamhill County, Oregon, and the County Clerk of Yamhill County, Oregon, a certified copy of the following documents:

- (a) Copy of this Ordinance.

PASSED and adopted by the City Council of the City of Willamina on this 14th day of February, 2017 by the following votes:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved by the Mayor on this 14th day of February, 2017.

SIGNED: _____
Ila Skyberg, Mayor

Date

ATTEST: _____
Debbie Bernard, City Recorder

Date

EXHIBIT "A"

LEGAL DESCRIPTION

Lot Book Service

Guarantee No.: 7129-2796628
Page 3 of 3**Exhibit "A"**

Real property in the County of Polk, State of Oregon, described as follows:

BEGINNING AT THE COMMON SECTION CORNER OF SECTIONS 1, 2, 11 AND 12, IN TOWNSHIP 6 SOUTH, RANGE 7 WEST, OF THE WILLAMETTE MERIDIAN, IN THE COUNTY OF POLK AND STATE OF OREGON; THENCE NORTH 41° EAST, A DISTANCE OF 75.4 FEET TO THE SOUTHWEST CORNER OF THE ACE TURNIDGE RANCH; THENCE EAST ALONG THE SOUTH BOUNDARY OF SAID ACE TURNIDGE RANCH, A DISTANCE OF 1,368.5 FEET; THENCE SOUTH, A DISTANCE OF 569.3 FEET TO THE NORTH BOUNDARY OF THE F.J. HARRIS RANCH; THENCE SOUTH 89°16' WEST ALONG THE NORTH BOUNDARY OF SAID HARRIS RANCH; A DISTANCE OF 1,408 FEET TO FIR STAKE; THENCE NORTH, A DISTANCE OF 528.0 FEET TO THE POINT OF BEGINNING.

SAVE AND EXCEPT THE FOLLOWING DESCRIBED PREMISES:

BEGINNING AT THE NORTHEAST CORNER OF THE TRACT OF LAND 100 BY 100 FEET, DEEDED BY OTTO W. HEIDER AND WIFE, TO GEORGE W. DAVIS AND WIFE, AND RECORDED ON PAGE 307, OF VOLUME 125, DEED RECORDS FOR POLK COUNTY OREGON, WHICH POINT IS ON THE SOUTH BOUNDARY OF OAK STREET AND 165.0 FEET SOUTH AND 175.0 FEET WEST OF THE NORTHWEST CORNER OF HILLCREST ADDITION TO WILLAMINA, SECTION 1 OF TOWNSHIP 6 SOUTH, RANGE 7 WEST, OF THE WILLAMETTE MERIDIAN, IN THE COUNTY OF POLK AND STATE OF OREGON; THENCE WEST, A DISTANCE OF 161.0 FEET; THENCE SOUTH, A DISTANCE OF 407.11 FEET TO THE SOUTH BOUNDARY OF FIET LAND; THENCE NORTH 89° 16' EAST ALONG SAID SOUTH BOUNDARY LINE, A DISTANCE OF 161.2 FEET; THENCE NORTH, A DISTANCE OF 404.85 FEET TO THE PLACE OF BEGINNING.

ALSO EXCEPT A RIGHT-OF-WAY CONVEYED TO THE CITY OF WILLAMINA TO CONSTRUCT AND MAINTAIN WATER PIPES OVER THE ABOVE DESCRIBED PROPERTY AS DISCLOSED BY THAT CERTAIN RIGHT-OF-WAY DEED DATED APRIL 1, 1937, AND RECORDED ON PAGE 278, BOOK 110, DEED RECORDS FOR POLK COUNTY, OREGON.

ALSO EXCEPT THAT TRACT OF LAND CONVEYED TO THE CITY OF WILLAMINA FOR ROAD PURPOSES, RECORDED MARCH 10, 1998, IN BOOK 350, PAGE 1389, POLK COUNTY, OREGON.

NOTE: This Legal Description was created prior to January 01, 2008.

EXHIBIT "B"

ANNEXATION MAP

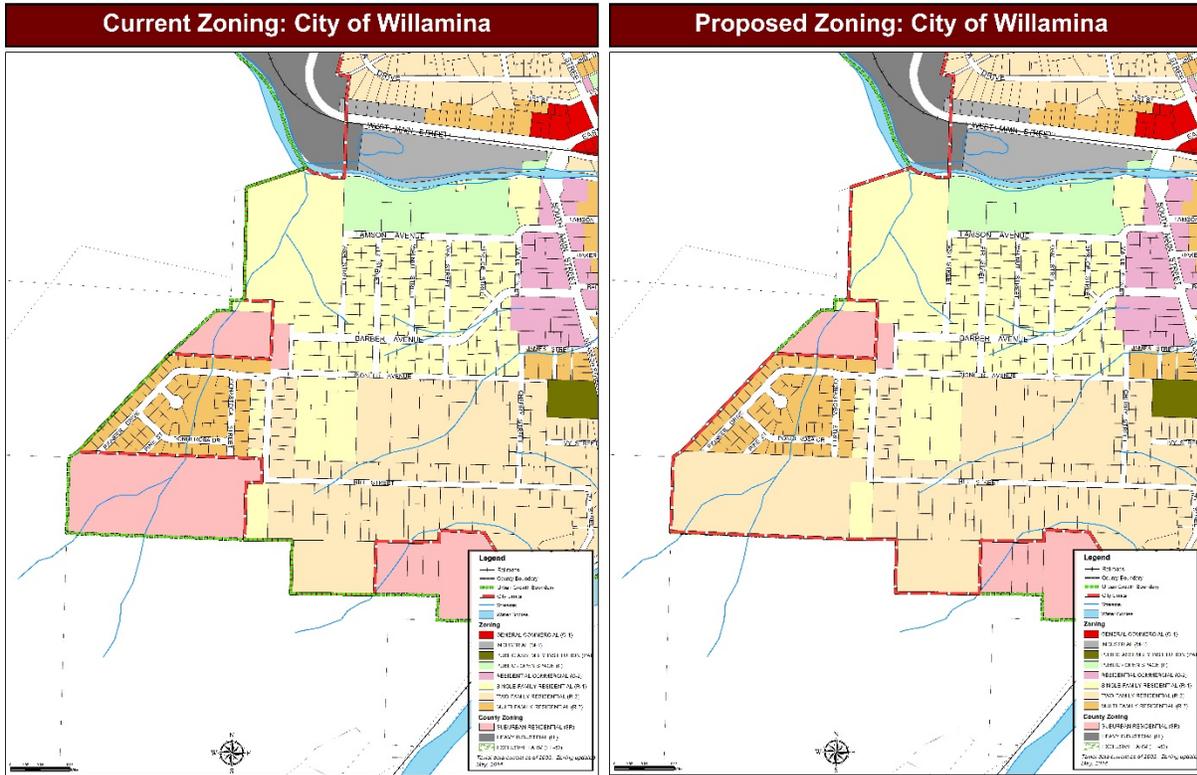


EXHIBIT “C”

CITY COUNCIL FINDINGS – ANNEXATION, ZONE CHANGE, COMPREHENSIVE
 PLAN MAP AMENDMENT
 Planning File No. ANX/ZC/CPMA 2016-01

This matter comes before the Willamina City Council on the application of the applicant, Steven Draper, to annex about 17.12 acres of land into the City of Willamina, and establish the Two-Family Residential (R-2) Zone and the Moderate Density Residential (MDR) Comprehensive Plan Map designation on the newly annexed property.

I. FINDINGS -- BACKGROUND

Applicant:	Edwin Sharer
Owner:	Steve Draper
Location:	Polk County Assessor’s Map and Tax Lot: 06712000/1100 (See Exhibit A)
Property Address:	No situs address.
Property Size:	Approximately 17.12 acres
Current Use:	Vacant
Comprehensive Plan:	Low Density Residential (LDR)
Zoning:	County Zone: Suburban Residential (SR)
Request:	Annexation of approximately 17.12 acres within the Urban Growth Boundary with a corresponding zone change and comprehensive plan map amendment.

II. APPLICATION SUMMARY

Annexation of approximately 17.12 acres within the Urban Growth Boundary (UGBJ) with a corresponding zone change and comprehensive plan map amendment. The site is currently zoned Suburban Residential (SR) in Polk County. The proposed zoning is Two-Family Residential (R-2). The Comprehensive Plan Map designation for this site is currently Low Density Residential (LDR). The proposed Comprehensive Plan Map designation is Moderate Density Residential (MDR).

According to the City of Willamina, Development Code, Section 3.111, the boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the City's Urban Growth Boundary and contiguous to the City or separated from it by a stream or right-of-way only.

This proposal was considered by the Planning Commission at a public hearing on February 7, 2017. The Planning Commission voted unanimously to recommend to the City Council adoption of the staff report and approval of an Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the Planning Commission. The condition of approval deleted by the Planning Commission was E: "Hill Street shall be improved to collector standards as a condition of approval for subdivision." The issue of access to any potential subdivision on the subject site and the conditions and feasibility of the surrounding streets to serve a potential subdivision will be addressed at the time of subdivision and will be considered in relation to the results of a traffic impact analysis and input from the public.

The City Council shall hear testimony and shall approve or deny the proposal. The City Council's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal relates to the criteria listed below:

III. CRITERIA AND FINDINGS - ANNEXATION

Annexation of approximately 17.12 acres within the Urban Growth Boundary (UGBJ) with a corresponding zone change and comprehensive plan map amendment. The site is currently zoned Suburban Residential (SR) in Polk County. The proposed zoning is Two-Family Residential (R-2). The Comprehensive Plan Map designation for this site is currently Low Density Residential (LDR). The proposed Comprehensive Plan Map designation is Moderate Density Residential (MDR).

According to the City of Willamina, Development Code, Section 3.111, the boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the City's Urban Growth Boundary and contiguous to the City or separated from it by a stream or right-of-way only.

This proposal was considered by the Planning Commission at a public hearing on February 7, 2017. The Planning Commission voted unanimously to recommend to the City Council adoption of the staff report and approval of an Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the Planning Commission. The condition of approval deleted by the Planning Commission was E: "Hill Street shall be improved to collector standards as a condition of approval for subdivision." The issue of access to any potential subdivision on the subject site and the conditions and feasibility of the surrounding streets to serve a potential subdivision will be addressed at the time of subdivision and will be considered in relation to the results of a traffic impact analysis and input from the public.

The City Council shall hear testimony and shall approve or deny the proposal. The City Council's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal relates to the criteria listed below:

IV. CRITERIA AND FINDINGS - ZONE CHANGE

V. CRITERIA – WILLAMINA DEVELOPMENT CODE - ZONE CHANGE

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

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

Applicant Response: “This property is included within the City’s Urban Growth Boundary and is currently zoned Suburban Residential as noted on the Comprehensive Plan Map. This request is for R-2 Zoning which is the least densely developed Residential District available to this property.

Findings: The subject property is within the City’s urban growth boundary and is contiguous with the existing city limits on its north and east sides. The proposal includes a zone change from County Suburban Residential to Two-Family Residential (R-2) and a corresponding Comprehensive Plan Map change from Low Density Residential to Moderate Density Residential, which is compatible with the surrounding zoning of R-3 to the north and R-2/R-1 zoning to the east. Criterion A is met.

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

Applicant Response: “Each individual zoning designation in the City of Willamina, has minimum dwelling densities which are required to be met by the developer. The designated plans are filed with and approved by the State of Oregon. As noted in Item (A), above, the requested zone R-2, has the least densely developed minimum units per acre.

This requested zoning designation comes after careful consideration of several factors. The property is sloped hillside, and larger lots are more favorable than higher density with smaller lots.

This property lies adjacent to Pioneer Heights Subdivision, and sharing the same type of terrain. The adjacent subdivision, (Pioneer Heights) s an example of what the finished development will comprise. Planned city services are anticipated to be capable of serving this type of development on this property. As part of that city planning it has

been anticipated that development of this property will include water lines, within the development, that will increase both water capacity and water pressure for this property and supplement portions of Pioneer Heights and some surrounding properties in the city.”

Findings:The proposed zoning for this site will require a minimum density of 5 units per acre and a maximum density of 7 units per acre. A level of development between the minimum and maximum density can be accommodated on the site. Criterion B is met.

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

Applicant Response: “The City of Willamina has an established development code, which can and will be met as this development moves forward. Items such as street width, slope, and access availability, all can be met. Access to public utilities is available and ready to be extended from Pioneer Heights Subdivision, which is very similar to what will occur on this property.”

Findings:Development standards for the R-2 zone are outlined in Section 2.102 of the Willamina Development Code. Residential development within the minimum and maximum densities required can be provided in compliance within the development standards required. Criterion C is met.

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

Applicant Response: “As discussed earlier in this submittal all city services are provided and available at the north and northeast boundaries of the subject property. These include:

- Street access: There are 5 existing streets serving the subject property: Pioneer Drive, Pine Street, Conestoga Street, Bales avenue, and Hill street. Hill Street is not as well improved as the other four mentioned streets. Willamina’s Transportation Planning Plan calls for Hill Street to be improved as future development occurs.
- City Water: Water is available and stubbed to the subject property at the end of each existing street terminating at the boundary of the subject property. New development will include extending Hill Street through the subject property and provide new water line and booster pump, for more capacity and additional pressure for this development and portions of Pioneer Heights and some additional existing properties.
- City Sewer: Sanitary sewer lines are available at ends of all five streets where they front onto this subject property.
- Storm Sewer: Storm sewer will utilize the seasonal creek area within the development.
- Public utilities: Electric, telephone, natural gas: All are available at the end of the 5 service streets already mentioned.

Findings:Adequate public facilities are available to the site as it is adjacent to existing urban development. Additional water pressure will be needed at the time of

development and will be conditioned at the time of subdivision. Criterion D is met.

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

Applicant Response: “The purpose statement for R-2 zoning is as follows: ‘The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex, and triplex housing opportunities at densities between 4.0 and 4.7 units per acres. The R-2 District is consistent with the Moderate Density Comprehensive Plan designation.’

The Applicant believes this purpose statement is in error. Section 2.102.05 (C) of the City’s Development Code states that “when R-2 land is subdivided, the minimum density shall be five (5) units per acre and the maximum density shall be seven (7) units per acre.

The Applicant’s proposed use of 5 units per acre is within the minimum and maximum density.

Additionally, allowing a mix of single-family, duplex, and triplex units allows for different types of lifestyles and ultimately brings appeal and opportunities to a diverse base of potential occupants.”

