

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, November 7, 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 – October 3, 2017 (Attachment A)
- b. Bills List through October 31, 2017 (Attachment B) – \$122,192.64

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 October 31, 2017 (Attachments G, G-2) Pat Hare

5. OLD BUSINESS:

- a) Youth Program Brittany Kennedy
Action: Discussion
- b) TMDL Report (Attachment H) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Supplemental Budget (Attachments I, I1) Pat Hare
Action: Public Hearing/ Decision
- b) 2017 Audit (Attachments J, J1, J2, J3) Tonya Moffit
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) 2017-- #8 Adjusting Wastewater Fund Pat Hare
Action: Decision

8. COUNCIL and MAYOR COMMENTS:

9. ADJOURNMENT:

Next meetings -

City Council–Tuesday, December 5, 2017 6:00 PM
Planning Commission- Tuesday, November 13, 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, October 3, 2017 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: Councilors Real, King, Canfield and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Andrews 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 September 12, 2017 City Council Meeting. Bills List through September 30, 2017, (\$63,445.80 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report for September.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report for September.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report for September.</p> <p>Administration</p> <ul style="list-style-type: none"> • Youth Program – The lunch program is over for the summer. We averaged 25 kids throughout the summer. The fall carnival will be held on October 26 from 6:00 to 8:00 p.m. at City Hall. • Audits – Merina asked if they could present before the City Council in November rather than this month due to software updates and illnesses throughout their offices. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Benton County Property – David Siegenthaler (National Parks Department) informed CA Hare that the deed would be sent to the City this month. • 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 continuing to work with Republic Service to come up with an agreement to move forward. • Water Intake – ODFW and the City start working on the 2nd and hope to be completed by Friday, October 13. • Water Plant – We are still working on getting the last meter calibrated. We will also be looking at installing a check valve to 	<p>Council received the report.</p>

<p>the pumps to reduce water hammer.</p> <ul style="list-style-type: none"> • Barracks – The painting has started at the barracks. • Calloway – We have been experiencing some problems with the pump station so we are trying to get quotes to have that fixed ASAP. <p>Planning/Permits</p> <ul style="list-style-type: none"> • Calloway Creek – Brownstone and the City are working together to get the proper paperwork and permits in place. They are still hoping to break ground this year. 	
<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 September 30, 2017 (Agenda Item 4e). CA Hare presented the report. Income through September 3, 2017 is \$166,422.20 and expenses are \$324,022.74. The balance in the Local Government Investment Pool is approximately \$709,705.39, last year the balance was \$702,579.21.</p>	<p>Council received the report.</p>
<p>9. Attachment H – Emergency Preparedness Plan (Agenda Item 5a). CA Hare recommends that the City utilize Jerry Jackson, CSO, to finish the emergency plan and coordinate with citizens and staff to develop the necessary resources.</p> <p>A new contract for Jerry Jackson will be brought to the City Council meeting in November.</p>	
<p>10. Attachment J – Founder’s Day (Agenda Item 6a). After CA Hare talked with ALH, it was suggested that this event be moved to September, possibly the weekend after Labor Day.</p> <p>This matter will be put on the Agenda for a future City Council meeting.</p>	<p>Council discussed the matter.</p>
<p>11. 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 6:30 P.M. Mayor Currier closed the Executive Session at 6:35 P.M.</p>
<p>12. Action from Executive Session. Mayor Currier announced that no decisions were made in Executive Session.</p>	
<p>13. 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. 	

17 Adjournment: Next meeting- Council meeting on Tuesday, November 7, 2017 at 6:00 PM.	Mayor adjourned the meeting at 6:37 PM.
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Mayor's Approval

Date

City of Adair Village
Unpaid Bills Detail
 As of October 31, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
American Business Software, Inc		22001			
Bill 10/31	10/27/2017	Invoic...	11/6/2017		59.00
Total American Business Software, Inc					59.00
Best Pots Inc		22002			
Bill	10/31/2017	Invoic...	11/10/2017		77.28
Total Best Pots Inc					77.28
Cascade Columbia Distribution		22003			
Bill 10/31	10/27/2017	Invoic...	12/26/2017		3,024.50
Total Cascade Columbia Distribution					3,024.50
Century Link		22004			
Bill	10/31/2017	10/25...	11/10/2017		55.23
Total Century Link					55.23
City of Corvallis		22005			
Bill 10/31	10/26/2017	Invoic...	11/25/2017		261.97
Total City of Corvallis					261.97
Edge Analytical Laboratories		22006			
Bill 10/31	10/27/2017	10/27...	11/6/2017		67.50
Total Edge Analytical Laboratories					67.50
Katie Stalnaker-Va		22007			
Bill 10/31	10/27/2017	10-20...	11/6/2017		27.03
Total Katie Stalnaker-Va					27.03
Measure-Tech, Inc.		22008			
Bill 10/31	10/26/2017	Invoic...	11/5/2017		407.02
Total Measure-Tech, Inc.					407.02
NW Natural		22009			
Bill 10/31	10/27/2017	9/26-...	11/6/2017		197.37
Total NW Natural					197.37
Oregon Audits Division		22010			
Bill	10/31/2017	FY20...	11/10/2017		250.00
Total Oregon Audits Division					250.00
Willamette Valley Processors		22011			
Bill 10/31	10/27/2017	Invoic...	11/6/2017		1,500.00
Total Willamette Valley Processors					1,500.00
TOTAL					5,926.90

City of Adair Village
Unpaid Bills Detail

As of October 25, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Benton County Public Works		21980			
Bill 10/26	10/25/2017	Invoic...	11/4/2017		911.31
Total Benton County Public Works					911.31
BENTON COUNTY TAX COLLECTOR		21981			
Bill 10/26	10/25/2017	2017-...	11/4/2017		4,618.60
Total BENTON COUNTY TAX COLLECTOR					4,618.60
Brittany Kennedy		21982			
Bill 10/26	10/25/2017	Octob...	11/4/2017		179.81
Total Brittany Kennedy					179.81
Century Link		21983			
Bill 10/26	10/25/2017	Oct/N...	11/4/2017		157.58
Total Century Link					157.58
Cherita Wilson		21984			
Bill 10/26	10/25/2017	2017 ...	11/4/2017		50.00
Total Cherita Wilson					50.00
CIS TRUST		21985			
Bill 10/26	10/25/2017	Nove...	11/4/2017		4,896.43
Total CIS TRUST					4,896.43
City of Corvallis		21986			
Bill 10/26	10/25/2017	Invoic...	11/24/2017		166.99
Total City of Corvallis					166.99
Comcast		21987			
Bill 10/26	10/25/2017	10/18...	11/4/2017		92.85
Total Comcast					92.85
Consumers Power Inc.		21988			
Bill 10/26	10/25/2017	9/12-...	11/4/2017		2,591.29
Total Consumers Power Inc.					2,591.29
De Lage Landen Financial Services, Inc.		21989			
Bill 10/26	10/25/2017	Invoic...	11/4/2017		131.00
Total De Lage Landen Financial Services, Inc.					131.00
Edge Analytical Laboratories		21990			
Bill 10/26	10/25/2017	Octob...	11/4/2017		61.20
Bill 10/26	10/25/2017	17-29...	11/4/2017		76.50
Total Edge Analytical Laboratories					137.70
Empower Haiti Together		21991			
Bill 10/26	10/25/2017	2017 ...	11/4/2017		75.00
Total Empower Haiti Together					75.00
Ferguson Enterprises		21992			
Bill 10/26	10/25/2017	Invoic...	11/4/2017		182.28
Total Ferguson Enterprises					182.28
JCI-Jones Chemicals Inc.		21993			
Bill 10/26	10/25/2017	Invoic...	11/4/2017		1,867.64
Total JCI-Jones Chemicals Inc.					1,867.64
Pacific Power/PacificCorp		21994			
Bill 10/26	10/25/2017	8/31-...	11/4/2017		2,042.30
Total Pacific Power/PacificCorp					2,042.30
Pape Machinery		21995			
Bill 10/26	10/25/2017	Invoic...	11/4/2017		312.71
Total Pape Machinery					312.71

