

ADAIR VILLAGE CITY COUNCIL-Final
City Hall - 6030 Wm. R Carr Av.
******Tuesday, January 8, 2019 - 6:00 pm******

1. ROLL CALL – Flag Salute

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

- a. Minutes – City Council Meeting – December 4, 2018 (Attachment A)
- b. Bills List through – December 31, 2018 (Attachment B) – \$23,323.60

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

4. STAFF REPORTS:

- a) Community Service Officer (CSO) Report (Attachment C) Jerry Jackson
- b) Public Works (Attachment D) Pat Hare
- c) City Administrator (Attachment E) Pat Hare
- d) Sheriff's Report (Attachment F) Pat Hare
- e) Financial Report-Through December 31, 2018 (Attachments G, G-1) Pat Hare

5. OLD BUSINESS:

- a) Adair Village TSP (Attachment H) Pat Hare
Action: Discussion

6. NEW BUSINESS:

- a) Oath of Office (Bill Currier, Mayor, Alan Rowe, Bret Ray, Charline King) Nicole Real, Bill Currier
Action: Oath of Office
- b) Tobacco/Vape Ordinance (Attachment I,I1) Pat Hare
Action: Discussion
- c) Downtown Annexation (Attachment J Staff Report) Pat Hare
Action: Decision
- d) Appoint Planning Commission Member (Michael Longmire) Bill Currier
Action: Decision

7. ORDINANCES, RESOLUTIONS, AND PROCLAMATIONS:

- a) N/A

8. EXECUTIVE SESSION ORS 192.660 (i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- a) City Administrator Evaluation
Action: Discussion

9. COUNCIL and MAYOR COMMENTS:

10. ADJOURNMENT:

Next meetings -

City Council–Tuesday, February 5, 2019 6:00 PM
Planning Commission- Tuesday, January 22, 2019 6:00 PM

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

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

**ADAIR VILLAGE
CITY COUNCIL MINUTES
6030 William R. Carr Avenue**

****Tuesday, December 4, 2018 – 6:00 PM****

Agenda Item	Action
<p>1. Roll Call: City Council Members present: Councilors Real, Ray, King, Rowe and Mayor Currier were present. CA (City Administrator) Hare was present. Minutes were taken by CA Hare.</p>	<p>Mayor Currier called the meeting to order at 6:00 PM and led the flag salute.</p>
<p>2. Consent Calendar (Agenda Item 2). Minutes of November 5, 2018 City Council Meeting. Bills List through November 30, 2018, (\$157,421.42 total).</p>	<p>Councilor King moved to approve the Consent Calendar as presented. Councilor Real seconded. Unanimous Approval (5-0).</p>
<p>3. Public Comment (Agenda Item 3). None.</p>	
<p>4. Attachment C – Community Services Officer (Agenda Item 4a). Jerry Jackson, CSO, 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>6. Attachment E – City Administrator Report (Agenda Item 4c). CA Hare presented the report.</p> <p>Administration</p> <ul style="list-style-type: none"> • Planner Position – Pat Depa has started working for the City and is working with Don Driscoll to get up to speed. • New Accounting Software – We are hoping to begin transferring to the new system the beginning of March. Debbie and Karla will be going to Utah in January or February to begin the required training. <p>Property/Businesses</p> <ul style="list-style-type: none"> • AVIS – They are in the middle of trying to get a plan of action from DEQ. • Barracks – We are getting quotes and hope to be done with the inside by the end of summer. • Downtown Park – We would like to look for someone to help design a park for the downtown area and to come up with a rendering of what it would look like. <p>Major Projects/Engineering</p> <ul style="list-style-type: none"> • Calloway Creek – They have submitted their first building plans and are close to submitting for nine more. • Cornelius Property – Tim is going to resubmit his application in 	<p>Council received the report.</p>

