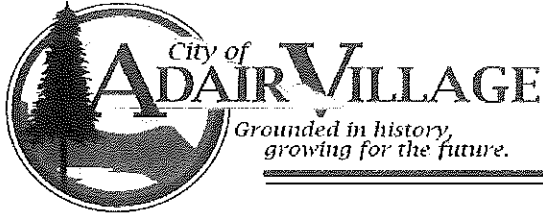


**2016-2017**

**ANNUAL BUDGET**



## Fiscal Year 2016-17 Budget Message

TO: Adair Village Budget Committee  
FROM: Pat Hare, Budget Officer  
DATE: April 2016

### Introduction

I present the Adair Village Budget for Fiscal Year 2016-17 to the Budget Committee and members of the community. The City's Budget shows the continued fiscal stability of our community's finances. The City continues to meet its current financial obligations and we have been able to implement projects to reduce water loss, support our water rights, and update our Wastewater Facilities Plan, which includes the strong possibility of treating the leachate from Coffin Butte Landfill and the new Water Storage Tanks on Voss Hill.

The Public Works staff's hard work has kept the City moving forward with the continued maintenance and improvement programs while producing sufficient water to the community. Our Public Works staff, led by Supervisor Matt Lydon and Utility Worker II Eric Harvey, will continue to improve all of our facilities, and to make upgrades to our City parks. In the upcoming budget year, we plan to hire a 1.0 FTE (full time equivalent) Utility Worker I who will focus on training to be an operator while continuing to mow, landscape and keep up building maintenance.

The City will continue to strengthen our financial management systems with a focus on segregation of duties in our daily activities. Utility/Court Clerk Kathy Edmaiston continues to work full-time handling utility billing and all accounts receivable and recording meetings. As the leadership of the City changes, her job duties will also increase to include personnel/payroll and records retention. The City has contracted with Smith-Wagar Brucker Consulting LLC to help the City reach its financial goals.

The Finance Clerk will continue as a part-time position. This position will focus on accounts payable. They will assist in preparing the budget, monthly reconciliations, and will become more involved in the audit process.

The City will be hiring a new Recreation Coordinator, and the overall hours will be slightly decreased from previous years. Brittany Kennedy has continued to successfully find funding to

provide a wider range of activities for the youth of the community. This summer the youth program will have activities two days a week. Brittany Kennedy has agreed to contract with the City to ensure a smooth transition for the new Recreation Coordinator.

The City continues an aggressive budget approach to prepare for our upcoming large infrastructure projects. The new water tanks are expected to be completed by January of 2017. The City received an award letter through the Infrastructure Funding Authority (IFA) for \$2,840,000.00. These funds will be used not only for the new water tanks but new meters and infrastructure as well.

All of the City's General Fund income resources from the State-cigarette and liquor taxes and state revenue sharing are expected to remain static. We have seen an increase in assessed value on property within the City, which means that the City's revenue from property tax was higher than expected in 2015-16. Our utility franchise fees have remained consistent or grown slightly.

We have made an effort to provide prudent revenue estimates and still leave the City with some ability to meet unexpected expenditures or requests for funding that frequently occur. Staff closely tracks our expenditures and we continue in our efforts to provide consistent beginning balances across all our Funds. Preparations for the new Voss Hill reservoirs and ongoing work on the City's water rights have required a reduction in carry forward in the Water Fund. All other Funds have remained consistent or shown a slight increase. With the continued aging of our primary infrastructure, we will need to increase the Systems Maintenance line items in all funds. The implementation of a HSA (Health Savings Account) program in 2014 has enabled significant savings in our health benefits.

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

### 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. The initial work session simply provides background information for the Budget Committee. The second session, which will include an opportunity for public input, will allow the Committee to review the budget approach, each Fund's revenues and expenses, and basic information on long-term planning. The major issue affecting the budget is our continuing preparations for major capital improvements in our water and wastewater facilities. The Committee will have the opportunity at the second meeting to finalize its recommendation to the City Council or to schedule a further meeting.

State law establishes the format, processes, and many specific items to be included in a municipal budget. 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 Storm Drain 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, Wastewater and Storm Drain 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 was met for the present City staff at hire. The changes to staff- Matt Lydon replaced Tom Shaddon as Public Works Supervisor, Eric Harvey has moved to a Utility Worker II, Barbara Melton has replaced Brittany Kennedy as the Finance Clerk, New Recreation Coordinator and there will be a full time Utility Worker I added to public works. With all of the changes in staffing the City will not be asking for any increases in wages this budget year. The added Public works position will raise the overall personnel fund but it will be very minimal.

The PERS contribution went down this year resulting in considerable savings to the city however; the city will be budgeting money for the future of PERS due to the expected changes to the entire system at the State level.

### **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. This budget year starts with a new lessee for the restaurant in the Old Firehouse and the coffee shop now owned in full by the City with a new lessee in place. Overall, I expect General Fund revenues to remain at the same level that they have been over the last ten years.

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. Building Permits are now handled in full by Benton County, so no income and very limited expense, only a small amount of Personal Service Time, will be required. Information about these individual sub-accounts is presented below.

ADMINISTRATION: All basic consultant contracts-Attorney, Engineer, Planner, and Community Service (code enforcement)-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 under Contract Services. Personal Services costs

include ongoing work of planning, meeting preparation, contracts, franchises, and leases, and reporting to the City Council and State and Federal agencies. Personal Services costs do increase this year for two primary projects-developments of the AVIS (Adair Village Industrial Site) and our planned effort to engage with Santiam Christian School and Weigel Farms to support the marketing and development of the newly annexed 128 acres on both sides of Ryals Road. The Planning Commission has completed the Comprehensive Plan. They will also be looking at the long range planning, hopefully with a grant for a TSP (Transportation System Plan). The Community Service Officer will be supported from this Fund as a Contract Service, rather than the Public Safety Fund. The Community Service Contract is going up this year to add additional services including Emergency Preparedness Programs. Expenses for City Attorney have increased due to the wider range of projects with which they will be involved.

BUILDING: The Building Department will no longer require a budget, but will continue to be reported over the next three budgets as required by state law. The permits are now completely handled through Benton County.

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. Transit costs will hold steady at \$26,000 per year, but with a STF (Special Transportation Fund) grant of \$10,000 this year, the actual cost to the General Fund is \$16,000. The City will need to think about the next budget year to fund transit.

PARKS: The City will continue to fund the Recreation Coordinator position. Brittany Kennedy has been successful in obtaining grant funds to increase the level of service. The Summer Lunch Program will remain at five days per week. We now have a one night a month Teen program year round and we are continuing the “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 for Public Safety will remain the same for this budget year. The City will Continue to contract with Benton County Sheriff’s Office (BCSO) for patrol services which are in addition to the regular patrol hours received simply as part of BCSO county-wide services. There is a small Personal Services charge which represents five (5) percent of the City Administrator’s salary, which is used in coordination and oversight of the BCSO contract. This sub-fund also shows \$33,000 for Vehicles in the Capital Outlay budget. These are the funds from the sale of the police Department’s two vehicles two years ago. These funds are (using the Government Accounting and Standards Board [GASB] 54 language) considered to be “Assigned,” which means that the “governing body”-the City Council-has established an intended use for these funds. .

### **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. There has been no change in this Fund for the last four years.

### **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. Prior to that, the Storm Drain Fund brought in about \$6,000 per year and was in deficit every year. No storm drain improvements had been undertaken for a considerable time. With the new fees, the Storm Drain Fund brings in \$16,000+ per year, covers all its expenses, and is growing by \$4-6,000 per year, which has allowed our Public Works staff to implement an improvement program, which will be retained to deal with any system maintenance issues. There are no specific projects on line at this time.

### **Street Fund**

This fund is a "special revenue" fund and designed to track revenues the City receives from the State's gas tax. These monies, by law, may only be spent on transportation related items, which may include pedestrian and bike paths. Revenues are delivered 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. The City's CIP (Capital Improvement Program) will commit \$12,000 per year in improvements to a section of street and to ADA (American Disabilities Act) improvements to the sidewalks when appropriate. Improving sidewalks in conjunction with street improvements is a requirement.

The long term plan is to fund an overlay project every other year; this schedule works best in order to account for the cost of mobilization of the equipment. In this budget cycle the City will be using these funds to seal the cracks around town. The review from the Benton County engineering staff shows that while the surface pavement needs to be replaced throughout the Loops, the road beds are in very good shape.

### **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 will update its CIP (Capital Improvement Program) every year to account for new, known needs and 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 have had only three new homes built in the City and one new rural water service adding to this fund in the last three years. The City expects to see an increase in this fund from the development of the Serve Pro property.

### **Wastewater Fund**

The revenues in the Wastewater fund come primarily from User Fees and had remained relatively constant since the last increase in 2013. 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 for the 2014-15 budget cycles 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. This year a one step (10 percent) in basic Wastewater rate will be proposed. This will allow the City to keep up with inflation and to continue to provide basic maintenance and operating costs without a diminution in the Balance Forward amount.

In 2015, the City received a \$100,000 loan from Oregon Department of Environmental Quality (DEQ) to complete a Wastewater Facility Plan update, which includes studying the possibility of treating the leachate from Coffin Butte Landfill in partnership with Republic Services/Allied Waste. We also developed a partnership with Republic Services which included a \$164,000 investment in this project over the last three years. This year the project-bench testing of the presumed approach was undertaken by Oregon State University. Our partnership with Republic Services was extended to cover the bench test with the City funding the work of our contract engineering firm.

Over the last four years, since bringing our Public Works back in house, we have focused on becoming more self reliant. Improvements undertaken to existing equipment had enabled our Public Works department to reduce cost however; over the last year the system has needed a lot of repairs. With these additional expenditures, the City spent more in system maintenance than in the previous two years. This year’s budget will not show an increase in the system maintenance and repair line item, as we are hoping we addressed the major issues.

## **Water Fund**

The Water Fund is also a proprietary fund. The Revenues of the Water Fund reflect the increased water rate that the Council approved via Resolution 2012-#2 on May 1, 2012. The new rate will enable the City to undertake the \$2.84 million IFA loan. This budget includes the \$2.84 million, 30-year IFA Loan that we are developing in order to replace the in-ground reservoir on Voss Hill, east of the city, with above ground tanks. We plan to move forward in the 2015-16 Fiscal Year however; a majority of these funds will be spent in the 2016-17 budget.

The IFA Loan was initially considered to support repairs of approximately \$150,000 at the water facility to reduce water loss there and \$60,000 for new radio meters for all water service customers throughout our service area. We have completed the Water plant facility work and purchased all the radio-read meters within the two previous budgets

This \$2.84 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 at this point in time. We have added an additional \$2,500 a year to continue work replacing valves and metal connections in the water transmission lines.

## **Capital Improvement Program (CIP)**

The CIP focuses on present needs and the time frame for purchase varies from one year to five years. These items will be tracked in Capital Outlay in the appropriate Fund. This means that for most of these items, the funds budgeted in Capital Outlay will not be spent and will carry over into the next year.

## **GENERAL USE**

Cost for these items will be split amongst the four Public Works Funds at roughly these percentages-Storm Drain (8%), Streets (12%), Wastewater (30%), and Water (50%). These rates will vary slightly to simplify tracking the items across Funds. To qualify as a Capital Outlay, the purchased item must cost more than \$5,000.

### **Vector Trailer (2016-17 Budget)**

Public Works is not going to be able to move forward with the Pole Barn in the next two years because the placement will be unknown until the City moves forward with a new wastewater facility. Public Works also believes with proper maintenance to the Vehicles they will last a few more years. Therefore those funds could be redirected because there is a direct need to purchase a Vector Trailer that will allow the Public Works Department to do many different functions that are currently being contracted out. The City could then start saving for the Vehicle again and the Pole Barn could be built during the construction of the new Wastewater Facility.