Findings:The applicant is correct in that the purpose statement for the R-2 zone is in conflict with the Development Standards of Section 2.102.05. In this case, the Development Standards supersede the purpose statement. The correct minimum density requirement is 5 units per acre and the correct maximum density requirement is 7 units per acre. This density will allow for the intent of the purpose statement to provide for the development of a mixture of single-family, duplex and triplex housing opportunities. Criterion E is met.

V. PLANNING COMMISSION RECOMMENDATION

On February 7 2017, the Planning Commission conducted a duly noticed public hearing, received the staff report, and received testimony from those in attendance. The Commission closed the public hearing and deliberated passing a motion recommending the City Council approve the annexation and establish the Two-Family Residential Zone (R-02) and the Moderate Density Residential Comprehensive Plan Map designation on the annexed property.

VI. CONCLUSIONARY FINDING

It is concluded the annexation and establishment of the Two-Family Residential (R-2) Zone and the Moderate Density Residential Comprehensive Plan Map designation comply with the decision criteria in the Willamina Municipal Code and the Willamina Development Code.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that on Tuesday, February 7, 2017 at 6:00 pm the Willamina Planning Commission will conduct a public hearing to consider the following request. The Planning Commission will make a recommendation to the City Council, which will conduct a public hearing on Tuesday, February 14, 2017 at 6:00 and will make a decision on the request. Both meetings will be held at West Valley Fire District, 825 NE Main St, Willamina, OR 97396.

FILENUMBER: Annexation, Zone Change, and Comprehensive Plan Map Amendment (ANX ZC CPMA 16-01)

APPLICANT: Edwin Sharer
16500 SE Lafayette Hwy., Dayton, OR 97114

OWNER: Steve Draper
P.O. Box 173, McMinnville, OR 97128

REQUEST: An Annexation, Zone Change and Comprehensive Plan Map Amendment to rezone 14-17 acres within the Willamina City Limits. The property is currently designated as Low Density Residential (LDR) on the City of Willamina Comprehensive Plan and as Suburban Residential (SR) on the County Zoning Map. The proposed zoning designation for the property is Two-Family Residential (R-2), which corresponds to the Moderate Density Residential (MDR) zone on the Comprehensive Plan Map.

PROPERTY: Tax Lot 1100, Polk County Assessor's Map 6S, 7W, Section 12. See other side.

CRITERIA: Oregon Statewide Planning Goals and Guidelines
Willamina Comprehensive Plan
Willamina Development Code

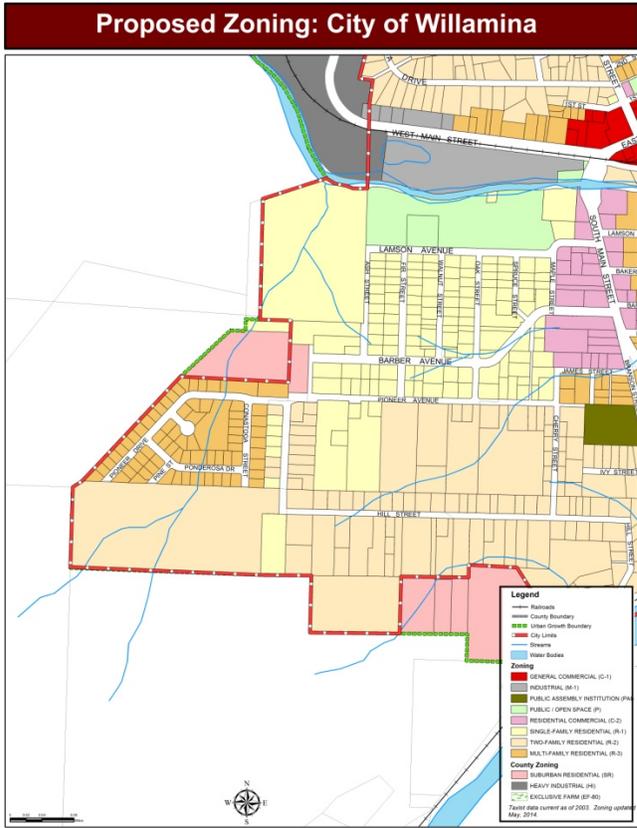
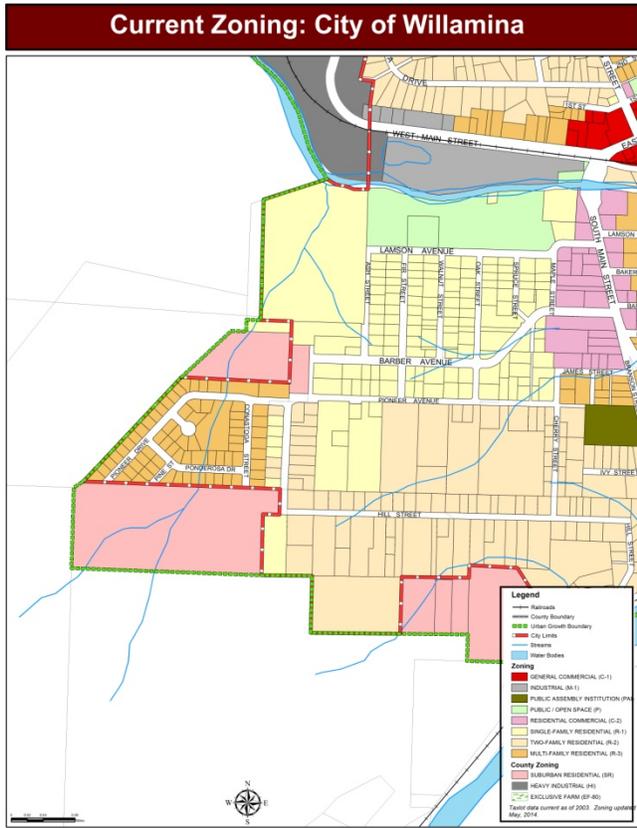
- Section 2.102: Two-Family Residential Zone (R-2)
- Section 3.111: Annexations
- Section 3.102: Zone Change
- Section 3: Procedure for Type III Review

Persons wishing to speak for or against this proposal may appear in person or by representative at the date and time listed above. Written testimony will be received up to one week prior to the hearing in person at City of Willamina, 411 NE "C" Street, Willamina, OR 97396. All testimony should be directed to the applicable criteria.

Failure to raise an issue at the hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision-makers an opportunity to respond to the issue precludes appeal of the City Council decision to the Land Use Board of Appeals. It is the applicant's responsibility to raise constitutional or other issues relating to any proposed condition of approval. The failure of the applicant to raise such issues with sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes an action for damages in circuit court.

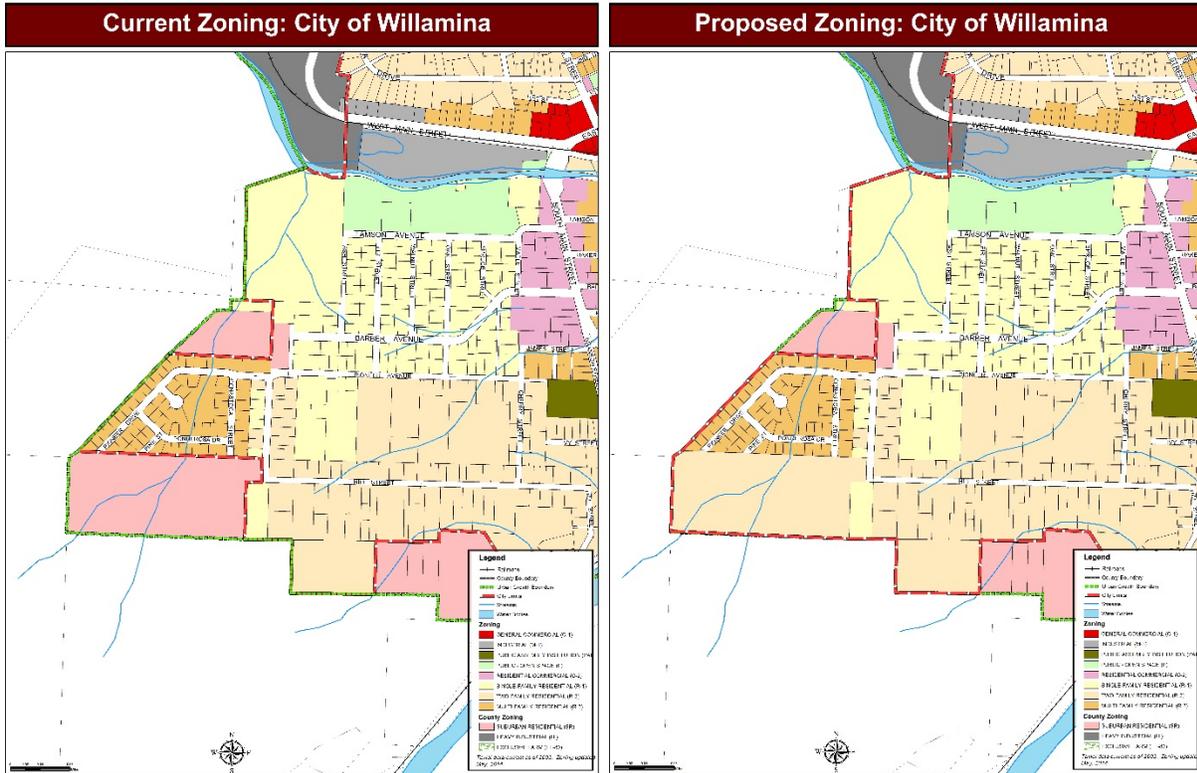
A copy of the application documents and evidence submitted by or on behalf of the applicant and applicable standards are available for inspection at no cost and will be provided at a reasonable cost. A staff report related to this application will be available for inspection seven (7) days prior to the hearing at no cost and copies provided at reasonable cost.

For additional information, please contact Planner, Lisa Brosnan at 503-540-1616.



ANX/ZC/CPMA 16-01

EXISTING AND PROPOSED ZONING



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

PLANNING APPLICATION FORM

Property Address: _____

Assessor's Map & Tax Lot Polk Yamhill
6-5-7-W Tax Lot(s) 1100
Tax Lot(s) _____

Zoning Suburban Residential

Project Type (Please check all applicable):

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

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

Attachments:

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

Description of Request

(include name of project and proposed uses)

Draper Acres

(For Office Use)

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

Property Owner: Steve Draper
Address: P.O. Box 173
Mc Minnville, OR 97128
Phone: _____

Applicant: Same
Address: _____
Phone: _____

Authorized Representative (if different from applicant):

Edwin R. Shaver
Address: 16500 SE Lafayette Hwy
Dayton, OR 97114
Phone: 503-932-4049
503-868-7349 (message)

Surveyor or Engineer (if applicable):

Address: _____
Phone: _____

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

Steve Draper 11/14/16
(Signature of Owner or Attorney-in-Fact) Date

(Signature of Additional Owner) Date

(For Office Use)

Date Application Received: _____
Date Application Complete: _____
Pre-app required? Y N Pre-app # _____
Fee Paid: 1500 Initials: DB on 12-4-16
File Number: _____

STEVE M. DRAPER
503-472-9063
P O BOX 173
MC MINNVILLE, OR 97128

8548
24-201/1230
13

11/14/16 Date

Pay to the Order of City of Willamina \$ 1,500.00
FIFTEEN HUNDRED & ⁰⁰/₁₀₀ Dollars



KeyBank National Association
McMinville, Oregon 97128
1-800-KEY2YOU® Key.com®

For _____

Steve M Draper MP

⑆ 12300201⑆

⑆ 3110248⑆ 8548

L Harland Clarke

Planning Department,
 City of Willamina
 411 SE C Street
 Oregon, 97396-2242

Re: Tax Lot 6s, 7w, Sec 12, 1100, Application for annexation to City of Willamina.
 Property owner, Steve Draper, Owner's Representative, Edwin Sharer

Enclosed please find completed application regarding annexation for the above property, Please find the application and supporting documents, including, vicinity/location map, site map, GIS topography/Aerial map, and other supporting documents, and the Applicant's response to the annexation criteria in the City of Willamina Zoning Ordinance, Sec 3.111.02.

It is the intent of the owner to submit an application for zone change simultaneous to this annexation request.

Upon completion of these two requests, if successful, the owner will submit a residential subdivision application. A tentative lot layout map is provided in this submittal as a guide to show the owner's intended proposed use of the property.

The current owner has owned the property since 1978, and is identified as Tax Lot 1100 of Sec 12 of 6s, 7w, Polk County. The subject property is located at the most southwest portion of the city limits and lies adjacent to the Pioneer Heights Subdivision The subject property is approximately 14 acres, is zoned Suburban Residential and has been within the Urban Growth Boundary for more than 20 years. This property shares similar elevation and topography as the Pioneer Heights Subdivision and surrounding properties within the city limits of Willamina.

The property was logged in the recent past and is currently reforested with young fir trees of approx. 10 years of age. A seasonal creek extends through the property, approximately midway in a south/southwesterly direction with the water flowing northerly through the Pioneer Heights Subdivision.

The City must base it's decision for the annexation request under the Criteria identified in Sec 3.111.02 of the City's Zoning Ordinance. The following is the applicants response to each item, items 1 thru 12.

For all annexations the decision shall state how the proposal will:

Item 1) *Affect the community's air resources;*

Applicant's response:

It is proposed that along with this annexation request, the property will be zoned R-2 Residential. R-2 Residential development is the least densely developed residential zone available to this property. This allows more square footage per unit/lot (lowest density) than other residential zones.

Residential zones don't emit higher amounts of dust, smoke, particulate, odors, etc., as compared to industrial or manufacturing.

Due to the city's close proximity to the coastal foothills, the topographical terrain, abundance of prevailing winds and surrounding forest use this development will have minimal impact on the city's air resources

Item 2) *Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands;*

Applicant's response:

This property has been within the city's urban growth boundary for roughly 20 years. As nearby development has occurred provisions have been implemented for availability of utility and city services to be provided in this area. Except for adequate water pressure, all city services are adequate, and available at this property. Currently, there are four existing improved city streets fronting this property, with water lines, city sewer, power, natural gas, and sidewalks. Storm sewer will utilize the seasonal creek as is the same for Pioneer Heights Subdivision.

Providing adequate city water pressure is discussed in more detail in Item 8, below.

Item 3) *Relate to areas with natural hazards;*

Applicant's response:

Two types of natural hazard come to mind concerning this property; The seasonal creek and drainage area associated with it, and the sloped terrain.

As to the seasonal creek, the applicant is providing a proposed tentative lot layout/plan. Open space has been designated the entire length of the creek area except for two street crossings with culverts. No other development will disturb the creek.

The terrain on this subject property is very similar to that of Pioneer Heights. There are no adversely steep slopes and as such will be quite manageable. All proposed street development can be accomplished within city code requirements. Any development work will require City and State Department of Environmental Quality permits. Those concerns can be met with proper steps to protect against erosion and for public safety.

