

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, May 2, 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 – April 4, 2017 (Attachment A)
- b. Bills List through April 30, 2017 (Attachment B) – \$238,044.67

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 April 30, 2017 (Attachment G) Pat Hare

5. OLD BUSINESS:

- a) 2016 Audit (Attachment H) Tonya Moffitt
Action: Discussion

6. NEW BUSINESS:

- a) Supplemental Budget (Attachment I,J) Pat Hare
Action: Public Hearing/Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2017 -- #2 Supplemental Budget (Attachment K)
Action: Decision

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, June 6, 2017 6:00 PM
Planning Commission- Monday, May 22, 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", 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, April 4, 2017 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: 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>2. Consent Calendar (Agenda Item 2). Minutes of March 7, 2017 City Council Meeting. Bills List through March 30, 2017, (\$447,450.50 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Andrews seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). George Hackleman, 256 NE Azalea Drive. Spoke in support of bus service. Gene Abraham, 3122 NE Willamette. Asked if utility bills can be changed to show payments? Alan Rowe, 112 NE Columbia. Put in his support of 99 Express. Kathleen Hackleman, 256 NE Azalea Drive. Asked if they will get in trouble for using a backhoe in the creek behind her house as it is full of branches? Asked about water coming on to her property from Barberry. Phil Harkins, 3113 NE Willamette. Asked several questions about the wetlands.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CA Hare presented the report for March.</p> <ul style="list-style-type: none"> • Total hours worked – 110. • 3 old cases, 11 new cases, 11 closed. <p>Livestock issue previously discussed with the Council will be brought back to the Council in May.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works (Agenda Item 4b). CA Hare presented the report for March.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for March.</p> <p>Administration</p> <ul style="list-style-type: none"> • Youth Program – Youth lunch program will start the last week of June. • Recreation Program – We are working on an agreement for vendors of a farmer’s market for attorney’s review. • Budget – The first draft of the budget will be out on the 12th. First budget meeting on 04/19/17 at 6:30 pm. <p>Property/Businesses</p>	<p>Council received the report.</p>

<ul style="list-style-type: none"> • AVIS – GP, Boise Cascades and CA Hare are meeting at City Hall this week to interview and discuss mitigation plans with 4 different contractors. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Hospital Hill Reservoir – Hospital Hill is back online and the City has normal water pressure again. • Wastewater/Leachate – Met with DEQ and there were only some minor changes that needed to be made to the facilities plan update. Another meeting is scheduled with them towards the end of the month. • Entrance Sign – The entrance sign has been redone. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Tim Cornelius – He 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 are working on the land transfer. The County is preparing the letter to transfer Arnold Avenue over to the City. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G – Financial Report-through March 30, 2017 (Agenda Item 4e). CA Hare presented the report. Income through March 30, 2017 is \$2,696,782.55 and expenses are \$2,431,447.81. The balance in the Local Government Investment Pool is approximately \$911,620.21, last year the balance was \$527,436.83.</p>	<p>Council received the report.</p>
<p>9. Attachment H, H-2 – Council Goals (Agenda Item 5a).</p>	<p>See Attachment</p>
<p>10. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Andrews – None. • Councilor King – None. • Councilor Canfield – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, May 2, 2017 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 9:00 PM.</p>

Attachment Goals

2017 Goal Setting

Tuesday, April 4, 2017, 7:00 PM

Administration

Fiscal responsibility	5	4
Create and adopt policies		
Public relations	5	3
Complete website		
Planned maintenance	4	4
Personnel management and training	4	2
Zip code	3	3

Infrastructure

Water (Supply, Treatment, Distribution)	5	5
Republic Service/wastewater system	5	5
Infiltration and upgrades to the WW infrastructure	3	3
Storm water upgrades	3	3
Street and sidewalk improvements	3	3
Emergency plan	5	4
Adair Frontage road	3	2
99W safety signage	3	2

Safety

Beautification

Barracks	4	4
Kiddie & "Carr" park additions/upgrades	3	3
Town square	4	3
Palestine church and grounds	3	2
Entrance to Vandenberg	4	2

