



2018-2019

ANNUAL BUDGET



Fiscal Year 2018-19 Budget Message

TO: Adair Village Budget Committee
FROM: Pat Hare, Budget Officer
DATE: April 2018

Introduction

I present the Adair Village Budget for Fiscal Year 2018-19 to the Budget Committee and members of the community. The City's Budget shows the continued fiscal stability of our community's finances. The City continues to meet its current financial obligations and we have been able to implement projects to reduce water loss, enhance the community and update our Wastewater Facilities Plan, which includes treating the leachate from Coffin Butte Landfill and the new Water Storage Tanks on Voss Hill.

The Public Works staff's hard work has kept the City moving forward with the continued maintenance and improvement programs while producing sufficient water to the community. Our Public Works staff, led by Supervisor Matt Lydon and Utility Worker II Eric Harvey, will continue to improve all of our facilities, and to make upgrades to our City parks. Eric Harvey will be testing for his level II Wasetwater Certification which will move Eric up to a Utility Worker III. In the upcoming budget year public works will be able to focus more time on projects throughout the community. The new water tanks are allowing them to focus their time elsewhere.

The City will continue to strengthen our financial management systems with a focus on segregation of duties in our daily activities. Utility/Court Clerk Kathy Edmaiston continues to work full-time handling utility billing and all accounts receivable and recording meetings. We have also added refund monitoring and court fee tracking. The City continues to contract with Smith-Wagar Brucker Consulting LLC. That has allowed the City to get caught up and stay current on our audits, and to be another financial resource in preparation of the budget and fiscal responsibility.

The Finance Clerk will continue as a part-time position. This position will continue to focus on accounts payable. They will assist in preparing the budget, monthly reconciliations, and will become more involved in the audit process.

Brittany Kennedy has continued to successfully find funding to provide a wide range of activities for the youth of the community. This summer the youth program will have activities two days a

week. Brittany will oversee the program as well as coordinate community events and the City's first farmers markets. Brittany also filled in as the Finance Clerk while that position was vacant this winter.

The City continues an aggressive budget approach to prepare for our long term debt of large infrastructure projects. Now that the water tank project is complete the City has to start paying on our loan to the IFA. The City has prepared well for this expense by increasing rates to reflect projected payments. No additional increase in water rates is proposed at this time.

All of the City's General Fund income resources from the State-cigarette and liquor taxes and state revenue sharing-are expected to remain static. Assessed value on property within the City is anticipated to be fairly static for the coming fiscal year, so only a slight increase is expected for that revenue. In Oregon property tax growth lags actual growth. Assessed value for the next fiscal year is based on property values as of January 1. Although significant growth is expected during this calendar year, the City will not realize the tax benefit from that growth until November 2019. Our utility franchise fees have remained consistent or grown slightly.

We have made an effort to provide prudent revenue estimates and still leave the City with some ability to meet unexpected expenditures or requests for funding that frequently occur. Staff closely tracks our expenditures and we continue our efforts to provide consistent beginning balances across all our Funds.

Wastewater rates were increased beginning last July 1, with another increase coming up this July 1. This has helped the Wastewater Fund get out of its deficit and begin to prepare for the upcoming capital project in partnership with Republic Services.

The Storm Drain Fund has been declining over the last two years as additional needs have arisen. We are proposing a \$1.00 a month increase in the storm drain rate. This service has not increased in a number of years, but additional costs have been incurred as the City expands and state and federal requirements increase.

Footnotes are provided at the bottom of the budget sheets where some added information and detail is likely to be helpful explaining changes to a line item.

Background and Process

The Budget Committee is comprised of the City Council and an equal number of "lay citizens". The charge for the committee is to review the budget, as prepared by the Budget Officer, and recommend changes as appropriate based on the Committee's input. The initial work session involves the first public hearing and provides background information for the Budget Committee. The second session, allows the Committee to review the budget approach, each Fund's revenues and expenses, and basic information on long-term planning. The major issue affecting the budget is our continuing preparations for major capital improvements in our wastewater facilities. The Committee will have the opportunity at the second meeting to finalize its recommendation to the City Council or to schedule a further meeting.

State law establishes the format, processes, and many specific items to be included in a municipal budget. It requires we advertise and hold hearings on the budget and various

components, such as state revenue sharing. State law requires the budget to provide background information on the actual revenues and expenditures for the two years prior to last year's budget. This is shown in the first two columns of the budget sheets. The next column shows our current adopted budget and the fourth column shows the proposed budget developed by the Budget Officer. The process then provides for changes by the Budget Committee that are forwarded to the City Council for further hearings and final adoption by resolution.

The City uses a fund approach to comply with generally accepted accounting procedures. These funds include the basic program funds-the General Fund, which is divided into five sub-sections, Water and Wastewater Funds, a Storm Drain Fund, the Street Fund, a Reserve Fund, and the Systems Development Fund. The General Fund is where non-restricted revenues and expenditures are detailed and is comprised of the various departments that operate from the general revenue dollars. The Water, Wastewater and Storm Drain Funds function as enterprise funds under a different set of accounting standards that basically provide these funds operate as not-for-profit business. The Street Fund is termed a special revenue fund, because the gas tax revenues that support this fund are required by law to be used for street purposes. All the City funds are detailed below.

There are some universal issues that you will note throughout the budget. The City has made a commitment to establish pay rates that are in line with the average pay for similar positions in similarly sized cities and this commitment was met for the present City staff at hire. I am also recommending a pay increase for Kathy Edmaiston. I have done her review and she exceeded expectations.

The PERS contribution rate went up last year but did not have any major effect to the overall budget. Rates are set for two years, so there won't be any increase in rates for the upcoming fiscal year. City staff are members of the Oregon Public Service Retirement Plan (OPSRP), which requires a lower contribution rate than the older Tier 1/Tier 2 plans.

General Fund

The General Fund accounts for general revenues and operating expenses and funded primarily by tax, State shared revenues, leases and other fees. Overall, I expect General Fund revenues to slightly increase due to added tax revenues and slight increases in most franchise fees.

There are five (5) sub-accounts that make up the General Fund; they are Administration and Planning, Building Permit, Non-Departmental, Parks, and Public Safety. Building Permits are now handled in full by Benton County, so no income and very limited expense, only a small amount of personnel time, will be required. Information about these individual sub-accounts is presented below.

ADMINISTRATION: All basic consultant contracts-Attorney (general services), Planner, and Community Service (code enforcement)-will be funded primarily from this sub-account. Additional attorney, engineering, and planning costs for specific projects are included in the Water, Wastewater, Storm Drain and Street Funds under Contract Services. Personnel Services costs include ongoing work of planning, meeting preparation, contracts, franchises, and leases, and reporting to the City Council and State and Federal agencies. Personnel Services costs do increase this year for a slight cost-of-living increase.

NON-DEPARTMENTAL: This sub-account consolidates many “non-departmental” operating expenses into one area that are not directly attributed to other departments and serves no purpose in breaking out to other operations. The revenues come from the same sources in the General Fund to cover these expenses. All General Fund expenses for Postage and Telephone are now located only in Non-Departmental, since we have no tracking system to break them out amongst the General Fund sub-accounts, other than for Public Safety. Staff has successfully obtained a \$100,000 five-year loan for work on the community area. With additional funds this year from taxes and property leases the City will have the additional funds to cover the loan payments. It is anticipated that most of the work associated with this loan will be completed in the next fiscal year, so the beginning Fund Balance of the General Fund reflects the receipt of the proceeds from this loan, but also contains a \$100,000 expenditure of the money.

PARKS: The City will continue to fund the Recreation Coordinator position. Brittany Kennedy has been successful in obtaining grant funds to increase the level of service. The Summer Lunch Program will remain at five days per week. We now have a one night a month Teen program year round and we are continuing the “Tween” program focused more or less on middle school aged youth who are too young for the Teen program, but would benefit from their own program.

PUBLIC SAFETY: The budget for Public Safety will remain the same for this budget year. The City will continue to contract with Benton County Sheriff’s Office (BCSO) for patrol services which are in addition to the regular patrol hours received simply as part of BCSO county-wide services. There is a small Personnel Services charge which represents five (5) percent of the City Administrator’s salary, which is used in coordination and oversight of the BCSO contract.