<p>January or February.</p> <ul style="list-style-type: none"> • SCS Property – The City engineers and CA Hare met with the developers in a pre application meeting. They are proposing approximately 200 homes. They hope to submit an application in January or February. • William R. Carr Subdivision – Brian Donne is hoping to begin construction this spring. • Water Tanks – The City Attorney and CA Hare have been in contact with Western Surety Company, who holds the bond for the water tank project. The tanks will be emptied in December to inspect for any other issues before the warrant expires. 	
<p>7. Attachment F – Sheriff’s Report (Agenda Item 4d). CA Hare presented the report.</p>	<p>Council received the report.</p>
<p>8. Attachment G – Financial Report (Agenda Item 4e). CA Hare presented the report. Income is \$582,849.03 and expenses are \$540,405.07. The balance in the Local Government Investment Pool is approximately \$1,317,797.87, last year the balance was \$852,518.00.</p>	<p>Council received the report.</p>
<p>13. Council and Mayor Comments (Agenda Item 8):</p> <ul style="list-style-type: none"> • Mayor Currier – None. • Councilor Real – None. • Councilor King – None. • Councilor Ray – None. • Councilor Rowe – None. 	
<p>17 Adjournment: Next meeting- Council meeting on Tuesday, January 8, 2019 at 6:00 PM.</p>	<p>Mayor adjourned the meeting at PM. 7:30pm</p>

Mayor’s Approval

Date

2:48 PM
12/19/18

City of Adair Village
Unpaid Bills Detail
As of December 19, 2018

Type	Date	Num	Due Date	Aging	Open Balan...
Comcast					
Bill	12/18/2018	Dec 1...	12/30/2018		102.85
Total Comcast					102.85
De Lage Landen Financial Services, Inc.					
Bill	12/18/2018	6170...	12/28/2018		131.00
Total De Lage Landen Financial Services, Inc.					131.00
Edge Analytical Laboratories					
Bill	12/14/2018	Inv# 1...	12/24/2018		37.80
Total Edge Analytical Laboratories					37.80
Staples Credit Plan					
Bill	12/18/2018	Dece...	12/30/2018		419.29
Total Staples Credit Plan					419.29
Verizon					
Bill	12/18/2018	9819...	12/28/2018		225.67
Total Verizon					225.67
TOTAL					<u>916.61</u>

[Handwritten signature]
12/19/18

8:04 AM
12/13/18

City of Adair Village
Unpaid Bills Detail
As of December 13, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
American Business Software, Inc						
Bill	12/11/2018	Inv# 1...	12/21/2018		60.60	22685
Total American Business Software, Inc					60.60	
Bank of America						
Bill	12/6/2018	10/24...	12/16/2018		1,053.70	22686
Total Bank of America					1,053.70	
BRX, Inc.						
Bill	12/13/2018	PO#s...	12/23/2018		2,600.00	22687
Total BRX, Inc.					2,600.00	
Commercial Property Management						
Bill	12/11/2018	Dec 7...	12/21/2018		185.00	22688
Total Commercial Property Management					185.00	
Cornerstone Janitorial						
Bill	12/11/2018	Inv# 3...	12/21/2018		261.46	22689
Total Cornerstone Janitorial					261.46	
Edge Analytical Laboratories						
Bill	12/6/2018	Inv#1...	12/16/2018		153.00	
Bill	12/11/2018	Inv# 1...	12/21/2018		88.20	
Bill	12/11/2018	Inv# 1...	12/21/2018		153.00	
Total Edge Analytical Laboratories					394.20	22690
Oregon Department of Revenue						
Bill	12/6/2018	L078...	12/16/2018		297.00	22691
Total Oregon Department of Revenue					297.00	
Republic Services #452						
Bill	12/11/2018	0452-...	12/21/2018		34.25	
Bill	12/11/2018	0452-...	12/21/2018		33.95	
Total Republic Services #452					68.20	22692
RG Smith Electric & Plumbing Inc						
Bill	12/11/2018	Inv#1...	12/21/2018		8,000.00	22693
Total RG Smith Electric & Plumbing Inc					8,000.00	
Simply Payroll						
Bill	12/7/2018	inv# 1...	12/17/2018		93.80	22694
Total Simply Payroll					93.80	
Sunset Refrigeration & Commercial Appl In						
Bill	12/7/2018	Inv# 4...	12/17/2018		299.00	22695
Total Sunset Refrigeration & Commercial Appl In					299.00	
TOTAL					13,312.96	

12/13/18

11:57 AM
12/13/18

City of Adair Village
Unpaid Bills Detail
As of December 13, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
Kathy A Edmaiston Bill	12/13/2018	Janua...	12/23/2018		300.00	2269 07
Total Kathy A Edmaiston					300.00	
Pat Hare Bill	12/13/2018	Janua...	12/23/2018		1,000.00	2269 08
Total Pat Hare					1,000.00	
TOTAL					<u>1,300.00</u>	

