

**Willamina City Council
Regular Meeting
Tuesday, February 11, 2020 at 6:00 PM
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396**

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CORRESPONDENCE – None

PRESENTATIONS -

1. Proclamation for National Child Abuse Prevention Month – Carole Joa of Juliette’s House
2. Mud Drags – Sherry Dawkins

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon).”

3. Check Registers – December 1, to 31, 2019 (informational)
4. Financials December 31, 2019 (informational)
5. Minutes from the January 14, 2020 City Council Meeting
6. Annual Liquor License Renewals
7. 2020-2021 Budget Calendar

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

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

willaminaoregon.gov

REGULAR AGENDA

1. Economic Improvement District Approval of Budget and Election of Officers
2. Appointment to the Willamina Public Library Board
3. Revision of Sections 32.31 and 32.32 of the Willamina Code of Ordinances to update Purchasing Policies and Purchase Limits
4. Revision of Section 32.45 of the City of Willamina Code of Ordinances to allow revision of City Hall Business Hours by the City Manager
5. 2020 Council Goals

PUBLIC HEARING

INFORMATIONAL REPORTS (Items that require no Council action)

MAYORS REPORT

COUNCIL LIAISON REPORTS

1. Chamber Liaison (Councilor Wooden)
2. Library Liaison (Councilor Lawson)
3. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM CITY OFFICERS

4. City Manager
5. Sheriff's Report

EVENT CALENDAR- Informational

Next Council Meeting Dates

Regular Session – March 10, 2020 (6:00 pm)

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

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

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

willaminaoregon.gov

PROCLAMATION

WHEREAS, child abuse is considered to be one of our nation's most serious public health problems with scientific studies documenting the link between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders if left untreated; and

WHEREAS, it is estimated that 1 in 4 children will suffer significant abuse before the age of 18, annually over 84,000 Oregonian children are reported to the Department of Human Services as having been abused or neglected, and there were over 12,500 confirmed child abuse victims in 2018; and

WHEREAS, the physical, emotional, and financial impact of abuse and neglect affects children of all ages and abilities, who come from all economic, racial, and social backgrounds; and

WHEREAS, a trauma-informed response to victims promotes healing and fosters strength in survivors; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships created among state and local government agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

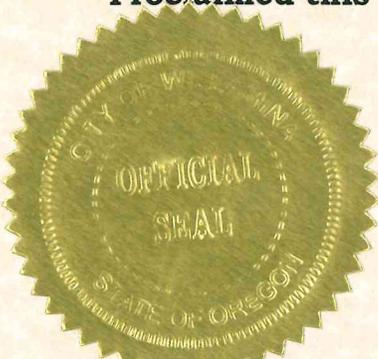
WHEREAS, The City of Willamina is dedicated to strengthening child abuse survivors and their non-offending families in the aftermath of abuse, building resilience in our communities, and working to prevent abuse and neglect;

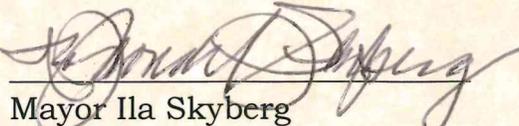
NOW, THEREFORE, we, The City of Willamina do hereby proclaim April 2020 to be:

NATIONAL CHILD ABUSE PREVENTION MONTH

We reaffirm the City of Willamina's commitment to creating a safer, healthier, more thriving community for our children, to take steps to help prevent child abuse through awareness efforts, prevention promotion, and training. We ask all community members to invest in the lives of our children, to be aware of their safety and well-being, to celebrate those who provide prevention programs and support to our children, and to promote the healing and on-going development of our most precious resource – our children!

Proclaimed this 11th day of February, 2020




Mayor Ila Skyberg

CONSENT AGENDA

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11027										
12/19	12/10/2019	11027	110	A&E SAFE AND ALARM CO.	174571	1	30-11-5200	.00	59.85	59.85
Total 11027:										
11028										
12/19	12/10/2019	11028	360	ALA AMERICAN LIBRARY ASSOCI	112319	1	10-65-5320	.00	175.00	175.00
Total 11028:										
11029										
12/19	12/10/2019	11029	4890	APRIL WOODEN	120119	1	10-13-5310	.00	50.00	50.00
Total 11029:										
11030										
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	21982562	1	10-72-5140	.00	101.98	101.98
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864260235	1	10-66-5140	.00	19.36	19.36
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864260235	2	20-11-5140	.00	5.69	5.69
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864260235	3	30-11-5140	.00	31.89	31.89
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864260235	4	40-11-5140	.00	56.95	56.95
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864270054	1	10-66-5140	.00	18.78	18.78
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864270054	2	20-11-5140	.00	5.52	5.52
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864270054	3	30-11-5140	.00	30.94	30.94
12/19	12/10/2019	11030	430	ARAMARK UNIFORM SERVICES	864270054	4	40-11-5140	.00	55.25	55.25
Total 11030:										
326.36										
11031										
12/19	12/10/2019	11031	480	ASSN FOR RURAL & SMALL LIB	113019	1	10-65-5320	.00	29.00	29.00
Total 11031:										
29.00										
11032										
12/19	12/10/2019	11032	5846	Barb Hofenbredl	120319	1	30-00-2300	.00	1.57	1.57

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
12/19	12/10/2019	11032	5846	Barb Hofenbredi	120319	2	40-00-2400	.00	90.00	90.00	
Total 11032: .00 91.57											
11033	12/19	12/10/2019	11033	5678	Bob Burr	120119	1	10-13-5310	.00	50.00	50.00
Total 11033: .00 50.00											
11034	12/19	12/10/2019	11034	1380	CARQUEST	4758-191976	1	30-11-5504	.00	31.35	31.35
12/19	12/10/2019	11034	1380	CARQUEST	4758-192325	1	10-72-5137	.00	62.19	62.19	
12/19	12/10/2019	11034	1380	CARQUEST	4758-192534	1	10-72-5137	.00	333.30	333.30	
Total 11034: .00 426.84											
11035	12/19	12/10/2019	11035	940	CASELLE, INC.	99144	1	10-12-5235	.00	1,200.00	1,200.00
Total 11035: .00 1,200.00											
11036	12/19	12/10/2019	11036	1040	CHEMTRAC INC	28919	1	30-11-5108	.00	2,210.00	2,210.00
Total 11036: .00 2,210.00											
11037	12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	1182.01	11-1	30-11-5415	.00	100.73	100.73
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	1442.01	11-1	10-12-5415	.00	44.46	44.46	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	1792.00	11-1	10-67-5415	.00	134.19	134.19	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	2234.00	11-1	10-66-5415	.00	108.32	108.32	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	2235.01	11-1	10-65-5415	.00	138.53	138.53	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	2236.00	11-1	10-12-5415	.00	113.57	113.57	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	2238.00	11-1	10-12-5415	.00	98.68	98.68	
12/19	12/10/2019	11037	1130	CITY OF WILLAMINA	6094.00	11-1	10-12-5415	.00	108.32	108.32	
Total 11037: .00 846.80											

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11038	12/19	12/10/2019	11038	5677	Craig Johnson	120119	10-13-5310	.00	50.00	50.00
Total 11038:										
11039	12/19	12/10/2019	11039	1580	DK QUARRIES INC	119901	30-11-5504	.00	491.99	491.99
Total 11039:										
11040	12/19	12/10/2019	11040	5627	ECONOMIC IMPROVEMENT DIS	120119	10-60-5900	.00	53.88	53.88
12/19	12/10/2019	11040	5627	ECONOMIC IMPROVEMENT DIS	120119	10-60-5900		.00	8,660.25	8,660.25
Total 11040:										
11041	12/19	12/10/2019	11041	1760	FERGUSON ENTERPRISES, IN	813894	30-11-5530	.00	242.09	242.09
12/19	12/10/2019	11041	1760	FERGUSON ENTERPRISES, IN	825584	30-11-5530		.00	1,042.50	1,042.50
Total 11041:										
11042	12/19	12/10/2019	11042	4380	Home Depot Pro	523285518	10-66-5137	.00	166.91	166.91
Total 11042:										
11043	12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	10-70-5040	.00	450.00	450.00
12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	10-71-5040		.00	375.00	375.00
12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	30-11-5040		.00	75.00	75.00
12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	40-11-5040		.00	75.00	75.00
12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	10-66-5040		.00	150.00	150.00
12/19	12/10/2019	11043	5706	HRA VEBBA Trust	120119	10-65-5040		.00	150.00	150.00
Total 11043:										
11044	12/19	12/10/2019	11044	2260	ILA SKYBERG	120119	10-13-5310	.00	100.00	100.00
Total 11044:										

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 11044:										
11045	12/19	12/10/2019	11045	5733	Jared Nunley	120119	40-11-5200	.00	500.00	500.00
Total 11045:										
Total 11046:										
11046	12/19	12/10/2019	11046	5847	Kimberly McClean	120919	30-00-2300	.00	65.00	65.00
12/19	12/10/2019	11046	5847	Kimberly McClean	120919	2	40-00-2400	.00	90.00	90.00
Total 11046:										
Total 11047:										
11047	12/19	12/10/2019	11047	2670	LOCAL 737 - LABORERS INTL U	120119	10-00-2130	.00	234.24	234.24
Total 11047:										
Total 11048:										
11048	12/19	12/10/2019	11048	2690	LOWES	120219	10-72-5600	.00	246.61	246.61
Total 11048:										
Total 11049:										
11049	12/19	12/10/2019	11049	250	MARGUERITE ALEXANDER	09132119	10-65-5342	.00	420.00	420.00
12/19	12/10/2019	11049	250	MARGUERITE ALEXANDER	09132119	2	10-18-5342	.00	60.00	60.00
12/19	12/10/2019	11049	250	MARGUERITE ALEXANDER	09132119	3	30-11-5342	.00	60.00	60.00
12/19	12/10/2019	11049	250	MARGUERITE ALEXANDER	09132119	4	40-11-5342	.00	60.00	60.00
12/19	12/10/2019	11049	250	MARGUERITE ALEXANDER	09132119	5	10-72-5342	.00	60.00	60.00
Total 11049:										
Total 11050:										
11050	12/19	12/10/2019	11050	5529	McMinnville Gas Inc.	1003672	10-72-5415	.00	60.00	60.00
12/19	12/10/2019	11050	5529	McMinnville Gas Inc.	U0115603	1	10-72-5415	.00	289.50	289.50
Total 11050:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11051	12/19	12/10/2019	11051	3300 ONE CALL CONCEPTS, INC.	9110514	1	30-11-5200	.00	30.20	30.20
Total 11051:										
11052	12/19	12/10/2019	11052	5562 Oregon City/County Management	120419	1	10-12-5320	.00	202.54	202.54
Total 11052:										
11053	12/19	12/10/2019	11053	3590 PGE	112519	1	40-11-5415	.00	2,838.47	2,838.47
12/19	12/10/2019	11053	3590 PGE		112519	2	10-67-5415	.00	133.47	133.47
12/19	12/10/2019	11053	3590 PGE		112519	3	10-12-5415	.00	491.45	491.45
12/19	12/10/2019	11053	3590 PGE		112519	4	30-11-5415	.00	2,628.41	2,628.41
12/19	12/10/2019	11053	3590 PGE		112519	5	10-65-5415	.00	182.54	182.54
12/19	12/10/2019	11053	3590 PGE		112519	6	10-66-5415	.00	93.04	93.04
12/19	12/10/2019	11053	3590 PGE		112519	7	10-72-5415	.00	295.42	295.42
Total 11053:										
11054	12/19	12/10/2019	11054	3700 POSEYLAND FLORIST	113019	1	10-13-5355	.00	85.00	85.00
Total 11054:										
11055	12/19	12/10/2019	11055	3730 PRIMISYS	9960140	1	10-12-5234	.00	400.00	400.00
Total 11055:										
11056	12/19	12/10/2019	11056	3820 RECOLOGY WESTERN OREGO	12755500	1	10-66-5415	.00	19.72	19.72
12/19	12/10/2019	11056	3820 RECOLOGY WESTERN OREGO		12755518	1	10-12-5415	.00	37.32	37.32
12/19	12/10/2019	11056	3820 RECOLOGY WESTERN OREGO		12755757	1	30-11-5415	.00	2.70	2.70
12/19	12/10/2019	11056	3820 RECOLOGY WESTERN OREGO		12755785	1	10-65-5415	.00	28.23	28.23
12/19	12/10/2019	11056	3820 RECOLOGY WESTERN OREGO		12755773	1	10-72-5415	.00	159.02	159.02

