

ADAIR VILLAGE CITY COUNCIL-Final

City Hall - 6030 Wm. R Carr Av.

******Tuesday, March 3, 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 Meetings – February 4/18, 2020 (Attachment A, A1)
- b. Bills List through – February 29, 2020 (Attachment B) – \$53,159.67

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 February 29, 2020 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Waste Water Infrastructure/Rates (Attachment H) Matt Wadlington/Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Benton County CJSI Summary (Attachment I) Ari Wagner
Action: Review

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, April 7, 2020 6:00 PM
Planning Commission- March 17, 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\200303 CC Mtg\Agenda.docx

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, February 4, 2020 – 6:00 PM******

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Officer, 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.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM. and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of the January 7, 2020 City Council Meeting. Bills List through January 31, 2020, (\$74,158.15 total).</p>	<p>Councilor Real moved to approve the Consent Calendar. Councilor Rowe seconded. Unanimous Approval (4-0). Councilor Officer abstained.</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). CSO Jerry Jackson presented the report.</p>	<p>Council received the report.</p>
<p>5. Attachment D – Public Works Report (Agenda Item 4b). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Alyrica – They have 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 – We have started to utilize the utility billing software. Citizens can now sign up for auto pay and paperless billing. • Tangent – January was a good month but we spent a little bit more time getting familiar with the system 	

<ul style="list-style-type: none"> • Youth Program – CA Hare has been in discussion with the Boys and Girls Club to possibly contract out our youth program. • IT – Last month the City’s Microsoft Exchange Server crashed so we have lost our email history. We are going to focus on building a new server. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – DEQ is questioning some of the methods used to identify dioxin at the site. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – The are submitting for phase three now. • SCS Property – We have not heard anything yet from ODFW on the possibility of a connector road. • William R. Carr Subdivision – Brian Donne has apologized for the job shack that was being worked on and it will be moved with the next two weeks. The have finished and sold the first four units and will begin in the next four. • Benton County Property – We are in the process of finalizing the annexation of the property into the City. • Urban Renewal District – It looks like we will be able to move forward on the Urban Renewal Project before the new budget year. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$3,272,126.66 and expenses are \$2,175,128.32. The balance in the Local Government Investment Pool is approximately \$1,133,001.82, last year the balance was \$969,993.65.</p>	<p>Council received the report.</p>
<p>9. Attachments H, H1, H2 – Waste Water Infrastructure (Agenda Item 5a). Matt Wadlington presented the Council with Engineering Scopes of Services.</p>	<p>Councilor Officer moved to approve the Engineering Scopes of Service contingent upon securing funding. Councilor Rowe seconded. Unanimous Approval (5-0).</p>
<p>10. Attachments I, I1 – City Charter (Agenda Item 5b). City Attorney Kidd and CA Hare presented amendments to the Charter for a first review. Amendments include adding wards, increasing residency requirement and amending the debt limitation clause.</p> <p>Public Comment – Phil Harkins had some clarification questions about wards.</p>	<p>Council discussed the matter.</p>

<p>11. Attachment J – Draft IGA COG for GIS (Agenda Item 5c).</p>	<p>Councilor Rowe moved to approve CA Hare entering into an agreement with the COG for GIS services. Councilor Ray seconded. Unanimous Approval (5-0).</p>
<p>12. Attachment K – Appoint Budget Officer/Budget Timeline (Agenda Item 6a). CA Hare presented the timeline for the 2020-21 budget process.</p>	<p>Councilor Ray moved to appoint CA Hare as Budget Officer and to approve the Budget Timeline. Councilor Officer seconded. Unanimous Approval (5-0).</p>
<p>13. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – March 3, 2020 will be her last meeting. • Councilor Rowe – None. • Councilor Ray – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, March 3, 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
****Tuesday February 18, 2020 – 6:00 PM******

Agenda Item	Action
1. Roll Call: City Council Members present: Councilors Rowe, officer, 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 – Resolution 2020 – 2 (Agenda Item 3a). City Administrator Hare gave a staff report explaining Resolution 2020 – 2. He explained that the resolution would amend the Charter to create wards in the city and increase the residency requirement to hold office. The current requirement is six months the resolution increases that to one year.	Councilor Rowe move to adopt resolution 2020 – 2 and Councilor Officer seconded the motion but included the appendix. (Unanimous Decision)
15. Council and Mayor Comments (Agenda Item 8): <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Rowe – None. • Councilor Officer – None. 	
17 Adjournment: Next meeting- Council meeting on Tuesday, March 3, 2020 at 6:00 PM.	Mayor adjourned the meeting at 6:25 PM.

Mayor's Approval

Date

FEB 2020 Bills	Date	Amount
	2/13/2020	\$16,019.50
	2/27/2020	37140.17

Total \$53,159.67

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
870 Benton County Oregon									
3886	1	Planning Services	Invoice	02/13/2020	03/12/2020	6,508.98		6,508.98	100-100-520
Total 3886:						6,508.98	.00	6,508.98	
3890	1	Planning Services	Invoice	02/13/2020	03/12/2020	6,741.04		6,741.04	100-100-520
Total 3890:						6,741.04	.00	6,741.04	
Total 870 Benton County Oregon:						13,250.02	.00	13,250.02	
890 Best Pots Inc									
A-400372	1	standard unit	Invoice	02/18/2020	02/24/2020	82.60		82.60	500-420-520
Total A-400372:						82.60	.00	82.60	
Total 890 Best Pots Inc:						82.60	.00	82.60	
1050 BRX Inc.									
20-011	1	8056 Barberry Dr Waterline repair	Invoice	02/05/2020	03/05/2020	2,500.00		2,500.00	500-420-520
Total 20-011:						2,500.00	.00	2,500.00	
20-012	1	8055 Barberry Dr Waterline repair	Invoice	02/05/2020	03/05/2020	3,000.00		3,000.00	500-420-520
Total 20-012:						3,000.00	.00	3,000.00	
PO20-013	1	waterline repair 3111 NE Wilamette	Invoice	02/14/2020	03/13/2020	1,200.00		1,200.00	500-420-520
Total PO20-013:						1,200.00	.00	1,200.00	
Total 1050 BRX Inc.:						6,700.00	.00	6,700.00	
1410 Century Link									
02112020	1	503-745-5858 873B	Invoice	02/11/2020	03/10/2020	80.93		80.93	510-430-521
Total 02112020:						80.93	.00	80.93	
2162020	1	541-928-8372 054B	Invoice	02/16/2020	03/16/2020	81.26		81.26	500-420-521
Total 2162020:						81.26	.00	81.26	
Total 1410 Century Link:						162.19	.00	162.19	
1520 CIS TRUST									
MARCH 202	1	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	3,132.51		3,132.51	500-420-510
MARCH 202	2	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	1,566.26		1,566.26	510-430-510
MARCH 202	3	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	375.90		375.90	200-410-510
MARCH 202	4	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	313.25		313.25	520-440-510
MARCH 202	5	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	62.65		62.65	100-200-510
MARCH 202	6	Employee Health Insurance	Invoice	02/16/2020	03/15/2020	814.45		814.45	100-100-510
Total MARCH 2020 FINAL INVOICE:						6,265.02	.00	6,265.02	
Total 1520 CIS TRUST:						6,265.02	.00	6,265.02	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1550 City of Corvallis									
215839	1	Fuel	Invoice	01/15/2020	02/15/2020	202.73		202.73	500-420-520
Total 215839:						202.73	.00	202.73	
216128	1	Fuel	Invoice	02/15/2020	03/15/2020	197.60		197.60	500-420-520
Total 216128:						197.60	.00	197.60	
Total 1550 City of Corvallis:						400.33	.00	400.33	
1610 Civil West Engineering Services Inc									
1001.001.07.	1	Misc Services Development Review	Invoice	02/03/2020	03/02/2020	225.00		225.00	100-900-520
Total 1001.001.07.025.:						225.00	.00	225.00	
1001-001.03-	1	Misc Services Wastewater	Invoice	02/03/2020	03/02/2020	2,788.78		2,788.78	510-430-520
Total 1001-001.03-39.:						2,788.78	.00	2,788.78	
Total 1610 Civil West Engineering Services Inc:						3,013.78	.00	3,013.78	
1740 Comcast									
FEB 10, 202	1	8778 10 607 0002520	Invoice	02/10/2020	03/10/2020	102.85		102.85	100-900-521
Total FEB 10, 2020:						102.85	.00	102.85	
Total 1740 Comcast:						102.85	.00	102.85	
1800 Consumers Power Inc.									
02192020	1	1152400	Invoice	02/19/2020	03/19/2020	964.00		964.00	200-410-521
02192020	2	1152401	Invoice	02/19/2020	03/19/2020	25.43		25.43	100-300-521
02192020	3	1152406	Invoice	02/19/2020	03/19/2020	217.41		217.41	100-900-521
02192020	4	1152408	Invoice	02/19/2020	03/19/2020	77.70		77.70	100-900-521
02192020	5	1152409	Invoice	02/19/2020	03/19/2020	25.43		25.43	100-900-521
02192020	6	1152410	Invoice	02/19/2020	03/19/2020	79.07		79.07	510-430-521
02192020	7	1152411	Invoice	02/19/2020	03/19/2020	48.23		48.23	500-420-521
02192020	8	1152412	Invoice	02/19/2020	03/19/2020	1,094.94		1,094.94	510-430-521
02192020	9	1152413	Invoice	02/19/2020	03/19/2020	199.37		199.37	510-430-521
02192020	10	1152414	Invoice	02/19/2020	03/19/2020	25.14		25.14	500-420-521
02192020	11	1152415	Invoice	02/19/2020	03/19/2020	25.05		25.05	100-900-521
02192020	12	1152417	Invoice	02/19/2020	03/19/2020	1,176.74		1,176.74	100-900-521
Total 02192020:						3,958.51	.00	3,958.51	
2102020	1	Acc 1152418 7330 Berg Dr Watewater	Invoice	02/10/2020	03/09/2020	128.30		128.30	510-430-521
Total 2102020:						128.30	.00	128.30	
Total 1800 Consumers Power Inc.:						4,086.81	.00	4,086.81	
2270 De Lage Landen Financial Services Inc.									
66793128	1	financial services	Invoice	02/13/2020	03/01/2020	131.00		131.00	100-900-520
Total 66793128:						131.00	.00	131.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2270 De Lage Landen Financial Services Inc.:						131.00	.00	131.00	
2670 Ferguson Enterprises									
0850938	1	Tangent	Invoice	02/13/2020	03/01/2020	69.63		69.63	500-420-520
Total 0850938:						69.63	.00	69.63	
Total 2670 Ferguson Enterprises:						69.63	.00	69.63	
4480 Mission Communications									
1031786	1	Water system maintenance	Invoice	02/18/2020	03/18/2020	623.40		623.40	500-420-520
Total 1031786:						623.40	.00	623.40	
Total 4480 Mission Communications:						623.40	.00	623.40	
6290 Smith-Wagar Consulting									
D1047	1	Financial Consulting	Invoice	02/10/2020	03/09/2020	1,975.00		1,975.00	100-900-520
Total D1047:						1,975.00	.00	1,975.00	
Total 6290 Smith-Wagar Consulting:						1,975.00	.00	1,975.00	
7130 Verizon									
9847758378	1	Phone	Invoice	02/18/2020	02/27/2020	103.29		103.29	100-900-521
9847758378	2	phone	Invoice	02/18/2020	02/27/2020	107.15		107.15	500-420-521
9847758378	3	phone	Invoice	02/18/2020	02/27/2020	67.10		67.10	510-430-521
Total 9847758378:						277.54	.00	277.54	
Total 7130 Verizon:						277.54	.00	277.54	
Total :						37,140.17	.00	37,140.17	
Grand Totals:						37,140.17	.00	37,140.17	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-51010	814.45	.00	814.45
100-100-52019	13,250.02	.00	13,250.02
100-200-51010	62.65	.00	62.65
100-300-52109	25.43	.00	25.43
100-900-52019	2,106.00	.00	2,106.00
100-900-52020	225.00	.00	225.00
100-900-52109	1,522.33	.00	1,522.33
100-900-52110	206.14	.00	206.14
200-410-51010	375.90	.00	375.90
200-410-52109	964.00	.00	964.00
500-420-51010	3,132.51	.00	3,132.51
500-420-52011	6,769.63	.00	6,769.63
500-420-52014	400.33	.00	400.33
500-420-52019	82.60	.00	82.60

