

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, December 4, 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 – November 5, 2018 (Attachment A)
- b. Bills List through – November 30, 2018 (Attachment B) – \$157,421.42

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 November 30, 2018 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) City Administrator Evaluation (Attachment H) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) January City Council Meeting (New Year) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) 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, January 1, 2018 6:00 PM
Planning Commission- Monday, December 17, 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", 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
 ****Monday, November 5, 2018 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Ray, King, Rowe and Mayor Currier were present. CA (City Administrator) Hare was present. City Attorney Sean Kidd was present. Minutes were taken by Utility Clerk Kathy Edmaiston.</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).</p> <p>Minutes of October 2, 2018 City Council Meeting. Bills List through October 31, 2018, (\$78,312.10 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachments J, J1, J2) – Resolution 2018 - #6 – Supplemental Budget (Agenda Item 7a). CA Hare and Debbie Smith-Wagar presented the Council with information regarding the Supplemental Budget and this Resolution which moves appropriations from reserve to future expenditure to engineering services.</p> <p>Public Testimony:</p> <p>In Favor: None</p> <p>In Opposition: None</p> <p>Neutral: None</p>	<p>Mayor Currier opened the Public Hearing at 6:10 PM.</p> <p>Mayor Currier closed the Public Hearing at 6:12 PM.</p> <p>Councilor Real moved to approve Resolution 2018- #6. Councilor King seconded. Unanimous Approval (5-0).</p>
<p>5. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report. Administration</p> <ul style="list-style-type: none"> • Planner Position – Our new planner, Pat Depa, will start next 	<p>Council received the report.</p>

<p>Thursday.</p> <ul style="list-style-type: none"> • New Accounting Software – Debbie Smith-Wagar and CA Hare have received the bids for the new software to replace quickbooks. We have decided to move forward with Casselle. • Eric Harvey – He has passed all required testing and is now a certified wastewater operator. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – DEQ has initiated the beginning stages of the process to begin the cleanup work. • Farm Foods – Jim has had some complaints about the store and its fryer smelling up the restaurant. He would also like the City to write up a new policy for parking. • Barracks – The plumbing is now complete and we will now be working on the electrical and installing doors. • Railroad Property – We are working on beginning the application process for getting the property out of parks and perpetuity. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Water Plant – All work for the SCADA project is now complete. • Calloway Creek – The work has begun on the wastewater line across the Benton County Park. • ServPro – Tim continues to make improvements to his building and landscaping. • SCS Property – A pre application meeting is scheduled for Thursday, November 8. 	
<p>7. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>9. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$378,675.09 and expenses are \$358,042.27. The balance in the Local Government Investment Pool is approximately \$1,317,797.87, last year the balance was \$852,518.00.</p>	<p>Council received the report.</p>
<p>10. Attachment H – Infrastructure Master Plans/SDC Update (Agenda Item 5a). Matt Wadlington of Civil West presented the Council with an Engineering Scope of Services</p>	<p>Council received the information and discussed the matter.</p>
<p>11. Attachment I – Water Line Valve Replacement (Agenda Item 6a). CA Hare presented the Council with a report regarding water line repairs.</p>	<p>Council received the information and discussed the matter.</p>
<p>13. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – Thanked CA Hare for the tour around City 	

facilities. <ul style="list-style-type: none"> • Councilor King – None. • Councilor Ray – None. • Councilor Rowe – None. 	
17 Adjournment: Next meeting- Council meeting on Tuesday, December 4, 2018 at 6:00 PM.	Mayor adjourned the meeting at 7:35 PM.

 Mayor's Approval

 Date

10:23 AM
11/01/18

City of Adair Village
Unpaid Bills Detail
As of November 1, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Bank of America Bill	11/1/2018	9/24/18-10/23/18	11/11/2018		831.21
Total Bank of America					831.21
Best Pots Inc Bill	10/30/2018	Inv# A-370038	11/9/2018		82.60
Total Best Pots Inc					82.60
BRX, Inc. Bill	10/30/2018	PO# 18-095	11/9/2018		3,000.00
Total BRX, Inc.					3,000.00
Century Link Bill	11/1/2018	Rf#503-T31-4410 130B	11/11/2018		55.23
Total Century Link					55.23
Corvallis Rental Inc. Bill	10/30/2018	Stmt 10/24/18	11/10/2018		679.70
Total Corvallis Rental Inc.					679.70
NW Natural Bill	10/30/2018	Ref# 1942119-7	11/9/2018		122.58
Bill	10/30/2018	Ref# 1407224-3	11/9/2018		17.69
Total NW Natural					140.27
Pacific Excavation Bill	10/30/2018	Proj# S16020 905-12	11/9/2018		65,895.00
Total Pacific Excavation					65,895.00
Smith-Wagar Consulting Bill	11/1/2018	Inv# 468 Oct 26,18	11/11/2018		550.00
Total Smith-Wagar Consulting					550.00
State of Oregon Bill	10/30/2018	980798-780874	11/9/2018		40.00
Total State of Oregon					40.00
TOTAL					71,274.01