JA 12/13/18

1:21 PM
12/04/18

City of Adair Village
Unpaid Bills Detail
As of December 4, 2018

Type	Date	Num	Due Date	Aging	Open Balan...	
Andrew and Laura Abell						
Bill	11/29/2018	Stm 1...	12/9/2018		79.23	
Total Andrew and Laura Abell					79.23	22676
Bark Place, Inc.						
Bill	12/4/2018	Stm 1...	12/10/2018		360.00	
Total Bark Place, Inc.					360.00	22677
Century Link						
Bill	12/4/2018	11/25...	12/14/2018		55.23	
Total Century Link					55.23	22678
Corvallis Rental Inc.						
Bill	11/29/2018	Stm 1...	12/9/2018		1,628.98	
Total Corvallis Rental Inc.					1,628.98	22679
Delapoer Kidd Attorneys at Law						
Bill	11/30/2018	Inv# 1...	12/10/2018		700.00	
Total Delapoer Kidd Attorneys at Law					700.00	22680
Edge Analytical Laboratories						
Bill	11/30/2018	Inv# 1...	12/10/2018		37.80	
Bill	12/4/2018	18-44...	12/14/2018		40.50	
Bill	12/4/2018	18-44...	12/14/2018		29.70	
Total Edge Analytical Laboratories					108.00	22681
JCI-Jones Chemicals Inc.						
Bill	11/29/2018	Inv#7...	12/9/2018		2,981.03	
Total JCI-Jones Chemicals Inc.					2,981.03	22682
NW Natural						
Bill	12/4/2018	1942...	12/13/2018		171.51	
Bill	12/4/2018	1407...	12/14/2018		35.05	
Total NW Natural					206.56	22683
Smith-Wagar Consulting						
Bill	12/4/2018	Inv# 4...	12/14/2018		1,675.00	
Total Smith-Wagar Consulting					1,675.00	22684
TOTAL					7,794.03	

[Handwritten signature]
12/4/18

Unpaid Bills	Date	Amount
	12/4/2018	\$7,794.03
	12/3/2018	\$1,300.00
	2/3/2018	\$13,312.96
	12/19/2018	\$916.61
Total		\$23,323.60



Willamette Valley Processors, LLC

End of Month

11/29/18 through 12/28/18

CSO	Jerry Jackson
Hours Worked:	66 Hrs.
Complaint Total:	Monthly Case Load Citizen Complaints 3 Self-Initiated 3 Total Calls 6
Cases	new cases, closed open

A18-192	11/28/18 10:46 AM	Parked in the grass	Observed	218 NE Azalea	Warning 507
A18-193	12/10/18 9:20 AM	Squatter staying in the city parking lot at night. He uses the wifi.	Complaint	City Hall Parking Lot	Verbal Warning, incident report sent to BCSO
A18-194	12/12/18 8:07 AM	Vehicle parked on lawn	Observed	Azalea	Parked for leaf pickup.
A18-195	12/17/18 9:27 AM	Abandoned Car	Complaint	182 NE Azalea	Towed
A18-196	12/17/18 9:49 AM	Inoperable and unlicensed vehicle	Observed	180th Block Azalea	Warning 0509
A18-197	12/19/18 10:20 AM	Utility trailer blocking the street	Complaint	4313 NE Holly Ln	Blocked the street

Parking Report Total

Wrong Way Driving 0

On yellow curb 0

Prohibited Parking 6

Grass/Vegetation Warnings

Citizen Assist Total 0

Trash Container - 0

Solid Waste/Littering - 0

Vacation assist/ 0

Animal Control: Sheriff's Office Animal Control Officer while cover calls by citizens in regard to Dogs at Large.

Parking: 6 including one impound

City Assist:

- Emergency Management - FEMA Train-the-trainer school for CERT (Emmitsburg, Md. (1-13-19 - 1-19-19) with Benton County.
- Daily Patrol
- Updated Nuisance Ordinance to current

Animal Control Total

Noise 0

Animal at large 0

Livestock/Dog Violations 0



**PUBLIC WORKS
OPERATIONS AND MAINTENANCE REPORT**

PERIOD: 11/20/2017 TO 12/20/2018

WATER USE / DISTRIBUTION REPORT

WATER USE REPORT

Water Produced: 5,421,005 Million Gallons

Average Usage per Day 180k

Water Loss:

WATER DISTRIBUTION REPORT

Maintenance Activity. One leak was reported and fixed on Barberry. Staff fixed and replaced one leaking meter on Calloway. Staff drained and prepped our NW tank for inspection.

