

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, April 4, 2017 - ~6:00 pm\*\*\*\*

**1. ROLL CALL – Flag Salute**

**2. CONSENT CALENDAR:** - *The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be discussed before the Consent Calendar is considered. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Calendar.*

- a. Minutes – City Council Meeting – February 7, 2017 (Attachment A)
- b. Bills List through March 30, 2017 (Attachment B) – \$447,450.50

**3. PUBLIC COMMENT** (Please limit comments to 3 minutes)

**4. STAFF REPORTS:**

- a) Community Service Officer (Attachment C) Ken Real
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through March 30, 2017 (Attachment G) Pat Hare

**5. OLD BUSINESS:**

- a) Council Goals (Attachment H, H-2) Pat Hare  
**Action:** Discussion

**6. NEW BUSINESS:**

- a) n/a Pat Hare  
**Action:** n/a

**7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:**

- None

**8. COUNCIL and MAYOR COMMENTS:**

**9. ADJOURNMENT:**

Next meetings -

City Council–Tuesday, May 2, 2017 6:00 PM  
Planning Commission- Monday, April 17, 2017 6:00 PM

*The Community Center is accessible to person with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling City Offices at 541-745-5507 or e-mail "[kathy.edmaiston@adairvillage.org](mailto:kathy.edmaiston@adairvillage.org)", or Oregon Relay Services by dialing 7-1-1. The City of Adair Village is an Equal Opportunity Employer.*

***The order in which items on the Agenda are addressed by the City Council may vary from the order shown on the Agenda.***

**ADAIR VILLAGE  
CITY COUNCIL MINUTES  
6030 William R. Carr Avenue  
\*\*\*\*Tuesday, March 7, 2017 – 6:00 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> City Council Members present: Councilors Real, Andrews, King, Canfield and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston.</p>	<p>Mayor Currier called the meeting to order at 6:05 PM and led the flag salute.</p>
<p><b>2. Consent Calendar</b> (Agenda Item 2). Minutes of February 7, 2017 City Council Meeting. Bills List through February 28, 2017, (\$609,624.00 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Andrews seconded. <b>Unanimous Approval (5-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). Faye Abraham, 3122 NE Willamette. Asked what the Slate and Slate bill was for? Asked if CSME and ALH are going to work together?</p>	
<p><b>4. Attachment H – 2015 Audit</b> (Agenda Item 5a). Tonya Moffitt of Merina &amp; Company was present with her Memo dated March 1, 2017 to the City. She went through the entire Memo, discussed the completed 2015 audit and answered questions from the Council.</p>	
<p><b>5. Water Tanks</b> (Agenda Item 5b). Matt Wadlington of Civil West Engineering presented an update, along with a slide show, of the progression of the Voss Hill water tanks.</p>	
<p><b>6. Attachment I – CSME Agreement</b> (Agenda Item 5c). CA Hare provided the Council with a draft of a proposed Relocation Agreement between the City and CSME. Representatives of CSME were in attendance, presented their perspectives on this situation and answered questions from the Council.</p>	
<p><b>7. Attachment C – Community Services Officer</b> (Agenda Item 4a). CA Hare presented the report for February.</p> <ul style="list-style-type: none"> <li>• Total hours worked – 116.</li> <li>• 4 old cases, 19 new cases, 20 closed.</li> </ul>	<p>Council received the report.</p>
<p><b>8. Attachment D – Public Works</b> (Agenda Item 4b). CA Hare presented the report for February.</p>	<p>Council received the report.</p>
<p><b>9. Goal Setting Meeting</b> (No Agenda Item).</p>	<p>Council scheduled a Goal Setting Meeting for Tuesday, March 21, 2017 at 6:00 PM.</p>

<p><b>10. Attachment F – Sheriff’s Report</b> (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>11. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report for February.</p> <p>Administration</p> <ul style="list-style-type: none"> <li>• Youth Program – Attendance has been good and Brittany is preparing for the summer program.</li> <li>• Recreation Program – Brittany is working on getting all the information she needs to start a farmers market.</li> <li>• Santiam Christian Library – CA Hare and Brittany have been talking with Lance and are hoping to have more information next month.</li> <li>• Budget – CA Hare will be working with Debbie this month to prepare the first draft of the budget.</li> </ul> <p>Property/Businesses</p> <ul style="list-style-type: none"> <li>• Republic Service – We are still working with Republic Service on expanding their lease.</li> </ul> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> <li>• Hospital Hill Reservoir – The reservoir has been treated and cleaned and should be back online the week of the 6<sup>th</sup>.</li> <li>• Wastewater/Leachate – CA Hare and Civil West will be meeting with DEQ to go over their review of our facilities plan in the next couple of weeks.</li> <li>• Entrance Sign – The work to the entrance sign will begin this month and should be complete in a couple of weeks.</li> <li>• Civil West – Civil West has submitted a work proposal for the extra work the City added to the project for Hospital Hill and project management.</li> </ul> <p>Planning/Permits</p> <ul style="list-style-type: none"> <li>• Tim Cornelius – He has sent the City a preliminary application for the UGB and annexation of his property.</li> <li>• Residential Development – Santiam Christian has engaged a realtor to start advertising and selling their property.</li> <li>• Benton County Property – The County submitted the official letter stating the transfer of land to the Federal Government.</li> </ul>	<p>Council received the report.</p>
<p><b>12. Attachment G – Financial Report-through February 28, 2017</b> (Agenda Item 4e). CA Hare presented the report. Income through February 28, 2017 is \$1,794,315.01 and expenses are \$1,972,153.28. The balance in the Local Government Investment Pool is approximately \$878,833.19, last year the balance was \$519,850.14.</p>	<p>Council received the report.</p>
<p><b>13. Attachment J – Civil West Additional Services</b> (Agenda Item 6a). CA Hare provided the Council with a copy of an Engineering Scope of Services from Civil West Engineering. This document describes an Addendum to the Voss Hill Project.</p>	

