## ADAIR VILLAGE CITY COUNCIL-Final City Hall - 6030 Wm. R Carr Av.

\*\*\*\*Tuesday, December 4, 2018 - 6:00 pm\*\*\*\*

- 1. ROLL CALL Flag Salute
- 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
- PUBLIC COMMENT (Please limit comments to 3 minutes)
- 4. STAFF REPORTS:

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

- 5. OLD BUSINESS:
  - a) City Administrator Evaluation (Attachment H)
     Action: Discussion

Pat Hare

ACTION. DISCUSSION

6. NEW BUSINESS:a) January City Council Meeting (New Year)

Action: Decision

Pat Hare

- 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.

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

\*\*\*\*Monday, November 5, 2018 - 6:00 PM\*\*\*\*

Agenda Item	Action
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.	Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.
<ol> <li>Consent Calendar (Agenda Item 2).</li> <li>Minutes of October 2, 2018 City Council Meeting.</li> <li>Bills List through October 31, 2018, (\$78,312.10 total).</li> </ol>	Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (5-0).
3. Public Comment (Agenda Item 3). None.	
<ul> <li>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.</li> <li>Public Testimony:</li> </ul>	Mayor Currier opened the Public Hearing at 6:10 PM.
In Opposition: None	
Neutral: None	Mayor Currier closed the Public Hearing at 6:12 PM.
	Councilor Real moved to approve Resolution 2018-#6. Councilor King seconded. Unanimous Approval (5-0).
5. Attachment C – Community Services Officer (Agenda Item 4a).  Jerry Jackson, CSO, presented the report.	Council received the report.
<ul> <li>6. Attachment E - City Administrator Report (Agenda Item 4c). CA</li> <li>Hare presented the report.</li> <li>Administration</li> <li>Planner Position - Our new planner, Pat Depa, will start next</li> </ul>	Council received the report.

<ul> <li>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.</li> <li>Eric Harvey – He has passed all required testing and is now a certified wastewater operator.</li> <li>Property/Businesses</li> <li>AVIS – DEQ has initiated the beginning stages of the process to begin the cleanup work.</li> <li>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.</li> <li>Barracks – The plumbing is now complete and we will now be working on the electrical and installing doors.</li> <li>Railroad Property – We are working on beginning the application process for getting the property out of parks and perpetuity.</li> <li>Major Projects/Engineering</li> <li>Water Plant – All work for the SCADA project is now complete.</li> <li>Calloway Creek – The work has begun on the wastewater line across the Benton County Park.</li> <li>ServPro – Tim continues to make improvements to his building and landscaping.</li> <li>SCS Property – A pre application meeting is scheduled for Thursday, November 8.</li> </ul>	
7. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.	Council received the report.
8. Attachment F – Sheriff's Report (Agenda Item 4d). CA Hare presented the report.	Council received the report.
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.	Council received the report.
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	Council received the information and discussed the matter.
11. Attachment I – Water Line Valve Replacement (Agenda Item 6a). CA Hare presented the Council with a report regarding water line repairs.	Council received the information and discussed the matter.
<ul> <li>13. Council and Mayor Comments (Agenda Item 8):</li> <li>Mayor Currier – None.</li> <li>Councilor Real – Thanked CA Hare for the tour around City</li> </ul>	

facilities.  Councilor King – None.  Councilor Ray – None.  Councilor Rowe – None.	
17 Adjournment: Next meeting- Council meeting on Tuesday, December 4, 2 PM.	Mayor adjourned the meeting at 7:35 PM.
Mayor's Approval Date	

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	22622
Best Pots Inc Bill	10/30/2018	Inv# A-370038	11/9/2018		82.60	
Total Best Pots inc					82.60	22623
BRX, Inc. Bill	10/30/2018	PO# 18-095	11/9/2018		3,000.00	
Total BRX, Inc.					3,000.00	22624
Century Link Bill	11/1/2018	Rf#503-T31-4410 130B	11/11/2018		55.23	,
Total Century Link					55.23	22625
Corvallis Rental Inc.	10/30/2018	Stmt 10/24/18	11/10/2018		679.70	
Total Corvallis Rental I	nc.				679.70	22626
NW Natural Bill Bill	10/30/2018 10/30/2018	Ref# 1942119-7 Ref# 1407224-3	11/9/2018 11/9/2018		122.58 17.69	
Total NW Natural					140.27	22627
Pacific Excavation Bill	10/30/2018	Proj# \$16020 905-12	11/9/2018		65,895.00	
Total Pacific Excavation	n				65,895.00	22628
Smith-Wagar Consult Bill	ing 11/1/2018	Inv# 468 Oct 26,18	11/11/2018		550,00	
Total Smith-Wagar Cor	rsulting				550.00	22629
State of Oregon Bill	10/30/2018	980798-780874	11/9/2018		40.00	
Total State of Oregon					40.00	22630
DTAL					71,274.01	
					11/1/13	

#### City of Adair Village

#### Unpaid Bills Detail

As of November 8, 2018

Туре	Date	Num	Due Date	Aging	Open Balan	
American Business S Bill	oftware, Inc 11/2/2018	inv#1	11/12/2018		60.60	22631
Total American Busine	ss Software, Inc				60.60	·
Berkadia Commercial Bill	I Mortgage LLC 11/6/2018	Stmt	11/16/2018		5,422.86	22632
Total Berkadia Comme	ercial Mortgage L	.LC			5,422.86	2000
Best Pots Inc Bill	11/6/2018	Inv# 3	11/16/2018		82.60	
Total Best Pots Inc					82.60	22633
CIS TRUST Bill	11/5/2018	Nove	11/15/2018		5,656.16	22.213
Total CIS TRUST					5,656.16	22634
City of Corvallis Bill	11/8/2018	Inv20	12/8/2018		221.97	22635
Total City of Corvallis					221.97	72000
Delapoer Kidd Attorn Bill	leys at Law 11/2/2018	inv# 1	12/1/2018		1,163.75	
Total Delapoer Kidd A	ttorneys at Law				1,163.75	22636
Ferguson Enterprise Bill	s 11/6/2018	Inv#0	11/16/2018		5,259.40	
Total Ferguson Enterp	rises				5,259.40	22631
Simply Payroll Bill	11/8/2018	Inv# 1	11/18/2018		101.85	22638
Total Simply Payroll					101.85	7 77 70
US Bank Bill	11/2/2018	Inv# 5	11/12/2018		450.00	-2/29
Total US Bank					450.00	22639
VALLEY FIRE CONT	ROL 11/6/2018	Inv# 7	11/16/2018		259.60	22640
Total VALLEY FIRE C	ONTROL				259.60	
OTAL					18,678.79	
					A	11/8/13

