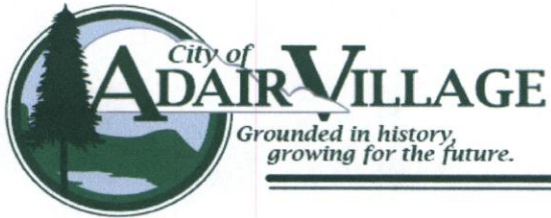


**2012-2013**

**ANNUAL BUDGET**



## **Fiscal Year 2012-13 Budget Message**

TO: Adair Village Budget Committee  
FROM: Drew Foster, City Administrator/Budget Officer  
DATE: April 17, 2012

### Introduction

I present the Adair Village Budget for Fiscal Year 2012-13 to the Budget Committee and members of the community. This budget demonstrates the continued fiscal stability of our community's finances, but also shows a continuing shrinkage in our General Fund. The City continues to meet its current financial obligations and will undertake a capital improvement project to reduce the extreme water loss in our water system.

We have had a somewhat aggressive budgeting philosophy over the last few years, which included the start-up of the police department and ongoing work in preparation of our future large infrastructure projects. This philosophy along with primary income resources that have either been in stasis-property tax, water, wastewater, and storm drain charges-or have gotten smaller-most state revenue sharing-have caused all the funds carry forward to slowly shrink. I have made an effort to provide prudent revenue estimates and to still leave the City with some ability to meet unexpected expenditures or requests for funding that frequently occur, but the shrinking fund carry forwards will limit our flexibility.

Footnotes are provided at the bottom of the budget sheets where some added information and detail is likely to be helpful.

### Background and Process

The Budget Committee is comprised of the City Council and an equal number of "lay citizens". The charge for the committee is to review the budget, as prepared by the Budget Officer, and recommend changes as appropriate based on the Committee's input. With the beginning of a program for major capital improvements, the Committee will use an initial work session, which will include an opportunity for public input, to review the budget approach and basic information. At the second meeting, the Budget Committee will finalize its recommendation to the City Council.



State law establishes many of the items, processes, and format of municipal budgets. It requires that we advertise and hold hearings on the budget and various components such as state revenue sharing. State law requires the budget to provide background information on the actual revenues and expenditures for the two years prior to last year's budget. This is shown in the first two columns of the budget sheets. The next column shows our current adopted budget and the fourth column shows the proposed budget developed by the Budget Officer. The process then provides for changes by the Budget Committee that are forwarded to the City Council for further hearings and final adoption by resolution.

The City uses a fund approach to comply with generally accepting accounting procedures. These funds include the basic program funds-the General Fund, which is divided into five sub-sections, Water and Wastewater Funds, a Stormwater Fund, the Street Fund, a small Reserve Fund, and the Systems Development Fund. The General Fund is where non-restricted revenues and expenditures are detailed and is comprised of the various departments that operate from the general revenue dollars. The Water and Wastewater Funds function as enterprise funds under a different set of accounting standards that basically provide these funds operate as not-for-profit business. The Street Fund is termed a special revenue fund, because the gas tax revenues that support this fund are required by law to be used for street purposes. All the City funds are detailed below.

There are some universal issues that you will note throughout the budget. The City has made a commitment to establish pay rates that are in line with the average pay for similar positions in similarly sized cities and this commitment has been achieved for present City staff. The Budget includes a 2.9 percent cost of living increase based on the 2012 Portland, Oregon Consumer Price Index, but the decision to enact any raises will be greatly affected by the present national and state economy. Benefits are expected to remain in similar proportion to salary as last year's budget and have been incorporated as such.

No transfers are being budgeted. The following sections provide additional detail about each of the funds.

### **General Fund**

The General Fund accounts for general revenues and operating expenses and funded primarily by tax, State shared revenues, and other fees. Of note is the decreasing Beginning Fund Balance, which reflects the City's long-term stasis of General Fund revenues. We will receive more funds from Leases as Allied Waste/Republic Services is increasing the size of their lease at the Adair Village Industrial Site; this should increase this line item amount by \$15,000. Second, I would recommend that we increase all of our existing Franchise Fee contracts to five percent. We receive Franchise Fees from five service providers-Allied Waste/Republic Services (3%), Comcast (5%), Consumers Power (3.5%), NW Natural Gas (3%), and Qwest (5%). This would increase this line item from \$30,000 to \$42,000.

I also recommend that the City establish a three percent franchise fee for the City's water and wastewater services. This would add \$18,000 to this budget. Numerous cities in Oregon use a franchise fee on their own utility services in order to provide support to the General Fund. These



two items are not in this budget and will require a supplemental budget for the revenue bond and for establishing a franchise fee for the City's utility services.

There are five (5) sub-accounts that make up the General Fund; they are Administration and Planning, Building Permit, Non-Departmental, Parks, and Public Safety. Information about these individual sub-accounts is presented below.

ADMINISTRATION: All basic consultant contracts-Attorney, Engineer, and Planner-will be funded primarily from this sub-account. Additional engineering and planning costs for specific projects are included in the Water, Wastewater, Storm Drain and Street Funds. Personal Services costs are primarily for planning issues and work connected to meeting preparation and reporting.

BUILDING: The Building Department sub-account, primarily serves as a "pass-through" with moneys coming in from building permits and being paid out to the County and State. Benton County is contracted as the City's building official and is paid 70% of the permit fees and the City keeps 30%. We expect limited revenues, since the City is virtually "built out" with very few vacant lots. This department has limited revenues estimated at this point in time.

NON-DEPARTMENTAL: This sub-account consolidates many "non-departmental" operating expenses into one area that are not directly attributed to other departments and serves no purpose in breaking out to other operations. The revenues come from the same sources in the General Fund to cover these expenses. All General Fund expenses for Postage and Telephone are now located only in Non-Departmental, since we have no tracking system to break them out amongst the General Fund sub-accounts, other than for Public Safety. The City's Municipal Court are has been moved back to this sub-account after being in Public Safety last year.

PARKS: The City will continue to fund a Recreation Coordinator position. We have been successful in obtaining grant funds to increase the level of service. We now have a one night a month Teen program year round and we are starting a "Tween" program focused more or less on middle school aged youth who are too young for the Teen program, but would benefit from their own program.

PUBLIC SAFETY: The budget continues to support a .6 FTE Police Chief and a .6 FTE shared between Code Compliance and Record Keeping. The implementation of a strong reserve program, including training and equipment for that program, will remain a strong focus and we hope to have 6-8 reserves, each providing 24 hours of volunteer service to the City. Emergency Management Planning with better coordination with Benton County and community-based programs, such as Neighborhood Watch will be a primary part of Chief Riffle's work. He is also completing an update of our policies and procedures. We will complete the fifth year of our lease for the two police cars and will proceed with the option to buy; this is included in Capital Outlay.

