

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, October 3, 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 – September 12, 2017 (Attachment A)
- b. Bills List through September 30, 2017 (Attachment B) – \$63,445.80

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- 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 September 30, 2017 (Attachments G, G-2) Pat Hare

5. OLD BUSINESS:

- a) Emergency Preparedness Plan (Attachment H Staff Report) Pat Hare
Action: Decision
- b) Farm Foods (Concept Presented at Meeting) Jim Jones

6. NEW BUSINESS:

- a) Founders Day (Attachment I Staff Report) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action:

8. EXECUTIVE SESSION ORS 192.660 (2)

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council–Tuesday, November 7, 2017 6:00 PM
Planning Commission- Tuesday, October 16, 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 "kathv.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, September 12, 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. Planning Commission Members present: Commissioners Ray, Robertson and Chair Rowe were present. CA (City Administrator) Hare was present. City Planner Don Driscoll was present. City Attorney Sean Kidd was present. City Engineer Matt Wadlington was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Commissioner Officer was absent.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of August 8, 2017 City Council Meeting. Bills List through August 31, 2017, (\$172,403.04 total). Councilor Real asked about payment to Empower Haiti? CA Hare will check with Finance Clerk and get back to Council.</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). Gene Abraham, 3122 NE Willamette. Asked about the new home being built on Willamette. Provided the Council with a picture of a street drain and asked when they were going to be cleaned. Jim Jones, 1435 SE Madison, Albany, OR. Informed the Council of his continuing interest in purchasing the building where his restaurant is located. Also interested in expanding to other food venues in Adair, in addition to organizing farmer's markets and concerts in the City. Per Mayor Currier, this item will be put on a future Council meeting agenda as long as there is something to consider. Also, when Mr. Jones does come before the Council, he is to provide Council with business plans. Faye Abraham, 3122 NE Willamette. Asked about \$7500.00 payment to Pacific Excavation. Asked what payment to Empower Haiti was for. Phil Harkins, 3113 NE Willamette. Again expressed interest in the emergency management coordinator position.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report for August.</p>	<p>Council received the report.</p>
<p>5. Joint Public Hearing – Calloway Creek Subdivision. City Planner Don Driscoll provided a brief overview of the Calloway Creek Subdivision.</p>	<p>Mayor Currier recessed the City Council meeting and opened the Public Hearing at 6:22 PM.</p>

<p>Public Testimony</p> <p>Applicant Ron Weigel provided a history of the property.</p> <p>Randy Myers and Dennis Derby, Developers, provided some information on the development.</p> <p>Dan Watson, engineer for K&D Engineering, also provided information and a proposed layout of the development.</p> <p>A representative of Chad E. Davis Construction, the builder for the development, provided photos and information of the proposed construction in the development.</p> <p>In Favor: None</p> <p>In Opposition: Rana Foster, 980 SE Mason Place, Corvallis, OR. She would like record held open for 7 days.</p> <p>Neutral Comments: Fay Abraham, 3122 NE Willamette, Adair Village, OR. Phil Harkins, 3113 NE Willamette, Adair Village, OR.</p> <p>Specifics of each party's testimony is available via the recording of this meeting which is available at City Hall.</p> <p>Ms. Foster withdrew her request to leave the record open and submitted a letter as part of her testimony.</p> <p>Ms. Foster provided further testimony.</p> <p>Dan Watson, engineer, provided a rebuttal to opponent's testimony as well as to neutral comments.</p>	<p>Mayor Currier called a recess of the Public Hearing at 7:12 PM. Mayor Currier reconvened the Public Hearing at 7:28 P.M.</p> <p>Mayor Currier closed the Public Hearing at 7:50 PM. and a Planning Commission meeting was opened.</p> <p>Mayor Currier reconvened the City Council meeting only at 7:55 PM.</p>
<p>6. Attachments H1, H2, H3, H4 – Calloway Creek Subdivision (Agenda Item 5a).</p>	<p>City Council received the received the unanimous recommendation from the Planning Commission to</p>