**Pick-up-\$10,000 (three years)**

The public works department currently has three vehicles that have over 150,000 miles. Over the next three years one or more of these vehicles will need to be replaced.

**WASTEWATER**

**Generator-\$20,000 (five years)**

The city is required by the Department of Environmental Quality (DEQ) to have a backup power supply to the wastewater lift station located in the county park. Currently there is no backup power at the lift station. If the power went out the city could be fined a large amount. The five year CIP puts the city in compliance with DEQ because there is a plan in place to take care of the issue.

**WATER**

**Driver/Soft Start-\$7,000 (this year)**

The City completed this project.

**Turbidity Meters-\$10,000 (two years)**

The City worked out a deal with the City of Albany to receive more modern meters. The meters ended up costing the city a lot less than expected. The new meters will also allow the City to obtain replacement parts as needed. This project will be complete before the new budget year begins.

**Street Overlay-\$12,000 per year**

The City decided last year to put this money aside for a project to take place every other year. The major cost in road projects is mobilization, so the City decided that it made more sense to combine the funds for a project every other year. This year we will be doing crack sealing throughout town.

**PARKS (General Fund Sub-Fund)**

**Play Structures-\$5,000 (two years)**

The City was not successful in obtaining the grant for the bathrooms proposed in the 2015-16 budget. These funds will now be used to replace equipment and structures at the Kiddie Park.

Personnel by Fund-2016-17

POSITION	FTE	Salary	Cost	GF-Admin	GF-Bldg	GF-Parks	GF-PS	TOTAL-GF	SD	Str	WW	W	TOTAL
<b>City Administrator</b>													
Salary	100.00%	\$ 75,600	\$ 75,600	\$ 22,650	\$ -	\$ -	\$ 3,775	26,425	5.0%	5.0%	3,775	30.200	\$ 75,600
Taxes		\$ 10,597	\$ 10,597	\$ 3,179	\$ -	\$ -	\$ 530	3,709			\$ 530	4,239	\$ 10,597
Health Insurance		\$ 17,343	\$ 17,343	\$ 5,203	\$ -	\$ -	\$ 867	6,070			\$ 867	6,937	\$ 17,343
Retirement Benefits		\$ 13,318	\$ 13,318	\$ 3,995	\$ -	\$ -	\$ 666	4,661			\$ 666	5,327	\$ 13,318
<b>Total</b>		\$ 116,758	\$ 116,758	\$ 35,028	\$ -	\$ -	\$ 5,838	40,865			\$ 5,838	46,703	\$ 116,758
<b>Utility/Court Clerk</b>													
Salary	100.00%	\$ 31,622	\$ 31,622	\$ 6,324	\$ -	\$ -	\$ -	6,324	5.0%	5.0%	\$ 1,581	15,811	\$ 31,622
Taxes		\$ 4,438	\$ 4,438	\$ 888	\$ -	\$ -	\$ -	888			\$ 222	1,110	\$ 4,438
Health Insurance		\$ 17,343	\$ 17,343	\$ 3,469	\$ -	\$ -	\$ -	3,469			\$ 867	8,671	\$ 17,343
Retirement Benefits		\$ 5,578	\$ 5,578	\$ 1,116	\$ -	\$ -	\$ -	1,116			\$ 279	2,789	\$ 5,578
<b>Total Salary</b>		\$ 58,981	\$ 58,981	\$ 11,796	\$ -	\$ -	\$ -	11,796			\$ 2,949	14,745	\$ 58,981
<b>Finance Clerk</b>													
Salary	40.00%	\$ 12,046	\$ 12,046	\$ 1,807	\$ -	\$ -	\$ -	1,807	5.0%	5.0%	\$ 602	3,614	\$ 12,046
Taxes		\$ 1,691	\$ 1,691	\$ 254	\$ -	\$ -	\$ -	254			\$ 85	507	\$ 1,691
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-			\$ -	-	\$ -
Retirement Benefits		\$ 2,125	\$ 2,125	\$ 319	\$ -	\$ -	\$ -	319			\$ 106	637	\$ 2,125
<b>Total Salary</b>		\$ 15,862	\$ 15,862	\$ 2,379	\$ -	\$ -	\$ -	2,379			\$ 793	4,759	\$ 15,862
<b>Rec Coordinator</b>													
Salary	40.00%	\$ 28,409	\$ 28,409	\$ -	\$ -	\$ 11,364	\$ -	11,364			\$ -	-	\$ 11,364
Taxes		\$ 1,595	\$ 1,595	\$ -	\$ -	\$ 1,595	\$ -	1,595			\$ -	-	\$ 1,595
Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-			\$ -	-	\$ -
Retirement Benefits		\$ 2,005	\$ 2,005	\$ -	\$ -	\$ 2,005	\$ -	2,005			\$ -	-	\$ 2,005
<b>Total Salary</b>		\$ 14,963	\$ 14,963	\$ -	\$ -	\$ 14,963	\$ -	14,963			\$ -	-	\$ 14,963
<b>Public Works Supervisor</b>													
Salary	100.00%	\$ 51,797	\$ 51,797	\$ -	\$ -	\$ -	\$ -	-	5.0%	10.0%	\$ 5,180	12,949	\$ 51,797
Taxes		\$ 7,270	\$ 7,270	\$ -	\$ -	\$ -	\$ -	7,270			\$ 364	1,818	\$ 7,270
Health Insurance		\$ 17,343	\$ 17,343	\$ 867	\$ -	\$ -	\$ -	1,734			\$ 1,734	4,336	\$ 17,343
Retirement Benefits		\$ 9,137	\$ 9,137	\$ -	\$ -	\$ -	\$ -	914			\$ 457	2,264	\$ 9,137
<b>Total</b>		\$ 85,547	\$ 85,547	\$ -	\$ -	\$ -	\$ -	4,277			\$ 8,555	21,387	\$ 85,547
<b>Public Works II</b>													
Salary	100.00%	\$ 29,514	\$ 29,514	\$ -	\$ -	\$ -	\$ -	-	5.0%	10.0%	\$ 2,951	8,854	\$ 29,514
Taxes		\$ 4,143	\$ 4,143	\$ -	\$ -	\$ -	\$ -	414			\$ 414	1,243	\$ 4,143
Health Insurance		\$ 17,343	\$ 17,343	\$ 5,203	\$ -	\$ -	\$ -	1,734			\$ 1,734	5,203	\$ 17,343
Retirement Benefits		\$ 5,206	\$ 5,206	\$ -	\$ -	\$ -	\$ -	260			\$ 260	562	\$ 5,206
<b>Total</b>		\$ 56,206	\$ 56,206	\$ -	\$ -	\$ -	\$ -	2,810			\$ 5,621	16,862	\$ 56,206
<b>Public Works I</b>													
Salary	100.00%	\$ 25,102	\$ 25,102	\$ -	\$ -	\$ 7,530	\$ -	7,530	5%	5%	\$ 1,255	5,020	\$ 25,102
Taxes		\$ 3,523	\$ 3,523	\$ -	\$ -	\$ 1,057	\$ -	1,057			\$ 176	705	\$ 3,523
Health Insurance		\$ 17,343	\$ 17,343	\$ 5,203	\$ -	\$ -	\$ -	5,203			\$ 867	3,469	\$ 17,343
Retirement Benefits		\$ 4,428	\$ 4,428	\$ 1,328	\$ -	\$ -	\$ -	1,328			\$ 221	886	\$ 4,428
<b>Total</b>		\$ 50,396	\$ 50,396	\$ -	\$ -	\$ 15,119	\$ -	15,119			\$ 2,520	10,079	\$ 50,396
Salary		\$ 236,944	\$ 236,944	\$ 30,781	\$ -	\$ 18,894	\$ 3,775	53,450			\$ 13,764	49,668	\$ 236,944
Taxes		\$ 33,258	\$ 33,258	\$ 4,321	\$ -	\$ 2,652	\$ 530	7,502			\$ 1,932	15,269	\$ 33,258
Health Insurance		\$ 86,715	\$ 86,715	\$ 8,671	\$ -	\$ 5,203	\$ 666	14,741			\$ 5,203	19,944	\$ 86,715
Retirement Benefits		\$ 41,797	\$ 41,797	\$ 5,430	\$ -	\$ 3,333	\$ 666	9,429			\$ 1,990	8,761	\$ 41,797
<b>TOTAL</b>		\$ 398,714	\$ 398,714	\$ 49,203	\$ -	\$ 30,082	\$ 5,838	85,123			\$ 23,326	85,345	\$ 398,714
Salary		\$ 30,781	\$ 30,781	\$ -	\$ -	\$ 18,894	\$ 3,775	53,450			\$ 13,764	49,668	\$ 236,944
Taxes		\$ -	\$ -	\$ 0%	\$ -	\$ 8%	\$ 2%	23%			\$ 6%	21%	\$ 46%
Health Insurance		\$ -	\$ -	\$ 0%	\$ 0%	\$ 6%	\$ 1%	17%			\$ 5%	23%	\$ 49%
Retirement Benefits		\$ -	\$ -	\$ 0%	\$ 0%	\$ 8%	\$ 2%	23%			\$ 6%	21%	\$ 46%

**CITY OF ADAIR VILLAGE - ANNUAL BUDGET  
FISCAL YEAR 2015-16**

**2016-17 Wage Schedule**

	<b>Start</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Assistant City Administrator	\$42,853	\$44,996	\$47,246	\$49,608	\$52,088	\$54,692
Finance Officer						
Assistant City Recorder	\$33,540	\$35,218	\$36,979	\$38,827	\$40,768	\$42,807
Utility/Court Clerk	\$27,316	\$28,682	\$30,116	\$31,622	\$33,203	\$34,863
Finance Clerk	\$27,316	\$28,682	\$30,116	\$31,622	\$33,203	\$34,863
Admin Assistant/Clerk	\$18,575	\$19,504	\$20,479	\$21,503	\$22,578	\$23,707
Recreation Coordinator	\$28,409	\$29,829	\$31,321	\$32,887	\$34,531	\$36,258
Public Works Supervisor	\$42,613	\$44,744	\$46,981	\$49,330	\$51,797	\$54,387
Utility Worker III	\$33,738	\$35,425	\$37,195	\$39,056	\$41,008	\$43,059
Utility Worker II	\$26,770	\$28,108	\$29,514	\$30,989	\$32,539	\$34,166
Utility Worker I	\$19,668	\$20,651	\$21,684	\$22,768	\$23,906	\$25,102
Records Clerk	\$27,316	\$28,682	\$30,116	\$31,622	\$33,203	\$34,863
Assistant City Administrator	\$20.60	\$21.63	\$22.71	\$23.85	\$25.04	\$26.29
Finance Officer						
Assistant City Recorder	\$16.13	\$16.93	\$17.78	\$18.67	\$19.60	\$20.58
Utility/Court Clerk	\$13.13	\$13.79	\$14.48	\$15.20	\$15.96	\$16.76
Finance Clerk	\$13.13	\$13.79	\$14.48	\$15.20	\$15.96	\$16.76
Admin Assistant/Clerk	\$8.93	\$9.38	\$9.85	\$10.34	\$10.85	\$11.40
Recreation Coordinator	\$13.66	\$14.34	\$15.06	\$15.81	\$16.60	\$17.43
Public Works Supervisor	\$20.49	\$21.51	\$22.59	\$23.72	\$24.90	\$26.15
Utility Worker III	\$16.22	\$17.03	\$17.88	\$18.78	\$19.72	\$20.70
Utility Worker II	\$12.87	\$13.51	\$14.19	\$14.90	\$15.64	\$16.43
Utility Worker I	\$9.46	\$9.93	\$10.42	\$10.95	\$11.49	\$12.07
Records Clerk	\$13.13	\$13.79	\$14.48	\$15.20	\$15.96	\$16.76

