

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
Tuesday, September 10, 2019 - 6:00 pm

1. ROLL CALL – Flag Salute

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

- a. Minutes – City Council Meeting – August 6, 2019 (Attachment A)
- b. Bills List through – July 31, 2019 (Attachment B) – \$141,597.74

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through August 31, 2019 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) SDC Public Hearing (Attachment H, H1) Mat Wadlington
Action: Decision
- b) Tangent PW (Attachment I) Pat Hare
Action: Discussion/Decision

6. NEW BUSINESS:

- a) Urban Renewal District (Power Point) Kate Porsche/Elaine Howard
Action: Decision
- b) Community Events (Attachment J) Pat Hare
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A Pat Hare
Action: Decision

8. EXECUTIVE SESSION ORS 192.660 (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- a) Property Transaction
Action: Discussion/Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, October 1, 2019 6:00 PM
Planning Commission- October 15, 2019 6:00 PM

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

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

S:\Admin\City Council\Meetings\2019 Meetings\190910 CC Mtg\190010 Agenda.docx

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, August 6, 2019 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Ray, Rowe and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Real arrived at 6:15 PM.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.</p>
<p>2. Public Comment (Agenda Item 3). None.</p>	
<p>3. CERT Program (Agenda Item 6b), Jerry Jackson informed the Council about his training last month and introduced Brandon Christenson from Benton County,</p>	<p>Council received the information.</p>
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report.</p>	<p>Council received the report.</p>
<p>5. Attachments H and H1 – Bob Thayer easement (Agenda Item 6a). Bob Thayer and Dennis Mathis, residents of Adair Village, were present and discussed with the Council an easement which is in place on the property located on Cherry Lane and Azalea Drive in Adair Village.</p>	<p>Councilor Real moved that CA Hare works with the residents to redefine the easement on Cherry Lane. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>6. Consent Calendar (Agenda Item 2). Minutes of the July 9, 2019 City Council Meeting Bills List through July 31, 2019, (\$113,889.20 total).</p>	<p>Councilor Ray moved to approve the Consent Calendar. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>7. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>

<p>8. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Founders Day – Will be held on August 17, from 11:00 AM to 3:00 PM. • Audit – We have started the audit process. • Casselle Software – Debbie was able to speed up the process with Casselle. <p>Property/Businesses</p> <ul style="list-style-type: none"> • ServPro – Tim has hired a real estate agent to sell the building, with the idea of building a new one. • Barracks – The interior doors, trim and cabinets have been ordered. • AV Market – The market would like to look at a longer term lease as they are currently month to month. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Over fifty lots have now been sold. Infrastructure has begun on phase two. • SCS Property – The have submitted their partition request. Pat Depa is reviewing it. • William R. Carr Subdivision – Brian Donne is in the process of getting the required building permits. He is hoping to start construction on the houses within the next two weeks. • Benton County Property – CA Hare has asked Civil West for a quote to complete the application to the federal government. 	<p>Council received the report.</p>
<p>9. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>10. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$67,409.85 and expenses are \$86,003.22. The balance in the Local Government Investment Pool is approximately \$1,391,287.18, last year the balance was \$1,149,154.19.</p>	<p>Council received the report.</p>
<p>11. Attachment J – Tangent Public Works (Agenda Item 6c). CA Hare provided the Council with information regarding the City of Tangent having asked the City to help with their public work operations.</p>	<p>Council received the information.</p>
<p>12. Executive Session. The Adair City Council met in Executive Session under Oregon Revised Statutes 192.660 (e) “To conduct deliberations with persons designated by the governing body to negotiate real property transactions.”</p>	<p>Mayor Currier opened the Executive Session at 7:20 PM. Mayor Currier closed the Executive Session at 7:30 PM.</p>
<p>13. Action from Executive Session. None.</p>	
<p>14. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. 	

<ul style="list-style-type: none"> • Councilor Real – She is getting married! • Councilor Rowe – None. • Councilor Ray – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, September 10, 2019 at 6:00 PM.</p> <p>The Council discussed and decided to move the next Council meeting from September 3, 2019 to September 10, 2019.</p>	<p>Mayor adjourned the meeting at 7:36 PM.</p>

Mayor's Approval

Date

City of Adair Village
Unpaid Bills Detail

As of August 6, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
Bank of America Bill	8/1/2019	Jun 2...	8/11/2019		1,889.53	23033
Total Bank of America					1,889.53	
Benton County, Oregon Bill	8/1/2019	Inv# 3...	8/11/2019		13,039.75	23034
Total Benton County, Oregon					13,039.75	
CIS TRUST Bill	6/30/2019	ADR-...	7/10/2019	27	520.00	23035
Total CIS TRUST					520.00	
City of Corvallis Bill	8/1/2019	Inv# 2...	8/31/2019		224.26	23036
Total City of Corvallis					224.26	
Civil West Engineering Services, Inc Bill	8/6/2019	8/1/2...	8/16/2019		2,645.75	23037
Total Civil West Engineering Services, Inc					2,645.75	
Delapoer Kidd Attorneys at Law Bill	8/1/2019	Inv# 1...	8/11/2019		962.50	23038
Total Delapoer Kidd Attorneys at Law					962.50	
Edge Analytical Laboratories Bill	8/2/2019	Inv# 1...	8/12/2019		29.70	
Bill	8/6/2019	Inv# 1...	8/16/2019		76.50	23039
Total Edge Analytical Laboratories					106.20	
Ferguson Enterprises Bill	8/1/2019	Inv# 0...	8/11/2019		26,000.00	23040
Total Ferguson Enterprises					26,000.00	
NW Natural Bill	8/1/2019	7/30/...	8/11/2019		213.29	23041
Total NW Natural					213.29	
One Call Concepts Bill	8/2/2019	Inv# 9...	9/1/2019		60.60	23042
Total One Call Concepts					60.60	
Premier Wood Specialties Bill	8/6/2019	7/18/...	8/16/2019		3,222.80	23043
Total Premier Wood Specialties					3,222.80	
TOTAL					48,884.68	

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 8/6/19

City of Adair Village
Unpaid Bills Detail

As of August 15, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
Best Pots Inc Bill	8/7/2019	Inv# ...	8/17/2019		82.60	23045
Total Best Pots Inc					82.60	
BRX, Inc. Bill	8/13/2019	Invs 1...	8/23/2019		8,000.00	23046
Total BRX, Inc.					8,000.00	
Cascade Columbia Distribution Bill	8/13/2019	Inv# 7...	10/12/2019		3,318.50	23047
Total Cascade Columbia Distribution					3,318.50	
Century Link Bill	8/7/2019	Jul 25...	8/17/2019		55.23	23048
Total Century Link					55.23	
Cornerstone Janitorial Bill	8/13/2019	Inv# 7...	8/23/2019		271.78	23049
Total Cornerstone Janitorial					271.78	
Creature Teachers Bill	8/13/2019	Inv 7-...	8/23/2019		95.00	23050
Total Creature Teachers					95.00	
Ferguson Enterprises Bill	8/7/2019	Inv 07...	8/17/2019		3,691.70	23051
Total Ferguson Enterprises					3,691.70	
Jessica II Bill	8/13/2019	July-...	8/23/2019		67.94	23052
Total Jessica II					67.94	
Merina & Company, LLP Bill	8/13/2019	Inv#1...	8/23/2019		2,800.00	23053
Total Merina & Company, LLP					2,800.00	
Mid-Valley Gravel Co. Bill	8/13/2019	Inv# 5...	8/23/2019		14,227.00	23054
Total Mid-Valley Gravel Co.					14,227.00	
Middleton Heating and Sheet Metal INC. Bill	8/13/2019	Inv# 1...	8/23/2019		130.00	23055
Total Middleton Heating and Sheet Metal INC.					130.00	
Republic Services #452 Bill	8/13/2019	July 3...	8/23/2019		72.11	23056
Total Republic Services #452					72.11	
RG Smith Electric & Plumbing Inc Bill	8/7/2019	Inv# 1...	8/17/2019		2,754.17	23057
Total RG Smith Electric & Plumbing Inc					2,754.17	
SH Custom Cabinets Bill	8/13/2019	Inv 93...	8/23/2019		1,750.00	23058
Total SH Custom Cabinets					1,750.00	
Simply Payroll Bill	8/8/2019	Inv# 1...	8/18/2019		93.80	23059
Total Simply Payroll					93.80	
Smith-Wagar Consulting Bill	8/13/2019	Inv# ...	8/23/2019		1,225.00	23060
Total Smith-Wagar Consulting					1,225.00	

