

# Willamina City Council Agenda

## Regular Meeting

Tuesday, May 8, 2018 6:00pm

West Valley Fire District

825 NE Main St, Willamina (recorded meeting)

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

GUEST: Polk County Sheriff Mark Garton

Recology Western Oregon Dave Dartmouth

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Your Community Mediators of Yamhill County - Marlena Bertram Executive Director, Yamhill County Transit, Cynthia Thompson Transit Manager, and Homeward Bound Pets Ronnie Vostinak Executive Director

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

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

1. Check Registers – March 1 to 31, 2018 (information only)
2. Financials March 2018
3. Minutes from the April 10, 2018 City Council Meeting
4. Consideration of Oregon Public Works Emergency Response Cooperative Assistance Agreement

REGULAR AGENDA

5. Consideration of Ordinance No. 671 – An Ordinance of the City of Willamina amending Title V, Chapter 51 of the Willamina Municipal Code Relating to Water Regulations
6. Consideration of Ordinance No. 672 – An Ordinance of the City of Willamina Amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code

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

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

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

7. Consideration of Ordinance No. 673 – An Ordinance of the City of Willamina Creating Title XIII, Chapter 132 of the Willamina Code Relating to Offenses Against Public Peace
8. Consideration of Ordinance No. 674 - An Ordinance of the City of Willamina Creating Title III, Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board

#### MAYORS REPORT

#### COUNCIL LIAISON REPORTS

9. Chamber Liaison (Councilor Wooden)
10. Library Liaison (Councilor McKnight)
11. YCOM Board (Councilor Baller)
12. Yamhill County Housing Authority Board Member (Councilor Stritzke)
13. Yamhill County Transit Authority Board Member (Councilor Johnson)

#### INFORMATIONAL REPORTS FROM/CITY OFFICERS

14. City Manager
15. Sheriff's Report

#### EVENT CALENDAR- informational

Close Regular Session

**PUBLIC HEARING –** The City of Willamina City Council will conduct a Public Hearing to obtain public comment on a request for an annual rate increase for Recology Western Oregon which is proposed to be effective July 1, 2018.

Open the Public Hearing

Close the Public Hearing (return to Regular Session to consider Resolution 16-17-009)

16. Consideration (*after the public hearing*) of Resolution 16-17-009 A Resolution Approving proposed 2018/19 Rate Schedule for Recology Western Oregon (Formerly Western Oregon Waste)

ADJOURN

# CONSENT AGENDA

# 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
<b>9299</b>										
03/18	03/07/2018	9299	110	A&E SAFE AND ALARM CO.	158674	1	30-11-5200	.00	59.85	59.85
Total 9299:										
										59.85
<b>9300</b>										
03/18	03/07/2018	9300	4890	APRIL WOODEN	030118	1	10-13-5310	.00	50.00	50.00
Total 9300:										
										50.00
<b>9301</b>										
03/18	03/07/2018	9301	430	ARAMARK UNIFORM SERVICES	86338776	1	10-66-5140	.00	9.66	9.66
03/18	03/07/2018	9301	430	ARAMARK UNIFORM SERVICES	86338776	2	20-11-5140	.00	2.84	2.84
03/18	03/07/2018	9301	430	ARAMARK UNIFORM SERVICES	86338776	3	30-11-5140	.00	15.90	15.90
03/18	03/07/2018	9301	430	ARAMARK UNIFORM SERVICES	86338776	4	40-11-5140	.00	28.40	28.40
Total 9301:										
										56.80
<b>9302</b>										
03/18	03/07/2018	9302	5678	Bob Burr	030118	1	10-13-5310	.00	50.00	50.00
Total 9302:										
										50.00
<b>9303</b>										
03/18	03/07/2018	9303	870	BRETTAUER OIL CO.	CL87858	1	30-11-5120	.00	137.59	137.59
Total 9303:										
										137.59
<b>9304</b>										
03/18	03/07/2018	9304	1380	CARQUEST	4758-162236	1	10-72-5137	.00	42.05	42.05
Total 9304:										
										42.05
<b>9305</b>										
03/18	03/07/2018	9305	1130	CITY OF WILLAMINA	1182.01 02-1	1	30-11-5415	.00	93.96	93.96

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/18	03/07/2018	9305	1130	CITY OF WILLAMINA	1792.00 2-15	1	10-67-5415	.00	126.13	126.13
03/18	03/07/2018	9305	1130	CITY OF WILLAMINA	2235.01 02-1	1	10-65-5415	.00	128.14	128.14
03/18	03/07/2018	9305	1130	CITY OF WILLAMINA	2236.00 2-15	1	10-12-5415	.00	99.76	99.76
03/18	03/07/2018	9305	1130	CITY OF WILLAMINA	2238.00 02-1	1	10-12-5415	.00	93.96	93.96
Total 9305:										541.95
<b>9306</b>										
03/18	03/07/2018	9306	1135	CITY OF YAMHILL	309	1	10-14-5211	.00	300.00	300.00
Total 9306:										300.00
<b>9307</b>										
03/18	03/07/2018	9307	5726	Claud Davis	030618	1	30-00-2300	.00	57.81	57.81
03/18	03/07/2018	9307	5726	Claud Davis	030618	2	40-00-2400	.00	80.07	80.07
Total 9307:										137.88
<b>9308</b>										
03/18	03/07/2018	9308	5677	Craig Johnson	030118	1	10-13-5310	.00	50.00	50.00
Total 9308:										50.00
<b>9309</b>										
03/18	03/07/2018	9309	1460	DAVISON AUTO PARTS, INC.	427667	1	10-72-5504	.00	188.13	188.13
Total 9309:										188.13
<b>9310</b>										
03/18	03/07/2018	9310	4300	HEATHER STRITZKE	030118	1	10-13-5310	.00	50.00	50.00
Total 9310:										50.00
<b>9311</b>										
03/18	03/07/2018	9311	5340	HEIDI'S HELPING HANDS	1032	1	10-12-5209	.00	200.00	200.00
Total 9311:										200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9312	03/18	03/07/2018	2260	ILA SKYBERG	030118	1	10-13-5310	.00	100.00	100.00
Total 9312:										
9313	03/18	03/07/2018	5727	Larry or Roxanne Hanneman	030618	1	30-00-2300	.00	43.75	43.75
03/18	03/07/2018	9313	5727	Larry or Roxanne Hanneman	030618	2	40-00-2400	.00	60.65	60.65
Total 9313:										
9314	03/18	03/07/2018	2670	LOCAL 737 - LABORERS INTL U	030118	1	10-00-2130	.00	228.24	228.24
Total 9314:										
9315	03/18	03/07/2018	5529	McMinnville Gas Inc.	590282	1	10-72-5415	.00	199.00	199.00
Total 9315:										
9316	03/18	03/07/2018	3060	NW NATURAL	1363282-3 2-	1	10-65-5415	.00	124.64	124.64
03/18	03/07/2018	9316	3060	NW NATURAL	1391658-0 2-	1	10-67-5415	.00	174.11	174.11
Total 9316:										
9317	03/18	03/07/2018	3160	OREGON DEPARTMENT OF RE	030118	1	10-14-5306	.00	56.00	56.00
Total 9317:										
9318	03/18	03/07/2018	3590	PGE	022318	1	40-11-5415	.00	3,175.90	3,175.90
03/18	03/07/2018	9318	3590	PGE	022318	2	10-67-5415	.00	98.82	98.82
03/18	03/07/2018	9318	3590	PGE	022318	3	10-12-5415	.00	485.56	485.56
03/18	03/07/2018	9318	3590	PGE	022318	4	30-11-5415	.00	4,302.35	4,302.35
03/18	03/07/2018	9318	3590	PGE	022318	5	10-65-5415	.00	123.99	123.99
03/18	03/07/2018	9318	3590	PGE	022318	6	10-66-5415	.00	84.15	84.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/18	03/07/2018	9318	3590	PGE	022318	7	10-72-5415	.00	321.82	321.82
Total 9318:										
<b>9319</b>										
03/18	03/07/2018	9319	3820	RECOLOGY WESTERN OREGO	8625774	1	10-66-5415	.00	10.71	10.71
03/18	03/07/2018	9319	3820	RECOLOGY WESTERN OREGO	8625782	1	10-12-5415	.00	35.11	35.11
03/18	03/07/2018	9319	3820	RECOLOGY WESTERN OREGO	8626095	1	30-11-5415	.00	18.72	18.72
03/18	03/07/2018	9319	3820	RECOLOGY WESTERN OREGO	8626103	1	10-65-5415	.00	2.70	2.70
03/18	03/07/2018	9319	3820	RECOLOGY WESTERN OREGO	8626111	1	10-72-5415	.00	149.60	149.60
Total 9319:										
<b>9320</b>										
03/18	03/07/2018	9320	5728	Richard Weaver	030618	1	30-00-2300	.00	47.60	47.60
Total 9320:										
<b>9321</b>										
03/18	03/07/2018	9321	610	RITA BALLER	030118	1	10-13-5310	.00	50.00	50.00
Total 9321:										
<b>9322</b>										
03/18	03/07/2018	9322	4110	SHELDON OIL COMPANY	28447	1	20-11-5120	.00	94.40	94.40
03/18	03/07/2018	9322	4110	SHELDON OIL COMPANY	28447	2	10-18-5120	.00	78.74	78.74
03/18	03/07/2018	9322	4110	SHELDON OIL COMPANY	28447	3	10-72-5120	.00	44.18	44.18
Total 9322:										
<b>9323</b>										
03/18	03/07/2018	9323	4290	STAPLES CREDIT PLAN	2011599111	1	10-12-5137	.00	57.97	57.97
03/18	03/07/2018	9323	4290	STAPLES CREDIT PLAN	2014511181	1	10-12-5137	.00	25.98	25.98
Total 9323:										
<b>9324</b>										
03/18	03/07/2018	9324	5480	STRATEGIC ECONOMIC DEVEL	021418	1	10-12-5342	.00	20.00	20.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9324:										
								.00		20.00
<b>9325</b>	03/18	03/07/2018	4330	STUCK ELECTRIC CO	10946	1	10-72-5504	.00	64.00	64.00
Total 9325:										
								.00		64.00
<b>9326</b>	03/18	03/07/2018	5516	The Bulletin Board	2328	1	10-12-5230	.00	15.00	15.00
Total 9326:										
								.00		15.00
<b>9327</b>	03/18	03/07/2018	4540	THERESA MCKNIGHT	030118	1	10-13-5310	.00	50.00	50.00
Total 9327:										
								.00		50.00
<b>9328</b>	03/18	03/07/2018	4690	USABLUBOOK	502594	1	30-11-5530	.00	258.92	258.92
03/18	03/07/2018	9328	4690	USABLUBOOK	502979	1	40-11-5540	.00	77.95	77.95
Total 9328:										
								.00		336.87
<b>9329</b>	03/18	03/07/2018	5020	XEROX	92473782	1	10-12-5606	.00	165.97	165.97
Total 9329:										
								.00		165.97
<b>9330</b>	03/18	03/07/2018	5150	YAMHILL COUNTY SHERIFFS O	030118	1	10-18-5217	.00	16,376.23	16,376.23
03/18	03/07/2018	9330	5150	YAMHILL COUNTY SHERIFFS O	030218	1	10-14-5313	.00	16.00	16.00
Total 9330:										
								.00		16,392.23
<b>9331</b>	03/18	03/13/2018	430	ARAMARK UNIFORM SERVICES	863349176	1	40-11-5140	.00	55.00	55.00
03/18	03/13/2018	9331	430	ARAMARK UNIFORM SERVICES	863349176	2	30-11-5140	.00	18.38	18.38
03/18	03/13/2018	9331	430	ARAMARK UNIFORM SERVICES	863349176	3	40-11-5140	.00	18.38	18.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/18	03/13/2018	9331	430	ARAMARK UNIFORM SERVICES	863349176	4	10-72-5140	.00	18.39	18.39
Total 9331:										
9332	03/18	03/13/2018	700	BAKER AND TAYLOR BOOKS	4012148318	1	10-65-5100	.00	15.64	15.64
Total 9332:										
9333	03/18	03/13/2018	1380	CARQUEST	4758-162345	1	10-66-5137	.00	3.04	3.04
03/18	03/13/2018	9333	1380	CARQUEST	4758-162345	2	20-11-5137	.00	3.04	3.04
03/18	03/13/2018	9333	1380	CARQUEST	4758-162345	3	30-11-5137	.00	7.09	7.09
03/18	03/13/2018	9333	1380	CARQUEST	4758-162345	4	40-11-5137	.00	7.08	7.08
03/18	03/13/2018	9333	1380	CARQUEST	4758-162497	1	30-11-5137	.00	33.94	33.94
03/18	03/13/2018	9333	1380	CARQUEST	4758-162659	1	30-11-5137	.00	21.74	21.74
03/18	03/13/2018	9333	1380	CARQUEST	4758-162660	1	30-11-5137	.00	13.42	13.42
Total 9333:										
9334	03/18	03/13/2018	1390	CASCADE COLUMBIA	716137	1	30-11-5108	.00	2,058.55	2,058.55
Total 9334:										
9335	03/18	03/13/2018	940	CASELLE, INC.	86697	1	10-12-5235	.00	1,200.00	1,200.00
Total 9335:										
9336	03/18	03/13/2018	2160	HONEY BUCKET	550581294	1	10-66-5200	.00	106.00	106.00
03/18	03/13/2018	9336	2160	HONEY BUCKET	550581295	1	10-66-5200	.00	106.00	106.00
03/18	03/13/2018	9336	2160	HONEY BUCKET	550581296	1	10-66-5200	.00	106.00	106.00
Total 9336:										
9337	03/18	03/13/2018	2440	KELLER ASSOCIATES, INC.	12	1	40-11-5204	.00	788.75	788.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/18	03/13/2018	9337	2440	KELLER ASSOCIATES, INC.	22-1	1	10-17-5204	.00	1,072.50	1,072.50
03/18	03/13/2018	9337	2440	KELLER ASSOCIATES, INC.	26	1	30-11-5204	.00	720.00	720.00
Total 9337:										
2,581.25										
<b>9338</b>										
03/18	03/13/2018	9338	2580	LDE COMPANY	14716	1	10-12-5504	.00	110.00	110.00
03/18	03/13/2018	9338	2580	LDE COMPANY	14716	2	10-65-5504	.00	110.00	110.00
03/18	03/13/2018	9338	2580	LDE COMPANY	14716	3	10-67-5504	.00	1,230.00	1,230.00
Total 9338:										
1,450.00										
<b>9339</b>										
03/18	03/13/2018	9339	2690	LOWES	030218	1	10-12-5504	.00	130.94	130.94
Total 9339:										
130.94										
<b>9340</b>										
03/18	03/13/2018	9340	3030	NATIONAL GEOGRAPHIC SOCI	030718	1	10-65-5321	.00	39.00	39.00
Total 9340:										
39.00										
<b>9341</b>										
03/18	03/13/2018	9341	3590	PGE	204570 0 03-	1	10-19-5400	.00	1,582.77	1,582.77
Total 9341:										
1,582.77										
<b>9342</b>										
03/18	03/13/2018	9342	3730	PRIMISYS	9950952	1	10-12-5234	.00	400.00	400.00
03/18	03/13/2018	9342	3730	PRIMISYS	9950952	2	40-11-5200	.00	50.00	50.00
03/18	03/13/2018	9342	3730	PRIMISYS	9950952	3	10-67-5200	.00	50.00	50.00
Total 9342:										
500.00										
<b>9343</b>										
03/18	03/13/2018	9343	4400	S & W ELECTRIC WORKS INC.	194	1	30-11-5530	.00	2,983.00	2,983.00
Total 9343:										
2,983.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>9344</b>										
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	1	10-18-5137	.00	38.26	38.26
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	2	10-12-5137	.00	867.99	867.99
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	3	10-66-5137	.00	14.49	14.49
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	4	10-72-5137	.00	88.40	88.40
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	5	30-11-5137	.00	54.54	54.54
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	6	40-11-5137	.00	9.98	9.98
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	7	10-67-5504	.00	29.98	29.98
03/18	03/13/2018	9344	4160	SKYBERG'S	022818	8	20-11-5137	.00	9.24	9.24
Total 9344:									1,112.88	
<b>9345</b>										
03/18	03/13/2018	9345	5635	SOLUTIONS YES	INV137806	1	10-12-5137	.00	163.09	163.09
03/18	03/13/2018	9345	5635	SOLUTIONS YES	INV137806	2	10-65-5137	.00	40.87	40.87
Total 9345:									203.96	
<b>9346</b>										
03/18	03/13/2018	9346	4960	WATERLAB CORP.	74158	1	30-11-5250	.00	305.00	305.00
03/18	03/13/2018	9346	4960	WATERLAB CORP.	74158	2	40-11-5250	.00	490.00	490.00
Total 9346:									795.00	
<b>9357</b>										
03/18	03/20/2018	9357	430	ARAMARK UNIFORM SERVICES	863359582	1	10-66-5140	.00	11.25	11.25
03/18	03/20/2018	9357	430	ARAMARK UNIFORM SERVICES	863359582	2	20-11-5140	.00	3.31	3.31
03/18	03/20/2018	9357	430	ARAMARK UNIFORM SERVICES	863359582	3	30-11-5140	.00	18.52	18.52
03/18	03/20/2018	9357	430	ARAMARK UNIFORM SERVICES	863359582	4	40-11-5140	.00	33.07	33.07
Total 9357:									66.15	
<b>9358</b>										
03/18	03/20/2018	9358	720	BEERY, ELSNER & HAMMOND	16539	1	10-12-5203	.00	516.00	516.00
Total 9358:									516.00	
<b>9359</b>										
03/18	03/20/2018	9359	870	BRETTTHAUER OIL CO.	CL88657	1	10-72-5120	.00	33.92	33.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/18	03/20/2018	9359	870	BRETTTHAUER OIL CO.	CL88657	2	30-11-5120	.00	130.98	130.98
Total 9359:										
03/18	03/20/2018	9360	1380	CARQUEST	4758-162757	1	30-11-5137	.00	99.96	99.96
03/18	03/20/2018	9360	1380	CARQUEST	4758-162966	1	40-11-5137	.00	31.96	31.96
Total 9360:										
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	1	10-12-5413	.00	371.09	371.09
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	2	10-66-5413	.00	16.79	16.79
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	3	10-65-5413	.00	92.48	92.48
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	4	10-67-5413	.00	65.04	65.04
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	5	20-11-5413	.00	33.57	33.57
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	6	30-11-5413	.00	237.28	237.28
03/18	03/20/2018	9361	1020	CENTURYLINK	031118	7	40-11-5413	.00	279.07	279.07
Total 9361:										
03/18	03/20/2018	9362	1530	DEMCO	6324651	1	10-65-5912	.00	397.12	397.12
Total 9362:										
03/18	03/20/2018	9363	3350	DEPARTMENT OF ENVIRONME	WQ18DOM-1	1	40-11-5320	.00	1,888.00	1,888.00
Total 9363:										
03/18	03/20/2018	9364	2200	HARBOR FREIGHT TOOLS	835732	1	10-72-5600	.00	134.99	134.99
03/18	03/20/2018	9364	2200	HARBOR FREIGHT TOOLS	835733	1	10-72-5137	.00	39.99	39.99
Total 9364:										
03/18	03/20/2018	9365	5706	HRA VEBA Trust	031617	1	10-71-5040	.00	375.00	375.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
03/18	03/20/2018	9365	5706	HRA VEBA Trust	031617	2	10-70-5040	.00	450.00	450.00	
03/18	03/20/2018	9365	5706	HRA VEBA Trust	031617	3	30-11-5040	.00	75.00	75.00	
03/18	03/20/2018	9365	5706	HRA VEBA Trust	031617	4	40-11-5040	.00	300.00	300.00	
03/18	03/20/2018	9365	5706	HRA VEBA Trust	031617	5	10-65-5040	.00	150.00	150.00	
Total 9365:										1,350.00	
9366	03/18	03/20/2018	9366	2900	MID-WILLAMETTE VALLEY COU	1718288	1	10-17-5214	.00	6,424.00	6,424.00
Total 9366:										6,424.00	
9367	03/18	03/20/2018	9367	3740	PRINT NW	19358	1	10-12-5230	.00	47.00	47.00
Total 9367:										47.00	
9368	03/18	03/20/2018	9368	5647	US BANK EQUIPMENT FINANC	352928071	1	10-12-5606	.00	210.94	210.94
03/18	03/20/2018	9368	5647	US BANK EQUIPMENT FINANC	352928071	2	10-65-5606	.00	127.57	127.57	
Total 9368:										338.51	
9369	03/18	03/20/2018	9369	5130	YAMHILL COMMUNICATIONS A	FY18-10-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 9369:										1,874.58	
Grand Totals:										58,741.98	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	39,407.47	39,407.47
10-00-2130	228.24	.00	228.24
10-12-5137	1,115.03	.00	1,115.03