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
500-420-52022	623.40	.00	623.40
500-420-52109	73.37	.00	73.37
500-420-52110	188.41	.00	188.41
510-430-51010	1,566.26	.00	1,566.26
510-430-52020	2,788.78	.00	2,788.78
510-430-52109	1,501.68	.00	1,501.68
510-430-52110	148.03	.00	148.03
520-440-51010	313.25	.00	313.25
Grand Totals:	37,140.17	.00	37,140.17

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
01/20	202.73	.00	202.73
02/20	36,937.44	.00	36,937.44
Grand Totals:	37,140.17	.00	37,140.17

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2/27/30

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
150 A & B Septic									
46493	1	pump maintenance for Tangent	Invoice	01/15/2020	02/14/2020	65.00		65.00	100-900-520
Total 46493:						65.00	.00	65.00	
46551	1	pump maintenance for Tangent	Invoice	01/21/2020	02/20/2020	65.00		65.00	100-900-520
Total 46551:						65.00	.00	65.00	
46552	1	pump maintenance for Tangent	Invoice	01/21/2020	02/20/2020	65.00		65.00	100-900-520
Total 46552:						65.00	.00	65.00	
46553	1	pump maintenance for Tangent	Invoice	01/21/2020	02/20/2020	65.00		65.00	100-900-520
Total 46553:						65.00	.00	65.00	
46569	1	pump maintenance for Tangent	Invoice	01/22/2020	02/21/2020	65.00		65.00	100-900-520
Total 46569:						65.00	.00	65.00	
Total 150 A & B Septic:						325.00	.00	325.00	24142
410 American Business Software Inc									
135088	1	support services	Invoice	02/04/2020	03/03/2020	35.45		35.45	510-430-520
135088	2	support services	Invoice	02/04/2020	03/03/2020	35.45		35.45	500-420-520
Total 135088:						70.90	.00	70.90	
Total 410 American Business Software Inc:						70.90	.00	70.90	24143
640 Auto Zone									
2217444474	1	2217444474	Invoice	01/17/2020	02/13/2020	4.99		4.99	500-420-520
Total 2217444474:						4.99	.00	4.99	
Total 640 Auto Zone:						4.99	.00	4.99	24144
690 Bank of America									
DEC 24 TO J	1	purchase finance charge	Invoice	02/06/2020	02/19/2020	34.13		34.13	100-900-521
DEC 24 TO J	2	8x8 phone service	Invoice	02/06/2020	02/19/2020	229.20		229.20	100-900-521
DEC 24 TO J	3	postage	Invoice	02/06/2020	02/19/2020	19.70		19.70	100-900-521
DEC 24 TO J	4	postage	Invoice	02/06/2020	02/19/2020	55.00		55.00	100-900-521
DEC 24 TO J	5	OR Health Authority	Invoice	02/06/2020	02/19/2020	210.00		210.00	500-420-521
Total DEC 24 TO JAN 23 2020:						548.03	.00	548.03	
Total 690 Bank of America:						548.03	.00	548.03	24145
720 Bark Place Inc.									
001-433127	1	6070 William R Carr	Invoice	01/25/2020	02/13/2020	205.00		205.00	100-900-530
Total 001-433127:						205.00	.00	205.00	
Total 720 Bark Place Inc.:						205.00	.00	205.00	24146

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
890 Best Pots Inc									
398585	1	standard unit	Invoice	01/31/2020	02/29/2020	82.60		82.60	500-420-520
Total 398585:						82.60	.00	82.60	
Total 890 Best Pots Inc:						82.60	.00	82.60	24148
1340 Caselle Inc.									
100480	1	contract support and maintenance	Invoice	02/01/2020	03/01/2020	1,296.00		1,296.00	100-900-520
Total 100480:						1,296.00	.00	1,296.00	
Total 1340 Caselle Inc.:						1,296.00	.00	1,296.00	24149
1410 Century Link									
01252020	1	503-T31-4410 130B	Invoice	01/25/2020	02/24/2020	55.23		55.23	500-420-521
Total 01252020:						55.23	.00	55.23	
Total 1410 Century Link:						55.23	.00	55.23	24150
1820 Cornerstone Janitorial									
921J-IN	1	janitorial Services	Invoice	01/31/2020	02/29/2020	271.78		271.78	100-900-520
Total 921J-IN:						271.78	.00	271.78	
Total 1820 Cornerstone Janitorial:						271.78	.00	271.78	24151
2300 Delapoer Kidd Attorneys at Law									
1731	1	General City matters	Invoice	02/03/2020	03/02/2020	1,575.00		1,575.00	100-900-520
Total 1731:						1,575.00	.00	1,575.00	
Total 2300 Delapoer Kidd Attorneys at Law:						1,575.00	.00	1,575.00	24152
2520 Edge Analytical Laboratories									
19-47913	1	DPB's	Invoice	01/08/2020	02/07/2020	246.60		246.60	500-420-521
Total 19-47913:						246.60	.00	246.60	
20-03461	1	Coliforms	Invoice	01/31/2020	02/29/2020	29.70		29.70	500-420-521
Total 20-03461:						29.70	.00	29.70	
20-03465	1	ADA02	Invoice	02/07/2020	03/06/2020	190.80		190.80	510-430-521
Total 20-03465:						190.80	.00	190.80	
20-03468	1	TANGENT	Invoice	02/07/2020	03/06/2020	190.80		190.80	100-900-520
Total 20-03468:						190.80	.00	190.80	
Total 2520 Edge Analytical Laboratories:						657.90	.00	657.90	24153
3390 JCI-Jones Chemicals Inc.									
812440	1	chlorine	Invoice	01/30/2020	02/29/2020	2,306.22		2,306.22	510-430-520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 812440:						2,306.22	.00	2,306.22	
812441	1	Chlorine	Invoice	01/30/2020	02/29/2020	1,700.00		1,700.00	510-430-520
Total 812441:						1,700.00	.00	1,700.00	
812484	1	credit Memo	Invoice	01/30/2020	02/29/2020	500.00-		500.00-	510-430-520
Total 812484:						500.00-	.00	500.00-	
Total 3390 JCI-Jones Chemicals Inc.:						3,506.22	.00	3,506.22	24154
4670 NW Natural									
01292020	1	1407224-3	Invoice	01/29/2020	02/28/2020	29.84		29.84	100-900-521
01292020	2	1942119-7	Invoice	01/29/2020	02/28/2020	229.54		229.54	100-900-521
Total 01292020:						259.38	.00	259.38	
Total 4670 NW Natural:						259.38	.00	259.38	24156
4800 One Call Concepts									
9110311-IN	1	9110311-IN	Invoice	11/30/2019	02/13/2020	6.00		6.00	500-420-521
9110311-IN	2	9110311-IN	Invoice	11/30/2019	02/13/2020	6.00		6.00	510-430-521
Total 9110311-IN:						12.00	.00	12.00	
9120313-IN	1	9120313-IN	Invoice	12/31/2019	02/13/2020	8.40		8.40	500-420-521
9120313-IN	2	9120313-IN	Invoice	12/31/2019	02/13/2020	8.40		8.40	510-430-521
Total 9120313-IN:						16.80	.00	16.80	
Total 4800 One Call Concepts:						28.80	.00	28.80	24157
4830 Oregon Association of Water Utilities									
28239	1	membership renewal	Invoice	02/01/2020	03/01/2020	227.50		227.50	500-420-521
Total 28239:						227.50	.00	227.50	
Total 4830 Oregon Association of Water Utilities:						227.50	.00	227.50	24158
4870 Oregon Cascades West COG									
FY20-21DUE	1	annual membership dues	Invoice	02/06/2020	03/06/2020	1,304.42		1,304.42	100-900-521
Total FY20-21DUESADAIR:						1,304.42	.00	1,304.42	
Total 4870 Oregon Cascades West COG:						1,304.42	.00	1,304.42	24159
5300 Pacific Power/PacificCorp									
02102020	1	02099381-001 7	Invoice	02/10/2020	03/09/2020	2,211.71		2,211.71	500-420-521
Total 02102020:						2,211.71	.00	2,211.71	
Total 5300 Pacific Power/PacificCorp:						2,211.71	.00	2,211.71	24160
5360 Pat Hare									
02132020	1	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	300.00		300.00	100-100-500