Collected Monthly, Bacterial Sample: Results were clean.

Collected quarterly, First quarter samples for 2019 will be taken in the coming few weeks.

WASTEWATER TREATMENT REPORT

Flows are down for this time of year with less rain. Staff noticed on daily checks that one of our pumps at the park lift station was acting up. After trouble shooting the problem we decided to pull the pump and have it repaired at a pump shop. We are hoping to have the pump back within the next week and reinstall it.

Discharged: Discharge to the river has begun and will continue until the end of April.

STORM WATER COLLECTION SYSTEM REPORT

Maintenance Activity: Leaves are becoming less of an issue for the storm drains. We had one drain back up one morning but staff responded quickly to clear it. Staff will be finishing marking all the storm drains in the next few weeks.

STREETS MAINTENANCE REPORT

Maintenance Activity: Streets are in good shape.

CITY HALL / PARKS AND WETLANDS

Maintenance Activity: We did have one tree fall down during a wind storm. The City manager was able to remove the tree from Arnold and staff the following day cut it up and removed it.

WATER TREATMENT PLANT

Maintenance Activity: Demand is slowing and run times are still decreasing but since we are running off of one tank staff still has to run the plant Monday thru Friday.

WASTEWATER TREATMENT PLANT

Maintenance Activity: The wastewater treatment plant continues to run very well. All winter sampling for our discharging to the river has been excellent this year.

Completed by Matt Lydon, Public Works Supervisor



CITY ADMINISTRATOR'S REPORT January 8, 2019 Council Meeting

Administration

- **Nuisance Code** – Jerry and I have been working on cleaning some of the nuisance code up and taking the reference to the police out.
- **DLCD** – Pat Depa (New City Planner) and I met with DLCD to discuss the possibility of a UGB expansion to the South. It is DLCD recommendation that we wait until some of this building has taken place because we have too much buildable land in our inventory.
- **Budget** – Debbie and I will start preparing the budget over the next few months.
- **Audit** – The auditors asked for an extension Tanya had a death in the Family and Debbie was out as well. They already filed with the state and received the extension they will be done this month.

Property/Businesses

- **AVIS** –Sean Kidd had a phone conference with them and we are hopeful the cleanup will take place in 2019.
- **Barracks** – The electrical and plumbing rough in are complete, I'm working on getting door quotes, concrete, insulation and sheetrock.
- **Farm Foods, Sweet Taste, and Store** – All of our businesses seem to be doing ok, Jim Jones has been dealing with some health issues but business has been good. Linda mentioned that it was very slow through December. Paul and the store are doing well.

Major Projects/Engineering

- **Calloway Creek** –Chad Davis has begun construction of the first few houses, the county issued them 9 permits.
- **Cornelius Property**– Tim plans on moving forward with his UGB and development request they are hoping to submit the application sometime this month.
- **SCS Property** –I have not received on application from MSS Engineering yet.
- **William R. Carr Subdivision** – Braine Donne is hoping to begin construction this spring. He is looking at doing a performance bond for the site improvements.
- **Water Tanks** – The City attorney and I have been in communication with Western Surety Company who holds the bond for the water tank project. We inspected the first tank and had two different representatives from tank installers and are moving forward with possible solutions.

