



**Willamina City Council  
Regular Meeting  
Tuesday, June 11, 2024 at 6:00 p.m.**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

In-person attendance is allowed at the City Council meeting. The City also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

**AGENDA**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

Public Input: Presentations not scheduled on the agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting.

**CORRESPONDENCE** – None

**PRESENTATIONS** –

1. Finance Manager, Scott Clark  
Financial reports are now available in the City Council Financial Reports binder which will be present at each City Council meeting. Financial Reports will also be available via email upon request from Deputy City Recorder Krystal Stevens.

**CONSENT AGENDA**

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

1. Amended Meeting Minutes from the April 9, 2024, City Council Regular Meeting.  
(Page 1)
2. Meeting Minutes from the May 14, 2024, City Council Regular Meeting.

## **PUBLIC HEARINGS**

Open the First Public Hearing

1. Public Hearing on the Use of State Revenue Sharing Funds in Fiscal Year 2024-2025 Budget

Close the Public Hearing

Open the Second Public Hearing

2. Budget Hearing to obtain public comment on the Budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee on May 21, 2024 (2024-2025 Budget Document is a separate handout)

Close the Public Hearing

Open the Third Public Hearing

3. Supplemental Budget. The Budget Officer has submitted proposed revisions to the existing Fiscal Year 2024-2025 City of Willamina budget document that includes revisions to revenue and expenses in the General Fund, Water Fund, Wastewater Fund, Street Fund, Street SDC Fund, Parks SDC Fund and Stormwater SDC Fund.

Close the Public Hearing

## **REGULAR AGENDA**

1. Fiscal Year 2024-2025 City of Willamina Approved Budget – Resolution 24-25-007
2. Fiscal Year 2024-2025 City of Willamina Election to Receive State Revenue Sharing – Resolution 23-24-009
3. Resolution 23-24-008, City of Willamina Resolution authorizing appropriations, amending the Fiscal Year 2023-2024 Budget and reallocating funds between and within Funds for Fiscal Year 2023-2024
4. LB-1 Update – (no staff report, updated document shared for the record)
5. Agreement for Police Services with Yamhill County Sheriff's Office

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## INFORMATIONAL REPORTS (Items that require no Council action)

1. Chamber Liaison – Mayor Skyberg
2. Yamhill County Transit Authority Board Member – Councilor Johnson
3. Library Board Liaison – Councilor Hernandez

## MAYOR'S REPORT

## INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager
  - a. Oregon Heritage Foundation Museum Grant
2. Library Director
3. Public Works Director
4. Sheriff's Report (provided in Agenda packet)
5. Code Enforcement (provided in Agenda packet)

## COUNCIL COMMENTS

## ADJOURN

### Next Council Meeting

City Council Regular Meeting on July 9, 2024 at 6:00 p.m.

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

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

### **Join Zoom Webinar**

<https://us02web.zoom.us/j/82045200966?pwd=rWZakrPnZYObi0YgnR3NLo65zghvTJ.1>

Webinar ID: 820 4520 0966

Passcode: 355416

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# Consent Agenda





**Willamina City Council  
Meeting Minutes - Regular Meeting  
Tuesday, April 9, 2024 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

**Present at Meeting:**

Councilor Karl Klym  
Councilor Barry Wilson  
Councilor Craig Johnson  
Councilor Jennifer Pederson  
Councilor Vickie Hernandez  
Mayor Ila Skyberg  
City Manager Bridget Meneley  
Public Works Director Jeff Brown  
Deputy City Recorder Krystal Stevens

**Absent From Meeting:**

Council President Rita Baller excused absence (amended from original minutes 6/7/24 KS)  
Library Director Sarah Frost excused absence

**Guests Not Limited To:**

Commissioner Kit Johnston  
Community Members Greg and Debbie Poupard  
Public Works Jeff Rosenberry

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.

Deputy City Recorder Stevens took the roll, and a quorum was present.

Flag Salute

**AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS-None**

**PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- None**

**CORRESPONDENCE – None**

**PRESENTATIONS –**

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**Willamina City Council  
Meeting Minutes  
Tuesday, May 14, 2024 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Craig Johnson  
Councilor Barry Wilson  
Councilor Karl Klym  
Councilor Jennifer Pederson  
City Manager Bridget Meneley  
Public Works Director Jeff Brown  
Library Director Sarah Frost  
Finance Manager Scott Clark  
Finance/HR Manager Marissa Matias

**Absent From Meeting:**

Councilor Vickie Hernandez excused absence  
Deputy City Recorder Krystal Stevens excused absence

**Guests Not Limited to:**

Community Member Jennifer Eckels  
Community Member Kristine Neese  
Community Members Greg and Debbie Poupard  
Ernie Martin Recology Western Oregon  
Cynthia Thompson Yamhill County Transit  
Public Works Jeff Rosenberry  
Library Board Chair Tyler Crook  
Yamhill County Commissioner Kit Johnston

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.

City Manager Meneley took the roll and a quorum was present.

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Flag Salute

**AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS-** City Manager Meneley added Ernie Martin from Recology Western Oregon on as item three under Presentations.

#### **CORRESPONDENCE –**

1. **Provoking Hope - Sponsorship email-** City Manager Meneley explained that providing a sponsorship has not been included in the previous or current budget. If the Council would like the city to include this in the city budget, they can decide that.
2. **Tim Wenger - Appeal to council email.** City Manager Meneley explained the SDC rate increase and the construction rate increase that the Council approved during the April City Council meeting. Tim Wenger submitted a letter to the Council requesting that they wait to increase the construction rate back to 5% until interest rates have decreased. It was discussed that the Council would be provided with more information regarding this possibility in a future staff report.

#### **PRESENTATIONS –**

1. **Finance Manager, Scott Clark** - All revenues and expenses are coming in as scheduled. A Supplemental Budget will be presented to the Council in June for approval. The Supplemental Budget will be mainly due to construction for the water project.
2. **Yamhill County Transit, Cynthia Thompson** - Gave a thorough presentation about Yamhill County Transit. Grand Ronde pays for Yamhill County Transit to come out to Grand Ronde from Willamina. The ridership between Sheridan and Grand Ronde accounts for 30% of their total ridership.

The Transit spans Yamhill County which is 750 square miles. They have local routes, commuter routes, and demand response services which are rides by appointment. They have 30 vehicles, spanning from vans to large buses. All of their buses have wheelchair capability and most have bike racks.

Discussed the different routes and how they connect to routes offered by other services. The route to Sheridan and Willamina is Route 22. When compared, total ridership on Route 22 in June of 2022 increased by 28% in June of 2023.

The Transit has been fareless since a year after COVID began. A survey was sent to the leadership and councils of the municipalities in the county regarding remaining fareless. 75% of the responses wanted to reinstate fares. The plan is to revisit the idea of fares, how payments are taken, and simplify the collections system. They want to encourage youth ridership, commuters, and meet the needs of low-income population.

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Currently work is being done on the bus stops. Yamhill County Transit has 26 shelters, 175 bus stops, and serves 18 municipalities. There is a Yamhill County Transit mobile app that can give real-time updates on when the buses can be expected to arrive. New signs are being designed to be hung at all of the bus stops. They have been collaborating with ODOT on getting the permitting to hang them on ODOT roads. City Manager Meneley clarified that the ODOT road running through downtown Willamina also falls under the Business District Overlay which has sign restrictions of its own as well. Cynthia clarified that they will reach out to the city for guidance on proper signage.

She discussed their most recent budget and explained that each year they ask the municipalities that they serve for a contribution. The amount increases by 5% each year and this year the amount that is being asked is \$4,714. The Yamhill County Transit is primarily funded by State and Federal grant funding. About 10% is paid for by local contribution and fares.

**PUBLIC INPUT – BUSINESS FOR THE AUDIENCE-** This section was skipped before Correspondence and Presentations. Mayor Skyberg asked the audience if anyone present was interested in offering public input.

1. Community Member Jennifer Eckels approached the council with the suggestion of installing a water splashpad. She offered the information that they usually cost in the range of between \$100,000 and \$500,000. She asked the council for permission to begin researching grant funding and pricing with installing a splashpad in Willamina.
2. Community Member Greg Poupard shared that in his experience working as a fire fighter in the City of Mont Clare, the cost of maintaining the splash pad was very expensive for the city. The cost of building the splash pad was paid for by a third party, but the cost of maintaining it fell on the city and it was a financial burden.

City Manager Meneley iterated that development such as this would go through the entire planning process with the Planning Commission and at that time there will be notices published and a time for public comment as well.

#### **PRESENTATIONS CONTINUED-**

3. **Ernie Martin, Operations Manager Recology Western Oregon** - Recology is an employee-owned company and the largest waste and recycling company in the nation. Discussed the Recology workers that work in Willamina. They serve 800 customers in Willamina. Recology was hit with a cyber attack in October of 2023 and it has set them back recovering from it. In February of 2024 they were able to regain most of their system and would like to revisit the topic of curbside lawn debris and a possibility of adding a recycling depot in Willamina, if the Council is still interested. Their McMinnville call center is now fully staffed and call wait times have been decreasing.

They are using all R99 renewable diesel for their collection operations. Their commitment to R99 is voluntary, it is much cleaner in terms of emission and particulate matter. Discussed volunteer and donation programs they participate in. In 2023 they participated in the City Wide clean up event in Willamina and would like to do it again in 2024.

Recology is proposing a 5.75% rate increase for their collections program in their franchise agreement. The increase is due to the increase in costs for them and supply chain issues. It is necessary in order to maintain the operating margin expressed in the franchise agreement and retain their employees.

With the rate adjustment a 32-gallon weekly garbage customer with every other week recycling will receive a \$1.04 per month rate increase bringing the rate up from \$18 to \$19.04, and a 90-gallon weekly garbage customer with every other week recycling will receive a \$1.73 per month rate increase bringing the rate up from \$30.01 to \$31.74. The 90-gallon size dumpster is the most common customer in Willamina.

## **CONSENT AGENDA**

Mayor Skyberg turned the meeting over to Council President Baller who called for a motion to approve the items on the Consent Agenda.

**MOTION:** Councilor Wilson motioned to approve the Meeting Minutes from the April 9, 2024 City Council Regular Meeting and the Meeting Minutes from the April 30, 2024 City Council Work Session. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

## **REGULAR AGENDA**

### **1. Resolution for Construction Fee Increase (5%)**

Mayor Skyberg read aloud from the staff report.

City Manager Meneley offered a change in the usual routine to allow discussion prior to a motion being made, in observance of the letter of correspondence received from Tim Wenger regarding this rate increase.

There was discussion regarding the letter presented by Tim Wenger, and the acknowledgment of the financial impact of the cost of rates increasing. There was discussion regarding, while being sympathetic to the hardship put on the construction in the city, raising the rate to 5% is in the best interest of the city and is something that needs to be done.

**MOTION:** Council President Baller motioned to approve the City Council adopt Resolution 23-24-2024 reinstating the five percent (5%) construction application fee.



Councilor Klym seconded the motion. Motion carried with a unanimous vote.

Let it be noted here that a correction has been made to Resolution 23-24-2024, it has been renumbered to Resolution 23-24-006.

City Manager Meneley read aloud Resolution 23-24-2024 (23-24-006)

## **2. Mid-Willamette Valley Council of Governments (MWVCOG) Contract**

Mayor Skyberg read aloud from the staff report.

**MOTION:** Council President Baller motioned to authorize the City Manager to sign the attached MWVCOG Land Use Planning Contract on behalf of the City of Willamina. Councilor Pederson seconded the motion.

City Manager Meneley stated that the contract is the traditional contract that the city signs yearly with the MWVCOG. It was discussed that the city's current contracted planner Holly Byram will continue, and she has done the most positive and professional job the city has ever had seen from a planner.

## **3. Library Board appointment**

Mayor Skyberg read aloud from the staff report.

Library Director Frost asked Mayor Skyberg to appoint Crystal Darr as their newest member of the Library Board.

Mayor Skyberg appointed the applicant Crystal Darr to the Willamina Public Library Board to fill a partial term ending September 1, 2025.

**MOTION:** Councilor Wilson motioned that the Council approve Mayor Skyberg's appointment to the Willamina Public Library Board. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

## **4. Recology Rate Review**

Mayor Skyberg read aloud from the staff report.

**MOTION:** Councilor Johnson motioned that the City Council adopt Resolution 23-24-005. Council President Baller seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud Resolution 23-24-005.

## 5. Yamhill County Transit Contribution

City Manager Meneley explained that a councilor requested that a discussion regarding a contribution to Yamhill County Transit be added to the agenda. It was discussed that the city had not accounted for this contribution in the budget.

## 6. Appointment of New Planning Commissioner

Mayor Skyberg read aloud from the staff report.

**MOTION:** Councilor Wilson motioned that the City Council appoint Jace Maroney to fulfill the remainder of Jason Foose's City of Willamina Planning Commission Position which expires on December 31, 2024. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

## INFORMATIONAL REPORTS

1. **Chamber Liaison – Mayor Skyberg** – The Chamber met to discuss their new budget.
2. **Yamhill County Transit Authority Board Member – Councilor Johnson** – Getting more buses, have nine passenger buses. They have dial-a-ride available in some locations. Reminded the Council to try taking a bus ride.
3. **Library Board Liaison – Councilor Hernandez** – Excused absence.

**MAYOR'S REPORT** – Mayor Skyberg reported that she and City Manager Meneley met with the Fire Marshal at the West Valley Community Campus as the bleachers were being inspected, and they went with him to an inspection at the library. She also attended a visit from Senator Merkley with people from other cities at McMinnville High School. Attended a League of Oregon Cities (LOC) Small Cities Meeting with City Manager Meneley in Sublimity.

## INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley reiterated that the Small Cities Meeting is a meeting sponsored by the LOC and is held quarterly at different cities. At the meeting someone spoke about infrastructure funding, and the fact that there is a lot of it out there. But attaining it as a small city, and meeting the match requirement as well as the grant tracking and reporting, is something that most small cities are not able to sustain. This is something that the LOC is lobbying with legislation to see changed. She noted that all of the advocating that the mayor and other councilors do as they visit different communities and events helps spread that message of the needs of small cities.

There was discussion regarding the funds for replacing the sewer lift station. The amount has increased based on the findings of the Facility Planning Study. When the



sewer lift stations are replaced, the pressure mains on those lines will be over capacity, so as a part of the replacement of the sewer lift stations, the pressure mains will need to be replaced as well. This fact, along with the rising cost of materials has raised the total cost of this project well over what was originally forecasted.

