

2019-2020

ANNUAL BUDGET



Fiscal Year 2019-20 Budget Message

TO: Adair Village Budget Committee
FROM: Pat Hare, Budget Officer
DATE: April 2019

Introduction

I present the Adair Village Budget for Fiscal Year 2019-20 to the Budget Committee and members of the community. The City's Budget shows the continued fiscal stability of our community's finances. The City continues to meet its current financial obligations, and we have been able to implement projects to increase water storage capacity, reduce water loss, complete building projects and foster growth.

The Public Works staff's hard work has kept the City moving forward with the continued maintenance and improvement programs while producing sufficient water to the community. Our Public Works staff, led by Supervisor Matt Lydon and Utility Worker III Eric Harvey, will continue to improve all of our facilities, and to make upgrades to our City parks. In the last fiscal year, Eric Harvey has completed all requirements to become the City's designated Wastewater Operator. In the upcoming budget year, public works will be able to focus more time on projects throughout the community. The new water tanks are allowing them to focus their time elsewhere.

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

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

This summer the youth program will have free lunches in the park. The City will also be focusing on developing a plan to start utilizing the barracks building for other programs and events.

The City continues an aggressive budget approach to prepare for our long term debt of large infrastructure projects. Now that the water tank project is complete, the City has to start paying

on our loan to the IFA. The City has prepared well for this expense by increasing rates to reflect projected payments. No additional increase in water rates is proposed at this time.

All of the City's General Fund income resources from the State-cigarette and liquor taxes and state revenue sharing are expected to increase somewhat due to the marijuana tax. Assessed value on property within the City is anticipated to increase slightly this year due to the completion of Serve Pro. In Oregon, property tax growth lags actual growth. Assessed value for the next fiscal year is based on property values as of January 1. Although significant growth is expected during this calendar year, the City will not realize the tax benefit from that growth until November 2020. Our utility franchise fees have remained consistent or have grown slightly.

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

Wastewater rates were increased beginning last July 1, this has helped to bring the wastewater fund closer to being sustainable; however, with increasing maintenance costs the City will need to monitor expenses closely this year.

The Storm Drain Fund has been declining over the last two years as additional needs have arisen. We are proposing a \$2.50 a month increase in the storm drain rate. This service has not increased in a number of years, but additional costs have been incurred as the City expands and state and federal requirements increase.

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

Background and Process

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

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

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

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

The PERS contribution rate will go up this year but the City has prepared for this over the last few years so it will not have a major effect on the overall budget. City staffs are members of the Oregon Public Service Retirement Plan (OPSRP), which requires a lower contribution rate than the older Tier 1/Tier 2 plans.

General Fund

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

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

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

NON-DEPARTMENTAL: This sub-account consolidates many “non-departmental” operating expenses into one area that are not directly attributed to other departments and serves no purpose in breaking out to other operations. The revenues come from the same sources in the General Fund to cover these expenses. All General Fund expenses for Postage and Telephone are now located only in Non-Departmental, since we have no tracking system to break them out amongst the General Fund sub-accounts, other than for Public Safety. Staff has completed most of the

work associated with the \$100,000 five-year loan for the work on the community area. With additional funds this year from taxes and property leases, the City will have the additional funds to cover the loan payments. Most of the work was completed in the last fiscal year, so the beginning Fund Balance of the General Fund reflects the remaining funds, but also contains a \$30,000 expenditure of the money left.

PARKS: The City will continue to fund the Recreation Coordinator position. Jessica Ill will be taking over this summer to administer the Summer Lunch Program which will remain at five days per week. Jessica will also be looking into utilizing the barracks building and planning the City's Founders' Day event.

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

Reserve Fund

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

Storm Drain Fund

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

Street Fund

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

improvements to a section of street and to ADA (Americans with Disabilities Act) improvements to the sidewalks when appropriate. Improving sidewalks in conjunction with street improvements is a requirement.

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

System Development Fund

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

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

Wastewater Fund

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

Last year we proposed an increase in the wastewater fee of approximately 7.75 percent. This allows the City to keep up with inflation and to continue to provide basic maintenance and operating costs, and has brought the Wastewater Fund balance into a positive position.

In 2015, the City received a \$100,000 loan from Oregon Department of Environmental Quality (DEQ) to complete a Wastewater Facility Plan update. The City currently has \$33,000 left to complete the facilities plan, which should be completed during the current fiscal year.

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

Water Fund

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

There is still \$100,000 of the IFA loan available for water system projects, and the proposed budget includes that as a resource and corresponding capital outlay expenditure.

Capital Improvement Program (CIP)

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

GENERAL USE

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

Vehicle/Trailer (2019-2020 Budget)

The City has been putting money in the capital outlay fund for a new vehicle in public works. The City will be looking to purchase that vehicle during the upcoming fiscal year.

Accounting Software

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

STREETS

Street Overlay-\$12,000 per year

The City decided last year to put this money aside for a project to take place every other year. The major cost in road projects is mobilization. In this budget, the City will be putting any street improvements off for another year to maximize the amount of work for the money.

PARKS

(General Fund, Sub-Fund)