Item 4) *Affect the fish and wildlife in the proposed annexation;*

Applicant's response:

There are obviously different types of wildlife habitat currently in use on the subject property. Only minimal area of the seasonal creek will be disturbed for two street crossings. The Applicant's proposed tentative lot layout shows proposed open space the entire length of the undisturbed creek area, except for the street crossing areas. Also, there are no fences that are proposed which would restrict movement of the different types of critters that might possible move through this area.

With the only disturbance to the seasonal creek area being the street crossings, down stream water quality should remain good and be adequately protected.

Item 5) *Utilize energy resources and conserve energy use;*

Applicant's Response;

This property is located close to existing urban development. Existing city streets will be extended providing the closest possible access to destinations residents might wish to reach. Traffic will not be routed away from the direction of travel they wish to go, with wasted travel time and mileage.

This property has a significant amount of south and south easterly slope. This type of slope lends itself to utilizing solar benefits at the time of construction, benefiting the occupants of the dwellings. The applicant will be seeking R-2 zoning which should allow for somewhat larger lots and better suited for utilizing solar benefits. Newly constructed streets will be of sufficient width to accommodate bicycles

and sidewalks for pedestrian traffic.

Item 6) *Protect open spaces and scenic views and areas;*

Applicant's Response:

The proposed use here is for residential development, with R-2 zoning. R-2 zoning is the least densely development zone, available to this property, which usually equates to larger lots allowing flexibility in landscaping and siting the dwelling. and more easily achieving spacious views for the inhabitants.

Pioneer Heights is a living example of view potential from these sloped hillsides.

The creek area will be mindfully protected and the open space adjacent to it will be preserved for everyone to enjoy.

Item 7) *Provides for transportation needs in a safe, orderly and economic manner;*

Applicant's Response:

Constructive planning by the city regarding past development makes this an appropriate annexation to the city. As stated prior in this narrative and again here, the transportation needs of this development property are a natural fit to the existing city transportation network and the City's Transportation Planning Plan. Access to this property is provided by 4 city streets, which have been constructed to the edge of this property, needing only to be extended through the property at the time of development. Pioneer Drive, Pine Street, Conestoga Street, and Bales Avenue are all improved, with sidewalks. Power, water, sewer, and communication utilities are available at the end of each existing street.

Hill Street must be extended to the west, extending through any new development. A major portion of Hill Street, currently lacks current upgrades; Curbs, sidewalks, etc . The City's Transportation Plan calls for Hill Street to be improved as development occurs along the street.. As the subject property is developed, Hill Street will be extended within the property to Collector Street specifications regarding width.

Item 8) *Provide for an orderly and efficient arrangement of public services;*

Applicant's Response:

All city services are currently located within, and available to the Pioneer Heights Subdivision.

Five city streets currently abut and can serve this property. All five currently have city services and can be used to provide some services if needed. The four streets in Pioneer Heights Subdivision (Pioneer Drive, Pine Street, Conestoga street, and Bales Avenue) are improved with all city services and are stubbed to the property, and merely need extending onto the subject property.

As development has occurred adjacent to the subject property, it became apparent that if additional development were to occur, additional water capacity and water pressure would need to be made available. Pioneer Heights has only minimal pressure in the higher elevations.

At the intersection of Hill and Bales and extending westward, a new water line and booster pump would need to be constructed to supplement this new development. It is anticipated that the addition of these two features (larger water line and booster pump) extending along the newly constructed portion of Hill Street will be connected to some portion of the existing Pioneer Heights Subdivision so that the current water situation will be improved and supplemented. The expense of these water service improvements will be borne by the applicant when the property is developed.

Item 9) *Provide for the recreational needs of the citizens;*
Applicant's Response:

The city requires fees to be paid at the time of development for parks and recreation. All new streets will have sidewalks for walker, hikers, and runners. Street will be of sufficient width for bicycles.

Item 10) *Affect identified historical sites and structures and provide for the preservation of such sites and structures;*

Applicant's Response: The subject property is a bare land parcel. The Applicant is not aware of any identified historical sites or structures associated with the subject property. Most certainly there are none associated with this property that would be impacted or destroyed.

Item 11) *Provide and enhance the economy of the City.*

Upon completion of this annexation, zone change and subdivision approval process, the city of Willamina and its citizens will have the opportunity to enjoy new homes in a nice setting. Not everyone wants a new home, just as, not everyone wants to live in an older home, but new homes bring opportunity and more choices for families. Property taxes on new houses bring tax dollars that help to improve infrastructure, schools and support other services, and are proportionally higher than most older existing homes due to Measure 50.

Item 12) *Provide quality, safe housing through a variety of housing types and price ranges.*

Applicant's Response:

Development of this property in R-2 zoning is the goal of this endeavor. This property is sloped hillside and will lend itself to larger rather than smaller lot sizes.

It is not always possible to provide multiple types of housing in a single property development. The proposed R-2 Designation will allow many different types of dwelling units, including; single family dwelling including single family manufactured homes, single family attached dwelling unit/townhouse, duplex dwellings, triplex housing, residential care homes and day care facilities.

November 1, 2016



Edwin R. Sharer
16500 SE Lafayette Hwy
Dayton OR 97114

Phone 503-932-4049
e-mail e_sharer@hotmail.com

STREET INDEX

- 1ST ST...2-B
- 2ND ST...2-A
- 3RD ST...2-A
- 4TH PL...2-A
- 4TH ST...2-A
- 5TH ST...2-A
- ADAMS ST...2-B
- ASH ST...1-B
- ASH ST...2-B
- BAKER ST...2-B
- BALES AVE...1-C
- BARBER AVE...1-B
- BRANSON ST...2-C
- C ST...2-A
- CEDAR ST...2-C
- CHERRY ST...2-C
- CHURCHMAN ST...2-A
- CONASTOGA ST...1-C
- DS T...2-B
- EST...2-A
- F ST...2-A
- FIR ST...1-B
- HILL DR...1-C
- HIGHWAY 18...2-B
- MY ST...2-C
- JACKSON ST...2-C
- JAMES ST...2-B
- LAMSON AVE...1-B
- LAMSON ST...2-B
- MAIN ST...1-B
- MAIN ST...2-B
- MAPLE ST...2-B
- CAIK ST...1-B
- CAIKEN HILLS DR...3-A
- PINE ST...1-C
- PIONEER CT...1-C
- PIONEER DR...1-C
- PONDEROSA DR...1-C
- SPRUCE ST...1-B
- WALNUT ST...1-B
- WASHINGTON ST...2-B
- WILLAMINA DR...1-B
- WILLAMINA CRK RD...1-A
- YAN HILL ST...2-B

Legend

- City Hall
- Library
- Post Office
- School
- Parks



WILLAMINA

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POLK COUNTY

POLK COUNTY

POLK COUNTY GIS 2008

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Subject Property

Vicinity map

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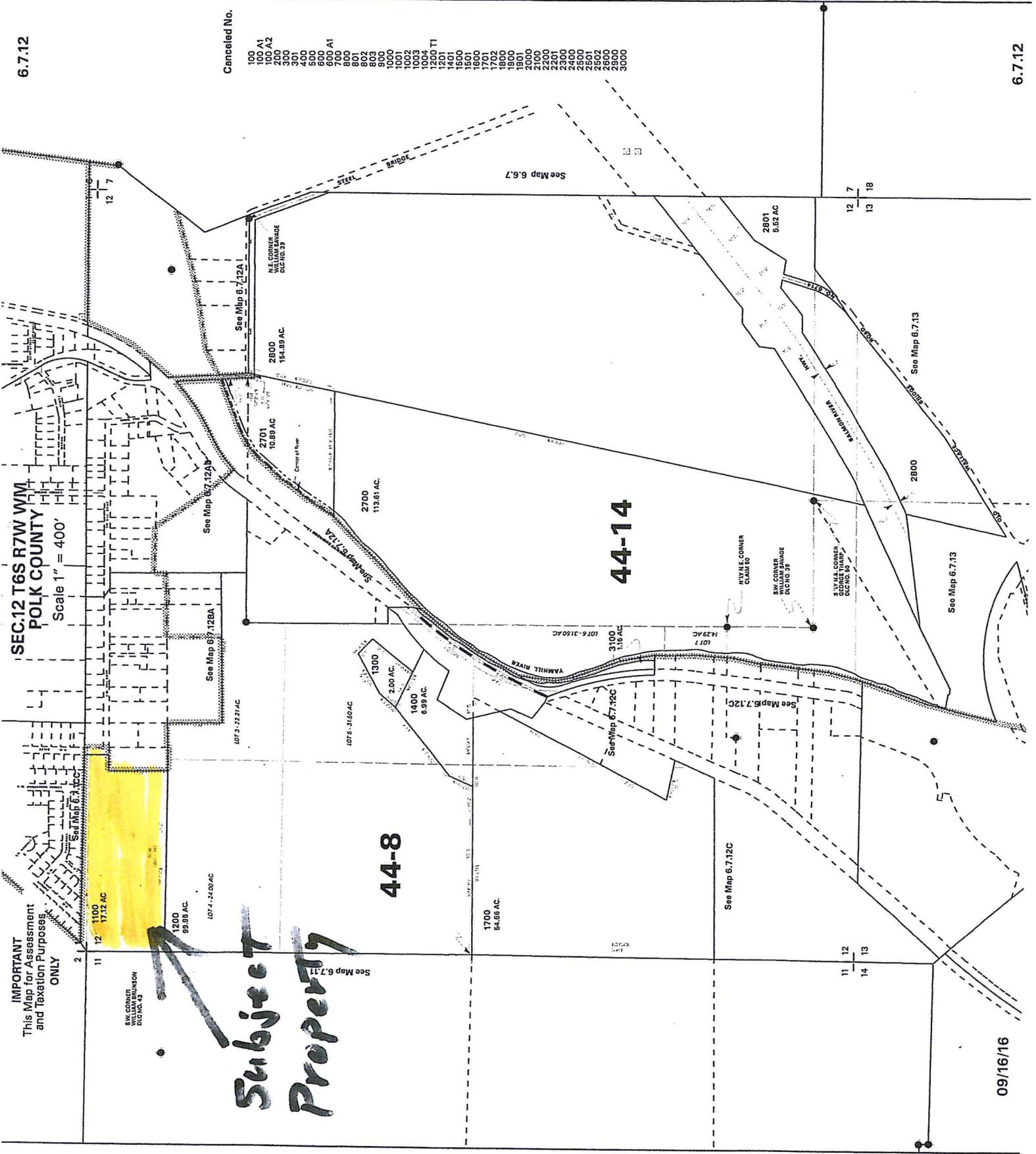
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**SEC.12 T6S R7W WM
POLK COUNTY**

Scale 1" = 400'

IMPORTANT
This Map for Assessment
and Taxation Purposes
ONLY

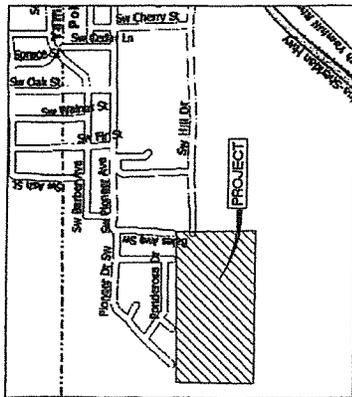


**Subject
Property**

09/16/16

Tentative Lot Layout

September 10, 2016



PROPERTY INFORMATION:

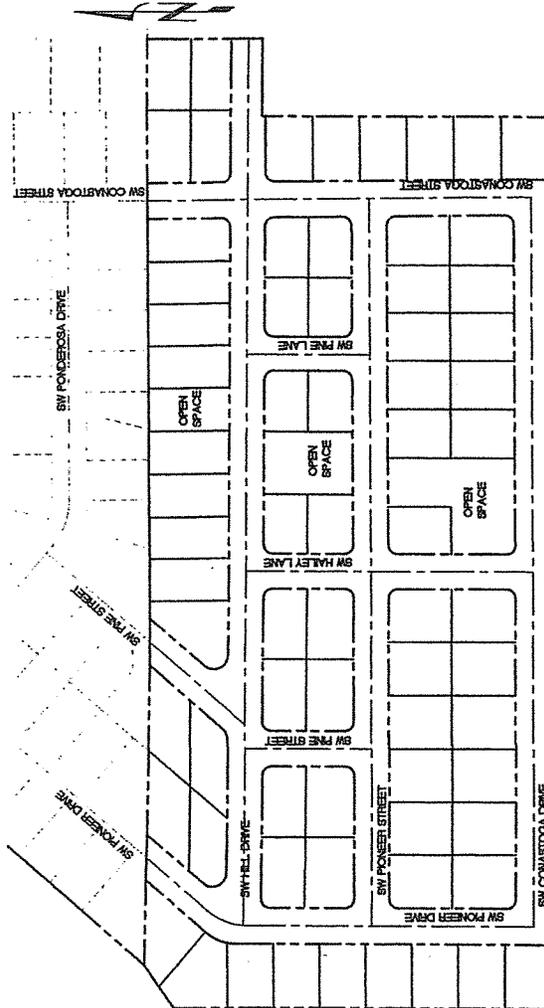
THIS PROJECT IS LOCATED ON TAX LOT 1100
 IN SECTION 12, TOWNSHIP 6 SOUTH, RANGE
 7 WEST OF THE WILLAMETTE MERIDIAN,
 WITHIN THE CITY OF WILLAMINA, COUNTY
 OF POLK, STATE OF OREGON.

