

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
****Tuesday, January 5, 2021 - 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 5, 2021 (Attachment A)
- b. Bills List through – January 31, 2021 (Attachment B) – \$94,974.87

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Pat Hare
- 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 (G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Hospital Hill Water Line (Attachment H)
Action: Decision

6. NEW BUSINESS:

- a) Oath of Office (Mayor, Bill Currier, Councilor Alan Rowe) Bret Ray
Action: Perform
- b) Appoint Budget Officer/Approve Budget Timeline (Attachment I) Pat Hare
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A
Action: n/a

8. EXECUTIVE SESSION ORS 192.660

- a) N/A
Action: n/a

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council –Tuesday, March 2, 2021 6:00 PM
Planning Commission - TBA

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.

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**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue
****Tuesday, January 5, 2021 – 6:00 PM******

| Agenda Item | Action |
|--|---|
| <p>1. Roll Call: City Council Members present: Councilors Officer, Rowe, Ray and Mayor Currier wasn't present. City Attorney Sean Kidd was present. CA (City Administrator) Hare was present. Minutes were taken by CA Hare.</p> | <p>Mayor pro temp Rowe 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 December 8, 2020 City Council Meeting. Bills List through December 31, 2020, (\$96,340.05 total).</p> | <p>Councilor Rowe moved to approve the Consent Calendar. Councilor Ray seconded. Unanimous Approval (3-0).</p> |
| <p>3. Public Comment (Agenda Item 3). None.</p> | |
| <p>4. Attachment C – Community Services Officer (Agenda Item 4a). CA Hare 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"> • Backflow program – Now that the City has 375 water customers, the City has to implement a backflow program. • Facilities Cleaned – ServPro worked on City Hall over the Christmas break. They will be finishing up with the barracks this month. • Tangent – Update. <p>Property/Businesses</p> <ul style="list-style-type: none"> • Parks and Perpetuity – We have not heard back from the federal | <p>Council received the report.</p> |

| | |
|---|--------------------------------------|
| <p>parks department, so we contacted Senator Merkley's office.</p> <ul style="list-style-type: none"> • Republic Service – We have not received the signed copy of the lease but we will be billing them in January for the entire property. • Bella's Pizzeria – Paul asked if the City would consider extending the current rent for the building a few months due to the current extension on regulations. • Barracks/CSME – The last of the appliances will be installed the first week in January. I talked with CSME about sealing the wood trim and they are going to get back to me. The last thing will be to get blinds installed. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – Update • William R. Carr Subdivision – Update • Water Plant – The parking area will be redone this month and we are still looking into options for the railings and walkways. • Security Cameras/Systems – RG Smith will be installing the first system at the wastewater plant this month. Then they will move to the water plant and finish up with the barracks. • Pump Station – The pump station will be installed this month. We will be shutting water off to Calloway and Blake drive for half of the day. | |
| <p>7. Attachment F – Sheriff's Report (Agenda Item 4d). CA Hare presented the report.</p> | <p>Council received the report.</p> |
| <p>8. Attachments G & G1 – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$3,639,626.21 and expenses are \$1,155,361.18. The balance in the Local Government Investment Pool is approximately \$2,495,673.37; last year the balance was \$969,993.65.</p> | <p>Council received the report.</p> |
| <p>9. Attachments H, H1, H2 – Extending Water Service – (Agenda Item 6a). A developer has asked the City if we would be interested in extending our water service down Arboretum to the Anderson Blueberry Farm where they are going to build 9 custom homes.</p> | <p>Council discussed the matter.</p> |
| <p>10. Council and Mayor Comments (Agenda Item 9):</p> <ul style="list-style-type: none"> • Councilor Officer - None. • Councilor Rowe – None. • Councilor Ray – None. | |

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| 12 Adjournment: Next meeting- Council meeting on Tuesday, February 2, 2021 at 6:00 PM. | Mayor adjourned the meeting at pm |
|--|--|

Mayor's Approval

Date

| Jan 2021 Bills | Date | Amount |
|-----------------------|-------------|---------------|
| | 1/5/2021 | \$33,713.04 |
| | 1/7/2021 | \$14,550.77 |
| | 1/12/2021 | \$30,817.53 |
| | 1/28/2021 | \$15,893.53 |

Total \$94,974.87

| 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 | | | | | | | | | |
| 50559 | 1 | Pumped 1,000 Gallons from Septic | Invoice | 01/01/2021 | 02/01/2021 | 300.00 | | 300.00 | 100-900-520 |
| Total 50559: | | | | | | 300.00 | .00 | 300.00 | |
| Total 150 A & B Septic: | | | | | | 300.00 | .00 | 300.00 | 24568 |
| 830 Benton County Sheriff | | | | | | | | | |
| 01012021 | 1 | Law Enforcement Services | Invoice | 01/01/2021 | 02/01/2021 | 8,113.50 | | 8,113.50 | 100-200-520 |
| Total 01012021: | | | | | | 8,113.50 | .00 | 8,113.50 | |
| Total 830 Benton County Sheriff: | | | | | | 8,113.50 | .00 | 8,113.50 | 24569 |
| 1610 Civil West Engineering Services Inc | | | | | | | | | |
| 1001.001.07. | 1 | Misc. Services - Development Revi | Invoice | 01/01/2021 | 02/01/2021 | 804.00 | | 804.00 | 100-900-520 |
| Total 1001.001.07 036: | | | | | | 804.00 | .00 | 804.00 | |
| 1001.028.00 | 1 | WWTP Headworks & Trickling Filter | Invoice | 01/01/2021 | 02/01/2021 | 19,106.90 | | 19,106.90 | 510-430-520 |
| Total 1001.028.008: | | | | | | 19,106.90 | .00 | 19,106.90 | |
| 1001.029.00 | 1 | WWTP Improvements - Predesign | Invoice | 01/01/2021 | 02/01/2021 | 2,357.00 | | 2,357.00 | 510-430-520 |
| Total 1001.029.008: | | | | | | 2,357.00 | .00 | 2,357.00 | |
| 1001.030.00 | 1 | Arnold Ave ODOT SCA Grant | Invoice | 01/01/2021 | 02/01/2021 | 593.75 | | 593.75 | 200-410-520 |
| Total 1001.030.001: | | | | | | 593.75 | .00 | 593.75 | |
| 1001-001.02- | 1 | Misc. Services - Water | Invoice | 01/01/2021 | 02/01/2021 | 709.00 | | 709.00 | 500-420-520 |
| Total 1001-001.02-84: | | | | | | 709.00 | .00 | 709.00 | |
| 1001-001.03- | 1 | Misc. Services - Wastewater | Invoice | 01/01/2021 | 02/01/2021 | 275.00 | | 275.00 | 510-430-520 |
| Total 1001-001.03-47: | | | | | | 275.00 | .00 | 275.00 | |
| 1001-001.06- | 1 | Misc. Services - Other | Invoice | 01/01/2021 | 02/01/2021 | 240.00 | | 240.00 | 100-900-520 |
| Total 1001-001.06-58: | | | | | | 240.00 | .00 | 240.00 | |
| Total 1610 Civil West Engineering Services Inc: | | | | | | 24,085.65 | .00 | 24,085.65 | 24570 |
| 2300 Delapoer Kidd Attorneys at Law | | | | | | | | | |
| 1845 | 1 | General City matters | Invoice | 01/01/2021 | 02/01/2021 | 787.50 | | 787.50 | 100-900-520 |
| Total 1845: | | | | | | 787.50 | .00 | 787.50 | |
| Total 2300 Delapoer Kidd Attorneys at Law: | | | | | | 787.50 | .00 | 787.50 | 24971 |
| 2600 Eric Harvey (V) | | | | | | | | | |
| 01052021 | 1 | JADE Learning | Invoice | 01/05/2021 | 02/05/2021 | 199.00 | | 199.00 | 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 01052021: | | | | | | 199.00 | .00 | 199.00 | |
| Total 2600 Eric Harvey (V): | | | | | | 199.00 | .00 | 199.00 | 24572 |
| 2670 Ferguson Enterprises Inc | | | | | | | | | |
| 0948603 | 1 | System Maintenance | Invoice | 01/01/2021 | 02/01/2021 | 50.64 | | 50.64 | 500-420-520 100-900-52019 |
| Total 0948603: | | | | | | 50.64 | .00 | 50.64 | |
| Total 2670 Ferguson Enterprises Inc: | | | | | | 50.64 | .00 | 50.64 | 24573 |
| 4670 NW Natural | | | | | | | | | |
| 12302020 | 1 | 1407224-3 | Invoice | 01/01/2021 | 01/30/2021 | 46.75 | | 46.75 | 100-900-521 |
| Total 12302020: | | | | | | 46.75 | .00 | 46.75 | |
| Total 4670 NW Natural: | | | | | | 46.75 | .00 | 46.75 | 24574 |
| 5110 Oregon Public Employees Retirement System | | | | | | | | | |
| FY2021 | 1 | Oregon State Social Security Admi | Invoice | 07/09/2020 | 07/09/2020 | 15.00 | | 15.00 | 100-900-520 |
| FY2021 | | Chk No: 921001 (2) | Manual | 07/09/2020 | | | | | 100-000-200 |
| Total FY2021: | | | | | | 15.00 | .00 | 15.00 | |
| Total 5110 Oregon Public Employees Retirement System: | | | | | | 15.00 | .00 | 15.00 | |
| 999 Utility Refunds | | | | | | | | | |
| 01052020 | 1 | Water | Invoice | 01/05/2021 | 02/05/2021 | 78.00 | | 78.00 | 500-420-521 |
| 01052020 | 2 | Wastewater | Invoice | 01/05/2021 | 02/05/2021 | 52.00 | | 52.00 | 510-430-521 |
| Total 01052020: | | | | | | 130.00 | .00 | 130.00 | 24574 |
| Total 999 Utility Refunds: | | | | | | 130.00 | .00 | 130.00 | |
| Total : | | | | | | 33,728.04 | .00 | 33,728.04 | |
| Grand Totals: | | | | | | 33,728.04 | .00 | 33,728.04 | |

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|----------|--------|----------|
| 100-000-20000 | 15.00 | 15.00- | .00 |
| 100-200-52019 | 8,113.50 | .00 | 8,113.50 |
| 100-900-52017 | 787.50 | .00 | 787.50 |
| 100-900-52019 | 300.00 | .00 | 300.00 |
| 100-900-52020 | 1,044.00 | .00 | 1,044.00 |
| 100-900-52030 | 15.00 | .00 | 15.00 |
| 100-900-52109 | 46.75 | .00 | 46.75 |
| 200-410-52030 | 593.75 | .00 | 593.75 |
| 500-420-52011 | 50.64 | .00 | 50.64 |
| 500-420-52020 | 709.00 | .00 | 709.00 |
| 500-420-52105 | 78.00 | .00 | 78.00 |

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 510-430-52013 | 199.00 | .00 | 199.00 |
| 510-430-52020 | 21,738.90 | .00 | 21,738.90 |
| 510-430-52105 | 52.00 | .00 | 52.00 |
| Grand Totals: | 33,743.04 | 15.00- | 33,728.04 |

Summary by General Ledger Posting Period

| GL Posting Period | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 07/20 | 30.00 | 15.00- | 15.00 |
| 01/21 | 33,713.04 | .00 | 33,713.04 |
| Grand Totals: | 33,743.04 | 15.00- | 33,728.04 |