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

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

Personnel by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Str	WW	W	TOTAL
City Administrator													
Salary	100.00%	\$ 96,400	\$ 96,400	\$ 28,920	\$ -	\$ -	\$ 4,820	\$ 33,740	\$ 4,820	\$ 4,820	\$ 14,460	\$ 38,560	\$ 96,400
Taxes		\$ 13,322	\$ 13,322	\$ 3,997	\$ -	\$ -	\$ 666	\$ 4,663	\$ 666	\$ 666	\$ 1,998	\$ 5,329	\$ 13,322
Health Insurance		\$ 23,968	\$ 23,968	\$ 7,190	\$ -	\$ -	\$ 1,198	\$ 8,389	\$ 1,198	\$ 1,198	\$ 3,595	\$ 9,587	\$ 23,968
Retirement Benefits		\$ 19,945	\$ 19,945	\$ 5,984	\$ -	\$ -	\$ 997	\$ 6,981	\$ 997	\$ 997	\$ 2,992	\$ 7,978	\$ 19,945
Total		\$ 153,635	\$ 153,635	\$ 46,091	\$ -	\$ -	\$ 7,682	\$ 53,772	\$ 7,682	\$ 7,682	\$ 23,045	\$ 61,454	\$ 153,635
Utility/Court Clerk													
Salary	100.00%	\$ 37,704	\$ 37,704	\$ 7,541	\$ -	\$ -	\$ -	\$ 7,541	\$ 1,865	\$ -	\$ 9,426	\$ 18,852	\$ 37,704
Taxes		\$ 5,211	\$ 5,211	\$ 1,042	\$ -	\$ -	\$ -	\$ 1,042	\$ 261	\$ -	\$ 1,303	\$ 2,605	\$ 5,211
Health Insurance		\$ 21,064	\$ 21,064	\$ 4,213	\$ -	\$ -	\$ -	\$ 4,213	\$ 1,053	\$ -	\$ 5,266	\$ 10,532	\$ 21,064
Retirement Benefits		\$ 7,801	\$ 7,801	\$ 1,560	\$ -	\$ -	\$ -	\$ 1,560	\$ 390	\$ -	\$ 1,950	\$ 3,900	\$ 7,801
Total Salary		\$ 71,780	\$ 71,780	\$ 14,356	\$ -	\$ -	\$ -	\$ 14,356	\$ 3,589	\$ -	\$ 17,945	\$ 35,890	\$ 71,780
Finance Clerk													
Salary	60.00%	\$ 34,199	\$ 20,519	\$ 3,078	\$ -	\$ -	\$ -	\$ 3,078	\$ 1,026	\$ 1,026	\$ 6,156	\$ 9,234	\$ 20,519
Taxes		\$ 2,836	\$ 2,836	\$ 425	\$ -	\$ -	\$ -	\$ 425	\$ 142	\$ 142	\$ 851	\$ 1,276	\$ 2,836
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 4,245	\$ 4,245	\$ 637	\$ -	\$ -	\$ -	\$ 637	\$ 212	\$ 212	\$ 1,274	\$ 1,910	\$ 4,245
Total Salary		\$ 27,601	\$ 27,601	\$ 4,140	\$ -	\$ -	\$ -	\$ 4,140	\$ 1,380	\$ 1,380	\$ 8,280	\$ 12,420	\$ 27,601
Rec Coordinator													
Salary	40.00%	\$ 33,872	\$ 13,549	\$ -	\$ -	\$ -	\$ -	\$ 13,549	\$ -	\$ -	\$ -	\$ -	\$ 13,549
Taxes		\$ 1,872	\$ 1,872	\$ -	\$ -	\$ -	\$ -	\$ 1,872	\$ -	\$ -	\$ -	\$ -	\$ 1,872
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 2,803	\$ 2,803	\$ 2,803	\$ -	\$ -	\$ -	\$ 2,803	\$ -	\$ -	\$ -	\$ -	\$ 2,803
Total Salary		\$ 18,225	\$ 18,225	\$ 100.0%	\$ -	\$ -	\$ -	\$ 18,225	\$ -	\$ -	\$ -	\$ -	\$ 18,225
Public Works Supervisor													
Salary	100.00%	\$ 56,017	\$ 56,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,801	\$ 5,602	\$ 14,004	\$ 33,610	\$ 56,017
Taxes		\$ 7,742	\$ 7,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 387	\$ 774	\$ 1,935	\$ 4,645	\$ 7,742
Health Insurance		\$ 18,123	\$ 18,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 906	\$ 1,812	\$ 4,531	\$ 10,874	\$ 18,123
Retirement Benefits		\$ 11,690	\$ 11,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579	\$ 1,159	\$ 2,897	\$ 6,954	\$ 11,690
Total		\$ 93,471	\$ 93,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,674	\$ 9,347	\$ 23,368	\$ 56,083	\$ 93,471
Public Works III													
Salary	100.00%	\$ 40,227	\$ 40,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,011	\$ 4,023	\$ 12,068	\$ 22,125	\$ 40,227
Taxes		\$ 5,559	\$ 5,559	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278	\$ 556	\$ 1,668	\$ 3,058	\$ 5,559
Health Insurance		\$ 23,786	\$ 23,786	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,189	\$ 2,379	\$ 7,136	\$ 13,062	\$ 23,786
Retirement Benefits		\$ 8,323	\$ 8,323	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 416	\$ 832	\$ 2,497	\$ 4,578	\$ 8,323
Total		\$ 77,895	\$ 77,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,895	\$ 7,790	\$ 23,369	\$ 42,842	\$ 77,895
Public Works I													
Salary	30.00%	\$ 23,505	\$ 7,052	\$ -	\$ -	\$ 2,115	\$ -	\$ 2,115	\$ 353	\$ 353	\$ 1,410	\$ 2,821	\$ 7,052
Taxes		\$ 975	\$ 975	\$ -	\$ -	\$ 292	\$ -	\$ 292	\$ 49	\$ 49	\$ 195	\$ 390	\$ 975
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ 1,459	\$ 1,459	\$ -	\$ -	\$ 438	\$ -	\$ 438	\$ 73	\$ 73	\$ 292	\$ 584	\$ 1,459
Total		\$ 9,485	\$ 9,485	\$ -	\$ -	\$ 2,845	\$ -	\$ 2,845	\$ 474	\$ 474	\$ 1,897	\$ 3,794	\$ 9,485
Parks Summer Program Coordinator Asst.													
Salary	30.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Administrator													
Salary		\$ 271,468	\$ 271,468	\$ 39,539	\$ -	\$ 15,664	\$ 4,820	\$ 60,023	\$ 12,896	\$ 15,823	\$ 57,524	\$ 125,201	\$ 271,468
Taxes		\$ 37,517	\$ 37,517	\$ 8,295	\$ -	\$ 2,165	\$ 666	\$ 8,295	\$ 1,792	\$ 2,187	\$ 7,950	\$ 17,303	\$ 37,517
Health Insurance		\$ 86,941	\$ 86,941	\$ 11,403	\$ -	\$ -	\$ 1,198	\$ 12,602	\$ 4,347	\$ 5,389	\$ 20,528	\$ 44,075	\$ 86,941
Retirement Benefits		\$ 56,167	\$ 56,167	\$ 8,181	\$ -	\$ 3,241	\$ 997	\$ 12,419	\$ 2,668	\$ 3,274	\$ 11,902	\$ 25,804	\$ 56,167

Personnel by Fund

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Stp	WW	W	TOTAL
TOTAL	500.00%		\$ 452,092	\$ 64,587	\$ -	\$ 21,070	\$ 7,682	\$ 93,339	\$ 21,693	\$ 26,673	\$ 97,984	\$ 212,484	\$ 452,092
		Salary	\$	\$ 39,539	\$ -	\$ 15,664	\$ 4,820	\$ 60,023	\$ 12,856	\$ 15,823	\$ 57,524	\$ 125,201	\$ 271,468
		Taxes		15%	0%	6%	2%	22%	5%	6%	21%	46%	100%
		Health Insurance		13%	0%	0%	1%	14%	5%	6%	24%	51%	100%
		Retirement Benefits		15%	0%	6%	2%	22%	5%	6%	21%	46%	100%

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2017-18

Wage Schedule

	Start	Step 2	Step 3	Step 4	Step 5	Step 6
Assistant City Administrator Finance Officer	\$48,662	\$51,095	\$53,650	\$56,333	\$59,149	\$62,107
Assistant City Recorder	\$38,086	\$39,990	\$41,990	\$44,089	\$46,294	\$48,609
Utility/Court Clerk	\$31,019	\$32,570	\$34,199	\$35,909	\$37,704	\$39,589
Admin/Finance Assistant	\$31,019	\$32,570	\$34,199	\$35,909	\$37,704	\$39,589
Admin Assistant/Clerk	\$23,505	\$24,680	\$25,914	\$27,210	\$28,570	\$29,999
Recreation Coordinator	\$32,260	\$33,872	\$35,566	\$37,344	\$39,212	\$41,172
Public Works Supervisor	\$48,390	\$50,809	\$53,350	\$56,017	\$58,818	\$61,759
Utility Worker III	\$38,311	\$40,227	\$42,238	\$44,350	\$46,567	\$48,896
Utility Worker II	\$30,399	\$31,918	\$33,514	\$35,190	\$36,950	\$38,797
Utility Worker I	\$23,505	\$24,680	\$25,914	\$27,210	\$28,570	\$29,999
Parks Intern	\$23,406	\$24,576	\$25,805	\$27,095	\$28,450	\$29,872
Records Clerk	\$31,019	\$32,570	\$34,199	\$35,909	\$37,704	\$39,589
Assistant City Administrator Finance Officer	\$23.40	\$24.57	\$25.79	\$27.08	\$28.44	\$29.86
Assistant City Recorder	\$18.31	\$19.23	\$20.19	\$21.20	\$22.26	\$23.37
Utility/Court Clerk	\$14.91	\$15.66	\$16.44	\$17.26	\$18.13	\$19.03
Admin/Finance Assistant	\$14.91	\$15.66	\$16.44	\$17.26	\$18.13	\$19.03
Admin Assistant/Clerk	\$11.30	\$11.87	\$12.46	\$13.08	\$13.74	\$14.42
Recreation Coordinator	\$15.51	\$16.28	\$17.10	\$17.95	\$18.85	\$19.79
Public Works Supervisor	\$23.26	\$24.43	\$25.65	\$26.93	\$28.28	\$29.69
Utility Worker III	\$18.42	\$19.34	\$20.31	\$21.32	\$22.39	\$23.51
Utility Worker II	\$14.61	\$15.35	\$16.11	\$16.92	\$17.76	\$18.65
Utility Worker I	\$11.30	\$11.87	\$12.46	\$13.08	\$13.74	\$14.42
Parks Intern	\$11.25	\$11.82	\$12.41	\$13.03	\$13.68	\$14.36
Records Clerk	\$14.91	\$15.66	\$16.44	\$17.26	\$18.13	\$19.03

