

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, February 4, 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 – January 7, 2020 (Attachment A)
- b. Bills List through – January 31, 2020 (Attachment B) – \$

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 January 31, 2020 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Waste Water Infrastructure (Attachment H, H1, H2) Matt Wadlington
Action: Discussion/Decision
- b) City Charter (Attachment I, I1) Sean Kidd/Pat Hare
Action: First Review
- c) Draft IGA COG for GIS (Attachment J) Pat Hare
Action: Decision

6. NEW BUSINESS:

- a) Budget Timeline/Appoint budget Officer (Attachment K) Pat Hare
Action: Review/Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action: n/a

8. EXECUTIVE SESSION ORS 192.660:

- a) N/A

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, March 3, 2020 6:00 PM
Planning Commission- February TBD, 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\200204 CC Mrg\Agenda.docx

ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
 ****Tuesday, January 7, 2020 – 6:00 PM****

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Real, 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.	Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.
2. Consent Calendar (Agenda Item 2). Minutes of the December 3, 2019 City Council Meeting. Bills List through December 31, 2019, (\$45,811.63 total).	Councilor Real moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (4-0).
3. Public Comment (Agenda Item 3). None.	
4. Attachment F – Sheriff’s Report (Agenda Item 4d). Undersheriff Greg Ridler presented the report.	Council received the report.
5. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report.	Council received the report.
6. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.	Council received the report.
7. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report. Administration <ul style="list-style-type: none"> • Alyrica – They have begun doing dirt work in the new development and will begin working on their station shortly. • Utility Worker II – We have 6 applicants so far. 	Council received the report.

<ul style="list-style-type: none"> • Casselle Software – This is definitely a process in the works. We were able to get our first round of billings out. • Tangent – January 1 was our first official day running the Tangent system. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Barracks – The model railroad will begin moving items into the barracks this month pending a signed agreement. • Adair Village Market - We will be looking at finalizing the longer lease this month. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – They have pulled 25 permits for phase two. • SCS Property – Santiam Christian and the Oregon Department of Fish and Wildlife (ODFW) met with us and discussed an access road to Vandenburg. • William R. Carr Subdivision – They will begin dirt work and building the next tow houses over the next few months. • Benton County Property – In looking through the past deeds, Pat Depa confirmed that the property is only five acres less the one acre for the 4-plex. • Urban Renewal District – We were not selected in this round of grants for our project., 	
<p>8. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$1,326,412.32 and expenses are \$2,057,531.89. The balance in the Local Government Investment Pool is approximately \$1,111,288.28, last year the balance was \$1,227,797.97.</p>	<p>Council received the report.</p>
<p>9. Attachment I – 2019 Audit (Agenda Item 6a). CA Hare provided the council with information regarding the 2019 Audit.</p>	<p>Council received the information.</p>
<p>10. Attachments H, HI – Waste Water Infrastructure (Agenda Item 5a). CA Hare provided the council with information regarding the waste water infrastructure.</p>	<p>Council received the information.</p>
<p>11. Attachments J – Resolution 2020 - #1 – Water Rates (Agenda Item 7a).</p>	<p>Councilor Real moved to approve Resolution 2020 - #1. Councilor Rowe seconded. Unanimous Approval (4-0).</p>

<p>12. Executive Session. (Agenda Item 8). The Adair City Council met in Executive Session under Oregon Revised Statutes 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.”</p>	<p>Mayor Currier opened the Executive Session at 7:35 PM.</p> <p>Mayor Currier closed the Executive Session at 8:20 PM.</p>
<p>13. Action from Executive Session.</p>	<p>Councilor Real moved to change the lease for the restaurant to month to month at \$850.00 per month. Councilor Ray seconded. Unanimous Approval (4-0).</p> <p>Councilor Rowe moved to increase the Administrator’s pay to \$116,400.00 beginning July 1, 2020, and 2 years salary to the no cause separation reimbursement clause. Councilor Real seconded. Unanimous Approval (4-0).</p>
<p>14. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – Mentioned “Adair” was misspelled on the Republic Services flier which was sent out in the mail. • Councilor Rowe – Pointed out the asphalt path through the kiddie park needs work. • Councilor Ray – Asked about leaks on tanks? 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, February 4, 2020 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at 8:30 PM.</p>

 Mayor’s Approval

 Date

ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue

****Monday, December 30, 2019 – 6:00 PM****

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Real, Ray, Rowe and Mayor Currier were present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by Pat Hare.	Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.
2. Consent Calendar (Agenda Item 2). N/A	None
3. Public Comment (Agenda Item 3). None.	None
4. New Business – Appoint City Council Member (Agenda Item 3a). CA Pat Hare and Sean Kidd gave an overview of the process to fill the vacant seat on the council. The city council took turns asking Dawson Officer some questions in regards to his motives and interest in serving on the council.	Mayor Currier moved to appoint Dawson Officer to the City Council, Councilor Rowe seconded the motion. (Unanimous Decision)
15. Council and Mayor Comments (Agenda Item 8): <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor Rowe – None. • Councilor Ray – None. 	
17 Adjournment: Next meeting- Council meeting on Tuesday, January 7, 2020 at 6:00 PM.	Mayor adjourned the meeting at 6:30 PM.

 Mayor's Approval

 Date

Jan 2020 Bills	Date	Amount
	1/16/2020	\$47,690.53
	1/23/2020	21742.34
	1/30/2020	\$4,725.28

Total \$74,158.15

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
410 American Business Software Inc									
134922	1	support services	Invoice	01/01/2020	02/01/2020	35.45		35.45	500-420-520
134922	2	support services	Invoice	01/01/2020	02/01/2020	35.45		35.45	510-430-520
Total 134922:						70.90	.00	70.90	
Total 410 American Business Software Inc:						70.90	.00	70.90	24098
840 Auto Zone									
2217401833	1	public works	Invoice	12/31/2019	01/30/2020	41.45		41.45	500-420-520
Total 2217401833:						41.45	.00	41.45	
Total 840 Auto Zone:						41.45	.00	41.45	24099
690 Bank of America									
NOV 24 TO	1	OR Health Authority	Invoice	12/23/2019	01/19/2020	75.00		75.00	500-420-521
NOV 24 TO	2	Quill Corp	Invoice	12/23/2019	01/19/2020	89.94		89.94	100-900-520
NOV 24 TO	3	Bx8	Invoice	12/23/2019	01/19/2020	230.90		230.90	100-900-521
NOV 24 TO	4	Craigslist ad for Utility Worker II	Invoice	12/23/2019	01/19/2020	20.00		20.00	500-420-500
NOV 24 TO	5	Benton County Development ePermittin	Invoice	12/23/2019	01/19/2020	1,553.83		1,553.83	100-100-521
NOV 24 TO	6	Lowe's shelving unit	Invoice	12/23/2019	01/19/2020	338.00		338.00	100-900-520
NOV 24 TO	7	Schaeffers Post office	Invoice	12/23/2019	01/19/2020	9.85		9.85	100-900-521
NOV 24 TO	8	Circle Market Fuel	Invoice	12/23/2019	01/19/2020	25.21		25.21	500-420-520
Total NOV 24 TO DEC 23 2019:						2,342.73	.00	2,342.73	
Total 690 Bank of America:						2,342.73	.00	2,342.73	24100
720 Bark Place Inc.									
433127	1	crushed gravel	Invoice	01/10/2020	02/10/2020	205.00		205.00	100-300-530
Total 433127:						205.00	.00	205.00	
Total 720 Bark Place Inc.:						205.00	.00	205.00	24101
830 Benton County Sheriff									
01022020	1	Law Enforcement Services	Invoice	01/02/2020	02/01/2020	8,113.50		8,113.50	100-200-520
Total 01022020:						8,113.50	.00	8,113.50	
Total 830 Benton County Sheriff:						8,113.50	.00	8,113.50	24102
1300 Cascade Columbia Distribution									
768545	1	Chemicals	Invoice	01/08/2020	03/08/2020	3,847.27		3,847.27	500-420-520
Total 768545:						3,847.27	.00	3,847.27	
Total 1300 Cascade Columbia Distribution:						3,847.27	.00	3,847.27	24103
1340 Caselle Inc.									
99866	1	contract support and maintenance	Invoice	01/01/2020	01/25/2020	1,296.00		1,296.00	100-900-520
Total 99866:						1,296.00	.00	1,296.00	24104