GL Account	Debit	Credit	Proof
10-12-5203	516.00	.00	516.00
10-12-5209	200.00	.00	200.00
10-12-5230	62.00	.00	62.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5342	20.00	.00	20.00
10-12-5413	371.09	.00	371.09
10-12-5415	714.39	.00	714.39
10-12-5504	240.94	.00	240.94
10-12-5606	376.91	.00	376.91
10-13-5310	400.00	.00	400.00
10-14-5211	300.00	.00	300.00
10-14-5306	56.00	.00	56.00
10-14-5313	16.00	.00	16.00
10-17-5204	1,072.50	.00	1,072.50
10-17-5214	6,424.00	.00	6,424.00
10-18-5120	78.74	.00	78.74
10-18-5137	38.26	.00	38.26
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	1,874.58	.00	1,874.58
10-19-5400	1,582.77	.00	1,582.77
10-65-5040	150.00	.00	150.00
10-65-5100	15.64	.00	15.64
10-65-5137	40.87	.00	40.87
10-65-5321	39.00	.00	39.00
10-65-5413	92.48	.00	92.48
10-65-5415	379.47	.00	379.47
10-65-5504	110.00	.00	110.00
10-65-5606	127.57	.00	127.57
10-65-5912	397.12	.00	397.12
10-66-5137	17.53	.00	17.53
10-66-5140	20.91	.00	20.91
10-66-5200	318.00	.00	318.00
10-66-5413	16.79	.00	16.79
10-66-5415	94.86	.00	94.86
10-67-5200	50.00	.00	50.00
10-67-5413	65.04	.00	65.04
10-67-5415	399.06	.00	399.06
10-67-5504	1,259.98	.00	1,259.98
10-70-5040	450.00	.00	450.00

GL Account	Debit	Credit	Proof
10-71-5040	375.00	.00	375.00
10-72-5120	78.10	.00	78.10
10-72-5137	170.44	.00	170.44
10-72-5140	18.39	.00	18.39
10-72-5415	670.42	.00	670.42
10-72-5504	252.13	.00	252.13
10-72-5600	134.99	.00	134.99
20-00-2000	.00	146.40-	146.40-
20-11-5120	94.40	.00	94.40
20-11-5137	12.28	.00	12.28
20-11-5140	6.15	.00	6.15
20-11-5413	33.57	.00	33.57
30-00-2000	.00	11,813.85-	11,813.85-
30-00-2300	149.16	.00	149.16
30-11-5040	75.00	.00	75.00
30-11-5108	2,058.55	.00	2,058.55
30-11-5120	268.57	.00	268.57
30-11-5137	230.69	.00	230.69
30-11-5140	52.80	.00	52.80
30-11-5200	59.85	.00	59.85
30-11-5204	720.00	.00	720.00
30-11-5250	305.00	.00	305.00
30-11-5413	237.28	.00	237.28
30-11-5415	4,415.03	.00	4,415.03
30-11-5530	3,241.92	.00	3,241.92
40-00-2000	.00	7,374.26-	7,374.26-
40-00-2400	140.72	.00	140.72
40-11-5040	300.00	.00	300.00
40-11-5137	49.02	.00	49.02
40-11-5140	134.85	.00	134.85
40-11-5200	50.00	.00	50.00
40-11-5204	788.75	.00	788.75
40-11-5250	490.00	.00	490.00
40-11-5320	1,888.00	.00	1,888.00
40-11-5413	279.07	.00	279.07
40-11-5415	3,175.90	.00	3,175.90
40-11-5540	77.95	.00	77.95
<b>Grand Totals:</b>	<b>58,741.98</b>	<b>58,741.98-</b>	<b>.00</b>

Dated: \_\_\_\_\_  
Mayor: \_\_\_\_\_  
City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City Recorder: \_\_\_\_\_

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

CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 MARCH 31, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	240,876.46
99-00-1015	XPRESS DEPOSIT ACCOUNT	5,613.52
99-00-1020	PAYROLL - CHECKING	33,490.02
99-00-1030	INVESTMENTS-LGIP	1,067,178.31
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.82
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	1,350,443.13
99-00-1700	UTILITY CASH CLEARING	( 4,050.50)
99-00-1900	COURT CASH CLEARING	( 740.00)
99-00-1905	GENERAL FUND CASH CLEARING	13,098.94
99-00-1910	MERCHANT SERVICES CLEARING	( 4,068.30)
99-00-1009	CASH ALLOCATED	( 1,354,683.27)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	393,806.66
20	ALLOCATION TO STREET FUND	154,627.31
21	ALLOCATION TO STREET SDC FUND	138,000.00
30	ALLOCATION TO WATER FUND	240,301.24
31	ALLOCATION TO WATER SDC FUND	62,733.80
40	ALLOCATION TO WASTEWATER FUND	346,490.68
41	ALLOCATION TO WASTEWATER SDC FUND	18,723.58
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,354,683.27
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 1,354,683.27)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA  
BALANCE SHEET  
MARCH 31, 2018

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	393,806.66	
10-00-1280	TAXES RECEIVABLE	28,722.00	
10-00-1300	INVENTORY	7,301.00	
10-00-1400	LAND	117,841.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	296,847.00	
10-00-1440	EQUIPMENT	194,313.00	
10-00-1460	VEHICLES	57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	( 666,727.00)	
10-00-1900	DEFERRED PENSION	41,182.00	
	TOTAL ASSETS		1,450,802.66

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	8,534.83	
10-00-2100	ACCRUED PAYROLL	6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	( 52.55)	
10-00-2130	UNION DUES PAYABLE	( 110.00)	
10-00-2140	PERS PAYABLE	2,373.13	
10-00-2150	ACCRUED VACATION	23,138.80	
	TOTAL LIABILITIES		40,433.71

FUND EQUITY

10-00-3000	FUND BALANCE	138,251.40	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	979,791.00	
	REVENUE OVER EXPENDITURES - YTD	267,326.55	
	BALANCE - CURRENT DATE	1,410,368.95	
	TOTAL FUND EQUITY		1,410,368.95
	TOTAL LIABILITIES AND EQUITY		1,450,802.66

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	42,423.00	42,423.00	.0
10-10-4001 PROPERTY TAX	8,087.67	357,720.68	345,000.00	( 12,720.68)	103.7
10-10-4002 PROPERTY TAX PRIOR	409.05	6,304.60	20,000.00	13,695.40	31.5
10-10-4003 INTEREST ON TAXES	6.97	52.05	.00	( 52.05)	.0
10-10-4110 STATE CIGARETTE TAX	.00	1,706.98	2,500.00	793.02	68.3
10-10-4111 STATE REVENUE SHARING	.00	13,330.19	25,000.00	11,669.81	53.3
10-10-4112 STATE LIQUOR TAX	1,973.22	22,502.87	32,000.00	9,497.13	70.3
10-10-4113 STATE MARIJUANA TAX	.00	6,292.48	.00	( 6,292.48)	.0
10-10-4501 BUSINESS LICENSES	630.00	1,225.00	2,000.00	775.00	61.3
10-10-4511 LIEN SEARCHES	182.25	1,267.25	600.00	( 667.25)	211.2
10-10-4571 OLCC LICENSE FEE	35.00	210.00	200.00	( 10.00)	105.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	604.14	12,250.00	11,645.86	4.9
10-10-4601 FRANCHISE FEES NW NATURAL	.00	13,246.69	12,950.00	( 296.69)	102.3
10-10-4602 FRANCHISE FEES PGE	62,558.21	62,558.21	59,000.00	( 3,558.21)	106.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	10,267.20	10,267.20	6,000.00	( 4,267.20)	171.1
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	835.52	4,279.41	5,000.00	720.59	85.6
10-10-4605 FRANCHISE FEES ONLINENW	.00	734.76	5,000.00	4,265.24	14.7
10-10-4701 RENT - CENTER MARKET	200.00	800.00	.00	( 800.00)	.0
10-10-4816 DONATIONS	.00	4.00	.00	( 4.00)	.0
10-10-4900 INTEREST INCOME	1,728.05	11,104.62	3,500.00	( 7,604.62)	317.3
10-10-4901 MISCELLANEOUS INCOME	7.55	512.58	1,000.00	487.42	51.3
10-10-4905 SALE OF CITY ASSETS	.00	121,438.00	.00	( 121,438.00)	.0
<b>TOTAL DEPARTMENT 10</b>	<b>86,920.69</b>	<b>636,161.71</b>	<b>574,423.00</b>	<b>( 61,738.71)</b>	<b>110.8</b>
 <u>COURT</u>					
10-14-4506 CODE ENFORCEMENT FINES	393.57	393.57	.00	( 393.57)	.0
10-14-4507 COURT FINES AND FEES	.00	1,507.00	500.00	( 1,007.00)	301.4
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
<b>TOTAL COURT</b>	<b>393.57</b>	<b>1,900.57</b>	<b>1,000.00</b>	<b>( 900.57)</b>	<b>190.1</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	6,340.00	35,000.00	28,660.00	18.1
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>6,340.00</b>	<b>45,000.00</b>	<b>38,660.00</b>	<b>14.1</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	3,520.00	500.00	( 3,020.00)	704.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>3,520.00</b>	<b>500.00</b>	<b>( 3,020.00)</b>	<b>704.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,346.33	14,982.72	18,864.00	3,881.28	79.4
10-19-4823 MISC UTILITY RESERVE	.00	5,573.72	5,400.00	( 173.72)	103.2
TOTAL STREET LIGHTS	2,346.33	20,556.44	24,264.00	3,707.56	84.7
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	7,979.37	8,000.00	20.63	99.7
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	7,979.37	10,000.00	2,020.63	79.8
<u>LIBRARY</u>					
10-65-4560 FINES	147.50	781.90	750.00	( 31.90)	104.3
10-65-4561 LOST BOOK REIMBURSEMENT	.00	339.06	.00	( 339.06)	.0
10-65-4705 CCRLS FORMULA PAYMENT	.00	12,097.00	14,000.00	1,903.00	86.4
10-65-4708 CCRLS LOST BOOK	.00	87.86	500.00	412.14	17.6
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	300.00	1,900.00	1,000.00	( 900.00)	190.0
10-65-4816 DONATIONS	.00	48.00	250.00	202.00	19.2
10-65-4901 MISCELLANEOUS INCOME	111.90	563.09	.00	( 563.09)	.0
TOTAL LIBRARY	559.40	15,816.91	17,700.00	1,883.09	89.4
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
TOTAL CEMETERY	.00	.00	500.00	500.00	.0
<u>DEPARTMENT 81</u>					
10-81-4812 GRANT REV GRANT YOUNG MEMORIAL	.00	1,000.00	.00	( 1,000.00)	.0
TOTAL DEPARTMENT 81	.00	1,000.00	.00	( 1,000.00)	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	15,697.00	18,476.00	2,779.00	85.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	14,438.00	16,800.00	2,362.00	85.9
10-90-9600 OVERHEAD ALLOCATED	12,591.00	113,319.00	152,292.00	38,973.00	74.4
TOTAL TRANSFER	12,591.00	143,454.00	187,568.00	44,114.00	76.5

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	102,810.99	836,729.00	860,955.00	24,226.00	97.2