All Funds Expenses-2019-20

Code	Total GF	Adm/Plng	Non-Dept	Parks	Public Safety	Reserve	SDC	Storm Drain	Street	Wastewater	Water	Total 2019-20
Personal Services												
5010 City Administrator	\$ 33,740	\$ 28,620			\$ 4,820			\$ 4,820	\$ 4,820	\$ 14,460	\$ 38,500	\$ 96,400
5012 Assistant City Administrator	\$ 7,541	\$ 7,541								\$ 9,426	\$ 18,852	\$ 37,704
5016 Utility/Court Clerk	\$ 3,078	\$ 3,078								\$ 6,156	\$ 12,312	\$ 24,624
5019 Finance Clerk	\$ 13,540									\$ 14,024	\$ 33,019	\$ 66,038
5025 Recreation Coordinator	\$ 2,115									\$ 2,115	\$ 4,230	\$ 8,460
5050 Public Works Supervisor	\$ 2,115									\$ 2,115	\$ 4,230	\$ 8,460
5054 Utility Worker III	\$ 2,115									\$ 2,115	\$ 4,230	\$ 8,460
5085 Parks Summer Program Asst	\$ 8,295	\$ 5,494			\$ 695					\$ 7,990	\$ 17,903	\$ 35,806
5085 Janes	\$ 12,802	\$ 11,405			\$ 1,198					\$ 20,528	\$ 44,078	\$ 88,156
5082 Retirement Benefits	\$ 12,419	\$ 8,181			\$ 897					\$ 11,972	\$ 25,954	\$ 51,908
5081 Health Benefits	\$ 83,339	\$ 84,897			\$ 7,852					\$ 87,804	\$ 212,464	\$ 424,928
TOTAL	\$ 244,755	\$ 212,160	\$ 123,160	\$ 18,376	\$ 33,000	\$ -	\$ -	\$ 7,280	\$ 22,880	\$ 87,515	\$ 203,745	\$ 448,075
Material & Service												
5205 Audit	\$ 2,550		\$ 2,550							\$ 1,275	\$ 3,825	\$ 7,650
5104 Bank Charges	\$ 760		\$ 760							\$ 500	\$ 200	\$ 1,450
5121-23 Building Permits, etc										\$ 4,500	\$ 27,500	\$ 32,000
5105 Chemicals	\$ 15,000	\$ 15,000									\$ 15,000	\$ 30,000
5215 City Attorney	\$ 30,000	\$ 30,000									\$ 20,000	\$ 50,000
5240 City Engineer	\$ 33,889				\$ 33,889						\$ 33,889	\$ 67,778
5225 City Planner											\$ 1,500	\$ 3,000
5230 Contract Services											\$ 2,000	\$ 4,000
CS-Dispatch											\$ 2,000	\$ 4,000
CS-Engineering											\$ 2,000	\$ 4,000
CS-OMI											\$ 2,000	\$ 4,000
CS-Parks	\$ 600		\$ 600								\$ 600	\$ 1,200
CS-Attorney Fees	\$ 24,000	\$ 24,000									\$ 24,000	\$ 48,000
CS-Other	\$ 30,000		\$ 30,000								\$ 30,000	\$ 60,000
Contract Services-Brownfield Cleanup											\$ 2,000	\$ 4,000
5110 Dues	\$ 1,000		\$ 1,000								\$ 1,000	\$ 2,000
5115 Election Fees	\$ 3,200		\$ 3,200								\$ 3,200	\$ 6,400
5245 Equipment-Maint. & Repair	\$ 1,400		\$ 1,400								\$ 1,400	\$ 2,800
5245 Equipment-Purchase	\$ 600		\$ 600								\$ 600	\$ 1,200
5126 Equipment-Rent/Lease	\$ 2,000		\$ 2,000								\$ 2,000	\$ 4,000
5198 Events-Parks & Rec	\$ 5,800		\$ 5,800								\$ 5,800	\$ 11,600
5174 Improvements-Buildings & Parks	\$ 7,150		\$ 7,150								\$ 7,150	\$ 14,300
5135 Insurance	\$ 3,500		\$ 3,500								\$ 3,500	\$ 7,000
5177 Lab Analyt's	\$ 1,000		\$ 1,000								\$ 1,000	\$ 2,000
5175 Maintenance-Building & Parks	\$ 360	\$ 250	\$ 610							\$ 500	\$ 1,610	\$ 3,220
5145 Mayor and Council Expenses	\$ 2,000		\$ 2,000								\$ 2,000	\$ 4,000
5165 Mileage	\$ 2,000		\$ 2,000								\$ 2,000	\$ 4,000
5151 Miscellaneous	\$ 2,000		\$ 2,000								\$ 2,000	\$ 4,000
5152 Municipal Court											\$ 2,000	\$ 4,000
5157 Office Supplies	\$ 6,000		\$ 6,000								\$ 6,000	\$ 12,000
5189 Parks-Youth Activities	\$ 2,500		\$ 2,500							\$ 2,500	\$ 5,000	\$ 10,000
5165 Permits	\$ 2,875		\$ 2,875							\$ 850	\$ 3,725	\$ 7,450
5168 Postage	\$ 4,900		\$ 4,900							\$ 4,900	\$ 9,800	\$ 19,600
5103 Property Taxes	\$ 1,500		\$ 1,500							\$ 1,500	\$ 3,000	\$ 6,000
5171 Publication and Legal Notices	\$ 400		\$ 400							\$ 400	\$ 800	\$ 1,600
Refunds	\$ 400		\$ 400							\$ 400	\$ 800	\$ 1,600
5280 Security Alarm	\$ 4,600		\$ 4,600							\$ 760	\$ 5,360	\$ 10,720
Software Hosting Fees	\$ 4,100	\$ 200	\$ 4,300							\$ 500	\$ 4,800	\$ 9,600
5179 Street Improvements											\$ 5,000	\$ 10,000
5270 Street Sweeping											\$ 5,000	\$ 10,000
5160 Supplies	\$ 4,900		\$ 4,900							\$ 4,900	\$ 9,800	\$ 19,600
5259 Surety Bonds	\$ 20,000		\$ 20,000								\$ 20,000	\$ 40,000
5151 System Maintenance and Repair	\$ 3,000		\$ 3,000							\$ 3,000	\$ 6,000	\$ 12,000
5165 Telephone	\$ 3,000		\$ 3,000							\$ 3,000	\$ 6,000	\$ 12,000
5295 Transit											\$ 1,000	\$ 2,000
5188 Travel and Training											\$ 1,000	\$ 2,000
5109 Uniforms	\$ 20,250		\$ 20,250							\$ 8,200	\$ 28,450	\$ 56,900
5170 Utilities	\$ 1,450		\$ 1,450							\$ 200	\$ 3,900	\$ 7,800
5190 Vehicle Fuel & Maintenance											\$ 3,000	\$ 6,000
5184 Weapons & Ammunition											\$ 20,745	\$ 41,490
TOTAL	\$ 244,755	\$ 212,160	\$ 123,160	\$ 18,376	\$ 33,000	\$ -	\$ -	\$ 7,280	\$ 22,880	\$ 87,515	\$ 203,745	\$ 448,075