### **Reserve Fund**

This fund operates as the City's "savings account" where we hold money in "reserve" for future capital expenditures. This fund is established by resolution of the City Council specifying the purposes for which this money is being held. In our case the money is being saved to cover basic



plant, building and equipment needs. The initial budget may need to commit some Reserve Funds to support the needs covered from the General Fund expenditures.

### **Storm Drain Fund**

The charge for storm drains was raised to \$2.50 per month per resident household in 2009. Charges to commercial accounts were raised incrementally after a new review of impervious surface area for commercial accounts was completed. Previously, the Storm Drain Fund brought in about \$6,000 per year and lost money every year just in covering basic costs of services. No storm drain improvements had been undertaken for a considerable time. With the new fees, the Storm Drain Fund will bring in \$16,000 per year, cover its own expenses, and we will initiate a yearly maintenance and improvement program focused on televising sections and cleaning up the worst problems found.

### **Street Fund**

This fund is a “special revenue” fund and designed to track revenues the City receives from the gas tax. These monies, by law, may only be spent on transportation related items, including bike paths. Revenues are based on a per capita basis and anticipated to be higher this year based on the City’s higher population, which is certified after the start of this fiscal year. Revenue from this State fund has increased slightly over the last three years. Working in partnership with Benton County we will conduct a roads assessment and then, design a yearly improvements program focused on extending the life of the existing system without any major repairs. The major pothole section at the intersection of Azalea and Columbia will receive the first improvement in the program. An initial review with Benton County engineering staff shows that while our road beds are in very good shape, the actual surface pavement needs to be replaced throughout the Loops. The City will take over responsibility for Vandenberg and Carr south of Arnold from Benton County this fiscal year. This is taken into account in the budget.

### **System Development Fund**

This fund documents the resources and expenditures of System Development Charges and fees received by the City in conjunction with local development. They are regulated by State statute and may be utilized for only specific purposes associated with capacity enhancement. The revenues include a “reimbursement allowance” for prior expenditures and bonded debt. The reimbursement portions you will note are transferred to the Water and Wastewater Fund and used to meet our debt obligations for revenue bonds. By separating these revenues from the operating funds (street, water and wastewater) we prevent them from being “co-mingled” with operating revenues and expended for unauthorized purposes.

Because these funds are uncertain, they are budgeted as “money in – money out” and generally do not have a significant impact on the budget regardless of development patterns. The City needs to update its CIP (Capital Improvement Program) and update the SDC rates to account for inflation. It was important to put a new SDC program in place before the UGB (Urban Growth



Boundary) expansion is complete. We had one new home built in the City and a new rural water service adding resources to this fund in 2012.

### **Wastewater Fund**

The revenues in the Wastewater fund come primarily from User Fees and had remained relatively constant until last year's increases. The Wastewater Fund is a Proprietary fund, which means that it develops its own revenues by delivering a service. It is designed to keep the City current on operating costs and debt service, but with increasing needs for maintenance and repairs, the unappropriated fund balance for this fund has gotten smaller over the last five years. The basic wastewater fee was increased in two steps last year in an attempt to remove the yearly deficit that this fund had been incurring. We need to continue to keep up with inflation in this fund.

In 2012, the City received a \$150,000 loan from Oregon Department of Environmental Quality (DEQ) to complete a Wastewater Facility Plan update, which includes the possibility of treating the leachate from Coffin Butte Landfill in partnership with Republic Services/Allied Waste. We expect half of the loan (\$75,000) to be committed this year and it is found in the carry forward for the year. Line items for Chemicals and Lab Analysis are higher than last year, as we now have 10 months of our own history to base the estimate upon. As shown on Capital Outlay, we plan on purchasing two refrigerated outdoor composite samplers (\$5,660 each), which will take care of all our bi-weekly wastewater sampling.

### **Water Fund**

The Water Fund is also a proprietary fund. This budget does not include the \$2.3 million, 25-year revenue bond that we are developing in order to replace the in-ground reservoir on Voss Hill, east of the city, with above ground tanks. This revenue bond will also support \$100,000 for repairs at the water facility to reduce water loss there and \$60,000 for new meters for all water service customers throughout the City.

The Revenues portion of the Water Fund reflects the increased water rate that the Council will review as a Resolution at their meeting on May 1, 2012. This new rate has had considerable review at the Council level already. The new rate will be established in order to develop the funds necessary to undertake the \$2.3 million revenue bond.

This \$2.3 million project is only the first project necessary of \$15 million in upgrades defined in our Water Facility Plan update, which are necessary to replace our existing Water facility and primary transmission lines. This first project focuses on the Voss Hill reservoir because that is the primary location of our systems water loss. The water loss throughout the system is now greater than 60 percent. This project will reduce the stress on the whole system, which presently must run 24/7 during the summer, until the City's population grows and we are able to undertake the rest of the projects needed to replace our water facility and delivery system.