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1/5/21

33728.04
33,713.04

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|---|-----------------|------------------------------------|---------|--------------|------------|----------------|-----------------|--------------------------|-------------------|
| 690 Bank of America | | | | | | | | | |
| 01072021 | 1 | Spaeth Wholesale | Invoice | 01/07/2021 | 01/07/2021 | 1,004.69 | | 1,004.69 | 100-300-520 |
| 01072021 | 2 | USPS | Invoice | 01/07/2021 | 01/07/2021 | 276.80 | | 276.80 | 100-900-521 |
| 01072021 | 3 | 8x8 | Invoice | 01/07/2021 | 01/07/2021 | 227.16 | | 227.16 | 100-900-521 |
| 01072021 | 4 | American Red Cross First Aid and I | Invoice | 01/07/2021 | 01/07/2021 | 455.00 | | 455.00 | 100-900-520 |
| 01072021 | 5 | American Flagpole & Flags | Invoice | 01/07/2021 | 01/07/2021 | 139.95 | | 139.95 | 100-900-520 |
| 01072021 | 6 | Staples | Invoice | 01/07/2021 | 01/07/2021 | 19.78 | | 19.78 | 100-900-520 |
| 01072021 | 7 | BMI Software for Cross Track Back | Invoice | 01/07/2021 | 01/07/2021 | 500.00 | | 500.00 | 500-420-521 |
| 01072021 | 8 | Kelly's Home Appliances | Invoice | 01/07/2021 | 01/07/2021 | 2,207.50 | | 2,207.50 | 100-900-530 |
| 01072021 | 9 | Home Depot | Invoice | 01/07/2021 | 01/07/2021 | 52.56 | | 52.56 | 500-420-520 |
| 01072021 | 10 | Wilco | Invoice | 01/07/2021 | 01/07/2021 | 19.98 | | 19.98 | 500-420-520 |
| 01072021 | 11 | Coastal Farm & Ranch | Invoice | 01/07/2021 | 01/07/2021 | 17.97 | | 17.97 | 500-420-520 |
| 01072021 | 12 | Office Depot | Invoice | 01/07/2021 | 01/07/2021 | 81.99 | | 81.99 | 500-420-520 |
| 01072021 | 13 | Office Depot | Invoice | 01/07/2021 | 01/07/2021 | 89.48 | | 89.48 | 500-420-520 |
| 01072021 | 14 | Wilco | Invoice | 01/07/2021 | 01/07/2021 | 41.98 | | 41.98 | 100-900-520 |
| 01072021 | 15 | Circle S Market | Invoice | 01/07/2021 | 01/07/2021 | 18.08 | | 18.08 | 500-420-520 |
| Total 01072021: | | | | | | 5,152.92 | .00 | 5,152.92 | |
| Total 690 Bank of America: | | | | | | 5,152.92 | .00 | 5,152.92 | <i>24577</i> |
| 7476 ECONorthwest | | | | | | | | | |
| 23403 | 1 | Population Forecast Assistance | Invoice | 01/01/2021 | 01/30/2021 | 371.25 | | 371.25 | 100-900-520 |
| Total 23403: | | | | | | 371.25 | .00 | 371.25 | |
| Total 7476 ECONorthwest: | | | | | | 371.25 | .00 | 371.25 | <i>24578</i> |
| 2520 Edge Analytical, Inc | | | | | | | | | |
| 20-44166 | 1 | Lab Work | Invoice | 01/06/2021 | 02/06/2021 | 246.60 | | 246.60 | 500-420-520 |
| Total 20-44166: | | | | | | 246.60 | .00 | 246.60 | |
| Total 2520 Edge Analytical, Inc: | | | | | | 246.60 | .00 | 246.60 | <i>24579</i> |
| 3050 HealthEquity | | | | | | | | | |
| 01072021 | 1 | Health Insurance | Invoice | 01/07/2021 | 01/07/2021 | 1,105.00 | | 1,105.00 | 100-100-521 |
| 01072021 | 2 | Health Insurance | Invoice | 01/07/2021 | 01/07/2021 | 85.00 | | 85.00 | 100-200-521 |
| 01072021 | 3 | Health Insurance | Invoice | 01/07/2021 | 01/07/2021 | 425.00 | | 425.00 | 520-440-521 |
| 01072021 | 4 | Health Insurance | Invoice | 01/07/2021 | 01/07/2021 | 510.00 | | 510.00 | 200-410-521 |
| 01072021 | 5 | Health Insurance | Invoice | 01/07/2021 | 01/07/2021 | 2,125.00 | | 2,125.00 | 510-430-521 |
| 01072021 | 6 | Health Insurance | invoice | 01/07/2021 | 01/07/2021 | 4,250.00 | | 4,250.00 | 500-420-521 |
| Total 01072021: | | | | | | 8,500.00 | .00 | 8,500.00 | |
| Total 3050 HealthEquity: | | | | | | 8,500.00 | .00 | 8,500.00 | |
| 4980 Oregon DEQ Attn: Accounting Office | | | | | | | | | |
| 01072021 | 1 | WW System Operator Certificate R | Invoice | 01/07/2021 | 01/07/2021 | 280.00 | | 280.00 | 510-430-521 |
| Total 01072021: | | | | | | 280.00 | .00 | 280.00 | |
| Total 4980 Oregon DEQ Attn: Accounting Office: | | | | | | 280.00 | .00 | 280.00 | <i>24581</i> |
| 5110 Oregon Public Employees Retirement System | | | | | | | | | |
| FY2021 | 1 | Oregon State Social Security Admi | Invoice | 07/09/2020 | 07/09/2020 | 15.00 | | 15.00 | 100-900-520 |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|--|-----------------|--------------------|------------|--------------|----------|----------------|-----------------|--------------------------|-------------------|
| FY2021 | | Chk No: 24576 (2) | Calculated | 01/05/2021 | | | | | 100-000-200 |
| FY2021 | | Chk No: 921001 (2) | Manual | 07/09/2020 | | | | | 100-000-200 |
| Total FY2021: | | | | | | 15.00 | .00 | 15.00 | |
| Total 5110 Oregon Public Employees Retirement Syste: | | | | | | 15.00 | .00 | 15.00 | |
| Total : | | | | | | 14,565.77 | .00 | 14,565.77 | |
| Grand Totals: | | | | | | 14,565.77 | .00 | 14,565.77 | |

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 100-000-20000 | 30.00 | 30.00- | .00 |
| 100-100-52103 | 1,105.00 | .00 | 1,105.00 |
| 100-200-52103 | 85.00 | .00 | 85.00 |
| 100-300-52002 | 1,004.69 | .00 | 1,004.69 |
| 100-900-52002 | 201.71 | .00 | 201.71 |
| 100-900-52019 | 371.25 | .00 | 371.25 |
| 100-900-52030 | 15.00 | .00 | 15.00 |
| 100-900-52031 | 455.00 | .00 | 455.00 |
| 100-900-52108 | 276.80 | .00 | 276.80 |
| 100-900-52110 | 227.16 | .00 | 227.16 |
| 100-900-53003 | 2,207.50 | .00 | 2,207.50 |
| 200-410-52103 | 510.00 | .00 | 510.00 |
| 500-420-52002 | 261.98 | .00 | 261.98 |
| 500-420-52014 | 18.08 | .00 | 18.08 |
| 500-420-52019 | 246.60 | .00 | 246.60 |
| 500-420-52103 | 4,250.00 | .00 | 4,250.00 |
| 500-420-52114 | 500.00 | .00 | 500.00 |
| 510-430-52102 | 280.00 | .00 | 280.00 |
| 510-430-52103 | 2,125.00 | .00 | 2,125.00 |
| 520-440-52103 | 425.00 | .00 | 425.00 |
| Grand Totals: | 14,595.77 | 30.00- | 14,565.77 |

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Summary by General Ledger Posting Period

| GL Posting Period | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 07/20 | 45.00 | 30.00- | 15.00 |
| 01/21 | 14,550.77 | .00 | 14,550.77 |
| Grand Totals: | 14,595.77 | 30.00- | 14,565.77 |

| 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 | | | | | | | | | |
| 50332 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 810.00 | | 810.00 | 100-900-520 |
| Total 50332: | | | | | | 810.00 | .00 | 810.00 | |
| 50333 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 450.00 | | 450.00 | 100-900-520 |
| Total 50333: | | | | | | 450.00 | .00 | 450.00 | |
| 50350 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 478.00 | | 478.00 | 100-900-520 |
| Total 50350: | | | | | | 478.00 | .00 | 478.00 | |
| 50359 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50359: | | | | | | 65.00 | .00 | 65.00 | |
| 50544 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 1,110.00 | | 1,110.00 | 100-900-520 |
| Total 50544: | | | | | | 1,110.00 | .00 | 1,110.00 | |
| 50569 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 1,050.00 | | 1,050.00 | 100-900-520 |
| Total 50569: | | | | | | 1,050.00 | .00 | 1,050.00 | |
| 50576 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 211.50 | | 211.50 | 100-900-520 |
| Total 50576: | | | | | | 211.50 | .00 | 211.50 | |
| 50598 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 130.00 | | 130.00 | 100-900-520 |
| Total 50598: | | | | | | 130.00 | .00 | 130.00 | |
| 50599 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 939.81 | | 939.81 | 100-900-520 |
| Total 50599: | | | | | | 939.81 | .00 | 939.81 | |
| 50606 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50606: | | | | | | 65.00 | .00 | 65.00 | |
| 50619 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50619: | | | | | | 65.00 | .00 | 65.00 | |
| 50627 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50627: | | | | | | 65.00 | .00 | 65.00 | |
| 50628 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50628: | | | | | | 65.00 | .00 | 65.00 | |
| 50629 | 1 | Work for Tangent | Invoice | 01/12/2021 | 01/14/2021 | 350.00 | | 350.00 | 100-900-520 |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|-------------------------------------|-----------------|-----------------------------------|---------|--------------|------------|----------------|-----------------|--------------------------|-------------------|
| Total 50629: | | | | | | 350.00 | 00 | 350.00 | |
| 50630 | 1 | Work for Targent | Invoice | 01/12/2021 | 01/14/2021 | 350.00 | | 350.00 | 100-900-520 |
| Total 50630: | | | | | | 350.00 | 00 | 350.00 | |
| 50631 | 1 | Work for Targent | Invoice | 01/12/2021 | 01/14/2021 | 65.00 | | 65.00 | 100-900-520 |
| Total 50631: | | | | | | 65.00 | .00 | 65.00 | |
| Total 150 A & B Septic: | | | | | | 6,269.31 | .00 | 6,269.31 | 24582 |
| 640 Auto Zone | | | | | | | | | |
| 2217730471 | 1 | wastewater | Invoice | 01/01/2021 | 01/05/2021 | 21.17 | | 21.17 | 510-430-520 |
| Total 2217730471: | | | | | | 21.17 | .00 | 21.17 | |
| Total 640 Auto Zone: | | | | | | 21.17 | 00 | 21.17 | 24583 |
| 1340 Caselle Inc. | | | | | | | | | |
| 107138 | 1 | Monthly Software Hosting Fees | Invoice | 01/01/2021 | 02/01/2021 | 583.20 | | 583.20 | 500-420-521 |
| 107138 | 2 | Monthly Software Hosting Fee | Invoice | 01/01/2021 | 02/01/2021 | 388.80 | | 388.80 | 100-900-521 |
| 107138 | 3 | Monthly Software Hosting Fee | Invoice | 01/01/2021 | 02/01/2021 | 194.40 | | 194.40 | 510-430-521 |
| 107138 | 4 | Monthly Software Hosting Fee | Invoice | 01/01/2021 | 02/01/2021 | 64.80 | | 64.80 | 200-410-521 |
| 107138 | 5 | Monthly Software Hosting Fee | Invoice | 01/01/2021 | 02/01/2021 | 64.80 | | 64.80 | 520-440-521 |
| Total 107138: | | | | | | 1,296.00 | .00 | 1,296.00 | |
| Total 1340 Caselle Inc.: | | | | | | 1,296.00 | .00 | 1,296.00 | 24584 |
| 1800 Consumers Power Inc. | | | | | | | | | |
| 01042021 | 1 | 1152408 | Invoice | 01/04/2021 | 02/04/2021 | 52.48 | | 52.48 | 100-900-521 |
| Total 01042021: | | | | | | 52.48 | .00 | 52.48 | |
| Total 1800 Consumers Power Inc.: | | | | | | 52.48 | .00 | 52.48 | 24585 |
| 2520 Edge Analytical, Inc | | | | | | | | | |
| 20-44602 | 1 | Lab Work | Invoice | 01/08/2021 | 02/08/2021 | 153.00 | | 153.00 | 500-420-521 |
| Total 20-44602: | | | | | | 153.00 | .00 | 153.00 | |
| Total 2520 Edge Analytical, Inc: | | | | | | 153.00 | .00 | 153.00 | 24586 |
| 2960 GSI Water Solutions Inc | | | | | | | | | |
| 0400.003-4 | 1 | 2020 Water Mgmt Conservtn Plan Pr | Invoice | 01/07/2021 | 02/07/2021 | 112.50 | | 112.50 | 500-420-521 |
| Total 0400.003-4: | | | | | | 112.50 | .00 | 112.50 | |
| Total 2960 GSI Water Solutions Inc: | | | | | | 112.50 | .00 | 112.50 | 24587 |
| 4670 NW Natural | | | | | | | | | |
| 01042021 | 1 | 1942119-7 | Invoice | 01/04/2021 | 02/04/2021 | 12.23 | | 12.23 | 100-900-521 |
| Total 01042021: | | | | | | 12.23 | .00 | 12.23 | |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|--|-----------------|-----------------------------|---------|--------------|------------|----------------|-----------------|--------------------------|-------------------|
| Total 4670 NW Natural: | | | | | | 12.23 | .00 | ✓ 12.23 | 24588 |
| 4980 Oregon DEQ Attn: Accounting Office | | | | | | | | | |
| 01122021 | 1 | CWSRF Loan Repayment Loan # | Invoice | 01/12/2021 | 02/01/2021 | 11,357.00 | | 11,357.00 | 510-430-540 |
| Total 01122021: | | | | | | 11,357.00 | .00 | 11,357.00 | |
| Total 4980 Oregon DEQ Attn: Accounting Office: | | | | | | 11,357.00 | .00 | ✓ 11,357.00 | 24589 |
| 5780 Republic Services #452 | | | | | | | | | |
| 0452-004252 | 1 | 3-0452-0023479 | Invoice | 01/01/2021 | 01/12/2021 | 36.65 | | 36.65 | 100-900-521 |
| Total 0452-00425207: | | | | | | 36.65 | .00 | 36.65 | |
| 0452-004437 | 1 | 3-0452-0340655 | Invoice | 01/01/2021 | 01/12/2021 | 114.56 | | 114.56 | 510-430-521 |
| Total 0452-004437181: | | | | | | 114.56 | .00 | 114.56 | |
| Total 5780 Republic Services #452: | | | | | | 151.21 | .00 | 151.21 | 24590 |
| 6230 Simply Payroll | | | | | | | | | |
| 16674 | 1 | Payroll | Invoice | 01/07/2021 | 02/07/2021 | 93.80 | | 93.80 | 100-900-520 |
| Total 16674: | | | | | | 93.80 | .00 | 93.80 | |
| Total 6230 Simply Payroll: | | | | | | 93.80 | .00 | 93.80 | 24591 |
| 7469 Swanson & Sons Lock & Safe | | | | | | | | | |
| A61223 | 1 | Locks | Invoice | 01/01/2021 | 02/01/2021 | 172.00 | | 172.00 | 500-420-520 |
| Total A61223: | | | | | | 172.00 | .00 | 172.00 | |
| Total 7469 Swanson & Sons Lock & Safe: | | | | | | 172.00 | .00 | 172.00 | 24592 |
| 7477 U.S. Bank | | | | | | | | | |
| 2010047737 | 1 | Loan # 00000000018 | Invoice | 01/01/2021 | 01/05/2021 | 11,126.83 | | 11,126.83 | 100-900-520 |
| Total 2010047737: | | | | | | 11,126.83 | .00 | 11,126.83 | |
| Total 7477 U.S. Bank: | | | | | | 11,126.83 | .00 | ✓ 11,126.83 | 24593 |
| Total : | | | | | | 30,817.53 | .00 | 30,817.53 | |
| Grand Totals: | | | | | | 30,817.53 | .00 | 30,817.53 | |