- a. **EPA Grant Update** – Funds that were earmarked two years ago are at a point that, once the city submits some reimbursement funds through their partnering agencies, the \$2 million will go directly into the city’s budget.
  - b. **ODOT Visit Update** – Mayor Skyberg, Public Works Director Brown, city staff and some city councilors met with ODOT reps to give a demonstration of what the new curb ramps will look like. Based on feedback from the City Council, the ODOT team revisited the original design for the bump outs and revised them to be less obtrusive out into the street. They also opted to not install landscaping in the corners of the curb ramps so the city will not have the responsibility to maintain them.
  - c. The City County Dinner is to be held on Thursday May 16<sup>th</sup> and the city staff has been helping to prepare for that.
  - d. Finance/HR Manager Marissa Matias is working with Finance Manager Scott Clark and associate Kathy to put together the Fiscal Year 2024-2025 City of Willamina Budget Document. The Budget Committee meetings are scheduled for Tuesday May 21, 2024 and Thursday May 23, 2024. If the second meeting is not needed it will be cancelled.
2. **Library Director** – Library Director Frost reported that the library recently had a visit from the Fire Marshal. Interest has been raised due to the high amount of attendance the library has seen at their events and continues to grow. Research indicated that the library had not received the correct certificate of occupancy since the city had received temporary occupancy in 2008 to move it into the current building. This is now being remedied by working with the Fire Marshal and the County Building Official. They have given the library notice ahead of time to get this in order. This is in alignment with the standards that are being held with all businesses and buildings in town.

The library held its first ever Free Comic Book Day and it was a huge success. Library Board Chair Tyler Crook was very instrumental in putting it all together, and the Love Our Library Fundraising group was able to secure grant funds through First Federal to cover the cost of the event. Two different comic book authors were on-site for people to meet. Over 100 people total attended throughout the day and two workshops were held.

The Museum of Natural and Cultural History Native Innovation Museum Exhibit is on loan to the Library from May 1 through May 28. It is an interactive museum exhibit that teaches about different native American tribes from all around Oregon.

The library has received grant money both from the Willamina School District summer school program as well as \_\_\_\_\_ to fund hiring four summer student interns. They will learn about librarianship as well as connective learning projects as part of the internship. They will engage in a community project of their choosing and create a program or activity for the community.

City Manager Meneley iterated that the city will also be hiring a student intern funded by the Willamina School District to work with Public Works Director Brown. Also, at the City County Dinner the CTE program students will be presenting their self-built food truck for the guests to see, have a table with their creations, donate items to the raffle, and partnering in bussing tables at the event.

### **3. Public Works Director**

Water project is back in full swing after a couple slower months. They have been working nights on Willamina Creek Road and they're about to wrap that up. The line will be in to the top of the hill and will then go up across the new development area.

Oaken Hills Park Pump Track company will be in the week of the 20<sup>th</sup> or 27<sup>th</sup> to start building the inner portion of the track, a 4 – 6 week process. After that will set up a Saturday volunteer day to install the outer ring part of the pump track.

- 4. Planning Report (provided in Agenda packet)**
- 5. Sheriff's Report (provided in Agenda packet)**
- 6. Code Enforcement (provided in Agenda packet)**

## **COUNCIL COMMENTS**

It was discussed that the flowers downtown are beautiful. It was discussed that possibly some pictures of the landscaping in front of the BLM property could be sent to them. City Manager Meneley reminded the Council that the BLM has dedicated funds to improving their property and the project is supposed to be complete sometime in June. The Council may want to wait until the project is finished to approach them.

### **1. Yamhill County Commissioner Kit Johnston**

There was discussion regarding the placement of the Yamhill County Transit bus stops and signs. Commissioner Johnston reiterated communication with Cynthia Thompson with questions or concerns. They are flexible on where the stops are installed and want it to work for each city.

City Manager Meneley reiterated that the city has standards in the business overlay district as well as codes regarding signage. The normal process of approval will be required for these signs as well.



Commissioner Johnston reported that the Board of Commissioners was able to tour the new and old Hampton Mill and it was very interesting.

**2. Councilor Johnson- moving Connie Crawford's bench to Garden Spot Park.**

Connie Crawford was very influential in the community and there was a bench created in her honor. It is currently kept at the West Valley Community Campus. He suggests that the bench be moved to Garden Spot Park in her memory where it will be seen more easily. There is a small memorial area in that park as well.

There was discussion regarding the fact that it was a private party and presenting it in a city park may set a precedent for being obligated to honor other private parties in the future.

There was discussion regarding the PGE utility poles that go through downtown, regarding the installation of the new ODOT curb ramps. City Manager Meneley clarified that the curb ramps will be installed around them.

**ADJOURN**

**MOTION:** Councilor Wilson motioned to adjourn the meeting at 7:52 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

Mayor Skyberg adjourned the meeting at 7:52 p.m.

Time and Date of Next Council Meeting

City Council Regular Meeting on June 11, 2024 at 6:00 p.m.  
West Valley Fire Station  
825 NE Main St  
Willamina, OR 97396

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens

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Minutes approved by Mayor Ila Skyberg

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# Regular Agenda

2024-2025

City of Willamina Approved Budget  
Bridget Meneley, Budget Officer



**Huddleston Pond at Hampton Park**

Photograph provided by local resident Greg Poupard

## FISCAL YEAR 2024-2025 BUDGET MESSAGE

To: Budget Committee Members and Citizens of Willamina  
From: Bridget Meneley, City Manager and Budget Officer  
Date: May 21, 2024

I present to you the proposed budget for the City of Willamina fiscal year beginning July 1, 2024, and ending June 30, 2025. This budget has been prepared to satisfy the legal requirements of the City of Willamina Charter and the State of Oregon local budget law.

### **SYNOPSIS**

The proposed budget provides a financial plan for the City of Willamina for the Fiscal Year 2024-2025. As shared in previous meetings, historically our city struggled to find the funds to maintain its assets, keep its water enterprise fund in a positive financial position, and provide services to its citizens. In the last five fiscal years current management and staff have worked and continue to work diligently to strengthen the financial position of the City, complete needed repairs and maintenance on its real properties and infrastructure, replace failed or failing equipment, and provide a consistently high level of service to its citizens. We must continue to upgrade, maintain, and replace our infrastructure and equipment to avoid unplanned and expensive failures.

Our intention remains, as always, to integrate the Council's goals with the City's expected resources to provide the most complete service to our community, while continuing to safeguard the future of the community, the city, and its infrastructure.

The City's total budget for Fiscal Year 2024-2025 is \$12,347,704. This increase in our annual budget continues to remain at a much higher budget amount due to the grants that were procured through a combined effort of city staff, Business Oregon, Mid-Willamette Council of Governments (MVCOG)

### **BUDGET DOCUMENT EXPLANATION**

The City of Willamina operates on a fiscal year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup>. The purpose of our budget is to provide a document to explain how the city intends to use the resources entrusted to it by its citizens.

Enterprise funds are funds created to provide an accounting of the business activities of certain enterprise operations. These operations in the City of Willamina consist of the Water Fund and the Wastewater Fund. Enterprise operations are expected to function similar to a private enterprise in that they should be self-sustaining, with all costs paid by user charges. Further, those revenues received by an enterprise fund are restricted and may only be spent for activities relating to that fund. Thus, all monies received for the Water Fund may only be used for water activities which may include administration of the water operations, operation of the water operations, maintenance of the system, expansion of the system, etc.

When reviewing the budget, it is important to understand that each fund is separate and distinct from the other and must remain balanced. The revenues generated by each fund may only be expended for the purposes of that fund; except the General Fund revenues, which can be transferred to any other fund.



Our Interim City Manager, Sarah Frost, was integral to developing the list below and over the upcoming Fiscal Years; we will see funding funnel through the following sources:

## **REVIEW OF FUNDS**

### **General Fund**

For a small city, Willamina provides a great number of services for its citizens. Some of these services include a library, cemetery, museum, municipal court, law enforcement (via contract) and community support officers, planning staff and services, and six parks as well as the staff and administration to manage these services and maintain the properties. All these services, as well as maintenance and repairs to properties (other than Streets, Water and Wastewater infrastructure, and Water and Wastewater properties), are provided through those monies received into the General Fund.

Revenues are received into the General Fund mainly from property taxes, State revenue sharing, and franchise fees. The City of Willamina straddles the Yamhill County and Polk County line with citizens and properties in both counties. We estimate that the General Fund will receive a total of approximately \$530,000 in property taxes for City operations for FY 2024-2025. With our focus on improving critical infrastructure, economic development, planning and land use development, we will continue to see an increase in homes over the coming fiscal year. However, should we fail to continue to focus on the development projects will decrease which will result in stagnant tax revenues.

Personnel services are distributed in the General Fund and other funds based on the anticipated assignment of duties of employees.

We contract with the Yamhill County Sheriff's Office for the City's law enforcement needs. The budgeted contract fee for Fiscal Year 2024-2025 is estimated to be \$415,500. This contract is paid through a combination of General Fund monies and the Public Safety Fee.

The destabilization at the City's Huddleston Pond at Hampton Park continues to be a long-time concern for City Council members. Due to the winter storm early in 2024, the bank has destabilized to the point where an even larger portion of the property must be cordoned off for the safety of the users of the park. The estimated cost to repair this destabilization during FY 2020/2023 was \$2.8 million. City Staff continues to work with State Representatives, County Commissioners, and other funding sources to acquire funds for this repair. The City of Willamina was selected to receive \$1.7 million dollars from Lucetta Elmers office to support this project.

The City was asked to donate funds for FY 2023-2024 and will likely continue to receive requests from several non-profit and/or public service organizations. Because of our continued focus on completing deferred maintenance, replacing old and non-working equipment, and providing a high level of services to our community, management has not allocated funds for donations for this fiscal year. Management continues to allocate a line item for Community Assistance funds which are used for the food pantries housed in City Hall and the Library, the hygiene and school supply pantry housed at the library, and other services provided to those in our community who are in need of assistance. City Staff is accessing the needs of the pantry with the to be able to reduce the Community Assistance funds and allocate funds for donations.

**Street Fund**

The Street Fund had consistent funding from the State’s gas tax revenue sharing in the last few years and, under current management, was more active including the repaving or patching of multiple streets throughout the City.

City Staff will be assessing the City’s ability to apply for a Small City Allotment grant for Fiscal Year 2024-2025.

**Water Fund**

As noted above, the Water Fund is an enterprise fund. Such funds are expected to be self-sustaining with all costs paid by user charges. As noted in previous budget messages, in previous years, the water fund was not self-sustaining. City staff will continue to work diligently to increase efficiency and reduce costs, which in conjunction with properly scheduled water rate increases, the goal is always to keep the Water Fund in a positive revenue position.

The largest and most necessary water repair has been relocating the City’s water intake and placement of a main water line to the school. This project is estimated to cost approximately \$12 million. The City was able fund these repairs and upgrades with assistance from outside sources; the project is smoothly underway and is scheduled for completion in 2025.

- \$2,000,000 that had been earmarked from Congressional Designated Funds through Senator Merkley’s office as a reimbursable grant. The Interim City Manager worked with MWVCOG of government to complete the application process through the Environmental Protection Agency (EPA). Current City Management worked with Senator Merkley’s office and the funds are now available for disbursement. City Staff will continue to work with their office and follow the process to receive the funds.
- \$1,000,000 from Yamhill County ARPA – have been fully expensed.
- \$1,700,000 Community Development Block Grant Funded (CDBG) – This application was due in the fall and Interim City Manager worked with MWVCOG and Business Oregon to submit the intake application by August 30, 2022. This reimbursable grant was executed in January 2023 and City Staff continues to work through the disbursement requests to receive these funds.
- \$750,000 Community Development Block Grant Cares Act Funded (COVID ARPA/CDBG) – As a reminder, this funding bucket was for round two of the CDBG grant and was completed concurrently with the application for the \$1,700,000. MWVCOG and Business Oregon worked closely with Interim City Manager and City Staff to ensure that the application was submitted accurately. This reimbursable grant was executed in February 2023 and has a remaining balance of \$74,000 to be expensed.
- Safe Drinking Water Revolving Loan Fund (SDWRLF) – this reimbursable loan was awarded June 3, 2022. City Staff continues to work through the disbursement requests to receive these funds.
  - o Loan: \$4,384,660
  - o Forgivable Loan: \$530,000
- Wastewater Grant/Loan – This grant/loan combo was applied concurrently with the SDWRLF and was awarded June 3, 2022. City Staff continues to work through the disbursement requests to receive these funds.



- Loan: \$600,000
- Grant: \$600,000

**Wastewater Fund**

As with the Water Fund, the Wastewater Fund is an enterprise fund and is expected to be self-sustaining with all costs paid by user charges. Historically, the Wastewater Fund has been self-sustaining and has ended each fiscal year with a positive ending balance.

As previously reported, the wastewater master plan was last updated in the late 1990’s. The City has been working with our contract engineers to update of its wastewater master plan and is and has received an extended completion date of December 2024. The cost of this master plan is approximately \$140,000. The city received a grant of \$20,000 from Business Oregon which was received in the last fiscal year. The city also received a loan/grant (with a portion of the loan forgivable) from the Department of Environment Quality which is currently in the process of being finalized.

In 2022 City staff learned of a priority repair which must be undertaken in the very near future. Both lift stations are running over-capacity and must be upgraded to run within the design standards for those stations. As the contract engineers and city staff have been navigating the wastewater masterplan, it has been discovered that a large amount of the infrastructure that support the two sewer lift stations will also need repaired and has increased the cost of the project significantly. The original expected that the cost of those sewer lift station upgrades was approximately \$2.5 million. Due to the current findings, the increased estimation for the cost of goods and services, as of May 2024, is over \$7.2 million dollars.

**Park Fund**

In 2022 City Staff applied for and was granted funds from the Oregon Parks and Recreation Department in the following amounts:

- Grant funds/Maximum Reimbursement:	\$490,155 (71.07%)
- Grantee Match Participation:	\$199,500 (28.93%)
- Total project cost:	\$689,655

These grant funds are awarded by the State and paid on a reimbursement basis and only for the Project described. The described project title at the time of application was titled Oaken Hills Bike/Play Park where a bike/skate pump track, with a pathway, covered sitting/rest space, and an accessible restroom at Oaken Hills Park.

As of May 2024, the restroom has been constructed and has a few finishing touches. The American Ramp Company that is contracted to build the internal track is in the process of construction and the timeline for the remainder of construction must be completed by December 2024, with reimbursement requests submitted no later than February 2025.

The required match has several sources of funding including \$160,500 from private donations and \$30,000 from business volunteers and community members.