As of November 15, 2018

Туре	Date	Num	Due Date	Aging	Open Balan	
Al's Sweeping Service Bill	11/9/2018	inv# 7	11/19/2018		750.00	22643
Total Al's Sweeping Ser	vice				750.00	
Auto Zone Bill	11/13/2018	Stmt#	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	EX642
Edge Analytical Labor Bill	atories 11/9/2018	inv# 1	11/19/2018		18.00	22646
Total Edge Analytical La	aboratories				18.00	17W4 P
Mid-Valley Media Grou	ip 11/15/2018	Ord#,	11/25/2018		654,20	0.72.11.77
Total Mid-Valley Media	Group				654.20	22647
One Call Concepts Bill	11/9/2018	Stmt	12/9/2018		46.20	
Total One Call Concept	s				46.20	22648
Republic Services #45 Bill Bill	i2 11/9/2018 11/9/2018	Inv# 0 Inv# 0	11/19/2018 11/19/2018		34.25 33.95	. G
Total Republic Services	: #452				68.20	22649
RG Smith Electric & P		Inv#1	11/17/2018		238.95	
Total RG Smith Electric	& Plumbing In	С			238.95	22650
Staples Credit Plan Bill	11/15/2018	6035	11/29/2018		86.91	9
Total Staples Credit Pla	in				86.91	22651
USA Blue Book Bill	11/13/2018	Inv# 7	11/23/2018		311.37	
Total USA Blue Book					311.37	22652
DTAL					44.595.76	
JIAL					THE STATE OF THE S	15/13

As of November 20, 2018

Туре	Date	Num	Due Date	Aging	Open Balan	
Caselle, Inc. Bill	11/16/2018	Oct 3	11/26/2018		13,810.00	22655
Total Caselle, Inc.					13,810.00	G-6400
Century Link Bill	11/20/2018	Nov 1	11/30/2018		80,63	2265 <u>A</u>
Total Century Link					80.63	4 ~ (1/2) (2)
Comcast Bill	11/16/2018	Nov 1	11/26/2018		102.85	
Total Comcast					102.85	22657
Cornerstone Janitoria	al 11/16/2018	Inv#2	11/26/2018		261.46	
Total Cornerstone Jani	itorial				261.46	22658
De Lage Landen Fina Bill	incial Services, 11/16/2018	Inc. Inv# 6	11/26/2018		137.55	01-6
Total De Lage Landen	Financial Service	ces, Inc.			137.55	22659
Edge Analytical Labo Bill	ratories 11/16/2018	inv# 1	11/26/2018		37.80	
Total Edge Analytical L	Laboratories				37.80	22660
Ferguson Enterprises Bill Bill	s 11/16/2018 11/20/2018	Inv# 0 Inv# 0	11/26/2018 11/30/2018		375.00 59.98	
Total Ferguson Enterp	rises				434.98	22661
RG Smith Electric & I Bill	Plumbing Inc 11/16/2018	Inv# 1	11/26/2018		135.00	•
Total RG Smith Electri	ic & Plumbing In	iC.			135.00	23665
Verizon Bill	11/16/2018	Inv# 9	11/26/2018		225.61	
Total Verizon					225.61	22663
OTAL					15,225.88	
- 1					A	
					271	11/20/13

As of November 27, 2018

Туре	Date	Num	Due Date	Aging	Open Balan
Best Pots Inc Bill	11/27/2018	Inv#	12/7/2018	Market in Market from Assert with the second from the second f	82.60
Total Best Pots Inc					82.60
Cascade Columbia Di	stribution				
Bill	11/27/2018	Inv#7	1/26/2019		2,595.75
Total Cascade Columbi	a Distribution				2,595.75
Century Link Bill	11/27/2018	Nav 1	12/7/2018		85.98
Total Century Link					85.98
City of Corvallis Bill	11/27/2016	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 Powe	r Inc.				2,948.42
De Lage Landen Finar Bill	icial Services, 11/27/2018	Inc.	12/7/2018		72.48
Total De Lage Landen f	Financial Service	ces, Inc.			72.48
Edge Analytical Labor Bill	atories 11/27/2018	inv# 1	12/7/2018		153.00
Total Edge Analytical La	aboratories				153.00
Oregon Cascades We Bill		in∨#	12/7/2018		363.17
Total Oregon Cascades	West COG				363.17
Oregon Dept of Enviro	onmental Qual	lity			
Bill	11/27/2018	lnv#	12 <i>/7/</i> 2018		614.00
Total Oregon Dept of E		tuality			614.00
Oregon Health Author Bill	ity 11/27/2018	ID#41	12/7/2018		75.00
Total Oregon Health Au	thority				75.00
USA Blue Book Bill	11/27/2018	Inv# 7	12/7/2018		374.95
Total USA Blue Book					374.95
TAL					7,647.04

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	Parked on grass	6045 William R.	Verbal Warning
	am		Carr, Apt 1	

Parking Report Total 6

**Animal Control** Total 1

Wrong Way Driving 1

Noise

On yellow curb 0

Animal at large 0

Prohibited Parking 6

Livestock/Dog Violations 1

0

**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



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 decrees 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 10<sup>th</sup>. 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.