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 100-900-52019 | 6,363.11 | .00 | 6,363.11 |
| 100-900-52023 | 11,126.83 | .00 | 11,126.83 |
| 100-900-52109 | 101.36 | .00 | 101.36 |
| 100-900-52114 | 388.80 | .00 | 388.80 |
| 200-410-52114 | 64.80 | .00 | 64.80 |

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 500-420-52002 | 172.00 | .00 | 172.00 |
| 500-420-52104 | 153.00 | .00 | 153.00 |
| 500-420-52109 | 112.50 | .00 | 112.50 |
| 500-420-52114 | 583.20 | .00 | 583.20 |
| 510-430-52002 | 21.17 | .00 | 21.17 |
| 510-430-52109 | 114.56 | .00 | 114.56 |
| 510-430-52114 | 194.40 | .00 | 194.40 |
| 510-430-54004 | 11,357.00 | .00 | 11,357.00 |
| 520-440-52114 | 64.80 | .00 | 64.80 |
| Grand Totals: | 30,817.53 | .00 | 30,817.53 |

Summary by General Ledger Posting Period

| GL Posting Period | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 01/21 | 30,817.53 | .00 | 30,817.53 |
| Grand Totals: | 30,817.53 | .00 | 30,817.53 |

JA
1/12/21

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|--|-----------------|---------------------------|---------|--------------|------------|----------------|-----------------|--------------------------|-------------------|
| 1410 Century Link | | | | | | | | | |
| 01112021 | 1 | 541-745-5858 | Invoice | 01/11/2021 | 02/10/2021 | 169.94 | | 169.94 | 510-430-521 |
| Total 01112021: | | | | | | 169.94 | .00 | 169.94 | |
| 01162021 | 1 | 541-928-8372 054B | Invoice | 01/16/2021 | 02/15/2021 | 83.37 | | 83.37 | 500-420-521 |
| Total 01162021: | | | | | | 83.37 | .00 | 83.37 | |
| Total 1410 Century Link: | | | | | | 253.31 | .00 | 253.31 | |
| 1520 CIS TRUST | | | | | | | | | |
| FEBRUARY | 1 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 1,317.67 | | 1,317.67 | 100-100-510 |
| FEBRUARY | 2 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 82.35 | | 82.35 | 100-200-510 |
| FEBRUARY | 3 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 494.13 | | 494.13 | 100-300-510 |
| FEBRUARY | 4 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 411.77 | | 411.77 | 200-410-510 |
| FEBRUARY | 5 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 3,953.02 | | 3,953.02 | 500-420-510 |
| FEBRUARY | 6 | Employee Health Ins | Invoice | 01/20/2021 | 02/19/2021 | 1,647.09 | | 1,647.09 | 510-430-510 |
| FEBRUARY | 7 | Employee Health Insurance | Invoice | 01/20/2021 | 02/19/2021 | 329.42 | | 329.42 | 520-440-510 |
| Total FEBRUARY 2021 FINAL INVOICE: | | | | | | 8,235.45 | .00 | 8,235.45 | |
| Total 1520 CIS TRUST: | | | | | | 8,235.45 | .00 | 8,235.45 | |
| 1740 Comcast | | | | | | | | | |
| 01182021 | 1 | 8778 10 607 0002520 | Invoice | 01/18/2021 | 02/18/2021 | 102.85 | | 102.85 | 100-900-521 |
| Total 01182021: | | | | | | 102.85 | .00 | 102.85 | |
| Total 1740 Comcast: | | | | | | 102.85 | .00 | 102.85 | |
| 1800 Consumers Power Inc. | | | | | | | | | |
| 01072021 | 1 | 1152418 | Invoice | 01/07/2021 | 02/07/2021 | 135.37 | | 135.37 | 510-430-521 |
| Total 01072021: | | | | | | 135.37 | .00 | 135.37 | |
| 01192021 | 1 | 1152401 | Invoice | 01/19/2021 | 02/15/2021 | 25.43 | | 25.43 | 100-300-521 |
| Total 01192021: | | | | | | 25.43 | .00 | 25.43 | |
| Total 1800 Consumers Power Inc.: | | | | | | 160.80 | .00 | 160.80 | |
| 2270 De Lage Landen Financial Services Inc. | | | | | | | | | |
| 70926987 | 1 | financial services | Invoice | 01/15/2021 | 02/01/2021 | 131.00 | | 131.00 | 100-900-520 |
| Total 70926987: | | | | | | 131.00 | .00 | 131.00 | |
| Total 2270 De Lage Landen Financial Services Inc.: | | | | | | 131.00 | .00 | 131.00 | |
| 2520 Edge Analytical, Inc | | | | | | | | | |
| 21-00510 | 1 | Waste Water | Invoice | 01/06/2021 | 02/05/2021 | 190.80 | | 190.80 | 510-430-521 |
| Total 21-00510: | | | | | | 190.80 | .00 | 190.80 | |
| 21-00511 | 1 | Tangent Waste Water | Invoice | 01/06/2021 | 02/05/2021 | 190.80 | | 190.80 | 100-900-520 |

| Invoice Number | Sequence Number | Description | Type | Invoice Date | Due Date | Invoice Amount | Discount Amount | Net Invoice Check Amount | GL Account Number |
|--|-----------------|-------------------------|---------|--------------|------------|----------------|-----------------|--------------------------|-------------------|
| Total 21-00511: | | | | | | 190.80 | .00 | 190.80 | |
| Total 2520 Edge Analytical, Inc: | | | | | | 381.60 | .00 | 381.60 | |
| 2670 Ferguson Enterprises Inc | | | | | | | | | |
| 0949277 | 1 | Sensus Software Support | Invoice | 01/14/2021 | 02/13/2021 | 2,600.00 | | 2,600.00 | 500-420-520 |
| Total 0949277: | | | | | | 2,600.00 | .00 | 2,600.00 | |
| 0953404 | 1 | Parts for Tangent | Invoice | 01/14/2021 | 02/13/2021 | 45.74 | | 45.74 | 100-900-520 |
| Total 0953404: | | | | | | 45.74 | .00 | 45.74 | |
| Total 2670 Ferguson Enterprises Inc: | | | | | | 2,645.74 | .00 | 2,645.74 | |
| 3960 Linn-Benton Utilities Coordinating Council | | | | | | | | | |
| 012021 | 1 | Annual Membership Dues | Invoice | 01/25/2021 | 01/25/2021 | 125.00 | | 125.00 | 100-900-521 |
| Total 012021: | | | | | | 125.00 | .00 | 125.00 | |
| Total 3960 Linn-Benton Utilities Coordinating Council: | | | | | | 125.00 | .00 | 125.00 | |
| 5300 Pacific Power/PacificCorp | | | | | | | | | |
| 01122021 | 1 | 02099381-001 7 | Invoice | 01/12/2021 | 02/12/2021 | 2,264.58 | | 2,264.58 | 500-420-521 |
| Total 01122021: | | | | | | 2,264.58 | .00 | 2,264.58 | |
| Total 5300 Pacific Power/PacificCorp: | | | | | | 2,264.58 | .00 | 2,264.58 | |
| 5810 RG Smith Electric & Plumbing Inc | | | | | | | | | |
| 19559 | 1 | Service call | Invoice | 01/18/2021 | 02/17/2021 | 272.20 | | 272.20 | 100-900-520 |
| Total 19559: | | | | | | 272.20 | .00 | 272.20 | |
| Total 5810 RG Smith Electric & Plumbing Inc: | | | | | | 272.20 | .00 | 272.20 | |
| 6090 Security Alarm Corp. | | | | | | | | | |
| 932799 | 1 | security monitoring | Invoice | 01/06/2021 | 01/06/2021 | 552.54 | | 552.54 | 100-900-520 |
| Total 932799: | | | | | | 552.54 | .00 | 552.54 | |
| Total 6090 Security Alarm Corp.: | | | | | | 552.54 | .00 | 552.54 | |
| 6290 Smith-Wagar Brucker Consulting, LLC | | | | | | | | | |
| D1104 | 1 | Financial Consulting | Invoice | 01/19/2021 | 02/18/2021 | 375.00 | | 375.00 | 100-900-520 |
| Total D1104: | | | | | | 375.00 | .00 | 375.00 | |
| Total 6290 Smith-Wagar Brucker Consulting, LLC: | | | | | | 375.00 | .00 | 375.00 | |
| 7274 US Bank Equipment Finance | | | | | | | | | |
| 433055399 | 1 | Canon equipment | Invoice | 01/15/2021 | 01/31/2021 | 131.00 | | 131.00 | 100-900-520 |
| Total 433055399: | | | | | | 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 7274 US Bank Equipment Finance: | | | | | | 131.00 | .00 | 131.00 | |
| 7130 Verizon | | | | | | | | | |
| 9870627001 | 1 | Phone | Invoice | 01/06/2021 | 02/06/2021 | 65.18 | | 65.18 | 100-900-521 |
| 9870627001 | 2 | Phone | Invoice | 01/06/2021 | 02/06/2021 | 98.63 | | 98.63 | 510-430-521 |
| 9870627001 | 3 | Phone | Invoice | 01/06/2021 | 02/06/2021 | 98.65 | | 98.65 | 500-420-521 |
| Total 9870627001: | | | | | | 262.46 | .00 | 262.46 | |
| Total 7130 Verizon: | | | | | | 262.46 | .00 | 262.46 | |
| Total : | | | | | | 15,893.53 | 00 | 15,893.53 | |
| Grand Totals: | | | | | | 15,893.53 | .00 | 15,893.53 | |

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1/27/21

Summary by General Ledger Account Number

| GL Account Number | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 100-100-51010 | 1,317.67 | .00 | 1,317.67 |
| 100-200-51010 | 82.35 | .00 | 82.35 |
| 100-300-51010 | 494.13 | .00 | 494.13 |
| 100-300-52109 | 25.43 | .00 | 25.43 |
| 100-900-52012 | 272.20 | .00 | 272.20 |
| 100-900-52019 | 742.54 | .00 | 742.54 |
| 100-900-52023 | 131.00 | .00 | 131.00 |
| 100-900-52024 | 552.54 | .00 | 552.54 |
| 100-900-52102 | 125.00 | .00 | 125.00 |
| 100-900-52110 | 168.03 | .00 | 168.03 |
| 200-410-51010 | 411.77 | .00 | 411.77 |
| 500-420-51010 | 3,953.02 | .00 | 3,953.02 |
| 500-420-52011 | 2,600.00 | .00 | 2,600.00 |
| 500-420-52109 | 2,264.58 | .00 | 2,264.58 |
| 500-420-52110 | 182.02 | .00 | 182.02 |
| 510-430-51010 | 1,647.09 | .00 | 1,647.09 |
| 510-430-52104 | 190.80 | 00 | 190.80 |
| 510-430-52109 | 135.37 | .00 | 135.37 |
| 510-430-52110 | 268.57 | .00 | 268.57 |
| 520-440-51010 | 329.42 | 00 | 329.42 |
| Grand Totals: | 15,893.53 | .00 | 15,893.53 |

Summary by General Ledger Posting Period

| GL Posting Period | Debit | Credit | Net |
|-------------------|-----------|--------|-----------|
| 01/21 | 15,893.53 | .00 | 15,893.53 |
| Grand Totals: | 15,893.53 | .00 | 15,893.53 |



CODE COMPLIANCE

Willamette Valley Processors, LLC

End of Month

12/31/21 through 1/27/21

CSO Jerry Jackson

Hours Worked: 70 Hrs.

Complaint Total: **Monthly Case Load**

Citizen Complaints 0 Self-Initiated 7 Total Calls 7

| Case ID | Date/Time | Violation | Observed | Location | Notes |
|---------|-----------------|---|----------|----------------------------|--|
| A21-001 | 1/4/21 10:45 PM | Illegal Parking | Observed | 100 Block Columbia | Correction Notice - Towed as Repo |
| A21-002 | 1/5/21 9:14 AM | Illegal Parking | Observed | William R Carr new housing | Left a note on the car |
| A21-003 | 1/6/21 11:37 AM | Illegal dumping | Observed | Weigel & Dot | Unlicensed Vehicle 572 DRF |
| A21-004 | 1/19/21 9:39 AM | Illegal Parking/Basketball Hoop on street | Observed | 7257 Block Berg | Administration Warning |
| A21-005 | 1/25/21 9:20 AM | Car Accident | Observed | 6313 William R Carr | No car was here but there's glass all over the road so I stopped and investigated. |
| A21-006 | 1/25/21 9:35 AM | Illegal Parking | Observed | William R Carr new housing | Two vehicles parked in the dirt owned by the city |

Parking Report Total 0

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 4

Grass/Vegetation Warnings 0

Trash Container - 0

Basketball Hoop in street - 1

Parking: Accident was not present. Checked for damage only

City Assist:

- Emergency Management - Currently signing up students for 2021 for CEKI!
- Daily Patrol

Animal Control Total 0

Noise 0

Animal at large 0

Livestock/Dog Violations 0

Citizen Assist Total 0

Solid Waste/Littering - 1

Animal Control: 0



PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT
PERIOD: 12/20/2020 TO 1/20/2021

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 3,366,187 Million Gallons

Average Usage per Day 110k

WATER DISTRIBUTION REPORT

Maintenance Activity: Water demand is low. There are no leaks to report this month. Weather has been an issue and a few power outages did slow production, but we had plenty of storage and caught up quickly. Staff worked with contractors on upcoming water improvement projects.