Reserve Fund

This fund operates as the City’s “savings account” where we hold money in “reserve” for future capital expenditures. This fund is established by resolution of the City Council specifying the purposes for which this money is being held. In our case, the money is being saved to cover basic plant, building and equipment needs. In fiscal year 2017-2018 (the current fiscal year) the City began to utilize this fund as a true reserve fund. Money that had previously been designated in individual funds for certain purposes has now been transferred into the one holding fund. Additional transfers-in to fund future capital acquisitions is budgeted for the upcoming year.

Storm Drain Fund

The charge for storm drains was set at \$2.50 per month per resident household in 2009. Charges to commercial accounts were raised incrementally after a new review of impervious surface area for commercial accounts was completed. Prior to that, the Storm Drain Fund brought in about \$6,000 per year and was in deficit every year. No storm drain improvements had been undertaken for a considerable time. With the new fees, the Storm Drain Fund brings in \$16,000+ per year. Last year the City was hit by DEQ with a storm drain plan that had been put off by the City. Therefore in the last biennium the storm drain fund went down by \$16,000. As mentioned above, we are recommending an increase of \$1.00 per month to stabilize this fund and provide funds for future improvements to the City’s storm drain system.

Street Fund

This fund is a “special revenue” fund and designed to track revenues the City receives from the State’s gas tax. These monies, by law, may only be spent on transportation-related items, which may include pedestrian and bike paths. Revenues are delivered on a per capita basis and anticipated to be higher this year based on the City’s higher population, which is certified after the start of this fiscal year. Revenue from this State fund has increased slightly over the last three years. The City’s CIP (Capital Improvement Program) will commit \$12,000 per year in improvements to a section of street and to ADA (Americans with Disabilities Act) improvements to the sidewalks when appropriate. Improving sidewalks in conjunction with street improvements is a requirement.

The long term plan is to fund an overlay project every other year; this schedule works best in order to account for the cost of mobilization of the equipment. In this budget cycle the City will be using these funds to seal the cracks around town. The review from the Benton County engineering staff shows that while the surface pavement needs to be replaced throughout the Loops, the road beds are in very good shape.

System Development Fund

This fund documents the resources and expenditures of System Development Charges and fees received by the City in conjunction with local development. They are regulated by State statute and may be utilized for only specific purposes associated with capacity enhancement. The revenues include a “reimbursement allowance” for prior expenditures and bonded debt. The reimbursement portions you will note are transferred to the Water and Wastewater Fund and used to meet our debt obligations for revenue bonds. By separating these revenues from the operating funds (street, water and wastewater) we prevent them from being “co-mingled” with operating revenues and expended for unauthorized purposes.

Because these funds are uncertain, they are budgeted as “money in – money out” and generally do not have a significant impact on the budget regardless of development patterns. The City will update its CIP (Capital Improvement Program) every year to account for new, known needs and the SDC rates to account for inflation. It was important to put a new SDC program in place before the UGB (Urban Growth Boundary) expansion is complete. The City expects to see an increase in this fund from the development of the Serve Pro property, Calloway Creek and William R. Carr Subdivision.

Wastewater Fund

The revenues in the Wastewater fund come primarily from User Fees and had remained relatively constant since the last increase. The Wastewater Fund is a Proprietary fund, which means that it develops its own revenues by delivering a service. It is designed to keep the City current on operating costs and debt service, but with increasing needs for maintenance and repairs, the unappropriated fund balance for this fund has gotten smaller over the last five years.

Last year we proposed an increase in the wastewater fee of approximately 15.5 percent. In order to keep the rates affordable, Council chose to split that increase over two years. This budget anticipates the second increase in wastewater rates. This allows the City to keep up with inflation

and to continue to provide basic maintenance and operating costs, and has brought the Wastewater Fund balance into a positive position.

In 2015, the City received a \$100,000 loan from Oregon Department of Environmental Quality (DEQ) to complete a Wastewater Facility Plan update, which included studying the possibility of treating the leachate from Coffin Butte Landfill in partnership with Republic Services/Allied Waste. We also developed a partnership with Republic Services which included a \$164,000 investment in this project during that time. We are now moving forward with the project, and this year's proposed budget includes money for preliminary engineering services.

Over the last five years, since bringing our Public Works back in house, we have focused on becoming more self reliant. This year's budget will not show an increase in the system maintenance and repair line item, as we are hoping we addressed the major issues.

Water Fund

The Water Fund is also a proprietary fund. The water rates were last increased on May 1, 2012. This rate allowed the City to undertake the \$2.84 million water tank project that was funded with an Infrastructure Financing Authority (IFA) loan. The first payment on the loan was made this year, and the budget for next year has a debt service payment for the second payment.

There is still \$200,000 of the IFA loan available for water system projects, and the proposed budget includes that as a resource and corresponding capital outlay expenditure.

Capital Improvement Program (CIP)

The CIP focuses on present needs and the time frame for purchase varies from one year to five years. These items will be tracked in Capital Outlay in the appropriate Fund. This means that for most of these items, the funds budgeted in Capital Outlay will not be spent and will carry over into the next year.

GENERAL USE

Cost for these items will be split amongst the four Public Works Funds at roughly these percentages-Storm Drain (8%), Streets (12%), Wastewater (30%), and Water (50%). These rates will vary slightly to simplify tracking the items across Funds. To qualify as a Capital Outlay, the purchased item must cost more than \$5,000.

Vactor Trailer (2019-2020 Budget)

This will be purchased in two years so that funds can be redirected to a mower. A Vactor Trailer will allow the Public Works Department to do many different functions that are currently being contracted out.

Accounting Software

The City is growing, and its current software, QuickBooks, is not designed for governmental accounting. The current budget contains the third year of a reserve to either add an "overlay" that allows fund accounting within QuickBooks, or purchase a true fund accounting software package.

STREETS

Street Overlay-\$12,000 per year

The City decided last year to put this money aside for a project to take place every other year. The major cost in road projects is mobilization, so the City decided that it made more sense to combine the funds for a project every other year. No overlays are included in the proposed budget as this is the “off” year for overlays.

PARKS

(General Fund Sub-Fund)

Play Structures-\$5,000 (three years)

We are budgeting 5,000 a year for new play equipment.