	<p>approve the proposed development.</p> <p>Councilor King moved to receive the recommendation from the Planning Commission and to approve the proposed planned development. Councilor Real seconded. Unanimous Approval (5-0).</p> <p>Mayor Currier called a recess to the City Council meeting at 8:05 P.M.</p> <p>Mayor Currier reconvened the City Council meeting at 8:10 P.M.</p>
<p>7. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report for August.</p>	<p>Council received the report.</p>
<p>8. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for August.</p> <p>Administration</p> <ul style="list-style-type: none"> • Youth Program – Brittany Kennedy would like Council input as to where we see the youth program going. <p>The Council would like a report from Brittany during a future Council meeting regarding her programs.</p> <ul style="list-style-type: none"> • Audits – We will be receiving the audit report this month. Merina & Co. will be at October’s meeting. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Benton County Property – The deed has not yet been received for the property. • AVIS – The first draft of the engagement letter has been sent around to all parties. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Wastewater/Leachate – We are meeting with Republic Services this week to look at some of the language in the first draft of an agreement. • Water Intake – This project will be taking place the first week of October. City staff will be assisting in the labor as part of our contribution. • Water Plant – The new roof is on the water plant. • Barracks – The buildings are being prepped for paint. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Tim Cornelius – Tim is trying to get a feeling from the County where they stand on the project. He is to the point of deciding if he is going to hire a professional to help him through the rest of the process or wait to move forward. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • ServPro – Tim McGinnis is moving forward on his project. They would like to be moved in by Spring. • Mike Moore - He has some items of his conditions of approval that he still needs to take care of before they will receive a certificate of occupancy from the County. 	
<p>9. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>10. Attachment G – Financial Report- through August 31, 2017 (Agenda Item 4e). CA Hare presented the report. Income through August 31, 2017 is \$136,807.32 and expenses are \$232,346.25. The balance in the Local Government Investment Pool is approximately \$829,705.39, last year the balance was \$537,187.86.</p>	<p>Council received the report.</p>
<p>11. Attachment I – Nuisance Ordinance Dogs (Agenda Item 5b). CA Hare presented a brief update regarding handling nuisance dogs within the City.</p>	<p>Council discussed the matter.</p>
<p>12. Attachment J – Founder’s Day (Agenda Item 6a). City staff would like to possibly move the event to June.</p> <p>This matter will be put on the Agenda for a future City Council meeting.</p>	<p>Council discussed the matter.</p>
<p>13. Executive Session. The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 (2) “(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”</p>	<p>Mayor Currier opened the Executive Session at 8:40 P.M. Mayor Currier closed the Executive Session at 9:15 P.M.</p>
<p>14. Action from Executive Session.</p>	<p>Mayor Currier moved to authorize City Administrator Hare to negotiate retainage and special damages. Councilor King seconded. Unanimous Approval (5-0).</p>
<p>14. 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, October 3, 2017 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 9:18 PM.</p>

Mayor's Approval

Date

10:38 AM
09/21/17

City of Adair Village
Unpaid Bills Detail
As of September 21, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Butler's Custom Sheet Metal					
Bill	9/20/2017	Invoice...	9/30/2017		33,790.00
Total Butler's Custom Sheet Metal					33,790.00
CIS TRUST					
Bill	9/20/2017	Octob...	9/30/2017		4,896.43
Total CIS TRUST					4,896.43
Comcast					
Bill	9/20/2017	9/18-...	9/30/2017		92.85
Total Comcast					92.85
De Lage Landen Financial Services, Inc.					
Bill	9/20/2017	Invoice...	9/30/2017		131.00
Total De Lage Landen Financial Services, Inc.					131.00
Edge Analytical Laboratories					
Bill	9/21/2017	Ref #...	10/1/2017		88.20
Total Edge Analytical Laboratories					88.20
Pacific Power/PacificCorp					
Bill	9/20/2017	8/2-8/...	9/30/2017		2,169.76
Total Pacific Power/PacificCorp					2,169.76
Smith-Wagar Consulting					
Bill	9/20/2017	Invoice...	9/30/2017		2,650.00
Total Smith-Wagar Consulting					2,650.00
Verizon					
Bill	9/20/2017	Invoice...	9/30/2017		224.81
Total Verizon					224.81
TOTAL					44,043.05