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 1340 Caselle Inc.:						1,296.00	.00	1,296.00	
1410 Century Link									
12252019	1	503-T31-4410 130B	Invoice	12/25/2019	01/25/2020	55.23		55.23	500-420-521
Total 12252019:						55.23	.00	55.23	
Total 1410 Century Link:						55.23	.00	55.23	24105
1610 Civil West Engineering Services Inc									
1001.001.07.	1	Misc Services Development Review	Invoice	01/02/2020	02/02/2020	1,377.50		1,377.50	100-900-520
Total 1001.001.07.024:						1,377.50	.00	1,377.50	
1001-001.03-	1	Misc Services Wastewater	Invoice	01/02/2020	02/02/2020	1,102.50		1,102.50	510-430-520
Total 1001-001.03-38:						1,102.50	.00	1,102.50	
1001-001.04-	1	Misc Services Storm water	Invoice	01/02/2020	02/02/2020	385.00		385.00	520-440-520
Total 1001-001.04-31:						385.00	.00	385.00	
1001-001.06-	1	Misc Services Other	Invoice	01/02/2020	02/02/2020	55.00		55.00	100-900-520
Total 1001-001.06-47:						55.00	.00	55.00	
Total 1610 Civil West Engineering Services Inc:						2,920.00	.00	2,920.00	24106
1820 Cornerstone Janitorial									
888J-IN	1	Janitorial Services	Invoice	12/31/2019	01/30/2020	271.78		271.78	100-900-520
Total 888J-IN:						271.78	.00	271.78	
Total 1820 Cornerstone Janitorial:						271.78	.00	271.78	24107.
2300 Delapoe Kidd Attorneys at Law									
1729	1	General City matters	Invoice	01/02/2020	01/31/2020	2,485.00		2,485.00	100-900-520
Total 1729:						2,485.00	.00	2,485.00	
Total 2300 Delapoe Kidd Attorneys at Law:						2,485.00	.00	2,485.00	24108
2520 Edge Analytical Laboratories									
19-48094	1	ADA02	Invoice	01/02/2020	02/01/2020	153.00		153.00	510-430-521
Total 19-48094:						153.00	.00	153.00	
20-00065	1	ADA02	Invoice	01/13/2020	02/12/2020	76.50		76.50	510-430-521
Total 20-00065:						76.50	.00	76.50	24109
20-00067	1	ADA02	Invoice	01/13/2020	02/12/2020	153.00		153.00	510-430-521
Total 20-00067:						153.00	.00	153.00	
Total 2520 Edge Analytical Laboratories:						382.50	.00	382.50	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
2670 Ferguson Enterprises									
0841138	1	0841138	Invoice	12/31/2019	01/30/2020	198.36		198.36	500-420-520
Total 0841138:						198.36	.00	198.36	
0841251	1	AX475350100	Invoice	01/13/2020	02/12/2020	27.00		27.00	500-420-520
Total 0841251:						27.00	.00	27.00	
Total 2670 Ferguson Enterprises:						225.36	.00	225.36	2410
3960 Linn-Benton Utilities Coordinating Council									
01/2020	1	annual membership dues	Invoice	01/13/2020	02/12/2020	75.00		75.00	100-900-521
Total 01/2020:						75.00	.00	75.00	
Total 3960 Linn-Benton Utilities Coordinating Council:						75.00	.00	75.00	2411
4670 NW Natural									
12302019	1	1942119-7	Invoice	12/30/2019	01/15/2020	22.96		22.96	100-900-521
12302019	2	1407224-3	Invoice	12/30/2019	01/15/2020	13.82		13.82	100-900-521
Total 12302019:						36.78	.00	36.78	
Total 4670 NW Natural:						36.78	.00	36.78	2412
4980 Oregon DEQ Business Office									
02012020	1	R10201	Invoice	01/03/2020	02/01/2020	2,055.00		2,055.00	510-430-540
Total 02012020:						2,055.00	.00	2,055.00	
Total 4980 Oregon DEQ Business Office :						2,055.00	.00	2,055.00	2413
5300 Pacific Power/PacificCorp									
01102020	1	02099381-001 7	Invoice	01/10/2020	01/28/2020	5,280.00		5,280.00	500-420-521
Total 01102020:						5,280.00	.00	5,280.00	
Total 5300 Pacific Power/PacificCorp:						5,280.00	.00	5,280.00	2414
5360 Pat Hare									
01162020	1	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	150.00		150.00	100-100-500
01162020	2	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	25.00		25.00	100-200-500
01162020	3	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	25.00		25.00	520-440-500
01162020	4	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	25.00		25.00	200-410-500
01162020	5	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	75.00		75.00	510-430-500
01162020	6	February 2020 Payroll Draw	invoice	01/16/2020	01/16/2020	200.00		200.00	500-420-500
Total 01162020:						500.00	.00	500.00	
Total 5360 Pat Hare:						500.00	.00	500.00	2415
5780 Republic Services #452									
0452-004182	1	3-0452-0023479	Invoice	12/31/2019	01/20/2020	35.84		35.84	100-900-521
Total 0452-004182153:						35.84	.00	35.84	

invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
0452-004192	1	3-0452-0340655	Invoice	12/31/2019	01/20/2020	36.27		36.27	510-430-521
Total 0452-004192567:						36.27	.00	36.27	
Total 5780 Republic Services #452:						72.11	.00	72.11	24116
5810 RG Smith Electric & Plumbing Inc									
17340	1	City Hall, install toilet in men's room, ins	invoice	01/07/2020	02/06/2020	471.82		471.82	100-900-520
Total 17340:						471.82	.00	471.82	
Total 5810 RG Smith Electric & Plumbing Inc:						471.82	.00	471.82	24117
6090 Security Alarm Corp.									
732616	1	security monitoring	Invoice	01/06/2020	01/06/2020	490.40		490.40	100-900-520
Total 732616:						490.40	.00	490.40	
Total 6090 Security Alarm Corp.:						490.40	.00	490.40	24118
6230 Simply Payroll									
16092	1	m	Invoice	01/06/2020	02/05/2020	93.80		93.80	100-900-520
Total 16092:						93.80	.00	93.80	
Total 6230 Simply Payroll:						93.80	.00	93.80	24119
6290 Smith-Wagar Consulting									
D1045	1	Financial Consulting	Invoice	01/07/2020	02/06/2020	1,425.00		1,425.00	100-900-520
Total D1045:						1,425.00	.00	1,425.00	
Total 6290 Smith-Wagar Consulting:						1,425.00	.00	1,425.00	24120
6390 Staples Credit Plan									
01132020	1	6035 5178 2076 5914	Invoice	01/13/2020	02/12/2020	282.38		282.38	100-900-520
Total 01132020:						282.38	.00	282.38	
Total 6390 Staples Credit Plan:						282.38	.00	282.38	24121
7010 US Bank									
1910051439	1	loan payment	Invoice	12/22/2019	01/05/2020	11,126.83		11,126.83	100-900-540
Total 1910051439:						11,126.83	.00	11,126.83	
Total 7010 US Bank:						11,126.83	.00	11,126.83	24122
7030 USA Blue Book									
106652	1	Customer No 1002434	Invoice	01/06/2020	02/05/2020	703.59		703.59	100-900-520
Total 106652:						703.59	.00	703.59	
Total 7030 USA Blue Book:						703.59	.00	703.59	24123
7130 Verizon									
9845688203	1	271561449-00001	Invoice	01/15/2020	01/29/2020	53.30		53.30	100-900-521

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
9845688203	2	271561449-00001	Invoice	01/15/2020	01/29/2020	207.10		207.10	500-420-521
9845688203	3	271561449-00001	Invoice	01/15/2020	01/29/2020	67.10		67.10	510-430-521
Total 9845688203:						327.50	.00	327.50	24123
Total 7130 Verizon:						327.50	.00	327.50	
7461 Varitone Architecture LLC									
1975	1	Archictectural services - Barracks	Invoice	10/01/2019	10/16/2019	2,493.60		2,493.60	100-900-530
Total 1975:						2,493.60	.00	2,493.60	
Total 7461 Varitone Architecture LLC:						2,493.60	.00	2,493.60	24124
Total :						47,690.53	.00	47,690.53	
Grand Totals:						47,690.53	.00	47,690.53	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-50010	150.00	.00	150.00
100-100-52107	1,553.83	.00	1,553.83
100-200-50010	25.00	.00	25.00
100-200-52019	8,113.50	.00	8,113.50
100-300-53001	205.00	.00	205.00
100-900-52002	1,413.91	.00	1,413.91
100-900-52012	471.82	.00	471.82
100-900-52017	2,485.00	.00	2,485.00
100-900-52019	3,086.58	.00	3,086.58
100-900-52020	1,432.50	.00	1,432.50
100-900-52024	490.40	.00	490.40
100-900-52102	75.00	.00	75.00
100-900-52108	9.85	.00	9.85
100-900-52109	72.62	.00	72.62
100-900-52110	284.20	.00	284.20
100-900-53003	2,493.60	.00	2,493.60
100-900-54006	11,126.83	.00	11,126.83
200-410-50010	25.00	.00	25.00
500-420-50010	200.00	.00	200.00
500-420-50054	20.00	.00	20.00
500-420-52001	3,847.27	.00	3,847.27
500-420-52011	225.36	.00	225.36
500-420-52014	66.66	.00	66.66
500-420-52019	35.45	.00	35.45
500-420-52102	75.00	.00	75.00
500-420-52109	5,280.00	.00	5,280.00
500-420-52110	262.33	.00	262.33
510-430-50010	75.00	.00	75.00
510-430-52019	35.45	.00	35.45
510-430-52020	1,102.50	.00	1,102.50
510-430-52104	382.50	.00	382.50
510-430-52109	36.27	.00	36.27

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
510-430-52110	67.10	.00	67.10
510-430-54004	2,055.00	.00	2,055.00
520-440-50010	25.00	.00	25.00
520-440-52020	385.00	.00	385.00
Grand Totals:	<u>47,690.53</u>	<u>.00</u>	<u>47,690.53</u>

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
10/19	2,493.60	.00	2,493.60
12/19	14,145.27	.00	14,145.27
01/20	31,051.66	.00	31,051.66
Grand Totals:	<u>47,690.53</u>	<u>.00</u>	<u>47,690.53</u>

