

**ADAIR VILLAGE CITY COUNCIL-Final**  
**City Hall - 6030 Wm. R Carr Av.**  
\*\*\*\*Tuesday, October 2, 2018 - 6:00 pm\*\*\*\*

**1. ROLL CALL – Flag Salute**

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

- a. Minutes – City Council Meeting – September 4, 2018 (Attachment A)
- b. Bills List through – September 30, 2018 (Attachment B) – \$35,159.71

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

**4. STAFF REPORTS:**

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through September 30, 2018 (Attachments G, G-1) Pat Hare

**5. OLD BUSINESS:**

- a) Infrastructure Master Plans/SDC Update (Attachment H,H1) Matt Wadlington  
Action: Decision

**6. NEW BUSINESS:**

- a) N/A

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

- a) N/A Pat Hare  
Action: N/A

**8. EXECUTIVE SESSION ORS 192.660 (2):**

- a) N/A  
Action: N/A

**9. COUNCIL and MAYOR COMMENTS:**

**10. ADJOURNMENT:**

Next meetings -

City Council--Tuesday, November 6, 2018 6:00 PM  
Planning Commission- Monday, October 15, 2018 6:00 PM

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

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

S:\Admin\City Council\Meetings\2018 Meetings\181002 CC Mtg\181002 Agenda.docx

**ADAIR VILLAGE  
CITY COUNCIL MINUTES  
6030 William R. Carr Avenue**

\*\*\*\*Tuesday, September 4, 2018 – 6:00 PM\*\*\*\*

Agenda Item	Action
<p><b>1. Roll Call:</b> City Council Members present: Councilors Real, Ray, King and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Rowe was absent.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute</p>
<p><b>2. Consent Calendar</b> (Agenda Item 2).  Minutes of August 7, 2018 City Council Meeting. Bills List through August 30, 2018, (\$75,265.93 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>3. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>4. Attachment C – Community Services Officer</b> (Agenda Item 4a). Jerry Jackson, CSO, presented the report.</p>	<p>Council received the report.</p>
<p><b>5. Attachment D – Public Works</b> (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>6. Attachment E – City Administrator Report</b> (Agenda Item 4c). CA Hare presented the report. Administration</p> <ul style="list-style-type: none"> <li>• Youth Program – Brittany Kennedy has put in her notice of resignation. We will not be doing any activities through the winter.</li> <li>• Barracks – Work has begun on the barracks.</li> <li>• Elections – The signatures came back. All running for election are verified and ready for the November election.</li> <li>• Admin/Finance Position – Interviews were last week and we are hoping to have someone start next week.</li> </ul> <p>Property/Businesses</p> <ul style="list-style-type: none"> <li>• Farm Foods – CA Hare met with Jim Jones and discussed some of the ongoing issues with him.</li> <li>• Parks Property – CA Hare is working with Attorney Kidd to prepare an application for getting the property out of parks and perpetuity.</li> </ul> <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> <li>• Water Plant – The painting will be complete as of the 4<sup>th</sup> and they will begin to install the STATA system.</li> <li>• Calloway Creek – Essential infrastructure has begun to be hooked up</li> </ul>	<p>Council received the report.</p>

<p>and they are hoping to begin paving this month.</p> <ul style="list-style-type: none"> <li>• William R. Carr Subdivision – Brian Donne informed CA Hare that his quotes will go out in January and they are hoping to begin by March.</li> <li>• SCS Property – Tim Groom is the developer for the SCS property and they are proposing 300 to 350 homes.</li> </ul>	
<p><b>7. Attachment F – Sheriff’s Report</b> (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p><b>8. Attachment G – Financial Report</b> (Agenda Item 4e). CA Hare presented the report. Income is \$210,164.55 and expenses are \$182,882.78. The balance in the Local Government Investment Pool is approximately \$1,188,830.12, last year the balance was \$781,424.76.</p>	<p>Council received the report.</p>
<p><b>9. Attachments H, H1, H2, H3 – Infrastructure Master Plans/SDC Update</b> (Agenda Item 6a). Matt Wadlington of Civil West presented the Council with four Engineering Scope of Service documents for a SDC Plan Update, Storm Water Master Plan, Wastewater Facilities Plan Update and Water System Master Plan.</p> <p>This issue will come back to the next meeting with a scope of work and a supplemental budget.</p>	<p>Council received the information and discussed the matter.</p>
<p><b>10. Attachment I – Founder’s Day</b> (Agenda Item 6b). CA Hare informed the Council of the schedule of events for Founder’s Day, which will be taking place on Saturday, September 15, 2018.</p>	
<p><b>11. Attachment J – Ordinance 2018 – 01 – Franchise Agreement</b> (Agenda Item 7a). Councilor King provided the second reading by title only.</p>	<p>Councilor King moved to approve the second reading and to adopt Ordinance 2018 – 01. Councilor Real seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>12. Attachment I – Resolution 2018 - #4 – 911 District</b> (Agenda Item 7a). This Resolution approves Benton County’s Order to initiate the formation of a 9-1-1 emergency communications county service district.</p>	<p>Councilor Real moved to approve Resolution 2018 - #4. Councilor Ray seconded. <b>Unanimous Approval (4-0).</b></p>
<p><b>13. Council and Mayor Comments</b> (Agenda Item 8):</p> <ul style="list-style-type: none"> <li>• Mayor Currier – None.</li> <li>• Councilor Real – None.</li> <li>• Councilor King – None.</li> <li>• Councilor Ray – None.</li> </ul>	
<p><b>17 Adjournment:</b> Next meeting- Council meeting on Tuesday, October 2, 2018 at 6:00 PM.</p>	<p><b>Mayor adjourned the meeting at 8:00 PM.</b></p>