Economic

Growth	5	5
Residential		
Commercial		

Industrial

Continue AVIS work	4	5
Continue on the Benton County property	5	5

Community

Community events	4	3
Tenant improvements	4	3
History (land markers)	3	3

Mayor's Approval

Date

9:07 AM

04/27/17

City of Adair Village
Unpaid Bills Detail
 As of April 27, 2017

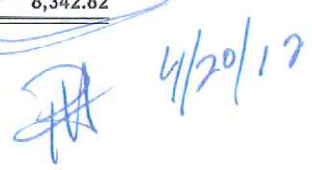
Type	Date	Num	Due Date	Aging	Open Balan...
American Underground LLC					
Bill	4/25/2017	Invoic...	5/5/2017		3,082.64
Total American Underground LLC					3,082.64
Best Pots Inc					
Bill	4/25/2017	Invoic...	5/5/2017		77.28
Total Best Pots Inc					77.28
Century Link					
Bill	4/25/2017	April...	5/5/2017		151.74
Total Century Link					151.74
City of Corvallis					
Bill	4/25/2017	Invoic...	5/25/2017		295.28
Total City of Corvallis					295.28
Consumers Power Inc.					
Bill	4/25/2017	3/12-...	5/5/2017		3,867.25
Total Consumers Power Inc.					3,867.25
Edge Analytical Laboratories					
Bill	4/25/2017	17-08...	5/5/2017		37.80
Total Edge Analytical Laboratories					37.80
Engineering America, Inc.					
Bill Pmt -Check	4/13/2017	21683			-185,368.75
Bill	4/13/2017	Paym...	4/23/2017	4	185,368.75
Total Engineering America, Inc.					0.00
Ferguson Enterprises					
Bill	4/25/2017	Inv #s...	5/5/2017		949.03
Total Ferguson Enterprises					949.03
KNR Solutions					
Bill	4/25/2017	April I...	5/5/2017		2,000.00
Total KNR Solutions					2,000.00
Slate & Slate Roofing Inc					
Bill	4/25/2017	Invoic...	5/5/2017		1,555.00
Total Slate & Slate Roofing Inc					1,555.00
Smith-Wagar Consulting					
Bill	4/25/2017	Invoic...	5/5/2017		3,300.00
Total Smith-Wagar Consulting					3,300.00
TOTAL					15,316.02

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 4/27/17

10:57 AM
04/20/17

City of Adair Village
Unpaid Bills Detail
As of April 20, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Brittany Kennedy	21686				
Bill	4/18/2017	April ...	4/28/2017		120.35
Total Brittany Kennedy					120.35
Cascade Columbia Distribution	21687				
Bill	4/13/2017	Invoice...	6/12/2017		2,301.75
Total Cascade Columbia Distribution					2,301.75
CIS TRUST	21688				
Bill	4/18/2017	May, ...	4/28/2017		4,896.43
Total CIS TRUST					4,896.43
Comcast	21689				
Bill	4/18/2017	4/18-...	4/28/2017		82.85
Total Comcast					82.85
Edge Analytical Laboratories	21690				
Bill	4/13/2017	Ref #...	4/23/2017		88.20
Bill	4/18/2017	Ref #...	4/28/2017		246.60
Total Edge Analytical Laboratories					334.80
Engineering America, Inc.					
Bill Pmt -Check	4/13/2017	21683			-185,368.75
Bill	4/13/2017	Paym...	4/23/2017		185,368.75
Total Engineering America, Inc.					0.00
Ferguson Enterprises	21691				
Bill	4/18/2017	Inv #0...	4/28/2017		131.99
Total Ferguson Enterprises					131.99
Madjek	21692				
Bill	4/13/2017	Invoice...	4/23/2017		250.00
Total Madjek					250.00
Verizon	21693				
Bill	4/13/2017	Inv #9...	4/23/2017		224.65
Total Verizon					224.65
TOTAL					8,342.82