ADAIR VILLAGE PATROL

November 25, 2018 - December 24, 2018

Benton County Sheriff's Office - Adair Patrol Activity Log

Date	Case #	Total Time	*Shift	Deputy	Contacts	Traffic		Arrests		Ord. Viol.	Other
						Warn	Cite	Cite	Cust		
11/25/2018	4531	0.50	day	Bottoff	0						no activity
11/25/2018	4530	1.50	grave	Gevatosky	4	1					1 traffic stop for speed; patrolled from 1330-1500
11/26/2018	4514	1.00	grave	Bail	1						1 call for service for a man looking in trash cans along the curb of NE Columbia/NE William R Carr
11/26/2018	4548	1.00	day	Halahuni	0						no activity
11/27/2018	4575	1.00	grave	Lundy	0						patrolled city streets, parks and schools; no activity
11/27/2018	4576	1.00	swing	Williams	0						patrolled streets and parks from 0040-0140
11/27/2018	4583	1.00	day	Bowers	0						patrolled from 1015-1115; no calls for service
11/28/2018	4597	1.25	day	Gordon	0	1					patrolled from 0950-1105; 1 traffic stop for speed; no calls for service
11/29/2018	4628	2.00	swing	Blaser	0	3	1				4 traffic stops for speed between 2000-2200
11/29/2018	4615	1.50	grave	Drongesen	0	1					one warning for speed given between 0120-0300
11/30/2018	4637	1.00	day	Gordon	0						patrolled from 1100-1200; 1 call for service
11/30/2018	4640	1.00	day	Horn	3						death investigation
11/30/2018	4641	1.00	day	Bowers	3						1 call for service from 1315-1415
11/30/2018	4646	1.00	swing	Williams	0	1					1 stop for no headlights between 1740-1840
11/30/2018	4647	1.00	grave	Bail	0						patrolled hwy 99W speed enforcement, new construction, park and from 2250-2350;
12/1/2018	4649	2.00	grave	Iverson	0						patrolled from 0000-0200; no activity
12/1/2018	4650	0.75	day	Fontaine	0						patrolled from 1550-1635; no activity
12/1/2018	4661	1.25	day	Gordon	0						no calls for service from 1535-1650
12/1/2018	4652	2.00	swing	Moser	0						patrolled ryals subdivision, park, school, streets and businesses from 1700-1900
12/2/2018	4654	1.00	day	Lundy	2	1	1				1 citation for traffic violation outside city limits; 1 warning for speed; patrolled from 0920-1020
12/2/2018	4659	1.00	swing	Young	0	1	1				one warning for license plate light out; patrolled from 1730-1830
12/2/2018	4656	1.00	day	Pratt	0						patrolled from 1100-1200; no calls for service
12/3/2018	4586	1.00	day	Fontaine	2						patrolled from 1540-1640; two motorist checks
12/4/2018	4673	1.00	grave	Bail	0	1					one stop between 2300-0000; patrolled Hwy 99W, housing, new construction, and park
12/4/2018	4685	0.75	day	Fontaine	0						patrolled from 1040-1130; handled a swerving driving complaint
12/5/2018	4685	1.00	grave	Hardison	0	1					one warning for speed given between 0030-0130; patrolled street, highway, school, businesses, and construction site
12/5/2018	4702	1.00	day	Pratt	0						found purse at market parking lot, returned to its owner at BCSO; patrolled from 1100-1200
12/6/2018	4710	2.00	grave	B. Iverson	0						patrolled from 2330-0130; no activity
12/6/2018	4711	1.50	swing	Blaser	0	1					warning for speed between 0000-0130
12/6/2018	4712	1.00	grave	Weikel	0						patrolled streets, parks, school and business areas from 0530-0630
12/7/2018	4726	3.00	grave	Peterson	0						no activity between 2330-0230
12/7/2018	4731	1.00	day	Bowers	0						attempted to serve civil papers, drove through the park, and was dispatched to no calls for service between 1400-1500
12/8/2018	4738	1.00	swing	D. Iverson	0						patrolled from 0916-1019
12/8/2018	4741	1.00	day	Gordon	1						patrolled from 1550-1650; no calls for service
12/9/2018	4751	2.00	day	Lundy	2	2					2 citations for speed given outside city limits; patrolled from 0800-1000
12/9/2018	4757	1.00	swing	Moser	0	3					3 warnings for lighting equipment violations
12/10/2018	4761	0.50	grave	Bail	0						patrolled new construction and Hwy 99W speed enforcement from 0030-0100
12/10/2018	4765	0.75	day	Fontaine	0	1					patrolled school zone from 0948-1038; one warning for broken tail light
12/10/2018	4776	1.00	swing	Williams	0	2					1 call for suspicious vehicle at adair market; 2 traffic stops for speed and lighting violation between 2020-2240
12/10/2018	4778	2.00	grave	Halahuni	0	2					2 traffic stops; no other activity
12/11/2018	4780	2.00	grave	Drongesen	0						patrolled from 0115-0320; no activity
12/12/2018	4786	1.00	grave	Halahuni	2						patrolled from 0100-0200
12/14/2018	4811	2.00	grave	Hardison	0						patrolled streets, school, park, hwy, businesses, construction and hwy from 0430-0630; no activity

11:59 AM

1/3/2019

Accrual Basis

City of Adair Village
 Profit Loss Budget vs. Actual
 July 2018 through June 2019