<p><b>14. Council and Mayor Comments (Agenda Item 8):</b></p> <ul style="list-style-type: none"> <li>• Mayor Currier – Has been getting positive feedback on the water and barracks coverage.</li> <li>• Councilor Real – Happy to see Tonya Moffitt here.</li> <li>• Councilor Andrews – None.</li> <li>• Councilor King – None.</li> <li>• Councilor Canfield – Asked about zip code?</li> </ul>	
<p><b>17 Adjournment:</b> Next meeting- Council meeting on Tuesday, April 4, 2017 at 6:00 PM.</p>	<p><b>Mayor adjourned the meeting at 8:55 PM.</b></p>

\_\_\_\_\_  
Mayor's Approval

\_\_\_\_\_  
Date

3:56 PM  
03/07/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 7, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates	21113				
Bill	3/3/2017	Marc...	3/13/2017		943.17
Total Architectural Associates					943.17
Auto Zone	21614				
Bill	3/3/2017	Invoic...	3/13/2017		18.67
Total Auto Zone					18.67
Bank of America	21615				
Bill	3/3/2017	1/24-...	3/13/2017		340.20
Total Bank of America					340.20
Best Pots Inc	21616				
Bill	3/3/2017	Invoic...	3/13/2017		77.28
Total Best Pots Inc					77.28
Cascade Columbia Distribution	21617				
Bill	3/7/2017	Invoic...	5/6/2017		3,024.50
Total Cascade Columbia Distribution					3,024.50
Century Link	21618				
Bill	3/7/2017	2/25-...	3/17/2017		55.23
Total Century Link					55.23
Civil West Engineering Services, Inc	21619				
Bill	3/7/2017	227/2...	3/17/2017		25,368.35
Total Civil West Engineering Services, Inc					25,368.35
Cornerstone Janitorial	21620				
Bill	3/7/2017	2151...	3/17/2017		232.50
Total Cornerstone Janitorial					232.50
Delapoer Kidd Attorneys at Law	21621				
Bill	3/7/2017	Invoic...	3/17/2017		1,388.70
Total Delapoer Kidd Attorneys at Law					1,388.70
Edge Analytical Laboratories	21622				
Bill	3/7/2017	Febru...	3/17/2017		411.30
Total Edge Analytical Laboratories					411.30
NW Natural	21623				
Bill	3/7/2017	1/30-...	3/17/2017		302.30
Total NW Natural					302.30
Ricoh	21624				
Bill	3/7/2017	Inv #5...	3/17/2017		45.66
Total Ricoh					45.66
The Bark Place	21625				
Bill	3/3/2017	Invoic...	3/13/2017		1,095.00
Total The Bark Place					1,095.00
<b>TOTAL</b>					<b>33,302.86</b>

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3/7/17

10:21 AM  
03/08/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 8, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Kiwanis Sunrisers	21626				
Bill	3/8/2017	3/8/2...	3/18/2017		250.00
Total Kiwanis Sunrisers					250.00
Ladd Hostick	21627				
Bill	3/8/2017	3/8/2...	3/18/2017		1,000.00
Total Ladd Hostick					1,000.00
TOTAL					1,250.00

*QA*  
3/8/17

1:01 PM  
03/08/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 8, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
SECRETARY OF STATE Business Service					
Bill	3/8/2017	21628 2015 ...	3/18/2017		250.00
Total SECRETARY OF STATE Business Service					250.00
TOTAL					250.00

*[Handwritten signature]*  
3/8/17

2:33 PM  
03/15/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 15, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc Bill	3/15/2017	21629 Invoic...	3/25/2017		59.00
Total American Business Software, Inc					59.00
City of Corvallis Bill	3/15/2017	21630 Invoic...	4/14/2017		227.28
Total City of Corvallis					227.28
Edge Analytical Laboratories Bill	3/14/2017	21631 Ref #...	3/24/2017		37.80
Total Edge Analytical Laboratories					37.80
One Call Concepts Bill	3/14/2017	21632 Invoic...	4/13/2017		4.20
Total One Call Concepts					4.20
Pace Heating & Air Bill	3/15/2017	21633 Inv #...	3/25/2017		1,044.00
Total Pace Heating & Air					1,044.00
Pacific Excavation Bill	3/15/2017	21634 Inv #...	3/25/2017		5,089.04
Total Pacific Excavation					5,089.04
Pacific Power/PacificCorp Bill	3/15/2017	21635 2/2-3/...	3/25/2017		2,625.79
Total Pacific Power/PacificCorp					2,625.79
Republic Services #452 Bill	3/15/2017	21636 2/1-2/...	3/25/2017		63.90
Total Republic Services #452					63.90
Ricoh USA Inc Bill	3/14/2017	21637 Invoic...	3/24/2017		81.30
Total Ricoh USA Inc					81.30
Simply Payroll Bill	3/15/2017	21635 Invoic...	3/25/2017		93.80
Total Simply Payroll					93.80
Staples Credit Plan Bill	3/15/2017	21634 2/4-3/...	3/25/2017		121.90
Total Staples Credit Plan					121.90
USA Blue Book Bill	3/14/2017	21640 Invoic...	3/24/2017		101.78
Total USA Blue Book					101.78
Verizon Bill	3/14/2017	21641 Invoic...	3/24/2017		224.49
Total Verizon					224.49
<b>TOTAL</b>					<b>9,774.28</b>