8:53 AM

08/15/19

City of Adair Village
Unpaid Bills Detail
As of August 15, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Staples Credit Plan Bill	8/13/2019	8/05/19	8/23/2019		248.94
Total Staples Credit Plan					248.94
TOTAL					38,883.77

23001

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8/15/19

City of Adair Village
Unpaid Bills Detail

As of August 29, 2019

Type	Date	Num	Due Date	Aging	Open Balan...	
Aloha Window Cleaning						
Bill	8/27/2019	8/22/...	9/6/2019		400.00	23063
Total Aloha Window Cleaning					400.00	
American Business Software, Inc						
Bill	8/27/2019	Inv# 1...	9/6/2019		50.60	23064
Total American Business Software, Inc					50.60	
Best Pots Inc						
Bill	8/22/2019	Inv# ...	9/1/2019		242.14	23065
Total Best Pots Inc					242.14	
Bounce 4 Fun Inc.						
Bill	8/20/2019	8/17/...	8/30/2019		301.00	23066
Total Bounce 4 Fun Inc.					301.00	
Century Link						
Bill	8/22/2019	Aug 1...	9/1/2019		81.42	23067
Bill	8/23/2019	Aug 1...	9/2/2019		81.65	
Total Century Link					163.07	
CIS TRUST						
Bill	8/20/2019	Sept ...	8/30/2019		6,086.56	23068
Total CIS TRUST					6,086.56	
City of Corvallis						
Bill	8/27/2019	Inv# 2...	9/26/2019		384.05	23069
Total City of Corvallis					384.05	
Comcast						
Bill	8/22/2019	Aug 1...	9/1/2019		102.85	23070
Total Comcast					102.85	
De Lage Landen Financial Services, Inc.						
Bill	8/15/2019	Inv#6...	8/25/2019	4	131.00	23071
Total De Lage Landen Financial Services, Inc.					131.00	
Edge Analytical Laboratories						
Bill	8/22/2019	Inv# 1...	9/1/2019		76.50	23072
Total Edge Analytical Laboratories					76.50	
Eric Geiselhart						
Bill	8/22/2019	7/30/...	9/1/2019		130.00	23073
Total Eric Geiselhart					130.00	
Ferguson Enterprises						
Bill	8/27/2019	Inv# 0...	9/6/2019		30,000.00	23074
Total Ferguson Enterprises					30,000.00	
First American Title Ins Co						
Bill	8/29/2019	Augu...	9/8/2019		10,000.00	23075
Total First American Title Ins Co					10,000.00	
Ladd Hostick						
Bill	8/20/2019	8/20/...	8/30/2019		150.00	23076
Total Ladd Hostick					150.00	
Pacific Power/PacificCorp						
Bill	8/15/2019	Aug 9...	8/25/2019	4	4,883.81	23077
Total Pacific Power/PacificCorp					4,883.81	
Pat Hare						
Bill	8/29/2019	500.00	9/8/2019		500.00	23078
Total Pat Hare					500.00	

11:27 AM

08/29/19

City of Adair Village
Unpaid Bills Detail

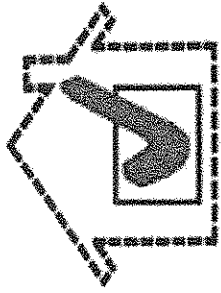
As of August 29, 2019

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balan...</u>
Verizon Bill	8/15/2019	Jul 07...	8/25/2019	4	227.71
Total Verizon					227.71
TOTAL					<u>53,829.29</u>

23079

JFA

8/29/19



CODE COMPLIANCE

Willamette Valley Processors, LLC

End of Month – August

7/27/19 through 8/28/19

CSO	Jerry Jackson
Hours Worked:	Hrs. - 99
Complaint Total:	Monthly Case Load
	Complaints 7 Self-Initiated 28 Total Calls 35

A19-145	7/31/19 9:45 AM	Tall Grass	Observed	5160 NE Willamette Ave	Administrative Citation
A19-146	8/2/19 10:04 AM	Tall Grass	Observed	Newton Road	Sent letter to owners
A19-147	8/2/19 10:13 AM	Tall grass/cans left out	Observed	134 NE Columbia	Administrative Citation
A19-148	8/2/19 12:01 PM	Dumpster left in street	Observed	200 Block Azalea	Reported dumpster to Allied Waste case 837468
A19-149	8/5/19 12:36 PM	Tall Weeds	Observed	215 NE Azalea	Left card
A19-150	8/5/19 12:46 PM	Tall Weeds	Observed	6835 NE Arnold Ave	Verbal Warning
A19-151	8/7/19 9:37 AM	Tall Weeds	Observed	212 NE Azalea	Verbal Warning

A19-152	8/7/19 9:40 AM	Unlicensed vehicle	Observed	200 Block Azalea	Notice Posted
A19-153	8/7/19 11:20 AM	Mattress leaning against the garbage	Observed	5150 Willamette Ave	Administrative Citation
A19-154	8/12/19 8:50 AM	Suspicious activity	Reported	William R Carr	Did not find the person
A19-155	8/12/19 11:44 AM	2 dogs at large	Reported	Kiddie Park/130 Columbia	Jessica had the owner put the dogs away
A19-156	8/13/19 8:32 AM	Unlicensed vehicle	Reported	100 Block of Azalea	Notice Posted
A19-157	8/13/19 10:30 AM	Garbage cans left out after move out	Observed	5170 NE Willamette	Moved by garage
A19-158	8/14/19 9:18 AM	Garbage cans left out	Observed	134 NE Columbia	CSO moved the cans to the driveway
A19-159	8/14/19 9:20 AM	Garbage cans left out	Observed	212 NE Azalea	Put the cans away
A19-160	8/14/19 9:24 AM	Garbage cans left out	Observed	230 NE Azalea Ave	Put the cans away
A19-161	8/14/19 9:26 AM	Garbage cans left out	Observed	232 NE Azalea	Put the cans away
A19-162	8/14/19 9:28 AM	Fire in backyard	Observed	233 NE Azalea	Reported
A19-163	8/14/19 9:52 AM	Garbage cans left out	Observed	234 NE Azalea Ave	Put the cans away
A19-164	8/14/19 9:54 AM	Garbage cans left out	Observed	258 NE Azalea	Put the cans away

A19-170	8/14/19 9:57 AM	Garbage cans left out	Observed	170 NE Azalea	Put the cans away
A19-171	8/14/19 10:06 AM	Garbage cans left out	Observed	5224 NE Laurel	Put the cans away
A19-172	8/19/19 11:17 AM	Dog at large	Observed	4313 NE Holly	Knocked on door, kids were the only ones home. The oldest had a hard time getting the dog to go into the house. Dog is aggressive Reported to BCSO
A19-173	8/19/19 11:24 AM	Dog at large	Observed	4313 NE Holly	Kids came out to get the dog. Dog is aggressive. Reported to BCSO
A19-174	8/19/19 11:25 AM	Dog at large	Reported	130 NE Columbia	Jessica will write a report
A19-175	8/19/19 11:24 AM	Chronic Nuisance	Reported	5224 NE Laurel	Inspection for fine
A19-176	8/20/19 10:05 AM	BCSO - Deputy Brian Horn Investigation	Visit at City Hall	6030 William R. Carr	Female occupant at 5224 NE Laurel turned me in for trespassing
A19-177	8/20/19 12:00 PM	Garbage cans left out	Observed	134 NE Columbia	Administrative Citation

A19-178	8/21/19 9:23 AM	Garbage cans left out	Observed	124 NE Columbia	Put the cans away
A19-179	8/21/19 9:27 AM	Abandoned Vehicle	Reported	133 NE Columbia	Posted for tow on 7/23/19
A19-180	8/23/19 10:10 AM	Abandoned Vehicle	Reported	133 NE Columbia	Impounded
A19-181	8/23/19 11:42 AM	Parking Vehicle on City Street for Vending Purposes	Observed	Berg Drive	Advised driver she may need to talk to the City before doing business at the construction site.
A19-182	8/26/19 11:20 AM	Same vendor showed up to collect money from the workers	Observed	Berg Drive	Observation (REPEAT): VIOLATION OF SECTION 3-501.16 *PRIORITY* Potentially hazardous food is not maintained at proper hot or cold holding temperatures, specifically: - TAMALE 110F.
A19-183	8/27/19 9:06 AM	Washer in front yard	Observed	130 NE Columbia Ave	Administrative Citation

A19-184	8/27/19 9:13 AM	Mattress leaning against the garbage	Observed	5150 NE Willamette	Administrative Citation
A19-185	8/27/19 11:22 AM	Same vendor showed up to collect money from the workers	Observed	Berg, Dot, & Ronelle Drive	She was trying to collect money owed

Wrong Way Driving (0)

Yellow Zone (0)

Prohibited Parking (0)

Grass/Vegetation Warnings (6)

Basketball Hoop on sidewalk 0

Trash Container (13)

Vacation/Citizen Assist (0)

Zoning Violation (2)

Noise (0)

Animal at large (5)

Livestock/Dog Violations (1)*

2019 Chicken Permits 0

Abandon Vehicles (3)

Solid Waste/Littering 0

Chronic Violation (1)**

Animal Control: * Requested Citation for "Mia" 4313 NE Holly.