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11/1/18

8:58 AM
11/08/18

City of Adair Village
Unpaid Bills Detail
As of November 8, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
American Business Software, Inc Bill	11/2/2018	Inv# 1...	11/12/2018		60.60	22631
Total American Business Software, Inc					60.60	
Berkadia Commercial Mortgage LLC Bill	11/6/2018	Stmnt ...	11/16/2018		5,422.86	22632
Total Berkadia Commercial Mortgage LLC					5,422.86	
Best Pots Inc Bill	11/6/2018	Inv# 3...	11/16/2018		82.60	22633
Total Best Pots Inc					82.60	
CIS TRUST Bill	11/5/2018	Nove...	11/15/2018		5,656.16	22634
Total CIS TRUST					5,656.16	
City of Corvallis Bill	11/8/2018	Inv20...	12/8/2018		221.97	22635
Total City of Corvallis					221.97	
Delapoer Kidd Attorneys at Law Bill	11/2/2018	Inv# 1...	12/1/2018		1,163.75	22636
Total Delapoer Kidd Attorneys at Law					1,163.75	
Ferguson Enterprises Bill	11/6/2018	Inv#0...	11/16/2018		5,259.40	22637
Total Ferguson Enterprises					5,259.40	
Simply Payroll Bill	11/8/2018	Inv# 1...	11/18/2018		101.85	22638
Total Simply Payroll					101.85	
US Bank Bill	11/2/2018	Inv# 5...	11/12/2018		450.00	22639
Total US Bank					450.00	
VALLEY FIRE CONTROL Bill	11/6/2018	Inv# 7...	11/16/2018		259.60	22640
Total VALLEY FIRE CONTROL					259.60	
TOTAL					18,676.79	

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8:36 AM
11/15/18

City of Adair Village
Unpaid Bills Detail
As of November 15, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
AI's Sweeping Service						
Bill	11/9/2018	Inv# 7...	11/19/2018		750.00	22643
Total AI's Sweeping Service					750.00	
Auto Zone						
Bill	11/13/2018	Stm#...	11/23/2018		40.74	22644
Total Auto Zone					40.74	
Business Oregon						
Bill	11/13/2018	IFA # ...	11/23/2018		42,381.13	22645
Total Business Oregon					42,381.13	
Edge Analytical Laboratories						
Bill	11/9/2018	Inv# 1...	11/19/2018		18.00	22646
Total Edge Analytical Laboratories					18.00	
Mid-Valley Media Group						
Bill	11/15/2018	Ord#...	11/25/2018		654.20	22647
Total Mid-Valley Media Group					654.20	
One Call Concepts						
Bill	11/9/2018	Stmt ...	12/9/2018		46.20	22648
Total One Call Concepts					46.20	
Republic Services #452						
Bill	11/9/2018	Inv# 0...	11/19/2018		34.25	
Bill	11/9/2018	Inv# 0...	11/19/2018		33.95	
Total Republic Services #452					68.20	22649
RG Smith Electric & Plumbing Inc						
Bill	11/7/2018	Inv#1...	11/17/2018		238.95	22650
Total RG Smith Electric & Plumbing Inc					238.95	
Staples Credit Plan						
Bill	11/15/2018	6035 ...	11/29/2018		86.91	22651
Total Staples Credit Plan					86.91	
USA Blue Book						
Bill	11/13/2018	Inv# 7...	11/23/2018		311.37	22652
Total USA Blue Book					311.37	
TOTAL					<u>44,595.76</u>	