*9,774.28*  
*3/15/17*



10:02 AM

03/22/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 22, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
AT&T Mobility Bill	3/22/2017	2870...	4/1/2017		12.58
Total AT&T Mobility					12.58
Century Link Bill	3/22/2017	Marc...	4/1/2017		151.50
Total Century Link					151.50
CIS TRUST Bill	3/22/2017	April ...	4/1/2017		4,896.43
Total CIS TRUST					4,896.43
Comcast Bill	3/22/2017	3/17-...	4/1/2017		82.85
Total Comcast					82.85
Edge Analytical Laboratories Bill	3/22/2017	17-05...	4/1/2017		182.70
Total Edge Analytical Laboratories					182.70
Engineering America, Inc. Bill	3/20/2017	Paym...	3/30/2017		368,985.12
Total Engineering America, Inc.					368,985.12
<b>TOTAL</b>					<b>374,311.18</b>

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3/22/17

1:37 PM

03/30/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 30, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Civil West Engineering Services, Inc		21650			
Bill	3/30/2017	Marc...	4/9/2017		14,847.57
Total Civil West Engineering Services, Inc.					14,847.57
Consumers Power Inc.		21651			
Bill	3/28/2017	2/12...	4/7/2017		3,692.61
Total Consumers Power Inc.					3,692.61
Curt and Deanna Hubele		21652			
Bill	3/28/2017	Utility ...	4/7/2017		96.04
Total Curt and Deanna Hubele					96.04
Edge Analytical Laboratories		21653			
Bill	3/28/2017	Refer...	4/7/2017		37.80
Total Edge Analytical Laboratories					37.80
KNR Solutions		21654			
Bill	3/28/2017	Marc...	4/7/2017		2,000.00
Total KNR Solutions					2,000.00
Pacific Excavation		21655			
Bill	3/28/2017	Repai...	4/7/2017		6,876.14
Total Pacific Excavation					6,876.14
R. G. Smith		21656			
Bill	3/28/2017	Invoic...	4/7/2017		301.25
Total R. G. Smith					301.25
Ricoh USA, INC		21657			
Bill	3/30/2017	Inv #5...	4/9/2017		80.74
Total Ricoh USA, INC					80.74
TOTAL					<u>27,932.15</u>

*Handwritten signature and date: 3/30/17*

1:54 PM  
03/30/17

City of Adair Village  
**Unpaid Bills Detail**  
As of March 30, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Ladd Hostick Bill	21658 3/30/2017	Sign I...	4/9/2017		630.00
Total Ladd Hostick					630.00
TOTAL					<u>630.00</u>

*JA 3/30/17*

	<b>KNR Solutions</b>
<b>End of Month</b>	<b>03/01/17 through 03/31/17</b>

CSO	Ken Real
Hours Worked:	110 hours
Complaint Total:	<b>Monthly Case Load</b> Citizen Complaints 11 Grass Warnings 0        Self-Initiated 25 <b>Total Calls 36</b>
Cases	3 old cases, 11 new cases, 11 closed

Case	Date Initiated	Location	Violation
285- AV10212016	10/21/16 11/05/16 11/20/16 03/27/17	<b>Closed</b> 7220 NE Arnold (Santiam Christen) Over grown weeds, grass and vegetation at old Laborer School area. Letter sent, contact with Superintendent, contact with contracted party for cleanup, work in progress approximately 90 percent done. Closed	Weeds/Veg/Grass 40.420
031- AV02162017	02/16/17 02/23/17 03/27/17	Closed 116 Columbia carpet remains on front porch, letter sent to resident removed by owner	Prohibited Property 40.474
033- AV02232017	02/25/17 02/28/17 03/27/17	<b>Open</b> 113 Columbia, Livestock complaint pig on premise. Code enforcement working possible changes to code, will present at may meeting	Livestock
035- AV03092017	03/09/17 03/15/17	Closed 3120 Willamette clothes/boxes on front porch, removed by owner	Prohibited Property 40.474
036- AV03092017	03/09/17 03/12/17	Closed 3111 Willamette vehicle tires on front lawn , removed by owner	Prohibited Property 40.474
037-	03/09/17	Closed 5224 Laurel vehicle maintenance	Nuisances Affecting PH



**Parking Report Total 4**

Wrong Way Parking 3

On yellow curb 0

Prohibited Parking 1

**Animal Control Total 2**

Noise 1

Animal at large 0

Livestock Violations 1

**Citizen Assist Total 12**

Trash Container 7

Information/Paperwork Provided 4

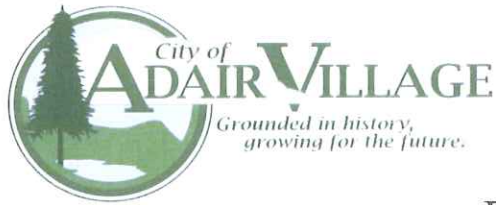
Yard/property work assist elderly/disable 0

Vacation assist/ 1

**Animal Control:** Working on animal code regarding pets/livestock. Increase in requests for livestock within city limits, conditional use applications given to requestors

**Parking:** Increase in parking violations regarding wrong side of street and wrong way travel.

**Emergency Management.** Working on community outreach to get volunteers for emergency management committee and CERT.



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT  
PERIOD: 2/20/2017 TO 3/20/2017

**WATER USE / DISTRIBUTION REPORT**

**WATER USE REPORT**

Water Produced: 8.4 Million Gallons

Average Usage per Day: 271,000 Gallons

Water Loss:

**WATER DISTRIBUTION REPORT**

Maintenance Activity: The water distribution system has had several leaks over the last month. Two leaks on Barberry, one leak on Hyacinth, one on Arnold and one out of town on our 12" main line. All leaks were repaired in a timely fashion.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, First quarter samples have been taken. Will have results soon.