8,342.82

 4/20/17

9:22 AM

04/13/17

City of Adair Village
Unpaid Bills Detail
 As of April 13, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21669	4/13/17		
Bill	4/11/2017	Invoi...	4/21/2017		59.00
Total American Business Software, Inc					59.00
Bank of America		21670	4/13/17		
Bill	4/5/2017	2/23-...	4/15/2017		1,325.35
Total Bank of America					1,325.35
Best Pots Inc					
Bill	4/12/2017	Invoi...	4/22/2017		280.00
Total Best Pots Inc					280.00
City of Corvallis		21671	4/13/17		
Bill	4/5/2017	Invoi...	5/5/2017		163.78
Total City of Corvallis					163.78
Cornerstone Janitorial		21672	4/13/17		
Bill	4/11/2017	Invoi...	4/21/2017		232.50
Total Cornerstone Janitorial					232.50
E.D. Hughes		21673	4/13/17		
Bill	4/5/2017	Invoi...	4/15/2017		2,072.00
Total E.D. Hughes					2,072.00
Edge Analytical Laboratories		21674	4/13/17		
Bill	4/11/2017	Refer...	4/21/2017		37.80
Total Edge Analytical Laboratories					37.80
Engineered Control Products, Inc		21675	4/13/17		
Bill	4/11/2017	Paym...	5/11/2017		185,368.75
Total Engineered Control Products, Inc					185,368.75
Pacific Power/PacificCorp		21676	4/13/17		
Bill	4/11/2017	3/2 - ...	4/21/2017		3,051.88
Total Pacific Power/PacificCorp					3,051.88
Republic Services #452		21677	4/13/17		
Bill	4/11/2017	3/31-...	4/21/2017		63.90
Total Republic Services #452					63.90
Ricoh USA Inc		21678	4/13/17		
Bill	4/11/2017	Invoi...	4/21/2017		81.30
Total Ricoh USA Inc					81.30
Simply Payroll		21679	4/13/17		
Bill	4/11/2017	April ...	4/21/2017		93.80
Total Simply Payroll					93.80
Staples Credit Plan		21680	4/13/17		
Bill	4/11/2017	Marc...	4/21/2017		47.77
Total Staples Credit Plan					47.77

Best Pots
 21684
 4/13/17

SHOULD HAVE BEEN 21671, BUT DIDN'T PRINT
 check and payment entry voided and done over.

Engineering An.
 21683
 4/13/17

TOTAL

192,877.83

JA 4/13/17

4:25 PM
04/04/17

City of Adair Village
Unpaid Bills Detail
As of April 4, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Architectural Associates	21659				
Bill	4/4/2017	Marc...	4/14/2017		995.67
Total Architectural Associates					995.67
Benton County Sheriff	21660				
Bill	4/4/2017	4/1/2...	4/14/2017		7,125.75
Total Benton County Sheriff					7,125.75
Brittany Kennedy	21661				
Bill	3/30/2017	Marc...	4/9/2017		356.30
Total Brittany Kennedy	419				356.30
Century Link	21662				
Bill	4/4/2017	3/25-...	4/14/2017		55.23
Total Century Link					55.23
Delapoer Kidd Attorneys at Law	21663				
Bill	4/4/2017	Invoic...	4/14/2017		350.00
Total Delapoer Kidd Attorneys at Law					350.00
Edge Analytical Laboratories	1664				
Bill	4/4/2017	Marc...	4/14/2017		182.70
Total Edge Analytical Laboratories					182.70
Merina & Company, LLP	21665				
Bill	4/4/2017	Invoic...	4/14/2017		7,500.00
Total Merina & Company, LLP					7,500.00
NW Natural	21666				
Bill	4/4/2017	2/28-...	4/14/2017		295.95
Total NW Natural					295.95
Slate & Slate Roofing Inc	21667				
Bill	4/4/2017	Invoic...	4/14/2017		1,296.40
Total Slate & Slate Roofing Inc					1,296.40
Smith-Wagar Consulting	21668				
Bill	4/4/2017	Invoic...	4/14/2017		3,350.00
Total Smith-Wagar Consulting					3,350.00
TOTAL					21,508.00

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4/5/17



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 3/20/2017 TO 4/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 10.8 Million Gallons

Average Usage per Day: **348,000** Gallons

Water Loss: 50%

WATER DISTRIBUTION REPORT

Maintenance Activity: The water distribution system has been running under the head pressure of the hospital reservoir for about a month now. This has brought the pressure in town up 25 psi back to original working pressure. One leak was reported and fixed by staff on William R Carr Avenue.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, All results were good from 1st quarter sampling.