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
02132020	2	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	50.00		50.00	100-200-500
02132020	3	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	50.00		50.00	520-440-500
02132020	4	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	50.00		50.00	200-410-500
02132020	5	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	150.00		150.00	510-430-500
02132020	6	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	400.00		400.00	500-420-500
Total 02132020:						1,000.00	.00	1,000.00	
Total 5360 Pat Hare:						1,000.00	.00	1,000.00	24161
5780 Republic Services #452									
0452-004202	1	3-0452-0023479	Invoice	01/31/2020	02/13/2020	36.65		36.65	100-900-521
Total 0452-004202997:						36.65	.00	36.65	
0452-004213	1	3-0452-0340655	Invoice	01/31/2020	02/13/2020	37.14		37.14	510-430-521
Total 0452-004213523:						37.14	.00	37.14	
Total 5780 Republic Services #452:						73.79	.00	73.79	24162
5810 RG Smith Electric & Plumbing Inc									
17457	1	troubleshoot lagoon controls	Invoice	01/30/2020	02/29/2020	150.25		150.25	510-430-520
Total 17457:						150.25	.00	150.25	
Total 5810 RG Smith Electric & Plumbing Inc:						150.25	.00	150.25	24163
6950 Ultrex									
INV81046	1	service	Invoice	01/30/2020	02/29/2020	40.00		40.00	100-900-520
Total INV81046:						40.00	.00	40.00	
Total 6950 Ultrex:						40.00	.00	40.00	24164
7090 VALLEY FIRE CONTROL									
87724	1	new 510 ABC ext (402) and install	Invoice	01/23/2020	02/22/2020	136.00		136.00	100-900-520
Total 87724:						136.00	.00	136.00	
Total 7090 VALLEY FIRE CONTROL:						136.00	.00	136.00	24165
7440 Karla McGrath									
02132020	1	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	75.00		75.00	100-100-500
02132020	2	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	25.00		25.00	520-440-500
02132020	3	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	25.00		25.00	200-410-500
02132020	4	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	150.00		150.00	510-430-500
02132020	5	March 2020 Payroll Draw	Invoice	02/13/2020	02/13/2020	225.00		225.00	500-420-500
Total 02132020:						500.00	.00	500.00	
Total 7440 Karla McGrath:						500.00	.00	500.00	24155
7483 Bashful Bob's Inc									
6758	1	key work on community center	Invoice	12/06/2019	02/13/2020	1,489.00		1,489.00	100-900-530

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 6758:						1,489.00	.00	1,489.00	
Total 7463 Bashful Bob's Inc:						1,489.00	.00	1,489.00	24147
Total :						16,019.50	.00	16,019.50	
Grand Totals:						16,019.50	.00	16,019.50	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-100-50010	300.00	.00	300.00
100-100-50018	75.00	.00	75.00
100-200-50010	50.00	.00	50.00
100-900-52017	1,575.00	.00	1,575.00
100-900-52019	1,703.78	.00	1,703.78
100-900-52022	40.00	.00	40.00
100-900-52030	515.80	.00	515.80
100-900-52101	34.13	.00	34.13
100-900-52102	1,304.42	.00	1,304.42
100-900-52108	74.70	.00	74.70
100-900-52109	296.03	.00	296.03
100-900-52110	229.20	.00	229.20
100-900-53003	1,694.00	.00	1,694.00
200-410-50010	50.00	.00	50.00
200-410-50018	25.00	.00	25.00
500-420-50010	400.00	.00	400.00
500-420-50018	225.00	.00	225.00
500-420-52014	4.99	.00	4.99
500-420-52019	118.05	.00	118.05
500-420-52102	437.50	.00	437.50
500-420-52104	276.30	.00	276.30
500-420-52109	2,226.11	.00	2,226.11
500-420-52110	55.23	.00	55.23
510-430-50010	150.00	.00	150.00
510-430-50018	150.00	.00	150.00
510-430-52001	4,006.22	500.00-	3,506.22
510-430-52011	150.25	.00	150.25
510-430-52019	35.45	.00	35.45
510-430-52104	190.80	.00	190.80
510-430-52109	51.54	.00	51.54
520-440-50010	50.00	.00	50.00
520-440-50018	25.00	.00	25.00
Grand Totals:	16,519.50	500.00-	16,019.50

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
11/19	12.00	.00	12.00
12/19	1,505.80	.00	1,505.80
01/20	5,886.54	500.00-	5,386.54
02/20	9,115.16	.00	9,115.16
Grand Totals:	16,519.50	500.00-	16,019.50


2/13/20



Willamette Valley Processors, LLC

End of Month

2/1/2020 through 2/26/2020

CSO	Jerry Jackson
Hours Worked:	61 Hrs.
Complaint Total:	Monthly Case Load Citizen Complaints 2 Self-Initiated 5 Total Calls 7

A20-018	2/10/20 10:19 AM	Over-full Garbage Can	Observed	Kiddie Park	Reported
A20-019	2/10/20 12:07 PM	Inoperable Vehicle	Complaint	207 NE Cedar Ln	Tagged for tow 2/14/20
A20-020	2/11/20 9:13 AM	Removed a Chimney Cleaning Sign	Observed	200 Block of Azalea	Stored at City Hall
A20-021	2/18/20 10:19 AM	Unlicensed vehicle	Observed	200 Block of Azalea	Correction Notice Posted on Vehicle
A20-022	2/18/20 10:24 AM	Unlicensed vehicle	Observed	100 Block of Azalea	Correction Notice Posted on Vehicle
A20-023	2/19/20 9:42 AM	Unlicensed vehicle	Observed	100 Block Columbia	

Parking Report Total 0

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 0

Animal Control Total 0

Noise 0

Animal at large 0

Livestock/Dog Violations - 1 *see report

Grass/Vegetation Warnings 0

Citizen Assist Total 0

Trash Container - 1

Solid Waste/Littering - 1

Vacation assist/ 0

Animal Control: Sheriff's Office responded to a dog bite. Resulted in quarantine only

Parking: 4

City Assist:

- Emergency Management – Monthly Training for CERT Members/New CERT Class scheduled for April 1st.
- Weekly garbage can removal from the street throughout the city.
- Daily Patrol



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT

PERIOD: 1/20/2019 TO 2/20/2020

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,1170,273 Million Gallons

Average Usage per Day 115k

WATER DISTRIBUTION REPORT

Maintenance Activity: Staff worked with a private contractor to get all new meters programed in the Calloway Creek subdivision so that they can be read by radio. Staff will now be able to read all meters in this section by radio instead of by hand. New meters have also been installed and programed for the new condos on William R. Carr.

Collected quarterly, first quarter samples have been taken.

WASTEWATER TREATMENT REPORT

Flows into the WWTP are decreasing again with dryer weather. Staff continues to pump to the river. We are trying to get the pond as low as possible and maintain that during the rest of the winter discharge season.

Total Monthly Influent: 6.3 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 begun to mow when it is dry enough. With warmer dryer days mowing, weed whacking and spraying with increase very soon.

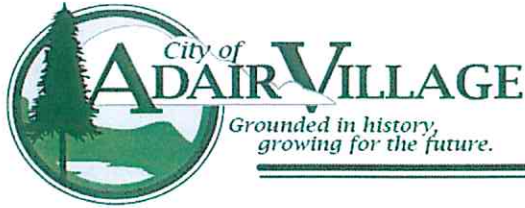
WATER TREATMENT PLANT

Maintenance Activity: The water plant is running well. We have begun a deep cleaning of the plant when time allows. It will be an ongoing process through the next few months. We did fix one leak at the plant. It was small and was repaired the same day it was found.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is running well. Flows have steadied and all extra monitoring, sampling and labs have all been very good. Staff will continue to do all requirements of the permit during the winter season.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT March 3, 2020 Council Meeting

Administration

- **Budget** – Debbie and I have started putting the budget together for fiscal year 20/21.
- **Utility Worker II** – We have received a few more applications and will be reviewing them and interviewing people in late march.
- **Caselle Software** – We now have over 100 people signed up for auto pay and paperless billing.
- **Tangent** – Over the last month Public Works has familiarized themselves with the system and are feeling more comfortable, as a result we are spending less time.
- **IT**—We are just waiting on a quote for replacing the server and then we should have everything updated.

Property/Businesses

- **Barracks** – The only thing we have left to do is put handrails up on the stairs and a light on the main entrance I hope to have everything completed the first few weeks in March.
- **AVIS** – It looks like we are making headway with DEQ and are working on a plan with them to move forward.
- **4-Plex** – Windemere has completed the cleanup and maintenance of unit two so hopefully we can get that rented soon.

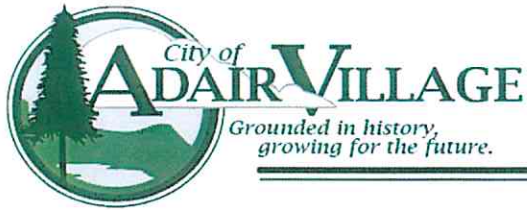
Major Projects/Engineering

- **Calloway Creek** – Brownstone submitted phase three for review and approval. Civil West is reviewing that now.
- **SCS Property** – We are still waiting on a response from ODFW.
- **William R. Carr Subdivision** – The trailer is gone and I had a talk with the owner about keeping the property clean through the rest of the process.
- **Benton County Property** – The property is now officially in the City and we are working on the application to the Federal Parks.