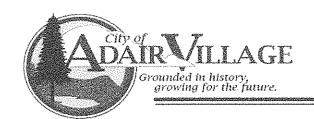
#### WATER TREATMENT PLANT

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

***************************************									ł		
Date	Case#	Total Time	*Shift	Deputy (	Contacts	Traffic Warn Ci	ffic	Arrests Cite Cu	70	Vod.	Other
10/2/2018 4	4073	2.00	grave	Peterson	-	-		-	-	Ö	one traffic stos from 0400-0600
	-	H	1	Drongesen	0				-	ã	patrolled from 0030-0200; no activity
10/25/2018 4	4114	1.00	1	Blaser	2	-			-	ಕ	confacted cleaning crew who set off an atarm at town hall; one warning for speed from 2030-2130
	4116			B. Iverson	0					Ω.	patrolled from 0030-0230; no activity
10/27/2018	4139	1.50	swing [	D. Iverson	Ψ-	-				Ő.	patrolled from 1800-1930; one traffic stop for defective lighting
10/29/2018	4161 2		swing	Lundy	-					Ō	one contact from 0000-0200
10/29/2018	4162	2.00	grave	Ball	0			<b></b> -		Ω	DUII on Hwy 99W; patrolled from 0130-0330
10/29/2018 4	4172 (	0.50	swing	Moser	-					ω <sup>μ</sup>	stoien 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
Ļ	┡	├	swing	Seirup	0			-		ā	patrolled neighborhods and businesses, school, county park, and ODFW building
10/30/2018 4	4180 '	1.50	grave	Gevatosky	0					ă	patrolled neighborhods and businesses, school, county park, new construction site from 0345-0515
10/30/2018 4	4193 ′	1.00	day	Gordon	2	2				4	two traffic stops between 1935-2035 for plate light/no headlights
10/30/2018 4	4195		grave	Lundy	2					<u>ć</u>	patrolled city streets, parks, and schools from 2130-2330; no activity
10/31/2018 4	4196	1.00	grave (	Gevatosky		~				<u></u>	1 traffic stop for no headlight; patrolled from 0130-0230
11/1/2018 4	4207	1.00	grave	Hardison						ā	patrolled streets and Hwy 99 from 0500-0555
11/1/2018 4	4218	1.50	swing	D. Iverson	0					ά	patrolled from 1740-1910; assisted with asault case on Azalea Dr.
11/1/2018 4	4216	1,50	swing	Blaser	5				1	×	Asault case on Azalea Dr., which resulted in the arrest of a father for hitting his son with a tablet
11/1/2018 4	4235 (	5.00	grave	Blaser	S				1	၁	One arrest for Assault 4
11/2/2018 4	4225	1.00	day	Young	0	+-				ပ	One warning for speed between 1030-1130
11/3/2018	4240	1.00	grave	B. Iverson	0					۵	Patrolled from 0520-0620; no activity
11/3/2018 4	4246	1.50	swing	Seirup	0					O.	patrolled neighborhoods, businesses, school, and park from 1845-2015
11/4/2018 4	4252	1.00	grave	B. Iverson	0					á	patrolled from 0100-0200; no activity
11/4/2018 4	4256		grave	Drongesen	0					Ë	no activity from 0205-0305
11/4/2018 4	4257	1.00	day	Halahuni	2					Ċ	patrolled from 0840-0940; one traffic stop
11/4/2018 4	4265 (	0.75	day	Bottorff	0						no activity from 1510-1555
11/4/2018 4	4266	1.50	swing	Seirup	7				-	ס	disorderly conduct call on Azalea Dr.; arrested Connor Bates
11/4/2018 4	4267		Swing	D. Iverson	7					co	assisted with disorderly conduct call on Azalea Dr.
11/5/2018	4269		grave	Ball	0					Ċ	patrolled housing, businesses, new construction, Hwy 99w, and park from 0017-0117; no activity
11/5/2018	4270	1.00	day	Gerig	0	<b>*</b>				Ċ	patrolled from 0800-0900; 1 warning given for speed; no calls for service
11/5/2018 4	4281	2.00	grave	Peterson	0	1				Ó	one traffic stop with a warning from 2150-2350
11/6/2018 4	4284	1.00	day	Bowers	0					m	attempted service of civil papers; no calls for service between 1020-1120
11/6/2018	4286	1.00	day	Halahuni	2				-	0	one peace officer custody arrest on Columbia Ave
		1.00	day	Halahuni				-			patrolled from 0740-0840; no activity
11/6/2018	4290	1.00	day	Gerig	0	-			-		one warning for speed between 1340-1440
11/6/2018 4	4292	2.00	swing F	Konzelman	-	-				O	one call for service to attempt to locate a vehicle; one stop for no tail lights, problem fixed roadside
11/8/2018 4	4311	-	grave	Drongesen	0					ra.	patrolled from 2245-0025; no activity
11/8/2018	4312	1.00	grave	Hardison	0					d	patrolled city streets, parks, and schools from 0510-0610; no activity
11/9/2018 4	4320	1.00	day	Horn	1					u	no calis for service; no school
11/9/2018	4331	2.50	swing	Pratt	0	2				4	two traffic stops between 2100-2330
11/9/2018	4332	$\dashv$	grave	Ball	0					α	patrolled new construction on Ryals; no activity between 2230-2330
	4335	1.00	day	Horn	2						no activity
	4342	2.00	day	Bottorff	0	2	<b>,</b>		-	9	patrolled from 1445-1645; 3 traffic stops
		1.50	day	Fontaine	0			1		Q.	patrolled form 0945-1115; no activity
11/12/2018	4352	1.00	swing	Young	-			$\dashv$	-	٥	one contact at the park at sunset; patrolled from 1105-1205

# ADAIR VILLAGE PATROL October 25, 2018 - Novmeber 24, 2018

natrolled nark and school: warned one for lighting violation	particled neighborhoods, new construction, school, and park from 0400-0500	one warning for brake light and one citation for 36/20, between 1405-1503	patrolled streets, parks, school, Ryats Construction, and Valley Catering parking lot	contacted one man sleeping in his car in the city hall parking lot	patrolled from 2335-0035, no activity	patrolled from 0900-100; no calls for service	one call for service for people stopped on the highway looking at elk	wounded owl taken to Chintimini Wildlife	no activity	1 call for service re: complaint of poaching an elk, hunters had rights	patrolled from 1030-1100; no activity	no stops or cites; spoke with 3 citizens hunting	patrolled streets and parks from 0100-0145	patrolled streets and parks form 0100-0145	patrolled from 0800-0900; one cite into Adair Court	patrolled from 1025-1055	contacted one person sleeping in their vehicle in the city hall parking fot. He fell asleep using the Wifi	patrolled streets, parks, school, Ryals Construction from 0030-0200	patrolled form 2300-0260; no activity	One citation issued for no operator license between 1435-1520	2 citations issued for speed in school zone between 1350-1520; no calls for service	no activity	patrolled city streets, hwy 99W, construction site, from 1010-1316; 2 traffic stops; 3 citiations for traffic violations	patrolled city streest, park, school, businesses and construction sites from 0445-0530	no details	patrolled from 1430-1530; no calls for service	patrolled city streest, park, school, businesses and construction sites from 0400-0445	one call for service; investigation continuing	15 min patrol on 11/22; 45 min patrol on 11/23; lots of game day traffic; stopped 5 cars	11/22, 2.5 hrs, 2 traffic stops; 11/23, 2 hrs patrol and assist with crash	patrolled from 1800-2000; one warning for speed, two for lighting violations; patrolled santiam campus	patrolled form 0920-1020; no calls for service											
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Moser	Gevatosky	Fontaine	Konzelman	Weikel	Young	Bowers	Horn	Williams	Horn	Young	Fontaine	Bottorff	Williams	Williams	Halahuni	Fontaine	Gevatosky	Weikel	Peterson	Fontaine	Gordon	Pratt	Hardison	Weikel	Bowers	Gordon	Weikel	Konzelman	Bottorff	Lovik	Moser	Bowers									***************************************		
prints	grave	day	1	grave	swing	day	day	swing	day	swing	day	day	swing	swing	day	day	grave	swing	grave	day	day	Swing	grave	grave	day	day	grave	swing	day	swing	swing	day											
4 00	100	1 00	1.00	1.50	90.	1,00	1.00	1.50	1.00	1.50	0,50	1.00	0.75	0.75	1.00	0.50	1.80	1.50	3.00	0.75	1.50	1.00	3.00	0.45	00.0	1.00	0.75	9.25	1.00	4.50	2.00	1.00			-								109.95
1367	4363	4369	4371	4373	4372	4401	4406	4412	4415	4420	4426	4427	4430	4430	4431	4434	4444	4445	4446	4471	4472	4474	4477	4480	7784	4493	4478	4505	4507	4508	4509	4512			1	-	-	-		1			,-
14112120148		1_	<del>.</del>	11/14/2018 /	11/14/2018	11/16/2018	ļ	ļ	ļ	<u> </u>	11/18/2018	ļ	<u> </u>	1_	╙	┞	<u>L</u>	11/20/2018	11/20/2018	11/20/2018	ļ	11/20/2018	1.	<u> </u>	<u> </u>	11/21/2018	11/22/2018	11/21/2018	11/22/2018	11/23/2018	11/22/2018	11/23/2018	***************************************										TOTAL:

Profit Loss Budget v. Actual July 2018 Through June 2019 City of Adair Village

181204 Cc Mtg. Attachment G-1

		TOTAL	AL			Total Ger	Total General Fund	
	Jul 18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 · Property TaxesCurrent	0.00	118,000.00	-118,000.00	%0.0	00'0	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	33.38%	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	00.0	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%	4,17			
5052 · Utility Worker III	0.00	38,494.00	-38,494,00	0.0%	00'0			
5054 · Utility Worker II	14,104.24	0.00	14,104,24	100.0%	000			
5058 - Utility Worker I	2,957,50	0.00	2,957,50	100.0%	975.00			
5064 - Intern	90.00	0.00	20.00	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%	00:0			CONTRACTOR STATEMENT STATE
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	105,136.00	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%	00:00	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	00'0	46,000.00	-46,000.00	0.0%
7777 - Reserve for Future Expenditure	00'0	1,055,272.00	-1,055,272.00	0.0%	00'0	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%
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1:22 PM 11/29/2018 Accrual Basis

July 2018 Through June 2019 Profit Loss Budget v. Actual City of Adair Village

CC IMIRS.

Attachment G-1	181204	Cr Mta

Consist Annual			Storm	Storm Drain Fund				Street Fund	
1470   Part		Jul '18 • Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	r Budget	% of Budget
Property Taxes+Durrent   0.00   0.0	Income								
2. Property Taxes - Prior Year 000 000 000 000 000 000 000 000 000 0	4001 · Property TaxesCurrent	00'0				000			
1400   Construment Sources   0.00   14,000   14,000   14,000   14,000   14,000   14,000   14,000   14,000   14,000   14,000   14,000   14,000   10,0000   10,0000   10,0000   10,0000   10,0000   10,00	4002 · Property Taxes · Prior Year	00'0				0000			
1,000   1,00	Total 4010 · Government Sources	00:00				20,957.70	61,500.00	-40,542.30	34.08%
1,190,000   1,1,301,75   1,305,00   1,4,381,75   34,33%   1,4030   1,000,00   1,000,000   1,00%   1,000,00   1,000,000   1,00%   1,000,00   1,00%   1,000,00   1,00%   1,000,00   1,00%   1,000,00   1,00%   1,000,00   1,00%   1,000,00   1,00%   1	Total 4020 · Rental income	0.00				00'0			
o thermost and a disco collectioned and discoursed and d	Total 4030 · Fees	7,518.25	21,900.00	-14,381.75	34.33%	0.00			
0.00 olitocrest no olitocrest soloto-crestoral Services soloto-critic Morris Supervisor soloto-critic Supervisor soloto-critic Morris Supe	Total 4050 · Other Income	0.00	200.00	-200:00	0.0%	00.00	200.00	-200.00	0.0%
of Deginning Fund Balence         0.00         11,000.00         -11,000.00         -0.0%           nne         7,518.25         33,100.00         25,581.75         22.71%           sold - Utility/Court Clerk         7,88.2         1,804.00         -1,55%         41,57%           sold - Utility/Court Clerk         300.35         891.00         -2,811.00         41,57%           sold - Utility/Court Clerk         300.35         891.00         -1,55%         41,57%           sold - Utility/Court Clerk         300.35         1,900.00         -1,55%         41,57%           sold - Utility/Court Clerk         300.00         1,55%         31,57%         31,57%           sold - Utility/Court Clerk         300.00         1,55%         41,57%         31,57%           sold - Utility/Court Clerk         300.00         1,55%         31,57%         31,59%           sold - Utility/Court Cle	4860 · Interest	0.00				00:00			
o - Beginning Fund Balance         0.00         11,000.00         -11,000.00         0.0%           nne         7,518.25         33,100.00         -25,581.75         22.71%         22.71%           nne         7,518.25         33,100.00         -25,581.75         22.71%         22.71%           o - Personal Services         2,008.00         4,819.00         -25,581.75         22.71%         22.71%           sold - City Administrator         748.22         1,804.00         -1,055.18         41,57%         41,57%           sold - City Administrator         708.21         1,804.00         -1,055.82         41,57%         41,57%           sold - City Administrator         300.35         891.00         -2,811.00         41,57%         41,57%           sold - Littling Worker II         300.35         891.00         -1,555.82         41,57%         41,57%           sold - Littling Worker II         0.00         1,226.00         -1,555.82         41,57%         41,57%           sold - Littling Worker II         0.00         1,226.00         -1,555.82         41,57%         22,77%           sold - Littling Worker II         0.00         1,325.00         -1,555.82         41,57%         32,81%           sold - Littling Worker II	Total 4080 · Transfers in	0.00				0.00			
op-personal Services         7,518.25         33,100.00         -25,581.75         22.71%           op-personal Services         2,518.25         33,100.00         -25,581.75         22.71%           sotto-City Administrator         2,008.00         4,819.00         -2,811.00         41,57%           sotto-City Administrator         7,088.00         1,804.00         -1,055.18         41,57%           sotto-Utily Worker         370.35         891.00         -1,055.82         41,57%           sotto-Utility Worker II         0.00         1,325.00         -1,555.82         41,57%           sotto-Utility Worker II         0.00         1,325.00         -1,555.82         41,57%           sotto-Utility Worker II         0.00         1,325.00         -1,555.00         0.0%           sotto-Utility Worker II         0.00         1,325.00         -1,556.00         0.0%           sotto-Utility Worker II         0.00         1,325.00         -1,557.00 <t< th=""><th>4090 · Beginning Fund Balance</th><th>0.00</th><th>11,000.00</th><th>-11,000.00</th><th>0.0%</th><th>0.00</th><th>60,200.00</th><th>-60,200.00</th><th>0.0%</th></t<>	4090 · Beginning Fund Balance	0.00	11,000.00	-11,000.00	0.0%	0.00	60,200.00	-60,200.00	0.0%
Or Personal Services         7,518.25         33,100.00         -25,581.75         22.71%           Or Personal Services         2,008.00         4,819.00         -2,811.00         41,57%         22.71%           5010 - City Administrator         1,88.2         1,804.00         -1,055.18         41,57%         41,57%           5015 - Utility Court Clerk         370.35         891.00         -1,055.82         41,57%         41,57%           5025 - Summer Program Coordinator         0.00         1,285.00         -1,555.82         41,57%           5050 - Public Works Supervisor         0.00         1,285.00         -1,555.82         41,57%           5052 - Utility Worker II         706.21         706.21         706.21         71,526.00         71,596.00         71,926.00	Total Income	7,518.25	33,100.00	-25,581.75	22.71%	20,957.70	121,900.00	-100,942.30	17.19%
0 - Personal Services         2,008.00         4,819.00         -2,811.00         41,57%           5010 - City Administrator         2,008.00         4,819.00         -2,811.00         41,57%           5015 - Utility/Court Clerk         370.35         891.00         -1,056.18         41,57%           5015 - Finance Clerk         370.35         891.00         -520.65         41,57%           5050 - Public Works Supervisor         1,124.18         2,680.00         -1,556.82         41,55%           5052 - Utility Worker II         705.21         1,295.00         -1,556.82         41,55%           5053 - Utility Worker II         705.21         1,325.00         -1,194.19         28,774         33,81%           5054 - Utility Worker II         1,000         2,508.00         -1,194.19         28,774         33,81%           5054 - Utility Worker II         0,00         2,508.00         -1,194.19         28,77%           5054 - Employment Benefits         31,000         2,508.00         -1,194.19         28,77%           5055 - Employment Taxes          32,50         4,347.00         -2,877.44         33,81%           5060 - Personal Services         2,600.00         -1,194.19         4,35%           5060 - Personal Services         2,600.00	Gross Profit	7,518,25	33,100.00	-25,581.75	22.71%	20,957.70	121,900,00	-100,942.30	17.19%