WASTEWATER TREATMENT REPORT

Flows into the WWTP have leveled out some. Rain continues to fall daily but staff is keeping up with flows, monitoring conditions and making necessary adjustments.

Total Monthly Influent: 7.9 Million Gallons

Discharged: Winter discharge to the river will end April 30th. The level of the discharge pond is at 2ft.

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. Staff is waiting for warm drier weather to start vegetation control on the streets.

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. Mowing has started when weather permits.

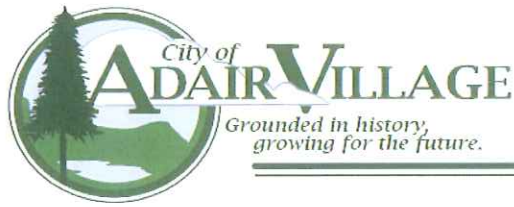
WATER TREATMENT PLANT

Maintenance Activity: Raw water NTU's at the plant have come down. Plant run times have slowed down now that Hospital Hill Reservoir is online. Staff will start to clean sedimentation bays in the next month or so.

WASTEWATER TREATMENT PLANT

Maintenance Activity: Even with heavy rains the WWTP continues to be working very well with no issue to report. Staff has begun preparing tools and equipment for spring and summer.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT May 2, 2017 Council Meeting

Administration

- **Youth Program** – The City utilized the grant from the Siletz Tribe to replace the roof at the Kiddie Park, we also bought new tables and safety mats for the play equipment.
- **Recreation Program** – We will be holding Founders day on the 13th of May.
- **Small Cities Meeting**– Adair Village will be hosting the Region 3 Small Cities Meeting on May 12th any of you are invited.

Property/Businesses

- **AVIS** – GP, Boise Cascade and I met with four different mitigation companies and we are going to engage ERM Consultants to work with DEQ on the mitigation process. I will bring a new addendum to our contract back to you next month.
- **Benton County Property** – I will bring a resolution back to all of you in June to take over responsibility of Arnold. The County Commissioners have already approved it. I am continuing to work on getting the deed of the property across from City Hall.

Major Projects/Engineering

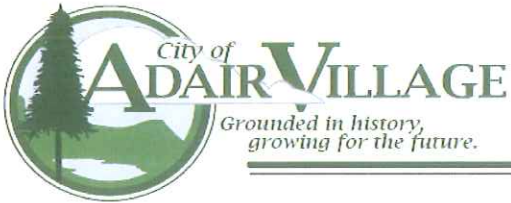
- **Voss Hill Water Tanks** – The project is passed the deadline and we are working out some issues with Engineering America. They over chlorinated the tanks so we are going to have to drain them and refill them before we can go live with them. We will also be speaking to them about liquidated damages for the extended time frame.
- **Wastewater/Leachate** – Republic Service is reviewing the facilities plan and we will be meeting with them to start contract negotiations.

Planning/Permits

- **Tim Cornelius** – Public Notice has been sent out to property owners and the planning commission is scheduled to have their first Public Hearing on May 22nd. The Council will then hold another one on June 6th.
- **Residential Development** – There is a developer working on the purchase of the residential property next to the Serve Pro site. Tim McGinnis said that once that goes through he should be able to move forward with his funding.