Persor by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Str	WW	W	TOTAL
City Administrator													
Salary	100.00%	\$ 96,400	\$ 96,400	\$ 28,920	\$ -	\$ -	\$ 4,820	\$ 33,740	\$ 4,820	\$ 4,820	\$ 14,460	\$ 38,560	\$ 96,400
Taxes		\$ 13,322	\$ 13,322	\$ 3,997	\$ -	\$ -	\$ 666	\$ 4,663	\$ 666	\$ 666	\$ 1,998	\$ 5,329	\$ 13,322
Health Insurance		\$ 23,968	\$ 23,968	\$ 7,190	\$ -	\$ -	\$ 1,198	\$ 8,389	\$ 1,198	\$ 1,198	\$ 3,595	\$ 9,587	\$ 23,968
Retirement Benefits		\$ 19,945	\$ 19,945	\$ 5,984	\$ -	\$ -	\$ 997	\$ 6,981	\$ 997	\$ 997	\$ 2,992	\$ 7,978	\$ 19,945
Total		\$ 153,635	\$ 153,635	\$ 46,091	\$ -	\$ -	\$ 7,682	\$ 53,772	\$ 7,682	\$ 7,682	\$ 23,045	\$ 61,454	\$ 153,635
Utility/Court Clerk													
Salary	100.00%	\$ 36,080	\$ 36,080	\$ 7,216	\$ -	\$ -	\$ -	\$ 7,216	\$ 1,804	\$ -	\$ 9,020	\$ 18,040	\$ 36,080
Taxes		\$ 4,986	\$ 4,986	\$ 997	\$ -	\$ -	\$ -	\$ 997	\$ 249	\$ -	\$ 1,247	\$ 2,493	\$ 4,986
Health Insurance		\$ 21,084	\$ 21,084	\$ 4,213	\$ -	\$ -	\$ -	\$ 4,213	\$ 1,053	\$ -	\$ 5,266	\$ 10,532	\$ 21,084
Retirement Benefits		\$ 7,465	\$ 7,465	\$ 1,493	\$ -	\$ -	\$ -	\$ 1,493	\$ 373	\$ -	\$ 1,866	\$ 3,733	\$ 7,465
Total Salary		\$ 69,596	\$ 69,596	\$ 13,919	\$ -	\$ -	\$ -	\$ 13,919	\$ 3,480	\$ -	\$ 17,399	\$ 34,798	\$ 69,596
Finance Clerk													
Salary	60.00%	\$ 29,683	\$ 17,810	\$ 2,672	\$ -	\$ -	\$ -	\$ 2,672	\$ 891	\$ 891	\$ 5,343	\$ 8,015	\$ 17,810
Taxes		\$ 2,461	\$ 2,461	\$ 369	\$ -	\$ -	\$ -	\$ 369	\$ 123	\$ 123	\$ 738	\$ 1,108	\$ 2,461
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 3,685	\$ 3,685	\$ 553	\$ -	\$ -	\$ -	\$ 553	\$ 184	\$ 184	\$ 1,105	\$ 1,658	\$ 3,685
Total Salary		\$ 23,955	\$ 23,955	\$ 3,593	\$ -	\$ -	\$ -	\$ 3,593	\$ 1,198	\$ 1,198	\$ 7,187	\$ 10,780	\$ 23,955
Rec Coordinator													
Salary	40.00%	\$ 32,414	\$ 12,966	\$ -	\$ -	\$ 12,966	\$ -	\$ 12,966	\$ -	\$ -	\$ -	\$ -	\$ 12,966
Taxes		\$ 1,792	\$ 1,792	\$ -	\$ -	\$ 1,792	\$ -	\$ 1,792	\$ -	\$ -	\$ -	\$ -	\$ 1,792
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 2,683	\$ 2,683	\$ -	\$ -	\$ 2,683	\$ -	\$ 2,683	\$ -	\$ -	\$ -	\$ -	\$ 2,683
Total Salary		\$ 17,440	\$ 17,440	\$ -	\$ -	\$ 17,440	\$ -	\$ 17,440	\$ -	\$ -	\$ -	\$ -	\$ 17,440
Public Works Supervisor													
Salary	100.00%	\$ 53,605	\$ 53,605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,660	\$ 5,361	\$ 13,401	\$ 32,163	\$ 53,605
Taxes		\$ 7,408	\$ 7,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370	\$ 741	\$ 1,852	\$ 4,445	\$ 7,408
Health Insurance		\$ 18,123	\$ 18,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 906	\$ 1,812	\$ 4,531	\$ 10,874	\$ 18,123
Retirement Benefits		\$ 11,091	\$ 11,091	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555	\$ 1,109	\$ 2,773	\$ 6,655	\$ 11,091
Total		\$ 90,227	\$ 90,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,511	\$ 9,023	\$ 22,557	\$ 54,136	\$ 90,227
Public Works III													
Salary	160.00%	\$ 38,494	\$ 38,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,925	\$ 3,849	\$ 11,548	\$ 21,172	\$ 38,494
Taxes		\$ 5,320	\$ 5,320	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266	\$ 532	\$ 1,596	\$ 2,926	\$ 5,320
Health Insurance		\$ 23,786	\$ 23,786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,189	\$ 2,379	\$ 7,136	\$ 13,982	\$ 23,786
Retirement Benefits		\$ 7,964	\$ 7,964	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 398	\$ 796	\$ 2,389	\$ 4,380	\$ 7,964
Total		\$ 75,565	\$ 75,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,778	\$ 7,556	\$ 22,669	\$ 41,561	\$ 75,565
Public Works I													
Salary	30.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Summer Program Coordinator Asst.													
Salary	30.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks Summer Program Coordinator													
Salary	30.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 255,355	\$ 255,355	\$ 38,808	\$ -	\$ 12,966	\$ 4,820	\$ 56,593	\$ 12,119	\$ 14,920	\$ 53,773	\$ 117,950	\$ 255,355
Taxes		\$ 35,290	\$ 35,290	\$ 5,363	\$ -	\$ 1,792	\$ 666	\$ 7,821	\$ 1,675	\$ 2,062	\$ 7,431	\$ 16,301	\$ 35,290
Health Insurance		\$ 86,941	\$ 86,941	\$ 11,403	\$ -	\$ -	\$ 1,198	\$ 12,602	\$ 4,347	\$ 5,389	\$ 20,528	\$ 44,075	\$ 86,941
Retirement Benefits		\$ 52,833	\$ 52,833	\$ 8,029	\$ -	\$ 2,683	\$ 997	\$ 11,709	\$ 2,508	\$ 3,087	\$ 11,126	\$ 24,404	\$ 52,833

Personnel by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Str	WW	W	TOTAL
TOTAL		\$ 430,419	\$ 430,419	\$ 63,603	\$ -	\$ 17,440	\$ 7,682	\$ 88,725	\$ 20,849	\$ 25,459	\$ 92,857	\$ 202,729	\$ 430,419
		Salary \$	38,808	\$ -	\$ -	\$ 12,966	\$ 4,820	\$ 56,593	\$ 12,119	\$ 14,920	\$ 53,773	\$ 117,950	\$ 255,355
		Taxes	15%	0%	5%	2%	22%	21%	5%	6%	21%	46%	100%
		Health Insurance	13%	0%	0%	1%	14%	24%	5%	6%	24%	51%	100%
		Retirement Benefits	15%	0%	5%	2%	22%	21%	5%	6%	21%	46%	100%

**CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2017-18**

Wage Schedule

	Start	Step 2	Step 3	Step 4	Step 5	Step 6
Assistant City Administrator Finance Officer	\$46,567	\$48,895	\$51,340	\$53,907	\$56,602	\$59,432
Assistant City Recorder	\$36,446	\$38,268	\$40,182	\$42,191	\$44,300	\$46,515
Utility/Court Clerk	\$29,683	\$31,168	\$32,726	\$34,362	\$36,080	\$37,884
Admin/Finance Assistant	\$29,683	\$31,168	\$32,726	\$34,362	\$36,080	\$37,884
Admin Assistant/Clerk	\$22,493	\$23,617	\$24,798	\$26,038	\$27,340	\$28,707
Recreation Coordinator	\$30,870	\$32,414	\$34,035	\$35,736	\$37,523	\$39,399
Public Works Supervisor	\$46,306	\$48,621	\$51,052	\$53,605	\$56,285	\$59,100
Utility Worker III	\$36,661	\$38,494	\$40,419	\$42,440	\$44,562	\$46,790
Utility Worker II	\$29,090	\$30,544	\$32,071	\$33,675	\$35,358	\$37,126
Utility Worker I	\$22,493	\$23,617	\$24,798	\$26,038	\$27,340	\$28,707
Parks Intern	\$22,398	\$23,518	\$24,693	\$25,928	\$27,224	\$28,586
Records Clerk	\$29,683	\$31,168	\$32,726	\$34,362	\$36,080	\$37,884
Assistant City Administrator Finance Officer	\$22.39	\$23.51	\$24.68	\$25.92	\$27.21	\$28.57
Assistant City Recorder	\$17.52	\$18.40	\$19.32	\$20.28	\$21.30	\$22.36
Utility/Court Clerk	\$14.27	\$14.98	\$15.73	\$16.52	\$17.35	\$18.21
Admin/Finance Assistant	\$14.27	\$14.98	\$15.73	\$16.52	\$17.35	\$18.21
Admin Assistant/Clerk	\$10.81	\$11.35	\$11.92	\$12.52	\$13.14	\$13.80
Recreation Coordinator	\$14.84	\$15.58	\$16.36	\$17.18	\$18.04	\$18.94
Public Works Supervisor	\$22.26	\$23.38	\$24.54	\$25.77	\$27.06	\$28.41
Utility Worker III	\$17.63	\$18.51	\$19.43	\$20.40	\$21.42	\$22.50
Utility Worker II	\$13.99	\$14.68	\$15.42	\$16.19	\$17.00	\$17.85
Utility Worker I	\$10.81	\$11.35	\$11.92	\$12.52	\$13.14	\$13.80
Parks Intern	\$10.77	\$11.31	\$11.87	\$12.47	\$13.09	\$13.74
Records Clerk	\$14.27	\$14.98	\$15.73	\$16.52	\$17.35	\$18.21