4:25 PM

10/25/17

City of Adair Village
Unpaid Bills Detail
As of October 25, 2017

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
R. G. Smith	<i>21996</i>				
Bill <i>10/26</i>	10/25/2017	Invoic...	11/4/2017		758.91
Total R. G. Smith					758.91
Smith-Wagar Consulting	<i>21997</i>				
Bill <i>10/26</i>	10/25/2017	Invoic...	11/4/2017		2,050.00
Total Smith-Wagar Consulting	<i>21997</i>				2,050.00
Verizon	<i>21998</i>				
Bill <i>10/26</i>	10/25/2017	Inv #9...	11/4/2017		225.19
Total Verizon					225.19
TOTAL					21,447.59

City of Adair Village
Unpaid Bills Detail

As of October 12, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc		21965			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		59.00
Total American Business Software, Inc					59.00
Auto Zone		21966			
Bill 10/12	10/11/2017		10/21/2017		43.98
Total Auto Zone					43.98
Benton County Public Works		21967			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		575.30
Total Benton County Public Works					575.30
Benton County Sheriff		21968			
Bill 10/12	10/11/2017	10/01...	10/21/2017		7,564.38
Total Benton County Sheriff					7,564.38
Best Pots Inc		21969			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		77.28
Total Best Pots Inc					77.28
Brittany Kennedy		21970			
Bill 10/12	10/11/2017	10/01...	10/21/2017		186.03
Total Brittany Kennedy					186.03
Butler's Custom Sheet Metal		21971			
Bill 10/12	10/5/2017	Invoice...	10/15/2017		57,120.00
Total Butler's Custom Sheet Metal					57,120.00
Civil West Engineering Services, Inc		21972			
Bill 10/12	10/11/2017	Sept ...	10/21/2017		8,264.46
Total Civil West Engineering Services, Inc					8,264.46
Cornerstone Janitorial		21973			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		245.11
Total Cornerstone Janitorial					245.11
Edge Analytical Laboratories		21974			
Bill 10/12	10/11/2017	17-27...	10/21/2017		37.80
Total Edge Analytical Laboratories					37.80
Merina & Company, LLP		21975			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		4,550.00
Total Merina & Company, LLP					4,550.00
Republic Services #452		21976			
Bill 10/12	10/11/2017	Octob...	10/21/2017		63.90
Total Republic Services #452					63.90
Simply Payroll		21977			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		93.80
Total Simply Payroll					93.80
Staples Credit Plan		21978			
Bill 10/12	10/12/2017	Inv #1...	10/22/2017		126.82
Total Staples Credit Plan					126.82
USA Blue Book		21979			
Bill 10/12	10/11/2017	Invoice...	10/21/2017		187.81
Total USA Blue Book					187.81

TOTAL

79,195.67

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 10/12/17

City of Adair Village
Unpaid Bills Detail

As of October 3, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
Bank of America	21948				
Bill 10/3	10/2/2017	Augu...	10/12/2017		943.93
Total Bank of America					943.93
Cascade Columbia Distribution	21949				
Bill 10/3	10/2/2017	Invoic...	12/1/2017		2,301.75
Total Cascade Columbia Distribution					2,301.75
Century Link	21950				
Bill 10/3	9/28/2017	9/11 ...	10/8/2017		75.93
Bill	10/2/2017	Sept/...	10/12/2017		208.23
Total Century Link					284.16
City of Corvallis	21951				
Bill 10/3	9/28/2017	Invoic...	10/28/2017		157.37
Total City of Corvallis					157.37
Consumers Power Inc.	21952				
Bill 10/3	10/2/2017	8/14-...	10/12/2017		2,737.36
Total Consumers Power Inc.					2,737.36
Corvallis Rental Inc.	21953				
Bill 10/3	9/29/2017	Acct ...	10/9/2017		423.20
Total Corvallis Rental Inc.					423.20
Delapoer Kidd Attorneys at Law	21954				
Bill	10/3/2017	Invoic...	10/13/2017		3,599.82
Total Delapoer Kidd Attorneys at Law					3,599.82
E.D. Hughes	21955				
Bill 10/3	10/2/2017	Inv #s...	10/12/2017		1,188.00
Total E.D. Hughes					1,188.00
Edge Analytical Laboratories	21956				
Bill	9/28/2017	17-23...	10/8/2017		323.10
Bill	9/29/2017	Ref #...	10/9/2017		29.70
Total Edge Analytical Laboratories					352.80
Ferguson Enterprises	21957				
Bill 10/3	10/2/2017	Inv 06...	10/12/2017		305.86
Total Ferguson Enterprises					305.86
NW Natural	21958				
Bill 10/3	10/2/2017	8/25-...	10/12/2017		183.42
Total NW Natural					183.42
One Call Concepts	21959				
Bill	10/3/2017	Invoic...	11/2/2017		7.35
Total One Call Concepts					7.35
Pat Hare	21960				
Bill 10/3	9/28/2017	9-17 ...	10/8/2017		39.99
Total Pat Hare					39.99
R. G. Smith	21961				
Bill 10/3	10/2/2017	Invoic...	10/12/2017		180.00
Total R. G. Smith					180.00
University Motor Pool	21962				
Bill 10/3	9/28/2017	Inv #1...	10/8/2017		156.40
Total University Motor Pool					156.40
Willamette Valley Processors	21963				
Bill 10/3	9/28/2017	Invoic...	10/8/2017		1,500.00
Total Willamette Valley Processors					1,500.00


1:07 PM
10/03/17

City of Adair Village
Unpaid Bills Detail
As of October 3, 2017

Type	Date	Num	Due Date	Aging	Open Balan...
William Welton Bill 10/3	21964 9/29/2017	Utility ...	10/9/2017		3.60
Total William Welton					3.60
TOTAL					14,365.01