ADAIR VILLAGE PATROL
Jan 25, 2020 - Feb 24, 2020

Benton County Sheriff's Office - Adair Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	shift	Con- tacts	Traffic		Arrests		Other
						Warn	Cite	Cite	Cust	
012620 19:29:11	2020014660	1:59:47	Heese	swing	2	1				PATROLLED NEIGHBORHOODS, SC CAMPUS, ADAIR COUNTY PARK, 1 TRAFFIC STOP-WARN IMPROPER LEFT TURN
012620 22:32:41	2020014738	2:01:24	Williams	swing	1					0-stops 1-citizen contact. patrolled park and streets.
012720 08:06:51	2020014872	1:00:38	Halahun	day						No Activity to Report
012820 00:05:52	2020015332	1:01:48	Lovik	grave						Picked up garbage and recycle bins in the roadway
012820 01:23:50	2020015350	1:01:10	Young	grave						patrol city streets, county roads, 8 traffic stops, 20 pub contacts, 20 calls for service
012820 08:21:51	2020015447	1:02:18	Horn	day		1				0 CFS, 1 Traffic Stop, 20 Contacts
012920 01:25:41	2020015958	0:20:46	Lovik	grave						No activity
012920 07:51:57	2020016024	1:02:47	Halahun	day		1				1 traffic stop
012920 18:58:44	2020016410	1:16:11	Blaser	swing		1				1 stop-warning for speed
012920 23:06:37	2020016507	0:47:12	Moser	grave		1				1 traffic stop/ warning
013020 04:50:07	2020016575	1:27:17	Drongesen	grave						no activity
013020 12:27:29	2020016777	0:59:41	Lancaster	day		2				Patrolled new and old development. 2 stops 2 warnings
013020 23:04:44	2020017123	0:50:53	Gordon	swing						0 traffic stops, 0 calls for service
013020 00:00:00	202000308		Horn	day						Jan 30 - child and family info report on the 100 block of NE Azalea Dr
013120 01:22:11	2020017180	1:00:00	Gevatosky	grave						No Activity to Report
013120 17:58:53	2020017621	1:00:43	Heese	swing						PATROLLED NEIGHBORHOODS, SC CAMPUS, ADAIR COUNTY PARK, SPEED ENFORCEMENT ON HWY 99W
020120 20:27:19	2020018224	2:03:28	Williams	swing	4					1 call for service. 4 citizen contacts. patrolled parks and streets
020120 00:00:00	202000332		Williams	swing						Child welfare check on the 100 block of NE Azalea Dr.
020220 03:28:54	2020018392	1:33:52	Young	grave						patrol checks: Adair county park, sc campus, areodrome, ryals development
020220 00:00:00	202000340		Weikel	day						walker bit by dog at 5000 block of NE Willamette Ave, impounded at Heartland for 10-day quarantine, gate fixed where dog got out
020420 19:38:09	2020020063	1:01:50	Gordon	swing						0 stops, 0 calls for service
020420 20:40:17	2020020097	0:47:47	Nowak	swing						no activity
020520 19:50:25	2020020645	1:08:23	Blaser	swing						1 call for service, ATL vehicle - unable to locate
020520 00:00:00	202040040		Glass	day						Department of Human Services referral on the 200 block of NE Azalea Dr; no action
020520 00:00:00	202040043		Glass	day						Department of Human Services referral on the 100 block of NE Columbia Ave; no action
020620 10:36:11	2020020928	1:12:34	Pratt	day						no activity
020620 12:28:05	2020021000	1:00:03	Lancaster	day		2				2 traffic stops 2 warnings. Patrolled school, park, new development
020820 04:45:52	2020022122	1:32:39	Drongesen	grave						no activity
020820 19:56:27	2020022446	1:22:01	Blaser	swing		1				1 stop-warning for lighting vio
021020 09:00:06	2020023217	2:00:40	Halahun	day	3					SCHOOL RESOURCE DEPUTY ACTIVITY, 3 CONTACTS, 20 TRAFFIC STOPS, 20 CITATIONS
021120 02:05:24	2020023765	1:05:21	Young	grave		1				patrol city streets, highway 99w, and parks; TS: 1- warning for headlight out, cold, nobody out, picked up trash at aerodrome
021020 00:00:00	202000404		Williams	swing						child welfare check on the 5000 block of NE Willamette Ave
021320 00:43:22	2020025119	1:30:54	Gevatosky	grave						Patrolled Adair Park on foot; Checked on suspicious vehicle on Dot Street and Berg Street
021320 00:54:41	2020025123	0:44:14	Gevatosky	grave						no activity
021320 01:45:25	2020025137	0:52:54	Seirup	grave						NO STOPS OR CONTACTS. CHECKED ADAIR PARK, NEIGHBORHOODS, AND SANTIAM CHRISTIAN SCHOOL.
021320 13:16:10	2020025395	1:01:08	Lancaster	day						No activity.
021320 22:19:22	2020025684	1:08:17	Blaser	swing						no activity
021320 00:00:00	202000437		Gordon	swing						Child welfare check on the 100 block of NE Azalea Dr.
021520 01:46:20	2020026394	0:45:53	Moser	grave						Patrol checks: Adair county park, SC campus, Areodrome, Calloway Creek neighborhood
021620 08:21:48	2020026972	2:01:46	Weikel	day	2					Two citizen contacts.
021720 01:43:42	2020027367	0:48:54	Moser	grave						patrol checks: Adair county park, ryals, areodrome, sc campus
021720 09:00:44	2020027443	1:02:56	Halahun	day						patrolled city, park, highway 99
021820 15:16:49	2020028173	1:26:01	Pratt	day						no activity



STAFF REPORT
Attachment G – Financial Report
 March 3, 2020 Council Meeting

Totals - Income shown for Fiscal Year 2019-2020 is \$3,711,198.05 (92.57% of budget) and Expenses are \$2,227,246.02 (55.56% of budget), which shows a Net Income of \$1,483,952.03 for all funds.

Category	Expenses	Percent of Budget
Personnel Services	\$197,589.66	56.29%
Materials & Supplies	\$105,401.16	80.63%
Capital Outlay	\$133,184.82	85.12%
Debt Service	\$155,000.34	12.55%

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

Fund	Income	Expenses	Difference
General	1,316,084.67	1,010,632.30	305,452.37
Reserve	121,759.46	0.00	121,759.46
SDC Fund	849,868.09	606,826.18	243,041.91
Storm Drain	21,780.86	16,937.63	4,843.23
Streets	144,304.91	38,626.62	105,678.29
Wastewater	136,448.00	99,545.42	36,902.58
Water	1,120,952.06	454,677.87	666,274.19
TOTAL	\$3,711,198.05	\$2,227,246.02	\$1,483,952.03

We have approximately **\$1,544,107.67** in the Local Government Investment Pool (LGIP). Last month we had **\$1,133,001.82**. Last year on 03/05/2019 we had **\$1,366,971.69**.

10:58 AM
 3/3/2020
 Accrual Basis

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

Attachment G-1
 200303 CC Mtg

	TOTAL				Total General Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	129,404.08	122,000.00	7,404.08	106.07%	129,404.08	122,000.00	7,404.08	106.07%
4002 - Property Taxes - Prior Year	943.99	2,500.00	(1,556.01)	37.76%	943.99	2,500.00	(1,556.01)	37.76%
Total 4010 - Government Sources	79,130.48	188,400.00	(109,269.52)	42.00%	13,950.88	24,400.00	(10,449.12)	57.18%
Total 4020 - Rental Income	63,756.26	109,020.00	(45,263.74)	58.48%	63,756.26	109,020.00	(45,263.74)	58.48%
Total 4030 - Fees	1,075,087.73	1,280,276.00	(215,188.27)	83.32%	15,950.00	16,500.00	(550.00)	96.67%
Total 4050 - Other Income	26,125.26	55,100.00	(28,974.74)	47.41%	26,125.26	52,200.00	(26,074.74)	50.05%
4060 - Interest	13,991.61	15,000.00	(1,008.39)	93.28%	13,991.61	15,000.00	(1,008.39)	93.28%
Total 4080 - Transfers In	750,000.00	790,418.00	(40,418.00)	94.89%	750,000.00	750,000.00	-	100.0%
4090 - Beginning Fund Balance	1,572,758.64	1,436,213.00	136,545.64	109.51%	301,962.59	205,000.00	96,962.59	147.3%
Total Income	3,711,198.05	4,008,927.00	(297,728.95)	92.57%	1,316,084.67	1,296,620.00	19,464.67	101.5%
Expense								
5000 - Personal Services								
5010 - City Administrator	59,094.02	96,400.00	(37,305.98)	61.30%	20,682.90	33,740.00	(13,057.10)	61.3%
5016 - Utility/Court Clerk	18,875.44	37,704.00	(18,828.56)	50.06%	3,775.09	7,541.00	(3,765.91)	50.06%
5018 - Finance Clerk	12,999.39	20,520.00	(7,520.61)	63.35%	1,949.92	3,078.00	(1,128.08)	63.35%
5025 - Summer Program Coordinator	6,441.74	13,549.00	(7,107.26)	47.54%	6,441.74	13,549.00	(7,107.26)	47.54%
5050 - Public Works Supervisor	31,716.54	58,132.00	(26,415.46)	54.56%	-	2,115.00	(2,115.00)	0.0%
5052 - Utility Worker III	20,242.55	40,227.00	(19,984.45)	-	-	-	-	-
5054 - Utility Worker II	-	-	- NA	-	-	-	-	-
5058 - Utility Worker I	-	4,937.00	(4,937.00)	0.00%	-	-	-	-
5081 - Employee Health Ins Benefits	49,899.79	86,940.00	(37,040.21)	57.40%	6,987.16	12,601.00	(5,613.84)	55.45%
5082 - Retirement Benefits	39,537.68	56,167.00	(16,629.32)	70.39%	9,093.66	12,419.00	(3,325.34)	73.22%
5085 - Employment Taxes	15,696.19	37,517.00	(21,820.81)	41.84%	3,554.44	8,295.00	(4,741.56)	42.85%
Total 5000 - Personal Services	254,503.34	452,093.00	(197,589.66)	56.29%	52,484.91	93,339.00	(40,854.09)	56.23%
Total 5100 - Material & Services	438,673.84	544,075.00	(105,401.16)	80.63%	174,078.55	242,755.00	(68,676.45)	71.71%
Total 5300 - Capital Outlay	761,815.18	895,000.00	(133,184.82)	85.12%	761,815.18	780,000.00	(18,184.82)	97.67%
Total 5400 - Debt Service	22,253.66	177,254.00	(155,000.34)	12.55%	22,253.66	22,254.00	(0.34)	100.0%
Total 5500 - Transfers	750,000.00	790,418.00	(40,418.00)	94.89%	-	5,000.00	(5,000.00)	0.0%
5700 - Contingency	-	144,000.00	(144,000.00)	0.00%	-	50,000.00	(50,000.00)	0.0%
7777 - Reserve for Future Expenditure	-	1,006,087.00	(1,006,087.00)	0.00%	-	103,272.00	(103,272.00)	0.0%
Total Expense	2,227,246.02	4,008,927.00	(1,671,912.84)	55.56%	1,010,632.30	546,620.00	464,012.30	184.89%
Net Income	1,483,952.03	-	(378,887.73)	NA	305,452.37	-	305,452.37	NA

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 3/3/2020
 Accrual Basis

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

Attachment G-1
 200303 CC Mtg

	Reserve Fund				SDC Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				-			
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	-				541,552.31	459,876.00	81,676.31	117.76%
Total 4050 - Other Income	-				-			
4060 - Interest	-				-			
Total 4080 - Transfers In	-	9,000.00	(9,000.00)	0.0%	-			
4090 - Beginning Fund Balance	121,759.46	121,914.00	(121,914.00)	0.0%	308,315.78	278,299.00	30,016.78	110.79%
Total Income	121,759.46	130,914.00	(130,914.00)	0.0%	849,868.09	738,175.00	111,693.09	115.13%
Expense								
5000 - Personal Services								
5010 - City Administrator	-				-			
5016 - Utility/Court Clerk	-				-			
5018 - Finance Clerk	-				-			
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	-				-			
5052 - Utility Worker III	-				-			
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-				-			
5081 - Employee Health Ins Benefits	-				-			
5082 - Retirement Benefits	-				-			
5085 - Employment Taxes	-				-			
Total 5000 - Personal Services	-				-			
Total 5100 - Material & Services	-				6,826.18			
Total 5300 - Capital Outlay	-				-			
Total 5400 - Debt Service	-				-			
Total 5500 - Transfers	-	31,418.00	(31,418.00)	0.0%	600,000.00	600,000.00		
5700 - Contingency	-				-			
7777 - Reserve for Future Expenditure	-	99,496.00	(99,496.00)	0.0%	-	138,175.00	(138,175.00)	0.0%
Total Expense	-	130,914.00	(130,914.00)	0.0%	605,826.18	738,175.00	(131,348.82)	82.21%
Net Income	121,759.46	-	-	NA	243,041.91	-	243,041.91	NA

