



Mayor Corey L Adams

**Council Members:**

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary L Hill Jr*  
*Jeri St Onge*  
*Laurie Toney*

**City Staff:**

*City Recorder, Sue Hollis*  
*Library: Melissa Hansen & Denise*  
*Willms*  
*Office Coordinator: Debbie Bernard*  
*Office Specialist: Amber Deibel*  
*Public Works Director: Jeff Brown*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 13, 2013**

**FROM: FINANCE COMMITTEE**

**SUBJECT: RESOLUTION #12.13-016, A RESOLUTION AUTHORIZING WRITE-OFF OF MUNICIPAL COURT BAD DEBT & SENDING ACCOUNTS TO COLLECTIONS**

**Background**

1. Over the past year, Debra Bernard has been working very hard to get the City's bad debt identified, written off the City's books, and sent to collections. In April, water and sewer bad debt was written off by Council and sent to collections. Bernard is now working on the Municipal Court bad debt.
2. Attached is Resolution #12.13-016, A Resolution Authorizing Write-Off of Municipal Court Bad Debt & Sending Accounts to Collections. Exhibit A to the resolution are the lists of Municipal Court bad debt that spans the period 1995 through June 30, 2010. The listing shown in blue has been put together from the City's manual court records and the listing in white from the Magik Court software. The total amount owed is \$160,276.
3. Declaring the bad debt will remove it from the City's books as Accounts Receivable and some of the funds may come back to us from the collections process.
4. Staff has a goal to get all Municipal Court bad debt from prior years off the books by the end of the upcoming fiscal year. This would be from the period July 1, 2010 through June 30, 2013. From that time forward, there would be a (hopefully) small amount of bad debt declared at various times during the operating year. Getting these debts to collection quickly will improve our chances of recovering some of the debt owed.

**Action Requested:**

The Finance Committee recommends Council adopt Resolution #12.13-016, A Resolution Authorizing Write-Off of Municipal Court Bad Debt & Sending Accounts to Collections.

Attachment

F/RESOLUTIONS/2012-2013/R12.13-016.CCMEMO.06-13-13

***An Equal Opportunity Employer***

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

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



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**MEMO TO: CITY COUNCIL**

**DATE: JUNE 13, 2013**

**FROM: SUE HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-017, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

**Background**

1. The City receives various state revenues each year. The State Revenue Sharing Law, ORS 221.770, requires City's to annual pass an ordinance or resolution requesting these funds.
2. The City must have levied property taxes in the preceding year, which we did, and do the following:
  - a. Pass an ordinance or resolution approving participation in the program and file a copy of that ordinance with Shared Financial Services prior to July 31.
  - b. Certify to the Department of Administrative Services that two public hearings on the use of state revenue sharing funds have been held:
    - 1) One before the Budget Committee to discuss possible use of the funds in the budget. This hearing was held on May 23, 2013.
    - 2) One before the City Council to discuss the proposed use of the funds in relation to the entire budget. This hearing is scheduled for June 13, 2013.
3. Attached for Council consideration is Resolution #12.13-017, A Resolution Declaring the City's Election to Receive State Revenues.

**Action Requested:**

That Council adopt Resolution #12.13-017, A Resolution Declaring the City's Election to Receive State Revenues.

Attachment

F/RESOLUTIONS/2012-2013/R12.13-017.CCMEMO.06-13-13

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Mayor Vernon Mosser

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**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 11, 2012**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-001, DECLARING SURPLUS PROPERTY AND AUTHORIZING ITS SALE OR OTHER DISPOSITION**

**Background:**

1. Earlier this year, the City replaced its old telephone system with a new one. We are currently still storing the pieces of the old system, but these are essentially no longer usable because they are so out of date. No replacement phones or parts are available for the system and, therefore, it has no value.
2. Attached is Resolution #12.13-001, Declaring Surplus Property and Authorizing Its Sale or Other Disposition, which declares the Samsung telephone system, router, and six (6) phones as surplus. It is my intent to discard these items once they are declared surplus.

**Action Requested:**

That City Council adopt Resolution #12.13-001, Declaring Surplus Property and Authorizing Its Sale or Other Disposition.

Attachment

F/RESOLUTIONS/2012-13/R12-13.001.CCMEMO.10-11-12



Mayor Vernon Mosser

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Public Works Director: *Jeff Brown*.

**MEMO TO: CITY COUNCIL**

**DATE: DECEMBER 13, 2012**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-002, A RESOLUTION AMENDING THE FY 2012/13 BUDGET AND MAKING APPROPRIATIONS**

**Background:**

1. At their meeting of November 8, 2012, the City Council received notification of a gift of \$3,000 from the Friends of the Library to Children and Youth Programs at the Willamina Public Library.
2. Oregon Budget Law permits the expenditure of a gift received for a specific purpose in the budget year in which it is received upon enactment of a resolution appropriating the funds.
3. The City Council accepted the donation from the Friends of the Library on November 8, 2012 and directed staff to prepare the appropriate resolution for adoption in December.
4. Attached for Council consideration is Resolution #12.13-002, A Resolution Amending the FY 2012/13 Budget and Making Appropriations.

**Action Requested:**

That City Council adopt Resolution #12.13-002, A Resolution Amending the FY 2012/13 Budget and Making Appropriations.

Attachment

F/RESOLUTIONS/2012-13/R12-13.002.CCMEMO.12-13-12

**HONORARY CITY COUNCILOR POSITION DESCRIPTION**

The position of Honorary City Councilor was established by the Willamina City Council on April 11, 2013. Following is an outline of the requirements for the position as well as the roles and responsibilities of the position, City Council and staff.

- 1) Member must live within the City Limits of Willamina, Oregon.
- 2) Member will be elected by the school and serving will be counted as a Senior Project. Member must keep current grade average while serving.
- 3) Member will serve a 1-year term, including summer months, and must attend all City Council meetings unless prior approval is given for absence.
- 4) Member will abide by all City Council rules and regulations.
- 5) Member will be given all rights and responsibilities as a regular City Council member, with the exception of voting privilege.
- 6) Member will be given a 2-hour orientation by the City Recorder. Following orientation, member will be assigned a City Councilor as a mentor for his or her term.
- 7) Member will receive all paperwork given to a City Councilor, prior to meetings; typically on the Friday before the scheduled meeting date.
- 8) Member's contact information will not be released by the City due to child protection laws.
- 9) City Council will review the program in October of each year to evaluate, amend or end this position.

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- 7) Member will receive all paperwork given to a City Councilor, prior to meetings; typically on the Friday before the scheduled meeting date.
- 8) Member's contact information will not be released by the City due to child protection laws.
- 9) City Council will review the program in October of each year to evaluate, amend or end this position.
- 10) Honorary Councilor can make or second motions, but s/he will not count towards a quorum or vote on any motion, including a motion that he/she makes.

WILLAMINA MUNICIPAL COURT SUSPENDED TICKETS AS OF 6.30.10

DOCKET NUMBER	Issue Date	Total Fine	Notes	Last Payment Date	Payment Amount	Current Amount Owed	suspended status count
T07083	06/30/2007	\$ 242.00	Research unable to find ticket	12/03/2008	25 \$	242.00	1
T00199	07/03/2001	\$ 175.00				\$ 175.00	2
T0053	05/12/1996	\$ 615.00				\$ 615.00	3
T04077	12/15/2004	\$ 237.00				\$ 237.00	4
T00007	04/27/2000	\$ 77.00				\$ 77.00	5
T98107	07/24/1998	\$ 250.00				\$ 250.00	6
T06102	07/04/2006	\$ 760.00				\$ 760.00	7
T07052	04/04/2007	\$ 97.00				\$ 97.00	8
T04038	04/08/2004	\$ 200.00				\$ 200.00	9
T05043	06/20/2005	\$ 446.00				\$ 446.00	10
T05117	10/21/2005	\$ 421.00				\$ 421.00	11
T08022	02/12/2008	\$ 387.00				\$ 387.00	12
T01147	11/21/2001	\$ 295.00				\$ 295.00	13
T06137	10/26/2006	\$ 760.00				\$ 760.00	14
T05046	06/01/2005	\$ 356.00				\$ 356.00	15
T98034	03/14/2008	\$ 510.00				\$ 510.00	16
T08010	02/05/2008	\$ 427.00				\$ 427.00	17
T06114	07/31/2006	\$ 465.00				\$ 465.00	18
T08045	05/14/2008	\$ 427.00				\$ 427.00	19
T07044	03/24/2007	\$ 427.00				\$ 427.00	20
T07055	04/13/2007	\$ 766.00				\$ 766.00	21
T0006	01/12/1995	\$ 426.00				\$ 426.00	22
T98108	07/25/1998	\$ 460.00				\$ 460.00	23
T05138	11/27/2005	\$ 94.00				\$ 94.00	24
T06117	08/01/2006	\$ 592.00				\$ 592.00	25
T7077	09/21/2005	\$ 777.00				\$ 777.00	26
T04059	08/20/2004	\$ 331.00				\$ 331.00	27
T07010	01/04/2007	\$ 760.00				\$ 760.00	28
T00054	10/27/2000	\$ 285.00				\$ 285.00	29
T08028	03/12/2008	\$ 427.00				\$ 427.00	30
T97033	04/24/1997	\$ 80.00				\$ 80.00	31
T07003	02/10/2007	\$ 242.00				\$ 242.00	32
T98011	12/30/1997	\$ 180.00				\$ 180.00	33
T08026	04/09/2008	\$ 427.00				\$ 427.00	34

WILLAMINA MUNICIPAL COURT SUSPENDED TICKETS AS OF 6.30.10

DOCKET NUMBER	Issue Date	Total Fine	Notes	Last Payment Date	Payment Amount	Current Amount Owed	suspended status count
T07012	01/10/2007	\$ 427.00				\$ 427.00	35
T06136	11/21/2006	\$ 421.00				\$ 421.00	36
T06125	09/20/2006	\$ 857.00				\$ 857.00	37
T97032	04/30/1997	\$ 285.00				\$ 285.00	38
T02048	11/09/2002	\$ 420.00				\$ 420.00	39
T06133	09/23/2006	\$ 427.00				\$ 427.00	40
T07014	01/09/2007	\$669.00				\$ 669.00	41
T07073	06/06/2007	\$ 97.00				\$ 97.00	42
T06062	03/25/2006	\$ 669.00				\$ 669.00	43
T05139	11/27/2005	\$ 400.00				\$ 400.00	44
T03029	08/19/2003	\$ 400.00				\$ 400.00	45
T06034	01/29/2006	\$ 421.00				\$ 421.00	46
T05061	07/09/2005	\$ 237.00				\$ 237.00	47
T01132	10/28/2001	\$ 284.00				\$ 284.00	48
T05109	10/14/2005	\$ 799.00				\$ 799.00	49
T06033	01/23/2006	\$ 170.00				\$ 170.00	50
T03004	01/22/2003	\$ 295.00				\$ 295.00	51
T97026	04/11/1997	\$ 669.00				\$ 669.00	52
T04073	11/06/2004	\$ 895.00				\$ 895.00	53
T02053	11/22/2002	\$ 295.00				\$ 295.00	54
T03012	03/05/2003	\$ 547.00				\$ 547.00	55
T03024	06/04/2003	\$ 295.00				\$ 295.00	56
T05054	06/15/2005	\$ 474.00				\$ 474.00	57
T00040	10/22/2000	\$ 175.00				\$ 175.00	58
T00018	08/04/2000	\$ 77.00				\$ 77.00	59
T06010	12/13/2005	\$ 421.00				\$ 421.00	60
T06134	10/07/2006	\$ 345.00				\$ 345.00	61
T067619	10/19/2006	\$ 427.00				\$ 427.00	62
T05060	06/19/2005	\$ 421.00				\$ 421.00	63
T07024	01/23/2007	\$ 156.00	Research unable to find ticket			\$ 156.00	64
T98043	03/20/1998	\$ 460.00				\$ 460.00	65
T98089	06/11/1998	\$ 630.00				\$ 630.00	66
T06107	07/03/2006	\$ 387.00	Research unable to find ticket			\$ 387.00	67
T05131	11/16/2005	\$ 474.00				\$ 474.00	68