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	132.84	1,169.83	1,800.00	630.17	65.0
10-12-5119	.00	20.00	.00	( 20.00)	.0
10-12-5123	.00	432.92	200.00	( 232.92)	216.5
10-12-5124	293.44	2,403.32	4,000.00	1,596.68	60.1
10-12-5126	.00	1,056.16	1,000.00	( 56.16)	105.6
10-12-5137	1,788.65	11,073.94	7,000.00	( 4,073.94)	158.2
10-12-5200	1,628.40	36,067.20	40,000.00	3,932.80	90.2
10-12-5201	.00	14,000.00	15,000.00	1,000.00	93.3
10-12-5203	516.00	7,716.58	10,000.00	2,283.42	77.2
10-12-5207	.00	21,014.18	35,000.00	13,985.82	60.0
10-12-5209	250.00	1,950.00	3,000.00	1,050.00	65.0
10-12-5230	62.00	3,071.66	5,000.00	1,928.34	61.4
10-12-5233	.00	8,272.50	25,000.00	16,727.50	33.1
10-12-5234	.00	2,800.00	5,000.00	2,200.00	56.0
10-12-5235	1,200.00	10,800.00	7,000.00	( 3,800.00)	154.3
10-12-5320	.00	5,519.49	6,500.00	980.51	84.9
10-12-5342	.00	1,084.00	5,000.00	3,916.00	21.7
10-12-5344	.00	.00	3,000.00	3,000.00	.0
10-12-5355	.00	332.50	750.00	417.50	44.3
10-12-5413	385.19	3,453.32	5,500.00	2,046.68	62.8
10-12-5415	712.73	7,437.69	6,000.00	( 1,437.69)	124.0
10-12-5504	240.94	2,651.10	10,000.00	7,348.90	26.5
10-12-5600	.00	1,229.08	5,000.00	3,770.92	24.6
10-12-5606	376.91	3,223.95	6,500.00	3,276.05	49.6
	<u>7,587.10</u>	<u>146,779.42</u>	<u>207,250.00</u>	<u>60,470.58</u>	<u>70.8</u>
<u>COUNCIL</u>					
10-13-5307	.00	1,390.00	5,500.00	4,110.00	25.3
10-13-5310	400.00	3,600.00	4,100.00	500.00	87.8
10-13-5342	.00	4,049.30	2,500.00	( 1,549.30)	162.0
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5355	.00	763.47	700.00	( 63.47)	109.1
	<u>400.00</u>	<u>9,802.77</u>	<u>13,550.00</u>	<u>3,747.23</u>	<u>72.4</u>
<u>COURT</u>					
10-14-5211	300.00	2,050.00	3,600.00	1,550.00	56.9
10-14-5306	56.00	1,077.00	500.00	( 577.00)	215.4
10-14-5313	16.00	384.00	300.00	( 84.00)	128.0
10-14-5320	.00	.00	1,000.00	1,000.00	.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
	<u>372.00</u>	<u>3,511.00</u>	<u>6,650.00</u>	<u>3,139.00</u>	<u>52.8</u>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5203	.00	129.00	.00	( 129.00)	.0
10-17-5204	1,072.50	4,030.00	10,000.00	5,970.00	40.3
10-17-5214	6,424.00	30,290.53	35,000.00	4,709.47	86.5
10-17-5342	.00	50.00	.00	( 50.00)	.0
	<u>7,496.50</u>	<u>34,499.53</u>	<u>45,000.00</u>	<u>10,500.47</u>	<u>76.7</u>
<u>PUBLIC SAFETY</u>					
10-18-5000	1,512.00	15,419.86	20,000.00	4,580.14	77.1
10-18-5020	126.25	1,208.89	1,800.00	591.11	67.2
10-18-5040	5.90	41.58	4,000.00	3,958.42	1.0
10-18-5060	71.80	749.00	3,000.00	2,251.00	25.0
10-18-5090	1.14	11.44	613.00	601.56	1.9
10-18-5120	79.24	678.14	1,000.00	321.86	67.8
10-18-5137	.00	342.80	500.00	157.20	68.6
10-18-5217	16,376.23	147,386.07	198,000.00	50,613.93	74.4
10-18-5302	1,874.58	18,820.80	25,000.00	6,179.20	75.3
10-18-5413	46.21	415.20	700.00	284.80	59.3
10-18-5504	.00	577.56	1,750.00	1,172.44	33.0
10-18-5507	.00	438.46	.00	( 438.46)	.0
	<u>20,093.35</u>	<u>186,089.80</u>	<u>256,363.00</u>	<u>70,273.20</u>	<u>72.6</u>
<u>STREET LIGHTS</u>					
10-19-5400	1,582.77	12,473.21	19,000.00	6,526.79	65.7
	<u>1,582.77</u>	<u>12,473.21</u>	<u>19,000.00</u>	<u>6,526.79</u>	<u>65.7</u>
<u>SPECIAL</u>					
10-60-5758	.00	.00	2,000.00	2,000.00	.0
10-60-5900	.00	7,925.49	8,000.00	74.51	99.1
	<u>.00</u>	<u>7,925.49</u>	<u>10,000.00</u>	<u>2,074.51</u>	<u>79.3</u>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,577.50	25,906.90	22,374.00	( 3,532.90)	115.8
10-65-5020 PAYROLL TAX	205.23	2,007.46	1,587.00	( 420.46)	126.5
10-65-5040 BENEFITS	1,587.39	13,070.41	11,567.00	( 1,503.41)	113.0
10-65-5060 PERS	122.45	1,118.88	1,060.00	( 58.88)	105.6
10-65-5090 WORKERS COMP	2.00	20.59	51.00	30.41	40.4
10-65-5100 BOOKS CHILDREN	66.34	979.99	2,200.00	1,220.01	44.6
10-65-5101 AUDIO VISUAL CHILDREN	61.87	312.66	1,100.00	787.34	28.4
10-65-5102 AUDIO VISUAL ADULT	60.13	448.46	1,100.00	651.54	40.8
10-65-5106 BOOKS ADULTS	141.99	1,201.78	2,200.00	998.22	54.6
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	339.49	500.00	160.51	67.9
10-65-5112 SPECIAL PROGRAM ADULT	.00	52.64	300.00	247.36	17.6
10-65-5126 POSTAGE	.00	35.96	.00	( 35.96)	.0
10-65-5137 SUPPLIES	71.69	1,887.12	1,200.00	( 687.12)	157.3
10-65-5200 CONTRACT SERVICES	.00	305.37	200.00	( 105.37)	152.7
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	40.00	1,500.00	1,460.00	2.7
10-65-5320 DUES, LICENSE, PERMITS	.00	234.00	750.00	516.00	31.2
10-65-5321 SUBSCRIPTIONS	39.00	230.93	500.00	269.07	46.2
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-65-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-65-5413 TELEPHONE	92.48	865.25	1,300.00	434.75	66.6
10-65-5415 UTILITIES	364.88	3,106.42	3,000.00	( 106.42)	103.6
10-65-5504 REPAIRS - MAINTENANCE	110.00	716.10	2,600.00	1,883.90	27.5
10-65-5606 EQUIPMENT LEASE	127.57	1,148.13	2,500.00	1,351.87	45.9
10-65-5912 GRANT EXPENSE READY TO READ	397.12	1,523.86	1,000.00	( 523.86)	152.4
<b>TOTAL LIBRARY</b>	<b>6,027.64</b>	<b>55,552.40</b>	<b>60,089.00</b>	<b>4,536.60</b>	<b>92.5</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	540.76	14,263.94	11,088.00	( 3,175.94)	128.6
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	13.32	1,662.84	2,499.00	836.16	66.5
10-66-5040 BENEFITS	398.44	526.41	.00	( 526.41)	.0
10-66-5060 PERS	7.58	916.35	779.00	( 137.35)	117.6
10-66-5090 WORKERS COMP	.20	273.89	1,437.00	1,163.11	19.1
10-66-5120 GAS - OIL	91.86	328.02	800.00	471.98	41.0
10-66-5137 SUPPLIES	175.47	812.39	100.00	( 712.39)	812.4
10-66-5140 UNIFORMS - TOWELS	32.16	567.59	1,300.00	732.41	43.7
10-66-5200 CONTRACT SERVICES	318.00	2,921.40	6,000.00	3,078.60	48.7
10-66-5413 TELEPHONE	57.56	509.60	700.00	190.40	72.8
10-66-5415 UTILITIES	92.76	1,619.20	4,500.00	2,880.80	36.0
10-66-5504 REPAIRS - MAINTENANCE	.00	605.60	2,500.00	1,894.40	24.2
10-66-5510 LANDSCAPE MAINTENANCE	.00	15.80	1,500.00	1,484.20	1.1
10-66-5512 POND AQUATIC WEED CONTROL	.00	8,263.32	5,500.00	( 2,763.32)	150.2
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	303.00	303.00	.0
<b>TOTAL PARKS</b>	<b>1,728.11</b>	<b>33,286.35</b>	<b>41,079.00</b>	<b>7,792.65</b>	<b>81.0</b>
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	570.00	1,565.00	5,200.00	3,635.00	30.1
10-67-5020 PAYROLL TAX	48.40	132.91	500.00	367.09	26.6
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	.00	556.55	.00	( 556.55)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	65.04	597.95	850.00	252.05	70.4
10-67-5415 UTILITIES	391.96	2,686.95	3,000.00	313.05	89.6
10-67-5504 REPAIRS - MAINTENANCE	1,289.96	1,545.93	1,000.00	( 545.93)	154.6
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MUSEUM</b>	<b>2,365.36</b>	<b>7,153.29</b>	<b>11,700.00</b>	<b>4,546.71</b>	<b>61.1</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.00	800.00	1,200.00	400.00	66.7
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>800.00</b>	<b>1,300.00</b>	<b>500.00</b>	<b>61.5</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	15,245.20	130,701.30	209,000.00	78,298.70	62.5
10-70-5002 ADMIN ALLOCATED PAYROLL	( 13,420.00)	( 120,780.00)	( 184,991.00)	( 64,211.00)	( 65.3)
10-70-5020 PAYROLL TAX	1,136.86	9,834.25	11,500.00	1,665.75	85.5
10-70-5040 BENEFITS	6,286.79	55,022.09	33,313.00	( 21,709.09)	165.2
10-70-5060 PERS	724.14	5,450.05	7,314.00	1,863.95	74.5
10-70-5090 WORKERS COMP	5.51	836.07	400.00	( 436.07)	209.0
<b>TOTAL PAYROLL ADMIN</b>	<b>9,978.50</b>	<b>81,063.76</b>	<b>76,536.00</b>	<b>( 4,527.76)</b>	<b>105.9</b>
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	11,339.45	102,809.32	125,000.00	22,190.68	82.3
10-71-5001 PW ALLOCATED PAYROLL	( 17,504.00)	( 157,534.00)	( 214,541.00)	( 57,007.00)	( 73.4)
10-71-5020 PAYROLL TAX	710.52	6,365.11	16,321.00	9,955.89	39.0
10-71-5040 BENEFITS	4,871.67	35,918.70	53,058.00	17,139.30	67.7
10-71-5060 PERS	717.53	7,843.67	12,970.00	5,126.33	60.5
10-71-5090 WORKERS COMP	4.98	302.52	7,191.00	6,888.48	4.2
<b>TOTAL PAYROLL PUBLIC WORKS</b>	<b>140.15</b>	<b>( 4,294.68)</b>	<b>( 1.00)</b>	<b>4,293.68</b>	<b>(42946)</b>
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	275.02	2,447.66	3,000.00	552.34	81.6
10-72-5137 SUPPLIES	1,004.44	4,654.14	15,000.00	10,345.86	31.0
10-72-5140 UNIFORMS - TOWELS	18.39	278.36	2,200.00	1,921.64	12.7
10-72-5200 CONTRACT SERVICES	.00	33.75	8,000.00	7,966.25	.4
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	11,000.00	11,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	251.00	601.00	200.00	( 401.00)	300.5
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	929.92	6,835.35	12,000.00	5,164.65	57.0
10-72-5504 REPAIRS - MAINTENANCE	488.13	4,302.39	1,800.00	( 2,502.39)	239.0
10-72-5507 EQUIPMENT MAINTENANCE	.00	475.57	2,500.00	2,024.43	19.0
10-72-5600 EQUIPMENT	134.99	1,766.89	.00	( 1,766.89)	.0
10-72-9615 FUND/DEPT ALLOCATIONS	( 4,182.00)	( 37,635.00)	( 60,700.00)	( 23,065.00)	( 62.0)
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>( 1,080.11)</b>	<b>( 5,239.89)</b>	<b>.00</b>	<b>5,239.89</b>	<b>.0</b>
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>112,438.00</b>	<b>112,438.00</b>	<b>.0</b>

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	56,691.37	569,402.45	860,954.00	291,551.55	66.1
NET REVENUE OVER EXPENDITURES	46,119.62	267,326.55	1.00	( 267,325.55)	26732

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2018

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	154,627.31	
	TOTAL ASSETS		154,627.31
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	131.49	
	TOTAL LIABILITIES		131.49
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	154,704.94	
	REVENUE OVER EXPENDITURES - YTD	( 209.12)	
	BALANCE - CURRENT DATE	154,495.82	
	TOTAL FUND EQUITY		154,495.82
	TOTAL LIABILITIES AND EQUITY		154,627.31

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	124,574.00	124,574.00	.0
20-10-4115 STATE HIGHWAY REVENUE	10,930.36	86,603.84	110,000.00	23,396.16	78.7
<b>TOTAL DEPARTMENT 10</b>	<b>10,930.36</b>	<b>86,603.84</b>	<b>234,574.00</b>	<b>147,970.16</b>	<b>36.9</b>
<b>TOTAL FUND REVENUE</b>	<b>10,930.36</b>	<b>86,603.84</b>	<b>234,574.00</b>	<b>147,970.16</b>	<b>36.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

STREET FUND

<u>EXPENDITURE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
20-11-5001 PW ALLOCATED PAYROLL	1,682.00	15,135.00	18,353.00	3,218.00	82.5
20-11-5002 ADMIN ALLOCATED PAYROLL	1,289.00	11,602.00	15,826.00	4,224.00	73.3
20-11-5090 WORKERS COMP	.00	382.50	2,000.00	1,617.50	19.1
20-11-5120 GAS - OIL	117.93	626.15	1,500.00	873.85	41.7
20-11-5137 SUPPLIES	9.91	332.44	200.00	( 132.44)	166.2
20-11-5140 UNIFORMS - TOWELS	9.46	152.31	600.00	447.69	25.4
20-11-5204 ENGINEERING SERVICES	.00	72.50	10,000.00	9,927.50	.7
20-11-5413 TELEPHONE	36.95	317.43	500.00	182.57	63.5
20-11-5504 REPAIRS - MAINTENANCE	.00	1,039.72	3,000.00	1,960.28	34.7
20-11-5521 SIDEWALK MAINTENANCE	.00	350.00	10,000.00	9,650.00	3.5
20-11-5522 STREET MAINTENANCE	.00	41,807.42	40,000.00	( 1,807.42)	104.5
20-11-5523 TRAFFIC CONTROL	.00	495.49	2,000.00	1,504.51	24.8
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>3,145.25</b>	<b>72,312.96</b>	<b>105,479.00</b>	<b>33,166.04</b>	<b>68.6</b>
 <u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,209.00	10,884.00	13,028.00	2,144.00	83.5
20-90-9615 PW EXPENSE ALLOCATION	402.00	3,616.00	5,193.00	1,577.00	69.6
<b>TOTAL TRANSFER</b>	<b>1,611.00</b>	<b>14,500.00</b>	<b>18,221.00</b>	<b>3,721.00</b>	<b>79.6</b>
 <u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>110,874.00</b>	<b>110,874.00</b>	<b>.0</b>
 <b>TOTAL FUND EXPENDITURES</b>	 <b>4,756.25</b>	 <b>86,812.96</b>	 <b>234,574.00</b>	 <b>147,761.04</b>	 <b>37.0</b>
 <b>NET REVENUE OVER EXPENDITURES</b>	 <b>6,174.11</b>	 <b>( 209.12)</b>	 <b>.00</b>	 <b>209.12</b>	 <b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2018

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	138,000.00	
	TOTAL ASSETS		138,000.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	21,000.00	
	REVENUE OVER EXPENDITURES - YTD	27,000.00	
	BALANCE - CURRENT DATE	138,000.00	
	TOTAL FUND EQUITY		138,000.00
	TOTAL LIABILITIES AND EQUITY		138,000.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	111,848.00	111,848.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	3,000.00	27,000.00	30,000.00	3,000.00	90.0
<b>TOTAL DEPARTMENT 10</b>	<b>3,000.00</b>	<b>27,000.00</b>	<b>141,848.00</b>	<b>114,848.00</b>	<b>19.0</b>
<b>TOTAL FUND REVENUE</b>	<b>3,000.00</b>	<b>27,000.00</b>	<b>141,848.00</b>	<b>114,848.00</b>	<b>19.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

STREET SDC FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>						
21-99-9900	CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
	TOTAL CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	141,848.00	141,848.00	.0
	NET REVENUE OVER EXPENDITURES	3,000.00	27,000.00	.00	( 27,000.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2018

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	240,301.24	
30-00-1251	UTILITY RECEIVABLE	53,608.00	
30-00-1300	INVENTORY	14,602.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,669,250.00)	
	TOTAL ASSETS		1,103,373.24

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	( 910.85)	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,801.47	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2940	DUE TO FUND 40	185,000.00	
	TOTAL LIABILITIES		1,001,130.15

FUND EQUITY

30-00-3000	FUND BALANCE	( 77,541.59)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	29,356.00	
	REVENUE OVER EXPENDITURES - YTD	150,428.68	
	BALANCE - CURRENT DATE	102,243.09	
	TOTAL FUND EQUITY		102,243.09
	TOTAL LIABILITIES AND EQUITY		1,103,373.24