Attachment G-1
 190108 CC Mtg

	TOTAL				Total General Fund			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00	118,000.00	-118,000.00	0.0%	0.00	118,000.00	-118,000.00	0.0%
4002 - Property Taxes - Prior Year	3,634.42	1,700.00	1,634.42	207.91%	3,634.42	1,700.00	1,834.42	207.91%
Total 4010 - Government Sources	131,306.60	317,300.00	-185,993.40	41.38%	110,348.90	25,800.00	84,548.90	427.71%
4020 - Rental Income								
Total 4020 - Rental Income	38,038.66	109,020.00	-70,981.34	34.89%	38,038.66	109,020.00	-70,981.34	34.89%
Total 4030 - Fees	413,762.43	906,196.00	-492,433.57	45.66%	1,120.00	45,000.00	-43,880.00	2.49%
Total 4050 - Other Income	30,850.17	58,100.00	-27,249.83	53.1%	28,518.57	55,200.00	-26,681.43	51.66%
4060 - Interest	12,483.68	7,500.00	4,993.68	166.56%	12,493.68	7,500.00	4,993.68	166.58%
Total 4080 - Transfers In	0.00	39,999.00	-39,999.00	0.0%	0.00	0.00	0.00	0.0%
4090 - Beginning Fund Balance	0.00	1,154,975.00	-1,154,975.00	0.0%	0.00	275,000.00	-275,000.00	0.0%
Total Income	629,985.96	2,712,790.00	-2,082,804.04	23.22%	194,054.23	637,220.00	-443,165.77	30.45%
Gross Profit	629,985.96	2,712,790.00	-2,082,804.04	23.22%	194,054.23	637,220.00	-443,165.77	30.45%
Expense								
5000 - Personal Services								
5010 - City Administrator	49,452.00	96,399.00	-46,947.00	51.3%	17,308.20	33,740.00	-16,431.80	51.3%
5016 - Utility/Court Clerk	18,329.93	36,080.00	-17,750.07	50.8%	3,685.98	7,216.00	-3,550.02	50.8%
5018 - Finance Clerk	9,071.85	17,812.00	-8,740.15	50.93%	1,360.78	2,672.00	-1,311.22	50.93%
5025 - Summer Program Coordinator	3,622.22	12,966.00	-9,343.78	27.94%	3,622.22	12,666.00	-9,043.78	27.94%
5050 - Public Works Supervisor	26,960.77	53,605.00	-26,644.23	50.3%	-2.34	0.00	26,641.89	50.0%
5052 - Utility Worker III	0.00	38,494.00	-38,494.00	0.0%	0.00	0.00	0.00	0.0%
5054 - Utility Worker II	17,362.02	0.00	17,362.02	100.0%	0.00	0.00	0.00	100.0%
5058 - Utility Worker I	2,957.50	0.00	2,957.50	100.0%	975.00	0.00	975.00	100.0%
5064 - Intern	50.00	0.00	50.00	100.0%	50.00	0.00	50.00	100.0%
5081 - Employee Health Ins Benefits	36,193.18	86,940.00	-50,746.82	41.63%	5,066.76	12,601.00	-7,534.24	40.21%
5082 - Retirement Benefits	18,340.39	52,834.00	-34,493.61	34.71%	4,218.29	11,709.00	-7,490.71	36.03%
5085 - Employment Taxes	11,405.59	35,290.00	-23,884.41	32.32%	2,623.79	7,821.00	-5,197.21	33.59%
5000 - Personal Services - Other	292.50	0.00	292.50	100.0%	0.00	0.00	0.00	100.0%
Total 5000 - Personal Services	194,037.95	430,420.00	-236,382.05	45.08%	38,888.68	88,725.00	-49,836.32	43.83%
Total 5100 - Material & Services	233,360.92	621,775.00	-388,414.08	37.53%	103,487.74	263,625.00	-160,137.26	39.26%
Total 5300 - Capital Outlay	113,136.00	360,000.00	-146,864.00	37.71%	10,350.00	100,000.00	-89,650.00	10.35%
Total 5400 - Debt Service	73,910.82	288,724.00	-134,813.18	35.41%	11,126.83	22,254.00	-11,127.17	50.0%
Total 5500 - Transfers	0.00	39,999.00	-39,999.00	0.0%	0.00	17,355.00	-17,355.00	0.0%
5700 - Contingency	0.00	56,600.00	-56,600.00	0.0%	0.00	46,000.00	-46,000.00	0.0%
7777 - Reserve for Future Expenditure	0.00	1,055,272.00	-1,055,272.00	0.0%	0.00	99,261.00	-99,261.00	0.0%
Total Expense	614,445.69	2,712,790.00	-2,098,344.31	22.65%	163,853.25	637,220.00	-473,366.75	25.71%
Net Income	15,540.27	0.00	15,540.27	100.0%	30,200.98	0.00	30,200.98	100.0%