 1/16/20

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
410 American Business Software Inc									
134467	1	support services	Invoice	10/01/2019	01/23/2020	30.76		30.76	510-430-520
134467	2	support services	Invoice	10/01/2019	01/23/2020	30.75		30.75	500-420-520
134467	3	support services	Adjustmen	10/01/2019	01/23/2020	30.76-		30.76-	510-430-520
134467	4	support services	Adjustmen	10/01/2019	01/23/2020	30.75-		30.75-	500-420-520
134467	5	support services	Invoice	10/01/2019	01/23/2020	30.75		30.75	500-420-520
134467	6	support services	Invoice	10/01/2019	01/23/2020	30.76		30.76	510-430-520
Total 134467:						61.51	.00	61.51	
Total 410 American Business Software Inc:						61.51	.00	61.51	24136
870 Benton County Oregon									
3871	1	FY 19-20 Transportation Services IGA#	Invoice	01/16/2020	02/15/2020	3,133.87		3,133.87	100-900-520
Total 3871:						3,133.87	.00	3,133.87	
3872	1	FY 19-20 Transportation Services IGA#	Invoice	01/16/2020	02/15/2020	3,133.88		3,133.88	100-900-520
Total 3872:						3,133.88	.00	3,133.88	
Total 870 Benton County Oregon:						6,267.75	.00	6,267.75	24138
890 Best Pots Inc									
A-398585	1	standard unit	Invoice	01/17/2020	02/16/2020	82.60		82.60	500-420-520
Total A-398585:						82.60	.00	82.60	
Total 890 Best Pots Inc:						82.60	.00	82.60	24129
1410 Century Link									
01112020	1	541-745-5858 873B	Invoice	01/11/2020	02/10/2020	80.93		80.93	510-430-521
Total 01112020:						80.93	.00	80.93	
Total 1410 Century Link:						80.93	.00	80.93	24130
1520 CIS TRUST									
FEBRUARY	1	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	814.45		814.45	100-100-510
FEBRUARY	2	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	62.65		62.65	100-200-510
FEBRUARY	3	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	313.25		313.25	520-440-510
FEBRUARY	4	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	375.90		375.90	200-410-510
FEBRUARY	5	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	1,566.26		1,566.26	510-430-510
FEBRUARY	6	Employee Health Insurance	Invoice	01/16/2020	02/15/2020	3,132.51		3,132.51	500-420-510
Total FEBRUARY 2020 FINAL INVOICE:						6,265.02	.00	6,265.02	
Total 1520 CIS TRUST:						6,265.02	.00	6,265.02	24131
1740 Comcast									
01102020	1	8778 10 607 0002520	Invoice	01/10/2020	01/30/2020	102.85		102.85	100-900-521
Total 01102020:						102.85	.00	102.85	
Total 1740 Comcast:						102.85	.00	102.85	24132

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
3050 HealthEquity									
01212020	1	Regence Health Equity Employee Health	Invoice	01/21/2020	02/01/2020	884.00		884.00	100-100-521
01212020	2	Regence Health Equity Health Savings	Invoice	01/21/2020	02/01/2020	68.00		68.00	100-200-521
01212020	3	Regence Health Equity Health Savings	Invoice	01/21/2020	02/01/2020	340.00		340.00	520-440-521
01212020	4	Regence Health Equity Health Savings	Invoice	01/21/2020	02/01/2020	408.00		408.00	200-410-521
01212020	5	Regence Health Equity Health Savings	Invoice	01/21/2020	02/01/2020	1,700.00		1,700.00	510-430-521
01212020	6	Regence Health Equity Health Savings	Invoice	01/21/2020	02/01/2020	3,400.00		3,400.00	500-420-521
Total 01212020:						6,800.00	.00	6,800.00	
Total 3050 HealthEquity:						6,800.00	.00	6,800.00	24133
5630 R3 Engraving & Signs									
72112	1	Bronze Plaque Former Camp Adair Hos	Invoice	01/16/2020	02/15/2020	720.00		720.00	100-900-520
Total 72112:						720.00	.00	720.00	
Total 5630 R3 Engraving & Signs:						720.00	.00	720.00	24134
5810 RG Smith Electric & Plumbing Inc									
17386	1	installed 12 gallon electric water heater	Invoice	01/13/2020	02/12/2020	992.68		992.68	100-900-520
Total 17386:						992.68	.00	992.68	
17387	1	barracks plumbing, final	Invoice	01/13/2020	02/12/2020	500.00		500.00	100-900-530
Total 17387:						500.00	.00	500.00	
Total 5810 RG Smith Electric & Plumbing Inc:						1,492.68	.00	1,492.68	
Total :						21,873.34	.00	21,873.34	24135
Current period checks for future period invoices.									
2270 De Lage Landan Financial Services Inc.									
66469102		Chk No: 24108 (1)	Calculated	01/16/2020				131.00-	100-000-200
Total 66469102:						.00	.00	131.00-	
Total 2270 De Lage Landan Financial Services Inc.:						.00	.00	131.00-	
Total Current period checks for future period invoices.:						.00	.00	131.00-	
Grand Totals:						21,873.34	.00	21,742.34	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-20000	.00	131.00-	131.00-
100-100-51010	814.45	.00	814.45
100-100-52103	884.00	.00	884.00
100-200-51010	62.65	.00	62.65
100-200-52103	68.00	.00	68.00
100-900-52002	720.00	.00	720.00

✓ De Lage Landan
looks ok: print here b/c of
at 2/1/20

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-900-52012	992.68	.00	992.68
100-900-52021	6,267.75	.00	6,267.75
100-900-52110	102.85	.00	102.85
100-900-53003	500.00	.00	500.00
200-410-51010	375.90	.00	375.90
200-410-52103	408.00	.00	408.00
500-420-51010	3,132.51	.00	3,132.51
500-420-52019	144.10	30.75-	113.35
500-420-52103	3,400.00	.00	3,400.00
510-430-51010	1,566.26	.00	1,566.26
510-430-52019	61.52	30.76-	30.76
510-430-52103	1,700.00	.00	1,700.00
510-430-52110	80.93	.00	80.93
520-440-51010	313.25	.00	313.25
520-440-52103	340.00	.00	340.00
Grand Totals:	21,934.85	192.51-	21,742.34

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
10/19	123.02	61.51-	61.51
01/20	21,811.83	131.00-	21,680.83
Grand Totals:	21,934.85	192.51-	21,742.34

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1/23/20

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1410 Century Link									
01162020	1	541-928-8372 054B	Invoice	01/16/2020	02/16/2020	81.26		81.26	500-420-521
Total 01162020:						81.26	.00	81.26	
Total 1410 Century Link:						81.26	.00	81.26	24137
1800 Consumers Power Inc.									
01202020	1	1152400	Invoice	01/20/2020	02/20/2020	902.00		902.00	200-410-521
01202020	2	1152401	Invoice	01/20/2020	02/20/2020	25.43		25.43	100-300-521
01202020	3	1152406	Invoice	01/20/2020	02/20/2020	206.25		206.25	100-900-521
01202020	4	1152408	Invoice	01/20/2020	02/20/2020	76.78		76.78	100-900-521
01202020	5	1152409	Invoice	01/20/2020	02/20/2020	25.43		25.43	100-900-521
01202020	6	1152410	Invoice	01/20/2020	02/20/2020	69.96		69.96	510-430-521
01202020	7	1152411	Invoice	01/20/2020	02/20/2020	46.07		46.07	500-420-521
01202020	8	1152412	Invoice	01/20/2020	02/20/2020	895.90		895.90	510-430-521
01202020	9	1152413	Invoice	01/20/2020	02/20/2020	151.25		151.25	510-430-521
01202020	10	1152414	Invoice	01/20/2020	02/20/2020	25.23		25.23	500-420-521
01202020	11	1152415	Invoice	01/20/2020	02/20/2020	25.05		25.05	100-900-521
01202020	12	1152417	Invoice	01/20/2020	02/20/2020	1,100.61		1,100.61	100-900-521
Total 01202020:						3,549.96	.00	3,549.96	
Total 1800 Consumers Power Inc.:						3,549.96	.00	3,549.96	24138
2520 Edge Analytical Laboratories									
20-01830	1	ADA02	Invoice	01/23/2020	02/22/2020	76.50		76.50	510-430-521
Total 20-01830:						76.50	.00	76.50	24139
20-01831	1	ADA02	Invoice	01/23/2020	02/22/2020	190.80		190.80	510-430-521
Total 20-01831:						190.80	.00	190.80	
Total 2520 Edge Analytical Laboratories:						267.30	.00	267.30	24139
4430 Mid-Valley Newspapers									
SMT 37681	1	publications	Invoice	09/30/2019	01/23/2020	857.76		857.76	100-900-520
Total SMT 37681:						857.76	.00	857.76	
Total 4430 Mid-Valley Newspapers:						857.76	.00	857.76	24140
6410 State of Oregon Water Resources Dept.									
129987	1	OR02700 Plywood Products Reservoir	Invoice	01/17/2020	07/01/2020	100.00		100.00	500-420-521
Total 129987:						100.00	.00	100.00	
Total 6410 State of Oregon Water Resources Dept.:						100.00	.00	100.00	
Total :						4,856.28	.00	4,856.28	24141
Current period checks for future period invoices.									
2270 De Lage Landen Financial Services Inc.									
66469102		Chk No: 24108 (1)	Calculated	01/16/2020				131.00-	100-000-200

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 66469102:						.00	.00	131.00-	
Total 2270 De Lage Landen Financial Services Inc.:						.00	.00	131.00-	
Total Current period checks for future period invoices.:						.00	.00	131.00-	
Grand Totals:						4,856.28	.00	4,725.28	

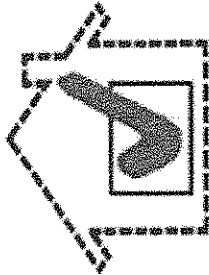
Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-000-20000	.00	131.00-	131.00-
100-300-52109	25.43	.00	25.43
100-900-52010	857.76	.00	857.76
100-900-52109	1,434.12	.00	1,434.12
200-410-52109	902.00	.00	902.00
500-420-52102	100.00	.00	100.00
500-420-52109	71.30	.00	71.30
500-420-52110	81.26	.00	81.26
510-430-52104	267.30	.00	267.30
510-430-52109	1,117.11	.00	1,117.11
Grand Totals:	4,856.28	131.00-	4,725.28

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
09/19	857.76	.00	857.76
01/20	3,998.52	131.00-	3,867.52
Grand Totals:	4,856.28	131.00-	4,725.28

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1/30/20



**CODE
COMPLIANCE**

Willamette Valley Processors, LLC

End of Month

12/23/19 through 1/30/20

CSO	Jerry Jackson
Hours Worked:	89 Hrs.
Complaint Total:	Monthly Case Load
	Citizen Complaints 1 Self-Initiated 17 Total Calls 18