Collected quarterly samples 1st quarter samples to be taken this month.

WASTEWATER TREATMENT REPORT

Flows into the WWTP continue to increase. We have had very heavy rains, but the wastewater plant has been working just fine with no issues. With increased flow more staff time is devoted to monitoring and making adjustments. We have begun discharging in November and have been keeping up with all flows, tests, labs and levels have been good with no issues to report.

Total Monthly Influent: 10.8 Million Gallons

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Leaves have not been an issue this year. Jeremy has done a very good job keeping storm drains clear. We have had no issues with heavy rains.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: Staff is aware of lots of branches down from the last storm. We are planning to have it all cleaned up by the first week in February.

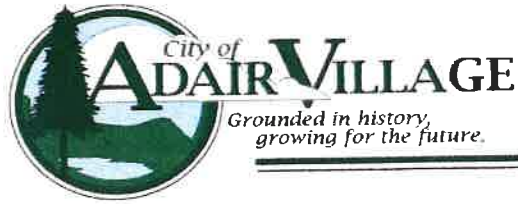
WATER TREATMENT PLANT

Maintenance Activity: The water plant is still running 3 days a week. We did replace one chemical feed pump. Staff greased and oiled all water pumps and motors.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant is doing good. Staff continues to monitor, report and complete all sampling and labs. Staff have had no issues to report with the increased flows.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT February 2, 2021 Council Meeting

Administration

- **UGB Expansion** – We are waiting for the Portland State population projections to come out in March before we begin the process.
- **ODFW** – I have talked with ODFW and they are looking into the option of being annexed into the city.
- **Tangent** – Update

Property/Businesses

- **Parks & Perpetuity** -We had a meeting last week with the federal parks department and we discussed the process for getting the downtown out of parks and perpetuity. I think we will be able to move through this process over the next nine months.
- **Republic Service** – We received a signed copy of the lease and have worked out all the details.
- **Bella's Pizzeria** – Paul and staff would like to thank the council for their consideration during these times.

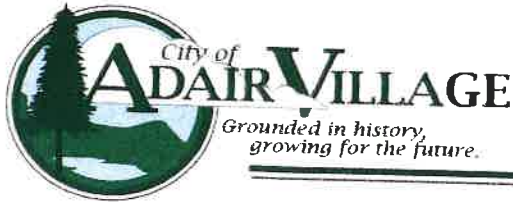
Major Projects/Engineering

- **Calloway Creek** – Phase 4 will be delayed because of wetlands issues on the parcel. They are hoping to begin construction on phase four spring of 2022.
- **William R. Carr Subdivision** – Brian is working on the last two houses, when construction is complete we will be putting new signs up for parking.
- **Water Plant** – The driveway and parking lot work is all completed, the only thing left for this year is the hand rails.
- **Pump Station** – The initial piping has been installed for the pump station and the rest of the work will be taking place over the next two weeks.

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 | |
| Call for Service | | | | | | | | | | |
| 122620 10:47:48 | 2020201430 | 1:18:54 | Miller | day | 1 | 2 | | | | PATROLLED STREETS & PARKS - NO CRIMINAL ACTIVITY OBSERVED. ONE CALL FOR SERVICE. TWO TRAFFIC STOPS - TWO WARNINGS. ONE CITIZEN CONTACT. |
| 122620 23:23:24 | 2020201769 | 1:29:50 | Gevatosky | grave | | 1 | | 1 | | 1 traffic stop. 1 Warrant Arrest. patrolled parks, businesses, schools/neighborhoods, new construction |
| 122720 13:22:36 | 2020201983 | 2:13:27 | Vaughn | day | | | | | | No Activity |
| 122820 04:54:07 | 2020202251 | 1:00:26 | Blaser | grave | 1 | | | | | 1 contact-in park after hours |
| 122920 13:10:00 | 2020202927 | 0:50:36 | Young | day | | | | | | No Activity |
| 123020 19:14:39 | 2020203564 | 1:03:04 | Lancaster | swing | | | 1 | | | One stop one citation for DWIS-Violation, Failure to carry proof of insurance |
| 123020 23:09:48 | 2020203679 | 0:56:08 | Drongesen | swing | | | | | | NO CRIMINAL ACTIVITY OBSERVED OR REPORTED |
| 123120 10:00:27 | 2020203841 | 1:14:55 | Gordon | day | | | | | | 0 stops, 0 calls for service |
| 123120 23:51:21 | 2020204322 | 2:03:29 | Hardison | grave | | | | | | NO ACTIVITY. |
| 010121 09:25:21 | 2021002003 | 1:00:18 | Bowers | day | | | | | | NO CALLS FOR SERVICE. |
| 010221 12:13:29 | 2021000793 | 0:58:30 | Miller | day | | | | | | TAGGED ALOHA BRAND TRAVEL TRAILER BELONGING TO DONALD SAVAGE FOR TOW AT ARNOLD AVENUE & BIRCH LANE (BCSO CASE #20-03395). HE KEEPS MOVING IT TO DIFFERENT LOCATIONS IN AND AROUND ADAIR VILLAGE. PATROLLED ROADS, STREETS, & PARK. NO CRIMINAL ACTIVITY OBSERVED OR REPORTED. |
| 010221 14:49:29 | 2021000870 | 0:59:43 | Gordon | day | | | | | | 0 calls, 0 contacts |
| 010321 05:16:51 | 2021001212 | 1:04:05 | Lovik | grave | | | | | | No activity |
| 010321 14:39:06 | 2021001416 | 0:48:51 | Vaughn | day | | | | | | No Activity |
| 010321 21:42:56 | 2021001558 | 1:04:16 | Williams | swing | 2 | 1 | | | | 2 citizen contacts, 1 traffic stop, warning |
| 010421 04:16:58 | 2021001669 | 1:07:08 | Lovik | grave | | | | | | No activity. |
| 010421 09:54:49 | 2021001770 | 0:55:29 | Young | day | | | | | | wrote a report, no criminal activity present. no stolen honda |
| 010521 14:25:13 | 2021002538 | 1:35:47 | Bottoirff | day | | | 2 | 1 | | No activity, no violations or crimes witnessed. Patrolled city streets, Adair Park ad Aerodome. |
| 010521 23:14:36 | 2021002786 | 1:17:35 | Blaser | grave | | | | | | 3 stops for speed, 1 cite & 2 warnings |
| 010621 04:38:25 | 2021002884 | 1:11:07 | Hardison | grave | | | | | | NO ACTIVITY. |
| 010721 03:59:19 | 2021003446 | 1:03:32 | Gevatosky | grave | | | | | | No Activity |
| 010721 06:41:43 | 2021003482 | 1:07:25 | Miller | day | | 2 | | | | PATROLLED ROADS, STREETS, & PARK. TWO TRAFFIC STOPS - TWO WARNINGS. NO CRIMINAL ACTIVITY OBSERVED OR REPORTED. |
| 010721 17:55:58 | 2021003858 | 1:07:13 | Hesseling | swing | | | | | | No Activity |
| 010721 19:59:20 | 2021003921 | 1:41:09 | Drongesen | swing | | | | | | No Activity |
| 010721 22:44:04 | 2021003999 | 1:00:51 | Lancaster | swing | | 1 | | | | One stop one warning |
| 010821 08:19:46 | 2021004153 | 1:01:39 | Bowers | day | 1 | | | | | one citizen contact. no calls for service. |
| 010821 17:20:00 | 2021004432 | 5:51:31 | Williams | swing | | | 1 | | | 1 stop, warning on lights. 1 call for service, No Contact Release Agreement-arrest. |
| 010821 21:35:47 | 2021004565 | 0:37:49 | Drongesen | swing | | | | | | NO CRIMINAL ACTIVITY OBSERVED |
| 010921 14:09:39 | 2021004947 | 0:25:53 | Gordon | day | | | | | | 0 activity |
| 011121 12:01:00 | 2021005970 | 0:40:00 | Young | day | | | | | | No Activity |
| 011321 11:28:48 | 2021007297 | 0:52:35 | Young | day | | | | | | No Activity |
| 011321 21:42:01 | 2021007650 | 3:26:47 | Weikel | grave | | | | | | No Activity |
| 011421 12:41:47 | 2021007989 | 0:58:11 | Bowers | day | 2 | | | | | no calls. 2 citizen contacts. |
| 011421 17:51:04 | 2021008199 | 0:30:03 | Lancaster | swing | | | | | | No Activity |
| 011421 22:58:31 | 2021008345 | 1:00:37 | Horn | swing | | | | | | 0 CFS#1 Contact#0 Traffic stops |
| 011521 14:37:21 | 2021008710 | 1:08:59 | Vaughn | day | 1 | | | | | NO VIOLATIONS. ONE CITIZEN CONTACT. |
| 011521 18:52:05 | 2021008846 | 1:35:35 | Drongesen | swing | | | | | | No Activity |
| 011521 21:43:00 | 2021008932 | 1:00:13 | Hesseling | swing | | | | | | No Activity |
| 011721 00:52:34 | 2021009596 | 1:06:46 | Blaser | grave | | 1 | | | | 1 warning for speed |



STAFF REPORT
Attachment G – Financial Report
 February 2, 2021 Council Meeting

Totals - Income shown for Fiscal Year 2020-2021 is \$3,854,728.27 and Expenses are \$1,341,811.89 which shows a Net Income of \$2,512,916.38 for all funds.

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

| Fund | Income | Expenses | % of Budget | Difference |
|--------------|-----------------------|-----------------------|--------------------|-----------------------|
| General | 811,682.58 | 368,663.47 | 48.30% | 443,019.11 |
| Streets | 129,801.99 | 28,472.14 | 17.20% | 101,329.85 |
| Water | 1,179,119.13 | 520,990.92 | 39.00% | 658,128.21 |
| Wastewater | 456,327.71 | 394,268.39 | 13.90% | 62,059.32 |
| Storm Drain | 29,875.40 | 14,420.97 | 46.20% | 15,454.43 |
| SDC Fund | 1,124,625.00 | 0.00 | 0.00% | 1,124,625.00 |
| Reserve | 123,296.46 | 14,996.00 | 13.80% | 108,300.46 |
| TOTAL | \$3,854,728.27 | \$1,341,811.89 | | \$2,512,916.38 |

We have approximately **\$2,508,997.68** in the Local Government Investment Pool (LGIP). In December we had **\$2,495,673.37**. Last year at this time we had **\$1,133,001.82**.