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 3/3/2020
 Accrual Basis

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

Attachment G-1
 200303 CC Mtg

	Storm Drain Fund				Street Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				31,838.60	64,000.00	(32,161.40)	49.75%
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	16,790.66	27,900.00	(11,109.34)	60.18%	-			
Total 4050 - Other Income	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
4060 - Interest	-				-			
Total 4080 - Transfers In	-				-			
4090 - Beginning Fund Balance	4,990.20	6,000.00	(1,009.80)	83.17%	112,466.31	115,000.00	(2,533.69)	97.8%
Total Income	21,780.86	34,100.00	(12,319.14)	63.87%	144,304.91	179,200.00	(34,895.09)	80.53%
Expense								
5000 - Personal Services								
5010 - City Administrator	2,954.70	4,820.00	(1,865.30)	61.3%	2,954.70	4,820.00	(1,865.30)	61.3%
5016 - Utility/Court Clerk	943.77	1,885.00	(941.23)	50.07%	-			
5018 - Finance Clerk	740.73	1,026.00	(285.27)	72.2%	559.23	1,026.00	(466.77)	54.51%
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	2,509.00	2,801.00	(292.00)	89.58%	2,248.47	5,602.00	(3,353.53)	40.14%
5052 - Utility Worker III	1,674.14	2,011.00	(336.86)	83.25%	1,359.25	4,023.00	(2,663.75)	33.79%
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-	353.00	(353.00)	0.0%	-	353.00	(353.00)	0.0%
5081 - Employee Health Ins Benefits	2,806.42	4,347.00	(1,540.58)	64.56%	2,681.95	5,389.00	(2,707.05)	49.77%
5082 - Retirement Benefits	2,203.79	2,668.00	(464.21)	82.6%	2,145.35	3,274.00	(1,128.65)	65.53%
5085 - Employment Taxes	850.70	1,782.00	(931.30)	47.74%	836.48	2,186.00	(1,349.52)	38.27%
Total 5000 - Personal Services	14,683.25	21,693.00	(7,009.75)	67.69%	12,785.43	26,673.00	(13,887.57)	47.93%
Total 5100 - Material & Services	2,254.38	7,280.00	(5,025.62)	30.97%	25,841.19	22,680.00	3,161.19	113.94%
Total 5300 - Capital Outlay	-				-			
Total 5400 - Debt Service	-				-			
Total 5500 - Transfers	-	200.00	(200.00)	0.0%	-	200.00	(200.00)	0.0%
5700 - Contingency	-				-	7,500.00	(7,500.00)	0.0%
7777 - Reserve for Future Expenditure	-	4,927.00	(4,927.00)	0.0%	-	122,147.00	(122,147.00)	0.0%
Total Expense	16,937.63	34,100.00	(17,162.37)	49.67%	38,626.62	179,200.00	(140,573.38)	21.56%
Net Income	4,843.23	-	4,843.23 NA		105,678.29	-	105,678.29 NA	

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 3/3/2020
 Accrual Basis

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

Attachment G-1
 200303 CC Mtg

	Wastewater Fund				Water Fund			
	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	-				-			
4002 - Property Taxes - Prior Year	-				-			
Total 4010 - Government Sources	-				33,341.00	100,000.00	(66,659.00)	33.34%
Total 4020 - Rental Income	-				-			
Total 4030 - Fees	137,955.36	215,000.00	(77,044.64)	64.17%	362,839.40	571,000.00	(208,160.60)	63.54%
Total 4050 - Other Income	-	1,000.00	(1,000.00)	0.0%	-	1,500.00	(1,500.00)	0.0%
4060 - Interest	-				-			
Total 4080 - Transfers In	-	8,209.00	(8,209.00)	0.0%	-	23,209.00	(23,209.00)	0.0%
4090 - Beginning Fund Balance	(1,507.36)	10,000.00	(11,507.36)	-15.07%	724,771.66	700,000.00	24,771.66	103.54%
Total Income	136,448.00	234,209.00	(97,761.00)	58.26%	1,120,952.06	1,395,709.00	(274,756.94)	80.31%
Expense								
5000 - Personal Services								
5010 - City Administrator	8,864.10	14,460.00	(5,595.90)	61.3%	23,637.62	38,560.00	(14,922.38)	61.3%
5016 - Utility/Court Clerk	4,718.86	9,426.00	(4,707.14)	50.06%	9,437.72	18,852.00	(9,414.28)	50.06%
5018 - Finance Clerk	3,899.81	6,156.00	(2,256.19)	63.35%	5,849.70	9,234.00	(3,384.30)	63.35%
5025 - Summer Program Coordinator	-				-			
5050 - Public Works Supervisor	7,929.15	14,004.00	(6,074.85)	56.62%	19,029.92	33,610.00	(14,580.08)	56.62%
5052 - Utility Worker III	6,066.77	12,068.00	(6,001.23)	50.27%	11,142.39	22,125.00	(10,982.61)	50.36%
5054 - Utility Worker II	-				-			
5058 - Utility Worker I	-	1,410.00	(1,410.00)	0.0%	-	2,821.00	(2,821.00)	0.0%
5081 - Employee Health Ins Benefits	12,475.35	20,528.00	(8,052.65)	60.77%	24,948.91	44,075.00	(19,126.09)	56.61%
5082 - Retirement Benefits	8,500.60	11,902.00	(3,401.40)	71.42%	17,594.28	25,904.00	(8,309.72)	67.92%
5085 - Employment Taxes	3,519.36	7,950.00	(4,430.64)	44.27%	6,935.21	17,303.00	(10,367.79)	40.08%
Total 5000 - Personal Services	55,974.00	97,904.00	(41,930.00)	57.17%	118,575.75	212,484.00	(93,908.25)	55.8%
Total 5100 - Material & Services	43,571.42	67,615.00	(24,043.58)	64.44%	186,102.12	203,745.00	(17,642.88)	91.34%
Total 5300 - Capital Outlay	-				-	115,000.00	(115,000.00)	0.0%
Total 5400 - Debt Service	-	30,000.00	(30,000.00)	0.0%	-	125,000.00	(125,000.00)	0.0%
Total 5500 - Transfers	-	400.00	(400.00)	0.0%	150,000.00	153,200.00	(3,200.00)	97.91%
5700 - Contingency	-	6,500.00	(6,500.00)	0.0%	-	80,000.00	(80,000.00)	0.0%
7777 - Reserve for Future Expenditure	-	31,790.00	(31,790.00)	0.0%	-	506,280.00	(506,280.00)	0.0%
Total Expense	99,545.42	234,209.00	(134,663.58)	42.5%	454,677.87	1,395,709.00	(941,031.13)	32.58%
Net Income	36,902.58	-	36,902.58	NA	666,274.19	-	666,274.19	NA

ONE-STOP PROJECT SUMMARY

Date

Client Name

Name of Project

Project Description

City's Wastewater Treatment Plant (WWTP) has limited capacity to handle anticipated growth. Based on expected growth, and age/condition of the existing plant the WWTP will be unable to meet permit limits.

Project Solution

The City will improve the WWTP by adding a new headworks (screen), a new secondary process (TFAS or SBR), and a new disinfection system.

Project Background	
Type of Project	Sewer
Compliance Issue	No
Business Commitment	
# Jobs Created/Retained	

Project Financing	
Estimated Project Cost	\$2,500,000
Local Contribution	\$0
Assistance Requested	\$2,500,000
Source of Loan Repayment	User Fees & IGA

Water and Sewer Only	
Projected OM&R	\$155,000
Current OM&R	\$150,000
Existing DS	\$0
Current Avg Monthly OM&R & Deb	\$33.88
Current Avg Monthly User Rate	\$56.50
Property Tax applied	\$0.00

Demographics	
EDU's	369
Connections	336
Population	960
Unemployment Rate	3.20%
Community MHI	\$59,479
Statewide MHI	\$56,119
Percentage of Statewide MHI	106%
LMI %	44%
Distressed Index	Non Distressed
County	Benton County
Affordability Rate	\$61.96

Term Key	
EDU	Equivalent Dwelling Unit
MHI	Median Household Income
LMI	Low/Moderate Income
OM&R	Operations, Maintenance, Repair
DS	Debt Service

362
326

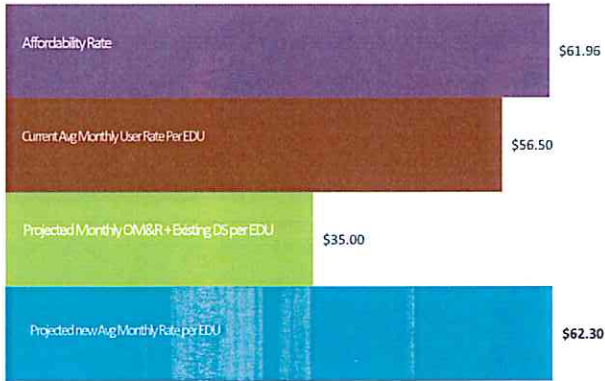
ONE-STOP SCENARIO #1

Estimated Project Cost	\$2,500,000	Projected monthly OM&R + Existing DS per EDU	\$35.00
Local Contribution	\$0	Monthly New DS per EDU	\$27.30
Assistance Requested	\$2,500,000	Projected New Avg Monthly Rate per EDU	\$62.30

Partner	Program	Total Financing	Grant Amount	Loan Amount	Financing Terms		
					Loan Repayment Term (yrs)	Estimated Interest Rate	Annual Debt Payment
BizOR	WW	\$2,500,000		\$2,500,000	30	2.590%	\$120,882

Total Financed	\$2,500,000	Financing Gap	\$0	Annual Debt Service	\$120,882
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Impact per EDU