All Funds Ex, -s-2016-17

Code	Personnel Services	Total GF	Adm/Plng	Bldg.	Non-Dept	Parks	Public Safety	Reserve	SDC	Storm Drain	Street	Wastewater	Water	Total 2016-17
5010	City Administrator	\$ 26,425	\$ 22,950				\$ 3,775			\$ 3,775	\$ 3,775	\$ 11,325	\$ 30,200	\$ 75,900
5012	Assistant City Administrator	\$ 6,324	\$ 6,324				\$ 1,981			\$ 1,981		\$ 7,805	\$ 15,811	\$ 31,622
5018	Utility/Court Clerk	\$ 1,807	\$ 1,807							\$ 602	\$ 602	\$ 3,914	\$ 5,421	\$ 12,046
5019	Finance Clerk	\$ 11,364				\$ 11,364								\$ 11,364
5025	Recreation Coordinator													
5050	Public Works Supervisor													
5054	Utility Worker III													
5055	Utility Worker I													
5095	Taxes	\$ 7,502	\$ 4,321				\$ 7,500			\$ 1,476	\$ 5,160	\$ 12,849	\$ 31,078	\$ 51,921
5092	Retirement Benefits	\$ 14,741	\$ 8,671				\$ 2,862			\$ 2,951	\$ 8,854	\$ 16,233	\$ 29,471	\$ 49,145
5091	Health Benefits	\$ 9,439	\$ 5,430				\$ 5,203			\$ 1,932	\$ 5,020	\$ 10,041	\$ 18,082	\$ 28,102
	TOTAL	\$ 85,123	\$ 49,203			\$ 30,082	\$ 666			\$ 1,990	\$ 2,228	\$ 8,761	\$ 19,149	\$ 38,719
	TOTAL	\$ 2,000	\$ 2,000		\$ 2,000							\$ 5,000	\$ 5,000	\$ 13,600
5104	Bank Charges	\$ 950			\$ 950							\$ 1,000	\$ 200	\$ 2,150
5121-23	Building Permits, etc													
5105	Chemicals													
5218	City Attorney	\$ 12,000	\$ 12,000									\$ 4,000	\$ 20,000	\$ 24,000
5240	City Engineer	\$ 1,200	\$ 1,200											\$ 12,000
5225	City Planner	\$ 12,000	\$ 12,000											\$ 38,200
5230	Contract Services	\$ 29,000					\$ 28,000				\$ 1,500			\$ 12,000
	CS-Dispatch													\$ 30,000
	CS-Engineering													
	CS-OMI													
	CS-Parks													
	CS-Attorney Fees	\$ 24,000	\$ 24,000										\$ 20,000	\$ 2,840,000
	CS-Other	\$ 33,000			\$ 33,000									\$ 24,000
5110	Dues	\$ 4,550	\$ 500		\$ 4,000	\$ 50						\$ 500	\$ 500	\$ 33,000
5115	Election Fees	\$ 700			\$ 1,000	\$ 200								\$ 5,550
5245	Equipment-Maint. & Repair	\$ 600			\$ 500	\$ 100								\$ 1,000
5246	Equipment-Purchase	\$ 700			\$ 500	\$ 200								\$ 2,000
5226	Equipment-Rental/Lease	\$ 2,000			\$ 500	\$ 1,500				\$ 200	\$ 250	\$ 4,000	\$ 2,000	\$ 4,700
5198	Events-Parks & Rec	\$ 2,000			\$ 2,000									\$ 5,100
5174	Improvements-Buildings & Parks	\$ 4,000			\$ 3,000	\$ 1,000								\$ 8,450
5125	Insurance	\$ 6,200			\$ 5,200	\$ 1,000								\$ 2,000
5127	Lab Analysis													\$ 4,000
5175	Maintenance-Building & Parks	\$ 2,700			\$ 1,200	\$ 1,500					\$ 3,000	\$ 6,000	\$ 8,000	\$ 23,200
5145	Mayor and Council Expenses	\$ 1,200			\$ 1,200									\$ 2,700
5155	Mileage	\$ 200			\$ 1,400									\$ 1,200
5151	Miscellaneous	\$ 2,450	\$ 250		\$ 2,000	\$ 200								\$ 2,000
5152	Municipal Court	\$ 2,000			\$ 2,000									\$ 8,000
5157	Office Supplies	\$ 7,000				\$ 7,000								\$ 2,000
5190	Parks-Youth Activities													\$ 5,450
5165	Permits													\$ 2,000
5168	Postage	\$ 2,000			\$ 2,000									\$ 7,000
5103	Prosemy Taxes	\$ 3,100			\$ 3,100									\$ 1,500
5171	Publication and Legal Notices	\$ 500			\$ 500									\$ 3,000
5172	Safety Equipment	\$ 500			\$ 500									\$ 3,100
5260	Security Alarm													\$ 850
5182	Signage													\$ 500
5179	Street Improvements													\$ 500
5270	Street Sweeper													\$ 10,000
5180	Supplies	\$ 3,750	\$ 250		\$ 3,000	\$ 500				\$ 100	\$ 10,000	\$ 1,000	\$ 1,500	\$ 3,200
5250	Surety Bonds	\$ 250			\$ 250									\$ 6,850
5181	System Maintenance and Repair	\$ 1,000			\$ 1,000									\$ 250
5166	Telephone	\$ 26,000			\$ 3,000	\$ 26,000				\$ 4,000		\$ 20,000	\$ 25,000	\$ 48,000
5235	Travel	\$ 1,700			\$ 400	\$ 500								\$ 6,000
5188	Travel and Training													\$ 26,000
5189	Uniforms													\$ 6,200
5170	Utilities	\$ 22,550			\$ 22,000	\$ 550								\$ 67,850
5190	Vehicle Fuel & Maintenance	\$ 3,000			\$ 800	\$ 2,200				\$ 200	\$ 10,000	\$ 10,000	\$ 25,000	\$ 67,850
5184	Weapons & Ammunition													\$ 13,200
	TOTAL	\$ 24,800	\$ 51,200		\$ 118,600	\$ 17,000	\$ 29,000			\$ 9,000	\$ 27,950	\$ 97,750	\$ 2,975,300	\$ 3,324,900

All Funds Ext -s-2016-17

Code	Total GF	Adm/Ping	Blg.	Non-Dept	Parks	Public Safety	Reserve	SDC	Storm Drain	Street	Wastewater	Water	Total 2016-17
<b>Capital Outlay</b>													
5315 Buildings	\$ -												\$ -
5330 Equipment	\$ -												\$ -
5345 Meters	\$ -								\$ 2,400	\$ 3,600		\$ 35,000	\$ 41,000
5354 Park Improvements	\$ 62,500				\$ 62,500								\$ 62,500
5365 Plant & Equipment	\$ -												\$ -
5370 Vehicles	\$ -												\$ -
5385 Storm Drain Improvements	\$ -												\$ -
5375 Streets	\$ -								\$ 24,000				\$ 24,000
5390 Wastewater Improvements	\$ -												\$ -
5380 Water Improvements	\$ -												\$ -
5325 Wastewater Facilities	\$ -												\$ -
5320 Water Facilities	\$ -												\$ -
TOTAL	\$ 62,500	\$ -	\$ -	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ 2,400	\$ 27,600	\$ -	\$ 35,000	\$ 127,500
<b>Fund Reserves</b>													
Buildings													\$ -
Equipment													\$ -
Park Improvements									\$ 264	\$ 395	\$ 990	\$ 1,650	\$ 3,300
Park Equipment	\$ 7,500				\$ 7,500								\$ 7,500
Plant & Equipment	\$ 33,000				\$ 33,000						\$ 16,000		\$ 16,000
Vehicles	\$ -												\$ -
Improvements (by Fund)	\$ -												\$ -
TOTAL	\$ 40,500	\$ -	\$ -	\$ -	\$ 7,500	\$ 33,000	\$ -	\$ -	\$ 264	\$ 395	\$ 16,990	\$ 1,650	\$ 59,800
<b>Debt Service</b>													
5425 Wastewater Facilities-1997	\$ -										\$ 21,800		\$ 21,800
5420 Water Facilities-1997	\$ -											\$ 27,500	\$ 27,500
5410 Water Facilities-1989	\$ -											\$ 6,000	\$ 6,000
5460 2012 DEQ WWFP Loan	\$ -											\$ 41,048	\$ 41,048
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,848	\$ 33,500	\$ 96,348
<b>Transfers</b>													
5500 Reserve Fund	\$ -												\$ -
5560 Street Fund	\$ -												\$ -
5580 Wastewater Fund	\$ -												\$ -
5570 Water Fund	\$ -												\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contingencies &amp; Unappropriated Balances</b>													
5600 Contingency	\$ 21,000						\$ -	\$ -	\$ 4,320	\$ 15,000	\$ 15,000	\$ 75,000	\$ 130,320
7777 UNAPPROPRIATED BALANCE	\$ 16,046						\$ 10,148	\$ 215,429	\$ 6,028	\$ 37,928	\$ 18,567	\$ 429,619	\$ 741,963
TOTAL	\$ 37,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,148	\$ 215,429	\$ 12,348	\$ 52,928	\$ 33,567	\$ 504,619	\$ 872,283
<b>TOTAL-ALL CATEGORIES</b>													
2014-15 Totals	\$ 439,988	\$ 100,403	\$ -	\$ 118,600	\$ 117,025	\$ 66,898	\$ 16,148	\$ 215,429	\$ 43,200	\$ 132,200	\$ 295,500	\$ 3,736,000	\$ 4,879,445
	\$ 462,593	\$ 99,030	\$ 12,045	\$ 118,600	\$ 31,532	\$ 36,604	\$ 16,418	\$ 181,865	\$ 29,084	\$ 120,200	\$ 481,286	\$ 761,501	\$ 2,043,057
	\$ 439,988												\$ 4,879,445