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------------------|------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| General Fund | | | | | |
| General Fund | | | | | |
| 100-000-40000 | Beginning Fund Balance | 200,500.00 | 400,000.00 | 199,500.00- | 199.5% |
| 100-000-40001 | Property Taxes - Current | 140,000.00 | 171,371.12 | 31,371.12- | 122.4% |
| 100-000-40002 | Property Taxes - Prior Year | 2,500.00 | 181.61 | 2,318.39 | 7.3% |
| 100-000-41010 | Revenue Sharing | 9,500.00 | 5,102.51 | 4,397.49 | 53.7% |
| 100-000-41020 | Cigarette Taxes | 1,100.00 | 513.75 | 586.25 | 46.7% |
| 100-000-41030 | Liquor Taxes | 16,500.00 | 11,291.59 | 5,208.41 | 68.4% |
| 100-000-41100 | Tangent Contract | 119,100.00 | 52,994.68 | 66,105.32 | 44.5% |
| 100-000-41200 | Transient Lodging Tax | .00 | 5,000.00 | 5,000.00- | .00 |
| 100-000-42001 | Planning Fees | 10,000.00 | .00 | 10,000.00 | .00 |
| 100-000-42050 | Fees - Other | 4,000.00 | 7,390.00 | 3,390.00- | 184.8% |
| 100-000-42060 | SDC Administrative Fees | .00 | 10,780.00 | 10,780.00- | .00 |
| 100-000-43001 | Utility Franchise Fees | 50,000.00 | 32,744.67 | 17,255.33 | 65.5% |
| 100-000-46020 | Residential Rent Revenue | 21,600.00 | 12,321.23 | 9,278.77 | 57.0% |
| 100-000-46021 | Property Lease or Rent | 58,000.00 | 14,564.76 | 43,435.24 | 25.1% |
| 100-000-46023 | Building Lease | 32,000.00 | 6,034.00 | 25,966.00 | 18.9% |
| 100-000-46024 | Property Tax-Property Lease | 4,900.00 | .00 | 4,900.00 | .00 |
| 100-000-46027 | Utilities-Property Lease | 14,000.00 | .00 | 14,000.00 | .00 |
| 100-000-46028 | Room Rental | 120.00 | .00 | 120.00 | .00 |
| 100-000-46031 | Court Fees and Fines | .00 | .00 | .00 | .00 |
| 100-000-46032 | Ordinance Violation Fines | 1,500.00 | .00 | 1,500.00 | .00 |
| 100-000-46055 | Refunds | 200.00 | 5,895.42 | 5,695.42- | 2947.7 |
| 100-000-46057 | Miscellaneous | .00 | 95.30 | 95.30- | .00 |
| 100-000-47300 | Parks Grant | .00 | .00 | .00 | .00 |
| 100-000-47900 | COVID-19 Reimbursements | 50,000.00 | 50,000.00 | .00 | 100.0% |
| 100-000-48000 | Interest | 12,000.00 | 10,405.94 | 1,594.06 | 86.7% |
| 100-000-49500 | Transfer from Water Fund | .00 | .00 | .00 | .00 |
| 100-000-49530 | Transfer from SDC Fund | .00 | .00 | .00 | .00 |
| 100-000-49600 | Transfer from Reserve Fund | 14,996.00 | 14,996.00 | .00 | 100.0% |
| Total General Fund: | | 762,516.00 | 811,682.58 | 49,166.58- | 106.4% |
| City Administration | | | | | |
| 100-100-50010 | City Administrator | 64,020.00 | 35,135.99 | 28,884.01 | 54.9% |
| 100-100-50016 | Utility/Court Clerk | 7,918.00 | 4,689.01 | 3,228.99 | 59.2% |
| 100-100-50018 | Finance Clerk | 3,393.00 | 2,033.79 | 1,359.22 | 59.9% |
| 100-100-50025 | Summer Program Coordinator | .00 | .00 | .00 | .00 |
| 100-100-51010 | Employee Health Ins Benefits | 17,395.00 | 7,734.49 | 9,660.51 | 44.5% |
| 100-100-51020 | Retirement Benefits | 18,893.00 | 8,982.24 | 9,910.76 | 47.5% |
| 100-100-51030 | Employment Taxes | 10,411.00 | 2,783.84 | 7,627.16 | 26.7% |
| 100-100-52002 | Materials & Supplies | 200.00 | .00 | 200.00 | .00 |
| 100-100-52010 | Miscellaneous | .00 | .00 | .00 | .00 |
| 100-100-52013 | Travel and Training | 2,500.00 | .00 | 2,500.00 | .00 |
| 100-100-52014 | Vehicle Fuel & Maintenance | .00 | .00 | .00 | .00 |
| 100-100-52016 | Audit | .00 | .00 | .00 | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|------------------------------------|------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| 100-100-52017 | City Attorney | 15,000.00 | .00 | 15,000.00 | .00 |
| 100-100-52018 | Planning Consultant | 30,000.00 | .00 | 30,000.00 | .00 |
| 100-100-52019 | Contract Service | 24,000.00 | 14,000.00 | 10,000.00 | 58.3% |
| 100-100-52030 | Miscellaneous | 250.00 | .00 | 250.00 | .00 |
| 100-100-52101 | Banking Charges | .00 | .00 | .00 | .00 |
| 100-100-52102 | Dues | .00 | .00 | .00 | .00 |
| 100-100-52103 | Insurance | .00 | 2,153.60 | 2,153.60- | .00 |
| 100-100-52106 | Mileage | 250.00 | .00 | 250.00 | .00 |
| 100-100-52107 | Permits | .00 | .00 | .00 | .00 |
| 100-100-52108 | Postage | .00 | .00 | .00 | .00 |
| 100-100-53002 | Equipment Purchase | .00 | .00 | .00 | .00 |
| Total City Administration: | | 194,230.00 | 77,512.95 | 116,717.05 | 39.9% |
| Public Safety | | | | | |
| 100-200-50010 | City Administrator | 5,820.00 | 3,380.21 | 2,439.79 | 58.1% |
| 100-200-51010 | Employee Health Ins Benefits | 1,198.00 | 483.41 | 714.59 | 40.4% |
| 100-200-51020 | Retirement Benefits | 1,460.00 | 716.51 | 743.49 | 49.1% |
| 100-200-51030 | Employment Taxes | 804.00 | 202.47 | 601.53 | 25.2% |
| 100-200-52019 | Contract Service | 36,000.00 | 16,227.00 | 19,773.00 | 45.1% |
| 100-200-52103 | Insurance | .00 | 161.87 | 161.87- | .00 |
| Total Public Safety: | | 45,282.00 | 21,171.47 | 24,110.53 | 46.8% |
| Parks and Recreation | | | | | |
| 100-300-50025 | Summer Program Coordinator | 13,549.00 | .00 | 13,549.00 | .00 |
| 100-300-50054 | Utility Worker II | 12,620.00 | 6,386.56 | 6,233.44 | 50.6% |
| 100-300-50058 | Utility Worker I | .00 | .00 | .00 | .00 |
| 100-300-51010 | Employee Health Ins Benefits | 7,136.00 | 2,900.44 | 4,235.56 | 40.6% |
| 100-300-51020 | Retirement Benefits | 6,563.00 | 3,037.73 | 3,525.27 | 46.3% |
| 100-300-51030 | Employment Taxes | 3,617.00 | 1,115.11 | 2,501.89 | 30.8% |
| 100-300-52002 | Materials & Supplies | 400.00 | 1,141.67 | 741.67- | 285.4% |
| 100-300-52011 | System Maintenance & Repair | .00 | .00 | .00 | .00 |
| 100-300-52012 | Maintenance - Bldg & Parks | 1,000.00 | 906.89 | 93.11 | 90.7% |
| 100-300-52013 | Travel and Training | 500.00 | .00 | 500.00 | .00 |
| 100-300-52014 | Vehicle Fuel & Maintenance | .00 | .00 | .00 | .00 |
| 100-300-52019 | Contract Service | 800.00 | .00 | 800.00 | .00 |
| 100-300-52022 | Equipment Maintenance | 200.00 | 1,039.16 | 839.16- | 519.6% |
| 100-300-52023 | Equipment Rental/Lease | 100.00 | .00 | 100.00 | .00 |
| 100-300-52025 | Small Equipment Purchase | 200.00 | 3,663.23 | 3,463.23- | 1831.6% |
| 100-300-52026 | Non-capital Improvements | .00 | .00 | .00 | .00 |
| 100-300-52030 | Miscellaneous | 500.00 | .00 | 500.00 | .00 |
| 100-300-52103 | Insurance | 1,000.00 | 1,157.21 | 157.21- | 115.7% |
| 100-300-52106 | Mileage | 100.00 | .00 | 100.00 | .00 |
| 100-300-52108 | Postage | 75.00 | .00 | 75.00 | .00 |
| 100-300-52109 | Utilities | 750.00 | 152.58 | 597.42 | 20.3% |
| 100-300-52111 | Parks-Events | 2,000.00 | .00 | 2,000.00 | .00 |
| 100-300-52112 | Parks - Youth Activities | 6,000.00 | .00 | 6,000.00 | .00 |
| 100-300-53001 | Improvements - Bldg & Parks | 1,500.00 | .00 | 1,500.00 | .00 |
| 100-300-53002 | Equipment Purchase | 1,250.00 | .00 | 1,250.00 | .00 |
| 100-300-55600 | Transfer to Reserve Fund | 5,000.00 | 5,000.00 | .00 | 100.0% |
| Total Parks and Recreation: | | 64,860.00 | 26,500.58 | 38,359.42 | 40.9% |
| Non-departmental | | | | | |
| 100-900-51030 | Employment Taxes | .00 | .00 | .00 | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| 100-900-52002 | Materials & Supplies | 3,500.00 | 5,953.05 | 2,453.05- | 170.1% |
| 100-900-52010 | Legal Notices | 1,500.00 | 719.00 | 781.00 | 47.9% |
| 100-900-52012 | Maintenance - Bldg & Parks | 5,000.00 | 5,826.19 | 826.19- | 116.5% |
| 100-900-52013 | Travel and Training | .00 | .00 | .00 | .00 |
| 100-900-52014 | Vehicle Fuel & Maintenance | 200.00 | 14.72 | 185.28 | 7.4% |
| 100-900-52015 | Security Alarm | .00 | .00 | .00 | .00 |
| 100-900-52016 | Audit | 2,850.00 | 1,140.00 | 1,710.00 | 40.0% |
| 100-900-52017 | City Attorney | .00 | 5,359.70 | 5,359.70- | .00 |
| 100-900-52019 | Contract Service | 70,000.00 | 43,362.00 | 26,638.00 | 61.9% |
| 100-900-52020 | Engineering Consultant | .00 | 16,216.82 | 16,216.82- | .00 |
| 100-900-52021 | Transit | 20,000.00 | 3,133.87 | 16,866.13 | 15.7% |
| 100-900-52022 | Equipment Maintenance | 4,500.00 | 733.00 | 3,767.00 | 16.3% |
| 100-900-52023 | Equipment Rental/Lease | 500.00 | 11,519.83 | 11,019.83- | 2304.0 |
| 100-900-52024 | Security Alarm | 800.00 | 552.54 | 247.46 | 69.1% |
| 100-900-52025 | Small Equipment Purchase | 1,200.00 | .00 | 1,200.00 | .00 |
| 100-900-52026 | Non-capital Improvements | .00 | .00 | .00 | .00 |
| 100-900-52030 | Miscellaneous | 2,500.00 | 50.59 | 2,550.59 | -2.0% |
| 100-900-52031 | CERT Expenditures | .00 | 3,710.93 | 3,710.93- | .00 |
| 100-900-52101 | Banking Charges | 750.00 | .55 | 749.45 | 0.1% |
| 100-900-52102 | Dues | 5,250.00 | 5,265.42 | 15.42- | 100.3% |
| 100-900-52103 | Insurance | 6,150.00 | 6,774.69 | 624.69- | 110.2% |
| 100-900-52108 | Postage | 2,500.00 | 1,893.80 | 806.20 | 67.8% |
| 100-900-52109 | Utilities | 22,200.00 | 10,164.91 | 12,035.09 | 45.8% |
| 100-900-52110 | Telephones | 4,600.00 | 2,527.84 | 2,072.16 | 55.0% |
| 100-900-52111 | Mayor & Council Expenses | 1,000.00 | .00 | 1,000.00 | .00 |
| 100-900-52113 | Election Fees | 1,000.00 | .00 | 1,000.00 | .00 |
| 100-900-52114 | Software Hosting Fees | 4,824.00 | 2,721.60 | 2,102.40 | 56.4% |
| 100-900-52115 | Tangent Expenditures | 12,000.00 | .00 | 12,000.00 | .00 |
| 100-900-52197 | Utilities - Rentals | .00 | .00 | .00 | .00 |
| 100-900-52199 | Property Taxes | 9,000.00 | 7,853.27 | 1,146.73 | 87.3% |
| 100-900-52220 | Residential Rental-related Exp | .00 | .00 | .00 | .00 |
| 100-900-52800 | COVID-19 Expenses | 50,000.00 | 37,388.48 | 12,611.52 | 74.8% |
| 100-900-52900 | Insurance Reimbursed Expense | .00 | 6,570.03 | 6,570.03- | .00 |
| 100-900-53001 | Improvements - Bldg & Parks | 4,000.00 | .00 | 4,000.00 | .00 |
| 100-900-53002 | Equipment Purchase | 7,500.00 | .00 | 7,500.00 | .00 |
| 100-900-53003 | Barracks Improvements | .00 | 5,315.99 | 5,315.99- | .00 |
| 100-900-53004 | Land Purchase | .00 | .00 | .00 | .00 |
| 100-900-54006 | Barracks Loan Payment | 22,254.00 | 11,126.83 | 11,127.17 | 50.0% |
| 100-900-55500 | Transfer to Water Fund | 9,577.00 | 9,577.00 | .00 | 100.0% |
| 100-900-55510 | Transfer to Wastewater Fund | .00 | .00 | .00 | .00 |
| 100-900-55530 | Transfer to SDC Fund | 38,307.00 | 38,307.00 | .00 | 100.0% |
| 100-900-55600 | Transfer to Reserve Fund | .00 | .00 | .00 | .00 |
| Total Non-departmental: | | 313,462.00 | 243,478.47 | 69,983.53 | 77.7% |
| Contingency | | | | | |
| 100-998-58000 | Contingency | 74,000.00 | .00 | 74,000.00 | .00 |
| Total Contingency: | | 74,000.00 | .00 | 74,000.00 | .00 |
| Ending Fund Balance | | | | | |
| 100-999-59000 | Reserve for Future Expenditure | 70,682.00 | .00 | 70,682.00 | .00 |
| Total Ending Fund Balance: | | 70,682.00 | .00 | 70,682.00 | .00 |
| General Fund Revenue Total: | | 762,516.00 | 811,682.58 | 49,166.58- | 106.4% |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------|---------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| | General Fund Expenditure Total: | 762,516.00 | 368,663.47 | 393,852.53 | 48.3% |
| | Net Total General Fund: | .00 | 443,019.11 | 443,019.11- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|---------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Street Fund | | | | | |
| Street Fund | | | | | |
| 200-000-40000 | Beginning Fund Balance | 105,000.00 | 100,000.00 | 5,000.00 | 95.2% |
| 200-000-41040 | Highway Apportionment | 60,000.00 | 29,801.99 | 30,198.01 | 49.7% |
| 200-000-46057 | Miscellaneous | 200.00 | .00 | 200.00 | .00 |
| 200-000-48000 | Interest | .00 | .00 | .00 | .00 |
| Total Street Fund: | | 165,200.00 | 129,801.99 | 35,398.01 | 78.6% |
| Public Works - Streets | | | | | |
| 200-410-50010 | City Administrator | .00 | 409.33 | 409.33- | .00 |
| 200-410-50018 | Finance Clerk | 1,131.00 | 677.93 | 453.07 | 59.9% |
| 200-410-50050 | Public Works Supervisor | 6,176.00 | 3,685.11 | 2,490.89 | 59.7% |
| 200-410-50052 | Utility Worker III | 4,890.00 | 2,894.55 | 1,995.45 | 59.2% |
| 200-410-50054 | Utility Worker II | 2,103.00 | 1,177.73 | 925.27 | 56.0% |
| 200-410-50058 | Utility Worker I | .00 | .00 | .00 | .00 |
| 200-410-51010 | Employee Health Ins Benefits | 5,380.00 | 2,417.04 | 2,962.96 | 44.9% |
| 200-410-51020 | Retirement Benefits | 3,586.00 | 1,894.17 | 1,691.83 | 52.8% |
| 200-410-51030 | Employment Taxes | 1,976.00 | 869.98 | 1,106.02 | 44.0% |
| 200-410-52002 | Materials & Supplies | .00 | .00 | .00 | .00 |
| 200-410-52011 | System Maintenance & Repair | .00 | .00 | .00 | .00 |
| 200-410-52016 | Audit | 950.00 | .00 | 950.00 | .00 |
| 200-410-52017 | City Attorney | .00 | .00 | .00 | .00 |
| 200-410-52019 | Contract Service | 1,500.00 | .00 | 1,500.00 | .00 |
| 200-410-52020 | Engineering Consultant | .00 | .00 | .00 | .00 |
| 200-410-52022 | Equipment Maintenance | .00 | .00 | .00 | .00 |
| 200-410-52023 | Equipment Rental/Lease | 250.00 | .00 | 250.00 | .00 |
| 200-410-52024 | Street Sweeping | 6,000.00 | 1,800.00 | 4,200.00 | 30.0% |
| 200-410-52027 | Street Signs | .00 | .00 | .00 | .00 |
| 200-410-52030 | Miscellaneous | 100.00 | 593.75 | 493.75- | 593.8% |
| 200-410-52102 | Dues | .00 | .00 | .00 | .00 |
| 200-410-52103 | Insurance | 3,800.00 | 5,132.95 | 1,332.95- | 135.1% |
| 200-410-52109 | Utilities | 11,000.00 | 6,266.00 | 4,734.00 | 57.0% |
| 200-410-52114 | Software Hosting Fees | 804.00 | 453.60 | 350.40 | 56.4% |
| 200-410-53001 | Street Maintenance | .00 | .00 | .00 | .00 |
| 200-410-53002 | Equipment Purchase | .00 | .00 | .00 | .00 |
| 200-410-55600 | Transfer to Reserve Fund | 200.00 | 200.00 | .00 | 100.0% |
| Total Public Works - Streets: | | 49,846.00 | 28,472.14 | 21,373.86 | 57.1% |
| Contingency | | | | | |
| 200-998-58000 | Contingency | 8,600.00 | .00 | 8,600.00 | .00 |
| Total Contingency: | | 8,600.00 | .00 | 8,600.00 | .00 |
| Ending Fund Balance | | | | | |
| 200-999-59000 | Reserve for Future Expenditure | 106,754.00 | .00 | 106,754.00 | .00 |
| Total Ending Fund Balance: | | 106,754.00 | .00 | 106,754.00 | .00 |
| Street Fund Revenue Total: | | 165,200.00 | 129,801.99 | 35,398.01 | 78.6% |
| Street Fund Expenditure Total: | | 165,200.00 | 28,472.14 | 136,727.86 | 17.2% |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------|------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| | Net Total Street Fund: | .00 | 101,329.85 | 101,329.85- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|-----------------------------|-------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Water Fund | | | | | |
| Water Fund | | | | | |
| 500-000-40000 | Beginning Fund Balance | 737,500.00 | 825,000.00 | 87,500.00 | 111.9% |
| 500-000-42010 | New Accounts | .00 | .00 | .00 | .00 |
| 500-000-42020 | New Connections | 2,000.00 | 4,400.00 | 2,400.00 | 220.0% |
| 500-000-42032 | Water Metered Fees | 330,000.00 | 330,681.24 | 681.24 | 100.2% |
| 500-000-42035 | Reconnect Fees | 2,000.00 | .00 | 2,000.00 | .00 |
| 500-000-42035 | Water Outside Assessments | 250,000.00 | .00 | 250,000.00 | .00 |
| 500-000-42045 | Utility Deposit | 4,000.00 | 6,390.00 | 2,390.00 | 159.8% |
| 500-000-46030 | Fees - Other | 500.00 | .00 | 500.00 | .00 |
| 500-000-46055 | Refunds | 1,000.00 | .00 | 1,000.00 | .00 |
| 500-000-46057 | Miscellaneous | .00 | 3,070.89 | 3,070.89 | .00 |
| 500-000-48000 | Interest | .00 | .00 | .00 | .00 |
| 500-000-49010 | IFA Water Loan | .00 | .00 | .00 | .00 |
| 500-000-49100 | Transfer in from General Fund | 9,577.00 | 9,577.00 | .00 | 100.0% |