Combined GF Revenues

CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013

GENERAL FUND - COMBINED REVENUES

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
<b>REVENUES</b>						
Beginning Fund Balance	521,175	302,544	125,000	55,000	55,000	55,000
SDC Fees					-	-
Violation Fines	3881	19,914	20,000	4,800	4,800	4,800
Building Permits	25907	9,713	6,000	6,000	6,000	6,000
Electrical Permits	553	3,347	3,000	3,000	3,000	3,000
Permits-State Surcharg			1,080	1,080	1,080	1,080
Cigarette Tax	1360	1,349	1,200	1,200	1,200	1,200
Franchise Fees	30213	29,129	32,000	42,000 <sup>1</sup>	42,000	42,000
BVP Grant		3,150	0		-	-
DRE Grant		879	0		-	-
Traffic Safety Grant		2,660	0		-	-
Grant - Planning	1000		-	1,000	1,000	1,000
Grant - Park & Rec Program	3500	2,000	2,000	2,500	2,500	2,500
Grant-Traffic Safety	3565	50			-	-
Grant-Business Oregon Integ. Brwnfld					-	-
Grant-Business Oregon-Soil Sampling					-	-
Grass Mowing					-	-
New Connections			-		-	-
Interest Income	3846	1,865	2,000	2,400	2,400	2,400
Lease-Building	21718	36,699	28,800	31,200	<b>30,000</b>	30,000
Lease-Property	25952	17,929	20,000	36,000 <sup>2</sup>	36,000	36,000
Leases-Property Tax				2,940	2,940	2,940
Liquor Tax	9624	11,792	9,500	10,000	10,000	10,000
Miscellaneous Revenue	1380	2,153	1,000	1,000	1,000	1,000
Planning and Zoning Fees	4700	560	2,000	2,000	2,000	2,000
Property Tax - Current Year	85901	89,363	85,000	88,000	88,000	88,000
Property Tax - Prior Years	1786	1,894	1,800	2,000	2,000	2,000
Refunds	2000	984	2,500	2,500	2,500	2,500
Revenue Sharing	6539	6,251	6,500	6,500	6,500	6,500
Room Rental					-	-
Transfer In - Reserve		56,083			-	-
<b>TOTAL REVENUES</b>	<b>754,600</b>	<b>600,308</b>	<b>349,380</b>	<b>301,120</b>	<b>299,920</b>	<b>299,920</b>
<i>Income minus Beginning Fund Balance and PS grants</i>	233,425	241,681	224,380	246,120	244,920	244,920
<b>EXPENDITURES</b>						
Administration /Planning	62,916	62,743	49,614	38,377	38,377	38,377
Building Permit Dept	30,311	18,782	10,216	10,840	10,840	10,840
Non-Departmental	144,723	187,404	66,631	58,550	58,550	58,550
Parks	33,687	31,488	20,232	21,343	21,343	21,343
Public Safety	180,419	175,258	156,602	115,522	115,522	115,522
Public Safety Grants						
<b>Subtotal department expenditures</b>	<b>452,056</b>	<b>475,675</b>	<b>303,295</b>	<b>244,632</b>	<b>244,632</b>	<b>244,632</b>
<b>Transfers****</b>						
Reserve Fund						
Subtotal Transfers	-	-	-	-	244,632	244,632
Contingencies	-	-	-	56,488	55,288	55,288
<b>Unappropriated End Balance</b>	<b>302,544</b>	<b>124,633</b>	<b>46,085</b>			
<b>TOTAL</b>	<b>754,600</b>	<b>600,308</b>	<b>349,380</b>	<b>301,120</b>	<b>299,920</b>	<b>299,920</b>

1-Increase Franchise Fees from 3-5%

2-Area leased to Allied Waste at industrial site doubles.



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - COMBINED EXPENSES**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
<b>TOTAL REVENUES</b>	<b>754,600</b>	<b>600,308</b>	<b>349,380</b>	<b>301,120</b>	<b>299,920</b>	
<b>Personal Services</b>						
Staffing	109,715	123,131	78,612	79,989	79,989	79,989
Taxes	21,862	9,837	6,040	6,227	6,227	6,227
Benefits	<u>20,987</u>	<u>39,396</u>	<u>20,686</u>	<u>8,585</u>	<u>8,585</u>	<u>8,585</u>
<b>Subtotal Personal Services</b>	<b>152,564</b>	<b>172,364</b>	<b>105,338</b>	<b>94,801</b>	<b>94,801</b>	<b>94,801</b>
					0	0
<b>Material and Services</b>					0	0
Audit	0	3,540	3,000	1,000	1,000	1,000
Bank Charges	191	314	281	1,000	1,000	1,000
Building Permits-Benton County Building Dep't	16,988	5,663	4,200	4,200	4,200	4,200
Building/Electric Permits-Benton Co BD	476	2,148	2,100	2,100	2,100	2,100
Building Permits-State Surcharge	2,720	1,028	1,080	1,080	1,080	1,080
City Attorney	2,133	3,000	5,000	3,600	3,600	3,600
City Engineer	5,326	818	8,000	3,600	3,600	3,600
City Planner	22,562	11,840	8,000	6,000	6,000	6,000
Contract Services	25,938	22,777	26,000	16,000	16,000	16,000
Dues	3,860	3,286	3,980	3,680	3,680	3,680
Election Fees	0	0	0	0	0	0
Equipment-Lease	0	0	0	0	0	0
Equipment-Maint. & Repair	2,220	718	1,700	500	500	500
Equipment-Purchase	7,988	2,834	3,250	1,500	1,500	1,500
Equipment-Rental	0	0	1,000	500	500	500
Events	0	0	1,000	1,000	1,000	1,000
Improvements-Buildings & Parks	0	0	0	0	0	0
Insurance	7,249	19,585	13,900	14,900	14,900	14,900
Maintenance-Building/Parks	3,395	1,323	4,500	2,500	2,500	2,500
Mayor and Council Expenses	1,033	968	1,500	1,000	1,000	1,000
Mileage	0	0	0	0	0	0
Miscellaneous	2,101	5,158	3,495	2,300	2,300	2,300
Municipal Court	4,083	11,212	12,000	4,200	4,200	4,200
Parks-Youth Activities	4,831	3,077	5,500	4,000	4,000	4,000
Postage	184	903	500	700	700	700
Publication and Legal Notices	954	571	1,800	400	400	400
RARE	19,000	19,000	0	0	0	0
Security Alarm	538	881	800	1,500	1,500	1,500
Signage	0	6,130	3,000	0	0	0
Supplies	11,368	8,667	15,100	8,250	8,250	8,250
Surety Bonds	0	0	250	250	250	250
Taxes (formerly )Maintenance & Taxes	2,738	2,801	3,000	3,000	3,000	3,000
Telephone	7,018	6,977	7,000	7,400	7,400	7,400
Transit	0	0	14,600	14,600	14,600	14,600
Travel and Training	12,902	10,108	9,650	4,700	4,700	4,700
Uniforms	12,980	4,607	2,400	2,400	2,400	2,400
Utilities	3,689	3,494	3,650	5,750	5,750	5,750
Vehicle Fuel & Maintenance	6,951	9,596	6,500	8,000	8,000	8,000
Weapons & Ammunition	2,280	324	0	3,000	3,000	3,000
<b>Subtotal Materials and services</b>	<b>193,696</b>	<b>173,348</b>	<b>177,736</b>	<b>134,610</b>	<b>134,610</b>	<b>134,610</b>
					0	0
<b>Capital Outlay</b>					0	0
Building Improvements	90,575	107,055	0	0	0	0
Equipment	0	2,527	5,000	0	0	0
Park Improvements	0	4,570	0	0	0	0
Park Landscaping	0	590	0	0	0	0
Vehicles	15,221	15,221	15,221	15,221	15,221	15,221
<b>Subtotal Capital Outlay</b>	<b>105,796</b>	<b>129,963</b>	<b>20,221</b>	<b>15,221</b>	<b>15,221</b>	<b>15,221</b>
					0	0
<b>Transfers****</b>					0	0
To Reserve Fund					0	0
<b>Subtotal Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
					0	0
Contingencies	0	0	0	56,488	55,288	55,288
					0	0
					0	0
<b>TOTAL EXPENDITURES</b>	<b>452,056</b>	<b>475,675</b>	<b>303,295</b>	<b>301,120</b>	<b>299,920</b>	<b>299,920</b>
<b>UNAPPROPRIATED ENDING BAL</b>	<b>302,544</b>	<b>124,633</b>	<b>46,085</b>			