Owner/Applicant:

Steve Draper
 PO Box 173
 McMinnville, OR 97128

Owner/ Representative

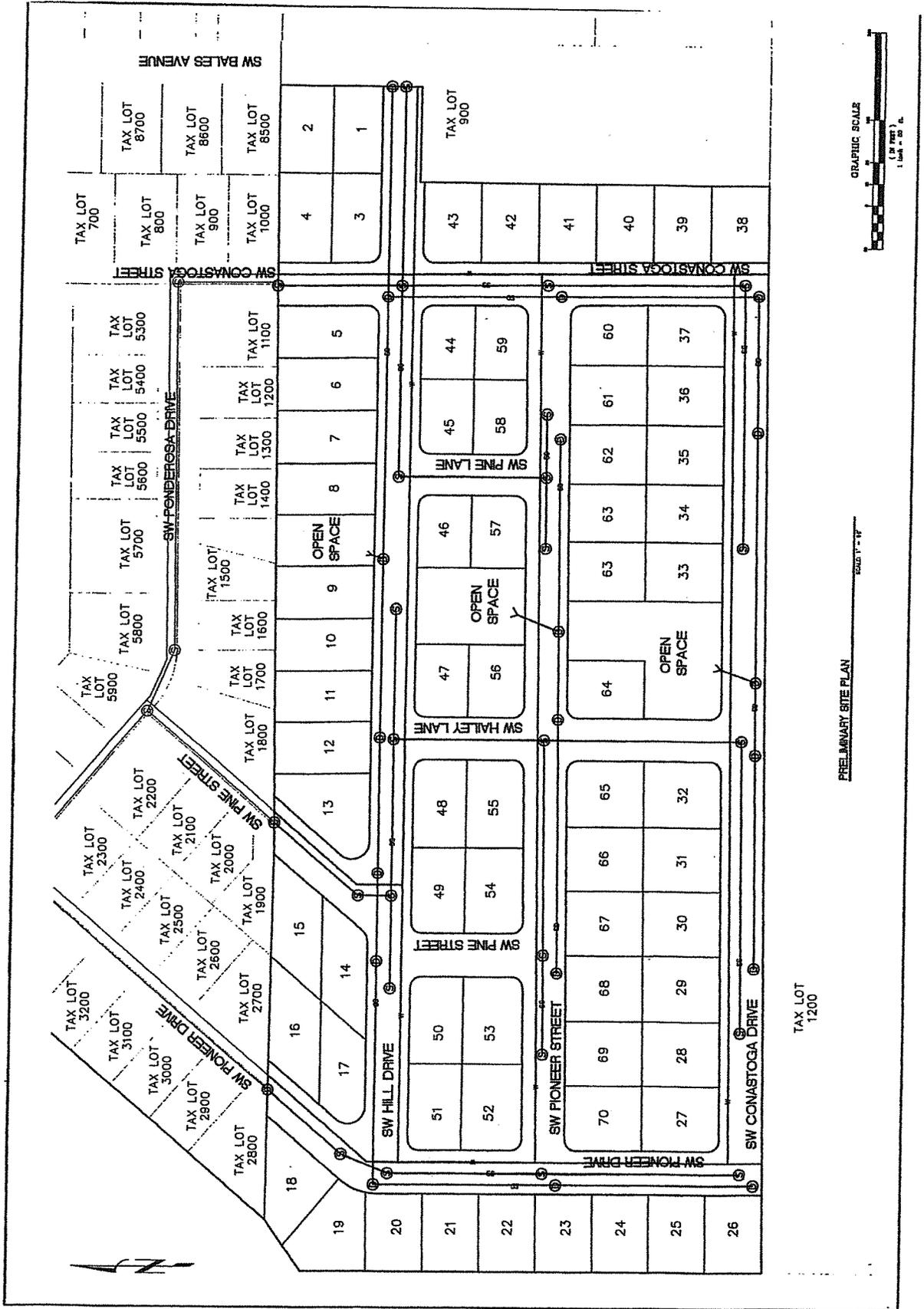
Edwin Sharer
 16500 SE Lafayette Highway
 Dayton, OR 97114
 Phone: 503-932-4049

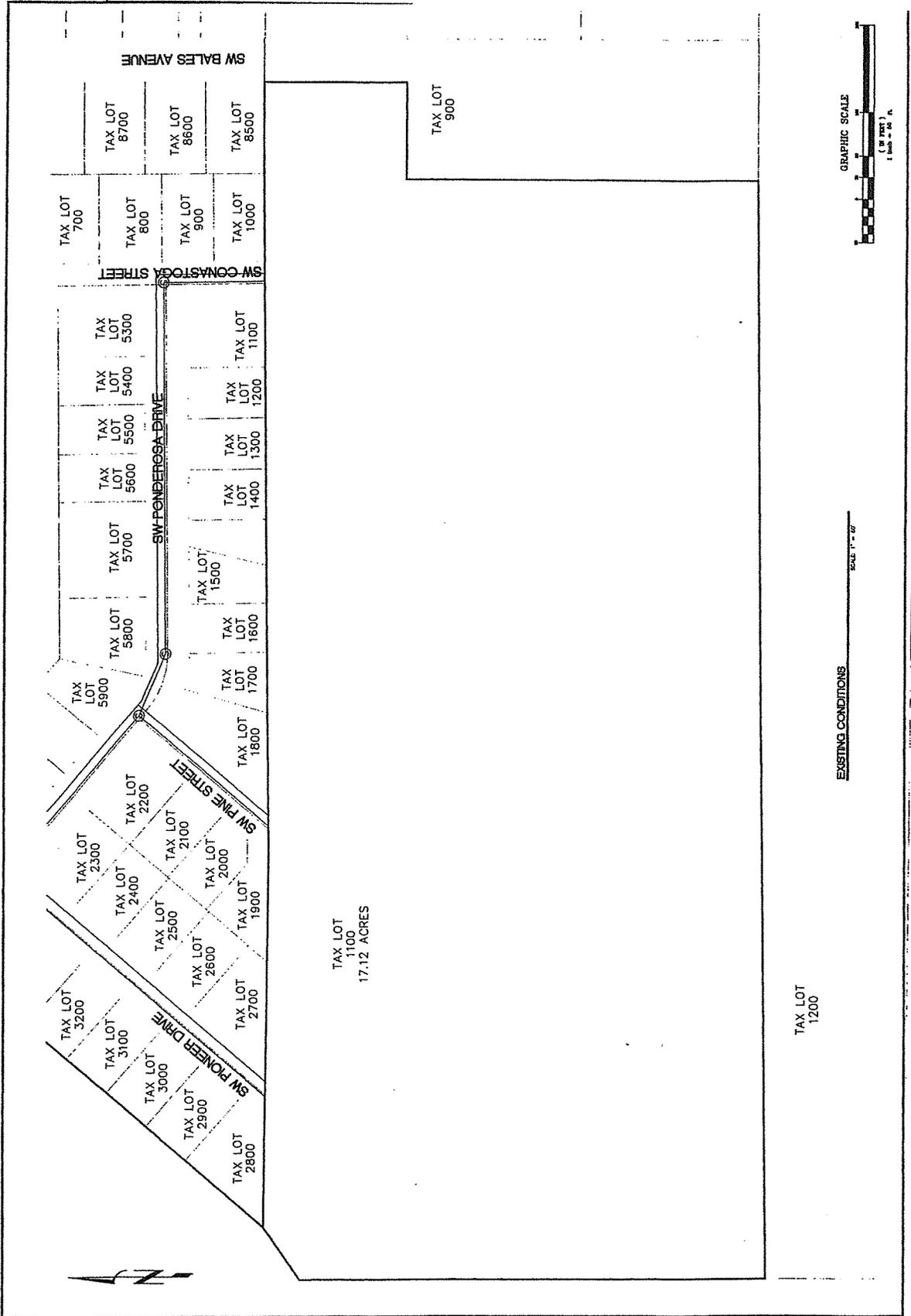


SHEET NUMBER	DESCRIPTION
1	COVER SHEET
2	EXISTING CONDITIONS
3	PRELIMINARY LOT LAYOUT

PRELIMINARY SITE PLAN

SCALE 1" = 20'





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

PLANNING APPLICATION FORM

Property Address: _____

Property Owner: Steve Draper
Address: P.O. BOX 173
McMinnville, OR 97128
Phone: _____

Assessor's Map & Tax Lot Polk Yamhill
6-5-7-W Tax Lot(s) 1100
Tax Lot(s) _____

Applicant: Same
Address: _____
Phone: _____

Zoning Suburban Residential

Authorized Representative (if different from applicant):
Edwin R. Shores
Address: 16500 SE Lafayette Hwy
Dayton, OR 97114
Phone: 503-932-4049
503-868-7349 (message)

Project Type (Please check all applicable):

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

Surveyor or Engineer (if applicable):
Address: _____
Phone: _____

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

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

Attachments:

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

Steve Draper 11/14/16
(Signature of Owner or Attorney-in-Fact) Date

Description of Request

(include name of project and proposed uses)

Draper Acres

(Signature of Additional Owner) Date

(For Office Use)

Date Application Received: _____
Date Application Complete: _____
Pre-app required? Y N Pre-app # _____
Fee Paid: _____ Initials: _____
File Number: _____

(For Office Use)

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

Planning Dept.
 City of Willamina
 411 SE C Street
 Willamina Oregon 97396

Re: Application for zone change; City of Willamina Tax Lot 1100, 6s, 7w, Sec 12, Polk County, Property Owner; Steve Draper, Owner's Representative; Edwin Sharer

Enclosed please find an application for zone change regarding the above property, as required under Section 3.102 through Section 3.102.03, City of Willamina Zoning Ordinance. Included is the completed Application and supporting documents, including vicinity/location map, site map, geographical topography map, City of Willamina Comprehensive Plan Map, and other supporting documents.

This submittal includes the Applicant's Submittal/Response to Criteria (A) through (E) of Sec 3.102.03, of the City of Willamina Zoning Ordinance.

It is the intent of the Owner to simultaneously submit an application for annexation as well. The application for annexation includes a proposed tentative lot layout as a guide to show the Owner's intended proposed use of the property.

Owner's Response/Submittal regarding Sec. 3.102.03 Criteria for Approval;

“Zone change proposals shall be approved if the Applicant provides evidence substantiating the following”:

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

Applicant's Response:

This property is included within the City's Urban Growth Boundary and is currently zoned Suburban Residential as noted on the Comprehensive Plan Map. Copy included. This request is for R-2 Zoning which is the least densely developed Residential District available to this property.

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

Applicant's Response:

Each individual zoning designation in the City of Willamina, has minimum dwelling densities which are required to be met by the developer. The designated plans are filed with and approved by the State of Oregon. As noted in Item (A), above, the requested zone R-2, has the least densely developed minimum units per acre.

This requested zoning designation comes after careful consideration of several factors. The property is sloped hillside, and larger lots are more favorable than higher density with smaller lots.

This property lies adjacent to Pioneer Heights Subdivision, and sharing the same type of terrain. The adjacent subdivision, (Pioneer Heights) is an example of what the finished development will comprise. Planned city services are anticipated to be capable of serving this type of development on this property. As part of that city planning it has been anticipated that development of this property will include water lines, within the development, that will increase both water capacity and water pressure for this property and supplement portions of Pioneer Heights and some surrounding properties in the city.

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

Applicant's Response:

The City of Willamina has an established development code, which can and will be met as this development moves forward. Items such as street width, slope, and access availability, all can be met. Access to public utilities is available and ready to be extended from Pioneer Heights Subdivision, which is very similar to what will occur on this property.

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

Applicant's Response:

As discussed earlier in this submittal all city services are provided and available at the north and northeast boundaries of the subject property. These include;

Street access: There are 5 existing streets serving the subject property; Pioneer Drive, Pine Street, Conestoga Street, Bales Avenue, and Hill Street.

Hill Street is not as well improved as the other four mentioned streets. Willamina's Transportation Planning Plan calls for Hill Street to be improved as future development occurs.

City Water: Water is available and stubbed to the subject property at the end of each existing street terminating at the boundary of the subject property.

New development will include extending Hill Street through the subject property and provide new water line and booster pump, for more capacity and additional pressure for this development and portions of Pioneer Heights and some additional existing properties.

City Sewer: Sanitary sewer lines are available at ends of all five streets where they front onto this subject property.

Storm Sewer: Storm sewer will utilize the seasonal creek area within the development.

Public utilities: electric, telephone, natural gas: All are available at the end of the 5 service streets already mentioned.

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

Applicant's Response:

The purpose statement for R-2 zoning is as follows:

“The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex, and triplex housing opportunities at densities between 4.0 and 4.7 units per acre. The R-2 District is consistent with the Moderate Density Comprehensive Plan designation”.

The Applicant believes this purpose statement is in error. Section 2.102.05 (C) of the City's Development Code states that “when R-2 land is subdivided, the minimum density shall be five (5) units per acre and the maximum density shall be seven (7) units per acre.

The Applicant's proposed tentative lot layout will be for 70 lots/units, or 5 units per acre. That being stated the proposed use of 5 units per acre is within the minimum and maximum density.

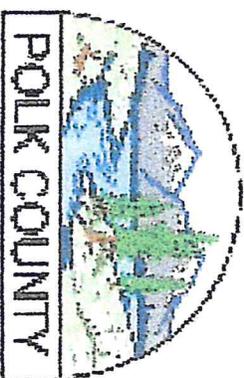
Additionally, allowing a mix of single-family, duplex, and triplex units allows for different types of lifestyles and ultimately brings appeal and opportunities to diverse base of potential occupants.