[Handwritten signature] 9/21/17

4:26 PM

09/12/17

City of Adair Village
Unpaid Bills Detail
 As of September 12, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Auto Zone					
Bill	9/12/2017	Invoic...	9/22/2017		10.00
Total Auto Zone					10.00
Best Pots Inc					
Bill	9/12/2017	Invoic...	9/22/2017		86.52
Total Best Pots Inc					86.52
Civil West Engineering Services, Inc					
Bill	9/11/2017	Augu...	9/21/2017		11,314.13
Total Civil West Engineering Services, Inc					11,314.13
Cornerstone Janitorial					
Bill	9/12/2017	Invoic...	9/22/2017		245.11
Total Cornerstone Janitorial					245.11
Ferguson Enterprises					
Bill	9/11/2017	Invoic...	9/21/2017		232.35
Total Ferguson Enterprises					232.35
Merina & Company, LLP					
Bill	9/11/2017	Invoic...	9/21/2017		2,600.00
Total Merina & Company, LLP					2,600.00
Republic Services #452					
Bill	9/12/2017	8/31/...	9/22/2017		125.58
Total Republic Services #452					125.58
Simply Payroll					
Bill	9/11/2017	Invoic...	9/21/2017		101.85
Total Simply Payroll					101.85
Staples Credit Plan					
Bill	9/12/2017	Invoic...	9/22/2017		51.03
Total Staples Credit Plan					51.03
TOTAL					14,766.57




9/13/17

City of Adair Village
Unpaid Bills Detail
 As of September 7, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21920			
Bill	9/7/2017	Invoic...	9/17/2017		59.00
Total American Business Software, Inc					59.00
Architectural Associates		21921			
Bill	9/7/2017	Augu...	9/17/2017		1,695.47
Total Architectural Associates					1,695.47
Best Pots Inc		21922			
Bill	9/7/2017	Invoic...	9/17/2017		77.28
Total Best Pots Inc					77.28
Century Link		21923			
Bill	9/7/2017	8/25-...	9/17/2017		55.23
Total Century Link					55.23
Delapoer Kidd Attorneys at Law		21924			
Bill	9/7/2017	Invoic...	9/17/2017		2,450.00
Total Delapoer Kidd Attorneys at Law					2,450.00
Edge Analytical Laboratories		21925			
Bill	9/7/2017	17-22...	9/17/2017		106.20
Total Edge Analytical Laboratories					106.20
Middleton Heating and Sheet Metal INC.		21926			
Bill	9/7/2017	Invoic...	9/17/2017		130.00
Total Middleton Heating and Sheet Metal INC.					130.00
One Call Concepts		21927			
Bill	9/7/2017	Invoic...	10/7/2017		63.00
Total One Call Concepts					63.00
TOTAL					4,636.18

[Handwritten Signature]
 9/7/17

	<p>Willamette Valley Processors, LLC</p>
<p>End of Month</p>	<p>09/1/17 through 9/30/2017</p>

CSO	Jerry Jackson
Hours Worked:	63.75
Complaint Total:	<p>Monthly Case Load Citizen Complaints 3</p> <p>Grass/Vegetation Warnings 2 Self-Initiated 7 Total Calls 10</p>
Cases	2 old cases, 10 new cases, 11 closed 1 open

A17-090	8/29/17	5156 Willamette Ave – closed	43.235 RV parked on the street
A17-091	8/29/17	5150 Willamette Ave – closed	Trash stored in trailer
A17-092	8/29/17	5228 Laurel – closed (ticket paid)	43.220 Parking on the lawn
A17-093	9/6/17	8773 Box Elder - closed	40.230(2) Solid waste in driveway
A17-094	9/6/17	168 Azalea - closed	Large lot behind the house has high weeds
A17-095	9/12/17	4-plex William R. Carr - closed	Building material left behind after repairs
A17-096	9/13/17	Bridge – William R. Carr - closed	Blackberry bushes growing over rail not the sidewalk
A17-097	9/19/17	8261 Hyacinth - closed	Parking pad being used before inspection
A17-098	9/25/17	3113 Willamette - closed	43.235 RV Parked on the street