Administrative Citation: ** Issued Chronic Violation Administrative Fine for 5224 NE Laurel

City Assist:

- Emergency Management – Completed Adair Village CERT Standard Operations Procedures Document
- CERT Information Table at the Founders Day Event – Jerry & Phil
- Daily Patrol



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 6/20/2019 TO 7/20/2019

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 9,470,586 Million Gallons

Average Usage per Day 15k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand has slowed in the last month. Some of that I feel is because of fixing so many leaks in the prior months. The good news is no new leaks were reported in the last month, Staff continues to look for leaks in spare time. One faulty meter was replaced and one new meter was installed by staff this month. Staff continues to assist contractor with new construction projects.

Collected quarterly, Third Quarter Samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to be stable. Samples continue to be very good. Staff has completed cleaning and clearing excess waist for increased winter flows.

Total Monthly Influent: 1.7 Million Gallons

Discharged: Discharge from the holding pond to the river will begin in November.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear with no major issue to report. Staff continues to place storm marking stickers on all drains as time allows. A street sweep has been scheduled for the coming weeks to prepare for winter rains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape. Staff continues to spray and keep weeds down. We are hoping to start another round of curb painting this summer in the coming weeks.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing has slowed for the year. Grass is very dry and will continue to be slow until rains start.

WATER TREATMENT PLANT

Maintenance Activity: The water plant is running really well. Staff will do another round of bay cleaning before the winter rains start.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant continues to run well with no issues at this time. Like I said staff monitors and makes adjustment as needed to conditions.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT September 10, 2019 Council Meeting

Administration

- **Founders Day** – Founder day went great, we had roughly 300 people attend and served about that many lunches. Jessica our youth and events coordinator is already working on next years event.
- **Audit** – We have completed all of our in-house work on the audits which went very well.
- **Caselle Software** – Debbie went to training last week and we will be working on the conversion throughout the month.

Property/Businesses

- **Serve Pro** – They are interested in being a part of our emergency preparedness plan. Jerry will be talking with them over the next few weeks to see what the possibilities might be.
- **Barracks** – The interior doors and trim are being installed this week. Karla was able to get a lot of the windows replaced that were foggy under a warranty we had. We have an architect firm working on the re-occupancy and then we can begin to furnish and utilize the building.
- **AV Market/Sweet Taste** – The two businesses are doing well, Linda said that was her best summer yet and she is hoping it will pick up even more this winter.

Major Projects/Engineering

- **Calloway Creek** – They have completed installing the water, wastewater and storm drain infrastructure and are hoping to have the roads in by the end of the month.
- **SCS Property** – Santiam Christian withdrew their partition application and are now working with Brownstone Homes.
- **William R. Carr Subdivision** – The work on the first two buildings has begun and Brian is hoping to have them closed in before the winter. IF things go well he will begin three more in the spring
- **Benton County Property** – We are still working on setting up a meeting with the Federal Park Agency.

ADAIR VILLAGE PATROL

July 25, 2019 - Aug 24, 2019

Benton County Sheriff's Office - Adair Patrol Activity Log

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic		Arrests		Ord. Viol.	Other
						Warn	Cite	Cite	Cust		
7/25/2019 5:31	201902452	1.00	grave	BCJAMESHAR							CITY OF ADAIR VILLAGE EXTRA PATROL: 1 HOUR TOTAL FROM ABOUT 4:30 A.M. UNTIL 5:30 A.M., PATROLLED CITY STREETS/PARK/SCHOOL/BUSINESSES. NO ACTIVITY.
7/25/2019 9:26	201902453	1.50	swing	BCBRIANLUN							patrolled city streets, parks, and schools from 0800-0930
7/26/2019 1:02	201902462	5.00	swing	BCDAVIDE				1			patrolled from 2010-0103; one alarm call at city hall, cleaning crew; one warrant 201902460
7/26/2019 23:42	201902478	0.75	swing	BCJOSHUGOR							Adair Village patrol: Friday, July 26, 2019, 2255-2340, 0.75 hours, 0 traffic stops, 0 calls for service.
7/28/2019 9:33	201902485	1.50	swing	BCBRIANLUN	2						patrolled city streets, parks and schools from 0800-0930
7/28/2019 12:04	201902486	1.50	swing	BCBENJADRO		1					one cite for speed between 1030-1205
7/29/2019 0:57	201902490	1.00	grave	BCJESSEBLA		1					one warning, one cite for speed
7/29/2019 2:39	201902491	1.00	grave	BCEDWARNOW							several business checks; adair market secure
7/29/2019 13:49	201902497	1.25	day	BCJOEHAL	6						Adair Extra Patrol 12:40-1:55 P.M. (1.25 hours); 1 Traffic Stop (Warning for speed and no headlights); Patrolled Neighborhoods; Patrolled New Housing Area
7/29/2019 23:17	201902505	1.50	grave	BCAARONGEV							patrolled from 2200-2330; Looked for Stolen Vehicle taken at gunpoint in Polk County (Did not come into Adair)
7/30/2019 1:47	201902507	1.00	grave	BCKIMBELOV							1 Traffic Stop (Warning for speed and no headlights); Patrolled Neighborhoods; Patrolled New Housing Area
7/31/2019 9:43	201902523		day	BCJOEHAL							no activity
7/31/2019 21:22	201902534	1.50	day	BCIEFFRRA							runaway juvenile on NE Barberry Dr
7/31/2019 23:45	201902536	1.00	swing	BCBRIANHOR							no activity
8/1/2019 17:39	201902546	5.00	swing	BCDOUGSEI							Case Number 2019-02460 / Unknown Problem which turned into an Assault incident where suspect was located in Adair at the Adair Market.
8/2/2019 20:41	201902560	1.00	swing	BCJESSEBLA		1					one warning for speed
8/3/2019 0:06	201902562	1.00	day	BCBRIANHOR							no activity
8/3/2019 3:59	201902565	2.50	grave	BCKYLEHEE							Patrolled local neighborhoods and businesses, Checked Santiam Christian School campus, Checked Adair County Park from 0230-0500
8/3/2019 12:11	201902569	1.00	day	BCJOSHUGOR							1115-1215, 1 hour, zero traffic stops, zero calls for service.
8/4/2019 12:21	201902579	1.00	day	BCBENJADRO	5						1115-1220; 2 calls (alarm and 911 hang-up)
8/4/2019 19:46	201902582	1.00	day	BCJAMESYOU	3	1					Traffic Stops- 1 (warn); Public contacts- 3 (gave stickers to kids); Patroled city streets, parks, county roads, and Highway 99W from 1840-1940
8/5/2019 10:28	201902585	1.00	day	BCBRIANLUN							PATROLLED CITY STREETS, PARKS AND SCHOOLS from 0930-1030
8/2/2019 21:16	201902593	1.00	swing	BCJERRYWIL							1800-1830 HRS; PATROLLED STREETS AND PARKS; 2100-2130 HRS PATROLLED STREETS AND PARKS
8/6/2019 9:29	201902597	1.00	day	BCBRIANHOR							no activity
8/7/2019 15:36	201902613	3.00	day	BCEDWARNOW	3			1			1 SUSPICIOUS VEHICLE OUT; 1 VEHICLE STOP/1 CITATION DWS/VIO
8/8/2019 2:49	201902617	1.00	grave	BCAARONGEV							patrolled from 0200-0300
8/9/2019 8:57	201902633		day	BCKIMBELOV							responded with DHS to NE Azalea Dr for a child welfare check. There was nothing criminal to address.
8/10/2019 2:20	201902642	1.00	grave	BCAARONGEV							patrolled from 0130-0230
8/10/2019 22:45	201902647			BCKYLEHEE	2						responded to NE Laurel Dr for a domestic disturbance. Upon arriving I contacted all parties involved. This was a verbal argument over finances that led to minor pushing. Neither party wanted to pursue charges of harassment. The male half left the residence for the night.
8/10/2019 23:33	201902648	0.75	grave	BCKYLEHEE							patrolled from 2245-2330
8/11/2019 6:41	201902652	1.00	grave	BCMATTHMOS							patrolled from 2245-2345
8/11/2019 10:07	201902653	1.00	day	BCBRIANHOR							no activity
8/12/2019 8:54	201902665		day	BCBRIANHOR	2						father trying to track down his adult son on Azalea Dr
8/12/2019 20:43	201902676		grave	BCJIMWEI							family disturbance on NE Azalea Dr; 14-yr-old son was upset and punched his door
8/12/2019 21:59	201902678	1.00	grave	BCJIMWEI							responded to call above and patrolled streets and business areas from 2100-2200
8/14/2019 11:27	201902698	1.00	day	BCEDWARNOW	2						several businesses checked
8/15/2019 23:45	201902718	1.00	swing	BCJESSEBLA	2			1			one motorist assist; 1 stop for speed