November 1, 2016



Edwin R. Sharer
16500 SE Lafayette Hwy
Dayton OR 97114
Phone 503.932.4049
email e_sharer@hotmail.com

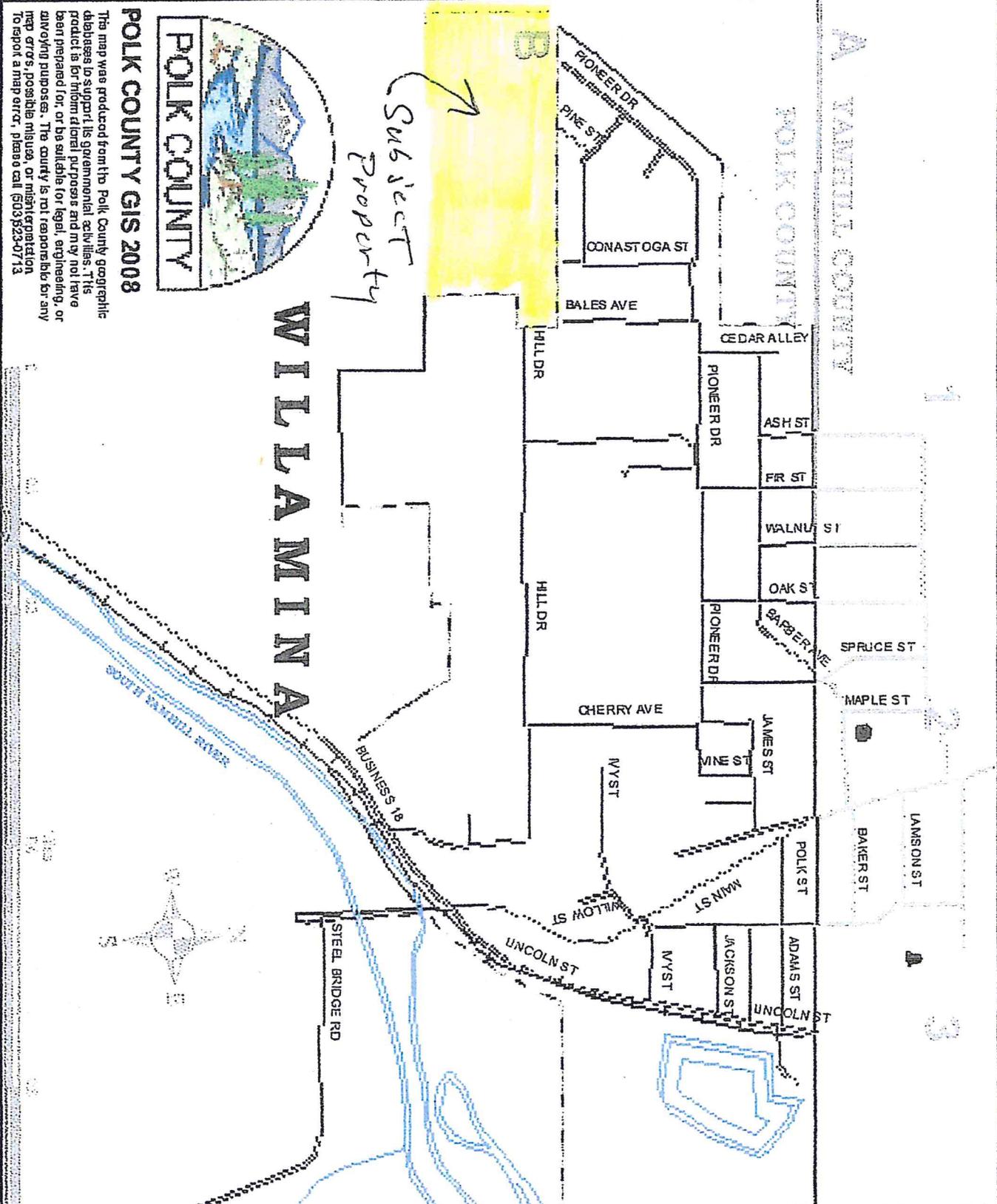
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WILLAMINA



Vicinity map



Legend

- City Hall
- Library
- Post Office
- School
- Parks

STREET INDEX

1ST ST	2-B
2ND ST	2-A
3RD ST	2-A
4TH PL	2-A
4TH ST	2-A
5TH ST	2-A
ADAMS ST	2-B
ASH ST	1-B
BST	2-B
BAKER ST	2-B
BALES AVE	1-C
BARBER AVE	1-B
BRANSON ST	2-C
CST	2-A
CEGAR ST	2-C
CHERRY ST	2-C
CHURCHMAN ST	2-A
CONVAB TOSA ST	1-C
D8 T	2-B
EST	2-A
FST	2-A
FIR ST	1-B
HL DR	1-C
HIGHWAY 18	2-B
MY ST	2-C
JACKSON ST	2-C
JAMES ST	2-B
LAMSON AVE	1-B
LAMSON ST	2-B
MAIN ST NW	4-B
MAPLE ST	2-B
OAK ST	1-B
OAKEN HILLS DR	3-A
PINE ST	1-C
PIONEER CT	1-C
PIONEER DR	1-C
PONDEROSA DR	1-C
SPRUCE ST	1-B
WALNUT ST	1-B
WASHINGTON ST	2-B
WILLAMINA DR	1-B
WILLAMINA CRK RD	1-A
YAMHILL ST	2-B

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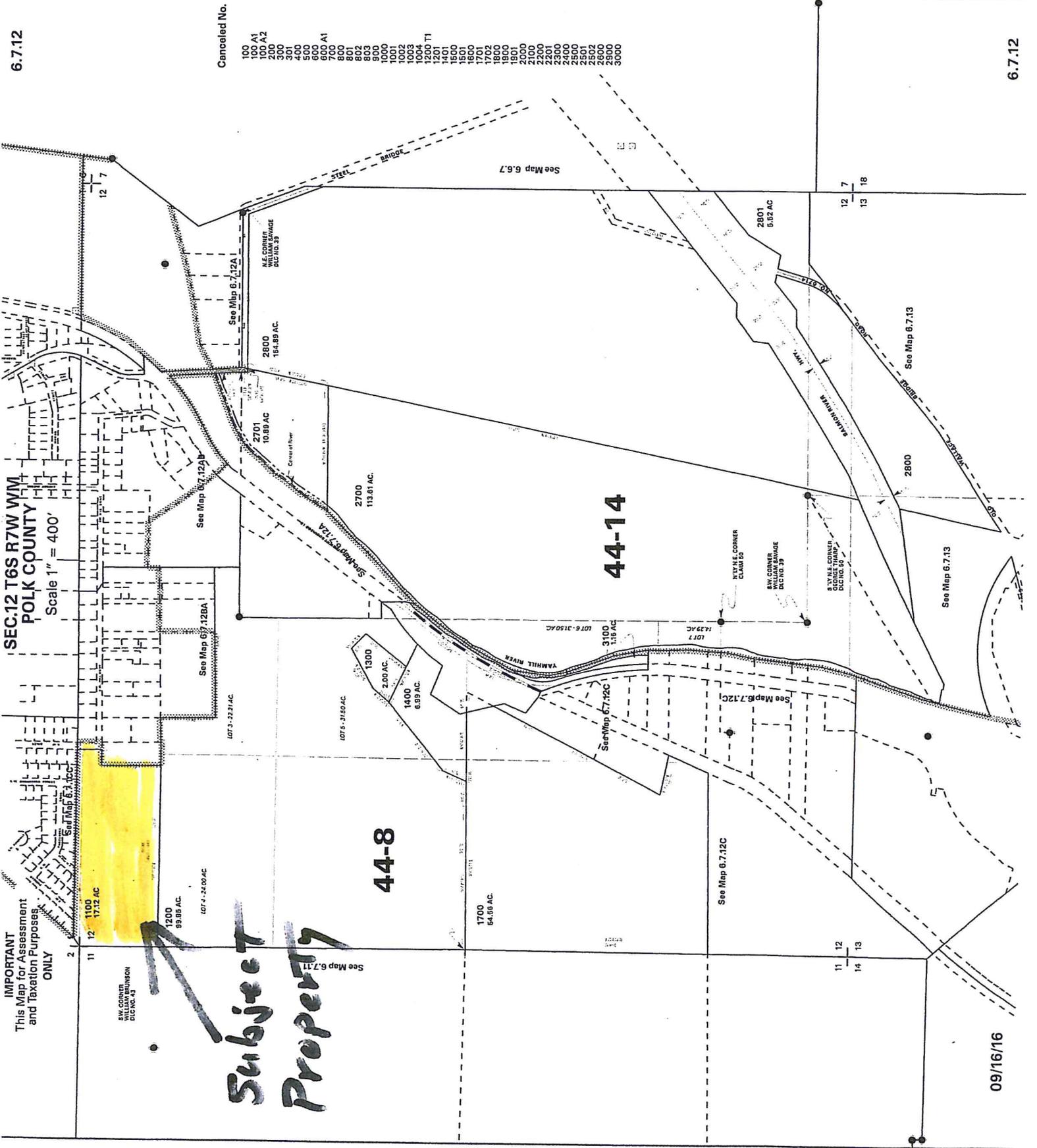
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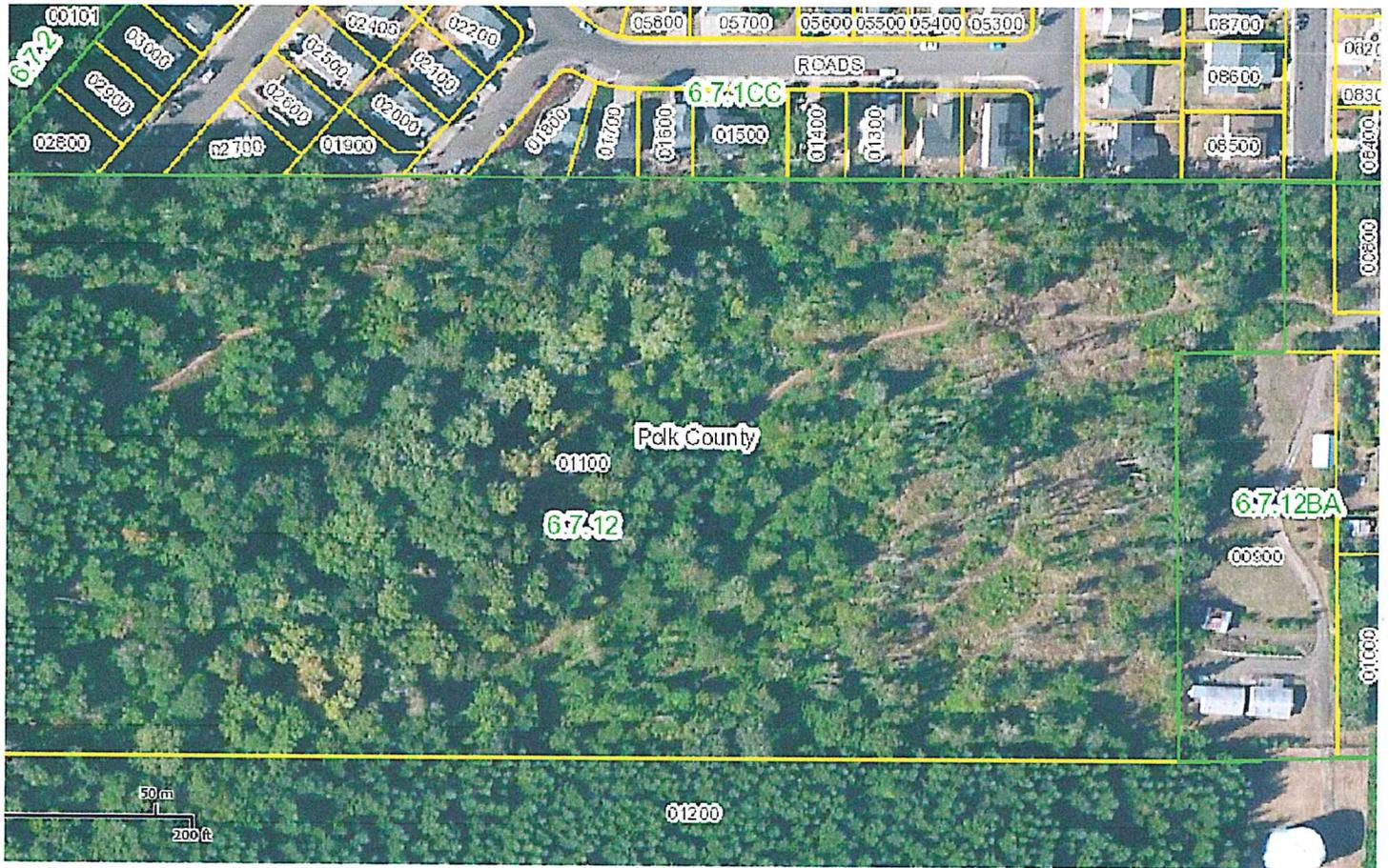


Subject Property

09/16/16

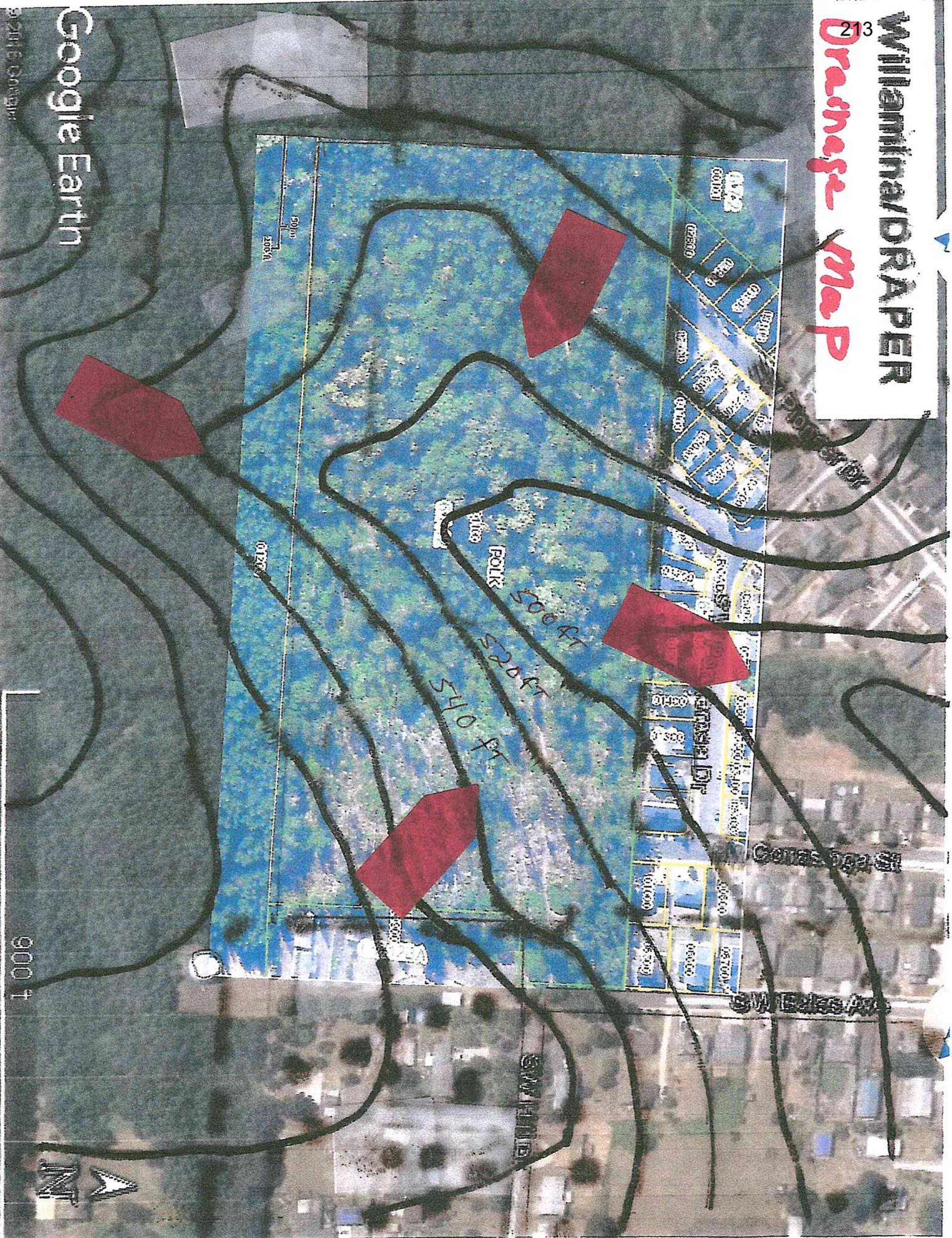
The Oregon Map

New Directions



Copyright 2011 ORMAP. All rights reserved. Sun Oct 2 2016 04:02:16 PM.