**WASTEWATER TREATMENT REPORT**

Flows into the WWTP continue to remain very high. This has been an extremely wet winter and we estimate it will continue into the spring. Staff continues to monitor and maintain the plant daily.

Total Monthly Influent: 8.1 Million Gallons

Discharged: Winter discharge to the river continues sampling as per our DEQ permit increases and all samples have come back good.

## **STORM WATER COLLECTION SYSTEM REPORT**

Maintenance Activity: Storm drains are clear. Staff continues to clean any blocked storm drains.

## **STREETS MAINTENANCE REPORT**

Maintenance Activity: Streets are in good shape.

## **CITY HALL / PARKS AND WETLANDS**

Maintenance Activity: Staff has continued to keep City hall and parks mowed, weeded and garbage picked up on a weekly basis. Grass and brush control will start soon.

## **WATER TREATMENT PLANT**

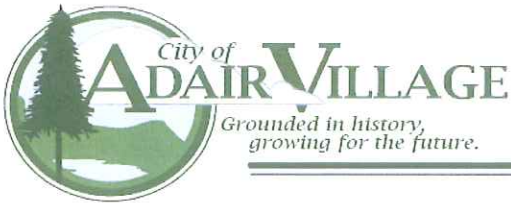
Maintenance Activity: Raw water NTU's at the plant are still high. Staff closely monitors and maintains plant daily and making adjustments as conditions change. Water production continues to rise due to increased leaks and the construction work at PRC. The plant is running well with no issues to report.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: Even with heavy rains the WWTP continues to be working very well with no issue to report

Completed by Matt Lydon, Public Works Supervisor





## CITY ADMINISTRATOR'S REPORT April 4, 2017 Council Meeting

### Administration

- **Youth Program** – The youth lunch program will not start this year until the last week in June. This is a result of the extended school year due to the snow.
- **Recreation Program** – We are working on an agreement for vendors and then we will have the City Attorney's review. It.
- **Budget** – The first draft of the budget will be out on the 12<sup>th</sup>. Reminder we have a budget meeting on the 19<sup>th</sup> at 6:30pm.

### Property/Businesses

- **AVIS** – GP, Boise Cascade and I are all meeting here at City hall this week to interview and discuss mitigation plans with four different contractors. Once we have selected a firm to move forward I can let you know the next steps for cleanup at the site.

### Major Projects/Engineering

- **Hospital Hill Reservoir** – Hospital hill is back online and the City has normal water pressure again.
- **Wastewater/Leachate** – We met with DEQ and there were only some minor changes that needed to be made to the facilities plan update. We have another meeting scheduled with them towards the end of the month.
- **Entrance Sign** – The entrance sign has been redone and looks really nice.

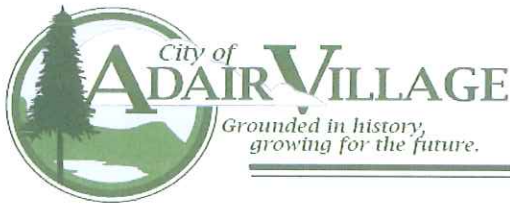
### Planning/Permits

- **Tim Cornelius** – Tim Cornelius has sent the City an application for the UGB and annexation of his property. The County has been looking into the option of taking over the conservation area. This will come to the council at the June meeting.
- **Residential Development** – The City has met with several possible developers over the last few weeks that are interested in what Adair Village has to offer.
- **Benton County Property** – The County submitted the official letter stating the transfer of land to the Federal Government. We received confirmation from the federal government that they have everything they need and they are working on the land transfer. The County is preparing the letter to transfer Arnold Ave over to the City.