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

\_\_\_\_\_  
Date

City of Adair Village  
**Unpaid Bills Detail**

As of September 5, 2018

	Type	Date	Num	Due Date	Aging	Open Balan...
22499	Bank of America Bill	9/5/2018	7/24/...	9/15/2018		1,163.19
	Total Bank of America					1,163.19
22500	BRX, Inc. Bill	9/5/2018	9/4/2...	9/15/2018		2,000.00
	Total BRX, Inc.					2,000.00
22501	Century Link Bill	9/5/2018	8/25/...	9/15/2018		55.23
	Total Century Link					55.23
22502	City of Corvallis Bill	9/5/2018	201788	9/1/2018	4	263.89
	Total City of Corvallis					263.89
22503	Colbert, Jeremy & Amber Bill	9/5/2018	832503	9/15/2018		19.60
	Total Colbert, Jeremy & Amber					19.60
22504	Corvallis Rental Inc. Bill	9/5/2018	8/26/...	9/15/2018		1,149.58
	Total Corvallis Rental Inc.					1,149.58
22505	Crew, Benjamin & Jessica Bill	9/5/2018	21608	9/15/2018		3.97
	Total Crew, Benjamin & Jessica					3.97
22506	Delapoer Kidd Attorneys at Law Bill	9/5/2018	1647	9/15/2018		306.25
	Total Delapoer Kidd Attorneys at Law					306.25
22507	Edge Analytical Laboratories Bill	9/5/2018	18-30...	9/15/2018		37.80
	Bill	9/5/2018	18-29...	9/15/2018		76.50
	Total Edge Analytical Laboratories					114.30
22508	Hartley, Betsy Bill	9/5/2018	33203	9/15/2018		79.75
	Total Hartley, Betsy					79.75
22509	Middleton Heating and Sheet Metal INC. Bill	9/5/2018	181740	9/15/2018		130.00
	Total Middleton Heating and Sheet Metal INC.					130.00
22510	NW Natural Bill	9/5/2018	8/27/18	9/12/2018		15.92
	Bill	9/5/2018	8/27/18	9/15/2018		136.28
	Total NW Natural					152.20
22511	Oregon Cascades West COG Bill	9/5/2018	2018-...	9/15/2018		1,449.35
	Total Oregon Cascades West COG					1,449.35
22512	Phillips, Wendy Bill	9/5/2018	811903	9/15/2018		13.59
	Total Phillips, Wendy					13.59
	<del>Engraving &amp; Signs Bill</del>	<del>9/5/2018</del>	<del>67419</del>	<del>9/15/2018</del>		<del>15.00</del>
	<del>Total R3 Engraving &amp; Signs</del>					<del>15.00</del>

← Already paid in June.

City of Adair Village  
**Unpaid Bills Detail**

As of September 5, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Smith-Wagar Consulting Bill	9/5/2018	450	9/15/2018		2,050.00
Total Smith-Wagar Consulting					2,050.00
<b>TOTAL</b>					<b>8,965.90</b>

22513

*[Signature]*  
9/5/18

New total: \$ 8950.90

\* R3 engraving (#15) was already paid in June.

City of Adair Village  
**Unpaid Bills Detail**

As of September 10, 2018

22514

22515

22516

22517

22518

Type	Date	Num	Due Date	Aging	Open Balan...
Bounce 4 Fun Inc. Bill	9/10/2018	6/15/18	9/20/2018		285.00
Total Bounce 4 Fun Inc.					285.00
Civil West Engineering Services, Inc Bill	9/10/2018	9/4/18	9/20/2018		3,249.25
Total Civil West Engineering Services, Inc					3,249.25
Creature Teachers Bill	9/10/2018	Septe...	9/20/2018		450.00
Total Creature Teachers					450.00
Simply Payroll Bill	9/10/2018	15252	9/20/2018		101.85
Total Simply Payroll					101.85
Susan Woosley Bill	9/10/2018	Septe...	9/20/2018		180.00
Total Susan Woosley					180.00
<b>TOTAL</b>					<b>4,266.10</b>