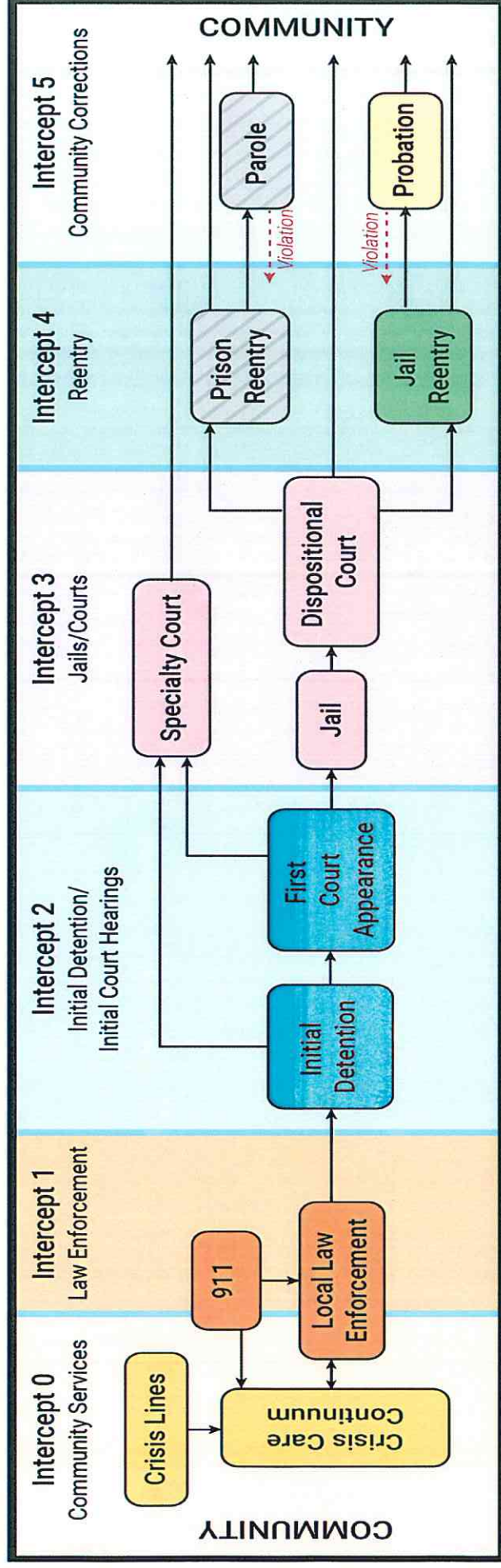
Notes

WW	<p>Must meet affordability criteria for subsidized interest rate and grant eligibility. Interest rates set quarterly; Oregon Bond Bank rates are set at time of the Bond Sale. IFA Board approval required for funding awards >= \$3M or grant >= \$500,00.</p>
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Benton County Criminal Justice System

Improvements Project Summary

Feb. 2020





*Benton County
Justice System Mission:*

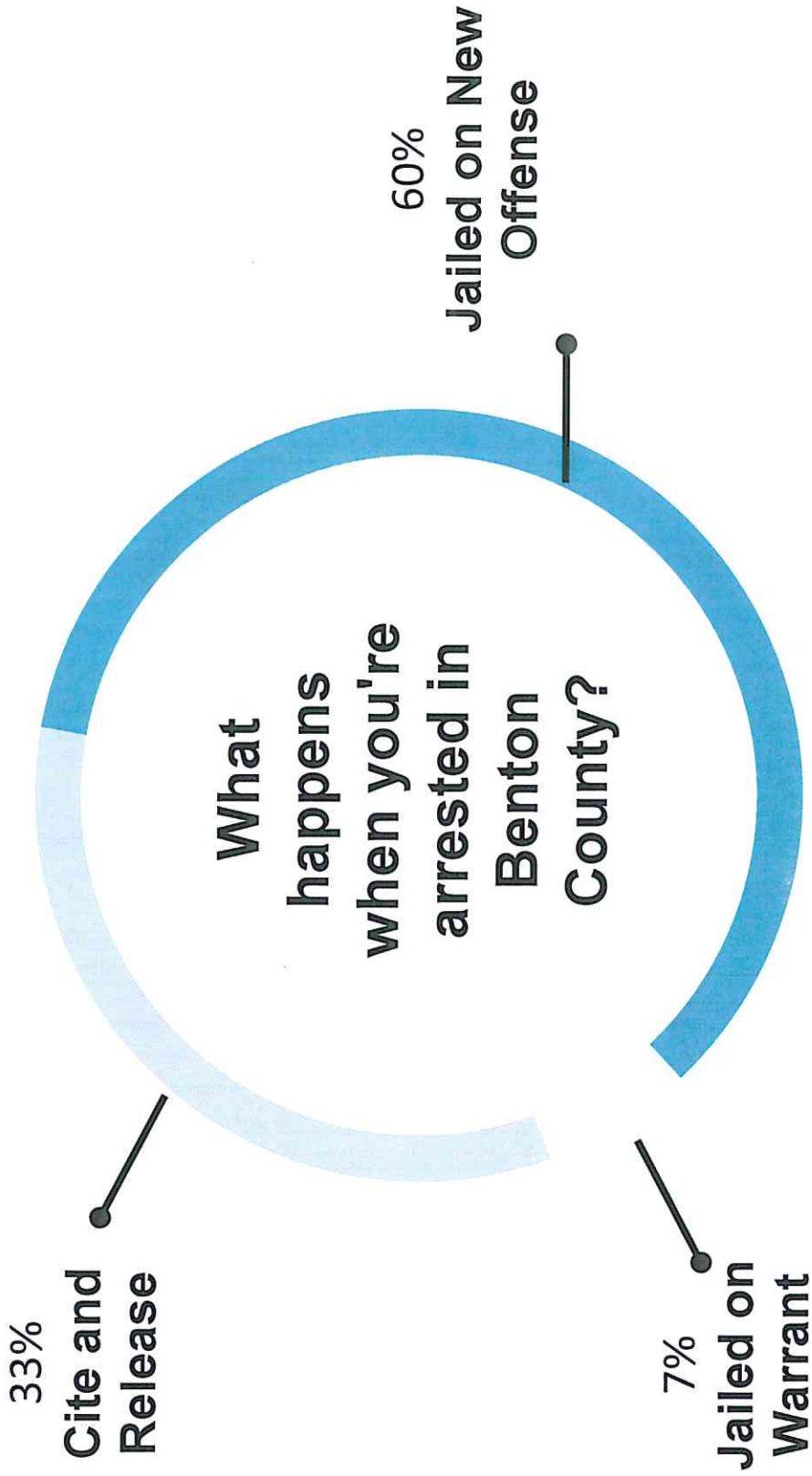
*The citizens of Benton County
require an effective, efficient, and
equitable criminal justice system
that maintains public safety and
holds people accountable, while
providing treatment opportunities
that address underlying causes of
criminal behavior*

Summary of System Stresses

- Prevention resources are limited – substance abuse treatment, mental health services
- Unusually high crime rate – 6th highest crime rate in Oregon
- Extensive use of citation / release
- Failure to Appear (FTA) rate at 3x national average – lack of meaningful sanctions for non-compliance with court-ordered appearances
- Inadequate facilities—courthouse, jail, law enforcement center
- Extremely low incarceration rate relative to comparable counties throughout the United States - Reliance on forced release to access jail beds
- No programs or spaces to address recidivism – no intermediate options for low risk offenders such as work release
- Lack of adequate staff resources in the District Attorney's Office impairs overall criminal justice system performance
- Limited local data on offenders risk / needs—not using evidence-based practices for risk determination at jail