A17-099	9/25/17	4000 Block of Laurel - open	43.235 Unlicensed trailer parked on the street

Parking Report Total 5

Wrong Way Parking 0
 On yellow curb 0
 Prohibited Parking 5

Animal Control Total

Noise 0
 Animal at large 0
 Livestock Violations 0

Citizen Assist Total 4

Trash Container 0
 Information/Paperwork/Letters Provided 2
 Vacation assist/ 1

Animal Control: Continue to work with the Sheriff's Office Animal Control Officer

Parking: Yellow zones will be painted this year.

City Assist: Trimmed blackberry bushes – William R. Carr



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 8/20/2017 TO 9/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 8.5 Million Gallons

Average Usage per Day 254k Gallons

Water Loss: 10%

WATER DISTRIBUTION REPORT

Maintenance Activity: One leak was reported and repaired on Blake Drive. Distribution system has been working well with the new tanks and added water supply.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, fourth quarter sampling to start soon.

WASTEWATER TREATMENT REPORT

Flows into the WWTP flows continue to be low. Staff has begun to repair for higher winter flows and the discharge season to begin. When we start discharging to the river testing and reporting will increase.

Total Monthly Influent: 1.5 Million Gallons

Discharged: Holding pond is off and containing effluent for the summer.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains are clear but leaves are starting to fall staff will start clearing as much as possible to keep drains clear for the upcoming fall rains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Staff continues vegetation control along streets and sidewalks.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing had slowed down a bit with very dry conditions. Staff will make one more big push with mowing and trimming of vegetation before the rains begin.

WATER TREATMENT PLANT

Maintenance Activity: The water treatment plant continues to run well. With the new tanks and cooler weather staff has begun taking a day or two off from running the plant. This allows staff for time to work on other projects in the city.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is running well with no problems staff will be preparing for winter discharge to the river. Staff will soon be removing solids from the drying beds and taking them to the land fill.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT October 3, 2017 Council Meeting

Administration

- **Youth Program** – The lunch program is over for the summer we averaged 25 kids throughout the summer. Brittany ahs started the Girls Circle and Teen and Tween programs for the year. The fall carnival will be held on October 26 from 6:00pm to 8:00pm at City Hall.
- **Audits** – Merina asked if we could push the presentation off until November due to some new software updates and illnesses throughout their offices. We have submitted all requested documentation and completed the Management Discussion and Analysis.

Property/Businesses

- **Benton County Property** – David Siegenthaler (National Parks Department) informed me that the deed would be sent to the City this month.
- **AVIS** – The first draft of the engagement letter to DEQ has been sent around to all parties. It looks like we will be engaging DEQ over the next few months.

Major Projects/Engineering

- **Wastewater/Leachate** – We are continuing to work with Republic Service to come up with an agreement to move forward.
- **Water Intake** – ODFW and City start working on the 2nd and hope to be completed by Friday October 13th.
- **Water Plant** – We are still working on getting the last meter calibrated. We will also be looking at installing a check valve to the pumps to reduce water hammer.
- **Barracks** – They have started painting the barracks they said they will be finished this month.
- **Calloway** – We have been experiencing some problems with the pump station so we are trying to get quotes to get that fixed ASAP.

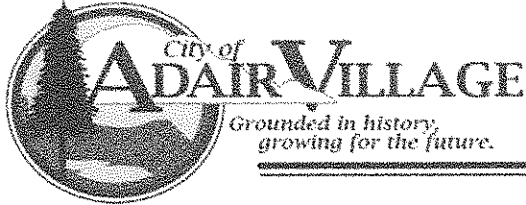
Planning/Permits.