All Funds Expenses-2018-19

Code	Description	Total GF	Adm/Prog	Non-Dept	Perfis	Public Safety	Reserve	SOC	Storm Drain	Street	Wastewater	Water	Total 2018-19
Personal Services													
5010	City Administrator	\$ 33,740	\$ 28,320			\$ 4,820			\$ 4,820	\$ 4,820	\$ 14,460	\$ 39,590	\$ 95,490
5010	Deputy Court Clerk	\$ 7,216	\$ 7,216						\$ 7,216	\$ 7,216	\$ 21,648	\$ 56,616	\$ 71,040
5018	Finance Clerk	\$ 2,672	\$ 2,672						\$ 2,672	\$ 2,672	\$ 8,016	\$ 20,832	\$ 26,512
5025	Recreation Coordinator	\$ 12,988				\$ 12,988			\$ 12,988	\$ 12,988	\$ 38,964	\$ 100,944	\$ 128,932
5030	Public Works Supervisor										\$ 32,163	\$ 83,695	\$ 105,858
5054	Utility Worker III										\$ 11,848	\$ 30,494	\$ 39,342
	Utility Worker I												
	Parks Summer Program Asst												
5065	Taxes	\$ 7,821	\$ 5,363			\$ 2,458			\$ 2,458	\$ 2,458	\$ 7,374	\$ 19,236	\$ 24,554
5092	Retirement Benefits	\$ 12,609	\$ 11,403			\$ 1,186			\$ 1,186	\$ 1,186	\$ 3,558	\$ 9,150	\$ 11,790
5097	Health Benefits	\$ 11,709	\$ 8,028			\$ 3,681			\$ 3,681	\$ 3,681	\$ 11,043	\$ 28,404	\$ 36,732
	TOTAL	\$ 83,725	\$ 63,003			\$ 20,622			\$ 20,622	\$ 20,622	\$ 61,866	\$ 160,410	\$ 204,432
Material & Service													
5205	Audit	\$ 1,000		\$ 1,000									\$ 1,000
5104	Bank Charges	\$ 750											\$ 750
5121-23	Building Permits, etc			\$ 750									\$ 750
5105	Chemicals												
5215	City Attorney	\$ 15,000	\$ 15,000										\$ 15,000
5240	City Engineer												
5225	City Planner	\$ 30,000	\$ 30,000										\$ 30,000
5230	Contract Services	\$ 30,000				\$ 30,000							\$ 30,000
	CS-Engineering												
	CS-Parks	\$ 800				\$ 800							\$ 800
	CS-Attorney Fees	\$ 24,000	\$ 24,000										\$ 24,000
	CS-Other	\$ 30,000		\$ 30,000									\$ 30,000
	Contract Services-Brownfield Cleanup												
5110	Dues	\$ 4,200											\$ 4,200
5115	Election Fees	\$ 1,000		\$ 1,000									\$ 1,000
5245	Equipment-Maint. & Repair	\$ 3,000		\$ 3,000									\$ 3,000
5246	Equipment-Purchase	\$ 1,400		\$ 1,400									\$ 1,400
5126	Equipment Rental/Lease	\$ 600		\$ 600									\$ 600
5198	Events-Parks & Rec	\$ 3,000		\$ 3,000									\$ 3,000
5174	Improvements-Buildings & Parks	\$ 4,800		\$ 4,800									\$ 4,800
5125	Insurance	\$ 7,150		\$ 7,150									\$ 7,150
	Lab Analysis												
5175	Maintenance-Building & Parks	\$ 3,500		\$ 3,500									\$ 3,500
5145	Mover and Council Expenses	\$ 1,000		\$ 1,000									\$ 1,000
5155	Mitigation	\$ 350		\$ 350									\$ 350
5151	Miscellaneous	\$ 2,600		\$ 2,600									\$ 2,600
5152	Municipal Court	\$ 6,000		\$ 6,000									\$ 6,000
5198	Parks-Youth Activities												
5165	Permits	\$ 1,525		\$ 1,525									\$ 1,525
5188	Postage	\$ 400		\$ 400									\$ 400
5103	Property Taxes	\$ 1,600		\$ 1,600									\$ 1,600
5171	Publication and Legal Notices	\$ 400		\$ 400									\$ 400
	Returns												
5260	Security Alarm	\$ 400		\$ 400									\$ 400
5179	Street Improvements												
5270	Street Sweeping												
5260	Supplies	\$ 4,100		\$ 4,100									\$ 4,100
5260	Supplies												
5181	Survey Bands												
5181	System Maintenance and Repair												
5182	Telephone	\$ 4,200		\$ 4,200									\$ 4,200
5235	Transit	\$ 20,600		\$ 20,600									\$ 20,600
5188	Travel and Training	\$ 3,000		\$ 3,000									\$ 3,000
5170	Utilities	\$ 16,750		\$ 16,750									\$ 16,750
5190	Vehicle Fuel & Maintenance	\$ 200		\$ 200									\$ 200
	TOTAL	\$ 233,628	\$ 72,269	\$ 115,050	\$ 16,378	\$ 30,000			\$ 30,000	\$ 20,250	\$ 38,800	\$ 182,000	\$ 531,775

All Funds Expenses-2018-19

Code	Total GF	Admin/Plng	Non-Dept	Parts	Public Safety	Reserve	SDC	Storm Drain	Street	Wastewater	Water	Total 2018-19
Capital Outlay												531,775
5315 Buildings	\$ 100,000		\$ 100,000									100,000
5375 Streets	\$ 100,000		\$ 100,000									100,000
TOTAL	\$ 200,000		\$ 200,000									200,000
Debt Service												300,000
General Fund - Barracks	\$ 22,254		\$ 22,254									22,254
5410 Water Facilities-1980												10,000
5460 2012 DEQ WWFP Loan												51,470
5410 IFA Loan												125,000
TOTAL	\$ 22,254		\$ 22,254									208,724
Transfers												40,000
General Fund	\$ 17,355		\$ 15,000									17,355
5560 Street Fund												2,501
5560 Wastewater Fund												6,445
5570 Water Fund												12,203
Storm Drain Fund												1,435
TOTAL	\$ 17,355		\$ 2,355									40,000
Contingencies & Unappropriated Balances												56,800
5000 Contingency	\$ 45,000											45,000
7777 RESERVE FOR FUTURE EXPENDITURE	\$ 99,201											99,201
TOTAL	\$ 144,201											144,201
TOTAL-ALL CATEGORIES	\$ 607,228	\$ 135,603	\$ 236,655	\$ 46,615	\$ 37,662	\$ 136,915	\$ 265,664	\$ 37,100	\$ 121,900	\$ 267,620	\$ 1,205,500	\$ 2,851,719