	TOTAL			Total General Fund				
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	108,430.01	105,000.00	3,430.01	103.27%	108,430.01	105,000.00	3,430.01	103.27%
4002 - Property Taxes - Prior Year	1,589.97	1,600.00	-10.03	99.37%	1,589.97	1,600.00	-10.03	99.37%
Total 4010 - Government Sources	1,996,002.63	2,925,953.00	-929,950.37	68.22%	13,517.72	33,953.00	-20,435.28	39.81%
Total 4020 - Rental Income	60,948.97	77,050.00	-16,101.03	79.1%	60,948.97	77,050.00	-16,101.03	79.1%
Total 4030 - Fees	549,216.96	810,275.00	-261,058.04	67.78%	32,558.99	7,400.00	25,158.99	439.99%
Total 4050 - Other Income	40,893.81	181,900.00	-121,006.19	25.26%	39,809.65	54,500.00	-14,690.35	73.05%
4060 - Interest	5,701.35	3,200.00	2,501.35	178.17%	5,701.35	3,200.00	2,501.35	178.17%
Total 4080 - Transfers In	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00	-10,000.00	0.0%
4090 - Beginning Fund Balance	0.00	805,657.00	-805,657.00	0.0%	0.00	100,000.00	-100,000.00	0.0%
Total Income	2,762,783.70	4,900,635.00	-2,137,851.30	56.38%	262,556.66	392,703.00	-130,146.34	66.86%
Expense								
5000 - Personal Services								
5010 - City Administrator	62,890.00	75,500.00	-12,610.00	83.3%	21,727.40	26,425.00	-4,697.60	82.22%
5016 - Utility/Court Clerk	27,788.51	33,203.00	-5,414.49	83.63%	5,828.72	6,641.00	-812.28	87.77%
5018 - Finance Clerk	9,985.09	12,046.00	-2,060.91	82.89%	1,500.88	1,807.00	-306.12	83.06%
5020 - Park Director	266.60	0.00	266.60	100.0%	266.60	0.00	266.60	100.0%
5025 - Summer Program Coordinator	5,028.85	11,384.00	-6,355.15	44.25%	5,040.73	11,384.00	-6,343.27	44.36%
5050 - Public Works Supervisor	43,084.84	51,797.00	-8,712.16	83.18%	-6.27	0.00	-6.27	0.24%
5052 - Utility Worker III	4,549.98	0.00	4,549.98	100.0%	1,365.00	0.00	1,365.00	100.0%
5054 - Utility Worker II	24,626.75	29,514.00	-4,887.25	83.44%	1,648.88	0.00	1,648.88	100.0%
5058 - Utility Worker I	18.08	25,101.00	-25,082.92	0.07%	18.08	7,530.00	-7,511.92	0.24%
5064 - Intern	560.00	0.00	560.00	100.0%	560.00	0.00	560.00	100.0%
5081 - Employee Health Ins Benefits	60,229.48	86,714.00	-26,484.52	69.46%	8,432.15	14,741.00	-6,308.85	57.2%
5082 - Retirement Benefits	28,287.57	42,077.00	-13,789.43	67.23%	6,506.20	9,485.00	-2,978.80	68.6%
5085 - Employment Taxes	17,741.63	33,480.00	-15,738.37	52.99%	4,135.90	7,547.00	-3,411.10	54.8%
5000 - Personal Services - Other	-20.00	0.00	-20.00	100.0%	0.00	0.00	0.00	100.0%
Total 5000 - Personal Services	285,017.38	400,796.00	-115,778.62	71.11%	57,024.27	85,540.00	-28,515.73	66.66%
Total 5100 - Material & Services	2,311,785.89	3,333,953.00	-1,022,167.11	69.34%	161,474.62	206,453.00	-46,978.38	77.46%
Total 5300 - Capital Outlay	0.00	70,400.00	-70,400.00	0.0%	0.00	0.00	0.00	0.0%
Total 5400 - Debt Service	86,695.20	96,348.00	-9,652.80	89.89%	0.00	0.00	0.00	0.0%
Total 5600 - Fund Reserve	10,000.00	73,842.00	-63,842.00	13.54%	10,000.00	45,355.00	-35,355.00	22.05%
5700 - Contingency	0.00	124,320.00	-124,320.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	790,976.00	-790,976.00	0.0%	0.00	33,355.00	-33,355.00	0.0%
Total Expense	2,693,493.47	4,830,635.00	-2,197,135.53	55.08%	228,498.89	392,703.00	-164,204.11	58.19%
	69,284.23	10,000.00	59,284.23	692.84%	34,057.77	0.00	34,057.77	100.0%