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DOCKET NUMBER	Issue Date	Total Fine	Notes	Last Payment Date	Payment Amount	Current Amount Owed	suspended status count
T07028	01/22/2007	\$ 122.00	Research unable to find ticket		\$	\$ 122.00	69
T07057	04/20/2007	\$ 427.00			\$	\$ 427.00	70
T97064	06/24/1995	\$ 30.00			\$	\$ 30.00	71
T03040	07/16/2003	\$ 77.00			\$	\$ 77.00	72
T04013	01/18/2004	\$ 421.00	Research unable to find ticket		\$	\$ 421.00	73
T07043	03/06/2007	\$ 421.00			\$	\$ 421.00	74
T05064	08/01/2005	\$ 95.00			\$	\$ 95.00	75
T98119	09/25/1998	\$ 235.00			\$	\$ 235.00	76
T05113	10/07/2005	\$ 94.00			\$	\$ 94.00	77
T07076	05/11/2007	\$ 572.00			\$	\$ 572.00	78
T07121	11/01/2007	\$ 242.00		01/14/2009	64	\$ 178.00	79
T06126	09/20/2006	\$ 97.00			\$	\$ 97.00	80
T00182	05/01/2001	\$ 295.00			\$	\$ 295.00	81
T00183	05/01/2001	\$ 175.00			\$	\$ 175.00	82
T06124	09/07/2006	\$ 808.00			\$	\$ 808.00	83
T97105	09/18/2007	\$ 290.00			\$	\$ 290.00	84
T05017	04/21/2005	\$ 658.00			\$	\$ 658.00	85
T04043	05/12/2004	\$ 378.00			\$	\$ 378.00	86
T00157	02/20/2001	\$ 350.00			\$	\$ 350.00	87
T08053	06/29/2008	\$ 427.00			\$	\$ 427.00	88
T00069	12/03/2000	\$ 284.00			\$	\$ 284.00	89
T00070	12/03/2000	\$ 547.00			\$	\$ 547.00	90
T08054	07/29/2008	\$ 97.00		01/23/2009	10	\$ 87.00	91
T07104	09/19/2007	\$ 97.00			\$	\$ 97.00	92
T01120	09/08/2001	\$ 470.00			\$	\$ 470.00	93
T06149	11/14/2006	\$ 200.00	Research unable to find ticket		\$	\$ 200.00	94
T04032	03/09/2004	\$ 237.00			\$	\$ 237.00	95
T08029	03/15/2008	\$ 427.00			\$	\$ 427.00	96
T05063	07/11/2005	\$ 752.00			\$	\$ 752.00	97
T04055	06/22/2004	\$ 324.00			\$	\$ 324.00	98
T07074	05/16/2007	\$ 339.00			\$	\$ 339.00	99
T05034	06/02/2005	\$ 225.00			\$	\$ 225.00	100
T06119	08/14/2006	\$ 518.00			\$	\$ 518.00	101
T990008	04/04/1999	\$ 310.00			\$	\$ 310.00	102

## WILLAMINA MUNICIPAL COURT SUSPENDED TICKETS AS OF 6.30.10

DOCKET NUMBER	Issue Date	Total Fine	Notes	Last Payment Date	Payment Amount	Current Amount Owed	suspended status count
T07122	10/26/2007	\$ 242.00	Research unable to find ticket		\$	\$ 242.00	103
T03074	12/11/2003	\$ 573.00			\$	\$ 573.00	104
T98061	06/01/1998	\$ 120.00			\$	\$ 120.00	105
T12278	07/03/2008	\$ 97.00			\$	\$ 97.00	106
T07041	02/22/2007	\$ 524.00			\$	\$ 524.00	107
T08007	12/26/2007	\$ 427.00			\$	\$ 427.00	108
T07031	12/17/2006	\$ 427.00			\$	\$ 427.00	109
T03042	11/15/2003	\$ 237.00			\$	\$ 237.00	110
T08013	03/05/2008	\$ 427.00			\$	\$ 427.00	111
T05085	09/04/2005	\$ 421.00			\$	\$ 421.00	112
T02044	09/20/2002	\$ 579.00			\$	\$ 579.00	113
T00021	09/23/2000	\$ 350.00			\$	\$ 350.00	114
T03015	03/18/2003	\$ 375.00			\$	\$ 375.00	115
T05055	06/10/2005	\$ 237.00			\$	\$ 237.00	116
T066540	09/06/2006	\$ 100.00			\$	\$ 100.00	117
T05069	08/11/2005	\$ 752.00	Research unable to find ticket		\$	\$ 752.00	118
T04081	12/29/2004	\$ 421.00			\$	\$ 421.00	119
T99041	09/22/1999	\$ 460.00			\$	\$ 460.00	120
T00068	12/01/2000	\$ 379.00			\$	\$ 379.00	121
T08044	05/17/2008	\$ 427.00			\$	\$ 427.00	122
T98129	09/29/1998	\$ 120.00			\$	\$ 120.00	123
T07066	06/15/2007	\$ 484.00			\$	\$ 484.00	124
T07066	06/15/2007	\$ 427.00			\$	\$ 427.00	125
T08-019	03/06/2008	\$ 427.00			\$	\$ 427.00	126
T06032	01/02/2006	\$ 752.00			\$	\$ 752.00	127
T04063	08/30/2004	\$ 421.00			\$	\$ 421.00	128
T99018	04/10/1999	\$ 120.00			\$	\$ 120.00	129
T98135	10/22/1998	\$ 80.00			\$	\$ 80.00	130
T97109	09/30/1997	\$ 120.00			\$	\$ 120.00	131
T00057	12/17/2000	\$ 374.00			\$	\$ 374.00	132
T98081	05/28/1998	\$ 230.00			\$	\$ 230.00	133
T06109	07/14/2006	\$ 518.00			\$	\$ 518.00	134
T05095	09/28/2005	\$ 421.00			\$	\$ 421.00	135
T07102	08/28/2007	\$ 484.00			\$	\$ 484.00	136

WILLAMINA MUNICIPAL COURT SUSPENDED TICKETS AS OF 6.30.10

DOCKET NUMBER	Issue Date	Total Fine	Notes	Last Payment Date	Payment Amount	Current Amount Owed	suspended status count
T08064	07/28/2008	\$ 145.00				\$ 145.00	137
T06139	12/01/2006	\$ 399.00		05/29/2007	204	\$ 195.00	138
T07009	12/18/2006	\$ 242.00				\$ 242.00	139
T02032	08/04/2002	\$ 175.00				\$ 175.00	140
T05107	10/14/2005	\$ 202.00				\$ 202.00	141
T05141	11/29/2005	\$ 94.00				\$ 94.00	142
T98116	09/09/1998	\$ 1,351.00				\$ 1,351.00	143
T07018	01/07/2007	\$ 242.00				\$ 242.00	144
T07045	03/22/2007	\$ 427.00				\$ 427.00	145
T03041	07/16/2003	\$ 175.00				\$ 175.00	146
T05073	08/27/2005	\$ 94.00				\$ 94.00	147
T02040	09/26/2002	\$ 175.00				\$ 175.00	148
T07069	06/19/2007	\$ 242.00				\$ 242.00	149
		\$ 55,404.00				\$ 55,404.00	
						\$ -	
						\$ 57,497.00 ***	
						\$ 112,901.00	

OPEN/CLOSED CASES  
ACCOUNTS RECEIVABLE AS OF: 6/30/2010

RUN DATE: 5/14/13

OFFENSE DATE RANGE: /0000 - 6/30/2010

DOCKET NMBR	CITATION	DEFENDANT NAME	AGENCY	OFFENSE DATE	COURT DATE	AS OF DATE BALANCE	PMTS SINCE AS OF DATE	CURRENT BALANCE
12 T 000248	000000			00/00/00	00/00/00	.00	.00	.00
12 T 000331	000000			00/00/00	00/00/00	.00	.00	.00
12 T 000350	000000			00/00/00	00/00/00	.00	.00	.00
09 T 000037	OR014290			04/17/09	00/00/00	257.00	257.00	.00
10 T 000212	142900			04/17/09	00/00/00	.00	.00	.00
07 T 000213	603240			10/17/07	11/20/07	145.00	.00	145.00
07 T 007127	OR603240			10/17/07	00/00/00	145.00	.00	145.00
07 T 07127A	OR603240			10/17/07	00/00/00	242.00	.00	242.00
09 T 000056	014326			06/26/09	07/21/09	242.00	.00	242.00
09 T 000060	018628			10/31/09	11/17/09	307.00	.00	307.00
10 T 000191	186280			10/31/09	11/12/09	.00	.00	.00
11 T 00254A	OR014530			06/21/11	06/21/11	40.00	40.00	.00
09 T 000101	021733			08/12/09	09/15/09	97.00	.00	97.00
07 T 07127B	OR603240			10/17/07	00/00/00	427.00	.00	427.00
07 T 00213B	OR603240			10/17/07	00/00/00	.00	.00	.00
07 T 00213C	OR603240			10/17/07	11/20/07	.00	.00	.00
10 T 090710	\R186090			10/17/07	11/20/07	.00	.00	.00
10 T 90710B	186090			05/29/10	06/15/10	231.00	225.00	6.00
10 T 90710C	186090			05/29/10	06/15/10	515.00	.00	515.00
08 T 08040	109210			05/29/10	06/15/10	115.00	.00	115.00
08 T 007095	OR618750			04/11/08	05/20/08	.00	.00	.00
11 T 006074	OR053038			08/08/07	08/21/07	300.00	.00	300.00
08 T 000207	227130			04/26/06	00/00/00	436.00	.00	436.00
08 T 00207B	618900			10/20/09	11/17/09	300.00	.00	300.00
09 T 000070	091090			10/20/09	11/17/09	300.00	.00	300.00
09 T 000071	022713			10/20/09	11/17/09	300.00	.00	300.00
08 T 000208	OR122820			07/09/08	08/19/08	.00	.00	.00
08 T 008063	122870			07/28/08	08/19/08	145.00	.00	145.00
09 T 000002	011487			02/05/09	02/24/09	242.00	.00	242.00
07 T 007101	OR618720			10/04/07	10/18/07	97.00	.00	97.00
09 T 00210B	138660			01/09/08	01/27/09	242.00	.00	242.00
05 T 00210C	138660			01/09/08	01/27/09	427.00	.00	427.00
05 T 000210	135740			01/29/09	02/17/09	427.00	.00	427.00
09 T 000017	013574			01/29/09	02/17/09	.00	.00	.00
09 T 000036	OR013866			01/29/09	02/17/09	.00	.00	.00
09 T 00016A	OR138660			01/09/08	01/27/09	242.00	.00	242.00
09 T 09-308	135740			01/09/08	01/27/09	427.00	.00	427.00
11 T 00295A	000000			01/29/09	02/17/09	427.00	.00	427.00
10 T 000105	015043			00/00/00	00/00/00	.00	.00	.00
10 T 000095	014997			04/23/10	05/18/10	265.00	.00	265.00
09 T 009308	013574			04/02/10	04/20/10	.00	.00	.00
09 T 008039	105540			01/29/09	02/17/09	427.00	.00	427.00
09 T 000065	022390			04/19/08	05/20/08	427.00	.00	427.00
08 T 008052	010570			05/29/09	06/16/09	97.00	.00	97.00
08 T 008072	012646			06/12/08	07/15/08	242.00	.00	242.00
09 T 000093	014439			08/08/08	08/19/08	427.00	.00	427.00
10 T 000076	018761			07/17/09	08/18/09	145.00	.00	145.00
10 T 000076	018761			03/16/10	03/16/10	157.00	.00	157.00