- **Calloway Creek** – Brownstone and the City are working together to get the proper paperwork and permits in place. They still are hoping to break ground this year.

	TOTAL			Total General Fund		
	Jul '17 - Jun 18	Budget	% of Budget	Jul '17 - Jun 18	Budget	% of Budget
Income						
4001 · Property Taxes--Current	0.00	115,000.00	0.0%	0.00	115,000.00	0.0%
4002 · Property Taxes - Prior Year	0.00	1,650.00	0.0%	0.00	1,650.00	0.0%
Total 4010 · Government Sources	0.00	626,450.00	0.0%	0.00	24,450.00	0.0%
Total 4020 · Rental Income	7,966.32	108,920.00	7.31%	7,966.32	108,920.00	7.31%
Total 4030 · Fees	152,023.82	763,195.00	19.92%	7,840.00	4,000.00	196.0%
Total 4050 · Other Income	8,432.06	158,400.00	4.06%	8,432.06	155,500.00	4.14%
4060 · Interest	0.00	3,200.00	0.0%	0.00	3,200.00	0.0%
Total 4080 · Transfers In	0.00	95,497.00	0.0%	0.00	0.00	0.0%
4090 · Beginning Fund Balance	0.00	867,082.00	0.0%	0.00	160,000.00	0.0%
Total Income	166,422.20	2,739,394.00	6.05%	22,236.38	572,720.00	3.88%
	166,422.20	2,739,394.00	6.08%	22,236.38	572,720.00	3.88%
Expense						
5000 · Personal Services						
5010 · City Administrator	13,019.00	75,500.00	17.24%	4,546.90	26,425.00	17.21%
5016 · Utility/Court Clerk	5,786.88	34,200.00	16.92%	1,295.47	6,840.00	18.94%
5018 · Finance Clerk	2,631.70	13,027.00	19.45%	380.21	1,954.00	19.46%
5025 · Summer Program Coordinator	1,448.02	12,904.00	11.22%	1,448.02	12,904.00	11.22%
5050 · Public Works Supervisor	8,133.16	53,352.00	15.24%	0.00	0.00	0.0%
5052 · Utility Worker III	1,300.00	0.00	100.0%	390.00	0.00	0.0%
5054 · Utility Worker II	5,767.38	33,516.00	17.21%	0.00	0.00	0.0%
5058 · Utility Worker I	0.00	6,366.00	0.0%	0.00	1,919.00	0.0%
5064 · Intern	1,217.19	6,366.00	19.03%	1,217.19	6,366.00	19.03%
5081 · Employee Health Ins Benefits	14,872.51	73,834.00	19.87%	2,054.16	10,152.00	20.23%
5082 · Retirement Benefits	11,431.25	45,175.00	25.3%	2,534.73	10,836.00	24.32%
5085 · Employment Taxes	5,379.11	32,516.00	16.54%	1,237.51	7,800.00	15.87%
Total 5000 · Personal Services	70,686.20	366,816.00	16.27%	15,204.19	65,226.00	17.84%
Total 5100 · Material & Services	187,518.04	1,108,100.00	16.92%	38,783.16	209,450.00	18.52%
Total 5300 · Capital Outlay	0.00	124,000.00	0.0%	0.00	100,000.00	0.0%
Total 5400 · Debt Service	65,818.50	235,327.00	27.97%	0.00	11,279.00	0.0%
Total 5500 · Transfers	0.00	95,497.00	0.0%	0.00	65,210.00	0.0%
5700 · Contingency	0.00	133,500.00	0.0%	0.00	35,000.00	0.0%
7777 · Unappropriated Fund Balance	0.00	658,154.00	0.0%	0.00	66,555.00	0.0%
Total Expense	324,022.74	2,739,394.00	11.83%	53,987.35	572,720.00	9.43%
	-157,600.54	0.00	100.0%	-31,748.97	0.00	100.0%