10 - City Administrator         2,008.00         4,819.00         -2,811.00         41.67%           10 - City Administrator         748.82         1,804.00         -1,055.18         41.51%           11 - City Administrator         370.35         891.00         -520.65         41.51%           25 - Summer Program Coordinator         0.00         1,124.18         2,680.00         -1,555.82         41.55%           50 - Public Works Supervisor         1,124.18         2,680.00         -1,555.82         41.55%           52 - Litity Worker II         705.21         1,225.00         -1,555.82         41.55%           54 - Litity Worker II         705.21         1,325.00         -1,555.82         41.55%           55 - Litity Worker II         705.21         1,325.00         -1,555.00         0.0%           55 - Litity Worker II         705.21         1,325.00         -1,194.19         33.81%           55 - Litity Worker II         35 - Litity Worker II         705.20         -1,194.19         33.81%           55 - Litity Worker II         35 - Retirement Benefits         32.50         -1,194.19         33.81%           81 - Litity Worker II         32 - Retirement Benefits         32.50         -1,194.19         33.81%           85 - Employment Taxes	Expense								
10 - City Administrator         1,008.00         4,819.00         -2,811.00         41.57%           16 - Utility/Court Clerk         370.35         891.00         -520.65         41.57%           25 - Summer Program Coordinator         0.00         1,124.18         2,680.00         -1,555.82         41.57%           25 - Summer Program Coordinator         0.00         1,224.18         2,680.00         -1,555.82         41.57%           35 - Utility Worker II         0.00         1,225.00         -1,525.00         0.0%         41.55%           44 - Utility Worker II         0.00         1,226.00         -1,525.00         0.0%         41.55%           58 - Utility Worker II         0.00         1,226.00         -1,194.19         28.71%           58 - Utility Worker II         0.00         1,469.56         4,347.00         -1,910.00         36.56%           82 - Redirement Benefits         917.00         2,508.00         -1,194.19         28.71%           82 - Redirement Benefits         92.56         4,347.00         -1,194.19         38.69%           80 - Personal Services         0.04         -1,196.30         -1,194.19         38.69%           10 - Debt Services         0.00         1,435.00         -1,435.00         0.0%	5000 · Personal Services								
16 - Unitly/Court Clerk         1,804.00         -1,056.18         41,51%           18 - Finance Clerk         370.35         891.00         -520.65         41,57%           25 - Summer Program Coordinator         0.00         1,225.00         -1,555.82         41,57%           50 - Public Works Supervisor         0.00         1,925.00         -1,525.00         0.0%           52 - Utility Worker III         705.21         705.21         -1,525.00         0.0%           54 - Utility Worker II         705.21         705.20         -1,525.00         0.0%           54 - Utility Worker III         0.00         2,508.00         -1,595.00         0.0%           54 - Utility Worker III         0.00         2,508.00         -1,591.00         0.0%           54 - Utility Worker III         0.00         2,508.00         -1,591.00         36.56%           64 - Intropyse Health Ins Benefits         917.00         2,508.00         -1,194.19         28.71%           82 - Employment Taxes         32.50         4,347.00         -1,194.19         28.71%           90 - Personal Services - Other         7,986.43         2,064.00         -1,194.19         4,35%           90 - Debt Services         0.00         4,100.00         -4,100.00         0.0%	5010 · City Administrator	2,008.00	4,819.00	-2,811,00	41.67%	2,013.00	4,820.00	-2,807,00	41.76%
55 Summer Program Coordinator         370.35         891.00         -520.65         41.57%           55 - Summer Program Coordinator         0.00         1,124.18         2.680.00         -1,555.82         41.95%           50 - Public Works Supervisor         0.00         1,925.00         -1,925.00         0.00%           52 - Utility Worker III         705.21         -1,925.00         0.00%           54 - Utility Worker III         0.00         1,925.00         0.00%           64 - Intern         0.00         2,508.00         -1,591.00         0.0%           65 - Intern         0.00         2,508.00         -1,591.00         36.56%           85 - Employment Taxes         32.50         -1,194.19         28.17%           90 - Personal Services - Other         32.50         -1,194.19         28.17%           90 - Personal Services - Other         7,986.43         20.649.00         -1,194.19         4.35%           90 - Debt Services         0.00         1,435.00         -1,435.00         0.00%           90 - Debt Services         0.00         4,160.00         -4,160.00         0.00%           90 - Debt Services         0.00         4,160.00         -4,160.00         0.00%           90 - Transfers         0.00	5016 · Utility/Court Clerk	748.82	1,804.00	-1,055.18	41.51%	00'0			
25 - Summer Program Coordinator         0.00         1,124.18         2,680.00         -1,555.82         41.95%           50 - Public Works Supervisor         0.00         1,925.00         -1,925.00         0.00%           52 - Utility Worker II         706.21         706.21         7.05         1.925.00         0.00%           54 - Utility Worker II         130.00         1,925.00         -1,925.00         0.00%         0.00%           55 - Utility Worker II         1,000         1,000         -2,877.44         33.81%         0.00%           64 - Intern         81 - Employment I Employment I Employment Taxes         917.00         2,508.00         -1,591.00         36.56%           85 - Employment Employment Taxes         32.50         -1,194.19         28.71%           90 - Personal Services - Other         7,586.43         1,675.00         -1,194.19         4,35%           90 - Personal Services         282.81         6,500.00         -6,217.19         4,35%           90 - Debt Services         0.00         1,435.00         -1,435.00         0.00%           90 - Transfers         0.00         4,100.00         -4,100.00         0.00%           90 - Transfers         0.00         4,100.00         -4,100.00         0.00%	5018 - Finance Clerk	370.35	891.00	-520,65	41.57%	370.35	891.00	-520.65	41.57%
59 - Public Works Supervisor         1,124.18         2,680.00         -1,555.82         41.95%           52 - Utility Worker III         0.00         1,925.00         -1,925.00         0.0%           54 - Utility Worker III         705.21         3.00         -1,925.00         0.0%           54 - Utility Worker III         1,00         0.00         -1,925.00         0.0%           64 - Interm         0.00         -1,489.56         4,347.00         -2,877.44         33.81%           64 - Interm         1,489.56         4,347.00         -2,877.44         33.81%           65 - Employment Benefits         917.00         2,508.00         -1,194.19         36.56%           85 - Employment Taxes         46.081         1,675.00         -1,194.19         28.71%           90 - Personal Services - Other         32.50         -1,194.19         4.35%           90 - Personal Services         282.61         6,500.00         -6,217.19         4.35%           90 - Debt Services         0.00         -4,100.00         0.00%           90 - Transfers         0.00         -4,100.00         0.00%           90 - Transfers         0.00         -4,100.00         0.00%           92 - 174, 100.00         -4,100.00         0.00%	5025 · Summer Program Coordinator	0.00				00:0			
S2 - Utility Worker II         0.00         1,925.00         -1,925.00         0.0%           54 - Utility Worker II         705.21         705.21         0.0%         0.0%           55 - Utility Worker II         130.00         1,605.00         2,877.44         33.81%           64 - Intern         0.00         1,469.56         4,347.00         -2,877.44         33.81%           65 - Intern         0.00         1,469.56         4,347.00         -2,877.44         33.81%           82 - Employment Taxes         917.00         2,508.00         -1,194.19         28.71%           85 - Employment Taxes         32.50         -1,194.19         28.71%           90 - Personal Services         7,986.43         20,649.00         -1,194.19         4.35%           90 - Personal Services         282.81         6,500.00         -1,194.19         4.35%           90 - Personal Services         282.81         6,500.00         -1,194.19         4.35%           90 - Debt Services         0.00         1,435.00         -1,435.00         0.00%           90 - Transfers         0.00         4,100.00         -4,160.00         0.00%           90 - Transfers         0.00         4,100.00         -4,160.00         0.00%	5059 · Public Works Supervisor	1,124,18	2,680.00	-1,555.82	41.95%	2,248.71	5,361.00	-3,112,29	41.95%