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	( 164,271.00)	( 164,271.00)	.0
30-10-4330 WATER REVENUE	50,305.81	492,815.72	615,864.00	123,048.28	80.0
30-10-4332 NEW CONNECTION FEE	1,715.00	6,675.19	4,000.00	( 2,675.19)	166.9
30-10-4337 DOUBLE CHECK VALVE	800.00	1,862.00	500.00	( 1,362.00)	372.4
30-10-4350 RECOVERY BAD DEBT	225.03	916.12	500.00	( 416.12)	183.2
30-10-4581 PENALTY AND FEES	300.00	2,700.00	7,000.00	4,300.00	38.6
30-10-4582 NON-SUFFICIENT CHECK FEES	25.00	125.00	200.00	75.00	62.5
<b>TOTAL DEPARTMENT 10</b>	<b>53,370.84</b>	<b>505,094.03</b>	<b>463,793.00</b>	<b>( 41,301.03)</b>	<b>108.9</b>
 <b>TRANSFER</b>					
30-90-9232 TRANSFER IN	.00	13,203.00	13,203.00	.00	100.0
30-90-9733 CLOSE DEBT LOAN FROM WW	.00	89,755.72	185,000.00	95,244.28	48.5
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>102,958.72</b>	<b>198,203.00</b>	<b>95,244.28</b>	<b>52.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>53,370.84</b>	 <b>608,052.75</b>	 <b>661,996.00</b>	 <b>53,943.25</b>	 <b>91.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,701.19	36,507.72	61,053.00	24,545.28	59.8
30-11-5001 PW ALLOCATED PAYROLL	8,175.00	73,576.00	102,754.00	29,178.00	71.6
30-11-5002 ADMIN ALLOCATED PAYROLL	6,268.00	56,411.00	88,601.00	32,190.00	63.7
30-11-5020 PAYROLL TAX	318.08	3,112.89	4,481.00	1,368.11	69.5
30-11-5040 BENEFITS	892.98	7,290.08	9,494.00	2,203.92	76.8
30-11-5060 PERS	561.70	5,704.62	4,613.00	( 1,091.62)	123.7
30-11-5090 WORKERS COMP	2.55	1,108.38	5,908.00	4,799.62	18.8
30-11-5105 BAD DEBT	.00	4,033.23	.00	( 4,033.23)	.0
30-11-5108 CHEMICALS	2,058.55	9,314.03	20,000.00	10,685.97	46.6
30-11-5120 GAS - OIL	282.52	1,620.35	3,000.00	1,379.65	54.0
30-11-5123 MERCHANT FEES	198.08	1,852.17	2,200.00	347.83	84.2
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	334.86	2,505.70	2,400.00	( 105.70)	104.4
30-11-5140 UNIFORMS - TOWELS	71.32	1,116.27	2,000.00	883.73	55.8
30-11-5200 CONTRACT SERVICES	126.80	2,413.00	5,000.00	2,587.00	48.3
30-11-5204 ENGINEERING SERVICES	720.00	2,010.00	10,000.00	7,990.00	20.1
30-11-5230 PRINTING AND PUBLISHING	406.87	1,717.18	.00	( 1,717.18)	.0
30-11-5250 SYSTEM ANALYSIS	550.00	3,085.00	6,000.00	2,915.00	51.4
30-11-5320 DUES, LICENSE, PERMITS	.00	610.20	1,000.00	389.80	61.0
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	95.00	800.00	705.00	11.9
30-11-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413 TELEPHONE	288.25	3,865.34	7,000.00	3,134.66	55.2
30-11-5415 UTILITIES	4,482.82	33,896.80	52,000.00	18,103.20	65.2
30-11-5504 REPAIRS - MAINTENANCE	.00	911.54	5,000.00	4,088.46	18.2
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,184.61	26,508.24	55,000.00	28,491.76	48.2
30-11-5531 DISTRIBUTION MAINTENANCE	682.25	1,908.41	5,200.00	3,291.59	36.7
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600 EQUIPMENT	.00	2,504.52	12,000.00	9,495.48	20.9
<b>TOTAL EXPENDITURE</b>	<b>31,306.43</b>	<b>283,677.67</b>	<b>471,504.00</b>	<b>187,826.33</b>	<b>60.2</b>
<hr/>					
30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	( 5,262.74)	34,932.40	60,000.00	25,067.60	58.2
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>( 5,262.74)</b>	<b>34,932.40</b>	<b>70,000.00</b>	<b>35,067.60</b>	<b>49.9</b>
<hr/>					
30-82-8030 WATER PRINCIPAL	.00	18,377.00	18,376.00	( 1.00)	100.0
30-82-8035 WATER INTEREST	.00	34,436.00	34,436.00	.00	100.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>52,813.00</b>	<b>52,812.00</b>	<b>( 1.00)</b>	<b>100.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9001 CLOSE DEBT CASH	.00	.00	54,557.00	54,557.00	.0
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	15,697.00	18,476.00	2,779.00	85.0
30-90-9610 OVERHEAD ALLOCATION	5,881.00	52,927.00	72,940.00	20,013.00	72.6
30-90-9615 PW EXPENSE ALLOCATION	1,953.00	17,577.00	29,072.00	11,495.00	60.5
<b>TOTAL TRANSFER</b>	<b>7,834.00</b>	<b>86,201.00</b>	<b>175,045.00</b>	<b>88,844.00</b>	<b>49.3</b>
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>( 107,365.00)</b>	<b>( 107,365.00)</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>33,877.69</b>	<b>457,624.07</b>	<b>661,996.00</b>	<b>204,371.93</b>	<b>69.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>19,493.15</b>	<b>150,428.68</b>	<b>.00</b>	<b>( 150,428.68)</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 MARCH 31, 2018

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	62,733.80	
	TOTAL ASSETS		62,733.80
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
31-00-2000	ACCOUNTS PAYABLE	1,612.04	
	TOTAL LIABILITIES		1,612.04
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	57,554.72	
	REVENUE OVER EXPENDITURES - YTD	3,567.04	
	BALANCE - CURRENT DATE	61,121.76	
	TOTAL FUND EQUITY		61,121.76
	TOTAL LIABILITIES AND EQUITY		62,733.80

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	51,338.00	51,338.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	5,544.00	20,328.00	15,000.00	( 5,328.00)	135.5
<b>TOTAL DEPARTMENT 10</b>	<b>5,544.00</b>	<b>20,328.00</b>	<b>66,338.00</b>	<b>46,010.00</b>	<b>30.6</b>
<b>TOTAL FUND REVENUE</b>	<b>5,544.00</b>	<b>20,328.00</b>	<b>66,338.00</b>	<b>46,010.00</b>	<b>30.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	1,612.04	3,557.96	10,000.00	6,442.04	35.6
TOTAL DEPARTMENT 80	1,612.04	3,557.96	10,000.00	6,442.04	35.6
 <u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	13,203.00	13,203.00	.00	100.0
TOTAL TRANSFER	.00	13,203.00	13,203.00	.00	100.0
 <u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
 TOTAL FUND EXPENDITURES	 1,612.04	 16,760.96	 66,338.00	 49,577.04	 25.3
 NET REVENUE OVER EXPENDITURES	 3,931.96	 3,567.04	 .00	 ( 3,567.04)	 .0

CITY OF WILLAMINA  
BALANCE SHEET  
MARCH 31, 2018

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	346,490.68	
40-00-1251	UTILITY RECEIVABLE	49,831.18	
40-00-1300	INVENTORY	14,602.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	( 2,272,840.00)	
40-00-1930	DUE FROM FUND 30	185,000.00	
	TOTAL ASSETS		<u>2,989,067.86</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	5,607.66	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	39,180.87	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,096,584.00	
40-00-2841	WASTEWATER TREATMENT G9900	296,381.00	
	TOTAL LIABILITIES		1,476,944.78

FUND EQUITY

40-00-3000	FUND BALANCE	162,247.33	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,005,894.60	
	REVENUE OVER EXPENDITURES - YTD	<u>343,981.15</u>	
	BALANCE - CURRENT DATE	<u>1,512,123.08</u>	
	TOTAL FUND EQUITY		<u>1,512,123.08</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,989,067.86</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	49,906.24	462,691.99	560,000.00	97,308.01	82.6
40-10-4342 NEW CONNECTION FEE	540.00	1,740.00	1,000.00	( 740.00)	174.0
40-10-4350 RECOVERY BAD DEBT	310.75	1,265.09	1,500.00	234.91	84.3
<b>TOTAL DEPARTMENT 10</b>	<b>50,756.99</b>	<b>465,697.08</b>	<b>705,321.00</b>	<b>239,623.92</b>	<b>66.0</b>
 <u>TRANSFER</u>					
40-90-9242 TRANSFER IN	.00	24,323.00	24,323.00	.00	100.0
40-90-9243 CLOSE DEBT CASH	.00	368,081.65	368,083.00	1.35	100.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>392,404.65</b>	<b>392,406.00</b>	<b>1.35</b>	<b>100.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>50,756.99</b>	 <b>858,101.73</b>	 <b>1,097,727.00</b>	 <b>239,625.27</b>	 <b>78.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,914.40	25,314.58	54,733.00	29,418.42	46.3
40-11-5001 PW ALLOCATED PAYROLL	7,647.00	68,823.00	92,361.00	23,538.00	74.5
40-11-5002 ADMIN ALLOCATED PAYROLL	5,863.00	52,767.00	80,564.00	27,797.00	65.5
40-11-5020 PAYROLL TAX	347.92	2,605.22	4,662.00	2,056.78	55.9
40-11-5040 BENEFITS	2,242.05	14,196.26	19,877.00	5,680.74	71.4
40-11-5060 PERS	167.93	3,556.38	3,284.00	( 272.38)	108.3
40-11-5090 WORKERS COMP	3.06	816.95	1,981.00	1,164.05	41.2
40-11-5105 BAD DEBT	.00	3,678.65	.00	( 3,678.65)	.0
40-11-5108 CHEMICALS	.00	6,884.40	15,000.00	8,115.60	45.9
40-11-5120 GAS - OIL	39.67	538.78	2,000.00	1,461.22	26.9
40-11-5123 MERCHANT FEES	297.13	2,652.31	3,000.00	347.69	88.4
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	46.33	1,654.59	2,000.00	345.41	82.7
40-11-5140 UNIFORMS - TOWELS	289.90	1,720.20	3,800.00	2,079.80	45.3
40-11-5200 CONTRACT SERVICES	250.00	1,604.00	1,500.00	( 104.00)	106.9
40-11-5204 ENGINEERING SERVICES	788.75	788.75	1,500.00	711.25	52.6
40-11-5230 PRINTING AND PUBLISHING	610.29	2,449.46	.00	( 2,449.46)	.0
40-11-5250 SYSTEM ANALYSIS	1,180.00	4,970.00	7,000.00	2,030.00	71.0
40-11-5320 DUES, LICENSE, PERMITS	1,888.00	2,782.00	3,500.00	718.00	79.5
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	329.12	3,125.51	5,000.00	1,874.49	62.5
40-11-5415 UTILITIES	3,118.31	25,982.67	38,000.00	12,017.33	68.4
40-11-5504 REPAIRS - MAINTENANCE	.00	4,572.19	2,500.00	( 2,072.19)	182.9
40-11-5540 TREATMENT SYSTEM MAINTENANCE	437.00	10,537.01	14,000.00	3,462.99	75.3
40-11-5600 EQUIPMENT	.00	5,475.00	6,500.00	1,025.00	84.2
<b>TOTAL EXPENDITURE</b>	<b>28,459.86</b>	<b>247,494.91</b>	<b>363,362.00</b>	<b>115,867.09</b>	<b>68.1</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	12,500.00	10,000.00	( 2,500.00)	125.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>12,500.00</b>	<b>10,000.00</b>	<b>( 2,500.00)</b>	<b>125.0</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	108,359.00	108,359.00	.00	100.0
40-82-8045 SEWER INTEREST	.00	65,378.67	65,379.00	.33	100.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>173,737.67</b>	<b>173,738.00</b>	<b>.33</b>	<b>100.0</b>
<hr/>					
<b>TRANSFER</b>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	14,438.00	16,800.00	2,362.00	85.9
40-90-9610 OVERHEAD ALLOCATION	5,501.00	49,508.00	66,324.00	16,816.00	74.7
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	1,827.00	16,442.00	26,132.00	9,690.00	62.9
<b>TOTAL TRANSFER</b>	<b>7,328.00</b>	<b>80,388.00</b>	<b>294,256.00</b>	<b>213,868.00</b>	<b>27.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>						
40-99-9900	CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
	TOTAL CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
	TOTAL FUND EXPENDITURES	35,787.86	514,120.58	1,097,728.00	583,607.42	46.8
	NET REVENUE OVER EXPENDITURES	14,969.13	343,981.15	( 1.00)	( 343,982.15)	34398

CITY OF WILLAMINA  
BALANCE SHEET  
MARCH 31, 2018

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	18,723.58	
	TOTAL ASSETS		18,723.58
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	9,546.58	
	REVENUE OVER EXPENDITURES - YTD	9,177.00	
	BALANCE - CURRENT DATE	18,723.58	
	TOTAL FUND EQUITY		18,723.58
	TOTAL LIABILITIES AND EQUITY		18,723.58

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	11,346.00	11,346.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	13,500.00	33,500.00	20,000.00	( 13,500.00)	167.5
<b>TOTAL DEPARTMENT 10</b>	<b>13,500.00</b>	<b>33,500.00</b>	<b>31,346.00</b>	<b>( 2,154.00)</b>	<b>106.9</b>
<b>TOTAL FUND REVENUE</b>	<b>13,500.00</b>	<b>33,500.00</b>	<b>31,346.00</b>	<b>( 2,154.00)</b>	<b>106.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	24,323.00	24,323.00	.00	100.0
TOTAL TRANSFER	.00	24,323.00	24,323.00	.00	100.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL FUND EXPENDITURES	.00	24,323.00	31,346.00	7,023.00	77.6
NET REVENUE OVER EXPENDITURES	13,500.00	9,177.00	.00	( 9,177.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
MARCH 31, 2018

DEBT FUND

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3050	FUND BALANCE, RESTRICTED		457,837.37	
	REVENUE OVER EXPENDITURES - YTD	(	<u>457,837.37</u> )	
	BALANCE - CURRENT DATE		<u>.00</u>	
	TOTAL FUND EQUITY			<u>.00</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>.00</u></u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING MARCH 31, 2018

DEBT FUND

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

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING MARCH 31, 2018

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
50-90-9992 CLOSE DEBT CASH TO WW	.00	457,837.37	313,526.00	( 144,311.37)	146.0
TOTAL TRANSFER	.00	457,837.37	313,526.00	( 144,311.37)	146.0
TOTAL FUND EXPENDITURES	.00	457,837.37	313,526.00	( 144,311.37)	146.0
NET REVENUE OVER EXPENDITURES	.00	( 457,837.37)	.00	457,837.37	.0



**City Of Willamina**  
**Minutes of the Once A Month Regular Meeting of the City Council**  
**April 10, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 825 NE Main St  
 Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Johnson  
 Councilor Stritzke  
 Councilor Burr  
 Councilor Baller  
 Councilor McKnight  
 Councilor Wooden  
 City Manager Kenna West  
 Deputy City Recorder Debbie Bernard  
 Public Works Director Jeff Brown  
 Deputy Nathan Skaer  
 Deputy Canine Deputy Rojo  
 Guest (not limited to :)  
 Joi Bailey & Attorney David Haugeberg

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on April 10, 2018 at West Valley Fire by Mayor Ila Skyberg.

Addition to the Agenda was Deputy Nathan Skaer and Deputy Canine Rojo. Mayor Skyberg introduced the Deputies. Deputy Skaer said he had been with the Yamhill County Sheriff's office for the past 3 years and Rojo was new to Sherriff office. Nathan described how he decided that Rojo was fit for the job by inviting the Master Dog Trainer along with him when they went to see Rojo to make sure he would have the personality and what Nathan described as the right "drive." Councilor Burr asked Deputy Skaer if Rojo would protect him. Deputy Skaer responded and said no. He is not a bit or attacking dog. Kenna asked if the Rojo lived with the Deputy. Nathan responded yes.

Deputy Skaer set up serious of 4 buckets one contained heroine. The demonstration was a test for Rojo to show that he could locate the correct bucket; he did exactly that several times as the Deputy Skaer moved the buckets in different places.

Next Mayor Skyberg presented the Deputy Skaer with a welcome gift. The Council went out of regular session for a recess at 6:15 and returned to session at 6:30 pm.

**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. Guest: A Family Place Relief Nursery - Joi Bailey & Attorney David Haugeberg

Mayor Ila Skyberg welcomed Joi Bailey & Attorney David Haugeberg.

Joi addressed the City Council. She said that she has lived in the community for the past 25 years. She described her desire to serve the community and bring a Family Place Relief Nursery to Willamina after she noticed the large number of children who had suffered neglect. She said she wanted to do something about that.

She stated statistics of 226 cases of abuse and neglect in Yamhill County which resulted in an economic impact at the cost to the County of 50 million dollars because of the conjecture. She said part of the services of the Relief Nursery is providing services to the 0 to 5 year old children who are at high risk. Joi stated she wants to bring those type of services to her community in Willamina. She explained further that the Relief Nursery services are a 3 part wrap around service. One being a therapeutic classroom which is different than head start. Next part is teachers that are in the classroom; two teacher to 8 children. And teachers visit the families and help them set goals.

Joi explained that her visit was to ask the City Council for a letter of interest and support. In addition, as a part of the requirements to start A Family Place Relief Nursery in a community is to determine a site. Joi reported that they are close to determining that which included the churches. She said her goal is to start a classroom by December 2019. After that their goal will be to get funding of \$250,000 to fully operate.

Joi asked David Haugeberg to take over and speak further on the project. Mr. Haugeberg said even though he was on the agenda as an attorney he was present as a helper to the organization. He described how people know of him in Yamhill County which is to ask for donations. He joking described folks crossing to the other side of the street as he walks down the street. David described when he got involved with the Family Place Relief Nursery. He said Joi invited him to the center in McMinnville and when he arrived a small child came up to him with a book in his hand and asked him to read to him. David said he was hooked and returned to be a helper.

He shared with the Council the many names of people who want to partner with them in West Valley. A few included First Federal, the Confederated Tribes of Grand Ronde, Dick Withnell, Recology, Ken Austin, Citizens Bank, Yamhill County Commissioners, Congresswomen Bonamici, and State Representative Ron Noble. He said they are working to raise \$150,000. He wants to ask Council for a letter of support so when they go to the County Commissioners to ask for funding they can include Willamina's support and make everyone a part of the conversation.

2. Consent Agenda  
Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve the Consent Agenda. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

Mayor Skyberg asked City Council President to read the list of items on the Consent Agenda.