**Equipment Purchases**

For many years the city was unable to replace equipment as needed, leaving it with old, outdated, failing, or failed equipment which made it difficult or impossible to maintain the City’s infrastructure. In Fiscal Year 2021-2022 and Fiscal Year 2022-2023 we had hoped to replace the wastewater operator’s vehicle; however, we were unable to do so and budgeted for this vehicle in Fiscal Year 2023-2024 and it has been purchased. We have other vehicles in need of high-cost repairs and have budgeted to replace a Public Works vehicle and the code enforcement vehicle. City staff will continue to pursue potential funding opportunities to assist with the purchases.

**SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS**

SDC Funds are system development charges collected from developers who create the need for expansion of current infrastructure systems. These funds are expected to continue to grow and will be available when the infrastructure systems require expansion.

In Fiscal Year 2021-2022, an SDC rate review was completed and adopted. At the time of the adoption of the new rates the City Council voted to temporarily reduce the project construction fee from 5% to 2%, with an expiration of the reduction to occur at the end of 2023. In 2024, the City Council voted to reinstate the 5% construction fee which allows funds to be available to assist with funding for necessary infrastructure projects.

**CLOSING COMMENTS**

This is my second budget message with several updates from the messaging in my very first budget message as we are still navigating those large projects. We often have new individuals participating in our budget meetings, with that in mind we also felt that parts of the previous budget messaging contained valuable institutional knowledge sharing how funds are to be managed so we left that information as well.

We have a committed and engaged staff that strives to do better than they did yesterday. As a reminder we have a new team, as of last year. City staff work together to learn the responsibilities, daily tasks, and adjust along the way. Through daily interactions, staff meetings, and community projects we also continue to work on building positive working relationships within all departments allowing us to creatively brainstorm and solve new questions that arise daily.

I’m thankful to be in this space and we all love this community. We will continue prudent and strategic planning, a focus on economic development and housing starts, and planning for the City’s long-term needs, the City of Willamina can continue this positive path of growth to remain the thriving, healthy community that we see today.

Sincerely,

*Bridget Meneley*

Bridget Meneley  
City Manager and Budget Officer

# City Of Willamina

## Budget Committee for the Fiscal Year 2024-2025

<b>Budget Committee</b>	<b>First Name</b>	<b>Last Name</b>
City of Willamina Mayor	Ila	Skyberg
City of Willamina City Council	Rita	Baller
City of Willamina City Council	Barry	Wilson
City of Willamina City Council	Craig	Johnson
City of Willamina City Council	Vickie	Hernandez
City of Willamina City Council	Jennifer	Pederson
City of Willamina City Council	Karl	Klym
Budget Committee	Philip	Lybarger
Budget Committee	Jaime	VanDenBosch
Budget Committee	Monique	Keeling
Budget Committee	Katie	Vinson
Budget Committee	Roy	Whitman
Budget Committee	Tiffany	Moore
Budget Committee	Jean'Lueise	Lee
City Manager & Budget Officer	Bridget	Meneley
Finance Manager	Scott	Clark
Finance/HR Manager	Marissa	Matias
Finance Consultant	Kathy	Taylor
Deputy City Recorder	Krystal	Stevens



City of Willamina

Budget	Net Income	Net Income	Budget	Proposed	
	FY22 Actual	FY23 Actual	FY24 Adopted	FY25	Proposed
<b>10 General</b>	<b>(114,675)</b>	<b>114,841</b>	-	-	-
<b>1 Resource</b>	<b>1,276,241</b>	<b>1,328,721</b>	<b>1,978,404</b>	<b>2,671,859</b>	
1 Fund Balance			668,113		788,310
1 General Revenue	951,885	1,041,461	997,700		1,545,200
3 City Services	86,337	81,926	26,100		47,100
8 Transfer In	238,020	205,334	286,491		291,249
<b>2 Requirement</b>	<b>(1,390,916)</b>	<b>(1,213,881)</b>	<b>(1,978,404)</b>	<b>(2,671,859)</b>	
2 Administration	(432,416)	(316,483)	(274,450)		(315,750)
3 City Services	(380,475)	(365,417)	(533,183)		(548,665)
4 Public Safety	(449,325)	(425,776)	(506,400)		(552,650)
6 Capital Outlay	(128,700)	(106,205)	(520,000)		(943,000)
9 Contingency		-	(140,871)		(308,294)
9 Reserves	-	-	(3,500)		(3,500)
<b>11 Parks SDC</b>		-	-		-
<b>1 Resource</b>		-	<b>23,000</b>		<b>46,000</b>
1 Fund Balance		-			23,000
1 Revenue		-	25,000		25,000
8 Transfer In		-	(2,000)		(2,000)
<b>2 Requirement</b>		-	<b>(23,000)</b>		<b>(46,000)</b>
9 Contingency		-	(23,000)		(46,000)
<b>20 Streets</b>	<b>3,678</b>	<b>(78,343)</b>	-		-
<b>1 Resource</b>	<b>270,000</b>	<b>381,728</b>	<b>500,000</b>		<b>375,683</b>
1 Fund Balance		-	200,000		70,683
1 Revenue	270,000	376,728	295,000		300,000
8 Transfer In		5,000	5,000		5,000
<b>2 Requirement</b>	<b>(266,322)</b>	<b>(460,071)</b>	<b>(500,000)</b>		<b>(375,683)</b>
2 Street Operations	(110,396)	(121,987)	(161,816)		(183,494)
6 Capital Outlay	-	-	(40,000)		(45,000)
7 Grant	(140,000)	(321,963)	(100,000)		(100,000)
8 Transfer Out	(15,926)	(16,121)	(19,826)		(26,636)
9 Contingency			(178,358)		(20,553)
<b>21 Street SDC</b>	<b>(38,950)</b>	<b>20,000</b>	-		-
<b>1 Resource</b>	<b>15,000</b>	<b>25,000</b>	<b>312,013</b>		<b>320,149</b>
1 Fund Balance			287,013		295,149
1 Revenue	15,000	25,000	25,000		25,000
<b>2 Requirement</b>	<b>(53,950)</b>	<b>(5,000)</b>	<b>(312,013)</b>		<b>(320,149)</b>
6 Capital Outlay	(53,950)	-	-		(100,000)
8 Transfer Out		(5,000)	(5,000)		(5,000)
9 Contingency		-	(307,013)		(215,149)
<b>30 Water</b>	<b>(49,172)</b>	<b>(949,040)</b>	-		-

City of Willamina

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed
<b>1 Resource</b>	<b>1,307,166</b>	<b>3,522,003</b>	<b>5,416,656</b>	<b>5,809,737</b>
1 Fund Balance		-	257,856	1,326,837
1 Revenue	1,294,166	3,509,003	5,144,700	4,468,900
8 Transfer In	13,000	13,000	14,100	14,000
<b>2 Requirement</b>	<b>(1,356,338)</b>	<b>(4,471,043)</b>	<b>(5,416,656)</b>	<b>(5,809,737)</b>
2 Water Operations	(644,781)	(665,126)	(783,007)	(750,180)
6 Capital Outlay	(535,458)	(3,649,000)	(3,105,000)	(3,462,000)
7 Debt Service	(59,000)	(59,000)	(60,000)	(60,000)
8 Transfer Out	(117,099)	(97,917)	(141,812)	(137,774)
9 Contingency		-	(1,326,837)	(1,399,783)
<b>31 Water SDC</b>	<b>(9,000)</b>	<b>17,000</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>12,000</b>	<b>30,000</b>	<b>134,025</b>	<b>152,997</b>
1 Fund Balance		-	104,025	122,997
1 Revenue	12,000	30,000	30,000	30,000
<b>2 Requirement</b>	<b>(21,000)</b>	<b>(13,000)</b>	<b>(134,025)</b>	<b>(152,997)</b>
6 Capital Outlay	(8,000)	-	-	-
8 Transfer Out	(13,000)	(13,000)	(14,000)	(14,000)
9 Contingency		-	(120,025)	(138,997)
<b>40 Wastewater</b>	<b>(70,895)</b>	<b>110,589</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>745,750</b>	<b>806,500</b>	<b>2,557,690</b>	<b>2,851,615</b>
1 Fund Balance		-	1,686,090	1,937,015
1 Revenue	730,750	791,500	856,600	899,600
8 Transfer In	15,000	15,000	15,000	15,000
<b>2 Requirement</b>	<b>(816,645)</b>	<b>(695,911)</b>	<b>(2,557,690)</b>	<b>(2,851,615)</b>
2 Wastewater Operation	(501,650)	(477,749)	(559,199)	(643,910)
6 Capital Outlay	(35,000)	(85,000)	(105,000)	(65,000)
7 Debt Service	(175,000)	(175,000)	(180,000)	(128,000)
8 Transfer Out	(104,995)	41,838	(122,853)	(124,839)
9 Contingency		-	(1,590,638)	(1,889,866)
<b>41 Wastewater SDC</b>	<b>(4,000)</b>	<b>20,000</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>15,000</b>	<b>35,000</b>	<b>111,140</b>	<b>117,164</b>
1 Fund Balance		-	76,140	82,164
1 Revenue	15,000	35,000	35,000	35,000
<b>2 Requirement</b>	<b>(19,000)</b>	<b>(15,000)</b>	<b>(111,140)</b>	<b>(117,164)</b>
6 Capital Outlay	(4,000)	-	-	(15,000)
8 Transfer Out	(15,000)	(15,000)	(15,000)	(15,000)
9 Contingency		-	(96,140)	(87,164)
<b>42 Storm-Water SDC</b>		<b>5,000</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>		<b>5,000</b>	<b>2,500</b>	<b>2,500</b>
1 Revenue		5,000	2,500	2,500



City of Willamina

<b>Budget</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>
<b>2 Requirement</b>		-	<b>(2,500)</b>	<b>(2,500)</b>
8 Transfer Out		-	(100)	
9 Contingency			(2,400)	(2,500)
<b>Grand Total</b>	<b>(283,014)</b>	<b>(739,953)</b>	-	-

City of Willamina

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>10 General</b>	<b>(114,675)</b>	<b>114,841</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>1,276,241</b>	<b>1,328,721</b>	<b>1,978,404</b>	<b>2,671,859</b>	<b>2,671,859</b>
1 Fund Balance			668,113	788,310	788,310
1 General Revenue	951,885	1,041,461	997,700	1,545,200	1,545,200
<b>10-10- General</b>					
10-10-4001 Property Tax	463,820	487,946	490,000	530,000	530,000
10-10-4002 Property Tax Prior	7,122	5,638	5,000	5,800	5,800
10-10-4003 Interest on Taxes	299	256	300	300	300
10-10-4110 State Cigarette Tax	1,937	1,651	1,600	1,600	1,600
10-10-4111 State Revenue Sharing	25,040	23,723	35,000	35,000	35,000
10-10-4112 State Liquor Tax	42,344	44,695	44,000	44,000	44,000
10-10-4113 State Marijuana Tax	7,969	11,805	2,800	3,500	3,500
10-10-4501 Business Licenses	6,269	8,205	6,000	6,000	6,000
10-10-4511 Lien Searches	2,047	3,755	1,500	1,500	1,500
10-10-4571 OLCC License Fee	315	210	300	300	300
10-10-4600 Franchise Fees Centurylink	146	253	300	300	300
10-10-4601 Franchise Fees NW Natural	15,079	17,570	18,000	18,000	18,000
10-10-4602 Franchise Fees PGE	60,395	65,417	61,000	75,000	75,000
10-10-4603 Franchise Fees Wave Broadband	5,625	9,897	6,000	5,000	5,000
10-10-4604 Franchise Fees Western ORWaste	8,607	9,806	7,500	7,500	7,500
10-10-4605 Franchise Fees Hunter	13,861	-	18,000	5,000	5,000
10-10-4700 Reimbursment - FEMA	7,489	-	-	-	-
10-10-4701 Rent - Center Market	24,677	-	-	-	-
10-10-4702 WVFD Contract Revenue		27,400	-	-	-
10-10-4816 Donations	3,850	452	500	500	500
10-10-4900 Interest Income	14,561	88,422	60,000	60,000	60,000
10-10-4901 Miscellaneous Income	7,085	1,240	500	500	500
10-10-4905 Sale of City Assets	-	11,000	1,000	1,000	1,000
10-10-4910 Late Fee		-	50	50	50
10-10-4920 ARPA Funds	16,831	-	50	50	50
<b>10-14- Court</b>					
10-14-4507 Court Fines and Fees	2,770	4,249	3,000	3,000	3,000
<b>10-17- Planning</b>					
10-17-4583 Planning Fees	34,352	31,355	40,000	50,000	50,000
10-17-4585 Construction Fees	10,200	22,823	30,000	30,000	30,000
<b>10-18- Public Safety</b>					
10-18-4506 Public Safety Fee	117,682	121,656	120,000	120,000	120,000
<b>10-19- Street Lights</b>					
10-19-4822 Street Lights Fee	30,381	30,776	32,000	32,000	32,000
<b>10-60- DT Loan</b>					
10-60-4010 EID Business Taxes	9,298	8,616	9,800	9,800	9,800
10-60-4755 Downtown Loan Interest Pay	393	763	1,000	1,500	1,500
10-60-4758 Downtown Loan Princ Pay	2,253	1,884	1,000	1,500	1,500
<b>10-68- Cemetery</b>					
10-68-4588 Sale of Internment Rights	1,500	-	1,500	1,500	1,500
<b>10-81- Grant</b>					
10-81-4812 Grant Rev Grant Young Mem - Webs	1,000	-	-	-	-
10-81-4817 Grant West Valley Visitor Assn	6,689	-	-	-	-
10-81-4819 OPRD Grant				495,000	495,000
3 City Services	86,337	81,926	26,100	47,100	47,100
<b>10-65- Library</b>					
10-65-4705 CCRLS Formula Payment	22,435	13,751	12,500	13,000	13,000
10-65-4711 CCRLS Net Lending	6,714	11,813	4,000	6,000	6,000
10-65-4714 CCRLS Rural Patron	66	-	-	-	-

City of Willamina

<b>Budget</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>	<b>FY25 Approved</b>
10-65-4811 Ready To Read Grant	1,000	1,000	1,000	1,000	1,000
10-65-4812 Youth Collection Grant	15,300	-	-	-	-
10-65-4813 Oregon Comm Founda Grant	20,000	-	-	20,500	20,500
10-65-4816 Donations	8,414	13,325	2,600	600	600
10-65-4901 Miscellaneous Income	156	-	-		
<b>10-66- Parks</b>					
10-66-4910 Park Acquisition Fee	11,252	41,008	5,000	5,000	5,000
<b>10-67- Museum</b>					
10-67-4816 Donations	1,000	1,030	1,000	1,000	1,000