All Funds Expenses-2019-20

Code	Total GF	Admin/Plg	Non-Dept	Parks	Public Safety	Reserve	SDC	Storm Drain	Street	Wastewater	Water	Total 2019-20
Capital Outlay												\$ 846,075
5315 Buildings	\$ 30,000		\$ 30,000									\$ 30,000
5320 Equipment												\$ -
5345 Awners												\$ -
5354 Park Improvements												\$ -
5355 Park Landscaping												\$ -
5358 Plant & Equipment											\$ 15,000	\$ 15,000
5370 Vehicles												\$ -
5385 Storm Drain Improvements												\$ -
5375 Streets												\$ -
5390 Wastewater Improvements												\$ -
5380 Water Improvements											\$ 100,000	\$ 100,000
5325 Wastewater Facilities												\$ -
5320 Water Facilities												\$ -
TOTAL	\$ 30,000		\$ 30,000								\$ 115,000	\$ 145,000
Fund Reserves												
Accounting Software												
Buildings												
Equipment												
Park Improvements												
Park Equipment												
Plant & Equipment												
Vehicles												
Improvements (by Fund)												
TOTAL	\$ -		\$ -									\$ -
Debt Service												
General Fund - Barracks	\$ 22,254		\$ 22,254									\$ 22,254
5410 Water Facilities-1980												\$ -
5460 2012 DEQ WWFP Loan										\$ 30,000		\$ 30,000
5410 IFA Loan												\$ -
TOTAL	\$ 22,254		\$ 22,254							\$ 30,000		\$ 117,254
Transfers												
5550 Reserve Fund												\$ -
General Fund	\$ 5,000			\$ 5,000								\$ 5,000
5560 Street Funds								\$ 200				\$ 200
5680 Wastewater Fund									\$ 400			\$ 400
5570 Water Fund										\$ 200		\$ 200
Storm Drain Fund										\$ 400		\$ 400
TOTAL	\$ 5,000		\$ -	\$ 5,000				\$ 200	\$ 200	\$ 400	\$ 400	\$ 3,200
Contingencies & Unappropriated Balances												
5600 Contingency	\$ 50,000								\$ 7,500		\$ 60,000	\$ 144,000
7777 RESERVE FOR FUTURE EXPENDITURE	\$ 101,272					\$ 99,486	\$ 342,653	\$ 4,927	\$ 122,147	\$ 31,700	\$ 650,280	\$ 1,659,595
TOTAL	\$ 151,272		\$ -	\$ -	\$ -	\$ 99,486	\$ 342,653	\$ 4,927	\$ 129,647	\$ 36,200	\$ 754,280	\$ 1,802,688
TOTAL-ALL CATEGORIES	\$ 646,620	\$ 136,787	\$ 175,434	\$ 42,446	\$ 40,032	\$ 99,486	\$ 342,653	\$ 34,100	\$ 179,200	\$ 234,206	\$ 1,394,708	\$ 2,831,987

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020

GENERAL FUND - COMBINED REVENUES

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2016-17	2017-18	BUDGET	BUDGET	BUDGET	BUDGET
			2018-19	2019-20	2019-20	2019-20
RESOURCES						
Beginning Fund Balance	164,414	161,175	275,000	205,000	-	-
Violation Fines	4,136	555	1,500	1,500	-	-
Cigarette Tax	1,161	2,710	1,000	1,000	-	-
Franchise Fees	43,565	46,337	46,000	48,000	-	-
Interest Income	9,973	16,140	7,500	15,000	-	-
Lease-Building	74,831	83,897	32,000	32,000	-	-
Lease-Property	-	-	58,000	58,000	-	-
Leases-Property Tax	-	-	4,900	4,900	-	-
Leases-Utilities	-	-	14,000	14,000	-	-
Liquor Tax	12,806	13,756	17,000	15,000	-	-
Miscellaneous Revenue	10,929	3,823	7,500	4,000	-	-
Planning and Zoning Fees	1,105	31,361	15,000	15,000	-	-
Property Tax - Current Year	111,335	119,428	118,000	122,000	-	-
Property Tax - Prior Years	1,689	1,223	1,700	2,500	-	-
Refunds	-	1,467	200	200	-	-
Revenue Sharing	7,790	10,670	7,800	8,400	-	-
Room Rental	-	-	120	120	-	-
Proceeds From Loan	-	100,000	-	-	-	-
TOTAL RESOURCES	443,734	592,542	607,220	546,620	-	-
<i>Income minus Beginning Fund Balance</i>	<i>279,320</i>	<i>431,367</i>	<i>332,220</i>	<i>341,620</i>	<i>-</i>	<i>-</i>
EXPENDITURES						
Administration /Planning	94,502	77,302	135,803	136,787	-	-
Parks	42,578	26,800	33,815	37,445	-	-
Public Safety	33,532	35,939	37,682	40,682	-	-
Non-Departmental	111,947	137,809	215,050	153,180	-	-
Subtotal department expenditures	282,559	277,850	422,350	368,094	-	-
DEBT SERVICE						
Barracks Building Loan	-	-	22,254	22,254	-	-
Subtotal debt service	-	-	22,254	22,254	-	-
TRANSFERS****						
Wastewater Fund	-	-	-	-	-	-
Reserve Fund - Parks	-	12,500	15,000	5,000	-	-
Reserve Fund - Accounting Software	-	4,710	2,355	-	-	-
Reserve Fund - Public Safety	-	33,000	-	-	-	-
Subtotal Transfers	-	50,210	17,355	5,000	-	-
Contingency	-	-	46,000	50,000	-	-
Total Appropriations	282,559	328,060	507,959	445,348	-	-
Reserve for Future Expenditure	161,175	264,482	99,261	101,272	-	-
TOTAL	443,734	592,542	607,220	546,620	-	-

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

2- Leases on AVIS and small farm sites.

3- Property taxes on all City property under lease.

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

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020

GENERAL FUND - COMBINED EXPENSES

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2016-17	2017-18	BUDGET	BUDGET	COMM	COUNCIL
	2018-19	2019-20	2019-20	2019-20	2019-20	2019-20
Personal Services						
Staffing	45,808	49,802	56,594	60,023	-	-
Taxes	4,843	4,530	7,821	8,295	-	-
Health Insurance	9,116	10,807	12,601	12,602	-	-
Retirement	7,500	11,018	11,709	12,419	-	-
Subtotal Personal Services	67,267	76,157	88,725	93,339	-	-
Material and Services						
Audit	2,530	2,938	1,000	2,550	-	-
Bank Charges	396	351	750	750	-	-
City Attorney	15,217	4,269	15,000	15,000	-	-
City Engineer	7,747	-	-	-	-	-
City Planner	9,551	10,061	30,000	30,000	-	-
Contract Services	81,168	101,577	84,800	87,800	-	-
Contract Services - Brownfield	-	-	-	-	-	-
Dues	4,061	3,928	4,250	4,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Rental/Lease	-	-	600	600	-	-
Equipment-Maint. & Repair	108	632	3,200	3,200	-	-
Equipment-Purchase	1,733	1,568	1,400	1,400	-	-
Events	5,611	1,099	3,000	2,000	-	-
Improvements -Buildings & Parks	3,425	8,225	4,500	5,500	-	-
Maintenance-Buildings & Parks	2,417	2,608	3,500	3,500	-	-
Insurance	6,589	6,589	7,150	7,150	-	-
Mayor and Council Expenses	-	228	1,000	1,000	-	-
Mileage	62	-	350	350	-	-
Miscellaneous	1,311	1,614	3,250	3,250	-	-
Municipal Court	-	-	2,000	2,000	-	-
Parks-Youth Activities	4,265	5,355	6,000	6,000	-	-
Postage	2,562	2,622	1,575	2,575	-	-
Publication and Legal Notices	1,335	1,110	1,500	1,500	-	-
Security Alarm	311	-	400	400	-	-
Supplies	4,818	2,659	4,100	4,100	-	-
Taxes (property taxes on leased property)	4,638	4,619	4,900	4,900	-	-
Telephone	4,395	4,180	4,200	4,600	-	-
Transit	18,845	13,540	20,000	20,000	-	-
Travel and Training	2,345	433	3,000	3,000	-	-
Utilities	18,623	20,880	19,750	20,250	-	-
Vehicle Fuel & Maintenance	860	650	1,450	1,450	-	-
Subtotal Materials and services	204,923	201,735	233,625	240,075	-	-
Capital Outlay						
Building Improvements	-	100,000	100,000	30,000	-	-
Park Improvements	-	-	-	-	-	-
Subtotal Capital Outlay	10,000	100,000	100,000	30,000	-	-
Debt Service						
Barracks Building Loan	-	-	22,254	22,254	-	-
Subtotal Debt Service	-	-	22,254	22,254	-	-
Transfers****						
To Wastewater Fund	-	-	15,000	-	-	-
To Reserve Fund	-	-	17,355	5,000	-	-
Subtotal Transfers	-	-	32,355	5,000	-	-
Contingencies	-	-	46,000	50,000	-	-
TOTAL EXPENDITURES	282,190	377,892	522,959	440,668	-	-
UNAPPROPRIATED ENDING BAL	161,175	264,482	99,261	101,272	-	-
TOTAL	443,365	642,374	622,220	541,940	-	-