OPEN/CLOSED CASES  
ACCOUNTS RECEIVABLE AS OF: 6/30/2010  
OFFENSE DATE RANGE: /0000 - 6/30/2010

RUN DATE: 5/14/13

DOCKET NMHR	CITATION	DEFENDANT NAME	AGENCY	OFFENSE DATE	COURT DATE	AS OF DATE BALANCE	PMTS SINCE AS OF DATE	CURRENT BALANCE
10 T 000077	018761			03/16/10	06/16/10	302.00	.00	302.00
10 T 000099	018761			02/27/10	03/16/10	157.00	.00	157.00
10 T 000100	018761			02/27/10	03/16/10	302.00	.00	302.00
07 T T07044	608420			03/24/07	04/24/07	427.00	.00	427.00
07 T 000214	608460			04/13/07	04/24/07	427.00	.00	427.00
07 T 00214B	608460			04/13/07	04/24/07	242.00	.00	242.00
07 T 00214C	608460			04/13/07	04/24/07	97.00	.00	97.00
07 T T07109	618680			10/03/07	10/18/07	97.00	.00	97.00
07 T T01109	OR618680			10/03/07	10/18/07	.00	.00	.00
08 T 000091	010585			07/08/08	08/19/08	242.00	.00	242.00
10 O 060410	015034			03/26/10	04/20/10	322.00	.00	322.00
10 O 000108	023257			06/08/10	07/20/10	15.00	.00	15.00
08 T T08062	OR122880			07/20/08	08/19/08	.00	.00	.00
10 T 000075	019444			02/16/10	03/16/10	225.00	.00	225.00
11 T 060300	OR060300			04/30/07	05/22/07	687.00	687.00	225.00
10 T 40410A	150330			03/24/10	04/20/10	15.00	.00	15.00
10 T 40410B	150330			03/24/10	04/20/10	15.00	.00	15.00
08 T T08015	OR643230			01/16/08	02/19/08	.00	.00	.00
09 O 000046	OR021607			06/16/09	07/21/09	300.00	.00	300.00
09 T 000082	011490			02/06/09	02/24/09	145.00	.00	145.00
06 T 000215	001080			12/19/05	01/31/06	237.00	.00	237.00
06 T T0815B	001080			12/19/05	01/31/06	141.00	.00	141.00
08 T T08030	109230			04/16/08	05/20/08	.00	.00	.00
11 T 000282	OR251310			06/00/00	01/17/12	200.00	200.00	.00
07 O T07092	621760			08/06/07	08/21/07	.00	.00	.00
12 T 000335	OR100000			08/00/00	07/17/12	160.00	160.00	.00
09 T 000086	011456			02/26/09	03/17/09	97.00	.00	97.00
08 T T08086	011430			08/20/08	09/09/08	97.00	.00	97.00
08 T 000056	012645			08/08/08	08/19/08	427.00	.00	427.00
10 T 050710	OR237830			00/00/00	07/20/10	472.00	.00	472.00
08 T T08075	105890			01/10/08	08/19/08	145.00	.00	145.00
09 T 000048	018502			03/28/09	04/21/09	242.00	.00	242.00
07 T T07098	618780			08/07/07	08/21/07	.00	.00	.00
11 T 000287	251390			00/00/00	11/15/11	200.00	200.00	.00
08 T T08070	OR105980			08/06/08	08/19/08	.00	.00	.00
08 T T08012	101810			02/09/08	02/19/08	427.00	.00	427.00
08 T T08013	101810			02/09/08	02/19/08	242.00	.00	242.00
08 T 000043	011428			08/07/08	08/19/08	97.00	.00	97.00
10 T 000109	023781			06/08/10	07/20/10	487.00	.00	487.00
12 T 000312	OR010101			00/00/00	00/00/00	.00	.00	.00
11 T T07002	OR608250			02/04/07	02/20/07	500.00	500.00	.00
08 O 000042	011861			08/23/08	09/09/08	150.00	.00	150.00
10 T 00021C	105930			07/28/08	08/19/08	187.00	.00	187.00
08 T T08095	013029			09/26/08	10/21/08	242.00	.00	242.00
09 T 000009	014185			09/10/09	10/13/09	427.00	.00	427.00
09 T 000161	154210			07/21/09	08/18/09	267.00	42.00	225.00
10 T 000181	186490			01/22/10	02/23/10	205.00	.00	205.00

OPEN/CLOSED CASES  
ACCOUNT'S RECEIVABLE AS OF: 5/30/2010  
OFFENSE DATE RANGE: /0000 - 5/30/2010

RUN DATE: 5/14/13

POCKET NMNR	CITYATION	DEFENDANT NAME	AGENCY	OFFENSE DATE	COURT DATE	AS OF DATE BALANCE	PMTS SINCE AS OF DATE	CURRENT BALANCE
10 T 000102	186490			01/22/10	02/20/10	205.00	.00	205.00
09 T 000085	000000			02/17/09	03/17/09	242.00	.00	242.00
09 T 000217	OR114470			04/29/09	05/19/09	.00	.00	.00
09 T 000026	022388			05/28/09	06/16/09	145.00	145.00	.00
09 T 000035	013865			01/03/09	01/21/09	242.00	242.00	.00
09 T 000013	014263			03/12/09	04/21/09	242.00	.00	242.00
09 T 00061A	014455			10/17/09	11/17/09	121.00	40.00	81.00
09 T 00061B	014455			10/17/09	11/17/09	443.00	.00	443.00
09 T 00061C	014455			10/17/09	11/17/09	277.00	.00	277.00
09 T 00167A	022582			07/10/09	07/21/09	56.00	20.00	36.00
09 T 00167B	022582			07/10/09	07/21/09	182.00	.00	182.00
09 T 000047	019250			05/01/09	05/19/09	427.00	.00	427.00
11 T 000280	OR025120			09/00/00	09/20/11	497.00	.00	497.00
10 T 000078	019443			02/16/10	03/16/10	302.00	.00	302.00
06 T T06041	531440			00/00/00	00/00/00	363.00	363.00	.00
08 T T08050	105740			06/19/08	07/15/08	97.00	.00	97.00
09 T 000080	014391			08/22/09	09/15/09	427.00	.00	427.00
10 O 000107	023259			06/08/10	07/20/10	15.00	.00	15.00
09 T 000053	014294			05/02/09	05/19/09	242.00	.00	242.00
08 T 000318	101800			02/09/08	02/19/08	145.00	.00	145.00
08 T 002188	101900			02/09/08	02/19/08	242.00	.00	242.00
06 T 006697	539530			01/27/06	02/21/06	436.00	.00	436.00
09 T 000219	138640			01/03/09	01/27/09	242.00	.00	242.00
09 T 000034	013864			01/03/09	01/27/09	242.00	.00	242.00
10 T 000097	018647			01/16/10	02/23/10	157.00	.00	157.00
10 T 060210	186470			01/16/10	02/23/10	142.00	.00	142.00
10 T 000098	015028			02/06/10	02/23/10	487.00	.00	487.00
09 T 000067	022384			05/27/09	06/16/09	145.00	.00	145.00
12 T 000327	OR024834			06/00/00	11/20/12	.00	.00	.00
08 T TOR021	109060			02/16/08	03/18/08	242.00	.00	242.00
09 T 000084	014688			07/21/09	08/18/09	242.00	.00	242.00
08 T TOR051	105730			06/19/08	07/15/08	97.00	.00	97.00
11 T 040510	143310			04/27/10	05/18/10	142.00	.00	142.00
10 T 000104	014431			04/27/10	05/18/10	157.00	.00	157.00
09 T 000083	023395			05/30/09	06/16/09	145.00	.00	145.00
08 T 000221	105500			04/17/08	05/20/08	427.00	.00	427.00
08 T 00221B	105500			04/17/08	05/20/08	242.00	.00	242.00
07 T TOR086	619080			07/17/07	08/21/07	427.00	.00	427.00
08 T TOR061	105950			07/28/08	08/19/08	145.00	.00	145.00
09 T 00005A	011482			01/29/09	02/24/09	427.00	.00	427.00
09 T 00005B	011482			01/29/09	02/24/09	242.00	.00	242.00
10 T 010410	150310			03/17/10	04/20/10	322.00	.00	322.00
09 T 00005A	022386			05/28/09	06/16/09	145.00	.00	145.00
08 T 000222	105630			05/10/08	06/17/08	242.00	.00	242.00
08 T 00222B	105630			05/10/08	06/17/08	242.00	.00	242.00
08 T 00222C	105630			05/10/08	06/17/08	242.00	.00	242.00
07 T TOR117	642570			10/10/07	10/18/07	97.00	.00	97.00

OPEN/CLOSED CASES  
ACCOUNTS RECEIVABLE AS OF: 6/30/2010  
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RUN DATE: 5/14/13