City of Willamina

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>8 Transfer In</b>	238,020	205,334	286,491	291,249	291,249
<b>10-90- Transfer</b>					
10-90-9130 In Lieu of Franchise Fee Wstr	40,750	26,705	40,500	49,635	49,635
10-90-9140 In Lieu of Franchise Fee WW	36,538	24,729	46,750	44,975	44,975
10-90-9610 Overhead Allocation	160,732	153,900	197,241	194,639	194,639
10-90-9630 Transfer In-Interfund Loan 30	-	-	2,000	2,000	2,000
<b>2 Requirement</b>	<b>(1,390,916)</b>	<b>(1,213,881)</b>	<b>(1,978,404)</b>	<b>(2,671,859)</b>	<b>(2,671,859)</b>
<b>2 Administration</b>	(432,416)	(316,483)	(274,450)	(315,750)	(315,750)
<b>10-12- Admin</b>					
10-12-5115 Bank Charges	(597)	(1,479)	(2,000)	(2,000)	(2,000)
10-12-5119 Discrepancies	-	-	(50)	(50)	(50)
10-12-5123 Merchant Fees	-	-	(200)	(200)	(200)
10-12-5124 Payroll Processing Fees	(3,751)	(3,788)	(4,000)	(5,000)	(5,000)
10-12-5126 Postage	(295)	(464)	(1,000)	(2,000)	(2,000)
10-12-5137 Supplies	(39,822)	(28,528)	(38,000)	(40,000)	(40,000)
10-12-5200 Contract Services	(16,237)	(23,762)	(18,000)	(20,000)	(20,000)
10-12-5201 Audit Services	(14,800)	(14,800)	(16,000)	(20,000)	(20,000)
10-12-5203 Legal Services	(7,617)	(8,689)	(10,000)	(12,000)	(12,000)
10-12-5207 Insurance	(24,042)	(32,253)	(35,000)	(40,000)	(40,000)
10-12-5209 Cleaning Services	(4,588)	(4,800)	(5,000)	(6,000)	(6,000)
10-12-5230 Printing and Publishing	(7,227)	(6,826)	(8,500)	(8,500)	(8,500)
10-12-5233 Technology Services	(8,924)	(9,963)	(10,000)	(18,000)	(18,000)
10-12-5234 Technology Back up	(7,690)	(7,000)	(7,500)	(7,500)	(7,500)
10-12-5235 Software Maintenance	(14,400)	(14,832)	(16,000)	(16,000)	(16,000)
10-12-5320 Dues, License, Permits	(11,800)	(13,518)	(16,000)	(18,000)	(18,000)
10-12-5342 Conference/Seminar/Training	(2,215)	(1,984)	(5,000)	(10,000)	(10,000)
10-12-5344 Travel	(1,956)	(1,857)	(2,500)	(2,500)	(2,500)
10-12-5350 Community Project	(812)	-	(2,000)	(2,000)	(2,000)
10-12-5355 Miscellaneous Expense	(142)	(272)	(500)	(500)	(500)
10-12-5413 Telephone	(5,937)	(6,475)	(10,000)	(10,000)	(10,000)
10-12-5415 Utilities	(10,578)	(10,704)	(14,000)	(17,000)	(17,000)
10-12-5504 Repairs - Maintenance	(8,427)	(1,809)	(10,000)	(10,000)	(10,000)
10-12-5600 Equipment	(6,856)	-	(8,000)	(8,000)	(8,000)
10-12-5606 Equipment Lease	(2,048)	(4,932)	(3,000)	(3,000)	(3,000)
10-12-5818 Community Donations	-	(2,415)	-	(4,000)	(4,000)
10-12-5819 Community Assistance	(19,937)	-	(15,000)	(16,000)	(16,000)
10-12-5820 Community Event	(7,501)	(14,957)	(10,000)	(10,000)	(10,000)
<b>10-13- Council</b>					
10-13-5307 Community Project	-	(5,001)	-	-	-
10-13-5310 Stipend	(4,400)	(4,800)	(5,000)	(5,000)	(5,000)
10-13-5342 Conference/Seminar/Training	-	(150)	(500)	(500)	(500)
10-13-5344 Travel	(200)	-	(200)	(200)	(200)
10-13-5355 Council Expense	(405)	(259)	(1,500)	(1,800)	(1,800)
<b>10-70- Admin PR</b>					
10-70-5000 Salary - Wages	(246,395)	(236,976)	(265,000)	(305,000)	(305,000)
10-70-5002 Admin Allocated Payroll	259,093	228,325	391,700	447,700	447,700
10-70-5020 Payroll Tax	(20,579)	(16,943)	(19,000)	(24,000)	(24,000)
10-70-5040 Benefits	(69,159)	(46,332)	(73,000)	(80,000)	(80,000)
10-70-5060 PERS	(2,194)	(11,704)	(26,000)	(30,000)	(30,000)
10-70-5090 Workers Comp	(7,215)	(6,535)	(8,700)	(8,700)	(8,700)
<b>10-71- PW PR</b>					
10-71-5000 Salary - Wages	(259,946)	(291,583)	(305,000)	(305,000)	(305,000)
10-71-5001 PW Allocated Payroll	259,947	419,183	464,300	465,800	465,800
10-71-5020 Payroll Tax	(16,732)	(18,755)	(21,500)	(23,000)	(23,000)

City of Willamina

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
10-71-5040 Benefits	(73,791)	(88,108)	(110,000)	(110,000)	(110,000)
10-71-5060 PERS	(17,020)	(18,972)	(20,000)	(20,000)	(20,000)
10-71-5090 Workers Comp	(6,086)	(1,765)	(7,800)	(7,800)	(7,800)
<b>10-72- PW Expense</b>					
10-72-5120 Gas - Oil	(4,827)	(2,941)	(4,500)	(5,000)	(5,000)
10-72-5137 Supplies	(2,833)	(2,537)	(4,000)	(4,000)	(4,000)
10-72-5140 Uniforms - Towels	-	(556)	(2,000)	(2,000)	(2,000)
10-72-5200 Contract Services	(177)	(400)	(500)	(800)	(800)
10-72-5203 Legal Services	(200)	(969)	(1,500)	(1,500)	(1,500)
10-72-5207 Insurance	(22,200)	(25,000)	(30,000)	(48,000)	(48,000)
10-72-5233 Technology Services	(2,000)	(1,502)	(3,000)	(4,500)	(4,500)
10-72-5320 Dues, License, Permits	(600)	(490)	(1,000)	(1,500)	(1,500)
10-72-5342 Conference/Seminar/Training	(2,000)	(400)	(2,000)	(2,800)	(2,800)
10-72-5344 Travel	(200)	(1,398)	(1,500)	(1,500)	(1,500)
10-72-5415 Utilities	(10,000)	(12,485)	(15,000)	(15,000)	(15,000)
10-72-5504 Repairs - Maintenance	(10,000)	(9,406)	(10,000)	(10,000)	(10,000)
10-72-5507 Equipment Maintenance	(2,000)	(1,667)	(2,000)	(2,000)	(2,000)
10-72-5600 Equipment	(4,000)	(4,798)	(6,000)	(6,000)	(6,000)
10-72-9615 PW Expense Allocation	61,900	64,548	83,000	104,600	104,600

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>3 City Services</b>	(380,475)	(365,417)	(533,183)	(548,665)	(548,665)
<b>10-17- Planning</b>					
10-17-5203 Legal Services - Planning	(1,402)	(847)	(2,000)	(2,500)	(2,500)
10-17-5204 Engineering Services	(34,480)	(31,738)	(33,000)	(33,000)	(33,000)
10-17-5214 Planning Services	(14,248)	(19,988)	(22,000)	(22,000)	(22,000)
10-17-5230 Printing and Publishing	-	-	(1,000)	(1,000)	(1,000)
10-17-5233 Technology Services	(109)	(109)	(500)	(500)	(500)
10-17-5342 Conference/Seminar/Training	-	-	(1,000)	(1,000)	(1,000)
<b>10-19- Street Lights</b>					
10-19-5400 Street Lights	(20,286)	(27,014)	(32,000)	(32,000)	(32,000)
<b>10-60- DT Loan</b>					
10-60-5758 Downtown Loan	-	-	(15,000)	(15,000)	(15,000)
10-60-5900 EID Tax Disbursement	(9,298)	(8,616)	(9,800)	(9,800)	(9,800)
<b>10-65- Library</b>					
10-65-5000 Salary - Wages	(71,212)	(59,844)	(75,000)	(114,500)	(114,500)
10-65-5020 Payroll Tax	(4,941)	(4,823)	(5,500)	(9,000)	(9,000)
10-65-5040 Benefits	(19,792)	(24,515)	(35,000)	(40,000)	(40,000)
10-65-5060 PERS	(2,936)	(6,076)	(4,500)	(6,000)	(6,000)
10-65-5090 Workers Comp	(36)	(35)	(500)	(500)	(500)
10-65-5100 Books Children	(2,660)	(3,371)	(4,500)	(4,800)	(4,800)
10-65-5101 Audio Visual Children	(939)	(424)	(1,000)	(1,200)	(1,200)
10-65-5111 Special Program	(674)	(1,041)	(3,000)	(3,000)	(3,000)
10-65-5126 Postage	(72)	-	-	(200)	(200)
10-65-5137 Supplies	(1,940)	(1,963)	(2,500)	(3,000)	(3,000)
10-65-5200 Contract Services	(478)	(1,479)	(2,000)	(2,000)	(2,000)
10-65-5233 Technology Services	(872)	(842)	(1,500)	(4,500)	(4,500)
10-65-5320 Dues, License, Permits	(981)	(609)	(1,000)	(1,000)	(1,000)
10-65-5321 Subscriptions	(83)	(45)	(100)	(100)	(100)
10-65-5342 Conference/Seminar/Training	-	-	(500)	(500)	(500)
10-65-5344 Travel	-	-	(100)	(100)	(100)
10-65-5350 Parking Lot Lease	(504)	(504)	(510)	(510)	(510)
10-65-5413 Telephone	(77)	(628)	(600)	(800)	(800)
10-65-5415 Utilities	(5,042)	(4,953)	(5,500)	(5,800)	(5,800)
10-65-5504 Repairs - Maintenance	(1,043)	(1,374)	(2,000)	(2,000)	(2,000)
10-65-5600 Equipment	(5,517)	(1,799)	(3,000)	(3,000)	(3,000)
10-65-5606 Equipment Lease	(1,265)	(1,201)	(1,500)	(1,500)	(1,500)
10-65-5912 Grant Expense Ready to Read	(386)	(276)	(1,000)	(1,000)	(1,000)
10-65-5913 Grant Expense	-	(1,118)	-	-	-
10-65-5914 Oregon Comm Foundation Grant	(20,000)	(7,765)	-	(20,000)	(20,000)
10-65-5915 Grant	-	-	-	(5,000)	(5,000)
10-65-6000 Capital Outlay	(15,098)	-	-	-	-
10-65-9990 Reserve for Future	-	-	(8,000)	(8,000)	(8,000)
<b>10-66- Parks</b>					
10-66-5000 Salary - Wages	(36,033)	(25,202)	(60,000)	(60,000)	(60,000)
10-66-5001 PW Allocated Payroll	-	-	(4,643)	(4,659)	(4,659)
10-66-5020 Payroll Tax	(2,967)	(2,552)	(4,200)	(4,200)	(4,200)
10-66-5040 Benefits	(7,523)	(7,755)	(8,500)	(15,000)	(15,000)
10-66-5060 PERS	(1,165)	(1,501)	(2,500)	(2,500)	(2,500)
10-66-5090 Workers Comp	(20)	(16)	(200)	(200)	(200)
10-66-5120 Gas - Oil	(3,119)	(2,259)	(3,200)	(3,500)	(3,500)
10-66-5137 Supplies	(494)	(1,642)	(1,500)	(1,800)	(1,800)
10-66-5140 Uniforms - Towels	(851)	(654)	(750)	(900)	(900)
10-66-5200 Contract Services	(3,998)	(5,714)	(6,000)	(6,000)	(6,000)
10-66-5233 Technology Services	(409)	(236)	(500)	(2,250)	(2,250)
10-66-5242 Conference/Seminar/Training	-	-	(500)	(500)	(500)



City of Willamina

<b>Budget</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>	<b>FY25 Approved</b>
10-66-5413 Telephone	(722)	(648)	(900)	(900)	(900)
10-66-5415 Utilities	(4,951)	(3,716)	(4,200)	(6,000)	(6,000)
10-66-5504 Repairs - Maintenance	(1,997)	(3,700)	(2,500)	(4,000)	(4,000)
10-66-5510 Landscape Maintenance	(479)	(2,240)	(2,500)	(2,500)	(2,500)
10-66-5512 Pond Aquatic Weed Control	(22,605)	(22,935)	(15,000)	(35,000)	(35,000)
10-66-5600 Equipment	(975)	(1,743)	(2,000)	(2,000)	(2,000)
10-66-6000 Capital Outlay	(16,668)	(4,156)	(3,500)	(3,500)	(3,500)
10-66-6001 Grant Capital Expense	-	-	(105,000)	(5,000)	(5,000)
10-66-6004 Capital-Oaken Hills Upgrade		(44,505)			
10-66-9615 PW Expense Allocation	-	-	(830)	(1,046)	(1,046)
<b>10-67- Museum</b>					
10-67-5137 Supplies	(30)	(284)	(500)	(1,000)	(1,000)
10-67-5200 Contract Services	(498)	(400)	(500)	(800)	(800)
10-67-5233 Technology Services	(163)	(363)	(500)	(2,250)	(2,250)
10-67-5310 Stipend	(900)	(3,600)	(3,600)	(3,600)	(3,600)
10-67-5320 Dues, License, Permits	(99)	-	(100)	(100)	(100)
10-67-5413 Telephone	(937)	(611)	(900)	(900)	(900)
10-67-5415 Utilities	(4,489)	(4,758)	(5,000)	(5,500)	(5,500)