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11/15/18

12:32 PM
11/20/18

City of Adair Village
Unpaid Bills Detail
As of November 20, 2018


Type	Date	Num	Due Date	Aging	Open Balan...	
Caselle, Inc. Bill	11/16/2018	Oct 3 ...	11/26/2018		13,810.00	
Total Caselle, Inc.					13,810.00	22655
Century Link Bill	11/20/2018	Nov 1...	11/30/2018		80.63	
Total Century Link					80.63	22656
Comcast Bill	11/16/2018	Nov 1...	11/26/2018		102.85	
Total Comcast					102.85	22657
Cornerstone Janitorial Bill	11/16/2018	Inv#2...	11/26/2018		261.46	
Total Cornerstone Janitorial					261.46	22658
De Lage Landen Financial Services, Inc. Bill	11/16/2018	Inv# 6...	11/26/2018		137.55	
Total De Lage Landen Financial Services, Inc.					137.55	22659
Edge Analytical Laboratories Bill	11/16/2018	Inv# 1...	11/26/2018		37.80	
Total Edge Analytical Laboratories					37.80	22660
Ferguson Enterprises Bill	11/16/2018	Inv# 0...	11/26/2018		375.00	
Bill	11/20/2018	Inv# 0...	11/30/2018		59.98	
Total Ferguson Enterprises					434.98	22661
RG Smith Electric & Plumbing Inc Bill	11/16/2018	Inv# 1...	11/26/2018		135.00	
Total RG Smith Electric & Plumbing Inc					135.00	22662
Verizon Bill	11/16/2018	Inv# 9...	11/26/2018		225.61	
Total Verizon					225.61	22663
TOTAL					15,225.88	

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11/20/18

City of Adair Village
Unpaid Bills Detail
As of November 27, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Best Pots Inc Bill	11/27/2018	Inv# ...	12/7/2018		82.60
Total Best Pots Inc					82.60
Cascade Columbia Distribution Bill	11/27/2018	Inv# 7...	1/26/2019		2,595.75
Total Cascade Columbia Distribution					2,595.75
Century Link Bill	11/27/2018	Nov 1...	12/7/2018		85.98
Total Century Link					85.98
City of Corvallis Bill	11/27/2018	Inv# 2...	12/27/2018		281.69
Total City of Corvallis					281.69
Consumers Power Inc. Bill	11/27/2018	11/19...	12/7/2018		2,948.42
Total Consumers Power Inc.					2,948.42
De Lage Landen Financial Services, Inc. Bill	11/27/2018	Inv# 6...	12/7/2018		72.48
Total De Lage Landen Financial Services, Inc.					72.48
Edge Analytical Laboratories Bill	11/27/2018	Inv# 1...	12/7/2018		153.00
Total Edge Analytical Laboratories					153.00
Oregon Cascades West COG Bill	11/27/2018	Inv# ...	12/7/2018		363.17
Total Oregon Cascades West COG					363.17
Oregon Dept of Environmental Quality Bill	11/27/2018	Inv#...	12/7/2018		614.00
Total Oregon Dept of Environmental Quality					614.00
Oregon Health Authority Bill	11/27/2018	ID#41...	12/7/2018		75.00
Total Oregon Health Authority					75.00
USA Blue Book Bill	11/27/2018	Inv# 7...	12/7/2018		374.95
Total USA Blue Book					374.95
TOTAL					7,647.04

7,647.04



11/27/18

total : \$ 157,421.42



Willamette Valley Processors, LLC

End of Month

10/31/18 through 11/28/18

CSO	Jerry Jackson
Hours Worked:	78 Hrs.
Complaint Total:	Monthly Case Load Citizen Complaints 2 Self-Initiated 8 Total Calls 10
Cases	10 new cases, closed 9 open

A18-182	11/2/18 8:48 am	Travel Trailer Parked on grass	110 NE Columbia	Owner agreed to move the RV
A18-183	11/2/18 11:28 am	Parked on grass	253 NE Azalea	Warning 504
A18-184	11/2/18 11:36 am	Parked on grass	4217 NE Laurel	Warning 505
A18-185	11/14/18 9:28 am	Received complaint regarding aggressive dog	5228 NE Laurel	Contacted BCSO Animal Control
A18-186	11/14/18 9:53 am	Appliance dumped at RR Building	RR Building Parking Lot	PW removed the a appliance
A18-187	11/14/18 10:13 am	Parked wrong way on a one- way street	4200 Block of Laurel	Warning 506
A18-188	11/20/18 10:15 am	Two recliners on porch	171 NE Azalea	Formal Warning Mailed to Owner
A18-189	11/27/18 9:50 am	Picked up RR event signs	Both Highway 99 entrances	Placed them at the RR Building
A18-190	11/27/18 10:13 am	Pickup parked on non-authorized	165 NE Azalea	Send Letter w/application for

		parking pad		parking pad
A18-191	11/28/18 9:05 am	Parked on grass	6045 William R. Carr, Apt 1	Verbal Warning