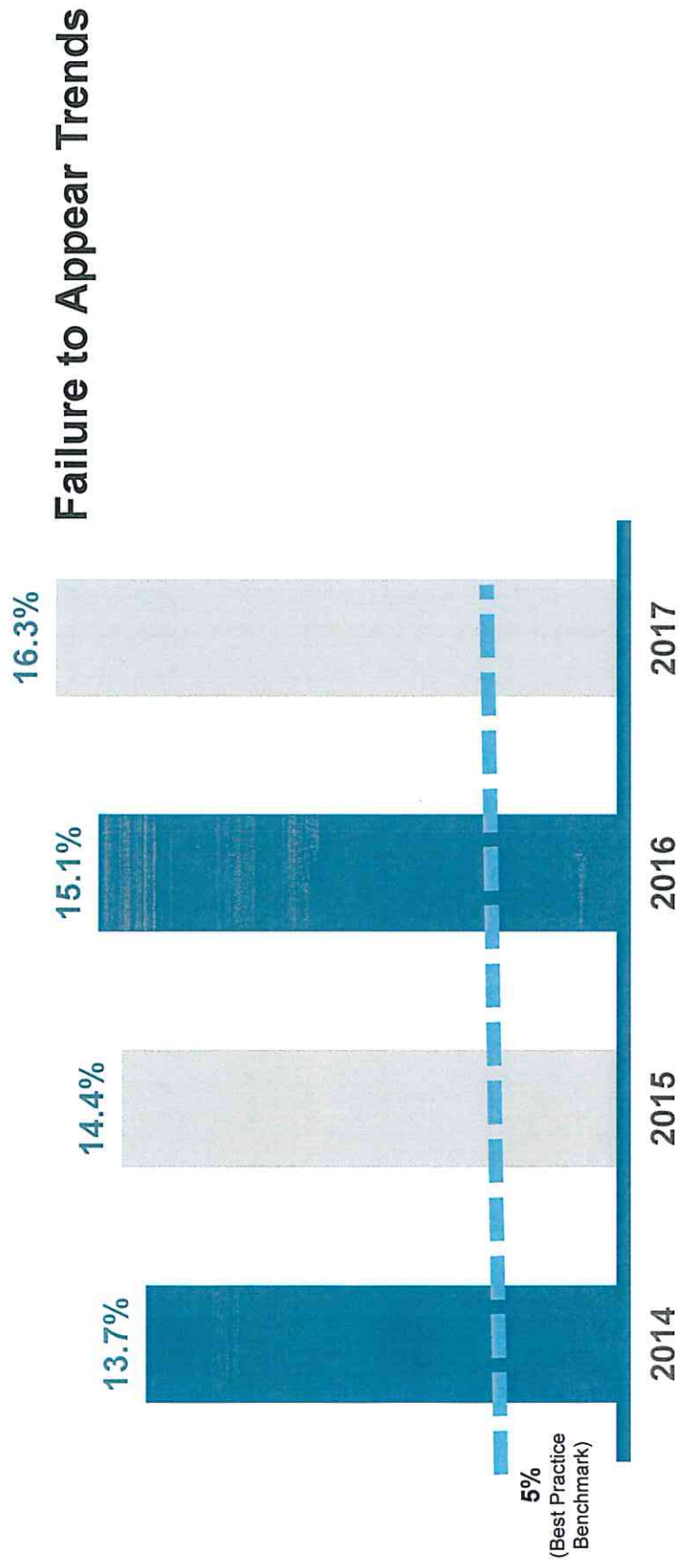
High County Crime Rates



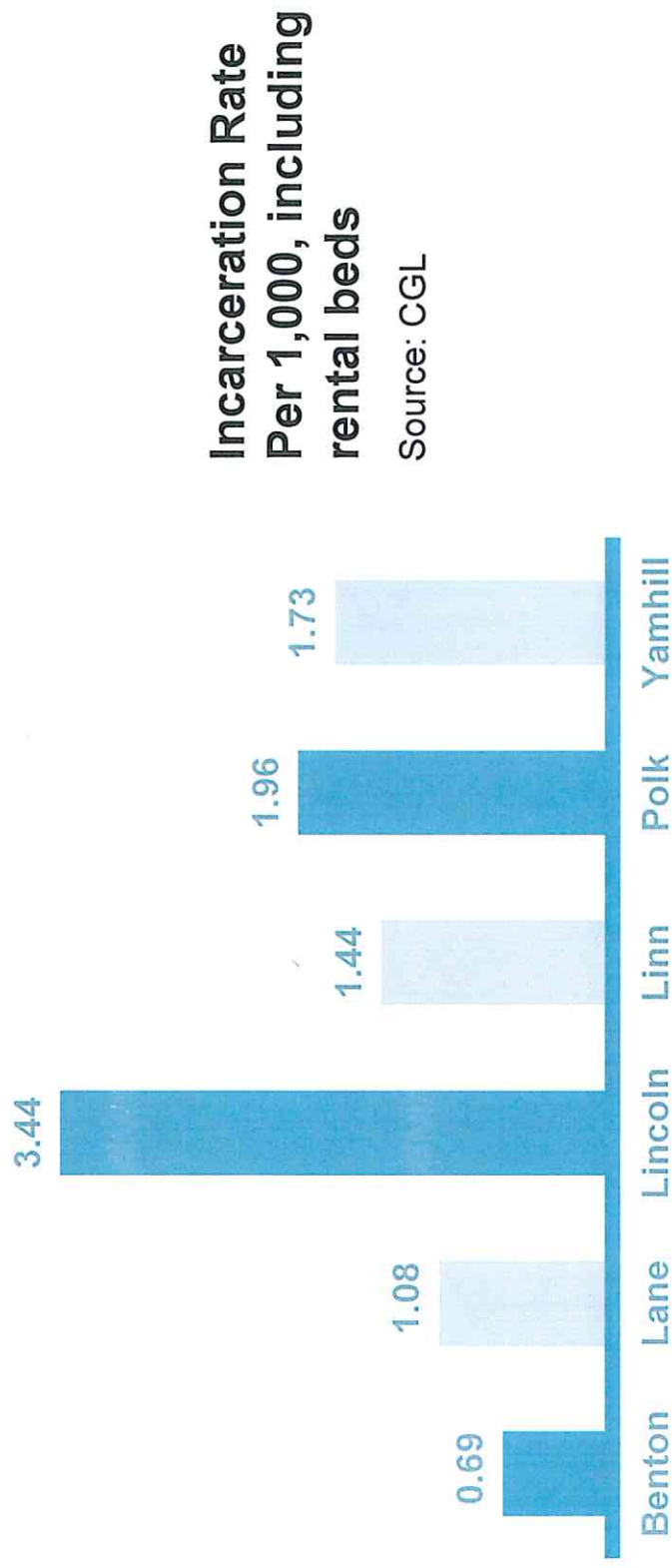


Source: BCSO & CPD

Court Hearing No-Shows

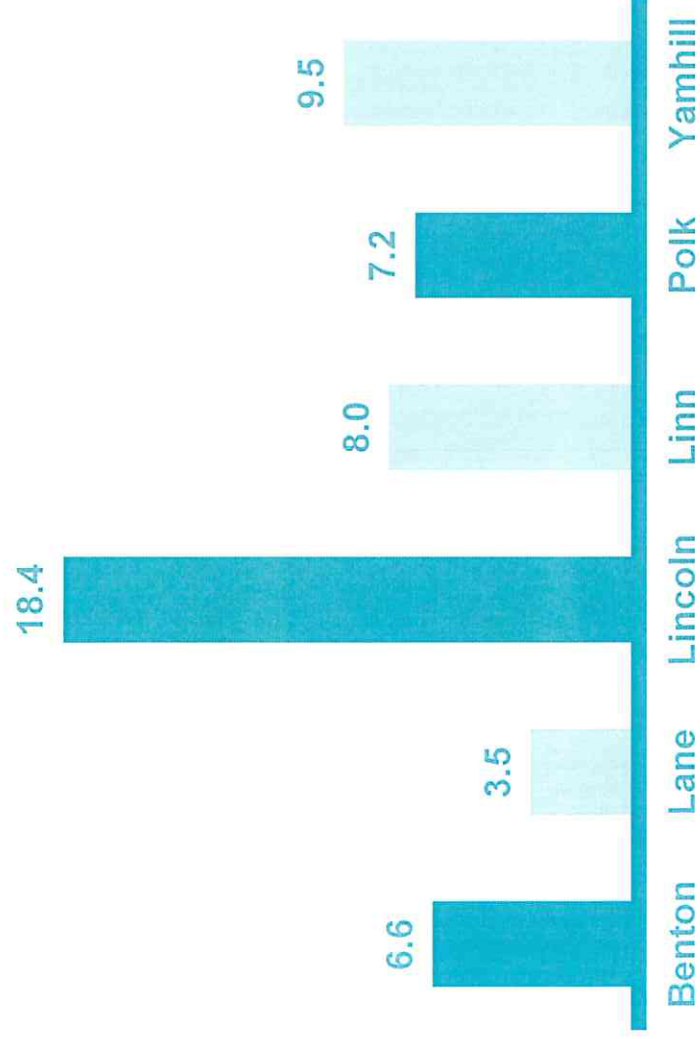


Benton County Jail is Undersized



Source: CGL

Low District Attorney Staffing



Deputy District Attorneys per 100,000 Population

Source: Benton County District Attorney's office

Compromise community safety



Missed opportunities for rehabilitation

Scenario Summary

	Scenario 1 – Community Choice/Best Practices		Scenario 2 – Invest in Prevention		Scenario 3 – Invest in Accountability	
	Capital Projects	Annual Cost*	Capital Projects	Annual Cost*	Capital Projects	Annual Cost*
Prevention & Treatment	\$ 2,475,000	\$ 1,354,343	\$ 2,475,000	\$ 1,354,343	\$ -	\$ -
Justice/Accountability & Rehabilitation	\$ 82,359,157	\$ 9,321,611	\$ 60,342,576	\$ 7,900,867	\$ 57,460,980	\$ 7,688,514
System Support	\$ -	\$ 44,167	\$ -	\$ 44,167	\$ -	\$ 44,167
TOTAL	\$ 84,834,157	\$ 10,720,121	\$ 62,817,576	\$ 8,799,377	\$ 57,460,980	\$ 7,732,681
KEY ASSUMPTIONS:						
Cite & Release (current rate is 33% of arrests)	15% of arrests		15% of arrests		15% of arrests	
FTAs (current rate is 15% of scheduled court appearances)	5% rate		5% rate		5% rate	
Community programs	Expand existing services; create Respite Center, Sobering Center, & additional transitional housing		Expand existing services; create Respite Center, Sobering Center, & additional transitional housing			
Justice programs	Add pretrial services, electronic monitoring, work release center, & expanded jail programs				Add pretrial services, electronic monitoring, work release center, & expanded jail programs	
New Facilities	Court, Jail, Law Enforcement Center		Court, Jail		Court, Jail	
Jail Capacity	112		144		120	
Other Components	Seven DDAs, classification update, data collection, training, and Equity Advisory Group		Seven DDAs, classification update, data collection, training, & Citizens Advisory Group		Seven DDAs, classification update, data collection, training, & Citizens Advisory Group	

*Includes debt service for capital projects

Planning to Implementation:

- Prioritize facilities in final design
- Re-purposing the historic Courthouse
- Capacity
- Location – site selection
- Designs
- How facilities support treatment
- Costs
- Timeline
- Opportunities for regional services
- Transitional operations
- Functional operations
- Other multifaceted decisions to be made

[pre]design]

Work with Stakeholders, Work Groups, Community :

Board of Commissioners

Community Members

Willamette Criminal Justice Council (WCJC)

Cities

Sheriff Office

Courts

District Attorney

Law Enforcement

Emergency Responders

Health Department

InterCommunity Health Network (IHN) – Coordinated Care Organization

Samaritan Health Services

Oregon State University

Education

HOPE

Others?

[pre**design**]

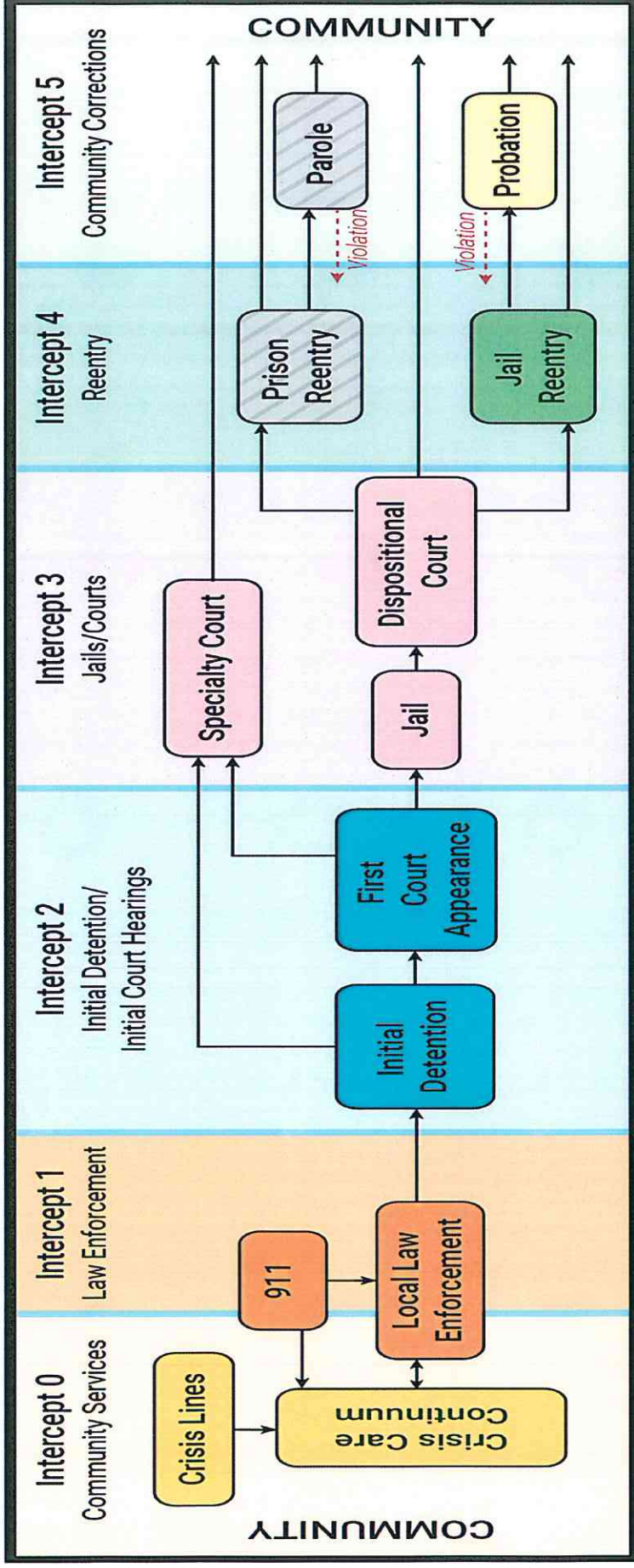
- Work with Stakeholders, Work Groups, Community :
- Board of Commissioners
 - Community Members
 - Willamette Criminal Justice Council (WCJC)
 - Cities
 - Sheriff Office
 - Courts
 - District Attorney
 - Law Enforcement
 - Emergency Responders
 - Health Department
 - InterCommunity Health Network (IHN) – Coordinated Care Organization
 - Samaritan Health Services
 - Oregon State University
 - Education
 - HOPE
 - Others?