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
10-67-5504 Repairs - Maintenance	(1,300)	(1,220)	(2,000)	(2,000)	(2,000)
10-67-5601 Collection Acquisiton	(300)	-	(300)	(500)	(500)
10-67-5820 Events	-	(290)	(750)	(750)	(750)
10-67-6000 Capital Outlay	(9,498)	-	-	-	-
<b>10-68- Cemetery</b>					
10-68-5200 Contract Services	(365)	(100)	(2,000)	(2,000)	(2,000)
10-68-5510 Landscape Maintenance	(1,450)	(9,619)	(12,000)	(12,000)	(12,000)
10-68-5513 Portable Restroom	-	-	(1,000)	(1,000)	(1,000)
10-68-5920 Capital Outlay	(19,102)	-	-	-	-
<b>4 Public Safety</b>	<b>(449,325)</b>	<b>(425,776)</b>	<b>(506,400)</b>	<b>(552,650)</b>	<b>(552,650)</b>
<b>10-14- Court</b>					
10-14-5211 Muni Court Judge	(1,000)	(1,000)	(5,000)	(5,000)	(5,000)
10-14-5306 State Assessment	(331)	(420)	(500)	(1,500)	(1,500)
10-14-5313 County Jail Assessment	(96)	(128)	(300)	(500)	(500)
10-14-5320 Dues, License, Permits	-	-	(100)	(100)	(100)
<b>10-18- Public Safety</b>					
10-18-5000 Salary - Wages	(45,984)	(27,741)	(46,000)	(54,000)	(54,000)
10-18-5020 Payroll Tax	(3,217)	(1,822)	(3,300)	(3,600)	(3,600)
10-18-5040 Benefits	(22,916)	(15,651)	(25,000)	(25,000)	(25,000)
10-18-5060 PERS	(2,130)	(1,807)	(2,100)	(2,300)	(2,300)
10-18-5090 Workers Comp	(20)	(9)	(100)	(100)	(100)
10-18-5120 Gas - Oil	(1,397)	(1,787)	(2,200)	(2,500)	(2,500)
10-18-5137 Supplies	(3,478)	(1,943)	(3,000)	(3,000)	(3,000)
10-18-5217 Police Services Contract	(338,454)	(346,736)	(382,000)	(415,000)	(415,000)
10-18-5233 Technology Services	-	-	(500)	(2,250)	(2,250)
10-18-5302 Dues YCOM	(21,281)	(20,280)	(28,500)	(30,000)	(30,000)
10-18-5342 Conference/Seminar/Training	-	(955)	(1,000)	(1,000)	(1,000)
10-18-5413 Telephone	(578)	(508)	(800)	(800)	(800)
10-18-5504 Repairs - Maintenance	(3,622)	(4,990)	(6,000)	(6,000)	(6,000)
10-18-5600 Equipment	(4,823)	-	-	-	-
<b>6 Capital Outlay</b>	<b>(128,700)</b>	<b>(106,205)</b>	<b>(520,000)</b>	<b>(943,000)</b>	<b>(943,000)</b>
<b>10-80- Capital</b>					
10-80-6002 Capital Outlay	-	(25,531)	-	(58,000)	(58,000)
10-80-6003 Capital Outlay - new	-	(44,628)	(465,000)	(395,000)	(395,000)
10-80-6010 Capital Outlay	(128,700)	(36,046)	(55,000)	-	-
10-80-6011 Capital Outlay - OPRD Grant	-	-	-	(490,000)	(490,000)
<b>9 Contingency</b>					
<b>10-99- Fund Balance</b>					
10-99-9900 Contingency	-	-	(140,871)	(308,294)	(308,294)
<b>9 Reserves</b>					
<b>10-67- Museum</b>					
10-67-9990 Reserve for Future	-	-	(3,500)	(3,500)	(3,500)
<b>20 Streets</b>	<b>3,678</b>	<b>(78,343)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>270,000</b>	<b>381,728</b>	<b>500,000</b>	<b>375,683</b>	<b>375,683</b>
<b>1 Fund Balance</b>					
1 Fund Balance	-	-	200,000	70,683	70,683
<b>1 Revenue</b>	<b>270,000</b>	<b>376,728</b>	<b>295,000</b>	<b>300,000</b>	<b>300,000</b>
<b>20-10- Streets</b>					
20-10-4115 State Highway Revenue	170,000	176,728	195,000	200,000	200,000
<b>20-81- Grants</b>					
20-81-4850 Grant Small Cities Allotment	100,000	200,000	100,000	100,000	100,000
8 Transfer In	-	5,000	5,000	5,000	5,000
<b>20-90- Transfer</b>					
20-90-9232 Transfer In	-	5,000	5,000	5,000	5,000
<b>2 Requirement</b>	<b>(266,322)</b>	<b>(460,071)</b>	<b>(500,000)</b>	<b>(375,683)</b>	<b>(375,683)</b>

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>2 Street Operations</b>	(110,396)	(121,987)	(161,816)	(183,494)	(183,494)
<b>20-11- Street Ops</b>					
20-11-5001 PW Allocated Payroll	(32,102)	(43,912)	(60,542)	(63,744)	(63,744)
20-11-5002 Admin Allocated Payroll	(24,461)	(23,918)	(38,401)	(26,636)	(26,636)
20-11-5090 Workers Comp	(3,200)	-	-		
20-11-5120 Gas - Oil	(1,000)	(2,467)	(2,000)	(2,500)	(2,500)
20-11-5137 Supplies	(500)	-	(300)	(300)	(300)
20-11-5140 Uniforms - Towels	(500)	(192)	(250)	(250)	(250)
20-11-5204 Engineering Services	(2,000)	(2,846)	(3,000)	(8,000)	(8,000)
20-11-5233 Technology Services	(500)	(1,719)	(2,000)	(2,250)	(2,250)
20-11-5243 Conference/Seminar/Training	(1,000)	-	-		
20-11-5344 Travel	(1,500)	-	-		
20-11-5413 Telephone	(400)	(39)	(500)	(500)	(500)
20-11-5504 Repairs - Maintenance	(8,000)	(1,677)	(2,000)	(3,000)	(3,000)
20-11-5522 Street Maintenance	(6,000)	(11,886)	(30,000)	(50,000)	(50,000)
20-11-5523 Traffic Control	(2,100)	(2,000)	(2,000)	(2,000)	(2,000)
20-11-5600 Equipment	(21,000)	(20,516)	(10,000)	(10,000)	(10,000)
20-11-6500 Loan interest		(4,053)	-		
20-90-9615 PW Expense Allocation	(6,133)	(6,762)	(10,823)	(14,314)	(14,314)
<b>6 Capital Outlay</b>	-	-	(40,000)	(45,000)	(45,000)
<b>20-80- Capital</b>					
20-80-6000 Capital	-	-	(40,000)	(45,000)	(45,000)
<b>7 Grant</b>	(140,000)	(321,963)	(100,000)	(100,000)	(100,000)
<b>20-81- Grants</b>					
20-81-5909 Grant Expense	(140,000)	(321,963)	(100,000)	(100,000)	(100,000)
<b>8 Transfer Out</b>	(15,926)	(16,121)	(19,826)	(26,636)	(26,636)
<b>20-90- Transfer</b>					
20-90-9610 Overhead Allocation	(15,926)	(16,121)	(19,826)	(26,636)	(26,636)
<b>9 Contingency</b>			(178,358)	(20,553)	(20,553)
<b>20-99- Fund Balance</b>					
20-99-9900 Contingency			(178,358)	(20,553)	(20,553)
<b>21 Street SDC</b>	(38,950)	20,000	-	-	-
<b>1 Resource</b>	<b>15,000</b>	<b>25,000</b>	<b>312,013</b>	<b>320,149</b>	<b>320,149</b>
<b>1 Fund Balance</b>			287,013	295,149	295,149
<b>1 Revenue</b>	15,000	25,000	25,000	25,000	25,000
<b>21-10- SDC</b>					
21-10-4421 System Development Charges	15,000	25,000	25,000	25,000	25,000
<b>2 Requirement</b>	<b>(53,950)</b>	<b>(5,000)</b>	<b>(312,013)</b>	<b>(320,149)</b>	<b>(320,149)</b>
<b>6 Capital Outlay</b>	(53,950)	-	-	(100,000)	(100,000)
<b>21-10- SDC</b>					
21-80-6000 Capital Outlay	(53,950)	-	-	(100,000)	(100,000)
<b>8 Transfer Out</b>		(5,000)	(5,000)	(5,000)	(5,000)
<b>21-90- Transfer</b>					
21-90-9750 Transfer to Street		(5,000)	(5,000)	(5,000)	(5,000)
<b>9 Contingency</b>		-	(307,013)	(215,149)	(215,149)
<b>21-99- Fund Balance</b>					
21-99-9900 Contingency		-	(307,013)	(215,149)	(215,149)



Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>30 Water</b>	<b>(49,172)</b>	<b>(949,040)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>1 Resource</b>	<b>1,307,166</b>	<b>3,522,003</b>	<b>5,416,656</b>	<b>5,809,737</b>	<b>5,809,737</b>
1 Fund Balance		-	257,856	1,326,837	1,326,837
1 Revenue	1,294,166	3,509,003	5,144,700	4,468,900	4,468,900
<b>30-10- Water</b>					
30-10-4330 Water Revenue	810,000	875,000	935,000	982,000	982,000
30-10-4332 New Connection Fee	3,500	4,000	4,000	4,000	4,000
30-10-4337 Double Check Valve	1,200	2,000	2,000	2,000	2,000
30-10-4350 Recovery Bad Debt	800	-	1,000	1,000	1,000
30-10-4581 Penalty And Fees	2,100	2,500	2,500	2,500	2,500
30-10-4582 Non-sufficient Check Fees	200	200	200	200	200
30-10-4600 Business Oregon Grant		-	100,000	1,000	1,000
30-10-4601 Covid CDBG		-		74,000	74,000
30-10-4602 CDBG Grant		-		1,000,000	1,000,000
30-10-4603 Bus Oregon - Water Grant		-		100,000	100,000
30-10-4610 Business Oregon Loan		-	-	100,000	100,000
30-10-4611 Bus Oregon - Water Loan		-		100,000	100,000
30-10-4612 Safe Drink Water Loan		-		100,000	100,000
30-10-4613 Safe Drink Water Forgive Loan		-		1,000	1,000
30-10-4614 School Dist Match		-		1,000	1,000
30-10-4901 Miscellaneous Income		-	-	100	100
30-10-4905 Sale of City Assets		-	-	100	100
30-10-4915 ARPA Grant	232,908	249,000	100,000	2,000,000	2,000,000
30-81-4815 Fed Congressional Directed Spending		2,000,000	2,000,000	-	-
<b>30-81- Water</b>					
30-81-4800 Grants	243,458	376,303	2,000,000	-	-
<b>8 Transfer In</b>	<b>13,000</b>	<b>13,000</b>	<b>14,100</b>	<b>14,000</b>	<b>14,000</b>
<b>30-90- Transfer</b>					
30-90-9231 Debt Service Transfer	13,000	13,000	14,000	14,000	14,000
30-90-9732 Close Debt Fund Loan from WW	-	-	100	-	-
<b>2 Requirement</b>	<b>(1,356,338)</b>	<b>(4,471,043)</b>	<b>(5,416,656)</b>	<b>(5,809,737)</b>	<b>(5,809,737)</b>
<b>2 Water Operations</b>	<b>(644,781)</b>	<b>(665,126)</b>	<b>(783,007)</b>	<b>(750,180)</b>	<b>(750,180)</b>
<b>30-11- Water</b>					
30-11-5000 Salary - Wages	(97,000)	(106,500)	(120,000)	(120,000)	(120,000)
30-11-5001 PW Allocated Payroll	(153,904)	(193,961)	(226,367)	(206,271)	(206,271)
30-11-5002 Admin Allocated Payroll	(117,274)	(105,648)	(146,524)	(88,139)	(88,139)
30-11-5020 Payroll Tax	(8,100)	(9,000)	(9,000)	(9,000)	(9,000)
30-11-5040 Benefits	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)
30-11-5060 PERS	(12,700)	(12,000)	(12,000)	(8,000)	(8,000)
30-11-5090 Workers Comp	(3,800)	(150)	(150)	(150)	(150)
30-11-5105 Bad Debt	(1,000)	(1,500)	(1,500)	(2,000)	(2,000)
30-11-5108 Chemicals	(24,000)	(24,000)	(25,000)	(30,000)	(30,000)
30-11-5120 Gas - Oil	(2,000)	(2,500)	(4,000)	(4,000)	(4,000)
30-11-5123 Merchant Fees	(4,500)	(4,500)	(5,000)	(8,000)	(8,000)
30-11-5126 Postage	(200)	-	-	-	-
30-11-5137 Supplies	(4,000)	(3,000)	(3,000)	(3,000)	(3,000)
30-11-5140 Uniforms - Towels	(1,800)	(1,000)	(1,200)	(1,500)	(1,500)
30-11-5200 Contract Services	(1,500)	(1,500)	(1,500)	(2,500)	(2,500)
30-11-5204 Engineering Services	(21,000)	(10,000)	(10,000)	(10,000)	(10,000)
30-11-5230 Printing and Publishing	(3,500)	(3,500)	(5,000)	(5,500)	(5,500)
30-11-5233 Technology Services	(1,000)	(1,000)	(2,500)	(4,500)	(4,500)
30-11-5250 System Analysis	(5,000)	(5,000)	(6,000)	(6,000)	(6,000)
30-11-5320 Dues, License, Permits	(1,500)	(1,500)	(1,800)	(1,800)	(1,800)
30-11-5342 Conference/Seminar/Training	(500)	(1,000)	(1,000)	(1,000)	(1,000)

City of Willamina

<b>Budget</b>	<b>FY22 Actual</b>	<b>FY23 Actual</b>	<b>FY24 Adopted</b>	<b>FY25 Proposed</b>	<b>FY25 Approved</b>
30-11-5344 Travel	(100)	-	-	(100)	(100)
30-11-5355 Miscellaneous Expense	-	-	-	(100)	(100)
30-11-5413 Telephone	(3,500)	(3,500)	(3,500)	(3,800)	(3,800)
30-11-5415 Utilities	(41,000)	(46,000)	(48,000)	(50,000)	(50,000)
30-11-5504 Repairs - Maintenance	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
30-11-5530 System Maintenance & Equipment	(60,000)	(40,000)	(50,000)	(55,000)	(55,000)
30-11-5531 Infrastructure Improvments	(1,000)	(20,000)	(20,000)	(40,000)	(40,000)
30-11-5600 Equipment	(10,000)	(5,000)	(6,000)	(10,000)	(10,000)
30-11-5605 Hydrant Replacement	(10,000)	(8,000)	(8,000)	(8,000)	(8,000)
30-90-9615 PW Expense Allocation	(29,403)	(29,867)	(40,466)	(46,320)	(46,320)