213
Williamina/DRAPER
Drainage Map



Google Earth

© 2016 Google

900 7

Tentative Lot Layout

September 10, 2016

PROPERTY INFORMATION:

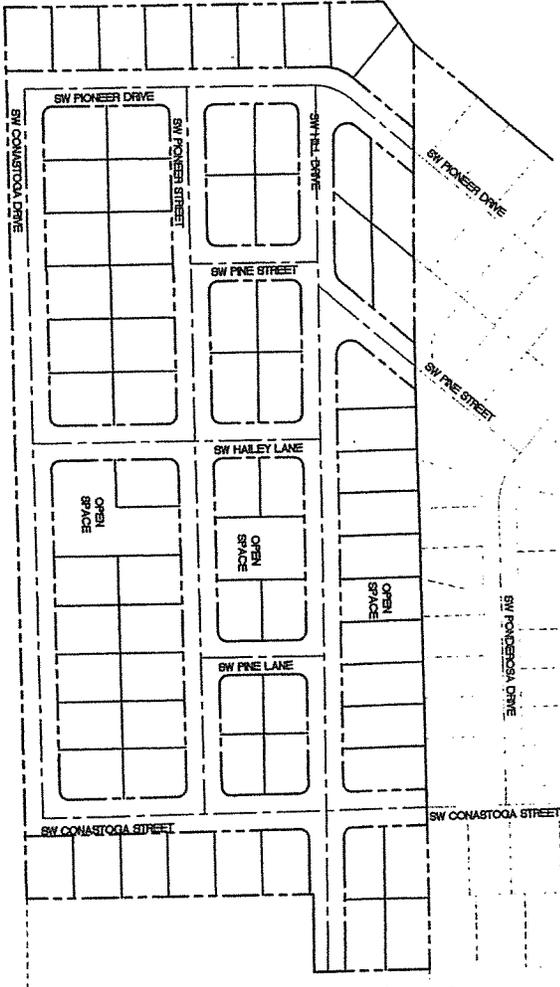
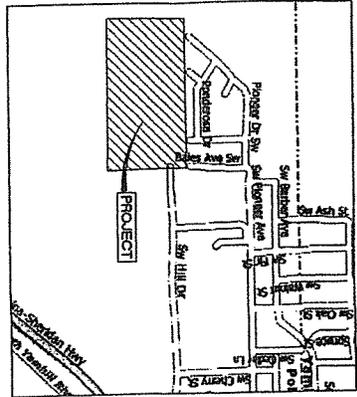
THIS PROJECT IS LOCATED ON TAX LOT 1100
 IN SECTION 12, TOWNSHIP 6 SOUTH, RANGE
 7 WEST OF THE WILLAMETTE MERIDIAN,
 WITHIN THE CITY OF WILLAMINA, COUNTY
 OF POLK, STATE OF OREGON.

Owner/Applicant:

Steve Draper
 PO Box 173
 McMinnville, OR 97128

Owner/ Representative

Edwin Sharer
 16500 SE Lafayette Highway
 Dayton, OR 97114
 Phone: 503-932-4049

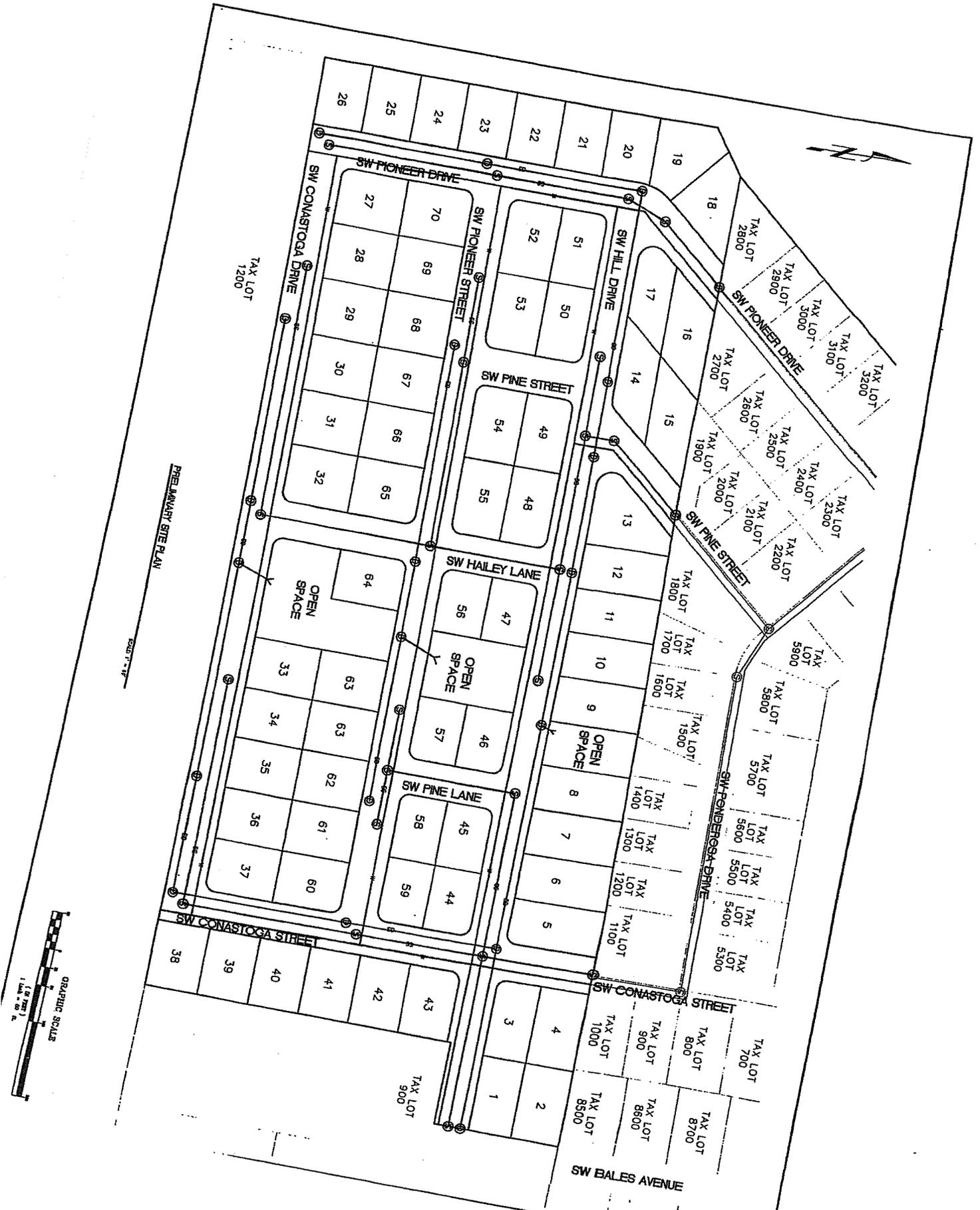


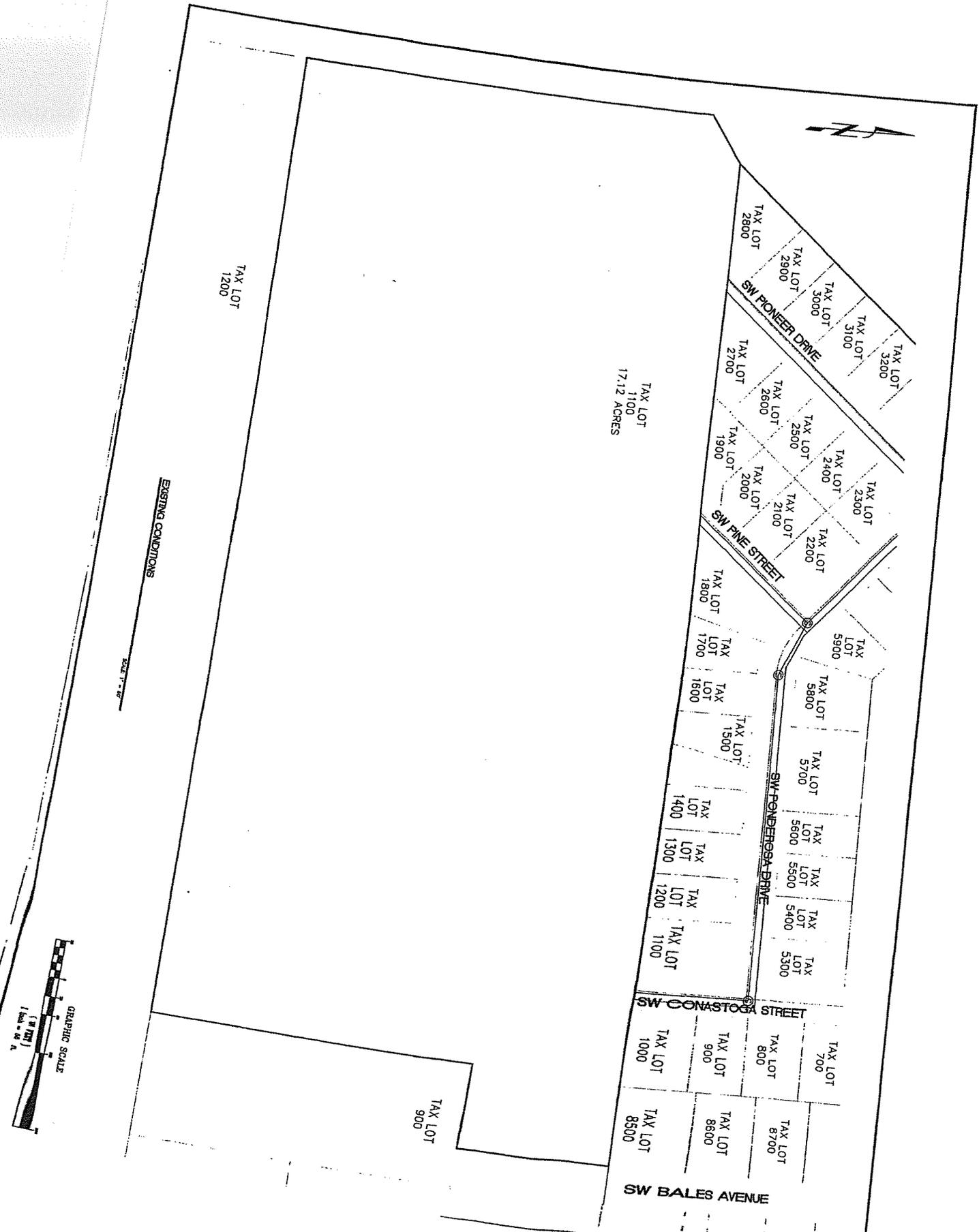
PRELIMINARY SITE PLAN

Scale: 1" = 40'

SHEET INDEX:

SHEET NUMBER	DESCRIPTION
1	COVER SHEET
2	SECTION COMMENTS
3	PRELIMINARY LOT LAYOUT





Brosnan, Lisa

From: Peter Olsen <polsen@Kellerassociates.com>
Sent: Friday, December 23, 2016 9:37 AM
To: Brosnan, Lisa
Cc: Jesse Fields
Subject: RE: Request for Comment Draper Annexation and Zone Change

Lisa,

Here are my comments for the Draper annexation and zone change applications:

- Water - Applicant should clarify whether the existing Hill Dr. pump station and discharge line is to be improved or if they are proposing a new pump station. We recommend upgrades to existing Hill Dr. pump station and likely increasing the size of the mainline along Hill Dr. Both the necessary improvements to the booster pump station and the mainline should be modeled by the City Engineer with the system wide model with the new demands and fire flows. The applicant should be responsible for bearing the costs of that modeling. We also recommend installing the check valve on SW Pioneer Dr. water line to supplement fire flows to Pioneer Heights (priority 1D from 2015 WMP).
- Storm Drainage - Applicant should be made aware that a plan for storm drainage and erosion control will need to be submitted before subdivision application will be approved (2.204.3)
 - There are reported drainage issues with this seasonal creek proposed for use in the Pioneer Drive Basin in the '99 Stormwater Masterplan.
 - (Note to Lisa) We could not find anything in our reference documents indicating that the proposed improvements in the report were completed, so we can only assume this issue still exists
 - Future flows to this creek as a result of development will need to be less than or equal to current flows. Detention facilities will likely be required.
- Sanitary Sewer - Applicant should be made aware that verification of the downstream sanitary conveyance system capacity will need to be verified before subdivision application will be approved. If existing lines cannot handle increased flows, upgrades should be made to trunk lines at developers expense. This may include upgrades to the south pump station.
- Roadways – As mentioned in the application, the Transportation System Plan calls for Hill Street to be improved as future development occurs.
- Miscellaneous conditions, as per 3.201.03(H), to be documented as part of the approval process:
 - All public and private utilities to be extended into new development at the developer's expense.
 - Existing Hill Dr. to be improved during development at developer's expense.

Regards,

Peter A. Olsen, P.E.
 Project Manager | Keller Associates, Inc.
 P 503.364.2002 | C 503.910.2421

From: Brosnan, Lisa [mailto:LBrosnan@mwvcog.org]
Sent: Friday, December 09, 2016 3:09 PM
To: Jeff Brown <brownj@ci.willamina.or.us>; Peter Olsen <polsen@Kellerassociates.com>; zimbrick, carrie <carrie.zimbrick@willamina.k12.or.us>; Kevin Clark <kclark@westvalleyfd.org>; McGuigan, Austin <mcguigan.austin@co.polk.or.us>; Ryan Slack <ryan.slack@pgn.com>; Stephanie Baxter <s2b@nwnatural.com>; Dan Cary <dan.cary@state.or.us>

REPORTS
FROM
CITY
OFFICERS



Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 1/1/2017 to 1/31/2017

City of WILLAMINA

UCR Description	1/1/2016 To 1/31/2016	1/1/2017 To 1/31/2017	Percentage Change	YTD (2017)	Prior Year (2016)
Part 1					
Aggravated Assault	0	0		0	2
Burglary-Business	0	0		0	2
Burglary-Non-Residence	0	1		1	3
Burglary-Residence	1	0		0	10
Larceny	4	2	-50 %	2	53
Motor Vehicle Theft-Auto	0	0		0	10
Part 1 Total	5	3	-40 %	3	80
Part 2					
All Other	0	0		0	8
Animal Problems	0	0		0	1
Disorderly Conduct	1	0		0	8
Drug Laws	5	2	-60 %	2	25
DUII	1	0		0	5
Forgery	0	0		0	1
Fraud	0	1		1	2
Kidnapping	0	0		0	1
Liquor Laws	0	0		0	4
Runaway	0	0		0	2
Sex Offenses	0	0		0	1
Simple Assault	3	2	-33.33 %	2	28
Stolen Property	0	0		0	3
Trespass/Prowler	3	0		0	17
Vandalism	0	0		0	18
Weapons	0	0		0	3
Part 2 Total	13	5	-61.54 %	5	127
Part 3					
All Other	12	9	-25 %	9	102
Non-Reportable Offenses	9	9		9	106
Part 3 Total	21	18	-14.29 %	18	208
Total For WILLAMINA	39	26	-33.33 %	26	415

Public Works Monthly Report to Council**Feb. 8, 2017**

The past month has been extra busy. We have gone from sun to snow to freezing rain to rain and floods and back again. All this activity has meant little time off since the first of the year.