DOCKET NMBR	CITATION	DEFENDANT NAME	AGENCY	OFFENSE DATE	COURT DATE	AS OF DATE BALANCE	AS OF DATE BALANCE	PMTS SINCE AS OF DATE	CURRENT BALANCE
09 T 000072	019357	JUSTEN, KERRY		11/29/09	12/15/09	.00	.00	.00	.00
09 O 000069	001369	KARKANEN, DAVID		09/30/09	09/30/09	3,300.00	3,300.00	.00	3,300.00
09 T 000044	014311	KIDWELL, RANDALL		04/12/09	06/16/09	427.00	427.00	.00	427.00
09 T 000062	012920	KIRKLAND, NESSA		10/15/09	11/17/09	307.00	307.00	.00	307.00
08 T 008057	011434	KOENIG, MICHAEL		09/18/08	10/21/08	427.00	427.00	75.00	352.00
08 O 000014	001361	KOENIG, MICHAEL		10/16/08	11/18/08	300.00	300.00	.00	300.00
07 O 000049	061000	KOSEL, MARY		08/07/07	08/21/07	300.00	300.00	.00	300.00
09 T 000087	011			01/23/09	02/24/09	242.00	242.00	.00	242.00
09 T 000030	011			01/19/09	02/24/09	145.00	145.00	.00	145.00
09 T 000003	022			05/30/09	06/16/09	145.00	145.00	.00	145.00
11 T 030210	OR015			00/00/00	12/29/09	492.00	492.00	492.00	.00
11 T 302108	OR15			00/00/00	01/19/09	162.00	162.00	162.00	.00
08 T 000004	011			04/18/08	05/20/08	242.00	242.00	.00	242.00
07 T 007089	OR06			07/21/07	08/21/07	504.00	504.00	.00	504.00
11 T 006016	OR00			00/00/00	00/00/00	644.00	644.00	.00	644.00
10 T 000178	15		15	03/27/10	04/20/10	.00	.00	.00	.00
09 T 000021	02			06/05/09	06/16/09	.00	.00	.00	.00
09 T 000033	02			01/02/09	01/27/09	427.00	427.00	.00	427.00
09 T 000024	02			07/18/09	08/18/09	242.00	242.00	.00	242.00
10 T 000106	0			06/26/10	07/20/10	322.00	322.00	.00	322.00
10 T 000111	0			06/26/10	07/20/10	322.00	322.00	.00	322.00
08 T 000006	0			11/27/08	12/16/08	242.00	242.00	.00	242.00
11 T 007037	ORC			12/12/06	00/00/00	257.00	257.00	257.00	.00
09 T 000079	0			07/21/09	08/18/09	242.00	242.00	.00	242.00
08 T 000015	0			12/12/08	01/20/09	242.00	242.00	.00	242.00
09 T 000081	0			07/16/09	08/18/09	242.00	242.00	.00	242.00
09 T 000074	0			01/27/10	02/23/10	205.00	205.00	.00	205.00
07 T 007134	0			11/28/07	12/18/07	242.00	242.00	.00	242.00
07 O 000050	OR			04/19/08	05/20/08	.00	.00	.00	.00
08 T 008058	0			08/21/08	09/16/08	97.00	97.00	.00	97.00
08 T 008037	0			04/19/08	05/20/08	242.00	242.00	.00	242.00
08 T 008043	0			04/12/08	05/20/08	242.00	242.00	.00	242.00
09 T 008085	0			08/21/08	09/16/08	427.00	427.00	.00	427.00
08 T 000050	0			04/19/08	00/00/00	.00	.00	.00	.00
08 T 00051A	0			08/21/08	09/16/08	.00	.00	.00	.00
08 T 00051B	0			08/21/08	09/16/08	.00	.00	.00	.00
05 T 05140A	0			12/24/05	01/31/06	.00	.00	.00	.00
05 T 05140B	0			12/24/05	01/31/06	.00	.00	.00	.00
05 T 05140C	0			12/24/05	01/31/06	.00	.00	.00	.00
08 O 000041	0			09/08/08	10/21/08	150.00	150.00	.00	150.00
09 O 000055	0			08/20/08	09/16/08	.00	.00	.00	.00
10 T 000112	0			06/19/10	07/20/10	256.00	256.00	256.00	.00
10 T 000113	0			06/19/10	07/20/10	231.00	231.00	231.00	.00
09 T 000059	0			11/06/09	11/17/09	210.00	210.00	.00	210.00
09 T 000029	0			02/28/09	03/17/09	97.00	97.00	.00	97.00
04 T 61406A	0			00/00/00	00/00/00	237.00	237.00	.00	237.00
04 T 61406B	0			00/00/00	00/00/00	141.00	141.00	141.00	.00

OPEN/CLOSED CASES  
ACCOUNTS RECEIVABLE AS OF: 6/30/2010  
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RUN DATE: 5/14/13

DOCKET NMBR	CITATION	DEFENDANT NAME	AGENCY	OFFENSE DATE	COURT DATE	AS OF DATE BALANCE	EMTS SINCE AS OF DATE	CURRENT BALANCE
08 T 000058	012646			08/08/08	00/19/08	427.00	.00	427.00
09 T 000028	014287			04/10/09	04/21/09	242.00	.00	242.00
08 C 000001	061919			06/13/08	07/15/08	150.00	.00	150.00
08 C 000089	061919			06/13/08	07/15/08	300.00	.00	300.00
10 T 000014	023817			01/08/10	09/21/10	177.00	.00	177.00
09 T 000045	021677			05/24/09	06/16/09	.00	.00	.00
10 T 000143	216930			07/27/09	08/18/09	125.00	75.00	50.00
05 T T05042	579062			06/20/05	07/19/05	500.00	500.00	.00
10 T 000103	014332			04/28/10	05/18/10	125.00	125.00	.00
10 T 000146	000000			00/00/00	00/00/00	.00	.00	.00
10 C 070410	015042			04/16/10	04/20/10	500.00	500.00	.00
10 T 080410	015036			04/08/10	04/20/10	.00	.00	.00
08 T T08084	011929			08/28/08	09/09/08	242.00	.00	242.00
08 T 000012	011929			08/28/08	09/09/08	242.00	.00	242.00
08 T 000038	012253			11/09/08	10/21/08	.00	.00	.00
08 T 000039	010661			10/31/08	11/18/08	.00	.00	.00
10 T 00179A	608540			01/15/07	02/20/07	97.00	.00	97.00
10 T 00179B	608540			01/15/07	02/20/07	242.00	.00	242.00
10 T 090210	186450			01/15/09	02/23/10	.00	.00	.00
09 T 000007	022633			09/16/09	10/13/09	262.00	.00	262.00
11 T T05132	OR001830			11/21/05	12/20/05	94.00	94.00	.00
11 T T06143	OR623430			10/28/06	11/21/06	427.00	427.00	.00
11 T T07032	OR620370			12/19/06	01/16/07	442.00	442.00	.00
09 T 000032	013867			01/10/09	01/27/09	145.00	.00	145.00
10 T 20310A	187610			02/27/10	03/16/10	157.00	.00	157.00
10 T 20310B	187610			02/27/10	03/16/10	302.00	.00	302.00
10 T 70210A	152320			01/25/10	02/16/10	40.00	.00	40.00
10 T 70210B	152320			01/25/10	02/16/10	322.00	.00	322.00
10 T 030410	015247			03/20/10	04/20/10	184.00	.00	184.00
09 T 000008	012910			09/16/09	10/13/09	262.00	.00	262.00
10 T 000199	OR237800			05/29/10	06/14/10	305.00	305.00	.00
09 T 000025	014429			06/17/09	07/21/09	427.00	.00	427.00
09 T 000031	014289			04/10/09	04/21/09	242.00	.00	242.00
09 T 000073	015000			11/19/09	12/22/09	160.00	.00	160.00
11 T 00252A	OR025104			00/00/00	06/21/11	142.00	.00	142.00
10 T 020510	015044			04/24/10	05/18/10	.00	.00	.00
09 T 000023	014298			05/09/09	05/19/09	242.00	.00	242.00
10 T 000142	143250			06/20/09	07/21/09	352.00	50.00	302.00
09 T 000063	011488			02/05/09	02/24/09	242.00	.00	242.00
09 T 000064	022702			08/24/09	09/15/09	242.00	.00	242.00
09 T 000020	011485			02/05/09	02/24/09	242.00	.00	242.00
10 T 000190	579250			08/03/05	09/20/05	500.00	.00	500.00
06 T 006113	000128			07/31/06	08/15/06	615.00	.00	615.00
08 C 000018	011864			09/08/08	10/21/08	150.00	.00	150.00
08 C 000040	012293			08/20/08	09/16/08	150.00	.00	150.00
08 C 083257	011864			09/08/08	10/21/08	150.00	.00	150.00
09 T 000057	014380			00/00/00	07/30/09	242.00	.00	242.00



**EXHIBIT A - RESOLUTION #12.13-019**

FUND	DEPARTMENT	ADJUST FROM			ADJUST TO		
		LINE ITEM	DESCRIPTION	AMOUNT	LINE ITEM	DESCRIPTION	AMOUNT
GENERAL FUND (10)	CITY COUNCIL	010-100-6077	CONF/SEMINARS/TRAINING	\$ 2,000	010-100-6077	CONF/SEMINARS/TRAINING	\$ 1,800
		010-100-6079	TRAVEL & MEETINGS	\$ 2,000	010-100-6079	TRAVEL & MEETINGS	\$ 2,200
GENERAL FUND (10)	ADMINISTRATION	010-150-5940	WORKERS COMP	\$ 150	010-150-5940	WORKERS COMP	\$ 200
		010-150-5960	PERS	\$ 1,500	010-150-5960	PERS	\$ 1,450
		010-150-6005	BLDG MNT & REPAIR	\$ 6,000	010-150-6005	BLDG MNT & REPAIR	\$ 4,800
		010-150-6038	INSURANCE	\$ 2,000	010-150-6038	INSURANCE	\$ 3,200
		010-150-6050	MEMBERSHIP DUES	\$ 4,000	010-150-6050	MEMBERSHIP DUES	\$ 4,100
		010-150-6063	PRINTING/PUBLISHING	\$ 6,000	010-150-6063	PRINTING/PUBLISHING	\$ 5,000
		010-150-6065	PROFESSIONAL SERVICES	\$ 15,000	010-150-6065	PROFESSIONAL SERVICES	\$ 16,600
		010-150-6070	SUPPLIES	\$ 4,000	010-150-6070	SUPPLIES	\$ 1,900
		010-150-6068	IT SERVICES	\$ 2,000	010-150-6068	IT SERVICES	\$ 2,600
		010-150-8010	EQUIPMENT	\$ 1,200	010-150-8010	EQUIPMENT	\$ 2,200
	MUNICIPAL COURT	010-300-6053	COURT REFUNDS	\$ -	010-300-6053	COURT REFUNDS	\$ 50
		010-300-6066	PROFESSIONAL SERVICES	\$ 1,000	010-300-6066	PROFESSIONAL SERVICES	\$ 4,600
		010-300-6209	JAIL ASSESSMENTS	\$ 1,500	010-300-6209	JAIL ASSESSMENTS	\$ 100
		010-300-6268	STATE ASSESSMENTS	\$ 5,000	010-300-6268	STATE ASSESSMENTS	\$ 2,350
		010-300-6269	OTHER STATE FEES	\$ -	010-300-6269	OTHER STATE FEES	\$ 400
	PARKS	010-350-5420	UTILITY TECHNICIAN	\$ 12,300	010-350-5420	UTILITY TECHNICIAN	\$ 13,000
		010-350-5960	PERS	\$ 2,300	010-350-5960	PERS	\$ 1,600
		010-350-6038	INSURANCE	\$ 500	010-350-6038	INSURANCE	\$ 1,000
		010-350-6065	PROFESSIONAL SERVICES	\$ 2,000	010-350-6065	PROFESSIONAL SERVICES	\$ 3,000
		010-350-6068	IT SERVICES	\$ 500	010-350-6068	IT SERVICES	\$ 700
		010-350-6070	PARK SUPPLIES	\$ 4,000	010-350-6070	PARK SUPPLIES	\$ 2,000
		010-350-6090	UTILITIES	\$ 1,900	010-350-6090	UTILITIES	\$ 2,900
		010-350-6460	LANDSCAPING MAINTENANCE	\$ 1,500	010-350-6460	LANDSCAPING MAINTENANCE	\$ 800
		010-350-8010	EQUIPMENT	\$ 2,500	010-350-8010	EQUIPMENT	\$ 2,800
010-350-8090	SHOP IMPROVEMENTS	\$ 1,000	010-350-8090	SHOP IMPROVEMENTS	\$ 700		
	LIBRARY	010-400-5920	WORKERS COMP	\$ 300	010-400-5920	WORKERS COMP	\$ 500
		010-400-5960	PERS	\$ 6,400	010-400-5960	PERS	\$ 6,200
		010-400-6061	POSTAGE	\$ 100	010-400-6061	POSTAGE	\$ 600
		010-400-6038	INSURANCE	\$ 700	010-400-6038	INSURANCE	\$ 1,200