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>6 Capital Outlay</b>	(535,458)	(3,649,000)	(3,105,000)	(3,462,000)	(3,462,000)
<b>30-80- Capital</b>					
30-80-6000 Capital Outlay	(292,000)	(249,000)	(200,000)	(80,000)	(80,000)
30-80-6001 Capital Outlay Intake	(243,458)	(3,400,000)	(2,000,000)		
30-80-6002 Capital-GIS Mapping of System	-	-	(5,000)	(5,000)	(5,000)
30-80-6004 Capital ARPA			(900,000)	(1,000)	(1,000)
30-80-6010Covid CDBG Grant				(74,000)	(74,000)
30-80-6011CDBG Grant				(1,000,000)	(1,000,000)
30-80-6012Bus Oregon - Water Grant				(100,000)	(100,000)
30-80-6013Bus Oregon - Water Loan				(100,000)	(100,000)
30-80-6014Safe Drink Water Loan				(100,000)	(100,000)
30-80-6015Safe Drink Water Forgive Loan				(1,000)	(1,000)
30-80-6016School Dist Match				(1,000)	(1,000)
30-80-6017ARP Congressional Funds				(2,000,000)	(2,000,000)
<b>7 Debt Service</b>	(59,000)	(59,000)	(60,000)	(60,000)	(60,000)
<b>30-82- Debt</b>					
30-82-8030 Debt Principal	(27,000)	(27,000)	(28,000)	(28,000)	(28,000)
30-82-8035 Debt Interest	(32,000)	(32,000)	(32,000)	(32,000)	(32,000)
<b>8 Transfer Out</b>	(117,099)	(97,917)	(141,812)	(137,774)	(137,774)
<b>30-90- Transfer</b>					
30-90-9110 In Lieu of Franchise Fee	(40,750)	(26,705)	(46,750)	(49,635)	(49,635)
30-90-9610 Overhead Allocation	(76,349)	(71,212)	(95,062)	(88,139)	(88,139)
<b>9 Contingency</b>			(1,326,837)	(1,399,783)	(1,399,783)
<b>30-99- Fund Balance</b>					
30-99-9900 Contingency (Deficit)			(1,326,837)	(1,399,783)	(1,399,783)
<b>31 Water SDC</b>	(9,000)	17,000	-	-	-
<b>1 Resource</b>	<b>12,000</b>	<b>30,000</b>	<b>134,025</b>	<b>152,997</b>	<b>152,997</b>
<b>1 Fund Balance</b>			104,025	122,997	122,997
<b>1 Revenue</b>	12,000	30,000	30,000	30,000	30,000
<b>31-10- SDC</b>					
31-10-4431 System Development Charges	12,000	30,000	30,000	30,000	30,000
<b>2 Requirement</b>	<b>(21,000)</b>	<b>(13,000)</b>	<b>(134,025)</b>	<b>(152,997)</b>	<b>(152,997)</b>
<b>6 Capital Outlay</b>	(8,000)	-	-	-	-
<b>31-80- Capital</b>					
31-80-6000 Capital Outlay	(8,000)	-	-	-	-
<b>8 Transfer Out</b>	(13,000)	(13,000)	(14,000)	(14,000)	(14,000)
<b>31-90- Transfer</b>					
31-90-9750 Debt Service Transfer	(13,000)	(13,000)	(14,000)	(14,000)	(14,000)
<b>9 Contingency</b>			(120,025)	(138,997)	(138,997)
<b>31-99- Fund Balance</b>					
31-99-9900 Contingency			(120,025)	(138,997)	(138,997)
<b>40 Wastewater</b>	(70,895)	110,589	-	-	-
<b>1 Resource</b>	<b>745,750</b>	<b>806,500</b>	<b>2,557,690</b>	<b>2,851,615</b>	<b>2,851,615</b>
<b>1 Fund Balance</b>			1,686,090	1,937,015	1,937,015
<b>1 Revenue</b>	730,750	791,500	856,600	899,600	899,600
<b>40-10- Wastewater</b>					
40-10-4340 Wastewater Revenue	730,000	790,000	855,000	898,000	898,000
40-10-4342 New Connection Fee	750	1,500	1,500	1,500	1,500
40-10-4905 Sale of City Assets	-	-	100	100	100
<b>8 Transfer In</b>	15,000	15,000	15,000	15,000	15,000
<b>40-90- Transfer</b>					
40-90-9241 Debt Service Transfer	15,000	15,000	15,000	15,000	15,000
<b>2 Requirement</b>	<b>(816,645)</b>	<b>(695,911)</b>	<b>(2,557,690)</b>	<b>(2,851,615)</b>	<b>(2,851,615)</b>



Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>2 Wastewater Operation</b>	(501,650)	(477,749)	(559,199)	(643,910)	(643,910)
<b>40-11- Wastewater</b>					
40-11-5000 Salary - Wages	(50,000)	(46,000)	(60,000)	(70,000)	(70,000)
40-11-5001 PW Allocated Payroll	(134,754)	(181,310)	(172,748)	(191,126)	(191,126)
40-11-5002 Admin Allocated Payroll	(105,151)	(98,758)	(109,570)	(79,864)	(79,864)
40-11-5020 Payroll Tax	(4,600)	(5,000)	(5,000)	(5,500)	(5,500)
40-11-5040 Benefits	(10,000)	(11,000)	(11,000)	(11,000)	(11,000)
40-11-5060 PERS	(3,800)	(4,000)	(4,000)	(4,000)	(4,000)
40-11-5090 Workers Comp	(3,000)	(200)	(200)	(200)	(200)
40-11-5105 Bad Debt	(1,000)	(2,000)	(2,000)	(2,500)	(2,500)
40-11-5108 Chemicals	(10,000)	(10,000)	(10,000)	(15,000)	(15,000)
40-11-5120 Gas - Oil	(3,000)	(2,500)	(3,000)	(4,000)	(4,000)
40-11-5123 Merchant Fees	(4,000)	(4,300)	(5,000)	(8,000)	(8,000)
40-11-5137 Supplies	(2,500)	(2,000)	(2,500)	(3,000)	(3,000)
40-11-5140 Uniforms - Towels	(2,800)	(2,000)	(2,200)	(2,500)	(2,500)
40-11-5200 Contract Services	(15,000)	(15,000)	(37,000)	(37,000)	(37,000)
40-11-5204 Engineering Services	(10,000)	(15,000)	(15,000)	(20,000)	(20,000)
40-11-5230 Printing and Publishing	(3,500)	(3,500)	(5,000)	(6,000)	(6,000)
40-11-5233 Technology Services	(2,000)	(1,000)	(2,500)	(4,500)	(4,500)
40-11-5250 System Analysis	(4,000)	(3,000)	(3,500)	(7,500)	(7,500)
40-11-5320 Dues, License, Permits	(4,000)	(2,000)	(2,000)	(4,000)	(4,000)
40-11-5342 Conference/Seminar/Training	(2,000)	(1,500)	(1,500)	(2,500)	(2,500)
40-11-5344 Travel	(200)	-	-	-	-
40-11-5413 Telephone	(4,600)	(4,600)	(4,600)	(4,800)	(4,800)
40-11-5415 Utilities	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
40-11-5504 Repairs - Maintenance	(20,000)	(5,000)	(10,000)	(20,000)	(20,000)
40-11-5540 Treatment System Maintenance	(15,000)	(25,000)	(25,000)	(30,000)	(30,000)
40-11-5541 Infrastructure Improvements	-	-	-	(25,000)	(25,000)
40-11-5600 Equipment	(26,000)	(26,000)	-	(8,000)	(8,000)
40-90-9615 PW Expense Allocation	(25,745)	27,919	(30,881)	(42,920)	(42,920)
<b>6 Capital Outlay</b>	(35,000)	(85,000)	(105,000)	(65,000)	(65,000)
<b>40-80- Capital</b>					
40-80-6000 Capital Outlay	(35,000)	(10,000)	(80,000)	(50,000)	(50,000)
40-80-6005 Capital - Master Plan		(75,000)	(25,000)	(15,000)	(15,000)
<b>7 Debt Service</b>	(175,000)	(175,000)	(180,000)	(128,000)	(128,000)
<b>40-82- Debt</b>					
40-82-8040 Debt Principal	(120,000)	(120,000)	(125,000)	(100,000)	(100,000)
40-82-8045 Debt Interest	(55,000)	(55,000)	(55,000)	(28,000)	(28,000)
<b>8 Transfer Out</b>	(104,995)	41,838	(122,853)	(124,839)	(124,839)
<b>40-90- Transfer</b>					
40-90-9110 In Lieu of Franchise Fee	(36,538)	(24,729)	(40,500)	(44,975)	(44,975)
40-90-9610 Overhead Allocation	(68,457)	66,567	(82,353)	(79,864)	(79,864)
<b>9 Contingency</b>		-	(1,590,638)	(1,889,866)	(1,889,866)
<b>40-99- Fund Balance</b>					
40-99-9900 Contingency		-	(1,590,638)	(1,889,866)	(1,889,866)
<b>41 Wastewater SDC</b>	(4,000)	20,000	-	-	-
<b>1 Resource</b>	<b>15,000</b>	<b>35,000</b>	<b>111,140</b>	<b>117,164</b>	<b>117,164</b>
<b>1 Fund Balance</b>		-	<b>76,140</b>	<b>82,164</b>	<b>82,164</b>
<b>1 Revenue</b>	<b>15,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>41-10- Resources</b>					
41-10-4441 System Development Charges	15,000	35,000	35,000	35,000	35,000

Budget	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>2 Requirement</b>	<b>(19,000)</b>	<b>(15,000)</b>	<b>(111,140)</b>	<b>(117,164)</b>	<b>(117,164)</b>
<b>6 Capital Outlay</b>	<b>(4,000)</b>	-	-	<b>(15,000)</b>	<b>(15,000)</b>
<b>41-10- Capital</b>					
41-80-6000 Capital Outlay	(4,000)	-	-	(15,000)	(15,000)
<b>8 Transfer Out</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
<b>41-90- Transfer</b>					
41-90-9750 Debt Service Transfer	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
<b>9 Contingency</b>		-	<b>(96,140)</b>	<b>(87,164)</b>	<b>(87,164)</b>
<b>41-99- Fund Balance</b>					
41-99-9900 Contingency		-	(96,140)	(87,164)	(87,164)
<b>11 Parks SDC</b>					
<b>1 Resource</b>		-	<b>23,000</b>	<b>46,000</b>	<b>46,000</b>
1 Fund Balance		-		23,000	23,000
1 Revenue		-	25,000	25,000	25,000
<b>11-10 Parks SDC</b>					
11-10-4431 System Development Charges		-	25,000	25,000	25,000
8 Transfer In		-	(2,000)	(2,000)	(2,000)
<b>11-90 Transfer</b>					
11-90-9750 Debt Service Transfer to 10		-	(2,000)	(2,000)	(2,000)
<b>2 Requirement</b>		-	<b>(23,000)</b>	<b>(46,000)</b>	<b>(46,000)</b>
9 Contingency		-	(23,000)	(46,000)	(46,000)
<b>11-99 Fund Balance</b>					
11-99-9900 Contingency		-	(23,000)	(46,000)	(46,000)
<b>42 Storm-Water SDC</b>		<b>5,000</b>	-	-	-
<b>1 Resource</b>		<b>5,000</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
1 Revenue		5,000	2,500	2,500	2,500
<b>42-10 Storm-Water SDC</b>					
21-10-4431 System Development Charges		2,500	-		
<b>42-10- Resources</b>					
42-10-4431 System Development Charges		2,500	2,500	2,500	2,500
<b>2 Requirement</b>		-	<b>(2,500)</b>	<b>(2,500)</b>	<b>(2,500)</b>
8 Transfer Out		-	(100)		
<b>42-90- Transfer</b>					
42-90-9750 Debt Service Transfer to Water		-	(100)		
9 Contingency			(2,400)	(2,500)	(2,500)
<b>42-99 Fund Balance</b>					
42-99-9900 Contingency			(2,400)	(2,500)	(2,500)
<b>Grand Total</b>	<b>(283,014)</b>	<b>(739,953)</b>	-	-	-

City of Willamina

Transfers	FY22 Actual	FY23 Actual	FY24 Adopted	FY25 Proposed	FY25 Approved
<b>10 General</b>	<b>238,020</b>	<b>205,334</b>	<b>286,491</b>	<b>291,249</b>	<b>291,249</b>
8 Transfer In	238,020	205,334	286,491	291,249	291,249
10-90-9130 In Lieu of Franchise Fee Wstr	40,750	26,705	40,500	49,635	49,635
10-90-9140 In Lieu of Franchise Fee WW	36,538	24,729	46,750	44,975	44,975
10-90-9610 Overhead Allocation	160,732	153,900	197,241	194,639	194,639
10-90-9630 Transfer In-Interfund Loan 30	-	-	2,000	2,000	2,000
<b>11 Parks SDC</b>			<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>
8 Transfer In			(2,000)	(2,000)	(2,000)
11-90-9750 Debt Service Transfer to 10			(2,000)	(2,000)	(2,000)
<b>20 Streets</b>	<b>(15,926)</b>	<b>(11,121)</b>	<b>(14,826)</b>	<b>(21,636)</b>	<b>(21,636)</b>
8 Transfer In		5,000	5,000	5,000	5,000
20-90-9232 Transfer In		5,000	5,000	5,000	5,000
8 Transfer Out	(15,926)	(16,121)	(19,826)	(26,636)	(26,636)
20-90-9610 Overhead Allocation	(15,926)	(16,121)	(19,826)	(26,636)	(26,636)
<b>21 Street SDC</b>		<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>
8 Transfer Out		(5,000)	(5,000)	(5,000)	(5,000)
21-90-9750 Transfer to Street		(5,000)	(5,000)	(5,000)	(5,000)
<b>30 Water</b>	<b>(104,099)</b>	<b>(84,917)</b>	<b>(127,712)</b>	<b>(123,774)</b>	<b>(123,774)</b>
8 Transfer In	13,000	13,000	14,100	14,000	14,000
30-90-9231 Debt Service Transfer	13,000	13,000	14,000	14,000	14,000
30-90-9732 Close Debt Fund Loan from W	-	-	100	-	-
8 Transfer Out	(117,099)	(97,917)	(141,812)	(137,774)	(137,774)
30-90-9110 In Lieu of Franchise Fee	(40,750)	(26,705)	(46,750)	(49,635)	(49,635)
30-90-9610 Overhead Allocation	(76,349)	(71,212)	(95,062)	(88,139)	(88,139)
<b>31 Water SDC</b>	<b>(13,000)</b>	<b>(13,000)</b>	<b>(14,000)</b>	<b>(14,000)</b>	<b>(14,000)</b>
8 Transfer Out	(13,000)	(13,000)	(14,000)	(14,000)	(14,000)
31-90-9750 Debt Service Transfer	(13,000)	(13,000)	(14,000)	(14,000)	(14,000)
<b>40 Wastewater</b>	<b>(89,995)</b>	<b>56,838</b>	<b>(107,853)</b>	<b>(109,839)</b>	<b>(109,839)</b>
8 Transfer In	15,000	15,000	15,000	15,000	15,000
40-90-9241 Debt Service Transfer	15,000	15,000	15,000	15,000	15,000
8 Transfer Out	(104,995)	41,838	(122,853)	(124,839)	(124,839)
40-90-9110 In Lieu of Franchise Fee	(36,538)	(24,729)	(40,500)	(44,975)	(44,975)
40-90-9610 Overhead Allocation	(68,457)	66,567	(82,353)	(79,864)	(79,864)
<b>41 Wastewater SDC</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>
8 Transfer Out	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
41-90-9750 Debt Service Transfer	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
<b>42 Storm-Water SDC</b>			<b>(100)</b>		
8 Transfer Out			(100)		
42-90-9750 Debt Service Transfer to Water			(100)		
<b>Grand Total</b>	<b>-</b>	<b>133,134</b>	<b>-</b>	<b>-</b>	<b>-</b>