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

CITY OF ADAIR VILLAGE ANNUAL BUDGET

GENERAL FUND - COMBINED EXPENSES BY SUB-FUND

	TOTAL	Admin/ Planning	Non-Dept	Parks	Public Safety
Personal Services (Overall Salaries)		39,539		15,664	4,820
City Administrator	33,740	28,920	-	-	4,820
Utility/Court Clerk	7,541	7,541	-	-	-
Finance Clerk	3,078	3,078	-	-	-
Recreation Coordinator	13,549	-	-	13,549	-
Public Works-Parks	2,115	-	-	2,115	-
Parks Summer Prog. Coord. Asst.	-	-	-	-	-
Taxes	8,295	5,464	-	2,165	666
Health Insurance	12,602	11,403	-	-	1,198
Retirement Benefits	12,419	8,181	-	3,241	997
Subtotal Personal Services	93,339	64,587	-	21,070	7,682
Material and Services					
Audit	2,550	-	2,550	-	-
Bank Charges	750	-	750	-	-
City Attorney	15,000	15,000	-	-	-
City Planner	30,000	30,000	-	-	-
Contract Services	87,800	24,000	30,000	800	33,000
Dues	4,250	-	4,250	-	-
Election Fees	1,000	-	1,000	-	-
Equipment-Lease/Rental	600	-	500	100	-
Equipment-Maint. & Repair	3,200	-	3,000	200	-
Equipment-Purchase	1,400	-	1,200	200	-
Events	2,000	-	-	2,000	-
Improvements-Buildings & Parks	5,500	-	4,000	1,500	-
Insurance	7,150	-	6,150	1,000	-
Maintenance-Building/Parks	3,500	-	2,500	1,000	-
Mayor and Council Expenses	1,000	-	1,000	-	-
Mileage	350	250	-	100	-
Miscellaneous	3,250	250	2,500	500	-
Municipal Court	2,000	-	2,000	-	-
Parks-Youth Activities	6,000	-	-	6,000	-
Postage	2,500	-	2,500	-	-
Property Taxes	4,900	-	4,900	-	-
Publication and Legal Notices	1,500	-	1,500	-	-
Security Alarm	400	-	400	-	-
Supplies	4,100	200	3,500	400	-
Telephone	4,600	-	4,600	-	-
Transit	20,000	-	20,000	-	-
Travel and Training	3,000	2,500	-	500	-
Utilities	20,250	-	19,500	750	-
Vehicle Fuel & Maintenance	1,450	-	200	1,250	-
Subtotal Materials and Services	240,000	72,200	118,500	16,300	33,000
Capital Outlay					
Building Improvements	30,000	-	30,000	-	-
Subtotal Capital Outlay	30,000	-	30,000	-	-
Debt Service					
Barracks Building	22,254	-	22,254	-	-
Subtotal Fund Reserves	22,254	-	22,254	-	-
Transfers****					
To Wastewater Fund	-	-	-	-	-
To Reserve Fund	5,000	-	-	5,000	-
Subtotal Transfers	5,000	-	-	5,000	-
Contingencies	-	-	-	-	-
Unappropriated End Balance	-	-	-	-	-
TOTAL EXPENDITURES	390,593	136,787	170,754	42,370	40,682

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020

GENERAL FUND - ADMINISTRATION & PLANNING

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
PERSONNEL SERVICES						
Staffing	32,144	38,976	38,808	39,539	-	-
Taxes	2,483	1,827	5,363	5,464	-	-
Health Insurance	8,465	10,395	11,403	11,403	-	-
Retirement	3,777	5,755	8,029	8,181	-	-
Subtotal Personnel Services	46,869	56,953	63,603	64,587	-	-
MATERIALS AND SERVICES						
City Attorney	15,217	4,269	15,000	15,000	-	-
City Engineer	7,747	-	-	-	-	-
Planning Consultant	9,551	10,061	30,000	30,000	-	-
Contract Services	11,928	5,733	24,000	24,000	-	-
Mileage	62	-	250	250	-	-
Miscellaneous	-	-	250	250	-	-
Supplies	783	286	200	200	-	-
Travel and Training	2,345	-	2,500	2,500	-	-
Subtotal Materials and Services	47,633	20,349	72,200	72,200	-	-
GRAND TOTAL	94,502	77,302	135,803	136,787	-	-

1- Code Compliance Officer is fully funded here.

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020

GENERAL FUND - NONDEPARTMENTAL

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
MATERIALS & SERVICES						
Audit Services	2,530	2,938	1,000	2,550	-	-
Banking Charges	396	351	750	750	-	-
Contracted Services	41,165	63,357	30,000	30,000	-	-
Dues (organizational)	4,061	3,928	4,250	4,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Lease & Rental	-	-	500	500	-	-
Equipment Maintenance and Repair	65	-	3,000	3,000	-	-
Equipment-Purchase Small	-	1,523	1,200	1,200	-	-
Improvements-Buildings	-	6,250	4,000	4,000	-	-
Insurance	5,681	5,680	6,150	6,150	-	-
Maintenance-Buildings	2,314	2,559	2,500	2,500	-	-
Mayor and Council Expenses	-	228	1,000	1,000	-	-
Miscellaneous	1,311	1,594	2,500	2,500	-	-
Municipal Court	-	-	2,000	2,000	-	-
Postage	2,562	2,622	1,500	2,500	-	-
Property Taxes - Rental Properties	4,638	4,619	4,900	4,900	-	-
Publications and Legal Notices	1,335	1,110	1,500	1,500	-	-
Security Alarm	311	-	400	400	-	-
Software Hosting Fees	-	-	-	4,680	-	-
Supplies	3,976	2,373	3,500	3,500	-	-
Telephone	4,395	4,180	4,200	4,600	-	-
Transit	18,845	13,540	20,000	20,000	-	-
Travel and Training	-	433	-	-	-	-
Utilities	18,362	20,524	19,000	19,500	-	-
Vehicles-Fuel	-	-	200	200	-	-
Subtotal Materials & Services	111,947	137,809	115,050	123,180	-	-
CAPITAL OUTLAY						
Office Equipment	-	-	-	-	-	-
Building Improvements (Remodel)	-	-	100,000	30,000	-	-
Subtotal Capital Outlay	-	-	100,000	30,000	-	-
TRANSFERS						
To Wastewater Fund	-	-	15,000	-	-	-
To Reserve - Accounting Software	-	4,710	2,355	-	-	-
Subtotal Transfers	-	4,710	17,355	-	-	-
DEBT SERVICE						
Barracks Building Loan	-	-	22,254	22,254	-	-
Subtotal Debt Service	-	-	22,254	22,254	-	-
FUND RESERVE						
Accounting Software	-	-	-	-	-	-
Building	-	-	-	-	-	-
Subtotal Capital Outlay	-	-	-	-	-	-
Total	111,947	142,519	254,659	175,434	-	-
Less: Transfers and Debt Service	-	4,710	39,609	22,254	-	-
Amount to Fund Summary	111,947	137,809	215,050	153,180	-	-

1- This includes the contract for payroll services, property management , accounting and closeout support, utility billing, copier lease, HVAC contract, and new website.

CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020

GENERAL FUND - PARKS

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
PERSONNEL SERVICES						
Staffing	9,615	8,658	12,966	15,664	-	-
Taxes	1,886	2,432	1,792	2,165	-	-
Retirement	3,084	4,306	2,682	3,241	-	-
Subtotal Personnel Services	14,585	15,396	17,440	21,070	-	-
MATERIALS AND SERVICES						
Contract Services	725	314	800	800	-	-
Equipment-Lease & Rental	-	-	100	100	-	-
Equipment Maintenance and Repair	43	632	200	200	-	-
Equipment-Purchase Small	1,733	45	200	200	-	-
Events	5,611	1,099	3,000	2,000	-	-
Improvements-Buildings & Parks	3,425	1,975	500	1,500	-	-
Insurance	908	909	1,000	1,000	-	-
Maintenance-Buildings & Parks	103	49	1,000	1,000	-	-
Mileage	-	-	100	100	-	-
Miscellaneous	-	20	500	500	-	-
Postage	-	-	75	75	-	-
Supplies	59	-	400	400	-	-
Travel and Training	-	-	500	500	-	-
Utilities	261	356	750	750	-	-
Vehicles	860	650	1,250	1,250	-	-
Youth Activities	4,265	5,355	6,000	6,000	-	-
Subtotal Materials & Services	17,993	11,404	16,375	16,375	-	-
CAPITAL OUTLAY						
Park Improvements	-	-	-	-	-	-
Park Equipment	10,000	-	-	-	-	-
Subtotal Capital Outlay	10,000	-	-	-	-	-
TRANSFERS						
To Reserve Fund	-	12,500	15,000	5,000	-	-
Subtotal Transfers	-	12,500	15,000	5,000	-	-
TOTAL EXPENDITURES						
	42,578	39,300	33,815	42,445	-	-
Less: Transfers	-	12,500	15,000	5,000	-	-
Amount to Fund Summary	42,578	26,800	18,815	37,445	0	0

**CITY OF ADAIR VILLAGE ANNUAL BUDGET
FISCAL YEAR 2019-2020**

GENERAL FUND - PUBLIC SAFETY

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
PERSONNEL SERVICES						
Staffing	4,049	2,168	4,820	4,820	¹ -	-
Taxes	474	271	666	666	-	-
Health Insurance	651	412	1,198	1,198	-	-
Retirement	639	957	998	997	-	-
Subtotal Personnel Services	5,813	3,808	7,682	7,682	-	-
MATERIALS AND SERVICES						
Contract Services	27,719	32,131	30,000	33,000	² -	-
Subtotal Materials & Services	27,719	32,131	30,000	33,000	-	-
TRANSFERS						
To Reserve Fund	-	33,000	-	-	-	-
Subtotal Transfers	-	33,000	-	-	-	-
TOTAL EXPENDITURES	33,532	68,939	37,682	40,682	-	-
Less: Transfers	-	33,000	-	-	-	-
Amount to Fund Summary	33,532	35,939	37,682	40,682	-	-

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

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

CITY OF ADAIR VILLAGE ANNUAL BUDGET

SYSTEM DEVELOPMENT CHARGE FUND

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
RESOURCES						
Beginning Fund Balance: Street -- Impr.	36,620	38,813	41,005	43,198	-	-
Beginning Fund Balance: Water (Impr. @ .95)	139,101	157,293	169,254	181,360	-	-
Beginning Fund Balance: Wastewater (Impr. @ .66)	25,213	31,572	37,798	44,069	-	-
Beginning Fund Balance: Storm Drain Improvements	1,580	4,394	5,630	6,866	-	-
Beginning Fund Balance: Parks Improvements	904	1,538	2,172	2,806	-	-
Beginning Fund Balance: Compliance Surcharge	-	1,747	-	4,479	-	-
Total Beginning Fund Balances	203,418	235,357	255,859	282,778	-	-
Street Improvement Charges	2193	1,096	16,831	16,831	2	-
Water Improvement Charges	18159	6,053	22,033	22,033	2	-
Wastewater Improvement Charges	6271	3,135	11,412	11,412	2	-
Storm Drain Improvements	2814	699	4,804	4,804	2	-
Park Improvements	634	317	317	317	2	-
Water Reimbursement Charges	33	-	17	17	2	-
Wastewater Reimbursement Charges	88	-	44	44	2	-
SDC fees - Other	1,747	-	4,418	4,418	1	-
Interest on Investments	-	-	-	-	-	-
Total SDC Charges	31,939	11,300	59,876	59,876	-	-
Total Resources	235,357	246,657	315,735	342,653	-	-
RESERVE FOR FUTURE EXPENDITURE	235,357	246,657	315,735	342,653	-	-

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

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

The present SDC costs are listed below.

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

CITY OF ADAIR VILLAGE ANNUAL BUDGET

STORM DRAIN FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2016-17	2017-18	BUDGET	BUDGET	BUDGET	BUDGET
			2018-19	2019-20	2019-20	2019-20
RESOURCES						
Beginning Fund Balance	30,274	16,573	11,000	6,000	-	-
Storm Drain Assessments	17,796	17,257	18,000	18,000	-	-
Storm Drain - additional fee	-	-	3,900	9,900	-	-
Miscellaneous	-	-	200	200	-	-
TOTAL RESOURCES	48,070	33,830	33,100	34,100	-	-
<i>Net Revenues</i>	<i>17,796</i>	<i>17,257</i>	<i>22,100</i>	<i>28,100</i>		
PERSONNEL SERVICES						
Staffing	10,261	11,274	12,119	12,896	-	-
Taxes	988	1,329	1,675	1,782	-	-
Health Insurance	3,255	4,123	4,347	4,347	-	-
Retirement	1,594	2,391	2,508	2,668	-	-
Subtotal Personnel Services	16,098	19,117	20,649	21,693	-	-
MATERIALS AND SERVICES						
Contract Services	13,910	1,007	2,000	2,000	-	-
Equipment Rental	-	-	200	200	-	-
Software Hosting Fees	-	-	-	780	-	-
Supplies	-	-	100	100	-	-
System Maintenance and Repair	-	-	4,000	4,000	-	-
Vehicle Fuel & Maintenance	-	-	200	200	-	-
Subtotal Materials & Services	13,910	1,007	6,500	7,280	-	-
CAPITAL OUTLAY						
Equipment	1,489	-	-	-	-	-
Storm Drain Improvements	-	-	-	-	-	-
Subtotal Capital Outlay	1,489	-	-	-	-	-
TOTAL EXPENDITURES	31,497	20,124	27,149	28,973	-	-
TRANSFERS						
To Reserve Fund						
Accounting Software	-	470	235	-	-	-
Equipment	-	1,200	1,200	200	-	-
Total Transfers	-	1,670	1,435	200	-	-
CONTINGENCY	-	-	4,100	-	-	-
TOTAL APPROPRIATED	31,497	21,794	32,684	29,173	-	-
RESERVE FOR FUTURE EXPENDITURE	16,573	12,036	416	4,927	-	-
TOTAL	48,070	33,830	33,100	34,100	-	-

CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2019-2020

STREET FUND

	ACTUAL 2016-17	ACTUAL 2017-18	ADOPTED BUDGET 2018-19	PROPOSED BUDGET 2019-20	APPROVED BUDGET 2019-20	ADOPTED BUDGET 2019-20
RESOURCES						
Beginning Fund Balance	83,970	84,244	60,200	115,000	-	-
State Highway Tax	50,453	54,029	61,500	64,000	-	-
Miscellaneous	-	-	200	200	-	-
TOTAL RESOURCES	134,423	138,273	121,900	179,200	-	-
PERSONNEL SERVICES						
Staffing	12,917	13,957	14,920	15,823	-	-
Taxes	1,263	1,698	2,062	2,187	-	-
Health Insurance	3,907	4,947	5,389	5,389	-	-
Retirement	1,908	2,870	3,088	3,274	-	-
Subtotal Personnel Services	19,995	23,472	25,459	26,673	-	-
MATERIALS AND SERVICES						
Audit	-	-	-	850	-	-
Contract Services	-	-	1,500	1,500	-	-
Equipment Rental	-	-	250	250	-	-
Insurance	2,945	2,954	3,200	3,200	-	-
Miscellaneous	-	-	100	100	-	-
Software Hosting Fees	-	-	-	780	-	-
Street Maintenance	-	323	-	-	-	-
Street Sweeping	1,800	3,600	4,200	5,000 ¹	-	-
Utilities	9,284	9,344	11,000	11,000	-	-
Subtotal Materials & Services	14,029	16,221	20,250	22,680	-	-
CAPITAL OUTLAY						
Street Improvements	16,155	-	-	-	- ²	-
Subtotal Capital Outlay	16,155	-	-	-	-	-
TOTAL EXPENDITURES	50,179	39,693	45,709	49,353	-	-
TRANSFERS OUT						
Transfer to Reserve Fund:						
Accounting Software	-	1,402	701	-	-	-
Equipment	-	1,800	1,800	200	-	-
Total Transfer to Reserve Fund	-	3,202	2,501	200	-	-
CONTINGENCY						
			-	7,500	-	-
TOTAL APPROPRIATED	50,179	42,895	45,709	57,053	-	-
RESERVE FOR FUTURE EXPENDITURE	84,244	95,378	73,690	122,147	-	-
TOTAL	134,423	138,273	119,399	179,200	-	-

1 - Sweep 5 times per year.

