

**ADAIR VILLAGE  
BUDGET COMMITTEE MINUTES-Draft  
6030 William R. Carr Avenue  
\*\*\*\*Tuesday, April 16, 2019 – 6:30 PM\*\*\*\***

Agenda Item	Action
<p><b>1. Roll Call:</b> Members present: Committee members Snyder and Herzbrun were present. Councilors Rowe, Real, Ray and Mayor Currier were present. CA (City Administrator) Pat Hare, the 2019 Budget Officer, was lead staff for the meeting. Debbie Smith-Wagar of Smith-Wagar Brucker Consulting LLC was present. Minutes were taken by Utility Clerk Kathy Edmaiston. Committee Member Packard was absent.</p>	<p>Mayor Currier called the meeting to order at 6:35 PM and led the flag salute.</p>
<p><b>2. Election of Budget Committee Chair</b> (Agenda Item 2a). The meeting was opened with a nomination for Budget Chair (see Action column).</p>	<p>Member Packard moved to nominate Alan Rowe as Budget Committee Chair. Councilor Real seconded. <b>Unanimous Approval (7-0).</b></p>
<p><b>3. Budget Message</b> (Agenda Item 2b). ACA Hare presented the 2018-19 Budget Message.</p>	<p>Budget Committee received report.</p>
<p><b>4. Budget by Fund</b> (Agenda Item 2c).</p> <p><b>General Fund</b> General Fund revenues expected to slightly increase due to added tax revenues and slight increases in most franchise fees. Five sub-accounts make up this fund:</p> <ul style="list-style-type: none"> <li>• Administration and Planning</li> <li>• Building Permit</li> <li>• Non-Departmental</li> <li>• Parks</li> <li>• Public Safety</li> </ul> <p><b>Reserve Fund</b> This fund operates as the City’s “savings account” where the money is held in “reserve” for future capital expenditures. In fiscal year 2017-18, the City began to utilize this fund as a true reserve fund. Money that had previously been designated in individual funds for certain purposes has now been transferred in the one holding fund.</p> <p><b>Storm Drain Fund</b> In the last biennium, the storm drain fund went down by \$16,000.00. An increase of \$1.00 per month is being recommended to stabilize this fund and provide funds for future improvements to the City’s storm drain system.</p> <p><b>Street Fund</b> This fund is designed to track revenues the City receives from the State’s gas tax. Revenue from this State fund have increased slightly over the last three years.</p>	

<p><b>System Development Fund</b> This fund documents the resources and expenditures of System Development Charges and fees received by the City in conjunction with local development. The City expects to see an increase in this fund from the development of the ServPro property, Calloway Creek and William R. Carr subdivision.</p> <p><b>Wastewater Fund</b> Last year, we proposed an increase in the wastewater fee of approximately 15.5 percent. The Council chose to split that increase over two years. This budget anticipates the second increase in wastewater rates.</p> <p><b>Water Fund</b> There is still \$200,000.00 of the IFA (Infrastructure Financing Authority) loan available for water system projects, and the proposed budget includes that as a resource and corresponding capital outlay expenditure.</p>	
<p><b>5. State Revenue Sharing</b> (Agenda Item 2d). The amount estimated for State Revenue Sharing (SRS) this coming year is \$7,800.00. There was some discussion on this matter. Further discussion will take place during next meeting.</p>	
<p><b>6. Public Comment</b> (Agenda Item 3). None.</p>	
<p><b>7. Adjournment:</b> Next meeting- Budget Committee meeting scheduled for 6:00 PM on Tuesday, May 1, 2018. City Council meeting will begin five minutes after completion of the Budget meeting.</p>	<p><b>Chair Rowe adjourned the meeting at 8:10 PM.</b></p>

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
Date

**ADAIR VILLAGE BUDGET COMMITTEE AGENDA-Final**

**City Hall - 6030 Wm. R Carr Av.**

**\*\*\*\*Tuesday, May 7, 2019 - 6:00 PM\*\*\*\***

**1. ROLL CALL – Flag Salute**

**2. PUBLIC COMMENT**

**3. BUSINESS:**

- a) Minutes – Budget Committee Meeting – April 16, 2019 (Attachment A)  
Action: Approval
- b) Discussion of Use of State Revenue Sharing (Attachment B) Pat Hare  
Action: Public Hearing
- c) Review of 2018-19 Updated Budget (Attachment C) Pat Hare  
Action: Recommendation/Approval

**4. ADJOURNMENT:**

*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](mailto: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.*



## STAFF REPORT State Revenue Sharing

The City has used the last few years' state revenue funds to put away for improvements to the park area in between city hall and the barracks. Before that the City decided to put money away to get plaques made for historical markers throughout town. A few ideas for this year that came out of the last meeting and ideas from the City Administrator include:

- Providing funding to finish historical markers
- The interpretive center
- Landscaping and sign to the south entrance of town
- The kiddie park
- Equipment for the community center