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND - COMBINED REVENUES**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
<b>REVENUES</b>						
Beginning Fund Balance	69,614	177,989	120,000	100,000		
Violation Fines	4,635	2,752	2,400	2,400		
Building Permits	6,408	2,419	-	-		1
Electrical Permits	1,640	-	-	-		1
Permits-State Surcharge	-	-	-	-		1
Permits-CET/SchoolDistrict	-	-	-	-		1
Cigarette Tax	1,137	1,133	1,200	1,200		
Franchise Fees	46,252	43,979	45,000	45,000		
Grant-Special Transportation Fund	-	-	10,000	10,000		1a
Grant - Planning	-	-	-	-		
Grant - Park & Rec Program	2,410	3,808	54,000	-		
Interest Income	3,102	3,203	3,200	3,200		
Lease-Building	19,615	19,616	30,000	32,000		2
Lease-Property	23,498	24,256	26,000	26,000		3
Leases-Property Tax	-	1,852	1,800	4,800		4
Leases-Utilities	-	-	18,000	14,000		5
Liquor Tax	11,835	12,172	12,000	12,000		
Miscellaneous Revenue	57,232	39,990	7,500	7,500		
Planning and Zoning Fees	2,536	550	2,000	5,000		
Property Tax - Current Year	93,179	103,331	100,000	105,000		
Property Tax - Prior Years	1,503	1,623	1,500	1,600		
Refunds	900	719	2,000	2,000		
Revenue Sharing	7,119	7,300	7,500	7,500		
Room Rental	415	215	400	250		
Sale of Assets	34,387	-	-	-		
Transfer In - Reserve	-	-	-	-		
<b>TOTAL REVENUES</b>	<b>387,417</b>	<b>446,907</b>	<b>444,500</b>	<b>379,450</b>	-	-
<i>Income minus Beginning Fund Balance and PS grants</i>	<i>317,803</i>	<i>268,918</i>	<i>324,500</i>	<i>279,450</i>	-	-
<b>EXPENDITURES</b>						
Administration /Planning	59,346	99,030	106,645	102,153		
Building Permit Dept	12,661	12,045	-	-		
Non-Departmental	85,414	102,913	118,600	104,250		
Parks	21,208	31,532	115,371	56,482		
Public Safety	30,799	36,604	66,838	67,438		6
<b>Subtotal department expenditures</b>	<b>209,428</b>	<b>282,125</b>	<b>407,454</b>	<b>330,323</b>	-	0
<b>TRANSFERS****</b>						
Reserve Fund	-	-	-	-		
Subtotal Transfers	-	-	-	-		
Contingencies	-	-	21,000	20,000		
<b>Total Appropriations</b>	<b>209,428</b>	<b>282,125</b>	<b>428,454</b>	<b>350,323</b>		
<b>Unappropriated End Balance</b>	<b>177,989</b>	<b>164,782</b>	<b>16,046</b>	<b>29,127</b>		0
<b>TOTAL</b>	<b>387,417</b>	<b>446,907</b>	<b>444,500</b>	<b>379,450</b>	<b>0</b>	<b>0</b>

Note to Pat-\$100,000 unapprop from 2016 looks good. Need your best guess on Planning fees and SDCs. Will the SDCs be in 2016 or 2017 budget.

1 - Building permits & inspections will be handled by Benton County. 5% of CA time as liaison.

2- Leases on the Coffee Shop and the old Firehouse.

3- Leases on AVIS and small farm sites.

4- Property taxes on all City property under lease.

5- The electric bill for the Market and Restaurant will be paid by the City and then, invoiced separately

6 - Includes \$33,000 from sale of Police Cars "Assigned" by City Council to be held in Capital Outlay for future re-establishment of AV Police Department.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND - COMBINED EXPENSES**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2013-14	2014-15	BUDGET 2015-16	BUDGET 2016-17	COMM 2016-17	COUNCIL 2016-17
<b>TOTAL REVENUES</b>	<b>387,417</b>	<b>446,907</b>	<b>444,500</b>			
<b>Personal Services</b>						
Staffing	42,758	51,518	58,566	53,450		
Taxes	6,779	5,866	8,221	7,502		
Health Insurance	4,917	7,178	6,070	14,741		
Retirement	11,310	15,146	15,748	9,429		
<b>Subtotal Personal Services</b>	<b>65,764</b>	<b>79,708</b>	<b>88,604</b>	<b>85,123</b>		
<b>Material and Services</b>						
Audit	1,352	1,685	2,000	5,000		
Bank Charges	360	955	950	900		
Building Permits-Benton County Building Dep't	1,194	1,194	-	-		
Building Permits-State Surcharge	161	161	-	-		
Building Permits-School Dist. CET	300	300	-	-		
City Attorney	4,466	11,553	18,000	12,000		
City Engineer	956	-	3,600	1,200		
City Planner	14,886	15,933	12,000	12,000		
Contract Services	39,256	80,736	77,500	70,600		
Dues	3,870	2,806	4,700	4,500		
Election Fees	-	-	1,000	1,000		
Equipment-Rental/Lease	-	-	600	600		
Equipment-Maint. & Repair	621	2,747	700	700		
Equipment-Purchase	355	756	700	700		
Events	1,310	1,568	2,000	2,000		
Improvements -Buildings & Parks	10,356	4,512	4,000	4,200		
Maintenance-Buildings & Parks	2,567	5,938	2,700	3,600		
Insurance	5,578	6,076	6,200	6,000		
Mayor and Council Expenses	-	863	1,200	1,000		
Mileage	300	539	200	350		
Miscellaneous	3,359	2,856	2,450	2,750		
Municipal Court	902	897	2,000	2,000		
Parks-Youth Activities	4,554	5,131	7,000	7,000		
Postage	1,279	1,585	2,000	1,500		
Publication and Legal Notices	20	418	500	500		
Security Alarm	785	2,303	500	400		
Signage	112	-	-	-		
Supplies	4,562	4,492	3,750	3,650		
Surety Bonds	-	-	250	250		
Taxes (property taxes on leased property)	2,987	4,591	3,100	4,800		
Telephone	3,626	3,555	3,000	4,000		
Transit	16,966	21,417	26,000	20,000		
Travel and Training	511	1,811	1,700	4,500		
Uniforms	-	-	-	-		
Utilities	5,524	8,266	22,550	23,000		
Vehicle Fuel & Maintenance	3,391	1,331	3,000	1,500		
Weapons & Ammunition	-	-	-	-		
<b>Subtotal Materials and services</b>	<b>136,466</b>	<b>196,975</b>	<b>215,850</b>	<b>202,200</b>		
<b>Capital Outlay</b>						
Building Improvements	-	-	-	-		
Equipment	-	-	-	-		
Park Improvements	-	-	62,500	-		
Park Landscaping	-	-	-	-		
Vehicles	-	-	-	-		
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>62,500</b>	<b>-</b>		
<b>Fund Reserve</b>						
Building Improvements	-	-	-	-		
Equipment	-	-	-	-		
Park Improvements	-	-	-	-		
Park Equipment	-	-	7,500	10,000		
Vehicles	-	-	33,000	33,000		
<b>Subtotal Fund Reserves</b>	<b>-</b>	<b>-</b>	<b>40,500</b>	<b>43,000</b>		
<b>Transfers****</b>						
To Reserve Fund	-	-	-	-		
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
Contingencies	-	-	21,000	20,000		
<b>TOTAL EXPENDITURES</b>	<b>202,230</b>	<b>276,683</b>	<b>428,454</b>	<b>350,323</b>		
<b>UNAPPROPRIATED ENDING BAL</b>	<b>177,989</b>	<b>164,782</b>	<b>16,046</b>	<b>29,127</b>		
<b>TOTAL</b>	<b>380,219</b>	<b>441,465</b>	<b>444,500</b>	<b>379,450</b>		

1- \$18,000 for Utilities for City-owned buildings. Same revenue amount shown as Lease-Utilities (Combined GF Revenues-Footer 4)

2- In Adopted Budget 2014-15, the \$33,000 was incorrectly listed under Capital Outlay.

CITY OF ADAIR VILLAGE ANNUAL BUDGET

GENERAL FUND - COMBINED EXPENSES BY SUB-FUND

	TOTAL	Admin/ Planning	Non-Dept	Parks	Public Safety
<b>TOTAL REVENUES</b>	<b>444,500</b>				
<b>Personal Services (Overall Salaries)</b>		<b>30,781</b>		<b>18,894</b>	<b>3,775</b>
City Administrator	26,425	22,650	-	-	3,775
Utility/Court Clerk	6,324	6,324	-	-	-
Finance Clerk	1,807	1,807	-	-	-
Recreation Coordinator	11,364	-	-	11,364	-
Public Works-Parks	7,530	-	-	7,530	-
Taxes	7,502	4,321	-	2,652	530
Health Insurance	14,741	8,671	-	5,203	867
Retirement Benefits	9,429	5,430	-	3,333	666
<b>Subtotal Personal Services</b>	<b>85,123</b>	<b>49,203</b>	<b>-</b>	<b>30,082</b>	<b>5,838</b>
<b>Material and Services</b>					
Audit	5,000	-	5,000	-	-
Bank Charges	900	-	900	-	-
City Attorney	12,000	12,000	-	-	-
City Engineer	1,200	1,200	-	-	-
City Planner	12,000	12,000	-	-	-
Contract Services	70,600	24,000	18,000	-	28,600
Dues	4,500	500	4,000	-	-
Election Fees	1,000	-	1,000	-	-
Equipment-Lease/Rental	600	-	500	100	-
Equipment-Maint. & Repair	700	-	500	200	-
Equipment-Purchase	700	-	500	200	-
Events	2,000	-	-	2,000	-
Improvements-Buildings & Parks	4,200	-	3,000	1,200	-
Insurance	6,000	-	5,000	1,000	-
Maintenance-Building/Parks	3,600	-	2,400	1,200	-
Mayor and Council Expenses	1,000	-	1,000	-	-
Mileage	350	250	-	100	-
Miscellaneous	2,750	250	2,000	500	-
Municipal Court	2,000	-	2,000	-	-
Parks-Youth Activities	7,000	-	-	7,000	-
Postage	1,500	-	1,500	-	-
Property Taxes	4,800	-	4,800	-	-
Publication and Legal Notices	500	-	500	-	-
Security Alarm	400	-	400	-	-
Signage	-	-	-	-	-
Supplies	3,650	250	3,000	400	-
Surety Bonds	250	-	250	-	-
Telephone	4,000	-	4,000	-	-
Transit	20,000	-	20,000	-	-
Travel and Training	4,500	2,500	1,500	500	-
Utilities	23,000	-	22,000	1,000	-
Vehicle Fuel & Maintenance	1,500	-	500	1,000	-
<b>Subtotal Materials and Services</b>	<b>202,200</b>	<b>52,950</b>	<b>104,250</b>	<b>16,400</b>	<b>28,600</b>
<b>Capital Outlay</b>					
Building Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Park Improvements	-	-	-	-	-
Park Landscaping	-	-	-	-	-
Park Equipment	-	-	-	-	-
Vehicles	-	-	-	-	-
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Reserve</b>					
Building Improvements	-	-	-	-	-
Equipment	-	-	-	-	-
Park Improvements	10,000	-	-	10,000	-
Park Landscaping	-	-	-	-	-
Park Equipment	-	-	-	-	-
Vehicles	33,000	-	-	-	33,000
<b>Subtotal Fund Reserves</b>	<b>43,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>33,000</b>
<b>Transfers****</b>					
To Building & Equipment Reserve Fund	-	-	-	-	-
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingencies	20,000	-	-	-	-
Unappropriated End Balance	29,127	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>379,450</b>	<b>102,153</b>	<b>104,250</b>	<b>56,482</b>	<b>67,438</b>



**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2016-2017**

**GENERAL FUND - ADMINISTRATION & PLANNING**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
<b>PERSONAL SERVICES</b>						
Staffing	25,756	33,003	33,589	30,781		
Taxes	3,519	3,628	4,715	4,321		
Health Insurance	3,346	5,607	5,203	8,671		
Retirement	6,322	11,283	10,888	5,430		
<b>Subtotal Personal Services</b>	<b>38,943</b>	<b>53,521</b>	<b>54,395</b>	<b>49,203</b>	-	-
<b>MATERIALS AND SERVICES</b>						
City Attorney	4,466	11,553	18,000	12,000		
City Engineer	956	-	3,600	1,200		
City Planner	14,886	15,933	12,000	12,000		
Contract Services	75	14,450	16,500	24,000 <sup>1</sup>		
Dues	-	1,023	650	500 <sup>2</sup>		
Mileage	-	176	200	250 <sup>2</sup>		
Miscellaneous	-	276	250	250		
Supplies	-	975	250	250		
Travel and Training	20	1,123	800	2,500		
<b>Subtotal Materials and Services</b>	<b>20,403</b>	<b>45,509</b>	<b>52,250</b>	<b>52,950</b>	-	-
<b>GRAND TOTAL</b>	<b>59,346</b>	<b>99,030</b>	<b>106,645</b>	<b>102,153</b>	-	-

1- Code Compliance Officer is fully funded here.