2 - Street improvement projects generally estimated for every other year, but none for 2019-20.

CITY OF ADAIR VILLAGE ANNUAL BUDGET

WASTEWATER FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2016-17	2017-18	BUDGET 2018-19	BUDGET 2019-20	BUDGET 2019-20	BUDGET 2019-20
RESOURCES						
Beginning Fund Balance	(15,356)	(6,931)	6,000	10,000	-	-
Sewer User Fees	192,419	203,098	208,000	215,000	-	-
Proposed Rate Increase	-	-	12,420	-	-	-
Miscellaneous Revenues	-	-	1,000	1,000	-	-
OR DEQ Loan	66,659	-	30,000	-	-	-
Partnership Payments	-	-	-	-	-	-
Transfer in from Reserve Fund	-	-	-	8,209	-	-
TOTAL RESOURCES	243,722	196,167	257,420	234,209	-	-
PERSONNEL SERVICES						
Staffing	46,456	50,752	53,773	57,524	-	-
Taxes	4,743	6,250	7,431	7,950	-	-
Health Insurance	16,277	20,614	20,528	20,528	-	-
Retirement	6,794	10,283	11,125	11,902	-	-
Subtotal Personnel Services	74,270	87,899	92,857	97,904	-	-
MATERIALS AND SERVICES						
Audit	11,385	2,938	3,800	1,275	-	-
Bank Charges-NSF	-	10	500	500	-	-
Chemicals	4,343	1,100	4,500	4,500	-	-
Contract Services	2,186	6,547	2,200	2,200	-	-
Dues	38	100	100	100	-	-
Equipment Maintenance	14	669	1,500	1,500	-	-
Equipment Rental/Lease	-	-	-	-	-	-
Engineering Contract	57,694	7,359	30,000	-	-	-
Insurance	7,499	5,680	6,200	6,200	-	-
Laboratory Analysis	2,778	3,843	4,000	4,000	-	-
Mileage	-	-	500	500	-	-
Miscellaneous	2,505	511	1,000	1,000	-	-
Permits	2,191	2,257	2,200	2,200	-	-
Postage	67	52	550	550	-	-
Publications and Legal Notices	-	-	250	250	-	-
Refunds	185	76	-	-	-	-
Software Hosting Fees	-	-	-	2,340	-	-
Supplies	-	-	500	500	-	-
System Maintenance	6,760	2,943	15,000	25,000	-	-
Telephone	3,121	1,919	3,200	2,500	-	-
Travel and Training	17	270	1,000	1,000	-	-
Utilities	8,641	7,788	8,800	8,200	-	-
Vehicle Fuel and Maintenance	2,246	3,317	3,000	3,300	-	-
Subtotal Materials & Services	111,670	47,379	88,800	67,615	-	-

Wastewater

Wastewater Fund -- continued	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2016-17	2017-18	BUDGET 2018-19	BUDGET 2019-20	COMM 2019-20	COUNCIL 2019-20
CAPITAL OUTLAY						
Equipment	5,995	-	-	-	-	-
Wastewater improvements	-	-	-	-	-	-
Subtotal Capital Outlay	5,995	-	-	-	-	-
DEBT SERVICE						
1997 Revenue Bonds -- USB	23,813	21,080	-	-	-	-
2012 DEQ WWFP Loan	34,905	28,762	51,470	30,000	-	-
Subtotal Debt Service	58,718	49,842	51,470	30,000	-	-
TRANSFERS						
To Reserve Fund						
Accounting Software	-	3,229	1,615	-	-	-
Equipment	-	4,830	4,830	400	-	-
Subtotal Transfers	-	8,059	6,445	400	-	-
TOTAL EXPENDITURES	250,653	193,179	239,572	195,919	-	-
CONTINGENCY	-	-	6,500	6,500	-	-
TOTAL APPROPRIATED	250,653	193,179	246,072	202,419	-	-
RESERVE FOR FUTURE EXPENDITURE	(6,931)	2,988	11,348	31,790	-	-
TOTAL	243,722	196,167	257,420	234,209	-	-

CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2019-2020

WATER FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
	2016-17	2017-18	BUDGET	BUDGET	BUDGET	BUDGET
			2018-19	2019-20	2019-20	2019-20
RESOURCES						
Beginning Fund Balance	141,725	389,367	450,000	700,000	-	-
Deposits for New Service	350	6,361	4,000	4,000	-	-
Metered Water Sales	268,121	310,034	300,000	312,000	-	-
Outside Water Assessments	239,925	210,596	250,000	250,000	-	-
New Connections	1,155	1,320	2,000	2,000	-	-
Reconnect Fees	2,475	495	3,000	3,000	-	-
Miscellaneous Revenue	1,692	-	500	500	-	-
Refunds	-	-	1,000	1,000	-	-
IFA Water Loan	2,470,660	156,581	200,000	100,000	-	-
Transfer in from Reserve	-	-	-	23,209	-	-
TOTAL RESOURCES	3,126,103	1,074,754	1,210,500	1,395,709	-	-
<i>New Revenues</i>	2,984,378	665,387	760,500	695,709	-	-
PERSONNEL SERVICES						
Staffing	102,301	113,060	117,950	125,201	-	-
Taxes	9,440	12,824	16,301	17,303	-	-
Health Insurance	32,552	41,219	44,075	44,075	-	-
Retirement	14,073	21,283	24,404	25,904	-	-
Subtotal Personnel Services	158,366	188,406	202,730	212,484	-	-
MATERIALS AND SERVICES						
Audit	11,385	5,875	4,200	3,825	-	-
Bank Charges-NSF	-	21	200	200	-	-
Chemicals	22,335	26,074	25,000	27,500	-	-
Contract Services	2,398,124	86,003	25,000	25,000	-	-
Dues	38	2,913	1,000	3,000	-	-
Engineering Services	16,801	4,651	20,000	20,000	-	-
Equipment Maintenance	-	669	2,000	2,000	-	-
Equipment Purchase	-	200	4,000	4,000	-	-
Equipment Rental/Lease	-	-	3,000	3,000	-	-
Insurance	5,690	7,498	8,100	8,100	-	-
Laboratory Analysis	3,993	3,911	5,000	5,000	-	-
Miscellaneous	556	1,048	2,000	2,000	-	-
Permits	817	749	1,000	1,000	-	-
Postage	-	38	600	600	-	-
Publications and Legal Notices	53	-	100	100	-	-
Refunds	321	98	500	500	-	-
Software Hosting Fees	-	-	-	7,020	-	-
Supplies	-	35	1,000	1,000	-	-
System Maintenance and Repair	43,516	42,090	35,000	45,000	-	-
Telephone	2,918	2,718	3,400	3,400	-	-
Travel and Training	-	670	3,000	3,000	-	-
Utilities	29,971	24,830	33,000	33,000	-	-
Vehicle Fuel and Maintenance	1,212	3,531	5,500	5,500	-	-
Subtotal Materials & Services	2,537,730	213,622	182,600	203,745	-	-

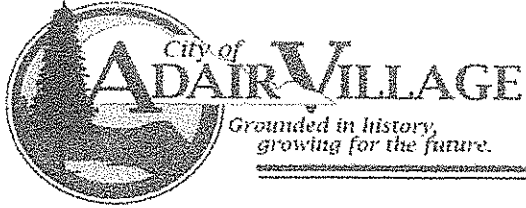
Water

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	APPROVED	ADOPTED
Water Fund -- continued	2016-17	2017-18	BUDGET	BUDGET	BUDGET	BUDGET
			2018-19	2019-20	2019-20	2019-20
CAPITAL OUTLAY						
Equipment	8,900	-	-	15,000	-	-
Meters	-	-	-	-	-	-
Water Improvements	-	-	200,000	100,000	-	-
Plant and Equipment	-	-	-	-	-	-
Subtotal Capital Outlay	8,900	-	200,000	115,000	-	-
DEBT SERVICE						
1980 Water Revenue P & I	5,877	5,877	10,000	-	-	-
1997 Water Revenue Bonds P & I	25,863	30,863	-	-	-	-
IFA Loan	-	30,827	125,000	125,000	-	-
Subtotal Debt Service	31,740	67,567	135,000	125,000	-	-
TRANSFERS						
To Reserve Fund						
Accounting Software	-	10,186	5,093	-	-	-
Equipment	-	7,170	7,170	3,200	-	-
Subtotal Transfers	-	17,356	12,263	3,200	-	-
TOTAL EXPENDITURES	2,736,736	486,951	732,593	659,429	-	-
CONTINGENCY	-	-	-	80,000	-	-
TOTAL APPROPRIATED	2,736,736	486,951	732,593	739,429	-	-
RESERVE FOR FUTURE EXPENDITURE	389,367	587,803	477,907	656,280	-	-
TOTAL	3,126,103	1,074,754	1,210,500	1,395,709	-	-