A19-247	12/23/19 9:48 AM	Citizen Assist	Observed	Sweet Taste	Put cans out
A20-001	1/10/20 9:10 AM	Garbage cans left out	Observed	7276 SE Berg	Put cans away
A20-002	1/10/20 9:19 AM	Garbage cans left out	Observed	4311 NE Holly	Put cans away
A20-003	1/10/20 9:23 AM	Trailer parked on grass	Observed	4140 NE Willamette	Administrative Citation
A20-004	1/10/20 9:29 AM	Piling leaves on the street	Observed	118 NE Columbia	Left card
A20-005	1/15/20 10:22 AM	Garbage cans left out	Observed	3991 SE Weigel St	Put cans away
A20-006	1/15/20 10:25 AM	Garbage cans left out	Observed	4005 SE Weigel St	Put cans away
A20-007	1/15/20 10:38 AM	Garbage cans left out	Observed	6345 William R Carr	Put cans away
A20-008	1/15/20 10:43 AM	Garbage cans left out	Observed	215 NE Azalea	Put cans away
A20-009	1/15/20 10:48 AM	Garbage cans left out	Observed	257 NE Azalea	Put cans away
A20-010	1/17/20 11:42 AM	Abandoned Vehicle	Complaint	Behind the Fourplex on William R. Carr	Towed

A20-011	1/22/20 9:48 AM	Garbage cans left out	Observed	7308 SE Dot St	Put cans away
A20-012	1/22/20 10:08 AM	Garbage can left out	Observed	8468 Barberry Dr	Put cans away
A20-013	1/22/20 10:10 AM	Garbage can left out	Observed	8301 Hibiscus Dr	Put cans away
A20-014	1/22/20 10:13 AM	Garbage can left out	Observed	8332 Hibiscus Dr	Put cans away
A20-015	1/22/20 10:18 AM	Garbage can left out	Observed	8070 Barberry Dr	Put cans away
A20-016	1/22/20 10:20 AM	Garbage can left out	Observed	6405 William R. Carr Ave	Put cans away
A20-017	1/22/20 10:28 AM	Garbage can left out	Observed	Several Streets	Put away several more cans

Parking Report Total 0

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 2

Grass/Vegetation Warnings 0

Citizen Assist Total 0

Trash Container - 14

Solid Waste/Littering - 0

Vacation assist/ 0

Animal Control:

Parking: Abandon Vehicle Towed

City Assist: 1

Animal Control Total 0

Noise 0

Animal at large 0

Livestock/Dog Violations 0

• Emergency Management - Currently signing up students for 2020 for CERT

• Daily Patrol



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 12/20/2019 TO 1/20/2020

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,410,113 Million Gallons

Average Usage per Day 115k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand remains low. Two leaks were reported and fixed this month. No other issues to report

Collected quarterly, first quarter samples will be taken next month.

WASTEWATER TREATMENT REPORT

Flows into the WWTP have been increasing with heavy rains the last few weeks. Samples and labs remain good. Staff continues to monitor and make adjustments when needed. We have increased pumping to the river.

Total Monthly Influent: 7.4 Million Gallons

Discharged: Discharge from the holding pond to the river continues

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Storm drains remain clear even with increased rains. Staff monitors and clears drains as needed.

STREETS MAINTENANCE REPORT

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

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Staff have been clearing and removing downed limbs and trees due to storms as much as we can. We still have one more tree to remove on William R. Carr and plan on completing that the first week of February.

WATER TREATMENT PLANT

Maintenance Activity: The water plant is running well. We are only running 2 to 3 days a week. Staff is going to do a deep clean of the plant this winter.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is doing very good considering the increased flows. We will continue to keep a close eye on it and adjust when needed.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT February 4, 2020 Council Meeting

Administration

- **Alyrica** – They have been working on getting their main lines in to the new development.
- **Utility Worker II** – We have decided to advertise the position until filled.
- **Caselle Software** – Over the last month we have started to utilize the utility billing software that comes with Caselle. Citizens can now begin to start signing up for auto pay and paperless billing.
- **Tangent** – January was a good month but we spent a little bit more time just getting familiar with the system.
- **Youth Program** – I have been in discussions with the Boys and Girls club to possibly contract our youth program. They have qualified people and could offer more resources to the youth of Adair Village.
- **IT**—Last month the city's Microsoft Exchange Server crashed so we have lost our email history. We made the decision to go ahead with office 365 in the cloud. So far it is working well and staff is happy with the update. Next, we are going to focus on building a new server.

Property/Businesses

- **AVIS** – DEQ is questioning some of the methods used to identify the dioxins at the site. This could mean that we have to do some more testing before they accept a cleanup plan.
- **Adair Village Market** –

Major Projects/Engineering

- **Calloway Creek** – They continue to make progress and are submitting for phase three now. I was going to talk with ALH for recommendations on the new roads.
- **SCS Property** – We have not heard anything yet from ODFW on the possibility of a connector road yet.
- **William R. Carr Subdivision** – I have talked with Brian Dunn and he apologized for the job shack that was being worked on and it will be moved within the next two weeks. They have finished and sold the first four units and will begin on the next four.
- **Benton County Property** – We are in the process of finalizing the annexation of the property into the city. Once we have done that we can continue with our application to the feds.
- **Urban Renewal District** – Debbie and I looked at the budget and it looks like we will be able to move forward on the Urban Renewal District Project before the new budget year.

ADAIR VILLAGE PATROL

Dec 25, 2019 - Jan 24, 2020

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic Warn	Arrests Cite	Cust	Other
122519 01:06:44	2019187762	2:00:47	Hardison	grave		1			PATROLLED CITY STREETS/HIGHWAY 99W. ONE TRAFFIC STOP/ONE WARNING GIVEN FOR TRAFFIC VIOLATION.
122519 12:01:14	2019187867	0:33:07	Horn	day					0 traffic stops, 0 calls
122619 15:07:55	2019188340	1:36:08	Pratt	day					DRIVE THROUGH PARKS AND NEIGHBORHOODS
122619 18:48:13	2019188472	0:56:49	Blaser	swing					no activity
122719 04:07:27	2019188653	2:28:30	Dronngesen	grave					no activity
122719 11:38:38	2019188805	0:39:49	Lundy	day					PATROLLED CITY STREETS, PARKS AND SCHOOLS
122819 14:45:14	2019189451	1:01:16	Lancaster	day	4	1			Patrolled park, highway, new, and old development.
122819 22:55:40	2019189666	1:30:07	Heese	swing					PATROLLED NEIGHBORHOODS; PATROLLED SC CAMPUS; PATROLLED ADAIR COUNTY PARK
122919 07:41:43	2019189811	1:02:26	Halahuni	day	4				2 children returned to mother
123019 01:26:36	2019190189	1:50:01	Young	grave		2			patrol city streets, county roads, highway 99w
123019 23:10:22	2019190770	1:30:00	Williams	swing					patrolled streets and parks.
123119 04:18:05	2019190855	1:09:48	Serup	grave					CHECKED LOCAL NEIGHBORHOODS AND BUSINESSES, SANTIAM CHRISTIAN SCHOOL AND ADAIR PARK.
010120 00:00:00	2020000002		Hardison	grave					Call at 218 Azalea Drive in Adair Village for a new year's noise disturbance.
010120 03:32:34	2020000089			grave		2			TWO HOURS OF ADAIR VILLAGE EXTRA PATROL. LEFT TO ASSIST APD, THEN RETURNED FOR ANOTHER CALL AT 218 AZALEA DRIVE, AND TOOK A REPORT. ALSO STOPPED ONE VEHICLE/TWO WARNINGS GIVEN FOR TRAFFIC VIOLATIONS.
010120 08:00:01	2020000124	1:01:43	Horn	day					no activity
010120 13:25:03	2020000221	1:00:33	Hardison	grave					no activity
010120 18:41:22	2020000330	1:09:49	Blaser	swing		1			1 stop-warning for speed; second stop-warning for lighting vio
010220 04:02:17	2020000463	1:56:15	Dronngesen	grave					no activity
010220 04:34:56	2020000468	1:34:15	Gevatosky	grave					No Activity
010220 05:18:09		0:54:59	Serup	grave					NO CONTACTS / NO STOPS.
010220 08:05:05	2020000501	1:04:59	Lancaster	day					Patrolled new and old development, the park, highway, and aero dome
010220 23:03:34	2020000974	1:00:55	Gordon	swing		1			1 TRAFFIC stop/ warning, 0 calls for service
010320 00:00:00	2020040006		Glass	day					Department of Human Services report on the 8000 block of NE Hyacinth Ct; no action.
010520 09:46:04	2020002282	1:01:18	Halahuni	day					no activity
010520 18:18:34	2020002500	1:19:27	Nowak	swing		2			2 TRAFFIC STOPS; 2 WARNINGS; BUSINESS CHECKS
010620 12:59:05	2020002830	1:01:54	Horn	day					1 contact, 0 cfs, 0 traffic stops
010720 01:41:37	2020003133	1:01:14	Young	grave	1	1			traffic stops: 1 warn Public contacts: 1 Calls for service:
010720 01:44:01	2020003134	1:06:40	lovik	grave					no activity
010920 10:15:36	2020004449	1:14:00	Lancaster	day		2			patrolled the area 2 traffic stops, 2 warnings, no citizen contacts
010920 13:02:07	2020004542								TYPED AND REVIEWED REPORTS WHILE WORKING STATIONARY PATROL IN ADAIR. DROVE THROUGH NEW DEVELOPMENT;
									patrolled school zone.
011020 19:07:32	2020005430	0:48:19	Gevatosky	grave		1			Responded to a Public Assist Call; Took a Report for Hit & Run Traffic Crash; 1 Traffic Stop (warning for defective lighting)
011020 00:00:00	202000105								Hit and Run Traffic Crash report in the Santiam Christina Parking lot on 7220 NE Arnold Avenue, Adair Village, on January 8, 2020 between the hours of 3:10 PM, and 6:30 PM. minor damage to the driver's side rear quarter panel.
011120 01:55:06	2020005582	1:32:10	Hardison	grave					HEAVY RAIN/NO ACTIVITY. PATROLLED CITY STREETS/HIGHWAY 99W.
011120 17:34:04	2020005894								PATROLLED SCHOOL; PATROLLED NEIGHBORHOODS ;PATROLLED ADAIR COUNTY PARK; 1 TRAFFIC STOP/WARN FOR OP W/O
									REQUIRED LIGHTING
011220 07:54:48	2020006163	0:58:55	Halahuni	day		1			no activity
011320 01:06:59	2020006521	1:27:30	Moser	grave					patrol checks:adair county park;SC campus, aerodrome, ryals development
011520 04:23:25	2020007775	0:47:17	lovik	grave					no activity
011520 13:53:06	2020008070	1:31:36	pratt	day					PATROL PARKS AND STREETS
011520 20:56:58	2020008335	1:20:24	blaser	swing					no activity