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 11056:										
12/19	12/10/2019	11057	610	RITA BALLER	120119	1	10-13-5310	.00	50.00	50.00
Total 11057:										
11058										
12/19	12/10/2019	11058	5794	Roberta Lawson	120119	1	10-13-5310	.00	50.00	50.00
Total 11058:										
11059										
12/19	12/10/2019	11059	5835	Shana Reid	120119	1	10-67-5310	.00	300.00	300.00
Total 11059:										
11060										
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	1	20-11-5120	.00	92.35	92.35
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	2	10-66-5120	.00	138.47	138.47
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	3	40-11-5120	.00	110.64	110.64
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	4	10-72-5120	.00	145.39	145.39
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	5	30-11-5120	.00	111.06	111.06
12/19	12/10/2019	11060	4110	SHELDON OIL COMPANY	46829	6	10-18-5120	.00	39.17	39.17
Total 11060:										
637.08										
11061										
12/19	12/10/2019	11061	4100	SHERIDAN BUILDING MATERIA	1912-502300	1	10-12-5504	.00	40.00	40.00
Total 11061:										
40.00										
11062										
12/19	12/10/2019	11062	4160	SKYBERGS	113019	1	30-11-5137	.00	88.21	88.21
12/19	12/10/2019	11062	4160	SKYBERGS	113019	2	40-11-5137	.00	14.16	14.16
12/19	12/10/2019	11062	4160	SKYBERGS	113019	3	10-12-5137	.00	19.49	19.49
12/19	12/10/2019	11062	4160	SKYBERGS	113019	4	10-72-5137	.00	243.94	243.94

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 11062:										
11063										
12/19	12/10/2019	11063	5635	SOLUTIONS YES	INV216874	1	10-12-5230	.00	50.48	50.48
12/19	12/10/2019	11063	5635	SOLUTIONS YES	INV216874	2	10-65-5137	.00	40.70	40.70
Total 11063:										
								.00		91.18
11064										
12/19	12/10/2019	11064	4290	STAPLES CREDIT PLAN		1	10-12-5137	.00	117.15	117.15
Total 11064:										
								.00		117.15
11065										
12/19	12/10/2019	11065	5626	STATE OF OR-ADMIN SERVICE	ARG63876	1	10-65-5600	.00	1,225.00	1,225.00
12/19	12/10/2019	11065	5626	STATE OF OR-ADMIN SERVICE	ARG63876	2	10-12-5600	.00	612.50	612.50
12/19	12/10/2019	11065	5626	STATE OF OR-ADMIN SERVICE	ARG63876	3	10-72-5600	.00	612.50	612.50
Total 11065:										
								.00		2,450.00
11066										
12/19	12/10/2019	11066	5606	TERRY'S TIRES & SERVICES LL		1	40-11-5504	.00	409.00	409.00
Total 11066:										
								.00		409.00
11067										
12/19	12/10/2019	11067	5516	The Bulletin Board		1	10-12-5230	.00	162.00	162.00
Total 11067:										
								.00		162.00
11068										
12/19	12/10/2019	11068	4540	THERESA MCKNIGHT		1	10-13-5310	.00	50.00	50.00
Total 11068:										
								.00		50.00
11069										
12/19	12/10/2019	11069	4700	US BANK		1	10-12-5820	.00	280.84	280.84
12/19	12/10/2019	11069	4700	US BANK		2	10-12-5820	.00	589.33	589.33

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 11075:										
11076	12/19	12/17/2019	11076	1380 CARQUEST	4758-192704	1	10-72-5504	.00	42.45	42.45
Total 11076:										
11077	12/19	12/17/2019	11077	1870 FURROW PUMP	8281-IN	1	30-11-5530	.00	936.36	936.36
Total 11077:										
11078	12/19	12/17/2019	11078	2160 HONEY BUCKET	551314542	1	10-68-5513	.00	32.86	32.86
12/19	12/17/2019	11078	2160 HONEY BUCKET		551349927	1	10-66-5200	.00	106.00	106.00
12/19	12/17/2019	11078	2160 HONEY BUCKET		551349928	1	10-66-5200	.00	106.00	106.00
12/19	12/17/2019	11078	2160 HONEY BUCKET		551349929	1	10-66-5200	.00	106.00	106.00
Total 11078:										
11079	12/19	12/17/2019	11079	2520 KATHY TAYLOR CONSULTING	1048	1	10-12-5200	.00	469.60	469.60
Total 11079:										
11080	12/19	12/17/2019	11080	2900 MID-WILLAMETTE VALLEY COU	1920224	1	10-17-5214	.00	4,808.05	4,808.05
Total 11080:										
11081	12/19	12/17/2019	11081	3380 OREVAC WEST INC	5138	1	30-11-5504	.00	13.00	13.00
12/19	12/17/2019	11081	3380 OREVAC WEST INC		5138	2	30-11-5504	.00	1,287.00	1,287.00
Total 11081:										
11082	12/19	12/17/2019	11082	3590 PGE	120919	1	10-19-5400	.00	1,548.98	1,548.98

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 11082:										
11083	12/19	1217/2019	11083	5626 STATE OF OR-ADMIN SERVICE	ARK44876	1	10-72-5600	.00	50.00	50.00
Total 11083:										
Total 11082: 1,548.98										
11084										
12/19	12/17/2019	11084	4330	STUCK ELECTRIC CO	11395	1	30-11-5530	.00	24.00	24.00
Total 11084: 24.00										
11085										
12/19	12/17/2019	11085	5740	Thomas Holt	121019	1	10-12-5819	.00	329.81	329.81
12/19	12/17/2019	11085	5740	Thomas Holt	121019	1	10-12-5819	.00	329.81-	329.81- V
Total 11085: 659.62										
11086										
12/19	12/17/2019	11086	5130	YAMHILL COMMUNICATIONS A	FY20-07-WIL	1	10-18-5302	.00	2,043.58	2,043.58
Total 11086: 2,043.58										
11087										
12/19	12/23/2019	11087	430	ARAMARK UNIFORM SERVICES	864289615	1	10-66-5140	.00	20.65	20.65
12/19	12/23/2019	11087	430	ARAMARK UNIFORM SERVICES	864289615	2	20-11-5140	.00	6.07	6.07
12/19	12/23/2019	11087	430	ARAMARK UNIFORM SERVICES	864289615	3	30-11-5140	.00	34.02	34.02
12/19	12/23/2019	11087	430	ARAMARK UNIFORM SERVICES	864289615	4	40-11-5140	.00	60.75	60.75
Total 11087: 121.49										
11088										
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	1	10-12-5413	.00	249.47	249.47
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	2	10-66-5413	.00	12.26	12.26
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	3	10-65-5413	.00	19.53	19.53
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	4	10-67-5413	.00	20.07	20.07
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	5	20-11-5413	.00	24.51	24.51
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	6	30-11-5413	.00	191.05	191.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/19	12/23/2019	11088	1020	CENTURYLINK	121119	7	40-11-5413	.00	247.65	247.65
Total 11088:										
11089	12/19	12/23/2019	11089	5722 OK Motor Sales & Towing	27392	1	10-12-5200	.00	200.00	200.00
Total 11089:										
11090	12/19	12/23/2019	11090	4250 SUMMIT SUPPLY CORPORATIO	82639	1	10-81-5918	.00	9,854.73	9,854.73
Total 11090:										
Grand Totals:										
<hr/> <hr/>										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	362.67	42,892.18-	42,529.51-
10-00-2130	234.24	.00	234.24
10-12-5137	136.64	.00	136.64
10-12-5200	1,345.89	.00	1,345.89
10-12-5203	112.50	.00	112.50
10-12-5230	212.48	.00	212.48
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	202.54	.00	202.54
10-12-5413	413.96	.00	413.96
10-12-5415	893.80	.00	893.80
10-12-5504	40.00	.00	40.00
10-12-5600	612.50	.00	612.50
10-12-5819	1,054.10	329.81-	724.29
10-12-5820	870.17	.00	870.17
10-13-5310	400.00	.00	400.00
10-13-5355	85.00	.00	85.00

GL Account	Debit	Credit	Proof
10-17-5214	4,808.05	.00	4,808.05
10-18-5120	39.17	.00	39.17
10-18-5302	2,043.58	.00	2,043.58
10-18-5342	60.00	.00	60.00
10-19-5400	1,548.98	.00	1,548.98
10-60-5900	8,714.13	.00	8,714.13
10-65-5040	150.00	.00	150.00
10-65-5137	40.70	.00	40.70
10-65-5320	204.00	.00	204.00
10-65-5342	420.00	.00	420.00
10-65-5413	19.53	.00	19.53
10-65-5415	349.30	.00	349.30
10-65-5600	1,225.00	.00	1,225.00
10-66-5040	150.00	.00	150.00
10-66-5120	138.47	.00	138.47
10-66-5137	166.91	.00	166.91
10-66-5140	79.44	.00	79.44
10-66-5200	318.00	.00	318.00
10-66-5413	12.26	.00	12.26
10-66-5415	221.08	.00	221.08
10-67-5310	300.00	.00	300.00
10-67-5413	20.07	.00	20.07
10-67-5415	267.66	.00	267.66
10-68-5513	.00	32.86-	32.86-
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	145.39	.00	145.39
10-72-5137	639.43	.00	639.43
10-72-5140	101.98	.00	101.98
10-72-5342	60.00	.00	60.00
10-72-5415	803.94	.00	803.94
10-72-5504	42.45	.00	42.45
10-72-5600	909.11	.00	909.11
10-81-5918	9,854.73	.00	9,854.73
20-00-2000	.00	140.21-	140.21-
20-11-5120	92.35	.00	92.35
20-11-5140	23.35	.00	23.35
20-11-5413	24.51	.00	24.51
30-00-2000	.00	10,322.01-	10,322.01-
30-00-2300	66.57	.00	66.57

GL Account	Debit	Credit	Proof
30-11-5040	75.00	.00	75.00
30-11-5108	2,210.00	.00	2,210.00
30-11-5120	111.06	.00	111.06
30-11-5137	88.21	.00	88.21
30-11-5140	130.87	.00	130.87
30-11-5200	90.05	.00	90.05
30-11-5230	359.07	.00	359.07
30-11-5250	140.00	.00	140.00
30-11-5342	60.00	.00	60.00
30-11-5413	191.05	.00	191.05
30-11-5415	2,731.84	.00	2,731.84
30-11-5504	1,823.34	.00	1,823.34
30-11-5530	2,244.95	.00	2,244.95
40-00-2000	.00	5,486.26-	5,486.26-
40-00-2400	323.56	.00	323.56
40-11-5040	75.00	.00	75.00
40-11-5120	110.64	.00	110.64
40-11-5137	14.16	.00	14.16
40-11-5140	233.70	.00	233.70
40-11-5200	500.00	.00	500.00
40-11-5230	359.08	.00	359.08
40-11-5250	315.00	.00	315.00
40-11-5342	60.00	.00	60.00
40-11-5413	247.65	.00	247.65
40-11-5415	2,838.47	.00	2,838.47
40-11-5504	409.00	.00	409.00

Grand Totals:

59,203.33	59,203.33-	.00
-----------	------------	-----

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 DECEMBER 31, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(63,272.39)
99-00-1015	XPRESS DEPOSIT ACCOUNT	(804.96)
99-00-1020	PAYROLL - CHECKING		60,281.16
99-00-1030	INVESTMENTS-LGIP		239,095.18
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		1.52
99-00-1040	PETTY CASH		200.00
			<hr/>
	TOTAL COMBINED CASH		235,500.51
99-00-1910	MERCHANT SERVICES CLEARING	(2,215.86)
99-00-1009	CASH ALLOCATED	(233,284.65)
			<hr/>
	TOTAL UNALLOCATED CASH		.00
			<hr/> <hr/>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND		88,665.71
20	ALLOCATION TO STREET FUND	(69,966.19)
21	ALLOCATION TO STREET SDC FUND		9,000.00
30	ALLOCATION TO WATER FUND		130,337.89
31	ALLOCATION TO WATER SDC FUND		5,544.00
40	ALLOCATION TO WASTEWATER FUND		62,203.24
41	ALLOCATION TO WASTEWATER SDC FUND		7,500.00
			<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS		233,284.65
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(233,284.65)
			<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE		.00
			<hr/> <hr/>