	Storm Drain Fund				Street Fund			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00				0.00			
4002 - Property Taxes - Prior Year	0.00				0.00			
Total 4010 - Government Sources	0.00				20,957.70	61,500.00	-40,542.30	34.08%
4020 - Rental Income								
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	8,570.46	21,900.00	-13,329.54	39.14%	0.00			
Total 4050 - Other Income	0.00	200.00	-200.00	0.0%	0.00	200.00	-200.00	0.0%
4060 - Interest	0.00				0.00			
Total 4080 - Transfers In	0.00				0.00			
4090 - Beginning Fund Balance	0.00	11,000.00	-11,000.00	0.0%	0.00	60,200.00	-60,200.00	0.0%
Total Income	8,570.46	33,100.00	-24,529.54	25.89%	20,957.70	121,900.00	-100,942.30	17.19%
Gross Profit	8,570.46	33,100.00	-24,529.54	25.89%	20,957.70	121,900.00	-100,942.30	17.19%
Expense								
5000 - Personal Services								
5010 - City Administrator	2,470.10	4,819.00	-2,348.90	51.26%	2,475.10	4,820.00	-2,344.90	51.35%
5016 - Utility/Court Clerk	916.50	1,804.00	-887.50	50.8%	0.00			
5018 - Finance Clerk	453.60	891.00	-437.40	50.91%	453.60	891.00	-437.40	50.91%
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	1,350.54	2,680.00	-1,329.46	50.39%	2,701.76	5,361.00	-2,659.24	50.4%
5052 - Utility Worker III	0.00	1,925.00	-1,925.00	0.0%	0.00	3,849.00	-3,849.00	0.0%
5054 - Utility Worker II	868.10				1,736.22			
5058 - Utility Worker I	130.00				162.50			
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	1,809.56	4,347.00	-2,537.44	41.63%	2,171.48	5,389.00	-3,217.52	40.3%
5082 - Retirement Benefits	917.00	2,508.00	-1,591.00	36.56%	1,100.42	3,087.00	-1,986.58	35.65%
5085 - Employment Taxes	570.37	1,675.00	-1,104.63	34.05%	884.45	2,062.00	-1,377.55	33.19%
5000 - Personal Services - Other	32.50				0.00			
Total 5000 - Personal Services	9,518.27	20,649.00	-11,130.73	46.1%	11,485.53	25,459.00	-13,973.47	45.11%
Total 5100 - Material & Services	282.81	6,500.00	-6,217.19	4.35%	11,111.19	20,250.00	-9,138.81	54.87%
Total 5300 - Capital Outlay	0.00				0.00			
Total 5400 - Debt Service	0.00				0.00			
Total 5500 - Transfers	0.00	1,435.00	-1,435.00	0.0%	0.00	2,501.00	-2,501.00	0.0%
5700 - Contingency	0.00	4,100.00	-4,100.00	0.0%	0.00			
7777 - Reserve for Future Expenditure	0.00	416.00	-416.00	0.0%	0.00	73,690.00	-73,690.00	0.0%
Total Expense	9,801.08	33,100.00	-23,298.92	29.61%	22,596.72	121,900.00	-99,303.28	18.54%
Net Income	-1,230.62	0.00	-1,230.62	100.0%	-1,639.02	0.00	-1,639.02	100.0%