Councilor Baller stated the following:

1. Check Registers – February 1 to 28, 2018 (information only)
2. Financials February 2018
3. Minutes from the March 13, 2018 City Council Meeting

**MOTION:** Councilor Stritzke moved to approve the Joint Venture with the City and the Chamber Barkdust Sale. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

3. Mayor Report  
Mayor Ila Skyberg

Mayor Skyberg announced to all Councilor's that the deadline for the Statement of Economic Interest was April 15, 2018 and noted that she had sent out a reminder email. Mayor Skyberg mention that the new flower beds at the City Hall were planted by the City Manager.

1. Council Liaison Reports  
Chamber Liaison (Councilor Wooden)  
Councilor Wooden reported that the Chamber website is up and running. Also the Sadie Hawkins dance is this Friday to raise money for the 4<sup>th</sup> of July Committee. Also, 290 kids showed up at the egg drop. On Wednesday March 18<sup>th</sup> the Sheridan and Willamina museums will hold a joint event that will display 17 Quilts which the Wooden's family will be donate for display.
2. Library Liaison (Councilor McKnight)  
Councilor McKnight reported how impressed she was of the Library Board. She said they all had assignments which they are working on. Councilor McKnight added that the Board voted to meet during the summer months which previously they had not. In addition, Sara wants to move the Book Drop the building.
3. YCOM Board (Councilor Baller)  
Councilor Baller reported that the next meeting is June for the Annual Budget Meeting.
4. Yamhill County Housing Authority Board Members (Councilor Stritzke)

Councilor Stritzke reported that there meeting will be next Wednesday.

- 5. Yamhill County Transit Authority Board Member (Councilor Johnson)  
Councilor Johnson reported that the new buses should be here by the summer.

- 6. City Manager Report

Mayor Ila Skyberg

City Manager Kenna West reported that the small city allotment grant has been received. The grant will cover 4<sup>th</sup> and D Street which we will be moving forward. In addition, the Engineer is putting out bid information. Kenna reported that the Ford Foundation Visioning is meeting on April 12, 2018 at Coyote Joes and invited the Council to attend. She said that she will be attending.

Councilor Baller asked Jeff about the status of the Skate Park and the equipment at the Skate Park. Jeff responded and reported that the equipment is 10 years plus old and is showing their ware. He has pricing for the repairs just need funding.

Kenna added that Jeff completed an update on the Parks Master Plan. She wants to restart a Parks Commission. She added that Debbie will be setting up a work session.

**MOTION:** Councilor Baller moved to adjourn at 7:10pm. Councilor Wooden seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

**Time of Next Meeting**

The next meeting will be held at on at: West Valley Fire, 825 NE Main St. Willamina

The meeting was adjourned at 7:10 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 MAY 8, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: JEFF BROWN, PUBLIC WORKS DIRECTOR by and through KENNA WEST,  
CITY MANAGER**

**SUBJECT: OREGON PUBLIC WORKS EMERGENCY RESPONSE COOPERATIVE  
ASSISTANCE AGREEMENT**

**ISSUE**

Shall City Council authorize the City Manager to execute the Oregon Public Works Emergency Response Cooperative Assistance Agreement (Agreement) on behalf of the City of Willamina?

**RECOMMENDATION:**

Authorize the City Manager to execute the Agreement on behalf of the City of Willamina.

**SUMMARY AND BACKGROUND**

Public Works agencies in Oregon may join in a mutual aid agreement which enables public works agencies to support each other during an emergency, provides a mechanism for immediate response to a requesting agency, and sets up the documentation needed to seek maximum reimbursement possible from federal agencies.

The City of Willamina has historically been a party to the mutual aid agreement. The City's most recent Agreement expires September 11, 2018. The State of Oregon Department of Transportation has provided the City with the attached Agreement to review, and if we choose, execute and return to renew our membership in the mutual aid cooperative.

**FACTS AND FINDINGS**

1. The State of Oregon Department of Transportation has provided the attached Agreement for the City of Willamina to executive to renew the City's membership in the mutual aid cooperative.
2. The City of Willamina has historically been a party to this mutual aid agreement.
3. The Agreement provides benefits to the City including assistance from other jurisdictions in the case of an emergency and aid in documentation needed to seek maximum reimbursement possible from federal agencies.
4. The Agreement commits the City of Willamina Public Works Department to assist other members of the cooperative should there be a request; just as other members are committed to assisting the City should we so request.

5. The Public Works Department and the City Manager's Office support the City's renewal of membership in the Oregon Public Works Emergency Response Cooperative Assistance Agreement.
6. **Proposed Motion:** I move to authorize the City Manager to execute the attached Agreement on behalf of the City of Willamina.

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

Attachments:

- A. 2018-2023 Oregon Public Works Emergency Response Cooperative Assistance Agreement.



# Oregon

Kate Brown, Governor

Department of Transportation  
Maintenance & Operations Branch  
455 Airport Rd. SE, Bldg K  
Salem, OR 97301  
Phone: (503) 986-7915  
Fax: (503) 986-3055

April 17, 2018

City of Willamina  
Public Works, Jeff Brown  
P.O. Box 629  
Willamina, OR 97396

Dear Mr. Brown:

The Oregon Public Works Emergency Response Cooperative Assistance Agreement is up for renewal. As stated on Page 5, the Agreement shall remain in effect for five years after the date a party executes the Agreement. Your agency's commitment to the agreement expires 9/11/2018.

The mutual aid agreement:

- Enables public works agencies to support each other during an emergency.
- Provides the mechanism for immediate response to the Requesting Agency when the Responding Agency determines it can provide the needed resources and expertise.
- Sets up the documentation needed to seek maximum reimbursement possible from federal agencies.

Public works agencies in Oregon may sign the agreement or cancel their participation as they wish. The Oregon Department of Transportation (ODOT) maintains the list of all parties to the agreement and sends an updated list to all agencies whenever an agency is added to or removed from the list. Any agency may cancel its participation by giving written notice. The list of current members and guidelines on the ODOT Maintenance and Operations Branch web page at <http://www.oregon.gov/ODOT/HWY/OOM/ERP/pwma.shtml>

To renew your agency's participation in the agreement, send the completed signature page to:

Greg Ek-Collins  
ODOT Maintenance and Operations Branch  
455 Airport Road, SE Bldg. K  
Salem, OR 97301  
Fax: (503) 986-3055

If you have any questions about the agreement, please call Greg Ek-Collins, ODOT Statewide Emergency Operations Manager, at (503) 986-3020.

Sincerely,

Luci Moore  
State Maintenance Engineer

OREGON PUBLIC WORKS EMERGENCY RESPONSE  
COOPERATIVE ASSISTANCE AGREEMENT

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (5), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 402.010 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

## 1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

## 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

## 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

#### 4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

#### 5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

#### 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates.

Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
  - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.
  - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
  - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

#### 7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

#### 8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

#### 9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

#### 10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be

considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. The Oregon Department of Transportation (ODOT) Maintenance and Operations Branch shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
  
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
  - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
  - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

#### 11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

#### 12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON  
DEPARTMENT OF TRANSPORTATION



April 16, 2018

---

Luci Moore  
Statewide Maintenance Engineer

Date

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

\_\_\_\_\_  
Agency

\_\_\_\_\_  
County, Oregon

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Designated Primary Contact:**

Office:

Contact:

Phone Number:

\_\_\_\_\_

**Emergency 24 Hour Phone Number:**

**Fax Number:**

\_\_\_\_\_

**E-mail address (if available):**

\_\_\_\_\_

# REGULAR AGENDA

**City of Willamina  
Staff Report  
For the City Council Meeting of May 8, 2018**

**To: Mayor and City Council**  
**From: Debbie Bernard, Deputy City Recorder**  
**Subject: Ordinance No. 671 An Ordinance of the City of Willamina Amending Title V Chapter 51 of the Willamina Municipal Code Relating to Water Regulations**

**ISSUE**

Shall the City Council approve Ordinance No. 671 to amend Code Section 51.33 Vacation of Premises, to clarify that when a residence or business building is vacated, the meter will be read and the base charge shall remain in effect to be paid by the property owner?

**RECOMMENDATION**

Staff recommends Council approve Ordinance No. 671. An Ordinance of the City of Willamina amending Title V, Chapter 51 of the Willamina Municipal Code relating to water regulations.

**SUMMARY AND BACKGROUND**

In research and review of the city's water utility accounts, it was found that a large number of vacant houses have not been billed a base charge. Further review of the code uncovered the need to modify language to clarify that a base charge shall continue on vacant homes. The reason to continue to charge the base is these properties are a part of the infrastructure and the ongoing overhead to maintain the system.

**FACTS AND FINDINGS**

- Houses that sit empty are not currently billed for the base water charge.
- Ordinance No. 671 is an ordinance of the City of Willamina amending Title V, Chapter 51 of the Willamina Municipal Code relating to water regulations to clarify that the base charge shall continue on a residence or business building that is vacated.

**PROPOSED MOTION**

I move to approve Ordinance No. 671 An Ordinance of the City of Willamina Amending Title V Chapter 51 of the Willamina Municipal Code Relating to Water Regulations and that the ordinance to be read for the first reading in full and then by title only.

*Debbie Bernard*

---

Debbie Bernard, Deputy City Recorder

Attachments: Ordinance No. 671, Exhibit A

ORDINANCE No. 671

AN ORDINANCE OF THE CITY OF WILLAMINA AMENDNG TITLE V, CHAPTER 51 OF THE WILLAMINA MUNICIPAL CODE RELATING TO WATER REGULATIONS

WHEREAS, Title V, Chapter 51 of the City of the Willamina Municipal Code (the “Code”) applies to Water Regulations in the City; and

WHEREAS, Code Section 51.33 Vacation of Premises, currently states that, “When a residence or business building is vacated, the meter will be read and then padlocked. Until the time that a new tenant pays the required deposit and water is turned on by the Water Department, no monthly charge for unused water will be made”; and

WHEREAS, the Willamina City Council desires to amend Code Section 51.33 Vacation of Premises, to clarify that when a residence or business building is vacated, the meter will be read and then padlocked, but that the base meter charge shall remain in effect to be paid by the property owner so long as the residence or business building remains connected to the City’s water system; and

WHEREAS, the Willamina City Council further desires to amend Code Section 51.33 Vacation of Premises to clarify that when a new occupant contracts for water service with the City, and pays a deposit, the water service may be turned on and usage charges will re-commence along with the base meter charge; and

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

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

Section 1: The Code of the City of Willamina Title V, Chapter 51.33 Vacation of Premises is hereby amended as set forth in Exhibit A.

Section 2: This Ordinance shall take effect on the thirtieth day after its adoption by the City Council.

**Duly adopted by the City Council this \_\_\_ day of \_\_\_\_\_, 2018.**

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

Attest:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Passed and adopted by the City Council of the City of Willamina this \_\_day of \_\_\_\_\_, 2018, by the following.

Yeas \_\_\_\_\_ Abstain \_\_\_\_\_

Nays \_\_\_\_\_ Absent \_\_\_\_\_

## EXHIBIT A

### CHAPTER 51: Vacation of Premises

#### Section 51.33 Vacation of Premises.

When a residence or business building is vacated, the meter will be read and then padlocked, but the minimum monthly rate shall continue to apply and shall be paid by the property owner so long as the residence or business building remains connected to the City's water system. Whenever a new user contracts for water service with the City, and pays a deposit, water service may be turned on and usage charges will re-commence along with the minimum monthly rate to be paid by the user.

**City of Willamina  
Staff Report  
For the City Council Meeting of May 8, 2018**

**To: Mayor and City Council**  
**From: Debbie Bernard, Deputy City Recorder**  
**Subject: Ordinance No. 672 An Ordinance of the City of Willamina Amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code**

**ISSUE**

Shall the City Council approve Ordinance No. 672 to amend Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code to clarify that when all houses, buildings, or properties are vacant the owner shall continue to pay the connection charge?

**RECOMMENDATION**

Staff recommends Council approve Ordinance No. 672 an Ordinance of the City of Willamina Amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code.

**SUMMARY AND BACKGROUND**

In research and review of the City's water utility accounts, it was found that a large number of vacant properties have not been billed the connection charge. Further review of the code uncovered the need to modify language to clarify that connection charge shall continue. The reason to continue to charge the connection charge is these properties are a part of the infrastructure and the ongoing overhead to maintain the system.

**FACTS AND FINDINGS**

- Houses that sit empty are not currently billed for the connection charge.
- Ordinance No. 672 is an Ordinance of the City of Willamina amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code that will impose the connection charge to vacant properties.

**PROPOSED MOTION**

1. I move to approve Ordinance No. 672 an Ordinance of the City of Willamina Amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code and that the ordinance be read for the first reading in full and then by title only.

*Debbie Bernard*

---

Debbie Bernard, Deputy City Recorder

Attachments: Ordinance No. 672, Exhibit A

ORDINANCE No. 672

AN ORDINANCE OF THE CITY OF WILLAMINA AMENDING TITLE V PUBLIC WORKS,  
CHAPTER 52 SEWER REGULATIONS OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, Title V, Chapter 52 of the City of the Willamina Municipal Code (the "Code") applies to Sewer Regulations in the City; and

WHEREAS, Code Section 52.45 (A) Connection Charges, currently states, "All houses, building or properties used for human occupancy, employment, recreation or other purposes which are required to connect to the public sewer under the provisions of this chapter shall pay a connection charge for each separate service connection to the property"; and

WHEREAS, the Willamina City Council desires to clarify that Code Section 52.45 (A) Connection Charges requires all houses, buildings or properties used for human occupancy, employment, recreation or other purposes, which are connected to the City's public sewer system, including those houses, buildings, or properties that are vacant, to continue to pay the connection charge for each separate service connection while the property remains connected to the City's sewer system; and

WHEREAS, Code Section 52.46 (B) Sewer User Charges, states, "When no water is used in a building or residence because the building or residence has been vacated, sewer charges will be terminated until a new tenant or owner deposits the required amount to reinstate water services. At that time, the appropriate sewer charges will be included with the monthly water bill as stated in division (A) of this section; and

WHEREAS, the Willamina City Council desires to amend Code Section 52.46 by deletion of the entire Subsection 52.46 (B); and

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

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

Section 1: The Code of the City of Willamina Title V, Chapter 52.45 CONNECTION CHARGES is hereby amended as set forth in Exhibit A.

Section 2: Code Section 52.46 Sewer User Charges, Subsection (B) is deleted in its entirety.

Section 3: This Ordinance shall take effect on the thirtieth day after its adoption by the City Council.

**Duly adopted by the City Council this \_\_\_ day of \_\_\_\_\_, 2018.**

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

Attest:

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

First Reading: \_\_\_\_\_ Second Reading: \_\_\_\_\_  
Passed and adopted by the City Council of the City of Willamina this \_\_day of \_\_\_\_\_, 2018, by  
the following vote and effective immediately upon adoption.  
Yeas \_\_\_\_\_ Abstain \_\_\_\_\_  
Nays \_\_\_\_\_ Absent \_\_\_\_\_

EXHIBIT A

TITLE V  
PUBLIC WORKS  
CHAPTER 52: SEWER REGULATIONS

Section 52.45 CONNECTION CHARGES

(A) All houses, buildings or properties used for human occupancy, employment, recreation or other purposes which are required to connect to the City's public sewer system under the provisions of this chapter, including those houses, buildings, or properties that are vacant but remain connected to the City's public sewer system, shall pay all connection charges for each separate service connection to the property while the property remains connected to the City's sewer system.

**City of Willamina  
Staff Report  
For the City Council Meeting of May 8, 2018**

**To: Mayor and City Council**  
**From: Debbie Bernard, Deputy City Recorder**  
**Subject: Ordinance No. 673 An Ordinance of the City of Willamina Creating Title XIII, Chapter 132 of the Willamina Code Relating to Offenses against Public Peace**

**ISSUE**

Shall the City Council approve Ordinance No. 673 an Ordinance of the City of Willamina creating Title XIII, Chapter 132 of the Willamina Code relating to offenses against public peace and creating regulations for smoking in the public parks and city owned properties?

**RECOMMENDATION**

Staff recommends Council approve Ordinance No. 673 an Ordinance of the City of Willamina creating Title XIII, Chapter 132 of the Willamina Code Relating to Offenses against Public Peace to regulate smoking in the City of Willamina city parks and city owned properties.

**SUMMARY AND BACKGROUND**

This Ordinance is to regulate and protect residents and visitors from secondhand smoke, and ensure equal access to parks and city owned properties for people with asthma and respiratory conditions, and helps people breathe clean air. This regulation will also protect parks from added risk of fire hazard. In addition, the regulations will reduce the exposure of children and youth to smoking and tobacco use.

**FACTS AND FINDINGS**

- Ordinance No. 673 is an Ordinance of the City of Willamina Creating Title XIII, Chapter 132 of the Willamina Code Relating to Offenses against Public Peace to regulate smoking in public parks and city owned properties in the City of Willamina.
- The Ordinance defines smoking from any lighted or heated cigar, cigarette, pipe or any other lighted or heated tobacco or plant product or inhaling or exhaling vapor from any electronic delivery device.

**PROPOSED MOTION**

I move to approve Ordinance No. 673 an Ordinance of the City of Willamina creating Title XIII, Chapter 132 of the Willamina Code Relating to Offenses against Public Peace and that the ordinance be read for the first reading in full and then by title.