STAFF REPORT
Attachment G – Financial Report
February 4, 2020 Council Meeting

Totals - Income shown for Fiscal Year 2019-2020 is \$3,272,126.66 (91.11% of budget) and Expenses are \$2,175,128.32 (54.26% of budget), which shows a Net Income of \$1,096,998.34 for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$224,228.93	76.34%
Materials & Supplies	\$415,321.66	85.29%
Capital Outlay	\$763,324.07	12.55%
Debt Service	\$22,253.66	94.89%

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

Fund	Income	Expenses	Difference
General	1,293,789.22	995,615.39	298,173.83
Reserve	121,759.46	0.00	121,759.46
SDC Fund	849,868.09	606,826.18	243,041.91
Storm Drain	19,856.27	15,506.41	4,349.86
Streets	138,928.45	35,857.07	103,071.38
Wastewater	123,153.51	89,027.28	34,126.23
Water	724,771.66	432,295.99	292,475.67
TOTAL	\$3,272,126.66	\$2,175,128.32	\$1,096,998.34

We have approximately **\$1,133,001.82** in the Local Government Investment Pool (LGIP). Last month we had **\$1,111,288.28**. Last year on 01/08/2019 we had **\$969,993.65**.

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

	TOTAL				Total General Fund		
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over 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
4002 · Property Taxes - Prior Year	763.13	2,500.00	(1,716.87)	31.33%	763.13	2,500.00	(1,716.87)
Total 4010 · Government Sources	71,516.86	188,400.00	(116,883.14)	37.96%	11,713.72	24,400.00	(12,686.28)
Total 4020 · Rental Income	55,549.87	109,020.00	(53,470.13)	50.95%	55,549.87	109,020.00	(53,470.13)
Total 4030 · Fees	1,036,596.03	1,290,276.00	(253,689.97)	80.34%	8,250.00	16,500.00	(8,250.00)
Total 4050 · Other Income	26,135.53	55,100.00	(28,964.47)	47.43%	26,135.53	52,200.00	(26,064.47)
4060 · Interest	9,990.30	15,000.00	(5,009.70)	66.60%	9,990.30	15,000.00	(5,009.70)
Total 4080 · Transfers In	750,000.00	790,418.00	(40,418.00)	94.89%	750,000.00	750,000.00	-
4090 · Beginning Fund Balance	1,572,753.64	1,436,213.00	136,540.64	109.51%	301,952.59	205,000.00	96,952.59
Total Income	3,652,724.44	4,009,927.00	(356,202.56)	91.11%	1,293,789.22	1,296,620.00	(2,830.78)
Expense							
5000 · Personal Services							
5010 · City Administrator	50,402.00	96,400.00	(45,998.00)	52.28%	17,640.70	33,740.00	(16,099.30)
5016 · Utility/Court Clerk	15,639.52	37,704.00	(22,164.48)	41.21%	3,107.91	7,541.00	(4,433.09)
5018 · Finance Clerk	10,483.85	20,520.00	(10,036.15)	51.09%	1,572.59	3,078.00	(1,505.41)
5025 · Summer Program Coordinator	6,441.74	13,549.00	(7,107.26)	47.54%	6,441.74	13,549.00	(7,107.26)
5050 · Public Works Supervisor	27,727.31	58,132.00	(30,404.69)	47.70%	-	2,115.00	(2,115.00)
5052 · Utility Worker III	16,683.99	40,227.00	(23,543.01)	-	-	-	-
5054 · Utility Worker II	-	-	-	NA	-	-	-
5058 · Utility Worker I	-	4,937.00	(4,937.00)	0.00%	-	-	-
5081 · Employee Health Ins Benefits	49,742.91	86,940.00	(37,197.09)	57.22%	6,954.04	12,601.00	(5,636.96)
5082 · Retirement Benefits	33,766.30	56,167.00	(22,400.70)	60.12%	7,766.25	12,419.00	(4,652.75)
5085 · Employment Taxes	13,441.31	37,517.00	(24,075.69)	35.83%	3,035.62	8,296.00	(5,260.38)
Total 5000 · Personal Services	224,228.93	452,093.00	(227,864.07)	49.60%	46,529.05	93,339.00	(46,809.95)
Total 5100 · Material & Services	415,321.66	544,075.00	(128,753.34)	76.34%	163,508.61	242,755.00	(79,246.39)
Total 5300 · Capital Outlay	763,324.07	895,000.00	(131,675.93)	85.29%	763,324.07	780,000.00	(16,675.93)
Total 5400 · Debt Service	22,253.66	177,254.00	(155,000.34)	12.55%	22,253.66	22,254.00	(0.34)
Total 5500 · Transfers	750,000.00	790,418.00	(40,418.00)	94.89%	-	5,000.00	(5,000.00)
5700 · Contingency	-	144,000.00	(144,000.00)	0.00%	-	50,000.00	(50,000.00)
7777 · Reserve for Future Expenditure	-	1,006,087.00	(1,006,087.00)	0.00%	-	103,272.00	(103,272.00)
Total Expense	2,175,128.32	4,009,927.00	(1,671,912.68)	54.26%	995,615.39	546,620.00	448,995.39
Net Income	1,477,596.12	-	(378,867.73)	NA	298,173.83	-	298,173.83

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2/4/2020

Accrual Basis

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

Attachment G-1
200204 CC Mtg

	Reserve Fund			SDC Fund				
	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget
Income								
4001 · Property Taxes--Current	106.07%	-	-	-	-	-	-	-
4002 · Property Taxes - Prior Year	31.33%	-	-	-	-	-	-	-
Total 4010 · Government Sources	48.01%	-	-	-	-	-	-	-
Total 4020 · Rental Income	50.95%	-	-	-	-	-	-	-
Total 4030 · Fees	50.0%	-	-	-	541,552.31	459,876.00	81,676.31	
Total 4050 · Other Income	50.07%	-	-	-	-	-	-	-
4060 · Interest	66.6%	-	-	-	-	-	-	-
Total 4080 · Transfers In	100.0%	-	9,000.00	(9,000.00)	0.0%	-	-	-
4090 · Beginning Fund Balance	147.3%	121,759.46	121,914.00	(121,914.00)	0.0%	368,315.78	278,299.00	30,016.78
Total Income	98.78%	121,759.46	130,914.00	(130,914.00)	0.0%	849,868.09	738,175.00	111,693.09
Expense								
5000 · Personal Services								
5010 · City Administrator	52.28%	-	-	-	-	-	-	-
5016 · Utility/Court Clerk	41.21%	-	-	-	-	-	-	-
5018 · Finance Clerk	51.09%	-	-	-	-	-	-	-
5025 · Summer Program Coordinator	47.54%	-	-	-	-	-	-	-
5050 · Public Works Supervisor	0.0%	-	-	-	-	-	-	-
5052 · Utility Worker III		-	-	-	-	-	-	-
5054 · Utility Worker II		-	-	-	-	-	-	-
5058 · Utility Worker I		-	-	-	-	-	-	-
5081 · Employee Health Ins Benefits	55.27%	-	-	-	-	-	-	-
5082 · Retirement Benefits	62.54%	-	-	-	-	-	-	-
5085 · Employment Taxes	36.59%	-	-	-	-	-	-	-
Total 5000 · Personal Services	49.85%	-	-	-	-	-	-	-
Total 5100 · Material & Services	67.36%	-	-	-	6,826.18	-	-	-
Total 5300 · Capital Outlay	97.86%	-	-	-	-	-	-	-
Total 5400 · Debt Service	100.0%	-	-	-	-	-	-	-
Total 5500 · Transfers	0.0%	-	31,418.00	(31,418.00)	0.0%	600,000.00	600,000.00	
5700 · Contingency	0.0%	-	-	-	-	-	-	-
7777 · Reserve for Future Expenditure	0.0%	-	99,496.00	(99,496.00)	0.0%	-	138,175.00	(138,175.00)
Total Expense	182.14%	-	130,914.00	(130,914.00)	0.0%	606,826.18	738,175.00	(131,348.82)
Net Income		121,759.46	-	-	NA	243,041.91	-	243,041.91