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2019

GENERAL FUND

<u>ASSETS</u>			
10-00-1009	CASH ALLOCATED		88,665.71
10-00-1200	ACCOUNTS RECEIVABLE	(4,517.24)
10-00-1350	PREPAID EXPENSES	(690.00)
	TOTAL ASSETS		<u>83,458.47</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
10-00-2000	ACCOUNTS PAYABLE	(4,210.37)
10-00-2001	OTHER ACCOUNTS PAYABLE	(690.00)
10-00-2100	ACCRUED PAYROLL	(1,259.92)
10-00-2130	UNION DUES PAYABLE		280.81
10-00-2140	PERS PAYABLE		139.08
	TOTAL LIABILITIES	(5,740.40)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD		<u>89,198.87</u>
	BALANCE - CURRENT DATE		<u>89,198.87</u>
	TOTAL FUND EQUITY		<u>89,198.87</u>
	TOTAL LIABILITIES AND EQUITY		<u>83,458.47</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4001 PROPERTY TAX	24,270.50	391,860.00	410,000.00	18,140.00	95.6
10-10-4002 PROPERTY TAX PRIOR	140.89	2,355.95	10,000.00	7,644.05	23.6
10-10-4003 INTEREST ON TAXES	7.53	94.92	100.00	5.08	94.9
10-10-4110 STATE CIGARETTE TAX	234.76	1,304.23	2,500.00	1,195.77	52.2
10-10-4111 STATE REVENUE SHARING	.00	12,932.26	25,000.00	12,067.74	51.7
10-10-4112 STATE LIQUOR TAX	.00	15,203.95	40,000.00	24,796.05	38.0
10-10-4113 STATE MARIJUANA TAX	1,928.31	3,813.55	7,000.00	3,186.45	54.5
10-10-4501 BUSINESS LICENSES	850.00	2,089.54	5,000.00	2,910.46	41.8
10-10-4511 LIEN SEARCHES	100.00	976.50	3,000.00	2,023.50	32.6
10-10-4571 OLCC LICENSE FEE	.00	35.00	200.00	165.00	17.5
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	274.08	500.00	225.92	54.8
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,500.00	12,500.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	9,000.00	9,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	896.53	3,245.30	5,000.00	1,754.70	64.9
10-10-4605 FRANCHISE FEES ONLINENW	.00	3,505.99	3,500.00	(5.99)	100.2
10-10-4701 RENT - CENTER MARKET	.00	.00	2,400.00	2,400.00	.0
10-10-4816 DONATIONS	87,768.00	87,968.00	100.00	(87,868.00)	87968.
10-10-4900 INTEREST INCOME	3,367.82	19,465.70	20,000.00	534.30	97.3
10-10-4901 MISCELLANEOUS INCOME	8,714.02	9,113.55	500.00	(8,613.55)	1822.7
10-10-4905 SALE OF CITY ASSETS	.00	1,000.00	.00	(1,000.00)	.0
TOTAL DEPARTMENT 10	128,278.36	555,238.52	618,300.00	63,061.48	89.8
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	65.00	1,651.00	1,800.00	149.00	91.7
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	65.00	1,651.00	1,900.00	249.00	86.9
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	1,000.00	12,660.00	10,000.00	(2,660.00)	126.6
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	5,300.00	.00	(5,300.00)	.0
TOTAL PLANNING	1,000.00	17,960.00	10,500.00	(7,460.00)	171.1
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	500.00	500.00	.0
10-18-4506 PUBLIC SAFETY FEE	7,970.07	41,641.27	99,500.00	57,858.73	41.9
TOTAL PUBLIC SAFETY	7,970.07	41,641.27	100,000.00	58,358.73	41.6