	Storm Drain Fund			Street Fund				
	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Income								
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			
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	12,557.70	18,000.00	-5,442.30	69.77%	0.00			
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
4060 - Interest	0.00				0.00			
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	-80,000.00	0.0%
Total Income	12,557.70	43,200.00	-30,642.30	29.07%	34,453.91	132,200.00	-97,746.09	26.06%
	12,557.70	43,200.00	-30,642.30	29.07%	34,453.91	132,200.00	-97,746.09	26.06%
Expense								
5000 - Personal Services								
5010 - City Administrator	3,145.50	3,775.00	-629.50	83.43%	3,148.50	3,775.00	-626.50	83.4%
5016 - Utility/Court Clerk	1,113.32	1,660.00	-546.68	67.07%	0.00			
5018 - Finance Clerk	500.28	602.00	-101.72	83.1%	500.27	602.00	-101.73	83.1%
5020 - Park Director	0.00				0.00			
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	2,154.62	2,590.00	-435.38	83.19%	4,310.11	5,180.00	-869.89	83.21%
5052 - Utility Worker III	227.50				227.50			
5054 - Utility Worker II	1,231.35	1,476.00	-244.65	83.43%	2,344.91	2,951.00	-606.09	79.45%
5058 - Utility Worker I	0.00	1,255.00	-1,255.00	0.0%	0.00	1,255.00	-1,255.00	0.0%
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	3,011.46	4,336.00	-1,324.54	69.45%	3,613.82	5,203.00	-1,589.18	69.46%
5082 - Retirement Benefits	1,414.39	2,004.00	-589.61	70.58%	1,697.16	2,428.00	-730.84	69.9%
5085 - Employment Taxes	756.56	1,584.00	-797.44	48.37%	1,036.29	1,932.00	-895.71	53.64%
5000 - Personal Services - Other	0.00				0.00			
Total 5000 - Personal Services	13,598.98	19,292.00	-5,693.02	70.49%	16,878.56	23,326.00	-6,447.44	72.36%
Total 5100 - Material & Services	14,035.13	9,000.00	5,035.13	155.95%	26,270.70	27,950.00	-1,679.30	93.99%
Total 5300 - Capital Outlay	0.00	2,400.00	-2,400.00	0.0%	0.00	24,000.00	-24,000.00	0.0%
Total 5400 - Debt Service	0.00				0.00			
Total 5600 - Fund Reserve	0.00	499.00	-499.00	0.0%	0.00	2,640.00	-2,640.00	0.0%
5700 - Contingency	0.00	4,320.00	-4,320.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	7,689.00	-7,689.00	0.0%	0.00	39,284.00	-39,284.00	0.0%
Total Expense	27,634.11	43,200.00	-15,565.89	63.97%	43,149.26	132,200.00	-89,050.74	32.64%
	-15,076.41	0.00	-15,076.41	100.0%	-8,695.35	0.00	-8,695.35	100.0%



STAFF REPORT
Attachment G – Financial Report
May 2, 2017 Council Meeting

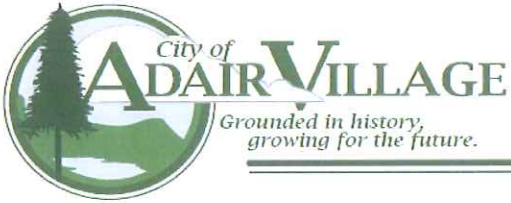
Totals - Income shown through April 27, 2017 is \$2,762,783.70 (56.38% of budget) and Expenses are \$2,693,449.47 (55.08% of budget), which shows a Net Income of \$+69,284.23 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	285,017.38	71.11
• Materials & Services	2,311,785.89	69.34
• Capital Outlay	0.00	0.0
• Debt Service	86,696.20	89.98

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	262,556.66	228,489.89	+34,057.77
• Storm Drain	12,557.70	27,634.11	-15,076.41
• Streets	34,453.91	43,149.26	-8,695.35
• Wastewater	199,546.92	209,864.05	-10,316.13
• Water	2,253,668.51	1,972,573.00	+247,892.99
• TOTAL	\$2,696,782.55	\$2,184,181.82	+\$69,181.82

We have approximately **\$711,620.21** in the Local Government Investment Pool (LGIP). Last month we had **\$911,620.21**. Last year we had **\$532,296.22**.