2- Note: These categories were not in the budget last year, but there were expenses in this fiscal year.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2016-2017**

**GENERAL FUND - BUILDING PERMITS**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
Building Permits	-	-	-	-	1	
Electrical Permits	-	-	-	-		
State Surcharge	-	-	-	-		
Building Permit Charges-School Dist. CET	-	-	-	-		
	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PERSONAL SERVICES</b>				-		
Staffing	3937	6711	-	-		
Taxes	396	929	-	-		
Health Insurance	1,272	1,571	-	-		
Retirement	698	1,104	-	-		
Subtotal Personal Services	<b>6303</b>	<b>10,315</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MATERIALS AND SERVICES</b>				-		
Building Permits-Benton County	3376	1,194	-	-		
Building Permit Charges-State Surcharge	420	161	-	-		
Building Permit Charges-School Dist. CET	2437	300	-	-		
Contract Services	-	75	-	-		
Dues	125	-	-	-		
Miscellaneous	0	-	-	-		
Supplies	0	-	-	-		
Travel & Training	0	-	-	-		
Subtotal Materials and Services	<b>6358</b>	<b>1,730</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>						
Office Equipment	-	-	-	-		-
Subtotal Capital Outlay	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>12,661</b>	<b>12,045</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

1. Since 2015-16 Budget Year, Building is handled through Benton County

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2016-2017**

**GENERAL FUND - NON-DEPARTMENTAL**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
<b>PERSONAL SERVICES</b>		-				
<b>MATERIALS &amp; SERVICES</b>						
Audit Services	1,352	1,685	2,000	5,000	<sup>1</sup>	
Banking Charges	360	955	950	900		
Contracted Services	17,119	33,573	33,000	18,000	<sup>2</sup>	
Dues (organizational)	3,583	1,783	4,000	4,000		
Election Fees	-	-	1,000	1,000		
Equipment-Lease & Rental	-	-	500	500		
Equipment Maintenance and Repair	621	1,972	500	500		
Equipment-Purchase Small	355	756	500	500		
Improvements-Buildings	9,647	4332	3,000	3,000		
Insurance	4,803	5,238	5,200	5,000	<sup>3</sup>	
Maintenance-Buildings	1,561	3,952	1,200	2,400		
Mayor and Council Expenses	-	863	1,200	1,000		
Mileage	190	35.00	-			
Miscellaneous	3,359	2,580	2,000	2,000		
Municipal Court	902	897	2,000	2,000	<sup>4</sup>	
Postage	1,279	1,585	2,000	1,500		
Property Taxes (formerly Maintenance and Taxes)	2,987	4,591	3,100	4,800	<sup>5</sup>	
Publications and Legal Notices	20	418	500	500		
Security Alarm	785	2,303	500	400		
Signage	112	-	-			
Supplies	3,348	2,712	3,000	3,000		
Surety Bonds	-	-	250	250		
Telephone	3,585	3,555	3,000	4,000		
Transit	16,966	21,417	26,000	20,000	<sup>6</sup>	
Travel and Training	491	50	400	1,500		
Utilities (formerly Power & Lights)	4,639	7,609	22,000	22,000	<sup>7</sup>	
Vehicles-Fuel	918	52	800	500		
<b>Subtotal Materials &amp; Services</b>	<b>78,982</b>	<b>102,913</b>	<b>118,600</b>	<b>104,250</b>	-	-
<b>CAPITAL OUTLAY</b>						
Office Equipment	-	-	-	-		
Building Improvements (Remodel)	6,432	-	-	-		
<b>Subtotal Capital Outlay</b>	<b>6,432</b>	-	-	-	-	-
<b>Total</b>	<b>85,414</b>	<b>102,913</b>	<b>118,600</b>	<b>104,250</b>	-	-

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

2- This includes the contract for payroll services, property management , accounting and closeout support, utility billing, copier lease, and HVAC contract.

3- Insurance is split amongst funds by the specific properties covered under P&L (property and liability).

4- Municipal Court moved to Public Safety in 2012 budget and back in 2013. Court meets every other month.

5- Property taxes are paid on any City which is leased for commercial use, this includes: Sweet Taste Coffee Shop, Adair Market, Farm Food restaurant, and the lease with Republic Services at the PRC (Pacific Region composting) at our industrial site (AVIS).

6 - Through 2013-14 City paid 1/2 the operating costs in partnership with Corvallis Transit System.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2016-2017**

**GENERAL FUND - PARKS**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
<b>PERSONAL SERVICES</b>						
Staffing	7,426	9,408	21,202	18,894		
Taxes	923	1,009	2,976	2,652		
Health Insurance	-	-	-	5,203		
Retirement	1,420	1,489	4,194	3,333		
<b>Subtotal Personal Services</b>	<b>9,769</b>	<b>11,906</b>	<b>28,371</b>	<b>30,082</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Contract Services	-	5,441	-	-		
Dues	-	-	50	-		Oregon Assoc of Water Utilities
Equipment-Lease & Rental	-	-	100	100		
Equipment Maintenance and Repair	-	775	200	200		
Equipment-Purchase Small	-	-	200	200		
Events	1,310	1,568	2,000	2,000		
Improvements-Buildings & Parks	709	180	1,000	1,200		
Insurance	775	838	1,000	1,000		
Maintenance-Buildings & Parks	1,006	1,986	1,500	1,200		
Mileage	110	328	-	100		
Miscellaneous	-	-	200	500		
Supplies	1,214	805	500	400		
Travel and Training	-	638	500	500		
Utilities	885	657	550	1,000		
Vehicles	876	1,279	2,200	1,000		
Youth Activities	4,554	5,131	7,000	7,000		
<b>Subtotal Materials &amp; Services</b>	<b>11,439</b>	<b>19,626</b>	<b>17,000</b>	<b>16,400</b>	-	-
<b>CAPITAL OUTLAY</b>						
Park Improvements	-	-	62,500	-		
Park Landscaping	-	-	-	-		
Building Improvements	-	-	-	-		
Park Equipment	-	-	-	-		
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>62,500</b>	<b>-</b>	-	-
<b>RESERVE</b>						
Building	-	-	-	-		
Park Improvements	-	-	-	-		
Park Equipment	-	-	7,500	10,000		<sup>1</sup>
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>10,000</b>		
<b>TOTAL EXPENDITURES</b>	<b>21,208</b>	<b>31,532</b>	<b>115,371</b>	<b>56,482</b>	-	-

1- This will be a \$15,000 project to be purchased in 2018-19 budget year.

Capital Improvement Program	2013-14	2014-15	2015-16	2016-17	2017-18
Play Structures:	\$ 2,500	\$ 5,000	7,500	\$ 10,000	\$ 12,500

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**GENERAL FUND - PUBLIC SAFETY**

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2013-14	2014-15	BUDGET	BUDGET	COMM	COUNCIL
	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
Fines Paid for Violations	-	-	-	-		
DRE Grant	-	-	-	-		
ODOT Traffic Safety Grant	-	-	-	-		
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PERSONAL SERVICES</b>						
Staffing	2,865	2,396	3,775	3,775		<sup>1</sup>
Taxes	1,408	300	530	530		
Health Insurance	-	-	867	867		
Retirement	2,464	1,270	666	666		
<b>Subtotal Personal Services</b>	<b>6,737</b>	<b>3,966</b>	<b>5,838</b>	<b>5,838</b>	<b>-</b>	
<b>MATERIALS AND SERVICES</b>						
Contract Services	22,062	32,638	28,000	28,600		<sup>2</sup>
Dues	162	-	-	-		
Equipment-Maint. & Repair	-	-	-	-		
Equipment-Small Purchase	-	-	-	-		
Improvements-Buildings	-	-	-	-		
Insurance	-	-	-	-		
Miscellaneous	200	-	-	-		
Municipal Court	-	-	-	-		
Postage	-	-	-	-		
Publication and Legal Notices	-	-	-	-		
Supplies	-	-	-	-		
Telephone	41	-	-	-		
Travel and Training	-	-	-	-		
Uniforms & Maintenance	-	-	-	-		
Vehicles-Gas & Oil	1,597	-	-	-		
Weapons	-	-	-	-		
<b>Subtotal Materials &amp; Services</b>	<b>24,062</b>	<b>32,638</b>	<b>28,000</b>	<b>28,600</b>	<b>-</b>	
<b>CAPITAL OUTLAY</b>						
Building	-	-	-	-		
Equipment	-	-	-	-		
Vehicles	-	-	-	-		
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>RESERVE</b>						
Building	-	-	-	-		
Equipment	-	-	-	-		
Vehicles	-	-	33,000	33,000		<sup>3</sup>
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>33,000</b>	<b>-</b>	
<b>TOTAL EXPENDITURES</b>	<b>30,799</b>	<b>36,604</b>	<b>66,838</b>	<b>67,438</b>	<b>-</b>	<b>-</b>

1 - This represents 5% of the City Administrator's time.

2. This amount would cover a contract with Benton County Sheriff's Office for 10 hours per week of directed patrol.

3. This holds the funds that we received from sale of assets of the Police Department last year.

These funds have been "Assigned" by the Council to be held until the Police Department is re-established. They are shown as Fund Reserve as the simplest way to track the specific commitment into the future.

**CITY OF ADAIR VILLAGE ANNUAL BUDGET**  
**FISCAL YEAR 2016-2017**

**RESERVE FUND**

	<b>ACTUAL</b> 2013-14	<b>ACTUAL</b> 2014-15	<b>ADOPTED</b> <b>BUDGET</b> 2015-16	<b>PROPOSED</b> <b>BUDGET</b> 2016-17	<b>BUDGET</b> <b>COMM</b> 2016-17	<b>CITY</b> <b>COUNCIL</b> 2016-17
<b>REVENUES</b>						
Cash Balance Forward	-	15,418	16,418	16,148	-	-
Interest on Investments	-	-	-	-	-	-
<b>TRANSFERS IN</b>						
General Fund	-	-	-	-	-	-
Wastewater Fund	-	-	-	-	-	-
Water Fund	-	-	-	-	-	-
Total Transfers In	-	-	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>15,418</b>	<b>16,418</b>	<b>16,148</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS OUT</b>						
Transfer to General Fund	-	-	-	-	-	-
Transfer to Wastewater Fund	-	-	-	-	-	-
Transfer to Water	-	-	-	-	-	-
<b>Total Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CONTINGENCY</b>						
<b>UNAPPROPRIATED BALANCE</b>	<b>-</b>	<b>15,418</b>	<b>16,418</b>	<b>16,148</b>	<b>-</b>	<b>-</b>
	<b>-</b>	<b>15,418</b>	<b>16,418</b>	<b>16,148</b>	<b>-</b>	<b>-</b>

**CITY OF ADAIR VILLAGE ANNUAL BUDGET  
FISCAL YEAR 2016-2017**

**SYSTEM DEVELOPMENT FUND**

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
<b>REVENUES</b>						
Cash Balance Forward Street -- Impr.	34,427	35,524	36,620	37,716		
Cash Balance Water (Impr. @ .95)	126,805	132,858	138,911	144,980		
Cash Balance Wastewater (Impr. @ .66)	18,899	22,034	25,169	28,348		
Storm Drain Improvements	263	962	1,625	2,243		
Parks Improvements	270	587	904	1,221		
<b>Total Cash Balance</b>	<b>180,664</b>	<b>191,965</b>	<b>203,229</b>	<b>214,509</b>	-	-
Street Improvement Charges	934	-	1,096	16,831		<sup>2</sup>
Water Improvement Charges	5,158	-	6,053	22,033		<sup>2</sup>
Sewer Improvement Charges	2,672	-	3,135	11,412		<sup>2</sup>
Storm Drain Improvements	263	-	663	4,804		<sup>2</sup>
Park Improvements	270	-	317	317		<sup>2</sup>
Water Reimbursement Charges	16	-	17	17		<sup>2</sup>
Sewer Reimbursement Charges	44	-	44	44		<sup>2</sup>
SDC fees - Other	971	-	875	4,418		<sup>1</sup>
Interest on Investments	-	-	-	-		-
<b>Total SDC Charges</b>	<b>10,328</b>	-	<b>12,200</b>	<b>59,876</b>		-
<b>Total Revenues</b>	<b>10,328</b>	<b>191,965</b>	<b>215,429</b>	<b>274,384</b>	-	-
<b>Transfers</b>						
To Water Debt Service	-	-	-	-	-	-
To Wastewater Debt Service	-	-	-	-	-	-
To Street Fund	-	-	-	-	-	-
To Water Fund	-	-	-	-	-	-
To Wastewater Fund	-	-	-	-	-	-
<b>Total Transfers</b>	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-
<b>CONTINGENCY</b>		-			-	-
<b>UNAPPROPRIATED ENDING BAL</b>	<b>190,992</b>	<b>191,965</b>	<b>215,429</b>	<b>274,384</b>		

1- Compliance fees cover administrative costs for the SDC program.