*Debbie Bernard*

---

Debbie Bernard, Deputy City Recorder

Attachments: Ordinance No. 673, Exhibit A

ORDINANCE NO. 673

AN ORDINANCE OF THE CITY OF WILLAMINA CREATING TITLE XIII, CHAPTER  
132 OF THE WILLAMINA CODE RELATING TO OFFENSES AGAINST PUBLIC  
PEACE

WHEREAS, the City Council of the City of Willamina finds that regulating smoking and inhalant delivery devices in city parks and city owned properties creates a healthy and safe environment for Willamina residents, visitors, youth, and children; and

WHEREAS, these regulations will protect residents and visitors from secondhand smoke, ensures equal access to parks and city owned properties for people with asthma and respiratory conditions, and helps people breathe clean air; and

WHEREAS, these regulations will reduce the exposure of children and youth to smoking and tobacco use, and therefore protect their health and discourage them from starting a harmful habit that is difficult to quit; and

WHEREAS, these regulations will protect parks and city owned properties from environmental degradation caused by the littering of cigarette butts and other smoking related waste; and

WHEREAS, these regulations will protect parks and city owned properties from potential risk of fire; and

WHEREAS, these regulations will support individuals who are trying to quit smoking or tobacco use or have already quit; and

WHEREAS, these regulations will not alienate citizens who smoke from accessing city parks and city owned properties;

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

**Section 1:** The Code of the City of Willamina Title VIII, Chapter 132 Offenses Against the Public Peace is hereby amended to include a new Section 132.09, as set forth in Exhibit A.

**Section 2:** This ordinance shall take effect on the thirtieth day after its adoption by the City Council.

**Duly adopted by the City Council this \_\_\_ day of \_\_\_\_\_, 2018.**

---

Ila Skyberg  
Mayor

Attest:

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

First Reading: \_\_\_\_\_

Second Reading \_\_\_\_\_

Passed and adopted by the City Council of the City of Willamina this \_\_day of \_\_\_\_\_,  
2018, by the following.

Yeas \_\_\_\_\_ Abstain \_\_\_\_\_  
Nays \_\_\_\_\_ Absent \_\_\_\_\_

## EXHIBIT A

### § 132.09 SMOKING IN PUBLIC PLACES.

#### (A) Definitions

(1). "Smoking" means inhaling or exhaling from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from any electronic delivery device. Smoking shall include carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

(2). "Inhalant delivery device" means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device. It also includes a component of a device described in this subparagraph or a substance in any form sold for the purpose of being vaporized or aerosolized by a device described in this subparagraph whether the component or substance is sold separately or is not sold separately.

"Inhalant delivery device" includes any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor

(3). "Designated Smoking Area" means an outdoor area where smoking is permitted, which must be at least 25 feet from any building or play structure. Should an area be assigned as a designated smoking area, it shall be clearly defined with signage and trash receptacles. Smoking is only allowed within the boundaries of a designated area and within the enclosed confines of personal property such as personal vehicles.

(4). A "Park" is any land owned by the City of Willamina which is zoned public recreation and includes, but is not limited to, Hampton Pond at Huddleston Park, Lamson Park, Garden Spot Park, Triangle Park, Oaken Hills Park, and Tina Miller Park.

#### (B) Smoking and Inhalant Delivery Device Regulations

(1). No person shall smoke or use inhalant delivery devices in any form in any City Park unless there is a clearly marked designated smoking area.

(2). If a City Park has a clearly marked designated smoking area, no person shall smoke or use inhalant delivery devices in any form except in designated smoking areas provided.

- (3). This policy shall be in effect at all times and on all days, including during all festivals, concerts, or similar public events occurring on any City Park property.

**(C) Enforcement**

- (1). Appropriate signs to communicate the smoke and inhalant delivery device policy shall be posted in all parks and on city owned property.
- (2). Any person found violating this policy will receive a verbal warning to stop such use immediately. If the smoking or tobacco use continues the person may be immediately ejected from the park or City owned property and may be issued a citation and liable for a fine not to exceed the sum of \$100 for each violation.

**City of Willamina  
Staff Report  
For the City Council Meeting of May 8, 2018**

**To: Mayor and City Council**  
**From: Debbie Bernard, Deputy City Recorder**  
**Subject: Ordinance No. 674 An Ordinance of the City of Willamina Creating Title III, Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board**

**ISSUE**

Shall the City Council approve Ordinance No. 674 an Ordinance of the City of Willamina creating Title III, Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board?

**RECOMMENDATION**

Staff recommends Council approve Ordinance No. 674 an Ordinance of the City of Willamina creating Title III, Chapter 31, Section 30 of the Willamina Code and establishing the Willamina Parks and Recreation Advisory Board.

**SUMMARY AND BACKGROUND**

On April 23, 2018 at their City Council monthly work session Council reviewed the proposed and attached exhibit that defines the Willamina Parks and Recreation Advisory Board for suggestions and or recommendations. Staff has returned with the regulations that establish the Willamina Parks and Recreation Advisory Board. This Board will serve as an advisory to Council on the status of the City of Willamina Parks and is particularly tasked to create a comprehensive community-wide parks and recreation system to serve the people of the City of Willamina.

**FACTS AND FINDINGS**

- Staff is recommending Council approve Ordinance No. 674 an Ordinance of the City of Willamina creating Title III, Chapter 31, Section 30 of the Willamina Code and establishing the Willamina Parks and Recreation Advisory Board.
- The need for the Advisory Board is to provide input to the Council regarding Parks and Recreation matters and to complete a comprehensive community-wide parks and recreation system.

**PROPOSED MOTION**

I move to approve Ordinance No. 674 an Ordinance of the City of Willamina creating Title III, Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board and that the ordinance be read for the first reading in full and then by title only.  
*Debbie Bernard*

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Debbie Bernard, Deputy City Recorder

Attachments: Ordinance No. 674, Exhibit

ORDINANCE NO. 674

AN ORDINANCE OF THE CITY OF WILLAMINA CREATING TITLE III, CHAPTER 31, SECTION 30 OF THE WILLAMINA CODE AND ESTABLISHING THE WILLAMINA PARKS AND RECREATION ADVISORY BOARD

WHEREAS, the City Council of the City of Willamina finds necessary to establish an advisory board to provide input to the Council regarding Parks and Recreation matters; and

WHEREAS, Title III, Chapter 31 of the Willamina Municipal Code (the "Code") addresses City Organizations;

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

**Section 1:** The Code of the City of Willamina Title III, Chapter 31 City Organizations hereby amended to include a new Section 31.30, as set forth in Exhibit A.

**Section 2:** This Ordinance shall take effect on the thirtieth day after its adoption by the City Council.

**Duly adopted by the City Council this \_\_\_ day of \_\_\_\_\_, 2018.**

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

Attest:

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

First Reading: \_\_\_\_\_

Second Reading \_\_\_\_\_

Passed and adopted by the City Council of the City of Willamina this \_\_\_ day of \_\_\_\_\_, 2018, by the following.

Yeas \_\_\_\_\_ Abstain \_\_\_\_\_  
Nays \_\_\_\_\_ Absent \_\_\_\_\_

## EXHIBIT A

### ***WILLAMINA PARKS AND RECREATION ADVISORY BOARD***

#### **§ 31.30 DEFINITIONS**

As used in § 31.30 to § 31.36,

- (A) The term “Board” means the Willamina Parks and Recreation Advisory Board;
- (B) The term “City” means the City of Willamina; and
- (C) The term “term” shall mean a timeframe of three years beginning January 1<sup>st</sup> of the first year and ending December 31<sup>st</sup> of the third year.

#### **§ 31.31 PARKS AND RECREATION ADVISORY BOARD ESTABLISHED**

A Parks and Recreation Advisory Board is hereby created and shall be named “Willamina Parks and Recreation Advisory Board”.

#### **§ 31.32 COMPOSITION; APPOINTMENT AND TERM OF MEMBERS**

- (A) The Board shall consist of up to seven voting members appointed by the City Council. Board terms shall be staggered so that not more than two terms shall expire in any one year. The first official Board membership may have a member with a term that exceeds three years in order to allow for staggered terms as required by this §31.32. There shall, otherwise, be no term upon the Board which exceeds three years.
- (B) No member shall serve more than two consecutive full terms;
- (C) Members shall be chosen from among such persons concerned with and interested in the development of public parks, public playgrounds, and like public places in the City;
- (D) At least five members shall be residents of or have their places of business in the City;
- (E) Up to two members may be non-residents of the City but who live within the Willamina School District boundaries and who have shown an interest in and dedication to the City;
- (F) A City employee shall be appointed as a non-voting liaison to the Board by the City Manager; and
- (G) In the case of a vacancy, the City Council shall appoint a successor to complete the unexpired term, if any. A Board position becomes vacant upon a member’s:
  - (1) Death;
  - (2) Resignation from office;

- (3) Term expiration; or
- (4) Non-attendance at more than two consecutive meetings for reasons other than illness or emergency or that have been pre-approved as an absence by the City Manager, and upon a concurrence of a quorum of the Board that the member's position shall be deemed vacant due to non-attendance.

**§ 31.33 COMPENSATION OF MEMBERS**

The members of the Board shall not receive any compensation for their services.

**§ 31.34 ORGANIZATION**

- (A) The Board shall establish the time and place of meetings which shall be open to the public, and shall adopt bylaws for the conduct of its business consistent with the Charter and this Code;
- (B) The Board shall annually elect a chairman, vice-chairman, and secretary;
- (C) A quorum shall be a simple majority of the number of filled positions on the Board;
- (D) Upon the City Council's request, but at least once per year, the Board shall meet with the City Council to review existing and changing policies, review Board bylaws, and/or tour the City Parks.

**§ 31.35 MEETING PLACE**

The City Manager shall make available to the Board a convenient meeting place.

**§ 31.36 FUNCTION AND DUTIES**

It shall be the function of the Board to act as an advisory to the City Council and it shall have the following duties:

- (A) Recommend and advise the City Council on all matters referred to the Board by the City Council or City Manager;
- (B) Each member of the Board independently and as a Board shall act in the best interests of the City and its citizens in the creation of a comprehensive community-wide parks and recreation system and program to serve the historical, cultural, and leisure needs of all City residents; and
- (C) To prepare and present reports in regard to the activities, studies, research, or recommendations of the Board to the City Council as may be required by the City Council.

# PUBLIC HEARING

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF MAY 8, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER and through KENNA WEST,  
CITY MANAGER**

**SUBJECT: WESTERN OREGON WASTE RATE INCREASE**

**ISSUE**

Shall City Council approve Resolution 17-18-009 approving the proposed 3.5 % collections rate increase presented by Recology Western Oregon?

**RECOMMENDATION:**

Staff recommends the approval of Resolution 17-18-009 approving rate increase after the public hearing on May 8, 2018, for the Recology Western Oregon Proposed Annual Rate Increase for FY 2018/19.

**SUMMARY AND BACKGROUND**

This proposal is an annual submission from the City's solid waste franchisee, Recology Western Oregon (formerly Western Oregon Waste). Attached as an exhibit to Resolution 17-18-09 is the rate information provided for these rate increases. If the Resolution is approved the new rates will become effective July 1, 2018. The Financial Report and the rate increase sheets are attached for your information.

**FACTS AND FINDINGS**

1. The Summary Rate Sheet that is attached to the resolution shows the current and proposed rates. The primary reason for the increase is changes in recycling markets as stated by the franchisee.
2. Section 9, subsection (c) (2) of the Franchise Agreement requires holding a public hearing on the proposed rates.
3. Council has the authority to either approve or not approve the rate increase as stated in Section 9, subsection (c) (3) of the Franchise Agreement.
4. The Franchise fee received from this franchisee is approximately \$5,500 per year.

**Proposed Motion:** I move to approve Resolution 17-18-009 approving the proposed Recology Western Oregon rate increase as presented.

*Debbie Bernard*

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Debbie Bernard, Deputy City Recorder

Attachments: Rate Increase Sheet, Financial Report



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President*

*Bob Burr*

*Heather Stritzke*

*Katie Vinson*

*Theresa McKnight*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA  
SITTING FOR THE TRANSACTION OF BUSINESS**

**RESOLUTION NUMBER 17-18-009**

**A RESOLUTION APPROVING PROPOSED 2018/19 RATE SCHEDULE FOR  
RECOLOGY WESTERN OREGON (FORMERLY WESTERN OREGON WASTE)**

**WHEREAS**, Recology Western Oregon (hereinafter called "Recology") is the franchise holder for the provision of solid waste collection services in the City of Willamina; and

**WHEREAS**, Ordinance #551 sets out the terms and conditions of the franchise; and

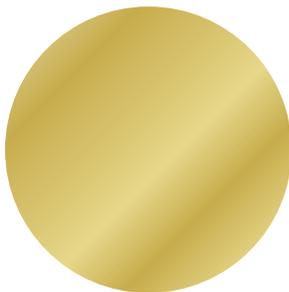
**WHEREAS**, Section 9, Rates, of that Ordinance provides a process for rate changes upon the request of the provider; and

**WHEREAS**, Recology has submitted a proposed rate increase in accordance with the requirements of Section 9 of the Ordinance; and

**WHEREAS**, a public hearing on the proposed rates was held on May 8, 2018, and due consideration has been given to all relevant factors;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA** that the proposed rate schedule for solid waste collection services by Recology Western Oregon, attached hereto as Exhibit A and by this reference made a part hereof, is approved and shall be effective July 1, 2018.

**Passed and adopted** by the Willamina City Council this **8th** day of **May 2018**.



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*Ila Skyberg, Mayor*

**ATTEST:**

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*Debbie Bernard, City Recorder*

Attachment – Exhibit A

F/RESOLUTIONS/2017-2018/17-18-009

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CAN & CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWC	32G CAN-CURB	\$ 14.50			See Can Elimination Plan
CNGEC	32G CAN EOW-CURB	\$ 9.42			
CNGMC	32G CAN OAM-CURB	\$ 5.08			
OCCC	CAN ON CALL CURB	\$ 5.08			

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 13.74	3.50%	\$ 0.48	\$ 14.22
32GEC	32G CART EOW-CURBSIDE	\$ 8.92	3.50%	\$ 0.31	\$ 9.23
32GMC	32G CART MONTHLY-CURB	\$ 4.80	3.50%	\$ 0.17	\$ 4.97
OC3C	32 GAL CART ON CALL CURB	\$ 4.80	3.50%	\$ 0.17	\$ 4.97

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 22.89	3.50%	\$ 0.80	\$ 23.69
90GEC	90G CART EOW-CURB	\$ 14.87	3.50%	\$ 0.52	\$ 15.39
90GMC	90G CART OAM-CURB	\$ 8.01	3.50%	\$ 0.28	\$ 8.29
OC9C	90 GAL CART ON CALL CURB	\$ 8.01	3.50%	\$ 0.28	\$ 8.29

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 4.80	3.50%	\$ 0.17	\$ 4.97
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 8.01	3.50%	\$ 0.28	\$ 8.29

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWS	32G CAN-SIDE	\$ 15.26			See Can Elimination Plan
CNGES	32G CAN EOW-SIDE	\$ 9.93			
CNGMS	32G CAN OAM-SIDE	\$ 5.35			
OCCS	CAN ON CALL SIDE	\$ 5.35			

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 21.38	-32.19%	\$ (6.88)	\$ 14.50
32GES	32G CART EOW-SIDEYARD	\$ 13.89	-32.08%	\$ (4.46)	\$ 9.43
32GMS	32G CART MONTHLY-SIDE	\$ 7.48	-32.05%	\$ (2.40)	\$ 5.08
OC3S	32 GAL CART ON CALL SIDE	\$ 7.48	-32.05%	\$ (2.40)	\$ 5.08

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 35.11	3.50%	\$ 1.23	\$ 36.34
90GES	90G CART EOW-SIDE	\$ 22.82	3.50%	\$ 0.80	\$ 23.62
90GMS	90G CART OAM-SIDE	\$ 12.30	3.50%	\$ 0.43	\$ 12.73
OC9S	90 GAL CART ON CALL SIDE	\$ 12.30	3.50%	\$ 0.43	\$ 12.73

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 7.48	3.50%	\$ 0.26	\$ 7.74
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 12.30	3.50%	\$ 0.43	\$ 12.73

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 3.62	3.50%	\$ 0.13	\$ 3.75
XBOX	EXTRA BOX	\$ 3.62	3.50%	\$ 0.13	\$ 3.75
XCAN	EXTRA CAN(S)	\$ 3.62	3.50%	\$ 0.13	\$ 3.75
XMISC	EXTRA MISC	\$ 3.62	3.50%	\$ 0.13	\$ 3.75
X32	EXTRA 32G CART(S)	\$ 3.62	3.50%	\$ 0.13	\$ 3.75
X90	EXTRA 90G CART(S)	\$ 5.73	3.50%	\$ 0.20	\$ 5.93

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 7.24	3.50%	\$ 0.25	\$ 7.49
IRSC	IN ROUTE SERVICE CHARGE	\$ 18.93	3.50%	\$ 0.66	\$ 19.59
SC	SERVICE CHARGE	\$ 99.69	3.50%	\$ 3.49	\$ 103.18

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 99.69	3.50%	\$ 3.49	\$ 103.18