		010-400-6065	PROFESSIONAL SERVICES	\$ 2,000	010-400-6065	PROFESSIONAL SERVICES	\$ 1,000
		010-400-6068	IT SERVICES	\$ 1,000	010-400-6068	IT SERVICES	\$ 1,500
		010-400-6075	TELEPHONE	\$ 1,000	010-400-6075	TELEPHONE	\$ 1,100
		010-400-6079	TRAVEL & MEETINGS	\$ 500	010-400-6079	TRAVEL & MEETINGS	\$ 600
		010-400-6090	UTILITIES	\$ 3,200	010-400-6090	UTILITIES	\$ 2,400
		010-400-7501	AUDIO VISUAL (ADULT COLL)	\$ 2,000	010-400-7501	AUDIO VISUAL (ADULT COLL)	\$ 2,100
	PLANNING	010-400-6038	INSURANCE	\$ -	010-400-6038	INSURANCE	\$ 500
		010-400-6077	CONF/SEMINARS/TRAINING	\$ 3,200	010-400-6077	CONF/SEMINARS/TRAINING	\$ 2,400
		010-400-6068	IT SERVICES	\$ 500	010-400-6068	IT SERVICES	\$ 800
	MUSEUM	010-550-6038	INSURANCE	\$ -	010-550-6038	INSURANCE	\$ 500
		010-550-6068	IT SERVICES	\$ 700	010-550-6068	IT SERVICES	\$ 1,000
		010-550-6070	SUPPLIES	\$ 1,000	010-550-6070	SUPPLIES	\$ 200
STREETS (20)		020-100-5960	PERS	\$ 3,300	020-100-5960	PERS	\$ 2,370
		020-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 500	020-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 700
		020-100-8016	HVAC	\$ 200	020-100-8016	HVAC	\$ 100
		020-100-8010	EQUIPMENT	\$ 1,770	020-100-8010	EQUIPMENT	\$ 3,300
WATER FUND (30)		030-100-5960	PERS	\$ 12,400	030-100-5960	PERS	\$ 10,300
		030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 5,000	030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 6,900
		030-100-8016	HVAC	\$ -	030-100-8016	HVAC	\$ 200
SEWER FUND (40)		030-100-5960	PERS	\$ 11,000	030-100-5960	PERS	\$ 7,800
		030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ -	030-100-8030	ENERGY EFFICIENCY PROJECTS	\$ 2,000
		030-100-8016	HVAC	\$ -	030-100-8016	HVAC	\$ 200
		030-100-8010	EQUIPMENT	\$ 12,000	030-100-8010	EQUIPMENT	\$ 13,000



Mayor Corey Adams

Council Members:

*Ila Skyberg, Council President*  
*Rita Baller*  
*Gary Hill*  
*Laurie Toney*

City Staff:

City Recorder, *Sue Hollis*  
Library: *Melissa Hansen & Denise Willms*  
Office Coordinator: *Debbie Bernard*  
Office Specialist II: *Amber Deibel*  
Public Works Director: *Jeff Brown*.

**MEMO TO: CITY COUNCIL**

**DATE: JANUARY 10, 2013**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: CHANGES IN BANKING & LGIP AUTHORITIES**

**Background:**

1. With the election of a new Mayor, banking and Local Government Investment Pool (hereafter called LGIP) access and signature authorities need to be modified. The city currently has two accounts at Bank of America (General Checking & Payroll), one account at First Federal (Willamina Cemetery Savings Account), and an investment account with LGIP.
2. Attached are the following resolutions to effect the needed changes:
  - a. Resolution #12.13-002, Authorizing Access to Information and Making Transfers between Accounts, Direct Deposits & Wire Transfers for Payroll and Accounts Payable at the Bank of America; Modifying Current Signature Authority, & Access to Safe Deposit Box
  - b. Resolution #12.13-003, Authorizing Information Access and Modification of Required Signatures for the Willamina Cemetery Savings Account #5002906 at First Federal
  - c. Resolution #12-13.004, Granting Authorization for Information, Required Signatures, and Transfers into and out of the Local Government Investment Pool Account #5566
3. In order to access the funds in the bank accounts, new signature cards must be signed. Bank of America requires all signators to come to the bank on the same day to sign the cards. A copy of the appropriate resolution and two pieces of ID (Oregon Driver's License and a credit/debit card) are required. First Federal requires new signature cards as well, however, they do not have to be signed on the same day.

Memo to City Council  
January 10, 2013  
Page 2

**Action Requested:**

That Council adopt Resolutions #12.13-002, #12.13-003, and #12.13-004 to modify access and signature authority for City accounts at Bank of America, First Federal, and the LGIP.

Attachments

*F/RESOLUTIONS\2012-132\R12.13-002 R12.13-003 R12.13-004.CCMEMO.01-10-13*



Mayor Corey Adams

Council Members:

*Ila Skyberg, Council President*  
*Rita Baller*  
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**MEMO TO: CITY COUNCIL**  
**DATE: JANUARY 10, 2013**  
**FROM: SUE C HOLLIS, CITY RECORDER**  
**SUBJECT: CHANGES IN BANKING & LGIP AUTHORITIES**

**Background:**

1. With the election of a new Mayor, banking and Local Government Investment Pool (hereafter called LGIP) access and signature authorities need to be modified. The city currently has two accounts at Bank of America (General Checking & Payroll), one account at First Federal (Willamina Cemetery Savings Account), and an investment account with LGIP.
2. Attached are the following resolutions to effect the needed changes:
  - a. Resolution #12.13-003, Authorizing Access to Information and Making Transfers between Accounts, Direct Deposits & Wire Transfers for Payroll and Accounts Payable at the Bank of America; Modifying Current Signature Authority, & Access to Safe Deposit Box
  - b. Resolution #12.13-004, Authorizing Information Access and Modification of Required Signatures for the Willamina Cemetery Savings Account #5002906 at First Federal
  - c. Resolution #12-13.005, Granting Authorization for Information, Required Signatures, and Transfers into and out of the Local Government Investment Pool Account #5566
3. In order to access the funds in the bank accounts, new signature cards must be signed. Bank of America requires all signators to come to the bank on the same day to sign the cards. A copy of the appropriate resolution and two pieces of ID (Oregon Driver's License and a credit/debit card) are required. First Federal requires new signature cards as well, however, they do not have to be signed on the same day.

Memo to City Council  
January 10, 2013  
Page 2

**Action Requested:**

That Council adopt Resolutions #12.13-003, #12.13-004, and #12.13-005 to modify access and signature authority for City accounts at Bank of America, First Federal, and the LGIP.

Attachments

*F:\RESOLUTIONS\2012-132\R12.13-003 R12.13-004 R12.13-005.CCMEMO.01-10-13*



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary L Hill Jr*  
*Laurie Toney*

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Public Works Director: *Jeff Brown.*

**MEMO TO: CITY COUNCIL**

**DATE: FEBRUARY 14, 2013**

**FROM: SUE HOLLIS, CITY RECORDER**

**SUBJECT: APPROVAL OF PAYMENT FOR SEWAGE SPILL CLEANUP AND RESOLUTION #12.13-006, AUTHORIZING TRANSFER OF \$19,000 FROM THE SEWER FUND CONTINGENCY TO SPECIFIED SEWER FUND MATERIALS & SERVICES LINE ITEMS**

**Background:**

1. In December, a falling tree limb shorted out power lines near Hampton Lumber resulting in a city-wide power outage. This shut down the Washington Street sewer pump station. Typically, when a power outage occurs, the generator at the station kicks on. In this instance, it was not working well and staff was checking it out when it actually blew a piston through the block, narrowly missed Jeff Brown. The only option to keep the station running was to rent a generator until repairs or replacement could be made.
2. Jeff Brown, Public Works Director, rented a temporary generator and on December 14, 2012, asked Council for approval to repair the City's generator at an estimated cost of \$10,600. The request was approved. Final repairs to the generator came in at \$11,632.
3. After failure of the generator, sewage began to back up and resulted in a fairly large backup at the old high school building now called the West Valley Community Campus. Jeff Brown contacted available cleanup firms and made an emergency authorization for Advanced Recovery Corporation of Sheridan to do the work.
4. The cleanup took several days because of the need to dry out the area with fans after disinfection. The original billing from Advanced Recovery was, in the opinion of staff, excessive and they were asked to take another look at it. The final bill was reduced by approximately \$3,840 (from \$11,959.70 to \$8,140).
5. Both of these expenses have been submitted to the City's insurance carriers, but a decision about whether they are eligible for reimbursement is still pending.

6. Because these expenses were not expected, there are not sufficient funds in the current year's Materials and Services category to cover them and the routine operational costs between now and the end of June. There are funds in Contingency. The Contingency line item is intended to be used for unanticipated expenses.
7. Staff is requesting that Council authorize the transfer of \$19,000 from Contingency to Materials & Services as shown in the attached Resolution #12.13-006, Authorizing Transfer of \$19,000 from the Sewer Fund Contingency to the Specified Sewer Fund Materials & Services Line Items.

**Recommendation:**

That City Council:

- 1) Approve the payment of \$8,140 to Advanced Recovery Corporation; and
- 2) Approve Resolution #12.13-006, Authorizing Transfer of \$19,000 from the Sewer Fund Contingency to the Specified Sewer Fund Materials & Services Line Items

Attachment

F/RESOLUTIONS/R12.13-006.CC MEMO.02-14-13



Mayor Corey L Adams

**Council Members:**

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary L Hill Jr*  
*Laurie Toney*

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Public Works Director: *Jeff Brown*.

**MEMO TO: CITY COUNCIL**  
**DATE: MARCH 14, 2013**  
**FROM: SUE HOLLIS, CITY RECORDER**  
**SUBJECT: ADOPTING REQUIRED POLICY ON USE OF EXCESSIVE FORCE**

**Background:**

1. On February 22, 2013, Michelle Bilberry, Regional Coordinator, Infrastructure Financing Authority (hereafter called "IFA"), announced the award of a Community Development Block Grant (hereafter called "CDBG"), Project #P12021 (see attached letter).
2. On March 6, 2013, the City received the contract and background materials from the IFA. There are several steps required before the contract can be approved by Council.
3. The first step is adoption of a policy prohibiting the use of excessive force against nonviolent civil rights protesters. The City adopted a similar policy in 2010, however, that resolution named a specific CDBG grant for housing rehabilitation. Attached for Council action is Resolution #12.13-007, A Resolution Adopting a Policy on Use of Excessive Force. This is a generic version that can remain in effect until the requirement for, or wording of, is changed in future grant cycles.

**Action Requested:**

That City Council adopt Resolution #12.13-007, A Resolution Adopting a Policy on Use of Excessive Force.