**ADAIR VILLAGE PATROL**  
February 25 - March 25, 2017

**Benton County Sheriff's Office - Adair Patrol Activity Log**

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic		Arrests		Ord. Viol.	Other
						Warn	Cite	Cite	Cust		
25	784	1.0	Swing	431	0	0	0	0	0	0	Deputy reported no activity.
26	800	2.0	Swing	416	4	4	0	0	0	0	Deputy gave 2 warnings for speed and 2 for lighting/equipment violations.
26	829	1.5	Grave	444	3	0	0	0	0	0	Deputy assisted another Deputy who was dispatched to an Assault call. SEE BELOW
27	802	4.0	Grave	416	3	0	0	0	1	0	Deputy Graves responded to an Assault call where she arrested a female for POC, Assault and Resisting Arrest. Case 2017B00793
28	826	1.0	Swing	435	2	0	0	0	0	1	Sergeant was dispatched to a barking dog BCSC Case # 2017B00825 Referred to Animal Control.
1	847	1.0	Swing	427	0	0	0	0	0	0	No activity per Sergeant Iverson.
2	861	1.0	Swing	427	0	0	0	0	0	0	No activity
3	864	1.0	Swing	431	0	0	0	0	0	0	No activity at 11:00 PM to 12:00 AM
3	871	1.0	Swing	429	2	0	0	0	0	0	Spoke with 2 public works guys working on a water issue.
4	879	1.0	Day	448	5	0	0	0	0	0	Deputy stopped and spoke with 5 different citizens while patrolling the streets.
5	884	1.0	Grave	444	3	3	0	0	0	0	Deputy stopped 3 cars, one for speed, no plate lighting and fail to signal 100 feet before turn. All were issued warnings.
5	887	1.5	Day	448	3	0	1	0	0	0	Deputy was dispatched to an alarm at the ODFW and issued one citation.
7	919	1.5	Day	436	3	3	0	0	0	0	No calls for service 3 traffic stops with 3 warnings all in school zone.
6	906	2.0	Day	424	2	1	0	0	0	0	Deputy stopped and spoke with a citizen who was outside their home and stopped one car with warning.
10	981	2.0	Swing	421	1	1	0	0	0	0	1 traffic stop warning for no license plate light, no calls for service. 10:34 pm to 12:34 am.
10	984	1.5	Grave	428	1	0	0	0	0	0	Sergeant spoke with one citizen who was outside at 2:54 am.
10	969	1.0	Day	448	0	0	0	0	0	0	No activity at 10:30 AM.
10	974	1.0	Swing	431	0	0	0	0	0	0	No activity reported at 11:00 PM.
11	976	2.0	Grave	434	4	1	0	0	0	0	1 traffic stop with warning, stopped and spoke with 2 locals and 1 DUII investigation with no arrest made.
11	978	1.5	Day	436	1	0	0	0	0	0	Stopped 1 car and gave warning.
11	985	1.0	Swing	421	0	0	0	0	0	0	No activity reported at 10:45 PM.
13	1005	1.0	Grave	444	1	0	1	0	0	0	1 citation into Adair court for speeding.
13	1010	1.0	Day	424	0	0	0	0	0	0	No activity at 2:00 PM.
13	1015	1.5	Swing	416	0	3	0	0	0	0	Deputy responded to a welfare check (2017B01014) Person had made suicidal statements.
13	1016	1.0	Swing	435	0	0	0	0	0	0	Deputies went to home looking for a wanted subject. The person wasn't located.
14	1028	1.0	Day	438	0	0	0	0	0	0	Deputy patrolled city streets and parks with no activity.
15	1033	2.0	sssssss	433	1	0	0	0	0	0	Sergeant patrolled streets at around 12:00 AM He spoke with a citizen who was getting stuff from her car.
15	1037	1.5	Grave	445	1	2	0	0	0	0	Deputy stopped one car and gave 2 verbal warnings for minor traffic violations.
16	1046	1.0	Swing	416	4	0	0	0	0	0	Deputy contacted 4 subjects playing Pokemon.
16	1056	1.5	Day	439	0	0	0	0	0	0	No activity per Deputy at around 2:30 PM.
17	1061	1.5	Grave	428	1	1	0	0	0	0	1 Traffic stop with warning issued.
17	1066	2.0	Swing	429	3	2	0	0	0	0	Deputy issued 1 citation for speed, 1 for no insurance and 2 citizens contacts.
17	1068	1.0	Swing	431	0	0	0	0	0	0	No activity per Deputy.
17	1069	2.0	Swing	427	0	0	0	0	0	0	Sergeant had no activity around 7:00 PM.
20	1110	1.0	Day	438	0	0	0	0	0	0	No activity.
21	1125	1.0	Grave	444	1	0	0	0	0	0	Stopped 1 car and gave warning for speed.
23	1152	1.5	Grave	428	0	0	0	0	0	0	No activity at 1:00 PM
24	1181	1.0	Day	437	2	2	0	0	0	0	2 citations issued
25	1185	2.5	Day	437	2	2	0	0	0	0	2 citations issued
<b>Totals</b>		<b>55.5</b>			<b>53</b>	<b>25</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>	



**STAFF REPORT**  
**Attachment G – Financial Report**  
 April 4, 2017 Council Meeting

Totals - Income shown through March 30, 2017 is \$2,696,782.55 (55.03% of budget) and Expenses are \$2,431,447.81 (49.72% of budget), which shows a Net Income of \$+265,344.74 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	230,827.93	57.59
• Materials & Services	1,641,897.90	49.25
• Capital Outlay	0.00	0.0
• Debt Service	89,427.45	92.82

Totals by Fund – Income and Expenses for each Fund (Reserve and System Development Charges funds are not included, because they are basically in stasis with no expenses) are shown below.

Fund	Income	Expenses	Difference
• General	245,641.55	191,891.49	+53,750.06
• Storm Drain	11,069.57	26,237.64	-15,168.07
• Streets	34,453.91	39,311.45	-4,857.54
• Wastewater	185,151.49	201,516.76	-16,365.27
• Water	2,220,465.99	1,972,573.00	+247,892.99
• <b>TOTAL</b>	<b>\$2,696,782.55</b>	<b>\$2,431,447.81</b>	<b>+\$265,344.74</b>

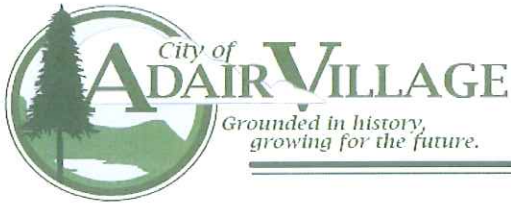
We have approximately **\$911,620.21** in the Local Government Investment Pool (LGIP). Last month we had **\$878,833.19**. Last year we had **\$527,436.83**.