Parking Report Total 6

Wrong Way Driving 1

On yellow curb 0

Prohibited Parking 6

Grass/Vegetation Warnings

Citizen Assist Total 0

Trash Container – 0

Solid Waste/Littering 2

Information/Paperwork/Letters – Emergency 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:

City Assist:

- Emergency Management – Training was approved by FEMA for Train-the-trainer school for CERT (Emmitsburg, Md.
- Training – CERT Team for Adair Village now has four members. Monthly Training will begin in December.
- Daily Patrol
- Attended training for ICS-400

Animal Control Total 1

Noise 0

Animal at large 0

Livestock/Dog Violations 1



Attachment D
CC Mtg 181204

Style Definition: Header

PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 10/20/2017 TO 11/20/2018

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 5,923,505 Million Gallons

Average Usage per Day 191k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: Water consumption is continuing to decrease plant is running four days a week and will be cut down to three in the coming weeks. Two leaks were reported and repaired both were on the north line.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, Four quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP are increasing daily with increased rains. Plant is running well with all sampling and lab work continuing to be good.

Discharged: Discharge to the river has begun and will continue until the end of April.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Leaves are falling fast staff has been clearing and cleaning storm drains daily. We have completed the second leaf pick up and our final one will be December 10th. Staff have begun marking all storm drains with warning sticker about dumping materials in storm drains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Painting will continue through the fall on dry days and should be finished in a few week.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has ended for the year. All equipment and tools are being weatherized and stored for the winter. Staff weekly clean and remove leaves and branches from parks and city hall.

WATER TREATMENT PLANT

Maintenance Activity: Demand is slowing and run times are decreasing. All sampling is caught up for the year. Plant continues to run very well.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is in good shape. Staff has been assisting Pacific Excavation with the installation of the new sewer line from the Calloway Creek subdivision.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT December 4, 2018 Council Meeting

Administration

- **Planner Position** – Pat Depa has started working for the City and is working with Don Driscoll to get up to speed. Pat will be focusing on the annexing the property across from City Hall into the City and the current development projects.
- **New Accounting Software** – We are hoping to begin transferring over to the new system the beginning of March. Debbie and Karla will be going to Utah in January or February to begin the required training.

Property/Businesses

- **AVIS** – They are in the middle of trying to get a plan of action from DEQ.
- **Barracks** – I'm in the middle of getting quotes and hope to be done with the inside by the end of the summer.
- **Downtown Park** – I would like to look for someone to help us design a park for the downtown area to come up with a rendering of what it will look like.

Major Projects/Engineering

- **Calloway Creek** – They have submitted their first building plans and are close to submitting for nine more.
- **Cornelius Property**– Tim and his planner met with the County and me last week and he is going to resubmit his application in January or February.
- **SCS Property** – The City engineers and I met with the developers in a pre application meeting last week. They are proposing approximately 200 homes. They are going to begin preparing an application which they hope to have submitted in January or February.
- **William R. Carr Subdivision** – Braine Donne is hoping to begin construction this spring. He is looking at doing a performance bond for the site improvements.
- **Water Tanks** – The City attorney and I have been in communication with Western Surety Company who holds the bond for the water tank project. We will be emptying the tanks in December to inspect for any other issues before the warranty expires.

ADAIR VILLAGE PATROL

October 25, 2018 - Novmeber 24, 2018

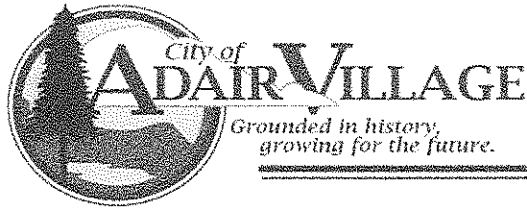
Benton County Sheriff's Office - Adair Patrol Activity Log