ADAIR VILLAGE PATROL

July 25, 2019 - Aug 24, 2019

8/16/2019 23:13	201902728	1.00	swing	BCDAVIDIVE									patrolled from 2015-2315; no activity
8/17/2019	201902731		day	BCBENIADRO									
8/18/2019 14:02	201902735	1.00	day	BCBRIANHOR	1								one contact; no other patrol activity
8/18/2019 20:14	201902740	1.00	day	BCJAMESYOU	4								Public contacts: 4- two families in the park, one man asking for directions, one group of kids; Patrolled city streets, parks, county roads, and Highway 99W arrested a juvenile on NE Azalea Dr for harassment after he pushed his mother. He was transported to the Linn-Benton Juvenile Detention Center.
8/19/2019 8:24	201902747		day	BCBRIANHOR						1			CRIMINAL TRESPASS 2 CALL. On Monday, August 19, 2019 at about 2:00 P.M., deputies spoke with Ashley Dee Dyck at her residence of 5224 NE Laurel Drive. Ashley stated the Adair code enforcement officer came onto her property and did not leave when told to. Jerry Jackson stated he was not on her property and was only taking pictures from the sidewalk.
8/19/2019	201902752		day	BCBRIANHOR									
8/12/2019 23:03	201902224		grave	BCJIMWEI									dispatched to NE Azalea Drive in Adair Village for a disturbance. Mother called to report her 14 year old son was out of control. Son is currently on Benton County Juvenile Department probation. Son was located by a deputy and brought home.
8/20/2019 10:17	201902761		day	BCERICAONE									cited a citizen for permitting their dog to run at large on Holly Ln
8/21/2019 2:40	201902770	2.00	grave	BCJAMESHAR									1:40 A.M. UNTIL 2:40 A.M. PATROLLED CITY STREETS/SCHOOL/PARK/BUSINESSES/HIGHWAY 99W. NO ACTIVITY
8/21/2019 18:50	201902777	2.00	swing	BCJOEHAL									patrolled from 1700-1900
8/21/2019 23:10	201902780	1.50	swing	BCJEFRPPA									No activity
8/22/2019 9:25	201902783	2.00	day	BCEDWARROW	3								2 HOURS ADAIR EXTRA PATROL; .5 ON 8/21 AND 1.5 ON 8/22; DISTRIBUTED CAR PROWL FLYERS; SEVERAL BUSINESS CHECKS
8/22/2019 10:36	201902786	1.00	day	BCPAULLAN	2								0935-1035; 1 hour; 0 traffic stops; 0 calls for service
8/22/2019 23:55	201902800	1.50	grave	BCAARONGEV	0								patrolled from 2230-0000
8/23/2019 10:17	201902801	1.00	day	BCEDWARROW	1								several business checks
8/24/2019 17:24	201902813	1.00	swing	BCJAMESYOU	3	2							patrolled from 1630-1730. Spoke to a family and handed out stickers. Talked to a group of disc golfers. Gave directions to a lost couple traveling.
8/24/2019 23:32	201902817	2.00	swing	BCJERRYWIL	3								patrolled from 2140-2340
TOTAL:		62.75			44	5	2	3	1	0			

	TOTAL							
	Jul 1, '19 - Jul 30, 20	Budget	\$ Over Budget	% of Budget	Jul 1, '19 - Jul 30, 20	% of Budget		
Income								
4001 - Property Taxes--Current	0.00	122,000.00	-122,000.00	0.0%	0.00	122,000.00	-122,000.00	0.0%
4002 - Property Taxes - Prior Year	0.00	2,500.00	-2,500.00	0.0%	0.00	2,500.00	-2,500.00	0.0%
Total 4010 - Government Sources	0.00	188,400.00	-188,400.00	0.0%	0.00	24,400.00	-24,400.00	0.0%
Total 4020 - Rental Income	22,192.36	109,020.00	-86,827.64	20.36%	22,192.36	109,020.00	-86,827.64	20.36%
Total 4030 - Fees	409,137.93	890,276.00	-481,138.07	45.96%	338,861.93	16,500.00	322,361.93	2,053.71%
Total 4050 - Other Income	18,122.59	55,100.00	-36,977.41	32.89%	18,122.59	52,200.00	-34,077.41	34.72%
4060 - Interest	0.00	15,000.00	-15,000.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
Total 4080 - Transfers In	0.00	40,418.00	-40,418.00	0.0%	0.00	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	1,436,213.00	-1,436,213.00	0.0%	0.00	205,000.00	-205,000.00	0.0%
Total Income	449,452.88	2,858,927.00	-2,409,474.12	15.72%	379,176.88	546,620.00	-167,443.12	69.37%
Gross Profit	449,452.88	2,858,927.00	-2,409,474.12	15.72%	379,176.88	546,620.00	-167,443.12	69.37%
Expense								
5000 - Personal Services								
5010 - City Administrator	8,742.00	96,400.00	-87,658.00	9.07%	3,059.70	33,740.00	-30,680.30	9.07%
5016 - Utility/Court Clerk	3,335.92	37,704.00	-34,368.08	8.85%	667.18	7,541.00	-6,873.82	8.85%
5018 - Finance Clerk	1,703.18	20,520.00	-18,816.82	8.3%	255.48	3,079.00	-2,823.52	8.3%
5025 - Summer Program Coordinator	2,238.50	13,549.00	-11,310.50	16.52%	2,238.50	13,549.00	-11,310.50	16.52%
5050 - Public Works Supervisor	4,955.11	58,132.00	-53,176.89	8.52%	0.00	2,115.00	-2,115.00	0.0%
5052 - Utility Worker III	0.00	40,227.00	-40,227.00	0.0%	0.00	0.00	0.00	0.0%
5054 - Utility Worker II	3,558.56	0.00	3,558.56	100.0%	0.00	0.00	0.00	0.0%
5058 - Utility Worker I	0.00	4,937.00	-4,937.00	0.0%	0.00	0.00	0.00	0.0%
5081 - Employee Health Ins Benefits	19,964.73	86,940.00	-67,975.27	21.81%	2,655.07	12,601.00	-9,945.93	21.07%
5082 - Retirement Benefits	5,025.47	56,167.00	-50,141.53	10.73%	1,385.86	12,419.00	-11,033.14	11.16%
5085 - Employment Taxes	2,261.36	37,517.00	-35,255.64	6.03%	520.10	6,296.00	-7,775.90	6.27%
Total 5000 - Personal Services	51,784.83	452,093.00	-400,308.17	11.45%	10,761.89	93,339.00	-82,557.11	11.55%
Total 5100 - Material & Services	217,505.83	544,075.00	-326,569.17	39.88%	51,396.51	242,755.00	-191,358.49	21.17%
Total 5300 - Capital Outlay	1,750.00	145,000.00	-143,250.00	1.21%	1,750.00	30,000.00	-28,250.00	5.83%
Total 5400 - Debt Service	11,126.83	177,254.00	-166,127.17	6.28%	11,126.83	22,254.00	-11,127.17	50.0%
Total 5500 - Transfers	0.00	40,418.00	-40,418.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
5700 - Contingency	0.00	144,000.00	-144,000.00	0.0%	0.00	50,000.00	-50,000.00	0.0%
7777 - Reserve for Future Expenditure	0.00	1,356,087.00	-1,356,087.00	0.0%	0.00	103,272.00	-103,272.00	0.0%
Total Expense	282,168.49	2,858,927.00	-2,576,758.51	9.87%	75,055.23	546,620.00	-471,564.77	13.73%
Net Income	167,284.39	0.00	167,284.39	100.0%	304,121.65	0.00	304,121.65	100.0%

