

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, January 7, 2020 - 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 – December 3, 2019 (Attachment A)
- b. Bills List through – December 31, 2019 (Attachment B) – \$45,268.07

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 December 31, 2019 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Waste Water Infrastructure (Attachment H, H1) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) 2019 Audit (Attachment I) Pat Hare/Debbie Smith Wagar
Action: Discussion

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) Resolution 2020 – 1 Water Rates (Attachment J) Pat Hare
Action: Decision

8. EXECUTIVE SESSION ORS 192.660 (I, E): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- a) City Administrator
Action: Discussion/Decision
- b) Real Property
Action: Decision

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, February 4, 2020 6:00 PM
Planning Commission- January 21, 2020 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\2020 Meetings\200107 CC Mtg\Agenda.docx

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, December 3, 2019 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Councilor Real arrived at 6:06 PM.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of the November 6, 2019 City Council Meeting. Bills List through November 20, 2019, (\$37,771.11 total).</p>	<p>Councilor Ray moved to approve the Consent Calendar. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment H – Adair Living History/Founder’s Day (Agenda Item H). CA Hare provided a brief Staff Report. Founder’s Day is scheduled for Saturday, August 22, 2020. ALH is seeking grant money for the remodel of the barracks and is asking the City if it will match a \$50,000.00 grant.</p>	<p>Councilor Real moved that the City will match funds up to \$50,000.00 for Adair Living History (ALH). Councilor Rowe seconded. Unanimous Approval (4-0).</p>
<p>5. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>7. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Alyrica – They have completed their site plan and will begin putting infrastructure in over the next few months. 	<p>Council received the report.</p>

<ul style="list-style-type: none"> • Recreation Coordinator – Jessica will be leaving after the first of the month. We will wait until spring to look for a new coordinator. • Casselle Software – We have transitioned to Caselle for accounts payable and receivable. We are in the process of getting utility billing switched over. • Audit – The Audit is complete and CA Hare will bring it to the next meeting. • Tangent – Public works staff began working in Tangent this month and things are going really well. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Barracks – There will be an open house in February or March and then it will be open for public use. • AVIS – We are working with our partners and DEQ to hopefully begin cleanup this spring or summer. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – They have submitted for nine permits in phase two and only have four more homes to final in phase one. • SCS Property – We had a good discussion with Santiam and are hopefully going to be working together to find a good access to town. • William R. Carr Subdivision – Brian has submitted for four more permits, two more houses, • Benton County Property – We are working on the application to get the property out of parks and perpetuity. • Urban Renewal District – The City has submitted a grant application to the Department of State Lands for the cost of setting up the urban renewal district. 	
<p>8. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>9. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$1,183,109.54 and expenses are \$2,007,134.41. The balance in the Local Government Investment Pool is approximately \$969,993.65, last year the balance was \$1,370,030.74.</p>	<p>Council received the report.</p>
<p>10. Attachment I – IGA Economic Development (Agenda Item 6a).</p>	<p>Councilor Rowe moved to approve the Intergovernmental Agreement. Councilor Real seconded. Unanimous Approval (4-0).</p>

<p>11. Attachments J, J1 – Resolution 2019 - #8 – Interfund Loan (Agenda Item 7a).</p>	<p>Councilor Real moved to approve Resolution 2019 - #8. Councilor Ray seconded. Unanimous Approval (4-0).</p>
<p>12. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Rowe – None. • Councilor Ray – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, January 7, 2020 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 7:17 PM.</p>

Mayor's Approval

Date

Dec 2019 Bills	Date	Amount
	12/3/2019	\$13,902.90
	12/12/2019	\$15,144.48
	12/19/2019	\$10,403.35
	12/30/2019	\$5,817.34

Total		\$45,268.07
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Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
398 AF's Sweeping Service									
8412	1	Sweeping	Invoice	11/26/2019	12/26/2019	750.00		750.00	200-410-520
Total 8412:						750.00	.00	750.00	
Total 398 AF's Sweeping Service:						750.00	.00	750.00	
410 American Business Software Inc									
134758	1	support services	Invoice	11/25/2019	12/25/2019	47.50		47.50	510-430-520
134758	2	support services	Invoice	11/25/2019	12/25/2019	47.50		47.50	500-420-520
Total 134758:						95.00	.00	95.00	
134771	1	support services	Invoice	12/01/2019	01/01/2020	35.45		35.45	500-420-520
134771	2	support services	Invoice	12/01/2019	01/01/2020	35.45		35.45	510-430-520
Total 134771:						70.90	.00	70.90	
Total 410 American Business Software Inc:						165.90	.00	165.90	
690 Bank of America									
11232019	1	ODOT Title cost for two new Prius Vehi	Invoice	11/23/2019	01/22/3219	156.00		156.00	500-420-520
11232019	2	SxS	Invoice	11/23/2019	01/22/3219	230.00		230.00	100-900-521
11232019	3	ODOT Plate fees for two new vehicles	Invoice	11/23/2019	01/22/3219	40.50		40.50	500-420-520
11232019	4	safeway	Invoice	11/23/2019	01/22/3219	28.65		28.65	100-900-521
11232019	5	Amazon	Invoice	11/23/2019	01/22/3219	621.10		621.10	100-900-530
11232019	6	Amazon	Invoice	11/23/2019	01/22/3219	286.64		286.64	100-900-530
11232019	7	Amazon	Invoice	11/23/2019	01/22/3219	170.09		170.09	100-900-530
11232019	8	Amazon	Invoice	11/23/2019	01/22/3219	67.09		67.09	100-900-530
11232019	9	Amazon	Invoice	11/23/2019	01/22/3219	692.98		692.98	100-900-530
11232019	10	Amazon	Invoice	11/23/2019	01/22/3219	383.14		383.14	100-900-530
11232019	11	Amazon	Invoice	11/23/2019	01/22/3219	746.34		746.34	100-900-530
11232019	12	Amazon	Invoice	11/23/2019	01/22/3219	229.70		229.70	100-900-530
11232019	13	verizon Premium Retail	Invoice	11/23/2019	01/22/3219	49.95		49.95	500-420-520
11232019	14	Paper Machinery	Invoice	11/23/2019	01/22/3219	20.37		20.37	500-420-520
11232019	15	Arco Salem OR	Invoice	11/23/2019	01/22/3219	25.01		25.01	500-420-520
Total 11232019:						3,789.24	.00	3,789.24	
Total 690 Bank of America:						3,789.24	.00	3,789.24	
898 Best Pops Inc									
A-395243	1	standard unit	Invoice	11/21/2019	12/01/2019	52.80		52.80	500-420-520
Total A-395243:						52.80	.00	52.80	
Total 898 Best Pops Inc:						52.80	.00	52.80	
1050 BRX Inc.									
19-145	1	emergency waterline repair, 8585 NE J	Invoice	11/28/2019	12/28/2019	2,500.00		2,500.00	500-420-520
Total 19-145:						2,500.00	.00	2,500.00	
Total 1050 BRX Inc:						2,500.00	.00	2,500.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1410 Century Link									
NOV 15, 2019	1	941-828-6372 0546	Invoice	11/15/2019	12/05/2019	61.85		61.85	500-420-521
Total NOV 15, 2019:						61.85	.00	61.85	
Total 1410 Century Link:						61.85	.00	61.85	
1550 City of Corvallis									
215379	1	Fuel	Invoice	11/15/2019	12/15/2019	197.35		197.35	500-420-520
Total 215379:						197.35	.00	197.35	
Total 1550 City of Corvallis:						197.35	.00	197.35	
1800 Consumers Power Inc.									
11192019	1	1152400	Invoice	11/26/2019	12/15/2019	605.00		605.00	200-410-521
11192019	2	1152401	Invoice	11/26/2019	12/15/2019	25.43		25.43	100-300-521
11192019	3	1152406	Invoice	11/26/2019	12/15/2019	178.31		178.31	100-600-521
11192019	4	1152408	Invoice	11/26/2019	12/15/2019	27.91		27.91	100-600-521
11192019	5	1152409	Invoice	11/26/2019	12/15/2019	23.90		23.90	100-600-521
11192019	6	1152410	Invoice	11/26/2019	12/15/2019	58.55		58.55	510-430-521
11192019	7	1152411	Invoice	11/26/2019	12/15/2019	49.49		49.49	500-420-521
11192019	8	1152412	Invoice	11/26/2019	12/15/2019	602.15		602.15	510-430-521
11192019	9	1152413	Invoice	11/26/2019	12/15/2019	107.47		107.47	510-430-521
11192019	10	1152414	Invoice	11/26/2019	12/15/2019	29.23		29.23	500-420-521
11192019	11	115415	Invoice	11/26/2019	12/15/2019	23.55		23.55	100-600-521
11192019	12	115417	Invoice	11/26/2019	12/15/2019	1,310.39		1,310.39	100-600-521
Total 11192019:						3,335.31	.00	3,335.31	
Total 1800 Consumers Power Inc.:						3,335.31	.00	3,335.31	
2300 Delapoe Kidd Attorneys at Law									
1728	1	General City matters	Invoice	12/02/2019	12/31/2019	700.00		700.00	100-800-520
Total 1728:						700.00	.00	700.00	
Total 2300 Delapoe Kidd Attorneys at Law:						700.00	.00	700.00	
2520 Edge Analytical Laboratories									
19-45036	1	lab work	Invoice	11/26/2019	12/26/2019	70.20		70.20	500-420-521
Total 19-45036:						70.20	.00	70.20	
Total 2520 Edge Analytical Laboratories:						70.20	.00	70.20	
4670 NW Natural									
11252019	1	1407224-3	Invoice	11/25/2019	12/25/2019	42.30		42.30	100-600-521
11252019	2	1942119-7	Invoice	11/25/2019	12/25/2019	387.55		387.55	100-600-521
Total 11252019:						429.85	.00	429.85	
Total 4670 NW Natural:						429.85	.00	429.85	
5630 RJ Engraving & Signs									
71148	1	engraving	Invoice	11/25/2019	12/25/2019	1,820.00		1,820.00	100-600-520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 71148:						1,820.80	.00	1,820.80	
Total 5830 R3 Engraving & Signs:						1,820.80	.00	1,820.80	
Total :						13,902.80	.00	13,902.80	
Grand Totals:						13,902.80	.00	13,902.80	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52108	25.43	.00	25.43
100-300-52112	26.85	.00	26.85
100-600-52017	700.00	.00	700.00
100-600-52030	1,820.80	.00	1,820.80
100-900-52108	1,891.81	.00	1,891.81
100-900-52110	230.80	.00	230.80
100-900-53063	3,187.88	.00	3,187.88
200-410-52034	750.00	.00	750.00
200-410-52108	605.00	.00	605.00
500-420-52011	2,500.00	.00	2,500.00
500-420-52014	222.38	.00	222.38
500-420-52018	185.55	.00	185.55
500-420-52022	20.37	.00	20.37
500-420-52030	276.45	.00	276.45
500-420-52104	78.20	.00	78.20
500-420-52109	74.72	.00	74.72
500-420-52110	81.85	.00	81.85
510-430-52018	82.55	.00	82.55
510-430-52108	788.20	.00	788.20
Grand Totals:	13,902.80	.00	13,902.80