| 500-000-49600 | Transfer from Reserve | .00 | .00 | .00 | .00 |
| Total Water Fund: | | 1,336,577.00 | 1,179,119.13 | 157,457.87 | 88.2% |
| Public Works - Water | | | | | |
| 500-420-50010 | City Administrator | 34,920.00 | 21,100.23 | 13,819.77 | 60.4% |
| 500-420-50016 | Utility/Court Clerk | 21,774.00 | 12,727.27 | 9,046.73 | 58.5% |
| 500-420-50018 | Finance Clerk | 11,311.00 | 6,779.27 | 4,531.73 | 59.9% |
| 500-420-50050 | Public Works Supervisor | 37,055.00 | 20,528.21 | 16,526.79 | 55.4% |
| 500-420-50052 | Utility Worker III | 26,893.00 | 15,920.17 | 10,972.83 | 59.2% |
| 500-420-50054 | Utility Worker II | 18,931.00 | 10,202.95 | 8,728.05 | 53.9% |
| 500-420-50058 | Utility Worker I | .00 | .00 | .00 | .00 |
| 500-420-51010 | Employee Health Ins Benefits | 53,435.00 | 23,203.47 | 30,231.53 | 43.4% |
| 500-420-51020 | Retirement Benefits | 37,842.00 | 18,938.69 | 18,903.31 | 50.0% |
| 500-420-51030 | Employment Taxes | 20,852.00 | 8,351.58 | 12,500.42 | 40.1% |
| 500-420-52001 | Chemicals | 30,000.00 | 6,971.79 | 23,028.21 | 23.2% |
| 500-420-52002 | Materials & Supplies | 1,000.00 | 22,195.20 | 21,195.20 | 2219.5 |
| 500-420-52010 | Publications-Legal Notices | 100.00 | .00 | 100.00 | .00 |
| 500-420-52011 | System Maintenance & Repair | 45,000.00 | 40,462.14 | 4,537.86 | 89.9% |
| 500-420-52013 | Travel and Training | 3,000.00 | .00 | 3,000.00 | .00 |
| 500-420-52014 | Vehicle Fuel & Maintenance | 5,500.00 | 2,225.33 | 3,274.67 | 40.5% |
| 500-420-52016 | Audit | 4,275.00 | 1,805.00 | 2,470.00 | 42.2% |
| 500-420-52017 | City Attorney | .00 | .00 | .00 | .00 |
| 500-420-52019 | Contract Service | 35,000.00 | 2,005.55 | 32,994.45 | 5.7% |
| 500-420-52020 | Engineering Consultant | 20,000.00 | 6,424.50 | 13,575.50 | 32.1% |
| 500-420-52022 | Equipment Maintenance | 2,000.00 | 1,758.27 | 241.73 | 87.9% |
| 500-420-52023 | Equipment Rental/Lease | 3,000.00 | .00 | 3,000.00 | .00 |
| 500-420-52025 | Small Equipment Purchase | 4,000.00 | 450.00 | 3,550.00 | 11.3% |
| 500-420-52030 | Miscellaneous | 2,000.00 | 86,269.50 | 84,269.50 | 4313.5 |
| 500-420-52101 | Banking Charges | 200.00 | 1,270.16 | 1,070.16 | 635.1% |
| 500-420-52102 | Dues | 3,000.00 | .00 | 3,000.00 | .00 |
| 500-420-52103 | Insurance | 8,500.00 | 17,133.48 | 8,633.48 | 201.6% |
| 500-420-52104 | Lab Analysis | 5,000.00 | 1,159.20 | 3,840.80 | 23.2% |
| 500-420-52105 | Refunds-Utility Deposit | 500.00 | 271.84 | 228.16 | 54.4% |
| 500-420-52106 | Mileage | .00 | .00 | .00 | .00 |
| 500-420-52107 | Permits | 1,000.00 | 380.00 | 620.00 | 38.0% |
| 500-420-52108 | Postage | 600.00 | .00 | 600.00 | .00 |
| 500-420-52109 | Utilities | 33,000.00 | 18,191.18 | 14,808.82 | 55.1% |
| 500-420-52110 | Telephones | 3,400.00 | 1,670.39 | 1,729.61 | 49.1% |
| 500-420-52114 | Software Hosting Fees | 7,236.00 | 4,582.40 | 2,653.60 | 63.3% |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|-------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| 500-420-53001 | Equipment Purchase | 00 | .00 | .00 | .00 |
| 500-420-53002 | Equipment Purchase | 7,500.00 | .00 | 7,500.00 | .00 |
| 500-420-53003 | Capital Outlay | 00 | .00 | .00 | .00 |
| 500-420-53500 | Water System Improvements | 100,000.00 | 2,000.00 | 98,000.00 | 2.0% |
| 500-420-53501 | New Pump Station | 150,000.00 | 23,800.40 | 126,199.60 | 15.9% |
| 500-420-54001 | 1980 Water P & I | .00 | .00 | .00 | .00 |
| 500-420-54002 | 97 Water P & I | .00 | .00 | .00 | .00 |
| 500-420-54005 | IFA Loan Payment | 140,000.00 | 139,012.75 | 987.25 | 99.3% |
| 500-420-55100 | Transfer to General Fund | .00 | .00 | .00 | .00 |
| 500-420-55600 | Transfer to Reserve Fund | 3,200.00 | 3,200.00 | .00 | 100.0% |
| Total Public Works - Water: | | 881,024.00 | 520,990.92 | 360,033.08 | 59.1% |
| Contingency | | | | | |
| 500-998-58000 | Contingency | 85,000.00 | .00 | 85,000.00 | .00 |
| Total Contingency: | | 85,000.00 | .00 | 85,000.00 | .00 |
| Ending Fund Balance | | | | | |
| 500-999-59000 | Reserve for Future Expenditure | 370,553.00 | .00 | 370,553.00 | .00 |
| Total Ending Fund Balance: | | 370,553.00 | .00 | 370,553.00 | .00 |
| Water Fund Revenue Total: | | 1,336,577.00 | 1,179,119.13 | 157,457.87 | 88.2% |
| Water Fund Expenditure Total: | | 1,336,577.00 | 520,990.92 | 815,586.08 | 39.0% |
| Net Total Water Fund: | | .00 | 658,128.21 | 658,128.21- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Wastewater Fund | | | | | |
| Wastewater Fund | | | | | |
| 510-000-40000 | Beginning Fund Balance | 17,500.00 | 94,000.00 | 76,500.00- | 537.1% |
| 510-000-41100 | Tangent Contract | 30,000.00 | .00 | 30,000.00 | .00 |
| 510-000-42039 | Wastewater Fees | 235,600.00 | 160,745.60 | 124,854.40 | 56.3% |
| 510-000-42041 | OR DEQ Loan for WWFP | .00 | 618.11 | 618.11- | .00 |
| 510-000-42045 | Utility Deposit | .00 | .00 | .00 | .00 |
| 510-000-46030 | Fees - Other | .00 | .00 | .00 | .00 |
| 510-000-46055 | Refunds | .00 | .00 | .00 | .00 |
| 510-000-46057 | Miscellaneous | 1,000.00 | .00 | 1,000.00 | .00 |
| 510-000-49011 | OR DEQ Loan for WWFP | .00 | 83,849.00 | 83,849.00- | .00 |
| 510-000-49012 | 2020 Wastewater Loan | 2,500,000.00 | 117,115.00 | 2,382,885.00 | 4.7% |
| Total Wastewater Fund: | | 2,834,100.00 | 456,327.71 | 2,377,772.29 | 16.1% |
| Public Works - Wastewater | | | | | |
| 510-430-50010 | City Administrator | 8,730.00 | 5,981.23 | 2,748.77 | 68.5% |
| 510-430-50016 | Utility/Court Clerk | 8,908.00 | 5,459.34 | 3,448.66 | 61.3% |
| 510-430-50018 | Finance Clerk | 6,221.00 | 3,786.95 | 2,434.05 | 60.9% |
| 510-430-50050 | Public Works Supervisor | 15,440.00 | 10,795.18 | 4,644.82 | 69.9% |
| 510-430-50052 | Utility Worker III | 14,669.00 | 8,683.69 | 5,985.31 | 59.2% |
| 510-430-50054 | Utility Worker II | 6,310.00 | 3,533.14 | 2,776.86 | 56.0% |
| 510-430-50058 | Utility Worker I | .00 | .00 | .00 | .00 |
| 510-430-51010 | Employee Health Ins Benefits | 21,771.00 | 9,668.11 | 12,102.89 | 44.4% |
| 510-430-51020 | Retirement Benefits | 15,118.00 | 7,724.21 | 7,393.79 | 51.1% |
| 510-430-51030 | Employment Taxes | 8,330.00 | 3,479.80 | 4,850.20 | 41.8% |
| 510-430-52001 | Chemicals | 4,500.00 | 6,812.79 | 2,312.79- | 151.4% |
| 510-430-52002 | Materials & Supplies | 500.00 | 21.17 | 478.83 | 4.2% |
| 510-430-52003 | Janitorial Supplies | .00 | .00 | .00 | .00 |
| 510-430-52009 | Uniforms | .00 | .00 | .00 | .00 |
| 510-430-52010 | Publications-Legal Notices | 250.00 | .00 | 250.00 | .00 |
| 510-430-52011 | System Maintenance & Repair | 75,000.00 | 7,791.53 | 67,208.47 | 10.4% |
| 510-430-52013 | Travel and Training | 1,000.00 | 199.00 | 801.00 | 19.9% |
| 510-430-52014 | Vehicle Fuel & Maintenance | 3,300.00 | .00 | 3,300.00 | .00 |
| 510-430-52016 | Audit | 1,425.00 | 1,805.00 | 380.00- | 126.7% |
| 510-430-52017 | City Attorney | .00 | .00 | .00 | .00 |
| 510-430-52019 | Contract Service | 2,200.00 | 248.15 | 1,951.85 | 11.3% |
| 510-430-52020 | Engineering Consultant | .00 | 237,552.32 | 237,552.32- | .00 |
| 510-430-52022 | Equipment Maintenance | 1,500.00 | .00 | 1,500.00 | .00 |
| 510-430-52023 | Equipment Rental/Lease | .00 | .00 | .00 | .00 |
| 510-430-52030 | Miscellaneous | 1,000.00 | .00 | 1,000.00 | .00 |
| 510-430-52101 | Banking Charges | 500.00 | 584.13 | 84.13- | 116.8% |
| 510-430-52102 | Dues | 100.00 | 280.00 | 180.00- | 280.0% |
| 510-430-52103 | Insurance | 6,200.00 | 10,968.50 | 4,768.50- | 176.9% |
| 510-430-52104 | Lab Analysis | 4,000.00 | 1,031.40 | 2,968.60 | 25.8% |
| 510-430-52105 | Refunds-Utility Deposit | .00 | 181.22 | 181.22- | .00 |
| 510-430-52106 | Mileage | 500.00 | .00 | 500.00 | .00 |
| 510-430-52107 | Permits | 2,200.00 | 714.00 | 1,486.00 | 32.5% |
| 510-430-52108 | Postage | 550.00 | .00 | 550.00 | .00 |
| 510-430-52109 | Utilities | 8,200.00 | 4,121.60 | 4,078.40 | 50.3% |
| 510-430-52110 | Telephones | 2,500.00 | 1,055.83 | 1,444.12 | 42.2% |
| 510-430-52114 | Software Hosting Fees | 2,412.00 | 1,360.80 | 1,051.20 | 56.4% |
| 510-430-53002 | Equipment Purchase | 7,500.00 | .00 | 7,500.00 | .00 |
| 510-430-53005 | Wastewater System Improvements | 2,500,000.00 | 37,315.25 | 2,462,684.75 | 1.5% |
| 510-430-54003 | 97 Wastewater P & I | .00 | .00 | .00 | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| 510-430-54004 | OR DEQ Loan Repayment | 30,000.00 | 22,714.00 | 7,286.00 | 75.7% |
| 510-430-55800 | Transfer to Reserve Fund | 400.00 | 400.00 | .00 | 100.0% |
| Total Public Works - Wastewater: | | 2,761,234.00 | 394,268.39 | 2,366,965.61 | 14.3% |
| Contingency | | | | | |
| 510-998-58000 | Contingency | 38,000.00 | .00 | 38,000.00 | .00 |
| Total Contingency: | | 38,000.00 | .00 | 38,000.00 | .00 |
| Ending Fund Balance | | | | | |
| 510-999-59000 | Reserve for Future Expenditure | 34,866.00 | .00 | 34,866.00 | .00 |
| Total Ending Fund Balance: | | 34,866.00 | .00 | 34,866.00 | .00 |
| Wastewater Fund Revenue Total: | | 2,834,100.00 | 456,327.71 | 2,377,772.29 | 16.1% |
| Wastewater Fund Expenditure Total: | | 2,834,100.00 | 394,268.39 | 2,439,831.61 | 13.9% |
| Net Total Wastewater Fund: | | .00 | 62,059.32 | 62,059.32- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|--|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Storm Drain Fund | | | | | |
| Storm Drain Fund | | | | | |
| 520-000-40000 | Beginning Fund Balance | 6,000.00 | 12,000.00 | 6,000.00- | 200.0% |
| 520-000-42040 | Storm Drain Fees | 25,000.00 | 17,875.40 | 7,124.60 | 71.5% |
| 520-000-46057 | Miscellaneous | 200.00 | .00 | 200.00 | .00 |
| Total Storm Drain Fund: | | 31,200.00 | 29,875.40 | 1,324.60 | 95.8% |
| Public Works - Storm Drain | | | | | |
| 520-440-50010 | City Administrator | 2,910.00 | 1,597.92 | 1,312.08 | 54.9% |
| 520-440-50016 | Utility/Court Clerk | 990.00 | 569.38 | 420.62 | 57.5% |
| 520-440-50018 | Finance Clerk | 566.00 | 280.60 | 285.40 | 49.6% |
| 520-440-50050 | Public Works Supervisor | 3,088.00 | 1,842.56 | 1,245.44 | 59.7% |
| 520-440-50052 | Utility Worker III | 2,445.00 | 1,447.30 | 997.70 | 59.2% |
| 520-440-50054 | Utility Worker II | 2,102.00 | 1,121.08 | 980.92 | 53.3% |
| 520-440-50058 | Utility Worker I | .00 | .00 | .00 | .00 |
| 520-440-51010 | Employee Health Ins Benefits | 4,411.00 | 1,933.62 | 2,477.38 | 43.8% |
| 520-440-51020 | Retirement Benefits | 3,035.00 | 1,597.61 | 1,437.39 | 52.6% |
| 520-440-51030 | Employment Taxes | 1,672.00 | 695.96 | 976.04 | 41.6% |
| 520-440-52002 | Materials & Supplies | 70.00 | .00 | 70.00 | .00 |
| 520-440-52010 | Publications-Legal Notices | .00 | .00 | .00 | .00 |
| 520-440-52011 | System Maintenance & Repair | 1,400.00 | .00 | 1,400.00 | .00 |
| 520-440-52013 | Travel and Training | .00 | .00 | .00 | .00 |
| 520-440-52014 | Vehicle Fuel & Maintenance | 200.00 | .00 | 200.00 | .00 |
| 520-440-52016 | Audit | .00 | .00 | .00 | .00 |
| 520-440-52017 | City Attorney | .00 | .00 | .00 | .00 |
| 520-440-52019 | Contract Service | 1,929.00 | 1,000.00 | 929.00 | 51.8% |
| 520-440-52020 | Engineering Consultant | .00 | 1,009.00 | 1,009.00- | .00 |
| 520-440-52022 | Equipment Maintenance | .00 | .00 | .00 | .00 |
| 520-440-52023 | Equipment Rental/Lease | 200.00 | .00 | 200.00 | .00 |
| 520-440-52101 | Banking Charges | .00 | .00 | .00 | .00 |
| 520-440-52102 | Dues | .00 | .00 | .00 | .00 |
| 520-440-52103 | Insurance | .00 | 872.34 | 872.34- | .00 |
| 520-440-52105 | Refunds-Utility Deposit | .00 | .00 | .00 | .00 |
| 520-440-52106 | Mileage | .00 | .00 | .00 | .00 |
| 520-440-52107 | Permits | .00 | .00 | .00 | .00 |
| 520-440-52108 | Postage | .00 | .00 | .00 | .00 |
| 520-440-52109 | Utilities | .00 | .00 | .00 | .00 |
| 520-440-52110 | Telephones | .00 | .00 | .00 | .00 |
| 520-440-52114 | Software Hosting Fees | 804.00 | 453.60 | 350.40 | 56.4% |
| 520-440-53002 | Equipment Purchase | .00 | .00 | .00 | .00 |
| 520-440-55600 | Transfer to Reserve Fund | .00 | .00 | .00 | .00 |
| Total Public Works - Storm Drain: | | 25,822.00 | 14,420.97 | 11,401.03 | 55.8% |
| Contingency | | | | | |
| 520-998-58000 | Contingency | .00 | .00 | .00 | .00 |
| Total Contingency: | | .00 | .00 | .00 | .00 |
| Ending Fund Balance | | | | | |
| 520-999-59000 | Reserve for Future Expenditure | 5,378.00 | .00 | 5,378.00 | .00 |
| Total Ending Fund Balance: | | 5,378.00 | .00 | 5,378.00 | .00 |
| Storm Drain Fund Revenue Total: | | 31,200.00 | 29,875.40 | 1,324.60 | 95.8% |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------|-------------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| | Storm Drain Fund Expenditure Total: | 31,200.00 | 14,420.97 | 16,779.03 | 46.2% |
| | Net Total Storm Drain Fund: | .00 | 15,454.43 | 15,454.43- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|---------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| System Development Fund | | | | | |
| System Development Fund | | | | | |
| 530-000-40000 | Beginning Fund Balance | 238,613.00 | 850,000.00 | 611,387.00- | 356.2% |
| 530-000-42140 | SDC Fees | 4,373.00 | .00 | 4,373.00 | .00 |
| 530-000-42141 | Park | 1,585.00 | 13,888.00 | 12,303.00- | 876.2% |
| 530-000-42142 | Street Imp. | 5,480.00 | 80,710.00 | 75,230.00- | 1472.8 |
| 530-000-42143 | Water Imp. | 30,265.00 | 94,260.00 | 63,995.00- | 311.4% |
| 530-000-42144 | WW Imp. | 15,675.00 | 43,190.00 | 27,515.00- | 275.5% |
| 530-000-42145 | Storm Drain Fees | 1,855.00 | 4,270.00 | 2,415.00- | 230.2% |
| 530-000-42243 | Water Reimbursement | 85.00 | .00 | 85.00 | .00 |
| 530-000-42244 | WW Reimbursement | 220.00 | .00 | 220.00 | .00 |
| 530-000-46030 | Fees - Other | .00 | .00 | .00 | .00 |
| 530-000-49100 | Transfer in from General Fund | 38,307.00 | 38,307.00 | .00 | 100.0% |
| Total System Development Fund: | | 336,458.00 | 1,124,625.00 | 788,167.00- | 334.3% |
| Department: 100 | | | | | |
| 530-100-55100 | Transfer to General Fund | .00 | .00 | .00 | .00 |
| Total Department: 100: | | .00 | .00 | .00 | .00 |
| Parks | | | | | |
| 530-300-53003 | Capital Outlay | .00 | .00 | .00 | .00 |
| Total Parks: | | .00 | .00 | .00 | .00 |
| Streets | | | | | |
| 530-410-53003 | Capital Outlay | .00 | .00 | .00 | .00 |
| Total Streets: | | .00 | .00 | .00 | .00 |
| Water | | | | | |
| 530-420-52020 | Engineering Consultant | .00 | .00 | .00 | .00 |
| 530-420-53003 | Capital Outlay | .00 | .00 | .00 | .00 |
| Total Water: | | .00 | .00 | .00 | .00 |
| Wastewater | | | | | |
| 530-430-53003 | Capital Outlay | .00 | .00 | .00 | .00 |
| Total Wastewater: | | .00 | .00 | .00 | .00 |
| Storm Drain | | | | | |
| 530-440-53003 | Capital Outlay | .00 | .00 | .00 | .00 |
| Total Storm Drain: | | .00 | .00 | .00 | .00 |
| Contingency | | | | | |
| 530-998-58000 | Contingency | .00 | .00 | .00 | .00 |
| Total Contingency: | | .00 | .00 | .00 | .00 |
| Ending Fund Balance | | | | | |
| 530-999-59000 | Reserve for Future Expenditure | 336,458.00 | .00 | 336,458.00 | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|----------------|--|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| | Total Ending Fund Balance: | 336,458.00 | .00 | 336,458.00 | .00 |
| | System Development Fund Revenue Total: | 336,458.00 | 1,124,625.00 | 788,167.00- | 334.3% |
| | System Development Fund Expenditure Total: | 336,458.00 | .00 | 336,458.00 | .00 |
| | Net Total System Development Fund: | .00 | 1,124,625.00 | 1,124,625.00- | .00 |