**Attachments**

F/RESOLUTIONS/2012-2013/R12.13-007.CC MEMO.03-14-13

**HONORARY CITY COUNCILOR POSITION DESCRIPTION**

The position of Honorary City Councilor was established by the Willamina City Council on April 11, 2013. Following is an outline of the requirements for the position as well as the roles and responsibilities of the position, City Council and staff.

- 1) Member must live within the City Limits of Willamina, Oregon
- 2) Member will be elected by the school and serving will be counted as a Senior Project. Member must keep current grade average while serving.
- 3) Member will serve a 1-year term, including summer months, and must attend all City Council meetings unless prior approval is given for absence.
- 4) Member will abide by all City Council rules and regulations.
- 5) Member will be given all rights and responsibilities as a regular City Council member, with the exception of voting privilege.
- 6) Member will be given a 2-hour orientation by the City Recorder. Following orientation, member will be assigned a City Councilor as a mentor for his or her term.
- 7) Member will receive all paperwork given to a City Councilor, prior to meetings; typically on the Friday before the scheduled meeting date.
- 8) Member's contact information will not be released by the City due to child protection laws.
- 9) City Council will review the program in October of each year to evaluate, amend or end this position.
- 10) Honorary Councilor can make or second motions, but s/he will not count towards a quorum or vote on any motion, including a motion that he/she makes.

**HONORARY CITY COUNCILOR POSITION DESCRIPTION**

The position of Honorary City Councilor was established by the Willamina City Council on April 11, 2013. Following is an outline of the requirements for the position as well as the roles and responsibilities of the position, City Council and staff.

- 1) Member must live within the City Limits of Willamina, Oregon
- 2) Member will be elected by the school and serving will be counted as a Senior Project. Member must keep current grade average while serving.
- 3) Member will serve a 1-year term, including summer months, and must attend all City Council meetings unless prior approval is given for absence.
- 4) Member will abide by all City Council rules and regulations.
- 5) Member will be given all rights and responsibilities as a regular City Council member, with the exception of voting privilege.
- 6) Member will be given a 2-hour orientation by the City Recorder. Following orientation, member will be assigned a City Councilor as a mentor for his or her term.
- 7) Member will receive all paperwork given to a City Councilor, prior to meetings; typically on the Friday before the scheduled meeting date.
- 8) Member's contact information will not be released by the City due to child protection laws.
- 9) City Council will review the program in October of each year to evaluate, amend or end this position.



Mayor Corey L Adams

Council Members:

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Rita Baller  
Allan Bramall  
Gary L Hill Jr  
Jeri St Onge  
Laurie Toney*

City Staff:

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Public Works Director: *Jeff Brown.*

**MEMO TO: CITY COUNCIL**  
**DATE: APRIL 11, 2013**  
**FROM: SUE C HOLLIS, CITY RECORDER**  
**SUBJECT: AUTHORIZATION TO SUBMIT CLAIMANT STATEMENT TO ING**

**Background:**

1. The City has received notice that Anna Christine Helland, who is the sister of Bud Jensen, former owner of the Willamina Machine Shop, bequeathed money to the Library and Museum.
2. Ms Helland's funds were in an annuity which is held at ING USA Annuity and Life Insurance Company of Des Moines, Iowa. We have not been notified of the amount of the bequest, but it is not thought to be large.
3. In order to claim the funds, an authorized person must sign the forms and submit the claims. A resolution is required naming the authorized person and including his/her signature. Attached for your consideration is Resolution #12.13-010, "Authorizing Filing Claimant Statement with ING."
4. Since Council President Skyberg will be acting as Mayor during the week of the next Council meeting, it is my recommendation that she be designated as the authorized person. Her signature would then be at the bottom of the resolution when she signs it after adoption. Mayor Adams will be out of state from April 5 through the 15<sup>th</sup>.
5. After the funds are received another resolution may be required if we decide to utilize them in the current fiscal year. Council may also defer use of the funds until next fiscal year and simply include them as a revenue source in that budget prior to its adoption.

**Action Requested**

That Council adopt Resolution #12.13-010, "Authorizing Filing Claimant Statement with ING."

Attachment

*F/RESOLUTIONS/R12.13-010.CCMEMO.04-11-13*



Mayor Corey L Adams

**Council Members:**

*Ila Skyberg, Council President  
Rita Baller  
Allan Bramall  
Gary L Hill Jr  
Jeri St Onge  
Laurie Toney*

**City Staff:**

*City Recorder, Sue Hollis  
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Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown.*

**MEMO TO: CITY COUNCIL**

**DATE: APRIL 11, 2013**

**FROM: SUE HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-011, AUTHORIZING WRITE-OFF OF BAD DEBT AND SENDING TO COLLECTIONS**

**Background:**

1. The City has \$66,064.99 in overdue water/sewer accounts that staff can find no record of having been written off as bad debt. The list includes accounts from 1999 through 2012. Until these accounts are written off as bad debt, they will continue to artificially inflate the City's receivables with little or no chance of collecting the actual revenue.
2. In 2012, the City approved the services of Credits Incorporated of Hermiston, Oregon, for collections services. This firm was selected because of its familiarity with the City's Municipal Court software, however, they do utility collections as well.
3. The attached Resolution #12.13-011, Authorizing Write-Off of Bad Debt and Sending Accounts to Collection, will officially write off the debt and whatever we collect from the account holders will then be received into the appropriate fund as collected. It is not likely, however, that much will be gained from accounts in the late 1990's or early 2000's, but it is still worth the effort to try. The past due accounts are shown in Exhibit A to the resolution.

**Action Requested:**

That City Council adopt Resolution #12.13-011, Authorizing Write-Off of Bad Debt and Sending Accounts to Collection.

Attachment

F/RESOLUTIONS/2012-2013/R12.13-011.CC MEMO.04-11-13



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary L Hill Jr*  
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Public Works Director: *Jeff Brown*.

**MEMO TO: CITY COUNCIL**  
**DATE: APRIL 11, 2013**  
**FROM: SUE C HOLLIS, CITY RECORDER**  
**SUBJECT: APPROVAL OF IFA GRANT AGREEMENT FOR CDBG GRANT**

**Background:**

1. On February 22, 2013, the City received a Notice of Award for a Community Development Block Grant entitled "Water Master Plan, Project P12021." The contract documents for that grant have now been received and are ready for signature.
2. The attached Resolution #12.13-012, "A Resolution Authorizing Mayor to Execute Grant Contract, Naming Individuals Authorized to Request Cash Payments, and Authorizing Deposit of Funds to Local Government Investment Pool Account #5566," shows the decisions required and the related contract or forms.
3. The Grant Contract must be signed by the highest elected official which is Mayor Corey Adams. This person cannot authorize draw-downs on the grant, so the City is required to name specific individuals with that authorization. The individuals named in the resolution are the same persons authorized to request draw-downs on our previous CDBG grants. Finally, the City needs to determine how they wish to receive payments. It has worked well for us to have it deposited in our existing Local Government Investment Pool account. Once we receive the funds, we can then write a check to the appropriate party for payment.

**Action Requested**

That Council adopt Resolution #12.13-012, "A Resolution Authorizing Mayor to Execute Grant Contract, Naming Individuals Authorized to Request Cash Payments, and Authorizing Deposit of Funds to Local Government Investment Pool Account #5566."

Attachment

*F/RESOLUTIONS/R12.13-012.CCMEMO.04-11-13*



Mayor Corey L Adams

**Council Members:**

*Ila Skyberg, Council President  
Rita Baller  
Allan Bramall  
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Laurie Toney*

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Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown.*

**MEMO TO: CITY COUNCIL**

**DATE: MAY 9, 2013**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: PROPOSED MODIFICATION TO RULES GOVERNING THE POSITION OF HONORARY CITY COUNCILOR**

**Background:**

1. During my orientation meeting with Honorary City Councilor Mariah Woodward, she asked if her position would be permitted to make motions since she was unable to vote. Honorary Councilor Woodward has competed in Parliamentary Procedure and questioned how that might work.
2. I contacted David Doughman, City Attorney, regarding the issue and his response is attached. Mr Doughman saw no problem with the position making or seconding motions, however they could not vote on a motion and the position would not be counted for a quorum. I prepared the attached Resolution #12.13-013, Amending Resolution #12.13-008, Creating the Position of Honorary City Councilor making the rules change.

**Action Requested:**

That City Council adopt Resolution #12.13-013, Amending Resolution #12.13-008, Creating the Position of Honorary City Councilor.

Attachment

*F/RESOLUTIONS/R12.13-013.CCMEMO.05-09-13*



Mayor Corey L  
Adams

**Council Members:**

*Ila Skyberg, Council President*  
Rita Baller  
Allan Bramall  
Gary L Hill Jr  
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Laurie Toney

**City Staff:**

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Public Works Director: *Jeff Brown*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 13, 2013**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-014, A RESOLUTION APPROVING PROPOSED  
2013/14 RATE SCHEDULE FOR RECOLOGY WESTERN OREGON**

**Background:**

1. Attached for Council consideration is Resolution #12.13-014, A Resolution Approving Proposed 2013/14 Rate Schedule for Recology Western Oregon. The rate increase is .80%.
2. Section 9, subsection (c)(2) of the Franchise Agreement requires holding a public hearing on the proposed rates. The hearing was held on June 13, 2013.
3. The Finance Committee has reviewed the proposed rates. As noted in previous agenda memos, unless the franchise holder requests a rate increase above the CPI-U, the rate increases are somewhat automatic unless Council has serious concerns about performance of the franchisee. This increase matches the CPI-U for April 2012.

**Recommendation:**

That the City Council adopt Resolution #12.13-014, A Resolution Approving Proposed 2013/14 Rate Schedule for Recology Western Oregon.

Attachment

F/RESOLUTIONS/2012-2013/R12.13-014.CCMEMO.06-13-13

RECOLOGY WESTERN OREGON  
Proposed Rates - Effective July 1st, 2013

Willamina	Current	Rate	Proposed
	Rates	Adjustment 0.80%	

Can & Cart Services - Curbside Curb side: within 4' of the curb/road & 4' away from all cars, mail boxes, or misc items				
1	1 Can Weekly	\$ 13.74	\$ 0.11	\$ 13.85
2	Each Additional Can Weekly	\$ 13.74	\$ 0.11	\$ 13.85
3	32 Gallon Cart Weekly	\$ 13.02	\$ 0.10	\$ 13.12
4	90 Gallon Cart Weekly	\$ 21.70	\$ 0.17	\$ 21.88
5	1 Can Every Other Week	\$ 8.93	\$ 0.07	\$ 9.00
6	Each Additional Can - EOW	\$ 8.93	\$ 0.07	\$ 9.00
7	32 Gallon Cart Every Other Week	\$ 8.46	\$ 0.07	\$ 8.53
8	90 Gallon Cart Every Other Week	\$ 14.10	\$ 0.11	\$ 14.21
9	1 Can Once a Month	\$ 4.83	\$ 0.04	\$ 4.86
10	Each Additional Can - OAM	\$ 4.83	\$ 0.04	\$ 4.86
11	32 Gallon Cart Once a Month	\$ 4.55	\$ 0.04	\$ 4.59
12	90 Gallon Cart Once a Month	\$ 7.59	\$ 0.06	\$ 7.66
13	Will Call Billed - 32 gal can (per can)	\$ 4.83	\$ 0.04	\$ 4.86
14	Will Call Billed - 32 gal cart (per cart)	\$ 4.55	\$ 0.04	\$ 4.59
15	Will Call Billed - 90 gal cart(per cart)	\$ 7.59	\$ 0.06	\$ 7.66
16	90 Gallon Cart Rent (for will-call service)	\$ 2.70		\$ 2.70

Note: Recycling Service not available for will-call customers.