[Handwritten Signature]
12/5/19

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/19	13,132.00	.00	13,132.00
12/19	770.80	.00	770.80
Grand Totals:	13,902.80	.00	13,902.80

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1110 Butler's Custom Sheet Metal									
2974	1	barracks reroof & side, and general car	Invoice	11/27/2019	12/27/2019	5,320.00		5,320.00	100-900-530
Total 2974:						5,320.00	.00	5,320.00	
Total 1110 Butler's Custom Sheet Metal:						5,320.00	.00	5,320.00	24070
1410 Century Link									
NOV 25 2019	1	503-T31-4410 130B	Invoice	11/25/2019	12/25/2019	55.23		55.23	500-420-521
Total NOV 25 2019:						55.23	.00	55.23	
Total 1410 Century Link:						55.23	.00	55.23	24071
1610 Civil West Engineering Services Inc									
1001.001.07.	1	Misc Services Development Review	Invoice	12/01/2019	01/01/2020	1,740.00		1,740.00	100-900-520
Total 1001.001.07.023:						1,740.00	.00	1,740.00	
1001-001.02-	1	Misc Services Water	Invoice	12/01/2019	01/01/2020	2,255.00		2,255.00	500-420-520
Total 1001-001.02-75:						2,255.00	.00	2,255.00	
1001-001.03-	1	Misc Services Wastewater	Invoice	12/01/2019	01/01/2020	404.40		404.40	510-430-520
Total 1001-001.03-37:						404.40	.00	404.40	
1001-001.04-	1	Misc Services Stormwater	Invoice	12/01/2019	01/01/2020	55.00		55.00	520-440-520
Total 1001-001.04-30:						55.00	.00	55.00	
1001-001.06-	1	Misc Services Other	Invoice	12/01/2019	01/01/2020	677.50		677.50	100-900-520
Total 1001-001.06-46:						677.50	.00	677.50	
Total 1610 Civil West Engineering Services Inc:						5,131.90	.00	5,131.90	24072
1820 Cornerstone Janitorial									
825J-IN	1	janitorial Services	Invoice	11/30/2019	12/30/2019	271.78-		271.78-	100-900-520
Total 825J-IN:						271.78-	.00	271.78-	
Total 1820 Cornerstone Janitorial:						271.78-	.00	271.78-	24080
2520 Edge Analytical Laboratories									
19-45041	1	lab work	Invoice	12/06/2019	01/05/2020	281.70		281.70	500-420-521
Total 19-45041:						281.70	.00	281.70	
19-45070	1	lab work	Invoice	12/03/2019	01/02/2020	114.30		114.30	510-430-521
Total 19-45070:						114.30	.00	114.30	
Total 2520 Edge Analytical Laboratories:						396.00	.00	396.00	24073

will be mailed out 12/19/20

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
4800 One Call Concepts									
9090308-IN	1	9090308-IN	Invoice	12/01/2019	01/01/2020	14.40		14.40	500-420-521
9090308-IN	2	9090308-IN	Invoice	12/01/2019	01/01/2020	14.40		14.40	510-430-521
Total 9090308-IN:						28.80	.00	28.80	
9100310-IN									
9100310-IN	1	9100310-IN	Invoice	12/01/2019	01/01/2020	4.80		4.80	510-430-521
9100310-IN	2	9100310-IN	Invoice	12/01/2019	01/01/2020	4.80		4.80	500-420-521
Total 9100310-IN:						9.60	.00	9.60	
Total 4800 One Call Concepts:						38.40	.00	38.40	24074
5360 Pat Hare									
12122019	1	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	300.00		300.00	100-100-500
12122019	2	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	50.00		50.00	100-200-500
12122019	3	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	50.00		50.00	520-440-500
12122019	4	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	50.00		50.00	200-410-500
12122019	5	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	150.00		150.00	510-430-500
12122019	6	January 2020 Payroll Draw	Invoice	12/12/2019	12/13/2019	400.00		400.00	500-420-500
Total 12122019:						1,000.00	.00	1,000.00	
Total 5360 Pat Hare:						1,000.00	.00	1,000.00	24075
5780 Republic Services #452									
0452-004162	1	3-0452-0023479	Invoice	11/30/2019	12/30/2019	35.84		35.84	100-900-521
Total 0452-004162323:						35.84	.00	35.84	
0452-004172	1	3-0452-0340655	Invoice	11/30/2019	12/30/2019	36.27		36.27	510-430-521
Total 0452-004172938:						36.27	.00	36.27	
Total 5780 Republic Services #452:						72.11	.00	72.11	24076
5940 SAIF Corporation									
1000094115	1	Installment	Invoice	12/01/2019	12/25/2019	90.95		90.95	100-100-521
1000094115	2	Installment	Invoice	12/01/2019	12/25/2019	19.15		19.15	100-900-521
1000094115	3	Installment	Invoice	12/01/2019	12/25/2019	25.30		25.30	100-300-521
1000094115	4	Installment	Invoice	12/01/2019	12/25/2019	7.52		7.52	100-200-521
1000094115	5	Installment	Invoice	12/01/2019	12/25/2019	21.88		21.88	520-440-521
1000094115	6	Installment	Invoice	12/01/2019	12/25/2019	30.77		30.77	200-410-521
1000094115	7	Installment	Invoice	12/01/2019	12/25/2019	166.85		166.85	510-430-521
1000094115	8	Installment	Invoice	12/01/2019	12/25/2019	321.40		321.40	500-420-521
Total 1000094115:						683.82	.00	683.82	
Total 5940 SAIF Corporation:						683.82	.00	683.82	24077
6230 Simply Payroll									
16040	1	Payroll	Invoice	12/09/2019	01/09/2020	93.80		93.80	100-900-520
Total 16040:						93.80	.00	93.80	
Total 6230 Simply Payroll:						93.80	.00	93.80	24078

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
6290 Smith-Wagar Consulting									
D1035	1	Financial Consulting	Invoice	12/04/2019	01/04/2020	2,625.00		2,625.00	100-900-520
Total D1035:						2,625.00	.00	2,625.00	
Total 6290 Smith-Wagar Consulting:						2,625.00	.00	2,625.00	24079
Total :						15,144.48	.00	15,144.48	
Grand Totals:						15,144.48	.00	15,144.48	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-50010	300.00	.00	300.00
100-100-52103	90.95	.00	90.95
100-200-50010	50.00	.00	50.00
100-200-52103	7.52	.00	7.52
100-300-52103	25.30	.00	25.30
100-900-52019	2,718.80	271.78-	2,447.02
100-900-52020	2,417.50	.00	2,417.50
100-900-52103	19.15	.00	19.15
100-900-52109	35.84	.00	35.84
100-900-53003	5,320.00	.00	5,320.00
200-410-50010	50.00	.00	50.00
200-410-52103	30.77	.00	30.77
500-420-50010	400.00	.00	400.00
500-420-52020	2,255.00	.00	2,255.00
500-420-52103	321.40	.00	321.40
500-420-52104	281.70	.00	281.70
500-420-52109	19.20	.00	19.20
500-420-52110	55.23	.00	55.23
510-430-50010	150.00	.00	150.00
510-430-52020	404.40	.00	404.40
510-430-52103	166.85	.00	166.85
510-430-52104	114.30	.00	114.30
510-430-52109	55.47	.00	55.47
520-440-50010	50.00	.00	50.00
520-440-52020	55.00	.00	55.00
520-440-52103	21.88	.00	21.88
Grand Totals:	15,416.26	271.78-	15,144.48

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/19	5,447.34	271.78-	5,175.56
12/19	9,968.92	.00	9,968.92

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	15,416.26	271.78	15,144.48

Should be a positive

15,088.04 Kmm

[Signature] 12/12/19

Report Criteria:
Report Type: GL detail
Check Type = (<=>) "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
12/19	12/19/2019	0	1740 Comcast		12102019	1	100-900-52110	.00	102.85	102.85
12/19	12/19/2019	0	1410 Century Link		12112019	1	510-430-52110	.00	81.75	81.75
12/19	12/19/2019	0	5300 Pacific Power/PacificCorp		12112019	1	500-420-52109	.00	2,857.18	2,857.18
12/19	12/19/2019	0	6390 Staples Credit Plan		12122019	1	100-900-52002	.00	149.92	149.92
12/19	12/19/2019	0	2520 Edge Analytical Laboratories		19-47190	1	510-430-52104	.00	37.80	37.80
12/19	12/19/2019	0	2270 De Lage Landen Financial Service		66118314	1	100-900-52019	.00	131.00	131.00
12/19	12/19/2019	0	390 A/C Sweeping Services		6463	1	290-410-52024	.00	750.00	750.00
12/19	12/19/2019	0	7130 Verizon		9843610123	1	510-430-52110	.00	57.30	57.30
12/19	12/19/2019	0	7130 Verizon		9843610123	2	500-420-52110	.00	107.33	107.33
12/19	12/19/2019	0	7130 Verizon		9843610123	3	100-900-52110	.00	53.38	53.38
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	1	100-100-51010	.00	814.45	814.45
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	2	100-200-51010	.00	62.65	62.65
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	3	520-440-51010	.00	313.25	313.25
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	4	290-410-51010	.00	375.90	375.90
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	5	510-430-51010	.00	1,566.26	1,566.26
12/19	12/19/2019	0	1520 CIS TRUST		JANUARY 20	6	500-420-51010	.00	3,132.51	3,132.51
Total 0:										10,403.53
Grand Totals:										10,403.53

Summary by General Ledger Account Number:

GL Account	Debit	Credit	Proof
100-900-20000	.00	1,314.25	1,314.25
100-100-51010	814.45	.00	814.45
100-200-51010	62.65	.00	62.65
100-900-52002	149.92	.00	149.92
100-900-52019	131.00	.00	131.00
100-900-52110	156.23	.00	156.23
200-000-20000	.00	1,125.90	1,125.90