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-2019

GENERAL FUND - COMBINED REVENUES

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2015-16	2016-17	BUDGET	BUDGET	BUDGET	BUDGET
	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
RESOURCES						
Beginning Fund Balance	140,948	164,414	160,000	275,000	-	-
Violation Fines	1,373	4,136	1,500	1,500	-	-
Cigarette Tax	1,028	1,161	950	1,000	-	-
Franchise Fees	43,797	43,565	46,000	46,000	-	-
Grant-Special Transportation Fund	-	-	-	-	-	-
Grant - Park & Rec Program	3,253	-	3,200	-	-	-
Interest Income	3,389	9,973	3,200	7,500	-	-
Lease-Building	72,407	74,831	32,000	32,000	¹	-
Lease-Property	-	-	58,000	58,000	²	-
Leases-Property Tax	-	-	4,800	4,900	³	-
Leases-Utilities	-	-	14,000	14,000	⁴	-
Liquor Tax	12,137	12,806	12,500	17,000	-	-
Miscellaneous Revenue	10,087	10,929	7,500	7,500	-	-
Planning and Zoning Fees	3,500	1,105	4,000	15,000	-	-
Property Tax - Current Year	107,278	111,335	115,000	118,000	-	-
Property Tax - Prior Years	1,770	1,689	1,650	1,700	-	-
Refunds	78	-	500	200	-	-
Revenue Sharing	7,347	7,790	7,800	7,800	-	-
Room Rental	-	-	120	120	-	-
Proceeds From Loan	-	-	100,000	-	-	-
Transfer In - Reserve	-	-	-	-	-	-
TOTAL RESOURCES	408,392	443,734	572,720	607,220	-	-
<i>Income minus Beginning Fund Balance</i>	<i>267,444</i>	<i>279,320</i>	<i>412,720</i>	<i>332,220</i>	-	-
EXPENDITURES						
Administration /Planning	94,502	59,421	101,057	135,803	-	-
Parks	43,330	42,578	43,575	33,815	-	-
Public Safety	46,939	33,532	35,944	37,682	-	-
Non-Departmental	89,967	147,028	214,100	215,050	-	-
Subtotal department expenditures	274,738	282,559	394,676	422,350	-	-
DEBT SERVICE						
Barracks Building Loan	-	-	11,279	22,254	-	-
Subtotal debt service	-	-	11,279	22,254	-	-
TRANSFERS****						
Wastewater Fund	-	-	15,000	-	-	-
Reserve Fund - Parks	-	-	12,500	15,000	-	-
Reserve Fund - Accounting Software	-	-	4,710	2,355	-	-
Reserve Fund - Public Safety	-	-	33,000	-	-	-
Subtotal Transfers	-	-	65,210	17,355	-	-
Contingency	-	-	35,000	46,000	-	-
Total Appropriations	274,738	282,559	506,165	507,959	-	-
Reserve for Future Expenditure	164,414	161,175	66,555	99,261	-	-
TOTAL	439,152	443,734	572,720	607,220	-	-

1- Leases on the Coffee Shop and the old Firehouse.

2- Leases on AVIS and small farm sites.

3- Property taxes on all City property under lease.

4- The electric bill for the Market and Restaurant will be paid by the City and then, invoiced separately

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-2019

GENERAL FUND - COMBINED EXPENSES

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2015-16	2016-17	BUDGET	BUDGET	COMM	COUNCIL
	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
Personal Services						
Staffing	36,874	45,808	56,438	56,593	-	-
Taxes	3,303	4,843	7,800	7,821	-	-
Health Insurance	5,784	9,116	10,152	12,602	-	-
Retirement	4,105	7,500	10,835	11,709	-	-
Subtotal Personal Services	50,066	67,267	85,226	88,725	-	-
Material and Services						
Audit	466	2,530	2,000	1,000	-	-
Bank Charges	679	396	750	750	-	-
City Attorney	10,450	15,217	11,000	15,000	-	-
City Engineer	-	7,747	-	-	-	-
City Planner	12,554	9,551	12,000	30,000	-	-
Contract Services	68,369	81,168	75,000	84,800	-	-
Contract Services - Brownfield	-	-	10,000	-	-	-
Dues	2,367	4,061	4,000	4,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Rental/Lease	-	-	600	600	-	-
Equipment-Maint. & Repair	3,305	108	3,200	3,200	-	-
Equipment-Purchase	1,044	1,733	1,400	1,400	-	-
Events	825	5,611	2,000	3,000	-	-
Improvements -Buildings & Parks	4,255	3,425	4,500	4,500	-	-
Maintenance-Buildings & Parks	3,032	2,417	3,600	3,500	-	-
Insurance	6,392	6,589	6,700	7,150	-	-
Mayor and Council Expenses	-	-	1,000	1,000	-	-
Mileage	144	62	350	350	-	-
Miscellaneous	3,428	1,311	3,250	3,250	-	-
Municipal Court	-	-	2,000	2,000	-	-
Parks-Youth Activities	5,283	4,265	6,000	6,000	-	-
Postage	727	2,562	1,500	1,575	-	-
Publication and Legal Notices	3,078	1,335	1,000	1,500	-	-
Security Alarm	306	311	400	400	-	-
Supplies	4,331	4,818	3,400	4,100	-	-
Surety Bonds	-	-	-	-	-	-
Taxes (property taxes on leased property)	4,565	4,638	4,750	4,900	-	-
Telephone	4,113	4,395	4,200	4,200	-	-
Transit	17,300	18,845	20,000	20,000	-	-
Travel and Training	2,903	2,345	3,000	3,000	-	-
Utilities	17,823	18,624	18,750	19,750	-	-
Vehicle Fuel & Maintenance	1,431	860	1,600	1,450	-	-
Weapons & Ammunition	-	-	-	-	-	-
Subtotal Materials and services	179,170	204,924	208,950	233,625	-	-
Capital Outlay						
Building Improvements	-	100,000	100,000	100,000	-	-
Park Improvements	7,240	-	-	-	-	-
Subtotal Capital Outlay	14,740	110,000	100,000	100,000	-	-
Debt Service						
Barracks Building Loan	-	-	11,279	22,254	-	-
Subtotal Debt Service	-	-	11,279	22,254	-	-
Fund Reserve						
Accounting Software	-	-	-	-	-	-
Building Improvements	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Park Improvements	-	-	-	-	-	-
Park Equipment	-	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Subtotal Fund Reserves	-	-	-	-	-	-
Transfers****						
To Wastewater Fund	-	-	15,000	15,000	-	-
To Reserve Fund	-	-	50,210	17,355	-	-
Subtotal Transfers	-	-	65,210	32,355	-	-
Contingencies	-	-	35,000	46,000	-	-
TOTAL EXPENDITURES	243,976	382,191	494,386	522,959	-	-
UNAPPROPRIATED ENDING BAL	164,414	161,175	66,555	99,261	-	-
TOTAL	408,390	543,366	560,941	622,220	-	-

1- \$18,750 for Utilities for City-owned buildings. Same revenue amount shown as Lease-Utilities (Combined GF Revenues-Footer 4)

CITY OF ADAIR VILLAGE ANNUAL BUDGET

GENERAL FUND - COMBINED EXPENSES BY SUB-FUND

	TOTAL	Admin/ Planning	Non-Dept	Parks	Public Safety
Personal Services (Overall Salaries)		38,808		12,966	4,820
City Administrator	33,740	28,920	-	-	4,820
Utility/Court Clerk	7,216	7,216	-	-	-
Finance Clerk	2,672	2,672	-	-	-
Recreation Coordinator	12,966	-	-	12,966	-
Public Works-Parks	-	-	-	-	-
Parks Summer Prog. Coord. Asst.	-	-	-	-	-
Taxes	7,821	5,363	-	1,792	666
Health Insurance	12,602	11,403	-	-	1,198
Retirement Benefits	11,709	8,029	-	2,683	997
Subtotal Personal Services	88,725	63,603	-	17,440	7,682
Material and Services					
Audit	1,000	-	1,000	-	-
Bank Charges	750	-	750	-	-
City Attorney	15,000	15,000	-	-	-
City Planner	30,000	30,000	-	-	-
Contract Services	84,800	24,000	30,000	800	30,000
Contract Services - Brownfield Study/Cleanu	10,000	-	-	-	-
Dues	4,250	-	4,250	-	-
Election Fees	1,000	-	1,000	-	-
Equipment-Lease/Rental	600	-	500	100	-
Equipment-Maint. & Repair	3,200	-	3,000	200	-
Equipment-Purchase	1,400	-	1,200	200	-
Events	3,000	-	-	3,000	-
Improvements-Buildings & Parks	4,500	-	4,000	500	-
Insurance	7,150	-	6,150	1,000	-
Maintenance-Building/Parks	3,500	-	2,500	1,000	-
Mayor and Council Expenses	1,000	-	1,000	-	-
Mileage	350	250	-	100	-
Miscellaneous	3,250	250	2,500	500	-
Municipal Court	2,000	-	2,000	-	-
Parks-Youth Activities	6,000	-	-	6,000	-
Postage	1,500	-	1,500	-	-
Property Taxes	4,900	-	4,900	-	-
Publication and Legal Notices	1,500	-	1,500	-	-
Security Alarm	400	-	400	-	-
Supplies	4,100	200	3,500	400	-
Telephone	4,200	-	4,200	-	-
Transit	20,000	-	20,000	-	-
Travel and Training	3,000	2,500	-	500	-
Utilities	19,750	-	19,000	750	-
Vehicle Fuel & Maintenance	1,450	-	200	1,250	-
Subtotal Materials and Services	243,550	72,200	115,050	16,300	30,000
Capital Outlay					
Building Improvements	100,000	-	100,000	-	-
Subtotal Capital Outlay	100,000	-	100,000	-	-
Debt Service					
Barracks Building	11,279	-	11,279	-	-
Subtotal Fund Reserves	11,279	-	11,279	-	-
Transfers****					
To Wastewater Fund	-	-	-	-	-
To Reserve Fund	17,355	-	2,355	15,000	-
Subtotal Transfers	17,355	-	2,355	15,000	-
Contingencies	-	-	-	-	-
Unappropriated End Balance	-	-	-	-	-
TOTAL EXPENDITURES	460,909	135,803	228,684	48,740	37,682