56 - Utility Worker I I         705.21           56 - Utility Worker I I         130.00           64 - Internent Benefits         0.00           64 - Internent Benefits         1,468.56         4,347.00         -2,877.44         33.81%           85 - Employment Taxes         917.00         2,508.00         -1,591.00         36.56%           85 - Employment Taxes         480.81         1,675.00         -1,194.19         28.71%           90 - Personal Services - Other         32.50         -1,194.19         28.71%           90 - Personal Services         7,986.43         20,649.00         -1,194.19         28.71%           90 - Personal Services         0.00         -1,194.19         4.35%           90 - Parsonal Services         0.00         -1,194.19         4.35%           90 - Data Services         0.00         -1,435.00         -1,435.00         0.00%           90 - Transfers         0.00         4,100.00         -4,100.00         0.00%           30 - Transfers         0.00         4,100.00         -2,4830.76         24,98%           8,266.24         33.100.00         -2,4830.76         24,98%	5052 - Utility Worker III	0.00	1,925.00	-1,925.00	0.0%	0.00	3,849.00	-3,849,00	0.0%
64 - Intern         130.00           64 - Intern         0.00         1,469.56         4,347.00         -2,877.44         33.81%           81 - Employee Health Ins Benefits         1,469.56         4,347.00         2,580.00         -1,194.19         36.56%           82 - Retirement Benefits         460.81         1,675.00         -1,194.19         28.71%           85 - Employment Taxes         32.50         -1,194.19         28.71%           90 - Personal Services - Other         32.50         -1,194.19         28.71%           10 - Material & Services         282.81         6,500.00         -1,194.19         4.35%           10 - Dabt Services         0.00         -1,194.19         4.35%           10 - Tanisfars         0.00         -1,194.19         4.35%           10 - Tanisfars         0.00         -1,435.00         -1,435.00         0.0%           10 - Tanisfars         0.00         4,100.00         -4,100.00         0.0%           10 - Tanisfars         0.00         4,100.00         -1,435.00         0.0%           10 - Tanisfars         0.00         4,100.00         -1,435.00         0.0%           10 - Tanisfars         0.00         4,100.00         -1,435.00         0.0%	5054 - Utility Worker II	705.21				1,410.44			
64 - Intern 64 - Intern 61	5058 · Utility Worker i	130.00				162.50			
81 - Employee Health Ins Benefits         1,469.56         4,347.00         -2,877.44         33.81%           82 - Retirement Benefits         917.00         2,508.00         -1,591.00         36.56%           85 - Employment Taxes         460.81         1,675.00         -1,194.19         28.71%           86 - Employment Taxes         32.50         -1,194.19         28.71%           87 - Employment Taxes         32.50         -1,194.19         28.71%           88 - Employment Taxes         32.50         -1,194.19         28.71%           89 - Personal Services         7,986.43         20,549.00         -12,662.57         38.68%           80 - Capital Outlay         0.00         -1,194.19         4.35%           90 - Debt Services         0.00         1,435.00         -1,435.00         0.0%           90 - Transfers         0.00         4,105.00         -4,100.00         0.0%           90 - Transfers         0.00         4,100.00         -1,435.00         0.0%           90 - Transfers         0.00         4,100.00         -1,435.00         0.0%           8,266.24         33.100.00         2,24830.76         24,98%	5064 - Intern	0.00				0.00			
82 - Retirement Benefits         917.00         2,508.00         -1,591.00         36.56%           85 - Employment Taxes         480.81         1,675.00         -1,194.19         28.71%           00 - Personal Services         32.50         -12,662.57         38.68%           10 - Personal Services         7,988.43         20,649.00         -12,662.57         38.68%           10 - Capital Outlay         0.00         -6,217.19         4.35%           10 - Debt Service         0.00         1,435.00         -1,435.00         0.0%           10 - Transfers         0.00         4,103.00         -1,436.00         0.0%           3 serve for Future Expenditure         8,269.24         33.100.00         -24,830.76         24,98%	5081 · Employee Health Ins Benefits	1,469.56	4,347.00	-2,877.44	33.81%	1,763.48	5,389.00	-3,625.52	32.72%
85 - Employment Taxes         480.81         1,675.00         -1,194.19         28.71%           00 - Personal Services - Other         32.50         -1,194.19         28.71%           10 - Personal Services         7,986.43         20.649.00         -12,662.57         38.68%           10 - Material & Services         282.81         6,500.00         -6,217.19         4.35%           10 - Dabt Service         0.00         1,435.00         -1,435.00         0.00%           30 - Transfers         0.00         4,100.00         -4,100.00         0.0%           35 erver for Future Expenditure         0.00         416.00         -24,830.76         24,98%	5082 · Retirement Benefits	917.00	2,508.00	-1,591.00	36.56%	1,100.42	3,087.00	-1,986.58	35.65%
00 - Personal Services - Other         32.50         -12,662.57         38.68%           00 - Personal Services         7,986.43         20,649.00         -12,662.57         38.68%           00 - Material & Services         282.81         6,500.00         -6,217.19         4.35%           No - Capital Outlay         0.00         1,435.00         -1,435.00         0.0%           No - Transfers         0.00         4,100.00         -4,100.00         0.0%           sserve for Future Expenditure         0.00         416.00         -4,100.00         0.0%           8,269.24         33.100.00         -24,830.76         24,98%	5085 · Employment Taxes	480.81	1,675.00	-1,194,19	28.71%	576.99	2,062.00	-1,485.01	27.98%
10 - Personal Services         7,988.43         20,649.00         -12,662.57         38.68%           10 - Material & Services         282.81         6,500.09         -6,217.19         4.35%           10 - Capital Outlay         0.00         1,435.00         -1,435.00         0.0%           10 - Transfers         0.00         4,105.00         -1,435.00         0.0%           partingency         0.00         4,105.00         -4,100.00         0.0%           sserve for Future Expenditure         8,269.24         33.100.00         -24,830.76         24,98%	5000 · Personal Services - Other	32.50				0.00			THE PROPERTY OF THE PROPERTY O
10 - Material & Services         282.81         6,500.00         -6,217.19         4.35%           10 - Capital Outlay         0.00         -1,435.00         -1,435.00         0.0%           10 - Debt Service         0.00         1,435.00         -1,435.00         0.0%           10 - Transfers         0.00         4,100.00         -4,100.00         0.0%           serve for Future Expenditure         0.00         416.00         -46.00         0.0%           8,269.24         33,100.00         -24,830.76         24,98%	Total 5000 · Personal Services	7,986.43	20,649.00	-12,662.57	38.68%	9,645.89	25,459.00	-15,813.11	37.89%
10 - Capital Outlay         0.00           10 - Debt Service         0.00           10 - Debt Service         0.00         1,435.00         -1,435.00         0.0%           30 - Transfers         0.00         4,106.00         -4,100.00         0.0%           3 serve for Future Expenditure         0.00         416.00         -416.00         0.0%           8,269.24         33,100.00         -24,830.76         24,98%	Total 5100 · Material & Services	282.81	6,500.00	-6,217.19	4.35%	9,451.01	20,250.00	-10,798.99	46.67%
10 - Debt Service     0.00       70 - Transfers     0.00       1,435.00     -1,435.00     0.0%       30 - Transfers     0.00     4,100.00     0.0%       30 - Transfers     0.00     416.00     -416.00     0.0%       35 erve for Future Expenditure     8,269.24     33,100.00     -24,830.76     24,98%	Total 5300 - Capital Outlay	00:00				0.00			
10 Transfers         0.00         1,435.00         -1,435.00         0.0%           antingency         0.00         4,100.00         -4,100.00         0.0%           asserve for Future Expenditure         0.00         416.00         -416.00         0.0%           8,266.24         33,100.00         -24,830.76         24,98%	Total 5400 · Debt Service	00:00				0.00			
ontingency         0.00         4,100.00         -4,100.00         0.0%           sserve for Future Expenditure         0.00         416.00         -416.00         0.0%           8,269.24         33,100.00         -24,830.76         24,98%	Total 5500 · Transfers	0.00	1,435.00	-1,435.00	0.0%	0.00	2,501.00	-2,501.00	0.0%
sserve for Future Expenditure 0.00 416.00 -415.00 0.0% 8,269.24 33,100.00 -24,830.76 24,98%	5700 · Contingency	0000	4,100.00	-4,100.00	0.0%	0.00			
8,269.24 33,100.00 -24,830.76 24.98%	7777 - Reserve for Future Expenditure		416.00	-415.00	0.0%	0.00	73,690.00	.73,690.00	0.0%
	Total Expense		33,100.00	-24,830.76	24.98%	19,096.90	121,900.00	-102,803,10	15.67%
Net Income -756.99 0.80 -756.99 100.6% 1,860.80	Net income	-750.99	0.00	-750.99	100.0%	1,860.80	0.00	1,860.80	400.0%