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,438.60	14,556.65	17,500.00	2,943.35	83.2
10-19-4823 UTILITY FEE	3.00	3.00	7,500.00	7,497.00	.0
TOTAL STREET LIGHTS	2,441.60	14,559.65	25,000.00	10,440.35	58.2
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,983.00	8,983.00	.0
10-60-4755 DOWNTOWN LOAN INTEREST PAY	.00	40.00	125.00	85.00	32.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	560.00	1,015.00	455.00	55.2
TOTAL SPECIAL	.00	600.00	10,123.00	9,523.00	5.9
<u>LIBRARY</u>					
10-65-4560 FINES	.00	265.20	.00	(265.20)	.0
10-65-4705 CCRLS FORMULA PAYMENT	.00	4,698.00	18,790.00	14,092.00	25.0
10-65-4711 CCRLS NET LENDING	.00	4,776.69	.00	(4,776.69)	.0
10-65-4714 CCRLS RURAL PATRON	.00	16.06	.00	(16.06)	.0
10-65-4811 READY TO READ GRANT	1,000.00	1,000.00	1,000.00	.00	100.0
10-65-4813 OREGON COMM FOUNDA GRANT	.00	20,000.00	.00	(20,000.00)	.0
10-65-4816 DONATIONS	500.00	500.00	100.00	(400.00)	500.0
10-65-4901 MISCELLANEOUS INCOME	2.25	257.02	200.00	(57.02)	128.5
TOTAL LIBRARY	1,502.25	31,512.97	20,090.00	(11,422.97)	156.9
<u>MUSEUM</u>					
10-67-4816 DONATIONS	770.00	16,885.00	17,000.00	115.00	99.3
TOTAL MUSEUM	770.00	16,885.00	17,000.00	115.00	99.3
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>DEPARTMENT 81</u>					
10-81-4813 GRANT YAMHILL CTY ECONOMIC DEV	.00	21,674.00	.00	(21,674.00)	.0
10-81-4818 OREGON COMM FOUNDA GRANT	.00	18,500.00	.00	(18,500.00)	.0
TOTAL DEPARTMENT 81	.00	40,174.00	.00	(40,174.00)	.0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,816.58	10,899.48	21,799.00	10,899.52	50.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,643.50	9,861.00	19,722.00	9,861.00	50.0
TOTAL TRANSFER	3,460.08	20,760.48	41,521.00	20,760.52	50.0
TOTAL FUND REVENUE	145,487.36	740,982.89	845,934.00	104,951.11	87.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	68.19	379.02	1,800.00	1,420.98	21.1
10-12-5119	.00	.00	60.00	60.00	.0
10-12-5123	.00	.00	200.00	200.00	.0
10-12-5124	185.20	1,741.33	3,600.00	1,858.67	48.4
10-12-5126	.00	568.55	1,700.00	1,131.45	33.4
10-12-5137	1,480.52	7,162.82	15,000.00	7,837.18	47.8
10-12-5200	354.77	4,050.63	18,000.00	13,949.37	22.5
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	112.50	628.50	8,000.00	7,371.50	7.9
10-12-5207	.00	22,539.39	22,000.00	(539.39)	102.5
10-12-5209	500.00	3,160.00	5,800.00	2,640.00	54.5
10-12-5230	184.20	3,065.50	4,000.00	934.50	76.6
10-12-5233	100.00	6,989.98	18,000.00	11,010.02	38.8
10-12-5234	400.00	2,400.00	5,500.00	3,100.00	43.6
10-12-5235	1,200.00	7,200.00	15,000.00	7,800.00	48.0
10-12-5320	1,493.54	5,330.41	8,000.00	2,669.59	66.6
10-12-5342	.00	2,628.71	8,500.00	5,871.29	30.9
10-12-5344	571.06	1,927.84	3,600.00	1,672.16	53.6
10-12-5355	.00	29.58	750.00	720.42	3.9
10-12-5413	425.80	2,435.47	9,000.00	6,564.53	27.1
10-12-5415	1,066.06	4,862.44	9,000.00	4,137.56	54.0
10-12-5504	40.00	3,560.45	6,500.00	2,939.55	54.8
10-12-5600	1,322.00	2,755.13	4,000.00	1,244.87	68.9
10-12-5606	567.85	1,622.65	7,200.00	5,577.35	22.5
10-12-5818	.00	127.77	2,000.00	1,872.23	6.4
10-12-5819	392.31	2,718.46	5,000.00	2,281.54	54.4
10-12-5820	.00	2,338.54	600.00	(1,738.54)	389.8
TOTAL ADMIN	10,464.00	90,223.17	197,810.00	107,586.83	45.6
<u>COUNCIL</u>					
10-13-5307	.00	169.98	1,000.00	830.02	17.0
10-13-5310	400.00	2,400.00	5,000.00	2,600.00	48.0
10-13-5342	.00	550.00	2,000.00	1,450.00	27.5
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5350	.00	.00	1,000.00	1,000.00	.0
10-13-5355	120.00	852.43	2,000.00	1,147.57	42.6
TOTAL COUNCIL	520.00	3,972.41	11,750.00	7,777.59	33.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	.00	.00	100.00	100.00	.0
10-14-5211	.00	750.00	3,400.00	2,650.00	22.1
10-14-5306	.00	57.00	1,000.00	943.00	5.7
10-14-5313	.00	16.00	400.00	384.00	4.0
10-14-5320	.00	.00	200.00	200.00	.0
10-14-5342	.00	.00	500.00	500.00	.0
10-14-5344	.00	.00	200.00	200.00	.0
TOTAL COURT	.00	823.00	5,800.00	4,977.00	14.2
<u>PLANNING</u>					
10-17-5203	.00	270.00	500.00	230.00	54.0
10-17-5204	4,465.00	9,215.00	20,000.00	10,785.00	46.1
10-17-5214	4,303.20	27,142.44	60,000.00	32,857.56	45.2
10-17-5230	.00	.00	3,000.00	3,000.00	.0
10-17-5342	.00	266.26	1,000.00	733.74	26.6
TOTAL PLANNING	8,768.20	36,893.70	84,500.00	47,606.30	43.7
<u>PUBLIC SAFETY</u>					
10-18-5000	2,298.88	14,315.92	29,000.00	14,684.08	49.4
10-18-5020	166.68	1,046.23	2,200.00	1,153.77	47.6
10-18-5040	1,474.63	8,770.01	15,000.00	6,229.99	58.5
10-18-5060	105.98	665.24	1,700.00	1,034.76	39.1
10-18-5090	1.09	7.71	100.00	92.29	7.7
10-18-5120	71.72	366.31	1,100.00	733.69	33.3
10-18-5137	.00	.00	1,050.00	1,050.00	.0
10-18-5217	.00	120,434.75	290,000.00	169,565.25	41.5
10-18-5233	.00	.00	1,450.00	1,450.00	.0
10-18-5302	2,043.58	14,305.06	25,000.00	10,694.94	57.2
10-18-5342	.00	615.84	500.00	(115.84)	123.2
10-18-5413	46.81	280.41	700.00	419.59	40.1
10-18-5504	793.99	793.99	1,000.00	206.01	79.4
TOTAL PUBLIC SAFETY	7,003.36	161,601.47	368,800.00	207,198.53	43.8
<u>STREET LIGHTS</u>					
10-19-5400	1,548.98	9,293.88	17,000.00	7,706.12	54.7
TOTAL STREET LIGHTS	1,548.98	9,293.88	17,000.00	7,706.12	54.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	19,678.00	19,678.00	.0
10-60-5900 EID TAX DISBURSEMENT	8,714.13	8,714.13	8,983.00	268.87	97.0
TOTAL SPECIAL	8,714.13	8,714.13	28,661.00	19,946.87	30.4
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	3,993.63	24,370.57	46,500.00	22,129.43	52.4
10-65-5020 PAYROLL TAX	308.28	1,978.86	3,200.00	1,221.14	61.8
10-65-5040 BENEFITS	1,432.87	8,556.96	19,800.00	11,243.04	43.2
10-65-5060 PERS	184.11	936.12	1,600.00	663.88	58.5
10-65-5090 WORKERS COMP	2.49	16.67	100.00	83.33	16.7
10-65-5100 BOOKS CHILDREN	179.15	1,135.94	2,000.00	864.06	56.8
10-65-5101 AUDIO VISUAL CHILDREN	.00	106.79	400.00	293.21	26.7
10-65-5102 AUDIO VISUAL ADULT	94.93	334.38	500.00	165.62	66.9
10-65-5106 BOOKS ADULTS	225.02	655.14	1,900.00	1,244.86	34.5
10-65-5111 SPECIAL PROGRAM CHILDREN	15.00	280.61	600.00	319.39	46.8
10-65-5112 SPECIAL PROGRAM ADULT	.00	19.99	200.00	180.01	10.0
10-65-5126 POSTAGE	.00	5.71	200.00	194.29	2.9
10-65-5137 SUPPLIES	220.85	1,800.26	3,000.00	1,199.74	60.0
10-65-5200 CONTRACT SERVICES	.00	433.30	1,200.00	766.70	36.1
10-65-5233 TECHNOLOGY SERVICES	38.99	385.56	2,500.00	2,114.44	15.4
10-65-5320 DUES, LICENSE, PERMITS	175.00	711.00	600.00	(111.00)	118.5
10-65-5321 SUBSCRIPTIONS	.00	42.95	150.00	107.05	28.6
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	641.00	600.00	(41.00)	106.8
10-65-5344 TRAVEL	.00	.00	600.00	600.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	510.00	510.00	.0
10-65-5413 TELEPHONE	19.53	135.41	1,700.00	1,564.59	8.0
10-65-5415 UTILITIES	508.82	2,540.10	3,700.00	1,159.90	68.7
10-65-5504 REPAIRS - MAINTENANCE	106.93	286.92	1,500.00	1,213.08	19.1
10-65-5600 EQUIPMENT	1,225.00	1,225.00	100.00	(1,125.00)	1225.0
10-65-5606 EQUIPMENT LEASE	127.55	510.20	2,000.00	1,489.80	25.5
10-65-5912 GRANT EXPENSE READY TO READ	842.48	1,122.74	1,000.00	(122.74)	112.3
10-65-5914 OREGON COMM FOUNDA GRANT	3,064.21	3,064.21	.00	(3,064.21)	.0
TOTAL LIBRARY	12,764.84	51,296.39	96,160.00	44,863.61	53.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,515.14	15,622.35	25,000.00	9,377.65	62.5
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	2,163.00	2,163.00	.0
10-66-5020 PAYROLL TAX	249.68	1,591.96	3,700.00	2,108.04	43.0
10-66-5040 BENEFITS	(57.14)	(419.41)	3,600.00	4,019.41	(11.7)
10-66-5060 PERS	158.55	1,077.68	1,500.00	422.32	71.9
10-66-5090 WORKERS COMP	1.94	2,113.22	2,300.00	186.78	91.9
10-66-5120 GAS - OIL	167.72	846.02	1,900.00	1,053.98	44.5
10-66-5137 SUPPLIES	178.00	604.15	1,500.00	895.85	40.3
10-66-5140 UNIFORMS - TOWELS	100.09	489.87	900.00	410.13	54.4
10-66-5200 CONTRACT SERVICES	318.00	2,433.14	5,000.00	2,566.86	48.7
10-66-5413 TELEPHONE	61.13	410.29	800.00	389.71	51.3
10-66-5415 UTILITIES	153.25	1,925.12	3,000.00	1,074.88	64.2
10-66-5504 REPAIRS - MAINTENANCE	.00	109.07	1,000.00	890.93	10.9
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	431.86	431.86	1,000.00	568.14	43.2
10-66-6000 CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	36.83	220.98	442.00	221.02	50.0
TOTAL PARKS	4,315.05	27,456.30	77,805.00	50,348.70	35.3
<u>MUSEUM</u>					
10-67-5090 WORKERS COMP	.00	.00	65.00	65.00	.0
10-67-5137 SUPPLIES	.00	154.40	500.00	345.60	30.9
10-67-5200 CONTRACT SERVICES	.00	274.45	.00	(274.45)	.0
10-67-5233 TECHNOLOGY SERVICES	.00	500.00	600.00	100.00	83.3
10-67-5310 STIPEND	300.00	1,100.00	3,600.00	2,500.00	30.6
10-67-5320 DUES, LICENSE, PERMITS	68.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	20.07	136.42	2,200.00	2,063.58	6.2
10-67-5415 UTILITIES	503.93	2,090.03	4,250.00	2,159.97	49.2
10-67-5504 REPAIRS - MAINTENANCE	.00	1,448.96	7,500.00	6,051.04	19.3
10-67-5601 COLLECTION ACQUISITION	.00	.00	300.00	300.00	.0
10-67-5820 EVENTS	.00	.00	750.00	750.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	.00	6,230.00	4,000.00	(2,230.00)	155.8
10-67-9990 RESERVE FOR FUTURE	.00	.00	3,000.00	3,000.00	.0
TOTAL MUSEUM	892.00	12,002.26	26,865.00	14,862.74	44.7
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	120.00	500.00	380.00	24.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	356.00	2,500.00	2,144.00	14.2
10-68-5513 PORTABLE RESTROOM	.00	355.07	500.00	144.93	71.0
TOTAL CEMETERY	.00	831.07	3,600.00	2,768.93	23.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	17,081.60	110,309.34	222,000.00	111,690.66	49.7
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	(238,764.00)	(238,764.00)	.0
10-70-5020 PAYROLL TAX	1,259.82	7,929.85	18,000.00	10,070.15	44.1
10-70-5040 BENEFITS	5,571.99	33,069.06	74,000.00	40,930.94	44.7
10-70-5060 PERS	829.30	5,141.80	12,000.00	6,858.20	42.9
10-70-5090 WORKERS COMP	4.01	531.67	700.00	168.33	76.0
TOTAL PAYROLL ADMIN	24,746.72	156,981.72	87,936.00	(69,045.72)	178.5
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	13,586.80	95,145.47	140,000.00	44,854.53	68.0
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	(216,300.00)	(216,300.00)	.0
10-71-5020 PAYROLL TAX	949.23	6,302.62	11,000.00	4,697.38	57.3
10-71-5040 BENEFITS	4,091.92	24,479.74	54,000.00	29,520.26	45.3
10-71-5060 PERS	1,064.00	7,713.58	11,000.00	3,286.42	70.1
10-71-5090 WORKERS COMP	5.53	1,672.59	300.00	(1,372.59)	557.5
TOTAL PAYROLL PUBLIC WORKS	19,697.48	135,314.00	.00	(135,314.00)	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	233.40	1,394.39	3,200.00	1,805.61	43.6
10-72-5137 SUPPLIES	618.20	7,087.74	6,000.00	(1,087.74)	118.1
10-72-5140 UNIFORMS - TOWELS	.00	101.98	1,000.00	898.02	10.2
10-72-5200 CONTRACT SERVICES	.00	93.00	500.00	407.00	18.6
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,500.00	12,500.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	50.00	500.00	450.00	10.0
10-72-5320 DUES, LICENSE, PERMITS	.00	253.00	1,000.00	747.00	25.3
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	1,506.10	1,500.00	(6.10)	100.4
10-72-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-72-5415 UTILITIES	671.31	3,777.62	9,000.00	5,222.38	42.0
10-72-5504 REPAIRS - MAINTENANCE	1,947.69	2,542.77	5,000.00	2,457.23	50.9
10-72-5507 EQUIPMENT MAINTENANCE	.00	2,023.55	1,000.00	(1,023.55)	202.4
10-72-5600 EQUIPMENT	909.11	1,055.25	1,500.00	444.75	70.4
10-72-9615 FUND/DEPT ALLOCATIONS	(3,683.33)	(22,099.98)	(44,200.00)	(22,100.02)	(50.0)
TOTAL PUBLIC WORKS OPERATIONS	696.38	10,285.42	.00	(10,285.42)	.0
<u>CAPITAL</u>					
10-80-6010 CAPITAL OUTLAY	.00	9,700.00	5,000.00	(4,700.00)	194.0
TOTAL CAPITAL	.00	9,700.00	5,000.00	(4,700.00)	194.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
10-81-5913 GRANT YAMHILL CTY ECONOMIC DEV	504.85	2,587.35	.00	(2,587.35)	.0
10-81-5918 OREGON COMM FOUNDA GRANT	10,384.73	10,384.73	.00	(10,384.73)	.0
TOTAL DEPARTMENT 81	10,889.58	12,972.08	.00	(12,972.08)	.0
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(12,762.83)	(76,576.98)	(153,154.00)	(76,577.02)	(50.0)
TOTAL TRANSFER	(12,762.83)	(76,576.98)	(153,154.00)	(76,577.02)	(50.0)
TOTAL FUND EXPENDITURES	98,257.89	651,784.02	858,533.00	206,748.98	75.9
NET REVENUE OVER EXPENDITURES	47,229.47	89,198.87	(12,599.00)	(101,797.87)	708.0

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2019

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	(69,966.19)	
	TOTAL ASSETS			(
				69,966.19)

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	(25,466.11)	
	TOTAL LIABILITIES			(
				25,466.11)

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	(44,500.08)	
	BALANCE - CURRENT DATE	(44,500.08)	
	TOTAL FUND EQUITY			(
				44,500.08)
	TOTAL LIABILITIES AND EQUITY			(
				69,966.19)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4115 STATE HIGHWAY REVENUE	13,951.44	80,414.47	154,500.00	74,085.53	52.1
TOTAL DEPARTMENT 10	13,951.44	80,414.47	154,500.00	74,085.53	52.1
<hr/>					
20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	88,700.00	88,700.00	.0
TOTAL DEPARTMENT 81	.00	.00	88,700.00	88,700.00	.0
TOTAL FUND REVENUE	13,951.44	80,414.47	243,200.00	162,785.53	33.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	32,328.00	32,328.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	35,685.00	35,685.00	.0
20-11-5090 WORKERS COMP	.00	2,900.00	3,000.00	100.00	96.7
20-11-5120 GAS - OIL	109.11	510.72	1,200.00	689.28	42.6
20-11-5137 SUPPLIES	.00	16.30	1,000.00	983.70	1.6
20-11-5140 UNIFORMS - TOWELS	29.42	144.15	500.00	355.85	28.8
20-11-5200 CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
20-11-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
20-11-5413 TELEPHONE	27.35	166.67	600.00	433.33	27.8
20-11-5415 UTILITIES	.00	.00	150.00	150.00	.0
20-11-5504 REPAIRS - MAINTENANCE	.00	4,662.13	3,000.00	(1,662.13)	155.4
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	.00	19,805.58	20,000.00	194.42	99.0
20-11-5523 TRAFFIC CONTROL	.00	.00	4,000.00	4,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	165.88	28,205.55	129,413.00	101,207.45	21.8
<u>CAPITAL</u>					
20-80-6000 CAPITAL OUTLAY	.00	11,500.00	11,500.00	.00	100.0
TOTAL CAPITAL	.00	11,500.00	11,500.00	.00	100.0
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	335.00	70,461.00	120,000.00	49,539.00	58.7
TOTAL DEPARTMENT 81	335.00	70,461.00	120,000.00	49,539.00	58.7
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,907.50	11,445.00	22,890.00	11,445.00	50.0
20-90-9615 PW EXPENSE ALLOCATION	550.50	3,303.00	6,606.00	3,303.00	50.0
TOTAL TRANSFER	2,458.00	14,748.00	29,496.00	14,748.00	50.0
 TOTAL FUND EXPENDITURES	 2,958.88	 124,914.55	 290,409.00	 165,494.45	 43.0
 NET REVENUE OVER EXPENDITURES	 10,992.56	 (44,500.08)	 (47,209.00)	 (2,708.92)	 (94.3)

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2019

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	9,000.00	
		9,000.00	
	TOTAL ASSETS		<u>9,000.00</u>
 <u>LIABILITIES AND EQUITY</u>			
 <u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	9,000.00	
		9,000.00	
	BALANCE - CURRENT DATE		9,000.00
	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 6 MONTHS ENDING DECEMBER 31, 2019

STREET SDC FUND

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

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

STREET SDC FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2019

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	130,337.89	
30-00-1251	UTILITY RECEIVABLE	(13,654.72)	
30-00-1350	PREPAID EXPENSE	(10,000.00)	
	TOTAL ASSETS		<u>106,683.17</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	11,684.80	
30-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)	
30-00-2100	ACCRUED PAYROLL	(586.00)	
30-00-2150	ACCRUED VACATION	47.78	
30-00-2300	WATER DEPOSITS	(314.30)	
	TOTAL LIABILITIES		832.28