| Account Number | Account Title | 2020-21 Current year Budget | 2020-21 Current year Actual | 2020-21 Budget Remaining | 2020-21 Budget Used % |
|---------------------------------|--------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------------------|
| Reserve Fund | | | | | |
| Reserve Fund | | | | | |
| 600-000-40000 | Beginning Fund Balance | 99,496.00 | 114,496.46 | 15,000.46- | 115.1% |
| 600-000-49100 | Transfer from General Fund | 5,000.00 | 5,000.00 | .00 | 100.0% |
| 600-000-49200 | Transfer from Street Fund | 200.00 | 200.00 | .00 | 100.0% |
| 600-000-49500 | Transfer from Water Fund | 3,200.00 | 3,200.00 | .00 | 100.0% |
| 600-000-49510 | Transfer from Wastewater | 400.00 | 400.00 | .00 | 100.0% |
| 600-000-49520 | Transfer from Storm Drain Fund | .00 | .00 | .00 | .00 |
| Total Reserve Fund: | | 108,296.00 | 123,296.46 | 15,000.46- | 113.9% |
| Non-departmental | | | | | |
| 600-900-55100 | Transfer to General Fund | 14,996.00 | 14,996.00 | .00 | 100.0% |
| 600-900-55200 | Transfer to Street Fund | .00 | .00 | .00 | .00 |
| 600-900-55500 | Transfer to Water Fund | .00 | .00 | .00 | .00 |
| 600-900-55510 | Transfer to Wastewater Fund | .00 | .00 | .00 | .00 |
| 600-900-55520 | Transfer to Storm Drain Fund | .00 | .00 | .00 | .00 |
| Total Non-departmental: | | 14,996.00 | 14,996.00 | .00 | 100.0% |
| Contingency | | | | | |
| 600-998-58000 | Contingency | .00 | .00 | .00 | .00 |
| Total Contingency: | | .00 | .00 | .00 | .00 |
| Ending Fund Balance | | | | | |
| 600-999-59000 | Reserve for Future Expenditure | 93,300.00 | .00 | 93,300.00 | .00 |
| Total Ending Fund Balance: | | 93,300.00 | .00 | 93,300.00 | .00 |
| Reserve Fund Revenue Total: | | 108,296.00 | 123,296.46 | 15,000.46- | 113.9% |
| Reserve Fund Expenditure Total: | | 108,296.00 | 14,996.00 | 93,300.00 | 13.8% |
| Net Total Reserve Fund: | | .00 | 108,300.46 | 108,300.46- | .00 |
| Net Grand Totals: | | .00 | 2,512,916.38 | 2,512,916.38- | .00 |