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic		Arrests		Ord. Viol.	Other
						Warn	Cite	Cite	Cust		
10/2/2018	4073	2.00	grave	Peterson	1	1					one traffic stop from 0400-0600
10/25/2018	4098	1.50	grave	Drongesen	0						patrolled from 0030-0200; no activity
10/25/2018	4114	1.00	swing	Blaser	2	1					contacted cleaning crew who set off an alarm at town hall; one warning for speed from 2030-2130
10/26/2018	4116	2.00	grave	B. Iverson	0						patrolled from 0030-0230; no activity
10/27/2018	4139	1.50	swing	D. Iverson	1	1					patrolled from 1800-1930; one traffic stop for defective lighting
10/29/2018	4161	2.00	swing	Lundy	1						one contact from 0000-0200
10/29/2018	4162	2.00	grave	Ball	0			1			DUII on Hwy 99W; patrolled from 0130-0330
10/29/2018	4172	0.50	swing	Moser	1						stolen bike report from Santiam Christian; bike last seen 10/26 at 5pm; blue and green Schwinn with a bell on the handle bars, a basket on the back attached with bungee cords and duct tape around the kickstand area
10/29/2018	4178	1.50	swing	Seirup	0						patrolled neighborhoods and businesses, school, county park, and ODFW building
10/30/2018	4180	1.50	grave	Cevatosky	0						patrolled neighborhoods and businesses, school, county park, new construction site from 0345-0515
10/30/2018	4193	1.00	day	Gordon	2	2					two traffic stops between 1935-2035 for plate light/no headlights
10/30/2018	4195	2.00	grave	Lundy	2						patrolled city streets, parks, and schools from 2130-2330; no activity
10/31/2018	4196	1.00	grave	Gevatosky	1	1					1 traffic stop for no headlight; patrolled from 0130-0230
11/1/2018	4207	1.00	grave	Hardison	1						patrolled streets and Hwy 99 from 0500-0555
11/1/2018	4218	1.50	swing	D. Iverson	0						patrolled from 1740-1910; assisted with assault case on Azalea Dr.
11/1/2018	4218	1.50	swing	Blaser	5			1			Assault case on Azalea Dr., which resulted in the arrest of a father for hitting his son with a tablet
11/1/2018	4235	5.00	grave	Blaser	5			1			One arrest for Assault 4
11/2/2018	4225	1.00	day	Young	0	1					One warning for speed between 1030-1130
11/3/2018	4240	1.00	grave	B. Iverson	0						Patrolled from 0520-0620; no activity
11/3/2018	4246	1.50	swing	Seirup	0						patrolled neighborhoods, businesses, school, and park from 1845-2015
11/4/2018	4252	1.00	grave	B. Iverson	0						patrolled from 0100-0200; no activity
11/4/2018	4256	1.00	grave	Drongesen	0						no activity from 0205-0305
11/4/2018	4257	1.00	day	Halahuni	2	1					patrolled from 0840-0940; one traffic stop
11/4/2018	4265	0.75	day	Bottoff	0						no activity from 1510-1555
11/4/2018	4266	1.50	swing	Seirup	7			1			disorderly conduct call on Azalea Dr.; arrested Connor Bates
11/4/2018	4267	1.50	swing	D. Iverson	7						assisted with disorderly conduct call on Azalea Dr.
11/5/2018	4269	1.00	grave	Ball	0						patrolled housing, businesses, new construction, Hwy 99w, and park from 0017-0117; no activity
11/5/2018	4270	1.00	day	Gerig	0	1					patrolled from 0800-0900; 1 warning given for speed; no calls for service
11/5/2018	4281	2.00	grave	Peterson	0	1					one traffic stop with a warning from 2150-2350
11/6/2018	4284	1.00	day	Bowers	0						attempted service of civil papers; no calls for service between 1020-1120
11/6/2018	4286	1.00	day	Halahuni	2				1		one peace officer custody arrest on Columbia Ave
11/6/2018	4287	1.00	day	Halahuni	0						patrolled from 0740-0840; no activity
11/6/2018	4290	1.00	day	Gerig	0	1					one warning for speed between 1340-1440
11/6/2018	4292	2.00	swing	Konzelmar	1	1					one call for service to attempt to locate a vehicle; one stop for no tail lights, problem fixed roadside
11/8/2018	4311	1.50	grave	Drongesen	0						patrolled from 2245-0025; no activity
11/8/2018	4312	1.00	grave	Hardison	0						patrolled city streets, parks, and schools from 0510-0610; no activity
11/9/2018	4320	1.00	day	Horn	1						no calls for service; no school
11/9/2018	4331	2.50	swing	Pratt	0	2					two traffic stops between 2100-2330
11/9/2018	4332	1.00	grave	Ball	0						patrolled new construction on Ryals; no activity between 2230-2330
11/10/2018	4335	1.00	day	Horn	2						no activity
11/10/2018	4342	2.00	day	Bottoff	0	2	1				patrolled from 1445-1645; 3 traffic stops
11/11/2018	4349	1.50	day	Fontaine	0						patrolled from 0945-1115; no activity
11/12/2018	4352	1.00	swing	Young	1						one contact at the park at sunset; patrolled from 1105-1205