	Reserve Fund			SDC Fund		
	Jul 1, '19 - Jul 30, 20	Budget	% of Budget	Jul 1, '19 - Jul 30, 20	Budget	% of Budget
Income						
4001 - Property Taxes--Current	0.00	0.00	0.0%	0.00	0.00	0.0%
4002 - Property Taxes - Prior Year	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4010 - Government Sources	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4020 - Rental Income	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4030 - Fees	0.00	0.00	0.0%	0.00	59,875.00	-59,875.00
Total 4050 - Other Income	0.00	0.00	0.0%	0.00	0.00	0.0%
4060 - Interest	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4080 - Transfers In	0.00	9,000.00	0.0%	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	121,914.00	0.0%	0.00	278,299.00	-278,299.00
Total Income	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00
Gross Profit	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00
Expense						
5000 - Personal Services						
5010 - City Administrator	0.00	0.00	0.0%	0.00	0.00	0.0%
5016 - Utility/Court Clerk	0.00	0.00	0.0%	0.00	0.00	0.0%
5018 - Finance Clerk	0.00	0.00	0.0%	0.00	0.00	0.0%
5025 - Summer Program Coordinator	0.00	0.00	0.0%	0.00	0.00	0.0%
5050 - Public Works Supervisor	0.00	0.00	0.0%	0.00	0.00	0.0%
5052 - Utility Worker III	0.00	0.00	0.0%	0.00	0.00	0.0%
5054 - Utility Worker II	0.00	0.00	0.0%	0.00	0.00	0.0%
5058 - Utility Worker I	0.00	0.00	0.0%	0.00	0.00	0.0%
5081 - Employee Health Ins Benefits	0.00	0.00	0.0%	0.00	0.00	0.0%
5082 - Retirement Benefits	0.00	0.00	0.0%	0.00	0.00	0.0%
5085 - Employment Taxes	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5000 - Personal Services	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5100 - Material & Services	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5200 - Capital Outlay	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5400 - Debt Service	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 5500 - Transfers	0.00	31,418.00	0.0%	0.00	0.00	0.0%
5700 - Contingency	0.00	0.00	0.0%	0.00	0.00	0.0%
7777 - Reserve for Future Expenditure	0.00	99,486.00	0.0%	0.00	338,175.00	-338,175.00
Total Expense	0.00	130,914.00	0.0%	0.00	338,175.00	-338,175.00
Net Income	0.00	0.00	0.0%	0.00	0.00	0.0%

	Storm Drain Fund			Street Fund				
	Jul 1, '19 - Jul 30, 20	Budget	\$ Over Budget	% of Budget	Jul 1, '19 - Jul 30, 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4002 - Property Taxes - Prior Year	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4010 - Government Sources	0.00	0.00	0.00	0.0%	0.00	64,000.00	-64,000.00	0.0%
Total 4020 - Rental Income	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4030 - Fees	2,222.14	27,900.00	-25,677.86	7.97%	0.00	0.00	0.00	0.0%
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
4060 - Interest	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 4080 - Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	6,000.00	-6,000.00	0.0%	0.00	115,000.00	-115,000.00	0.0%
Total Income	2,222.14	34,100.00	-31,877.86	6.52%	0.00	179,200.00	-179,200.00	0.0%
Gross Profit	2,222.14	34,100.00	-31,877.86	6.52%	0.00	179,200.00	-179,200.00	0.0%
Expense								
5000 - Personal Services								
5010 - City Administrator	437.10	4,820.00	-4,382.90	9.07%	437.10	4,820.00	-4,382.90	9.07%
5016 - Utility/Court Clerk	166.80	1,865.00	-1,718.20	8.85%	0.00	0.00	0.00	0.0%
5018 - Finance Clerk	85.16	1,026.00	-940.84	8.3%	85.16	1,026.00	-940.84	8.3%
5025 - Summer Program Coordinator	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
5050 - Public Works Supervisor	247.76	2,801.00	-2,553.24	8.85%	495.51	5,602.00	-5,106.49	8.85%
5052 - Utility Worker III	0.00	2,011.00	-2,011.00	0.0%	0.00	4,023.00	-4,023.00	0.0%
5054 - Utility Worker II	177.93	0.00	177.93	100.0%	355.86	0.00	355.86	100.0%
5058 - Utility Worker I	0.00	353.00	-353.00	0.0%	0.00	353.00	-353.00	0.0%
5081 - Employee Health Ins Benefits	948.24	4,347.00	-3,398.76	21.81%	1,137.88	5,389.00	-4,251.12	21.12%
5082 - Retirement Benefits	301.27	2,668.00	-2,366.73	11.29%	361.53	3,274.00	-2,912.47	11.04%
5085 - Employment Taxes	113.07	1,782.00	-1,668.93	6.35%	135.67	2,186.00	-2,050.33	6.21%
Total 5000 - Personal Services	2,477.33	21,693.00	-19,215.67	11.42%	3,008.71	26,573.00	-23,564.29	11.28%
Total 5100 - Material & Services	0.00	7,280.00	-7,280.00	0.0%	18,254.42	22,680.00	-4,425.58	80.49%
Total 5300 - Capital Outlay	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 5400 - Debt Service	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 5500 - Transfers	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
5700 - Contingency	0.00	0.00	0.00	0.0%	0.00	7,500.00	-7,500.00	0.0%
7777 - Reserve for Future Expenditure	0.00	4,927.00	-4,927.00	0.0%	0.00	122,147.00	-122,147.00	0.0%
Total Expense	2,477.33	34,100.00	-31,622.67	7.27%	21,263.13	179,200.00	-157,936.87	11.87%
Net Income	-255.19	0.00	-255.19	100.0%	-21,263.13	0.00	-21,263.13	100.0%

	Wastewater Fund			Water Fund		
	Jul 1, '19 - Jul 30, 20	Budget	% of Budget	Jul 1, '19 - Jul 30, 20	Budget	% of Budget
Income						
4001 - Property Taxes-Current	0.00	0.00	0.0%	0.00	0.00	0.0%
4002 - Property Taxes - Prior Year	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4010 - Government Sources	0.00	0.00	0.0%	0.00	100,000.00	-100,000.00
Total 4020 - Rental Income	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4030 - Fees	20,415.65	215,000.00	9.5%	47,638.21	571,000.00	-523,361.79
Total 4050 - Other Income	0.00	1,000.00	0.0%	0.00	1,500.00	-1,500.00
4060 - Interest	0.00	0.00	0.0%	0.00	0.00	0.0%
Total 4080 - Transfers In	0.00	8,209.00	0.0%	0.00	23,209.00	-23,209.00
4090 - Beginning Fund Balance	0.00	10,000.00	0.0%	0.00	700,000.00	-700,000.00
Total Income	20,415.65	234,209.00	8.72%	47,638.21	1,395,709.00	-1,348,070.79
Gross Profit	20,415.65	234,209.00	8.72%	47,638.21	1,395,709.00	-1,348,070.79
Expense						
5000 - Personal Services						
5010 - City Administrator	1,311.30	14,460.00	9.07%	3,496.80	38,560.00	-35,063.20
5016 - Utility/Court Clerk	833.98	9,426.00	8.85%	1,667.96	18,852.00	-17,184.04
5018 - Finance Clerk	510.95	6,166.00	8.3%	766.43	9,234.00	-8,467.57
5025 - Summer Program Coordinator	0.00	0.00	0.0%	0.00	0.00	0.00
5050 - Public Works Supervisor	1,238.76	14,004.00	8.85%	2,973.08	33,610.00	-30,636.92
5052 - Utility Worker III	0.00	12,068.00	0.0%	0.00	22,125.00	-22,125.00
5054 - Utility Worker II	1,067.57	0.00	100.0%	1,957.20	0.00	1,957.20
5058 - Utility Worker I	0.00	1,410.00	0.0%	0.00	2,821.00	-2,821.00
5081 - Employee Health Ins Benefits	4,741.18	20,528.00	23.1%	9,482.36	44,075.00	-34,592.64
5082 - Retirement Benefits	1,255.48	11,902.00	10.89%	2,661.33	25,904.00	-23,222.67
5085 - Employment Taxes	497.50	7,960.00	6.26%	895.02	17,303.00	-16,307.98
Total 5000 - Personal Services	11,496.72	97,904.00	11.74%	24,020.18	212,484.00	-188,463.82
Total 5100 - Material & Services	14,633.54	67,615.00	21.55%	133,216.36	203,745.00	-70,528.64
Total 5300 - Capital Outlay	0.00	0.00	0.0%	0.00	115,000.00	-115,000.00
Total 5400 - Debt Service	0.00	30,000.00	0.0%	0.00	125,000.00	-125,000.00
Total 5500 - Transfers	0.00	400.00	0.0%	0.00	3,200.00	-3,200.00
5700 - Contingency	0.00	6,500.00	0.0%	0.00	80,000.00	-80,000.00
7777 - Reserve for Future Expenditure	0.00	31,790.00	0.0%	0.00	656,280.00	-656,280.00
Total Expense	26,136.26	234,209.00	11.16%	157,236.54	1,395,709.00	-1,238,472.46
Net Income	-5,720.61	0.00	100.0%	-109,598.33	0.00	-109,598.33
						100.0%