M = Manual Check, V = Void Check


Handwritten notes:
 24084
 24087
 24088
 24089
 24085
 24081

Gl Account	Debit	Credit	Proof
200-410-51010	375.80	.00	375.80
200-410-52024	750.00	.00	750.00
500-000-20000	.00	5,897.02	5,897.02
500-420-51010	3,132.51	.00	3,132.51
500-420-52109	2,687.18	.00	2,687.18
500-420-52110	107.33	.00	107.33
510-000-20000	.00	1,753.11	1,753.11
510-430-51010	1,586.26	.00	1,586.26
510-430-52104	37.80	.00	37.80
510-430-52110	149.05	.00	149.05
520-000-20000	.00	313.25	313.25
520-440-51010	313.25	.00	313.25
Grand Total:	10,403.53	10,403.53	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder:  Don 12/19/19



City of Adair Village

Check Register - GL Detail
Check Issue Dates: 12/19/2019 - 12/19/2019

Page: 3
Dec 19, 2019 09:38AM

GL Account	Debit	Credit	Proof
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Report Criteria:
Report type: GL detail
Check Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
890 Best Pots Inc									
A-396874	1	standard unit	Invoice	12/20/2019	01/20/2020	82.60		82.60	500-420-520
Total A-396874:						82.60	.00	82.60	
Total 890 Best Pots Inc:						82.60	.00	82.60	
1416 Century Link									
12162019	1	541-928-8372 064B	Invoice	12/16/2019	01/16/2020	81.85		81.85	500-420-521
Total 12162019:						81.85	.00	81.85	
Total 1410 Century Link:						81.85	.00	81.85	
1550 City of Corvallis									
215676	1	Fuel	Invoice	12/15/2019	01/15/2020	309.77		309.77	500-420-520
Total 215676:						309.77	.00	309.77	
Total 1550 City of Corvallis:						309.77	.00	309.77	
1800 Consumers Power Inc.									
12192019	1	1152400	Invoice	12/19/2019	01/19/2020	906.00		906.00	200-410-521
12192019	2	1152401	Invoice	12/19/2019	01/19/2020	25.43		25.43	100-900-521
12192019	3	1152406	Invoice	12/19/2019	01/19/2020	234.90		234.90	100-900-521
12192019	4	1152408	Invoice	12/19/2019	01/19/2020	44.56		44.56	100-900-521
12192019	5	1152409	Invoice	12/19/2019	01/19/2020	25.43		25.43	100-900-521
12192019	6	1152410	Invoice	12/19/2019	01/19/2020	61.36		61.36	510-430-521
12192019	7	1152411	Invoice	12/19/2019	01/19/2020	50.58		50.58	500-420-521
12192019	8	1152412	Invoice	12/19/2019	01/19/2020	631.82		631.82	510-430-521
12192019	9	1152413	Invoice	12/19/2019	01/19/2020	119.72		119.72	510-430-521
12192019	10	1152414	Invoice	12/19/2019	01/19/2020	25.14		25.14	500-420-521
12192019	11	1152415	Invoice	12/19/2019	01/19/2020	25.05		25.05	100-900-521
12192019	12	1152417	Invoice	12/19/2019	01/19/2020	1,281.28		1,281.28	100-900-521
Total 12192019:						3,431.27	.00	3,431.27	
Total 1800 Consumers Power Inc.:						3,431.27	.00	3,431.27	
2270 De Lage Landen Financial Services Inc.									
66198134	1	Property Tax	Invoice	12/19/2019	01/06/2020	42.15		42.15	100-900-520
Total 66198134:						42.15	.00	42.15	
Total 2270 De Lage Landen Financial Services Inc.:						42.15	.00	42.15	
2410 Downs Construction Co									
12232019	1	Carpeting Adair barracks	Invoice	12/23/2019	01/23/2020	1,081.00		1,081.00	100-900-530
Total 12232019:						1,081.00	.00	1,081.00	
Total 2410 Downs Construction Co:						1,081.00	.00	1,081.00	
2520 Edge Analytical Laboratories									
19-47912	1	ADA01	Invoice	12/19/2019	01/16/2020	29.70		29.70	500-420-521

24090

24091

24092

24093

24094

24095

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 19-47912:						29.70	.00	29.70	
19-47914	1	ADA01	Invoice	12/16/2019	01/26/2020	88.20		88.20	500-420-521
Total 19-47914:						88.20	.00	88.20	
19-48351	1	ADA02	Invoice	12/23/2019	01/22/2020	37.80		37.80	510-430-521
Total 19-48351:						37.80	.00	37.80	
Total 2520 Edge Analytical Laboratories:						155.70	.00	155.70	
4950 Oregon Dept of Environmental Quality									
WQ20IND-04	1	Annual Permit Fee	Invoice	11/06/2018	12/31/2019	633.00		633.00	510-430-521
Total WQ20IND-0437:						633.00	.00	633.00	
Total 4950 Oregon Dept of Environmental Quality:						633.00	.00	633.00	
Total :						5,817.34	.00	5,817.34	
Grand Totals:						5,817.34	.00	5,817.34	

24096

24097

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-300-52109	25.43	.00	25.43
100-900-52019	42.15	.00	42.15
100-900-52109	1,611.22	.00	1,611.22
100-900-53003	1,081.00	.00	1,081.00
200-410-52109	906.00	.00	906.00
500-420-52014	309.77	.00	309.77
500-420-52019	82.60	.00	82.60
500-420-52104	117.90	.00	117.90
500-420-52109	75.72	.00	75.72
500-420-52110	81.85	.00	81.85
510-430-52104	37.80	.00	37.80
510-430-52107	633.00	.00	633.00
510-430-52109	812.90	.00	812.90
Grand Totals:	5,817.34	.00	5,817.34

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/19	633.00	.00	633.00
12/19	5,184.34	.00	5,184.34

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
Grand Totals:	5,817.34	.00	5,817.34

  12/30/19



Willamette Valley Processors, LLC

End of Month -- November

11/25/19 through 12/22/19

CSO	Jerry Jackson
Hours Worked:	Hrs. - 81.50
Complaint Total:	Monthly Case Load 1 Complaint 13 Self-Initiated 14 Total Calls

A19-233	11/25/2019 1126	Dog at large	Observed	4313 NE Holly	Verbal Warning
A19-234	12/2/2019 0800	Citizen Assist	Request	8759 Box Elder St	Put cans out
A19-235	12/2/2019 0942	Dog at large	Observed	4313 NE Holly	Request a citation
A19-236	12/2/2019 1240	Christmas Tree Sales	Observed	Store/Restaurant Parking Lot	Told them to leave.
A19-237	12/3/2019 1245	Aggressive solicitors	Observed	Van dropping off people all over town	Told to leave
A19-238	12/3/2019 1130	Garbage cans left out	Observed	All over town	Put cans away
A19-239	12/6/2019 0751	Abandoned Vehicle	Observed	Restaurant Parking Lot	Towed
A19-240	12/9/2019 1145	Cat missing signs posted	Observed	Heavily Posted in the Azalea area	Called LM
A19-241	12/13/2019 0913	Basketball Hoops on sidewalk	Observed	8821 Cori Ct	Check in four days

A19-242	12/13/19 0918	Basketball Hoops on sidewalk	Observed	8258 Hyacinth Ct	Check in four days
A19-243	12/13/2019 0920	Open main phone box	Observed	William R Carr near Barberry	Contacted Century Link employee
A19-244	12/13/2019 0942	Wood piled on path to Kiddie Park	Complaint	128 NE Columbia	Occupant agreed to remove this weekend
A19-245	12/16/19 0939	Basketball Hoops on sidewalk	Observed	8821 Cori Ct	Administrative Citation
A19-246	12/18/19 1215	Garbage cans left out	Observed	All over town	Put cans away

Wrong Way Driving (0)

Yellow Zone (0)

Prohibited Parking (0)

Grass/Vegetation Warnings (0)

Basketball Hoop on sidewalk (3)

Trash Container (2)

Vacation/Citizen Assist (1)

Zoning Violation (3)

Animal Control:

City Assist:

- Emergency Management – Adair CERT Training – Monthly Training on the 4th Wednesday
- Daily Patrol

Noise/Public Nuisance (0)

Animal at large (2)

Livestock/Dog Violations (0)

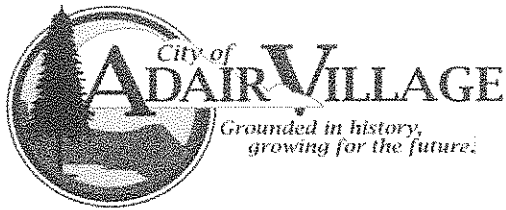
2019 Chicken Permits 0

Abandon Vehicles (1) Towed

Solid Waste/Littering (1)

Chronic Violation (0)

Critical Facility Concern (1)



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 11/20/2019 TO 12/20/2019

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,890,413 Million Gallons

Average Usage per Day 127k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand remains low. No leaks were reported this month with no issues to the distribution system to report.

Collected quarterly, Fourth quarter samples from last year were good and first quarter samples will be taken this month for the New Year.

WASTEWATER TREATMENT REPORT

Flows into the WWTP have been fluctuating with off and on rain. As a whole we are still behind on rain fall so the flow into the plant have been very manageable. We have begun discharging to the river been far less than this time last year. Increased monitoring and sampling continues
Total Monthly Influent: 5.1 Million Gallons

Discharged: Discharge from the holding pond to the river continues

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear with less than normal rainfall and the annual leaf pick up and staff cleaning weekly we have had no issues. Staff will continue to maintain the storm drains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape with no issues to report.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Mowing is complete for the year. Staff will be winterizing have doing maintenance on all equipment. Staff have been focusing on removal of leaves and branches from city properties.

WATER TREATMENT PLANT

Maintenance Activity: The water plant is running really well. All samples are complete for the year and were all good. Staff is going to do a deep clean of the plant this winter.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment does get more focus in the winter time. Staff continue to take samples adjust for flows and monitor as needed. Like is said flows have been up and down and staff continues to stay ahead of it.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT January 7, 2020 Council Meeting

Administration

- **Alyrica** – They have begun doing dirt work to the new development and will begin working on their station shortly.
- **Utility Worker II** – We have five applicants for the position so far and it close the 20th of this month.
- **Caselle Software** – This is definitely a process in the works, we were able to get our first round of billing out this month but we still have several issues to work out.
- **Tangent** – January 1st was our first official day running the Tangent system and so far things are going well and everyone is feeling optimistic. We will have our first billing at the end of the month.

Property/Businesses

- **Barracks** – The model railroad club will begin moving stuff into the barracks this month pending a signed agreement.
- **Adair Village Market** – We will be looking at finalizing the longer lease this month. The store seems to be doing well and we have not had any issues of late.