	TOTAL			Total General Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget
<b>Income</b>							
4001 - Property Taxes--Current	108,430.01	105,000.00	3,430.01	103.27%	108,430.01	105,000.00	3,430.01
4002 - Property Taxes - Prior Year	1,588.97	1,600.00	-10.03	99.37%	1,588.97	1,600.00	-10.03
Total 4010 - Government Sources	1,996,002.63	2,925,953.00	-929,950.37	68.22%	389,958.72	33,953.00	356,005.72
4020 - Rental Income							
Total 4020 - Rental Income	48,415.72	77,050.00	-28,634.28	62.84%	48,415.72	77,050.00	-28,634.28
Total 4030 - Fees	500,120.88	810,275.00	-310,154.12	61.72%	32,548.99	7,400.00	25,148.99
Total 4050 - Other Income	36,521.99	161,900.00	-125,378.01	22.59%	35,437.83	54,500.00	-19,062.17
4060 - Interest	5,701.35	3,200.00	2,501.35	178.17%	5,701.35	3,200.00	2,501.35
Total 4080 - Transfers In	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00	-10,000.00
4090 - Beginning Fund Balance	0.00	805,657.00	-805,657.00	0.0%	0.00	100,000.00	-100,000.00
Total Income	2,696,782.55	4,900,635.00	-2,203,852.45	55.03%	622,082.59	392,703.00	229,379.59
	2,696,782.55	4,900,635.00	-2,203,852.45	55.03%	622,082.59	392,703.00	229,379.59
<b>Expense</b>							
5000 - Personal Services							
5010 - City Administrator	56,598.00	75,500.00	-18,902.00	74.96%	19,507.70	26,425.00	-6,917.30
5016 - Utility/Court Clerk	24,831.87	33,203.00	-8,371.13	74.79%	5,241.39	6,641.00	-1,399.61
5018 - Finance Clerk	8,876.92	12,046.00	-3,169.08	73.69%	1,334.65	1,807.00	-472.35
5020 - Park Director	266.60	0.00	266.60	100.0%	266.60		
5025 - Summer Program Coordinator	4,795.42	11,364.00	-6,568.58	42.2%	4,807.30	11,364.00	-6,556.70
5050 - Public Works Supervisor	38,503.24	51,797.00	-13,293.76	74.34%	-6.27		
5052 - Utility Worker III	3,899.98	0.00	3,899.98	100.0%	1,170.00		
5054 - Utility Worker II	22,086.74	29,514.00	-7,427.26	74.84%	1,648.88		
5058 - Utility Worker I	18.08	25,101.00	-25,082.92	0.07%	18.08	7,530.00	-7,511.92
5064 - Intern	560.00	0.00	560.00	100.0%	560.00		
5081 - Employee Health Ins Benefits	55,341.45	66,714.00	-11,372.55	63.82%	7,747.82	14,741.00	-6,993.18
5082 - Retirement Benefits	25,247.53	42,077.00	-16,829.47	60.0%	5,806.98	9,485.00	-3,678.01
5085 - Employment Taxes	15,966.99	33,460.00	-17,493.01	47.78%	3,734.65	7,547.00	-3,812.35
5000 - Personal Services - Other	-20.00	0.00	-20.00	100.0%	0.00		
Total 5000 - Personal Services	257,002.82	400,796.00	-143,793.18	64.12%	51,837.79	85,540.00	-33,702.21
Total 5100 - Material & Services	2,077,748.79	3,333,953.00	-1,256,204.21	62.32%	130,053.70	208,453.00	-78,399.30
Total 5300 - Capital Outlay	0.00	70,400.00	-70,400.00	0.0%	0.00		
Total 5400 - Debt Service	88,696.20	96,348.00	-8,651.80	88.98%	0.00		
Total 5600 - Fund Reserve	10,000.00	73,842.00	-63,842.00	13.54%	10,000.00	45,355.00	-35,355.00
5700 - Contingency	0.00	124,320.00	-124,320.00	0.0%	0.00	20,000.00	-20,000.00
7777 - Unappropriated Fund Balance	0.00	790,976.00	-790,976.00	0.0%	0.00	33,955.00	-33,955.00
Total Expense	2,431,447.81	4,890,635.00	-2,459,187.19	48.72%	191,891.49	392,703.00	-200,811.51
	265,334.74	10,000.00	255,334.74	2,653.35%	430,191.10	0.00	430,191.10

City of Adair Village  
Profit Loss Budget v. Actual  
July 2016 through June 2017

	Storm Drain Fund			Street Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget
<b>Income</b>							
4001 - Property Taxes--Current	0.00				0.00		
4002 - Property Taxes - Prior Year	0.00				0.00		
Total 4010 - Government Sources	0.00				34,453.91		-17,546.09
Total 4020 - Rental Income	0.00				0.00		
Total 4030 - Fees	11,069.57	18,000.00	-6,930.43	61.5%	0.00		
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	0.00		
4060 - Interest	0.00				0.00		-200.00
Total 4080 - Transfers In	0.00				0.00		
4090 - Beginning Fund Balance	0.00	25,000.00	-25,000.00	0.0%	0.00		-80,000.00
Total Income	11,069.57	43,200.00	-32,130.43	25.62%	34,453.91	132,200.00	-97,746.09
	11,069.57	43,200.00	-32,130.43	25.62%	34,453.91	132,200.00	-97,746.09
<b>Expense</b>							
5000 - Personal Services							
5010 - City Administrator	2,832.40	3,775.00	-942.60	75.03%	2,831.40	3,775.00	-943.60
5016 - Utility/Court Clerk	966.49	1,660.00	-693.51	58.22%	0.00		
5018 - Finance Clerk	444.87	602.00	-157.13	73.9%	444.86	602.00	-157.14
5020 - Park Director	0.00				0.00		
5025 - Summer Program Coordinator	0.00				0.00		
5050 - Public Works Supervisor	1,925.54	2,550.00	-624.46	74.35%	3,851.95	5,180.00	-1,328.05
5052 - Utility Worker III	195.00				195.00		
5054 - Utility Worker II	1,104.35	1,476.00	-371.65	74.82%	2,090.91	2,951.00	-860.09
5058 - Utility Worker I	0.00	1,255.00	-1,255.00	0.0%	0.00	1,255.00	-1,255.00
5064 - Intern	0.00				0.00		
5081 - Employee Health Ins Benefits	2,767.06	4,336.00	-1,568.94	63.82%	3,320.53	5,203.00	-1,882.47
5082 - Retirement Benefits	1,262.39	2,004.00	-741.61	62.99%	1,514.85	2,428.00	-913.15
5085 - Employment Taxes	709.32	1,594.00	-884.68	44.5%	931.61	1,932.00	-1,000.39
5000 - Personal Services - Other	0.00				0.00		
Total 5000 - Personal Services	12,207.42	19,292.00	-7,084.58	63.28%	15,181.11	23,326.00	-8,144.89
Total 5100 - Material & Services	14,030.22	9,000.00	5,030.22	155.89%	24,190.34	27,950.00	-3,819.66
Total 5300 - Capital Outlay	0.00	2,400.00	-2,400.00	0.0%	0.00	24,000.00	-24,000.00
Total 5400 - Debt Service	0.00				0.00		
Total 5500 - Fund Reserve	0.00	499.00	-499.00	0.0%	0.00	2,640.00	-2,640.00
5700 - Contingency	0.00	4,320.00	-4,320.00	0.0%	0.00	15,000.00	-15,000.00
7777 - Unappropriated Fund Balance	0.00	7,889.00	-7,889.00	0.0%	0.00	39,284.00	-39,284.00
Total Expense	26,237.64	43,200.00	-16,962.36	60.7%	39,311.45	132,200.00	-92,888.55
	-15,168.07	0.00	-15,168.07	100.0%	-4,857.54	0.00	-4,857.54