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - COMBINED EXPENSES BY SUB-FUND**

	<u>TOTAL</u>	<u>Admin/ Planning</u>	<u>Building</u>	<u>Non-Dept</u>	<u>Parks</u>	<u>Public Safety</u>
<b>TOTAL REVENUES</b>	<b>301,120</b>					
<b>Personal Services</b>						
City Administrator	5,750	5,750	-	-	-	-
Asst. City Recorder	0					
Ass't City Administrator	2,392	1,196	1,196	-	-	-
Utility/Court Clerk	2,681	894	-	-	-	1,788
Finance Clerk	3,413	2,048	1,365	-	-	-
Admin Assistant	5,848	5,848	-	-	-	-
Recreation Coordinator	5,408				5,408	
Police Chief	35,000					35,000
Records Clerk	7,800					7,800
Code Compliance	7,070					7,070
Janitorial	884	884	-	-	-	-
Public Works-parks	3,744				3,744	
Taxes	6,227	1,255	201	-	737	4,034
Employee Benefits	8,585	3,803	468	-	1,004	3,310
<b>Subtotal Personal Services</b>	<b>94,801</b>	<b>21,677</b>	<b>3,230</b>	<b>-</b>	<b>10,893</b>	<b>59,001</b>
<b>Material and Services</b>						
Audit	1,000			1,000		
Bank Charges	1,000			1,000		
Boise Cascade Property	0					
Building Permits-Benton County Building Dep't	4,200		4,200			
Building/Electric Permits-Benton Co BD	2,100		2,100			
Building Permits-State Surcharge	1,080		1,080			
City Attorney	3,600	3,600				
City Engineer	3,600	3,600				
City Planner	6,000	6,000				
Contract Services	16,000	2,500		3,500		10,000
Dues	3,680		30	3,200		450
Election Fees	0					
Equipment-Lease	0					
Equipment-Maint. & Repair	500	-		250		250
Equipment-Purchase	1,500	-		750		750
Equipment-Rental	500			500		
Events	1,000				1,000	
Improvements-Buildings & Parks	0					
Insurance	14,900			5,000	900	9,000
Janitorial	0					
Maintenance-Building/Parks	2,500			1,000	1,500	
Mayor and Council Expenses	1,000			1,000		
Mileage	0					
Miscellaneous	2,300	500	50	1,500		250
Municipal Court	4,200			4,200		
Parks-Maintenance	0					
Parks-Youth Activities	4,000				4,000	
Postage	700			500		200
Property Taxes	3,000			3,000		
Publication and Legal Notices	400	-		400		
RARE	0					
Security Alarm	1,500			1,500		
Signage	0					
Supplies	8,250	500	50	4,000	1,200	2,500
Surety Bonds	250			250		
Telephone	7,400			4,400		3,000
Transit	14,600			14,600		
Travel and Training	4,700	-	100	500	100	4,000
Uniforms	2,400					2,400
Utilities	5,750			5,000	750	
Vehicle Fuel & Maintenance	8,000			1,500	1,000	5,500
Weapons & Ammunition	3,000					3,000
<b>Subtotal Materials and services</b>	<b>134,610</b>	<b>16,700</b>	<b>7,610</b>	<b>58,550</b>	<b>10,450</b>	<b>41,300</b>
<b>Capital Outlay</b>						
Building Improvements	0					
Equipment	0					
Park Improvements	0					
Park Landscaping	0					
Park Equipment	0					
Vehicles	15,221					15,221
<b>Subtotal Capital Outlay</b>	<b>15,221</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,221</b>
<b>Transfers****</b>						
To Building & Equipment Reserve Fund	0	-	-	-	-	-
<b>Subtotal Transfers</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingencies	55,288	-				
Unappropriated End Balance						
<b>TOTAL EXPENDITURES</b>	<b>299,920</b>	<b>38,377</b>	<b>10,840</b>	<b>58,550</b>	<b>21,343</b>	<b>115,522</b>



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - ADMINISTRATION & PLANNING**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
<b>PERSONAL SERVICES</b>						
Staffing	21,417	25,912	13,620	16,619		16,619
City Administrator (10%)	14,375					
Asst. City Recorder	1,735					
Summer Program Coordinator						
Assistant City Administrator (20%)						
Janitorial						
Finance Clerk (25%)						
Code Enforcement	0					
Admin Assistant (100%)	5,307					
Taxes	4,268	2,070	1,053	1,255 <sup>1</sup>		1,255
Employee Benefits	4,097	8,290	3,191	3,803		3,803
<b>Subtotal Personal Services</b>	<b>29,782</b>	<b>36,272</b>	<b>17,864</b>	<b>21,677</b>	<b>0</b>	<b>21,677</b>
<b>MATERIALS AND SERVICES</b>						
City Attorney	2,133	3,000	5,000	3,600		3,600
City Engineer	5,326	818	8,000	3,600		3,600
City Planner	22,562	11,840	8,000	6,000		6,000
Contract Services	858	9,795	4,000	2,500 <sup>2</sup>		2,500
Dues	198					
Equipment-Maintenance			400			
Equipment-Purchase Small			750	0 <sup>3</sup>		0
Miscellaneous	0	26	800	500		500
Publication and Legal Notices	0	0	800	0 <sup>3</sup>		0
Supplies	910	63	2,500	500		500
Travel and Training	1,147	929	1,500	0		0
Telephone						
<b>Subtotal Materials and Services</b>	<b>33,134</b>	<b>26,471</b>	<b>31,750</b>	<b>16,700</b>	<b>0</b>	<b>16,700</b>
Contingency						
<b>GRAND TOTAL</b>	<b>62,916</b>	<b>62,743</b>	<b>49,614</b>	<b>38,377</b>	<b>0</b>	<b>38,377</b>