Major Projects/Engineering

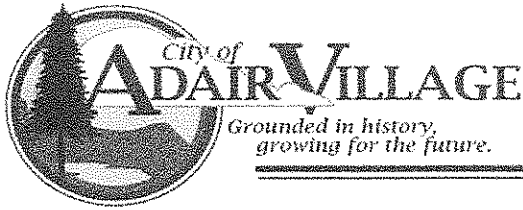
- **Calloway Creek** – They have now pulled 25 permits for phase two and are working on platting phase three.
- **SCS Property** – Santiam Christian and the Oregon Department of Fish and Wildlife (ODFW) met with us and discussed an access road to Vandenburg we are waiting on ODFW to let us know the preferred rout. I was really encouraged by the discussions we had and I believe we will figure something out.
- **William R. Carr Subdivision** – They will begin dirt work and building the next two houses over the next few months.
- **Benton County Property** – In looking through the past deeds Pat Depa has confirmed that the property is only five acres less the one acre for the 4-plex. Everyone had originally referred to the parks in perpetuity piece as six acres. This means we will have less to mitigate.
- **Urban Renewal District** – We were not selected in this round of grants for our project. I will be looking at the budget to see if we can fund the project on our own.

ADAIR VILLAGE PATROL

Nov 25, 2019 - Dec 24, 2019

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic		Arrests		Other
						Warn	Cite	Cite	Cust	
11/25/2019	201903752		W429	swing						Deputies spoke with a man by phone about a foreign exchange student living with him, who had his wallet stolen while at a football game at Santiam Christian School. This game was on October 25, 2019 but he was just told about it. There was \$950.00 US currency, \$1000.00 Chinese currency, Chinese identification and the wallet was valued at around \$100.00. There is no suspect information at this time.
112619 09:54:05	2019172079	00:29:46	W424	day						no activity
112619 10:33:21	2019172104	00:56:14	W422	day						SEVERAL BUSINESS CHECKS
112719 01:52:59	2019172557	01:31:56	W441	grave						patrol checks:Adair county park, aredrome, ryals subdivision@Santiam christian
112719 11:18:01	2019172747	00:21:13	W424	day						Escorted elderly female driver from Pettibone to Adair
112719 23:39:35	2019173121	01:30:17	W446	swing						no activity
112819 12:46:05	2019173293	00:58:16	W436	swing		1				patrolled new subdivision, park, areodome, and highway. One traffic stop, one warning, no citizen contacts
112819 19:24:53	2019173435	01:01:51	W444	swing						no activity
112919 12:34:12	2019173712	01:10:43	W437	swing			1	2		PATROLLED CITY PARK, STREETS OF ADAIR WHILE ON PART OF GRANT OT. 2 traffic stops, 2 cites for speeding, warned about other violations.@Adair Village extra patrol from 1220-1345.
112919 14:13:38	2019173759	01:50:57	W428	day						no activity
112919 18:40:41	2019173909	00:30:05	W416	swing						CHECKED ADAIR PARK, SANTIAM CHRISTIAN SCHOOL, LOCAL BUSINESSES AND NEIGHBORHOODS. NO CONTACTS NO STOPS.
113019 02:04:54	2019174070	01:04:57	W434	swing						Patrolled Parks@Patrolled Neighborhoods@Patrolled New Home Construction Area@
113019 04:30:22	2019174100	01:44:52	W415	grave						PATROLLED NEIGHBORHOODS; PATROLLED SC CAMPUS@PATROLLED ADIAR PARK; SPEED ENFORCEMENT ON 99W
113019 07:12:35	2019174133	00:21:58	W417	day						no activity
113019 07:13:42	2019174135	00:21:31	W428	day						SANTIAM CHRISTIAN ESCORTS
113019 14:06:42	2019174312	01:09:30	W429	swing						no activity
120119 13:48:18	2019174811	01:09:43	W436	swing	1					Patrolled park, areodome, new development, one citizen contact, no traffic stops
120219 10:16:21	2019175204	01:01:28	W418	day		3				3 TRAFFIC STOPS@3 WARNINGS
120219 21:40:45	2019175527	00:29:45	W429	swing						no activity
120319 01:07:20	2019175596	01:58:45	W416	swing						CHECKED LOCAL BUSINESSES & NEIGHBORHOODS. CHECKED ADAIR PARK AND SCs. NO CONTACTS, NO STOPS, NO MOVING CARS.
120319 07:42:18	2019175677	00:30:44	W424	day		1				no activity
120319 14:08:53	2019175909	01:00:19	W421	swing						Adair Patrol: 1 hour, 1408-1508, 1 traffic stop/ warning for speed, 0 calls for service
120319 15:52:01	2019175985	00:57:02	W446	day						no activity
120319 00:00:00			W370	day						December 5, 2019 a dog owner residing at 4313 NE Holly Lane in Corvallis was issued a citation for her dog running at large on December 2, 2019. This is the second citation the owner has received for the same issue.
120319 00:00:00	201903818		W423	day						Department of Human Services referral on the 100 block of NE Columbia Ave
120419 09:49:42	2019176298	00:10:13	W418	day						10 min, then dispatched to call in blodgett
120419 23:33:55	2019176729	03:00:30	W445	grave		7				PATROLLED CITY STREETS/HIGHWAY 99W/SCHOOL/PARK/BUSINESSES/CONSTRUCTION SITES. TWO VEHICLE STOPS. CONDUCTED/SEVEN WARNINGS GIVEN FOR TRAFFIC VIOLATIONS/ONE PUBLIC ASSIST CONDUCTED.
120519 00:07:46	2019176745	01:05:09	W416	grave	1					PATROLLED LOCAL NEIGHBORHOODS AND BUSINESSES. CHECKED ADAIR PARK AND SANTIAM CHRISTIAN SCHOOL.
120519 09:47:30	2019176894	00:30:59	W424	day						no activity
120519 18:14:31	2019177202	01:08:48	W444	swing		2				2 t-stops, warnings for speed and lighting vio
120519 23:05:22	2019177321	00:47:45	W421	swing						0.75 hours adair patrol 2305-2350, 0 traffic stops, 0 calls for service
120619 00:39:45	2019177367	00:59:09	W434	grave						Patrolled Parks; Patrolled Neighborhoods@Patrolled New Development @
120719 00:19:52	2019177988	01:25:28	W428	grave						no activity
120719 05:55:19	2019178070	00:31:22	W434	grave						Patrolled Parks; Patrolled Neighborhoods@Patrolled New Development @
120719 18:39:31	2019178362	01:24:53	W415	swing	1					PATROLLED ADAIR COUNTY PARK; PATROLLED SC CAMPUS; PATROLLED NEIGHBORHOODS; 1 CITIZEN CONTACT; 2 CALLS FOR SERVICE (SHOTS HEARD/ATL)
120719 21:34:38	2019178430	01:30:21	W434	grave		1				Patrolled Neighborhoods@Patrolled Parks; Patrolled School; 1 Traffic Stop (Warning for no headlight)@
120719 22:49:44	2019178468	01:02:10	W429	swing						no activity



STAFF REPORT
Attachment G – Financial Report
 January 7, 2020 Council Meeting

Totals - Income shown for Fiscal Year 2019-2020 is \$1,326,412.32 (33.09% of budget) and Expenses are \$2,057,531.89 (51.32% of budget), which shows a Net Income of (\$731,119.57) for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$189,160.06	41.84%
Materials & Supplies	\$362,768.66	66.68%
Capital Outlay	\$744,476.24	83.18%
Debt Service	\$11,126.83	6.28%

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

Fund	Income	Expenses	Difference
General	970,356.09	939,776.96	30,579.13
Reserve	0.00	0.00	0.00
SDC Fund	0.00	606,826.18	-606,826.18
Storm Drain	7,716.06	13,028.18	-5,312.12
Streets	26,462.14	32,404.93	-5,942.79
Wastewater	69,213.32	68,925.57	287.75
Water	252,664.71	396,570.07	-143,905.36
TOTAL	\$1,326,412.32	\$2,057,531.89	(\$731,119.57)

We have approximately **\$1,111,288.28** in the Local Government Investment Pool (LGIP). Last month we had **\$969,993.65**. Last year on 01/08/2019 we had **\$1,227,797.97**

11:03 AM
1/3/2020
Accrual Basis

City of Adair Village
Profit and Loss Budget vs. Actual
July 2019 through June 2020

Attachment G-1
200107CC Mtg

	TOTAL				Total General Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes—Current	129,404.08	122,000.00	7,404.08	106.07%	129,404.08	122,000.00	7,404.08	106.07%
4002 - Property Taxes - Prior Year	783.13	2,500.00	(1,716.87)	31.33%	783.13	2,500.00	(1,716.87)	31.33%
Total 4010 - Government Sources	71,516.65	168,400.00	(116,883.14)	37.95%	11,713.72	24,400.00	(12,686.28)	48.01%
Total 4020 - Rental Income	46,523.02	199,020.00	(62,496.98)	42.67%	46,523.02	109,020.00	(62,496.98)	42.67%
Total 4030 - Fees	303,575.86	1,290,276.00	(986,700.14)	23.53%	7,322.77	18,500.00	(8,177.23)	44.98%
Total 4050 - Other Income	19,635.53	55,100.00	(35,464.47)	35.64%	19,635.53	52,200.00	(32,564.47)	37.62%
4080 - Interest	4,973.84	15,000.00	(10,026.16)	33.16%	4,973.84	15,000.00	(10,026.16)	33.16%
Total 4080 - Transfers In	750,000.00	750,418.00	(40,418.00)	94.89%	750,000.00	750,000.00	-	100.00%
4090 - Beginning Fund Balance	-	1,436,213.00	(1,436,213.00)	0.00%	-	205,000.00	(205,000.00)	0.0%
Total Income	1,326,412.32	4,008,927.00	(2,682,514.68)	33.09%	970,359.09	1,296,620.00	(326,260.91)	74.84%
Expense								
5000 - Personal Services								
5010 - City Administrator	42,710.00	96,400.00	(53,690.00)	44.30%	14,948.50	33,740.00	(18,791.50)	44.3%
5016 - Utility/Court Clerk	12,348.54	37,704.00	(25,355.46)	32.75%	2,459.73	7,541.00	(5,071.27)	32.75%
5018 - Finance Clerk	6,571.88	20,520.00	(11,948.12)	41.77%	1,285.79	3,078.00	(1,792.21)	41.77%
5025 - Summer Program Coordinator	6,441.74	13,549.00	(7,107.26)	47.54%	6,441.74	13,549.00	(7,107.26)	47.54%
5050 - Public Works Supervisor	18,463.40	58,132.00	(39,668.60)	31.76%	-	2,115.00	(2,115.00)	0.0%
5052 - Utility Worker III	17,784.39	40,227.00	(22,442.61)	-	-	-	-	-
5054 - Utility Worker II	-	-	-	#DIV/0!	-	-	-	-
5058 - Utility Worker I	-	4,937.00	(4,937.00)	0.00%	-	-	-	-
5081 - Employee Health Ins Benefits	42,695.04	86,940.00	(44,244.96)	49.11%	5,295.86	12,601.00	(7,304.14)	42.04%
5082 - Retirement Benefits	28,151.57	56,167.00	(28,015.43)	50.12%	6,474.87	12,419.00	(5,944.13)	52.14%
5085 - Employment Taxes	11,993.40	37,517.00	(25,523.60)	31.97%	3,324.64	8,296.00	(4,971.36)	40.68%
Total 5000 - Personal Services	189,160.05	452,093.00	(262,932.94)	41.84%	40,242.13	93,339.00	(53,096.87)	43.11%
Total 5100 - Material & Services								
Total 5300 - Capital Outlay	744,476.24	895,000.00	(150,523.76)	83.18%	744,476.24	780,000.00	(35,523.76)	95.45%
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	750,000.00	750,418.00	(40,418.00)	94.89%	-	5,000.00	(5,000.00)	0.0%
5700 - Contingency	-	144,000.00	(144,000.00)	0.00%	-	50,000.00	(50,000.00)	0.0%
7777 - Reserve for Future Expenditure	-	1,005,087.00	(1,005,087.00)	0.00%	-	103,272.00	(103,272.00)	0.0%
Total Expense	2,057,531.79	4,008,927.00	(1,671,912.84)	51.32%	939,776.65	546,620.00	393,156.65	171.53%
Net Income	(731,119.47)	-	(378,687.73)	NA	36,579.23	-	30,579.23	NA