	Wastewater Fund			Water Fund			
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget
<b>Income</b>							
4001 - Property Taxes--Current	0.00				0.00		
4002 - Property Taxes - Prior Year	0.00				0.00		
Total 4010 - Government Sources	66,659.00				1,504,931.00	2,840,000.00	-1,335,069.00
Total 4020 - Rental Income	0.00				0.00		
Total 4030 - Fees	118,482.49	205,000.00	-86,507.51	57.8%	338,009.83	520,000.00	-181,990.17
Total 4050 - Other Income	0.00	101,000.00	-101,000.00	0.0%	1,084.16	6,000.00	-4,915.84
4060 - Interest	0.00				0.00		
Total 4080 - Transfers In	0.00				0.00		
4090 - Beginning Fund Balance	0.00				0.00		
Total Income	185,151.49	306,000.00	-120,848.51	60.51%	1,844,024.99	3,736,000.00	-1,891,975.01
	185,151.49	306,000.00	-120,848.51	60.51%	1,844,024.99	3,736,000.00	-1,891,975.01
<b>Expense</b>							
5000 - Personal Services							
5010 - City Administrator	8,806.30	11,325.00	-2,518.70	77.76%	22,650.20	30,200.00	-7,549.80
5016 - Utility/Court Clerk	6,207.88	8,301.00	-2,093.12	74.79%	12,416.11	16,601.00	-4,184.89
5018 - Finance Clerk	2,669.28	3,614.00	-944.72	73.86%	4,003.91	5,421.00	-1,417.09
5020 - Park Director	0.00				0.00		
5025 - Summer Program Coordinator	0.00				0.00		
5050 - Public Works Supervisor	9,625.62	12,949.00	-3,323.38	74.34%	23,106.40	31,078.00	-7,971.60
5052 - Utility Worker III	780.00				1,559.96		
5054 - Utility Worker II	6,154.91	8,854.00	-2,699.09	69.52%	11,087.68	16,233.00	-5,145.31
5058 - Utility Worker I	0.00	5,020.00	-5,020.00	0.0%	0.00	10,041.00	-10,041.00
5064 - Intern	0.00				0.00		
5081 - Employee Health Ins Benefits	13,835.38	19,944.00	-6,108.62	69.37%	27,670.66	42,490.00	-14,819.34
5082 - Retirement Benefits	5,428.23	8,831.00	-3,402.77	61.47%	11,235.07	19,329.00	-8,093.93
5085 - Employment Taxes	3,551.42	7,027.00	-3,475.58	50.54%	7,069.99	15,380.00	-8,310.01
5000 - Personal Services - Other	0.00				0.00		
Total 5000 - Personal Services	57,059.02	85,865.00	-28,805.98	66.45%	120,800.01	186,773.00	-65,972.99
Total 5100 - Material & Services	86,977.74	113,250.00	-24,272.26	78.57%	1,820,566.79	2,975,300.00	-1,154,743.21
Total 5300 - Capital Outlay	0.00	9,000.00	-9,000.00	0.0%	0.00	35,000.00	-35,000.00
Total 5400 - Debt Service	55,480.00	62,848.00	-7,368.00	88.28%	31,216.20	39,500.00	-2,283.80
Total 5600 - Fund Reserve	0.00	18,605.00	-18,605.00	0.0%	0.00	6,743.00	-6,743.00
5700 - Contingency	0.00	10,000.00	-10,000.00	0.0%	0.00	75,000.00	-75,000.00
7777 - Unappropriated Fund Balance	0.00	6,432.00	-6,432.00	0.0%	0.00	423,684.00	-423,684.00
Total Expense	201,516.76	306,000.00	-104,483.24	65.86%	1,972,573.00	3,736,000.00	-1,763,427.00
	-16,365.27	0.00	-16,365.27	100.0%	-128,548.01	0.00	-128,548.01



## STAFF REPORT

### Goals

I have worked in the City of Adair Village for several years now, and I have seen priorities change and different needs arise. I still feel like I am learning something new about the City every day. I have made a list of the things I am working on and some of the things I think are important to consider through this process. First the City has four FTE and two PTE. The City contracts public safety, engineering, code enforcement, some finance assistance, minimal planning, and legal services. These are all overseen by the city administrator. Secondly, here is a list of things I see relevant to this process for consideration:

#### Administration:

- Fiscal responsibility (Audits, Policies, Budget, Reserves)
- Public relations (Website, Outreach, Transparency, Media Relations)
- Continued compliance with regulators (DEQ, OHA, Oregon Audits Division)
- Planned maintenance
- Personnel

#### Infrastructure

- Water (Supply, Treatment, Distribution)
- Republic Service/wastewater system
- Infiltration and upgrades to the WW infrastructure
- Storm water upgrades
- Street and sidewalk improvements
- Building maintenance

#### Safety

- Emergency plan
- Benton County Sheriffs contract

#### Beautification Projects

- Entrance sign upgrade
- Barracks
- Street and sidewalks William R. Carr/Arnold intersection
- Park upgrades
- Town square
- New church and grounds
- Entrance to Vandenberg
- Bus stop upgrades



## **Economic Development**

- Planning personnel
- Growth (Residential, Commercial, Industrial)
- Continued work on cleaning and occupying AVIS
- Continued progress on the Benton County property

## **Services**

- Community Service Officer (Service, Enforcement, Compliance, Emergency Plan)
- Recreation Coordinator (Summer Program, Youth Program, Community Events)
- Meeting places (Barracks Buildings)
- History (Landmarkers)
- Parks open space



By Goal

GOAL	Objective	Importance	Urgency	Mgmt hours over next year Hours	Staff	Staff hours over next year
<b>Upgrade City Appearance</b>						
	Safe, clean and attractive community	5	5		Ongoing	
	Consistent ordinance enforcement	5	5	50	DF	840 (Code Compliance @ 16 hrs/wk)
	Landscaping & maintenance					
	@ Welcome sign /barracks	5	3	40	PH	200
<b>Improve Administration ( New)</b>						
	Fiscal responsibility	5	3	250	Ongoing	DF 500
	Maintain audit/closeouts	5	4	80	{80 per audit}	DF
	Evaluate current staffing model	5	5	16		DF
<b>Develop Public Safety</b>						
	Review police department pros/cons	3	5	80		DF
	Emergency/disaster planning	5	4	240		Chief
<b>Enhance Regional Perception</b>						
	Protection of water rights	5	5	240		DF
	Residential development	5	3	400		PH
	Our own zip code/drop box/self-service	3	2	40		DF
<b>Strengthen Communications</b>						
	Communication with residents	5	4		Ongoing	
<b>Improve Infrastructure</b>						
	Continue sewer maintenance program	3	2	50		PH 240
	Replace water reservoir	5	5	500		PH
	Street and park maintenance	4	4	50		PH 240
<b>Increase Amenities</b>						
	Adair Frontage road closure	3	2	80		PH
	Reinstate restaurant in old firehouse	4	5	80		DF
	Retain transit (bus) service	5	5	50	Ongoing	DF
	Youth activity program	3	1	25	Ongoing	DF 600
<b>Seek Community Development</b>						
	Industrial site development	4	3	80		DF/PH
	Downtown development	3	2	50		PH
	Negotiate federal deed restrictions	3	2	80		DF
	Land exchange with Benton County	3	2	80		DF
				2561	1210	PH 2620
					1351	DF

This sheet uses the "Goals" from 2007

By Priority

Number	Item	Importance	Urgency
1	Safe, clean and attractive community	5	5
2	Protection of water rights	5	5
3	Consistent ordinance enforcement	5	5
4	Retain transit (bus) service	5	5
5	Replace water reservoir	5	5
6	Evaluate current staffing model	5	5
7	Emergency/disaster planning	5	4
8	Maintain audit/closeouts	5	4
9	Communication with residents	5	4
13	Reinstate restaurant in old firehouse	4	5
10	Fiscal responsibility	5	3
11	Residential development	5	3
12	Welcome sign maintenance/barracks	5	3
14	Street and park maintenance	4	4
15	Industrial site development	4	3
16	Review police department pros/cons	3	5
17	Our own zip code/drop box/self-service	3	2
18	Adair Frontage road closure	3	2
19	Continue sewer/storm drain maintenance program	3	2
20	Land exchange with Benton County	3	2
21	Negotiate federal deed restrictions	3	2
22	Downtown development	3	2
23	Youth activity program	3	1

? Is this more important than our rec/parks program?

? This is part of the budget process

? Is this more important than everything below?

? ?

? This has the greatest possible impact on City revenues

? ?

? Importance? This will drive much of our General Fund

? ?

? Is this an equivalent priority to the Frontage Rd and Zip?

? ?

? Is this really the lowest priority for budget and staff?

By Department

Item	Importance	Urgency
<b>Administration</b>		
Protection of water rights	5	5
Evaluate current staffing model	5	5
Maintain audit/closeouts	5	4
Communication with residents	5	4
Fiscal responsibility	5	3
<b>Public Safety</b>		
Review police department pros/cons	3	5
Emergency/disaster planning	5	4
Our own zip code/drop box/self-service	3	2
<b>Public Works</b>		
Replace water reservoir	5	5
Street and park maintenance	4	4
Continue sewer maintenance program	3	2
<b>Industrial Site</b>		
Industrial site development	4	3
<b>Downtown Development</b>		
Downtown development	3	2
<b>Community Development</b>		
Safe, clean and attractive community	5	5
Consistent ordinance enforcement	5	5
Retain transit (bus) service	5	5
Residential development	5	3
Welcome sign maintenance/barracks	5	3
Reinstate restaurant in old firehouse	4	5
Adair Frontage road closure	3	2
Land exchange with Benton County	3	2
Negotiate federal deed restrictions	3	2
Youth activity program	3	1