1. Taxes includes SocSec, Medicare

2. Includes specialty attorney services for possible land contracts

3. Moved to GF-Non-Departmental

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - BUILDING PERMIT**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
Building Permits	25,907	9,713	6,000	6,000	<sup>1</sup>	6,000
Electrical Permits	553	3,347	3,000	3,000	<sup>1</sup>	3,000
State Surcharge		0	1,080	1,080	<sup>1</sup>	1,080
	<b>26,460</b>	<b>13,060</b>	<b>10,080</b>	<b>10,080</b>		<b>10,080</b>
<b>PERSONAL SERVICES</b>						
Staffing	7211	7081	1950	2561		79989
Administrator Salary	3,737					
Asst. Recorder Salary	3,474					
Finance Clerk (15%)						
Taxes	1,437	566	149	201		6,227
Employee Benefits	1,379	2,266	362	468		8,585
Subtotal Personal Services	<b>10,027</b>	<b>9,913</b>	<b>2,461</b>	<b>3,230</b>	<b>0</b>	<b>94,801</b>
<b>MATERIALS AND SERVICES</b>						
Building Permits-Benton County	16,988	5,663	4,200	4,200	<sup>2</sup>	4,200
Electric Permits-Benton County	476	2,148	2,100	2,100	<sup>2</sup>	2,100
Building Permit Charges-State Surcharge	2,720	1,028	1,080	1,080	<sup>3</sup>	1,080
Dues	30	30	30	30		30
Miscellaneous			95	50		50
Supplies			100	50		50
Travel & Training	70		150	100		100
Subtotal Materials and Services	<b>20,284</b>	<b>8,869</b>	<b>7,755</b>	<b>7,610</b>	<b>0</b>	<b>7,610</b>
<b>Capital Outlay</b>						
Office Equipment	0	0		0		0
Subtotal Capital Outlay	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>GRAND TOTAL</b>	<b>30,311</b>	<b>18,782</b>	<b>10,216</b>	<b>10,840</b>	<b>0</b>	<b>102,411</b>

1. Revenue is shown for comparison only. All General Fund revenue is reported on the General Fund Combined Revenues page.

2. Benton County receives 70% of permit fees. The City receives 30%.

3. State surcharge is 12%.



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - NON-DEPARTMENTAL**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED BUDGET 2011-12</b>	<b>PROPOSED BUDGET 2012-13</b>	<b>BUDGET COMM 2012-13</b>	<b>CITY COUNCIL 2012-13</b>
<b>PERSONAL SERVICES</b>						
<b>MATERIALS &amp; SERVICES</b>						
Audit Services		3,540	3,000	1,000 <sup>1</sup>		1,000
Banking Charges	191	314	281	1,000		1,000
Contracted Services	3,000	1,683	4,000	3,500 <sup>2</sup>		3,500
Dues (organizational)	3,632	2,781	3,200	3,200		3,200
Election Fees	0					
Equipment Maintenance and Repair	1,383	631	1,000	250		250
Equipment-Lease	0					
Equipment-Purchase Small	800	1,334	1,000	750		750
Equipment-Rental	0		1,000	500		500
Insurance	2,190	6,580	5,000	5,000		5,000
Maintenance-Buildings (formerly part of Maint. & Taxes)	1,400	1,263	2,000	1,000		1,000
Mayor and Council Expenses	1,033	968	1,500	1,000		1,000
Mileage	0					
Miscellaneous	2,085	3,859	2,200	1,500		1,500
Municipal Court	0	11,212		4,200 <sup>3</sup>		4,200
Postage	129	899	300	500		500
Property Taxes (formerly Maintenance and Taxes)	2,738	2,801	3,000	3,000 <sup>4</sup>		3,000
Publications and Legal Notices	409	0	1,000	400		400
RARE	19,000	19,000	0	0		0
Security Alarm	538	881	800	1,500		1,500
Signage	0	6,130	3,000	0		0
Supplies	5,997	4,859	4,000	4,000		4,000
Surety Bonds	0		250	250		250
Systems Maintenance & Repair	0					
Telephone	3,315	3,145	4,000	4,400		4,400
Transit	0		14,600	14,600 <sup>5</sup>		14,600
Travel and Training	2,710	2,808	2,000	500		500
Utilities (formerly Power & Lights)	3,598	3,134	3,500	5,000		5,000
Vehicles-Fuel	0		1,000	1,500		1,500
<b>Subtotal Materials &amp; Services</b>	<b>54,148</b>	<b>77,822</b>	<b>61,631</b>	<b>58,550</b>	<b>0</b>	<b>58,550</b>
<b>CAPITAL OUTLAY</b>						
Office Equipment		2,527	5,000			
Building Improvements (Remodel)	90,575	107,055	0			
<b>Subtotal Capital Outlay</b>	<b>90,575</b>	<b>109,582</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>144,723</b>	<b>187,404</b>	<b>66,631</b>	<b>58,550</b>	<b>0</b>	<b>58,550</b>

1-Audit split between Non-Departmental, Wastewater and Water Funds beginning 2009-10 Budget

2- This includes the contract for payroll services PACE Heating for HVAC.

3- Municipal Court moved to Public Safety in 2012 budget and back in 2013. Court will meet every other month.

4- Property taxes are paid on any City which is leased for commercial use, this includes

Jamocho Joe's, Firehouse #5 Café and Market, and the lease with Allied Waste at industrial site (AVIS).

5- City pays for 1/2 the operating costs in partnership with Corvallis Transit System

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - PARKS**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED BUDGET 2011-12</b>	<b>PROPOSED BUDGET 2012-13</b>	<b>BUDGET COMM 2012-13</b>	<b>CITY COUNCIL 2012-13</b>
<b>PERSONAL SERVICES</b>						
Staffing	11,224	11,181	6,084	9,152		9,152
City Administrator	3,450					
Assistant City Recorder						
Park-Summer Coordinator (100%)	7,774					
Taxes	2,236	893	467	737		737
Employee Benefits	2,147	3,578	1,131	1,004		1,004
<b>Subtotal Personal Services</b>	<b>15,607</b>	<b>15,652</b>	<b>7,682</b>	<b>10,893</b>	<b>0</b>	<b>10,893</b>
<b>MATERIALS AND SERVICES</b>						
Contract Services	10,393	5,467	0	0 <sup>1</sup>		0
Events			1,000	1,000		1,000
Insurance	800	1,665	900	900		900
Maintenance-Buildings & Parks	1,995	60	2,500	1,500		1,500
Miscellaneous	16					
Signage						
Supplies		31	2,500	1,200		1,200
Travel and Training		16		100		100
Utilities	91	360	150	750		750
Vehicles	(46)		0	1,000		1,000
Youth Activities	4,831	3,077	5,500	4,000		4,000
<b>Subtotal Materials &amp; Services</b>	<b>18,080</b>	<b>10,676</b>	<b>12,550</b>	<b>10,450</b>	<b>0</b>	<b>10,450</b>
<b>CAPITAL OUTLAY</b>						
Park Improvements	0	4,570				
Park Landscaping	0	590		0		0
Building Improvements	0	0		0		0
Park Equipment	0	0		0		0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>5,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>33,687</b>	<b>31,488</b>	<b>20,232</b>	<b>21,343</b>	<b>0</b>	<b>21,343</b>