17	Regular Customer - Add. Can, Bag, Misc.	\$ 3.43	\$ 0.03	\$ 3.46
18	Extra 90 Gallon Cart Pick Up	\$ 5.44	\$ 0.04	\$ 5.48

Can & Cart Services - Non Curbside Non curbside: visible from the street, outside garages and fenced areas				
19	1 Can Weekly	\$ 14.47	\$ 0.12	\$ 14.58
20	Each Additional Can - Weekly	\$ 14.47	\$ 0.12	\$ 14.58
21	32 Gallon Cart Weekly	\$ 20.26	\$ 0.16	\$ 20.42
22	90 Gallon Cart Weekly	\$ 33.28	\$ 0.27	\$ 33.54
23	1 Can Every Other Week	\$ 9.41	\$ 0.08	\$ 9.48
24	Each Additional Can - EOW	\$ 9.41	\$ 0.08	\$ 9.48
25	32 Gallon Cart Every Other Week	\$ 13.17	\$ 0.11	\$ 13.28
26	90 Gallon Cart Every Other Week	\$ 21.63	\$ 0.17	\$ 21.81
27	1 Can Once a Month	\$ 5.06	\$ 0.04	\$ 5.10
28	Each Additional Can - OAM	\$ 5.06	\$ 0.04	\$ 5.10
29	32 Gallon Cart Once a Month	\$ 7.09	\$ 0.06	\$ 7.14
30	90 Gallon Cart Once a Month	\$ 11.65	\$ 0.09	\$ 11.74
31	Will Call Billed - 32 gal can (per can)	\$ 5.06	\$ 0.04	\$ 5.10
32	Will Call Billed - 32 gal cart (per cart)	\$ 7.09	\$ 0.06	\$ 7.14
33	Will Call Billed - 90 gal cart(per cart)	\$ 11.65	\$ 0.09	\$ 11.74
34	90 Gallon Cart Rent (for will-call service)	\$ 2.70		\$ 2.70

Note: Recycling Service not available for will-call customers.

35	Regular Customer - Add. Can, Bag, Misc.	\$ 3.61	\$ 0.03	\$ 3.64
36	Extra 90 Gallon Cart Pick Up	\$ 8.32	\$ 0.07	\$ 8.38

RECOLOGY WESTERN OREGON  
Proposed Rates - Effective July 1st, 2013

Willamina	Current Rates	Rate Adjustment 0.80%	Proposed Rates
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**MISCELLANEOUS RATES**

Charges for items on line 41- 47 do NOT include the additional service charge which is charged separately

*rates reflect current prices*

37	Refrigerators - Freezers	\$ 29.29		\$ 29.29
38	Appliances	\$ 11.72		\$ 11.72
39	Furniture - all types	\$ 17.57		\$ 17.57
40	Tires off rims	\$ 4.69		\$ 4.69
41	Tires with rims	\$ 9.37		\$ 9.37
42	Truck tires off rims	\$ 11.72		\$ 11.72
43	Truck tires with rims	\$ 35.15		\$ 35.15

*(NOTE: Fees for oversize tires vary, and are not reflected in the above rates.)*

44	Service Charge - In Route	\$ 17.94	\$ 0.14	\$ 18.08
45	Service Charge - Out of Route	\$ 94.50	\$ 0.76	\$ 95.26
46	One truck - One employee (Per Hour)	\$107.38	\$ 0.86	\$ 108.24
47	One truck - Two employees (Per Hour)	\$161.08	\$ 1.29	\$ 162.37

Note: "It's Not Junk" services are based on these rates, including estimated time in minutes + disposal.

**Miscellaneous Charges**

48	Container Re-Delivery Charge	\$ 94.50	\$ 0.76	\$ 95.26
49	Off No Pay Reinstatement Charge	\$ 15.00		\$ 15.00
50	NSF Check Charge	\$ 25.00		\$ 25.00
51	Cart Replacement <small>(loss/damage beyond normal wear &amp; tear)</small>	\$ 65.00		\$ 65.00
52	Cart Re-Delivery (after suspend) - In Route	\$ 10.00		\$ 10.00
53	Cart Re-Delivery (after suspend) - Out of Route	\$ 20.00		\$ 20.00

**MEDICAL WASTE RATES**

Small Volume Generators  
Sharps Container and Disposal

57	4.7 Qt -- Per Container	\$ 26.21	\$ 0.52	\$ 26.74
58	10 Qt -- Per Container	\$ 28.91	\$ 0.58	\$ 29.49
59	23 Qt -- Per Container	\$ 47.60	\$ 0.95	\$ 48.55

*increase per vendor contract*

Steri-Tub Rental and Disposal

60	21 Gallons -- Per Tub	\$ 38.76	\$ 0.78	\$ 39.53
61	48 Gallons -- Per Tub	\$ 44.31	\$ 0.89	\$ 45.20
62	Overweight Charge -- Per Tub	\$119.12	\$ 2.38	\$ 121.50

*\*per vendor contract*

Confidential Document Destruction

63	9 Gallon Box	\$ 34.90	\$ 0.28	\$ 35.18
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Miscellaneous Rates - All Customers  
Sharps Container Purchase

64	4.7 Qt - Per Container	\$ 6.57		\$ 6.57
65	10 Qt - Per Container	\$ 9.28		\$ 9.28
66	23 Qt - Per Container	\$ 17.33		\$ 17.33

67	Special Service/Re-packaging Fee (per hr)	\$107.38	\$ 0.86	\$ 108.24
	- supplies billed separately			
69	Emergency Spill Remediation	\$134.17	\$ 1.07	\$ 135.25
	- per person, per hour - supplies billed separately			
70	Spill Kit	\$ 15.02	\$ 0.12	\$ 15.14

RECOLOGY WESTERN OREGON  
Proposed Rates - Effective July 1st, 2013

Willamina	Current Rates	Rate Adjustment 0.80%	Proposed Rates
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Temporary Rental Containers  
Defined as: not longer than 30 days and 45 days between container rentals or for the term of project for contractors

71	3 Yd Rental (Del. Chg, Final Pickup & 7 days)	\$ 89.89	\$ 0.72	\$ 90.61
72	Add. Dumping Charge - 3 Yd Rental	\$ 66.15	\$ 0.53	\$ 66.68
73	3 Yd Rental - Recycling Only (del. p/u + 7 days)	\$ 77.10	\$ 0.62	\$ 77.72
74	Add. Dumping Charge - 3 yd Rental (rec. o	\$ 53.36	\$ 0.43	\$ 53.79
75	Daily Rental Charge - 3 Yd Rental	\$ 2.00		\$ 2.00

DROP BOXES

76	Delivery charge (Based on hourly truck time)	\$ 94.50	\$ 0.76	\$ 95.26
77	Daily Rent - after 48 hrs/excl. weekends	\$ 7.94	\$ 0.06	\$ 8.00

Industrial Invoiced Permanent Customers

78	Rent (per month) - 1 year or longer	\$112.01	\$ 0.90	\$ 112.91
79	Truck Time (per hour)	\$107.38	\$ 0.86	\$ 108.24
80	Haul Fee	\$161.08	\$ 1.29	\$ 162.37
81	Rec./Mkt. Hauls (per hour) - plus disposal	\$107.38	\$ 0.86	\$ 108.24
82	Disposal Charge (per ton)	\$ 36.77	\$ 0.83	\$ 37.60

\*\*increase based on adjustment to license fees charged by Riverbend Landfill.

COD Temporary Customers

83	10 Yard Box	\$213.77	\$ 1.71	\$ 215.48
84	20 Yard Box	\$300.04	\$ 2.40	\$ 302.44
85	30 Yard Box	\$386.33	\$ 3.09	\$ 389.42
86	47 Yard Box	\$560.42	\$ 4.48	\$ 564.90
87	50 Yard Box	\$595.90	\$ 4.77	\$ 600.66

CONTAINER RATES

Weekly Service - Containers

88	1 Yard Container	\$104.01	\$ 0.83	\$ 104.84
89	1 1/2 Yard Container	\$130.16	\$ 1.04	\$ 131.20
90	2 Yard Container	\$156.31	\$ 1.25	\$ 157.56
91	3 Yard Container	\$208.63	\$ 1.67	\$ 210.30
92	4 Yard Container	\$260.95	\$ 2.09	\$ 263.04
93	5 Yard Container	\$313.26	\$ 2.51	\$ 315.77
94	6 Yard Container	\$365.59	\$ 2.92	\$ 368.52
95	8 Yard Container	\$432.74	\$ 3.46	\$ 436.20

Each Add'l Stop per Week - Containers formula = weekly - rent

96	1 Yard Container	\$ 84.01		\$ 84.84
97	1 1/2 Yard Container	\$110.16		\$ 111.20
98	2 Yard Container	\$136.31		\$ 137.56
99	3 Yard Container	\$188.63		\$ 190.30
100	4 Yard Container	\$240.95		\$ 243.04
101	5 Yard Container	\$293.26		\$ 295.77
102	6 Yard Container	\$345.59		\$ 348.52
103	8 Yard Container	\$412.74		\$ 416.20

RECOLOGY WESTERN OREGON  
Proposed Rates - Effective July 1st, 2013

Willamina	Current Rates	Rate Adjustment 0.80%	Proposed Rates
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Every Other Week Service - Containers

100	1 Yard Container	\$ 63.31	\$ 0.51	\$ 63.82
105	1 1/2 Yard Container	\$ 76.39	\$ 0.61	\$ 77.00
106	2 Yard Container	\$ 89.47	\$ 0.72	\$ 90.19
107	3 Yard Container	\$115.62	\$ 0.92	\$ 116.55
108	4 Yard Container	\$141.79	\$ 1.13	\$ 142.92
109	5 Yard Container	\$167.93	\$ 1.34	\$ 169.27
110	6 Yard Container	\$194.09	\$ 1.55	\$ 195.64
111	8 Yard Container	\$227.68	\$ 1.82	\$ 229.50

Once a Month Service - Containers

112	1 Yard Container	\$ 41.40	\$ 0.33	\$ 41.73
113	1 1/2 Yard Container	\$ 47.45	\$ 0.38	\$ 47.83
114	2 Yard Container	\$ 53.49	\$ 0.43	\$ 53.91
115	3 Yard Container	\$ 65.58	\$ 0.52	\$ 66.10
116	4 Yard Container	\$ 77.65	\$ 0.62	\$ 78.27
117	5 Yard Container	\$ 89.74	\$ 0.72	\$ 90.45
118	6 Yard Container	\$101.81	\$ 0.81	\$ 102.62
119	8 Yard Container	\$117.33	\$ 0.94	\$ 118.27