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City of Adair Village
 Profit and Loss Budget vs. Actual
 July 2019 through June 2020

Attachment G-1
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	Reserve Fund				SDC Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				-			
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	-				-	459,876.00	(459,876.00)	0.0%
Total 4050 - Other Income	-				-			
4060 - Interest	-				-			
Total 4080 - Transfers In	-	9,000.00	(8,000.00)	0.0%	-			
4090 - Beginning Fund Balance	-	121,914.00	(121,914.00)	0.0%	-	278,299.00	(278,299.00)	0.0%
Total Income	-	130,914.00	(130,914.00)	0.0%	-	738,175.00	(738,175.00)	0.0%
Expense								
5000 - Personal Services	-				-			
5010 - City Administrator	-				-			
5016 - Utility/Court Clerk	-				-			
5018 - Finance Clerk	-				-			
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	-				-			
5052 - Utility Worker III	-				-			
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-				-			
5081 - Employee Health Ins Benefits	-				-			
5082 - Retirement Benefits	-				-			
5085 - Employment Taxes	-				-			
Total 5000 - Personal Services	-				-			
Total 5100 - Material & Services	-				-	6,826.18		
Total 5300 - Capital Outlay	-				-			
Total 5400 - Debt Service	-				-			
Total 5500 - Transfers	-	31,418.00	(31,418.00)	0.0%	600,000.00	600,000.00		
5700 - Contingency	-				-			
7777 - Reserve for Future Expenditure	-	99,496.00	(99,496.00)	0.0%	-	138,175.00	(138,175.00)	0.0%
Total Expense	-	130,914.00	(130,914.00)	0.0%	606,826.18	738,175.00	(131,348.82)	82.21%
Net Income	-	-	-	NA	(606,826.18)	-	(606,826.18)	NA

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City of Adair Village
Profit and Loss Budget vs. Actual
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	Storm Drain Fund				Street Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				26,462.14	64,000.00	(37,537.86)	41.35%
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	7,716.06	27,900.00	(20,183.94)	27.65%	-			
Total 4050 - Other Income	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
4060 - Interest	-				-			
Total 4080 - Transfers In	-				-			
4090 - Beginning Fund Balance	-	6,000.00	(6,000.00)	0.0%	-	115,000.00	(115,000.00)	0.0%
Total Income	7,716.06	34,100.00	(26,383.94)	22.63%	26,462.14	179,200.00	(152,737.86)	14.77%
Expense								
5000 - Personal Services								
5010 - City Administrator	2,135.50	4,820.00	(2,684.50)	44.3%	2,135.50	4,820.00	(2,684.50)	44.3%
5016 - Utility/Court Clerk	617.43	1,885.00	(1,267.57)	32.76%	-			
5018 - Finance Clerk	519.35	1,026.00	(506.65)	50.62%	337.65	1,026.00	(688.35)	32.93%
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	1,845.34	2,801.00	(954.66)	65.92%	923.17	5,602.00	(4,678.83)	16.48%
5052 - Utility Worker III	1,552.23	2,011.00	(458.77)	77.19%	1,115.43	4,023.00	(2,907.57)	27.73%
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-	353.00	(353.00)	0.0%	-	353.00	(353.00)	0.0%
5081 - Employee Health Ins Benefits	2,485.75	4,347.00	(1,861.25)	57.18%	2,297.74	5,389.00	(3,091.26)	42.64%
5082 - Retirement Benefits	1,634.49	2,668.00	(1,033.51)	61.28%	1,462.19	3,274.00	(1,811.81)	44.66%
5085 - Employment Taxes	625.21	1,752.00	(1,126.79)	35.68%	565.66	2,186.00	(1,620.34)	25.88%
Total 5000 - Personal Services	11,416.30	21,693.00	(10,276.70)	52.63%	8,837.74	25,673.00	(17,835.26)	33.13%
Total 5100 - Material & Services	1,611.88	7,260.00	(5,648.12)	22.14%	23,657.19	22,680.00	887.19	103.91%
Total 5300 - Capital Outlay	-				-			
Total 5400 - Debt Service	-				-			
Total 5500 - Transfers	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
5700 - Contingency	-				-	7,500.00	(7,500.00)	0.0%
7777 - Reserve for Future Expenditure	-	4,927.00	(4,927.00)	0.0%	-	122,147.00	(122,147.00)	0.0%
Total Expense	13,028.18	34,100.00	(21,071.82)	38.21%	32,404.93	179,200.00	(146,795.07)	18.06%
Net Income	(5,312.12)	-	(5,312.12) NA		(5,942.79)	-	(5,942.79) NA	

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City of Adair Village
Profit and Loss Budget vs. Actual
July 2019 through June 2020

Attachment G-1
200107CC Mtg

	Wastewater Fund				Water Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				33,341.00	100,000.00	(66,659.00)	33.34%
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	69,213.32	215,000.00	(145,786.68)	32.19%	219,323.71	571,000.00	(351,676.29)	38.41%
Total 4050 - Other Income	-	1,000.00	(1,000.00)	0.0%	-	1,500.00	(1,500.00)	0.0%
4060 - Interest	-				-			
Total 4080 - Transfers In	-	8,209.00	(8,209.00)	0.0%	-	23,209.00	(23,209.00)	0.0%
4090 - Beginning Fund Balance	-	10,000.00	(10,000.00)	0.0%	-	700,000.00	(700,000.00)	0.0%
Total Income	69,213.32	234,209.00	(164,995.68)	29.55%	232,664.71	1,395,709.00	(1,163,044.29)	18.1%
Expense								
5000 - Personal Services								
5010 - City Administrator	6,406.50	14,400.00	(8,053.50)	44.3%	17,084.00	38,560.00	(21,476.00)	44.3%
5016 - Utility/Court Clerk	3,087.16	9,426.00	(6,338.84)	32.76%	6,174.32	18,852.00	(12,677.68)	32.76%
5018 - Finance Clerk	2,571.56	6,156.00	(3,584.44)	41.77%	3,857.33	9,234.00	(5,376.67)	41.77%
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	4,615.86	14,004.00	(9,388.14)	32.98%	11,078.03	33,610.00	(22,531.97)	32.98%
5052 - Utility Worker III	5,109.11	12,068.00	(6,958.89)	42.34%	10,007.62	22,125.00	(12,117.38)	45.23%
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-	1,410.00	(1,410.00)	0.0%	-	2,821.00	(2,821.00)	0.0%
5081 - Employee Health Ins Benefits	10,871.57	20,528.00	(9,656.43)	52.96%	21,743.12	44,075.00	(22,331.88)	49.33%
5082 - Retirement Benefits	6,052.59	11,902.00	(5,849.41)	50.85%	12,527.43	25,904.00	(13,376.57)	48.36%
5085 - Employment Taxes	2,527.09	7,950.00	(5,422.91)	31.78%	4,950.60	17,303.00	(12,352.40)	28.61%
Total 5000 - Personal Services	41,241.44	97,904.00	(56,662.56)	42.12%	87,422.45	212,484.00	(125,061.55)	41.14%
Total 5100 - Material & Services	27,684.13	67,015.00	(39,330.87)	40.94%	159,147.62	203,745.00	(44,597.38)	78.11%
Total 5300 - Capital Outlay	-	-	-	-	-	115,000.00	(115,000.00)	0.0%
Total 5400 - Debt Service	-	30,000.00	(30,000.00)	0.0%	-	125,000.00	(125,000.00)	0.0%
Total 5500 - Transfers	-	400.00	(400.00)	0.0%	150,000.00	153,200.00	(3,200.00)	97.91%
5700 - Contingency	-	6,500.00	(6,500.00)	0.0%	-	80,000.00	(80,000.00)	0.0%
7777 - Reserve for Future Expenditure	-	31,790.00	(31,790.00)	0.0%	-	506,280.00	(506,280.00)	0.0%
Total Expense	68,925.57	234,209.00	(165,283.43)	29.43%	366,570.07	1,395,709.00	(999,139.93)	28.41%
Net Income	267.75	-	267.75 NA	-	(143,905.36)	-	(143,905.36) NA	-



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Newport Office
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Newport, OR 97366
541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: January 2, 2020 (Revised)

Work Order Number:

To: Pat Hare, City Administrator; City of Adair Village

From: Matt Wadlington, PE, Civil West Engineering Services, Inc.

RE: WWTP Headworks and Trickling Filter Improvements – Engineering Scope of Services Proposal
Civil West Project Number: to be assigned

This document presents the engineering scope of services for improvements to the City of Adair Village Wastewater Treatment Plant (WWTP) headworks and trickling filter. This scope of services includes all anticipated engineering tasks associated with the planning, design, bidding, construction, and start-up of the proposed facilities.

Background Summary

The City of Adair Village owns and operates a wastewater collection system that collects raw wastewater from throughout the City's Urban Growth Boundary (UGB) and conveys it to the City's wastewater treatment plant (WWTP) located to the east of Adair County Park. The WWTP was originally constructed in the late 1950's and its present configuration includes a headworks with comminutor, Imhoff tank, rock media trickling filter, secondary clarifier, and chlorine disinfection.