1. Previously this covered the contract with OMI.



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**GENERAL FUND - PUBLIC SAFETY**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
Fines Paid for Violations			20,000			
DRE Grant						
ODOT Traffic Safety Grant						
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PERSONAL SERVICES</b>						
Staffing	69,863	78,957	56,958	51,657 <sup>1</sup>		51,657
Police Chief (.6FTE)	48,699	37,432				
Patrol Officer (.25FTE)	15,407	24,478				
Reserve	5,757					
Utility/Court Clerk (.1FTE)						
Call Takers		16,401				
Records Clerk (.3FTE)						
Code Compliance (.3FTE)		646				
Taxes	13,921	6,308	4,371	4,034		4,034
Employee Benefits	13,364	25,262	16,002	3,310		3,310
<b>Subtotal Personal Services</b>	<b>97,148</b>	<b>110,527</b>	<b>77,331</b>	<b>59,001</b>	<b>0</b>	<b>59,001</b>
<b>MATERIALS AND SERVICES</b>						
Building Improvements						
Contract Services	11,687	5,832	18,000	10,000 <sup>2</sup>		10,000
Dues		475	750	450		450
Equipment-Maint. & Repair	837	87	300	250		250
Equipment-Rental						
Equipment-Small Purchase	7,188	1,500	1,500	750		750
Insurance	4259	11,340	8,000	9,000		9,000
Miscellaneous		1,273	400	250		250
Municipal Court	4,083	0	12,000			
Postage	55	4	200	200 <sup>3</sup>		200
Publication and Legal Notices	545	571	0	0		0
Supplies	4,461	3,714	6,000	2,500		2,500
Telephone	3,703	3,832	3,000	3,000		3,000
Travel and Training	8,975	6,355	6,000	4,000		4,000
Uniforms & Maintenance	12,980	4,607	2,400	2,400		2,400
Vehicles-Gas & Oil	6,997	9,596	5,500	5,500		5,500
Weapons	2,280	324		3,000		3,000
<b>Subtotal Materials &amp; Services</b>	<b>68,050</b>	<b>49,510</b>	<b>64,050</b>	<b>41,300</b>		41,300
<b>CAPITAL OUTLAY</b>						
Building	0		0			
Equipment	0		0			
Vehicles	15,221	15,221	15,221	15,221 <sup>4</sup>		15,221
<b>Subtotal Capital Outlay</b>	<b>15,221</b>	<b>15,221</b>	<b>15,221</b>	<b>15,221</b>	<b>0</b>	<b>15,221</b>
<b>TOTAL EXPENDITURES</b>	<b>180,419</b>	<b>175,258</b>	<b>156,602</b>	<b>115,522</b>	<b>0</b>	<b>115,522</b>

1. .6 FTE Chief's position, .6 FTE for shared position of Records Clerk and Compliance Officer, .1 FTE Utility Clerk for Court billings and fine

2. Primarily a placeholder for Dispatch Services, also used for background checks on reserve candidates

3. Moved to Non-Departmental

4. Lease of two vehicles. We will own the vehicles after this year.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**RESERVE FUND**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED BUDGET 2011-12</b>	<b>PROPOSED BUDGET 2012-13</b>	<b>BUDGET COMM 2012-13</b>	<b>CITY COUNCIL 2012-13</b>
<b>REVENUES</b>						
Cash Balance Forward	70,973	71,336	15,390	15,440		15,440
Interest on Investments	363	165	50			
<b>TRANSFERS IN</b>						
General Fund			0			
Water Fund			0			
Total Transfers In	0	0	0	0		0
<b>Total Revenues</b>	<b>71,336</b>	<b>71,501</b>	<b>15,440</b>	<b>15,440</b>	<b>0</b>	<b>15,440</b>
<b>CAPITAL OUTLAY</b>						
General Fund Building Improvements						
General Fund Equipment						
Water System and Plant						
Wastewater System and Plant						
Park Equipment						
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund		56,083				
<b>Total Transfers Out</b>		<b>56,083</b>				
<b>CONTINGENCY</b>						
				15,440		15,440
<b>UNAPPROPRIATED BALANCE</b>						
	71,336	15,418	15,440	0		0
<b>TOTAL EXPENDITURES</b>		<b>71,501</b>	<b>15,440</b>	<b>15,440</b>	<b>0</b>	<b>15,440</b>



CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013

SYSTEM DEVELOPMENT FUND

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
<b>REVENUES</b>						
Storm Drain Improvements				263		263
Parks Improvements				270		270
Cash Balance Forward Street – Impr.	33,327	33,493	33,187	34,121		34,121
Cash Balance Water (Impr. @ .95)	317,987	319,567	118,748	123,906		123,906
Cash Balance Sewer (Impr. @ .66)	129,471	130,114	15,084	17,756		17,756
<b>Total Cash Balance</b>	<b>480,785</b>	<b>483,174</b>	<b>167,019</b>	<b>176,316</b>	<b>-</b>	<b>176,316</b>
Street Improvement Charges						
Water Improvement Charges						
Sewer Improvement Charges						
Water Reimbursement Charges						
Sewer Reimbursement Charges						
Storm Sewer						
Park						
SDC fees - Other						
Interest on Investments	2,389	1,086	600	-		-
<b>Total SDC Charges</b>	<b>2,389</b>	<b>1,086</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues</b>	<b>483,174</b>	<b>484,260</b>	<b>167,619</b>	<b>176,316</b>	<b>-</b>	<b>176,316</b>
<b>Transfers</b>						
To Water Debt Service	-	-	-	-		-
To Wastewater Debt Service	-	-	-	-		-
To Water Fund	-	197,903	-	-		-
To Wastewater Fund	-	113,843	-	-		-
To Street Fund	-	-	-	-		-
<b>Total Transfers</b>	<b>-</b>	<b>311,746</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>						<b>0</b>
<b>UNAPPROPRIATED ENDING BAL</b>		172,514	167,619	176,316		<b>176,316</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>484,260</b>	<b>167,619</b>	<b>176,316</b>	<b>-</b>	<b>176,316</b>