4,266.10

*[Signature]*  
9/11/18

# City of Adair Village Unpaid Bills Detail

As of September 13, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
American Business Software, Inc Bill	9/1/2018	132708	9/11/2018	2	60.60
Total American Business Software, Inc					60.60
Auto Zone Bill	9/1/2018	9/4/1...	9/11/2018	2	59.67
Total Auto Zone					59.67
CDL-Link Reporting Bill	8/31/2018	AV 20...	9/10/2018	3	25.00
Total CDL-Link Reporting					25.00
Cornerstone Janitorial Bill	8/31/2018	8/31/...	9/10/2018	3	261.46
Total Cornerstone Janitorial					261.46
Ferguson Enterprises Bill	9/6/2018	0693...	9/16/2018		34.33
Total Ferguson Enterprises					34.33
Middleton Heating and Sheet Metal INC. Bill	8/31/2018	8/31/...	9/14/2018		130.00
Total Middleton Heating and Sheet Metal INC.					130.00
Oregon Dept of Environmental Quality Bill	7/23/2018	Inv # ...	8/2/2018	42	240.00
Total Oregon Dept of Environmental Quality					240.00
Republic Services #452 Bill	8/31/2018	0452-...	9/10/2018	3	177.05
Total Republic Services #452					177.05
Simply Payroll Bill	9/6/2018	Inv# 1...	9/16/2018		101.85
Total Simply Payroll					101.85
Staples Credit Plan Bill	8/31/2018	Septe...	9/29/2018		132.50
Total Staples Credit Plan					132.50
U & D Trucking and Nursery Bill	8/31/2018	8/31/...	9/10/2018	3	191.00
Total U & D Trucking and Nursery					191.00
<b>TOTAL</b>					<b>1,413.46</b>

924101

#22525

22917

Double  
paid  
- Voucher: 22525

CK #22527  
(17/05)  
VOIDED

*[Handwritten signature]*

→ Republic Services #452  
Bill 8/31/2018 045 9/14/2018

142.60

Replacement  
CK #  
22532  
142.60  
mailed  
9/25/18



09/27/18

**City of Adair Village**  
**Unpaid Bills Detail**  
 As of September 30, 2018

Type	Date	Num	Due Date	Class	Open Balance
<b>Best Pots Inc</b>					
22559 Bill	9/25/2018	A-367...	10/5/2018		325.00
Bill	9/25/2018	A-367...	10/5/2018		45.00
Total Best Pots Inc					370.00
<b>BRX, Inc.</b>					
22560 Bill	9/20/2018	PO # ...	9/30/2018		1,400.00
Total BRX, Inc.					1,400.00
<b>Century Link</b>					
22561 Bill	9/20/2018	9/11/...	9/30/2018		79.79
Bill	9/25/2018	541-9...	10/5/2018		84.83
Total Century Link					164.62
<b>CIS TRUST</b>					
22556 Bill	9/20/2018	Octob...	9/30/2018		5,656.16
Total CIS TRUST					5,656.16
<b>Colbert, Jeremy &amp; Amber</b>					
22557 Bill	9/20/2018	Acct ...	9/30/2018		19.60
Total Colbert, Jeremy & Amber					19.60
<b>Comcast</b>					
22562 Bill	9/20/2018	Sep 3...	9/30/2018		102.85
Total Comcast					102.85
<b>Consumers Power Inc.</b>					
22563 Bill	9/25/2018	9/19/...	10/9/2018		2,599.59
Total Consumers Power Inc.					2,599.59
<b>De Lage Landen Financial Services, Inc.</b>					
22564 Bill	9/20/2018	Inv 60...	9/30/2018		131.00
Total De Lage Landen Financial Services, Inc.					131.00
<b>Edge Analytical Laboratories</b>					
22565 Bill	9/20/2018	Inv# 1...	9/30/2018		76.50
Bill	9/25/2018	Ref # ...	10/5/2018		37.80
Total Edge Analytical Laboratories					114.30
<b>Ferguson Enterprises</b>					
22566 Bill	9/20/2018	Inv #0...	9/30/2018		218.10
Total Ferguson Enterprises					218.10
<b>Oregon Dept of Environmental Quality</b>					
22567 Bill	9/25/2018	9/1/20	10/5/2018		200.00
Total Oregon Dept of Environmental Quality					200.00
<b>Oregon State University</b>					
22558 Bill	9/20/2018	Inv# 0...	9/30/2018		264.80
Total Oregon State University					264.80
<b>Pacific Power/PacificCorp</b>					
22568 Bill	9/20/2018	0209...	9/30/2018		5,454.34
Total Pacific Power/PacificCorp					5,454.34
<b>PC Personnel Concepts</b>					
22569 Bill	9/20/2018	Inv #9...	9/30/2018		258.99
Total PC Personnel Concepts					258.99
<b>Smith-Wagar Consulting</b>					
22570 Bill	9/20/2018	Inv # ...	9/30/2018		3,350.00
Total Smith-Wagar Consulting					3,350.00