	Storm Drain Fund			Street Fund		
	Jul '17 - Jun 18	Budget	% of Budget	Jul '17 - Jun 18	Budget	% of Budget
Income						
4001 · Property Taxes--Current	0.00			0.00		
4002 · Property Taxes - Prior Year	0.00			0.00		
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	3,098.75	18,000.00	17.22%	0.00	200.00	0.0%
Total 4050 - Other Income	0.00	-200.00	0.0%	0.00		
4080 · Interest	0.00			0.00		
Total 4080 · Transfers In	0.00			0.00		
4090 · Beginning Fund Balance	0.00	-15,000.00	0.0%	0.00	75,000.00	0.0%
Total Income	3,098.75	33,200.00	9.33%	0.00	127,200.00	0.0%
	3,098.75	33,200.00	9.33%	0.00	127,200.00	0.0%
Expense						
5000 · Personal Services						
5010 · City Administrator	651.70	3,775.00	17.26%	651.70	3,775.00	17.26%
5016 · Utility/Court Clerk	151.25	1,710.00	8.85%	0.00		
5018 · Finance Clerk	126.74	651.00	19.47%	126.74	651.00	19.47%
5025 · Summer Program Coordinator	0.00			0.00		
5050 · Public Works Supervisor	406.66	2,666.00	15.24%	613.32	5,335.00	15.25%
5052 · Utility Worker III	65.00			65.00		
5054 · Utility Worker II	266.37	1,676.00	17.21%	576.74	3,352.00	17.21%
5058 · Utility Worker I	0.00	320.00	0.0%	0.00	320.00	0.0%
5064 · Intern	0.00			0.00		
5081 · Employee Health Ins Benefits	733.62	3,692.00	19.87%	890.37	4,615.00	19.08%
5082 · Retirement Benefits	570.81	2,073.00	27.94%	695.47	2,579.00	26.58%
5085 · Employment Taxes	269.03	1,492.00	18.03%	322.82	1,856.00	17.39%
Total 5000 · Personal Services	3,263.18	19,057.00	18.07%	4,122.16	22,493.00	18.34%
Total 5100 · Material & Services	21.00	8,500.00	0.32%	4,400.23	29,450.00	14.94%
Total 5300 · Capital Outlay	0.00			0.00	24,000.00	0.0%
Total 5400 · Debt Service	0.00			0.00		
Total 5500 · Transfers	0.00	1,670.00	0.0%	0.00	3,202.00	0.0%
5700 · Contingency	0.00	4,500.00	0.0%	0.00	15,000.00	0.0%
7777 · Unappropriated Fund Balance	0.00	2,473.00	0.0%	0.00	33,065.00	0.0%
Total Expense	3,284.18	39,200.00	9.89%	8,522.39	127,200.00	6.7%
	-185.43	0.00	100.0%	-8,522.39	0.00	100.0%