STAFF REPORT
Attachment G – Financial Report
 September 10, 2019 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$449,452.18 (15.72% of budget) and Expenses are \$282,168.49 (9.87% of budget), which shows a Net Income of \$167,284.39 for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$51,784.83	11.45%
Materials & Supplies	\$217,506.83	39.98%
Capital Outlay	\$1,750.00	1.21%
Debt Service	\$11,126.83	6.28%

Totals by Fund – Income and Expenses for each Fund are shown below.

Fund	Income	Expenses	Difference
General	379,176.88	75,055.23	304,121.65
Reserve	0.00	0.00	0.00
SDC Fund	0.00	0.00	0.00
Storm Drain	2,222.14	2,477.33	-255.19
Streets	0.00	21,263.13	-21,263.13
Wastewater	20,415.65	26,136.26	-5,720.61
Water	47,638.21	157,236.54	-109,598.33
TOTAL	\$449,452.88	\$282,168.49	167,284.39

We have approximately **\$1,361,287.18** in the Local Government Investment Pool (LGIP). Last month we had **\$1,391,287.18**. Last year on 9/04/2018 we **\$1,188,830.12**.

August 28, 2019



Engineering Services, Inc.
213 Water Ave. NW, Ste. 100
Albany, OR 97321
p 541.223.5130

Pat Hare, City Administrator
City of Adair Village
6030 NE William R. Carr Avenue
Adair Village, OR 97330

**RE: City of Adair Village System Development Charge (SDC) Methodology Update
City Engineer's Opinion to the City Administrator Regarding Written Public Comment**

Dear Mr. Hare:

On May 16, 2019, the City of Adair Village published a notice that it would be revising the methodology by which its infrastructure system development charges (SDCs) are calculated. On June 3rd, 2019, a written copy of the proposed revisions was made available by the City for public review and comment. The period for parties to submit written comments regarding the proposed changes ended at 4PM on August 27th, 2019. To our knowledge, one (1) written comment was submitted to the City for consideration during the period to submit written public comments. Below, we have included a copy of the comment received and the opinion of the City Engineer regarding the content of the comment.

Public Comment #1 (Received via email to CA Pat Hare on June 5, 2019 at 6:21 AM):

Upon review of the May 2019 report on SDC's, I am concerned about the immediate increase from a total of \$12,000 to \$19,000/ EDU in 2020.

While I understand that everyone wants growth to pay for growth.. The city is attempting to reach a population base that will sustain some commercial development . The immediate increase could slow that down considerably since the additional \$7,000 will immediately be reflected by an increase in the cost on the new homes.

I would suggest that Council consider a 3 year phase in of these total costs at \$2,350/year (i.e. 1/1/20 = \$14,350, 1/1/21 = \$16,650, 1/1/22 = \$19,000

City Engineer's Opinion Regarding Public Comment #1:

Public Comment #1 does accurately indicate that there will be an increase in the SDC charges that new homes will be required to pay. While we understand that there may be some concern with increasing the SDC's and the potential for slowing of population growth, it should be noted that a phased approach like the one proposed by the commenter will result in inadequate funding of SDC eligible projects. The purpose of SDC's is to ensure that new users of public infrastructure contribute equally to the costs of constructing

that infrastructure. As shown in Table 3.1 of the SDC Methodology, achieving the 2026 population outlined in the City's Comprehensive Plan will result in an average annual population increase of 15.97%. The Commenter's suggested phasing approach will, in fact, allow several new users to benefit from infrastructure without paying an equal share of the costs for that infrastructure. We believe that this would be unfair to the existing residents of the City.

The Commenter also assumes that "...the additional \$7,000 will immediately be reflected by an increase in the cost on the new homes." Whether or not this cost is reflected in the cost of the new homes is a decision of the property owner and/or home builder.

It is important to note that additional public comment may be presented in person at the public hearing to discuss these proposed revisions to the SDC methodology. Civil West Engineering Services is planning to attend to provide the City Engineer's input on additional public comments made at that hearing if requested by City staff or City Council.

Please let me know if you have any questions regarding this opinion.

Sincerely,

A handwritten signature in black ink that reads "Matt Wadlington". The signature is fluid and cursive, with a long horizontal stroke at the end.

Matt Wadlington, P.E.
Willamette Valley Regional Manager
Civil West Engineering Services, Inc.

September 5, 2019



Engineering Services, Inc.
213 Water Ave. NW, Ste. 100
Albany, OR 97321
p 541.223.5130

Mayor Currier and City Council
City of Adair Village
6030 NE William R. Carr Ave.
Adair Village, OR 97330

Staff Report: City of Adair Village System Development Charges Methodology Update

In 2018, the City authorized Civil West Engineering Services to update the City's methodology for calculating System Development Charges (SDCs). SDCs are funds paid for the development or redevelopment of a property to reflect the impact that development will have on City infrastructure systems. This includes the use of existing available capacity in a system or the need to construct new infrastructure to accommodate the growth. The City previously revised its SDC methodology in 2008.

This project also included the development of Capital Improvement Project (CIP) lists for each of the infrastructure systems subject to SDCs: water, wastewater, storm drainage, transportation, and parks. These CIP lists were developed based on existing planning documents with input from City staff and can be found in Appendix A of the SDC Methodology document. Total project costs for these systems are as follows:

Infrastructure System	Total CIP List Cost
Water	\$11,286,223
Wastewater	\$7,006,206
Storm Drainage	\$728,324
Transportation	\$7,038,789
Parks	\$1,285,516
Total	\$27,345,058

SDCs are determined based on the total project cost and the portion of the project that provides excess capacity to accommodate growth. The methodology document justifies the percentage of each project that is eligible for funding via SDCs. Total SDC eligible project costs for these systems are as follows:

Infrastructure System	SDC Eligible Cost
Water	\$7,369,945
Wastewater	\$3,222,666
Storm Drainage	\$286,300
Transportation	\$5,409,305
Parks	\$930,606
Total	\$17,218,822

In addition to costs associated with infrastructure construction, portions of required planning documents (master plans, facility plans, etc.) and costs associated with the administration of the SDC program can be

recouped as a Compliance Charge in addition to the SDCs. This methodology recommends that a 4.19% Compliance Charge be applied to the total SDC for a development based on estimated administrative costs for the SDC program.

SDCs are determined on a "per Equivalent Dwelling Unit (EDU)" basis that normalizes the impact of any type of development to the anticipated impact of a typical detached single-family home. Based on the anticipated growth of the infrastructure systems, the following SDCs are recommended:

Infrastructure System	Recommended SDC per EDU
Water	\$7,855.24
Wastewater	\$3,434.87
Storm Drainage	\$305.15
Transportation	\$5,765.50
Parks	\$991.88
Sub-total	\$18,352.64
Compliance Charge	\$769.54
Total	\$19,122.18

The City currently charges an SDC of approximately \$12,110 per EDU for new development within the City Limits. Adoption of the recommended SDCs would represent an increase of approximately \$7,000 per EDU. As shown in the CIP lists included in the SDC methodology document, several projects are necessary to accommodate anticipated growth within the City and adjusting the SDCs provides a method for ensuring that future users of City infrastructure contribute fairly to the construction of these facilities.