1:22 PM 11/29/2018 Accrual Basis

Profit Loss Budget v. Actual July 2018 Through June 2019 City of Adair Village

181204 Cc Mtg. Attachment G-1

		Wastew	Wastewater Fund			Water	Water Fund	
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul *18 - Jun 19	Budget	ver Budget	% of Budget
Income								
4001 - Property Taxes Current	00:00				0.00			
4002 · Property Taxes - Prior Year	0.00				00:00			
Total 4010 - Government Sources	00:00	30,000,00	-30,000,00	0.0%	0.00	200,000.00	-200,000.00	%0'0
Total 4020 · Rental Income	00:00				00'0			
Total 4030 · Fees	90,432.78	220,420,00	-129,987.22	41.03%	276,573.69	559,000.00	-282,426.31	49.48%
Total 4050 · Other income	0.00	1,000.00	-1,000.00	0.0%	2,331.60	1,500.00	831.60	155,44%
4060 · Interest	0.00				0.00			
Total 4080 · Transfers in	00:0				0.00			
4090 · Beginning Fund Balance	0.00	6,000.00	-6,000.00	%0′0	00'0	450,000.00	450,000.00	0.0%
Total Income	90,432.78	257,420.00	-166,987.22	35.13%	278,905.29	1,210,500.00	-931,594,71	23.04%
Gross Profit	90,432.78	257,420.00	-166,987.22	35.13%	278,905.29	1,210,500.00	-931,594.71	23.04%
Expense								
5000 · Personal Services								
5010 · City Administrator	6,031.50	14,460.00	-8,428.50	41.71%	16,084.00	38,560.00	-22,476.00	41.71%
5016 · Utility/Court Clerk	3,744.08	9,020,00	-5,275.92	41.51%	7,488.17	18,040.00	-10,551.83	41.51%
5018 · Finance Clerk	2,222.05	5,343,00	-3,120.95	41.59%	3,333.05	8,015.00	-4,681.95	41.59%
5025 · Summer Program Coordinator	0.00				0000			
5050 · Public Works Supervisor	5,620.91	13,401,00	-7,780.09	41.94%	13,441.02	32,163.00	-18,721.98	41,79%
5052 - Utility Worker III	00'0	11,548.00	-11,548.00	0.0%	0.00	21,172.00	-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	00'0				0.00			
5081 · Employee Health Ins Benefits	7,349.86	20,528.00	-13,178.14	35.8%	14,695.52	44,075,00	-29,379,48	33,34%
5082 · Retirement Benefits	3,943.19	11,126.00	-7,182.81	35.44%	8,161.49	24,404,00	-16,242.51	33.44%
5085 · Employment Taxes	2,118,32	7,431.00	-5,312.68	28.51%	4,226,56	16,301.00	-12,074,44	25.93%
5000 · Personal Services · Other	00'0	the second secon			260,00	CHARLES	awazes erromano escédéricos signéros paramonantes	\$4000 BY CARRY COUNTY OF BEING STATES OF STATE
Total 5000 · Personal Services	35,911.18	92,857.00	-56,945.82	38.67%	76,487.13	202,730.00	-126,242.87	37.73%
Total 5100 · Material & Services	25,146.22	88,800.00	-63,653.78	28.32%	79,124,45	182,600.00	-103,475,55	43.33%
Total 5300 · Capital Outlay	0.00				102,786.00	200,000.00	-97,214.00	51.39%
Total 5400 · Debt Service	14,980.00	51,470.00	-36,490.00	29.1%	47,803.99	135,000.00	-87,196,01	35.41%
Total 5500 - Transfers	0.00	6,445.00	-6,445,00	%0.0	0.00	12,263.00	-12,263.00	0.0%
5700 · Contingency	00'0	6,500.00	-6,500.00	0.0%	00:00			
7777 · Reserve for Future Expenditure	0.00	11,348.00	-11,348.00	9,00	00'0	477,907.00	-477,967,00	0.0%
Total Expense	76,037.40	257,420.00	-181,382.60	29.54%	306,201.57	1,210,500.00	-904,298,43	25.3%
Net income	14,395.38	0.00	14,395.38	108.0%	-27,296.28	6.00	-27,296.28	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
0	Personal Services	163,401.36	37.96%
0	Materials & Services	209,083.72	33.63%
0	Capital Outlay	105,136.00	35.05%
Ф	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 ( $\checkmark$ ) 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 Administr	ator		Da	ite: _			
RATING SCALE DE	EFINITIONS (1-5)						
Unsatisfactory (1) -	The employee's work performance is standards of performance required fo allowed to continue.				-		
Improvement (2) Needed	The employee's work performance d standards of the position. Serious eff						e.
Meets Job (3) Standard	The employee's work performance coposition.	onsiste	ently m	eets the	standar	ds of th	e
Exceeds Job (4) Standard	The employee's work performance is level of a satisfactory employee, but outstanding performance.						ę
Outstanding (5)	The employee's work performance is standards of the job.	consi	stently	excelle	nt when	compa	red to the
I. Performan	ce Evaluation and Achievemen	<u>ts</u>					
1. City Council Re	<u>lationships</u>	1	_2_	_3_	4	5	<u>N/O</u>
A. Effectively imple approved by the C	ments policies and programs City Council.			undissed handed deliberated		Manage Ma	
B. Reporting to the Concise and thoro	City Council is timely, clear, ough.						************
C. Accepts direction	/instructions in a positive manner.	***************************************	**********	***********	F0-0	<del></del>	MINERAL STRUCT
D. Effectively aids the long-range goals.	he City Council in establishing			-			
and activities of a	ouncil informed of current plans administration and new developments gislation, governmental practices etc.	and the second					
-	Council with clear report of anticipated come before the City Council.	d 	Ministrative Views	***************************************			- marine construction of the construction of t
Comments:		····			······································		
						····	