City of Willamina

<b>Capital Projects</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
<b>10 General</b>	<b>(106,205)</b>	<b>(520,000)</b>	<b>(943,000)</b>
10-80-6002 Capital Outlay	(25,531)		(58,000)
10-80-6003 Capital Outlay - new	(44,628)	(465,000)	(395,000)
10-80-6010 Capital Outlay	(36,046)	(55,000)	-
10-80-6011 Capital Outlay - OPRD Grant			(490,000)
<b>20 Streets</b>	<b>-</b>	<b>(40,000)</b>	<b>(45,000)</b>
20-80-6000 Capital	-	(40,000)	(45,000)
<b>21 Street SDC</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>
21-80-6000 Capital Outlay	-	-	(100,000)
<b>30 Water</b>	<b>(3,649,000)</b>	<b>(3,105,000)</b>	<b>(3,462,000)</b>
30-80-6000 Capital Outlay	(249,000)	(200,000)	(80,000)
30-80-6001 Capital Outlay Intake	(3,400,000)	(2,000,000)	
30-80-6002 Capital-GIS Mapping of System	-	(5,000)	(5,000)
30-80-6004 Capital ARPA	-	(900,000)	(1,000)
30-80-6010 Covid CDBG Grant	-		(74,000)
30-80-6011 CDBG Grant	-		(1,000,000)
30-80-6012 Bus Oregon - Water Grant	-		(100,000)
30-80-6013 Bus Oregon - Water Loan	-		(100,000)
30-80-6014 Safe Drink Water Loan	-		(100,000)
30-80-6015 Safe Drink Water Forgive Loan	-		(1,000)
30-80-6016 School Dist Match	-		(1,000)
30-80-6017 ARP Congressional Funds	-		(2,000,000)
<b>31 Water SDC</b>	<b>-</b>	<b>-</b>	<b>-</b>
31-80-6000 Capital Outlay	-	-	-
<b>40 Wastewater</b>	<b>(85,000)</b>	<b>(105,000)</b>	<b>(65,000)</b>
40-80-6000 Capital Outlay	(10,000)	(80,000)	(50,000)
40-80-6005 Capital - Master Plan	(75,000)	(25,000)	(15,000)
<b>41 Wastewater SDC</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>
41-80-6000 Capital Outlay	-	-	(15,000)
<b>Grand Total</b>	<b>(3,840,205)</b>	<b>(3,770,000)</b>	<b>(4,630,000)</b>

### Allocations

	Available Revenue	10-12, 10-13	10-70 Admin PR Allocation	10-71 PW Payroll	10-72 PW Shared Expense	Total
General, City only 10-1	800,900	71,110	119,796	4,658	1,046	
Street	300,000	26,636	44,873	63,744	14,314	
Water 30-10	992,700	88,139	148,485	210,929	47,366	
Wastewater	899,501	79,864	134,545	191,126	42,919	
All Funds	<u>2,993,101</u>	<u>265,750</u>	<u>447,700</u>	<u>465,800</u>	<u>104,600</u>	<u>1,283,850</u>
PW Only	<u>2,192,201</u>	<u>194,640</u>	<u>327,904</u>			
Administratio	267,250					
Council	<u>7,200</u>					
		<u>274,450</u>				

### In Lieu of Franchise Fee

Revenue	Rate	Fee
30-10-4330 Water Reve	5%	(49,635)
40-10-4340 Wastewater	5%	(44,975)
		49,635
		44,975
		-
		s/b zero

30-90-9110	In Lieu of Franchise Fee
40-90-9110	In Lieu of Franchise Fee
10-90-9130	In Lieu of Franchise Fee
10-90-9140	In Lieu of Franchise Fee

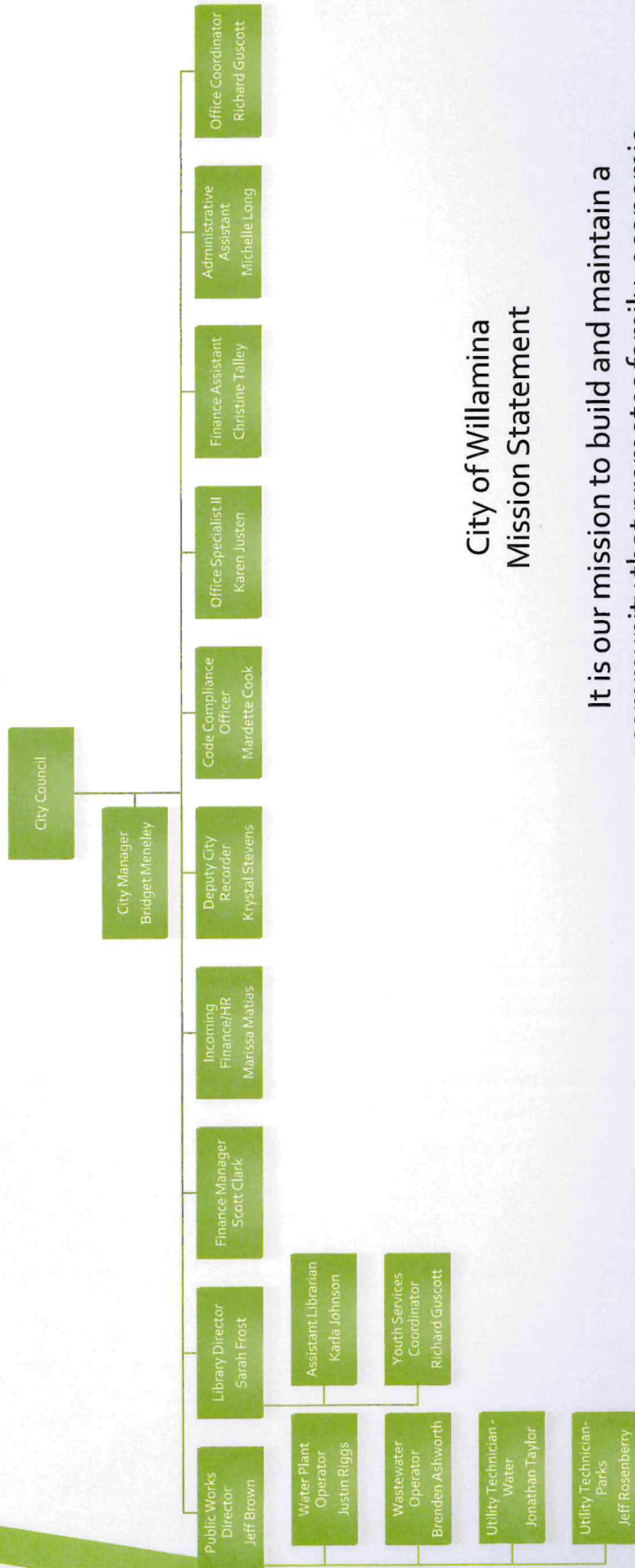
**2024-25**

<b>Personal Service</b>	<b>Salary</b>	<b>Taxes</b>	<b>Benefits</b>	<b>PERS</b>	<b>Work Comp</b>	<b>Total</b>	<b>To Allocate</b>
Admin PR	305,000	24,000	80,000	30,000	8,700	<b>447,700</b>	447,700
Library	114,500	9,000	40,000	6,000	500	<b>170,000</b>	
Museum	-	-	-	-	-	-	
Public Safety	54,000	3,600	25,000	2,300	100	<b>85,000</b>	
Parks	60,000	4,200	15,000	2,500	200	<b>81,900</b>	
PW PR	305,000	23,000	110,000	20,000	7,800	<b>465,800</b>	465,800
Sewer	60,000	5,500	11,000	4,000	200	<b>80,700</b>	
Water	120,000	9,000	10,500	8,000	150	<b>147,650</b>	-
<b>Grand Total</b>	<b>1,018,500</b>	<b>78,300</b>	<b>291,500</b>	<b>72,800</b>	<b>17,650</b>	<b>1,478,750</b>	913,500

<b>Employees</b>	<b>FTE</b>	<b>Count</b>
10-18 Public Safety		
Code Enforcement Officer	1.0	1
10-65 Library		
Senior Librarian	0.8	1
Library Assistant	0.8	1
Youth Services	0.2	1
10-66 Parks		
Utility Operator 1	1.0	1
10-70 Admin PR		
City Manager	1.0	1
City Recorder	1.0	1
Finance Manager	1.0	1
10-71 PW PR		
Office Admin 1 (Utility Billing	1.0	1
Office Coorinator 1	1.0	1
Office Coorinator 1	1.0	1
Office Coorinator 1	0.1	1
Public Works Director	1.0	1
Utility Operator 1	1.0	1
30-11 Water		
Water Plant Operator	1.0	1
40-11 Sewer		
Sewer Plant Operator	1.0	1
<b>Grand Total</b>	<b>13.9</b>	<b>16</b>



# City of Willamina Organization Chart



## City of Willamina Mission Statement

It is our mission to build and maintain a community that promotes family, economic growth, and citizen involvement while honoring our rich history.

# APPENDIX



**Mayor Ila Skyberg**

**City Management:**

**Council Members:**  
 Rita Baller, Council President  
 Craig Johnson  
 Barry Wilson  
 Vickie Hernandez  
 Jennifer Pederson  
 Karl Klym

City Manager: *Bridget Meneley*  
 Finance Manager: *Scott Clark*  
 Public Works Director: *Jeff Brown*  
 Library Director: *Sarah Frost*

**WILLAMINA BUDGET COMMITTEE MEETING AGENDA**

Public attendance will be allowed in person or via our virtual platform.

Dial-in number (US): (669) 900-6833

Meeting ID: 834 8484 4449

Passcode: 605083

Join the online meeting: <https://us02web.zoom.us/j/83484844449?pwd=Zm5JdGpnVTg2VUJVVktRRXNHSTVEQT09>

**WEST VALLEY FIRE DISTRICT  
 825 NE Main St.  
 TUESDAY, MAY 21, 2025  
 6:00 PM**

Governing Body:

City of Willamina Mayor	Ila	Skyberg
City of Willamina City Council	Rita	Baller
City of Willamina City Council	Barry	Wilson
City of Willamina City Council	Craig	Johnson
City of Willamina City Council	Vickie	Hernandez
City of Willamina City Council	Jennifer	Pederson
City of Willamina City Council	Karl	Klym

Staff

City Manager	Bridget	Meneley
Finance Manager	Scott	Clark
Finance/HR Manager	Marissa	Matias
Deputy City Recorder	Krystal	Stevens

Budget Committee Members:

Budget Committee	Monique	Keeling
Budget Committee	Phillip	Lybarger
Budget Committee	Katie	Vinson
Budget Committee	Roy	Whitman
Budget Committee	Jaime	VanDenBosch
Budget Committee	Tiffany	Moore
Budget Committee	Jean'Lueise	Lee

- I. Roll Call
- II. Selection of Chairperson
- III. Approval of the Minutes from May 25, 2023 Budget Committee Meeting
- IV. Public Hearing
  - a. The Budget Committee will conduct a Public Hearing on possible uses of State Revenue Sharing Funds in the FY 2023-2024 Proposed Budget
- V. Presentation of the Budget Message
- VI. FY 2024-2025 Budget Deliberations
- VII. FY 2024-2025 Budget Approval – Motion to approve the property tax amount and the budget
- VIII. Adjourn

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

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**Willamina City Council  
Budget Committee Meeting & Public Hearing  
Meeting Minutes  
Thursday, May 25, 2023 at 6:00 PM**

Minutes taken by Deputy City Recorder Krystal Stevens.

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Craig Johnson  
Councilor Barry Wilson  
Councilor Vickie Hernandez  
Councilor Jennifer Pederson  
Budget Committee Roy Whitman  
Budget Committee Philip Lybarger  
Budget Committee Monique Keeling  
Budget Committee Katie Vinson  
Budget Committee Jaimie VanDenBosch  
Budget Committee Tiffany Moore  
Budget Committee Jean'Lueise Lee  
Public Works Director Jeff Brown  
City Manager Bridget Meneley  
Deputy City Recorder Krystal Stevens  
Finance Manager Scott Clark

**Absent from Meeting:**

Council President Rita Baller excused absence  
Councilor Karl Klym excused absence

**Guests not limited to:**

Paul Dilaquante News Register

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Mayor Ila Skyberg opened the public hearing for the City of Willamina 2023-2024 Proposed Budget at 5:55PM on May 25, 2023. Mayor Ila Skyberg led the flag salute.

1. City Manager Meneley took roll call, and a quorum was present.
2. City Manager Meneley read aloud the Fiscal Year 2023-2024 Budget Message.
3. Mayor Skyberg opened the floor for general comments and questions from the Budget Committee, public and City Council.

There was discussion of increasing taxes and water and wastewater rates for local residents, reimbursement for grants, streets improvements and the Small City Allotment Grant, and other grant funding opportunities.

Mayor Skyberg closed the public hearing at 6:38PM

Mayor Skyberg called to order the City of Willamina 2023-2024 Budget Committee Meeting for Thursday May 25, 2023, at 6:38PM.

1. City Manager Meneley took roll call, and a quorum was present.
2. Selection of Chairperson -

**MOTION:** Katie Vinson nominated Roy Whitman for Chairperson. Philip Lybarger seconded the motion. Motion carried with a unanimous vote.

3. Approval of Minutes from Wednesday May 18, 2022 -

Budget Committee Chair Whitman called for a motion to approve Meeting Minutes from 2022.

**MOTION:** Tiffany Moore moved to accept the Budget Committee Meeting Minutes from May 18, 2022. Phillip Lybarger seconded the motion. Motion carried with unanimous vote.

4. Fiscal Year 2023-2024 Budget Deliberations -

City Manager Meneley explains who works on the budget and how it is put together. Specific questions regarding a contract with Center Market renting the parking lot by

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City Hall. More discussion regarding Fire District funding, interest revenue, developers' parks fees, city employees, cemetery landscaping and capital outlay cost. Further discussion about public works salary, workers compensation, and police contract. Questions about the water intake project and discussion about the progress. Question about City Hall siding, this was meant to be changed to pump track and the title was not changed.