On May 16th, 2019, the City provided notice that it intended to modify its system development charges. The methodology document was available for public review and comment beginning on June 3rd, 2019. Written public comments could be submitted until 4:00 PM on August 27th, 2019. During the period for submitting written public comments, only one comment was received. Our opinion regarding the public comment is addressed a separate memo previously transmitted to the City.

Sincerely,

Matt Wadlington, P.E.
Principal, Willamette Valley Regional Manager
Civil West Engineering Services, Inc.

**CITY OF ADAIR VILAGE/CITY OF TANGENT
INTERGOVERNMENTAL AGREEMENT**

FOR

PUBLIC WORKS SERVICES

This Intergovernmental Agreement is made and entered into in duplicate original as of the 1st day of January, 2020, by and between the City of Adair Village, a municipal corporation of the State of Oregon, hereinafter referred to as "Adair Village," and the City of Tangent, a municipal corporation of the State of Oregon, hereinafter referred to as "Tangent," and jointly referred to as "parties."

R E T I T A L S

WHEREAS, Oregon Statutes grant general authority for Intergovernmental Agreements by units of local government pursuant to the provisions of ORS 190.010 to 190.110; 368.016(2); 373.260; and 294.950(2); and

WHEREAS, Tangent requests of Adair Village the provision of a qualified public works department to assist Tangent on a trial basis for six months in the efficient and lawful management of its public works facilities; and

WHEREAS, after the six month trial basis has expired, the parties contemplate this Agreement to automatically renew for a ten year period for the provision of the public works services; and

WHEREAS, Adair Village is willing to provide the services of its public works supervisor, Matt Lydon and its support staff, pursuant to the terms of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms and provisions set forth herein, the parties agree as follows:

1. Scope of Services:

The Parties concur that the purpose of this Agreement is for Adair Village to provide Public Works Services including, but not limited to, operation and maintenance services for the wastewater service for Tangent. The specific Scope of Services is attached hereto and incorporated by reference herein.

2. Consideration:

Tangent shall pay Adair Village at the regular monthly rate of \$8,269.58 per month for the trial period as defined below. Thereafter, Tangent shall pay Adair Village at the monthly rate of \$10,083.34 per month with an annual cost of living adjustment (COLA) amount, which shall be established pursuant to Tangent's COLA ordinance.

From time to time, Tangent may request that Adair Village perform services outside of those set forth in the Scope of Services. Upon Adair Village's agreement, Tangent agrees to reimburse Adair Village for equipment and other costs it accrues and pay Adair Village on a fee service basis for said Out of Scope Services in accordance with the hourly rates set forth in Schedule A, COLA adjusted.

Tangent hereby agrees that it will not hire any of Adair Villages' employees during the term of this Agreement or any extension thereof.

3. Additional Services:

Adair Village will also provide Tangent with park maintenance, mowing, weeding, equipment and facility repair services. Mowing, weeding and edging would occur weekly during the months of April through October at the additional cost of \$16,100.00 per month. Equipment and facility repair would be billed at \$50.00 per hour all parts materials needed for equipment or facility repair would be at the expense of the owner.

4. Term of Agreement:

This Agreement shall run from January 1st, 2020 until June 30th 2020 ("Trial Period"). Beginning July 1st, 2020 unless terminated by either party, this Agreement shall extend for a ten (10) year period beginning July 1, 2020 and ending June 30th, 2030 ("Expiration Date"). This Agreement will be extended for an additional 10 year period unless terminated by either party in writing no later than 180 days from the Expiration Date. .

5. Governing Law:

This Agreement and its construction shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding, including discovery proceedings, (collectively, "Claim") between the Parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of the State of Oregon and venue shall lie in Linn County, Oregon.

6. Severability:

If any provisions of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the

application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

7. Entire Agreement:

This Agreement and the exhibits attached hereto sets forth the entire understanding among the Parties with respect to the subject matter referenced herein, there being no terms, conditions, warranties or representations with respect to its subject matter other than as contained herein.

8. Notices and Demands:

Any notice, demand, or other communication under this Agreement shall be sufficiently given if sent by (i) registered or certified mail return receipt requested, postage prepaid, (ii) nationally recognized overnight courier service, or (iii) first class mail or delivered in person.

In the case of Tangent:

Georgia Edwards
City Manager
P.O. Box 251
Tangent, OR 97389
Phone: (541)-928-1020

In the case of the Adair:

City of Adair Village
Pat Hare, City Administrator
6030 NE William R. Carr Avenue
Adair Village, OR 97330
Phone: (541) 745-5507

9. Binding Effect:

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors and assigns.

10. Modifications:

This Agreement cannot be changed orally, and no agreement shall be effective to waive, change, modify or discharge it in whole or in part unless such agreement is in writing and is signed by the Parties against whom enforcement of any wavier, change, modification or discharge is sought.

11. Further Assurances:

Each Party agrees that it will, without further consideration, execute and deliver such other documents and take such other action as may be reasonably requested by another Party to more effectively consummate or achieve the purposes or subject matter of this Agreement.

12. Attorneys' Fees:

In the event of any controversy, claim or dispute between the Parties affecting or relating to the subject matter or performance of this Agreement, each prevailing Party shall be entitled to recover from each non-prevailing Party all of its reasonable expenses, including reasonable attorneys, experts and accountants fees and expenses of litigation, whether incurred at trial or on appeal and including any incurred in or in connection with any bankruptcy proceeding.

13. Counterparts:

The Agreement may be executed in several counterparts, either by manual, facsimile or email signatures and all such executed counterparts shall constitute one and the same agreement.

14. Headings:

The section headings set forth in this Agreement are for convenience and reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

15. Construction:

The Parties acknowledge that the parties and their counsel have reviewed this Agreement and that the normal rule of construction to against the drafting Party shall not be employed in the interpretation of this Agreement or any exhibits or amendments hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signature appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have the authority to execute this Agreement

CITY OF TANGENT, OREGON

:

CITY OF ADAIR VILLAGE, OREGON

Dated: _____, 2019

Dated: _____, 2019

By: _____

By: _____

Georgia Edwards

Pat Hare

Title: City Manager

Title: City Manager

SCOPE OF SERVICES

A. Adair Village shall operate and maintain the Tangents's wastewater system, including STEP units, treatment facilities, collection system, and outfall, to comply with applicable local state and federal regulations and standards, including the requirements of the Oregon Department of Environmental Quality NPDES waste discharge permit. Treatment facilities shall be checked daily. Adair Village's obligation to meet such standards shall begin upon the effective date of this agreement.

B. Adair Village shall utilize its knowledge and experience to control secure, operate and maintain Tangent's wastewater system so that the facility that composes that system will not deteriorate in appearance or mechanical condition. Towards this end, Adair Village shall engage in preventative maintenance and process control monitoring including, but not limited to, changing the oils and filters, bearing lubrication, drive belt adjustments, monitoring amperage and voltage of electrical components, and keeping equipment clean and in good repair.

C. Adair Village shall monitor the solids buildup in the STEP units (including septic tanks) as needed and shall report to Tangent when pumping by the third-party provider of pumping services. Tangent shall be responsible for directly paying the third-party provider of pumping services.

D. Adair Village shall operate and maintain all facilities within the wastewater system in a manner that acknowledges the aesthetic importance of those facilities while promoting economical, efficient and reliable operations. Adair Village shall operate the facilities to minimize odor problems. Adair Village shall also provide building maintenance and continue a program of housekeeping inside the buildings and fenced ground area. Tangent may periodically inspect the facilities and facilities shall be maintained and cleaned in accordance with generally accepted practices for municipal wastewater treatment facilities.

E. Adair Village shall provide and maintain open communications and close coordination with designated Tangent officials on all activities, planned changes or potential modification to Tangent's wastewater system. Adair Village shall communicate problems or emergencies to designated Tangent personnel as required and obtain approval for scheduling contract services and for purchasing supplies, materials and equipment. Tangent personnel shall be available to respond to request for authorizations to purchase materials or services promptly and to make decisions during emergencies.