2.	Public Relations	Ţ.	2_	_3_	4_	5	N/O_
A.	Projects a positive public image.		W	***************************************			The Wilder Profit of the Tripped Ser
В.	Is courteous to the public at all times.	<del></del>		-	***************************************	bidenan' - Berritte	WALFALARPINIPARAPINI
C.	Maintains effective relations with media representatives.	***************************************	TERRIMINATETT		decree - Annual Annual	ALEMATIA	www.marshrano-forburn.
Сс	omments:	······································					
<u>3.</u>	Effective Leadership of Staff	**************************************	_2_	3	4_	5	<u>N/O</u>
A.	Works well with other employees.		*******	***************************************			
В.	Seeks to develop skills and abilities of employees.	constant and a state of the sta					BANK AND THE SAME OF THE SAME
C.	Delegates appropriate responsibilities.						
D.	Effectively evaluates performance of employees.			****		<del>,</del>	
E.	Uses effective supervisory skills.	P-00-01-01-01-01-01-01-01-01-01-01-01-01-	-				
F.	Recruits and hires qualified and effective staff.	<del></del>					
Co	omments:			······································			
4.	Fiscal Management	1	2_	3	_4_	5	<u>N/O</u>
A.	Prepares realistic annual budget.						
В.	Seeks efficiency, economy and effectiveness in all programs.	**************************************	AND THE RESERVE AND THE RESERV		фурманизанам	SALUKURUPAN	
C.	Controls expenditures in accordance with approved budget.	***************	Managery and an analysis	**************************************	who to proper to the same of t		WALEA ALLO ALLO ALLO ALLO ALLO ALLO ALLO
D.	Keeps City Council informed about revenues and expenditures, actual and projected.	-	ana arang	-National Section 1	******************************	note in product the state of th	Advilla Advilante de La Advila
E.	Ensures that the budget addresses the City Council's Goals, and objectives, including readability.		-		ARA THE CONTRACTOR OF THE PERSON NAMED IN CONTRACTOR OF THE PERSON NAMED IN CONTRACTOR OF THE PERSON NAMED IN	and the second s	was a state of the
Co	omments:						·
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

5.	Communication	1	2	3	4_	_5_	N/O
A.	Oral communication is clear, concise and articulate.	*************			************************		Manual Rivalle And
В.	Written communications are clear, concise and accurate.	******************			Military		***************************************
Со	mments:	······································	······				Madd block delegator of the transport of the second
6.	Personal Traits	_1_	_2_	3_	4	_5_	N/O
A.	Initiative.	***************************************	PURPOSETETIAT			**********	Market of the property of
В.	Judgement.	No. of the Control of	rionari e	description of the state of the	danse visit in the second	<u></u>	
C.	Fairness and Impartiality.		*****	**********	Medical Thirdenida	Market NATION PA	Omer Marie Control
D.	Creativity.	<del></del>					
Со	mments:						**************************************
		**************************************					alara da
7.	Intergovernmental Affairs	1	_2_	3	4	_5_	<u>N/O</u>
A.	Maintains effective communication with local, regional, state and federal government agencies.	***************************************		***********		apanaga pangan pa	
В.	Financial resources (grants) from other agencies are pursued.				<del></del>	and the desirable desirabl	***************************************
C.	Contributes to good government through regular						
	participation in local, regional and state committees and organizations.	-		alumah (Malakah A) (Ma	and the second	SEALING PLACETYPE	-
D.	participation in local, regional and state committees				Make Friedrich	MANUFACTURE STORY	
	participation in local, regional and state committees and organizations.  Lobbies effectively with legislators and state agencies						

### II. Achievements relative to objectives for this evaluation period:

p				
with the second				
III. <u>Summar</u>	y Rating			
	ace Rating – Consider job performance, the			hed performance standards
Unsatisfactory	Improvement Needed	Meets Job Standards	Exceeds Job X Standards	Outstanding
Comments:				
***********				
IV. <u>Future C</u>	Goals and Objecti	<u>ves</u>		
Specific goals and	objectives to be achi	eved in the next e	valuation period:	

This evaluation has been reviewed and discuss	sed between the City Council and the City Administrator on:
DATE:	
Council Members	<u>Concurrence</u>
M D'll C	YES / NO
Mayor Bill Currier	YES / NO
Councilor Nicole Real	YES / NO
Councilor Charline King	YES / NO
	YES / NO
Councilor Bret Ray	
Councilor Alan Rowe	YES / NO
City Administrator	
Signature	Date
	Next Evaluation Date