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-19

GENERAL FUND - ADMINISTRATION & PLANNING

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
PERSONNEL SERVICES						
Staffing	19,618	32,144	31,444	38,808	-	-
Taxes	1,963	2,483	4,346	5,363	-	-
Health insurance	5,784	8,465	9,229	11,403	-	-
Retirement	1,943	3,777	6,037	8,029	-	-
Subtotal Personnel Services	29,308	46,869	51,056	63,603	-	-
MATERIALS AND SERVICES						
City Attorney	10,450	15,217	11,000	15,000	-	-
City Engineer	-	7,747	-	-	-	-
City Planner	12,554	9,551	12,000	30,000	-	-
Contract Services	9,176	11,928	24,000	24,000 ¹	-	-
Mileage	144	62	250	250	-	-
Miscellaneous	250	-	250	250	-	-
Supplies	-	783	-	200	-	-
Travel and Training	1,858	2,345	2,500	2,500	-	-
Subtotal Materials and Services	34,432	47,633	50,000	72,200	-	-
GRAND TOTAL	63,740	94,502	101,056	135,803	-	-

1- Code Compliance Officer is fully funded here.

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-19

GENERAL FUND - NONDEPARTMENTAL

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2015-16	2016-17	BUDGET	BUDGET	BUDGET	BUDGET
	2015-16	2016-17	2017-18	2018-19	2018-19	2018-19
MATERIALS & SERVICES						
Audit Services	466	2,530	2,000	1,000	#	-
Banking Charges	679	396	750	750	-	-
Contracted Services	15,864	41,165	21,000	30,000	#	-
Contracted Services - Brownfield study/cleanup	-	-	10,000	-	#	-
Dues (organizational)	2,367	4,061	4,000	4,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Lease & Rental	-	-	500	500	-	-
Equipment Maintenance and Repair	3,212	65	3,000	3,000	-	-
Equipment-Purchase Small	1,044	-	1,200	1,200	-	-
Improvements-Buildings	4,000	-	4,000	4,000	-	-
Insurance	5,510	5,681	5,700	6,150	#	-
Maintenance-Buildings	2,274	2,314	2,400	2,500	-	-
Mayor and Council Expenses	-	-	1,000	1,000	-	-
Miscellaneous	3,178	1,311	2,500	2,500	-	-
Municipal Court	-	-	2,000	2,000	#	-
Postage	675	2,562	1,500	1,500	-	-
Property Taxes (formerly Maintenance and Taxes)	4,565	4,638	4,750	4,900	#	-
Publications and Legal Notices	3,078	1,335	1,000	1,500	-	-
Security Alarm	306	311	400	400	-	-
Supplies	3,982	3,976	3,000	3,500	-	-
Telephone	4,113	4,395	4,200	4,200	-	-
Transit	17,300	18,845	20,000	20,000	-	-
Utilities (formerly Power & Lights)	17,259	18,363	18,000	19,000	-	-
Vehicles-Fuel	95	-	200	200	-	-
Subtotal Materials & Services	89,967	111,948	114,100	115,050	-	-
CAPITAL OUTLAY						
Building Improvements (Remodel)	-	-	100,000	100,000	-	-
Subtotal Capital Outlay	-	-	100,000	100,000	-	-
TRANSFERS						
To Wastewater Fund	-	-	15,000	-	-	-
To Reserve - Accounting Software	-	-	4,710	2,355	#	-
Subtotal Transfers	-	-	19,710	2,355	-	-
DEBT SERVICE						
Barracks Building Loan	-	-	11,279	22,254	-	-
Subtotal Debt Service	-	-	11,279	22,254	-	-
Total	89,967	111,948	245,089	239,659	-	-
Less: Transfers and Debt Service	-	-	30,989	24,609	-	-
Amount to Fund Summary	89,967	111,948	214,100	215,050	-	-

1- This includes the contract for payroll services, property management , accounting and closeout support, utility billing, copier lease, HVAC cc
2 - This is for continued partnership with GP and Boise for the AVIS cleanup.

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-19

GENERAL FUND - PARKS

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
PERSONNEL SERVICES						
Staffing	14,860	9,615	21,219	12,966	-	-
Taxes	1,040	1,886	2,932	1,792	-	-
Retirement	892	3,084	4,074	2,683	-	-
Subtotal Personnel Services	16,792	14,585	28,225	17,440	-	-
MATERIALS AND SERVICES						
Contract Services	356	725	500	800	-	-
Equipment-Lease & Rental	-	-	100	100	-	-
Equipment Maintenance and Repair	93	43	200	200	-	-
Equipment-Purchase Small	-	1,733	200	200	-	-
Events	825	5,611	2,000	3,000	-	-
Improvements-Buildings & Parks	255	3,425	500	500	-	-
Insurance	882	908	1,000	1,000	-	-
Maintenance-Buildings & Parks	758	103	1,200	1,000	-	-
Mileage	-	-	100	100	-	-
Miscellaneous	-	-	500	500	-	-
Postage	52	-	-	75	-	-
Supplies	349	59	400	400	-	-
Travel and Training	1,045	-	500	500	-	-
Utilities	564	261	750	750	-	-
Vehicles	1,336	860	1,400	1,250	-	-
Youth Activities	5,283	4,265	6,000	6,000	-	-
Subtotal Materials & Services	11,798	17,993	15,350	16,375	-	-
CAPITAL OUTLAY						
Park Improvements	7,240	-	-	-	-	-
Park Equipment	7,500	10,000	-	-	-	-
Subtotal Capital Outlay	14,740	10,000	-	-	-	-
TRANSFERS						
To Reserve Fund	-	-	12,500	15,000	-	-
Subtotal Transfers	-	-	12,500	15,000	-	-
TOTAL EXPENDITURES						
	43,330	42,578	43,575	48,815	-	-
Less: Transfers	-	-	12,500	15,000	-	-
Amount to Fund Summary	43,330	42,578	31,075	33,815	0	0

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-19

GENERAL FUND - PUBLIC SAFETY

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
PERSONNEL SERVICES						
Staffing	2,396	4,049	3,775	4,820	-	-
Taxes	300	474	522	666	-	-
Health Insurance	-	651	923	1,198	-	-
Retirement	1,270	639	725	997	-	-
Subtotal Personnel Services	3,966	5,813	5,944	7,682	-	-
MATERIALS AND SERVICES						
Contract Services	42,973	27,719	30,000	30,000	-	-
Subtotal Materials & Services	42,973	27,719	30,000	30,000	-	-
TRANSFERS						
To Reserve Fund	-	-	33,000	-	-	-
Subtotal Transfers	-	-	33,000	-	-	-
TOTAL EXPENDITURES	46,939	33,532	68,944	37,682	-	-
Less: Transfers	-	-	33,000	-	-	-
Amount to Fund Summary	46,939	33,532	35,944	37,682	-	-

1 - This represents 5% of the City Administrator's time.