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>105,850.89</u>	
	BALANCE - CURRENT DATE	<u>105,850.89</u>	
	TOTAL FUND EQUITY		<u>105,850.89</u>
	TOTAL LIABILITIES AND EQUITY		<u>106,683.17</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4330 WATER REVENUE	57,518.52	366,517.62	718,000.00	351,482.38	51.1
30-10-4332 NEW CONNECTION FEE	.00	1,650.00	4,000.00	2,350.00	41.3
30-10-4337 DOUBLE CHECK VALVE	.00	600.00	1,500.00	900.00	40.0
30-10-4350 RECOVERY BAD DEBT	.00	.00	1,000.00	1,000.00	.0
30-10-4581 PENALTY AND FEES	920.38	4,883.95	2,000.00	(2,883.95)	244.2
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	35.00	125.00	90.00	28.0
TOTAL DEPARTMENT 10	58,438.90	373,686.57	726,625.00	352,938.43	51.4
<hr/>					
30-81-4800 CDBG GRANTS	.00	.00	475,900.00	475,900.00	.0
TOTAL DEPARTMENT 81	.00	.00	475,900.00	475,900.00	.0
TOTAL FUND REVENUE	58,438.90	373,686.57	1,202,525.00	828,838.43	31.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	5,036.00	33,500.64	73,250.00	39,749.36	45.7
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	96,587.00	96,587.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	106,618.00	106,618.00	.0
30-11-5020 PAYROLL TAX	299.46	2,043.25	4,500.00	2,456.75	45.4
30-11-5040 BENEFITS	802.27	4,732.94	10,500.00	5,767.06	45.1
30-11-5060 PERS	544.49	3,881.24	7,000.00	3,118.76	55.5
30-11-5090 WORKERS COMP	1.45	2,914.26	3,000.00	85.74	97.1
30-11-5105 BAD DEBT	.00	1,044.28	3,000.00	1,955.72	34.8
30-11-5108 CHEMICALS	1,534.13	8,289.50	18,000.00	9,710.50	46.1
30-11-5120 GAS - OIL	149.49	1,106.85	2,000.00	893.15	55.3
30-11-5123 MERCHANT FEES	327.59	2,113.91	5,000.00	2,886.09	42.3
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	68.97	1,660.88	2,500.00	839.12	66.4
30-11-5140 UNIFORMS - TOWELS	164.89	806.96	2,000.00	1,193.04	40.4
30-11-5200 CONTRACT SERVICES	84.05	10,595.54	19,000.00	8,404.46	55.8
30-11-5204 ENGINEERING SERVICES	.00	657.50	16,000.00	15,342.50	4.1
30-11-5230 PRINTING AND PUBLISHING	302.51	1,956.85	4,000.00	2,043.15	48.9
30-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
30-11-5250 SYSTEM ANALYSIS	140.00	1,560.00	3,000.00	1,440.00	52.0
30-11-5320 DUES, LICENSE, PERMITS	.00	1,430.84	5,600.00	4,169.16	25.6
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	60.00	750.00	690.00	8.0
30-11-5344 TRAVEL	.00	.00	750.00	750.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	254.08	1,599.73	3,500.00	1,900.27	45.7
30-11-5415 UTILITIES	4,474.32	20,045.60	45,000.00	24,954.40	44.6
30-11-5504 REPAIRS - MAINTENANCE	1,300.00	3,766.31	10,000.00	6,233.69	37.7
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,405.25	18,382.59	25,000.00	6,617.41	73.5
30-11-5531 DISTRIBUTION MAINTENANCE	2,058.52	2,058.52	16,000.00	13,941.48	12.9
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	.00	660.23	8,000.00	7,339.77	8.3
30-11-5605 HYDRANT REPLACEMENT	.00	.00	4,000.00	4,000.00	.0
TOTAL EXPENDITURE	18,947.47	124,868.42	497,855.00	372,986.58	25.1
<hr/>					
30-80-6000 CAPITAL-VEHICLES	.00	12,000.00	13,000.00	1,000.00	92.3
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	975.00	498,100.00	497,125.00	.2
TOTAL DEPARTMENT 80	.00	12,975.00	511,100.00	498,125.00	2.5
<hr/>					
30-81-5916 CDBG GRANT EXPENDITURE	1,842.50	1,842.50	.00	(1,842.50)	.0
TOTAL DEPARTMENT 81	1,842.50	1,842.50	.00	(1,842.50)	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-82-8030 WATER PRINCIPAL	.00	13,063.00	27,851.00	14,788.00	46.9
30-82-8035 WATER INTEREST	.00	123.76	33,143.00	33,019.24	.4
TOTAL DEPARTMENT 82	.00	13,186.76	60,994.00	47,807.24	21.6
TRANSFER					
30-90-9040 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,816.58	10,899.48	21,799.00	10,899.52	50.0
30-90-9231 TRANSFER IN	.00	.00	(13,203.00)	(13,203.00)	.0
30-90-9610 OVERHEAD ALLOCATION	5,699.17	34,195.02	68,390.00	34,194.98	50.0
30-90-9615 PW EXPENSE ALLOCATION	1,644.75	9,868.50	19,737.00	9,868.50	50.0
TOTAL TRANSFER	9,160.50	114,963.00	156,723.00	41,760.00	73.4
TOTAL FUND EXPENDITURES	29,950.47	267,835.68	1,226,672.00	958,836.32	21.8
NET REVENUE OVER EXPENDITURES	28,488.43	105,850.89	(24,147.00)	(129,997.89)	438.4

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2019

WATER SDC FUND

ASSETS

31-00-1009 CASH ALLOCATED

5,544.00

TOTAL ASSETS

5,544.00

LIABILITIES AND EQUITY

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

5,544.00

BALANCE - CURRENT DATE

5,544.00

TOTAL FUND EQUITY

5,544.00

TOTAL LIABILITIES AND EQUITY

5,544.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WATER SDC FUND

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

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WATER SDC FUND

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

CITY OF WILLAMINA
 BALANCE SHEET
 DECEMBER 31, 2019

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	62,203.24	
40-00-1251	UTILITY RECEIVABLE	2,804.89	
40-00-1350	PREPAID EXPENSES	(10,000.00)	
	TOTAL ASSETS		<u>55,008.13</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	11,263.15	
40-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)	
40-00-2100	ACCRUED PAYROLL	(160.12)	
40-00-2150	ACCRUED VACATION	36.46	
40-00-2400	SEWER DEPOSITS	1,652.06	
	TOTAL LIABILITIES		2,791.55

FUND EQUITY

	REVENUE OVER EXPENDITURES - YTD	<u>52,216.58</u>	
	BALANCE - CURRENT DATE	<u>52,216.58</u>	
	TOTAL FUND EQUITY		<u>52,216.58</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,008.13</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4340 WASTEWATER REVENUE	55,079.64	322,046.99	655,000.00	332,953.01	49.2
40-10-4342 NEW CONNECTION FEE	.00	450.00	1,200.00	750.00	37.5
40-10-4350 RECOVERY BAD DEBT	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT 10	55,079.64	322,496.99	657,400.00	334,903.01	49.1
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 55,079.64	 382,496.99	 717,400.00	 334,903.01	 53.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,115.62	16,408.49	68,000.00	51,591.51	24.1
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	85,222.00	85,222.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	96,461.00	96,461.00	.0
40-11-5020 PAYROLL TAX	286.47	1,512.78	3,000.00	1,487.22	50.4
40-11-5040 BENEFITS	2,776.69	16,633.60	10,500.00	(6,133.60)	158.4
40-11-5060 PERS	173.67	964.70	2,000.00	1,035.30	48.2
40-11-5090 WORKERS COMP	2.18	2,112.54	2,200.00	87.46	96.0
40-11-5105 BAD DEBT	.00	731.26	2,500.00	1,768.74	29.3
40-11-5108 CHEMICALS	.00	1,934.00	15,000.00	13,066.00	12.9
40-11-5120 GAS - OIL	142.08	961.87	2,300.00	1,338.13	41.8
40-11-5123 MERCHANT FEES	327.59	2,113.88	4,000.00	1,886.12	52.9
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	50.77	2,241.78	2,100.00	(141.78)	106.8
40-11-5140 UNIFORMS - TOWELS	294.45	1,441.07	2,000.00	558.93	72.1
40-11-5200 CONTRACT SERVICES	500.00	13,185.44	22,000.00	8,814.56	59.9
40-11-5204 ENGINEERING SERVICES	.00	52.50	6,000.00	5,947.50	.9
40-11-5230 PRINTING AND PUBLISHING	302.50	1,956.86	3,000.00	1,043.14	65.2
40-11-5233 TECHNOLOGY SERVICES	.00	2,017.99	1,450.00	(567.99)	139.2
40-11-5250 SYSTEM ANALYSIS	315.00	660.00	5,000.00	4,340.00	13.2
40-11-5320 DUES, LICENSE, PERMITS	.00	535.00	4,500.00	3,965.00	11.9
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	1,559.00	500.00	(1,059.00)	311.8
40-11-5344 TRAVEL	.00	.00	500.00	500.00	.0
40-11-5413 TELEPHONE	322.22	1,921.33	4,000.00	2,078.67	48.0
40-11-5415 UTILITIES	3,401.07	14,243.04	34,000.00	19,756.96	41.9
40-11-5504 REPAIRS - MAINTENANCE	.00	7,956.41	20,000.00	12,043.59	39.8
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	2,387.37	10,000.00	7,612.63	23.9
40-11-5541 COLLECTION MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURE	12,010.31	93,530.91	426,733.00	333,202.09	21.9
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	11,741.20	41,000.00	29,258.80	28.6
TOTAL DEPARTMENT 80	.00	11,741.20	41,000.00	29,258.80	28.6
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	120,081.00	120,081.00	.00	100.0
40-82-8045 SEWER INTEREST	.00	55,421.84	55,421.00	(.84)	100.0
TOTAL DEPARTMENT 82	.00	175,502.84	175,502.00	(.84)	100.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,643.50	9,861.00	19,722.00	9,861.00	50.0
40-90-9241 TRANSFER IN	.00	.00	(24,570.00)	(24,570.00)	.0
40-90-9610 OVERHEAD ALLOCATION	5,156.16	30,936.96	61,874.00	30,937.04	50.0
40-90-9615 PW EXPENSE ALLOCATION	1,451.25	8,707.50	17,415.00	8,707.50	50.0
TOTAL TRANSFER	<u>8,250.91</u>	<u>49,505.46</u>	<u>74,441.00</u>	<u>24,935.54</u>	<u>66.5</u>
TOTAL FUND EXPENDITURES	<u>20,261.22</u>	<u>330,280.41</u>	<u>717,676.00</u>	<u>387,395.59</u>	<u>46.0</u>
NET REVENUE OVER EXPENDITURES	<u>34,818.42</u>	<u>52,216.58</u>	<u>(276.00)</u>	<u>(52,492.58)</u>	<u>18919.</u>

CITY OF WILLAMINA
BALANCE SHEET
DECEMBER 31, 2019

WASTEWATER SDC FUND

ASSETS

41-00-1009 CASH ALLOCATED

7,500.00

TOTAL ASSETS

7,500.00

LIABILITIES AND EQUITY

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD

7,500.00

BALANCE - CURRENT DATE

7,500.00

TOTAL FUND EQUITY

7,500.00

TOTAL LIABILITIES AND EQUITY

7,500.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WASTEWATER SDC FUND

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

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2019

WASTEWATER SDC FUND

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

**City of Willamina
City Council Meeting Minutes
January 14, 2020
6:00 PM**

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
Councilor Bob Burr
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown

Mayor Ila Skyberg called the regular meeting of the City of Willamina City Council to order at 6:00 PM on January 14, 2020 at the West Valley Fire District. Mayor Skyberg led in the flag salute. Deputy City Recorder Bernard took the roll, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called on Council President Baller for a motion. Also, to read the items within the consent agenda.

Council President Baller read three items:

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

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

2. Ordinance No. 680 Revision Section 32.45 of The Willamina Code of Ordinances Mayor Ila Skyberg asked for a motion.

MOTION: Councilor Baller moved to read Ordinance No. 680 revising section 32.45 of the Willamina Code of Ordinances in full and then by title only. Councilor Wooden seconded the motion. Motion carried with Councilors Burr, Johnson, Lawson, Baller, McKnight, and Wooden all in favor

MOTION: Councilor Baller moved to approve Ordinance No. 680, revising Section 32.45 of the Willamina Code of Ordinances. Councilor McKnight seconded the motion. Motion failed with Councilors Burr, Johnson, Lawson, Baller, McKnight, and Wooden, all in opposition.