09/27/18

City of Adair Village  
Unpaid Bills Detail  
As of September 30, 2018

22571

Type	Date	Num	Due Date	Class	Open Balance
Verizon Bill	9/20/2018	Inv#9...	9/30/2018		224.90
Total Verizon					224.90
TOTAL					20,529.25

*[Handwritten signature]*  
9/27/18



**Parking Report Total**

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 1

**Grass/Vegetation Warnings - 0**

**Animal Control Total**

Noise 0

Animal at large 1

Livestock Violations 0

**Citizen Assist Total 1**

Trash Container – Continuously

Solid Waste/Littering 0

Information/Paperwork/Letters (September Preparedness Message in Newsletter)

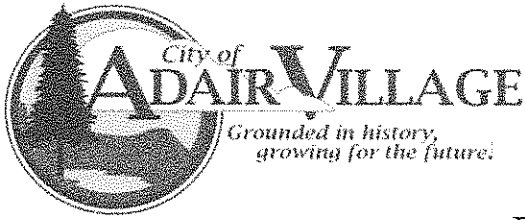
Vacation assist/ 0

**Animal Control:** Sheriff's Office Animal Control Officer while cover calls by citizens in regard to Dogs at Large.

**Parking:** Verbal Warning (all inoperative vehicles on Columbia have now been removed)

**City Assist:**

- Emergency Management – Training was approved by FEMA for Train-the-trainer school for CERT (Emmitsburg, Md.
- Training – Continued Education for CERT monthly with LBCC Team
- ICS-400 Training scheduled for November
- Provided an information table for Emergency Preparedness at the Founder's Day Event
- Provided
- Daily Patrol
- Citizens Welfare Check on Kipr Smoak at 5160 NE Willamette Ave



PUBLIC WORKS  
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 8/20/2017 TO 8/20/2018

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 9,485,223 Million Gallons

Average Usage per Day 316k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water has stated to decrease for the year. Staff will be soon starting fall cleaning of sedimentation basins filters. We are hoping when fall rains start the plant will go back to running three days a week.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Four quarter samples to be taken in October.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to be stable. Staff continue to do daily and seasonal maintenance. Staff will soon be discharging to the river. Sampling and reporting will increase through the winter.

Total Monthly Influent: 1.9 Million Gallons

Discharged: Discharge to the river will start at the end of October.

## **STORM WATER COLLECTION SYSTEM REPORT**

Maintenance Activity: Storm drains remain clear with no major issue to report. As staff have been out prepping curbs for painting they have taken the time to clean in and around storm drains. Staff have also started clearing leaves from drains daily

## **STREETS MAINTENANCE REPORT**

Maintenance Activity: Streets are in good shape. Spraying continues for weeds. Staff is still working on curb painting we are about 80% finished and still plan to have all curbs painted by end of fall.

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

Maintenance Activity: Mowing continues with maybe one more round of mowing to be done by the end of the season. Staff continue to weekly maintain all parks and wetlands

## **WATER TREATMENT PLANT**

Maintenance Activity: Demand slowly started to decrease. The painting project was completed and the electricians have begun working on the new monitoring equipment for the plant.

## **WASTEWATER TREATMENT PLANT**

Maintenance Activity: The wastewater treatment plant is in good shape. Solids have been moved and stored to dry.

Completed by Matt Lydon, Public Works Supervisor



## CITY ADMINISTRATOR'S REPORT October 2, 2018 Council Meeting

### Administration

- **Admin/Finance Assistant** – I am excited to say that we have hired Karla McGrath to fill this position. Karla started at the beginning of September and Jess has been helping to get her trained.
- **Barracks** – The framing is complete and we are now working on getting the electrical and plumbing done. The model railroad club is working on the other half of the building and they have helped a lot through the process.
- **Planner Position** – We are interviewing two candidates on Tuesday the 2<sup>nd</sup> and hope to go through a second round by the end of the week.

### Property/Businesses

- **AVIS** – We have begun to discuss the cleanup process with DEQ and I am hoping that work will begin first thing next spring.
- **Sweet Taste Bakery** – Linda said that she is starting to pick up at the bakery and wanted to thank the council because she would not have made it through the summer without the support of the city.