Architectural Associates 21947 10/3/2017 1,257.47

TOTAL 15,622.48


10/4/17

Parking Report Total 5
Wrong Way Parking 0
On yellow curb 0
Prohibited Parking 1

Animal Control Total
Noise 0
Animal at large 0
Livestock Violations 0

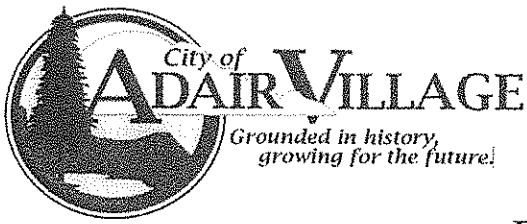
Citizen Assist Total 4
Trash Container 0
Information/Paperwork/Letters Provided 1
Vacation assist/ 0

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

- Taking correspondence courses with FEMA online – IS-00235c Emergency Planning
- Preparing for Ordinance update
- Spending time talking to citizens



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 9/20/2017 TO 10/20/2017

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 5.7 Million Gallons

Average Usage per Day 184k Gallons

Water Loss: 39%

WATER DISTRIBUTION REPORT

Maintenance Activity: There was a large leak on Blake Dr staff continues to look for any leaks in spare time. New tanks and telemetry system are operating well with no issues to report.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Fourth quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP flows have increased with winter flows. Time spent maintaining and monitoring the plant has increased for staff.

Total Monthly Influent: 3, 2 Million Gallons

Discharged: Holding pond will begin pumping to the river November 1st.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains are clear but leaves are starting to fall. Daily staff checks and clears any drains covered or blocked with leaves.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Fall leaf pick up and street sweeping has begun.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has ended for the year. Staff continues to remove leaves and branches from parks and city hall weekly.

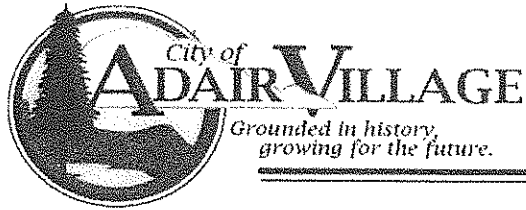
WATER TREATMENT PLANT

Maintenance Activity: The water treatment plant continues to run well. The new intake that was installed by ODFW is working very well. The river has begun to rise, this has caused higher turbidity levels entering the plant. Staff will monitor daily levels and make necessary adjustments.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment is in great shape with no issues to report. Staff has completed winterizing of equipment.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT November 7, 2017 Council Meeting

Administration

- **Barracks Loan** – Debbie and I sent out the RFP to different banks for the loan to finish the west barrack. We have a deadline for the beginning of December.
- **City Administrator** – I wanted to ask the council if we can negotiate the City Administrator Contract in December? I will prepare a document showing the City's ongoing monetary gains, the savings and accomplishments over the last several years to prepare for the discussion.

Property/Businesses

- **Adair Village Market** – The market has fallen behind on rent again, we are working with Paul to get them caught up.
- **Sweet Taste Bakery** – Linda has started closing on the weekends due to lack of business on those days. She is hoping that when some of the development starts she can go back to being open seven days a week.
- **AVIS** – The three parties working together have engaged DEQ and we are hoping to begin preliminary studies and work in the spring.

Major Projects/Engineering

- **Wastewater/Leachate** – We met with Republic and are hoping to have a rough draft of an agreement by November 17th. Once that is done Republic will review and get back to the City by the beginning of January.
- **Water Intake** – The intake work is complete, the fish screen has been installed and is working great.
- **Water Plant** – The last meter at the water plant was calibrated and we will have those readings starting next month.
- **Barracks** – They painted the barracks, the colors are a little off but it looks nice. The point was to protect the buildings.
- **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.

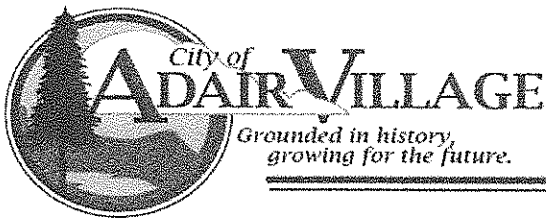
- **Calloway Creek** – Brownstone has submitted their application to DEQ for their C1200 permit which covers the grading. They are hoping to get that back within the week. Once they have provided us with a copy they can begin work.
- **Serve Pro** – Serve pro is still trying to be in their facility by spring. There was some complaints about how early they started working but we have worked that out.