	Wastewater Fund				Water Fund			
	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Income								
4001 - Property Taxes--Current	0.00				0.00			
4002 - Property Taxes - Prior Year	0.00				0.00			
Total 4010 - Government Sources	0.00	30,000.00	-30,000.00	0.0%	0.00	200,000.00	-200,000.00	0.0%
4020 - Rental Income								
Total 4020 - Rental Income	0.00				0.00			
Total 4030 - Fees	94,429.04	220,420.00	-125,990.96	42.84%	309,642.93	559,000.00	-249,357.07	55.39%
Total 4050 - Other Income	0.00	1,000.00	-1,000.00	0.0%	2,331.60	1,500.00	831.60	155.44%
4060 - Interest	0.00				0.00			
Total 4080 - Transfers In	0.00				0.00			
4090 - Beginning Fund Balance	0.00	6,000.00	-6,000.00	0.0%	0.00	450,000.00	-450,000.00	0.0%
Total Income	94,429.04	257,420.00	-162,990.96	36.88%	311,974.53	1,210,500.00	-898,525.47	25.77%
Gross Profit	94,429.04	257,420.00	-162,990.96	36.60%	311,974.53	1,210,500.00	-898,525.47	25.77%
Expense								
5000 - Personal Services								
5010 - City Administrator	7,417.80	14,460.00	-7,042.20	51.3%	19,780.80	38,560.00	-18,779.20	51.3%
5016 - Utility/Court Clerk	4,582.48	9,020.00	-4,437.52	50.8%	9,164.97	18,040.00	-8,875.03	50.8%
5018 - Finance Clerk	2,721.55	5,343.00	-2,621.44	50.94%	4,082.31	8,015.00	-3,932.69	50.93%
5025 - Summer Program Coordinator	0.00				0.00			
5050 - Public Works Supervisor	6,752.69	13,401.00	-6,648.31	50.39%	16,156.12	32,163.00	-16,006.88	50.24%
5052 - Utility Worker III	0.00	11,548.00	-11,548.00	0.0%	0.00	21,172.00	-21,172.00	0.0%
5054 - Utility Worker II	5,208.60				9,549.10			
5058 - Utility Worker I	650.00				1,040.00			
5064 - Intern	0.00				0.00			
5081 - Employee Health Ins Benefits	9,049.86	20,528.00	-11,478.14	44.09%	18,095.52	44,075.00	-25,979.48	41.06%
5082 - Retirement Benefits	3,943.19	11,126.00	-7,182.81	35.44%	8,161.49	24,404.00	-16,242.51	33.44%
5085 - Employment Taxes	2,507.61	7,431.00	-4,923.39	33.75%	5,019.37	16,301.00	-11,281.63	30.79%
5000 - Personal Services - Other	0.00				260.00			
Total 5000 - Personal Services	42,833.79	92,857.00	-50,023.21	46.13%	91,311.68	202,730.00	-111,418.32	45.04%
Total 5100 - Material & Services	30,177.46	88,800.00	-58,622.54	33.98%	88,301.72	162,600.00	-94,298.28	48.36%
Total 5300 - Capital Outlay	0.00				162,788.00	200,000.00	-97,214.00	51.39%
Total 5400 - Debt Service	14,980.00	51,470.00	-36,490.00	29.1%	47,603.99	135,000.00	-87,396.01	35.41%
Total 5500 - Transfers	0.00	6,445.00	-6,445.00	0.0%	0.00	12,263.00	-12,263.00	0.0%
5700 - Contingency	0.00	6,500.00	-6,500.00	0.0%	0.00			
7777 - Reserve for Future Expenditure	0.00	11,348.00	-11,348.00	0.0%	0.00	477,907.00	-477,907.00	0.0%
Total Expense	87,991.25	257,420.00	-169,428.75	34.18%	330,203.39	1,210,500.00	-880,296.61	27.26%
Net Income	6,437.79	0.00	6,437.79	100.0%	-18,228.86	0.00	-18,228.86	100.0%



STAFF REPORT
Attachment G – Financial Report
 January 8, 2019 Council Meeting

Totals - Income shown for Fiscal Year 2019 is \$629,985.96. (23.22% of budget) and Expenses are \$614,445.69 (22.65% of budget), which shows a Net Income of \$15,540.27 for all funds.

Category	Expenses	Percent of Budget
• Personal Services	194,037.95	45.08%
• Materials & Services	233,360.92	37.53%
• Capital Outlay	113,136.00	37.71%
• Debt Service	73,910.82	35.41%

Totals by Fund – Income and Expenses for each Fund (Reserve and System Development Charges funds are not included, because they are basically in stasis with no expenses) are shown below.

Fund	Income	Expenses	Difference
General	194,054.23	163,853.25	30,200.98
Storm Drain	8,570.46	9,801.08	-1,230.62
Streets	20,957.70	22,596.72	-1,639.02
Wastewater	94,429.04	87,991.25	6,437.79
Water	311,974.53	330,203.39	-18,228.86
TOTAL	\$629,985.96	\$614,445.69	15,540.27

We have approximately **\$1,227,797.97** in the Local Government Investment Pool (LGIP). Last month we had **\$1,370,030.74**. Last year on 01/02/2018 we had **\$1,039,286.95**