In 2019, the City completed a Wastewater Facility Plan Update (WWFPU) to prepare for significant population growth anticipated within the City's UGB. The WWFPU identified several deficiencies at the WWTP that should be addressed to accommodate anticipated growth and comply with anticipated effluent quality requirements for the continued discharge of treated effluent to the Willamette River. A critical issue identified in the WWFPU was the functional obsolescence of the trickling filter mechanism. Deteriorating equipment components have led to leaks that inefficiently distribute flow across the filter media. Additionally, the trickling filter distributor ports regularly clog with solids that have passed through the headworks and not settled in the Imhoff tank.

Goal for the Project

The purpose of this project is to design and construct a new headworks with a mechanical fine screen that will remove a large percentage of the solids that are resulting in clogging of the trickling filter distribution ports. Additionally, the project will replace the existing trickling filter distribution mechanism with a new mechanism that does not leak.

Part A: Scope of Work

The following tasks have been identified to track the progress of the headworks and trickling filter improvement project. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed Civil Engineering Scope of Services:

Task 1 – Project Management and Administration – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West Engineering Services and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues.

Task 2 – Kickoff Meeting – The proposed project schedule was developed around the construction of the new headworks and replacement of the trickling filter mechanism during the spring/summer 2021 construction window.

Task 3 – Preliminary Design Services – This task includes all work associated with the preliminary design of the project facilities. Preliminary design services will include all work required to prepare a project design report which will be submitted to the Oregon Department of Environmental Quality (DEQ) for review and approval. This work will include the development of all necessary design criteria, identification of specific constraints, and creating preliminary layouts for the improvements. Site characterization (surveying and geotechnical investigations) will also be completed during this phase of work.

Based on information provided by the client, it is assumed that the design plan should include replacement of piping conveying raw wastewater from the Imhoff tank to the trickling filter distributor. Given the buried construction of the existing trickling filter, it is assumed that the existing tankage is structurally sound and that no improvements to the tank structure (aside from potential modifications to pipe penetrations or equipment mounting points) or drain tiles inside the tank underlying the rock media will be required. Exploratory investigations to evaluate the condition of the drain tiles or tank prior to construction are not included in this scope; however, we highly recommend that a consultant be engaged to conduct these studies. We can assist with the identification of a qualified structural consultant at the City's request.

Subconsultant Involvement:

- **Geotechnical Engineering** – A geotechnical engineer will be retained to provide subsurface characterization and design recommendations.
- **Surveying** – A surveyor will be retained to complete a detailed topographic survey of the project area.

Task 3 Deliverable(s):

- **Project Design Report** – Report to be reviewed and approved by DEQ.

Task 4 – Final Design Services – This task includes all engineering work to complete the design of the civil, mechanical, structural, geotechnical, and electrical systems necessary for an operational headworks and trickling filter. The design will be incorporated in engineering drawings and technical specifications. These drawings and specifications will be submitted to DEQ for review and approval prior to construction of the facilities.

Task 4 Deliverable(s):

- Project Design Plans and Technical Specifications – Documents to be reviewed and approved by DEQ.

Task 5 – Bid Phase Services – This task includes all engineering services necessary to secure bids from contractors to construct the facilities. Civil West Engineering Services will prepare contract documents using the 2018 EJCDC Construction Documents. When authorized, we will help the City advertise the project in at least two publications to garner visibility of the project in front of potential bidders. During the bidding process, we will track project plan holders, address questions from bidders, prepare addendums or clarifications (if necessary), and administer the formal bid opening. Following the bid opening, we will review the bids to verify compliance with all requirements. Upon completion of this process, we will provide the City with a Recommendation to Award the project and assist the City with the contracting process.

Task 5 Deliverable(s):

- Contract Documents for Bidding
- Recommendation to Award (assuming qualified bidder and price acceptable to the City)

Task 6 – Construction Phase Services – This task includes an allowance of hours for engineering support and inspections during construction. The hours estimate assumes that construction will occur during a two (2) month period. Construction phase services may include the following:

- Coordination, clarification, and field engineering support for the Contractor
- Review of Contractor payment requests
- Review and processing of Change Order Requests
- Tracking of project budget and schedule
- Inspection of constructed facilities to verify compliance with the Contract Documents, Engineering Drawings, and Technical Specifications.

Subconsultant Involvement:

- Surveying – A surveyor will be retained to complete an initial stakeout of the project site prior to construction.

Task 7 – Project Closeout Services – This task will include the development of a construction punchlist and verification that all punchlist items are completed by the Contractor. Civil West Engineering Services will also oversee the issuance of Substantial Completion, Final Completion, and Final Payment documentation. We will also prepare digital Project Record Drawings. With assistance from the Contractor, we will develop an Operation and Maintenance (O&M) Manual for the facilities. The O&M Manual will provide detailed step-by-step instructions for the operation of facility components and include information on the performance of routine maintenance tasks. In addition to the O&M Manual, we will prepare a Project Closeout Album in print and digital form that includes copies of construction photographs, inspection reports, submittals, drawings, and other critical project documents.

Task 7 Deliverable(s):

- Project Closeout Album
- Facility Operation and Maintenance Manual

Task 8 – Reimbursables – This task will include allowances for project costs related to reimbursable expense items. These include:

- a. Travel costs – We have included an allowance for travel costs to be billed at the mileage rate presented in Exhibit A.
- b. Publication, reproduction, and office costs – Under this item, we have included a reimbursable allowance to provide the owner with copies of documents and reports, including digital deliverables upon request.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

<u>Task</u>	<u>Summary of Proposed Engineering Budget:</u>	<u>Budget</u>
1	Project Management and Administrative Services	\$3,752
2	Kickoff Meeting	\$1,668
3	Preliminary Design Services	\$32,450
4	Final Design Services	\$41,328
5	Bid Phase Services	\$15,148
6	Construction Phase Services	\$42,374
7	Project Closeout Services	\$20,934
8	Reimbursables	\$500
Total Proposed Engineering Budget		\$158,154

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West Engineering Services reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

Part C: Exclusions

The following assumptions and exclusions are included in this scope of services:

1. The construction phase of the project is assumed to consist of two months of active construction work onsite. If construction lasts longer, through no fault of the Engineer, additional time spent on Construction Phase Services will be invoiced on a Time and Materials basis.
2. Construction inspection includes monitoring of construction three times per week during the two-month construction phase.
3. Costs associated with exploratory investigations to evaluate the conditions of existing structures or piping onsite are excluded from this scope of services.
4. Application, review, permit, and bid advertisement fees are the responsibility of the City.
5. Environmental and cultural assessments and monitoring are not assumed to be required and are excluded from this scope of work.
6. It is assumed that Traffic Control Plans are not necessary for this project.
7. Wage rate monitoring and reporting is not included in this scope of services.

Part D: Project Schedule

The proposed project schedule was developed around the construction of the headworks and trickling filter improvements during the spring/summer 2021 construction window.

1. Notice to Proceed – March 2020
2. Project Kickoff Meeting – March 2020
3. Recommended Exploratory Structural Evaluations of Existing Infrastructure – April 2020
4. Pre-design Report Submitted to DEQ for review/approval – June 2020
5. Final Design Plans and Technical Specifications Complete – November 2020
6. Advertise for Bidding – January 2021
7. Bids Due – February 2021
8. Construction Notice to Proceed – April 2021
9. Construction Complete – August 2021
10. Project Closeout – October 2021

We are grateful for this opportunity to provide these services to the City of Adair Village. We are prepared to begin work on this important project as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.



Matt Wadlington, PE
Willamette Valley Regional Manager



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541-264-7040

ENGINEERING SCOPE OF SERVICES

Date: January 2, 2020

Work Order Number:

To: Pat Hare, City Administrator; City of Adair Village

From: Matt Wadlington, PE, Civil West Engineering Services, Inc.

RE: **WWTP Improvements Phase 2 Predesign– Engineering Scope of Services Proposal**
Civil West Project Number: to be assigned

This document presents the engineering scope of services for the Pre-design of Phase 2 of improvements to the City of Adair Village Wastewater Treatment Plant (WWTP). Phase 1 improvements (excluded from this scope of services) include the construction of a new headworks screen and modifications/upgrades to the existing trickling filter. Phase 2 improvements (this scope of services) include modifying the existing Imhoff tank, constructing a new activated sludge secondary treatment system, building a UV disinfection facility, modifying the existing secondary clarifier for solids thickening, reconfiguring drain piping for the sludge drying beds, installing a new emergency generator, and developing a Supervisory Control and Data Acquisition (SCADA) system. This scope of services includes all anticipated tasks associated with the development and approval of preliminary design information for the facility improvements.

Background Summary

The City of Adair Village owns and operates a wastewater collection system that collects raw wastewater from throughout the City's Urban Growth Boundary (UGB) and conveys it to the City's wastewater treatment plant (WWTP) located to the east of Adair County Park. The WWTP was originally constructed in the late 1950's and its present configuration includes a headworks with comminutor, Imhoff tank, rock media trickling filter, secondary clarifier, and chlorine disinfection.

In 2019, the City completed a Wastewater Facility Plan Update (WWFPU) to prepare for significant population growth anticipated within the City's UGB. The WWFPU identified several deficiencies at the WWTP that should be addressed to accommodate anticipated growth and comply with anticipated effluent quality requirements for the continued discharge of treated effluent to the Willamette River. The WWFPU recommended that the City modify its existing trickling filter treatment facility to become a trickling filter-activated sludge treatment facility.

The City is considering a phased approach to the completion of the recommended WWTP improvements. Phase 1 of the improvements will construct a new headworks with a mechanical fine screen for solids removal and modify the existing trickling filter distributor to improve raw wastewater distribution over the media. Phase 2 of the improvements will rehabilitate the existing Imhoff tank to allow it to provide primary sedimentation treatment, construct activated sludge treatment trains after the trickling filter, replace the disinfection system with a UV disinfection system, and modify existing solids handling piping to provide improved treatment of drying bed filtrate.

Goal for the Project

The purpose of this project is to complete the preliminary design work of the Phase 2 improvements previously described. The work covered by this scope will conclude with the approval of a preliminary design report by the Department of Environmental Quality.

Part A: Scope of Work

The following tasks have been identified to track the progress of the Phase 2 WWTP Improvements. Each task has been assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

Proposed Civil Engineering Scope of Services:

Task 1 – Project Management and Administration – This task includes administrative and project management efforts related to the management of this project. This shall include processing of paperwork and correspondence between Civil West Engineering Services and the City, coordination on financial matters, directing resources internally, and meeting with staff on routine issues.