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2019-2020**

**GENERAL FUND - COMBINED EXPENSES**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2016-17	2017-18	BUDGET	BUDGET	COMM	COUNCIL
	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>Personal Services</b>						
Staffing	45,806	49,802	56,594	60,023	-	-
Taxes	4,843	4,530	7,821	8,295	-	-
Health Insurance	9,116	10,807	12,601	12,802	-	-
Retirement	7,500	11,018	11,709	12,419	-	-
<b>Subtotal Personal Services</b>	<b>67,267</b>	<b>76,157</b>	<b>86,725</b>	<b>93,339</b>	<b>-</b>	<b>-</b>
<b>Material and Services</b>						
Audit	2,530	2,938	1,000	2,550	-	-
Bank Charges	398	351	750	750	-	-
City Attorney	15,217	4,269	15,000	15,000	-	-
City Engineer	7,747	-	-	-	-	-
City Planner	9,551	10,061	30,000	30,000	-	-
Contract Services	81,168	101,577	84,800	87,800	-	-
Contract Services - Brownfield	-	-	-	-	-	-
Dues	4,061	3,928	4,250	4,250	-	-
Election Fees	-	-	1,000	1,000	-	-
Equipment-Rental/Lease	-	-	600	600	-	-
Equipment-Maint. & Repair	108	632	3,200	3,200	-	-
Equipment-Purchase	1,733	1,568	1,400	1,400	-	-
Events	5,611	1,099	3,000	2,000	-	-
Improvements -Buildings & Parks	3,425	8,225	4,500	5,500	-	-
Maintenance-Buildings & Parks	2,417	2,608	3,500	3,500	-	-
Insurance	6,589	6,589	7,150	7,150	-	-
Mayor and Council Expenses	-	228	1,000	1,000	-	-
Mileage	62	-	350	350	-	-
Miscellaneous	1,311	1,614	3,250	3,250	-	-
Municipal Court	-	-	2,000	2,000	-	-
Parks-Youth Activities	4,265	5,355	6,000	6,000	-	-
Postage	2,562	2,622	1,575	2,575	-	-
Publication and Legal Notices	1,335	1,110	1,500	1,500	-	-
Security Alarm	311	-	400	400	-	-
Software Hosting Fees	-	-	-	4,680	-	-
Supplies	4,818	2,659	4,100	4,100	-	-
Taxes (property taxes on leased property)	4,638	4,619	4,900	4,900	-	-
Telephone	4,395	4,180	4,200	4,800	-	-
Transit	18,845	13,540	20,000	20,000	-	-
Travel and Training	2,345	433	3,000	3,000	-	-
Utilities	18,623	20,880	19,750	20,250	-	-
Vehicle Fuel & Maintenance	860	650	1,450	1,450	-	-
<b>Subtotal Materials and services</b>	<b>204,923</b>	<b>201,735</b>	<b>233,625</b>	<b>244,755</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
Building Improvements	-	100,000	100,000	30,000	-	-
Park Improvements	-	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>10,000</b>	<b>100,000</b>	<b>100,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>
<b>Debt Service</b>						
Barracks Building Loan	-	-	22,254	22,254	-	-
<b>Subtotal Debt Service</b>	<b>-</b>	<b>-</b>	<b>22,254</b>	<b>22,254</b>	<b>-</b>	<b>-</b>
<b>Transfers****</b>						
To Wastewater Fund	-	-	15,000	-	-	-
To Reserve Fund	-	-	17,355	5,000	-	-
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>32,355</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
Contingencies	-	-	46,000	50,000	-	-
<b>TOTAL EXPENDITURES</b>	<b>282,190</b>	<b>377,892</b>	<b>522,959</b>	<b>446,348</b>	<b>-</b>	<b>-</b>
<b>UNAPPROPRIATED ENDING BAL</b>	<b>161,175</b>	<b>264,482</b>	<b>99,261</b>	<b>101,272</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>443,365</b>	<b>642,374</b>	<b>622,220</b>	<b>546,620</b>	<b>-</b>	<b>-</b>

1- \$18,750 for Utilities for City-owned buildings. Same revenue amount shown as Lease-Utilities (Combined GF Revenues-Footnote 4)