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2/4/2020

Accrual Basis

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

Attachment G-1
 200204 CC Mtg

	Storm Drain Fund				Street	
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget
Income						
4001 - Property Taxes--Current	-	-	-	-	-	-
4002 - Property Taxes - Prior Year	-	-	-	-	-	-
Total 4010 - Government Sources	-	-	-	-	26,462.14	64,000.00
Total 4020 - Rental Income						
Total 4030 - Fees	14,866.07	27,900.00	(13,033.93)	53.28%	-	-
Total 4050 - Other Income	-	200.00	(200.00)	0.0%	-	200.00
4060 - Interest	-	-	-	-	-	-
Total 4080 - Transfers In	-	-	-	-	-	-
4090 - Beginning Fund Balance	4,990.20	6,000.00	(1,009.80)	83.17%	112,466.31	115,000.00
Total Income	19,856.27	34,100.00	(14,243.73)	58.23%	138,928.45	179,200.00
Expense						
5000 - Personal Services						
5010 - City Administrator	2,520.10	4,820.00	(2,299.90)	52.28%	2,520.10	4,820.00
5016 - Utility/Court Clerk	776.97	1,885.00	(1,108.03)	41.22%	-	-
5018 - Finance Clerk	614.95	1,026.00	(411.05)	59.94%	433.45	1,026.00
5025 - Summer Program Coordinator	-	-	-	-	-	-
5050 - Public Works Supervisor	2,309.53	2,801.00	(491.47)	82.45%	1,849.55	5,602.00
5052 - Utility Worker III	1,466.21	2,011.00	(514.79)	74.4%	1,003.39	4,023.00
5054 - Utility Worker II	-	-	-	-	-	-
5058 - Utility Worker I	-	353.00	(353.00)	0.0%	-	353.00
5081 - Employee Health Ins Benefits	2,789.58	4,347.00	(1,548.42)	64.38%	2,673.14	5,386.00
5082 - Retirement Benefits	1,915.22	2,668.00	(752.78)	71.78%	1,796.07	3,274.00
5085 - Employment Taxes	737.97	1,782.00	(1,044.03)	41.41%	701.18	2,166.00
Total 5000 - Personal Services	13,169.53	21,693.00	(8,523.47)	60.71%	10,979.88	26,673.00
Total 5100 - Material & Services	2,336.88	7,280.00	(4,943.12)	32.1%	24,877.19	22,660.00
Total 5300 - Capital Outlay	-	-	-	-	-	-
Total 5400 - Debt Service	-	-	-	-	-	-
Total 5500 - Transfers	-	200.00	(200.00)	0.0%	-	200.00
5700 - Contingency	-	-	-	-	-	-
7777 - Reserve for Future Expenditure	-	4,927.00	(4,927.00)	0.0%	-	122,147.00
Total Expense	15,506.41	34,100.00	(18,593.59)	45.47%	35,857.07	179,200.00
Net Income	4,349.86	-	4,349.86	NA	103,071.38	-

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2/4/2020

Accrual Basis

City of Adair Village

Profit and Loss Budget vs. Actual

July 2019 through June 2020

Attachment G-1

200204 CC Mtg

Fund	\$ Over Budget	% of Budget
Income		
4001 - Property Taxes-Current		
4002 - Property Taxes - Prior Year		
Total 4010 - Government Sources	(66,659.00)	33.34%
Total 4020 - Rental Income	(223,743.22)	60.82%
Total 4030 - Fees	(1,500.00)	0.0%
Total 4050 - Other Income		
4060 - Interest		
Total 4080 - Transfers In	(23,209.00)	0.0%
4090 - Beginning Fund Balance	24,771.66	103.54%
Total Income	(290,339.56)	79.2%
Expense		
5000 - Personal Services		
5010 - City Administrator	(18,399.20)	52.28%
5016 - Utility/Court Clerk	(11,082.24)	41.21%
5018 - Finance Clerk	(4,516.29)	51.69%
5025 - Summer Program Coordinator		
5050 - Public Works Supervisor	(16,973.61)	49.5%
5052 - Utility Worker III	(12,939.81)	41.51%
5054 - Utility Worker II		
5058 - Utility Worker I	(2,821.00)	0.0%
5081 - Employee Health Ins Benefits	(19,203.58)	56.43%
5082 - Retirement Benefits	(10,878.00)	58.01%
5085 - Employment Taxes	(11,359.95)	34.35%
Total 5000 - Personal Services	(108,173.68)	49.09%
Total 5100 - Material & Services	(25,769.33)	87.36%
Total 5300 - Capital Outlay	(115,000.00)	0.0%
Total 5400 - Debt Service	(125,000.00)	0.0%
Total 5500 - Transfers	(3,200.00)	97.91%
5700 - Contingency	(80,000.00)	0.0%
7777 - Reserve for Future Expenditure	(506,280.00)	0.0%
Total Expense	(963,413.01)	30.97%
Net Income	673,073.45	NA



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Newport Office
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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 underlaying 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

Authorized Representative Signature Accepting Scope of Services

Date



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Willamette Valley Office
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541-223-5130

Newport Office
609 SW Hubert Street
Newport, OR 97366
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 Adair 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	\$24,040	\$281,816				
Lift Station No. 2 Replacement	C5, C6, C7	\$20,891	\$48,903	\$552,939				
Influent Pipe Replacement	C8				\$49,193	\$373,568		
Collection System Total		\$32,564	\$72,943	\$834,754	\$49,193	\$373,568		
Wastewater Treatment System Projects								
Headworks	T1-B	\$30,325	\$128,162	\$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						\$73,088	\$828,059
Land Application System	T5-A		\$67,728	\$139,520	\$1,589,760			
Treatment System Total		\$337,738	\$1,557,837	\$3,817,305	\$1,589,760	\$0	\$73,088	\$828,059
Pre-design								
Design								
Construction								

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

CHARTER

To provide for the government of the City of Adair Village, Benton County, Oregon.

Be it enacted by the people of the City of Adair Village, Benton County, Oregon:

CHAPTER I

NAME AND BOUNDARIES

Section 1. TITLE OF ENACTMENT. This enactment may be referred to as the Adair Village Charter of 1999.

Section 2. NAME OF CITY. The municipality of Adair Village, Benton County, Oregon, shall continue to be a municipal corporation with the name of City of Adair Village.

Section 3. REVISION CLAUSE. The sections in the City Charter for the City of Adair Village, Oregon have been revised as hereinafter stated.

Section 4. BOUNDARIES. The City shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by voters, by the council, or by any other agency with legal power to modify them. The recorder shall keep in his or her office at least two copies of this Charter in each of which he or she shall maintain an accurate, up-to-date description of the boundaries. The copies and descriptions shall be available for public inspection at any time during regular office hours of the recorder.

Section 5. EXISTING ORDINANCES CONTINUE. All ordinances of the City not in conflict with this charter or previous charters, and presently in force shall remain in effect until amended or repealed.

CHAPTER II

POWERS

Section 6. POWER OF THE CITY. The city shall have all the rights, powers, privileges, and immunities which the constitution, statutes, and common laws of the United States and of this state, expressly or by implication grant or allow municipalities, including those rights, powers, privileges, and immunities which a city can exercise upon specifically accepting them or upon being granted the power to exercise them by the people of the city or the legislature of this state, as fully as though this Charter expressly stated each of those rights, powers, privileges, and immunities, and as though each of them had been specifically accepted by the City or granted to it by the people of the city or by the legislature of the state.

Section 6.1. PROPERTY. The City shall have the power and is authorized to purchase, receive and hold property, both real and personal, beyond its limits, for the erection, modification, operation and maintenance of waterworks and sewage treatment facilities, for the supply of water and sewer services to the City and its inhabitants; *and* for the sale of water and sewer services to users outside the City of Adair Village, and for any other lawful purpose.

Section 6.2. WATER SYSTEM. The City of Adair Village, Oregon, shall be authorized and empowered to purchase, acquire, appropriate or condemn, either within or without the corporate limits of said City, any real or personal property, water right, riparian right, water course, right of way, reservoir, reservoir site, dam, waterworks, pipelines, wells, pumps, machinery and equipment used or useful in the supplying of water and waste water services to the City of Adair Village, and of other users of water or waste water services purchased from the City of Adair Village; buildings, structures, filters, and filter beds; and to buy, build, construct, own and operate any waterworks system or treating plant, wells, reservoir, building or structure useful or necessary in the matter of acquiring and operating a completed water system or waste water treatment facility for the purpose of supplying the residents, inhabitants and industries of the City of Adair Village and others with water or waste water services for municipal, domestic, manufacturing, power, irrigation and other lawful uses.

Section 7. CONSTRUCTION OF CHARTER. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution. All powers are continuing unless a grant of power expressly indicates to the contrary.

CHAPTER III

FORM OF GOVERNMENT

Section 8. WHERE POWERS VESTED. Except as this Charter provides otherwise, and as the Oregon Constitution reserves municipal legislative power to the voters of the City of Adair Village, all powers of the City shall be vested in the council.

Section 9. COUNCIL. The council shall be composed of a Mayor and four council persons elected from the City at large.

Section 10. COUNCIL PERSONS. The term of office of each council person in office when this Charter is adopted shall continue until the expiration of his or her term as presently designated under Oregon Revised Statutes 221.010 to 221.210. At each subsequent biennial general election, the voters of the City shall elect council persons to fill positions which will be vacated the following January. Each council term is four years.

Section 11. MAYOR. The term of office of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after that time. At each subsequent general election, a mayor shall be elected to a two-year term.

Section 12. OTHER OFFICERS. Additional officers of the City shall be a City Administrator who shall also hold the position of Recorder, and such other officers as the council deems necessary. Each of these officers shall be appointed and may be removed by the mayor with the consent of at least two council persons. The council may combine any two or more appointive City officers. The council may designate any appointive officer to supervise any other appointive officer.

Section 13. SALARIES. The compensation for the services of each City officer and employee shall be the amount fixed by the council.

Section 14. QUALIFICATIONS OF OFFICERS. No person shall be eligible for an elective office of the City unless at the time of his or her election he or she is a qualified elector within the meaning of the state constitution, is a resident at the time of his or her election and has resided in the City during the ~~730~~⁷³⁰⁻⁸⁰ days immediately preceding the election. No person shall hold an elective office of the City who has not attained the age of eighteen years at the time his or her term of office begins. The council shall be the final judge of the qualifications and election of its own members; subject, however, to review by a court of competent jurisdiction.

CHAPTER IV

COUNCIL

Section 15. MEETINGS. The council shall hold a regular meeting at least once each month in the City at a time and at a place which it designates. It shall adopt rules for the government of its own members and proceedings. The mayor upon his or her own motion may, or at the request of two members of the council, by giving notice thereof to all members of the council then in the City, call a special meeting of the council for a time not earlier than 24 nor later than 48 hours after the notice is given. Special meetings of the council may also be held at any time by the common consent of a majority of members of the council.