Discussion:

Councilor Burr commented that he is concerned about public perception. He would like to see a questionnaire asking for feedback in the newsletter seeking input from citizens. He recommends not approving the ordinance until the Council receives feedback.

Councilor Baller commented she made a few phone calls to ask what others think about the closure on Friday. Every person she talks to was concerned that the office was often closed already. Councilor Baller would like to see feedback from the Public.

Mayor Skyberg commented that she contacted other cities and discovered, other cities were open from 8:00 AM to 5:00 PM. The cities also rotated lunches with staff.

Councilor McKnight said that she hears the office is never open.

City Manager West responded to the comments stating that staff had already talked with citizens informally and that this was a direct request from a number of citizens to staff. The intent was to increase the hours that City Hall could serve its citizens, at their request, without having to increase personnel expenses. In addition, Manager West noted that staff had already completed a review of when the office is least busy and that it was Friday afternoons. Further, staff are responding to what our citizens are asking for, not following what other cities are doing or not doing. Manager West also noted that when asked in the past to comment on such matters, most citizens did not respond; however a notice would be included in the next Newsletter. .

3. Updated Master Fee Schedule
Mayor Ila Skyberg

MOTION: Councilor Baller moved to adopt the 2020 Master Fee Schedule. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Johnson, Lawson, Baller, McKnight, and Wooden all in favor.

Discussion:

Councilor Burr noticed the no charge for the Event Permit and was pleased.

Councilor Burr asked if the new master fee schedule included the updated SDC's Fees. City Manager West responded that the System Development Fees did not change.

Councilor Wooden commented on the cop fees and felt they were too expensive. Councilor McKnight agreed. Councilor Baller asked is there a way to specify a different cost for the Museum.

Manager West commented there was extensive research on what it cost to lease, the cost for a paper, cost for the toner, and staff time to average out the rate for copies. She said it is unfair for one organization to get a lower rate. We could separate the Museum because they own the copier. Manager West asked if the Museum makes many copies. The response was no. Councilor Wooden responded that most of the copies are for the Museum.

Councilor Burr asked about the 15% surcharge. Manager West responded the charge is for citizens who live out of the city and connect to the service.

Mayor Skyberg asked why the Willamina Villa was not on the Master Fee Schedule. Deputy City Recorder responded that the rate for the Villa is a multiplier of units.

Councilor Baller commented that it seems like it should have its line so we do not have a guess. Manager West responded that it should not because we are supposed to have the rates combined.

Appointment of 2020-2021 Budget Officer and Budget Committee Members

Mayor Ila Skyberg called for a motion.

MOTION: Councilor Wooden moved to appoint City Manager Kenna West as Budget Officer and approve the current members of the Budget Committee for the 2020-2021 fiscal year budget. Councilor Burr seconded the motion. Motion

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

Discussion: none

4. Engineering Task Order No. 14
Mayor Ila Skyberg

MOTION: Councilor McKnight moved that the City Council authorize the City Manager to execute Task Order No. 14, if Business Oregon approves it. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Johnson, Lawson, Baller, McKnight, and Wooden all in favor.

Discussion:

Mayor Skyberg closed the Regular Session and opened the Public Hearing for ZC/CPMA 2019-02 Zone Change/Comprehensive Plan Map Amendment.

5. Public Hearing
Mayor Ila Skyberg
Mayor Skyberg read the public hearing statement in its entirety.

Mayor Skyberg asked if there were any objections to the notice that was sent in this case. There was none.

Mayor Skyberg asked the Council if there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council. There was none.

Mayor Skyberg called for the Staff Report.

Deputy City Recorder Bernard reported that the applicant has requested approval from the Council to move the hearing to May 12, 2020.

Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve extending the public hearing as requested by the applicant. Councilor Wooden seconded the motion. Motion carried with Councilors Burr, Johnson, Lawson, Baller, McKnight, and Wooden all in favor.

6. Mayor Report
Mayor Ila Skyberg
Mayor Skyberg shared that she attended a community meeting held at City Hall in the Old Council Chambers Conference Room. Commissioner Kulla was the host and a number of speakers presented options for Yamhill County Charter amendments. Including the option for five commissioners versus three. Mayor Skyberg commented that the information was very detailed and interesting.

Also, Mayor Skyberg invited the Council to the Love of Chocolate Event on February 8, 2020 at the Willamina Museum passing out flyers. Mayor Skyberg handed out a map with the proposed second By-Pass phase for Council's information.

7. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called on Cemetery Liaison Baller to report. Councilor Baller said there was no meeting.

Chamber Liaison Wooden reported on the Chamber's last meeting. The Christmas Dinner served between 550 and 600 people. Also, three of the Fire Departments officers were present and handed out two flyers that explained what is going on in the Fire Department and the future changes.

Library Liaison Lawson reported that she met with Sara. The regular activities are occurring at the Library currently, but in February, Phase 2 of the Library remodel will begin. They are collecting boxes for book storage. The Library will close for the month of February.

Mayor Skyberg called on the YCOM Board Liaison Baller. Mayor Skyberg asked how many years she served on the YCOM Board. Councilor Baller responded that she had been attending YCOM meetings for over 20 years. She had seen over the years the group go from chaos to a very well run organization. Mayor Skyberg thanked Councilor Baller for her long-term dedication.

Yamhill County Transit Authority Board Member Liaison Johnson reported that their first meeting of 2020 is coming up at the end of January, where they will work on their three-year goal-setting plan.

8. Informational Reports form City Officers

Mayor Ila Skyberg

Mayor Skyberg called on Madam City Manager West to report. Manager West started her report by tagging onto the Mayor Skyberg's report on the presentation at City Hall. Manager West said that Commissioner Kulla asked the City to host the meeting. Manager West explained the aim of the Committee, which is to change the County Charter. The proposed changes would include changing from general law to home rule. They would like to improve service to their citizens. The process will take two to three years. As with all government it comes down to what the citizens want.

Councilor Wooden added that in the past there has been discussion about districts, which could represent this part of the County better.

Manager West reported that the Council of Governments Dinner is February 19, 2020. The Dinner will be at the Keizer Civic Center.

Manager West said this is the first meeting of 2020 and presented the Council with the “Best Moments of 2019”.

- The Library - Phase 1 of the remodel and new office. Also, the Library reading program was the most successful ever. In addition to the South Yamhill Astronomy Club created in 2019.
 - Public Works - upgrades at the Museum, the recovery of the 1940 Fire Truck, the new cover over at Public Works to maintain the fire truck, Water Operator Justin Riggs completed his water certification level three.
 - ADA fishing docks in cooperation with Hampton employees at Hampton Park.
- City Hall Administration:
 - Trunk or Treat.
 - Continue support of the food pantry at City Hall.
 - Christmas gifts under the tree given to citizens who would not have a Christmas otherwise
 - Sherwood Middle School fished at the Park.
 - Increase police support and working substation.
 - Polk County Cemetery savers are 50% complete. They will return next year to complete.
 - The Wayfinding Sign project
 - Improvements to infrastructure.
 - We have an E-Commerce overlay.

Manager West said this is the best year yet!

Councilor Wooden commented on the new Dollar General Store. She asked if there are any plans for a second exit. Manager West responded that ODOT disapproved a second exit. However, when we do our TSP (Transportation System Plan), that is something to talk about and it may change. Councilor Wooden added that she would like to see a sign that identifies F Street. She said it is a City Street and she thinks it should have signage.

Councilor Wooden also reported that Rolly from Coyote Joes contacted local business owners to see if they were affected and they said no. Councilor Wooden commented that the New Dollar General was like a small Walmart.

9. Adjourn

Mayor Ila Skyberg called for a motion.

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

IV. Agenda and Time of Next Meeting

The next meeting will be on February 11, 2020:

West Valley Fire Station

825 NE Main St.

Willamina, Oregon 97396

The meeting was adjourned at 7:15 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: DEBBIE BERNARD DEPUTY CITY RECORDER
SUBJECT: LIQUOR LICENSE RENEWAL

ISSUE

Shall the City Council approve or deny the liquor license renewal applications for 2020?

RECOMMENDATION

Staff recommends the City Council approve the liquor license renewal applications for 2020.

SUMMARY AND BACKGROUND

Each year the City receives a memorandum entitled "Renewal Notification Process" from Oregon OLCC. The attached renewal notification memorandum lists processes and various businesses listed in the City that have liquor licenses that must be renewed by March 31, 2020 (copy attached).

The memorandum provides the Council the option of recommending approval by doing nothing, recommending denial by filing an unfavorable recommendation, or asking for additional time to complete an investigation.

FACTS AND FINDINGS

1. The City Council is notified each year of the list of businesses that come up for liquor license renewal by March 31, 2020;
2. The City Council is provided the option to do nothing which is interpreted as approval and the OLCC will process the renewal application as a favorable recommendation;
3. In the alternative, the City Council may recommend denial and file an unfavorable recommendation, stating the grounds for the unfavorable decision; or
4. The City Council may make a written request for additional time to complete an investigation.

Proposed Motion: *I move that the City Council "do nothing" and by doing so approve the renewal list of the liquor license applications.*

Debbie Bernard

Debbie Bernard, Deputy City Recorder



Oregon

Kate Brown, Governor

Liquor Control Commission

PO Box 22297
Portland, OR 97269-2297
(503) 872-5000
(800) 452-6522

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 **3/31/2020**. 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 **3/5/2020** to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

1. **DO NOTHING.** If you do not submit a recommendation by **3/5/2020**, 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 25138.



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.

<u>License No./ Premises No.</u>	<u>Tradenname/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 287330 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. 288769 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. 287458 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. 296809 Prem. 3495	DILLON'S BAR & GRILL DILLON'S BAR & GRILL LLC F-COM - FULL ON-PREMISES SALES	181 NE MAIN ST WILLAMINA, OR 97396 503-876-7312	PO BOX 1002 WILLAMINA, OR 97396
Lic. 304312 Prem. 60856	DOLLAR GENERAL #19855 DG RETAIL LLC O - OFF-PREMISES SALES	511 NE MAIN ST WILLAMINA, OR 97396 503-876-2062	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 291706 Prem. 57098	ODDFELLOW'S PIZZA COMPANY KAREN K. HARDING F-COM - FULL ON-PREMISES SALES	282 NE MAIN ST WILLAMINA, OR 97396 503-927-7677	39201 COAST CREEK RD WILLAMINA, OR 97396
Lic. 289393 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. 292097 Prem. 59359	WILLAMINA MERCHANTS WILDWOOD SERVICES INC O - OFF-PREMISES SALES	110 NE MAIN ST WILLAMINA, OR 97396 971-241-3173	PO BOX 482 WILLAMINA, OR 97396
Lic. 288159 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. 290194 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

10

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER and BUDGET OFFICER
SUBJECT: APPROVAL OF THE FISCAL YEAR 2020-2021 BUDGET CALENDAR

ISSUE

Shall City Council approve the attached Fiscal Year 2020-2021 Budget Calendar?

RECOMMENDATION

Staff recommends approval of the attached Fiscal Year 2020-2021 Budget Calendar.

SUMMARY AND BACKGROUND

The City of Willamina Budget Officer proposes the attached Fiscal Year 2020-2021 Budget Calendar. This calendar provides the pertinent dates related to the City of Willamina's budget process for Fiscal Year 2020-2021.

The attached budget calendar will be used to schedule appropriate actions and meetings necessary for the City's budgeting process and, importantly, will provide an accessible document with the dates of those actions and meetings for use by the citizens of Willamina.

FACTS AND FINDINGS

1. The City of Willamina operates on a fiscal year calendar which begins on July 1st and ending on June 30th.
2. The attached budget calendar provides the pertinent dates related to the City of Willamina's budget process for Fiscal Year 2020-2021.
3. This calendar will be used to schedule appropriate actions and meetings necessary for the City's budgeting process and, importantly, provides an accessible document with the dates of those actions and meetings for use by the citizens of Willamina.

Proposed Motion: I move to approve the attached Fiscal Year 2020-2021 Budget Calendar.