Task 2 – Kickoff Meeting – The project team will host a formal Kickoff Meeting with City staff to review project goals, schedule, and ideas.

Task 3 – Preliminary Design Services – This task includes all work associated with the preliminary design of the project facilities. This work will include the development of all necessary design criteria, identification of specific constraints, and creating preliminary layouts for the improvements. Specifically, the following unit processes and operations will be addressed during preliminary design:

- Primary Sedimentation (Existing Imhoff Tank)
- Secondary Treatment (Activated Sludge System)
- UV Disinfection
- Secondary Clarifier Sludge Thickening
- Drying Bed Underdrain Hydraulics
- Emergency Power
- SCADA

Additional characterization work will also be completed as part of this task. Characterization work will be completed primarily by qualified subconsultants. Characterization work is summarized by the scope of work for each subconsultant in the “Subconsultant Involvement” section for Task 3 (presented below).

Subconsultant Involvement:

- **Structural Engineering** – A structural engineer will be retained to evaluate the condition of the existing Imhoff tank and secondary clarifier.
- **Geotechnical Engineering** – A geotechnical engineer will be retained to assess existing site conditions and provide relevant information (soil bearing capacity, foundation design recommendations, etc.) for new structures.

- Process Engineering – A wastewater process engineer will be retained to assist with establishing treatment process design parameters.
- Survey – A surveyor will be retained to collect topographic data and develop digital topographic surface of the project area. The survey boundaries are assumed to be those established by the existing fence surrounding the current WWTP.

Task 4 – Draft Preliminary Design Report Preparation – This task includes the preparation of a draft preliminary design report for the Phase 2 WWTP Improvements. Design parameters for each treatment process developed during Task 3 will be documented along with supporting information and calculations. The draft report will be submitted to the Oregon Department of Environmental Quality for review.

Task 4 Deliverable

- Draft Preliminary Design Report – Report to be submitted to the Oregon DEQ for review.

Task 5 – Regulatory Coordination – This task includes work associated with the regulatory review of the Draft Preliminary Design Report prepared in Task 4. Work is anticipated to involve coordination of the review process, answering questions from Oregon DEQ reviewers, and holding one (1) formal document review meeting with Oregon DEQ to discuss their comments on the Draft Preliminary Design Report. We anticipate receiving a formal written comment letter from Oregon DEQ during this process.

Task 6 – Final Preliminary Design Report Preparation – This task includes the preparation of the final preliminary design report for the Phase 2 WWTP Improvements. The Draft Preliminary Design Report prepared in Task 4 will be revised based on comments from Oregon DEQ and a Final Preliminary Design Report will be submitted to Oregon DEQ for approval. A comment response letter will be prepared to accompany the submittal of the Final Preliminary

Task 6 Deliverable

- Final Preliminary Design Report – Report will be submitted to and approved by the Oregon Department of Environmental Quality. A report approval letter from Oregon DEQ will confirm successful completion of Task 6.

Task 7 – Reimbursables – This task will include allowances for project costs related to reimbursable expense items. These include:

- a. Travel costs – We have included an allowance for travel costs to be billed at the mileage rate presented in Exhibit A.
- b. Publication, reproduction, and office costs – Under this item, we have included a reimbursable allowance to provide the owner with copies of documents and reports, including digital deliverables upon request.

Part B: Project Fee Proposal

A summary of the proposed fee schedule is provided below:

Task No.	Task	Estimated Fee
1	Project Management	\$12,040
2	Kickoff Meeting	\$3,852
3	Preliminary Design Services	\$104,006
4	Draft Preliminary Design Report Preparation	\$26,360
5	Regulatory Coordination	\$5,436
6	Final Preliminary Design Report Preparation	\$19,388
Total		\$171,082

Note: Task 3 assumes that subconsulting fees for structural engineering, geotechnical engineering, process design engineering, and surveying will not exceed \$34,000.

The above budget is considered as a not-to-exceed maximum for the scope of work described and will be billed on a time and materials basis to a maximum. Civil West Engineering Services reserves the right to alter distribution of compensation between individual phases of the work noted herein to be consistent with services rendered but shall not exceed the total estimated compensation amount unless approved in writing by owner. If budget funds go unused, the City will realize the savings.

Part C: Assumptions and Exclusions

The following assumptions and exclusions are included in this scope of services:

1. This scope of services includes preliminary design phase services only. Design services (the preparation of engineering drawings and technical specifications for construction), bidding support services, construction phase services, and start-up services will be completed through separate scopes of service.
2. This scope of services assumes that improvements to the headworks and trickling filter were previously completed as described in a separate scope of services.
3. ALTA and formal boundary surveys will not be completed as part of this scope.
4. Laboratory tests necessary for preliminary design are not included in this scope of services.
5. Architectural design of the laboratory building is excluded from this scope of services. Only the functional requirements of the laboratory and control building will be provided as a result of this scope of services.
6. Application, review, permit, and bid advertisement fees are the responsibility of the City.
7. Environmental and cultural assessments and monitoring are not assumed to be required and are excluded from this scope of work.
8. It is assumed that Traffic Control Plans are not necessary for this project.
9. Wage rate monitoring and reporting is not included in this scope of services.

Part D: Project Schedule

The proposed project schedule was developed around the assumption that predesign should be completed in early calendar year 2021 to allow for design to occur during 2021 and construction to occur during the spring of 2022. The City should anticipate authorizing the engineering design of the WWTP Improvements Phase 2 (covered in a separate scope of services) no later than January 2021.

1. Notice to Proceed – March 2020
2. Project Kickoff Meeting – March 2020
3. Draft Pre-design Report Complete and Submitted to DEQ – October 2020
4. Review Comments Received from DEQ – January 2021 (Estimated)
5. Final Pre-design Report Submitted to DEQ for Approval – February 2021

We are grateful for this opportunity to provide these services to the City of Adair Village. We are prepared to begin work on this important project as soon as we are authorized to do so. Please let me know if you have any questions, or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, PE
Willamette Valley Regional Manager

Authorized Representative Signature Accepting Scope of Services

Date

City of Addison Village Capital Improvement Plan 2020-2026								
Calendar Year	Project #'s	2020	2021	2022	2023	2024	2025	2026
Wastewater Collection System Projects								
Lift Station No. 1 Replacement	C2, C3, C4	\$11,673	\$24,046	\$291,815				
Lift Station No. 2 Replacement	C5, C6, C7	\$23,891	\$48,803	\$952,936				
Influent Pipe Replacement	C8				\$49,193	\$371,568		
Collection System Total		\$35,564	\$72,849	\$834,754	\$49,193	\$371,568		
Wastewater Treatment System Projects								
Headworks	T1-B	\$30,325	\$128,102	\$1,181,544				
Trickling Filter Improvements	T2-A							
Secondary Treatment Improvements	T2-A							
UV Disinfection	T3-C							
Drying Bed Piping Modifications	T6-B	\$181,311	\$308,565	\$3,677,785				
Emergency Generator	T8							
SCADA	T7							
Laboratory and Control Building	T9						\$73,086	\$828,859
Land Application System	T5-A			\$67,729	\$139,520	\$1,580,780		
Treatment System Total		\$337,738	\$1,557,837	\$3,817,305	\$1,680,780	\$0	\$73,086	\$828,859
Pre-design								
Design								
Construction								

Note: Budgetary costs have been adjusted to account for price escalation. A 3% annual increase was assumed.



Summary of Revenues and Expenditures

Please refer to instructions on next page.

A. Municipal corporation information			
Municipality name:	City of Adair Village		
Address line 1:	6030 William R Carr Road	Reporting period: From	07/01/2018
Address line 2:		To	06/30/2019
City, state, ZIP:	Adair Village	OR	97330
Check if new address:	<input type="checkbox"/>	Report type:	Audit
If this is the final report, please enter the last date of operations:		Opinion issued:	Unmodified
		Basis of accounting:	GAAP

B. Financial statement audit – Reported deficiencies	
<p>1. Regarding internal controls over financial reporting, how many significant deficiencies and material weaknesses were reported? 0</p> <p>2. Of those control deficiencies reported, how many resulted in the following: Accounting errors/Misstatements: _____ Noncompliance: _____</p>	<p>3. How were deficiencies communicated? Check all that apply.</p> <p><input type="checkbox"/> Report issued in accordance with Government Auditing Standards</p> <p><input type="checkbox"/> Communication in accordance with Statements on Auditing Standards AU-C 265 "Communicating Internal Control Related Matters Identified in an Audit"</p> <p><input type="checkbox"/> Other (specify communication): _____</p> <p><input checked="" type="checkbox"/> No deficiencies</p> <p>Per OAR 162-010-0230, a copy must be filed with Secretary of State.</p>

C. Summary of revenues and expenditures			
Revenues and/or receipts		Expenditures and/or disbursements	
a. Revenues from government-wide statement of activities:	\$ 1,361,477	a. Expenditures from government-wide statement of activities:	\$ 1,211,835
b. Fiduciary fund additions:		b. Fiduciary fund deductions:	
c. Gross revenues subtotal (a + b):	\$ 1,361,477	c. Gross expenditures subtotal (a + b):	\$ 1,211,835
d. Revenues of component units:		d. Component unit expenditures reported with primary government:	
e. Taxes, assessments and other collections to be distributed to other governments:		e. Turnovers to other municipal corporations:	
f. Exempt revenue subtotal (d + e):	\$ 0	f. Exempt expenditures subtotal (d + e):	\$ 0
g. Net revenues (c – f):	\$ 1,361,477	g. Net expenditures (c – f):	\$ 1,211,835

D. Filing fee:	\$ 250
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E. Submitted by	
Auditor name: Tonya Moffitt	Municipal license number: 1392
Firm name: Merina & Company, LLP	Date: 11/08/2019
Municipal contact name, title: Pat Hare, City Administrator	Municipal phone: (541) 745-5507

Submit: Click the "Submit" button on the right to submit this form via email. Save a copy for your records.

Submit

Within 30 days of delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Audits Division, and one copy must be delivered to the municipal corporation. If deficiencies are communicated in a separate letter or in a report issued in accordance with *Government Auditing Standards*, a copy of that communication must also be filed. (OAR 162-010-0230)

Instructions

Section A: Municipal corporation information

Type information or use drop-down menu to complete this section. Indicate new address by checking the box.

- Report type: Select Audit or Review
- Opinion issued: Select from unmodified, qualified, adverse, or disclaimer. If any opinion unit received other than unmodified, please identify that opinion type.
- Basis of accounting: Identify whether GAAP, cash, or modified cash basis statements are presented.

Section B: Financial statement audit – Reported deficiencies

B.1. How many significant deficiencies and material weaknesses were communicated?