2- These charges include the income from the ServPro site and one, new residential home.

The present SDC costs are listed below.

Street Improvement Charges	\$	1,096	
Water Improvement Charges	\$	6,053	
Sewer Improvement Charges	\$	3,135	
Storm Drain Improvements	\$	371	or \$0.13 per square foot of impervious surface
Park Improvements	\$	317	
Water Reimbursement Charges	\$	17	
Sewer Reimbursement Charges	\$	44	
<b>TOTAL</b>	\$	<b>11,033</b>	
Compliance Surcharge	\$	875	
	\$	<b>11,908</b>	

## CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2016-2017

## STORM DRAIN FUND

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2015-16	CITY COUNCIL 2015-16
Cash Balance Forward	16,600	13,140	25,000	25,000		
Storm Drain Assessments	17,601	17,791	18,000	18,000		
Miscellaneous	0	0	200	200		
Interest on Investments						
<b>TOTAL REVENUES</b>	<b>34,201</b>	<b>30,931</b>	<b>43,200</b>	<b>43,200</b>		
<i>Net Revenues</i>	<i>17,601</i>	<i>17,791</i>	<i>18,200</i>			
<b>PERSONAL SERVICES</b>						
Staffing	7,593	7,873	10,969	11,279		
Taxes	758	898	1,540	1,583		
Health Insurance	2,642	3,078	3,305	4,336		
Retirement	1,282	1,296	2,170	1,990		
<b>Subtotal Personal Services</b>	<b>12,276</b>	<b>13,145</b>	<b>17,984</b>	<b>19,188</b>		
<b>MATERIALS AND SERVICES</b>						
Contract Services	0	320	500	500		
Engineer	0	0	5,000	4,000		
Equipment Rental	0	0	300	200		
Supplies	0	0	100	100		
System Maintenance and Repair	1,283	0	5,000	4,000		
Vehicle Fuel & Maintenance	0	0	200	200		
<b>Subtotal Materials &amp; Services</b>	<b>1,283</b>	<b>320</b>	<b>11,100</b>	<b>9,000</b>		
<b>CAPITAL OUTLAY</b>						
Building	0	0	0	0		
Equipment	0	0	0	2,400		
Storm Drain Improvements	0	0	0	0		
<b>Subtotal Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,400</b>		
<b>TOTAL EXPENDITURES</b>	<b>13,558</b>	<b>13,465</b>	<b>29,084</b>	<b>30,588</b>		
<b>RESERVE</b>						
Building	0	0	720	0		
Equipment	0	0	600	264		
Storm Drain Improvements	0	0	0	0		
<b>Subtotal Fund Reserve</b>	<b>0</b>	<b>0</b>	<b>1,320</b>	<b>264</b>		
<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>4,200</b>	<b>4,320</b>		
<b>TOTAL APPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>34,604</b>	<b>35,172</b>		
<b>UNAPPROPRIATED BALANCE</b>	<b>0</b>	<b>0</b>	<b>8,596</b>	<b>8,028</b>		
<b>TOTAL</b>	<b>4,043</b>	<b>13,465</b>	<b>43,200</b>	<b>43,200</b>		

1- CIP for public works is re-prioritized to purchase a Vector Trailer this Fiscal Year with funds initially set for the Pole Barn and Vehicle.

2- Pole barn to be built in 2017-18 would be removed from CIP (see Budget Message-Capital Improvement Program).

3- Vehicle purchase would be purchased in 2019-20 Fiscal Year (see Budget Message-Capital Improvement Program).

4- Pole Barn is removed from CIP. Those funds and previous funds for the Vehicle will be put toward the Vector Trailer in this year's budget.

CIP	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Vector Trailer	\$ 440.00	\$ 880	\$ 1,320	\$ 2,000	\$ -	\$ -
Vehicle (\$10,000 from 4 Funds over 3 Years)				\$ 264	\$ 528	\$ 800
**Pole Barn (\$15,000 from four Funds)	\$ 240	\$ 480	\$ 720	\$ 960	\$ -	\$ -
**Vehicle (\$10,000 from four Funds)	\$ 200	\$ 400	\$ 600	\$ 800	\$ -	\$ -



## CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2016-2017

## STREET FUND

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
Cash Balance Forward	55,000	55,000	70,000	80,000		
State Highway Tax	48,283	48,057	50,000	52,000		
Interest On Investments						
Miscellaneous	-	-	200	200		
System Development Fund Transfer						
<b>TOTAL REVENUES</b>	<b>103,283</b>	<b>103,057</b>	<b>120,200</b>	<b>132,200</b>	-	
	48,283	48,057	50,200			
<b>PERSONAL SERVICES</b>						
Staffing	10,374	10,477	13,749	13,764		
Taxes	1,311	1,228	1,930	1,932		
Health Insurance	3,611	3,352	3,657	5,203		
Retirement	1,853	1,824	2,720	2,428		
<b>Subtotal Personal Services</b>	<b>17,149</b>	<b>16,881</b>	<b>22,055</b>	<b>23,326</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Audit						
Contract Services	131	320	2,500	1,500		
Dues	-	-	-	-		
Engineering	-	-	1,500	-		
Equipment Maintenance	-	-	-	-		
Equipment Purchase	-	-	-	-		
Equipment Rental	102	-	250	250		
Insurance	2,014	2,724	3,000	3,000		
Miscellaneous	-	-	-	-		
Publications and Legal Notices	-	-	-	-		
Supplies	-	-	-	-		
Travel and Training	-	-	-	-		
Street Improvements	4,609	19,284	-	10,000		
Street Signs	-	-	-	-		
Street Sweeping	2,000	1,800	2,400	3,200	#	
Utilities	11,155	9,399	10,000	10,000		
Vehicle Fuel and Maintenance	-	-	-	-		
<b>Subtotal Materials &amp; Services</b>	<b>20,011</b>	<b>33,527</b>	<b>19,650</b>	<b>27,950</b>	-	
Building	-	-	-	-		
Equipment	-	-	-	3,600	#	
Street Improvements	-	-	-	24,000	#	
<b>Subtotal Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,600</b>	-	-
<b>TOTAL EXPENDITURES</b>	<b>37,160</b>	<b>50,408</b>	<b>41,705</b>	<b>78,876</b>	-	-
<b>FUND RESERVE</b>						
Building	-	-	1,080	-	#	
Equipment	-	-	900	396	#	
Street Improvements	-	-	12,000	-	#	
<b>Subtotal Fund Reserve</b>	<b>-</b>	<b>-</b>	<b>13,980</b>	<b>396</b>		
<b>CONTINGENCY</b>		15,000	15,000	15,000		
<b>TOTAL APPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>70,685</b>	<b>94,272</b>		-
<b>UNAPPROPRIATED BALANCE</b>	<b>-</b>	<b>21,637</b>	<b>49,515</b>	<b>37,928</b>		
<b>TOTAL</b>	<b>37,160</b>	<b>87,045</b>	<b>120,200</b>	<b>132,200</b>	-	-

1- Sweep 4 times per year.

2- Pole Barn is removed from CIP. Those funds and previous funds for the Vehicle will be put toward the Vactor Trailer in this year's budget.

3- Pole barn to be built in 2017-18 would be removed from CIP (see Budget Message-Capital Improvement Program).

4- Vehicle purchase would be purchased in 2019-20 Fiscal Year (see Budget Message-Capital Improvement Program).

5- Street improvement projects estimated for every other year, next in 2016-17.

CIP	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Vactor Trailer	\$ 780	\$ 1,320	\$ 1,980	\$ 3,000	\$ -	\$ -
Vehicle (\$10,000 from 4 Funds over 3 Years)				\$ 396	\$ 792	\$ 1,200
Pole Barn (\$15,000 from four Funds)	\$ 480	\$ 720	\$ 1,080	\$ 1,440	\$ 1,800	\$ -
Vehicle (\$10,000 from four Funds)	\$ 300	\$ 600	\$ 900	\$ 1,200		\$ -
Vehicle UTV purchased 2015	\$ 420	\$ 840				

## CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2015-2016

## WASTEWATER FUND

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2013-14	2014-15	BUDGET	BUDGET	COMM	COUNCIL
			2015-16	2016-17	2016-17	2016-17
Cash Balance Forward	-	40,000	-	-		
Sewer User Fees	175,937	185,665	195,000	205,000		
Interest on Investments	-	-	-	-		
New Connections	-	-	-	-		
Property Lease	565	-	575	-		
Miscellaneous Revenues	-	-	1,000	1,000		
Refund/Rebates	5,831	-	-	-		
OR DEQ Loan	79,386	-	100,000	100,000		<sup>1</sup>
Partnership Payments	50,000	50,000	164,721	-		<sup>1</sup>
SDC Transfer	-	-	-	-		
<b>TOTAL REVENUES</b>	<b>311,719</b>	<b>275,665</b>	<b>461,296</b>	<b>306,000</b>	<b>-</b>	
<b>PERSONAL SERVICES</b>						
Staffing	70,143	59,927	51,616	49,668		
Taxes	7,561	8,262	7,245	6,972		
Health Insurance	14,206	14,377	16,361	19,944		
Retirement	13,495	14,272	10,210	8,761		
<b>Subtotal Personal Services</b>	<b>105,405</b>	<b>96,838</b>	<b>85,432</b>	<b>85,345</b>	<b>-</b>	<b>-</b>
<b>MATERIALS AND SERVICES</b>						
Audit	4,466	6,867	5,000	5,000		
Bank Charges-NSF	1,000	1,000	1,000	1,000		
Chemicals	-	-	3,500	4,000		
Contract Services	128,411	27,024	164,721	20,000		<sup>1</sup>
Dues	160	25	250	500		
Equipment Maintenance	57	346	2,500	2,000		
Equipment Rental/Lease	384	-	500	500		
Equipment Purchase	5,508	3,972	6,000	4,000		
City Engineer	3,114	1,363	2,500	10,000		
Insurance	3,503	5,642	6,000	6,000		
Laboratory Analysis	4,576	3,348	5,000	5,000		
Mileage	124	32	-	500		
Miscellaneous	428	131	1,000	1,000		
Permits	583	1,956	500	500		
Postage	997	1,175	750	500		
Publications and Legal Notices	-	-	250	250		
Security Alarm	-	-	-	-		
Supplies	365	438	1,000	1,000		
System Maintenance	12,090	14,510	35,000	20,000		<sup>2</sup>
Telephone	1,974	1,807	2,000	2,000		
Travel and Training	237	-	1,000	1,000		
Utilities	8,516	7,337	9,000	10,000		
Vehicle Fuel and Maintenance	4,508	2,875	4,000	3,500		
<b>Subtotal Materials &amp; Services</b>	<b>181,001</b>	<b>79,848</b>	<b>251,471</b>	<b>98,250</b>	<b>-</b>	