ADAIR VILLAGE PATROL

September 24 - October 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	3619	1.5	Swing	428	3	0	0	0	0	0	Sergeant stopped and spoke with 3 Adair citizens while patrolling.
26	3640	1.0	Swing	440	5	0	0	0	0	0	Deputy stopped by a school event.
28	3672	1.0	Swing	431	1	1	0	0	0	0	Warning for speed given.
30	3691	1.0	Swing	429	0	0	0	0	0	0	Deputy patrolled city streets and parks without incident. 11:45 pm to 12:45 am
1	3710	1.0	Day	448	0	0	0	0	0	0	Deputy patrolled city streets and parks without incident. 1:10 pm to 2:10 pm
2	3714	1.0	Swing	428	0	0	0	0	0	0	Sergeant patrolled city streets and then parked visible to public while approving reports.
2	3716	1.5	Day	436	0	0	0	0	0	0	No activity per deputy.
4	3760	1.0	Day	418	0	0	0	0	0	0	No activity per deputy.
6	3789	1.0	Gave	419	2	0	0	0	0	0	Deputy worked extra patrol for DUII drivers in Adair. Little activity at 9:30 pm per Deputy.
4	3755	1.0	Gave	444	1	1	0	0	0	0	1 stop warning for speed. 2345 to 0045
4	3769	1.0	Gave	417	0	0	0	0	0	0	Drove streets with no contacts 2230 to 2340
5	3773	1.5	Day	439	0	0	0	0	0	0	Patrolled city streets with no stops or contacts.
8	3823	1.5	Day	439	1	0	0	0	0	0	Deputy stopped into the market as a business check.
9	3830	1.0	Gave	444	0	0	0	0	0	0	No activity per deputy at 2315 to 0015
9	3831	1.5	Swing	429	0	0	0	0	0	0	Deputy drove streets and checked businesses with no activity 0015 to 0145
10	3844	2.0	Gave	434	1	0	0	0	0	0	One citizen contact 0130 to 0330
10	3855	1.0	Day	418	1	1	0	0	0	0	1 traffic stop with warning
10	3860	2.0	Swing	440	5	0	0	0	0	0	Deputy stopped by a High School function
11	3865	1.0	Day	436	1	1	0	0	0	0	1 traffic stop with warning
13	3894	1.0	Gave	438	0	0	0	0	0	0	No activity at 0120 to 0220
13	3896	1.0	Gave	445	0	0	0	0	0	0	0545 to 0645 with no stops or contacts. Drove streets, check parks and businesses
14	3913	1.0	Gave	417	0	0	0	0	0	0	No incidents in early morning hours.
14	3918	0.5	Day	448	0	0	0	0	0	0	Deputy removed debris from the roadway near Adair Frontage Road and Hwy 99W
15	3925	2.5	Gave	417	2	0	0	0	0	0	0100 to 0300 Deputy spoke with two Adair residents outside their home.
15	3926	1.5	Gave	434	0	0	0	0	0	0	0500 to 0630 with no stops or contacts
16	3934	2.0	Gave	438	0	0	0	0	0	0	No activity 0100 to 0300
16	3935	1.0	Gave	444	1	1	0	0	0	0	1 stop for lighting violation with warning.
16	3938	1.0	Day	436	0	0	0	0	0	0	0800 to 0900 with no activity
18	3963	1.0	Day	418	0	0	0	0	0	0	No activity per Deputy.
18	3976	2.0	Swing	440	1	1	0	0	0	0	1 traffic stop with warning and looked for an possible impaired driver, but didn't find the car.
21	4021	1.5	Swing	428	0	0	0	0	0	0	Sergeant patrolled city streets and then parked visible to the public.
23	4036	1.0	Day	418	0	0	0	0	0	0	No activity per Deputy.
23	4037	0.5	Day	437	0	0	0	0	0	0	Sergeant found no activity, but did sit and approve reports.
26	3642	1.0	Swing	431	1	1	0	0	0	0	1 traffic stop with warning.
27	3643	1.0	Gave	428	0	0	0	0	0	0	No activity at 0330 to 0430
30	3697	1.0	Day	441	1	1	0	0	0	0	1 stop with one warning for speed.
5	3772	2.0	Day	446	0	0	0	0	0	0	No activity or traffic stops at 0800 to 1000
5	3784	1.0	Swing	421	0	0	0	0	0	0	No activity 1825 to 1925
6	3791	1.0	Day	441	2	1	0	0	0	0	Deputy stopped a car for expired registration and gave warning then stopped and spoke with a citizen.
7	3816	1.0	Day	441	5	0	0	0	0	0	Deputy drove around the city streets stopping and speaking with several citizens.
19	3996	0.5	Swing	431	0	0	0	0	0	0	No activity per Deputy at 2155 hours.
20	4007	1.0	Day	441	4	0	0	0	0	0	Deputy stopped and spoke with citizens just checking in with them.
18	3964	1.0	Day	446	0	0	0	0	0	0	NO activity 1000 to 1100



STAFF REPORT
Attachment G – Financial Report
November 7, 2017 Council Meeting

Totals - Income shown for Fiscal Year 2017 is \$482,247.95. (17.6% of budget) and Expenses are \$465,504.04 (16.99% of budget), which shows a Net Income of \$16,473.91 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	99,902.30	25.83
• Materials & Services	299,783.24	27.05
• 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	39,535.74	92,108.33	-52,572.33
• Storm Drain	5,131.88	4,700.29	+431.59
• Streets	13,019.19	12,436.20	+582.99
• Wastewater	61,150.71	70,892.75	-9,742.04
• Water	363,410.43	284,678.05	+78,732.38
• TOTAL	\$482,247.95	\$465,504.04	+\$16,743.91

We have approximately **\$852,518.00** in the Local Government Investment Pool (LGIP). Last month we had **\$882,518.00**. Last year we had **\$730,973.65**.

	TOTAL			Total General Fund				
	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00	115,000.00	-115,000.00	0.0%	0.00	115,000.00	-115,000.00	0.0%
4002 - Property Taxes - Prior Year	463.42	1,650.00	-1,186.58	28.09%	463.42	1,650.00	-1,186.58	28.09%
Total 4010 - Government Sources	169,195.69	636,450.00	-467,254.31	27.01%	4,599.50	24,450.00	-19,850.50	18.89%
Total 4020 - Rental Income	16,347.26	108,920.00	-92,572.74	15.01%	16,347.26	108,920.00	-92,572.74	15.01%
Total 4030 - Fees	286,446.02	763,195.00	-476,748.98	37.53%	8,360.00	4,000.00	4,360.00	208.0%
Total 4050 - Other Income	6,642.08	156,400.00	-151,757.94	4.19%	6,642.06	155,500.00	-148,857.94	4.27%
4080 - Interest	3,153.50	3,200.00	-46.50	98.55%	3,153.50	3,200.00	-46.50	98.55%
Total 4080 - Transfers In	0.00	95,497.00	-95,497.00	0.0%	0.00	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	887,082.00	-887,082.00	0.0%	0.00	160,000.00	-160,000.00	0.0%
Total Income	482,247.95	2,739,394.00	-2,257,146.05	17.6%	39,535.74	572,720.00	-533,184.26	6.9%
	482,247.95	2,739,394.00	-2,257,146.05	17.6%	39,535.74	572,720.00	-533,184.26	6.9%
Expense								
5000 - Personal Services								
5010 - City Administrator	19,610.00	75,500.00	-55,890.00	25.97%	6,529.50	29,425.00	-19,895.50	24.71%
5016 - Utility/Court Clerk	8,561.13	34,200.00	-25,638.87	25.03%	1,850.32	6,840.00	-4,989.68	27.05%
5018 - Finance Clerk	3,530.82	13,027.00	-9,496.18	27.1%	530.38	1,954.00	-1,423.62	27.14%
5025 - Summer Program Coordinator	1,877.23	12,904.00	-11,026.77	14.55%	1,877.23	12,904.00	-11,026.77	14.55%
5050 - Public Works Supervisor	13,337.98	53,352.00	-40,014.02	25.0%	0.00	0.00	0.00	0.0%
5052 - Utility Worker III	1,949.99	0.00	1,949.99	100.0%	585.00	585.00	0.00	0.0%
5054 - Utility Worker II	8,554.41	33,516.00	-24,961.59	25.52%	0.00	0.00	0.00	0.0%
5058 - Utility Worker I	0.00	6,396.00	-6,396.00	0.0%	0.00	1,919.00	-1,919.00	0.0%
5064 - Intern	1,217.19	6,396.00	-5,178.81	19.03%	1,217.19	6,396.00	-5,178.81	19.03%
5081 - Employee Health Ins Benefits	19,567.77	73,834.00	-54,266.23	26.5%	2,738.49	10,152.00	-7,413.51	26.98%
5082 - Retirement Benefits	14,894.83	45,175.00	-30,280.17	32.87%	3,427.81	10,836.00	-7,408.19	31.63%
5085 - Employment Taxes	6,800.85	32,516.00	-25,715.15	20.92%	1,045.15	7,800.00	-6,754.85	13.4%
Total 5000 - Personal Services	99,902.30	386,816.00	-286,913.70	25.83%	19,801.07	65,226.00	-45,424.93	23.23%
Total 5100 - Material & Services	299,783.24	1,108,100.00	-808,316.76	27.05%	72,307.00	209,450.00	-137,143.00	34.52%
Total 5300 - Capital Outlay	0.00	124,000.00	-124,000.00	0.0%	0.00	100,000.00	-100,000.00	0.0%
Total 5400 - Debt Service	63,818.50	235,327.00	-169,508.50	27.97%	0.00	11,279.00	-11,279.00	0.0%
Total 5500 - Transfers	0.00	95,497.00	-95,497.00	0.0%	0.00	65,210.00	-65,210.00	0.0%
5700 - Contingency	0.00	133,500.00	-133,500.00	0.0%	0.00	35,000.00	-35,000.00	0.0%
7777 - Unappropriated Fund Balance	0.00	656,154.00	-656,154.00	0.0%	0.00	66,555.00	-66,555.00	0.0%
Total Expense	465,504.04	2,739,394.00	-2,273,889.96	16.99%	92,108.07	572,720.00	-480,611.93	16.98%
	16,743.91	0.00	16,743.91	100.0%	-52,572.33	0.00	-52,572.33	100.0%