All Funds Expenses-2019-20

Code	Total GF	Adm/Prog	Non-Dept	Parks	Public Safety	Reserve	BDC	Stair Drift	Street	Wastewater	Water	Total 2019-20
<b>Personal Services</b>												
3010 City Administrator	\$ 33,740	\$ 28,323				\$ 4,820		\$ 4,820	\$ 6,820	\$ 14,820	\$ 38,660	\$ 89,493
3016 Utility/Coord. Clerk	\$ 7,541	\$ 7,541						\$ 1,026	\$ 1,026	\$ 6,158	\$ 9,234	\$ 20,519
3018 Finance Clerk	\$ 3,078	\$ 3,078										\$ 13,648
3025 Recreation Coordinator	\$ 12,849			\$ 13,648								\$ 26,497
3030 Public Works Supervisor												\$ 40,227
3034 Utility Worker I	\$ 2,115			\$ 2,115								\$ 7,052
3045 Trench	\$ 3,265	\$ 5,484		\$ 2,185								\$ 37,517
3047 Retirement Benefits	\$ 12,862	\$ 11,403			\$ 1,169							\$ 69,841
3051 Health Benefits	\$ 12,410	\$ 6,181		\$ 3,241	\$ 1,822							\$ 68,167
<b>TOTAL</b>	\$ 92,308	\$ 84,887		\$ 24,076	\$ 7,682				\$ 26,673	\$ 17,464	\$ 121,484	\$ 472,072
<b>Material &amp; Service</b>												
3065 Fuel	\$ 2,540			\$ 2,540								\$ 8,625
3104 Bank Charges	\$ 750			\$ 750								\$ 1,450
3105 Chemicals												\$ 32,000
3115 City Attorney	\$ 18,000	\$ 15,000										\$ 19,900
3240 City Expenses												\$ 20,000
3245 City Attorney	\$ 30,000	\$ 30,000										\$ 30,000
3246 City Expenses	\$ 35,000				\$ 30,000							\$ 35,000
3247 CB-Engineering	\$ 100			\$ 100								\$ 37,200
3248 CB-Parks	\$ 24,850	\$ 24,050										\$ 24,850
3249 CB-Other	\$ 4,850											\$ 30,000
3250 Election Fees	\$ 1,875			\$ 1,875								\$ 7,350
3251 Equipment-Maint. & Repair	\$ 1,400			\$ 300								\$ 1,650
3252 Equipment-Purchase	\$ 1,600			\$ 400								\$ 6,700
3253 Equipment-Repair	\$ 600			\$ 300								\$ 4,000
3254 Events-Park & Rec.	\$ 2,000			\$ 2,000								\$ 3,000
3274 Improvements-Building & Park	\$ 5,000			\$ 1,000								\$ 2,000
3275 Insurance	\$ 1,100			\$ 1,100								\$ 3,200
3277 Lab Analysis	\$ 3,500			\$ 1,000								\$ 6,200
3278 Maintenance-Building & Parks	\$ 1,000			\$ 1,000								\$ 3,000
3285 Mayor and Council Expenses	\$ 750			\$ 750								\$ 1,800
3184 Miscellaneous	\$ 2,500	\$ 250		\$ 100								\$ 6,500
3187 Municipal Court	\$ 2,800	\$ 250		\$ 500								\$ 2,800
3189 Parks/Youth Activities	\$ 6,000			\$ 6,000								\$ 2,000
3185 Permits	\$ 2,572			\$ 75								\$ 9,000
3188 Postage	\$ 4,800			\$ 400								\$ 2,800
3100 Property Taxes	\$ 1,600			\$ 1,600								\$ 5,722
3171 Publication and Legal Notices	\$ 400			\$ 400								\$ 1,800
3260 Returns	\$ 400			\$ 400								\$ 800
3276 Software Hosting Fees	\$ 4,000			\$ 4,000								\$ 7,000
3190 Street Sweeping	\$ 4,100	\$ 200		\$ 3,000								\$ 15,600
3191 Supplies	\$ 4,000			\$ 400								\$ 3,000
3195 System Maintenance and Repair	\$ 20,000			\$ 20,000								\$ 74,000
3238 Telephones	\$ 20,000			\$ 20,000								\$ 46,500
3198 Travel and Training	\$ 3,000	\$ 2,500		\$ 500								\$ 20,000
3176 Utilities	\$ 1,650			\$ 1,650								\$ 7,000
3169 Vehicle Fuel & Maintenance	\$ 24,750	\$ 72,200		\$ 18,375	\$ 30,000							\$ 10,400
<b>TOTAL</b>	\$ 244,750	\$ 224,200		\$ 103,750	\$ 30,000				\$ 25,000	\$ 87,615	\$ 203,745	\$ 566,073

All Funds Expenses-2019-20

Code	Total of	Admin/ing	Non-Dept	Parks	Public Safety	Reserve	500	Alarm Drains	Street	Wastewater	Water	Fish
												2019-20
<b>Capital Outlay</b>												
5015	\$ 30,000		\$ 30,000									\$ 20,000
5370												\$ 15,000
5375												\$ 100,000
5380												\$ 115,000
TOTAL	\$ 30,000		\$ 30,000									\$ 445,000
<b>Debt Service</b>												
5418	\$ 22,264		\$ 22,264									\$ 22,264
5460												\$ 30,000
5410												\$ 177,254
TOTAL	\$ 22,264		\$ 22,264									\$ 229,518
<b>Transfers</b>												
6250	\$ 5,000			\$ 5,000		\$ 31,418						\$ 31,418
6900												\$ 6,000
6900												\$ 200
6970												\$ 400
TOTAL	\$ 5,000			\$ 5,000		\$ 31,418						\$ 320
<b>Contingencies &amp; Unappropriated Balances</b>												
6900	\$ 59,659											\$ 60,000
7777	\$ 161,272											\$ 1,554,420
TOTAL	\$ 220,931											\$ 1,614,420
<b>TOTAL-ALL CATEGORIES</b>												
	\$ 546,920	\$ 136,737	\$ 176,430	\$ 42,445	\$ 40,037	\$ 110,914	\$ 342,653	\$ 34,100	\$ 179,200	\$ 234,200	\$ 1,263,708	\$ 2,003,495