Wastewater

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2013-14	2014-15	BUDGET	BUDGET	COMM	COUNCIL
Wastewater Fund -- continued	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
<b>CAPITAL OUTLAY</b>						
Building	-	-	-	-		
Equipment	-	-	-	9,000		
Plant and Equipment	-	-	-	-		
Wastewater Improvements	15,947	-	-	-		
<b>Subtotal Capital Outlay</b>	<b>15,947</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>						
1997 Revenue Bonds -- USB	5,492	24,536	23,000	21,800		
2012 DEQ WWFP Loan	-	22,936	41,044	41,048		
<b>Subtotal Debt Service</b>	<b>5,492</b>	<b>47,472</b>	<b>64,044</b>	<b>62,848</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
To Debt Service Fund	-	-	-	-		
To Reserve Fund	-	-	-	-		
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>						
	<b>307,846</b>	<b>224,158</b>	<b>400,947</b>	<b>255,443</b>		
<b>RESERVE</b>						
Building	-	2,100	3,000	-		
Equipment	-	1,750	2,500	990		
Plant and Equipment	-	8,000	12,000	16,000		
Wastewater Improvements	-	-	-	-		
<b>Subtotal Fund Reserve</b>	<b>-</b>	<b>11,850</b>	<b>17,500</b>	<b>16,990</b>		
<b>CONTINGENCY</b>						
	-	26,000	15,000	15,000		
<b>TOTAL APPROPRIATED</b>	<b>307,846</b>	<b>236,008</b>	<b>433,447</b>	<b>287,433</b>		<b>-</b>
<b>UNAPPROPRIATED BALANCE</b>						
	-	17,619	27,849	18,567		
<b>TOTAL</b>	<b>307,846</b>	<b>279,627</b>	<b>461,296</b>	<b>306,000</b>	<b>-</b>	<b>-</b>

1-DEQ Loan of \$100,000 available for Engineering expenses and completion of OSU Bench Test costs.

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

3- Pole Barn is removed from CIP. Those funds and previous funds for the Vehicle will be put toward the Vector Trailer in this year's budget.

4- Pole barn to be built in 2017-18 would be removed from CIP (see Budget Message-Capital Improvement Program).

5- Vehicle purchase would be purchased in 2019-20 Fiscal Year (see Budget Message-Capital Improvement Program).

6- Five (5) year CIP for generator (2013-14-to be purchased 2017-18)

CIP	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Vector Trailer	2,200	3,850	5,500	8,050	-	
Vehicle (\$10,000 from 4 Funds over 3 Years)				\$ 990	\$ 1,980	\$ 3,000
Pole Barn (\$15,000 from four Funds)	1,200	2,100	3,000	3,900	4,800	
Vehicle (\$10,000 from four Funds)	1,000	1,750	2,500	3,250		
Vehicle UTV purchased 2015	1,400	2,450				
Generator	4,000	8,000	12,000	16,000	20,000	

## CITY OF ADAIR VILLAGE ANNUAL BUDGET

FISCAL YEAR 2016-2017

## WATER FUND

	ACTUAL 2013-14	ACTUAL 2014-15	ADOPTED BUDGET 2015-16	PROPOSED BUDGET 2016-17	BUDGET COMM 2016-17	CITY COUNCIL 2016-17
Cash Balance Forward	300,000	330,000	270,000	370,000		
Deposits for New Service	5,640	4,800	5,000	5,000		
Metered Water Sales	288,766	274,235	275,000	290,000		
Outside Water Assessments	174,443	205,977	200,000	220,000		
New Connections	2,281	1,050	2,500	2,000		
Reconnect Fees	3,004	2,579	3,000	3,000		
Miscellaneous Revenue	-	12	1,000	1,000		
Refunds	4,239	-	5,000	5,000		
Property Lease	274	-	-	-		
IFA Water Loan	-	-	-	2,840,000		
Transfer - SDC Fund	-	-	-	-		
<b>TOTAL REVENUES</b>	<b>778,647</b>	<b>818,653</b>	<b>761,500</b>	<b>3,736,000</b>	-	-
<i>New Revenues</i>	478,373	488,653	491,500	526,000		
<b>PERSONAL SERVICES</b>						
Staffing	113,930	111,956	103,504	108,783		
Taxes	12,265	16,059	14,528	15,269		
Health Insurance	27,766	28,986	33,049	42,490		
Retirement	21,944	25,233	20,473	19,189		
<b>Subtotal Personal Services</b>	<b>175,905</b>	<b>182,234</b>	<b>171,554</b>	<b>185,732</b>	-	-
<b>MATERIALS AND SERVICES</b>						
Audit	7,700	6,867	6,500	6,500		
Bank Charges-NSF	-	-	200	200		
Chemicals	12,373	23,334	16,000	20,000		
Contract Services	100,626	268,025	150,000	2,840,000		
Dues	189	1,178	500	500		
City Engineer	1,450	2,949	20,000	20,000		
Equipment Maintenance	158	902	2,000	2,000		
Equipment Purchase	6,589	7,674	4,000	4,000		
Equipment Rental/Lease	304	-	2,000	3,000		
Insurance	6,129	6,509	6,500	8,000		
Laboratory Analysis	1,660	1,257	2,000	3,000		
Mileage	312	32	-	-		
Miscellaneous	1,590	843	2,000	2,000		
Permits	1,900	1,243	1,000	1,000		
Postage	996	1,171	500	500		
Publications and Legal Notices	-	117	100	100		
Refunds	164	-	-	-		
Supplies	1,160	707	1,500	1,500		
System Maintenance and Repair	12,269	35,927	25,000	25,000		
Telephone	2,884	2,535	3,000	3,000		
Travel and Training	2,474	1,775	3,500	3,500		
Utilities	24,116	27,268	25,000	25,000		
Vehicle Fuel and Maintenance	4,633	5,182	6,500	6,500		
<b>Subtotal Materials &amp; Services</b>	<b>189,676</b>	<b>395,495</b>	<b>277,800</b>	<b>2,975,300</b>	-	-

Water

	ACTUAL	ACTUAL	ADOPTED	PROPOSED	BUDGET	CITY
	2013-14	2014-15	BUDGET	BUDGET	COMM	COUNCIL
Water Fund -- continued	2013-14	2014-15	2015-16	2016-17	2016-17	2016-17
<b>CAPITAL OUTLAY</b>						
Building	-	-	-	-		
Equipment	-	-	-	35,000		
Meters	70,989	4,500	-	-		
Water Improvements	-	10,062	-	-		
Plant and Equipment	23,983	5,745	-	-		
<b>Subtotal Capital Outlay</b>	<b>94,972</b>	<b>20,307</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>
<b>DEBT SERVICE</b>						
1980 Water Revenue P & I	5,739	5,877	6,000	6,000		
1997 Water Revenue Bonds P & I	6,613	30,319	29,000	27,500		
GMAC Bond						
<b>Subtotal Debt Service</b>	<b>12,352</b>	<b>36,196</b>	<b>35,000</b>	<b>33,500</b>	<b>-</b>	<b>-</b>
<b>TRANSFERS</b>						
To Reserve Fund	-	-	-	-		
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>472,905</b>	<b>634,232</b>	<b>484,354</b>	<b>3,229,532</b>		
<b>RESERVE</b>						
Building	-	2,700	4,200	-		
Equipment	-	2,250	3,500	1,650		
Meters	-	-	-	-		
Water Improvements	-	10,000	7,500	-		
Plant and Equipment	-	-	7,500	-		
<b>Subtotal Fund Reserve</b>	<b>-</b>	<b>14,950</b>	<b>22,700</b>	<b>1,650</b>	<b>22,700</b>	<b>1,650</b>
<b>CONTINGENCY</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>		
<b>TOTAL APPROPRIATED</b>	<b>472,905</b>	<b>649,182</b>	<b>582,054</b>	<b>3,306,182</b>	<b>22,700</b>	<b>1,650</b>
<b>UNAPPROPRIATED BALANCE</b>	<b>-</b>	<b>92,882</b>	<b>179,447</b>	<b>429,818</b>		
	<b>472,905</b>	<b>742,064</b>	<b>761,501</b>	<b>3,736,000</b>	<b>-</b>	<b>1,650</b>

- 1 - Anticipates final engineering services for water tank upgrade and Water Rights negotiations.
- 2 - State mandated operating permits
- 3 - This will complete the meter replacement project; these costs may be rolled into the revenue bond.
- 4 - CIP-4 year replacement of transmission line valves.
- 5 - Chemical pumps in 3 years.

CIP	2013-14	2014-15	2015-16	2016-17	2017-18
Driver/Soft Start	7,000				
Turbidity Meters	5,000	10,000			
Chemical Pumps	2,500	5,000	7,500	10,000	
Transmission Line Valves	2,500	5,000	7,500	10,000	
<b>Vector Trailer</b>	<b>2,200</b>	<b>4,950</b>	<b>7,700</b>	<b>11,950</b>	<b>-</b>
Pole Barn (\$15,000 from four Funds)	1,200	2,700	4,200	5,700	7,200
Vehicle (\$10,000 from four Funds)	1,000	2,250	3,500	4,750	
Vehicle UTV purchased 2015	1,400	3,150			

New Calculations

Owner	SqFt Original Impervious Surface	Original Charges	New SqFt IS	@\$1.00/EDU	@\$1.50/EDU	@\$2.00/EDU	@\$2.50/EDU
Block Bldg	65,200	\$ 23.70	122,979	\$ 49.19	\$ 73.79	\$ 98.38	\$ 122.98
Fire Dist	6,200	\$ 2.30	12,578	\$ 5.03	\$ 7.55	\$ 10.06	\$ 12.58
Jamocho Jo's		\$ 1.00	7,032	\$ 2.81	\$ 4.22	\$ 5.63	\$ 7.03
Village Food Market	10,048	\$ 3.70	11,962	\$ 4.78	\$ 7.18	\$ 9.57	\$ 11.96
SCS	181,100	\$ 64.15	406,413	\$ 162.57	\$ 243.85	\$ 325.13	\$ 406.41
Oakcraft	39,291	\$ 14.30	52,272	\$ 20.91	\$ 31.36	\$ 41.82	\$ 52.27
PoP Church	25,324	\$ 9.20	40,810	\$ 16.32	\$ 24.49	\$ 32.65	\$ 40.81
Trng Ctr	187,100	\$ 68.00	281,767	\$ 112.71	\$ 169.06	\$ 225.41	\$ 281.77
Valley Catering	27,570	\$ 4.50	27,570	\$ 11.03	\$ 16.54	\$ 22.06	\$ 27.57
Van Laere	5,105	\$ 1.90	5,105	\$ 2.04	\$ 3.06	\$ 4.08	\$ 5.11
Qwest	3,600	\$ 1.30	3,600	\$ 1.44	\$ 2.16	\$ 2.88	\$ 3.60
<b>Total Commercial</b>	550,538	\$ 194.05	972,088	\$ 388.84	\$ 583.25	\$ 777.67	\$ 972.09
		\$ 2,328.60		\$ 4,666.02	\$ 6,999.04	\$ 9,332.05	\$ 11,665.06
Residential Accounts	290	\$ 290	290	\$ 290	\$ 290	\$ 290	\$ 290
<b>Total Storm Drain Resource</b>	3,480.00	\$ 5,808.60	8,700.00	\$ 13,366.02	\$ 15,699.04	\$ 18,032.05	\$ 20,365.06
			Jan 2010	July 2010	Jan 2011		
<b>Total Funds Collected</b>		\$ 22,066.02	\$ 24,399.04	\$ 26,732.05	\$ 29,065.06		