	Storm Drain Fund		Street Fund	
	Jul '17 - Jun 18	Budget \$ Over Budget % of Budget	Jul '17 - Jun 18	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		13,019.19	52,000.00
Total 4020 - Rental Income	0.00		0.00	-38,980.81
Total 4030 - Fees	5,131.88	18,000.00	0.00	
Total 4050 - Other Income	0.00	-12,888.12	0.00	
4060 - Interest	0.00	-200.00	0.00	-200.00
Total 4080 - Transfers In	0.00		0.00	
4090 - Beginning Fund Balance	0.00	-15,000.00	0.00	-75,000.00
Total Income	5,131.88	33,200.00	13,019.19	127,200.00
	5,131.88	-28,068.12	13,019.19	-114,180.81
		15.46%		10.24%
Expense				
5000 - Personal Services				
5010 - City Administrator	981.30	3,775.00	1,305.90	3,775.00
5016 - Utility/Court Clerk	289.96	1,710.00	0.00	-2,468.10
5018 - Finance Clerk	176.80	651.00	176.80	651.00
5025 - Summer Program Coordinator	0.00		0.00	-474.20
5050 - Public Works Supervisor	686.90	2,668.00	1,333.80	5,335.00
5052 - Utility Worker III	97.50	97.50	97.50	-4,001.20
5054 - Utility Worker II	427.72	1,676.00	855.44	3,352.00
5058 - Utility Worker I	0.00	320.00	0.00	-2,466.56
5064 - Intern	0.00		0.00	-320.00
5081 - Employee Health Ins Benefits	978.44	3,692.00	1,174.16	4,615.00
5082 - Retirement Benefits	743.89	2,073.00	893.67	-3,440.84
5085 - Employment Taxes	316.66	1,492.00	505.76	-1,665.33
Total 5000 - Personal Services	4,678.17	19,057.00	6,343.03	1,856.00
Total 5100 - Material & Services	21.12	6,500.00	6,093.17	-16,139.97
Total 5300 - Capital Outlay	0.00		0.00	-23,356.83
Total 5400 - Debt Service	0.00		0.00	-24,000.00
Total 5500 - Transfers	0.00	1,670.00	0.00	
5700 - Contingency	0.00	4,500.00	0.00	-3,202.00
7777 - Unappropriated Fund Balance	0.00	-2,475.00	0.00	-15,000.00
Total Expense	4,700.29	33,200.00	12,436.20	33,085.00
	431.59	0.00	582.99	-114,763.80
		100.0%		9.78%
				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			161,607.00	550,000.00	27.57%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	61,150.71	206,395.00	29.63%	211,903.43	534,800.00	39.6%
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		
Total Income	61,150.71	222,395.00	27.5%	363,410.43	1,401,300.00	25.93%
	61,150.71	222,395.00	27.5%	363,410.43	1,401,300.00	25.93%
Expense						
5000 - Personal Services						
5010 - City Administrator	2,943.90	11,325.00	26.0%	7,849.40	30,200.00	25.99%
5016 - Utility/Court Clerk	2,140.28	6,550.00	25.03%	4,280.57	17,100.00	25.03%
5018 - Finance Clerk	1,060.74	3,908.00	27.14%	1,888.10	5,863.00	27.05%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	3,334.50	13,338.00	25.0%	8,002.78	32,010.00	25.0%
5052 - Utility Worker III	389.99			780.00		
5054 - Utility Worker II	2,566.32	10,655.00	25.52%	4,704.93	18,433.00	25.52%
5058 - Utility Worker I	0.00	1,278.00	0.0%	0.00	2,568.00	0.0%
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	4,892.23	17,535.00	27.9%	9,784.45	37,840.00	25.86%
5082 - Retirement Benefits	3,204.90	9,303.00	34.45%	6,624.65	20,384.00	32.5%
5085 - Employment Taxes	1,644.88	6,598.00	24.77%	3,288.40	14,672.00	22.41%
Total 5000 - Personal Services	22,177.74	81,990.00	27.05%	46,801.29	179,660.00	26.19%
Total 5100 - Material & Services	13,799.01	59,450.00	23.14%	206,914.26	903,250.00	25.76%
Total 5300 - Capital Outlay	0.00			0.00		
Total 5400 - Debt Service	34,956.00	62,048.00	56.34%	30,662.50	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	164,834.00	0.0%
Total Expense	70,892.75	222,395.00	31.68%	284,878.05	1,401,300.00	20.32%
	-9,742.04	0.00	100.0%	78,732.38	0.00	100.0%