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**STORM DRAIN FUND**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED BUDGET 2011-12</b>	<b>PROPOSED BUDGET 2012-13</b>	<b>BUDGET COMM 2012-13</b>	<b>CITY COUNCIL 2012-13</b>
Cash Balance Forward	(8,019)	(1,339)	5,262	12,000		12,000
Storm Drain Assessments	8,667	13,826	15,700	16,500		16,500
Loan for Storm Drain replacement			30,000			1
Interest on Investments	34	15				
<b>TOTAL REVENUES</b>	<b>682</b>	<b>12,502</b>	<b>50,962</b>	<b>28,500</b>		<b>28,500</b>
<b>PERSONAL SERVICES</b>						
Staffing		240	3,653	5,421		5,421
Public Works Supervisor (5%)						
Utility I (5%)						
Utility II						
Taxes		77	280	433		433
Benefits		19	1,274	1,687		1,687
<b>Subtotal Personal Services</b>	<b>0</b>	<b>336</b>	<b>5,207</b>	<b>7,541</b>	<b>0</b>	<b>7,541</b>
<b>MATERIALS AND SERVICES</b>						
Contract Services		2,323	0	1,000		1,000
Engineer	2,021	826	0	5,000		5,000
Equipment Rental						
System Maintenance and Repair		15		8,000		8,000
<b>Subtotal Materials &amp; Services</b>	<b>2,021</b>	<b>3,164</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>
<b>CAPITAL OUTLAY</b>						
Storm Drain Improvements		3,672	45,000	0		0
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>3,672</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>755</b>	<b>2,850</b>	<b>0</b>	<b>2850</b>
<b>UNAPPROPRIATED BALANCE</b>		<b>5,331</b>		<b>4,109</b>		<b>4109</b>
<b>TOTAL EXPENDITURES</b>	<b>2,021</b>	<b>12,502</b>	<b>50,962</b>	<b>28,500</b>	<b>0</b>	<b>28,500</b>
<b>NET REVENUES</b>	<b>(1,339)</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

1. Loan to make repairs to storm drain issue at the southeast corner of Arnold (2011-12 FY)

2. 2010-11-OMI contract ends. 2012-13 No specific project.



**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**STREET FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
Cash Balance Forward	26,262	31,458	44,787	40,587		40,587
State Highway Tax	38,411	43,631	36,000	40,000		40,000
Interest On Investments	100	46	50			
Miscellaneous	1,281		50	100		100
System Development Fund Transfer					1	
<b>TOTAL REVENUES</b>	<b>66,054</b>	<b>75,135</b>	<b>80,887</b>	<b>80,687</b>	<b>0</b>	<b>80,687</b>
<b>PERSONAL SERVICES</b>						
Staffing	8,922	5,291	9,418	8,016		8,016
Administrator	7,187					
Assistant City Administrator	1,735					
Public Works Supervisor (10%)						
Utility I (10%)						
Utility II						
Taxes	1,778	423	721	632		632
Employee Benefits	1,707	1,693	3,376	2,699		2,699
<b>Subtotal Personal Services</b>	<b>12,407</b>	<b>7,407</b>	<b>13,515</b>	<b>11,347</b>	<b>0</b>	<b>11,347</b>
<b>MATERIALS AND SERVICES</b>						
Audit						
Contract Services	10,291	11,349			2	
Engineering	1,808	230	6,000	2,500		2,500
Equipment Rental						
Insurance	1,800	3,700	2,000	2,100		2,100
Miscellaneous						
Publications and Legal Notices			500	500		500
Supplies						
Travel and Training						
Street Improvements		231		5,000		5,000
Street Signs		1,529				
Street Sweeping	1,000	1,000	2,200	1,800	3	1,800
Utilities	7,290	8,862	10,000	11,000		11,000
Vehicle Fuel and Maintenance						
<b>Subtotal Materials &amp; Services</b>	<b>22,189</b>	<b>26,901</b>	<b>20,700</b>	<b>22,900</b>	<b>0</b>	<b>22,900</b>
<b>Capital Outlay</b>						
Street Improvements		4,594	45,644	30,000	4	30,000
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>4,594</b>	<b>45,644</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>0</b>	12,000		12,000
<b>UNAPPROPRIATED BALANCE</b>	<b>0</b>	<b>36,233</b>	1,028	4,440	<b>0</b>	4,440
<b>TOTAL EXPENDITURES</b>	<b>34,596</b>	<b>75,135</b>	<b>80,887</b>	<b>80,687</b>	<b>0</b>	<b>80,687</b>

1. System Development fees transferred

2. OMI

3. Sweep 3 times per year.

4. Street improvement projects

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**WASTEWATER FUND**

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	CITY COUNCIL 2012-13
Cash Balance Forward	-5,874	-70,496	100,000	60,000 <sup>3</sup>		60,000
Sewer User Fees	155,188	151,340	181,500	190,000		190,000
Interest on Investments	560	255	459			
New Connections						
Property Lease		565	550	550		550
Miscellaneous Revenues			1,000	250		250
Refund/Rebates	4,483	1,605	100	100		100
Reserve Transfer						
OR DEQ Loan			150,000			
SDC Transfer		113,843				
<b>TOTAL REVENUES</b>	<b>154,357</b>	<b>197,111</b>	<b>433,609</b>	<b>250,900</b>	<b>0</b>	<b>250,900</b>
<b>PERSONAL SERVICES</b>						
Staffing	28,258	27,463	63,817	65,585		65,585
Administrator Salary (40%)	14,375					
Asst. Recorder Salary	13,883					
Assistant City Administrator (30%)						
Taxes	1,778	2,194	4,921	5,132		5,132
Employee Benefits	1,707	8,786	17,900	19,296		19,296
<b>Subtotal Personal Services</b>	<b>31,743</b>	<b>38,443</b>	<b>86,638</b>	<b>90,013</b>	<b>0</b>	<b>90,013</b>
<b>MATERIALS AND SERVICES</b>						
Audit		2,923	3,600	4,500		4,500
Attorney						
Banking Fees			500	500		500
Chemicals			5,500	7,500		7,500
Contract Services	101,769	85,841	150,000	55,000 <sup>3</sup>		55,000
Dues	60			100		100
Equipment Purchase				3,000		3,000
City Engineer	28,101	7,002	12,000	4,000		4,000
Equipment Maintenance						
Insurance	4,400	7,600	4,600	5,000		5,000
Laboratory Analysis		638	4,200	7,500		7,500
Miscellaneous	151		1,200	1,000		1,000
Permits	2,147	807	3,200	3,200		3,200
Postage	1,794	659	1,600	1,400		1,400
Publications and Legal Notices			500	500		500
Safety Equipment			100	0		0
Security Alarm	445	294	120	0		0
Supplies	841	551	6,000	5,000		5,000
System Maintenance	2,538	9,000	12,500	10,000 <sup>1</sup>		10,000
Telephone	99	214	2,000	1,500		1,500
Travel and Training		17		500		500
Utilities			7,000	7,000		7,000
Vehicle Fuel and Maintenance	1,168	1,799	2,000	5,000		5,000
<b>Subtotal Materials &amp; Services</b>	<b>143,513</b>	<b>117,346</b>	<b>216,620</b>	<b>122,200</b>	<b>0</b>	<b>122,200</b>