### SEWER RATE EVALUATION

FORMULA: WATER (GALLONS FOR YEAR) DIVIDED BY 12 (MONTHS FOR YEAR) =  
WATER (GALLONS FOR MONTH) DIVIDED BY 30 (DAYS IN MONTH) = WATER  
(GALLONS FOR DAY) DIVIDED BY 163 (EPA'S DESIGNATED GALLONS PER EDU) =  
EDU (PER DWELLING) MULTIPLY BY \$36.69 = SEWER RATE

ACCT #	Water Use					3 YEAR AVERAGE USE	3 YEAR EDU	3 YEAR AVG BILLED \$48.37/mth	PREVIOUS CHARGES 2010-12 @ \$43.87
	2012	2013	2014	2015	2016				
S02	79,091	30,735	107,051	125,219		7,306	1.22	\$58.90	\$48.47
S03	88,700	110,200	70,100	71,600		6,997	1.17	\$56.41	\$63.73
NO SEWER	28,360	38,860	27,200	34,280		2,787	0.46	\$22.47	\$10.75
S17	13,130	16,100	11,770	15,700		1,210	0.20	\$9.76	\$4.81
S01	254,990	34,603	12,390	724		1,325	0.22	\$10.69	\$114.06
S23	109,350	66,130	29,500	26,380		3,389	0.56	\$27.32	\$49.74
S04	202,900	185,900	64,975	2,616		7,041	1.17	\$56.77	\$63.27
S18	56,030	21,660	32,757	27,765		2,283	0.38	\$18.41	\$22.92
S01	8,230	9,099	8,202	11,848		810	0.13	\$6.53	\$4.47
S05	389,400	439,100	397,900	473,000		36,389	6.06	\$293.36	\$181.28
S01	42,004	30,000	60,000	72,000		4,500	0.75	\$36.28	\$11.36
line break	0								\$0.00
NO USE	0								\$0.00
S06	177,500	265,600	321,600	103,900		19,197	3.20	\$154.76	\$77.26
S01	9,340	14,230	9,900	430		682	0.11	\$5.50	\$3.49
S07	180,770	90,770	225,330	107,456		11,765	1.96	\$94.85	\$67.06
S01 used	85,210	85,550	86,060	95,420		7,418	1.24	\$59.80	\$41.80
S08	115,850	75,130	66,230	47,790		5,254	0.88	\$42.36	\$35.19
S09	394,700	465,900	340,160	349,460		32,098	5.35	\$258.76	\$154.36
S10	254,810	335,520	363,830	251,960		26,425	4.40	\$213.03	\$132.63
S11	93,900	65,300	87,400	56,700		5,817	0.97	\$46.89	\$44.36
S12	0							\$0.00	\$0.26
NO USE	0								\$0.00
S14	26,100	43,700	41,900	34,000		3,322	0.55	\$26.78	\$11.66
S15	112,140	144,550	154,440	123,210		11,728	1.95	\$94.55	\$49.45
S18	14,870	19,760	55,850	67,560		3,977	0.66	\$32.06	\$7.62
S16	289,450	298,150	280,230	307,980		24,621	4.10	\$198.49	\$123.04
S22	280,800	176,200	223,500	96,319		13,778	2.30	\$111.08	\$121.82
								\$1,935.78	\$1,424.85

### SEWER RATE EVALUATION

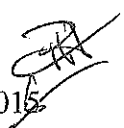
FORMULA: WATER (GALLONS FOR YEAR) DIVIDED BY 12 (MONTHS FOR YEAR) =  
 WATER (GALLONS FOR MONTH) DIVIDED BY 30 (DAYS IN MONTH) = WATER  
 (GALLONS FOR DAY) DIVIDED BY 169 (EPA'S DESIGNATED GALLONS PER EDU) =  
 EDU (PER DWELLING) MULTIPLY BY \$36.68 = SEWER RATE

ACCT #	2012	2013	2014	2015	3 YEAR AVERAGE USE	3 YEAR EDU	3 YEAR AVG BILLED \$48.37/mth	PREVIOUS CHARGES 2010-12 @ \$43.87
S02	79,091	30,735	107,051	125,219	7,306	1.22	\$58.90	\$46.47
S03	88,700	110,200	70,100	71,600	6,997	1.17	\$56.41	\$63.73
NO SEWER	28,360	38,860	27,200	34,280	2,787	0.46	\$22.47	\$10.75
S17	13,130	16,100	11,770	15,700	1,210	0.20	\$9.76	\$4.81
S01	254,990	34,603	12,390	724	1,325	0.22	\$10.69	\$114.06
S23	109,350	66,130	29,500	26,380	3,389	0.56	\$27.32	\$49.74
S04	202,900	185,900	64,975	2,616	7,041	1.17	\$56.77	\$63.27
S18	56,030	21,660	32,757	27,785	2,283	0.38	\$18.41	\$22.92
S01	8,230	9,099	8,202	11,848	810	0.13	\$6.53	\$4.47
S05	389,400	439,100	397,900	473,000	36,389	6.06	\$293.36	\$161.28
S01	42,004	30,000	60,000	72,000	4,500	0.75	\$36.28	\$11.36
line break	0							\$0.00
NO USE	0							\$0.00
S06	177,500	265,600	321,600	103,900	19,197	3.20	\$154.76	\$77.26
S01	9,340	14,230	9,900	430	682	0.11	\$5.50	\$3.49
S07	180,770	90,770	225,330	107,456	11,765	1.96	\$94.85	\$67.06
S01 used	85,210	85,550	86,060	95,420	7,418	1.24	\$59.80	\$41.80
S08	115,850	75,130	66,230	47,790	5,254	0.88	\$42.36	\$35.19
S09	394,700	465,900	340,160	349,460	32,098	5.35	\$258.76	\$154.36
S10	254,810	335,520	363,630	251,960	26,425	4.40	\$213.03	\$132.63
S11	93,900	65,300	87,400	56,700	5,817	0.97	\$46.89	\$44.36
S12	0							\$0.26
NO USE	0							\$0.00
S14	26,100	43,700	41,900	34,000	3,322	0.55	\$26.78	\$11.66
S15	112,140	144,550	154,440	123,210	11,728	1.95	\$94.55	\$49.45
S18	14,870	19,760	55,860	67,560	3,977	0.66	\$32.06	\$7.62
S16	289,450	298,150	280,230	307,980	24,621	4.10	\$198.49	\$123.04
S22	280,800	176,200	223,500	96,319	13,778	2.30	\$111.08	\$121.82
							\$1,935.78	\$1,424.85

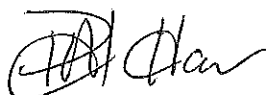




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Fax: 541-230-5219

  
April 7, 2016

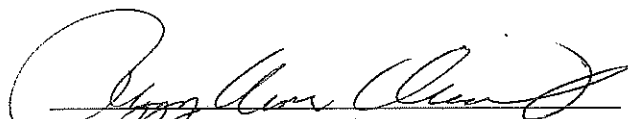
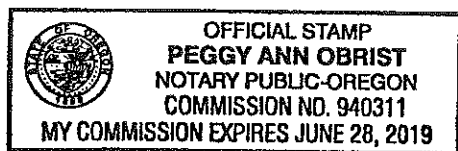
I affirm that the City of Adair Village sent out public notice of the April 20, 2016 Budget Committee meeting on March 31, 2016 as part of the monthly newsletter that accompanies the monthly utility bill. This notice went to every address in Adair Village.



Pat Hare  
City Administrator

State of OREGON  
County of BENTON

Signed or attested before me on April 7, 2016 by PAT HARE

  
Notary Public – State of Oregon

## Budget 2016-2017 Time Line & Process

<u>Date</u>	<u>Action</u>
Jan 5 <sup>th</sup>	Council Appoints Budget Officer
Feb & Mar	City Staff Prepares Budget by Fund
March 25 <sup>th</sup>	<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"> <li>▪ The first Budget Committee Meeting set for April 20<sup>th</sup></li> </ul>
April 12 <sup>th</sup>	Budget Officer Finalizes Draft Budget Document and forwards to Budget Committee Members for review
April 20 <sup>th</sup>	<p>First Budget Committee Meeting – 6:30 p.m.</p> <ul style="list-style-type: none"> <li>▪ Elect Budget Committee Chair</li> <li>▪ Discussion of Budget &amp; Budget Message</li> <li>▪ Questions and Comments from Public</li> </ul>
May 3 <sup>rd</sup>	<p>Second Budget Committee Meeting – 6:00 p.m., before City Council meeting</p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Possible Uses for State Revenue Sharing</li> <li>▪ Public Comment on State Revenue Sharing</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 18 <sup>th</sup>	<p>Third Budget Committee Meeting – 7:00 p.m.-only if necessary</p> <ul style="list-style-type: none"> <li>▪ Discussion of Budget Proposal</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Discussion of Proposed Uses for State Revenue Sharing</li> <li>▪ Budget Committee Certifies Final Budget Document to Council</li> </ul>
May 25 <sup>th</sup>	Proposed Budget Published & Available to Public
May 31 <sup>st</sup>	Meeting Notice for June 7 <sup>th</sup> 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 7 <sup>th</sup>	<p>Budget Hearing at the regularly scheduled Council Meeting</p> <ul style="list-style-type: none"> <li>▪ Resolutions to Enact:               <ol style="list-style-type: none"> <li>1. Adopt Budget &amp; State Revenue Sharing</li> <li>2. Tax Rate</li> <li>3. Proposed Tax Levy</li> </ol> </li> </ul> <p>Submit Tax Certification Documents to the County Assessor</p>
June 21 <sup>st</sup>	Special City Council Meeting, if necessary to complete required work
July 15 <sup>th</sup>	Deadline for Filing Budget; and Deadline certify certain Resolutions

The Budget Committee for the City of Adair Village will hold its first meeting on April 20, 2016 at 6:00 PM at the Adair Village City Hall, 6030 William R. Carr Avenue, Adair Village. The purpose of this meeting is to present the budget and the budget message and to take comments and questions from the public.

A copy of the budget may be inspected or obtained at 6030 William R. Carr Avenue Adair Village after April 12<sup>th</sup> between the hours of 8:30 AM and 4:00 PM, or the budget may be viewed on the website of the City of Adair Village, which can be found at [www.adairvillage.org/Your Government/Finances/Budgets](http://www.adairvillage.org/Your%20Government/Finances/Budgets) This budget was prepared on a basis of accounting that is consistent with the basis of accounting used during the preceding year. This budget is for the annual period of July 1, 2016 through June 30, 2017.

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**This Notice was included with the April Newsletter that accompanies the monthly utility bill sent by the City to every household in the City, which was mailed on March 31, 2016. In cases where the utility bill goes to an outside address, the newsletter and Notice were sent to every address within the city limits.**

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