POLLUTANT	SOURCE	STRATEGY	ACTIONS	MEASURE	TIMELINE	BENCHMARK	2017 STATUS
What pollutants the TMDL addresses.	Source of pollutant.	What we are doing and will do to reduce pollution from this source.	Specific ways to implement strategy.	How we will track successful implementation or completion of strategy.	When strategy will begin and be completed.	Intermediate indicators.	
			Work with Benton County Parks to install pet waste stations including bag, educational signs and other information (educational trailer).	At least four pet waste stations installed.	Completed by January 2010.	Determine locations and prepare news release to inform residents about new stations.	Complete
			Enforce existing pet waste pickup ordinances.	Track the number of citations issued.	Increased enforcement following installation of pet waste stations and news releases. (Detailed above)	Review ordinance and complete pet waste station installation.	Complete
			Require and monitor 1200-C permits for new large developments and inform single lot developers of erosion control plan. Include fact sheet from DEQ with building permits. Educate developers of less than 1-acre parcels of the importance of meeting 1200-C requirements.	Demonstrate that 100% of new large developments obtain 1200-C permits from DEQ.	Begin immediately and ongoing.	Include 1200-C fact sheets at planning counter. Review number of 1200-C permits issued.	Complete
			a. Decrease sedimentation and erosion from new construction.	Code adopted by City Council and all new developments comply with stormwater detention requirements.	Code adoption to take place in February 2010.	Draft stormwater article and included in draft Development Code.	Complete
				Mitigation for trees cut, with public property used for replanting.	Begin in 2010 and ongoing as development dictates.		Complete
			b. Sweep streets and paved parking areas to remove small particles.	Sweep city streets and paved parking lots annually.	In progress and ongoing.		Ongoing. The City has six (6) street sweeping days scheduled in coordination with leaf pickup.
			a. Increase the detention time and treatment facilities for stormwater to allow for infiltration and sediment deposition.	Include stormwater detention and treatment requirements in Development Code.	Code adoption to take place in February 2010.	Draft stormwater article and include in draft Development Code.	Complete
				Work with car wash owners and "cherry" car wash participants to install stormwater treatment facilities.	Stormwater treatment facilities installed. For charity car washes, this can be limited to silt control, oil booms and absorbent pads around catch basin.	At least two meetings held between Public Works and car wash owners to discuss options. Plans drafted to install facilities.	Complete and Ongoing
			b. Raise awareness of actions that individuals can take to minimize stormwater impacts.	Add materials on stormwater to City website and make available at City Hall.	Begin reviewing existing information immediately.	Materials reviewed and selected. Printing approved.	In progress. Information has been identified. The City website has recently been revamped and a new section with stormwater info is expected to be created within the next month.
				Have fact sheets available at the City's planning counter and distribute informational materials on water quality along with development applications.	Begin reviewing existing information immediately. Add materials by the end of 2010.	Materials reviewed and selected. Printing approved.	Complete
				Secure funding to expand educational programs, especially focusing storm drains.	Identify key educational messages by 7/2010. Implement two initiatives by 12/2010.	Project identified. Proposals submitted to implement educational activities. Provide storm drain stenciling.	Incomplete. No additional funding has been identified; however, the City is going to include a reminder about stormwater pollution prevention in its upcoming City newsletter.
3. Stormwater Discharge			City Council adopts Stormwater Master Plan that includes water quality protection mechanisms.	Not completed during previous cycle. Stormwater Master Plan to be completed with new development; no later than 2018	Work plan developed for update process. Research water quality considerations and ways to incorporate into plan. Draft of updated plan complete.	The City has no need for an updated master plan since the City's stormwater system has not been expanded in recent years. New developments in the City are being required to plan for stormwater and provide flow control onsite. Stormwater strategies planned for implementation by new developments are reviewed by the City engineering team to ensure compliance with the City Development Code.	

BACTERIA

POLLUTANT	SOURCE	STRATEGY	ACTIONS	MEASURE	TIMELINE	BENCHMARK	2017 STATUS			
What pollutants the TMDL addresses.	Source of pollutant.	What we are doing and will do to reduce pollution from this source.	Specific ways to implement strategy.	How we will track successful implementation or completion of strategy.	When strategy will begin and be completed.	Intermediate indicators.				
				<ul style="list-style-type: none"> 1. Create stormwater system map and identify areas where water quality protection actions would have the greatest benefit. 2. Develop Stormwater System Development Charge. 3. Maintain effluent low bacterial levels (monitoring indicates compliance). 4. Provide porta potties in parks with no facilities during activities and during other public events to minimize improper human waste disposal. 5. Eliminate the dumping of waste of any kind into the drainage system or waterways. 	<ul style="list-style-type: none"> 1. Map produced and incorporated into future planning efforts. 2. City Council passes Stormwater System Development Charge Resolution. 3. Monitor effluent and fecal coliform temperatures as a condition of DEC discharge permit. 4. Major public events all have restroom facilities available. 	<ul style="list-style-type: none"> 1. Map produced by 1/2017. Priority areas to be identified on on-going basis. 2. SDC adopted in 2018. 3. In progress and ongoing. 4. Ongoing. 	<ul style="list-style-type: none"> 1. Mapping complete. High priority areas identified. Plan and map adopted. 2. Draft SDC ordinances complete. 3. Undertake annual reporting process. Permit requirements will show that effluent does not affect bacteria levels in river. 4. Identify events requiring facilities. 	<ul style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Ongoing. Porta potties are provided at public events. 	Complete	
				<ul style="list-style-type: none"> 6. Minimize the use of chemicals in maintenance operations. 7. Decrease atmospheric emissions from city-owned vehicles. 8. Decrease sedimentation and erosion from new construction. 9. Sweep streets and paved parking areas to remove small particles. 10. Prevent erosion and reduce the amount of stormwater discharged. 	<ul style="list-style-type: none"> 1. Implement policies to reduce quantities of applied chemicals. 2. Incorporate energy-efficient vehicles into the transportation fleet. 3. Require and monitor 1200-C permits for new large developments. 4. Sweep city streets and paved parking lots annually. 5. Pursue strategies outlined above that address erosion and stormwater management. 	<ul style="list-style-type: none"> 1. 100% of applications include site maps that show steep slopes. 2. Chemical application performed in accordance with applicable laws by certified sprayers. 3. Vehicles meet DMV requirements for vehicle emissions. 4. Demonstrate that 100% of new developments over one acre obtain 1200-C permits from DEC. 5. Number of times streets and parking lots are swept per year. 6. Meet specific strategy completion measures. 	<ul style="list-style-type: none"> 1. Ongoing. 2. Ongoing. 3. Ongoing. 4. In progress and ongoing. 5. In progress and ongoing. 6. Follow timelines of specific strategy. 	<ul style="list-style-type: none"> 1. Review code requirements annually and consider strengthening steep slope limitations. 2. Develop plan to reduce chemical use in city environmental operations. 3. The City no longer sprays streets with chemicals and is always open to implementing other chemical reduction strategies. 4. City public works staff use a Plien. 	<ul style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Complete 5. Complete 6. Complete 	Complete
				<ul style="list-style-type: none"> 11. Work with ODF and/or local watershed councils to purchase and plant trees. 12. Protect and enhance existing riparian vegetation by installing riparian tree plantings. 13. Protect existing tree canopy. 14. Wetland brochure to send to new move-ins adjacent to wetlands. 	<ul style="list-style-type: none"> 1. Adopt tree code, enforce code violations and how violations were resolved. 2. Comprehensive Plan contains riparian setback requirements. 3. Develop tree protection ordinance that protects existing trees within the city. 4. Create an educational brochure and put process in place for distribution to new move-ins. Partner with neighborhood group. Hold meetings in neighborhood of homeowners with wetlands. 	<ul style="list-style-type: none"> 1. Monitor new growth in riparian areas by visiting planting sites regularly. 2. Adopt tree code, enforce code violations and how violations were resolved. 3. Ordinance adopted. 4. Brochure printed and staff process in place for distributing. At least one neighborhood meeting held. 	<ul style="list-style-type: none"> 1. At least one riparian tree planting project completed every two years. 2. Formal support provided for watershed council projects. 3. Begin immediately and ongoing. 4. Ordinance adopted 2016. ORD2016-025 Article 7:150 5. Brochure 2016. Completed 2016. 	<ul style="list-style-type: none"> 1. Agreement between ODF and the City on planting plan. Trees secured and planting scheduled. 2. Compare aerial photograph at five-year intervals to determine the state of and changes to riparian areas. 3. Draft of tree protection ordinance completed. 4. Brochure available. Presentation created. 	<ul style="list-style-type: none"> 1. Complete 2. Complete 3. Complete 4. Complete 	Complete

TEMPERATURE

No work has occurred on this flow but the other stormwater education materials have been created. The City will focus on the wetland brochure during the 2018 reporting cycle.