The intake completely filled with sand and was unusable for a time because of bank erosion and high water. A professional vac truck (a vacuum cleaner on steroids x 5) was called in to clean out the well. They removed approximately 40 yards of material.

We had extra high usage of water during the freezing weather. Quite a bit of time was spent trying to keep up with the water plant and doing shut offs for broken pipes from freezing.

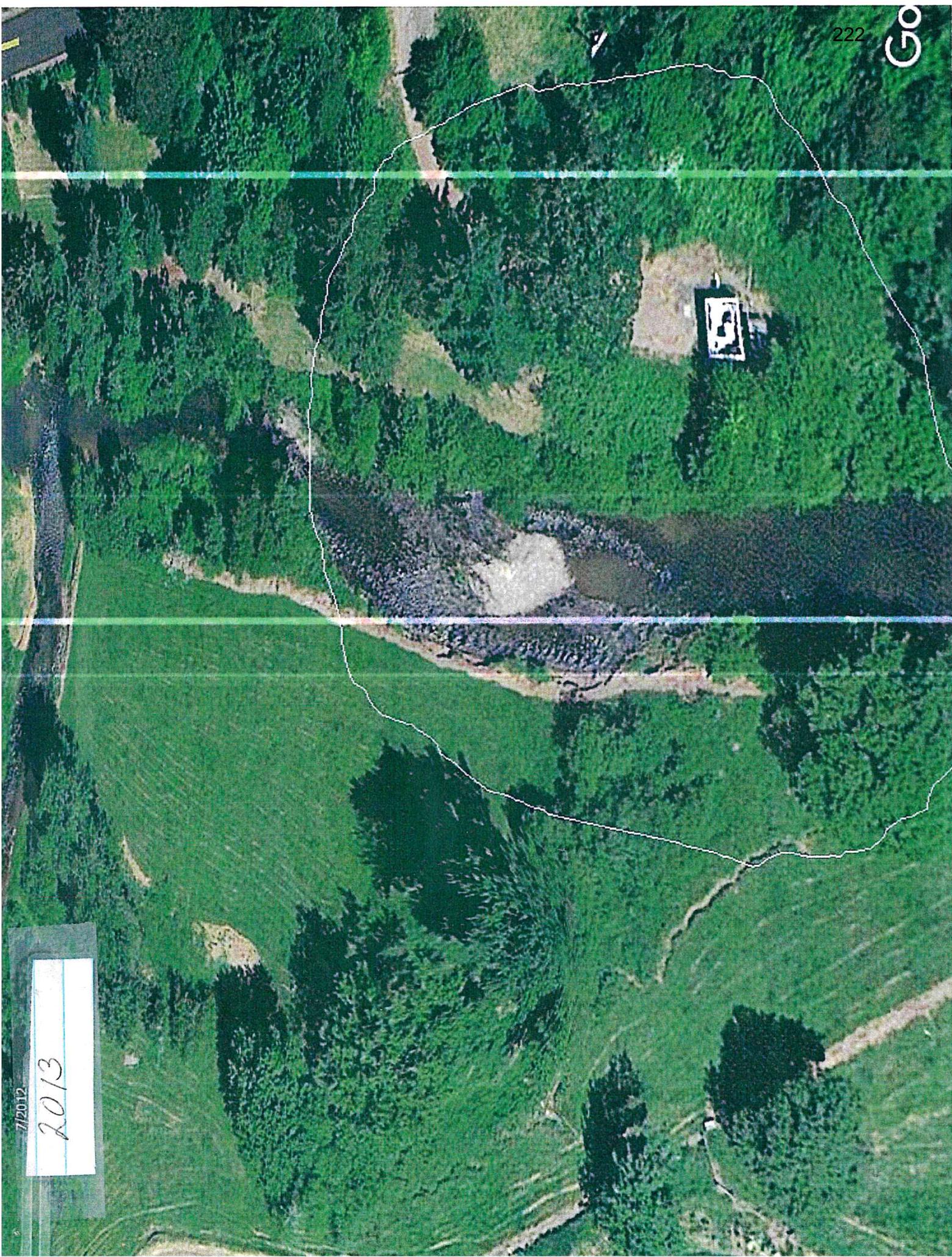
Street sanding was done during the snow throughout town. Approximately 8 yards of road sand was used.

With 5 inches of rain over the last weekend, both of the wastewater pump stations overflowed. Several streets in town were also flooded.