Kenna L. West

Kenna L. West, City Manager and Budget Officer

Attachment:

- A. Fiscal Year 2020-2021 Budget Calendar

REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER
**SUBJECT: EID (ECONOMIC IMPROVEMENT PROGRAM) 2019 - 2020
ANNUAL BUDGET, FINANCIAL REPORT, AND SLATE OF
OFFICERS**

ISSUE

Shall the City Council approve the nominee's for the Economic Improvement District (hereinafter EID) Advisory Committee as presented to the Council and accept the Annual Financial report submitted by the EID Treasurer?

RECOMMENDATION

Staff recommends that the City Council approve the nominees for the EID Advisory Committee as presented and accept the Annual Financial Report presented by the Treasurer.

SUMMARY AND BACKGROUND

The City of Willamina Code provides:

§34.02(F) (2)

- (a) Any and all changes in officers, bylaws or other governing procedures will be submitted to the city as soon as these changes take place;
- (c) A financial report will be submitted by the treasurer of the EID to the City Recorder detailing all receipts and expenditures of funds provided by EID assessments.

§34.02(G) An advisory committee for the Economic Improvement District shall continue, consisting of 5 individuals who are either owners of property or managers of businesses located within the Economic Improvement District. The committee members shall serve a 1-year term.

- (1) The City Council shall receive nominations for members of the advisory committee and shall give due consideration to the nominees presented to the Council by local business organizations.

The City Council has received the appropriate financial report and nominations for members as directed by the City of Willamina Code.

On January 14, 2020 the EID met for the annual budget meeting, nomination of the advisory committee, and election of officers.

The EID provided their nominees to the EID Advisory Committee to the Deputy City Recorder after their January 14, 2020 meeting. In addition, Treasurer Geneva Wymore provided the 2019-2020 EID Annual Budget Report for submission to the City Council. A summary of the elected officers and proposed Advisory Committee members follows:

EID Officers for 2019		Advisory Committee
President	Rolly Heuser	Robert Burr
Vice-President	Gary Brooks	Rolly Heuser
Secretary	Geneva Wymore	Ila Skyberg
Treasurer	Geneva Wymore	Katie Kendall
Past President	Robert Burr	Greg Anderson

FACTS AND FINDINGS

1. The EID submitted the names of their newly elected Officers;
2. The EID submitted to the City Council, in writing, their nominees to the advisory committee; and
3. The Treasurer of the EID submitted the Annual Financial Report to the Deputy City Recorder.

Proposed Motion: *I move to approve the nominees presented by the EID for the Advisory Board to accept the EID Annual Financial Report.*

Debbie Bernard

Debbie Bernard, Deputy City Recorder

Attachments:

Letter dated January 14, 2020
2019-20 EID Annual Financial Report & Proposed Budget

Economic Improvement District

P.O. Box 411
Willamina, OR 97396

EID

ADVISORY COMMITTEE & OFFICERS *Economic Improvement District – Since 1991* (503)876-3003

PRESIDENT: Rolly Heuser Vice-President: Gary Brooks Secretary: Geneva Wymore Treasurer: G. Wymore Past President: Robert Burr	Advisory Committee:	Robert Burr Greg Anderson Rolly Heuser Ila Skyberg Katie Kendall
---	---------------------	--

2019 - 2020 EID ANNUAL REPORT

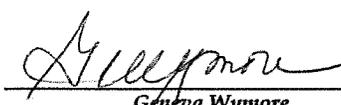
CATEGORIES:	ITEM/ ACTIVITIES:	2019 Credits	2019 Debits	2020 Credits	2020 Debit Budget
2018-19	EID Ending Balance	\$ 11,351.59		Beg. Balance:	Proposed
2019-20	EID/Taxes (12/12/19)	\$ 8,714.13		\$ 7,188.41	(\$ 7,000.00)

<u>1. Administrative:</u>	Postage, copies, Application Fees, Letters, Permits, etc. Cards & Flowers.	\$.00	\$ 87.56		\$ 100.00
<u>2. Beautification:</u>	A.) Planter Baskets/Tubs Flowers/Soil, Flags, Trees, B.) Lights/Garland/Decorations	\$.00	\$ 4,105.81 (Poles/Baskets) \$ 3,507.49		\$ 2,250.00 \$ 500.00
<u>3. Business Develop:</u>	A.) ART TOUR: Letters, Publicity, (Banners, Brochures, Posters) Artist fees, Dinner, Tea Room: Horse wagon/Shuttle (800.00) Signs, Pegboards, etc.	\$ 1,270.00 400.00	\$ 4,424.50 800.00 (Shuttle)		\$ 3,000.00 \$.00
	B.) ART PROJECT/SCULPTURES: Metal Sculptures (3/ 771.00) Wood Carvings (proposed \$3500)		\$ 0.00 0.00 \$ (Pending)		\$.00
	C.) CITY WIDE SALE (fees/signs)	\$ 548.91	\$ 586.13		\$ 100.00
<u>4. Parking:</u>	Crosswalks, Curbs, Parking Lot Improvements, Signs, Banners (Proposed Banner Holders - FFA)	\$.00	\$ 49.99 (Saw Signs) \$ (0.00)		\$.00
<u>5. Community:</u>	A.) 4 th of July Fireworks/ Trophies/T-shirts/ Ads		\$ 1,179.35		\$ 600.00
	B.) City Clean-up Day / Bridge the Gap		\$ 120.00		\$ 200.00
<u>& Promotional, Functions:</u>	C.) Fireman's Breakfast (2)		\$ 188.90		\$ 200.00
	D.) Food Banks (Artist Donation)	\$ 148.00	\$ 148.00 (Grandshermina) \$.00 (CJ's Free Dinner)		\$.00
	E.) Christmas Lights Parade, Cider, Donuts, Publicity, Santa /Carriage, Goosey II Rental, Banners, tree, etc.		\$ 46.49 (Battery)		\$ 50.00
	F. In-kind Donations (City Sale, Bulletin, City Tree)		\$ [352.39]		

Total Credit/Debits:	(2019-2020)	\$ 22,432.63	\$ 15,244.22	(2020) \$ 7,188.41	(\$ 7,000.00)
----------------------	-------------	--------------	--------------	--------------------	---------------

Goose Benefit Dinner (Donations) Beg. Balance: \$ 1,746.98 - Ending Balance: \$ 1,389.92 (Goose Repairs/Paint 2019)

Check Book Balance 12/31/19 = \$ 8,578.33 2019 - EID Ending Balance: \$ 7,188.41

Approved: Date: 1/8/20 EID Budget for Jan. 1 to Dec. 31, 2020, Signed  Treasurer/EID
Annual Budget Meeting 1/8/2020 Geneva Wymore

Economic Improvement District

P.O. Box 411
Willamina, OR 97396

EID

ADVISORY COMMITTEE & OFFICERS

Economic Improvement District – Since 1991

(503)876-3003

PRESIDENT: Rolly Heuser
Vice-President: Gary Brooks
Secretary: Geneva Wymore
Treasurer: Geneva Wymore
Past President: Robert Burr

Advisory Committee: Robert Burr
Rolly Heuser
Ila Skyberg
Katie Kendall
Greg Anderson

January 14, 2020

City of Willamina
411 NE C St.
Willamina, OR 97396

Dear Mayor Skyberg, City Manager, Kenna West, and Willamina City Council

1. EID Officers for 2020 are:
President: Rolly Heuser
Vice-President: Gary Brooks
Secretary/Treasurer: Geneva Wymore
Past President: Robert Burr
2. Advisory Committee:
Robert Burr
Rolly Heuser
Ila Skyberg
Katie Kendall,
Greg Anderson

The EID needs final approval from the City on the above Advisory Committee for 2020. The Advisory Committee shall have the responsibility to allocate expenditures Of monies for economic improvement activities within the scope of ORDINANCE NO. 576.

3. A copy of the 2019-2020 EID Annual Report & Proposed Budget is attached.
4. The EID members meet the first Wednesday of each month at Coyote Joe's Meeting Room at 8:00 am. New members and volunteers are always welcome.

Sincerely,



Geneva Wymore

EID Sec/Treasurer 2019-2020

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL

**FROM: WILLAMINA PUBLIC LIBRARY BOARD through KENNA WEST, CITY
MANAGER**

SUBJECT: APPOINTMENT TO THE WILLAMINA PUBLIC LIBRARY BOARD

ISSUE

1. Appointment by Mayor Skyberg of the applicant to the Willamina Public Library Board; and
2. Shall the City Council confirm Mayor Skyberg's appointment to the Willamina Public Library Board?

RECOMMENDATION:

1. Appoint the applicant to the Willamina Public Library Board; and
2. City Council should confirm the appointment.

SUMMARY AND BACKGROUND

The City of Willamina Code of Ordinances Chapter 31, §31.03(B) provides that the members of the Willamina Public Library Board shall be appointed by the Mayor and that appointment confirmed by the City Council.

There is currently one position vacant on the Willamina Public Library Board. Attached is an application for that open position.

Should the Mayor choose to appoint the applicant to the open position, then the City Council must confirm that appointment or the position will remain vacant.

FACTS AND FINDINGS

1. Chapter 31, §31.03(B) provides that the Mayor shall appoint the members of the Willamina Public Library Board.
2. Chapter 31, §31.03(B) also provides that the City Council shall confirm the appointment of the members of the Willamina Public Library Board.
3. There is one applicant for the vacant position on the Willamina Public Library Board.

4. Should the Mayor choose not to appoint or the City Council choose not to confirm the Mayor's appointment then the Board position will remain vacant.

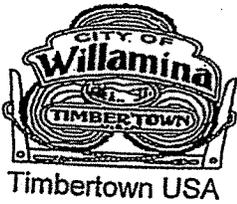
Proposed Action: Mayor Skyberg to appoint the applicant to the Willamina Public Library Board.

Proposed Motion: *I move that the Council approve Mayor Skyberg's appointment of Jeri St. Onge to the Willamina Public Library Board.*

Kenna L. West

Kenna L. West, City Manager

Attachment: Application to the Willamina Public Library Board



City of Willamina

Application for City Office



See back for position criteria and requirements

Applicant's Full Name

Jeri St-Onge

Physical Address

Mailing Address

Home Phone Number

Cell Phone Number

Email

jeristonge@gmail.com

Occupation

Administrative Assistant

Years of Residency 8

Registered Voter

Yes

No

Position(s)
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

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

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

I love that our town has a Library. It is a place of learning for all ages. It brings the community together in an uplifting and thoughtful way. I want to be a part of its success.

Please share any governmental or volunteer experience you have had

Willamina City Council Member and President

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

I love taking a supporting role in my volunteer activities and I feel very passionate about the success of our community Library. I enjoy working on fund raising events, I love to teach classes and I especially like to see the look of excitement, amazement and love when someone is learning.

Signature

Date

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

SUBJECT: REVISION OF SECTIONS 32.31 AND 32.32 OF THE WILLAMINA CODE OF ORDINANCES TO UPDATE PURCHASING POLICIES AND PURCHASE LIMITS

ISSUE

Shall City Council adopt Ordinance No. 680 revising Sections 32.31 and 32.32 of the Willamina Code of Ordinances?

RECOMMENDATION

Staff recommends adoption of Ordinance No. 680.

SUMMARY AND BACKGROUND

The City of Willamina Code of Ordinances (hereinafter "Code") provides the parameters by which the City of Willamina shall operate. Section 32.31 outlines the purchasing policies and Section 32.32 delineates the employee purchase limits. These two sections were adopted nearly a decade and a half ago and have not been revised since that time.

In the last decade and a half, the value of goods and products have changed significantly. The structure of the City's organization has also significantly changed with a revision of duties and change to management structure. Further, the purchasing laws, standards, and procedures have changed significantly. None of these changes have been incorporated into Section 32.31 or Section 32.32.

In addition, in 2016, Section 34.03 relating to the City's contracting rules were revised, but the related Sections 32.31 and Section 32.32 were not revised. This leaves some ambiguity and possibility for confusion between these sections.

A recent training focused on purchasing standards, Oregon laws regarding purchasing, and purchasing practices provided the parameters for the proposed changes to Section 32.31 and Section 32.32 including bringing the policies into line with current laws and standards and bringing the purchasing limits into line with current purchasing standards and practices.

These proposed changes provide the City with policies that are in compliance with current Oregon law and allow the City to operate at a highly efficient and effective manner.