Will Call Service - Containers

120	1 Yard Container	\$ 20.68	\$ 0.17	\$ 20.84
121	1 1/2 Yard Container	\$ 27.32	\$ 0.22	\$ 27.54
122	2 Yard Container	\$ 33.96	\$ 0.27	\$ 34.23
123	3 Yard Container	\$ 47.26	\$ 0.38	\$ 47.63
124	4 Yard Container	\$ 60.55	\$ 0.48	\$ 61.04
125	5 Yard Container	\$ 73.84	\$ 0.59	\$ 74.43
126	6 Yard Container	\$ 87.12	\$ 0.70	\$ 87.82
127	8 Yard Container	\$104.19	\$ 0.83	\$ 105.03

Rent - Containers (per month; same price for all sizes)

128	1 to 8 Yard Container	\$ 20.00		\$ 20.00
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Permanent Frontload Compactor Rates  
This includes all compacted material including pre compacted waste

129	Compaction Ratio - 4:1	1.50		1.50
130	Compaction Ratio - 3:1	1.30		1.30
131	Compaction Ratio - 2:1	1.12		1.12

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



Mayor Corey L  
Adams

**Council Members:**

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary L Hill Jr*  
*Jeri St Onge*  
*Laurie Toney*

**City Staff:**

City Recorder, *Sue Hollis*  
Library: *Melissa Hansen & Denise Wilms*  
Office Coordinator: *Debbie Bernard*  
Office Specialist: *Amber Deibel*  
Public Works Director: *Jeff Brown*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 13, 2013**

**FROM: SUE C HOLLIS, CITY RECORDER**

**SUBJECT: RESOLUTION #12.13-015, A RESOLUTION INCREASING RATES FOR THE USE AND SALES OF WATER & SEWER SERVICES**

**Background:**

1. Attached for Council consideration is Resolution #12.13-015, A Resolution Increasing Rates for the Use and Sales of Water & Sewer Services. The proposed rate increases are 5% for water and 3% for sewer.
2. A public hearing for the proposed increases was held on June 13, 2013.
3. As discussed at the May meeting, these two funds are Enterprise Funds which are special funds established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees. At present, these funds are not doing so, particularly the Water Fund.

**Recommendation:**

That the City Council adopt Resolution #12.13-015, A Resolution Increasing Rates for the Use and Sales of Water & Sewer Services.

Attachment

F/RESOLUTIONS/2012-2013/R12.13-015.CCMEMO.06-13-13



## WATER/SEWER SERVICE RATE CODES

Effective with June 16-July 15, 2013 Billing

Code		Rate Per EDU*	Water Base	Sewer Flat	Total (New)	Min Cons (cf**)	Overage Rate
Water	Sewer						
123	200	Single Family	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf
117	214	Senior Rate	31.35	48.55	<b>79.90</b>	750 cf	1.07/100 cf
103	209	Vacation Rate	19.15	17.25	<b>36.40</b>		
109	202	Business	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf
		Old High School	74.90	109.80	<b>184.70</b>		Flat Rate
		Grade School	486.60	713.70	<b>1200.30</b>		Flat Rate
123****	200	Oaken Hills Campus	486.60	713.70	<b>1200.30</b>		Flat Rate
112	208	Group Home	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf
105	201	Apartment Rate	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf per unit
123	203	Churches	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf
110	205	Grocery	52.35	137.20	<b>189.55</b>	750 cf	1.50/100 cf
113	210	Laundry	178.00	274.40	<b>452.40</b>	750 cf	1.07/100 cf
111	204	Car Wash	74.90	109.80	<b>184.70</b>	750 cf	2.16/100 cf
114	212	Willamina Lumber	435.90	664.10	<b>1100.00</b>	750 cf	Flat Rate
116	213	House/Cabins	106.10	158.25	<b>264.35</b>	750 cf	1.07/100 cf
118	215	Café, Restaurant, Tav	89.45	131.75	<b>221.20</b>	750 cf	2.55/100 cf
119	216	Café, Restaurant, Tav	112.40	164.70	<b>277.10</b>	750 cf	3.22/100 cf
120	217	Café, Restaurant, Tav	119.85	175.65	<b>295.50</b>	750 cf	3.44/100 cf
121	218	Café, Restaurant, Tav	56.95	83.45	<b>140.40</b>	750 cf	1.63/100 cf
<b>DUPLEX, TRI-PLEX, FOUR-PLEX, &amp; FIVE-PLEX RATES</b>							
106		Duplex****	74.85	109.80	<b>184.65</b>	1500 cf	2.16/100 cf
107		Tri-Plex****	112.30	164.30	<b>276.60</b>	2250 cf	3.22/100 cf
108		Four-Plex****	149.75	219.60	<b>369.35</b>	3000 cf	4.31/100 cf
		Five-Plex****	187.15	274.50	<b>461.65</b>	3750 cf	5.35/100 cf

**\*\*\*Anything over 5 Units use Apartment Rate Code with lot units\*\*\***

\* EDU = Equivalent Dwelling Units

\*\*\* Charged 13 EDUs Flat Rate

\*\* 1 cf = 7.48 gallons

\*\*\*\*Properties sharing one Master Meter

**WATER/SEWER RATE HISTORY & IMPACT OF VARIOUS INCREASES**

TALKING PAPER

Year	Prior Rate		Increase	New Rate		Increase Amount		Total Increase	Total Monthly
	Water	Sewer		Water	Sewer	Water	Sewer		
2005	26.40	41.25	2.3%	27.01	42.20	0.61	0.95	1.56	69.21
2006	27.01	42.20	2.6%	27.71	43.30	0.70	1.10	1.80	70.98
2007	27.70	43.28	2.6%	28.42	44.41	0.72	1.13	1.85	72.83
2008	28.42	44.40	3.7%	29.47	46.04	1.05	1.64	2.69	75.51
Jul-08	29.47	46.04	5.0%	30.94	48.34	1.47	2.30	3.77	79.28
2009	30.94	48.34	3.9%	32.15	50.23	1.21	1.89	3.10	82.38
2010	32.15	50.23	3.0%	33.11	50.23	0.96	0	0.96	83.34
			(Water Only)						
2011	33.11	50.23	3.0%	34.10	51.74	0.99	1.51	2.50	85.84
2012	34.10	51.74	4.6/3.0%	35.65	53.35	1.25	1.61	2.86	89.00
2013	35.65	53.35	(Current Rates)						

**Rate Increase Impacts (Single Family) - 583**

	35.65	53.35	1.0%	36.01	53.88	0.36	0.53	0.89	89.89
	35.65	53.35	1.5%	36.18	54.15	0.53	0.80	1.33	90.33
	35.65	53.35	2.0%	36.36	54.42	0.71	1.07	1.78	90.78
	35.65	53.35	2.5%	36.54	54.68	0.89	1.33	2.22	91.22
	35.65	53.35	3.0%	36.72	54.95	1.07	1.60	2.67	91.67
	35.65	53.35	3.5%	36.90	55.22	1.25	1.87	3.12	92.12
	35.65	53.35	4.0%	37.08	55.48	1.43	2.13	3.56	92.56
	35.65	53.35	4.5%	37.25	55.75	1.60	2.40	4.00	93.00
	35.65	53.35	5.0%	37.45	56.02	1.80	2.67	4.47	93.47

5%/3% **92.40** \$3.04

**Rate Increase Impacts (Senior Rate) - 152**

	29.85	47.15	1.0%	30.15	47.62	0.30	0.47	0.77	77.77
	29.85	47.15	1.5%	30.30	47.86	0.45	0.71	1.16	78.16
	29.85	47.15	2.0%	30.45	48.09	0.60	0.94	1.54	78.54
	29.85	47.15	2.5%	30.60	48.33	0.75	1.18	1.93	78.93
	29.85	47.15	3.0%	30.75	48.55	0.90	1.40	2.30	79.30
	29.85	47.15	3.5%	30.89	48.80	1.04	1.65	2.69	79.69
	29.85	47.15	4.0%	31.04	49.04	1.19	1.89	3.08	80.08
	29.85	47.15	4.5%	31.19	49.27	1.34	2.12	3.46	80.46
	29.85	47.15	5.0%	31.35	49.51	1.50	2.36	3.86	80.86

5%/3% **79.90** \$2.90

**EST 2013/14 BUDGET**

FUND 30	FUND 40
\$ 512,000	\$ 585,000

RECEIPTS (5%/3%) \$ 319,182 \$ 482,222  
 OTHER EST INCOME\* \$ 175,000 \$ 53,000  
**TOTAL EST REVENUES \$ 494,182 \$ 535,222**

*\*Includes \$25,000 loan from Fund 40)*

**BUDGETS INCLUDE THE FOLLOWING ANNUAL LOAN PAYMENTS**

\$ 13,811	\$ 51,465
\$ 52,812	\$ 127,480
<b>TOTAL \$ 66,623</b>	<b>\$ 178,945</b>

*Do not include transferring funds to Debt Service to build a one-year reserve as recommended*

**EST RECEIPTS**

\$ 306,920	\$ 463,803
\$ 308,364	\$ 466,130
\$ 309,916	\$ 468,438
\$ 311,448	\$ 470,695
\$ 312,981	\$ 472,985
\$ 314,495	\$ 475,330
\$ 316,028	\$ 477,587
\$ 317,492	\$ 479,895
\$ 319,182	\$ 482,222

**ANNUAL ADDITIONAL REVENUE FROM INCREASE**

WATER	SEWER	TOTAL
\$ 2,519	\$ 3,708	\$ 6,227
\$ 3,708	\$ 5,597	\$ 9,305
\$ 4,967	\$ 7,486	\$ 12,453
\$ 6,226	\$ 9,305	\$ 15,531
\$ 7,486	\$ 11,194	\$ 18,680
\$ 8,745	\$ 13,083	\$ 21,828
\$ 10,004	\$ 14,901	\$ 24,905
\$ 11,194	\$ 16,790	\$ 27,984
\$ 12,593	\$ 18,679	\$ 31,272

**WATER SEWER TOTAL**

\$ 2,099	\$ 857	\$ 2,956
\$ 821	\$ 1,295	\$ 2,116
\$ 1,094	\$ 1,715	\$ 2,809
\$ 1,368	\$ 2,152	\$ 3,520
\$ 1,642	\$ 2,554	\$ 4,196
\$ 1,897	\$ 3,010	\$ 4,907
\$ 2,171	\$ 3,447	\$ 5,618
\$ 2,444	\$ 3,867	\$ 6,311
\$ 2,736	\$ 4,305	\$ 7,041



## WATER/SEWER SERVICE RATE CODES

Effective with June 16-July 15, 2013 Billing

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105	201	Apartment Rate	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf per unit
123	203	Churches	37.45	54.95	<b>92.40</b>	750 cf	1.07/100 cf
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120	217	Café, Restaurant, Tav	119.85	175.65	<b>295.50</b>	750 cf	3.44/100 cf
121	218	Café, Restaurant, Tav	56.95	83.45	<b>140.40</b>	750 cf	1.63/100 cf
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108		Four-Plex****	149.75	219.60	<b>369.35</b>	3000 cf	4.31/100 cf
		Five-Plex****	187.15	274.50	<b>461.65</b>	3750 cf	5.35/100 cf

**\*\*\*Anything over 5 Units use Apartment Rate Code with lot units\*\*\***

\* EDU = Equivalent Dwelling Units

\*\*\* Charged 13 EDUs Flat Rate

\*\* 1 cf = 7.48 gallons

\*\*\*\*Properties sharing one Master Meter