Wastewater Fund -- continued	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2009-10	2010-11	BUDGET 2011-12	BUDGET 2012-13	COMM 2012-13	COUNCIL 2012-13
<b>CAPITAL OUTLAY</b>						
Building		2,889			0	
Office Equipment						
Plant and Equipment	14,845		7,000	12,000 <sup>2</sup>		12,000
Wastewater Improvements		113,843				
<b>Subtotal Capital Outlay</b>	<b>14,845</b>	<b>116,732</b>	<b>7,000</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>
<b>DEBT SERVICE</b>						
1997 Revenue Bonds -- USB	23,942	23,079	21,756	20,894		20,894
<b>Subtotal Debt Service</b>	<b>23,942</b>	<b>23,079</b>	<b>21,756</b>	<b>20,894</b>	<b>0</b>	<b>20,894</b>
<b>TRANSFERS</b>						
To Debt Service Fund	0	0				
To Reserve Fund	0	0				
<b>Subtotal Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>		<b>5,793</b>		<b>5,793</b>
<b>UNAPPROPRIATED BALANCE</b>			<b>101,595</b>	<b>0</b>		<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>214,043</b>	<b>295,601</b>	<b>433,609</b>	<b>250,900</b>	<b>0</b>	<b>250,900</b>

1-Includes C-More Pipe contract for \$4,999 in televising and repairing worst sections

2-Refrigerated Outdoor Composite Samplers

3-Complete Wastewater Facility Plan. \$60,000 from DEQ Loan from previous year.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2012-2013**

**WATER FUND**

	<b>ACTUAL 2009-10</b>	<b>ACTUAL 2010-11</b>	<b>ADOPTED BUDGET 2011-12</b>	<b>PROPOSED BUDGET 2012-13</b>	<b>BUDGET COMM 2012-13</b>	<b>CITY COUNCIL 2012-13</b>
Cash Balance Forward	469,897	444,466	400,000	348,400		348,400
Metered Water Sales	166,050	157,151	190,905	250,000		250,000
Outside Water Assessments	79,494	80,534	98,345	150,000		150,000
New Accounts	420	25				
New Connections		1,140	400	500		500
Reconnect Fees	1,544	2,434	600	500		500
Interest on Investments	2,431	1,105	1,200			
Miscellaneous Revenue			100	100		100
Refunds	5,764	4,019	100	100		100
Loan for Water Meter Project			60,000			
OR Econ Devel Grant						
Property Lease						
Transfer - SDC Fund		197,903				
<b>TOTAL REVENUES</b>	<b>725,600</b>	<b>888,776</b>	<b>751,650</b>	<b>749,600</b>	<b>0</b>	<b>749,600</b>
<b>PERSONAL SERVICES</b>						
Staffing	28,258	35,490	96,817	96,103		0
Administrator Salary	14,375					
Asst. Recorder Salary	13,883					
Assistant City Administrator						
Taxes	1,778	2,835	7,461	7,531		0
Employee Benefits	1,707	9,299	27,554	29,014		0
<b>Subtotal Personal Services</b>	<b>31,743</b>	<b>47,624</b>	<b>131,832</b>	<b>132,649</b>	<b>0</b>	<b>0</b>
<b>MATERIALS AND SERVICES</b>						
Audit		2,923	3,600	4,500		4,500
Banking Fees	405	487	600	700		700
Chemicals			18,000	30,000		30,000
Contract Services	146,729	164,590	20,833	100,000 <sup>1</sup>		100,000
Dues	50	230		230 <sup>2</sup>		230
City Engineer	43,892	20,331	25,000	60,000		60,000
Equipment Purchase		1,578		2,500		2,500
Insurance	4,100	8,555	4,500	5,000		5,000
Laboratory Analysis	315	2,006	5,000	3,100		3,100
Miscellaneous	141	130	1,000	1,500		1,500
Permits		1,193	2,000	2,000		2,000
Postage	2,031	681	1,600	1,400		1,400
Publications and Legal Notices		462	500	500		500
Security Alarm & Remote Monitoring						
Supplies	1,497	529	6,000	5,000		5,000
System Maintenance and Repair	11,829	15,109	60,000	20,000		20,000
Telephone	109	81	2,000	2,000		2,000
Travel and Training		766	2,500	2,500		2,500
Utilities			25,000	25,000		25,000
Vehicle Fuel and Maintenance	1,203	3,807	2,500	6,500		6,500
<b>Subtotal Materials &amp; Services</b>	<b>212,301</b>	<b>223,457</b>	<b>180,633</b>	<b>272,430</b>	<b>0</b>	<b>272,430</b>

	ACTUAL 2009-10	ACTUAL 2010-11	ADOPTED BUDGET 2011-12	PROPOSED BUDGET 2012-13	BUDGET COMM 2012-13	PROPOSED BUDGET 2012-13
<b>Water Fund -- continued</b>						
<b>CAPITAL OUTLAY</b>						
Building	0	6,800				
Meters			60,000	60,000 <sup>3</sup>		60,000
Lab Equipment			10,000			
Water Improvements		197,903	200,000	100,000 <sup>3</sup>		100,000
Plant and Equipment		6,025				
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>210,727</b>	<b>270,000</b>	<b>160,000</b>	<b>0</b>	<b>160,000</b>
<b>DEBT SERVICE</b>						
1980 Water Revenue P & I	5,877	7,043	5,400	5,400		5,400
1997 Water Revenue Bonds P & I	31,213	30,063	28,913	28,913		28,913
GMAC Bond						
<b>Subtotal Debt Service</b>	<b>37,090</b>	<b>37,105</b>	<b>34,313</b>	<b>34,313</b>	<b>0</b>	<b>34,313</b>
<b>TRANSFERS</b>						
To Reserve Fund	0	0				
<b>Subtotal Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONTINGENCY</b>						
				100,000		100,000
<b>UNAPPROPRIATED BALANCE</b>						
	0	369,863	134,872	50,208		50,208
<b>TOTAL EXPENDITURES</b>	<b>281,134</b>	<b>888,776</b>	<b>751,650</b>	<b>749,600</b>	<b>0</b>	<b>616,951</b>

1. Anticipates engineering services for water tank upgrade.
2. State mandated operating permits
3. These two projects will be rolled into the revenue bond.
4. This funding was not developed in 2011-12 fiscal year. Project is now part of revenue bond.