	TOTAL				Total General Fund			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00	118,000.00	-118,000.00	0.0%	0.00	118,000.00	-118,000.00	0.0%
4002 - Property Taxes - Prior Year	3,534.42	1,700.00	1,834.42	207.91%	3,534.42	1,700.00	1,834.42	207.91%
Total 4010 - Government Sources	131,306.60	317,300.00	-185,993.40	41.38%	110,348.90	25,800.00	84,548.90	427.71%
Total 4020 - Rental Income	36,387.86	109,020.00	-72,632.14	33.36%	36,387.86	109,020.00	-72,632.14	33.38%
Total 4030 - Fees	375,644.72	906,196.00	-530,551.28	41.45%	1,120.00	45,000.00	-43,880.00	2.49%
Total 4050 - Other Income	23,481.75	58,100.00	-34,618.25	40.42%	21,150.15	55,200.00	-34,049.85	38.32%
4060 - Interest	12,493.68	7,500.00	4,993.68	166.58%	12,493.68	7,500.00	4,993.68	166.58%
Total 4080 - Transfers In	0.00	39,999.00	-39,999.00	0.0%	0.00			
4090 - Beginning Fund Balance	0.00	1,154,975.00	-1,154,975.00	0.0%	0.00	275,000.00	-275,000.00	0.0%
Total Income	582,849.03	2,712,790.00	-2,129,940.97	21.49%	185,035.01	637,220.00	-452,184.99	29.04%
Gross Profit	582,849.03	2,712,790.00	-2,129,940.97	21.49%	185,035.01	637,220.00	-452,184.99	29.04%
Expense								
5000 - Personal Services								
5010 - City Administrator	40,210.00	96,399.00	-56,189.00	41.71%	14,073.50	33,740.00	-19,666.50	41.71%
5016 - Utility/Court Clerk	14,976.33	36,080.00	-21,103.67	41.51%	2,995.26	7,216.00	-4,220.74	41.51%
5018 - Finance Clerk	7,406.83	17,812.00	-10,405.17	41.58%	1,111.03	2,672.00	-1,560.97	41.58%
5025 - Summer Program Coordinator	3,622.22	12,966.00	-9,343.78	27.94%	3,622.22	12,966.00	-9,343.78	27.94%
5050 - Public Works Supervisor	22,433.65	53,605.00	-31,171.35	41.85%	-1.17			
5052 - Utility Worker III	0.00	38,494.00	-38,494.00	0.0%	0.00			
5054 - Utility Worker II	14,104.24	0.00	14,104.24	100.0%	0.00			
5058 - Utility Worker I	2,957.50	0.00	2,957.50	100.0%	975.00			
5064 - Intern	50.00	0.00	50.00	100.0%	50.00			
5081 - Employee Health Ins Benefits	29,393.18	86,940.00	-57,546.82	33.81%	4,114.76	12,601.00	-8,486.24	32.65%
5082 - Retirement Benefits	18,340.39	52,834.00	-34,493.61	34.71%	4,218.29	11,709.00	-7,490.71	36.03%
5085 - Employment Taxes	9,614.52	35,290.00	-25,675.48	27.24%	2,211.84	7,821.00	-5,609.16	28.28%
5000 - Personal Services - Other	292.50	0.00	292.50	100.0%	0.00			
Total 5000 - Personal Services	163,401.36	430,420.00	-267,018.64	37.96%	33,370.73	88,725.00	-55,354.27	37.61%
Total 5100 - Material & Services	209,083.72	621,775.00	-412,691.28	33.63%	95,079.23	263,625.00	-168,545.77	36.07%
Total 5300 - Capital Outlay	105,135.00	300,000.00	-194,864.00	35.05%	2,350.00	100,000.00	-97,650.00	2.35%
Total 5400 - Debt Service	62,783.99	208,724.00	-145,940.01	30.08%	0.00	22,254.00	-22,254.00	0.0%
Total 5500 - Transfers	0.00	39,999.00	-39,999.00	0.0%	0.00	17,355.00	-17,355.00	0.0%
5700 - Contingency	0.00	56,600.00	-56,600.00	0.0%	0.00	46,000.00	-46,000.00	0.0%
7777 - Reserve for Future Expenditure	0.00	1,055,272.00	-1,055,272.00	0.0%	0.00	99,261.00	-99,261.00	0.0%
Total Expense	540,405.07	2,712,790.00	-2,172,384.93	19.92%	130,799.96	637,220.00	-506,420.04	20.53%
Net Income	42,443.96	0.00	42,443.96	100.0%	54,235.05	0.00	54,235.05	100.0%