5. Fiscal Year 2023-2024 Budget Approval -

**MOTION:** Motion to approve the property tax amount and the budget.

**Motion:** Tiffany Moore **Second:** Jaimie VanDenBosch. Motion carried with a unanimous vote.

6. Adjourn

**MOTION:** Budget Committee Chair Whitman motioned to adjourn the City of Willamina 2023-2024 Budget Committee Meeting. Katie Vinson seconded the motion. Motion carried with a unanimous vote.

Meeting adjourned at 7:13PM by Committee Chair Whitman.

Minutes submitted by Deputy City Recorder Krystal Stevens

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Minutes approved by Budget Committee Chair (to be appointed at the meeting)

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**WILLAMINA ECONOMIC IMPROVEMENT DISTRICT  
FY 2024-2025 EID ASSESSMENT**

*Properties in the City of Willamina which are zoned "commercial" or "industrial" assessed as follows:*

*Fully benefited commercial property – 1/4 of 1.0% of assessed value;*

*Commercial properties on side streets – 1/8 of 1.0% of assessed value;*

*Commercial properties in industrial area – 1/8 of 1.0% of assessed value; and*

*Commercial properties that also include residential property – prorated*

*(Assessed values are the latest available from the County Assessor's Offices as of 5/03/2024)*

The Willamina Business Group recommended a maximum amount billed to any one person of \$500,

And a minimum amount to any one person of \$50.00 (See Ord #659, adopted 12/10/2015)

**Ordinance 685 passed by the City Council of the City of Willamina 12/08/2020 renewing District through 12/31/2025**

Addresses updated 05/03/2024

Mailing Address	Tax Lot No.	Assessed Value	Tax Amount	Short Name	Owner	Rate	Situs Address	Yamhill County Assessor's Account Number
121 NE MAIN ST WILLAMINA OR 97396	R6701DA 03800	\$ 26,816.00	\$ -	Skyberg's back storage/parking lot	Skyberg, Randall*	Side Street -1/8	0 N B Street	242035
121 NE MAIN ST WILLAMINA OR 97396	R6701DA 03001	\$ 13,401.00	\$ -	Skyberg's storage lot behind the thriftstore	Skyberg, Randall*	Side Street -1/8	0 N B Street	528610
41100 SW TINDLE CREEK RD WILLAMINA OR 97396	R6701DA 03000	\$ 73,032.00	\$ -	Non-Profit Tina Miller Thrift Store	Vinson, Kaitie & Meredith Schaefer*	Com-Full Ben.	105 NW Main St	241884
41100 SW TINDLE CREEK RD WILLAMINA OR 97396	R6701DA 02300	\$ 328,288.00	\$ 500.00	Willamina Merchants/Apartments	Wildwood Services, Kaitie Vinson*	Com-Full Ben. 1/2 Res	110 NE Main St	242204
PO BOX 843 WILLAMINA OR 97396	R6701AC 13500	\$ 461,723.00	\$ 500.00	Willamina Select Market	Yash Paul Basra, Ekas, Inc.	Com-Full Ben.	112 NW 1st St	241955
121 NE MAIN ST WILLAMINA OR 97396	R6701DA 03200	\$ 141,457.00	\$ 500.00	Skyberg's Lumber & Hardware	Skyberg, Randall & Ila*	Com-Full Ben	121 NE Main St	242197
PO BOX 867 WILLAMINA OR 97396	R6701DA 02400	\$ 28,746.00	\$ 52.06	Shirley's Hair	Currier, Shirley **	Com-Full Ben. 1/2 Res	130 NE Main St	242124
121 NE MAIN ST WILLAMINA OR 97396	R6701DA 03300	\$ 89,942.00	\$ -	Skyberg's Lumber & Hardware/Appartment	Skyberg, Randall*	Com-Full Ben. 1/2 Res	131 NE Main St	242044
PO BOX 843 WILLAMINA OR 97396	R6701AC 13600	\$ 343,197.00	\$ -	Coyote Joe's	Yash Paul Basra, Ekas, Inc.	Com-Full Ben.	142 NW Main St	241973
PO BOX 843 WILLAMINA OR 97396	R6701AC 13300	\$ 83,573.00	\$ -	Western Yamhill Medical Center	Yash Paul Basra, Ekas, Inc.	Side Street -1/8	149 NW 1st St	241143
PO BOX 843 WILLAMINA OR 97396	R6701AC 13400	\$ 20,809.00	\$ -	C/O Yash Basra	Yash Paul Basra, Ekas, Inc.	Com-Full Ben.	NW Main St	241447
PO Box 93, SHERIDAN, OR 97378 (Yamhill County shows Tindle Creek Address)	R6701DA 02500	\$ 104,324.00	\$ -	Wildwood Hotel, LLC	Haller, Matthew (Yamhill County shows Kaitie V & Meredith Kendall-Shaefer)*	Com-Full Ben	150 NE Main St	241982
PO BOX 1232, WILLAMINA, OR 97396	R6701DA 03500	\$ 116,954.00	\$ 146.19	Café & Hotel Greg Kruehok	Kruehok, Greg	Com-Full Ben. 1/2 Res	157 NE Main St	241964
PO BOX 958 WILLAMINA OR 97378	R6701DA 02600	\$ 19,093.00	\$ 52.74	Center Market	Raman Inc., Singh, Badahur**	Com-Full Ben	180 NE Main St	242099
PO BOX 958 WILLAMINA OR 97396	R6701DA 02700	\$ 124,090.00	\$ 310.23	Center Market	Raman Inc., Singh, Badahur	Com-Full Ben.	180 NE Main St	242142
1656 Sagemwood St, Richard WA 99352	R6701DA 03600	\$ 153,539.00	\$ 383.85	Dillons Bar & Grill	Kelly, Danite is purchasing but tax is sent to (Yamhill County shows Lori L. Samander as the owner)	Com-Full Ben	181 NE Main St	241946
*PO BOX 97 WILLAMINA OR 97396	R6701DA 08100 A01	\$ 179,827.00	\$ 224.78	PEP - Pacific Pride Property	Jenne, Ralph	Side Street -1/8	182 NE Water St	515173
*PO BOX 97 WILLAMINA OR 97396	R6701DA 08100	\$ 31,553.00	\$ 52.26	PEP - Pacific Pride Property	Jenne, Ralph**	Side Street -1/8	182 NE Water St	242017
PO Box 557 Willamina Oregon, 97396	R6701DD 00500	\$ 233,979.00	\$ -	Skyberg	Skyberg, Randall & Ila*	Res-Com Full Ben.	188 SE Main St	239682
439 NE CENTER ST SHERIDAN OR 97378	R6701DA 04700	\$ 118,733.00	\$ 148.42	Prontek Bakery	Prontek, Ken	Side Street -1/8	212 NED St	239227
PO BOX 37 WILLAMINA OR 97396	R6701DA 01300	\$ 243,598.00	\$ 500.00	Quick Check Records Inc	Burr, Robert*	Com-Full Ben.	212 NE Main St	242151

PO BOX 37 WILLAMINA OR 97396	R6701DA 01400	\$ 29,071.00	\$ -	Lot 6 - Block 3 next to 212 NE Main	Burr, Robert*	Com-Full Ben.	Lot 6 - Block 3, next to 212 NE Main	2422311
PO BOX 97 WILLAMINA OR 97396	R6701DA 03700	\$ 95,334.00	\$ 119.17	PEP - Office	Jenne, Ralph	Side Street -1/8	241 NE C Street	2422440
PO Box 482 Willamina Oregon 97396	R6701DB 00600	\$ 57,897.00	\$ -	(Hair Salon)	Wildwood Services Inc	Com-Full Ben.	245 SW Lamson St	2418111
39195 SW Oak Lane Willamina, Oregon 97396	R6701AC 13800	\$ 39,622.00	\$ 99.06	O'Neil Construction - Office	O'Neil, Brian	Com-Full Ben.	250 NW Main Street	238763
39195 SW Oak Lane Willamina, Oregon 97396	R6701AC 13900	\$ 43,288.00	\$ 108.22	O'Neil Construction - lot	O'Neil, Brian	Com-Full Ben.	250 NW Main Street	238941
PO Box 482 Willamina Oregon 97396	R6701DA 01500	\$ 60,416.00	\$ -	Wildwood Real Estate Services LLC	Vinson, Katie*	Com-Full Ben.	252 NE Main St	242366
613 SE 45TH AVE, PORTLAND, OR 97206	R6701DA 01700	\$ 113,650.00	\$ 142.06	Odd Fellows Pizza and Apts	Harding, Karen	Com-Full Ben. 1/2 Res	282 NE Main St	242106
39201 COAST CREEK RD. WILLAMINA OR 97396	R6701DA 01600	\$ 20,273.00	\$ 52.90	Small Building next to Odd Fellows at 282 NE Main	Harding, Karen**	Com-Full Ben.	Small Building next to Odd Fellows at 282 NE Main	242133
PO BOX 195 WILLAMINA OR 97396	R6701DB 00701	\$ 60,116.00	\$ 150.29	Willamina Saw Service	Pratt, Charles E	Com-Full Ben	285 SW Main St	480465
740 SE MEADOWS LOOP SHERIDAN OR 97378	R6701DA 04500	\$ 118,339.00	\$ 295.85	Best Stop Market	B D Badla, LLC C/O Gunmit Kaur	Com-Full Ben.	313/317 NE Main St	238870
25850 Salmon River Hwy Willamina OR 97396	R6701DA 00500	\$ 343,553.00	\$ 500.00	Hofenbrendl Realty	Hofenbrendl, Barb*	Com-Full Ben	322 NE Main St	238790
PO BOX 53 WILLAMINA OR 97396	R6701DA 02200	\$ 70,535.00	\$ 88.17	Previously owned by the City & was exempt, Now taxable		Side Street -1/8	340 N B St	2423111
PO BOX 130 WILLAMINA OR 97396	R6701DA 02100	\$ 18,329.00	\$ 51.31	confused with Restaurant & Hotel on Main)	Willamina Civic Club Inc	Side Street -1/8	352 NE B St	242302
2710 NE CORA DR MADRAS OR 97741	R6701DA 05100	\$ 133,337.00	\$ 500.00	Slow Train	Maben Family Trust	Com-Full Ben.	371 NE Main St	240251
PO BOX 37 WILLAMINA OR 97396	R6701DA 01000	\$ 13,133.00	\$ -	Lot 2 Block 3 near the Library	Burr, Robert*	Side Street -1/8	Near 382 NE 1st St.	241866
2710 NE CORA DR MADRAS OR 97741	R6701DA 05000	\$ 108,951.00	\$ -	Vacant Building/Risseuuv Logging	Maben Family Trust	Com-Full Ben	391 NE Main St	239414
PO BOX 10 WILLAMINA, OR 97396	R6701DA 05200	\$ 130,866.00	\$ 163.58	George Peterson Car Wash/Pet Wash/Storage	Peterson Living Trust, George & Linda Peterson Trustees	Com-Full Ben. 1/2 Res	421 NE Main St	240144
PO Box 203 Willamina, Oregon 97396	R6701AD 10000	\$ 309,345.00	\$ 386.68		Barpol, Johal/IAJR LLC*	Com-Full Ben.	450 NE Main St	239049
3620 NW WESTSIDE RD MCMINNVILLE, OR 97128	R6701DA 05300	\$ 67,120.00	\$ 167.80	G&M Insurance	Greggport Land & Investments	Com-Full Ben	451 NE Main St	239986
PO BOX 645 WILLAMINA OR 97396	R6701DD 03200	\$ 180,116.00	\$ 450.29	Willamina Automotive	Priester, Levi	Com-Full Ben.	452 SE Main St	240812
PO BOX 98 SHERIDAN OR 97378	R6701DA 06400	\$ 280,695.00	\$ 350.87	Hampton Industrial Saw	Wagner, Eric & Jann 2010 Trust	Indus-1/8	460 NE Yamhill St	243668
1650 NW SUNDIAL RD TROUTDALE OR 97060	R6701DB 00200	\$ 706,512.00	\$ 500.00	Walsh Trucking	Walsh Holdings LLC, Cal Clarke*	Indus-1/8	499 NW Main St	239076
639 Adelaide Dr. Santa Monica, CA 90402	R6701DA 09900	\$ 851,413.00	\$ 500.00	Dollar General	383 Amalfi LLC	Com-Full Ben.	511 NE Main St	712102
639 Adelaide Dr. Santa Monica, CA 90402	R6701DA 05800	\$ -	\$ -	Dollar General	383 Amalfi LLC	Com-Full Ben.	511 NE Main St	
639 Adelaide Dr. Santa Monica, CA 90402	R6701DA 06000	\$ -	\$ -	Dollar General	383 Amalfi LLC	Com-Full Ben.	511 NE Main St	
629 NE MAIN STREET, WILLAMINA OR 97396	R6701AD 08900	\$ 1,060,858.00	\$ 500.00	Willamina Shell (Hasco Station LLC #8044)	Hasco Holdings LLC	Com-Full Ben.	692 NE Main St***	238825



PO Box 289 Onis, OR 97368	R6701BD 05700	\$ 385,262.00	\$ 500.00	Storage Units - Storage Etc	Storage ETC Bus Lic Owned by Jenny & Ryan Knott	Com-Full Ben	864 NW Main Street	238905
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*Total Polk County* \$ - \$  
*Total Yamhill County* \$ 8,234,705.00 \$ 8,996.78  
*Total Assessed Values* \$ 8,234,705.00 \$ 8,996.78  
*Total Tax*

*\*Property(ies) assessed at maximum of \$500*  
*\*\*Property(ies) assessed at minimum of \$50*  
*\*\*\*Tax Lot #R6701AD 09000 has been combined with R6701AD 08900 (Williamina Shell)*

\* Accounts removed - residential within the EID, no business and no EID taxes allocated

Mailing Address	Tax Lot No.	Assessed Value	Tax Amount	Short Name	Owner	Rate	Situs Address	Yamhill County Assessor's Account Number
PO BOX 219 WILLAMINA OR 97396	R6701DD 01400	\$ 135,767.00	\$ 169.71	House/Business (old piano place)	Crisson, Jeffrey & Brandianne	Com-Full Ben. 1/2 Res	286 SE Main st	239824
329 SW Main Street Willamina, Or 97396	R6701DB 01501	\$ 123,464.00	\$ 154.33	House/Business	Burrell, Keith	Res-Com Full Ben.	329 SW Main St	482485
PO BOX 98 SHERIDAN OR 97378	R6701DA 06400	\$ 64,193.00	\$ 80.24	Lindsay Murdock	Lindsay Murdock	Indus-1/8	550 NE Yamhill St	523837
Originally Listed as DG but this is a residence	R6701DA 06200	\$ 137,505.00	\$ -	Rusty & Katherine Bounds	Rusty & Katherine Bounds	Com-Full Ben.	621 NE Main St	239389