Aug. '21
For
Nov. '21
Or
May '22

Bond
Measure

Continuous System Enhancements:

Does not address corrections capacity and underlying issues that
impact crime

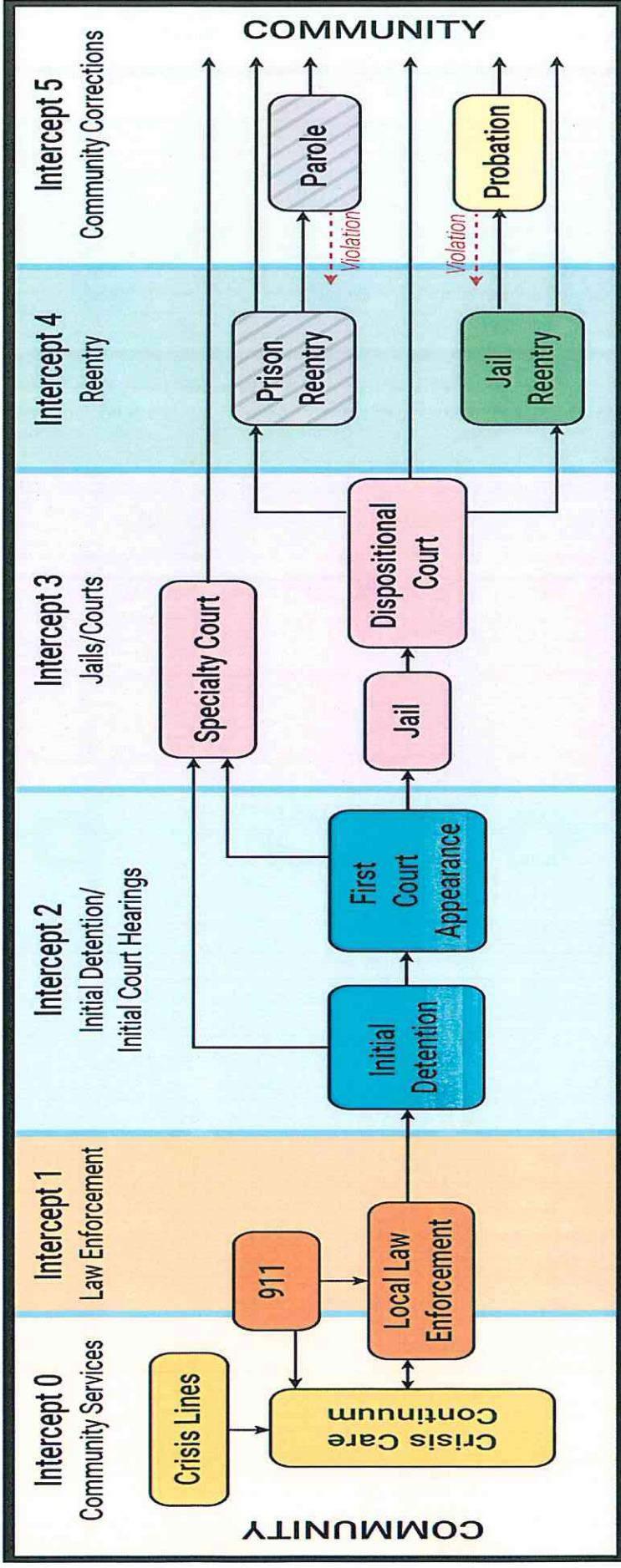


Prevention:

- Therapeutic Crisis Resource Center
- Respite Center
- Sobering Center
- Resource for individuals with unstable behavior

Behavioral Health, Samaritan Health Services, Intellectual and Developmental Disabilities, HOPE, OSU, IHN, County Commissioner, Sheriff's Office, Corvallis Police

Reviewing regional options
Updates - WCJC

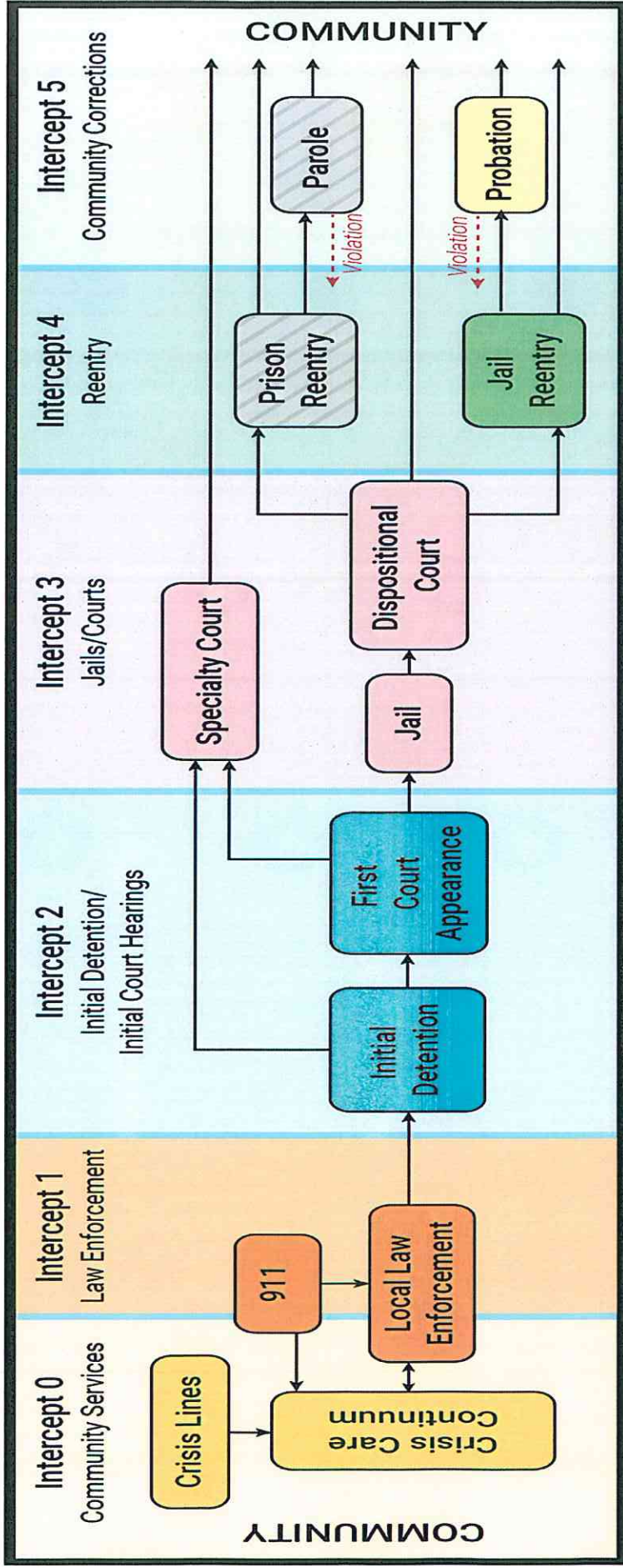


Pretrial Services,

- Validated Risk / Needs assessment tool
- Electronic Monitoring
- Work Release Center
- Supervision aligns with risk / needs
- Coordination corrections / mental health

Sheriff's Office, District
 Attorney, Courts, Corvallis
 Police Dept. Behavioral
 Health

Updates: WCJC



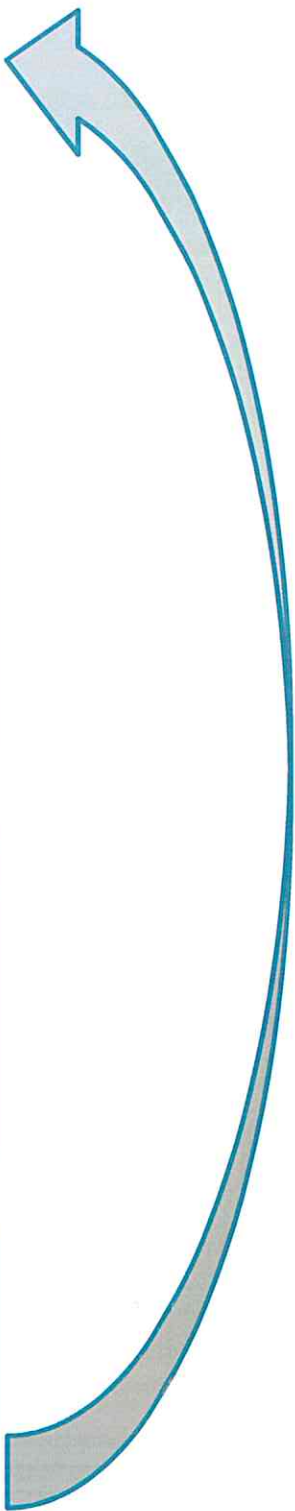
- Increase Data Capacity
- Evaluation of efforts on system / community improvements / equity (Research & Evaluation work group within WCJC)
- Training
- Citizens Advisory Council

Oct. '19
Pre-Design
RFP

March '20
Crisis
Resource
Center
Feasibility
Update

March '20
Pre-Trial
Business Plan

Aug. '21
For
Nov. '21
Or
May '22
Bond
Measure



Oct. 19
Pre-Design RFP

March '20
Crisis Resource Feasibility Update

March '20
Pre-Trial Business Plan

Aug. '21 for Nov. '21 May '22
Bond Measure

Courthouse - State Funds

May '20
Cost Estimates

July '20
Cost Update

Dec. '20
Submit Plan for '21 - '23 Session

Spring '23
Funds Available

Scheduling Presentations With City Councils and Other Community Groups