2. This amount would cover a contract with Benton County Sheriff's Office for 10 hours per week of directed patrol.

3. These funds are being transferred to the Reserve Fund to segregate them from money that is

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2017-18

RESERVE FUND

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
RESOURCES						
Beginning Fund Balance	16,418	16,418	16,418	96,915	-	-
TRANSFERS IN						
General Fund	-	-	50,210	17,355	-	-
Street Fund	-	-	3,202	2,501	-	-
Wastewater Fund	-	-	8,059	6,445	-	-
Water Fund	-	-	17,356	12,263	-	-
Storm Drain	-	-	1,670	1,435	-	-
Total Resources	16,418	16,418	96,915	136,915	-	-
TRANSFERS OUT						
Transfer to General Fund	-	-	-	-	-	-
Total Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES	-	-	-	-	-	-
RESERVE FOR FUTURE EXPENDITURE						
Accounting Software	-	-	19,997	29,997	-	-
Equipment	-	-	15,000	30,000	-	-
Parks Improvements	-	-	12,500	27,500	-	-
Police vehicles	-	-	33,000	33,000	-	-
Rate Stabilization	16,418	16,418	16,418	16,418	-	-
RESERVE FOR FUTURE EXPENDITUR	16,418	16,418	96,915	136,915	-	-
	-	-	-	-	-	-

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2017-18

SYSTEM DEVELOPMENT CHARGE FUND

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
RESOURCES						
Beginning Fund Balance: Street -- Impr.	35,524	36,620	38,812	38,812	-	-
Beginning Fund Balance: Water (Impr. @ .95)	133,032	139,101	151,095	151,095	-	-
Beginning Fund Balance: Wastewater (Impr. @ .66)	22,034	25,213	31,527	31,527	-	-
Beginning Fund Balance: Storm Drain Improvements	962	1,580	2,816	2,816	-	-
Beginning Fund Balance: Parks Improvements	587	904	1,538	1,538	-	-
Total Beginning Fund Balances	192,139	203,418	225,788	225,788	-	-
Street Improvement Charges	1,096	-	16,831	16,831	2	-
Water Improvement Charges	6,053	-	22,033	22,033	2	-
Sewer Improvement Charges	3,135	-	11,412	11,412	2	-
Storm Drain Improvements	618	-	4,804	4,804	2	-
Park Improvements	317	-	317	317	2	-
Water Reimbursement Charges	16	-	17	17	2	-
Sewer Reimbursement Charges	44	-	44	44	2	-
SDC fees - Other	-	31,939	4,418	4,418	1	-
Interest on Investments	-	-	-	-	-	-
Total SDC Charges	11,279	31,939	59,876	59,876	-	-
Total Resources	203,418	235,357	285,664	285,664	-	-
RESERVE FOR FUTURE EXPENDITURE	203,418	235,357	285,664	285,664	-	-

1- Compliance fees cover administrative costs for the SDC program.

2- These charges include the income from the ServPro site and one, new residential home.

The present SDC costs are listed below.

Street Improvement Charges	\$	1,096	
Water Improvement Charges	\$	6,053	
Sewer Improvement Charges	\$	3,135	
Storm Drain Improvements	\$	371	or \$0.13 per square foot of impervious surface
Park Improvements	\$	317	
Water Reimbursement Charges	\$	17	
Sewer Reimbursement Charges	\$	44	
TOTAL	\$	11,033	
Compliance Surcharge	\$	875	
	\$	11,908	

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2017-18

STORM DRAIN FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2015-16	2016-17	BUDGET	BUDGET	BUDGET	BUDGET
	2015-16	2016-17	2017-18	2017-18	2017-18	2017-18
RESOURCES						
Beginning Fund Balance	26,713	30,273	15,000	15,000	15,000	15,000
Storm Drain Assessments	17,682	17,796	18,000	18,000	18,000	18,000
Storm Drain - additional fee	-	-	-	3,900	3,900	3,900
Miscellaneous	-	-	200	200	200	200
TOTAL RESOURCES	44,395	48,069	33,200	37,100	37,100	37,100
<i>Net Revenues</i>	<i>17,682</i>	<i>17,796</i>	<i>18,200</i>	<i>22,100</i>		
PERSONNEL SERVICES						
Staffing	8,833	10,261	10,799	12,119	12,119	12,119
Taxes	1,270	988	1,492	1,675	1,675	1,675
Health Insurance	2,225	3,255	3,692	4,347	4,347	4,347
Retirement	1,579	1,594	2,074	2,508	2,508	2,508
Subtotal Personnel Services	13,907	16,098	18,057	20,649	20,649	20,649
MATERIALS AND SERVICES						
Contract Services	215	13,909	2,000	2,000	2,000	2,000
Equipment Rental	-	-	200	200	200	200
Supplies	-	-	100	100	100	100
System Maintenance and Repair	-	-	4,000	4,000	4,000	4,000
Vehicle Fuel & Maintenance	-	-	200	200	200	200
Subtotal Materials & Services	215	13,909	6,500	6,500	6,500	6,500
CAPITAL OUTLAY						
Equipment	-	1,489	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-
Subtotal Capital Outlay	-	1,489	-	-	-	-
TOTAL EXPENDITURES	14,122	31,496	24,557	27,149	27,149	27,149
TRANSFERS						
To Reserve Fund						
Accounting Software	-	-	470	235	235	235
Equipment	-	-	1,200	1,200	1,200	1,200
Total Transfers	-	-	1,670	1,435	1,435	1,435
CONTINGENCY	-	-	4,500	4,100	4,100	4,100
TOTAL APPROPRIATED	14,122	31,496	30,727	32,684	32,684	32,684
RESERVE FOR FUTURE EXPENDITURE	30,273	16,573	2,473	4,416	4,416	4,416
TOTAL	44,395	48,069	33,200	37,100	37,100	37,100

CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2018-19

STREET FUND

	ACTUAL 2015-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
RESOURCES						
Beginning Fund Balance	70,644	83,970	75,000	60,200	-	-
State Highway Tax	49,988	50,453	52,000	61,500	-	-
Miscellaneous	-	-	200	200	-	-
TOTAL RESOURCES	120,632	134,423	127,200	121,900	-	-
	49,988	50,453	52,200			
PERSONNEL SERVICES						
Staffing	13,408	12,917	13,433	14,920	-	-
Taxes	1,525	1,263	1,856	2,062	-	-
Health Insurance	2,670	3,907	4,615	5,389	-	-
Retirement	1,894	1,908	2,579	3,087	-	-
Subtotal Personnel Services	19,497	19,995	22,483	25,459	-	-
MATERIALS AND SERVICES						
Contract Services	214	-	1,500	1,500	-	-
Equipment Rental	-	-	250	250	-	-
Insurance	2,865	2,945	3,000	3,200	-	-
Miscellaneous	19	-	-	100	-	-
Street Improvements	26	-	10,000	-	-	-
Street Signs	366	-	-	-	-	-
Street Sweeping	2,400	1,800	4,200	4,200	-	-
Utilities	11,275	9,284	10,500	11,000	-	-
Subtotal Materials & Services	17,165	14,029	29,450	20,250	-	-
CAPITAL OUTLAY						
Street Improvements	-	16,155	24,000	-	-	-
Subtotal Capital Outlay	-	16,155	24,000	-	-	-
TOTAL EXPENDITURES	36,662	50,179	75,933	45,709	-	-
TRANSFERS OUT						
Transfer to Reserve Fund:						
Accounting Software	-	-	1,402	701	-	-
Equipment	-	-	1,800	1,800	-	-
Total Transfer to Reserve Fund	-	-	3,202	2,501	-	-
RESERVES						
Accounting Software	-	-	1,402	-	-	-
Building	-	-	-	-	-	-
Equipment	-	-	1,800	-	-	-
Street Improvements	-	-	-	-	-	-
Subtotal Fund Reserve	-	-	3,202	-	-	-
CONTINGENCY			15,000	-	-	-
TOTAL APPROPRIATED	36,662	50,179	94,135	48,210	-	-
RESERVE FOR FUTURE EXPENDITURE	83,970	84,244	33,065	73,690	-	-
TOTAL	120,632	134,423	127,200	121,900	45,709	-

1 - Sweep 5 times per year.

2 - Street improvement projects estimated for every other year, next in 2016-17.