### Major Projects/Engineering

- **Water Plant** – We are scheduled for Start-Up & Testing of the SCADA system and equipment on October 10<sup>th</sup> at 8:00AM. Tim Owens with Correct Equipment will be doing the Start-Up. The electrical is a 100% complete; we just need to make a couple plumbing connections which we will get completed before October 10<sup>th</sup>.
- **Calloway Creek** – They have installed the curb and gutters and will begin paving over the next two weeks as weather permits. Brownstone is hoping to do as many model homes as possible to allow them to continue process. The only reason they are going to be referred to as model homes is because the sewer will not be hooked up yet.
- **Serve Pro** – Tim is continuing to make progress on his landscaping and they will have their first SDC payment due before December.
- **SCS Property** – I have not heard anything more from the developer about a start date. We are holding off on any improvements between City Hall and the barracks until we have a proposal from them and the Council has an opportunity to discuss options.

**ADAIR VILLAGE PATROL**  
**August 25, 2018 - September 24, 2018**  
**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		
8/25/2018	3254	1.00	grave	B. Iverson	0						patrolled from 0215-0315; no activity
8/25/2018	3258	1.00	swing	Blaser	2						patrolled from 1745-1845; contacted 2 parked on side of Hwy 99
8/25/2018	3255	2.00	day	Horn	1						1 call for service for a vehicle, unable to locate; patrolled the area from 0730-0930
8/27/2018	3266	2.00	grave	Lundy	0						patrolled the streets, park, and school; no activity
8/27/2018	3269	1.00	day	Halahunni	2	2					patrolled from 0900-1000
8/27/2018	3274	1.00	day	Fontaine	0	0					speed enforcement from 1345-1445; no citations issued
8/28/2018	3290	1.75	day	Gordon	1	1					patrolled the area from 1030-1100, 1130-1200, and 1950-2035; 0 calls for service; 1 traffic stop
8/29/2018	3334	1.00	day	Gordon	0						patrolled from 1405-1505 with no calls for service
8/29/2018	3305	1.00	swing	Moody	2	2					patrolled speed, two warnings given.
8/29/2018	3337	1.00	swing	Moody	3	2	1				two warnings; 1 citation
8/31/2018	3362	1.00	day	Bowers	0						1040-1140; drove around town and spoke to two males flying planes at the aerodrome
8/31/2018	3364	1.00	day	Gordon	1	1					patrolled from 1320-1420; 1 contact for improper positioning; no calls for service
9/1/2018	3377	1.00	grave	Ball	3						patrolled from 2215-2315; speed enforcement; 3 contacts in park
9/1/2018	3370	1.00	day	Fontaine	0						1045-1145; no citations issued.
9/2/2018	3382	1.00	day	Halahunni	2		1				0910-1010; 1 traffic stop
9/3/2018	3390	1.00	grave	Peterson	0						no activity between 0300-0400
9/3/2018	3401	2.00	swing	Konzelmar	0						patrolled city streets, school parking lot, new construction on Ryals, park, city hall parking lot, and aerodrome; waved to lots of people.
9/4/2018	3405	1.00	grave	Lundy	0						patrolled streets, school, and park from 0000-0100; no activity
9/4/2018	3409	1.00	day	Gordon	0						no activity between 0830-0930.
9/5/2018	3427	1.50	grave	Gevatosky	1	1					1 stop for no license plate to the rear; patrolled construction zone on hwy 99, parks, neighborhoods, and businesses.
9/5/2018	3439	1.00	day	Horn	0						no activity from 1600-1700
9/6/2018	3444	1.00	grave	Weikel	0						patrolled streets, school, and park, and business areas from 0530-0630; no activity
9/7/2018	3461	1.00	grave	Ball	1						speed enforcement from 0040-0140; no citations issued; patrolled park, housing
9/7/2018	3468	1.00	day	Bowers	1	1					patrolled from 1300-1400; warned onr for speed
9/7/2018	3462	1.50	grave	Drongesen	0						no activity
9/8/2018	3474	1.00	swing	Blaser	1	1					warned one for broken tail light; patrolled from 1230-0130
9/8/2018	3478	1.00	day	Botloff	2	2					patrolled one hour between 1630-1930
9/9/2018	3484	2.00	day	Gerig	2	2					patrolled from 0930-1130; no calls for service; two traffic stops for speed
9/9/2018	3485	1.00	day	Halahunni	2	1					patrolled from 1030-1130
9/10/2018	3496	3.00	grave	Lundy	1						2300-0200; no activity
9/10/2018	3497	2.00	grave	Ball	0						patrolled housing, schools from 0010-0210; no activity
9/10/2018	3499	2.50	grave	Gevatosky	5						investigated 1 traffic crash, patrolled neighborhoods, school, businesses, construction zone from 0330-0600
9/10/2018	3509	0.50	day	Fontaine	1	1					patrolled school zone from 1040-1110
9/10/2018	3512	1.00	day	Gerig	2	2					1330-1430; no calls for service; 1 traffic stop for speed
9/11/2018	3530	1.00	day	Fontaine	1	1					patrolled from 0830-0930; gave warnings for fail to signal and fail to maintain lane
9/11/2018	3543	1.50	swing	Konzelmar	2						patrolled the area for 1.5 hours; call for vicious dog at 5228 NE Laurel Dr. animal control to follow up
9/11/2018	3544	1.00	grave	Peterson	3						three contacts from 2200-2300
9/12/2018	3546	1.00	day	Gerig	1	1					patrolled from 0730-0830; 1 traffic stop in a school zone; warning for speed
9/12/2018	3553	1.00	day	Gordon	1	1					1 traffic citation for speeding in a school zone; 1345-1445
9/13/2018	3572	2.00	grave	B. Iverson	6						patrolled 2350-0150; no calls for service
9/14/2018	3573	1.50	grave	Drongesen	1						one suspicious vehicle; no other activity
9/15/2018	3581	2.00	grave	B. Iverson	0						No activity from 0105-0310
9/15/2018	3583	0.75	day	Botloff	0						Founders Day Event at City Hall; no stops or cites