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 109.74	3.50%	\$ 3.84	\$ 113.58
1GE	1YD TRASH EOW	\$ 66.79	3.50%	\$ 2.34	\$ 69.13
1GM	1YD TRASH MONTHLY	\$ 43.68	3.50%	\$ 1.53	\$ 45.21
1OC	ON CALL-1YD TRASH	\$ 21.82	3.50%	\$ 0.76	\$ 22.58
1XP	EXTRA PICK UP-1YD TRASH	\$ 21.82	3.50%	\$ 0.76	\$ 22.58

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 137.33	3.50%	\$ 4.81	\$ 142.14
1HGE	1.5YD TRASH EOW	\$ 80.59	3.50%	\$ 2.82	\$ 83.41
1HGM	1.5YD TRASH MONTHLY	\$ 50.06	3.50%	\$ 1.75	\$ 51.81
1HOC	ON CALL-1.5YD TRASH	\$ 28.83	3.50%	\$ 1.01	\$ 29.84
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 28.83	3.50%	\$ 1.01	\$ 29.84

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2018**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 164.92	3.50%	\$ 5.77	\$ 170.69
2GE	2YD TRASH EOW	\$ 94.40	3.50%	\$ 3.30	\$ 97.70
2GM	2YD TRASH MONTHLY	\$ 56.43	3.50%	\$ 1.98	\$ 58.41
2OC	ON CALL-2YD TRASH	\$ 35.83	3.50%	\$ 1.25	\$ 37.08
2XP	EXTRA PICK UP-2YD TRASH	\$ 35.83	3.50%	\$ 1.25	\$ 37.08

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 220.12	3.50%	\$ 7.70	\$ 227.82
3GE	3YD TRASH EOW	\$ 121.98	3.50%	\$ 4.27	\$ 126.25
3GM	3YD TRASH MONTHLY	\$ 69.20	3.50%	\$ 2.42	\$ 71.62
3OC	ON CALL-3YD TRASH	\$ 49.86	3.50%	\$ 1.75	\$ 51.61
3XP	EXTRA PICK UP-3YD TRASH	\$ 49.86	3.50%	\$ 1.75	\$ 51.61

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 275.32	3.50%	\$ 9.64	\$ 284.96
4GE	4YD TRASH EOW	\$ 149.60	3.50%	\$ 5.24	\$ 154.84
4GM	4YD TRASH MONTHLY	\$ 81.93	3.50%	\$ 2.87	\$ 84.80
4OC	ON CALL-4YD TRASH	\$ 63.88	3.50%	\$ 2.24	\$ 66.12
4XP	EXTRA PICK UP-4YD TRASH	\$ 63.88	3.50%	\$ 2.24	\$ 66.12

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 330.52	3.50%	\$ 11.57	\$ 342.09
5GE	5YD TRASH EOW	\$ 177.18	3.50%	\$ 6.20	\$ 183.38
5GM	5YD TRASH MONTHLY	\$ 94.68	3.50%	\$ 3.31	\$ 97.99
5OC	ON CALL-5YD TRASH	\$ 77.91	3.50%	\$ 2.73	\$ 80.64
5XP	EXTRA PICK UP-5YD TRASH	\$ 77.91	3.50%	\$ 2.73	\$ 80.64

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 385.73	3.50%	\$ 13.50	\$ 399.23
6GE	6YD TRASH EOW	\$ 204.78	3.50%	\$ 7.17	\$ 211.95
6GM	6YD TRASH MONTHLY	\$ 107.42	3.50%	\$ 3.76	\$ 111.18
6OC	ON CALL-6YD TRASH	\$ 91.93	3.50%	\$ 3.22	\$ 95.15
6XP	EXTRA PICK UP-6YD TRASH	\$ 91.93	3.50%	\$ 3.22	\$ 95.15

**8 YARD CONTAINERS**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 456.58	3.50%	\$ 15.98	\$ 472.56
8GE	8YD TRASH EOW	\$ 240.22	3.50%	\$ 8.41	\$ 248.63
8GM	8YD TRASH MONTHLY	\$ 123.78	3.50%	\$ 4.33	\$ 128.11
8OC	ON CALL-8YD TRASH	\$ 109.92	3.50%	\$ 3.85	\$ 113.77
8XP	EXTRA PICK UP-8YD TRASH	\$ 109.92	3.50%	\$ 3.85	\$ 113.77

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	<b>4 : 1</b>	<b>3 : 1</b>	<b>2 : 1</b>
Factor applied to container rate of same size	1.5	1.3	1.12

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 99.69	3.50%	\$ 3.49	\$ 103.18
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 169.94	3.50%	\$ 5.95	\$ 175.89
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 202.92	3.50%	\$ 7.10	\$ 210.02

**DEBRIS BOX DISPOSAL FEES**

**RATE PER UNIT**

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 41.92	2.00%	\$ 0.84	\$ 42.76
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 41.92	2.00%	\$ 0.84	\$ 42.76
DFWD	DISPOSAL FEE - CLEAN WOOD (\$\$/TON)	\$ 40.00	0.00%	\$ -	\$ 40.00
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD <sup>3</sup> )	\$ 7.95	0.00%	\$ -	\$ 7.95

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)**

10DG	10 YARD BOX W/DISPOSAL	\$ 225.54	3.50%	\$ 7.89	\$ 233.43
20DG	20 YARD BOX W/DISPOSAL	\$ 316.56	3.50%	\$ 11.08	\$ 327.64
30DG	30 YARD BOX W/DISPOSAL	\$ 407.60	3.50%	\$ 14.27	\$ 421.87

**RELATED FEES**

**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 8.37	3.50%	\$ 0.29	\$ 8.66
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 118.19	3.50%	\$ 4.14	\$ 122.33
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Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 113.29	3.50%	\$ 3.97	\$ 117.26
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 113.29	3.50%	\$ 3.97	\$ 117.26
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 169.95	3.50%	\$ 5.95	\$ 175.90

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**

**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 25.05	3.50%	\$ 0.88	\$ 25.93
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 69.79	3.50%	\$ 2.44	\$ 72.23
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 28.51	0.00%	\$ -	\$ 28.51
M10SC	10 QT SHARPS CONTAINER	\$ 31.45	0.00%	\$ -	\$ 31.45
M23SC	23 QT SHARPS CONTAINER	\$ 51.77	0.00%	\$ -	\$ 51.77
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 37.11	0.00%	\$ -	\$ 37.11
M21BX	21 GAL MEDICAL WASTE BOX	\$ 42.16	0.00%	\$ -	\$ 42.16
M48BX	48 GAL MEDICAL WASTE BOX	\$ 48.20	0.00%	\$ -	\$ 48.20
M8GBP	RX MED WASTE TUB	\$ 97.46	0.00%	\$ -	\$ 97.46

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).  
Billing Terms: Commercial Accounts are billed on a monthly basis.  
Residential accounts are billed once every three months, in advance.

Ms. Kenna West  
City Manager  
City of Willamina  
P.O. Box 629  
Willamina, OR 97396

March 31<sup>st</sup>, 2018

Dear Ms. West:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report (attached), which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year
  - b. The allocation factors and percentages used to allocate shared expenses
  - c. The actual and expected Operating Ratios for the preceding and current year
2. The 2017 Reviewed Financial Statement for RWO – Valley (attached)
3. Rate sheets showing current and proposed rates (attached)
4. An explanation of any changes to rates or services offered (appears below)
5. A summary of recent operational changes and improvements (appears below)

#### RECYCLING MARKETS

As of the first of this year, China has imposed new regulations on imported recyclable materials. Previously, a contamination level of 5% was acceptable, and many of the Material Recovery Facilities (MRFs) on the West Coast were designed to meet this standard. The new standard of 0.5% is beyond the capabilities of the available technology. Our local MRFs have added sorters, slowed down the feeder belts, and made other changes to how they process materials to get closer to the new standards. Many MRFs have turned to other countries in Asia to find new markets. In addition, there are many items no longer being accepted by end markets. These factors have combined to reduce the value of mixed curbside recyclables by over 90% since 2017. Until recently, mixed recycling carried a small positive value, but now we are having to pay MRFs over \$70 a ton. This decrease in market value has impacted the processing fees our transfer station charges for each ton we collect and deliver for recycling. We remain committed to providing the opportunity to recycle to our customers and have no plans for any landfilling of collected recyclable materials in the foreseen future. It is possible that the ability to market some materials may disappear entirely in the future. In the short term, our focus is on reducing contamination through customer education. We distribute information to our customers by mail, on our website, and via social media. Our drivers also file feedback reports when they see carts with unwanted materials. The drivers report to our Customer Service Reps, who reach out to the customer and explain the nature of the problem.

#### PROPOSED CHANGES TO COLLECTION RATES & SERVICES

The calculated projections indicate the operating ratio will be outside what we consider to be a reasonable return, due primarily to the changes in recycling markets. With that in mind, we are proposing to increase collection rates by 3.5% for most rates, effective July 1<sup>st</sup>, 2018.

#### PROPOSED CHANGES TO MEDICAL WASTE AND DISPOSAL RATES

We are not proposing to increase medical waste collection rates this year, as we do not expect to see an adjustment in the disposal rates charged to us by our vendor.

We are not expecting a major change in the disposal rates we pay at Riverbend Landfill. The rate sheets include an adjustment of 2.0% for the debris box garbage ton rate. The expenses we projected for disposal of the garbage we collect from our cart and container customers include a similar estimate.

#### ENVIRONMENTAL

We actively monitor our sites to ensure we are in compliance with DEQ regulations and best management practices. As these rules and recommendations change, we commit the capital necessary to keep these properties in compliance. In 2017, we spent over \$700,000 to ensure our McMinnville site would be in compliance with updated DEQ regulations. We regularly train our drivers on spill response so they can react appropriately to incidents on-route.

#### CAPITAL EXPENSES

We regularly replace older equipment with a combination of new and gently used equipment obtained from our California-based sister companies. The cost savings we realize from obtaining used equipment is significant, though we do have higher repair and maintenance costs than we would experience with all new equipment. We are fortunate to have excellent shop staff who work hard to keep our fleet on the road every day so we can meet the needs of all our customers.

#### OPERATIONAL CHANGES & IMPROVEMENTS

We use software and the expertise of our drivers to make changes as needed to optimize our routing. This practice ensures that we are operating as efficiently as possible. Our new phone system allows us to better track and monitor our reps in real time, to ensure that every customer has the best possible experience. Our drivers get safety reminders during weekly team meetings, incidents and near misses are reviewed at monthly safety meetings. We have posters around our offices and ads on the view-screens in the Ops ready room that remind our crew to work safely every day. We work as a team to ensure we are doing everything possible to get to our goal of zero accidents.

We appreciate the opportunity to serve our customers and neighbors in the City of Willamina. Please let me know if you would like to meet in advance or when you would like us to attend a council meeting to review the proposed adjustment. Feel free to give me a call at 503-474-4839 if you have any questions, or if you require any additional information.

Respectfully,



Carl Peters  
General Manager

**Recology Western Oregon - Valley Inc.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Financial Statements

December 31, 2017  
(With Independent Accountant's Review Report)



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## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
Recology Western Oregon - Valley Inc.  
McMinnville, Oregon

We have reviewed the accompanying financial statements of Recology Western Oregon - Valley Inc., which comprise the balance sheet as of December 31, 2017 and the related statements of earnings and stockholder's investment and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

### **Management's Responsibility for the Financial Statements**

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

### **Accountant's Responsibility**

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

### **Accountant's Conclusion**

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

### **Supplementary Information**

The supplementary information included in the Schedule of Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

*Armanino LLP*  
Armanino<sup>LLP</sup>  
San Ramon, California

March 23, 2018

An independent firm associated with  
Moore Stephens International Limited  
**MOORE STEPHENS**

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

**Balance Sheet**

December 31, 2017

**Assets**

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$51,684	\$ 1,686,368
Prepaid expenses	<u>66,085</u>
Total current assets	<u>1,752,453</u>

Property and equipment:

Machinery and equipment	2,341,392
Less accumulated depreciation	<u>(2,253,458)</u>
Property and equipment, net	<u>87,934</u>
Total assets	<u>\$ 1,840,387</u>

**Liabilities and Stockholder's Investment**

Current liabilities:

Accounts payable	\$ 69,333
Accrued liabilities	354,812
Deferred revenues	<u>976,685</u>
Total current liabilities	<u>1,400,830</u>

Other liabilities

Due to parent	<u>22,125</u>
Total other liabilities	<u>22,125</u>

Stockholder's investment, net

	<u>417,432</u>
Total liabilities and stockholder's investment	<u>\$ 1,840,387</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)  
Statement of Earnings and Stockholder's Investment  
For the Year Ended December 31, 2017

		<u>Percent</u>
Revenues	\$ 11,947,046	<u>100.0</u>
Cost of operations		
Disposal costs	1,533,008	12.8
Labor costs	2,212,237	18.5
Operational expenses	<u>5,539,951</u>	<u>46.4</u>
Total cost of operations	<u>9,285,196</u>	<u>77.7</u>
 Gross profit	 2,661,850	 22.3
General and administrative expenses	<u>1,884,243</u>	<u>15.8</u>
Earnings from operations	<u>777,607</u>	<u>6.5</u>
Other income		
Interest income	12,079	0.1
Gain on asset disposal	<u>2,012</u>	<u>0.0</u>
	<u>14,091</u>	<u>0.1</u>
 Net earnings	 791,698	 6.6
 Stockholder's investment, net, beginning of year	 261,723	
Net distributions to parent and affiliates	<u>(635,989)</u>	
Stockholder's investment, net, end of year	<u>\$ 417,432</u>	

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the Year Ended December 31, 2017

Cash flows from operating activities:	
Net earnings	\$ 791,698
Adjustments to reconcile net earnings to net cash provided by operating activities:	
Depreciation	26,864
Gain on sale of equipment	(2,012)
Provision for bad debts	84,511
Changes in assets and liabilities:	
Accounts receivable	(487,038)
Prepaid expenses	(1,860)
Due to parent	143,405
Accounts payable	50,124
Accrued liabilities	(5,900)
Deferred revenues	100,476
Net cash provided by operating activities	<u>700,268</u>
Cash flow used in investing activities:	
Property and equipment funded by parent	<u>(66,291)</u>
Cash flows used in financing activities:	
Net contributions from parent and affiliates	<u>(633,977)</u>
Net change in cash	-
Cash, beginning of year	-
Cash, end of year	<u>\$ -</u>

See accompanying notes to financial statements and independent accountant's review report.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies**

*(a) Organization*

Recology Oregon Waste - Valley Inc. (the "Company"), is a wholly - owned subsidiary of Recology Oregon Inc., which is a wholly - owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly - owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

*(b) Revenue Recognition and Accounts Receivable*

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

*(c) Property and Equipment*

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straight-line basis over the estimated useful lives of assets as follows:

	<u>Estimated useful lives</u>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$26,864 for the year ended December 31, 2017. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies (continued)**

***(d) Environmental Remediation Liabilities***

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such ranges is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are accurate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2017.

***(e) Impairment of Long-Lived Assets***

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable. If an asset is deemed impaired, a loss is recognized.

During the year ended December 31, 2017, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

***(f) Income Taxes***

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole stockholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated any income tax expense to the Company.

The Company recognizes income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(1) Accounting Policies (continued)**

***(f) Income Taxes (continued)***

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2017, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

***(g) Cash Concentration Account***

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account, so that at the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

***(h) Allocations***

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

***(i) Use of Estimates***

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for doubtful accounts and accrued franchise fees. Actual results could differ from those estimates.

***(j) Stockholder's Investment***

The Company has 1,000 shares of common stock authorized and 500 shares issued and outstanding with no par value as of December 31, 2017. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

***(k) Fair Value of Financial Instruments***

The carrying amounts reported in the balance sheet of the assets and liabilities, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(2) Operations**

The Company collects refuse and recyclables in the City of McMinnville and surrounding municipalities in Yamhill and Polk Counties. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2017, the Company disposed of the yard debris and other recyclable commodities collected by its operations at a material recovery and composting facility owned and operated by an affiliate.

**(3) Commitments and Contingencies**

Substantially all of the assets of the Company are pledged to secure obligations of the Parent. The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 21, 2022. At September 30, 2017, there was no outstanding balance on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$182.4 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

The Company, along with the Parent and the Parent's wholly - owned subsidiaries, has guaranteed the payment of amounts owed to unrelated third parties, which provided the equipment financing to affiliates of the Company. The affiliates are obligated to the unrelated third parties with various expiration dates through June 2024. At September 30, 2017, the outstanding principal on the financed equipment recorded by the affiliates was \$62.7 million.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(4) Property and Equipment Obligations**

The Company has cancelable agreements with an affiliate whereby it pays for the use of certain operating equipment. Future annual payments for continued use of the property and equipment, and in aggregate, as of December 31, 2017 are as follows:

Year ending December 31:

2018	\$ 733,823
2019	665,459
2020	467,262
2021	467,208
2022	447,217
Thereafter	<u>696,151</u>
Total Payments	<u>\$3,477,120</u>

Rental expense for the year ended December 31, 2017 was \$749,301 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(5) Transactions with Related Parties**

During the year ended December 31, 2017, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:	
Health insurance	\$ 6,779
Worker's compensation	41,829
401(k) employer portion	25,088
General and vehicle insurance	<u>140,000</u>
	<u>213,696</u>
Affiliates:	
Collection revenue	(733,338)
Freight	-
Rental of equipment	600,530
Property rental	12,540
Disposal costs	1,020,589
Processing fees	800,585
General and administration allocation	1,075,233
Truck and garage	906,716
Regional management and accounting fees	<u>369,939</u>
	<u>4,052,794</u>
Total	<u>\$ 4,266,490</u>

During the year ended December 31, 2017, amounts due from or payable to Parent and affiliates were accumulated by the Company and, as of the Parent's fiscal year-end, September 30, 2017, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2017 to December 31, 2017, the net amount was not settled by way of capital contributions or distributions.