Section 16. RECORD OF PROCEEDINGS. The council shall cause a record of its proceedings to be kept.

Section 17. PROCEEDINGS TO BE PUBLIC. No action by the council shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

Section 18. MAYOR'S FUNCTION AT COUNCIL MEETINGS. The mayor shall be chairman of the council, shall preside over its deliberations and shall have a vote on all questions before it. He or she shall have authority to preserve order, enforce the rules of the council, and determine the order of business under the rules of the council.

Section 19. MAYOR PRO TEMPORE OF THE COUNCIL. At its first meeting after this charter takes effect and thereafter at its first meeting of each odd-numbered year, the council by ballot shall elect a mayor pro tempore from its membership. In the mayor's absence from a council meeting, the mayor pro tempore shall preside over it. Whenever the mayor is unable to perform the function of his or her office, the mayor pro tempore shall act as mayor.

Section 20. VOTE REQUIRED. Except as this Charter otherwise provides, the concurrence of a majority of the members of the council present at a council meeting shall be necessary to decide any question before the council.

Section 21. QUORUM. A majority of the members of the City Council shall constitute a quorum for conducting its business, but a smaller number may meet at a noticed meeting to discuss city business without taking final action.

CHAPTER V

POWER AND DUTIES OF OFFICERS

Section 22. MAYOR. The mayor shall appoint the committees provided by the rules of the council. He or she shall sign all records of proceedings approved by the council. The mayor shall have no veto power and shall sign all ordinances passed by the council within three days after their passage. After the council approves the bond of a city officer or a bond for a license, contract, or proposal, the mayor shall endorse the document.

Section 23. CITY ADMINISTRATOR. The City Administrator shall also act in the official capacity of City Recorder and shall serve ex officio as clerk of the council, attend all its meetings unless excused therefrom by the Mayor and/or Mayor pro tem or at least two council persons, keep accurate record of its proceedings, and sign all orders of the treasury. In the City Administrator's absence from a council meeting, the Mayor shall appoint a clerk of the council pro tempore who, while acting in that capacity, shall have all the authority and duties of the City Administrator. The City Administrator is appointed by and serves at the will of the City Council.

CHAPTER VI

ELECTIONS

Section 24. REGULAR ELECTIONS. Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws.

Section 25. NOTICE OF REGULAR ELECTIONS. The City Administrator, pursuant to directions from the council, shall give at least thirty days' notice of each regular City election by posting notice thereof at a conspicuous place in the City Hall and in one public place in each voting precinct of the City. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.

Section 26. QUALIFICATIONS OF ELECTORS. No person shall vote at any City election unless he or she is a qualified elector of the state of Oregon and a resident of the City for at least thirty days next preceding the election.

Section 27. SPECIAL ELECTIONS. The council shall provide by written resolution the time, manner and means for holding any special election. The City Administrator shall give at least ten days' notice of each special election in the manner provided by the action of the council ordering an election.

Section 28. REGULATION OF ELECTIONS. Except as this Charter provides otherwise and as the council provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom and contests thereof.

Section 29. CANVASS OF RETURNS. In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. In each special city election, the returns therefrom shall be filed with the recorder on or before noon of the day following, and not later than ten days after the election the council shall meet and canvass the returns. The results of all elections shall be entered in the record of the proceedings of the council. The entry shall state the total number of votes cast at the election, the votes cast for each person and office, the office to which he has been elected, and a reference to each measure enacted or approved. Immediately after the canvass is completed the recorder shall make and sign a certificate of election of each person elected and deliver the certificate to him or her within one day after the canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.

Section 30. TIE VOTES. In the event of a tie vote for candidates for an elective office, a successful candidate shall be determined pursuant to the procedure set out in state law.

Section 31. COMMENCEMENT OF TERMS OF OFFICE. The term of office of a person elected at a regular city election shall commence at the first council meeting of the calendar year immediately following the election.

Section 32. OATH OF OFFICE. Before entering upon the duties of his or her office, each officer shall take an oath or shall affirm that he or she will support the Constitutions and laws of the United States and of Oregon and that he or she will faithfully perform the duties of his or her office.

Section 33. NOMINATIONS. A registered voter who has resided in the City during the ~~730~~⁸⁰ days immediately preceding an election may be nominated for an elective City office to be filled at the election. The nomination shall be by petition that specifies the office sought and shall be in a form prescribed by the council. The petition shall be signed by not less than twenty-five registered voters who reside within the city limits of the City of Adair Village. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his or her presence and is the genuine signature of the person whose name supports to be. Opposite each signature shall be stated the signer's place of residence, identified by its street number or other sufficient designation. All nomination papers constituting a petition shall be assembled and filed with the recorder as one instrument between August 1 and the close of the business day on the third Friday of August in the year of the election for the position which is the subject of the nominating petition. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not signed by the required number of registered voters, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for nomination petitions. The recorder shall notify an eligible person of his or her written acceptance of nomination in such form as the council may require, within five days of the notification of nomination. The petition of nomination for a successful candidate at election shall be preserved in the office of the recorder until the term of office for which the candidate is elected expires.

CHAPTER VII

VACANCIES IN OFFICE

Section 34. WHAT CREATES A VACANCY. An office shall be deemed vacant upon the incumbent's death; adjudicated incompetence; conviction of a felony or any crime involving moral turpitude, other offense pertaining to his or her office, or unlawful destruction of public records; resignation; recall from office; or ceasing to possess the qualifications for office; ceasing to reside within the City of Adair Village; upon failure of the person elected or appointed to the office to qualify therefore within ten days after the time for his or her term of office to commence; or in the case of the mayor, council person, or member of the Planning Commission, upon his or her absence from the City for thirty days without the consent of the council or upon his or her absence from three consecutive council meetings including regular, special and executive meetings as defined in Oregon Revised Statutes, Chapter 221, without like consent, and upon a declaration by the council of the vacancy.

Section 35. FILLING OF VACANCIES. Vacant elective offices in the City shall be filled by appointment. A majority vote of the council shall be required to validate the appointment. The appointee's term of office shall begin immediately upon his or her appointment. When a vacancy of the City Council is filled by appointment made before the first day of August of a given year, the person appointed shall serve until the first City Council meeting of the calendar year following the next general election after such appointment. When a vacancy on the City Council is filled by appointment made after the first day of August of a given year, the person appointed shall complete the term of office of his or her predecessor provided, however, that the term of the person so appointed shall not extend past the first City Council meeting of the year following the second general election held after the date of such appointment.

CHAPTER VIII

ORDINANCES

Section 36. ENACTING CLAUSE. The enacting clause of all ordinances hereafter enacted shall be, "The City of Adair Village ordains as follows:"

Section 37. MODE OF ENACTMENT. (1) Except as the second and third paragraphs of this section provide to the contrary, every ordinance of the council (including land use matters) shall, before being put upon its final passage, be read fully and distinctly in open council meeting on two different days.

(2) Except as the third paragraph of this Section provides to the contrary, an ordinance may be enacted at a single meeting of the council by unanimous vote of all council members present, upon being read first in full and then by title.

(3) Any of the readings may be by title only if no council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for each council member and three copies are provided for public inspection in the office of the City Recorder no later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at the City offices and by advertisement in a newspaper of general circulation in the City. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating a difference is read fully and distinctly in open council meeting as finally amended prior to being approved by the council.

(4) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

(5) Upon the enactment of an ordinance the City Administrator shall sign it with the date of its passage and his or her name and title of office, and within three days thereafter the mayor shall sign it with the date of his or her signature, his or her name and the title of his or her office.

Section 38. WHEN ORDINANCES TAKE EFFECT. An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX

PUBLIC IMPROVEMENTS

Section 39. CONDEMNATION. Any necessity of taking property for the City by condemnation shall be determined by the council and declared by a resolution of the council describing the property and stating the use to which it shall be devoted.

Section 40. IMPROVEMENTS. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or to the extent not so governed, by the applicable general laws of the state including ORS Chapter 279, as amended. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this Section, "owner" shall mean the record holder of legal title or, where land is being purchased under a land sale contract recorded or verified to the recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed "owner".

Section 41. SPECIAL ASSESSMENTS. The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance and supplemented as necessary by state law.

CHAPTER X

WATER TREATMENT PLANT IMPROVEMENT REVENUE BONDS WASTEWATER SYSTEM IMPROVEMENT REVENUE BONDS

Section 42. REVENUE BONDS AUTHORIZED. The City of Adair Village, Oregon, is authorized to issue revenue bonds in the maximum amount allotted by law to finance improvements to the water treatment plant owned by the city. The City of Adair Village, Oregon, is authorized to issue revenue bonds in the maximum amount allotted by law to finance improvements to the waste water system treatment plant owned by the city. Bond proceeds may be expanded to (1) provide improvements to the water system required for use of the system by the City and its inhabitants, and for improvements desirable in order to provide water for sale to entities and individuals outside the City of Adair Village; and (2) provide improvements to the waste water system required for use of the system by the City and its inhabitants, and for improvements desirable in order to upgrade or expand system capacity to provide waste water service for units outside the City of Adair Village.

Section 43. BOND TERMS AND SALE PROCEDURE: The bonds may be term bonds, or may mature serially. The City of Adair Village is authorized to determine the provisions upon which the bonds shall be issued, including, but not limited to, the period of time over which the bonds shall mature, and the terms under which the bonds may be redeemed. The bonds may be sold at public or private sale, in the manner determined by the City Council.

Section 44. AGREEMENTS TO SELL WATER; TREAT WASTE WATER AND PLEDGES OF REVENUES. The City of Adair Village is authorized to enter into agreements with public and private entities and individuals for the sale of water produced by the treatment plant owned by the City and/or for the treatment of waste water. The City is authorized to pledge all or any portion of the revenues from the operation of the subject treatment plant, including associated funds to be received from other entities or individuals, for the payment of its revenue bonds.