	Storm Drain Fund			Street Fund		
	Jul '18 - Jun 19	Budget	% of Budget	Jul '18 - Jun 19	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00		0.00	0.00		
4002 - Property Taxes - Prior Year	0.00		0.00	0.00		
Total 4010 - Government Sources	0.00			20,957.70	61,900.00	34.08%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	7,518.25	21,900.00	34.33%	0.00		
Total 4050 - Other Income	0.00	200.00	0.0%	0.00	200.00	0.0%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00	11,000.00	0.0%	0.00	60,200.00	0.0%
Total Income	7,518.25	33,100.00	22.71%	20,957.70	121,900.00	17.19%
Gross Profit	7,518.25	33,100.00	22.71%	20,957.70	121,900.00	17.19%
Expense						
5000 - Personal Services						
5010 - City Administrator	2,008.00	4,819.00	41.67%	2,013.00	4,820.00	41.76%
5016 - Utility/Court Clerk	748.82	1,804.00	41.51%	0.00		
5018 - Finance Clerk	370.35	891.00	41.57%	370.35	891.00	41.57%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	1,124.18	2,680.00	41.95%	2,248.71	5,361.00	41.95%
5052 - Utility Worker III	0.00	1,925.00	0.0%	0.00	3,849.00	0.0%
5054 - Utility Worker II	705.21			1,410.44		
5058 - Utility Worker I	130.00			162.50		
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	1,469.56	4,347.00	33.81%	1,763.48	5,389.00	32.72%
5082 - Retirement Benefits	917.00	2,508.00	36.56%	1,100.42	3,087.00	35.65%
5085 - Employment Taxes	480.81	1,675.00	28.71%	576.99	2,062.00	27.98%
5000 - Personal Services - Other	32.50			0.00		
Total 5000 - Personal Services	7,986.43	20,649.00	38.68%	9,645.89	25,459.00	37.89%
Total 5100 - Material & Services	282.81	6,500.00	4.35%	9,451.01	20,250.00	45.67%
Total 5300 - Capital Outlay	0.00			0.00		
Total 5400 - Debt Service	0.00			0.00		
Total 5500 - Transfers	0.00	1,435.00	0.0%	0.00	2,501.00	0.0%
5700 - Contingency	0.00	4,100.00	0.0%	0.00		
7777 - Reserve for Future Expenditure	0.00	415.00	0.0%	0.00	73,690.00	0.0%
Total Expense	8,269.24	33,100.00	24.98%	19,096.90	121,900.00	15.67%
Net Income	-750.99	0.00	100.0%	-1,860.80	0.00	100.0%

	Wastewater Fund			Water Fund		
	Jul '18 - Jun 19	Budget	% of Budget	Jul '18 - Jun 19	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00		0.00	0.00		
4002 - Property Taxes - Prior Year	0.00		0.00	0.00		
Total 4010 - Government Sources	0.00	30,000.00	0.0%	0.00	200,000.00	0.0%
Total 4020 - Rental Income	0.00			0.00		
Total 4030 - Fees	90,432.78	220,420.00	41.03%	275,573.69	559,000.00	49.48%
Total 4050 - Other Income	0.00	1,000.00	0.0%	2,331.60	1,500.00	155.44%
4060 - Interest	0.00			0.00		
Total 4080 - Transfers In	0.00			0.00		
4090 - Beginning Fund Balance	0.00	6,000.00	0.0%	0.00	450,000.00	0.0%
Total Income	90,432.78	257,420.00	35.13%	278,905.29	1,210,500.00	23.04%
Gross Profit	90,432.78	257,420.00	35.13%	278,905.29	1,210,500.00	23.04%
Expense						
5000 - Personal Services						
5010 - City Administrator	6,031.50	14,460.00	41.71%	16,084.00	38,560.00	41.71%
5016 - Utility/Court Clerk	3,744.08	9,020.00	41.51%	7,488.17	18,040.00	41.51%
5018 - Finance Clerk	2,222.05	5,343.00	41.59%	3,333.05	8,015.00	41.59%
5025 - Summer Program Coordinator	0.00			0.00		
5050 - Public Works Supervisor	5,620.91	13,401.00	41.94%	13,441.02	32,163.00	41.79%
5052 - Utility Worker III	0.00	11,548.00	0.0%	0.00	21,172.00	0.0%
5054 - Utility Worker II	4,231.27			7,757.32		
5058 - Utility Worker I	650.00			1,040.00		
5064 - Intern	0.00			0.00		
5081 - Employee Health Ins Benefits	7,349.86	20,528.00	35.8%	14,695.52	44,075.00	33.34%
5082 - Retirement Benefits	3,943.19	11,126.00	35.44%	8,161.49	24,404.00	33.44%
5085 - Employment Taxes	2,118.32	7,431.00	28.51%	4,226.56	16,301.00	25.93%
5000 - Personal Services - Other	0.00			260.00		
Total 5000 - Personal Services	35,911.18	92,857.00	38.67%	75,487.13	202,730.00	37.73%
Total 5100 - Material & Services	25,146.22	88,800.00	28.32%	79,124.45	182,600.00	43.33%
Total 5300 - Capital Outlay	0.00			102,786.00	200,000.00	51.39%
Total 5400 - Debt Service	14,980.00	51,470.00	29.1%	47,803.99	135,000.00	35.41%
Total 5500 - Transfers	0.00	6,445.00	0.0%	0.00	12,263.00	0.0%
5700 - Contingency	0.00	6,500.00	0.0%	0.00		
7777 - Reserve for Future Expenditure	0.00	11,348.00	0.0%	0.00	477,907.00	0.0%
Total Expense	76,037.40	257,420.00	29.54%	305,207.57	1,210,500.00	25.3%
Net Income	14,395.38	0.00	100.0%	-27,298.28	0.00	100.0%