City of Adair Village
TMDL Annual Report for 2017

POLLUTANT	SOURCE	STRATEGY	ACTIONS	MEASURE	TIMELINE	BENCHMARK	2017 STATUS
What pollutants the TMDL addresses.	Source of pollutant.	What we are doing and will do to reduce pollution from this source.	Specific ways to implement strategy.	How we will track successful implementation or completion of strategy.	When strategy will begin and be completed.	Intermediate indicators.	
		2. Wastewater Treatment Plant Discharge	<p>a. Maintain effluent low temperatures.</p> <p>b. Divert some wastewater effluent from being discharged in surface water.</p> <p>Educate local policy makers, city employees, and the public about city plans and methods for public engagement.</p> <p>Protect headwaters, riparian corridors, and groundwater sources.</p> <p>Minimize the impact of land development on the health of nearby riparian zones.</p> <p>Confirm funding strategy for TMDL plan implementation.</p> <p>Promote riparian protection on private property.</p> <p>Make the TMDL implementation plan available for public review and comments.</p> <p>Adopt stormwater best management practices for water quality.</p> <p>Minimize the impact of land development on the existing site hydrology.</p>	<p>Maintain compliance with NPDES permit requirements.</p> <p>Use wastewater effluent for irrigation and dust control at dump.</p> <p>a. Review TMDL plans, annual reports, and 5 year reports with the City Council.</p> <p>b. Train employees about the importance of maintenance and construction practices for protecting water quality.</p> <p>c. Create mailing list to improve education, outreach, and public involvement.</p> <p>Adopt wetland protection ordinance that prevents development in significant wetland or riparian areas without a permit.</p> <p>Establish Low Impact Development ordinance that preserves natural riparian zones.</p> <p>Develop a funding strategy that provides sufficient resources to successfully implement TMDL plan.</p> <p>Ensure that new development is in compliance with land use development requirements for riparian protection.</p> <p>Increase public access and involvement with the TMDL plan by making it available to the public at City Hall.</p> <p>Review of Albany and Eugene's version by staff and consulting engineer. Revise if necessary. Hold public hearings with Planning Commission and City Council.</p> <p>Development and implementation of post-construction ordinance for meeting pre-development hydrology.</p>	<p>Monitor effluent and river temperatures as a condition of DEQ discharge permit.</p> <p>Monitor the amount of wastewater used for irrigation and dust control.</p> <p>Track frequency that TMDL plans or water quality issues are discussed by City Council.</p> <p>All public works employees receive continuing education through annual attendance at Public Works Contributing Education Forum.</p> <p>List created, individual designated to periodically maintain list.</p> <p>Wetland protection ordinance adopted.</p> <p>Low Impact Development ordinance adopted.</p> <p>Funding strategy adopted.</p> <p>All new development in compliance with regulations.</p> <p>Copy of plan printed and available at City Hall.</p> <p>Best management practices adopted.</p> <p>Require new development to comply with state and federal requirements.</p>	<p>In progress and ongoing.</p> <p>In progress and ongoing. Diversion for irrigation is approved but has not been implemented.</p> <p>Ongoing</p> <p>Ongoing</p> <p>In progress and ongoing.</p> <p>Ordinance adopted: 2010, ORD2010-005 Article 7.100</p> <p>No city ordinance, incorporated into revised Land Use Development Code.</p> <p>Funding strategy approved, 2009 Resolution: 2009 #10</p> <p>Ongoing</p> <p>Plan available in City Hall: 2009</p> <p>Completion approximately 2012.</p> <p>No city ordinance. Require compliance with state and federal law on ongoing basis.</p>	<p>Meet all regulations.</p> <p>Provide summary report on the amount of treated effluent diverted.</p> <p>Meetings scheduled and held.</p> <p>Training materials/resources available for employees.</p> <p>List created.</p> <p>Draft wetland protection ordinance complete.</p> <p>Draft Low Impact Development ordinance complete.</p> <p>Identify funding needs for successful plan implementation.</p> <p>Copies of TMDL plan printed.</p> <p>Review existing manuals by staff. Adoption of the manual.</p> <p>Draft of ordinance complete.</p>
ALL POLLUTANTS							

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public hearing on a proposed supplemental budget for the City of Adair Village for the current fiscal year will be held at Adair Village City Hall, 6030 NE William R. Carr Avenue, Adair Village, Oregon.

The hearing will take place on November 7, 2017 at 6:00 PM.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after October 26, 2017 at Adair Village City Hall between the hours of 8:00 AM and 5:00 F

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

WASTEWATER FUND

Resource	Amount	Expenditure	Amount
1 DEQ Loan	33,000	1 Operations	174,440
2 All Other Resources	222,395	2 Debt Service	62,048
		3 Transfers	8,059
		4 Contingency	4,000
		5 Reserve for Future Expenditure	6,848
Revised Total Fund Resources	255,395	Revised Total Fund Requirements	255,395

Explanation of change(s):

Planning for the future of the wastewater treatment plan was not finished by June 30, 2017, so the project must be carried over into fiscal year 2017-2018. This will increase appropriations in the Wastewater Fund by \$33,000 for Contract Services. The project is funded by a loan from the Department of Environmental Quality (DEQ).

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

IN THE MATTER OF APPROPRIATING)
THE UNANTICIPATED CARRYOVER OF)
A WASTEWATER PROJEC)

RESOLUTION NO. 2017 -- #8

WHEREAS, the Leachate project in the WASTEWATER FUND was not completed by June 30, 2017 as originally anticipated; and,

WHEREAS, supplemental budget adjustments are allowed when items were unknown at the time the fiscal 2017-18 budget was adopted; and,

WHEREAS, the City will receive sufficient resources from the Department of Environmental Quality (DEQ) loan to provide for this additional budget item;

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

SECTION 1: The FY 2017-18 Budget is hereby amended as follows:

	As Adopted	This Change	New Budget
Operations	141,440	33,000	174,440
Debt Service	62,048	-	62,048
Transfers	8,059	-	8,059
Contingency	4,000	-	4,000
Reserve for Future Expenditure	6,848	-	6,848
	<u>222,395</u>	<u>33,000</u>	<u>255,395</u>

SECTION 2: This resolution is effective immediately upon passage.