	Wastewater Fund			Water Fund		
	Jul '17 - Jun 18	Budget	% of Budget	Jul '17 - Jun 18	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			0.00	550,000.00	0.0%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	34,591.83	206,395.00	16.76%	108,493.24	534,800.00	19.91%
Total 4050 - Other Income	0.00	1,000.00	0.0%	0.00	1,500.00	0.0%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00	15,000.00	0.0%	0.00		
4090 - Beginning Fund Balance	0.00			0.00	315,000.00	0.0%
Total Income	34,591.83	222,395.00	15.55%	108,493.24	1,401,300.00	7.6%
	34,591.83	222,395.00	15.55%	108,493.24	1,401,300.00	7.6%
Expense						
5000 - Personal Services						
5010 - City Administrator	1,955.10	11,325.00	17.28%	5,213.60	30,200.00	17.26%
5016 - Utility/Court Clerk	1,446.72	8,550.00	16.92%	2,893.44	17,100.00	16.92%
5018 - Finance Clerk	760.41	3,908.00	19.46%	1,137.60	5,863.00	19.4%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	2,033.29	13,339.00	15.24%	4,879.89	32,010.00	15.25%
5052 - Utility Worker III	260.00			520.00		
5054 - Utility Worker II	1,730.21	10,055.00	17.21%	3,172.06	18,433.00	17.21%
5058 - Utility Worker I	0.00	1,279.00	0.0%	0.00	2,558.00	0.0%
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	3,668.12	17,535.00	20.92%	7,336.24	37,840.00	19.39%
5082 - Retirement Benefits	2,457.72	9,303.00	26.42%	5,082.52	20,394.00	24.93%
5085 - Employment Taxes	1,183.71	6,696.00	17.68%	2,366.04	14,672.00	16.13%
Total 5000 - Personal Services	15,465.28	81,980.00	18.9%	32,601.39	179,090.00	18.21%
Total 5100 - Material & Services	10,529.14	59,450.00	17.71%	133,095.83	803,250.00	16.57%
Total 5300 - Capital Outlay	0.00			0.00		
Total 5400 - Debt Service	34,956.00	62,048.00	56.34%	30,862.50	162,000.00	19.05%
Total 5500 - Transfers	0.00	8,059.00	0.0%	0.00	17,356.00	0.0%
5700 - Contingency	0.00	4,000.00	0.0%	0.00	75,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	6,848.00	0.0%	0.00	184,634.00	0.0%
Total Expense	60,950.42	222,395.00	27.42%	190,553.72	1,401,300.00	14.03%
	-26,368.59	0.00	100.0%	-80,066.48	0.00	100.0%



STAFF REPORT
Attachment G – Financial Report
 October 3, 2017 Council Meeting

Totals - Income shown for Fiscal Year 2017 is \$166,422.20. (6.08% of budget) and Expenses are \$324,022.74 (11.83% of budget), which shows a Net Income of -\$157,600.54 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	70,686.20	18.27
• Materials & Services	187,518.04	16.92
• Capital Outlay	0.00	0.00
• Debt Service	65,818.50	27.97

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	22,238.38	53,987.35	-31,748.97
• Storm Drain	3,098.75	3,284.18	-185.43
• Streets	0.00	8,522.39	-8,522.39
• Wastewater	34,592.83	60,980.42	-26,388.59
• Water	106,493.24	196,559.72	-90,066.48
• TOTAL	\$166,422.20	\$324,022.74	-\$157,600.54

NOTE: Minus total income includes about \$60,000.00 in debt service payments, which will be offset by tax income in November. There were also heavier than usual engineering fees in the Water Fund for September.

We have approximately \$709,705.39 in the Local Government Investment Pool (LGIP). Last month we had \$829,705.39. Last year we had \$702,579.21.



STAFF REPORT
Emergency Preparedness

We have put this on hold over the last few months and it is time to get our emergency plan done. I recommend that we utilize Jerry our CSO to finish the emergency plan and coordinate with citizens and staff to develop the necessary resources. I have attached a list of Jerry's qualifications for this position. To implement this we could increase Jerry's contract to include emergency preparedness. I recommend we do this in January to stay within our current budget.



FEMA

Emergency Management Institute – Independent Study Program

16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

STUDENT TRANSCRIPT

Last Name JACKSON First Name JERRY MI J Student ID ***-**-6603

Issued: September 26, 2017

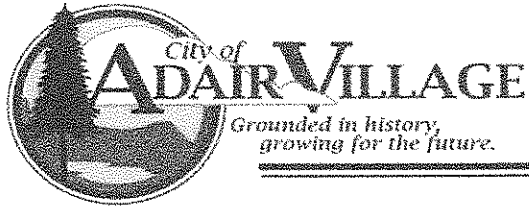
Table with 4 columns: Course Code and Title, Completed, IACET CEUs*. Lists 20 courses with completion dates and CEU values.

*****End of Transcript*****

Handwritten signature of Tony Russell

Tony Russell Superintendent Emergency Management Institute

* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) I-2007 Standard.



STAFF REPORT Founders Day

For the last two years the City has held founders day in May. This was because the City was founded that month many years ago. The problem is that we all know May can be very wet and rainy. In talking with ALH it sounds like the first week of September would work better.