STAFF REPORT
Attachment G – Financial Report
December 4, 2018 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$582,849.03. (21.49% of budget) and Expenses are \$540,405.07 (19.92% of budget), which shows a Net Income of \$42,443.96 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	163,401.36	37.96%
• Materials & Services	209,083.72	33.63%
• Capital Outlay	105,136.00	35.05%
• Debt Service	62,783.99	30.08%

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	185,035.01	130,799.96	54,235.05
Storm Drain	7,518.25	8,269.24	-750.99
Streets	20,957.70	19,096.90	1,860.80
Wastewater	90,432.78	76,037.40	14,395.38
Water	278,905.29	306,201.57	-27,296.28
TOTAL	\$582,849.03	\$540,405.07	42,443.96

We have approximately **\$1,370,030.74** in the Local Government Investment Pool (LGIP). Last month we had **\$1,317,797.87**. Last year on 12/5/17 we had **\$852,518.00**.

2018 Performance Evaluation City Administrator

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Administrator concerning the performance of the City Administrator in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Administrator's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. It shall also be the basis for contract extension and compensation decisions.

1. If the criteria, standards and policy directives change, a public process is to be followed as outlined in ORS 192.660 (1)(i).
2. Evaluation forms are distributed to all Council members.
3. Each Councilor completes the form, signs, dates and returns to the Mayor.
4. The Mayor and Mayor Pro Tem tabulate the results of the evaluation forms from Councilors. The Mayor and the Mayor Pro Tem will summarize the results of the evaluation forms as submitted.
5. A composite evaluation form and the City Administrator's self-evaluation is distributed to the Council prior to the executive session evaluation meeting.
6. The Council meets with the City Administrator in executive session to review the evaluation, unless the City Administrator requests an open hearing.

INSTRUCTIONS

Review the City Administrator's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the City Administrator on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

Performance Evaluation

City Administrator

Date: _____

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.

- Improvement (2) Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

- Meets Job (3) Standard The employee's work performance consistently meets the standards of the position.

- Exceeds Job (4) Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

I. Performance Evaluation and Achievements

1. <u>City Council Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>N/O</u>
A. Effectively implements policies and programs approved by the City Council.	---	---	---	---	---	---
B. Reporting to the City Council is timely, clear, concise and thorough.	---	---	---	---	---	---
C. Accepts direction/instructions in a positive manner.	---	---	---	---	---	---
D. Effectively aids the City Council in establishing long-range goals.	---	---	---	---	---	---
E. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	---	---	---	---	---	---
F. Provide the City Council with clear report of anticipated issues that could come before the City Council.	---	---	---	---	---	---

Comments: _____

This evaluation has been reviewed and discussed between the City Council and the City Administrator on:

DATE: _____

Council Members

Concurrence

Mayor Bill Currier

YES / NO

Councilor Nicole Real

YES / NO

Councilor Charline King

YES / NO

Councilor Bret Ray

YES / NO

Councilor Alan Rowe

YES / NO

City Administrator

Signature

Date

Next Evaluation Date