STAFF REPORT

The City needs to have a supplemental budget for two items: the addition of a part-time Parks Summer Program Assistant Coordinator in the General Fund for May and June 2017 and to provide additional money for the Storm Drain Fund for contract services that were not anticipated at the beginning of the fiscal year.

Recommended adjustments:

	<u>Existing</u>	<u>This Adjustment</u>	<u>Revised Budget</u>
General Fund - Personal Services	85,539	4,250	89,789
General Fund - Contingency	20,000	(4,250)	15,750
Net Impact	<u>105,539</u>	<u>-</u>	<u>105,539</u>
Storm Drain - Beginning Fund Bal	<u>25,000</u>	<u>5,000</u>	<u>30,000</u>
Storm Drain - Materials and Services	9,000	6,400	15,400
Storm Drain - Contingency	2,400	(1,400)	1,000
Storm Drain - Contingency	<u>4,320</u>	<u>-</u>	<u>4,320</u>
Net Impact	<u>9,280</u>	<u>-</u>	<u>9,280</u>

In addition to the budget adjustments, the City also plans to reduce Capital Outlay in the Water Fund, Wastewater Fund, Storm Drain Fund, and the Street Fund. The adopted budget anticipated purchasing a Vactor for \$30,000. That purchase will be delayed and a zero-radius mower will be purchased instead for \$18,000. Because this is a reduction in appropriations it does not require Council approval, but the information is being included for Council comment.

CITY OF ADAIR VILLAGE
ADAIR VILLAGE SUPPLEMENTAL BUDGET
ORDER OF PROCEDURE FOR THE CONDUCT OF HEARING
Public Hearing May 2, 2017

OPEN THE HEARING

1. Announce.

The purpose of this Public Hearing is to receive testimony on the City of Adair Village's proposed Supplemental Budget.

2. Call for Staff Report & Announcements.

Summarize Budget Changes

3. Call for testimony from those in favor of the Supplemental Budget.

4. Call for testimony from those opposed to the Supplemental Budget.

5. Call for any general comments.

6. Close Hearing.

7. Council Deliberation

The Council may make a motion to approve or disapprove Resolution 2017 #2. Or, the Council may move to continue the Hearing until a specified time and place or they may hold the Record open for additional written testimony until a specified time and place.

8. Council Decision.

Following the Council's discussion, take final action on motion.

**BEFORE THE CITY COUNCIL OF THE
CITY OF ADAIR VILLAGE, OREGON**

IN THE MATTER OF APPROPRIATING)
UNANTICIPATED RESOURCES AND)
TRANSFERRING CONTINGENCY IN A)
SUPPLEMENTAL BUDGET REQUEST)

RESOLUTION NO. 2017 -- #2

WHEREAS, the City desires to add a part-time Summer Program Assistant Coordinator in the General Fund; and,

WHEREAS, the Storm Drain Fund had unanticipated contract services costs; and,

WHEREAS, supplemental budget adjustments are allowed when items were unknown at the time the fiscal 2016-17 budget was adopted; and,

WHEREAS, the City has sufficient contingency and additional beginning fund balance to provide for these additional budget items;

NOW, THEREFORE, BE IT RESOLVED by the City of Adair Village City Council that:

SECTION 1: The FY 2016-17 Budget is hereby amended as detailed in Exhibit A

SECTION 2: The Summer Program Assistant Coordinator is added as an approved part-time position

SECTION 3: This resolution is effective immediately upon passage.

PASSED: The 2nd day of May, 2017.

Mayor

City Administrator