F. Adair Village shall pay all wages, benefits, and insurance to its employee engaged in the operation and maintenance of the wastewater system.

G. Tangent shall pay for all utilities, chemicals, fuels, lubricants, materials, supplies and contracted third-party services, if any, which may be authorized by the Tangent, as required, to operate and maintain the wastewater system.

H. Tangent represents to Adair Village that all equipment and systems are operative and are free from apparent defects other than normal wear on the effective date of this Agreement. Should there be inoperative or defective equipment or systems, Adair Village shall promptly inform Tangent of the specific defects to enable Tangent to exercise its warranty rights.

I. At the termination of this agreement, all equipment and systems used by Adair Village to fulfill the obligation of this Agreement shall be operative and be free from known defects other than those arising from normal wear. If not, Adair Village will be responsible for the cost of repair or replacement.

J. Adair Village shall be on call twenty-four (24) hours per day, seven (7) days a week for emergency repairs or the wastewater system, including clogged lines, and control system and equipment failure. Adair Village shall arrive on-site in response to emergency calls no later than three (3) hours after notice. In the event of an emergency call out occurring outside of normal business hours (8:00 a.m. – 5:00 p.m., Monday – Friday except national holidays). Adair Village will bill Tangent, in addition to the regular monthly rate, a minimum of 3 hours at \$65.00 per hour, COLA adjusted, per each year of this contract, plus travel at a rate of \$1.25 per mile.

K. Adair Village shall correct or coordinate correction of problems with equipment, controls, etc., as they occur. Trouble-shooting and replacement of control system and panel electrical components shall be performed by a state-licensed electrician or an individual possessing a State Limited Maintenance License.

L. Adair Village shall pay for all necessary repair and replacement equipment and parts, as set forth in Schedule A, subject to reimbursement from Tangent. In addition, to the regular monthly rate, Adair Village will also bill Tangent, at a rates set forth in Schedule A, COLA adjusted , for time spent performing repair and replacement activities. Adair Village shall not incur such repair or replacement equipment or labor costs in excess of One Thousand Dollars (\$1,000) per occurrence or site without written permission from Tangent or its designee. Adair Village shall provide status reports concerning repair and maintenance activities and costs, and shall project repair and maintenance activities and costs.

M. Adair Village shall perform or provide all testing, monitoring and record keeping required by the DEQ discharge permit and needed for process control. Adair Village shall maintain monthly DEQ monitoring and process control reports required by the discharge permit and submit them to the State within fifteen (15) days after the last day of each month.

N. Adair Village shall not be responsible for capital expenses. Adair Village shall conduct “repair versus replace” analyses for repair activities.

O. Adair Village shall conduct ongoing training programs for all personnel to insure proper operation and maintenance of the wastewater system. At all times and under all circumstances, operators placed on the project shall be under the direct responsible charge of qualified Oregon operators. Adair Village shall have the responsibility to administer all safety programs

inspections, training, safety equipment repair and preventative maintenance required to comply with OSHA and State of Oregon regulations.

P. Adair Village shall provide access for Tangent personnel to all facilities in the wastewater system. Visits may be made during routine business hours or at mutually agreed to time by any designated Tangent employee or other designee. All visitors to the wastewater system shall comply with Adair Village's operating and safety procedures.

Q. Adair Village shall provide laboratory testing in accordance with the latest revision of the Standard Methods for the Examination of Water and Wastewater and use the most current edition recognized by the EPA under the Clean Water Act, as necessary for process control and regulatory compliance. Adair Village shall prepare appropriate monitoring reports, and shall file such reports with Tangent and appropriate regulatory agencies monthly, or as specified within the current NPDES permit issued to Tangent.

R. Adair Village shall conduct industrial or any other wastewater sampling and testing programs as required by Tangent or its designee.

S. Adair Village shall operate and maintain all existing equipment and new equipment purchased after the effective date of this Agreement in accordance with manufacturers operation and maintenance instructions and warranty requirements, and as defined in the wastewater system operation and maintenance manuals as appropriate.

T. Adair Village shall maintain an updated roster of all personnel on duty on the wastewater system and the responsibility of each, and shall provide Tangent Administrator with the current home and business address and telephone numbers of such personnel.

U. Tangent shall be responsible for applying for and obtaining all permits, licenses, certifications and approvals, including the NPDES permit, required by regulatory agencies. Adair Village will cooperate with Tangent to the extent necessary in obtaining same.

V. Failure to perform in accordance with the terms of this Scope of Services shall constitute a breach of the Agreement, subject to § 4.4.e thereof.

W. All facilities and equipment within the wastewater system shall remain the property of Tangent and may not be disposed of by the Adair Village without written permission of Tangent Council or it's designate.

X. Adair Village shall provide sufficient staff to maintain the wastewater system in a proper manner.

Y. Adair Village shall develop and implement standard operating procedures for the facilities consistent with the system operation and maintenance manual to be provided to Adair Village by Tangent.

Z. Adair Village shall schedule and supervise other contract services for special equipment repair and maintenance and for installation of new equipment or equipment modifications upon authorization by Tangent's designated representative.

AA. Adair Village shall designate a lead operator, certified by the State of Oregon, who shall be primarily responsible for handling and supervising the aforementioned tasks. Supplemental assistance will be provided from Adair Village's office

BB. Tangent shall review Adair Village's performance and process invoice for services rendered on a monthly basis.

CC. Adair Village shall work to resolve regulatory compliance issues. If an inspector from DEQ or other regulatory agency makes a site visit, Tangent shall be notified and a representative of Tangent shall be allowed to attend.

DD. Adair Village shall be responsible for setting up and updating preventative maintenance, record keeping systems, lab monitoring and QC systems and reporting protocols.

EE. Adair Village shall interact with Tangent Engineer, Tangent officials, regulatory personnel, Adair Villages, residents, media and other individuals in resolving any issues relative to the operation of the Tangent Wastewater Collection and Treatment System.

FF. Adair Village shall interact with Tangent Engineer, Tangent officials, regulatory personnel, Adair Villages, residents, media and other individuals in resolving any issues relative to the operation of the Tangent Wastewater Collection and Treatment System.

SCHEDULE A

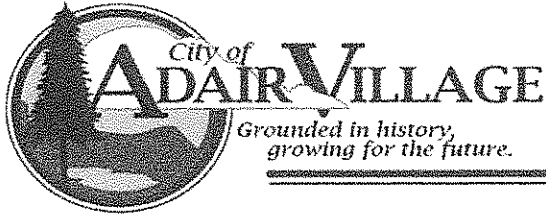
The following costs and fees are not included in the regular monthly fee of \$10,083.34 per month, COLA adjusted:

ADDITIONAL CHARGES

Emergency call outs	\$65 with 3 hour minimum plus \$1.25 per mile
Repair and Replacement rates:	\$65 per hour
Utility Locating Service	\$65 per locate
Splice Box	\$44.42 per
PVUU57	\$354.60 per
Float Assembly	\$79.97 per
Hose and valve assembly	\$74.07 per
PF100511 Pump	\$540.90 per
Simplex Panel	\$393.30 per
MF1P	\$56.35 per
PLF10005 Liquid end	\$273.60 per
PFR1005 Rebuild Kit	\$101.30 per

FACILITY AND EQUIPMENT REPAIR

Park equipment repair/maintenance	\$50 per hour
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STAFF REPORT

Allowing Beer and Wine to Be Served On City Property

Recreation Coordinator – Jessica Il, is allocating money from grants to create more events for adult citizens of Adair Village. Events such as creating wreaths, paint and sips, tying flies, and science nights have been in the early stages or have already been planned.

The first science night focuses on Oregon’s historical geology and can be tied in with soil science. Having wine tastes from each region from Willamette Valley elevates the experience, and can potentially draw more people to the event.

The goal is to expose more citizens to the City and create more events to gather a sense of community between government and the public.

Jessica has had her OLCC service permit and has tended bar for 9 years, and is familiar with rules and regulations of serving alcohol to the public. During the events, we will not be selling alcohol, it will be offered freely, with a two drink maximum.

Offering free drinks allows us not to need a permit through OLCC, and allowing a two drink max will ensure participants a fun relaxing time.

We will try to have at least one adult event a month. Beer and wine to be served until funds are exhausted. Events have priority to funding, and then whatever is left will be used for refreshments.