Section 45. BOND NOT AN OBLIGATION UPON THE TAXING POWER OF THE CITY. The bonds herein authorized shall be payable solely from the revenues of the water treatment plant and/or the waste water treatment plant. The bonds shall not be general obligations of the City of Adair Village, and no tax shall be levied to pay either principal or interest on these revenue bonds.

CHAPTER XI

MISCELLANEOUS PROVISIONS

Section 46. DEBT LIMIT. Except by consent of the voters, the City's voluntary floating indebtedness shall not exceed \$7,500, nor its bonded indebtedness at any one time exceed the limit provided by Oregon Revised Statutes for a city having a population the size of the City of Adair Village according to the official census last taken. For the purposes of calculating the limitations, however, the legally authorized debt of the City in existence at the time this Charter takes effect shall be considered. All City officials and employees who create or officially approve any indebtedness in excess of the limitation may be jointly and severally liable for the excess. All City Officials and employees who create or officially approve any indebtedness in excess of the limitation shall be jointly and severally liable for the excess if the conduct of the individual was not in good faith or the individual could not have reasonably believed that the individual's conduct was in the best interests of the City or could not have reasonably believed the actions were opposed to the City's best interests or the individual would have reason to believe the individual's conduct was unlawful.

Section 47. TORTS. In no event shall the City be liable in damages for an injury to person, damage to property, or a death, caused by a defect or a dangerous condition in a public thoroughfare, site, or facility, unless the City has had actual notice prior to the injury, damage or death that the defect or condition existed and has had a reasonable time thereafter in which to repair or remove it. No action shall be maintained against the City for damages growing out of such injury, damage or death unless the claimant first gives written notice to the council within 180 days after the injury, damage or death is sustained, stating specifically the time when, the place where, and the circumstances under which it was sustained, and that he or she will claim damages therefor of the City in an amount which he or she specifies.

Section 48. TIME OF EFFECT OF CHARTER. This Charter shall take effect January 1, 2000, and shall supercede that Charter previously in effect on November 22, 1978.

Notice of Measure Election

SEL 802

rev 01/18 ORS 250.035, 250.041,
250.275, 250.285, 254.095, 254.465

City

Notice

Date of Notice

Name of City or Cities

Date of Election

Final Ballot Title The following is the final ballot title of the measure to be submitted to the city's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the city governing body; or

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

Yes

No

Authorized City Official Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the city to submit this Notice of Measure Election; and

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

INTERGOVERNMENTAL AGREEMENT
Between
CITY OF ADAIR VILLAGE
(CITY)
and
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
(OCWCOG)
For
Geographic Information Services

This Agreement is made and entered into upon execution by and between the City of Philomath, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

Recitals

- A. ORS 190.010 permits units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. CITY has the need for Geographic Information Services (GIS), data collection, cartography and analysis.
- C. OCWCOG has staff with the proper credentials, licensing and experience to provide such service.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

Agreement

SECTION 1. SCOPE OF SERVICES

This Agreement shall be for the purpose of modernizing and maintaining a baseline of geographic data. The objective is to provide a consistent information base for land development, conservation, public works, infrastructure, utilities, economic, and demographic considerations and analysis. The information will assist in making community planning and maintenance decisions. The activities and priorities that shall guide GIS work are described in Attachment A.

SECTION 2. CITY RESPONSIBILTY

- A. Provide OCWCOG with available CITY data and maps to be maintained.

- B. Prioritize GIS activities for maintenance, new data collection, analysis, reporting and data enhancements.
- C. Review priorities with OCWCOG at least quarterly and provide input or modify priorities as needed.
- D. Communicate relevant policy direction and priorities for data and reporting needs with advance notice to support CITY decision making processes.
- E. Maintains existing current GIS licensing and coordinates with OCWCOG any changes to license agreements.

SECTION 3. OCWCOG RESPONSIBILIITY

- A. Maintain and update existing CITY data files according to prioritization list provided by CITY.
- B. Produce maps, reports and analysis upon request.
- C. Provide quarterly progress reports on work completed and status of GIS work overall.
- D. Submit quarterly billing for actual work completed during the period.
- E. Coordinate any subcontract or student work with mutual agreement by the CITY.

SECTION 4. PROVISIONS

- A. Contract Period: This agreement shall be effective upon signing by both parties and shall terminate on December 31, 2021, unless this agreement is hereafter modified in writing.
- B. Payment: OCWCOG shall invoice CITY quarterly for actual hours worked at the OCWCOG. GIS Core Member hourly rate of \$79.00 plus direct expenses related including mileage, printing and GIS licensing as applicable. Rates will be assessed and may be updated annually at the beginning of the calendar year.
- C. Termination: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.
- D. Assignability: This contract is for the exclusive benefits of the parties hereto. It shall not be assigned, transferred, or pledged by either party without the prior written consent of all the remaining parties.
- E. Discrimination: The parties agree to comply with all applicable federal, state, and

local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

- F. Indemnification: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the worked described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
- G. Public Contracts: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.
- H. Personal Identifying Information: OCWCOG agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, OCWCOG shall immediately notify CITY and shall hold harmless, defend and indemnify CITY for any costs related to notification, mitigation or remediation required by the disclosure by CITY.
- I. Waiver: Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of this same or any other provision of this agreement.
- J. Dispute Resolution: Unless otherwise provided in this Agreement, all claims, counterclaims, disputes and other matters in questions between OCWCOG and the CITY arising out of, or relating to this Agreement or the breach of it will be decided, if the parties mutually agree, by mediation, or if they fail to agree, by arbitration. Arbitration will be conducted according to rules and procedures set out by the Arbitration Service of Portland, or as otherwise agreed by the parties.
- K. Workers Compensation: All employers, that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.017 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of

its subcontractors complies with these requirements.

- L. Severability: If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- M. Amendments: Any amendment to this agreement shall be in writing and signed by authorized representatives of both parties. There are no understanding, agreements or representations, oral or written, regarding this agreement except as specified or referenced herein.

Signed:

Rachael Maddock-Hughes
Deputy Director
Oregon Cascades West Council of Governments
1400 Queen Ave SE Ste 201
Albany, OR. 97322

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

Date: _____

Date: _____

Attachment A

WORK PLAN

This Work Plan is an authorization to proceed on the work activities and priorities described as follows:

Core Services:

Create and maintain data to display:

- Administrative Boundary data (with hard copy maps if appropriate) to include Zoning, UGB, Comprehensive Plan and City Limits.
- Existing Natural Resources (Natural Hazards, Wetlands, Riparian Areas)
- Ad hoc maps, reports, analysis (i.e. basic scatter maps), support for grant applications, property owner data for mailing and notification lists.
- Main water/sewer/storm distribution network – at a scale to show primary service areas.
- Land Use by category (with State FIT). CITY will help maintain by reviewing at update cycle as necessary.

Additional Services and Priorities:

- Easements digitized and linked to documentation
- Properties/addresses linked to maintenance agreements where agreements exist
- Water service runs and sewer service laterals; sewer cleanouts; water and sewer pumps; update backflow (cross-connection) dataset
- Street surface and sidewalk polygons
- City tree inventory
- Develop (and/or convert to GIS) full Public Works infrastructure*. Includes mapping assets and attributing data, and services.
- Detail Support for community (i.e. planning, efforts, grant applications)
- Application development (i.e. in the field collectors, such as Tree Survey, asset location)

*Infrastructure may include:

- | | | |
|-----------------------------|---------------------------------------|---|
| • Parks | • Storm outfalls/Storm lines | • Valves |
| • Trails | • Storm manholes | • Wells (data from Oregon Water Resources Department) |
| • Sewer main cleanouts | • Testing and Inspection– for reports | • Water meters |
| • Sewer service cleanouts | • Alleys | • Water lines (not in good condition) |
| • Sewer detention ponds | • Traffic control plan | |
| • Sewer lines | • Tree maintenance | |
| • Sewer manholes | • Hydrants | |
| • Storm catch basins/inlets | | |

Any amendments to the Scope of Work shall be agreed upon in writing.

(Authorized Signature)

Date

Budget 2020-2021 Time Line & Process

<u>Date</u>	<u>Action</u>
Feb 4 th	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 26 th	<p>“Notice of Budget Committee Meeting” sent to each street address within city limits. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public.</p> <ul style="list-style-type: none"> ▪ The first Budget Committee Meeting is set for April 16th
April 7 th	Budget Officer finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 14 th	<p>First Budget Committee Meeting – 6:30 p.m.</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing
May 5 th	<p>Second Budget Committee meeting – 6:00 p.m., before City Council meeting</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Possible Uses for State Revenue Sharing ▪ Public Comment on State Revenue Sharing ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Budget Committee Certifies Final Budget Document to Council
May 19 st	<p>Third Budget Committee Meeting – 6:30 p.m.-only if necessary</p> <ul style="list-style-type: none"> ▪ Discussion of Budget Proposal ▪ Approve Budget, Tax Rate & Proposed Tax Levy ▪ Discussion of Proposed Uses for State Revenue Sharing ▪ Budget Committee Certifies Final Budget Document to Council
May 26 th	Approved Budget Published & Available to Public
May 28 th	Meeting Notice for June 2 nd Council sent to each street address within city limits. Notice contains Date, Time, and Location of meeting and how to receive a copy of the Budget. Council will receive budget document recommendation from Budget Committee and take questions and comments from the public.
June 2 nd	<p>Budget Public Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> ▪ Resolutions to Enact: <ol style="list-style-type: none"> 1. Adopt Budget & State Revenue Sharing 2. Tax Rate 3. Proposed Tax Levy <p>Submit Tax Certification Documents to the County Assessor</p>
June 16 th	Special City Council Meeting, if necessary, to complete required work
July 15 th	Deadline for Filing Budget; and deadline to certify certain Resolutions