Report Criteria:

- Print Fund Titles
- Page and Total by Fund
- Print Source Titles
- Total by Source
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks



South Coast Office
486 E Street
Coos Bay, OR 97420

Willamette Valley Office
213 Water Ave. NW, Suite 100
Albany, OR 97321

Rogue Valley Office
10558 Hwy 62, Suite B-1
Eagle Point, OR 97524

North Coast Office
609 SW Hurbert Street
Newport, OR 97365

PROPOSED SCOPE OF SERVICES

Date: January 28, 2021

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

From: Matt Wadlington, Regional Manager, Civil West Engineering Services, Inc.

RE: **Hospital Hill & Calloway Booster Waterline Replacement – Scope of Services**
Civil West Project Number: TBD

This document summarizes the proposed Civil West Engineering Services (CWES) scope of services for the development of a project to plan, design, and assist the City in replacing the watermain from the west side of HWY 99E, west of City Hall to the Hospital Hill Reservoir. The project will also include replacing the 6" line south to the Calloway Booster Station. At the intersection of these lines, flow meters will be installed to track flows in multiple directions.

Background Summary

The City of Adair owns and operates a potable water distribution system with the goal of delivering drinking water to its customers. The City has had several projects recently to improve the system reliability and capabilities. These improvements include the construction of two new one-million-gallon steel reservoirs on Voss Hill, improvements to the Water Treatment Plant, and improvements to the raw water intake on the Willamette River.

One of the primary liabilities of the City's water system is the vast distance that the treated water has to travel before it actually can be used by the residents and businesses in the City. If anything were to happen to that watermain (60 years old) it would leave the City relying on the Hospital Hill reservoir to supply water and pressure while repairs were being made to the supply line.

The watermain which feeds the Hospital Hill reservoir is also nearly 60 years old and crosses heavily forested area managed by the Oregon State University. The university has recently logged the trees in this section of the hillside this past summer. This presents a unique opportunity for the City to replace the watermain while the area is clear, prior to replanting.

In addition to replacing the original pipe to the reservoir, it is economical to also replace and upsize the waterline to the Calloway booster station. This will allow for the City to feed water further south along Arboretum Road to future developments and potential interconnections with other water providers.

Goal for the Project

The goal of this project is to assist the City in designing, bidding, and constructing the watermain replacement between to Hospital Hill Reservoir and the Calloway booster station. The project will include connection to the

existing watermain near 99E, across the highway from City Hall, replacing the waterline to the Calloway Subdivision booster station, and replacing the connection to the Blake Drive service line.

Part A – Task Description

The following tasks have been developed to present the action plan we will follow to complete this project. Each task has been assigned a certain number of man-hours for completion. While there may be many subtasks included within this action plan, only the major tasks are discussed below.

1. **Task 1 – Project Management and Administrative Services** – This task includes administrative and project management efforts related to the management of this project. This includes processing of paperwork and correspondence between Civil West and the City, coordination on financial matters, directing internal resources, meeting with staff on routine issues, preparing monthly project status reports, and other project management activities.
2. **Task 2 – Kickoff Meeting and Data Collection** – Under this task, we will administer a kickoff meeting where we will meet with the City operations and management staff to review the project, discuss the goals and objectives for the project, review the desired equipment and components, and generally discuss the desired endpoints for the project. The kickoff meeting will focus on ensuring that the City and the Engineer are entirely on the same page in terms of the construction limits and inclusions. This task includes an allowance for a GIS style survey existing valve and meter locations. Design will be largely based on known infrastructure and previous drawings.
3. **Task 3 – Design and Technical Specifications** – This task will include the production of design plans and technical specifications. Designs will meet the City of Adair Village design requirements as much as possible. Technical Specifications will be prepared for general conditions, trenching, pipeline and pipeline appurtenances. Other specifications will be prepared if needed. We will provide the City with an internal review at the 80%, and final design stages of the process.
4. **Task 4 – Preparation of Project Documents** – Under this task, we will develop bidding, contract, and other project documentation required to administer the project. This will include detailed bidding documents, contracts, general conditions, supplemental conditions, inspection and process forms, and other documents required for a successful bidding of the installation.
5. **Task 5 – Bid Phase Support** – Through this task, we will provide bid support services to assist the City securing a responsive contractor to complete the work. This will include assistance with the bid process, bid opening, document review, recommendations, contract administration and notice to proceed. We will utilize the Civil West online bidding environment which provides the City, and potential bidders, instant access to bid information, plan holder lists, addenda, bid results, and other information. If desired, we will administer a pre-bid conference for the project and will assist the City in the bid opening and review. Finally, we will process the contract documents, obtain insurance and other documentation, and when ready, issue a notice to proceed to the contractor.
6. **Task 6 – Construction Phase Support** – Under this task, we will provide construction phase support of the project. This will include administrative and management support for tracking the project budget, schedule, payment requests, coordination and general project oversight. This project will include resources for keeping the City informed and updated on project progress and keeping all parties on the same page. This task will include a pre-construction meeting, up to 10 site inspections during

City of Adair Village – Hospital Hill & Calloway Watermain Replacement – Engineering Scope of Services

construction, a final punch list inspection, and a final inspection for project closeout. If additional inspections are required, they will be invoiced on a time and material basis.

7. **Task 7 – Project Closeout Services** – Under this task, we will provide closeout services for the project that will cover construction, financial, and records issues. We will participate in final punch lists and quality control to confirm the work is complete, and we will work with the contractor to finalize all payment issues, change orders, and financial issues. Finally, we will prepare a project album complete with construction photos, inspection reports, and as-built drawings.
8. **Task 8 – Reimbursable/Direct Costs** – This item will cover direct reimbursable expenses anticipated for the project. These include reproduction and office expenses, and other reimbursable costs.

The following tasks are excluded from the scope of services described above. Should the City wish for any of these tasks to be included in the project scope, CWES is happy to provide a revised scope or scope amendment to allow for the completion of these tasks:

- Development of a GIS infrastructure map
- Environmental review and reporting
- Other water system improvements not listed in in the tasks above
- Topographic or boundary surveys
- Regulatory review support and/or permitting fees
- Operations and Maintenance Manual
- This project does NOT include crossing 99E. If it is determined that crossing the highway is in the interest of the City, additional fees will be required.

Part B: Project Fee Proposal

A summary of the proposed project budget is provided below:

| Task No. | Task Description | Proposed Total Fee |
|---|---------------------------------------|--------------------|
| 1 | Project Management and Administration | \$3,402 |
| 2 | Kickoff Meeting and Data Collection | \$4,822 |
| 3 | Design and Technical Specifications | \$15,874 |
| 4 | Preparation of Project Documents | \$6,796 |
| 5 | Bid Phase Support | \$6,266 |
| 6 | Construction Phase Support | \$11,628 |
| 7 | Project Closeout Services | \$5,228 |
| 8 | Project Reimbursables | \$400 |
| Total Proposed Engineering Budget: | | \$54,416 |

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 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.

Part C: Schedule

The project schedule presented below was developed assuming that the optional services would not be included in the project scope. A revised schedule will be provided if the City elects to have the optional tasks completed as part of this project.

- 1. Notice to proceed February 2020
- 2. Kickoff meeting scheduled..... February 2020
- 3. Investigatory phase completed March 2020
- 4. 75% design submittal for comments late May 2020
- 5. Final plans submitted for approval for bid to begin mid June 2020
- 6. Bid Phase July 2020
- 7. Contractor notice to proceed issued August 2020
- 8. Estimated contract length for project ~60 days (assumed)
- 9. Project completion estimated October 2020

The schedule above is a preliminary estimate only and can be modified to meet budgetary and scheduling constraints of the City and their other projects. The kickoff meeting will include a discussion of the desired project schedule.

We are prepared to begin this work on this important planning effort 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 the City agrees with this scope of work, please sign below and provide a copy to our office for our files. Thank you for this opportunity to provide these important services to the City of Adair Village.

Sincerely,
Civil West Engineering Services, Inc.



Matt Wadlington, P.E.
Principal/Willamette Valley Regional Manager

Authorized Signature to Approve Scope

Date

| Item No. | Description | Item Quantity | Units | Unit Price | Total Cost |
|---------------------------------------|--|---------------|-------|-------------|---------------------|
| <u>Hospital Hill Waterline</u> | | | | | |
| 1 | Mobilization | 1 | LS | \$14,740.00 | \$14,740.00 |
| 2 | Construction Facilities and Temp Control | 1 | LS | \$7,370.00 | \$7,370.00 |
| 3 | Demolition and Site Prep | 1 | LS | \$4,422.00 | \$4,422.00 |
| 4 | Connect to Existing | 2 | ea | \$4,000.00 | \$8,000.00 |
| 5 | 12" Gate Valve | 3 | ea | \$1,800.00 | \$5,400.00 |
| 6 | 12" HDPE Waterline | 1000 | lf | \$80.00 | \$80,000.00 |
| 7 | 6" Magnetic Flow Meter | 2 | ea | \$2,500.00 | \$5,000.00 |
| 8 | 4" magnetic Flow Meter | 1 | ea | \$2,000.00 | \$2,000.00 |
| 9 | Meter Vault | 3 | ea | \$5,000.00 | \$15,000.00 |
| 10 | Electric | 1 | LS | \$40,000.00 | \$40,000.00 |
| 11 | Landscape Restoration | 1 | LS | \$1,000.00 | \$1,000.00 |
| Construction Subtotal | | | | | \$182,932.00 |
| Engineering | | | | | \$36,586.40 |
| Contingency | | | | | \$36,586.40 |
| TOTAL COST | | | | | \$256,104.80 |

Calloway Booster Waterline

| | | | | | |
|------------------------------|--|------|----|-------------|---------------------|
| 12 | Mobilization | 1 | LS | \$11,560.00 | \$11,560.00 |
| 13 | Construction Facilities and Temp Control | 1 | LS | \$5,780.00 | \$5,780.00 |
| 14 | Demolition and Site Prep | 1 | LS | \$4,422.00 | \$4,422.00 |
| 15 | 12" Gate Valve | 2 | ea | \$1,800.00 | \$3,600.00 |
| 16 | 12" PVC Waterline | 1800 | lf | \$60.00 | \$108,000.00 |
| 17 | Connect to Existing | 1 | ea | \$4,000.00 | \$4,000.00 |
| 18 | Landscape Restoration | 1 | LS | \$4,000.00 | \$4,000.00 |
| Construction Subtotal | | | | | \$141,362.00 |
| Engineering | | | | | \$28,272.40 |
| Contingency | | | | | \$28,272.40 |
| TOTAL COST | | | | | \$197,906.80 |



Budget 2021-2022 Time Line & Process

| <u>Date</u> | <u>Action</u> |
|------------------------|---|
| Feb 2 nd | 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 13th |
| April 7 th | Budget Officer finalizes Draft Budget Document and forwards to Budget Committee Members for review |
| April 13 th | <p>First Budget Committee Meeting – 6:00 p.m. By Teleconference PH: (978) 990-5000 Access Code 423177</p> <ul style="list-style-type: none"> ▪ Elect Budget Committee Chair ▪ Discussion of Budget & Budget Message ▪ Public Hearing |
| May 4 th | <p>Second Budget Committee meeting – 6:00 p.m., before City Council meeting By Teleconference PH: (978) 990-5000 Access Code 423177</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 18 th | <p>Third Budget Committee Meeting – 6:00 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 1 st 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 1 st | <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 15 th | Special City Council Meeting, if necessary, to complete required work |
| July 15 th | Deadline for Filing Budget; and deadline to certify certain Resolutions |