Jeff Brown



2010



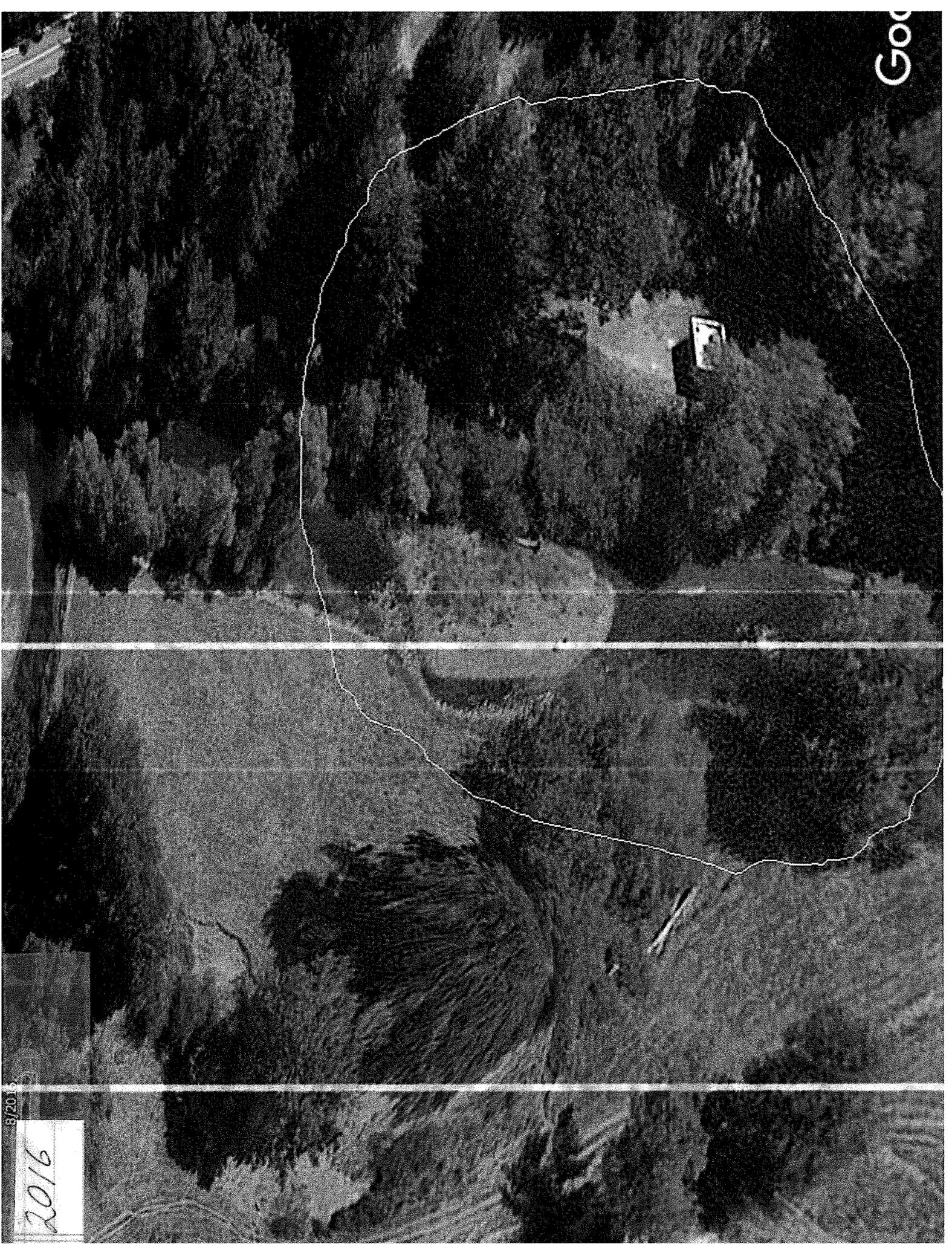
7/2012

2013

Go



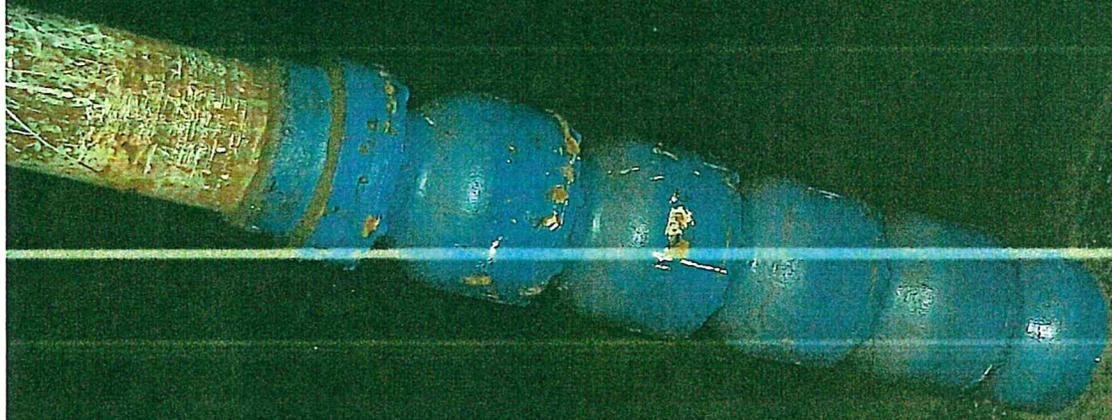
2019

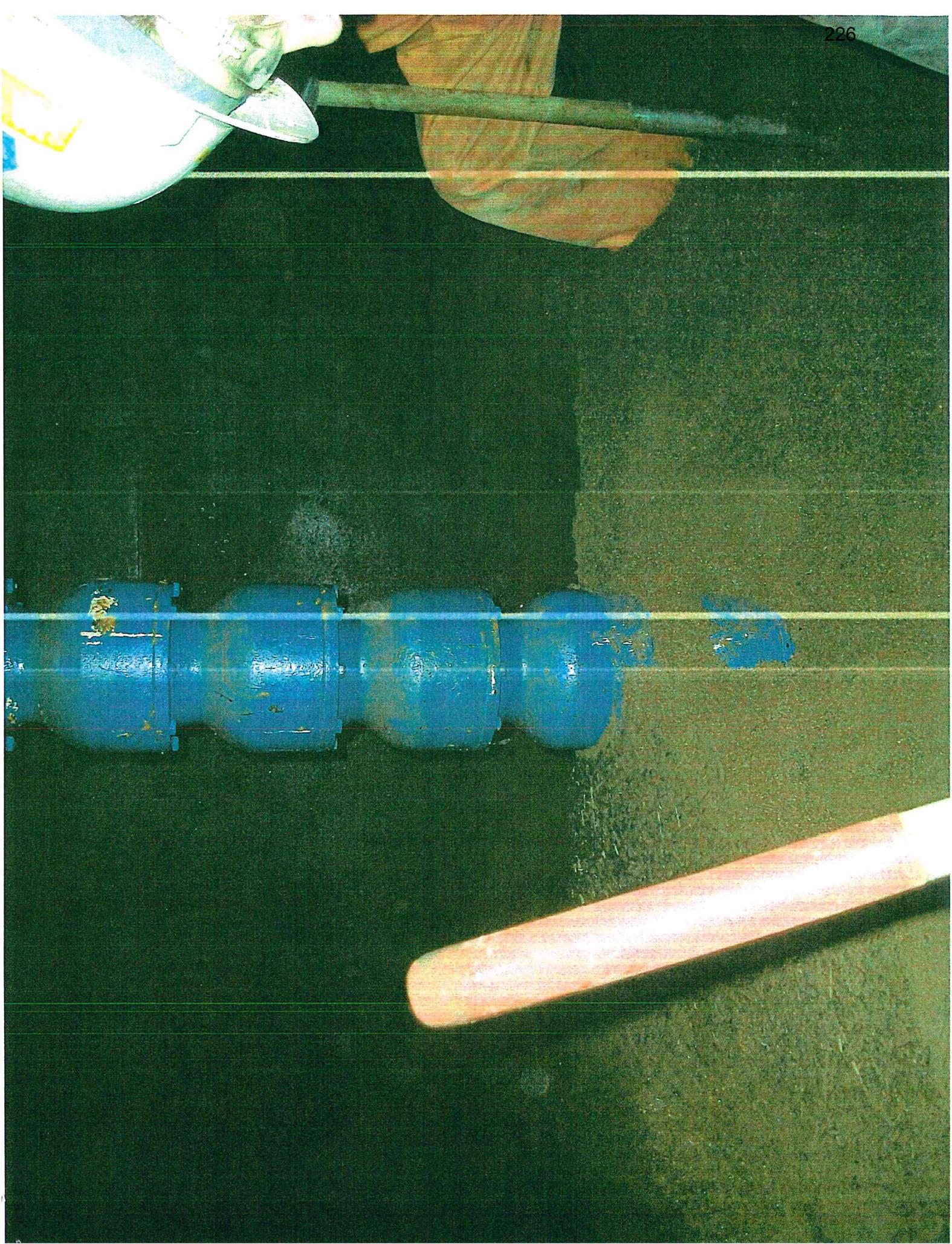


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8/20/16

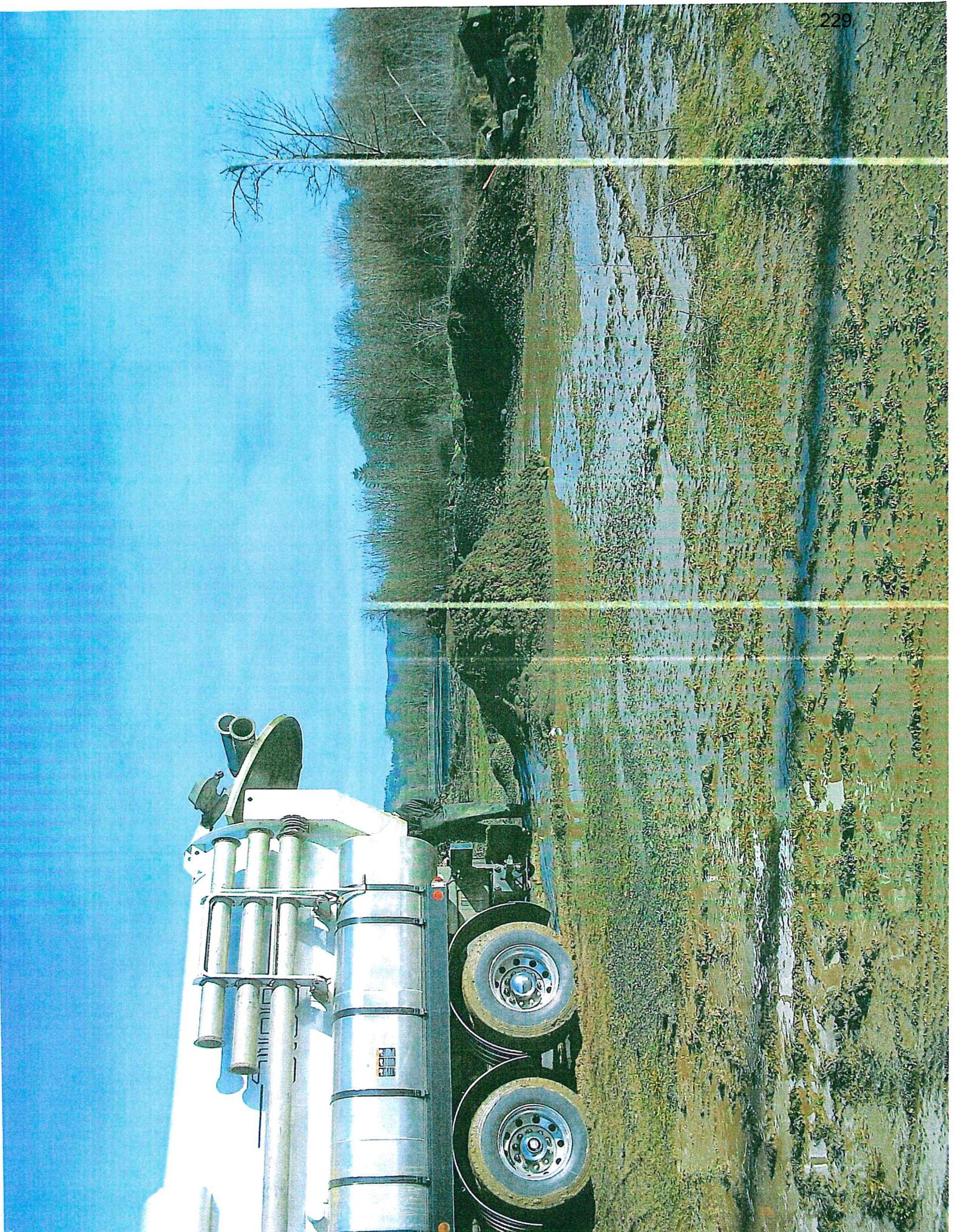
2016







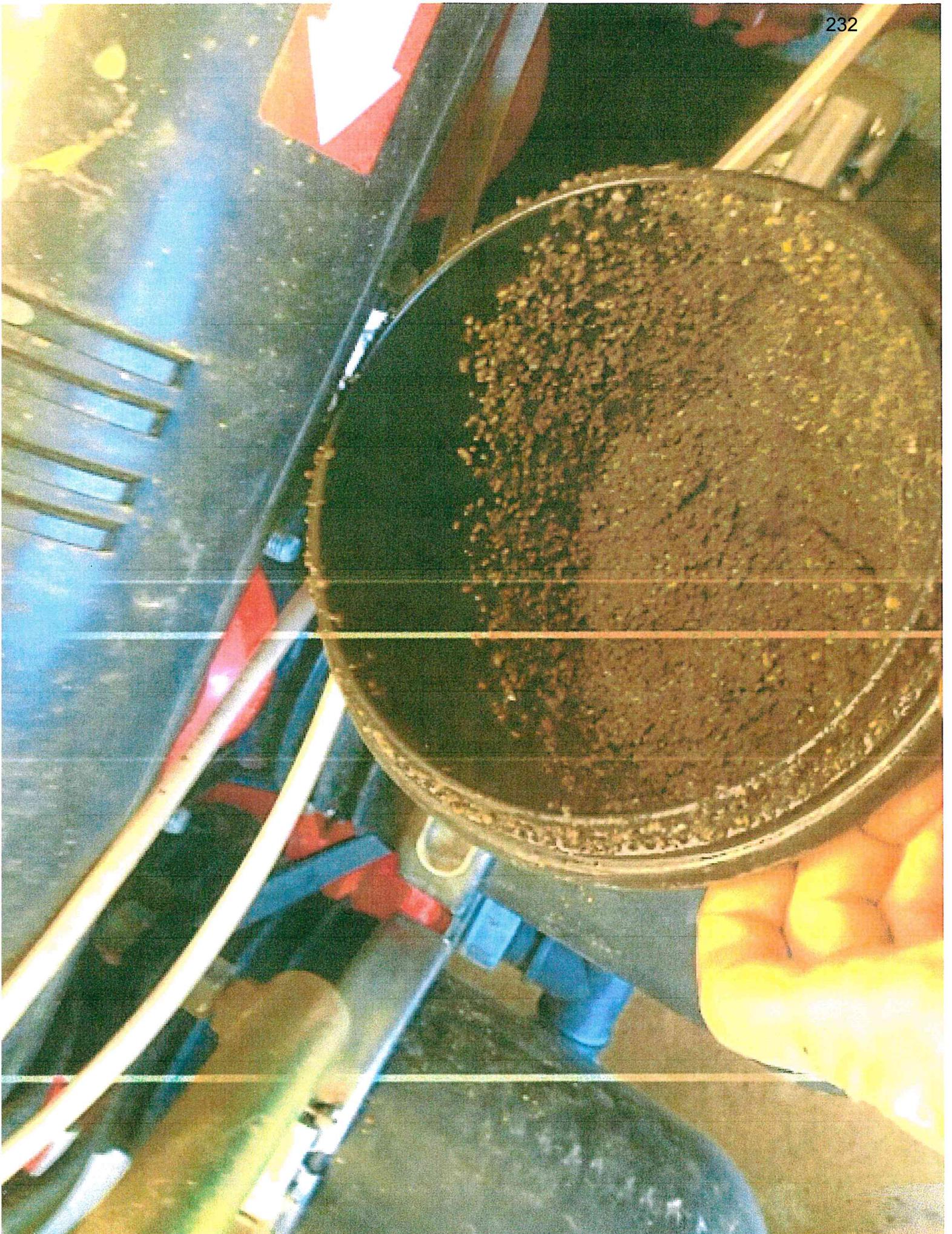




Current On/line Sand Stakes
Disc - Keen Sand Stakes







Original sand strainer
currently offline



Willamina Public Library
 is a member of the
 Chemeketa Cooperative Regional Library Service

17 Public Libraries + Chemeketa Community College Library
 CCRLS has 219,368 Registered Users (2016 State Report Data) Serving a Population of approximately 484,099 Patrons
 Willamina has 1,524 Registered Users (2016 State Report Data) Serving a Population of approximately 2,045 Patrons

Shared Resources / e-Resources paid for by CCRLS and the OLS include:

Overdrive.com: e-books and audiobooks library
 NovelList Plus & NovelList K-8 Plus: Reading Recommendations
 Chiton Library: Repair & Maintain Your Car
 Mango Languages: Learn a Language
 Learning Express Library: Prepare for Careers, College & Citizenship
 Ancestry: Research Family History
 Glassdoor: Find Employment
 New York Times Online
 Gale Research Databases & Online Reference Resources
 McNaughton Rotating Collection paid for Small Libraries

CCRLS has a Planned 2017-2018 budget of \$3,928,680

CCRLS has a 2017-2018 budget plan to expand Shared Resources by an additional \$50,000.

CCRLS services provided to individual Libraries include:

- Purchase, maintenance, and administration of the SirsiDynix Symphony library management system
- Network & ISP services
- Desktop equipment purchasing and administration
- Email
- Web services
- Cataloging/technical services support
- Training
- Courier services
- Reimbursements for serving non-local users and for replacement of material lost as a result of participation in the Cooperative

Willamina Public Library Financials

2015/2016 Budget: \$123,299

2016/2017 Budget: \$46,275 (resulted in -\$76,640 cut in Staff/Payroll)

2016/2017 Materials & Services Budget: \$17,117

Youth Books & Audio/Visual Budget: \$3,060

Youth Special Programs Budget: \$816

Ready To Ready Grant Expense Budget: \$1000

August 2016 – Current thru June 2017

PRIORITIES

- Library Collection Maintenance
- Social Media Presence
- Website Management
- Patron Comments / Feedback
- Youth Technology
- Youth STEM / Makerspace
- Prep for CCRLS RFID Conversion
- Collaborative Summer Reading Program / Ready to Read Grant
- Managing the Library with a Business Perspective

2017/2018 Looking Ahead

- Partnerships within the Community
- Funding
- 501c
- Transforming the Library / Innovate
- Library Signage
- Youth Librarian / Youth Services
- Library Carpet

Circulation Comparisons 2015 vs 2016 vs 2017

MONTH	2015	2016	2017
January	1810	1794	1871
February	1878	1577	
March	1822	1513	
April	2228	1513	
May	1814	1327	
June	1645	1464	
July	1730	993	*New Budget Took Effect / *Decrease in Service Hours
August	1967	1732	*Librarian Position Filled
September	1984	1792	
October	1777	1890	^
November	1751	2069	^
December	1688	1778	^

NOTES:

Service Hours 2015/2016 – 39hours/week

Service Hours 2016/2017 – 20hours/week

Library Volunteer hours August 2016 – December 2016 – 589 Hours (16 Volunteers)

Friends of the Library disbanded

City has a long term goal for a City 501c which would cover the Library

Youth Librarian Denise Left in 2015 / Amber started June 2015

The Youth Librarian position was eliminated July 2016

What's Your Library Worth?

www.ilovelibraries.org/what-libraries-do/calculator - an initiative of the American Library Association

Volunteer
Monthly Report
January 2017

Total Volunteer Hours:

Library – 101.50 hours / 13 Volunteers
City Hall – 14.75 hours / 1 Volunteers

JULY 2016 – DECEMBER 2017

Library Volunteer Hours – 589
City Hall Hours – 156.25

WELCOME:

Barbara Leavens – Library Grants/Programs Assistance

Looking for Volunteers!

Willamina Public Library:

SUMMER READING PROGRAM: The Library is looking for individuals to assist with planning and executing the Summer Reading Program June-August 2017.

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

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

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

City Hall:

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

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

**Monthly Library Report
January 2017**

CIRCULATION COMPARISON

CCRLS Statistics Report

January 2015 – 1810

January 2016 – 1794

January 2017 – 1871

NUMBER OF PATRONS SERVED:

597

NUMBER OF PATRONS UTILIZING PCs: 95

HOLDS:

Number picked Up – 368

STORYTIME ATTENDANCE:

Youth – 12

Adults – 16

CASH COUNT:

Fines/Fees - \$35.25

Copies - \$17.75

NEW CARD SIGNUPS: 7

NUMBER OF ITEMS ADDED TO CATALOG: 50

TOTAL LIBRARY SERVICE HOURS: 74

VOLUNTEERS:

13 Volunteers / 101.5 Hours

Highlights:

1/10/17 Kiwanis Club Presentation

1/17/17 CSLP Webinar-Children's Program

1/18/17 CCRLS ILL Training

1/25/17 YCAP Onsite Homeless Count

1/25/17 LERNER Webinar-CSLP Books

PROJECTS/UPCOMING

RFID Conversion: closure tentative schedule 5/22-5/26

Yearly Schedule of Events

Year Start Day 1:Sun, 2:Mon

Yearly Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February		
02/02/17 (Thu)	Groundhog Day	holiday
02/12/17 (Sun)	Lincoln's Birthday	holiday
02/14/17 (Tue)	Valentines Day	holiday
02/20/17 (Mon)	President's Day	holiday
02/07/14 (Fri)	Planning Commission Meeting	meeting
02/14/14 (Tues)	City Council Meeting	meeting
02/06 & 2/07/17 (Mon & Tue)	3 Day Visit & Evaluation by Community Planning & Economic Development Experts	meeting meeting
02/25/17 (Sat)	Saturday Workshop on Economic Development & Revitalization – February, 2017	meeting
02/28/17 (Tue)	Revitalization – February, 2017 - Political Leaders, Bus L	meeting

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

May 2017						
Su	M	Tu	W	Th	F	Sa

May		
05/29/17 (Mon)	Memorial Day	holiday

Yearly Schedule of Events

CITY COUNCIL CALENDAR OF EVENTS

	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			

05/14/17 (Sun)	Mother's Day	holiday
05/18/17 (Thurs)	City of Willamina City County Dinner	

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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

July 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					

July		
07/04/17 (Tue)	Independence day	holiday
07/21/17(Fri & Sat)	City Wide Garage Sale	event

You are cordially invited to attend the

LOCAL GOVERNMENT DINNER

Thursday, February 23, 2017

Hosted by City of Newberg

**Chehalem Cultural Center
Grand Ballroom
415 E. Sheridan Street
Newberg, OR 97132**

6:00 p.m.—Social Time

6:30 p.m.—Dinner

Yamhill Banquet Buffet

Cost: \$30/Person

Garden Salad
*House-made Ranch and Seasonal
Vinaigrette*
Creamy Pasta Salad

Dinner Rolls & Butter

Roasted Chicken Breasts
*Creamy Sweet Corn, Fire Roasted
Peppers and Leek Ragout*

Coffee and Spice Rubbed Pork Loin
Cherry and Hazelnut Demi Glace

Creamy Mashed Potatoes and
Seasonal Vegetable Medley

Cinnamon Apple Crisp
Whipped Cream

Coffee, Tea & Ice Water

Please RSVP by Friday, February 10th

DawnKaren Bevill

DawnKaren.Bevill@newbergoregon.gov

503-537-1201

Make checks payable to:

City of Newberg
PO Box 970
Newberg, OR 97132