Include the total number of *material weaknesses* and *significant deficiencies* reported in accordance with AU-C 265, ORS 297.466, and OAR 162-010-0230. Do not count "other matters" communicated.

If none were reported, insert a zero.

B.2. Of those control deficiencies reported, how many resulted in accounting errors/misstatements or noncompliance?

Most deficiencies relate to internal controls over financial reporting. Some control deficiencies might also directly result in accounting errors and misstatements or non-compliance. If any of the findings communicated resulted in accounting errors and misstatements or noncompliance, indicate the number of deficiencies included in the total for B.1 that also pertain to those categories.

B.3. How were deficiencies communicated?

Select the format used to communicate deficiencies to those charged with governance. Check all that apply. If no material weaknesses or significant deficiencies were communicated select No Deficiencies.

NOTE: If deficiencies are communicated (including other matters), the auditor shall file a copy of the communication with the Secretary of State within 30 days of delivering the report to the municipal corporation. (OAR 162-010-0230)

Section C: Summary of revenues and expenditures

Revenues/receipts and expenditures/disbursements information is derived from amounts reported for government-wide and fiduciary activities and on the basis of accounting used in the audited or reviewed financial statements.

Section D: Filing fee

The filing fee is based on net expenditures; section C, line g. Enter the fee based on the chart below:

Net expenditures over	Net expenditures do not exceed	Fee
\$ 0	\$ 50,000	\$ 20
\$ 50,000	\$ 150,000	\$ 40
\$ 150,000	\$ 500,000	\$ 150
\$ 500,000	\$ 1,000,000	\$ 200
\$ 1,000,000	\$ 5,000,000	\$ 250
\$ 5,000,000	\$ 10,000,000	\$ 300
\$ 10,000,000	\$ 50,000,000	\$ 350
\$ 50,000,000		\$ 400

ORS 297.485(1):

Net expenditures and/or disbursements

The filing fee shall be determined by the total expenditures made by the municipal corporation for any and all purposes during the calendar or fiscal year audited, except that expenditures for principal of bonded debt, principal of short-term loans, principal of warrants redeemed which were issued during prior audit periods, transfers or loans between funds and turnovers of taxes or other trust moneys to other municipal corporations shall not be included in the total expenditures upon which the amount of the fee is based.

Section E: Submitted by

Include the name of the licensed municipal auditor who performed the engagement and is submitting this form. Also include their title, firm name, and date this summary form was completed.

To submit: • Click the "Submit" button on page one to submit this form via email

• Save and email the completed form to municipalfilings.sos@oregon.gov or

• Print a hardcopy and mail to: Audits Division, 255 Capitol St NE, Ste 500, Salem, Oregon 97310-0720

**BEFORE THE CITY COUNCIL
OF THE
CITY OF ADAIR VILLAGE, OREGON**

In the Matter of Establishing Water Rates)
That Will Enable the City to Undertake Necessary)
Improvements and Upgrades to the Water Facilities)
And Transmission Lines and to Cover Basic)
Operating and Maintenance Costs)

RESOLUTION 2020 -- 1

WHEREAS, the City of Adair Village established, adopted, and codified a Water Code via Ordinance 00/01 #3 and a Sewer Code via Ordinance 90-03; and

WHEREAS, the these Ordinances allow the City Council to periodically review the charges and to make any changes via resolution; and

WHEREAS, while the leakage in the present system has been reduced from 80 percent to 30 percent, which means that the City must treat 1000 gallons of water for every 700 gallons it sells, water loss remains a significant issue; and

WHEREAS, the present water charges no longer cover the costs of operations and maintenance for either system, nor do they allow any money to be put in reserve for upgrades needed by the system; and

WHEREAS, the outside water assessment does not reflect the charges incurred to maintain the city's system and the additional infrastructure needed to service them, nor do they allow any money to be put in reserve for upgrades needed by the system; and

WHEREAS, the City must update charges for the water utility in order to be able to pay for the increasing operating costs and for the reservoir/intake project; now therefore,

IT IS HEREBY RESOLVED that the rates, charges, and fees associated with the City of Adair Village water system are as follows:

Section 1. Basic meter rates in city limits will remain the same. Rates and dates of change are presented below.

Date	Present Rate Cost per 1,000 gallons	July 1, 2020 Cost per 1,000 gallons	January 1, 2022 Cost per 1,000 gallons
Water	\$ 4.65	\$ 4.75	\$ 4.85

Section 2. Costs for other utility services shall be raised as follows:

- A. Connection to City water-
 - ¾" meter- Cost of meter, plus \$50 per hour
 - 1" or larger meter- Cost of meter, plus \$55 per hour
- B. Application for new service- \$30.00
- C. Delinquent fee- \$15.00
- D. Shutoff Notice- \$30.00
- E. Shutoff (with turn on)- \$60.00
- F. Deposit for new Service \$130.00
- G. Outside Water Assessments 10% increase to base fee

Section 3. The initial increase shall go into effect for the billing period for the month of July 2020, which is based on the water usage from on June 21st to July 20th.

Section 4. The second increase shall go into effect for the billing period for the month of January 2022, which is based on the water usage from December 21st, to January 20th.

DATED: This 7th day of January, 2020.

Mayor

City Administrator

I. Performance Evaluation and Achievements

1. City Council Relationships

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

	1	2	3	4	5	N/O	Comp. Score	Self	✓
A.				1	4		4.8	5	6
B.				4	1		4.2	4	6
C.				2	3		4.6	4	6
D.				2	3		4.6	4	6
E.			1	1	3		4.4	3	6
F.				4	1		4.2	4	6
			1	14	15		4.5	4.0	6

Council Comments:

- Hrobokal

Self Comments:

I think I do a good job of communicating with the council but I could improve on my written communication.

2. Public Relations

- A. Projects a positive public image.
- B. Is courteous to the public at all times.
- C. Maintains effective relations with media representatives.

	1	2	3	4	5	N/O	Comp. Score	Self	✓
A.				1	4		4.8	5	6
B.				1	4		4.8	5	6
C.					4	1	5.0	5	6
				2	12	1	4.9	5.0	6

Council Comments:

Self Comments:

I take a lot of pride in dealing with the public, I think the area I struggle with is I need to realize I'm not going to make everyone happy.

3. Effective Leadership of Staff

- A. Works well with other employees.
- B. Seeks to develop skills and abilities of employees.
- C. Delegates appropriate responsibilities.
- D. Effectively evaluates performance of employees.
- E. Uses effective supervisory skills.
- F. Recruits and hires qualified and effective staff.

						Comp.		
1	2	3	4	5	N/O	Score	Self	✓
			2	2	1	4.5	4	6
			2	3		4.6	4	6
			4		1	4.0	4	6
		1	1	2	1	4.3	3	6
			2	2	1	4.5	4	6
			2	3		4.6	4	6
1 13 12 4						4.4	3.8	6

Council Comments: *ADD Staff comments*

J

Self Comments:

I think I could improve in recognizing employee needs. I care for them and have their trust but I need to find opportunities for them to excel and be proud of it.

4. Fiscal Management

- A. Prepares realistic annual budget.
- B. Completes audits in a timely manner.
- C. Seeks efficiency, economy and effectiveness in all programs.
- D. Controls expenditures in accordance with approved budget.
- E. Keeps City Council informed about revenues and expenditures, actual and projected.
- F. Ensures that the budget address the City Council's goals and objectives, including readability.

						Comp.		
1	2	3	4	5	N/O	Score	Self	✓
			2	3		4.6	4	6
				2	3	5.0	5	6
			2	3		4.6	4	6
			1	4		4.8	5	6
			2	3		4.6	4	6
			4	1		4.2	4	6
11 16 3						4.6	4.3	6

Council Comments:

Self Comments:

The numbers show themselves with what we have saved over the last three years and what we have accomplished.

5. Communications

- A. Oral communication is clear, concise and articulate.
- B. Written communications are clear, concise and accurate.

					Comp.			
1	2	3	4	5	N/O	Score	Self	✓
			4	1		4.2	4	6
		2	2	1		3.8	3	6
2 6 2						4.0	3.5	6

Council Comments:

Email list regarding of workley issues

Self Comments:

I can improve on written communication by sending more updates to the council.

6. Personal Traits

- A. Initiative.
- B. Judgement.
- C. Fairness and impartiality.
- D. Creativity.

					Comp.			
1	2	3	4	5	N/O	Score	Self	✓
			1	4		4.8	5	6
			2	3		4.6	4	6
			2	3		4.6	4	6
			1	4		4.8	5	6
6 14						4.7	4.5	6

Council Comments:

Self Comments:

Over the last three years I feel I have shown that I can excel in this position and I believe it is because of the traits I have developed.

7. Intergovernmental Affairs

- A. Maintains effective communication with local, regional, state and federal government agencies.
- B. Financial resources (grants) from other agencies pursued.
- C. Contributes to good government through regular participation in local, regional and state committees and organizations.
- D. Lobbies effectively with legislators and state agencies regarding City programs and projects.

					Comp.			
1	2	3	4	5	N/O	Score	Self	✓
			4	1		4.2	4	6
			2	3		4.6	4	6
			2	3		4.6	4	6
			1	3	1	4.8	4	6
9 10 1						4.5	4.0	6

Council Comments:

Self Comments:

The City has great relationships with surrounding agencies and we have received over \$600,000 in free monies over the last three years.

II. Achievements Relative to Objectives

Council Comments:

Self Comments:

The City is moving forward on every single goal that was laid out for me last year.

III. Summary Rating

Unsatisfactory	Improvement Needed	Meets Job Standards	Exceeds Job Standards	Outstanding	Comp. Score	Self	✓
1	2	3	4	5			
			3	2	4.4	4	5
					* (4.5)		

Council Comments:

Pat continues to show "outstanding" performance and results in several areas. He exceeds job standards overall but could show some improvement in the area of communication.

Self Comments:

I'm very proud of what we have accomplished together in Adair Village. I owe a huge amount of gratitude to the City Council for trusting and supporting me. To city staff I cannot thank them enough for believing enough in me to accomplish the overwhelming tasks I have come to expect.

IV. Future Goals and Objectives

Council Comments:

Self Comments:

Specific goals and objectives to be achieved in the next evaluation period: We have accomplished a lot over the last few years but I expect far more over the next five. We are close to new utility billing which will be accomplished this year. I expect to develop a downtown and to continue smart growth. The barracks buildings will be in use our infrastructure will be resilient and this will all be done with sound financial decisions.

- * The Summary Ratings in parenthesis are an alternate averaging method using the sum of the composite scores of each section in Part I rather than an average of just the Summary Ratings in Part III.