	TOTAL			Total General Fund		
	Jul '18 - Ju Budget	\$ Over Budgr % of Budget		Jul '18 - Ju Budget	\$ Over Budgr % of Budget	
<b>Income</b>						
4001 · Property Taxes--Current	0.00	-118,000.00	0.0%	0.00	-118,000.00	0.0%
4010 · Government Sources						
Total 4020 · Rental Income	18,902.30	109,020.00	17.34%	18,902.30	109,020.00	17.34%
Total 4030 · Fees	193,916.08	876,196.00	22.13%	1,120.00	15,000.00	7.47%
Total 4050 · Other Income	18,855.02	58,100.00	32.45%	18,855.02	55,200.00	34.16%
4060 · Interest	4,319.91	7,500.00	57.6%	4,319.91	7,500.00	57.6%
Total 4080 · Transfers In	0.00	39,999.00	0.0%	0.00		
4090 · Beginning Fund Balance	0.00	1,154,975.00	0.0%	0.00	275,000.00	0.0%
Total Income	242,103.87	2,682,790.00	9.02%	44,067.82	607,220.00	7.26%
	242,103.87	2,682,790.00	9.02%	44,067.82	607,220.00	7.26%
<b>Expense</b>						
5000 · Personal Services						
5010 · City Administrator	23,726.00	96,399.00	24.61%	8,304.10	33,740.00	24.61%
5016 · Utility/Court Clerk	9,007.93	36,080.00	24.97%	1,801.58	7,216.00	24.97%
5018 · Finance Clerk	4,209.68	17,812.00	23.63%	631.45	2,672.00	23.63%
5025 · Summer Program Coordinator	3,136.12	12,966.00	24.19%	3,136.12	12,966.00	24.19%
5050 · Public Works Supervisor	13,627.18	53,605.00	25.42%	0.00		
5052 · Utility Worker III	0.00	38,494.00	0.0%	0.00		
5054 · Utility Worker II	8,534.88	0.00	100.0%	0.00		
5058 · Utility Worker I	1,690.00	0.00	100.0%	585.00		
5081 · Employee Health Ins Benefits	18,089.25	86,940.00	20.81%	2,532.21	12,601.00	20.1%
5082 · Retirement Benefits	7,603.23	52,834.00	14.39%	1,748.74	11,709.00	14.94%
5085 · Employment Taxes	5,989.88	35,290.00	16.97%	1,378.16	7,821.00	17.62%
5000 · Personal Services - Other	260.00	0.00	100.0%	0.00		
Total 5000 · Personal Services	95,874.15	430,420.00	22.28%	20,117.36	88,725.00	22.67%
Total 5100 · Material & Services						
Total 5300 · Capital Outlay						
Total 5400 · Debt Service						
Total 5500 · Transfers						
5700 · Contingency						
7777 · Reserve for Future Expenditure						
Total Expense						

**Storm Drain Fund**      **Street Fund**

**Jul '18 - Ju Budget**    **\$ Over Budget**    **% of Buc**    **Jul '18 - Ju Budget**    **\$ Over Budget**    **% of Budget**