**RECOLOGY WESTERN OREGON - VALLEY INC.**  
(A Wholly - Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2017

**(6) Employee Stock Ownership Plan**

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee (the Committee). The Committee also generally determines the timing and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distribution must begin prior to September 30 of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30 of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the Plan.

**(7) Subsequent Events**

The Company has evaluated its subsequent events through March 23, 2018, which is the date the financial statements were available for issuance. As a result of the evaluation, the Company is not aware of any modifications that should be made to these financial statements for them to be in conformity with generally accepted accounting principles.

SUPPLEMENTARY INFORMATION

**RECOLOGY WESTERN OREGON - VALLEY INC.**

(A Wholly - Owned Subsidiary of Recology Inc.)

Schedule of Expenses

For the Year Ended December 31, 2017

Operational expenses	
Contract labor	\$ 4,435
Depreciation	26,864
Franchise fees	295,825
Fuel	495,623
Insurance	140,000
Supplies	74,371
Operational lease expense	749,301
Recycling processing costs	800,585
Repair and maintenance	1,702,231
Taxes and licenses	201,618
Yard debris funding	1,020,589
Other operational expenses	<u>28,509</u>
Total operational expenses	<u>\$ 5,539,951</u>
General and administrative expenses	
General administration allocation	\$ 1,075,233
Regional management and accounting fees	369,939
Advertising and promotion	4,151
Bad debt	84,511
Contributions	24,555
Billing services	70,243
Dues and subscriptions	16,629
Education and training	7,898
Bank service charges	43,954
Meals and entertainment	6,801
Office supplies	18,710
Postage	16,495
Professional services	32,745
Telephone	94,151
Travel	13,551
Other administration	<u>4,677</u>
Total general and administrative expenses	<u>\$ 1,884,243</u>

See independent accountant's review report.

Recology Western Oregon - Valley 2017 Results of Operations and 2018-19 Projections



	RWO - Valley Total			City of Willamina		
	2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
<b>REVENUE</b>				<b>Rate Adj. % &gt;&gt;&gt;</b>	<b>3.50%</b>	<b>Op. Adj.</b>
Collection Services - Residential	\$ 5,684,474	\$ 6,307,743	Actual	\$ 147,087	\$ 3,824	\$ 150,912
Collection Services - Commercial	\$ 3,146,328	\$ 3,572,346	Actual	\$ 57,003	\$ 1,179	\$ 58,181
Collection Services - Debris Box	\$ 1,165,333	\$ 1,263,584	Actual	\$ 5,604	\$ 1,389	\$ 6,992
<b>COLLECTION SERVICES:</b>	<b>\$ 9,996,135</b>	<b>\$ 11,143,674</b>	<b>Actual</b>	<b>\$ 209,694</b>		<b>\$ 216,085</b>
Proposed Rate Adjustment			Actual		\$ 7,563	\$ 7,563
Revenue - DB Disposal	\$ 615,903	\$ 639,222	Actual	\$ 2,350	\$ 582	\$ 2,933
Revenue - Medical Waste	\$ 140,443	\$ 144,683	Actual	\$ 352	\$ (5)	\$ 347
Revenue - Other (fees & related)	\$ 28,887	\$ 32,915	Actual	\$ 1,420	\$ 225	\$ 1,645
Non-Franchised Revenue	\$ 1,165,678	\$ 1,375,189	Actual	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 11,947,046</b>	<b>\$ 13,335,683</b>		<b>\$ 213,816</b>	<b>\$ 14,757</b>	<b>\$ 228,573</b>
<b>LABOR EXPENSES</b>						
Operational Personnel	\$ 1,551,932	\$ 1,583,000	Labor Hours	\$ 26,859	\$ 538	\$ 27,396
Payroll Taxes	\$ 132,335	\$ 134,984	Labor Hours	\$ 2,290	\$ 46	\$ 2,336
Medical Insurance	\$ 332,663	\$ 341,777	Labor Hours	\$ 5,757	\$ 158	\$ 5,915
Other Benefits	\$ 195,307	\$ 201,480	Labor Hours	\$ 3,380	\$ 107	\$ 3,487
<b>Total Labor Expense</b>	<b>\$ 2,212,237</b>	<b>\$ 2,261,241</b>		<b>\$ 38,286</b>	<b>\$ 848</b>	<b>\$ 39,134</b>
<b>DISPOSAL</b>						
Disposal Charges - Outside Source	\$ 1,468,832	\$ 638,377	Vessel Weights	\$ 44,305	\$ (4,925)	\$ 39,380
Disposal Charges - Inter-Company		\$ 1,446,654	Vessel Weights	\$ -	\$ -	\$ -
Yard Debris/wood & Other Funding	\$ 1,020,589	\$ 1,084,304	Program	\$ -	\$ -	\$ -
Medical Waste & Supplies	\$ 64,176	\$ 64,500	Med. Waste	\$ 145	\$ 1	\$ 145
<b>Total Disposal Expense</b>	<b>\$ 2,553,597</b>	<b>\$ 3,233,835</b>		<b>\$ 44,450</b>	<b>\$ (4,924)</b>	<b>\$ 39,526</b>
<b>OPERATIONAL EXPENSES</b>						
Fuel	\$ 275,615	\$ 313,926	Franchised Labor	\$ 4,934	\$ 686	\$ 5,619
Repairs and Maintenance	\$ 1,336,888	\$ 1,377,481	Franchised Labor	\$ 23,930	\$ 727	\$ 24,657
Business Taxes and PUC	\$ 143,847	\$ 147,019	Franchised Labor	\$ 2,575	\$ 57	\$ 2,632
Franchise Fees	\$ 295,825	\$ 413,373	Actual	\$ 5,547	\$ 383	\$ 5,930
Supplies & Uniforms	\$ 27,599	\$ 28,188	Labor Hours	\$ 478	\$ 10	\$ 488
Operational Supplies/Safety	\$ 46,772	\$ 46,797	Labor Hours	\$ 809	\$ 0	\$ 810
Contract Labor	\$ 4,435	\$ -	Labor Hours	\$ 77	\$ (77)	\$ -
Depreciation and Amortization	\$ -	\$ -	Franchised Labor	\$ -	\$ -	\$ -
Operational Lease and Rent	\$ 686,008	\$ 825,852	Franchised Labor	\$ 12,280	\$ 2,503	\$ 14,783
Insurance Expense	\$ 140,000	\$ 150,690	Labor Hours	\$ 2,423	\$ 185	\$ 2,608
Recycling Expense	\$ 800,585	\$ 1,158,783	Recycling	\$ 19,919	\$ 8,912	\$ 28,831
Purchase Recyclables	\$ -	\$ -	Recycling	\$ -	\$ -	\$ -
Operational Lease and Rent - N/F	\$ 63,293	\$ 63,972	Actual	\$ -	\$ -	\$ -
Fuel - Non-Franchised (N/F)	\$ 220,008	\$ 250,590	Actual	\$ -	\$ -	\$ -
Repairs and Maintenance - N/F	\$ 365,343	\$ 347,076	Actual	\$ -	\$ -	\$ -
Business Taxes and PUC - N/F	\$ 57,771	\$ 60,000	Actual	\$ -	\$ -	\$ -
Depreciation and Amortization N/F	\$ 26,864	\$ 13,426	Actual	\$ -	\$ -	\$ -
Other Operational	\$ 28,509	\$ 17,212	Labor Hours	\$ 493	\$ (196)	\$ 298
<b>Total Operations Expense</b>	<b>\$ 4,519,362</b>	<b>\$ 5,214,385</b>		<b>\$ 73,465</b>	<b>\$ 13,191</b>	<b>\$ 86,656</b>
<b>SUBTOTAL</b>	<b>\$ 2,661,850</b>	<b>\$ 2,626,221</b>		<b>\$ 57,616</b>	<b>\$ 5,642</b>	<b>\$ 63,257</b>
<b>ADMINISTRATIVE EXPENSES</b>						
Management Services	\$ 369,939	\$ 400,070	Computed	\$ 6,414	\$ 443	\$ 6,857
Administrative Services	\$ 1,063,704	\$ 1,200,211	Computed	\$ 19,243	\$ 1,328	\$ 20,572
Non-Admin. Labor	\$ 11,529	\$ 10,601	Franchised Labor	\$ 206	\$ (17)	\$ 190
Office Supplies	\$ 18,710	\$ 18,803	Customers	\$ 601	\$ 3	\$ 604
Postage	\$ 16,495	\$ 16,966	Customers	\$ 530	\$ 15	\$ 545
Billing services	\$ 70,243	\$ 72,713	Customers	\$ 2,258	\$ 79	\$ 2,337
Dues and Subscriptions	\$ 16,629	\$ 17,112	Customers	\$ 534	\$ 16	\$ 550
Telephone	\$ 94,151	\$ 96,300	Customers	\$ 3,026	\$ 69	\$ 3,095
Bank Service Charges	\$ 43,954	\$ 45,064	Customers	\$ 1,413	\$ 36	\$ 1,448
Professional fees	\$ 32,745	\$ 23,394	Customers	\$ 1,053	\$ (301)	\$ 752
Travel	\$ 13,551	\$ 13,858	Customers	\$ 436	\$ 10	\$ 445
Advertising and Promotions	\$ 4,151	\$ 4,645	Customers	\$ 133	\$ 16	\$ 149
Business Meals & Entertainment	\$ 6,801	\$ 7,018	Customers	\$ 219	\$ 7	\$ 226
Education & Training	\$ 7,898	\$ 10,300	Customers	\$ 254	\$ 77	\$ 331
Contributions	\$ 24,555	\$ 25,225	Customers	\$ 789	\$ 22	\$ 811
Bad Debt	\$ 84,511	\$ 93,807	Customers	\$ 2,716	\$ 299	\$ 3,015
Other Administrative	\$ 4,677	\$ 4,923	Customers	\$ 150	\$ 8	\$ 158
<b>Total Admin Expense</b>	<b>\$ 1,884,243</b>	<b>\$ 2,061,011</b>		<b>\$ 39,977</b>	<b>\$ 2,110</b>	<b>\$ 42,087</b>
<b>EARNINGS FROM OPERATIONS</b>	<b>\$ 777,607</b>	<b>\$ 565,211</b>		<b>\$ 17,638</b>	<b>\$ 3,532</b>	<b>\$ 21,171</b>
Interest Income	\$ 12,079	\$ (12,883)	Not Allocated	\$ -	\$ -	\$ -
Loss on Asset Disposal	\$ 2,012	\$ -	Not Allocated	\$ -	\$ -	\$ -
<b>NET INCOME BEFORE TAX</b>	<b>\$ 791,698</b>	<b>\$ 578,094</b>		<b>\$ 17,638</b>	<b>\$ 3,532</b>	<b>\$ 21,171</b>
Operating Margin	6.63%	4.33%		8.25%	3.50%	9.26%
Calculated Operating Ratio	93.12%	95.43%		91.15%	Op. Adj.	90.13%

2017 Results of Operations and 2018-19 Projections



	RWO - Valley Total			City of Willamina		
	2017 Calendar Year Actual	2018-19 Projected Rate Year	Allocation Method	2017 Calendar Year Actual	Adjustments and Projected Changes	2018-19 Projected Rate Year
<b>Allocation Data:</b>						
Revenue (All RWO-VAL)	\$ 11,947,046	\$ 13,335,683		\$ 213,816		\$ 228,573
Revenue Percent	100.00%	100.00%		1.79%		1.71%
Labor Hours	100.00%	100.00%		1.73%		1.73%
Disposal - Outside Source	100.00%	100.00%		3.02%		6.17%
Disposal - Inter-Company	100.00%	100.00%		0.00%		0.00%
Recycling	100.00%	100.00%		2.49%		2.49%
Customer Count	100.00%	100.00%		3.21%		3.21%
Yard Debris	100.00%	100.00%		0.00%		0.00%
Medical Waste	100.00%	100.00%		0.23%		0.23%
Franchised Labor	100.00%	100.00%		1.79%		1.79%
<b>Operating Ratio Calculation</b>						
<b>Total Expenses:</b>						
Total Labor	\$ 2,212,237	\$ 2,261,241		\$ 38,286		\$ 39,134
Total Disposal	\$ 2,553,597	\$ 3,233,835		\$ 44,450		\$ 39,526
Total Operational	\$ 4,519,362	\$ 5,214,385		\$ 73,465		\$ 86,656
Total Administrative	\$ 1,884,243	\$ 2,061,011		\$ 39,977		\$ 42,087
<b>Total</b>	<b>\$ 11,169,439</b>	<b>\$ 12,770,473</b>		<b>\$ 196,178</b>		<b>\$ 207,402</b>
<b>Less Non Allowable Expenses:</b>						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (24,555)	\$ (25,225)		\$ (789)		\$ (811)
Amortization	\$ -	\$ -				
<b>Less "Pass Through Expenses:</b>						
Franchise Fees	\$ (295,825)	\$ (413,373)		\$ (5,547)		\$ (5,930)
<b>Allowable Expenses</b>	<b>\$ 10,849,059</b>	<b>\$ 12,331,875</b>		<b>\$ 189,841</b>		<b>\$ 200,661</b>
<b>Revenue</b>						
Revenue	\$ 11,947,046	\$ 13,335,683		\$ 213,816		\$ 228,573
<b>Less "Pass Through Expenses:</b>						
Franchise Fees	\$ (295,825)	\$ (413,373)		\$ (5,547)		\$ (5,930)
<b>Revenue (net of Pass Through)</b>	<b>\$ 11,651,221</b>	<b>\$ 12,922,310</b>		<b>\$ 208,269</b>		<b>\$ 222,643</b>
<b>Operating Ratio:</b>						
Allowable Expenses divided by	\$ 10,849,059	\$ 12,331,875		\$ 189,841		\$ 200,661
Revenue (net of Pass Through)	\$ 11,651,221	\$ 12,922,310		\$ 208,269		\$ 222,643
<b>Calculated Operating Ratio</b>	<b><u>93.12%</u></b>	<b><u>95.43%</u></b>		<b><u>91.15%</u></b>	proposed adjustment 3.50% Op. Adj.	<b><u>90.13%</u></b>



## 2018 Schedule of Events

### CITY COUNCIL CALENDAR OF EVENTS

January 2018						
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		
01/01/18 (Mon)	City Hall Closed New Year's Day	holiday
01/15/18 (Mon)	City Hall Closed Martin Luther King Jr. Day	holiday
01/02/18 (Tue)	Planning Commission Meeting	meeting
1/09/18 (Tue)	City Council Regular Meeting	meeting

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February		
02/02/18 (Fri)	Groundhog Day	holiday
02/12/18 (Mon)	Lincoln's Birthday	holiday
02/14/18 (Wed)	Valentines Day	holiday
02/19/18 (Mon)	President's Day - CITY HALL CLOSED	holiday
02/06/18 (Tue)	Planning Commission Meeting-CANCELED	meeting
02/13/14 (Tues)	City Council Meeting	meeting

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March		
03/17/18 (Sat)	St. Patrick's Day	holiday
03/11/18 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/06/2018 (Tue)	Planning Commission	meeting
03/13/18 (Tue)	City Council Regular Meeting	meeting
03/15/18 (Thurs)	SEI Statement of Economic Interest Filing Email notice goes out	meeting

April 2018						
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		
04/01/18 (Sun)	April Fool's Day	holiday
04/22/18 (Sun)	Earth Day	holiday
04/03/18 (Tue)	Planning Commission -CANCELED	meeting
04/10/18 (Tue)	City Council Regular Meeting	meeting
04/15/18 (Sun)	SEI Statement of Economic Interest Filing De	deadline
04/16/18 (Mon)	Cemetery Committee Meeting at the Cemetery	meeting
04/20/18 (Fri)	Barkdust Sale	event
04/21/18 (Sat)	Barkdust Sale	event

May 2018						
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		
05/28/18 (Mon)	Memorial Day - City Hall Closed	holiday
05/13/18 (Sun)	Mother's Day	holiday
05/01/18(Tues)	Planning Commission -canceled no agenda	meeting
05/08/18 (Tues)	City Council Regular Meeting	meeting
05/15/18 (Tues)	First Budget Committee Meetig	meeting
05/17/18 (Thurs)	Sheridan City County Dinner	event

June 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June		
06/14/18 (Thu)	Flag Day	holiday
06/17/18 (Sun)	Father's Day	holiday
06/05/18 (Tue)	Planning Commission	meeting
06/12/18 (Tue)	City Council Regular Meeting	meeting
06/12/18 (Tue)	City Holds Public Hearing on 2018-19 Budget	meeting
06/20/18 (Wed)	Toastmasters Open House	event