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2018-19

WASTEWATER FUND

	ACTUAL 2016-16	ACTUAL 2016-17	ADOPTED BUDGET 2017-18	PROPOSED BUDGET 2018-19	APPROVED BUDGET 2018-19	ADOPTED BUDGET 2018-19
RESOURCES						
Beginning Fund Balance	(56,887)	(15,356)	-	6,000	-	-
Sewer User Fees	191,272	192,419	191,545	208,000	-	-
Proposed Rate Increase	-	-	14,850	12,420	-	-
Miscellaneous Revenues	-	-	1,000	1,000	-	-
OR DEQ Loan	-	66,659	33,000	30,000	-	-
Partnership Payments	114,721	-	-	-	-	-
Transfer in from General Fund	-	-	15,000	-	-	-
TOTAL RESOURCES	249,106	243,722	255,395	257,420	-	-
PERSONNEL SERVICES						
Staffing	54,869	46,456	48,456	53,773	-	-
Taxes	6,607	4,743	6,696	7,431	-	-
Health Insurance	11,569	16,277	17,535	20,528	-	-
Retirement	8,209	6,794	9,303	11,126	-	-
Subtotal Personnel Services	81,254	74,270	81,990	92,857	-	-
MATERIALS AND SERVICES						
Audit	1,224	11,385	5,250	3,800	-	-
Bank Charges-NSF	-	-	500	500	-	-
Chemicals	4,158	4,343	4,200	4,500	-	-
Contract Services	68,114	2,186	1,000	2,200	-	-
Dues	34	38	-	100	-	-
Equipment Maintenance	1,297	14	1,500	1,500	-	-
Equipment Rental/Lease	-	-	500	-	-	-
Equipment Purchase	-	-	-	-	-	-
Engineering Contract	3,264	57,694	37,000	30,000	-	-
Insurance	5,951	7,499	6,000	6,200	-	-
Laboratory Analysis	3,910	2,778	4,000	4,000	-	-
Mileage	-	-	500	500	-	-
Miscellaneous	114	2,505	1,000	1,000	-	-
Permits	1,495	2,191	500	2,200	-	-
Postage	502	67	550	550	-	-
Publications and Legal Notices	-	-	250	250	-	-
Refunds	-	185	-	-	-	-
Supplies	153	-	500	500	-	-
System Maintenance	15,521	6,760	15,000	15,000	-	-
Telephone	2,102	3,121	2,200	3,200	-	-
Travel and Training	-	17	1,000	1,000	-	-
Utilities	7,329	8,641	8,000	8,800	-	-
Vehicle Fuel and Maintenance	2,959	2,246	3,000	3,000	-	-
Subtotal Materials & Services	118,127	111,670	92,450	88,800	-	-
	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
Wastewater Fund -- continued	2015-16	2016-17	BUDGET	BUDGET	COMM	COUNCIL
			2017-18	2018-19	2018-19	2018-19
CAPITAL OUTLAY						
Equipment	-	5,995	-	-	-	-
Wastewater Improvements	648	-	-	-	-	-

Wastewater

Subtotal Capital Outlay	648	5,995	-	-	-	-
DEBT SERVICE						
1997 Revenue Bonds -- USB	23,385	23,813	21,000	-	-	-
2012 DEQ WWFP Loan	41,048	34,905	41,048	51,470	-	-
Subtotal Debt Service	64,433	58,718	62,048	51,470	-	-
TRANSFERS						
To Reserve Fund						
Accounting Software	-	-	3,229	1,615	-	-
Equipment	-	-	4,830	4,830	-	-
Subtotal Transfers	-	-	8,059	6,445	-	-
TOTAL EXPENDITURES	264,462	250,653	244,547	239,572	-	-
CONTINGENCY	-	-	4,000	6,500	-	-
TOTAL APPROPRIATED	264,462	250,653	248,547	246,072	-	-
RESERVE FOR FUTURE EXPENDITURE	(15,356)	(6,931)	6,848	11,348	-	-
TOTAL	249,106	243,722	255,395	257,420	-	-

Water

CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2018-19

WATER FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2015-16	2016-17	BUDGET	BUDGET	BUDGET	BUDGET
			2017-18	2018-19	2018-19	2018-19
RESOURCES						
Beginning Fund Balance	143,648	141,175	315,000	450,000	-	-
Deposits for New Service	5,120	350	4,800	-	-	-
Metered Water Sales	280,619	268,121	300,000	300,000	-	-
Outside Water Assessments	195,788	239,925	225,000	250,000	-	-
New Connections	923	1,155	2,000	2,000	-	-
Reconnect Fees	3,616	2,475	3,000	3,000	-	-
Miscellaneous Revenue	-	1,692	500	500	-	-
Refunds	-	-	1,000	-	-	-
IFA Water Loan	-	2,470,660	550,000	200,000	-	-
TOTAL RESOURCES	629,714	3,125,553	1,401,300	1,205,500	-	-
<i>New Revenues</i>	486,066	513,718	536,300	555,500	-	-
PERSONNEL SERVICES						
Staffing	118,099	102,301	127,408	117,950	-	-
Taxes	12,706	9,440	17,608	16,301	-	-
Health Insurance	22,247	32,552	37,840	44,075	-	-
Retirement	15,786	14,073	26,361	24,404	-	-
Subtotal Personnel Services	168,838	158,366	209,216	202,729	-	-
MATERIALS AND SERVICES						
Audit	1,224	11,385	5,250	4,200	-	-
Bank Charges-NSF	-	-	200	200	-	-
Chemicals	25,541	22,335	24,750	25,000	-	-
Contract Services	160,799	2,398,125	650,000	25,000	-	-
Dues	981	38	1,000	1,000	-	-
Engineering Services	6,993	16,801	20,000	20,000	-	-
Equipment Maintenance	1,065	-	2,000	2,000	-	-
Equipment Purchase	-	-	4,000	4,000	-	-
Equipment Rental/Lease	-	-	3,000	3,000	-	-
Insurance	6,832	5,690	8,000	8,100	-	-
Laboratory Analysis	1,351	3,993	5,000	5,000	-	-
Mileage	-	-	-	-	-	-
Miscellaneous	760	556	2,000	2,000	-	-
Permits	956	817	1,000	1,000	-	-
Postage	502	-	550	600	-	-
Publications and Legal Notices	-	53	100	100	-	-
Refunds	401	321	500	500	-	-
Supplies	684	-	1,000	1,000	-	-
System Maintenance and Repair	35,267	43,516	30,000	35,000	-	-
Telephone	2,925	2,918	3,400	3,400	-	-
Travel and Training	2,904	-	3,000	3,000	-	-
Utilities	31,007	29,971	33,000	33,000	-	-
Vehicle Fuel and Maintenance	5,154	1,212	5,500	5,500	-	-
Subtotal Materials & Services	285,346	2,537,731	803,250	182,600	-	-
	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2015-16	2016-17	BUDGET	BUDGET	BUDGET	BUDGET
			2017-18	2018-19	2018-19	2018-19
Water Fund -- continued						
CAPITAL OUTLAY						
Equipment	-	8,900	-	-	-	-
Meters	-	-	-	-	-	-
Water Improvements	-	-	-	200,000	-	-
Plant and Equipment	-	-	-	-	-	-
Subtotal Capital Outlay	-	8,900	-	200,000	-	-
DEBT SERVICE						
1980 Water Revenue P & I	5,877	5,877	6,000	10,000	-	-
1997 Water Revenue Bonds P & I	28,881	25,863	31,000	-	-	-
IFA Loan	-	-	125,000	125,000	-	-
Subtotal Debt Service	34,758	31,740	162,000	135,000	-	-

Water

TRANSFERS

To Reserve Fund

Accounting Software

Equipment

Subtotal Transfers

-	-	10,186	5,093
-	-	7,170	7,170
-	-	17,356	12,263

-	-
-	-
-	-

TOTAL EXPENDITURES

488,942	2,736,737	1,191,822	732,593
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CONTINGENCY

TOTAL APPROPRIATED

-	-	75,000	-
488,942	2,736,737	1,266,822	732,593

-	-
-	-

RESERVE FOR FUTURE EXPENDITURE

TOTAL

141,175	389,367	134,478	472,907
630,117	3,126,104	1,401,300	1,205,500

-	-
-	-

1 - State mandated operating permits