Income						
4001 - Property Taxes--Current	0.00		0.00			
Total 4010 - Government Sources	0.00		5,239.97		61,500.00	8.52%
Total 4020 - Rental Income	0.00		0.00			
Total 4030 - Fees	4,013.88	21,900.00	-17,886.12	18.33%		
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	200.00	0.0%
4060 - Interest	0.00		0.00			
Total 4080 - Transfers In	0.00		0.00			
4090 - Beginning Fund Balance	0.00	11,000.00	-11,000.00	0.0%	60,200.00	0.0%
<b>Total Income</b>	<b>4,013.88</b>	<b>33,100.00</b>	<b>-29,086.12</b>	<b>12.13%</b>	<b>121,900.00</b>	<b>4.3%</b>
Expense						
5000 - Personal Services						
5010 - City Administrator	1,183.80	4,819.00	-3,635.20	24.57%	1,188.80	24.66%
5016 - Utility/Court Clerk	450.40	1,804.00	-1,353.60	24.97%	0.00	
5018 - Finance Clerk	210.49	891.00	-680.51	23.62%	210.49	23.62%
5025 - Summer Program Coordinator	0.00		0.00			
5050 - Public Works Supervisor	727.48	2,680.00	-1,952.52	27.15%	1,454.95	27.14%
5052 - Utility Worker III	0.00	1,925.00	-1,925.00	0.0%	0.00	0.0%
5054 - Utility Worker II	426.74				853.50	
5058 - Utility Worker I	97.50				97.50	
5081 - Employee Health Ins Benefits	904.36	4,347.00	-3,442.64	20.8%	1,085.24	20.14%
5082 - Retirement Benefits	380.15	2,508.00	-2,127.85	15.16%	456.19	14.78%
5085 - Employment Taxes	299.58	1,675.00	-1,375.42	17.89%	359.52	17.44%
5000 - Personal Services - Other	0.00				0.00	
Total 5000 - Personal Services	4,680.50	20,649.00	-15,968.50	22.67%	5,706.19	22.41%
Total 5100 - Material & Services					25,459.00	
Total 5300 - Capital Outlay						
Total 5400 - Debt Service						
Total 5500 - Transfers						
5700 - Contingency						
7777 - Reserve for Future Expenditure						
Total Expense						

	Wastewater Fund		Water Fund		
	Jul '18 - Ju Budget	\$ Over Budget % of Buc Jul '18 - Ju Budget	\$ Over Budget	% of Budget	
<b>Income</b>					
4001 - Property Taxes--Current	0.00	0.00			
Total 4010 - Government Sources	0.00	0.00	200,000.00	0.0%	
Total 4020 - Rental Income	0.00	0.00			
Total 4030 - Fees	45,539.60	220,420.00	143,242.40	20.66%	
Total 4050 - Other Income	0.00	1,000.00	0.00	0.0%	
Total 4080 - Transfers In	0.00	0.00	0.00	0.0%	
4090 - Beginning Fund Balance	0.00	6,000.00	0.00	0.0%	
<b>Total Income</b>	45,539.60	257,420.00	143,242.40	17.69%	
	45,539.60	257,420.00	1,210,500.00	-1,067,257.60	11.83%
			1,210,500.00	-1,067,257.60	11.83%
<b>Expense</b>					
5000 - Personal Services					
5010 - City Administrator	3,558.90	14,460.00	6,193.60	24.61%	
5016 - Utility/Court Clerk	2,251.98	9,020.00	4,503.97	24.97%	
5018 - Finance Clerk	1,262.90	5,343.00	1,894.35	23.64%	
5025 - Summer Program Coordinator	0.00	0.00	0.00	0.0%	
5050 - Public Works Supervisor	3,637.38	13,401.00	8,729.71	27.14%	
5052 - Utility Worker III	0.00	11,548.00	0.00	0.0%	
5054 - Utility Worker II	2,560.46		4,694.18		
5058 - Utility Worker I	390.00		520.00		
5081 - Employee Health Ins Benefits	4,523.88	20,528.00	9,043.56	22.04%	
5082 - Retirement Benefits	1,634.70	11,126.00	3,383.45	14.69%	
5085 - Employment Taxes	1,316.15	7,431.00	2,636.47	17.71%	
5090 - Personal Services - Other	0.00		260.00		
<b>Total 5000 - Personal Services</b>	21,136.35	92,857.00	41,859.29	22.76%	
Total 5100 - Material & Services		-71,720.65	202,730.00	-160,870.71	20.65%
Total 5300 - Capital Outlay					
Total 5400 - Debt Service					
Total 5500 - Transfers					
5700 - Contingency					
7777 - Reserve for Future Expenditure					
<b>Total Expense</b>					



**STAFF REPORT**  
**Attachment G – Financial Report**  
 October 2, 2018 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$242,103.87. (9.02% of budget) and Expenses are \$246,496.16 (9.19% of budget), which shows a Net Income of -\$4,392.29 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	95,874.15	22.28%
• Materials & Services	133,742.01	25.15%
• Capital Outlay	0.00	0.00%
• Debt Service	14,530.00	6.96%

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	44,067.82	67,134.55	-23,066.73
• Storm Drain	4,013.88	5,246.12	-1,232.24
• Streets	5,239.97	13,327.73	-8,087.76
• Wastewater	45,539.60	58,621.79	-13,082.19
• Water	143,242.40	96,148.71	47,093.69
• <b>TOTAL</b>	<b>\$242,103.87</b>	<b>\$246,496.16</b>	<b>\$-4,392.29</b>

We have approximately **\$1,202,701.18** in the Local Government Investment Pool (LGIP). Last month we had **\$1,180,893.74**. Last year on 9/30/18 we had **\$882,518.00**.