FACTS AND FINDINGS

1. The City's purchasing policies and purchase limits have not been updated in nearly a decade and a half and are outdated and out of compliance with purchasing standards, laws, and practices.
2. The current purchasing policies and purchase limits do not take into consideration significant changes in the value of goods and products, changes in the laws, standards, and practices, or the significant changes in the structure of the City's organization.

3. A recent training focused on purchasing standards, Oregon laws regarding purchasing, and purchasing practices has provided the parameters for the changes proposed to Section 32.31 and Section 32.32.
4. The proposed changes will bring the City's purchasing policies and purchasing limits in line with current laws, standards, and practices.

Proposed Motion: I move to adopt Ordinance No. 680 revising Section 32.31 and Section 32.32 of the Willamina Code of Ordinances.

Kenna L. West

Kenna L. West, City Manager

Attachment:

- A. Ordinance No. 680

ORDINANCE NO. 680

**AN ORDINANCE AMENDING SECTIONS 32.31 and 32.32 OF THE
WILLAMINA CODE OF ORDINANCES**

WHEREAS, the City of Willamina Code of Ordinances provides the parameters by which the City of Willamina shall operate, including the City's purchase policies and employee purchase limits; and

WHEREAS, these policies were passed nearly one and a half decades ago; and

WHEREAS, the value of goods and products have changed significantly in the last decade and a half; and

WHEREAS, the current purchase policy and purchase limits are outdated and result in the slow and inefficient functioning of City services; and

WHEREAS, the City's public contracting rules found in Willamina Municipal Code Section 34.03 were revised in 2016, but the related Section 32.31, Purchase Policy and Section 32.32, Purchase Limits were not revised accordingly.

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

Section 1: Revisions

Section 32.31 of the Willamina Code of Ordinances shall be revised as follows:

(B) Any item costing between \$5,001 and \$24,999 should have three verbal quotes unless three verbal quotes cannot be obtained. Should staff be unable to obtain three verbal quotes, a written record of the efforts to obtain the three quotes should be made.

(C) Any item costing between \$25,000 and \$99,999 should have three written competitive quotes unless three written quotes cannot be obtained. Should staff be unable to obtain three written quotes, a written record of the efforts to obtain the three quotes should be made.

(D) Any item costing \$100,000 or more should have a formal competitive bid with an RFQ or RFP and requires formal City Council approval of any contract for purchase.

(E) This section shall not control the public contracting procedures of the City. The public contracting rules for the City are adopted by the City Council by resolution pursuant to Section 34.03. A copy of the controlling resolution is available from the City Recorder.

Section 32.32 of the Willamina Code of Ordinance shall be revised as follows:

(A) City Manager may authorize purchases for budget line items up to \$75,000.

(B) The Public Works Director and the Finance Manager may authorize purchases for budget line items up to \$25,000.

(C) The Library Director may authorize purchases for Library budget line items up to \$5,000.

(D) Purchases which exceed the City Manager's authority or that are not found within a budget line item require formal City Council approval.

(E) In the case of an emergency the City Manager has the authority to purchase items that are not within a budget line item and without approval of the City Council up to the sum of \$100,000. The City Council shall be advised of the emergency purchase as soon as practicable.

(F) No purchases shall be made solely upon a request by a member of Council.

Subsection (G) shall be deleted and repealed.

Section 2: Severability:

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

Section 3: Codification:

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

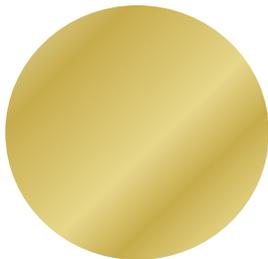
Section 4: Effective Date:

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

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with Chapter VIII, Section 30-31 of the City Charter on the 11th day of February, 2020.

PASSED and ADOPTED this 11th day of February, 2020, by the following votes:

Mayor Skyberg: _____
Councilor Baller: _____
Councilor Burr: _____
Councilor Johnson: _____
Councilor Lawson: _____
Councilor McKnight: _____
Councilor Wooden: _____



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, Deputy City Recorder

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL

FROM: KENNA WEST, CITY MANAGER

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

ISSUE

Shall City Council adopt Ordinance No. 681 revising Section 32.45 of the Willamina Code of Ordinances?

RECOMMENDATION

Staff recommends adoption of Ordinance No. 681.

SUMMARY AND BACKGROUND

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

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

City staff reviewed the dates and times that City Hall was frequented by our community members. It was found that most community members do not visit City Hall on Fridays, although Monday’s are generally a quite busy day.

A request for input on proposed changes to City Hall hours was published in the City Newsletter which is distributed to every account holder via the utility billing. No input on this matter was received from the community.

In order to return the responsibility of determining City Hall hours to a management function, and to more quickly and better respond to the requests and needs of the community, the revisions to Section 32.45 allow for the City Manager to determine the hours that City Hall is open based upon the needs of the community and staff safety, and requires that City Hall hours be posted at City Hall for the convenience of the community.

FACTS AND FINDINGS

1. The City of Willamina Code of Ordinance, Section 32.45 provides for City Hall business hours to be from 8:00 am to 5:00 pm with a staggered lunch.
2. City staff have received a significant number of requests from community members for City Hall operating hours outside of the standard 8:00 am to 5:00 pm.
3. The City of Willamina does not have funding available to hire another employee to cover additional hours outside of the 8:00 am to 5:00 pm time frame, nor does the City have funding available to pay overtime to its current employees to cover those additional hours.
4. City staff reviewed which work days community members access services at City Hall and it was found that Fridays are, by far, the least accessed day of the week and Mondays tend to be the busiest days.
5. A request for input on possible changes to City Hall work hours was published in the City's Newsletter which was distributed to all utility account members in the community via the City's utility billing. There was no input received from any community member on the possible change in City Hall service hours.
6. Under the current Ordinance it will take over 60 days to make the proposed community requested change to City Hall hours. In order to more quickly and efficiently respond to changes in our community's needs, it is recommended that the City Manager be authorized to adjust the business hours for City Hall based upon the needs of the community and safety of the employees.
7. In addition, the revision to Section 32.45 requires that City Hall hours be posted at City Hall for the convenience of the community members.

Proposed Motion: I move to adopt Ordinance No. 681 revising Section 32.45 of the Willamina Code of Ordinances.

Kenna L. West

Kenna L. West, City Manager

Attachment:

- A. Ordinance No. 681

ORDINANCE NO. 681

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

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

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

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

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

WHEREAS, A request for input on proposed hours was published in the City Newsletter which was distributed via the utility billing to every account holder within the City providing possible options for revised hours, and no input was received; and

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

WHEREAS, with a revision of the business hours found in Section 32.45 of the Willamina Code of Ordinance to allow for business hours, it will allow the current employees to provide additional coverage hours outside of the standard 8:00 am to 5:00 pm and allow them to provide assistance to the citizens of Willamina without placing an undue hardship on those citizens of having to take time off work to receive staff assistance; and

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

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

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

Section 1: Revisions

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

- (A) Business hours for City Hall are to be determined by the City Manager based upon the needs of the community and/or the safety of City staff. City Hall business hours may be adjusted by the City Manager as needed to continue to best serve the needs of the community and/or the safety of City staff. City Hall hours are to be posted at City Hall for the convenience of the community.

Section 2: Severability:

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

Section 3: Codification:

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

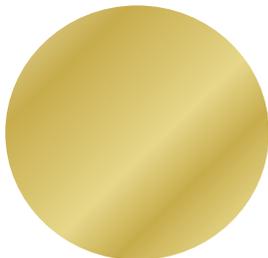
Section 4: Effective Date:

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

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with Chapter VIII, Section 30-31 of the City Charter on the 11th day of February, 2020.

PASSED and **ADOPTED** this 11th day of February, 2020, by the following votes:

- Mayor Skyberg: _____
- Councilor Baller: _____
- Councilor Burr: _____
- Councilor Johnson: _____
- Councilor Lawson: _____
- Councilor McKnight: _____
- Councilor Wooden: _____



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, Deputy City Recorder

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF FEBRUARY 11, 2020**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: 2020 CITY COUNCIL GOALS

ISSUE

Shall City Council adopt the attached 2020 Council Goals and authorize the City Manager to integrate these goals into the City's policies and operations?

RECOMMENDATION

Adopt the attached 2020 Council Goals and authorize the City Manager to integrate them into the City's policies and operations.

SUMMARY AND BACKGROUND

Each year the City of Willamina City Council meets to discuss potential City Council goals for that calendar year. The City Council met at a properly noticed City Council Work Session on January 30, 2020 to discuss potential 2020 City Council calendar year goals.

Based upon that discussion, staff prepared the attached 2020 Council Goals for the City Council's review, discussion, and, if appropriate, adoption.

FACTS AND FINDINGS

1. Each year the City of Willamina City Council meets to discuss possible City Council goals for that calendar year.
2. On January 30, 2020, the City Council met at a properly noticed Work Session to discuss potential 2020 City Council calendar year goals.
3. Based on those discussions, staff prepared the attached 2020 Council Goals for the City Council's consideration.

Proposed Motion: *I move to adopt the attached 2020 Council Goals and authorize the City Manager to integrate these goals into the City's policies and operations.*

Kenna L. West

Kenna L. West, City Manager

Attachment:
A. 2020 Council Goals



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Bob Burr
Craig Johnson
Roberta Lawson
Theresa McKnight
April Wooden

City Management:

City Manager: *Kenna L. West*
Finance Manager: *Scott Clark*
Public Works Director: *Jeff Brown*
Library Director: *Sarah Frost*

2020 COUNCIL GOALS

1. LIVABILITY/BEAUTIFICATION

- a. Code Compliance
- b. Downtown Beautification
- c. Public Safety

2. BUSINESS/ECONOMIC DEVELOPMENT

- a. SDC Rate Review/Update
- b. New Business Development
- c. Tourism Development
 - i. Move forward with Phase 2 of Wayfinding Project to include identification of locations and potential funding for manufacturing of approved wayfinding signage
- d. Continue Development Code updates for housing/business/commercial

3. INFRASTRUCTURE

- a. **Water**
 - i. Continue Intake Relocation project
 - ii. Sediment / Backwash Pond renovation
 - iii. Storage Capacity Increase Review
 - iv. Prior deferred maintenance, need for upgrades, and new equipment
- b. **Wastewater**
 - i. New Master Plan
 - ii. Prior deferred maintenance, need for upgrades, and new equipment.
- c. **Streets**
 - i. Continue Street Repairs/Projects pursuant to Capital Improvement Plan
 - ii. Review need for street signs throughout City and search for funding opportunities for any needed additional street signs
 - iii. Continue pursuing opportunities to make streets safer and more available to all users

4. RECREATION

- a. Parks Master Plan
- b. Potential for bike/hike/walk path with identification for potential funding

5. YOUTH OPPORTUNITIES

- a. Recreation Activities
- b. Library Activities
- c. Council Interaction



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 1/1/2020 to 1/31/2020**

City	UCR Description	1/1/2019 to 1/31/2019	1/1/2020 to 1/31/2020	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	1	0			4
	Arson	0	1		1	2
	Burglary-Business	0	0			1
	Burglary-Non-Residence	0	1		1	1
	Burglary-Residence	0	1		1	8
	Larceny	5	3	-40.00 %	3	55
	Motor Vehicle Theft-Auto	0	1		1	6
	Part 1 Total	6	7	14.29 %	7	77
Part 2						
	All Other	0	1		1	14
	Disorderly Conduct	0	2		2	11
	Drug Laws	0	4		4	32
	DUII	0	0			12
	Forgery	0	0			2
	Fraud	0	0			6
	Liquor Laws	0	0			2
	Runaway	0	0			5
	Sex Offenses	1	0			7
	Simple Assault	4	2	-50.00 %	2	37
	Trespass/Prowler	0	0			11
	Vandalism	4	0			32
	Weapons	0	0			4
	Part 2 Total	9	9		9	175
Part 3						
	All Other	9	9		9	104
	Non-Reportable Offenses	8	10	25.00 %	10	136
	Part 3 Total	17	19	10.53 %	19	240
	Total For WILLAMINA	32	35	8.57 %	35	492

YEARLY SCHEDULE OF EVENTS

Year

Yearly Schedule of Events

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

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

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

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

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

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

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