PASSED: The 7th day of November, 2017.

City Administrator

Mayor

CITY OF ADAIR VILLAGE
ADAIR VILLAGE SUPPLEMENTAL BUDGET
ORDER OF PROCEDURE FOR THE CONDUCT OF HEARING
Public Hearing November 7, 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 #8. 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.

October 23, 2017

To the Honorable Mayor and City Council
City of Adair Village,

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Adair Village, for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 31, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Adair Village, are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017.

We noted no transactions entered into by City of Adair Village, during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

Management's estimate of accumulated depreciation is based on historical cost or estimated historical cost and straight-line depreciation.

Management's estimate of the compensated absences payable is based on current wages.

Management's estimate of the net pension liability is calculated based on information provided by the State of Oregon (PERS) that was determined by an actuary.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note 2 and Long-Term Obligations in Note 3 to the financial statements summarizes the changes in capital assets and debt for the year ended June 30, 2017.

The disclosure of Revenue Bond Reserve Funds in Note 4 to the financial statements describes that the reserve requirements are met.

The disclosure of the City's Pension Plan in Note 5 to the financial statements describes the City's Pension Plan benefits, contributions, pension assets, liabilities, expense, deferred outflows/inflows of resources, and actuarial assumptions/projections.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were noted during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 23, 2017 which is attached to this letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City of Adair Village, Oregon’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. The City used a consultant to provide system-wide financial oversight and advice and draft the financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management’s discussion and analysis, the schedule of the proportionate share of the net pension liability and schedule of contributions which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit management’s discussion and analysis, schedule of the proportionate share of the net pension liability, and schedule of contributions and do not express an opinion or provide any assurance on this information.

We were engaged to report on the schedules of revenues, expenditures and changes in fund balance – budget and actual, as listed in the table of contents under RSI, is the responsibility of management and was derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

We were engaged to report on the supplementary information, as listed in the table of contents, which accompany the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

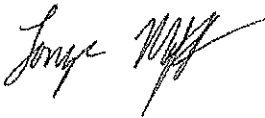
We were not engaged to report on the principal officials, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Restriction on Use

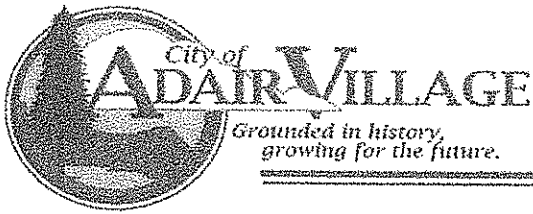
This information is intended solely for the use of the Honorable Mayor and City Council and management of City of Adair Village, and is not intended to be, and should not be, used by anyone other than these specified parties.

If you should have any questions or comments, we would be pleased to discuss this report with you at your convenience.

Very truly yours,

A handwritten signature in black ink, appearing to read "Tonya Moffitt". The signature is stylized and cursive.

Tonya Moffitt, CPA
Managing Partner
Merina & Company, LLP
Certified Public Accountants and Consultants



6030 William R. Carr Ave.
Adair Village, OR 97330
541-745-5507
Fax: 541-230-5219

October 23, 2017

Merina & Company, LLP,
5499 Amy Street,
West Linn, Oregon 97068

This representation letter is provided in connection with your audit of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Adair Village as of June 30, 2017, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of City of Adair Village in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of October 23, 2017:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated July 31, 2017, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
6. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
7. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
8. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and responses.
9. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
10. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
11. The effects of all known actual or possible and claims have been accounted for and disclosed in accordance with U.S. GAAP.
12. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed, if applicable.
13. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if applicable.
14. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
15. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.

16. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
17. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
18. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
19. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
20. All interfund and intra-entity transactions and balances have been properly classified and reported.
21. Special items and extraordinary items have been properly classified and reported.
22. Deposit and investment risks have been properly and fully disclosed.
23. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
24. Investments, derivative transactions, and land and other real estate held by endowments are properly valued, if any.
25. Provisions for uncollectible receivables have been properly identified and recorded, if any.
26. All required supplementary information is measured and presented within the prescribed guidelines.
27. With regard to investments and other instruments reported at fair value:
 - a. The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
28. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for

expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

29. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
35. With respect to the supplementary information:

- a. We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b. If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Information Provided

36. We have provided you with:
- a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within City of Adair Village from whom you determined it necessary to obtain audit evidence.
37. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
38. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

39. We have no knowledge of any fraud or suspected fraud that affects the City of Adair Village and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
40. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the City of Adair Village's financial statements communicated by employees, former employees, vendors, regulators, or others.
41. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
42. We have disclosed to you the identity of the City of Adair Village's related parties and all the related party relationships and transactions of which we are aware.
43. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
44. City of Adair Village has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
45. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
46. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
47. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
48. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance other than those already disclosed to you.
49. We have disclosed to you all guarantees, whether written or oral, under which City of Adair Village is contingently liable.

50. We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
51. For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.
52. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
53. There are no:
- a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
 - d. Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
54. City of Adair Village has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
55. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Single Audit

56. With respect to federal award programs:

- a. We are responsible for understanding and complying with and have complied with the requirements of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- c. If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards relating to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f. We are responsible for establishing and maintaining effective internal control over compliance requirements applicable to federal programs that provide reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. Also, no changes have been made in the internal control system to the date of this letter that might significantly affect internal control, including any corrective action taken with regard to significant deficiencies, including material weaknesses, reported in the schedule of findings and questioned costs.
- g. We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.

- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with direct and material compliance requirements of federal awards.
- j. We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you any findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200 subpart E), and OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*, if applicable.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to the compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.

- t. We have charged costs to federal awards in accordance with applicable cost principles.
- u. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x. We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

AT Hon City Administrator
 (Name and Title)

Debbie Smith-Wagner Contract Accountant
 (Name and Title)

MERINA & COMPANY, LLP

Certified Public Accountants and Consultants

5499 Amy Street
West Linn, OR 97068

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Memo

To: Pat Hare, City Administrator

From: Tonya Moffitt, CPA

Date: October 23, 2017

Subject: As a result of our audit for the fiscal year ended June 30, 2017, Merina & Company, LLP has some comments and suggestions that we would like to communicate to management.

The purpose of this memo is to bring to your attention items that were identified during the audit that we would like to communicate to you. These items are discussed below:

- Uniform Guidance requires that entities receiving federal funds have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts (Uniform Guidance Section 318(c) and 45 CFR sections 52.203-13 and 52.203-16). Merina & Company recommends that the City amend its Conflict of Interest Policy to include the specific wording required by Uniform Guidance.
- Oregon Local Budget Law requires that two notices for budget committee meeting separated by at least five days. The first and second notice for fiscal year 2018 budget committee meeting were separated by only two days. Merina & Company recommends that the City work with their consultant to ensure compliance with all Local Budget Law requirements.

We appreciated the cooperation of you and your staff and look forward to working with you in the future.