City of Adair Village  
 WWT Facilities Plan Update  
 August 23, 2016

City of Adair Village WWT Facilities Plan Update Fee Worksheet									
Tasks	Principal Engineer	Project Manager	Project Engineer	Hemphill Water Engineering	Civil West Engineering Services	Hemphill Water Engineering	Total Fee		
	\$155.00	\$140.00	\$125.00	\$150.00					
<b>1</b>									
<b>Project Management &amp; Administration</b>									
1a	4	8			\$1,740.00	\$0.00	\$1,740.00		
1b		4	4	8	\$2,260.00	\$1,200.00	\$3,460.00		
	<b>4</b>	<b>12</b>	<b>4</b>	<b>8</b>	<b>\$4,000.00</b>	<b>\$1,200.00</b>	<b>\$5,200.00</b>		
<b>Task Total</b>									
<b>2</b>									
<b>Review and Update Design Data and Flow Projections</b>									
2a			16	8	\$3,200.00	\$1,200.00	\$4,400.00		
2b		2			\$280.00	\$0.00	\$280.00		
	<b>0</b>	<b>2</b>	<b>16</b>	<b>8</b>	<b>\$3,480.00</b>	<b>\$1,200.00</b>	<b>\$4,680.00</b>		
<b>Task Total</b>									
<b>3</b>									
<b>Update Treatment Recommendations to Incorporate a Phase Implementation</b>									
3a		4	16	16	\$4,960.00	\$2,400.00	\$7,360.00		
3b		4	16	4	\$3,160.00	\$600.00	\$3,760.00		
3c		2			\$280.00	\$0.00	\$280.00		
	<b>0</b>	<b>10</b>	<b>32</b>	<b>20</b>	<b>\$8,400.00</b>	<b>\$3,000.00</b>	<b>\$11,400.00</b>		
<b>Task Total</b>									
<b>4</b>									
<b>Final WW Facilities Plan Update</b>									
4a		4	30	16	\$6,710.00	\$2,400.00	\$9,110.00		
4b		8	16	8	\$4,320.00	\$1,200.00	\$5,520.00		
4c	2	8			\$1,430.00	\$0.00	\$1,430.00		
	<b>2</b>	<b>20</b>	<b>46</b>	<b>24</b>	<b>\$12,460.00</b>	<b>\$3,600.00</b>	<b>\$16,060.00</b>		
<b>Task Total</b>									
<b>5</b>									
<b>Reimbursables</b>									
5a					\$50.00	\$200.00	\$250.00		
5b					\$50.00	\$0.00	\$50.00		
					\$100.00	\$200.00	\$300.00		
<b>Task Total</b>									
<b>Total</b>	<b>6</b>	<b>44</b>	<b>98</b>	<b>60</b>	<b>\$28,440.00</b>	<b>\$9,200.00</b>	<b>\$37,640.00</b>		

# Attachment C1

City of Adair Village  
 SDC Update Fee Worksheet (expanded scope)  
 September 4, 2018

		Engineering Fee Structure								
Stage	Description	Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Clerical	Sub-Consultant Support	Total Hours	Total Fee
		\$155.00	\$140.00	\$134.00	\$125.00	\$105.00	\$46.00			
1	Project Management and Administration	4	16						20	\$2,860.00
2	Kickoff and Data Acquisition		4			4			8	\$980.00
3	Water SDC Analysis		36		48	25			109	\$13,665.00
4	Wastewater SDC Analysis		12			16			28	\$3,360.00
5	Stormwater SDC Analysis		24		30	58			112	\$13,200.00
6	Transportation SDC Analysis		10			16			26	\$3,080.00
7	Parks SDC Analysis		12			36			48	\$5,460.00
8	Develop SDC Resolutions		8						8	\$1,120.00
9	SDC Plan Update		40			40			80	\$9,800.00
10	Reimbursables								0	\$500.00
	<b>Totals</b>	<b>4</b>	<b>162</b>	<b>0</b>	<b>78</b>	<b>195</b>	<b>0</b>	<b>0</b>	<b>439</b>	<b>\$ 54,025.00</b>

Task #	Task Description	Budget
1	Project Management and Administration	\$2,860.00
2	Kickoff and Data Acquisition	\$980.00
3	Water SDC Analysis	\$13,665.00
4	Wastewater SDC Analysis	\$3,360.00
5	Stormwater SDC Analysis	\$13,200.00
6	Transportation SDC Analysis	\$3,080.00
7	Parks SDC Analysis	\$5,460.00
8	Develop SDC Resolutions	\$1,120.00
9	SDC Plan Update	\$9,800.00
10	Reimbursables	\$500.00
	<b>Project Total</b>	<b>\$54,025.00</b>