1 - State mandated operating permits

Carry Forward

Carry Forward	2013 Ending	2014 Ending	2015 Ending	2016 Ending	2017 Ending	2018 Ending	2019 Est Ending	2020 Prop Budget
GF	\$ 69,251	\$ 178,109	\$ 140,948	\$ 164,414	\$ 161,175	\$264,482	\$ 101,272	\$ -
Reserve	\$ 16,418	\$ 16,418	\$ 16,418	\$ 16,418	\$ 16,418	\$96,915	\$ 99,496	\$ -
Storm Drain	\$ 25,534	\$ 21,643	\$ 26,713	\$ 30,274	\$ 16,573	\$12,036	\$ 4,927	\$ -
Street	\$ 61,978	\$ 73,098	\$ 70,645	\$ 83,970	\$ 84,244	\$95,378	\$ 122,147	\$ -
SDC	\$ 181,811	\$ 192,139	\$ 192,139	\$ 203,419	\$ 235,357	\$246,657	\$ 342,653	\$ 342,653
Street Wastewater								
Water Wastewater	\$ (76,787)	\$ (86,458)	\$ (56,888)	\$ (15,356)	\$ (6,931)	\$2,988	\$ 31,790	\$ 31,790
Water	\$ 293,741	\$ 278,356	\$ 143,648	\$ 141,725	\$ 389,367	\$587,803	\$ 656,280	\$ 656,280
Total	\$ 571,946	\$ 673,305	\$ 533,623	\$ 624,864	\$ 896,203	\$ 1,306,259	\$ 1,358,566	\$ 1,030,724
Pool Account	\$ 501,599	\$ 602,561	\$ 504,379	\$ 577,858	\$ 929,705	\$ 1,170,463		



6030 William R. Carr Ave.

Adair Village, OR 97330

Voice: 541-745-5507

February 28, 2019

I affirm that the City of Adair Village sent out public notice of the 2019-2020 Budget Time Line and Process in the monthly newsletters in February and March of 2019 that accompany the monthly utility bill. This notice went to every address in Adair Village.

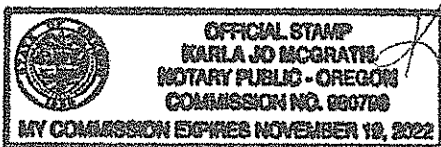
Pat Hare

City Administrator

State of Oregon

County of Benton

Signed or attested before me on 3-5 2019 by



Notary Public – State of Oregon

S: Admin/Administrator/Budget/2019-2020 Budget/190228.BudgetTimeLineLtr.Notarized.docx.

Budget 2019-2020 Time Line & Process

<u>Date</u>	<u>Action</u>
Feb 5 th	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 27 th	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> ▪ The first Budget Committee Meeting is set for April 16th
April 9 th	Budget Officer finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 16 th	<p>First Budget Committee Meeting – 6:30 p.m.</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing
May 7 th	<p>Second Budget Committee meeting – 6:00 p.m., before City Council meeting</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
May 21 st	<p>Third Budget Committee Meeting – 6:30 p.m.-only if necessary</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
May 24 th	Approved Budget Published & Available to Public
May 28 th	Meeting Notice for June 4 th Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 4 th	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy <p>Submit Tax Certification Documents to the County Assessor</p>
June 18 th	Special City Council Meeting, if necessary, to complete required work
July 15 th	Deadline for Filing Budget; and deadline to certify certain Resolutions



ADAIR VILLAGE NEWS

February 2019

UPCOMING EVENTS

City Council Meeting

Tuesday, Feb. 5th
2019 at 6:00 p.m., City Hall

Municipal Court

Monday, Mar. 4th
2019, at 6:00 p.m., City Hall

Planning Commission Meeting

Tuesday, Feb. 19th
2019, at 6:00 p.m., City Hall

Adair Living History

TBD, City Hall

Inside this Issue:

- 2019-2020 Budget Timeline
- New Utility Billing
- A Message from the Community Service Officer

Adair Village Mission Statement

To build a safe, attractive, vibrant environment with a welcoming sense of community.

BUDGET 2019-2020

Time Line & Process

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June 4 th	Budget Public Hearing at the regularly scheduled Council Meeting <ul style="list-style-type: none">▪ Resolutions to Enact:<ol style="list-style-type: none">1. Adopt Budget & State Revenue Sharing2. Tax Rate3. Proposed Tax Levy



ADAIR VILLAGE NEWS

March 2019

UPCOMING EVENTS

City Council Meeting

Tuesday, March 5th 2019 at 6:00 p.m., City Hall

Municipal Court

Monday, March 4th 2019, at 6:00 p.m., City Hall

Planning Commission Meeting

Tuesday, March 19th 2019, at 6:00 p.m., City Hall

Adair Living History

TBD, City Hall

Inside this Issue:

- 2019-2020 Budget Timeline
- An update on the Calloway Creek Development
- Emergency Preparedness

Adair Village Mission Statement

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BUDGET 2019-2020

Time Line & Process

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April 9 th	Budget Officer finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 16 th	<p>First Budget Committee Meeting – 6:30 p.m.</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing
May 7 th	<p>Second Budget Committee meeting – 6:00 p.m., before City Council meeting</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
May 21 st	<p>Third Budget Committee Meeting – 6:30 p.m.-only if necessary</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
May 24 th	Approved Budget Published & Available to Public
May 28 th	Meeting Notice for June 4 th Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 4 th	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy <p>Submit Tax Certification Documents to the County Assessor</p>
June 18 th	Special City Council Meeting, if necessary, to complete required work
July 15 th	Deadline for Filing Budget; and deadline to certify certain Resolutions

UPCOMING EVENTS

City Council Meeting

Tuesday, April 2nd
2019 at 6:00 p.m., City
Hall

Municipal Court

Monday, May 6th
2019, at 6:00 p.m., City
Hall

Planning Commis- sion Meeting

TBD, City Hall

Adair Living History

Tuesday, April 16th
2019, at 6:00 p.m., City
Hall

Inside this Issue:

- Charline King
- Public Hearing
- Notice Regarding Lawn Mowing
- Scoop Law

Adair Village Mission Statement

*To build a safe, attractive, vi-
brant environment with a wel-
coming sense of
community.*

CHARLINE KING

Charline King (formerly Carr) was a long-time resident of Adair Village who shaped the City in many significant and beneficial ways.

Charlene was instrumental in incorporating the City of Adair Village in 1976, taking flyers door to door and conducting homeowners meetings to address some of the growing issues including street conditions, loose dogs, street lights, and the City's lack of funds. As a friend once put it, "all she wanted was a nice place to live. But when the streets cracked and the dogs ran in packs, something had to be done." Charlene cared so much for her community that she accepted the nomination to become the first Mayor of Adair Village. Charline was later elected as a Benton County Commissioner, but it was no secret that the welfare of the Adair Village community and its residents remained one of her strongest passions.

She returned to the City Council in 2006 when she was elected once again. Her knowledge of the City and its history over the years have been invaluable as the Council has considered important decisions affecting the future of the city. Charline was always an enthusiastic and energetic public servant, faithfully looking out for the best interests of Adair Village and its citizens. Charline was also a gracious and welcoming host, whether to guests in her home or those who came before the City Council.

The City of Adair Village has lost a truly remarkable woman—one who spent the majority of her life making a monumental difference for the town and people she loved.

In Loving Memory



Charline King
1938 - 2019